



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

36 Cedar Avenue West  
PO Box 198  
Port Clements, BC  
V0T1R0  
OFFICE: 250-557-4295  
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Web: [www.portclements.ca](http://www.portclements.ca)

7:00 p.m. Regular Meeting of Council Monday, August 19<sup>th</sup>, 2019

**AGENDA**

1. **ADOPT AGENDA**
2. **PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**
3. **MINUTES**  
M-1—August 6<sup>th</sup>, 2019 Regular Council Meeting Minutes
4. **BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
5. **ORIGINAL CORRESPONDENCE**  
C-1—Request for Support for Protection of Groundwater at UBCM Convention— Bruce Gibbons
6. **FINANCE**
7. **GOVERNMENT**  
G-1—ESS Training – Request for Budget to be Exceeded for Training – Deputy Clerk Cumming
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*  
(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;
13. **ADJOURNMENT**



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**6:30 p.m. – NOTES FOR COMMITTEE OF THE WHOLE – Public Shower & Laundry Facility**

**Present: Dale Lore, Marilyn Bliss, Maureen Bailey, Joan Hein  
Mayor Doug Daugert, Councillor Brigid Cumming, Councillor Ian Gould, Councillor Teri Kish, CAO Ruby Decock**

Marilyn Bliss brought a good business case for this a couple of years back.

Budgie's backpacking is closing ~3<sup>rd</sup> week of September and the services to assist with laundry and showers will no longer be available.

Joan Hein's RV park in Fort St. John was successful because it had a large number of users.

Mayor Daugert concerned about the facilities not being an economic input to Port Clements as it is providing a service for low budget travelers. Also, this could be a private enterprise for such a facility.

Concern about subsidizing the services and not stimulating the economy. Also, Golden Spruce had difficulties in maintaining their laundromat because it was difficult to find a repairman.

Councillor Cumming suggested contacting Hidden Island RV to see if this will impact their laundry and shower facilities and the impact it would be.

Joan Hein and Councillor Kish identified that there are buildings that can be purchased ready designed.

Dale Lore -identified that we need to invest in the infrastructure to accommodate a tourism industry.

**Minutes for the Regular Council Meeting held on Tuesday, August 6<sup>th</sup>, 2019**

**Mayor Doug Daugert  
Councillor Kazamir Falconbridge  
Councillor Teri Kish  
Councillor Brigid Cumming  
Councillor Ian Gould**

**CAO Ruby Decock**

**Members of public present: Craig Beachy, Joan Hein, Marilyn Bliss, Pat Johnston, Kyle May, Sandy & Ernie Thomson, Lorette Smillie, Julia Breese.**

**Meeting called to order at 7:00 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**

2019-08-182—Moved by Councillor Cumming, seconded by Councillor Falconbridge

THAT the August 6<sup>th</sup>, 2019 Regular Council Meeting Agenda be amended with C-3 – Sign Proposal – Development/Tourism Initiative presented by Kyle May be moved to D-1.

**CARRIED**

M-1

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

D-1 — Sign Proposal -- Development/Tourism Initiative– Kyle May

2019-08-183 – Moved by Councillor Falconbridge, seconded by Councillor Kish

THAT Council receives the Sign Proposal for the Village of Port Clements submitted by Kyle May

**CARRIED**

## **3. MINUTES**

M-1—July 15<sup>th</sup>, 2019 Regular Council Meeting Minutes

2019-08-184—Moved by Councillor Falconbridge, seconded by Councillor Cumming

THAT Council adopt the July 15<sup>th</sup>, 2019 Regular Council Meeting Minutes as presented.

**CARRIED**

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

UB-1—Outdoors Fire Ban Bylaw – Municipal Management Intern Welford

2019-08-185—Moved by Councillor Cumming, seconded by Mayor Doug Daugert

THAT Council does the 1<sup>st</sup> and 2<sup>nd</sup> reading the Village of Port Clements Outdoors Fire Ban Bylaw, No. 452, 2019

**CARRIED**

**OPPOSED COUNCILLOR FALCONBRIDGE, COUNCILLOR KISH**

2019-08-186—Moved by Councillor Gould, seconded by Mayor Daugert

THAT Council includes the line to the bylaw that Council has the right to amend.

