



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, April 16th, 2018

AGENDA

1. ADOPT AGENDA

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS

D-1 – Gwaii Trust South Moresby Forest Replacement Account (Athlii Gwaii) – Carla Lutner

3. MINUTES

M-1 – April 3, 2018 Regular Council Meeting Minutes

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

BA-1—(WHARF) Progress Report on getting Wharf in good serviceable conditions and getting the second set of figures for the lower load limits based on the previous engine report – CAO Ruby Decock

BA-2—(PRIORITIES) Progress report on the Council's Public Works priorities and confirmed timelines -- CAO Ruby Decock

BA-3—(ALL-ISLAND MEETING) Progress report on request for meeting with all other communities on Island to attend an All-Community Meeting in Port Clements – CAO Ruby Decock

BA-4-- (RTC CLINIC) Progress Report for further information regarding the Clinic Addition -- CAO Ruby Decock

BA-5—(WATER RESERVOIRS) Progress Report on cleaning water storage reservoirs or hiring someone to clean them – PW Supervisor O'Donoghue

BA-6—(SWABBING) Progress Report on installing a new swabbing station 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 - PW Supervisor O'Donoghue

BA-7—(SWABBING) Progress Report on presenting a plan, including a timeline, to Council on what would be required for swabbing the entire water distribution system in Port Clements -- PW Supervisor O'Donoghue

BA-8—(MOWER) Progress Report on researching price for a tractor attachment to mow ditches and/or look into options to outsource the work to a contractor – PW Supervisor O'Donoghue

BA-9—(SOCCER FIELD) Progress report on investigating proper equipment for the soccer field maintenance. Extend research to Prince Rupert area and at possible cost-sharing options with other communities. – PW Supervisor O'Donoghue

BA-10 – Clinic Flooring & Heat Return Ventilation System – Council requested that this item be placed on agenda to reconsider past motions affecting the Clinic Flooring and Heat Return Ventilation System.

UB-1 — Request for Land Transfer – email from Randy & Gloria O'Brien – See CAO Progress Report from April 12, 2018.

UB-2 - Haida Gwaii Commitment to Clean Energy – Council of Haida Nation

5. ORIGINAL CORRESPONDENCE

C-1 – Request for Letter of Support – O'Briens Road & Bridge Maintenance

6. FINANCE

F-1 – January – March 2018 Quarterly Revenue & Expense Report

7. GOVERNMENT

G-1 – All Community SPCA Working Group – Council Representative – Councillor Stewart

G-2 – Readings 1 - 3 of Financial Plan Bylaw for the Years 2018-2022 Bylaw 447, 2018

G-3 – Travel and Per Diem Expense Policy for Council and Staff Policy 1, 2018 – Updated

G-4 – Terms of Employment, Safety and Grievance Policy 4, 2018 - Updated

G-5 – Code of Conduct Policy 15, 2018 – Updated

G-6 – Discipline suspension and Termination Policy 17, 2018

G-7 – Education and Training Policy 18, 2018

G-8 – Readings 1 – 3 of the Tax Rate Bylaw for the Years 2018-2022 Bylaw 448, 2018

8. NEW BUSINESS

NB-1– Town Clean Up – Date Required

9. REPORTS & DISCUSSIONS

10. ACTION ITEMS

A-1 – see Action Items list.

11. QUESTIONS FROM THE PUBLIC & PRESS

12. IN-CAMERA

As per section 90 1 (c), (e),

13. ADJOURNMENT



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

36 Cedar Avenue West
PO Box 198
Port Clements, BC
V0T1R0
www.portclements.ca

For more information please contact by:
Phone: 250-557-4295
FAX: 250-557-4568
Email: cao@portclements.ca

Delegation to Council Application Form

Applicant Group/Individual Name: Gwaii Trust Society
Mailing Address: PO Box 588, Masset, BC, V0T1R0
Telephone: 559 8883 Email: carla.lutner@gwaiitrust.com
626 3654
Subject of Delegation: update on Athlii Gwaii

Purpose of Delegation:

****Please note that delegations regarding any aspect of an Official Community Plan or a zoning application are prohibited between the conclusion of a Public Hearing and the adoption of a Bylaw and may not come before Council at that time.****

- ☐ Question for council
- ☐ Requesting information
- ☐ Requesting a letter of support
- ☐ Requesting funding

☒ Other (provide details): request feedback

Contact Person (if different from above): Carla Lutner
Telephone number: 559 5807 Email: carla.lutner@gwaiitrust.com

It is recommended that if an applicant has a deadline or specific time constraint then the applicant should make their delegation application to a Council Meeting that has at least one other Council Meeting occurring before this deadline.

Please note that your delegation may not be on the date requested due to prior commitments, staff resources or at the Chief Administrative Officers' discretion due to subject matter. Your delegation is not confirmed until it is approved by the CAO and you have been contacted by Village staff.

Council Meeting date requested: April 16th, 2018
Attending delegate (if different from above): _____

D-1

Delegation Requirements:

If approved the name of the delegation and its subject will be published in the Council Meeting Agenda, which is made available to the public and on our website. This is not optional and cannot be withdrawn from the public record.

If you wish to provide supporting documentation to be published in the Agenda, it must be provided to our office no later than **1:00 PM on the Wednesday prior to the Council Meeting**. After the Agenda's deadline the delegation must bring its supporting document to the Council Meeting for distribution. It is mandatory to bring 7 copies for Council and Staff

Delegation Rules at Council Meetings:

1. **The delegation has a 10 minute time limit for speaking to Council.** This limit is regardless of how many speakers the delegation presents as part of their delegation. This limit also includes time for any questions.
2. The presentation must be directed at Council in a respectful and collaborative manner. The meeting Chairperson will indicate who has the turn to speak and in what order: interrupting and talking over someone when they are speaking is strongly discouraged. Disrespectful and abusive language will not be tolerated.
3. **Do not expect an immediate answer or response to your delegation:** Council may refer to staff for more information or postpone it to another meeting for further consideration. Council reserves the right to make its decision in its own time and will not be pressed to a decision due to a delegate's deadline.

I understand and agree that I have been advised on the rules and requirements of a delegation to Council and I agree to these terms.

Name: Carla Luber
 Date: April 13/2018
 Signature: [Signature]

For Office Use Only:

Date Application Received: April 13, 2018 Documents Submitted with Application:

Application Received by: Ruby Decock Signature: [Signature]

☒ Approved

☐ Declined

☐ Other (please specify): _____

Council Meeting Appearance date of Delegation: April 16, 2018

[Signature]
 Signature of Chief Administrative Officer

April 16, 2018
 Signature Date



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

Minutes of the regular meeting of the Port Clements Council held Tuesday, April 3, 2018 in Council Chambers.

Present:

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

CAO Ruby Decock
 Intern Elizabeth Cumming

Members of the Public and Press Present: Craig Beachy, Aaron Cunningham, Pat Johnston, Kelly Greene, Joan Hein, Maureen Bailey, Marilyn Bliss, Terry Kish, Bev Lore, Manzanita Snow, Aaron Williams

Press: Andrew Hudson RCMP: Corporal Chris Keinzle, Sergeant Kevin Smith

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

1. ADOPT AGENDA.

2018-081 – Moved by Councillor Stewart, seconded by Councillor Daugert
 THAT Council adopts the agenda as presented.
CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

D-1— Port Clements Moving Forward – Joan Hein

2018-082 – Moved by Councillor Stewart, seconded by Councillor O'Brien Anderson

THAT Council table this letter and report to permit Council and Administration the time to properly review and research this information for future consideration. When a consensus is reached on any of these suggestions, I further motion that Administration develops a response to be presented to the Delegation at a future Council Meeting – with appropriate time and notice given for them to attend.

CARRIED

OPPOSED Councillor Cumming

D-2- Crime Stats-- Cpl. Chris Kienzle and Sgt. Kevin Smith of the RCMP

General Introduction – New members. Call volume is down 20% from Port Clements area. There was a small increase in small assaults and violent crime.

3. MINUTES.

M-1— March 19, 2018 Regular Council Meeting minutes

2018-083 Moved by Councillor Stewart seconded by Councillor Daugert

THAT Council adopts the March 19, 2018 Regular Council Meeting Minutes as presented with one minor correction in report section to change "Headway" to "Hadway".

M-1

CARRIED

2018-084– Moved by Councillor Stewart, seconded by Councillor Daugert
 THAT Council adopts the March 20, 2018 Special Council Meeting Minutes as presented.

CARRIED**4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.****(a) ADMINISTRATIVE BUSINESS ARISING**

BA-1—(KELOWNA LETTER) Progress report on letter written in support of Kelowna's Cannabis Tax Share Initiative – CAO Ruby Decock

BA-2—(WHARF) Progress Report on getting Wharf in good serviceable conditions and getting the second set of figures for the lower load limits based on the previous engine report – CAO Ruby Decock

2018-085 – Moved by Councillor O'Brien Anderson, seconded by Councillor Stewart

THAT Council receives the report.

