



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 p.m. Regular Meeting of Council Tuesday, April 20, 2015

AGENDA

1. ADOPT AGENDA.

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS

D-1-Carlos Ormond, Haida Gwaii Higher Education Society

D-2-Debbie Gardener, Parks Canada presentation: Rat Control in Harbours

3. MINUTES

M-1-April 7, 2015 Regular Council Meeting

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

5. ORIGINAL CORRESPONDENCE

6. GOVERNMENT

G-1-Bylaw No.422, 2015 to consolidate bylaws #336, 383, and 396 as well as clean up some legislative references, typing errors plus a few small other changes, 1st, 2nd, and 3rd Readings.

G-2-Bylaw No.423, 2015 Financial Plan Bylaw for the Years 2015-2019, 1st, 2nd, and 3rd Readings.

G-3-Bylaw No.424, 2015 Tax Rate Bylaw, 1st, 2nd, and 3rd Readings.

7. FINANCE

F-1-Cheque listing to April 15, 2015.

F-2-Northern Savings Credit Union March Bank Statement

F-3-Canadian Imperial Bank of Commerce March Bank Statement

F-4-1st Quarter ended March 31, 2015, Revenue and Expense Review

8. NEW BUSINESS

NB-1-Report to Council – Gwaii Trust Community Events Program

NB-2-Request for Donation for Pull-Together Event on May 2nd

NB-3-Invitation to Comment, from Front Counter BC, on Crown Land Application

NB-4-Business Façade Improvement Program Grant Application – Doug Decock, Lioudmila's Garden

NB-5-Report to Council – Professional Development Policy

9. ACTION ITEMS

A-1-See attached

10. REPORTS & DISCUSSIONS

R-1-Update - Community Clean Up 2015

11. QUESTIONS FROM THE PUBLIC & PRESS

ADJOURNMENT



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

36 Cedar Avenue West
PO Box 198
Port Clements, BC
V0T1R0
OFFICE :250-557-4295
FAX :250-557-4568
Email : cao@portclements.ca
Web : www.portclements.ca

Minutes of the regular meeting of the Port Clements Council held April 7, 2015 in the Council Chambers.

Present:

Mayor Gould
Councillor Daugert
Councillor Gaspar – via teleconference
Councillor Cunningham
Councillor O'Brien Anderson

CAO – Kim Mushynsky

1 member of the public in attendance

1. ADOPT AGENDA.

Meeting was called to order at 7:05pm

2015-091 - Moved by Councillor Cunningham, seconded by Councillor Daugert
THAT the agenda be adopted as presented.
CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

3. MINUTES.

M-1 – Regular Meeting of Council Monday March 23, 2015
2015-092 – Moved by Councillor Cunningham, seconded by Councillor O'Brien Anderson
THAT we accept the March 23, 2015 Regular Meeting minutes as present.
CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

BA-1 – Loss of Quorum – Supreme Court Application
2015-093 – Moved by Councillor Daugert, seconded by Councillor O'Brien Anderson
THAT Council authorize the administrator to proceed with an application to the Supreme Court per section 129(4)(a) of the
Community Charter in regards to handling the loss of quorum on the zoning issue.
CARRIED

5. ORIGINAL CORRESPONDENCE.

C-1 – SQCRD Board Highlights
2015-094 – Moved by Councillor Cunningham, seconded by Councillor O'Brien Anderson
THAT we receive and file this information.
CARRIED

C-2 – Bell Mobility – Cell Service in Port Clements
2015-095 – Moved by Councillor Daugert, seconded by Councillor O'Brien Anderson

m-1

THAT we receive and file the letter.

CARRIED

C-3 – Letter of Support for Gwaii Tel

2015-096 – Moved by Councillor Cunningham, seconded by Councillor O'Brien Anderson

THAT Council ratify their email decision to write a letter of support for the Gwaii Tel application to UBCM's Strategic Priorities Fund.

CARRIED

6. GOVERNMENT.

G-1 – Bylaw #421 – To repeal outdated Bylaws

2015-097 – Moved by Councillor O'Brien Anderson, seconded by Councillor Daugert

THAT we reconsider and adopt Bylaw #421.

CARRIED

7. FINANCE.

F-1 – Cheque listing to April 1, 2015

2015-098 – Moved by Councillor Daugert, seconded by Councillor Cunningham

THAT we receive and file the cheque listing.

CARRIED

F-2 – Request to write off unpaid taxes on folio #70340060

2015-099 – Moved by Councillor Cunningham, seconded by Councillor Daugert

THAT we table this issue pending further investigation.

CARRIED

8. NEW BUSINESS.

NB-1 – Donation Policy

Council made some suggestions for the policy and have directed the Administrator to adjust it accordingly and bring it back for their consideration.