**CARRIED**

**OPPOSED COUNCILLOR FALCONBRIDGE, COUNCILLOR KISH**

2019-08-187—Moved by Councillor Gould, seconded by Councillor Cumming

THAT does the 3<sup>rd</sup> reading of the Village of Port Clements Outdoors Fire Ban Bylaw, No. 452, 2019

**CARRIED**

**OPPOSED COUNCILLOR FALCONBRIDGE, COUNCILLOR KISH**

## **5. ORIGINAL CORRESPONDENCE**

C-1—Re-Useable Bag Initiative – Partnership Request -- Northern Savings Credit Union

2019-08-188—Moved by Mayor Daugert, seconded by Councillor Falconbridge

THAT Council receives the Useable Bag Initiative Partnership Request from Northern Savings Credit Union.

**CARRIED**

C-2—Forest Stewardship Council Certification Public Review and Comments – Taan Forest

2019-08-189 – Moved by Councillor Falconbridge, seconded by Councillor Kish

THAT Council receives the Forest Stewardship Council Certification Public Review and Comments from Taan Forest.

**CARRIED**

2019-08-190 – Moved by Councillor Falconbridge, seconded by Councillor Kish

THAT Council sends a letter to Taan Forest stating the following on their Forest Stewardship Council Certification Public Review and Comments:

Thanking Taan for offering a chance to review and comment on the Forest Stewardship Council Analysis. The Village of Port Clements has concerns we have are:

1. A lack of a Public Presentation of Future Logging Plans does not allow local residents to offer their detailed comments on proposed areas, thus depriving the process of valuable information.
2. There is a significant shortfall of actual harvest from the annual allowable cut (AAC), which leaves strong questions about either the viability of the current AAC or about Taan Forest's ability to deliver the best economic returns to the

local and provincial economies.

3. The Village of Port Clements is suggesting that once the new Timber Supply Review (TSR) has been completed, that the Ministry of Forests, Land, and Natural Resource Operations and Rural Development (FLNRO) can review its plans for an all island tenures public meeting to discuss the TSR and the other issues above.

4. The Village of Port Clements would like the FSC to appear in Port Clements at a public meeting with council to explain their goals and the purpose of FSC certification.

The letter should be cc 'd to FLNRO.

**CARRIED**

## **6. FINANCE**

### **7. GOVERNMENT**

G-1— Community Wildfire Protection Plan Fund – CAO Decock

2019-08-191– Moved by Councillor Gould, seconded by Councillor Kish

THAT Council receives the Haida Gwaii Community Wildfire Protection Plan Fund.

**CARRIED**

G-2 – Misty Isles Economic Development Society – Alternate Appointment

2019-08-192– Moved by Councillor Falconbridge, seconded by Councillor Cumming

THAT Council appoints Councillor Ian Gould as the Alternate Representative for the Village of Port Clements at the Misty Isles Economic Development Society.

**CARRIED**

G-3—Business Façade Application – Beachy Mechanical Ltd.

2019-08-193 – Moved by Councillor Cumming, seconded by Councillor Gould

THAT Council approves the Business Façade Application for submitted by Beachy Mechanical Ltd.

**CARRIED**

G-4 – Community Grant Policy – Municipal Management Intern Welford

2019-08-194 – Moved by Councillor Cumming, seconded by Councillor Falconbridge

THAT Council receives the Community Grant Policy.

**CARRIED**

2019-08-195 – Moved by Councillor Cumming, seconded by Councillor Falconbridge

THAT Council adopts the Village of Port Clements Community Grant Policy No. 22, 2019.

**CARRIED**

G-5 – Rural Dividend Fund – Verbal Report – Councillor Gould

2019-08-196– Moved by Councillor Falconbridge, seconded by Councillor Kish

THAT Council receives Councillor Gould's verbal report on the trail extension and Rural Dividend Fund.

