

The Village of Port Clements'
**VIBRANT COMMUNITY
COMMISSION**

Minutes of the Vibrant Community Commission Meeting, Wednesday, July 28, 2021

Present:

Chair, Kelly Whitney-Gould
Member, Christine Cunningham
Member, Ian Gould
Public, Julia Breese

Absent:

Member, Wayne Nicol

Meeting Called to Order at 7:10pm

Councilor Whitney-Gould: I call to order this meeting of the Vibrant Community Commission being held on the traditional territory of the Haida People.

1. ADOPT AGENDA

2021-07-046—Motion to adopt agenda with the addition of B-5: Grant to Museum and R-2: Reporting Structure. Moved by Christine Cunningham, seconded by Ian Gould.

CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS

None

3. MINUTES

2021-07-047—Motion to adopt the May 5, 2021, minutes as presented. Moved by Christine Cunningham, seconded by Ian Gould.

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

B-1: Presentation and Overview by J. Breese.

2021-07-048—Motion to receive presentation moved by Ian Gould, seconded by Ian Gould.

CARRIED

Julia Breese presented on the scope of work to develop a tourism website for the Village of Port Clements. The objective in developing the website is to generate longer stays in the community, give visitors reasons to come to the community, and support local business. The work is to be completed in three phases:

Phase One: Research and Discovery

Phase Two: Visual Brand and Website Design

Phase Three: Voice and Tone and Social Media Campaign

Contract deliverables are to be completed by 31st December 2021. Feedback from the community will be sought from 10-15 key stakeholders by invitation. The purpose is to ensure the website broadly reflects the needs of the community in achieving the objectives of local tourism development. The scope of work will be submitted to the Village Council to keep them informed on progress.

B-2: Verbal Report: Request for Proposal for Tourism Advocate
2021-07-049—Motion to receive verbal report moved by Christine Cunningham,
seconded by Ian Gould.
CARRIED

The Chair provided a brief update, reporting that the first and second RFP failed to find a suitable candidate for the scope of work. Rather than extend the RFP for a third time, the decision was to proceed with restricting the projects to the development of the Swimming Hole given the limited time remaining on the Gwaii Trust grant.

B-3: Verbal Report: Update on the Vibrant Community Grant
2021-07-050—Motion to receive verbal report moved by Christine Cunningham, seconded by Ian Gould.
CARRIED

The Chair provided a brief update, noting that the last change of scope application to the Gwaii Trust had been lost. It has now been 'received' with an end date of 31st December 2021 at which time all work is to be completed. As we were not able to find a suitable applicant the RFP process, the funding attached to some of the projects will now have to be revised and another scope of change application will have to be submitted in September or October.

B-4: Verbal Report and Discussion: Work Plan / Scope of Work 2021
2021-07-051— Motion to receive verbal report moved by Ian Gould, seconded by Christine Cunningham.
CARRIED

The Chair provided a brief update on the status of the swimming hole development. A brief onsite visit was held with Public Works the week of July 19th to ensure the placement of the change shack and gazebo and potentially an outhouse raised none or limited maintenance concerns. A discussion to finalize the placement of the two benches, the fire ring (supplied by Public Works), the change shack, the gazebo, and the outhouse determined the following:

- Change shack will be located at the side of the main trail heading down to the shore
- Two benches will be located at a single fire pit (tree liming required)
- Gazebo (6 sided / 12' across / shingled, double roof) to be located in the open area toward the trees (north)
- Outhouse (funding dependent) will be located in the upper parking lot



The objective is to build an attractive and functional gazebo with a built-in central table (see sample photo). Support from residents living near or across from the swimming hole will be solicited by letter, hand delivered by Christine Cunningham. The letter will highlight the benefit of the development as:

- a safe and clean place for families
- day use only (signage)
- no parking on highway (signage)
- garbage and washroom facilities nearby
- trail beautification
- removal of brush and some trees will improve ocean views

B-5: Verbal Report and Discussion: Grant to Support Port Clements Museum

2021-07-052—Motion to receive verbal report moved by Ian Gould, seconded by Christine Cunningham.

2021-07-053—Motion to request Council to use \$1,500 from the Tourism Budget to support the provision of visitor information services at the Port Clements Museum. Moved by Christine Cunningham, seconded by Kelly Whitney-Gould.

CARRIED

Ian Gould provided a brief update on the report submitted by Brigid Cumming on behalf of the Port Clements Historical Society. Following general discussion, it was agreed that continuing to support the provision of information services for visitors to the community was important.

5. **ORIGINAL CORRESPONDENCE**
None

6. **FINANCE**
None

7. **GOVERNMENT**
None

8. **NEW BUSINESS**
None

9. **REPORTS & DISCUSSIONS**

R-1 Next Meeting Date:

2021-07-054—Motion to set a tentative meeting date for August 27th or the 31st at 7:00pm. Moved by Christine Cunningham and seconded by Ian Gould.

CARRIED

R-1 Reporting Requirements (C. Cunningham):

2021-07-055—Motion to discussion reporting requirements moved by Ian Gould, seconded Christine Cunningham..

CARRIED

General discussion on how the work of similar community groups is coordinated. Ian Gould noted that when the VCC was in the process of being established, the Recreation Committee indicated a preference to keep things separate. Currently, the Vibrant Community Commission is only required to report to the Village Council pursuant to the bylaw.

10. ACTION ITEMS

A-1 Selection of New Committee Member (remains outstanding)

A-2 Chair to draft letters to residents near the swimming hole seeking their support.

11. QUESTIONS FROM THE PUBLIC & PRESS

None

12. IN-CAMERA

None

13. ADJOURNMENT

2021-07-056—Moved by Ian Gould and seconded by Kelly Whitney-Gould that this meeting be adjourned at 8:00pm

CARRIED



Commission Chair
Dr. Kelly Whitney-Gould

Approximate style only.

