



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](mailto:office@portclements.ca)  
Web: [www.portclements.ca](http://www.portclements.ca)

7:00 p.m. Regular Meeting of Council Tuesday, June 3<sup>rd</sup>, 2019

**AGENDA**

1. **ADOPT AGENDA**
2. **PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**
  - D-1— Summer Playschool -- Christy "Conch" Kenschuh
  - T-1 – Opening of Sealed Tenders for Port Clements Fire Hall – CAO Decock
3. **MINUTES**
  - M-1 – May 21<sup>st</sup>, 2019 Regular Council Meeting Minutes.
4. **BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
  - UB-1—Berry Maze Proposal – Wayne Nicol
5. **ORIGINAL CORRESPONDENCE**
  - C-1—Port Clements Canada Days Loggers Sport Day 2019 – The O'Brien's
6. **FINANCE**
7. **GOVERNMENT**
  - G-1— Moms & Tots Room Use Request
8. **NEW BUSINESS**
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) of the *Community Charter***
    - (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
    - (c) labour relations or other employee relations;
    - (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
13. **ADJOURNMENT**



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## REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy Clerk  
Date: May 29, 2019  
RE: Christy Korschuh Summer Playschool Request

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### BACKGROUND:

The Playschool was included in the design for the Multiplex Building. Many parents volunteered their time, such as with the moms & tots group and the Port Clements Tiny Tots Society, to organize and set up a Playschool and most, if not all, of the toys and equipment in the Multiplex Playschool come from this effort.

At the September 3, 2013 Regular Council Meeting, Council made the following motion:

2013-272 – Moved by Councilor Falconbridge, seconded by Councilor Gaspar  
THAT the Village of Port Clements Council support, in theory, a \$2/hour/child rental rate for the Playschool area subject to licensing and contract finalization issued to be confirmed by the Administrator.

**CARRIED**

In 2014 Council enacted "Fee Setting Bylaw #403, 2014" that repealed and replaced bylaws #335, #360 and #369 that set out fees, rates and charges by the Village of Port Clements. Schedule C sets out the Building Rental Rates, including for the Playschool. In this it sets out that only the Port Clements Tiny Tots Society, the Port Clements Seniors Association and the Board of School Trustees of School District No.50, MIEDS and VIRL are to have the rental fees waived.

That said, at some point the mom & tots group could use the facility at no charge, with a precedent being cited in documents for this arrangement. This precedent may have been the Tiny Tots Society, and there is confusion in the relationship between the society and the moms & tots group – they may have been the same group or a successor group to them. Records identify that this arrangement was only extended for the moms & tots group as other users were charged for use of the space.

Council has waived user fees for use of the Playschool room for other groups and programs, such as the Infant Development Program run by Northern Health in 2016. Given that the fee structure is set by Bylaw #403, a proper Bylaw amendment should be undertaken in order to make changes as resolutions cannot be made to contradict Bylaws (the Bylaw defeats the resolution).

While the Playschool is included in the Fee Setting Bylaw #403, 2014 as a rental space, the staff room is not included, nor has it been rented out previously. The School, VIRL and Recreation Commission use this space for storage and other uses.

### DISCUSSION:

Christy Korschuh's main request to Council is to use the Playschool and Gymnasium from 9:00 AM – 12:00 PM on Tuesdays, Wednesdays and Thursdays from July 9<sup>th</sup> to August 29<sup>th</sup>, 2019 (24 days).

The gym does have some bookings during the requested time; so, the gym is only available for 15 days during this period. She is also requesting permission to use the Staff room for use of its kitchen space during her program.

The Staff room is not listed as a room available to rent under Bylaw #403. Rental rooms are available for rent when not in use during normal business hours (ie. Playschool cannot be rented during Strong Start program and the Kitchen Facilities cannot be rented during school hours, etc.).

Section 7.3 of the OCP sets out that the Village looks to “encourage the provision and expansion of recreational and entertainment facilities in order to address the needs of all ages and to attract more families”. Supporting pre-school aged services would be in line with this intent especially as there are limited programs in the Community that offer services for this age group.

The Multipurpose building was designed with a Playschool included. Council could consider amending Bylaw #403 to give more access to user groups to use the space and support initiatives that are aimed at providing services for these age groups in order to facilitate more use of the space. This could be done by amending the bylaw to include an option where Council could waive fees for user groups by resolution of Council.

The Playschool is not under the Village’s current Janitorial contract, except when it is being rented, and the estimated daily janitorial cost would be at least \$20/hour with an estimated 1-hour cleaning needed per day. This amounts to a janitorial cost of at least \$480.00 for the 24 days. This cost is only an estimate for light-use cleaning requirements – costs would be higher if more time or deep cleaning was needed to clean up after this rental.