**CARRIED**

2019-08-197– Moved by Councillor Falconbridge, seconded by Councillor Gould

THAT The Village of Port Clements council agrees to apply to the BC Rural Dividend program for up to \$100,000 towards the Sunset Trail Improvement Project

**CARRIED**

2019-08-198– Moved by Councillor Falconbridge, seconded by Councillor Kish

That the Village of Port Clements council agrees to apply to the BC Rural Dividend program for up to \$10,000 towards a feasibility study looking at the possibility of extending the Sunset Trail, and potentially connecting it with an extended Golden Spruce Trail.

**CARRIED**

2019-08-199– Moved by Councillor Falconbridge, seconded by Councillor Kish  
THAT the Village of Port Clements commit to contribute up to \$25,000 towards the Sunset Trail Improvement Project to match the Rural Dividends Program.

**CARRIED**

G-6—Haida Gwaii Animal Welfare – CAO Decock

2019-08-200 – Moved by Councillor Falconbridge, seconded by Councillor Gould

THAT Council receives the email from Anna Marie Husband, the letter from Don Richardson and CAO Decock's report.

**CARRIED**

2019-08-201– Moved by Councillor Cumming, seconded by Councillor Kish

THAT Council commits up to \$2000 from the Council Grants budget, subject to the funding agreed upon by other communities contributing the total requested of \$10,000 for the Haida Gwaii SPCAs and the Village of Masset's project funded by the Vancouver Foundation.

**CARRIED**

2019-08-202– Moved by Councillor Gould, seconded by Mayor Daugert

THAT Council has staff write a letter of appreciation to Don Richardson and family for the services they have provided to the Islands.

**CARRIED**

*Notes: Council would like this to be a detailed letter replying to some of his points identified in Dr. Richardson's letter to Council.*

G-7—Support to Sign onto Federal Assistance for Forestry-Dependent Communities Request – Mayor Daugert

2019-08-203-- Moved by Councillor Cumming, seconded by Councillor Gould

THAT Council supports Mayor Daugert signing the letter for the Federal Assistance for Forestry-Dependent Communities on behalf of the Village of Port Clements.

**CARRIED**

## **8. NEW BUSINESS**

### **9. REPORTS & DISCUSSIONS**

Councillor Falconbridge – Nothing to report.

Councillor Cumming – Nothing to report.

Councilor Gould – working with grant for the Sunset Park Trail.

Councillor Kish - Marine awareness exercises, program has been extended another year.

Mayor Daugert – attended MIEDS meeting, will be having another meeting with Ministry of Forests about the Community Forests.

CAO Decock - Grant reporting. Working on proposals, and advertising for proposals for Housing Needs Assessment & Wharf, financial projects, assisting with policies.

2019-08-204--Moved by Councillor Gould, seconded by Councillor Cumming.

THAT Council receives the verbal reports from Council and CAO Decock

**CARRIED**

## 10. ACTION ITEMS

A-1 – see Action Items list.

## 11. QUESTIONS FROM THE PUBLIC & PRESS

**PAT JOHNSTON:** Fireban Bylaw – Fire Chief doesn't want it, our next Fire Chief may not be as honourable as our current Fire Chief. Need of Caution sign saying "CAUTION street walkers" on either side of the roads.

**MARILYN BLISS:** Dale requested to see if funding could come from Emergency Preparedness for shower facilities and laundries.

**JOAN HEIN:** Does the Grant Policy mean that there will be restrictions posed on reporting.

Answer: It is about accountability as the Village must see how its money is used to ensure that it is used as intended.

**LORRETTE SMILLIE:** Thinks that showers and laundry would be used. This issue never seems to get resolved, it has been years, money should be put into it and it should be built.

**JULIA BREESE:** Echoes Pat Johnston's comments regarding the Fire Chief. On signage, the previous tourism committee and the previous Council representative, Elizabeth Stewart, was working on this and hoping to get that information. Identifies that signage is important and should be looked at.