CARRIED

2018-086 – Moved by Daugert, seconded by Councillor

THAT Council tables BA-2 until May Council meetings. CAO Decock to still follow up to see if Engineering firm will complete by May.

CARRIED

CARRIED BA-3-- (NCLGA) Progress report on sending amended resolution to NCLGA – CAO Ruby Decock

BA-4-- (NEW WELL) Progress Report on approaching the Grant-writer to look into funding for a new well – CAO Ruby Decock

BA-5—(WATER LINES) Progress Report on approaching the Grant-writer to look into funding to replace the asbestos water lines on Tingley Street – CAO Ruby Decock

BA-6—(BUDGET) Progress Report on Increasing Boat Launch Budget – CAO Ruby Decock

BA-7—(PRIORITIES) Progress report on the Council's Public Works priorities and confirmed timelines -- CAO Ruby Decock

BA-8—(WEIGHT ROOM) Progress report on asking Chris Williams to look into funding for weight room upgrades— CAO Ruby Decock

BA-9—(SUPPORT LETTER) Progress report on support letter for the Edge of the World Music Festival Society for their application to NDIT for the Fabulous Festivals and Events Program – CAO Ruby Decock

BA-10—(CELLULAR SERVICE) Progress report on sending a letter to Minister Sims (cc'd Jennifer Rice, Telus and Bell) – CAO Ruby Decock

BA-11—(DISSAPOINTMENT LETTER) Progress report on sending letter to Minister Sims to express disappointment with CRTC response letter.

BA-12—(ALL-ISLAND MEETING) Progress report on request for meeting with all other communities on Island to attend an All-Community Meeting in Port Clements – CAO Ruby Decock

2018-087– Moved by Councillor Cumming, seconded by Councillor Stewart.

THAT Council defers dealing with land transfer of property UB-1 – Randy O'Brien until the CAO can research the land transfer as per her request.

CARRIED

BA-13—(PCVFD 50th) Progress report on reimbursing up to \$1500 for the Port Clements Volunteer Fire Department's celebration of 50th Anniversary – CAO Ruby Decock

BA-14—(SUPPORT LETTER) Progress report on letter of support for Greyhound Alternative requested by Nathan Cullen, MP – CAO Ruby Decock

BA-15-- (RTC CLINIC) Progress Report for further information regarding the Clinic Addition – CAO Met with Lease Manager and BCHES is to prepare and present a report -- Verbal Report - CAO Ruby Decock

(b) PUBLIC WORKS BUSINESS ARISING

BA-16 — (WATER RESERVOIRS) Progress Report on cleaning water storage reservoirs or hiring someone to clean them – PW Supervisor O'Donoghue

BA-17—(SWABBING) Progress Report on installing a new swabbing station 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 - PW Supervisor O'Donoghue

BA-18—(SWABBING) Progress Report on presenting a plan, including a timeline, to Council on what would be required for swabbing the entire water distribution system in Port Clements -- PW Supervisor O'Donoghue

BA-19—(MOWER) Progress Report on researching price for a tractor attachment to mow ditches and/or look into options to outsource the work to a contractor – PW Supervisor O'Donoghue

BA-20—(SOCCER FIELD) Progress report on investigating proper equipment for the soccer field maintenance. Extend research to Prince Rupert area and at possible cost-sharing options with other communities. – PW Supervisor O'Donoghue

UB-1-- REQUEST FOR LAND TRANSFER – email from Randy & Gloria O'Brien

5. ORIGINAL CORRESPONDENCE

C-1—2018 Resolution and Report for Collection of Unpaid Bylaw Fines for LMLGA AGM – Kevin Creery, Protective Services, Whistler

6. FINANCE

F-1—Appreciation Gift From Northern Savings Credit Union
2018-088 – Moved by Councillor Daugert, seconded by Councillor Stewart
THAT Council donates this gift from NSCU to the SPCA
CARRIED

F-2—Draft 2018 Budget – CAO Decock

Follow up meeting for April 10th, 2018 at 1:00 PM to finalize draft budget for adoption.

7. GOVERNMENT**8. NEW BUSINESS**

NB-1- Haida Gwaii Commitment to Clean Energy – Council of Haida Nation
2018-089– Moved by Councillor Cumming, seconded by Councillor Daugert
THAT Council be tabled until administration is able to research the commitments, implications and timelines further.
CARRIED

Ensure that biomass energy is considered clean energy. Would like to have this on the next council meeting.

9. REPORTS & DISCUSSIONS

Councillor Stewart: attended SPCA meeting on March 26th, 2018. Would like to be the spokesperson to be a part of the community.

Councillor O'Brien Anderson: Update on stump for signage;

Councillor Cumming: Nothing to report.

Councillor Daugert: attended all-island protocol meeting in Skidegate - discussion on GwaiiTel & Gwaiicom; clean energy, and update on Forestry issues.

Mayor Thomas: attended Regional Hospital Board Meeting; attended NCRD Meeting – priorities is the Resource Benefits Alliance is the top priority; attended all-island protocol meeting – looks promising. Attended meeting with Northern Health in Masset – topic about Tsunami evacuation of medical patients. On track with Telus.

CAO Ruby Decock: Update on housing – BCHES Malachy Tohill is willing to meet with Council to provide information about BCHES discuss opportunities for funding; Catching up with everything; Modular unit initiatives.

Intern Cumming: Busy.

10. ACTION ITEMS

11. QUESTIONS FROM THE PUBLIC & PRESS

Question from the Press: *Is there a push from Council to do a joint By-law Officer.*

CAO : *No there is no initiative*

Do you know if the All-Island meeting on the 18th is open to the public?

Answerer: Unsure, Mayor Thomas will get back..

Question from Pat Johnston: Is the new dock at the dock, the

Question from Marilyn Bliss: Is the Coffee meeting discussion still open or going to occur? – May 4th is a possible. CAO to confirm.

Comment from Bev Lore: Good turn out for Easter Egg hunt. Good to turn out

12. IN-CAMERA

As per section 90(1)(a), (c), (g), (k)

2018-090 – Moved by Councillor Cumming, seconded by Councillor Stewart

THAT Council adjourn to incamera as per section 90(1)(a), (c), (g), (k) of the *Community Charter* at 9:13

CARRIED

Moved to in Camera at 9:13 pm

ADJOURNMENT

2018-091– Moved by Councilor Stewart

THAT the meeting be adjourned at 10:24 PM.

CARRIED

Urs Thomas
Mayor

Ruby Decock
CAO

N-1



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

36 Cedar Avenue West
PO Box 198
Port Clements, BC
V0T1R0
OFFICE :250-557-4295
Public Works :250-557-4326
FAX :250-557-4568
Email : office@portclements.ca
Web : www.portclements.ca

PROGRESS REPORT TO COUNCIL

Author: Ruby Decock, CAO
Date: April 12, 2018
Re: Business Arising Progress Report

Background: This is the progress report on how Administration has been working on passed Council resolutions that were directed to the CAO to attend to.

(2018-013) 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.

The CAO sent an email to the Engineer on February 6th, 2018. The Engineer was out of the office until February 23rd. The CAO contacted the Engineer on March 1st and March 27th for an update. No new information was received until March 28th when an email was received. The Engineering Firm does not have time to look at the work and does not know when they will. They suggest that if we wish to use another engineering firm we can.

No new update as of April 12th, 2018.

(2018-037) THAT the CAO look at the above priorities and confirmed timelines back to the Public Works' Committee and to Council at the next Public Works' Committee Meeting and the next Council Meeting. (In regards to Feb 5th meeting with the motions made directing public works).

This is subject to Strategic Planning and commitments and is still in progress.

(2018-052) THAT Council requests a meeting with all the other communities on Island to attend an All-Community Meeting in Port Clements, as soon as it can be arranged by the CAO.

BA - 1
to BA - 4

The CAO requires more specific information from Council that she can present to the other communities: agenda, intent, what outcomes/expectations are to come out of this meeting.

2018-082 – Moved by Councillor Stewart, seconded by Councillor O'Brien Anderson THAT Council table this letter and report to permit Council and Administration the time to properly review and research this information for future consideration. When a consensus is reached on any of these suggestions, I further motion that Administration develops a response to be presented to the Delegation at a future Council Meeting – with appropriate time and notice given for them to attend.

The CAO had presented the information to Council for the April 10, 2018 meeting. Council made specific changes during the Strategic Planning & Budget meeting that addressed several items or recommendations presented in the report submitted by Joan Hein.

(RTC Clinic) Progress Report for Further Information Regarding the Clinic Addition

The CAO met with the Lease Manager and BCHES is to prepare and present a report. As of April 12, 2018 this items is still outstanding as the CAO has not received this report.

