

**PORT CLEMENTS
VIBRANT COMMUNITY COMMISSION**

6:30 pm Meeting on Thursday, January 25, 2024 in Council Chambers

AGENDA

- 1. ADOPT AGENDA**
- 2. APPOINTMENT OF CHAIR AND VICE-CHAIR**
- 3. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**
- 4. MINUTES**
 - November 21, 2022 DRAFT Minutes
- 5. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
 - November 6, 2023 Vibrant Community Commission Report from former Member Lauren Williams
 - Draft of Proposal for Future Vibrant Community Commission Projects (undated)
 - Report on December 23, 2023 St. Mark's Christmas Market from Elizabeth Stewart
- 6. ORIGINAL CORRESPONDENCE**
- 7. FINANCE**
- 8. GOVERNMENT**
- 9. NEW BUSINESS**
 - January 22, 2023 Plan to Use St. Mark's Church for a Community Market - Elizabeth Stewart
- 10. REPORTS & DISCUSSIONS**
- 11. ACTION ITEMS**
- 12. QUESTIONS FROM THE PUBLIC**
- 13. ADJOURNMENT**

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

Minutes of the Vibrant Community Commission Meeting, Wednesday, Sept 21, 2022

Present:

Chair, Kelly Whitney-Gould

Member, Lauren Williams

Member, Ruth Bellamy

Public, Christine Cunningham

Meeting Called to Order at 6:40pm

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

2022-09-065—Motion to adopt agenda. Moved by Lauren Williams, seconded Ruth Bellamy.
CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS

None

3. MINUTES

2022-09-066—Motion to adopt the November 24, 2021, minutes as presented.
Moved by Ruth Bellamy, seconded by Kelly Whitney-Gould.
CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

B-1: Welcome of Council Appointments

2022-09-067—Motion to receive/welcome new members. Moved by Ruth Bellamy, seconded by Lauren Williams.
CARRIED

General discussion about the Vibrant Community Commission Bylaws and appreciation for Ruth and Lauren putting their names forward.

B-2: Appointment of Chair to Commission Verbal Report

2022-09-068—Motion to receive verbal report. Moved by Ruth Bellamy, seconded by Lauren Williams.
CARRIED

General discussion and decision to defer this issue until a new council member is appointed to the commission.

B-3: Current Projects Verbal Report

2022-09-069—Motion to receive verbal report. Moved by Lauren Williams, seconded by Ruth Bellamy.
CARRIED

Website Design & Social Media Management: The Chair provided some background

information on this issue; advising that the contract had originally been awarded to Julia Breeze, but later taken over by Jen Bailey. The work on the website should be ready for review by the end of September, but a question about the end date of the contract (social media marketing) was to end. com

Swimming Hole Updates: The Chair provided some background information on the project and advised that this project was taken up by Kim Mushynsky who advised by email that this project was now considered complete. A question arose about the installation of signage onsite, which will require some clarification from village office staff.

St. Marks Gift & Gallery: The Chair provided some background information on this initiative, advising that due to Covid 19 and other issues, the commission was unable to re-establish the gift shop. A number of items and display cases had been ordered and received (currently stored at St. Marks or the Village Office), but a decision was made to make the space available for rentals to members of the community for small markets or weekend events. Work is ongoing to develop a proposal and rental agreement for submission to council.

Placement of Benches: The Chair provided some background information on this initiative, advising that two benches had been ordered through Christopher Zimmerman. These are expected to be delivered by the end of October for installation. One bench is to be placed at the pullout across from the Beachy residence. The second bench is for installation at the north end of the community overlooking Kumdis Bay.

Seaview Ramp Access at Rainbow Pier: The Chair provided some background information on this initiative, advising that while a grant had been awarded (approx. 31,000), the quote for labor and materials was low and that additional funding would have to be sought. Village staff have not yet been able to organize/implement this initiative, but the grant can be extended for a period of one year.

B-4: Preliminary Discussion 2023 Strategic Work Plan and Budget
2022-09-070—Motion to receive verbal report. Moved by Lauren Williams, seconded by Ruth Bellamy.

CARRIED

The Chair provided a brief update. General discussion on projects and the need to develop a strategic work plan and budget for submission to the new council at the end of October.

