



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 PM Special Meeting of Council, Wednesday, January 11th, 2023

AGENDA

1. **ADOPT AGENDA**
2. **GOVERNMENT**
 - G-1— Procedural Bylaw Amendment Bylaw #479, 2022
Recommended motion: THAT Council reconsiders and adopts Procedural Bylaw Amendment Bylaw #479, 2022
 - G-2—2023 Regular Council Meeting Schedule
 - G-3—Canada Summer Jobs Application
Recommended motion: THAT Council approves the application as presented to the Canada Summer Jobs Program for 2023.
3. **ADJOURNMENT**

VILLAGE OF PORT CLEMENTS

BYLAW NO 479, 2022

**A Bylaw of the Village of Port Clements
to amend Procedural Bylaw # 460, 2020.**

The Council of the Village of Port Clements deems it desirable to amend the Village of Port Clements Procedural Bylaw;

The Council of the Village of Port Clements, in open meeting assembled, enacts as follows:

1. The Procedural Bylaw for the Village of Port Clements # 460, 2020 is amended
 - (a) Change section (2) (a) Regular Council meeting must be held on the first and third Monday of each month

to

Regular Council meeting must be held at least once per month.

This Bylaw may be cited for all purposes as "Procedural Amendment Bylaw No. 479, 2022.

READ a first time this 5th day of December 2022.

READ a second time this 5th day of December 2022.

READ a third time this 19th day of December 2022.

FINALLY PASSED AND ADOPTED this ----- day of January 2023

Scott Cabianca
Mayor

Marjorie Dobson
Chief Administrative Officer

CERTIFIED A TRUE COPY OF 'THE AMENDED PROCEDURAL BYLAW # 479, 2022'

G-1



REPORT TO COUNCIL

COPY

Author: Marjorie Dobson CAO
Date: December 5, 2022

RE: Amending Procedural Bylaw #460, 2020

BACKGROUND

See report R-3 - Council Meeting November 21, 2022

This report is a follow-up based on the discussion that ensued the report to Council on November 21, 2022, entitled Council meeting Schedule.

The main concern brought forward during the discussion was the frequency of Regular Council meeting. Members of council voiced the opinion that the possibility of having regular council meeting once per month should be investigated

Council then directed staff to review Procedural bylaw #460, 2020 with specific instruction to focus on the Sections 5 (2) through to section 8.

DISCUSSION

Changing the frequency of regular council meeting requires an amendment to the Procedural bylaw

The Procedural bylaw#460, 2020 section 5 (2) shows that Regular Council meetings must:

- (a) be held on the first and third Monday of each month, and
- (b) begin at 7:00pm;
- (c) be adjourned at 10:00pm on the day scheduled for the meeting unless Council has passed a motion to proceed beyond that time that states the revised adjournment time.
- (d) when such meeting falls on a statutory holiday, be held on the next day the Village Office is open following which is not a statutory holiday.

STRATEGIC

In compliance with Community Charter and the Village Procedural Bylaw The power to amend a bylaw must be exercised by law and is subject to the same approval and other requirements as the power to adopt a new bylaw.

~~Section 124 (3) of the Community Charter states that a bylaw under this section must not be amended, or repealed and substituted, unless the council first gives notice in accordance with section 94 (public notice)~~

~~Before a bylaw is adopted by Council, it must be given 3 readings by Council, (Community Charter section 135 (1) and there must be at least one day between the third reading and the adoption of a bylaw~~

FINANCIAL

None

ADMINISTRATIVE

(Workload Impact and Consequence)

Staff has prepared a report, along with the draft with recommended changes to Procedural bylaw #460, 2020 section 5 (2) which address frequency of regular council meetings. Council will review, discuss and if necessary, adopt. There is no other section of the Procedural bylaw #460, 2020 that addresses the frequency of regular council meetings

Staff may be required to amend the draft presented.

Cr-1



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Pursuant to *Community Charter* Section 127 notice is hereby given for the 2023 Regular Council Meetings. Meetings are scheduled to meet the requirement of having at least one Regular Council Meeting per month, and not be held on a date which is a statutory holiday. The schedules of regular meetings are as follows:

January 16th
February 6th & 21st (Family Day, February 20th)
March 6th & 20th
April 3rd & 17th
May 1st & 15th
June 5th & 19th
July 17th
August 21st
September 18th
October 16th
November 20th
December 18th

Meetings are open to the public and are held in the Council Chambers located in the Multi-Purpose Building at 36 Cedar Ave West, Port Clements, BC at 7:00 PM. Submissions of Correspondence and/or request to appear as a delegation in front of Council must be made in writing a minimum four business days (Wednesday by 1 PM) prior to the scheduled meeting.