Respectfully submitted:



CAO Ruby Decock

BA-1
to BA-4

Council Motion Progress Report

Submitted by Public Works Superintendent

**note: Headings behind actual council resolutions are my wording, do not reflect the exact wording of the actual motions.*

**Current updates in red color.*

2018-29 – Green Sand Testing

- Clarification from engineer re: testing method received. 21 page Method report complete (Jay), available to CAO for review. Need 2 workers one entire day and proper window of opportunity for plant shutdown to complete sampling procedure. Yet to be scheduled.
- (2018-04-03) No progress

2018-30 – Water Storage Cleaning

- As reported verbally previously, this is an ongoing operational activity which happens through the year. Specific activities and actions are available for review by CAO.
- (2018-04-03) Since last report, operationally have drained sediment on Reservoir #1 and #3. Ongoing activity.
- (2018-04-13) Sediment drained on Reservoir#2. Ongoing activity

2018 -31- Install New Swabbing Stations and Swab Well 2 Supply Line

- In progress. Design reviewed, parts ordered, not yet received.
- (2018-04-03) Parts received. Scheduling yet to occur.
- (2018-04-13) Parts reviewed. Scheduling delayed due to staffing issues.

2018-32 – Plan for Swabbing Entire Distribution System

- In progress, preliminary planning considerations and review of requirements with Northern Health drinking water officer ongoing. Reminder that any activity such as this must meet the requirements of Northern Health Facility # 16094.
- Site visit with drinking water officer held March 14, 2018.
- (2018-04-03) Spoke with Fire chief re: availability of PCVFD and potential schedule. No further progress. Awaiting reply from Northern Health chief engineer re: concerns and approval.
- (2018-04-13) Further discussion with Fire Chief re: PCVFD planning a swabbing event, as well as engaging PCVFD in hydrant maintenance. (Necessity for effective swabbing) Discussions with Northern Health regarding alternative procedures to their requirements for hyper-chlorination

BAS to
BA-10

after swabbing activity. (ie: Present requirement is to isolate system and hyper-chlorinate 2mg/l for 24 hours, not feasible without disruption to residents)

2018-33 – Research Tractor Attachment to mow ditches w/ options to outsource.

- Consulted VOPC Contractor/Equipment list and no such contractor/equipment listed.
- Verbally contacted local highways contractor who operates adequate boom mower/tractor combination and followed up with an email on 02-02-2018 requesting pricing and availability as well as estimate of meters/hour the equipment is capable of to achieve Ministry of Highway standards. No reply to email requests.
- Options for outsourcing: Council can resolve to develop a scope of work and put out RFP.
- (2018-04-03) Received rates and capabilities from local highways contractor regarding hiring their equipment and operator. Reminded of their priorities possibly conflicting with our scheduling needs. Further researching possible equipment purchase to aid in VOPC in house road edge and ditch line mowing.
- (2018-04-13) See 2018-69 Quotes to be reviewed with CAO when complete. Action pending budget acceptance.

2018-34 – Present a plan to repair/maintain sports turf.

- In progress
- Progress report previously submitted, resulting in single direction of Council resulting in motion #2018-51 (see heading below for further info.) No further direction provided regarding contents of progress report.
- (2018-04-03) Turf maintenance begun, aerated field with equipment on hand, spring season lime application complete, light dethatching/de-mossing accomplished with improvised equipment. Seed to be ordered shortly and applied as per Richardson's Ranch/Supplier's advice.
- (2018-04-13) Initial spring seed order placed at Richardson's Ranch as per suppliers guidance re: application methods and spread rates.

2018 – 035 – Present a plan on how to maintain trails in Port Clements.

- (2018-04-03) On Feb. 12, 2018, entire length of trail was walked and notes taken. Major concerns are lack of adequate crush (bare spots, underlay material showing) in many areas. Awaiting purchase of equipment and supply of adequate crush to make ongoing necessary safety and maintenance improvements to trail bed. Some brushing of previously identified view areas has been completed this year with local contracted labour. More to proceed. All bridges in operable condition, but note made to monitor anti slip material for future replacement.
- (2018-04-13) Plan outstanding. Some ongoing maintenance complete.(Trail re-grading)

BA-5 to
BA-10

2018 -36 - Removal of failed Sewage Lagoon Aerator

- Not complete.
- Tentatively scheduled by end of month with other pending contracted machine work in vicinity.
- (2018-04-03) Not complete. Machine work in vicinity tentatively scheduled by end of this week.
- (2018-04-13) Task complete. Awaiting engineer's recommendation for repair or replacement with like or other system.

2018 -51 – Staff investigates availability of proper equipment for Sports Turf Maintenance on islands.

- In progress.
- Contacted VOM PW: Reviewed equipment and scheduling. No dethatching or aerating equipment. 72" flat blade mower used on a 2 week cutting rotation. (Note that they do not do any sports turf, only boulevards/green spaces etc. No opinion on adjusting mowing schedule for sports turf)
- Contacted SD50 staff: No aerating or dethatching equipment used. 72" flat blade mulching mower used on a 2 week cutting rotation. Operator noted that they plan to "rehab" sports turf this year by increasing frequency and cutting shorter.
- Contacted Dixon Entrance Golf Club volunteer operator: No aerating or dethatching equipment used. 2 large (9' & 12') tow behind reel mowers used. Not very portable. Invited me up for a site visit to discuss use and availability further. Cutting schedule is as needed performed by volunteer.
- Tried contacting Willows Golf Club on Moresby island. Web site does not resolve and posted phone # disconnected.
- (2018-04-03) See motion 2018-069 below.

2018-69 – Staff looks into pricing in Prince Rupert and to look at other communities for possible cost sharing options.

- (2018-04-03) Site visit to Willows Golf Course, met with volunteer greenskeeper. All equipment is "tied up in probate or estate resolution" and greenskeeper was not interested at this time in any shared resources or activities. Phone messages left at various equipment suppliers in Prince Rupert and beyond. Some quotes received. Ongoing.
- (2018-04-13) Options and quotes incoming from Northern suppliers. (Prince George – Prince Rupert)

BA-S
to BA-10

V2

Ruby Decock

From: Randy O'Brien <randy@obrienlogging.com>
Sent: March-14-18 12:47 PM
To: cao@portclements.ca; Urs Thomas; Doug Daugert; 'Elizabeth Stewart'; Brigid Cumming; c.obrienanderson@portclements.ca
Subject: #50 Yakoun St.

Hello Mayor & Council,

We would like to apply to the village to transfer ownership of the strip of land which goes over the easement at #50 Yakoun St. This small portion of the property has been enjoyed as a lawn for well over 20 years by the previous owner and us. The reason we would like the permission to do so is so we can fence the yard to get back some privacy from the public trail which was installed by the village last year and also because we wish to extensively landscape the yard further with flowers and shrubs and need a barrier between the deer population and the plants. We will pay for the costs of the fence and the survey required. We hope to hear from you soon.

Thank you,

Randy & Gloria O'Brien

UB-1



HAIDA NATION

HAIDA GWAI'S COMMITMENT TO CLEAN ENERGY

The Haida Nation has a long relationship living with the land and sea, and we have deep knowledge that guides our responsibility as stewards of these Islands. Today, the Islands' communities have demonstrated a commitment to watch over the land and sea and to take care of each other. Together we acknowledge that our ways of living are dependent on the well-being of Haida Gwaii.

Human behavior is changing the climate. To take action on this global issue, Haida Gwaii must turn away from diesel generated energy and invest in clean sources of power. With our geography, resources, and new technology, we are in a unique position to chart a path that will take us to the forefront of ending the fossil fuel era.

Local, clean power systems will ensure our energy security while maintaining an environment that has nurtured the peoples of these Islands for millennia. Being on the frontline of this global transition is important to enhance our role as strong environmental stewards. The steps we take today demonstrate our responsibility and commitment to address climate change globally by taking action locally.

On behalf of our communities, we the undersigned, commit to transform our Islands' electrical systems to clean and renewable energy. We will take action individually in our homes and collectively in our communities to reduce our electrical consumption, ensure healthy and energy efficient buildings, and invest in small-scale sustainable energy solutions.

Working together, the Council of the Haida Nation, Hereditary Leaders, Village Councils, Municipalities, Regional Districts, and Island citizens declare that we will work together to become energy sovereign by 2023.

March, 2018

Haida Nation
President

Old Massett Village Council
Chief Councillor

Skidegate Band Council
Chief Councillor

Village of Masset
Mayor

Village of Port Clements
Mayor

Village of Queen Charlotte
Mayor

NCRD – Area D
Director

NCRD – Area E
Director

UB-2

V4

Ruby Decock

From: Simon Davies <simon.davies@haidanation.com>
Sent: April-09-18 2:28 PM
To: Ruby Decock
Subject: ENERGY

Dear Ruby,

There are no specific supporting documents or commitments at this time. The Island Protocol Table met in the fall of 2017 and discussed the energy file. While the table isn't necessarily organizing around one specific project or plan, there was general agreement that all local governments are ready to renew a commitment to work on the energy file together. The declaration is a public statement of the goal for all levels of government on Haida Gwaii to commit to reducing Haida Gwaii's reliance on diesel generated power.