NB-2 – Report to Council - #90 Bayview Drive

2015-100 – Moved by Councillor O'Brien Anderson, seconded by Councillor Daugert

THAT Council table this item until we see if the work that has begun for the cleaning up of this property continues.

CARRIED

NB-3 – Community Clean Up 2015

Council made some suggestions for this year's event and have directed the Administrator to incorporate the suggestions and bring it back for their consideration.

9. ACTION ITEMS

10. REPORTS AND DISCUSSIONS.

R-1 – Update – Biomass Heating Project

2015-101 – Moved by Councillor Daugert, seconded by Councillor O'Brien Anderson

THAT Council receive and file the update report from the Administrator.

CARRIED

Councillor Cunningham – dog concerns need to be discussed at a future Council meeting

Councillor O'Brien Anderson – did some investigation on upgrades required for Industrial Road

Councillor Gaspar – no report

Mayor Gould – Forest Strategy all island mtg upcoming

Councillor Daugert – MIEDS, Sports Fishing Advisory mtg.

CAO Mushynsky – Park Committee mtg set for Tues. Apr. 21st, we received funding for a summer student

ADJOURNMENT.

2015-102 - Moved by Councillor Cunningham, seconded by Councillor Daugert
THAT the meeting be adjourned at 8:40pm
CARRIED

Ian Gould,
Mayor

Kim Mushynsky,
CAO

Explanation of Bylaw #422, 2015

This bylaw was created to consolidate bylaws #336, 383 & 396 as well as clean up some legislative references, typing errors plus a few small other changes. This will go through the bylaw section by section to note what changes exist between the new bylaw and the original bylaw.

Part 1 Introduction:

Incorporate correct street address (re: amendment #396)

Change edition of Robert's Rules edition (from 2nd edition to 10th edition)

Part 2 Council Meetings:

Part 5(2)(b) changed to 7pm (re: amendment #396)

Added section 6 called Annual Meeting

Remove Community Charter reference to specific section and replace with simply Community Charter reference

Added a subsection under Notice of Special Meetings 8(3) to clarify that Special meetings can't add additional items to the agenda.

Add a section called Electronic Meetings (section 9) this had been covered by amendment #383 but this section has been modified from that original amendment to more closely match other small community electronic procedures.

Part 3 Designation of Member to Act in Place of Mayor:

Corrected some reference errors to sections of the bylaw

Part 4 Council Proceedings:

Replaced Community Charter specific section reference with general Community Charter reference

Added subsection 11(5) to provide clarity

Incorporated bylaw 396 into deadlines for items for agenda section

Added action items to the agenda item order in section 16.

Added 16(2) to explain public participation – consistent with Village of Queen Charlotte's bylaw

Provided more clarity around late items

Included amendment 396 into delegation section 19

Removed reference to a peace officer as we don't have that position in Port Clements

Added section 21(9) to clarify that it is not only Council who must speak and act appropriately at a meeting

Tightened up the time in 21(11)(c) from 15 minutes to 10 minutes

Added 21(12) to indicate how absences affect qualification to hold office

Added 23(2)(c) to clarify conduct in regards to defeated motions

Corrected a mistake which referred to us as a City rather than a Village

Part 5 Bylaws:

Removed the requirement that all bylaws must be divided into sections to acknowledge simpler bylaws where this may be illogical.

Removed duplicated subsection reference from old bylaw

Part 6 Resolutions:

Added subsection (a) of Section 32(1) to acknowledge that lengthy resolutions should be in writing

Part 7 Committee of the Whole:

No changes

Part 8 Committees:

Added section 42 on establishing a standing committee and section 44 on establishing select committees

Part 9 Commissions:

Added section 52 on establishing a commission

Part 10 General:

No changes

Village of Port Clements

Procedural Bylaw #422, 2015

A BYLAW TO REPEAL PREVIOUS PROCEDURAL BYLAWS AND REPLACE IT WITH THIS PROCEDURE BYLAW FOR THE MEETINGS AND COMMITTEES OF COUNCIL IN ACCORDANCE WITH THE COMMUNITY CHARTER.