Answer: The only information we would have on signage research would be a report to Council on it.

## 12. IN-CAMERA

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

(c) labour relations or other employee relations;

(g) litigation or potential litigation affecting the municipality;

(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;

2019-08-205-- Moved by Councillor Falconbridge, seconded by Councillor Cumming

THAT the Council moves in camera as per Section 90 (1) (c), 90 (1) (g) and 90 (1) (j) at 8:57 pm with a 5-minute recess.

**CARRIED**

## 13. ADJOURNMENT

2019-08-206- Moved by Councillor Cumming.

THAT this meeting be adjourned at 9:55 p.m.

**CARRIED**

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**Mayor Doug Daugert**

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**CAO Ruby Decock**

## Elizabeth Cumming

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**From:** Bruce & Nicole <brunic@shaw.ca>  
**Sent:** August-13-19 9:01 AM  
**To:** Elizabeth Cumming  
**Subject:** Protection of Groundwater - Stop bottling of groundwater  
**Attachments:** Sunshine Coast RD - Water Extraction for the Purpose of Commercial Bottled Water Sales.pdf; Presentation to the Village of Port Clements.docx

**Importance:** High

Mayor and Councillors of the Village of Port Clements:

I am submitting the attached presentation as my official request for action to prohibit the bottling of groundwater in the Village of Port Clements, to help protect the groundwater of British Columbia, and to support the Strathcona Regional District resolution asking the provincial government to stop approving licences for the bottling and commercial sale or bulk export of groundwater from the aquifers of BC, which will be on the agenda of the upcoming UBCM convention. I am asking for my request to be added as correspondence to the agenda of the next available Council meeting.

Thank you for your consideration of my requests.

Bruce Gibbons  
2470 Sackville Road  
Merville V0R2M0  
250-702-1672

Presentation to the Village of Port Clements

August 9, 2019

Mayor, Councillors and staff of the Village of Port Clements

Request to change the zoning bylaws of the Village of Port Clements to prohibit the bottling of groundwater for commercial sale or bulk export

My name is Bruce Gibbons, and I live in Merville in the Comox Valley. I am submitting this request to address council about the issue of protecting groundwater all over British Columbia. In November of 2017, the Provincial Government approved a groundwater extraction licence for a resident of Merville, in the Comox Valley, to extract up to 10,000 liters of water per day from the Comox Valley aquifer, and bottle and sell that water. That was the moment we realized our groundwater was under threat from a new source. Under the 2016 Water Sustainability Act the provincial government has targeted our groundwater for extraction and commercial sale or bulk export. The provincial government continues to approve water extraction licences for groundwater in many areas of BC. Bottling of groundwater is extremely profitable for the licence holder, whether it is bottled on-site or trucked to a suitable bottling site. That is why we are campaigning to ask British Columbia communities to revise their bylaws to prevent water licence holders from bottling their water and asking those communities to also support the Strathcona Regional District resolution that was passed unanimously at the Association of Vancouver Island and Coastal Communities (AVICC) convention in April, and will be presented at the UBCM convention in September. The effects of climate change and the increasing demands of population growth are putting increasing demands on existing water sources for cities and groundwater will likely become more critical. Many communities/cities are becoming more conscious of treating groundwater as a critical natural asset.

I am the founder of a group called Merville Water Guardians. I formed the group in March 2018 to oppose the water licence in Merville, oppose the rezoning application and to achieve reforms to the Water Sustainability Act to protect the groundwater aquifers of BC. In March of this year we presented a petition with approximately 1,200 signatures in the BC Legislature, asking the BC Government to stop approving licences to bottle and sell water from all aquifers in BC. We have also posted that petition online in support of the paper petition, and it has approximately 1,400 signatures to date. Water is becoming a critical issue all over the world, and British Columbia is no exception. We just experienced a severe winter drought in many areas of BC, with water levels recorded at record lows. In the past few years we have seen prolonged summer drought, with serious repercussions to our rivers, streams and lakes and to the fish and fish habitat in those waterways. Rain events are less frequent during those drought periods, but are also more severe and extreme, causing serious run-off, flooding and erosion and not the typical behaviour associated with aquifer recharge. Our supporters and followers in the Comox Valley tell us that water, and the protection of our water was a big issue in the recent local elections and will be a huge issue in the next provincial election.