In the declaration, energy sovereignty is meant as independence from imported diesel-generated power. What that looks like will be developed in the coming years with citizens, organizations, and all levels of government.

I hope this answers your question. If you need further clarification, please call me.

Thanks, SD



Simon Davies - Communications Program Manager
Council of the Haida Nation
simon.davies@haidanation.com • 250.559.4468
haidanation.ca

UB-2



P.O. BOX 280, Highway 16 West, Port Clements, B.C. V0T 1R0
Telephone: (250) 557-4282 Fax: (250) 557-4306 E-Mail: obrien@qcislands.net

April 11, 2018

Dear Highway users in Service Area (SA) 27 – North Coast:

O'Brien Road & Bridge has been your Maintenance Contractor since 1988. As many of you may be aware we are drawing to the end of our Highways Contract for Area 27 (September 2018).

Having worked hard to meet your expectations during the past 30 years we have been honored to receive 3 Ministry Highway Maintenance awards while serving as your Contractor.

We are looking to the future in anticipation of being awarded the new contract, and continuing to perform your Highway Maintenance Services.


Our Service Area is located in the north-western coast of British Columbia and borders on the southern tip of the Gulf of Alaska and west to Haida Gwaii. The area also reaches east into the mainland through Prince Rupert and past Port Edward towards Terrace. Along the coastline, the Service Area serves some of the islands bordering Hecate Strait, travelling south, and ends before Dowager Island and the Bella Bella area in the Cariboo (SA 17).

SA 27 is home to cities and smaller communities, both on the mainland, in Haida Gwaii and on smaller coastal islands; the largest city in the Service Area is Prince Rupert. The smaller communities include Port Edward, Sandspit, Village of Queen Charlotte, Port Clements, the Village of Masset, Oona River, Hunts Inlet, Osland, Dodge Cove and Alice Arm. SA 27 also provides infrastructure maintenance near the First Nations communities of Skidegate, Old Massett, Klenmtu, and Lax Kw'alaams.

As a member of and local employer in your communities we respectfully request your valued support in our endeavor of pursuing the new contract by providing a letter of support. This letter could simply state that you have been satisfied or perhaps more than satisfied with the highway maintenance that we deliver.

The timeline for the new contract submission is very short and we ask that you provide your support letter as soon as possible.

We thank you in advance,

G.J. O'Brien

President

16
F-1 General Revenue & Expenses
Report.

To be submitted at meeting.

Report in Muniware altered from original.
Work is being done to correct report.

Ruby Decock

From: Elizabeth "Betty" Stewart <e.stewart@portclements.ca>
Sent: April-06-18 10:44 AM
To: Urs Thomas; Ruby Decock; office@portclements.ca
Cc: c.obrienanderson@portclements.ca; d.daugert@portclements.ca;
b.cumming@portclements.ca
Subject: Representative from Port Council for SPCA Working Group

At our last meeting, during my Report to Council re All-Community SPCA Meeting that was held on March 26th, I mentioned that I would like to be the Representative from Port Council to this Working Group. This Group is seeking a Representative from each Community and Organization to be a part of this Group.

The aim is for all Communities to work together in order to bring a blanket licensing, fines & bylaws proposal designed (utilizing the SPCA's Model Bylaw Package as the Guide), to Regional District for their consideration to administer on behalf of all communities on Haida Gwaii.

This Working Group will also be looking into funding availability for a proper SPCA Shelter located centrally on Haida Gwaii, as well as looking into 2 Animal Bylaw Officers - 1 for the North and one for the South ends of HG.

Unfortunately, a Motion wasn't made or carried regarding my desire to be the Representative from the VOPC, so could this also be added to the next Council Meeting Agenda?

Thanks,
Elizabeth "Betty" Stewart

VILLAGE OF PORT CLEMENTS

BYLAW NO.447, 2018

Financial Plan Bylaw for the Years 2018-2022

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, 2018 and ending December 31, 2022.
2. This Bylaw may be cited for all purposes as "The Financial Plan for the years 2018-2022 - Bylaw #447, 2018".
3. Bylaw #443, 2017 is hereby repealed.

READ A FIRST TIME THIS 16th DAY OF April, 2018.

READ A SECOND TIME THIS 16th DAY OF April, 2018

READ A THIRD TIME THIS 16th DAY OF April, 2018

FINALLY PASSED AND ADOPTED THIS DAY OF , 2018

Urs Thomas
MAYOR

Ruby Decock
CAO

CERTIFIED A TRUE COPY OF VILLAGE OF
PORT CLEMENTS FINANCIAL PLAN 2018-2022 BYLAW NO. 447, 2018

19

Village of Port Clements

Travel and Per Diem Expense Policy for Council and Staff

Policy No. 1, 2018

Prepared by Clerk/Treasurer Heather Nelson-Smith
Amended by Administrator Kim Mushynsky
Amended by Chief Administrator Officer Ruby Decock

Adopted: June 23, 2008 by Mayor and Council
Amendment adopted: June 3, 2013
Amendment adopted:

Replaces all prior Council and Staff expense policies and bylaws

Last Reviewed: June 3, 2013
Next Review:

Application – This Policy applies to Council and all Employees, except as agreed otherwise by separate Employment Agreements.

This Policy describes compensation and the reimbursement of travel expenditures incurred by members of Council and employees in the performance of their duties. It includes information on the type of expenditure, claims, advances, daily allowance and guidelines for the reduction of daily allowances.

The Village shall reimburse members of Council and employees for reasonable travel expenditures incurred in the performance of their duties. Such travel expenditures will include those for the attendance of training sessions, seminars, and conferences. **The expenditure shall be included in the financial plan.**

- **Mayor and Council member's** attendance at conferences, courses and other meetings shall be pre- approved by Council.
- **All Employees'** attendance at conference and other related Village business must be pre-approved by the Chief Administrative Officer.
- No expense claims will be provided for spouse or other relatives that accompany the Council member or employee. All expenses for spouses shall be at the expense of the individual.
- No expense claims for costs incurred from extension due to personal issues or circumstances will be considered or reimbursed (for example: if an employee stayed an additional day after a conference to meet with a friend when they could have returned to the municipality and incurred an extra night of hotel cost, then that additional cost will not be reimbursed by the Village). All expenses must be incurred through the performance of Village business, or due extenuating circumstances created by nature (ex. Bad weather) or the service providers (ex. flight cancellation, hotel double booking).
- Travel arrangements must be calculate to minimize costs and the amount of time away.

Expenditures should be reasonable and follow the guidelines below:

1. ACCOMMODATION

Claim actual expenditures, **receipts required.**

- Government rates should be requested whenever possible, and will in the medium price range when available.
- If travelling with a spouse, only the single rate for the room will be reimbursed
- Personal and incidental costs such as personal phone calls, movies and bar service will not be reimbursed
- If the use of private accommodation, such as with a friend or close relative, it shall be reimbursed at \$40.00 per day.

2. MEALS AND INCIDENTALS (receipts are not required)

Per Diem: Breakfast \$ 15.00, Lunch \$ 20.00, and Dinner \$ 35.00 (\$70/day)

- A per diem will be paid when Council members and employees are required to be away from the municipality for a full day or half day when attending a convention, meeting, course or other approved municipal business to the set per diem rate. Council may approve reimbursement of actual expenses upon submission of receipts and a satisfactory explanation to why these expenses were incurred and could not be avoided.
- Meals included in conference or convention registration shall be deducted from the per diem allowance subject to exceptional situations where a member has incurred out of pocket expenses to supplement meals provided and/or does not partake in the meal provided, where the actual incurred costs may be reimbursed, up to the applicable meal allowance. (an example is where the applicant attended a required meeting during meal time. They can claim up to the per diem amount for the meal they would have to purchase because they missed the conference meal.)
- Incidentals covers personal phone calls, snacks, mini bar items, cleaning and laundry services, gratuities and other incidentals not otherwise covered in the travel policy.
- For travel to the U.S. the per diem will be in U.S. dollars although reimbursement is made in equivalent Canadian funds.

3. TRANSPORTATION

Vehicles \$0.53 per kilometer for 2018 calendar year, and thereafter adjusted to the provincial travel rate.

- Traffic and parking fines will not be reimbursed

a. AIR FARE

- Equivalent of Regular Class will be reimbursed, **receipt is required**
- The most economical mode of transportation is to be used, unless there is a specific practical reason to choose otherwise, i.e. flying may be preferable to driving long distance.
- Employees choosing to travel in their personal vehicle, instead of an assigned Village vehicle, shall be reimbursed their actual fuel cost (as opposed to receiving the mileage rate), to a maximum amount of the equivalent economy airfare and mileage to and from the airport.
- Employees choosing to travel in their personal vehicle, instead of air transportation (where it is shown to be less expensive) will be reimbursed as noted above up to the equivalent air fare.
- Airport transfers and taxi costs will be reimbursed at cost upon submission of a claim form and **appropriate receipts.**

b. **PARKING**

At actual cost **based on receipts**

c. **CAR RENTAL**

- When necessary due to time constraints, being cheaper than other options, or is the only option for travel. It will be paid at actual cost **based on receipts provided**.
- The size of the car rented shall be consistent with the number of people using it and the most economical method of rental available for use.