Committees of Council Schedule

Port Clements Vibrant Community Commission	-- as required – will post in advance
Port Clements Emergency Management Commission	– as required – will post in advance
Port Clements Recreation Commission	– as required – will post in advance

Please contact the Village Office Monday through Thursday 9:30 AM to 3:00 PM and Friday 9:30 AM to 2:00 PM for updates or changes to scheduled meetings. Notices for any changes to scheduled meetings will be located on the public posting location and on the municipal website (www.portclements.ca).

G-2



REPORT TO COUNCIL

COPY

Author: Elizabeth Cumming, Deputy CAO
Date: November 21st, 2022
RE: Council Meeting Schedule 2023

BACKGROUND:

Annually the Village of Port Clements is required to adopt a schedule for the upcoming year's Regular Council Meetings and typically staff prepare and present this to Council for adoption in November/December. Mayor Cabianca also wanted to know how to reduce the number of Regular Council Meetings to once per month.

DISCUSSION:

As per s. 127 of the *Community Charter*, Council must make available a public schedule of the date, time, and place of regular council meetings at least once a year, following other notice requirements per s. 94. The meeting times and place must be in accordance with the Procedural Bylaw that the Village is required to have as per s. 124. As per the *Village's Procedural Bylaw #460, 2020*, the notice for this Regular Council Meeting schedule must be prepared and issued before January 15th of the year. Typically, staff prepare a draft of the meeting schedule for Council's approval in November or December, to meet the requirements set in the *Procedural Bylaw*.

The Village's *Procedural Bylaw* sets out that Regular Council Meetings must be schedule on the first and third Monday of each month. Meetings can be cancelled and postponed, and usually one meeting in January and July are cancelled in the schedule and the other meeting moved, as these months are two operational busy periods, but the bylaw cannot be circumvented in a way that defeats the bylaw. Not scheduling most of the meetings would be such circumvention. A change like reducing or increasing the number of meetings per month or changing the order of proceedings and business (for example, it was previously brought up a question on moving the public question section to the start of the agenda), can be done but it requires the *Procedural Bylaw* to be amended or a new *Procedural Bylaw* to be adopted with the desired changes. If Council desired this, it should bring the bylaw onto the agenda for review and discussion and then direct staff to initiate bylaw development/redevelopment processes and bring a draft bylaw back to Council for consideration.

CONCLUSION:

Staff have prepared the draft Council Meeting Schedule for 2023 based on the current requirements set out by the procedure bylaw and operational needs considerations. If Council is satisfied with it, it can be adopted as presented. However, if Council would rather consider changings its procedure bylaw, it does not have to be adopted at this time and Council can initiate the process for the procedural bylaw to be reviewed instead.

STRATEGIC	(Guiding Documents Relevancy – Community Charter, Procedural Bylaw) <i>Community Charter</i> and the <i>Village's Procedural Bylaw</i> require the bylaw to issue a schedule of the Regular Council Meetings for the upcoming year.
FINANCIAL	(Corporate Budget Impact) N/A
ADMINISTRATIVE	(Workload Impact and Consequence) Once the schedule is approved, staff give public notice of the meeting. Administrative staff workload would increase if Council wanted to review and make changes to the <i>Procedural Bylaw</i> and, depending on timing, changes may not be in effect for the 2023 but for the years following.

Respectfully submitted: Elizabeth Cumming, Deputy CAO.



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Pursuant to *Community Charter* Section 127 notice is hereby given for the 2023 Regular Council Meetings. Meetings are scheduled on the first and third Monday of every month, except in January and July where the first Monday Meeting is cancelled, so there is only one meeting in each of those months. Where there is a holiday Monday the meeting is moved to the Tuesday. The schedules of regular meetings are as follows:

January 16th
February 6th & 21st (Family Day, February 20th)
March 6th & 20th
April 3rd & 17th
May 1st & 15th
June 5th & 19th
July 17th
August 8th & 21st (BC Day August 7th)
September 5th & 18th (Labour Day, September 4th)
October 2nd & 16th
November 6th & 20th
December 4th & 18th

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G-3

Previous Questions and Answers

The following is a summary of the questions and answers you provided. You can change an answer by selecting "Change Answer" next to the question.