Approximately 22% of British Columbians, over a million people, rely on aquifers, or groundwater, for their only source of water for their personal needs and for producing food. If that water supply is depleted, then those millions of residents and farmers will not be able to look after their personal needs for drinking water, sanitation, growing their backyard gardens or growing their crops and raising their livestock. That would put our food security at risk. Without water, farmers cannot produce our food, the local food that so many people want and rely on. That applies to aquifers all over Vancouver Island and mainland British Columbia. Without water, there is no life. Population growth is putting more demand on the aquifers and we are already seeing the negative effects of climate change impact the quality and quantity of water in the summer drought period. We experienced level 4 drought all over Vancouver Island and in many other areas of BC this past summer. We have seen record dry months and record heat and every indication is that these changes are here to stay and will likely only get worse. Many areas of BC have had record low months of rainfall and have record low levels of water in their drinking water systems for this time of year. A Level 3 drought has been declared in some areas. This is causing grave concern over water supply in the coming summer drought period. Residents and farmers are being told to seriously conserve water. Yet we have provincial water licence holders for commercial profit who continue the extraction of water from the aquifers we all rely on despite the level 4 drought, and despite government precedence procedures. Climate change is causing glaciers to recede and shrink. Snow-packs in the mountains are diminishing. Those two factors alone are causing surface water volumes to shrink, and since those two sources are also part of the recharge system for groundwater, the normal recharge of groundwater is in question.

The Ministry of Environment and Climate Change Strategy just recently released a Climate Risk Assessment. The key findings of the assessment were:

- The greatest risks to B.C. are severe wildfire season, **seasonal water shortage**, heat wave, ocean acidification, **glacier loss**, and **long-term water shortage**.
- Other risks that have the potential to result in significant consequences include severe river flooding and severe coastal storm surge, although these events are less likely to occur.
- Nearly all risk event scenarios (except moderate flooding and extreme precipitation and landslide) would have major province-wide consequences in at least one category.

At some point, communities will need to rely on our aquifers for community water supplies when surface water systems become depleted or tainted. There is not enough information known about our aquifers to risk bottling and selling any of the water. The FLNRORD Ministry licence approval in Merville relied on old data, and technical calculations but did not consider climate change that is producing extended periods of serious drought, putting rivers, streams, fish habitat and fish stocks at risk. It did not consider serious impacts from receding glaciers and diminishing snowpack. The Ministry of Environment is espousing the risks of climate change while the FLNRORD Ministry is ignoring those risks and approving licences for the bottling of groundwater. It is clear from worldwide data that groundwater is being dangerously depleted by over-pumping, mismanagement and corporate greed. In countries like India, Morocco, Peru and even closer to home in California there are water crisis situations caused by mismanaging water resources. It is critical for us to take serious steps to start the process for managing and protecting our groundwater.

In the meantime, there is an existing, real threat to the groundwater of British Columbia since the provincial government continues to approve extraction licences for bottling and commercial sale or bulk export. We have campaigned with two specific goals.