The Village does not currently have any policy requiring renters to provide liability insurance to cover their activities; however, MIABC strongly recommends that we require renters to have it and the office does request it for potentially high-risk activities. Uses of the Playschool and Staff Room are low risk and may not need to have separate insurance; however, Gymnasium activities are considered high risk. Staff typically redirects groups that are wanting to do gym activities to approach the Haida Gwaii Regional Recreation Commission (Haida Gwaii Rec) to see if they would be willing to sponsor the program and thus include it under their liability insurance.

Haida Gwaii Rec sponsors activities as what is proposed by Ms. Kenschuh and identified with her employment background it would be likely that they would be able to cover the liability insurance for the proposed programs. However, Haida Gwaii Rec does not have the budget to pay for any room rental fees or program expenses so Ms. Kenschuh would have to charge user fees to cover any expenses, but that would be at her discretion. Council could agree to cover the costs associated with the room rental through its Grants Awarded budget and waive the fee and pay for the janitorial fees, but this would be at Council’s discretion.

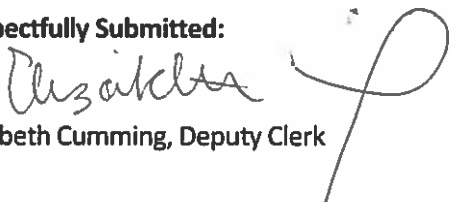
**Recommendation:**

1. THAT Council Award Christy Kenschuh a grant from the Grants Awarded budget in order to cover the rental and janitorial cost for the Playschool for her Summer Playschool program;  
AND THAT Council advises Christy Kenschuh to approach the Haida Gwaii Regional Recreation Commission to acquire liability insurance for her proposed programs.

AND THAT Council requests Christy Kenschuh to request Haida Gwaii Recreation consider funding this program(s) in their next fiscal year.

2. THAT Council directs staff to review the Fee Setting Bylaw #403 to present to Council recommended amendments;  
AND THAT Council also directs staff to develop a Room Rental Policy to bring to Council.

**Respectfully Submitted:**

  
Elizabeth Cumming, Deputy Clerk

D-1

## Elizabeth Cumming

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**From:** Christy Konschuh <ckonschuh@sd50.bc.ca>  
**Sent:** May-05-19 10:59 AM  
**To:** Elizabeth Cumming  
**Cc:** Will Bedard; Lisa Waring  
**Subject:** Community Playschool Request for Use - Summer School to the Early Years Community

Good morning Village of Port Clements!

I am seeking permission to access the Community Playschool room throughout the summer.

Acting as a volunteer facilitator for Early Learners and their care providers, I would open the space from 9am - 12pm on Tuesday, Wednesday and Thursday between July 9 - August 29.

The purpose of opening the facility throughout the summer creates several opportunities for families of Port Clements and surrounding areas, such as:

- provide ongoing numeracy, literacy and social/emotional development and support to those transitioning into Kindergarten
- include the Early Years community at the Port Clements Multiplex
- maintain rapport between care providers and service providers
- build on volunteer hours towards sweat equity for potential funding through Gwaii Trust

I have been Facilitating the StrongStart program for School District 50 since September 2018 and my hope is to continue with the role as needed. In addition to the positive community impact, as an Early Childhood Education student, I may continue to apply my learning in a practical manner at Summer Play School.

To be clear, this is a volunteer initiative and as such, there is no funding in place. This initiative has not endorsed by School District 50 or StrongStart BC. Different from the StrongStart program, Summer Play School will not offer snacks or use crafts materials that are provided through SD 50 funding. I would ask the VOPC Recreation Commission for permission and support that our group be able to access the gym each morning of Summer Play School (until it conflicts with HG Rec Summer Camp).

In addition, Dinner for Mom will be postponed until September or until outside funding can be acquired. Dinner for Mom has been a pleasure to support and I believe it creates an inclusive opportunity for Mom's to socialize in a safe and nourishing environment. Out of pocket costs for food supplies range between \$120 - \$140 per event, depending on the number of those in attendance. As a result, Summer School would not use the Community Kitchen. Instead, I would ask that I be able to use the VIRC/PCES Staff room next to the Playschool room as needed.

Howa'a and thank you for your time and consideration of my request to offer Summer School to the Early Years Community.

I look forward to your response to this request. I can be available for questions or concerns by cel phone or this email while I am away from Port Clements until May 9th.  
(250) 254-0032.