Before you complete your Canada Summer Jobs application, you must read the [Applicant guide](#) and the [Articles of Agreement](#).

Agreement. Only after reading the Articles of Agreement, you will be able to click "Apply" to continue with your application.

Privacy Notice Statement

The information you provide is collected under the authority of the [Department of Employment and Social Development Act](#) (DESDA). This information may be used to determine your eligibility for Canada Summer Jobs, its administration and for accountability purposes. Participation in the Canada Summer Jobs Program is voluntary, but refusal to provide information may result in your Canada Summer Jobs application not being considered for funding.

As well, this information may be used to support the administration or enforcement of other programs of Employment and Social Development Canada ("the Department" or ESDC), including Service Canada.

The information you provide may also be used for policy analysis, evaluation, and/or research purposes. In order to conduct these activities, various sources of information under the custody and control of the Department may be linked. However, these additional uses and/or disclosures of your personal information will not result in an administrative decision being made about you.

The Department may review results from previous Canada Summer Jobs funding agreements when determining the eligibility of your application. The Department may also review information in the public domain, including but not limited to materials on your website and media articles, when determining the eligibility of your application.

Should your application be deemed eligible, the information you provide will be shared in accordance with the law with your respective Member of Parliament to ensure local priorities are considered. It may also be used by the Member of Parliament to notify employers whose Canada Summer Jobs funding applications have been approved. The Department and your

Member of Parliament may also use the information to help promote the program.

Funded employers will be listed on the Canada Summer Jobs website and funded positions will be posted on Job Bank.

In the event of an Access to Information request regarding the approved funding application or any relevant information about the organization in the Department's possession, the information provided to the Department will be disclosed, subject to applicable exemptions under the [Access to Information Act](#), such as the exemption for personal information.

Your personal information is administered in accordance with DESDA and the Privacy Act and other applicable laws. You have the right to the protection of, and access to, and correction of your personal information, which is described in the [Personal Information Bank ESDC PPU 706](#) (Youth Employment and Skills Strategy). Instructions for obtaining this information is outlined in the government publication available online, entitled [Information about programs and information holdings](#). This information may also be accessed in person or online at any Service Canada Centre. You have the right to [file a complaint](#) with the [Privacy Commissioner of Canada](#) regarding ESDC's handling of your personal information at: https://www.priv.gc.ca/faqs/index_e.asp#q005.

Canada Revenue Agency Business Number

First Nine Digits:

[redacted]

Type of Account: RP

Specific Account:

[redacted]

Legal Name of your Organization

Village of Port Clements

Is the Operating (Common) Name different from the legal name?

No

Telephone Number

Area Code: **250**Exchange: **557**Number: **4295**Extension:

Organization Type:

Public

Public Sector

Municipal government or agency

Organization Email Address

23

office@portclements.ca

Year the Organization was Established
1975

Number of full-time employees working in Canadian Locations of your organization
5

Mailing Address of Organization

PO Box 198

36 Cedar Avenue West

Port Clements

British Columbia

V0T1R0

Describe your organization's activities

The Village of Port Clements provides municipal services for the village's 340 residents. The public works department maintains community infrastructure such as park grounds, village roads, water and wastewater systems, and a biomass heating plant.

Are the proposed activities directed at members of an Official Language Minority Community?
No

Have you applied or will you apply for other sources of funding for the job requested?
No

Does your organization owe any amounts to the Government of Canada? (taxes, penalties, overpayments, etc.)
No

Primary Contact First Name and Last Name

Marjorie Dobson

Primary Contact Job Title

Chief Administrative Officer

Telephone number of Primary Contact

Area Code: **250**Exchange: **557**Number: **4295**Extension:

Email Address of Primary Contact

cao@portclements.ca

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Preferred Language of Communication - Spoken
English

Preferred Language of Communication - Written
English

Secondary Contact First Name and Last Name
Elizabeth Cumming

Secondary Contact Job Title
Deputy Chief Administrative Officer

Telephone number of Secondary Contact
Area Code: **250**Exchange: **557**Number: **4295**Extension:

Email Address of Secondary Contact
deputy@portclements.ca

Preferred Language of Communication - Spoken
English

Preferred Language of Communication - Written
English

Will the address of the location of the proposed activities be different from the mailing address?
Yes

If the proposed activities take place in multiple locations, will they be held within the same constituency?
Yes

Explain why the location of the proposed activities will be different from the mailing address:
The Village of Port Clements office is located at 36 Cedar Avenue West, Port Clements. While the administrative position co-funded through this program will occur at 36 Cedar Avenue West, the public works labourer position co-funded through this program will take part in public works activities at various locations throughout the municipality of Port Clements.

Address of the Location of the Proposed Activities
Address 1:

36 Cedar Avenue West
Address 2:

City or town:

Port Clements

Province: **British Columbia**

Postal Code:

V0T1R0

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Have you provided all the addresses of the locations of the proposed activities?

Yes

Have you implemented practices to ensure that your work environment is healthy and safe?

Yes

Identify the health and safety practices you have implemented

- **Workplace Hazardous Materials Information System (WHMIS)**
- **Listing work environment hazards**
- **Demonstrating work environment safety**
- **Providing necessary certifications**
- **Providing Job-Specific Safety Training**
- **Conducting Regular Safety Checks**
- **Providing Safety Equipment**
- **Emergency Preparedness and Response Plan**

Have you implemented policies and practices to ensure that your work environment and hiring practices are free of harassment and discrimination?

Yes

Identify the work environment policies and practices you have implemented.

- **Hiring Policies / Practices**
- **Discrimination policies / practices**
- **Harassment Policies / Practices**
- **Conflict Resolution Policies / Practices**
- **Employee and/or Management Training**
- **Accessibility and accommodation policies / practices**
- **Employment equity policies / practices**
- **Privacy policies / practices**

Number of Job Titles Requested

2

Job title:

public works labourer

Number of participants requested for this job title
1

Hourly wage rate to be paid to each participant

18.00

Number of weeks requested for each participant

16

Number of hours per week requested for each participant

30.00

Anticipated start date

2023 - 05 - 08

Hourly wage funding requested

7.83

Tasks and Responsibilities

The main duties for the Public Works Summer Employee will involve groundskeeping, but other activities include the following: mowing, tree removal (limited), brushing, path/trail maintenance, campsite inspection, village asset inspections (Community Park, Water System, Sewer System, etc), assisting with daily infrastructure and services repairs and maintenance, assist with completing work orders (documenting and reporting the work, and clarifying with the Public Works Superintendent or Assistant as applicable), assist with street maintenance (including filling potholes, brushing, etc), assist with trash removal from municipal trash containers, assist Village committees or commissions with events as approved by the Public Works Superintendent and Chief Administrative Officer, and assist with any other tasks assigned by the Public Works Superintendent or Chief Administrative Officer.

What skills will the participant develop during this placement?

- **Client Service - Client Service refers to the ability to communicate efficiently and professionally with clients. At work, client service skills are required to interact with clients on behalf of the employer.**

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- **Teamwork - Teamwork refers to the skills needed to interact with other people. At work, people work with others in pairs and in small and large groups to coordinate tasks, share resources, plan, make decisions, negotiate, solve conflicts and complete other activities that involve teamwork.**
- **Communication - Communication refers to the skills needed to exchange thoughts and information with other people. This exchange can happen orally by speaking, listening and using non-verbal cues, such as body language or in writing. At work, people use communication skills to talk to customers, discuss products with suppliers, explain work procedures to co-workers, participate in virtual sales meetings with clients, and other activities that involve verbal or written exchanges.**

Language required for job:
English

Supervisor job title
Supervisor

Identify the type of your supervision plan
On-site supervision

Frequency

Daily

How much experience does the supervisor have in a supervisory role?

More than two years

Type of feedback to be provided to youth :

Informal (Unscheduled, verbal)

Supervisor will provide :

- **Job specific Training**
- **Work, Instructions and Tasks**
- **Evaluation of Work**

Mentor job title

Supervisor

Type of mentoring plan:

One-on-one

Frequency

Weekly

Does the mentor have previous experience in mentorship role?