Contents

PART 1 – INTRODUCTION.....	4
Title.....	4
Definitions.....	4
Application of rules of procedure.....	5
PART 2 – COUNCIL MEETINGS.....	5
Inaugural Meeting.....	5
Time and location of meetings.....	5
Annual meeting.....	6
Notice of Council Meetings.....	6
Notice of Special Meetings.....	6
Electronic meetings.....	6
PART 3 – DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR.....	7
PART 4 – COUNCIL PROCEEDINGS.....	7
Attendance of Public at meetings.....	7
Minutes of meetings to be maintained and available to public.....	8
Calling meeting to order.....	8
Adjourning meeting where no quorum.....	8
Agenda.....	8
Order of proceedings and business.....	9
Late items.....	9
Voting at meetings.....	9
Delegations.....	10
Points of order.....	10
Conduct and debate.....	11
Motions generally.....	12
Motion for the main question.....	12
Amendments generally.....	13
Reconsideration by Council Member.....	13
Reports from committees.....	13

Adjournment.....	14
PART 5 – BYLAWS.....	14
Forms of bylaws.....	14
Bylaws to be considered separately or jointly.....	14
Reading and adopting bylaws.....	14
Bylaws must be signed.....	15
PART 6 – RESOLUTIONS.....	15
PART 7 – COMMITTEE OF THE WHOLE.....	15
Going into Committee of the Whole.....	15
Notice for COTW meetings.....	15
Minutes of COTW meetings to be maintained and available to public	15
Presiding members at COTW meetings and Quorum.....	16
Points of order at meetings.....	16
Conduct and debate.....	16
Voting at meetings.....	16
Reports.....	16
Rising without reporting.....	16
PART 8 – COMMITTEES.....	16
Establishment of Standing committees.....	16
Duties of standing committees.....	17
Establishment of Select committees.....	17
Duties of select committees.....	17
Schedule of committee meetings.....	17
Notice of committee meetings.....	17
Minutes of committee meetings to be maintained and available to the public.....	18
Quorum.....	18
Conduct and debate.....	18
Voting at meetings.....	18
PART 9 – COMMISSIONS.....	18
Establishing a Commission.....	18
Schedule of Commission meetings.....	18
Notice of Commission meetings.....	19
Minutes of Commission meetings to be maintained and available to the public.....	19
Quorum.....	19
Conduct and debate.....	19

PART 1 – INTRODUCTION

WHEREAS the Community Charter requires a Council, by bylaw, to establish the general procedures to be followed by the Council and Council committees in conducting their business; and

WHEREAS Council deems it expedient to repeal and substitute Village of Port Clements Bylaws #336-2004, 383-2010 & 396-2012 and has given notice of the proposed changes as required by the Community Charter;

NOW THEREFORE in open meeting assembled, the Council for the Village of Port Clements enacts as follows:

Title

1. This Bylaw may be cited as the "Council Procedure Bylaw #422-2015".

Definitions

2. In this Bylaw,

Commission means a municipal commission established under the Community Charter;

Committee means a standing, select or other committee of Council, but does not include the COTW;

Corporate Officer means the municipal officer assigned the responsibility of corporate administration;

COTW means the Committee of the Whole

Council means the municipal Council for the Village of Port Clements

Mayor means the Mayor for the Village of Port Clements

Public Notice Posting Place means the notice screen facing the exterior of the building at the Village Office and shall also fulfill the requirement for posting notices at the regular Council meeting place;

Village means the Village of Port Clements, and;

Village Office means the Village of Port Clements municipal offices located at #36 Cedar Avenue West, Port Clements, BC.

Application of rules of procedure

3. (1) The provisions of this Bylaw govern the proceedings of Council, COTW, Commissions and all standing and select committees of Council, as applicable.
- (2) In cases not provided for under this Bylaw, The Robert's Rules of Order Newly Revised 10th Edition apply to the proceedings of the Council, COTW and Council committees to the extent that those rules are:
 - (a) applicable in the circumstances, and
 - (b) not inconsistent with provisions of this Bylaw or the Community Charter

PART 2 – COUNCIL MEETINGS

Inaugural Meeting

4. (1) Following a general local election, the first Council meeting must be held on the first Monday in December in the year of the election.
- (2) If a quorum of council members elected at the general local election has not taken office by the date of the meeting referred to in subsection (1), the first Council meeting must be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.

Time and location of meetings

5. (1) All Council meetings must take place within Council Chambers except when Council resolves to hold meetings elsewhere.
- (2) 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 resolves to proceed beyond that 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.
- (3) Regular Council meetings may
 - (a) be cancelled by Council, provided that two consecutive meetings are not cancelled; and
 - (b) be postponed to a different day, time and place by the Mayor, provided the Corporate Officer is given at least 2 full days written notice.

Annual Meeting

6. (1) An Annual Meeting must be held in accordance with provisions of the Community Charter. At the Annual Meeting the Council must consider the annual report and any submissions or questions from the public related to same. Other business of the Council may also be transacted at the Annual Meeting.
- (2) Notice of the Annual Meeting must be given in accordance with provisions of the Community Charter and in addition to that set out in sections 7 and 8 of this Bylaw.