4. **REGISTRATION FEES**

Claim actual expenditures for pre-approved attendance, **receipt required**

5. **ADVANCES**

Council members or employees who anticipate incurring expenses payable under this Policy may receive, upon application, an advance allowance of up to 100% of their anticipated expenses. Advances will not be paid more than seven (7) days prior to the travel commencement date. Any unused advance funds must be returned to the Village within seven (7) days of completion of travel.

6. **REIMBURSEMENTS**

Travel expense claims shall be submitted to the Village using the Travel Claim Form by the end of the following month from when the expenses were incurred. Note that a receipt is defined as a slip from the vendor showing details of items purchased, not the signed credit card slip.

7. **EXTRA EXPENSES**

Where, for unavoidable reasons actual expenses exceed the allowances specified herein, the CAO may approve reimbursement of actual expenses with a satisfactory written explanation.

8. **APPROVAL**

The Chief Administrative Officer approves Council and employee expenses.

The Mayor or Acting Mayor approves the Chief Administrative Officers expenses.

9. **ADJUSTMENTS**

The per diem allowance and vehicle allowance may be adjusted periodically by Council resolution.

Mayor Urs Thomas

Ruby Decock, Chief Administrative Officer

22



Village of Port Clements Schedule "A", POLICY 1

TRAVEL CLAIM FORM

APPLICATION – This Policy applies to all Councillors and Employees

The Village of Port Clements believes that the proper operation of the Village requires that Councillors, public officials and employees respect the following Policy regarding travel:

Village of Port Clements	
TRAVEL CLAIM	
NAME:	_____
PURPOSE OF EVENT:	_____
LOCATION:	_____
DATES OF TRAVEL:	_____
MEALS: BREAKFAST: \$15 X _____ LUNCH: \$20 X _____ DINNER: \$35 X _____	TOTAL \$ _____
MILEAGE: RETURN TRIP _____ KM @ \$0. _____	TOTAL \$ _____
ACCOMMODATIONS (Hotel as per receipt, Private \$40/night X _____ nights	TOTAL \$ _____
OTHER EXPENSES (Car rental, fuel,) _____	TOTAL \$ _____
DETAILS	

TOTAL CLAIM AMOUNT SUBMITTED	TOTAL \$ _____
	(Attach all receipts)
SUBMITTED BY: _____	DATE: _____
ADDITIONAL NOTES/EXPLANATION _____	

Approved by _____ Date _____	

G-3

23

Village of Port Clements

Terms of Employment, Benefits, Safety and Grievance Procedures

Policy No. 04, 2018

Prepared by Deputy Clerk/Treasurer Jasmine Erin Ryland

Amended by Chief Administrative Officer Kim Mushynsky

Amended by Chief Administrative Officer Ruby Decock

Adopted: September 8, 2009 by Mayor and Council

Adopted Amended Policy: March 18, 2013

Adopted Amended Policy: , 2018

Last Reviewed: March 18, 2013

Next Review:

Replaces all prior Employee Benefits Policies

This Policy applies to all employees, except the Officers under the Community Charter that have been appointed by Council and other Employees that are governed by separate Employment Agreements.

Section A: APPLICATION – This section outlines the process for recruiting new employees.

1. **POSTING** - All positions in the Village, whether new positions or vacancies existing ones, shall be posted. Postings shall contain a brief description on the nature of the work involved, what qualifications are required, rate of pay and any other information considered relevant.
2. **CANDIDATES** - Candidates should be fully trained for the position they are applying for. This shall include any post-secondary education, professional certification, or operational tickets that are required for the position. If a candidate does not have the full qualifications for the position posted, but is otherwise suited for hire, and there are no other suitable candidates, consideration shall be given to hiring that candidate, provided there is a commitment to become fully qualified. (THIS IS PROBLEMATIC – defining what the education is required and professional certification).
3. **LOCAL PREFERENCE** - Preference will be given to applicants who live in the Village of Port Clements or close proximity. Even though an applicant from another municipality may have superior qualifications, the local applicant will be considered for hire providing that the applicant's qualifications are adequate and they commit to becoming fully qualified as above noted; and there is no known reason why they should not be hired. (THIS IS PROBLEMATIC- We already have a problem with hiring this may pose problems if implemented).

G-4

4. **RESPONSES** - Responses shall be provided to those persons interviewed for a posted position. The Village shall not respond to general employment applications submitted at will.
5. **REFERENCE CHECK** - References shall be checked by the appropriate authority in each case; and candidates may be subject to a Criminal Records Review search.
6. **LETTERS OF APPOINTMENT** - Letters of appointment shall clearly indicate the date of hiring, the probationary period, rate of pay, hours of work, and other terms/conditions of employment.
7. **FAMILY MEMBERS** - Under the *Human Rights Code* Part 1, Section 13, it is discriminatory to not hire a person because of family status. However, to avoid perceived favouritism, a prospective employee should not be hired by an immediate family member. An employee with a family member on Council should not report directly to a committee on which that family member sits. Council Members must abide by Sections 100 - 102 of the *Community Charter* and excuse themselves from matters brought before Council concerning a family member.

Section B: General Conditions of Work – This section outlines the general conditions of work for employees.

8. **PROBATION** - Permanent appointment as a full or part time employee of the Village shall be subject to satisfactory performance during the period of probation. The duration of the probationary period will be three months unless otherwise agreed in writing. Failure to pass probation can result in an extension of probation or termination.
9. **HOURS OF WORK**
 - (a) **Full Time** – For the purposes of this policy, a “full time” employee is one that works 24 or more hours per week on a regular scheduled basis, or one who is deemed “full time” by an employment agreement, or a Council Resolution.
 - (b) **Part Time** – A “part time” employee works a regular scheduled work week however on average less than full time. (less than 24 hrs/week)
 - Part time employees are not paid for designated holidays (see statutory holidays below) however are paid time and ½ if they work on a designated holiday.
 - (c) **Casual** – A “Casual Employee” works in a position having no specified schedule or duration. There is no guarantee of hours per day or per week and is only contacted when work is available. A casual employee is not entitled to benefits or holiday accrual.
 - (d) **Time Sheets** - Each employee must complete a time sheet, sign it and give it to their Supervisor to approve at the conclusion of each specified pay-period. This time sheet will then be turned in to the employee who administers payroll.
 - (e) **Overtime** – shall be paid in accordance with the BC Employment Standards Act (more than 8 hours in one day or 40 hours in one week) unless an employment agreement states otherwise, or unless an averaging agreement is made. All overtime must be pre-approved by a supervisor.

25

1. Employees required to work on a Statutory Holiday shall be paid at a rate of time and one half for the first 12 hours, then at double time for hours exceeding 12 hours.
2. Overtime can be banked and accrued and either taken as time off or paid out but cannot be carried over into the following year. See Section 14(c) for banking vacation time.

10. PAY- DAYS - Pay-days shall be every second week.

11. PAYROLL DEDUCTIONS - The Village will deduct and submit all normal deductions, E.I., C.P.P. and Income Tax, from employees' paycheques.

12. PAY INCREMENTS - Pay and other remuneration will be reviewed by Council annually during budget discussions. A minimum 2.5% COLA will automatically be budgeted, and Council (through reporting from the CAO) is obligated to ensure wages are comparative.

13. EMPLOYEE BENEFITS - Unless otherwise agreed by written employment contract, and subject to qualification criteria and conditions as required by the benefit providers, "Full Time" employees are entitled to benefits after three (3) months of employment as follows;

a. **For Employees who work a minimum of 24 hours per week;**

- (a) Extended Health Plan - 100% Village
- (b) Dental Plan - 50% employee, 50% Village
- (c) Short Term Disability - 50% employee, 50% Village
- (d) MSP - 100% Village

b. **For Employees who work a minimum of 30 hours per week are entitled to;**

- (a) Group Life Insurance - 50% employee, 50% Village
- (b) Accidental Death & Dismemberment - 100% Village
- (c) Long Term Disability - 100% Village

Superannuation Plan - The Village agrees to participate, subject to the terms of the Plan. Regular Employees with a minimum of 24 hours per week shall enroll at 6 months.

14. LEAVES OF ABSENCE - Leave of Absence shall be defined as any period of time that an employee is absent on regularly scheduled work-days; and may be leave with or without pay. Continuation of benefits may be arranged and may include the employee paying the premiums, for leave exceeding 1 month's duration.