More than two years

Mentor- mentee relationship :

Informal (Irregular meetings, no goals established)

Mentor will provide :

Support for skills development

Will this job provide a career-related work experience for the youth?

Yes

Does your organization intend to retain the youth as an employee following the end of the Canada Summer Jobs agreement?

No

Preferred Level of Education of the participant

Secondary

Does this job support a national priority?

Yes

Indicate which national priority(ies)

- **Youth with Disabilities**
- **Black and other racialized youth**
- **Indigenous youth**

Does this job support one or more of your Member of Parliament's local priorities?

Yes

Local Priority

Projects taking place in rural or remote area

The calculations for this job are based on the values you provided.

Funding of \$3758.4 has been requested for this job.

Job title:

administrative assistant

Number of participants requested for this job title

1

Hourly wage rate to be paid to each participant

18.00

Number of weeks requested for each participant

16

Number of hours per week requested for each participant

30.00

Anticipated start date

2023 - 05 - 08

Hourly wage funding requested

7.83

Tasks and Responsibilities

It is expected that the position would entail a variety of administrative duties as needed, but some of the main duties would consist of the following: cash receipting (processing payments for various services, such as weightroom membership, as well as utility and tax payments, for example), filing paperwork, answering the telephone and handling inquiries from the public, creating work orders, and assisting with general office tasks and reorganization of the office space. They would assist with any other tasks assigned by the Chief Administrative Officer. It is also expected and intended that this position will be exposed to a variety of higher level administrative activities, such as assisting the Chief Administrative Officer, Deputy Chief Administrative Officer and Senior Finance Officer in their duties. This includes, but is not limited to, assisting with payroll, accounts payable, accounts receivable, preparation of Council agenda packages, minutes and meeting notices. They may also be involved in bylaw and policy development.

What skills will the participant develop during this placement?

- Client Service - Client Service refers to the ability to communicate efficiently and professionally with clients. At work, client service skills are required to interact with clients on behalf of the employer.
- Teamwork - Teamwork refers to the skills needed to interact with other people. At work, people work with others in pairs and in small and large groups to coordinate tasks, share resources, plan, make decisions, negotiate, solve conflicts and complete other activities that involve teamwork.

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- **Communication** - Communication refers to the skills needed to exchange thoughts and information with other people. This exchange can happen orally by speaking, listening and using non-verbal cues, such as body language or in writing. At work, people use communication skills to talk to customers, discuss products with suppliers, explain work procedures to co-workers, participate in virtual sales meetings with clients, and other activities that involve verbal or written exchanges.
- **Digital Skills** - Digital Skills refers to the skills needed to understand and use digital systems, tools and applications, and to process digital information. At work, people use digital technology skills to input, access, analyze, organize, create and communicate information and ideas using computers, software, point-of-sale equipment, email, podcasts, web applications, smart phones and other digital devices.

Language required for job:

English

Supervisor job title

Other

Specify the other supervisor job title

Officer

Identify the type of your supervision plan

On-site supervision

Frequency

Weekly

How much experience does the supervisor have in a supervisory role?

More than two years

Type of feedback to be provided to youth :

Informal (Unscheduled, verbal)

Supervisor will provide :

- **Job specific Training**
- **Work, Instructions and Tasks**
- **Evaluation of Work**

Mentor job title

Other

Specify the other mentor job title

Officer

Type of mentoring plan:

One-on-one

Frequency

Weekly

Does the mentor have previous experience in mentorship role?

More than two years

Mentor- mentee relationship :

Informal (Irregular meetings, no goals established)

Mentor will provide :

Support for skills development

Will this job provide a career-related work experience for the youth?

Yes

Does your organization intend to retain the youth as an employee following the end of the Canada Summer

Jobs agreement?

No

Preferred Level of Education of the participant

Secondary

Does this job support a national priority?

Yes

Indicate which national priority(ies)

- **Youth with Disabilities**
- **Black and other racialized youth**
- **Indigenous youth**

Does this job support one or more of your Member of Parliament's local priorities?

Yes

Local Priority

Projects taking place in a rural or remote area

The calculations for this job are based on the values you provided.

Funding of \$3758.4 has been requested for this job.

The calculations for this application are based on the values you provided for each job.

Funding of \$7516.8 has been requested for this application.

[Back](#)

Date modified: 2022-11-29

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