Notice of Council Meetings

7. (1) The Council must prepare annually, on or before January 15, a schedule of the dates, time and places of Regular Council meetings and must make the schedule available to the public by posting it at the Public Notice Posting Place.
- (2) The Council must give notice annually on or before January 31 that the schedule of Regular Council meetings referred to in 7(1) of this Bylaw is available. Such notice shall be in accordance with that required by the Community Charter.
- (3) Where revision to the annual schedule of Regular Council meetings is required, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Place which indicates any revisions to the date, time or place, or cancellation of, a Regular Council meeting.

Notice of Special meetings

8. (1) Except where notice of a Special Meeting is waived by a unanimous vote of all Council members in accordance with the provisions of the Community Charter, a notice of the date, hour and place of a Special Council meeting must be given at least twenty-four hours before the time of the meeting by:
 - (a) Posting a copy of the notice at the Public Notice Posting Place; and
 - (b) Leaving a copy of the notice for each Council member in the Council member's mail slot in Council Chambers.
- (2) The notice under section 8(1) of this Bylaw must describe in general terms the purpose of the meeting and be signed by either the Mayor or the Corporate Officer.
- (3) A Special Meeting may be called only for a specific purpose or purposes and no business may be acted upon except that for which the meeting was called.

Electronic Meetings

9. (1) The preference is for Council members to physically attend meetings. However electronic attendance, as provided for under the Community Charter, is allowed when a member of Council is unable to attend physically. A member of Council attending via electronic means shall be deemed to be present at the meeting for all purposes. This section applies to all types of meetings of Council or Council committees.

(2) The person presiding at a meeting shall not participate electronically. In instances where it is the Mayor who will be participating electronically, the Deputy Mayor shall preside over the meeting. In absence of the Deputy Mayor, the members present shall elect from among themselves a presiding member for that meeting. For committees, when it is the committee chair who is participating electronically, the members present shall elect from among themselves a chair for the meeting.

PART 3 – DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR

10. (1) Annually, Council must designate a Councillor to serve as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of Mayor is vacant.
- (2) Each Councillor designated under Section 10(1) must fulfill the responsibilities of the Mayor in his or her absence.
- (3) If both the Mayor and the member designated under section 10(1) are absent from the Council meeting, the Council members present must choose a Councillor to preside at the Council meeting.
- (4) The member designated under section 10(1) or chosen under section 10(3) has the same powers and duties as the Mayor in relation to the applicable matter.

PART 4 – COUNCIL PROCEEDINGS

Attendance of Public at Meetings

11. (1) Except where the Community Charter permits or requires all or part of a meeting to be closed to the public, all Council meetings must be open to the public.
- (2) Before closing a Council meeting or part of a Council meeting to the public, the Council must state in a resolution passed in a public meeting the fact that the meeting or part of the meeting is to be closed and the applicable section of the Community Charter that is the basis for that decision.
- (3) This section applies to all meetings of the following bodies:
- (a) COTW;
 - (b) Standing and Select committees;
 - (c) Parcel Tax review panels;
 - (d) Board of variance;
 - (e) Commissions; and,
 - (f) Advisory bodies
- (4) Despite section 11(1) of this Bylaw, the Mayor or the presiding member may expel or exclude from a Council meeting a person in accordance with section 21(8) or 21(9) of this Bylaw.
- (5) In accordance with the Community Charter, Council may invite persons the Council considers materially relevant to the discussion of the matter for which the meeting is closed.

Minutes of Meeting to be Maintained and Available to the Public

12. (1) Minutes of the proceedings of the Council and Council committees must be:
 - (a) Legibly recorded;
 - (b) Certified as correct by the Corporate Officer; and,
 - (c) Signed by the Mayor or presiding member at the meeting for which the minutes are adopted.
- (2) Subject to section 12(3) of this Bylaw, minutes of the proceedings of the Council or Council committees must be open for public inspection at the Village Office during regular office hours.
- (3) Section 12(2) of this Bylaw does not apply to minutes of a meeting or part of a meeting from which persons were excluded under section 11 of this Bylaw.

Calling Meeting to order

13. (1) As soon after the time specified for a Council meeting as there is a quorum present, the Mayor, if present, must take the Chair and call the Council meeting to order, however, where the Mayor is absent, the Deputy Mayor must take the Chair and call such meeting to order.
- (2) If a quorum is present but the Mayor and Deputy Mayor do not attend within fifteen minutes of the scheduled time for the Council meeting:
 - (a) the Corporate Officer must call to order the members present; and,
 - (b) the members present must choose a member to preside at the meeting.