↙

1. Lobby the provincial government to stop approving licences for the extraction, bottling and sale or bulk export of groundwater.
  - a. The provincial government controls the approval of extraction licences; therefore, it is the provincial government who can stop the approval. We fully realize the Merville licence volume was not significant, but we are concerned about the precedent such a licence sets and concerned about future increases of the licence volume and/or the sale of the property, with the licence, to a large corporation where the possibility exists of the volume increasing from 10,000 liters to millions of liters. We are also aware that water bottling is not the worst offender when it comes to groundwater depletion. Both industrial use and farm use are significant, and we also need to take a hard look at improving the efficiency of both industrial and farm use of groundwater. Prohibition of the bottling and commercial sale of groundwater is a relatively quick and easy first step.
2. Lobby local governments to take local action to control activities that are within their purview. Local governments can control the type of business that is conducted in their jurisdiction by creating bylaws that permit or prohibit specific uses, including the prohibition of the bottling of groundwater in all zones. We have lobbied all the communities of the Association of Vancouver Island and Coastal Communities (AVICC) to change their bylaws to prohibit the bottling of groundwater in their zoning bylaws. We are pleased to see that numerous communities of the AVICC already prohibit the bottling of groundwater, several communities have already acted on our request to change their bylaws and numerous other communities are in the process of changing their bylaws or are considering the change. We are now in the process of contacting all member communities of the UBCM, asking for consideration of our request to change their bylaws to prohibit the bottling of groundwater. This step is critical, since there are no guarantees that the provincial government will act on a resolution raised by the UBCM.

We have been working with the Strathcona Regional District (SRD), since Sept 2018. We worked with SRD Directors to help draft a resolution and that resolution was presented to the Association of Vancouver Island and Coastal Communities (AVICC) convention in April, asking the provincial government to cease approval of licences for bottling of groundwater for commercial sale or bulk export. The AVICC delegates voted unanimously to pass the resolution. We are pleased to note the resolution has been accepted for the agenda of the UBCM convention in September and we are encouraging all UBCM member communities to support and vote in favor of adopting the resolution to be presented to the provincial government.

I have 2 requests for the Village of Port Clements.

- 1) that you consider taking the necessary steps to implement a bylaw that expressly prohibits bottling of groundwater in any of your zoning, to help in the fight to protect our groundwater/aquifers for the use of our residents and farmers today and for our children and grandchildren and great grandchildren in the future.
- 2) I also ask that the City support the Strathcona Regional District/AVICC resolution at the September UBCM convention, to ask the Provincial Government to cease the approval of licences for commercial extraction of groundwater resources for bottling and commercial sale or bulk water export.

Strathcona Regional District Water Protection Resolution

WHEREAS water is an essential resource upon which all life, including all ecosystems and all local communities depend,

AND WHEREAS water is a public heritage and a public trust for present and future generations and access to water must not be compromised by commercial operations relating to commercial water bottling or commercial bulk water exports,

THEREFORE BE IT RESOLVED that the Premier of British Columbia and the Minister of Forests, Lands, Natural Resource Operations and Rural Development be requested to immediately cease the licensing and extraction of groundwater for commercial water bottling and/or bulk water exports from aquifers.

We cannot allow water bottling from our aquifers based on theory and calculations. The consequences of being wrong could be catastrophic. We will continue to do our part to lobby and work with the Provincial Government, who have jurisdiction over groundwater licencing, and to support the Strathcona resolution to cease the approval of licences for groundwater extraction for bottling or bulk sales. We would sincerely appreciate the support of the Village of Port Clements in protecting the above ground uses of our groundwater by preventing anyone from bottling and selling water from any aquifer in BC. I implore you to talk to and work with the Strathcona Regional District to protect the aquifers of British Columbia. Water is our most precious resource. Water is life. We must do everything we can to protect and conserve it. Thank you for your time and your consideration.

Bruce Gibbons

Merville Water Guardians

2470 Sackville Road

Merville, BC V0R2M0 250-702-1672

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## Sunshine Coast Regional District

### BOARD POLICY MANUAL

|             |  |      |
|-------------|--|------|
| Section:    | Planning and Development   | 13   |
| Subsection: | General  | 6410 |
| Title:      | Water Extraction for the Purpose of Commercial Bottled Water Sales | 10   |

#### 1.0 POLICY

The Sunshine Coast Regional District does not support the extraction of fresh water resources in gas, liquid or solid form from surface or groundwater for the purpose of commercial bottled water sales.

#### 3.0 SCOPE

This Policy applies to all streams, lakes, groundwater, and wells within the Sunshine Coast Regional District.

#### 4.0 REASON FOR POLICY

The Sunshine Coast Regional District supports water conservation, solid waste reduction goals, greenhouse gas emission reduction goals, healthy community water infrastructure and protecting the environment for a sustainable future. This policy serves to conserve water in its natural state, to address local and international environmental issues and to support safe, low cost, clean water for communities.