5. ORIGINAL CORRESPONDENCE

None

6. FINANCE

None

7. GOVERNMENT

None

8. NEW BUSINESS

N-1 Recommendation to Appoint Christine Cunningham

2022-09-071—Motion to recommendation appointment. Moved by Lauren Williams, seconded by Ruth Bellamy.

CARRIED

9. REPORTS & DISCUSSIONS

R-1 Next Meeting Date:

2022-09-072—Motion to hold next meeting, on October 12th at 7:00pm moved by Ruth Bellamy, seconded by Lauren Williams.

CARRIED

10. ACTION ITEMS

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

A-2 Chair to inquire about end date of the social media marketing contract

A-3 Chair to inquire about signage for the Swimming Hole.

11. QUESTIONS FROM THE PUBLIC & PRESS

None

12. IN-CAMERA

None

13. ADJOURNMENT

2022-09-073—Moved by Ruth Bellamy, seconded by Kelly Whitney-Gould that this meeting be adjourned at 7:45pm

CARRIED

Commission Chair
Dr. Kelly Whitney-Gould

Vibrant Commission Report
November 6, 2023

For various reasons the Vibrant Commission project proposals for 2023 have been stalled. We will be requesting council extend our proposed projects to 2024. We will also be requesting that the funding for our projects be carried forward to 2024. In order to pursue the projects we need clarification from the village on a number of issues.

Regarding Newcombe Ave project

Will the village by-laws allow an existing road allowance to be re purposed as a viewing/fire pit area. Our concern is that it may necessitate a change to the existing community plan. Or that it may require a re zoning application. Is so how does that proceed?

What does the village require in terms of infrastructure in place in order to proceed with the project. I.e. it has been pointed out that a culvert would be necessary to access from Jasper Ave. Are there any other infrastructure requirements? How do we ascertain this?

We think it is prudent to confirm the location of the property lines for the existing road allowance. How does this proceed?

If the project is able to go ahead we will be putting in a work order to move the 2 benches from the swimming beach to the proposed Newcombe Ave project. We feel that change rooms, a picnic table and the gazebo(now with seating capacity, thank you Wayne Hann) is overkill for one location and that money could be saved by using the benches for the new viewing area. Will this be possible?

Regarding St Mark's church

There has been discussion with village staff that insurance for events may be an issue. The language around the village insurance is confusing and may require clarification on a piecemeal basis. We hope that the staff is able to help us assist us with this. In particular, we are looking at music events, both ticketed or free admission. Also pop up thrift type shops which could be charitable or for profit. The church as a venue for weddings or other similar celebrations. Also, craft shows/sales.

If we are able to facilitate any of these events we would like to advertise that St Mark's church is available for those purposes. Does the village take the responsibility for such advertising or does the Vibrant Commission?

At the most recent meeting with village staff there was mention of the church needing a structural assessment before this can proceed. This has not been discussed before and if that is the case the Vibrant Commission would need to rethink this project, we do hope that this lovely little building can be a more vibrant part of the community and not left empty.

Regarding local signage

A work in progress.

Does the Vibrant Commission need to identify where the discussed signage would be placed or just put in a work order at the village office when we are ready?

R-2

Draft of Proposal for Future Vibrant Community Commission Projects

- 1. Request Council approve an amendment and extension of Seaview ramp funding and plan. Suggestion is more simple access to 2 or 3 waterfront spots, such as a simple set of stairs or a ramp. We propose that one is built beside the Rainbow Wharf and perhaps other spots too, as yet to be determined.**
 - 2. Beach access off Newcombe Avenue with a fire pit as well. Would require felling some trees and gravelling a path. We envision a picnic table also.**
 - 3. Local flavor signage for swim spot, gazebo, walking trail, museum, community park and playground etc. We would like this signage to be created by an artist local to Port Clements.**
 - 4. Revamping St. Mark's church plan to accommodate 3rd party rentals for pop up shops, coffee houses, musical events, community gatherings etc.**
 - 5. Landscaping/tidying up at Dyson corner. Local signage, tree planting and perhaps a perennial garden. Could also include a permanent display of some sort.**
-