In warmth,  
Christy "Conch" Kenschuh  
StrongStart BC Facilitator  
Port Clements Elementary School



# EARLY YEARS SUMMER PLAYSCHOOL

DROP-IN ACCESS TO PLAYSCHOOL  
FOR CARE PROVIDERS & EARLY LEARNERS

TUESDAY - WEDNESDAY - THURSDAY

9:00AM - 12:00PM

JULY 9 - AUGUST 29

CKONSCHUH@SD50.BC.CA

250-254-0032



THE VILLAGE OF  
PORT CLEMENTS

May 30<sup>th</sup>, 2019

To Whom It May Concern,

I am writing this letter in support of Christy Kenschuh "Conch" in her application to the Port Clements Village Council to waive the cost of room rental and provide a custodial requirements for the room as an in-kind donation so that she can run a Summer Play School at Port Clements Elementary School.

The Village of Port Clements will be missing a huge part of its community in the summer time when SD50 does not provide Strong Start programming. This program has demonstrated its importance as a place for children to socialize, learn together and explore while parents get the opportunity to network, ask questions and develop a sense of camaraderie in what can be a socially isolating period of time.

I am the Program Coordinator and Family and Resource Consultant for the Child Care Resource and Referral Program, and while our ability to offer consistent programming in every community, we support those who work hard to do so in their community. Conch is agreeing to donate her own very valuable time to set up this Play School and run it three times a week, and the Village of Port Clements should match this.

I am in full support of Conch's request to waive the cost of room rental as well as custodial duties for this program. Thank you for your time and consideration.

Sincerely,

Winnie Tsai  
Program Coordinator | Family & Resource Consultant  
[crrrfamilyresource@gmail.com](mailto:crrrfamilyresource@gmail.com)  
250-559-4711



D-1



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**7:00 p.m. Minutes for the Regular Meeting of Council Tuesday, May 21<sup>st</sup>, 2019**

**Mayor Doug Daugert**  
**REGRETS Councillor Kazamir Falconbridge**  
**Councillor Teri Kish**  
**Councillor Ian Gould**  
**Councillor Brigid Cumming**  
**CAO Ruby Decock**

**Present: Jean Horrocks, Marilyn Bliss, Pat Johnston, Kayoko Daugert, Kelly Green, Manzanita Snow**

**Meeting called to order at 7:04 PM**

Mayor Daugert: I call to order this meeting of the Council of the Village of Port Clements being held on the traditional territory of the Haida People

**1. ADOPT AGENDA**

2019-05-118—Moved by Councillor Gould, seconded by Councillor Cumming  
THAT Council adopt the agenda as presented.  
**CARRIED**

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

**3. MINUTES**

M-1 – May 6<sup>th</sup>, 2019 Regular Council Meeting Minutes.

2019-05-119--Moved by Councillor Cumming, seconded by Councillor Kish

THAT Council adopts the May 6<sup>th</sup>, 2019 Regular Council Meeting Minutes with the amendments to the Financial Plan 2019-2023 Public Meeting to change Councillor Kish's name to Councillor Cumming.

**CARRIED**

M-2—May 8<sup>th</sup>, 2019 Special Meeting Minutes

2019-05-120--Moved by Councillor Cumming, seconded by Councillor Kish

THAT Council adopts the May 8<sup>th</sup>, 2019 Special Council Meeting Minutes as presented.

**CARRIED**

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



## **5. ORIGINAL CORRESPONDENCE**

C-1—Board Highlights – North Coast Regional District  
2019-05-121--Moved by Councillor Cumming, seconded by Councillor Kish  
THAT Council receive the NCRD Board Highlights.  
**CARRIED**

C-2—Request for Letter of Support – Tlell Fall Fair  
2019-05-122--Moved by Councillor Cumming, seconded by Councillor Kish  
THAT we provide a letter of support for the Tlell Fall Fair for the application for the Tlell Fall Fair's Committee's application to the Norther Development Initiative Trust (NDIT) Fabulous Festival and Events Grant.  
**CARRIED**

C-3—Request for Support – City of Burnaby  
2019-05-123--Moved by Councillor Cumming, seconded by Councillor Kish  
THAT Council receives the request for letter of Support for Expanding Investment Opportunities from the City of Burnaby.  
**CARRIED**

## **6. FINANCE**

F-1—Northern Savings Credit Union - \$50.00 Token of Appreciation  
2019-05-124--Moved by Councillor Kish, seconded by Councillor Cumming  
THAT Council donates the \$50 gift, offered by the Northern Savings Credit Union, to the Rediscovery Haida Gwaii.  
**CARRIED**

## **7. GOVERNMENT**

G-1—Request for Support – Port Clements Housing and Restoration Society  
2019-05-125--Moved by Councillor Gould, seconded by Councillor Kish  
THAT Council receives the report to Council for the Port Clements Housing and Restoration Society  
**CARRIED**