Adjourning Meeting where no quorum

14. If there is no quorum of the Council present within 15 minutes of the scheduled time for a Council meeting, the Corporate Officer must:
 - (a) record the names of the members present, and those absent, and
 - (b) adjourn the meeting until the next scheduled meeting.

Agenda

15. (1) Prior to each Council meeting, the Corporate Officer must prepare an agenda setting out all the items for consideration at that meeting, noting in short form a summary for each item on the agenda.
- (2) The deadline for submissions by the public to the Corporate Officer or designate of items for inclusion on the Council meeting agenda is 1:00pm on the Wednesday prior to the meeting.
- (3) The Corporate Officer or designate must make the agenda available to the members of Council and the public on the Friday afternoon prior to the meeting.
- (4) Council must not consider any matters not listed on the agenda unless a new matter for consideration is properly introduced as a late item pursuant to section 17 of this Bylaw.

Order of proceedings and business

16. (1) The agenda for all regular Council meetings contains the following matters in the order in which they are listed below:
- (a) Approval of agenda including additions or deletions and consideration of late items;
 - (b) Petitions, Delegations & Opening of Sealed Tenders;
 - (c) Adoption of minutes;
 - (d) Business arising & Unfinished Business;
 - (e) Original Correspondence
 - (f) Finance
 - (g) Government (Bylaws and Statutory Requirements)
 - (h) New Business
 - (i) Reports and Discussions
 - (j) Action Items
 - (k) Questions from the public & press
 - (l) Adjourn to In-camera
 - (m) Adjournment
- (2) Item 16(1)(k) is for the purpose of members of the public to ask single questions of the Council. The maximum time allotted for this agenda item shall be ten minutes.
- (3) Particular business at a Council meeting must in all cases be taken up in the order in which it is listed on the agenda unless otherwise resolved by Council.

Late Items

17. (1) Late items are discouraged as neither Council nor the Corporate Officer may have had time to review and bring any related information forward pertaining to the issue.
- (2) An item of business not included on the agenda must not be accepted by Council until the Corporate Officer or designate has first read the item and determined that it is not information that would taint an ongoing action of Council. After that vetting Council may, by resolution, choose to add the item as a late item.
- (3) If the Council makes a resolution under section 17(2) of this Bylaw, information pertaining to the late item(s) must be distributed to the members.

Voting at Meetings

18. (1) The following procedures apply to voting at Council meetings:
- (a) when debate on a matter is closed the presiding member must put the matter to a vote of Council members;
 - (b) whenever a vote of the Council on a matter is taken, each member shall signify their vote by raising their hand in a clear and obvious manner at the appropriate time to vote accordingly.
 - (c) when the presiding member is putting the matter to vote under paragraph (a) a member must not:

- (i) cross or leave the room;
- (ii) make a noise or other disturbance, or
- (iii) interrupt the voting procedure unless raising a point of order;
- (d) after the presiding member finally puts the question to a vote, a member must not speak to the question or make a motion concerning it;
- (e) the presiding member's decision about whether a question has been finally put is conclusive; and
- (f) the presiding member must declare the result of voting by stating that the question is decided in either the affirmative or the negative.

Delegations

19. (1) The Council may, by resolution, allow an individual or a delegation to address Council at the meeting on the subject of an agenda item provided written application stating the purpose of the delegation has been received by the Corporate Officer by 1:00pm on the Wednesday prior to the meeting. The address must be limited to 10 minutes unless a longer period is agreed to by two-thirds vote of those members present.
- (2) Where written application has not been received by the Corporate Officer as prescribed in 19(1), an individual or delegation may address the meeting if approved by the unanimous vote of the members present.
- (3) Council must not permit a delegation to address a meeting of the Council regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw.
- (4) The Corporate Officer may schedule delegations to another Council meeting or advisory board as deemed appropriate according to the subject matter of the delegation.
- (5) The Corporate Officer may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of Council. If the delegation wishes to appeal the Corporate Officer's decision, the information must be distributed under separate cover to Council for their consideration.

Points of order

20. (1) Without limiting the presiding member's duty under the Community Charter, the presiding member must apply the correct procedure to a motion
 - (a) if the motion is contrary to the rules of procedure in this bylaw, and
 - (b) whether or not another Council member has raised a point of order in connection with the motion.
- (2) When the presiding member is required to decide a point of order
 - (a) the presiding member must cite the applicable rule or authority if requested by another Council member,
 - (b) another member must not question or comment on the rule or authority cited by the presiding member under subsection 20(2)(a), and
 - (c) the presiding member may reserve the decision until the next Council meeting.