- a. Leave of Absence can be for training and development, emergency leave, bereavement leave, court attendance/jury duty, or maternity/paternity leave.
- b. Any employee desiring a leave of absence for any reason must request so in writing through the Department Head to the CAO. Should the request be refused, the employee has the right of appeal to Council in writing.
- c. When an employee overstays their leave of absence without permission from the CAO, their position with the Village may be forfeited, unless just cause, in the opinion of the CAO, can be shown for overstaying.

G-4

15. MUNICIPAL and STAT HOLIDAYS – The Village recognizes the following as paid Statutory holidays for all full time employees

- a. New Year's Day, Labour Day, Good Friday, Thanksgiving Day, Remembrance Day, Victoria Day, Christmas Day, Canada Day, B.C. Day, and Family Day.
- b. The Village acknowledges that Easter Monday and Boxing Day are NOT "Statutory Holidays" however they are given and provided as paid Municipal Holidays.
- c. When any of the above-noted Stat Holidays falls on a regular scheduled day(s) of rest, the following work day or days shall be deemed to be the Stat holiday.

16. ANNUAL VACATIONS, subject to any employment agreement;

- (a) **Part Time and Casual** employees will receive annual vacations on a pro-rated basis, based on regular weekly hours calculated as a minimum of twice the normal work weeks regular hours or (4%). (An employee working a regular schedule of 2 days/week would be entitled to 4 days holiday time etc.) or 4%.
- (b) **Full Time Employees** (unless agreed otherwise in, will be entitled to annual vacation as follows:

Employee:

Years of Service

Days of Entitlement

After 1 year

2 weeks (based on a 5 day work week)

After 5 years

3 weeks

Officers and Management:

Years of Service

Days of Entitlement

After 1 year

3 weeks (based on a 5 day work week)

After 5 years

4 weeks

Each employee is entitled to 2% vacation pay per week of vacation they are entitled to, and continuing after as per Part 7 under the Employment Standard Act. Part-time staff will be paid vacation pay per paycheque.

Officers and Management will be entitled any additional or different holiday arrangements as specified and agreed to in their Employment Agreement/Contract.

Vacation days are meant to be taken, not paid out; therefore all reasonable efforts will be made by Management and staff to see that no more than 5 days are left at year end.

- (c) **Banking vacation time** - Upon written request to the CAO, an employee may bank up to five (5) days of unused vacation leave from one year to the next. Any banked vacation time must be used up in the year it is brought forward to.

(d) **Credited sick time during vacation** - An employee who is on vacation leave, and becomes ill while on vacation leave, can apply to have vacation leave credited back and exchanged for sick leave, provided the employee has unused sick leave accumulation that will cover the period of illness.

17. **SICK LEAVE - Definition** - Sick leave is defined as the period of time an employee is absent from work with full pay by virtue of being sick, disabled, exposed to a contagious disease, under examination or treatment of a physician/chiropractor/dentist, or because of an accident. An employee is not entitled to receive benefits under this section for injury or sickness while working for any other employer, while self-employed or while on layoff.

- a. **Immediate family** - Sick leave may also be used for absences needed for the care of members of the employee's immediate family (husband, wife, son, daughter, or parent and includes a common law spouse or partner that has lived in a common law relationship in the same house for at least one year) - who may be at home recovering from illness/injury and requiring attention.
- b. **Full-time employees** - shall be eligible for six (6) days of sick leave per year. Unused sick time will be carried over at December 31st not exceeding 6 days. Employees will accrue ½ days of sick leave for each month worked to a maximum of 6 days per calendar year. Unused sick time can-not be redeemed for cash or other forms of time off.
- c. **Part – time employees** – are eligible for one normal work week/year of sick time/year. (If an employee works 3 days per week on a regular basis, they would be eligible for 3 days/year etc.)
- d. Eligible employees will be entitled to use the benefit only when they are sick. An employee is entitled to take up to 2 day's pay without a Doctor's note, beyond 2 days a Doctor's note may have to be provided to the CAO. Employees who are covered under weekly indemnity shall only be permitted to use three days consecutively.

18. **OTHER LEAVES OF ABSENCE** - While on leave of absence without pay for more than one month, an employee shall have the opportunity to remain on the Village benefit package if the employee pays 100% of the premiums for said benefits in advance of taking leave. In the case of Maternity/Paternity Leave, applicable benefits premiums shall be paid by the employer. All employees obtaining an authorized leave of absence must first use all of their accumulated vacation leave before commencing the leave of absence. All leaves of absence need to be requested in writing and will be replied to in writing and state the conditions of the return to work.

(a) **Training & Development:** leave without pay for training and development will be offered as the Training and Development policy.

(b) **Emergency Leave:** Provided the necessary sick leave credits are available, an employee will be granted leave of absence without loss of pay (charged to sick leave credits) to attend to a member of the employee's immediate family who is either seriously ill or injured, and no other family member is available.

(c) **Bereavement Leave:** An employee will be granted leave of absence with pay, for a maximum of three (3) working days, for the purpose of attending the funeral and/or making the funeral arrangements on the death of an immediate relative

(spouse/common-law spouse, parent, father/mother-in-law, brother/sister, brother/sister-in-law, son/daughter, son/daughter-in-law, grand-parent/grandchild). Where the bereavement occurs outside Port Clements and extensive travel is required, an additional two (2) days leave with pay may be granted.

- (d) **Pregnancy/Parental Leave:** Employees shall be entitled to the full Pregnancy/Parental Leave coverage provided under Sec. 50 of the Employment Standards Act.
- (e) **Leave for Birth of Child** – The partner shall be granted two (2) days off with pay for the birth of his/her child.
- (f) **Leave for Adoption of Child** – An employee shall be granted three (3) consecutive days off with pay for the adoption of his/her child. An employee shall also be entitled to the Parental Leave provisions of this policy.
- (g) **Jury Duty/Witness Leave** – An employee is entitled to Jury duty/witness leave under Sec. 55 and 56 of the Employment Standards Act.

Section C: Safety, Grievance and Volunteer– This section outlines special considerations given to aspects of Village Operation that impact employees.

19. SAFETY

- (a) **General** – Employees and the Employer (in collaboration with Work-Safe BC) shall cooperate in continuing and perfecting occupational health and safety measures and policies. Both parties agree to enforce all laws and regulations relating to accident prevention measures, which are applicable to the operation of the Employer.
- (b) **Safety Committee** – A Safety Committee shall be established, composed of two members representing the Employees, and two members representing the Employer (one Councillor from the Personnel Committee, and the CAO)
- (c) **Committee Meetings and Minutes** – The Safety Committee shall meet monthly or at the call of the Chair of the Committee and shall discuss, recommend and record all action necessary to improve hazardous conditions at the work place. Minutes of all Safety Committee meetings shall be sent to the Employer and Employees and shall be posted on a bulletin board. Time spent by members of the Committee in the course of their duties shall not result in the loss of pay.
- (d) **Safety Equipment/protective clothing.** – All employees shall be supplied with all necessary safety tools and equipment as required.
 - 1. **The Employer will supply safety gloves, safety goggles, hard hats, and coveralls to those employees working outside including garage and treatment plant operators, and shall be responsible for the cost of cleaning, repair and replacement of the coveralls provided. Such coveralls shall remain the property of the Employer. (PROPOSED FOR COUNCIL APPROVAL)**

2. **Boot allowance** - Each regular outside employee in the Parks and Public Works department will be reimbursed, on the first pay period in December, two hundred and fifty dollars (\$250) safety boot allowance, every two years. **(PROPOSED)**
3. **Unsafe work** – Employees have the right to refuse unsafe work with no disciplinary action against them as per Workplace BC Regulations.

20. GRIEVANCE PROCEDURE (days for notice and action refer to “working days”)

- (a) **Definition** – Any difference arising between the Employer and the Village of Port Clements relating to the dismissal or discipline of an employee, or to the interpretation, application, operation or alleged violation of the Terms of Employment, or Employment Agreement, shall be resolved, without stoppage of work, in accordance with this Article, in order to provide an orderly and speedy procedure to settle a difference.
- (b) **Step 1** – Within ten (10) days of the occurrence of the incident-giving rise to the grievance, or within ten (10) days of the time that the grievor should have reasonably known of such incident, the employee concerned shall identify clearly that a grievance exists, and arrange a meeting to endeavour to settle the matter with the Department Manager. If the employee so wishes, the employee may be accompanied by a representative of their choice). Failing to reach a satisfactory settlement of the dispute within four (4) days after the submission, the dispute may be referred to Step 2 within 10 days of the submission a Step 1.
- (c) **Step 2** – The employee concerned, with a representative in attendance, shall meet with the CAO and shall submit the grievance in writing. The written grievance shall indicate the specific breach of the Terms of Employment or Employment Agreement – and proposed resolution. Failing to reach a satisfactory settlement of the dispute within three (3) days after submission at Step 2, the dispute may be submitted to Step 3 within fourteen (14) days of the submission at Step 2.
- (d) **Step 3** – The employee concerned, with a representative, shall meet with the Personnel Committee of Council, within ten (10) days of referral o Step 3. Failing to reach a satisfactory settlement of the dispute within seven (7) days after meeting with Council at Step 3, the dispute may be referred to Arbitration within forty (40) days of the submission at Step 3. The reply to the grievance shall be in writing.