2019-05-126--Moved by Councillor Gould, Seconded by Councillor Kish  
THAT Council supports the Port Clements Housing and Restorative Society and agrees to apply to the Union of BC Municipalities Housing Needs Reports Program Assessment funding program for the undertaking of a housing needs report as required by the Government of British Columbia;

AND THAT the application be submitted for the May 31, 2019 grant intake;

AND THAT Council applies to the Northern Development Initiative Trust Housing Needs Assessment Program for the additional funds required to complete the housing needs assessment report.  
**CARRIED**

## **8. NEW BUSINESS**

## **9. REPORTS & DISCUSSIONS**

Mayor Daugert – attended protocol meeting as a director of MIEDS to approve the CHN press release regarding the Haida Gwaii Community Forest offer. Attended the NCRD meeting and strategic planning session. Attended Northwest Regional Hospital Meeting – Mils Memorial Hospital Plan has been accepted by the Province of BC.

Councillor Kish – attended a Marine Awareness meeting will also attend a tabletop emergency exercise on June 4 – 6, 2019.

Councillor Gould – attended the special meeting on May 8<sup>th</sup>, 2019. Also met with Gwaii Trust and business owners.

Councillor Cumming – attended the PCHRS meeting on May 9<sup>th</sup>, 2019.

CAO Decock – completed Tax Notices for 2019, busy training intern who arrived on Haida Gwaii on May 13<sup>th</sup>, 2019. Completing reporting for grants, prepped for Firehall Request for Proposal – advertised now.

## 10. ACTION ITEMS

A-1 – see Action Items list.

## 11. QUESTIONS FROM THE PUBLIC & PRESS

**Marilyn Bliss – would like to thank Councillor Kish for the Mother’s Day Brunch**

**Manzanita Snow – would like to know when the support letter for the PCHRS will be sent out.**

Answer: CAO Decock will be sending it to Andrew and will provide a copy of the letter as requested by Manzanita Snow.

**Pat Johnston - Is the church going to open for the tourism?**

Answer: Working on it. Council must meet in the near future and have a discussion on Council’s role, what we may or may not do, and get back to the St. Mark’s Group (for lack of a better term), and see where it moves from there. In the next week or so we will have some significant direction for the summer.

## 12. IN-CAMERA

**As per section (90)(1) of the *Community Charter***

(c) labour relations or other employee relations;

2019-05-127--Moved by Councillor Cumming, seconded by Councillor Gould

THAT Council moves in camera per section (90)(1)(c) of the Community Charter at 7:57 pm.

**CARRIED**

## 13. ADJOURNMENT

2019-05-128--Moved by Councillor Kish

THAT Council adjourns the Regular Council Meeting at 8:47 PM

**CARRIED**

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Mayor Doug Daugert

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CAO Ruby Decock

## Berry Maze Proposal

Mulch entire patch

Gently landscape area

Layout maze-

Rototill the pathways and plant grass seed on paths

Keep paths well mown, to control comeback of berries

Plant other berry types with in the maze- transplant huckleberries, "tame " blackberries, "Tame" raspberries etc etc

Picnic table at center of maze

Multiple " Your location" posts- with hinged covered lid

Signpost/advertise berry maze at entrances to town- and other key points:

golden spruce trail

dock

harbour

museum

## Berry Maze construction plan and approximate costs.

Size: berry patch is approx. 4000m squared ( approx. 1 acre- 4046m)

approximate pathways half of total area- pathways are to be at least 2.5m wide, to allow for the foliage cover of the berry bushes to extend into the paths, but not to impede foot traffic.

I propose to initially mulch the entire patch, in order to:

1. Make it easier to lay out the maze
2. allow for some gentle landscaping- removing old logs etc- but leave appropriate stumps if any- in order to plant huckleberries atop them.
3. to allow for fresh regrowth of the berry plants to facilitate complete foliage cover within the hedgerows.

### Process

1. Mulch entire patch
2. Layout maze
3. Setup central respite area with appropriate shade tree- possibly a cherry tree and a picnic table and bench.
4. Install covered map posts at regular intervals
5. Pathways to either be established as grass pathways, or as ground cloth and crushed rock.  
I feel that the grass pathways would be more in keeping with the "Maze" theme, but would require to be mown a few times a year.  
Gravel paths would be less maintenance, but would be expensive to install.
6. Signage for promotional purposes. However, only to be installed when the maze is established.
  - a. At the Sunset trail head
  - b. On the highway
  - c. At the museum
  - d. At the golden spruce trail
  - e. At St. Marks church