Conduct and debate

21. (1) A Council member may speak to a question or motion at a Council meeting only if that member first addresses the presiding member.
- (2) Members must address the presiding member by that person's title of Mayor, Deputy Mayor or Councillor.
- (3) Members must address other non-presiding members by the title Councillor.
- (4) No member must interrupt a member who is speaking except to raise a point of order.
- (5) If more than one member speaks the presiding member must call on the member who, in the presiding member's opinion, first spoke.
- (6) Members who are called to order by the presiding member
 - (a) must immediately stop speaking,
 - (b) may explain their position on the point of order, and
 - (c) may appeal to the Council for its decision on a point of order in accordance with the Community Charter.
- (7) Members speaking at a Council meeting
 - (a) must use respectful language,
 - (b) must not use offensive gestures or signs,
 - (c) must speak only in connection with the matter being debated,
 - (d) may speak about a vote of Council only for the purpose of making a motion that the vote be rescinded, and
 - (e) must adhere to the rules of procedure established under this Bylaw and to the decisions of the presiding member and Council in connection with the rules and points of order.
- (8) If a member does not adhere to subsection (7), the presiding member may order the member to leave the member's seat, and
 - (a) if the member refuses to leave, the presiding member may cause the member to be remove, and
 - (b) if the member apologizes to the Council, Council may, by resolution, allow the member to retake the member's seat.
- (9) The presiding member may order any other person at the meeting expelled from the meeting:
 - (a) if the presiding members considers that person to be acting inappropriately; and
 - (b) if the person refuses to leave, may cause that person to be removed.
- (10) A member may require the question being debated at a Council meeting to be read at any time during the debate if that does not interrupt another member who is speaking.
- (11) The following rules apply to limit speech on matters being considered at a Council meeting:
 - (a) a member may speak more than once in connection with the same question only:
 - (i) after all other eligible members have been afforded the opportunity to speak
 - (ii) with the permission of the Council; or

- (iii) if the member is explaining a material part of a previous speech without introducing a new matter;
 - (b) a member who has made a substantive motion to the Council may reply to the debate;
 - (c) a member may speak to a question, or may speak in reply, for longer than a total time of 10 minutes only with permission of Council.
- (12) A person is disqualified from holding office who is absent from meetings for a period of sixty consecutive days or four consecutive regularly scheduled meetings, whichever is the longer time period, unless the absence is because of illness or injury or is with the leave of Council.

Motions Generally

22. (1) Council may debate and vote on a motion only if it is first made by one Council member and then seconded by another.
- (2) A motion that deals with a matter that is not on the agenda of the Council meeting at which the motion is introduced may be introduced with Council's permission.
- (3) A Council member may make only the following motions when the Council is considering a question:
- (a) to refer to a committee;
 - (b) to amend;
 - (c) to lay on the table;
 - (d) to postpone indefinitely;
 - (e) to postpone to a certain time;
 - (f) to move the previous question;
 - (g) to adjourn.
- (4) A motion made under subsections (3)(c) to (g) is not amendable or debatable.
- (5) Council must vote separately on each distinct part of a question that is under consideration at a Council meeting if requested by a Council member.

Motion for the main question

23. (1) In this section, "main question", in relation to a matter, means that motion that first brings the matter before the Council.
- (2) At a Council meeting, the following rules apply to a motion for the main question, or for the main question as amended:
- (a) if a member of Council moves to put the main question, or the main question as amended, that motion must be dealt with before any other amendments are made to the motion on the main question; and
 - (b) if the motion for the main question, or for the main question as amended, is decided in the negative, the Council must proceed to the next order of business; and
 - (c) a member of the Council must not reintroduce a motion previously defeated at the same meeting unless the motion is materially altered so as to make it a new subject.

Amendments Generally

24. (1) A Council member may, without notice, move to amend a motion that is being considered at a Council meeting.
- (2) An amendment may propose removing, substituting for, or adding to the words of an original motion.
- (3) A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote unless there is a call for the main question.
- (4) An amendment may only be amended once.
- (5) An amendment that has been negative by a vote of Council cannot be proposed again.
- (6) The presiding member must put the main question and its amendments in the following order for the vote of Council:
- (a) a motion to amend a motion amending the main question;
 - (b) a motion to amend the main question, or an amended motion amending the main question if the vote under subparagraph (a) is positive;
 - (c) the main question.