21. VOLUNTEER EMERGENCY SERVICE

- (a) It is agreed that in exchange for the provision of volunteer emergency service, and so long as there is no “double dipping” eg. where PEP (Provincial Emergency Program) or the RD (North Coast Regional District) is paying the cost,
- (b) When an employee acts as a volunteer Emergency Service Personnel, he/she is not required to use his/her holiday or banked time, or otherwise lose pay or incur personal costs when attending an emergency event. Overtime incurred as a result of attendance at such events will be taken as time in lieu as approved by the CAO.
- (c) The Village will pay reasonable costs, including without limitation, costs of tuition, textbooks, travel, meals and accommodation to attend at an educational or

professional conferences, approved by the CAO, subject to Council policy on travel allowances.

- (d) That attendance at emergency or training events will be recorded on the time sheets and reported to Council on a regular basis.

Mayor

CAO

DRAFT 3

Village of Port Clements

Code of Conduct

Policy No. 15, 2018

Prepared by Chief Administrative Officer Kim Mushynsky

Amended by Chief Administrative Officer Ruby Decock

Adopted: December 19, 2016 Motion #2016-300

Adopted Amended Policy:

Last Reviewed:

Next Review:

Application -- This Policy applies to all members of Council, Committees, Commissions and all employees. Council has also adopted the Respect in the Workplace Policy No. 10

PREAMBLE

The Village of Port Clements believes that the proper operation of the Village requires that its public officials, commission and committee members, contractors and employees:

- be impartial and responsible to the people of the Village;
- be independent of any external influences or pressures;
- should not use their position for personal advantage, in order that the public may have confidence in the integrity of their government.

The Code of Conduct will provide a guideline to employees in specific circumstances; and will promote a high standard of professionalism amongst staff. All public officials, committee members, contractors and employees of the Village will be aware of, and follow in principle, the standards of conduct outlined in this policy. This policy is to set minimum expectations for the behavior in carrying out their duties in a manner that will inspire confidence and trust in the local government and demonstrate respect for the Village, elected members, its residents, and staff.

1. GENERAL RESPONSIBILITIES OF VILLAGE OFFICIALS AND STAFF

Village officials and employees are agents of public purposes and hold office for the benefit of the Citizens of Port Clements. In that regard, they are to uphold and carry out the laws of the Village, as well as applicable federal and provincial statutes, so as to foster and enhance respect for government. As public servants, officials and employees are to observe in their official acts a high standard of morality and to discharge faithfully the duties of their office regardless of personal considerations and interests. Their conduct in official Village affairs should be above reproach at all times.

2. DEDICATED SERVICE

- a. All officials and employees of the Village should be loyal to the objectives expressed by the citizens elected representatives, and the programs developed to attain those objectives. Appointed officials and employees should adhere to the rules of work and performance established as the standard for their positions by the appropriate authority.
- b. Officials and employees should not exceed their authority or breach the law or ask others to do so, and they should work in full co-operation with other public officials and employees unless prohibited from so doing by law or by officially recognized confidentiality of their work.

3. FAIR AND EQUAL TREATMENT

Soliciting members of Council, directly or indirectly, in order to obtain preferential consideration in connection with any position in the Village service shall disqualify the candidate for appointment except for those positions filled by appointment of Council.

4. USE OF PUBLIC PROPERTY

No official or employee shall request or permit the use of Village-owned vehicles, equipment, materials, or property for personal convenience or profit, except when such services are available to the public generally or are provided as Village policy for the use of such official or employee in the conduct of official business.

5. OBLIGATIONS TO CITIZENS

No official or employee shall grant any special consideration, treatment, or advantage to any citizens beyond that which is available to every other citizen.

6. CONFLICT OF INTEREST

No official or employee, whether paid or unpaid, shall engage in any business or transaction or have a financial or personal interest, direct or indirect, which is incompatible with the proper discharge of their official duties in the public interest or would tend to impair their independence of judgement or action in the performance of their official duties. Personal, as distinguished from financial, interest includes an interest arising from blood or marriage relationships or close business or political association. Specific conflicts of interest are detailed below:

a. Incompatible Employment

No official or employee shall engage in or accept private interest when such employment or service is incompatible with the proper discharge of their official duties or would tend to impair their independence of judgement or action in the performance of their official duties.

b. Disclosure of Confidential Information

No official or employee shall, without proper legal authorization, disclose confidential information concerning the property, government, or affairs of the Village; nor shall they use such information to advance the financial or other private interest of themselves or others.

c. Gifts and Favours

Personal integrity and sound business practices require that relationships with vendors, contractors, or others doing business with the Village, be such that no employee can be accused of showing favouritism or bias towards any vendor.

Consequently, all Village employees are prohibited from accepting gifts or favours from vendors that would tend to influence them in the discharge of their duties. No official or employee shall accept any gift, whether in the form of service, loan or thing or promise, from any person, firm or corporation which, to the officials or employees' knowledge, is interested directly or indirectly in any manner whatsoever with the Village.

d. Representing Private Interest before Council or Municipal Agencies

No official or employee whose salary/wages are paid in whole or in part by the Village, shall appear on behalf of private interests before any agency of the Village.

- I. The official or employee shall not represent private interests in any action or proceeding against the interests of the Village in any litigation to which the Village is a party. (Don't go before Council asking for money for a service club if you are a member or director for example)
- II. A councillor may appear before Village agencies on behalf of constituents in the course of their duties as a representative of the electorate or in the performance of public or civic obligations. However, no official or employee shall accept a retainer or compensation that is contingent upon a specific action by a Village agency. (Don't represent an organization if you are being paid by them. Avoid Conflict of Interest)

e. Contracts with the Village

No official, agent, or employee of the Village shall have any interest in any contract made by them in their official capacity or by any public committee, board, commission or department of which the official/agent/employee is a member; except that an official, agent or employee of the Village may contract with the Village under the following situations:

- I. the official/agent/employee is not authorized by law to participate on behalf of the Village or any agent thereof, in the awarding of the contract,
- II. the contract is made upon a competitive bid process, in writing, publicly invited and publicly opened;
- III. all bids received and all documents pertaining to the award of the contract are held available for public inspection for least three (3) months after the date of such award.

f. Negligent Disclosure of Information

No official, agent, or employee of the Village shall give indiscriminate or negligent disclosure of information, whether to members of the public or fellow employees, which may cause embarrassment to individual employees, betray a trust or confidence, or create false and dangerous impressions, situations, or conditions for the public or employees.

7. POLITICAL ACTIVITY

No appointed Village official or Village employee shall use their position on behalf of any political party. No official or employee, whether elected or appointed, shall promise an appointment of any municipal position as a reward for any political activity.

8. PERSONAL BUSINESS

No official or employee of the Village shall conduct any personal business or business for outside organizations, during work hours and being paid by the Village.

9. DECORUM

- a. Abusive conduct, personal charges or verbal attacks upon the character or motives of other officials or employee shall be refrained from.
- b. Officials are entitled and are expected to contribute their comments on various topics before Council, but they must adhere to the decisions made by Council on those matters. Efforts to circumvent decisions made by Council may result in sanctions being undertaken.
- c. Officials must not criticize the conduct of other officials or staff. It is acceptable to publicly disagree about an issue, but it is not acceptable to make derogatory comments about other officials or employees.

10. SANCTIONS

- a. Violation of any provisions of this Code shall raise conscientious questions for the official or employee involved. Violations may constitute a cause for employee suspension, censure, removal from office or employment, or other disciplinary action.

Any reported incidence of violation of these rules will be subject to investigation by the Village CAO, and if necessitated brought before Council.

- b. Sanctions or any disciplinary action shall be decided upon investigation and depending upon the specific circumstances of the case. The application of any sanctions and these rules and standards of conduct are subject to the provisions of applicable collective agreements for union employees, if they exist.
- c. Reference should also be made to acts and statutes governing the Village, and related legislation for reference to standards of conduct and performance.

Mayor

CAO

Village of Port Clements

Discipline, Suspension, and Termination

Policy No. 17, 2018

Adopted: , resolution #

Last Reviewed:

Next Review:

APPLICATION – This Policy applies to all employees, except those whom are governed by separate Employment Agreements. Employment Agreements should be complimentary to this and other Village Policies.