### Approximate Costs

Description	Unit cost	Total Cost
Mulching approx. 10 – 12 hrs	\$100	\$ 1 200
Landscaping work. 8hrs	\$100	\$ 1 000
Maze layout. Volunteer – wayne nicol	0	0
Rototil pathways		500 <del>sq</del>
Grass seeding. Volunteer	0	0
Seed and fertilizer	\$1000	\$ 1000
Gravel pathway layout- contractor and 1 labourer	\$130	? <del>**</del>
Geo fabric 2000 sq m	\$500/roll	\$ 5 000
Gravel/crush per sq meter- 2000 m required	\$9	\$18 000
Cherry Tree, picnic Table and bench	\$1 000	\$ 1 000
Maze map posts- similar to info posts on sunset trail (4-6 signs)	~ \$150	\$600-800
Advertising signage- to be installed at a later date	TBD	TBD

option 1  
option 1  
option 1  
option 2  
option 2  
option 2

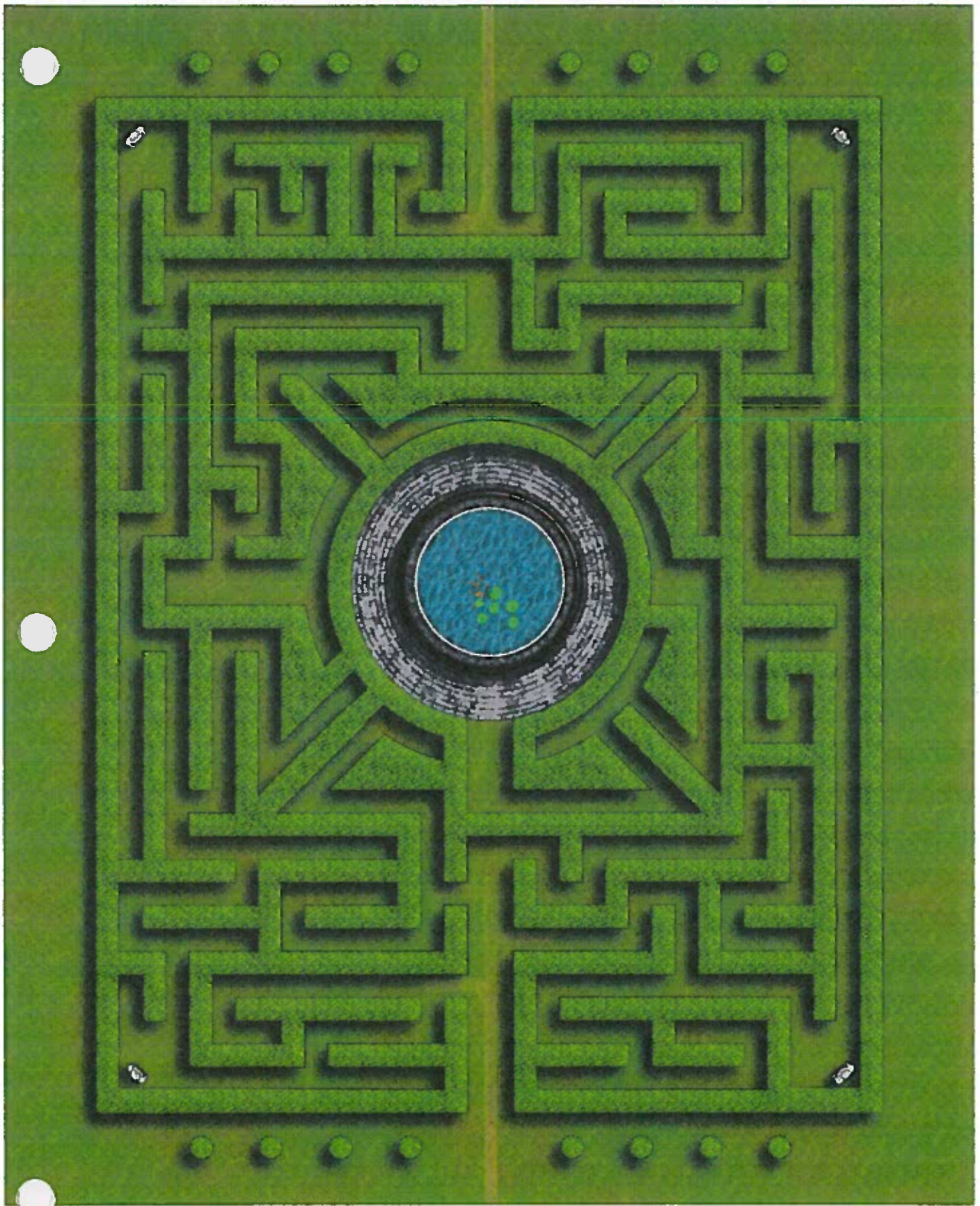
~~\*\*~~ Total cost is undetermined because design to be determined

### Plan

Year 1 (2019) - Mulch berry patch for planning & landscaping - (entire area)  
 - competition for berry maze design  
 - if possible apply for grants

Year 2 (2020) - spring - layout berry maze path.