Reconsideration by Council Member

25. (1) Subject to subsection 25(5), a council member may, at the next Council meeting,
- (a) move to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken, and
 - (b) move to reconsider an adopted bylaw after an interval of at least 24 hours following its adoption.
- (2) A Council member who voted affirmatively for a resolution adopted by Council may at any time move to rescind that resolution.
- (3) Council must not discuss the main matter referred to in section 25(1) unless a motion to reconsider that matter is adopted in the affirmative.
- (4) A vote to reconsider must not be reconsidered.
- (5) Council may only reconsider a matter that has not
- (a) had the approval or assent of the electors and been adopted,
 - (b) been reconsidered under section 25(1) of this bylaw or provisions of the Community Charter, or
 - (c) been acted on by an officer, employee or agent of the Village.
- (6) The conditions that applied to the adoption of the original bylaw, resolution, or proceeding apply to its rejection under this section.
- (7) A bylaw, resolution, or proceeding that is reaffirmed under section 25(1) or provisions of the Community Charter is as valid and has the same effect as it had before reconsideration.

Reports from Committees

26. Council may take any of the following actions in connection with a resolution it receives from a committee:

- (a) agree or disagree with the resolution;
- (b) amend the resolution;
- (c) refer the resolution back to the committee or a different committee
- (d) postpone consideration of the resolution.

Adjournment

27. (1) A Council may continue a Council meeting after 10:00pm only by an affirmative vote of 2/3 of the Council members present.
- (2) A motion to adjourn either a Council meeting or the debate at a Council meeting is always in order if that motion has not been preceded at that meeting by the same motion.

PART 5 – BYLAWS

Form of Bylaws

28. A bylaw introduced at a Council meeting must:
- (a) be printed;
 - (b) have a distinguishing name;
 - (c) have a distinguishing number;
 - (d) contain an introductory statement of purpose;

Bylaws to be considered separately or jointly

29. Council must consider a proposed bylaw at a Council meeting either:
- (a) separately when directed by the presiding member or requested by another Council member, or
 - (b) jointly with other proposed bylaws in the sequence determined by the presiding member.

Reading and adopting bylaws

30. (1) The presiding member of a Council meeting may
- (a) have the Corporate Officer read a synopsis of each proposed bylaw or group of proposed bylaws, and then
 - (b) request a motion that the proposed bylaw or group of bylaws be read;
- (2) The readings of the bylaw must be given by stating its title.
- (3) A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the Community Charter.
- (4) Subject to provisions in the Local Government Act, each reading of a proposed bylaw must receive the affirmative vote of a majority of the Council members present.
- (5) Subject to provisions in the Local Government Act or the Community Charter, Council may give up to three readings to a proposed bylaw at the same Council meeting.

(6) In accordance with provisions in the Local Government Act , Council may adopt a proposed official community plan or zoning bylaw at the same meeting at which the plan or bylaw passed third reading.

Bylaws must be signed

31. After a bylaw is adopted, and signed by the Corporate Officer and the presiding member of the Council meeting at which it was adopted, the Corporate Officer must have it placed in the City's records for safekeeping.

PART 6 – RESOLUTIONS

32. (1) The presiding member of a Council meeting may:
- (a) require that a member, introducing a lengthy resolution, provide the resolution to the Corporate Officer in writing;
 - (b) have the Corporate Officer read the resolution; and
 - (c) request a motion that the resolution be introduced.

PART 7 – COMMITTEE OF THE WHOLE

Going into Committee of the Whole

33. (1) At any time during a council meeting, Council may by resolution go into a COTW.
(2) In addition to section 33(1), a meeting, other than a standing or select committee meeting, at which all members of Council are invited to consider but not to decide on matters of the Village's business, is a meeting of COTW.

Notice for COTW meetings

34. (1) Subject to section 34(2) a notice of the day, hour and place of a COTW meeting must be given at least 24 hours before the time of the meeting by:
- (a) posting a copy of the notice at the public notice posting place; and
 - (b) leaving a copy of the notice for each Council member in the Council member's mail slot in Chambers.
- (2) Section 34(1) does not apply to a COTW meeting that is called, in accordance with section 33(1), during a Council meeting for which public notices has already been given.

Minutes of COTW meetings to be maintained and available to public

35. Minutes of the proceedings of a COTW must be
- (a) legibly recorded,
 - (b) certified by the Corporate Officer,
 - (c) signed by the member presiding at the meeting, and
 - (d) open for public inspection in accordance with provisions of the Community Charter.

Presiding members at COTW meetings and Quorum

36. (1) Any Council member may preside at a COTW.
(2) The members of Council attending a meeting of the COTW must appoint a presiding member for the COTW meeting.
(3) Quorum for a COTW meeting is the majority of Council members.

Points of Order at meetings

37. The presiding member must preserve order at a COTW meeting and, subject to an appeal to other members present, decide points of order that may arise.

Conduct and Debate

38. The following rules apply to COTW meetings:
- (a) a motion is not required to be seconded;
 - (b) a motion for adjournment is not allowed;
 - (c) a member may speak any number of times on the same question;
 - (d) a member must not speak longer than a total of 10 minutes on any one question.