Elizabeth Cumming

Subject: FW: Report on Dec. 23, 2023 Christmas Market & Request to Use St. Mark's Church for a Community Market

-----Original Message-----

From: Elizabeth Stewart <st6an7g5@qcislands.ca>

Sent: Sunday, January 14, 2024 7:09 PM

To: Office <office@portclements.ca>; CAO <cao@portclements.ca>; Elizabeth Cumming <deputy@portclements.ca>

Subject: Report on Dec. 23, 2023 Christmas Market & Request to Use St. Mark's Church for a Community Market

Dear Mayor, Council & Administration:

REPORT TO COUNCIL RE DECEMBER 23, 2023 CHRISTMAS MARKET:

I am pleased to say that the December 23, 2023 Christmas Market at St. Mark's Church was a big success!

Seven Vendors displayed a variety of their products for sale, which included baked goodies; locally-made knit & crocheted clothing, blankets & giftware; locally-produced kitchenware & jewellery; Christmas-themed ornaments; miscellaneous collectible goods; locally-produced jams & preserves; hand-painted artwork; gourmet marshmallow treats; and fishing & hunting gear.

Approximately 69 people visited the Market that day, many of which had never been inside St. Mark's Church. Vendors & Visitors were quite pleased with the fact that this now 111 year-old building was being used for this type of Venue and several asked if events such as this are planned for St. Mark's in the future. Some words used to describe this space were "cozy", "welcoming", "lovely", "warm", "inviting", "perfect".

10 Door Prizes were donated from 8 generous businesses/people:

\$250.00 Gift Card from Skidegate Co-op;

Ducks Unlimited Watch (Anonymous)

\$50.00 Gift Certificate from the Axe & Anchor

3 x Azalea Bushes from City Centre

\$100.00 Gift Certificate from Charters

Aloe Vera Plant (Anonymous)

Booster Cable Set from Napa

Kids' Loader Truck Toy from Bayview Market

Visitors & Vendors were pleasantly entertained with a Video of a St.

Mark's Christmas Carol Service from 2001 and a Slide-Show of the First Phase of Restoration of the Church when work began in 1999.

A table was set up in the middle of the Church displaying several Christmas Ornaments for Sale by Donation, with proceeds (\$79.00) going to the next (2024) Mud Bog Event in Memory of Craig Beachy. Free Hot Chocolate, Crabapple Cider & Candy Canes donated by Grandma Betty's Variety Shoppe were enjoyed by Vendors & Visitors alike.

Several people came together to organize, set up & tear down for this Event. A big thank-you goes out to:

- The Village of Port Clements Council & Administration for providing the use of St. Mark's at no cost;
- Sean O'Donoghue - for getting the Propane Heater working - this made a huge difference to the comfort of the Vendors & Visitors;
- Ruth Bellamy; Dennis, Debbie & Paul Reindl; Greg Stewart; Mary Standbridge; Sharon Petitpas; Doug & Linda Louis - For the tasks of moving & setup/tear down of tables, chairs & pews, cleaning, decorating & undecorating the Church, distribution of door prize tickets, assisting with the Christmas Ornament Donation Table, setting up the Video & Slide Show Display, picking up and distribution of Door Prizes, and more.

All in all, it was an Event enjoyed by many!

Elizabeth Cumming

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Subject: Report on Dec. 23, 2023 Christmas Market & Request to Use St. Mark's Church for a Community Market

Dear Mayor, Council & Administration:

REQUEST TO USE ST. MARK'S AS A COMMUNITY MARKET:

Community and/or Farmers Markets are held regularly (with seasonal breaks) in Daajing Giids (Community Market), Tlell (Farmers Market), Moorsby (Sandspit) Farmers Market & Masset Farmers Market (there may also be one in Old Massett but I haven't been able to confirm this yet). Port Clements is the only community that does not have a Market.

As the feedback at the Christmas Market regarding holding future Markets at St. Mark's was very positive, I would like to propose the following:

- To use the St. Mark's Church Venue as a Community Market open bi-monthly for 11 months of the year for selling hand-made crafts, knit, sewn & crocheted goods, desserts, confections & other baked goods, hot & cold beverages, jams & preserves, locally-made giftware, tourism-themed goods, jewellery, cosmetics, plants, etc. (Some gently-used/new garage sale type items may be acceptable, depending on what the items are.) Hours could be increased to 11:00 am to 3:00 pm for the December 21, 2024 Last Minute Christmas Market.