- plant tree.
- Summer - install path (either grass seed or gravel)
- late summer/fall install bench.
- Signage installed.



Example of a hedge maze.



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## REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy Clerk  
Date: May 31, 2019  
RE: Logger Sports Canada Day 2019

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### BACKGROUND:

Canada Days is a prominent and annual event in Port Clements. The Port Clements Recreation Commission organizes and runs the Village's events for this celebration. One area that they do not oversee or organize is the Logger Sports Events and the Beer Garden that O'Brien & Fuerst Logging Limited usually hosts.

It is possible that the Village formally gave permission to them to host these events at the Community Park during the Village's Canada Days Celebrations, but it does not appear to have been reconfirmed or addressed within the last 10 years. In any case, the Village is understood to have given permission by the fact it is aware that the event is occurring on its property and has otherwise not prevented the event from occurring there. The Village has also received updates on how the event was being organized when Charlene O'Brien was on Council. In general, the Village has encouraged the events to occur as it benefits the Canada Day Celebrations and is a noticeable part of the activities. The Community also appreciates the cost and expense that the O'Brien & Fuerst Logging Limited puts into its events as they bring enjoyment to the Community.

### DISCUSSION:

O'Brien & Fuerst Logging Limited is requesting Council for a donation for cash or prizes for the Canada Days Logger Sports 2019. They also would like to know if the Village would like to officially sponsor an event.

This year the Recreation Commission did not know if these activities would be happening for the 2019 celebration until the Loggers Sports Day was advertised (at this time there has been no mention of the Beer Garden). They have not been updated or contacted about the arrangements beforehand and are uncertain on how it is going to be organized. In general, they just let the vendor manage itself, though they appreciate being updated on what is going on in order to coordinate with their activities.

By attending the 2019 MIABC Risk Management Conference and MIABC webinars such as *Liquor Host Liability: Managing Risk in Social Programs*, staff have become aware that there is significant liability and legal requirements that need to be met for these kinds of events. The Village is exposed to legal liability for mishaps on Village property. The Village has neither required proof of liability insurance or proper permits to be provided to the Village in the past and does not have a policy on it. The Village has not required this from other vendors either, such as those that run the Mud Bog events.

To distribute liquor at a special event, such as a Canada Days celebration, a Liquor Special Event Permit is legally required by the Provincial Government.

Logger Sports involves a lot of high-risk activities involving chainsaws, axe throwing, and log burling to name a few. The Village does not know if the company has the liability insurance that covers these activities.

Staff have not been able to get a hold of Charlene O'Brien, who is organizing the 2019 Logger Sports Day to confirm if they do have the insurance coverage and to confirm if the Beer Garden is also happening.

If the Beer Garden is planned to occur, then the Company must obtain a Liquor Special Event Permit. It is legally required that they have it if they are going to host it. The Village must do its due diligence in confirming they have this permit if the Beer Garden is also happening.

Additionally, part of the MIABC webinar that staff attended included covering a new development in case law that has concerning implications for the municipality's liability with events involving alcohol. New case law has established that liability does not end when individuals who have consumed alcohol at events or establishments get safely home, instead the liability continues if they later get into an accident after drinking more and then going out again. Staff specifically clarified regarding the situation at the Community Park and were told that the Village would still have liability as it is the property owner, so it is critical to ensure that operators and groups have proper liability coverage if they are operating on municipal property to reduce the cost and risk to the municipality.

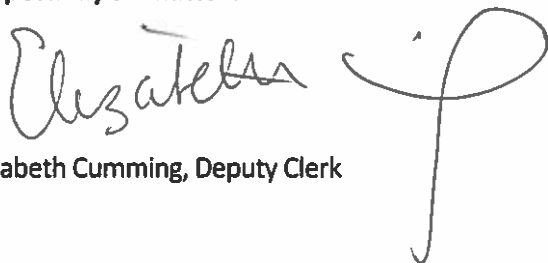
As Logger Sports and the Beer Garden are high-risk activities, the Village should request to be provided with proof that the vendor has adequate liability coverage if things go wrong. This should be a requirement from all vendors operating high-risk activities on Village property and events and a policy should be developed and put in place for it.

Council has the discretion to choose how and to who it distributes funds from its Council Grants Awarded budget. These activities enhance the Village's Canada Day Celebrations, and the community's enjoyment of them. O'Brien & Fuerst Logging Limited has hosted Logger Sports for many years and a lot of work has gone into it that the Village appreciates.