#### 5.0 AUTHORITY TO ACT

Retained by the Board in part and delegated to staff in part.

#### 6.0 PROCEDURE

Do not support any application to Provincial and Federal agencies for the extraction of fresh water resources in gas, liquid or solid form for the purpose of commercial bottled water sales.

|                 |                   |                |                   |
|-----------------|-------------------|----------------|-------------------|
| Approval Date:  | February 24, 2011 | Resolution No. | 088/11 rec. no. 9 |
| Amendment Date: |                   | Resolution No. |                   |
| Amendment Date: |                   | Resolution No. |                   |



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## REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy Clerk  
Date: 14 August 2019  
RE: ESS Training – Request for Emergency

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### **BACKGROUND:**

Zena Thierstein would like to take the Emergency Support Services (ESS) Director course offered by the Justice Institute of BC this September, 2019. This course would provide training in the position of ESS Director, a role she does not have experience in, as it is planned that she will taking on this role for Port Clements' ESS. She has extensive experience with ESS in other roles within the province.

At the August 11, 2019 Emergency Management Commission Meeting it was agreed that she should receive this training and that the Commission would approach Council to request a budget increase to cover the costs for costs for this course. The Commission's current budget is \$2,000 to cover all emergency needs included supplies and equipment (\$300 of which is already spent).

### **DISCUSSION:**

ESS is an integral part of an emergency response and it is imperative that volunteers receive proper training to increase their competency and ability to perform crucial functions for the Village during an emergency.

### **IMPLICATIONS:**

#### **STRATEGIC**

**(Guiding Documents Relevancy – Strategic Plan, Official Community Plan)**  
Training allows better ability to implement the Emergency Response Plan during an emergency.

#### **FINANCIAL**

**(Corporate Budget Impact)**  
The Commission's budget will increase from \$2,000 to \$4,000 in order to be able to cover this training. This will add up to \$2,000 in expenses to balance in the budget.

#### **ADMINISTRATIVE**

**(Workload Impact and Consequence)**  
Administrative staff will be needed adjust the budget accordingly.

### **STAFF'S RECOMMENDATION**

THAT Council allows the Commission to exceed their budget up to \$2,000 to reimburse expenses up to \$2,000 for the ESS Director course on the provision of receipts.

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.<br>Grant Writer to look for opportunities<br>Ruth Bellamy & CAO toured facilities to determine what improvements should be made.<br>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 install  |
|          |             |                                 | Public Works   | Sullivan Mechanical submitted a quote and Council will discuss.<br>Get report from Public Works Superintendent re: alternative solution that was inexpensive. (1 page of options).   |
| A36      | 08-08-2017  | Sunset Park Mgmt. Plan          | Council        | Review recently adopted Management plan in Nov/Dec 2017 and again in Nov/Dec 2018.<br>Draft plan circulated to Council for review.<br>Motion made to hold public hearing and then adopt Management Plan. Staff dealing with scheduling.<br>Requested date for Aug 20/20 - waiting for confirmation |
|          | 16-04-2019  |                                 |                |  |
|          | 03-06-2019  |                                 |                |  |
|          | 31-07-2019  |                                 |                |  |
| 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<br>Payment portal option is scheduled for review on June 3rd, 2019.<br>Developer keeps re-scheduling on staff.   |
|          | 12-05-2019  |                                 |                |  |
|          | 13-06-2019  |                                 |                | Payment portal was intended to go live with developer progress made at June 3rd review, but Developer keeps re-scheduling on staff. Final Meeting for website to go live set for June 14th, but meeting rescheduled for June 17th by developer.  |
|          | 11-07-2019  |                                 |                | Payment Portal is live. Developer sorting out other aspects.<br>Developer keeps re-scheduling meetings with staff.   |
|          | 14-08-2019  |                                 |                | Website Payment Portal completed. Issue no longer present.   |

A-1