Note - Vendors selling food and/or beverage products must provide proof of having a current FoodSafe Certificate, and must adhere to the hot/cold food handling specifications as set out in the FoodSafe Requirements.

- In time for Valentine's Day, the first Port Clements Community Market would be held on Saturday, February 10, 2024 from 11 am to 2 pm.

- After February 10, 2024, in order not to compete with the other Island Markets that take place on Fridays, Saturdays & Sundays, I propose that the Community Market days in Port Clements would then change to Tuesdays, starting Tuesday, February 27, 2024 and then taking place twice a month on Tuesdays until October as follows:

February 27; March 12 & 26; April 9 & 23; May 7 & 21; June 4 & 18; July 9 & 23; August 6 & 20; September 10 & 24

October (CLOSED)

November & December - Open some Tuesdays & Saturdays (as the other Markets are closed for the regular Season), as follows:

November 9 & 23 (Saturdays); December 3 & 10 (Tuesdays) & 21 (Saturday - Last Minute Christmas Market)

- We used 6 of the Community Hall's Long White Tables & 6 Plastic Chairs for the Christmas Market, but this isn't the most ideal arrangement, as they need to be returned to the Hall for Community Events. I've spoken to Jasmine Beachy and she would be in favour of our bringing 6 of the old wooden octagonal and/or square tables, and 8 "good" wooden chairs to St. Mark's for Vendor Use. If it's not a problem, these would be kept at St. Mark's for the Market Use. Table fees would be \$15.00 for the use of each wooden table. If vendors wish to bring their own table, the space rental would be \$10.00 per allotted space.

Vendors will be asked to remove their belongings at the end of each Market (unless they would like to leave their Table in the Building for the next Market and that the Village has agreed to this). Vendors will also be required to remove and dispose of their garbage from the building.

I will clean the washroom and sweep/vacuum the Church main floor. Access to the top floor will be off-limits. I will need a small supply of the small garbage bags for the bathroom garbage can, along with a couple of large garbage bags and a couple of extra rolls of toilet paper for the bathroom. Elizabeth at the Village Office said there are several spare keys for the Toilet Paper Dispensers, and it would be helpful to have one of these copies stored in the Church storage room. (This storage room on the main floor needs to be cleaned out and organized, thus leaving room for tables & chairs, and cleaning supplies, should they need to be stored out of the way.)

From past VCC Minutes I have reviewed from 2019-2022, and in keeping with what I perceive from these Minutes as the Vibrant Community Commission Initiative Theme, the creation of a Community Market in Port Clements would create a financial & social benefit to our Community, as it will draw people into Port Clements, which will benefit other businesses, and provide a warm and inviting social gathering place for locals and visitors. An historical tourism component could be an added attraction to the Market as I am more than happy to create slide shows utilizing my many years of video and photographs with respect to St.

Mark's, the Millennium Park, the White Raven, the Golden Spruce Tree, Sunset Park & the Community Park.

The table rental fees will be given to the Village to pay for the use of the building for the short period of time 2x a month. What is hoped is that if there's only a handful of vendors for one Market, therefore not generating a reasonable fee for renting the building, that the next Market will draw more vendors, which in turn will generate enough fees to cover a reasonable rental fee.

I note that a few grants were applied for on behalf of the VCC during 2019-2022, but I cannot determine the status of these grants and whether any of the money that was applied for and received is left over which could be used for repairs/upgrades to the St. Mark's Building (lighting/electrical/heating), and perhaps some new folding plastic tables & chairs that would be easier to move and store when necessary.

I note that the Church's Altar is in dire need of restoration and preservation. Perhaps there is someone who could look at it and give the Village an idea as to what it would cost to repair/restore this antique piece of the Church's history.

I know there are other things to take into consideration, but for now, I appreciate your considering my request and I look forward to doing something positive for Port Clements.

Many thanks for your time & consideration.

Sincerely,
Elizabeth "Betty" Stewart
Vibrant Community Commission Member
250-922-5467