



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

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Minutes of the Public Review & Comments for the Five Year Financial Plan 2018-2022 – 6:00-7:00 PM in the Council Chambers.

Question from Manzanita Snow:

What is happening with the outdoor washrooms and why was no funding applied for this project when there is funding available for this project?

Answer from CAO Decock:

Council did not want to fund such a project because the cost for installing "Port-o-potty's" for the winter months was not feasible. Also, the consideration of installing a permanent outhouse was seen as unacceptable as there are sewer and water hookups close by. The cost of constructing a new washroom would be an expense that Council found was not a priority for 2018. In addition, the cost for winterizing the existing public washrooms were not feasible and not a priority for 2018.

Minutes of the regular meeting of the Port Clements Council held Monday, May 7, 2018 in Council Chambers.

Present:

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

CAO Ruby Decock

Members of the Public and Press Present: Joan Hein, Bev Lore, Manzanita Snow, Aaron Cunningham, Craig Beachy, Derek van Heek, Marilyn Bliss, Pat Johnston

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

1. ADOPT AGENDA.

2018-05-125 – Moved by Councillor Stewart, seconded by Councillor Daugert

THAT Council adopts the agenda with the amendment that the award of the Water Tower RFP be completed at the Special Council Meeting on May 9th, 2018 at 1 pm.

CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

3. MINUTES.

M-1—April 10, 2018 Special Council Meeting minutes

2018-05-126 – Moved by Councillor Daugert, seconded by Councillor Cumming

THAT Council adopts the April 10, 2018 Regular Council Meeting Minutes as presented.

CARRIED

M-2 – April 16, 2018 Regular Council Meeting minutes

2018-05-127 – Moved by Councillor Daugert, seconded by Councillor Stewart

THAT Council adopts the April 16, 2018 Regular Council Meeting Minutes with a minor correction in C-1 changing “sociably” to “socially”.

CARRIED

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

Progress Report from CAO Decock for BA-1 – 4 and UB-1

2018-05-128 – Moved by Councillor Stewart, seconded by Councillor Daugert

THAT Council receives the report from CAO report from CAO Decock

CARRIED

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 McElhaney 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

2018-05-129– Moved by Councillor O’Brien Anderson, seconded by Councillor Daugert

THAT Council receives the Public Works Superintendent report.

CARRIED

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.

BA-11—Discipline Suspension and Termination Policy 17, 2018 – Still under review by legal counsel

UB-1—Request for Land Transfer – email from Randy & Gloria O’Brien

5. ORIGINAL CORRESPONDENCE

C-1 – Report from MIEDS Grant Writer – Chris Williams

2018-05-130 – Moved by Councillor O’Brien Anderson, seconded by Councillor Stewart

THAT Council receives the report from the MIEDS Grant Writer.

CARRIED.

C-2 – Letter from Minister of FLNRO & RD – Doug Donaldson
2018-05-131 – Moved by Councillor O'Brien Anderson, seconded by Councillor Stewart
THAT Council receives the letter from Minister Doug Donaldson.
CARRIED.

6. FINANCE

F-1 – Financial Statements – Report from Auditor.
2018-05-132– Moved by Councillor O'Brien Anderson, seconded by Councillor Cumming
THAT Council approves the Village of Port Clements Financial Statements for the Year ended December
31, 2017.
CARRIED.

Councillor Cumming left the room at 7:32 pm.

F-2—Signing Authority for Deputy Clerk Elizabeth Cumming
2018-05-133– Moved by Councillor O'Brien Anderson, seconded by Councillor Stewart
THAT Council approves Elizabeth Cumming as a signing authority for all Village of Port Clements accounts
held with financial institutes.
CARRIED.

Councillor Cumming returned to the room at 7:33 pm.

7. GOVERNMENT

G-1- Council Resolution 2018-113 – Rescind the Readings 1-3 of Financial Plan Bylaw for the Years 2018-2022 Bylaw
447, 2018.

2018-05-134 – Moved by Councillor Cumming, seconded by Councillor Stewart
That Council rescinds motion 2018-113 – Readings 1-3 of Financial Plan Bylaw for the years 2018-2022 Bylaw 447,
2018.
CARRIED

G-2- Application to Gwaii Trust for Water Tower Removal
2018-05-135 – Moved by Councillor Stewart, seconded by Councillor Daugert
THAT Council applies to the Gwaii Trust Vibrant Communities for \$10,000 to put towards the removal of the water
tower.
CARRIED

G-3 – Request for Budget Increase in expenses to adjust for MIEDS Administrative Costs presented in Financial Plan
2018 -2022– CAO Decock
2018-05-136 – Moved by Councillor O'Brien Anderson, seconded by Councillor Daugert
THAT Council increases the Administrative Budget for MIEDS from \$2500 from \$4651.44 for the year 2018 and from \$2500 to
\$4522. 87 presented in the Financial Plan 2018-2022.
CARRIED