**Recommendation:**

1. THAT Council distribute funds from the its Council Grants Awarded budget at its discretion for the Canada Days Logger Sports Day 2019.  
AND THAT O'Brien and Fuerst Logging Ltd. provide proof of licensing for holding a beer garden (if it is occurring) and proof liability insurance for the Logger Sports and Beer Garden (if it is occurring).
2. THAT Council directs staff to develop a policy for activities and events being on Village Property to bring back to Council.

**Respectfully Submitted:**



Elizabeth Cumming, Deputy Clerk





**O'BRIEN  
& FUERST  
LOGGING  
LIMITED**

P.O. Box 293, Port Clements, B.C., CANADA V0T 1R0  
Phone: (250) 557-4282 Fax: (250) 557-4306  
E-Mail: obrien@qcislands.net

May.28, 2019

Hello Everyone,

It's that time of year again. We are sending this letter to ask for your support in hosting the Port Clements Loggers Sport Day on June.29, 2019. Although, we are donate a lot of time and money in prizes, organizing and hosting the event we are also looking for support from other companies. This event has become more and more popular every year. This event is especially loved by the children not only from our community but for our neighbouring communities as well. We are very proud of our logging heritage and love celebrating it. We would like to make this event even better this year!

Last Loggers Sport Day we received some great prizes and are very grateful for all of your generosity. Any donation in cash or prizes would be greatly appreciated again this year. If you would like to officially sponsor an event just let us know. We can arrange to have things picked up as well.

PS Please go check out the photos and events on our Facebook page

Port Clements Canada Days Loggers Sport Day 2019

Hope to see you there.

Thank you

The O'Brien's

C-1

9:07 AM Tue May 28



Port Clements Canada Days

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### Port Clements Canada Days Loggers Sport Day 2019 add an event.

Yesterday at 11:24 PM · 🌐

Canada Days Logger Sports Port Clements June.29 2019 11:00a.m

#### Men's Events –

- Men's Axe Throw
- Men's Power Saw Buck
- Men's Cross Cut Double & Single
- Men's Choker Set
- Men's Horizontal Chop
- Men's Log Burling
- Men's Obstacle Pole Buck
- Men's Wood Toss

#### Women's Events –

- Women's Axe Throw
- Women's Choker Set
- Women's Nail Drive
- Women's Log Burling
- Women's Cross Cut
- Women's Wood Toss

#### Teen (Ages 12-16) Events-

- Nail Drive
- Choker Set
- Wood Toss
- Log Burling

#### Junior Age (9-11) Events

C-1



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The Village of  
**PORT CLEMENTS**  
*"Gateway to the Wilderness"*

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## REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy Clerk  
Date: May 28, 2019  
RE: Mom & Tots Group Use of Playschool

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### BACKGROUND:

The Playschool was included in the design for the Multiplex Building. At the December 3, 2007 Regular Council Meeting it was identified that the Seniors' Group would have the same arrangement as the "Playschool Society" in the proposed Multi-Purpose building in being able to use spaces for free.

Several parents by that point had formed a mom & tots' group, which may have been part of or another name for the Port Clements Tiny Tots Society, historically, to help integrate their children with other children. Many of the parents volunteered their time to organize and set up a Playschool, and most, if not all, of the toys and equipment in the Multiplex Playschool come from this effort.

At the September 3, 2013 Regular Council Meeting, Council made the following motion:

2013-272 – Moved by Councilor Falconbridge, seconded by Councilor Gaspar  
THAT the Village of Port Clements Council support, in theory, a \$2/hour/child rental rate for the Playschool area subject to licensing and contract finalization issued to be confirmed by the Administrator.  
**CARRIED**

In 2014 Council enacted "Fee Setting Bylaw #403, 2014" that repealed and replaced bylaws #335, #360 and #369 that set out fees, rates and charges by the Village of Port Clements. Schedule C sets out the Building Rental Rates, including for the Playschool. In this it sets out that the Port Clements Tiny Tots Society, the Port Clements Seniors Association and the Board of School Trustees of School District No.50, MIEDS and VIRL are to have the rental fees waived and its conditions.

The Tiny Tots Society appears to have been active from at least 2006 and was still in operation until at least 2014. Council donated \$7140 from its grant-in-aid budget to this Society in 2007. It also seems to have been involved with getting the Strong Start Program started. Since 2014 it looks like the Society went inactive, disbanded, or splintered into different groups. It may have separated into the Strong Start Program and Moms & Tots Group, as it is noted that the group had board members – which it would likely not have if it was not a society.