1. When the performance of an employee is deemed not to be satisfactory by their supervisor, a verbal reprimand is to be given by the supervisor, and subsequently summarized in writing to the CAO. A copy of this summary shall be placed in the employee's personnel file.
2. All written reprimands of employees shall be placed in the employee's personnel file. All reprimands will be signed and dated by the employee indicating that they are aware of and have read the reprimand. Employees will be given the opportunity, on the written reprimand, to indicate if they do not agree with the reprimand.
3. An employee may be suspended without pay for the first offence of a serious nature or for continuing infractions where previous corrective discipline has not been effective.
4. First occurrences of offences may justify a brief or lengthy suspension. The Following list is not exhaustive and the offenses listed could also be cause for immediate discharge:
 - physical violence against a supervisor or fellow employees;
 - insubordination;
 - consumption or being under the influence of alcohol or drugs on Village premises;
 - falsification of official records or documents;
 - deliberate disregard for Village policies and regulations;
 - unauthorized absence from work;
 - repeated use of foul or abusive language;
 - negligence
5. The CAO must notify the Mayor of any situation whereby an employee may be facing a suspension. **The CAO will make the determination on whether or not to suspend the employee.**
6. A suspension pending investigation is without pay (subject to the outcome of the investigation) and may be initiated when an employee is alleged to have committed an

employment related offence of a serious nature, where further data gathering or fact-finding is required. A suspension pending investigation shall not exceed three (3) working days. Should the investigation require more than three working days the employee shall be reinstated with pay following the three day period, until the investigation is complete and a determination made.

7. **An employee may be discharged for cause without notice.** The employee should be suspended before the discharge actually occurs. The CAO is to consult with Council prior to affecting the discharge. Discharge generally results from one of the following:
- after written warnings, and/or a suspension, an employee has failed to meet accepted standards of work performance or employee conduct
 - when the nature of the offence is sufficiently grave to warrant immediate discharge
8. The CAO will review the employee's personnel file to ensure the correctness of the action and shall provide a summary of the employee's prior disciplinary actions to Council during the consultation process.

Mayor

CAO

31

Village of Port Clements

Education and Training

Policy No. 18, 2018

Prepared by Chief Administrative Officer Ruby Decock

Adopted: , motion #

Last Reviewed:

Next Review:

1. GENERAL

- (a) The Village recognizes the necessity of, and benefits from, the upgrading of the capabilities, knowledge, qualifications, skills and proficiency of its employees. Thus, the Village subscribes to the principle that courses of staff training and development, which will enhance or upgrade the knowledge and skills of employees in a fashion that will benefit the Village, should be encouraged.

2. EXCEPTIONS

- (a) The intent of this policy is to provide assistance to permanent employees who wish to upgrade their skills, as approved, or who are requested to by the Village. This policy is NOT intended to provide assistance to train existing or new employees to the level expected and or required as a condition of employment. **Unless otherwise directed by a Council Resolution**, It is expected that employees and persons making application for employment in other departments, or in other than their existing positions will possess or obtain the required qualification and training at their own expense. This is may cause financial hardship for the employee. Also, this may be a deterrent for Public Works. Training existing employees to a level that is required by employment may be necessary (ie. Small Water & Wastewater certification). We are not a union and seniority is not an issue with awarding positions. With unions, seniority is an issue and the person who may apply for a position may acquire the position as a means to seniority, even if they have no training pertinent to the job being filled, (ie. an administrative staff would like to take on a public works job or vice versa). Also, if the position requires a special certification, it may dissuade future applicant for a position. For example, the Public Works positions require Small Water & Waste Water certification. There are limited number of individuals on Haida Gwaii or with this qualification.
- (b) Payment for certification or re-certification courses as per legislated requirements will be paid by the Village of Port Clements. (ie. Small Water and Wastewater certification is required for operating VOPC's water system and sewage system.

3. COST REIMBURSEMENT

- (a) Permanent employees of the Village of Port Clements who complete a course or courses which will improve the efficiency and operation of the Village, and which have been approved by Council, will be reimbursed certain costs (as outlined below) of the course upon successful completion of the course and proof of such is provided. The

G-7

38

permanent employee, Department Head, and CAO shall discuss the proposed course(s) prior to the permanent employee enrolling in same; and shall determine a recommendation to Council, on reimbursement. Again, I can see this being a financial hardship. If anything, this should be that the employer agrees to pay for the course and if the employee is unsuccessful in completing the course, the employee agrees to have deductions from their pay to repay the course.

- (b) In all cases, reimbursement shall be contingent upon successful completion of the course(s): should the permanent employee fail to obtain passing grades, not receive certification, or otherwise be unsuccessful in taking the course, the Village will not reimburse any costs. (Ditto above)

4. EDUCATIONAL ASSISTANCE is available as follows:

- (a) **TUITION FEES:** The permanent employee shall be entitled to reimbursement of tuition fees, when the course is clearly related to the vocation of the permanent employee and approved or requested by the Village. Where courses are of marginal benefit to the Village, and or not requested by the Village, the permanent employee will be expected to pay all tuition fees and expenses. (Ditto above)
- (b) **EXPENSES:** All employees requested by the Village to take a particular course will have all expenses reimbursed by the Village. However, should those courses occur during the employee's regular days off or should the employee be required to travel to the course on regular days off, the employee will be required to attend those courses with no reimbursement of time off. (Ditto above for financial reimbursement). As for the expectation that Council or the CAO decide that additional training is required in addition to the expectations of the employee, it is unacceptable to demand that an employee take training without compensating them for their time).
- (c) **WAGES/SALARY:** A permanent employee's earnings will be maintained while attending a course; however, as above, those permanent employees required to attend courses on their regular days off shall not be reimbursed with compensating time off or wages. Staff members taking written examinations shall be granted the necessary time off with pay to write the exams. (Again I do not agree with this, unless it is an existing expectation for training. If Council or the CAO wish for the training in addition to the expectations of the employee, it is unacceptable to not be compensated for their time).

5. REIMBURSEMENT TO THE VILLAGE

- (a) Any permanent employee receiving education assistance from the Village will be expected to remain in the employment of the Village for a period of THREE (3) YEARS from the date on which the assistance was received. Should the permanent employee leave the Village's employ prior to the expiration of the three year period, the permanent employee will be required to reimburse the Village for any assistance received as follows;
- less than 1 year – 100%,
 - less than 2 years – 75%, and
 - after 2 ½ but less than 3 years – 50%.
- (b) No permanent employee who has given or received notice of termination will be reimbursed under this program.

- (c) Section 5. Does not apply to courses required to “maintain” a certification previously obtained by a permanent employee. (specifically water and waste water certifications, or other certifications requiring on going or annual renewal or maintenance) The CAO will use their discretion in applying this policy fairly, and in interpreting its intent, (which is clearly to repay the Village for education obtained at their cost if an employee decides to leave)
- (d) An employee has the right to appeal to Council, a decision made under Section 5.

6. ORDER FOR TYPES OF TRAINING

- (a) All efforts should be made to obtain training through online courses or online certification processes. If training cannot be taken online, the next step would be to take a course at a training facility located on Haida Gwaii and if not available on Haida Gwaii at a location which incurs the least expensive cost.
- (b) If combining costs for training/conferences off island with personal travel, all reasonable efforts to reduce travel expenses should be made.

Date adopted by Council _____ Resolution # _____

Mayor Urs Thomas

CAO, Ruby Decock

G-8 Tax Rate Bylaw

To be included on Monday's
meeting.

Ruby Decock

From: Elizabeth "Betty" Stewart <e.stewart@portclements.ca>
Sent: April-06-18 9:58 AM
To: Urs Thomas; Ruby Decock; office@portclements.ca
Cc: c.obrienanderson@portclements.ca; d.daugert@portclements.ca;
b.cumming@portclements.ca
Subject: Town Clean-up Schedule?

I've had a couple of enquiries about if and when the VOPC will be doing a town clean-up this year. I believe we usually do this towards the end of May.

Could this be added to our next Regular Meeting's Agenda?

Thanks,
Elizabeth "Betty" Stewart

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	<p>Questionnaire distributed on equipment use - Several Turned in.</p> <p>Grant Writer to look for opportunities</p> <p>Ruth Bellamy & CAO toured facilities to determine what improvements should be made.</p> <p>Grant Writer searching out funding.</p>
A31	03-04-2017	Health Clinic Ventilation	Administration	<p>RFP put out. Received bids. Waiting for follow up regarding the cost for an HRV installation.</p> <p>Contacting off-island contractors</p>
A33	18-03-2017	Health Clinic - replace flooring	Administration	<p>RFP to be put out once clinic industrial flooring</p> <p>Received product description from two suppliers. Waiting for quotes from off-island supplier and from AMS. Still working on quotes.</p>
A34	04-07-2017	Community Park - block access	Public Works Councillor O'Brien Anderson	<p>Logs have been temporarily been blocking access</p> <p>Still need a long term solution.</p>
A36	08-08-2017	Sunset Park Mgmt. Plan	Council	<p>Review recently adopted Management plan in Nov/Dec 2017 and again in Nov/Dec 2018.</p>
A-39	06-11-2017	Asset management	Administration	<p>Follow up with past public work employees to ask for historical asset locations, etc. Received UBCM grant funding and received FCM matching grant funds. Will be meeting with Urban Systems on March 6th to discuss plans going forward. In progress.</p>