G-4 – Proposed Change to Office Hours for Public Service
2018-05-137 – Moved by Councillor Daugert, seconded by Councillor Stewart
THAT The Village Office reduces its current services hours of 5 days per week to 4 days per week, Tuesday – Friday inclusive,
and remain open those days from 9:30 AM to 1:00 PM and that staff report back to Council on the effectiveness of this
measure.
CARRIED

G-5 – Readings of 1-3 of Financial Plan Bylaw for the Years 2018-2022 Bylaw 447, 2018.
2018-05-138 – Moved by Councillor Cumming, seconded by Councillor Stewart
THAT Council completes Readings 1 – 3 of Financial Plan Bylaw for the Years 2018-2022 Bylaw 447, 2018.
CARRIED

2018-05-139 – Moved by Councillor Stewart, seconded by Councillor Daugert
THAT Council completes Readings 1 – 3 of Tax Rate Bylaw 448, 2018.
CARRIED

G-7 – Terms of Employment, Safety and Grievance Policy 4, 2018 – Updated.
2018-05-140– Moved by Councillor Stewart, seconded by Councillor O’Brien Anderson
THAT Council moves this item to in-camera as per section 90 (1) (c)
CARRIED

G-8 – Education and Training Policy 18, 2018
2018-05-141 – Moved by Councillor O’Brien Anderson, seconded by Councillor Stewart
THAT Council adopts the Education and Training Policy with any changes listed:

2 (a) That the clause “Unless otherwise directed by a Council Resolution” can work to the intent and allow exceptions and training agreements to adapt to the best person available.

3 (a), 3 (b), 4 (a) to include: employees training to upgrade their skills and abilities in a way that will benefit the Village may apply to have their costs and fees paid for by the Village. Should they be unsuccessful in completion of their course or certificate, the costs shall be reimbursed to the Village through payroll deduction in a term not to exceed six months.

4 (b), 4 (c) to include: employees required to attend courses or travel on their regular days off shall be reimbursed with equal time off at a date agreed to between the employee and their supervisor.

CARRIED

8. NEW BUSINESS

9. REPORTS & DISCUSSIONS

Councillor O’Brien Anderson: Nothing to report.

Councillor Cumming: Attended the all island emergency preparedness meeting on Wednesday. Note that emergency test will happen on May 9th at 1:55 pm.

Councillor Daugert: Attended the MIEDS meeting and Gwaii Trust AGM

R-1 – Report on Gwaii Trust Society 2018 AGM – Councillor Daugert

2018-05-142 – Moved by Councillor O’Brien Anderson, seconded by Councillor Stewart

THAT Council receives the report.

CARRIED

Councillor Stewart: Attended the Tourism Meeting. Still looking for photos for brochure. All Islands SPCA group – All Communities on board, the Regional District and RCMP are also in favour. Looking

CAO Ruby Decock: Completing the financial reporting, tax statements will be printed out, working on hiring a new employee.

Mayor Thomas: Coffee with the Mayor – successful meeting – addressing the staffing issues also addressing the social housing.

Resource Benefits Alliance call – looking at meeting all day with RBA.

10. ACTION ITEMS

11. QUESTIONS FROM THE PUBLIC & PRESS

M. Bliss: When are you going to have another “Coffee with the Mayor”

Mayor Thomas: June 8th, 2018

Joan Hein: Any update on the big stump?

Councillor O’Brien Anderson: It is going to happen and it is challenging getting the stump from Renne Sound.

Joan Hein: You also had some development on the corner of Dyson? Yes, it is going to happen. There is something in the works.

Bev Lore: At the coffee with the Mayor, there was discussion about the Showers and Laundry available. Suggest that Council bring it up or look for funding for this. Also, if the SPCA is looking to be centrally located, then we need to get the business situated here. Let's increase the economic growth by bringing this initiative here. We have the land and the space. Land is more affordable in Port Clements than in Tlell.

Response from Councillor Stewart: It's all being looked at and looking at donation of the land in Tlell so that the animals can be closer to the Veterinarian.

Question: Will the Village be doing anything to beautify Port Clements? Maybe that the Village be able to do some weeding of the garden beds by the fire hall and across from the Village Office. Maybe you can use the beautification budget to pay for contractor to work on weeding. CAO to look into the possibility of using the budget for this.

Marilyn Bliss: Want to let Council know that there is a Business Expo in the Senior's room. If council would like to attend they are invited.

12. IN-CAMERA as per Section 90 (1)(c) & (d)

2018-05-143 Moved by Councillor Stewart, seconded by Councillor Daugert

THAT Council move to in-camera meeting as per section 90 (1)(c) and (d) at 8:45 pm.

CARRIED

13. ADJOURNMENT

2018-05-144 – Moved by Councilor Stewart

THAT the meeting be adjourned at 10:23 PM.

CARRIED



Urs Thomas
Mayor



Ruby Decock
CAO