At the very least it appears that the Moms & Tots Group were treated like they were interchangeable to the Tiny Tots Society. The Moms & Tots group could use the facility at no charge, referencing a 'precedent' for this. Potentially this was a reference to the Tiny Tots Society. Heather Nelson-Smith was a previous Administrator for the Village, but also volunteered with the Tiny Tots Society from 2006 until the end of 2011 (as noted on her public LinkedIn page). Records identify that this arrangement was only for the Moms & Tots group as other users were charged for use of the space. The previous Moms & Tots group appears to have disbanded by 2017 due to most of the parents' children reaching school age and confusion in who was running/participating in the group and responsible for their activities.

Council has also waived user fees for use of the Playschool room for other groups and programs, such as the Infant Development Program run by Northern Health in 2016. Given that the fee structure is set by Bylaw #403, a proper Bylaw amendment should be undertaken in order to make changes as resolutions cannot be made to contradict Bylaws (the Bylaw defeats the resolution).

#### **DISCUSSION:**

Jasmine Beachy has requested that their new Moms & Tots group be allowed to use the Playschool on Mondays and Fridays free of charge.

Section 7.3 of the OCP sets out that the Village looks to "encourage the provision and expansion of recreational and entertainment facilities in order to address the needs of all ages and to attract more families". Supporting pre-school aged services would be in line with this intent especially as there are limited programs in the Community that offer services for this age group.

The Multipurpose building was designed with a Playschool for use by mom's & tots and the Strong Start Program. Council should consider amending Bylaw #403 to give more access to user groups to use the space and support initiatives that are aimed at providing services for these age groups to encourage the space being used. This could be done by amending the bylaw to include an option where Council could waive fees for user groups by resolution of Council.

The Village does not currently have any policy requiring renters to provide liability insurance to cover their activities, though it is highly recommended by MIABC to do so. This is a low risk activity, and MIABC points out that low risk activities may not need separate insurance from the Village's existing insurance. At least having an indemnity agreement from the parents could be requested to ensure that the Village is not held liable for their activities.

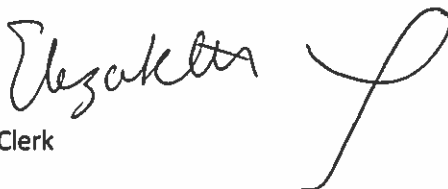
Additionally, the Playschool is not under the Village's current Janitorial contract. It could cost the Village at least \$20 per hour, for at least 1 hour per day, for light to regular use of the space. Harder use of the space with more deep cleaning needed would result in a higher cost.

#### **Recommendation:**

1. THAT Council recognizes the Moms & Tots group as equivalent or a successor to the Port Clements Tiny Tots Society named in the Fee Setting Bylaw #403, 2014 and thereby confers it the same privileges under that Bylaw.
2. THAT Council directs staff to review the Fee Setting Bylaw #403 to present to Council recommended amendments AND THAT Council also directs staff to develop a Room Rental Policy to bring to Council.

Respectfully Submitted:

Elizabeth Cumming, Deputy Clerk



G-1

## ACTION ITEMS

<u>#</u>	<u>Date</u>	<u>Description</u>	<u>Lead</u>	<u>Follow up</u>
A30	06-09-2016	Weight Room Upgrades	Administration	Questionnaire distributed on equipment use - Several Turned in. Grant Writer to look for opportunities Ruth Bellamy & CAO toured facilities to determine what improvements should be made. Grant Writer searching out funding.
	14-03-2019			Councillor Kish contacted Grant Writer about grants. She also spoke to Ruth Bellamy about equipment and removal of non-essential items. Plan to dispose of these items during free tipping day
A31	03-04-2017	Health Clinic Ventilation	Administration	Sullivan Mechanical has completed a site visit and will present a plan for a fitting for a HRV & quote. Still in Progress. CAO to write a letter to company requesting a deadline for installation Sullivan Mechanical submitted a quote and Council will discuss. Get report from Public Works Superintendent re: alternative solution that was inexpensive. (1 page of options).
			Public Works	
A36	08-08-2017	Sunset Park Mgmt. Plan	Council	Review recently adopted Management plan in Nov/Dec 2017 and again in Nov/Dec 2018. Draft plan circulated to Council for review.
	16-04-2019			
A-41	2018-09-260	Amend the Campground Bylaw fees		Still in Progress - Still needs to be reviewed
A-42	01-03-2019	Website updates		Still in progress. There were technical issues with the website designer.
	14-03-2019			Website being transferred.
	26-03-2019			Website live, further content & bug check in progress
	12-04-2019			Issues with payment portal, portal down for repairs Payment portal option is scheduled for review on June 3rd, 2019.
	12-05-2019			Developer keeps re-scheduling on staff.