Voting at meetings

39. (1) Voting at a COTW meeting must be taken by a show of hands if requested by a member.
(2) The presiding member must declare the results of voting.

Reports

40. (1) A motion for the COTW to rise and report to Council must be decided without debate.
(2) The COTW's reports to Council must be presented by the Corporate Officer.

Rising without Reporting

41. (1) A motion made at a COTW meeting to rise without reporting
- (a) is always in order and takes precedence over all other motions,
 - (b) may be debated, and
 - (c) may not be addressed more than once by any one member.
- (2) If a motion to rise without reporting is adopted by a COTW at a meeting constituted under section 33(1), the Council meeting must resume and proceed to the next order of business.

PART 8 – COMMITTEES

Establishment of a Standing Committee

42. (1) The Mayor must establish standing committees for matters the Mayor considers would be better dealt with by the committee and must appoint persons to those committees.
(2) At least half of the members of a standing committee must be Council members.

- (3) Subject to section 42(2), persons who are not Council members may be appointed to a standing committee.

Duties of standing committees

43. (1) Standing committees must consider, inquire into, report and make recommendations to Council about all of the following matters:
- (a) matters that are related to the general subject indicated by the name of the committee;
 - (b) matters that are assigned by Council;
 - (c) matters that are assigned by the Mayor.
- (2) Standing committees must report and make recommendations to Council at all of the following times:
- (a) in accordance with the schedule of the committee's meetings;
 - (b) on matters that are assigned by Council or Mayor,
 - (i) as required by Council or Mayor, or
 - (ii) at the next Council meeting if the Council or Mayor does not specify a time.

Establishment of Select Committees

44. (1) A Council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the Council.
- (2) At least one member of a select committee must be a Council member.
- (3) Subject to section 44(2), persons who are not Council members may be appointed to a select committee.

Duties of Select Committees

45. (1) Select committees must consider, inquire into, report and make recommendations to Council about the matter referred to the committee by Council.
- (2) Select committees must report and make recommendations to Council at the next Council meeting unless Council specifies a different date and time.

Schedule of committee meetings

46. (1) At its first meeting after its establishment a standing or select committee must establish a regular schedule of meetings.
- (2) The chair of a committee may call a meeting of the committee in addition to the scheduled meetings or may cancel a meeting.

Notice of committee meetings

47. (1) Annually, on or before January 15, committees must prepare a schedule of dates, time and places of meetings and make the schedule available:
- (a) to the public by posting it at the public notice posting place; and

- (b) providing a copy of the schedule to each committee member.
- (2) Where revisions are necessary to the annual schedule of committee meetings, the Corporate Officer must, as soon as practical, post a notice at the public notice posting place which indicates any revisions to the date, time or place or of cancellation of a committee meeting.
- (3) The chair of a committee must notify committee members of the day, time and place of a meeting called under section 47(2) at least 12 hours before the time of the meeting.

Minutes of committee meetings to be maintained and available to public

48. Minutes of the proceedings of a committee must be:
- (a) legibly recorded,
 - (b) certified by the Corporate Officer or designate
 - (c) signed by the presiding member at the meeting, and
 - (d) open for public inspection in accordance with the Community Charter.

Quorum

49. The quorum for a committee is a majority of its members.

Conduct and Debate

50. (1) The rules of the Council procedure must be observed during committee meetings, so far as possible, and unless as otherwise provided by this bylaw.
- (2) Council members attending a meeting of a committee, of which they are not a member, may participate in the discussion only with the permission of a majority of the committee members present.
- (3) A motion made at a committee meeting is not required to be seconded.

Voting at meetings

51. Council members attending a meeting of a committee of which they are not a member must not vote on the question.

PART 9 – COMMISSIONS

Establishing a Commission

52. Council may establish a Commission to operate a service on their behalf or undertake enforcement of something within Council's authority.

Schedule of Commission meetings

53. (1) At its first meeting after its establishment, a commission must establish a regular schedule of meetings.

- (2) The Chair of the Commission may call a meeting of the commission in addition to the scheduled meetings or may cancel a meeting.

Notice of Commission meetings

54. (1) After the Commission has established the regular meeting schedule, notice of the schedule must be:
- (a) posted at the Public Notice Posting place; and
 - (b) given to each member of the Commission.
- (2) Where revisions are necessary to the annual schedule of the Commission meetings, the Corporate Officer must, as soon as practical, post notice at the Public Notice Posting Place indicating the revision or cancellation of the Commission meeting.
- (3) The Chair of a Commission must cause a notice of the day, time and place of a meeting called under section 54(2) to be given to all members of the Commission at least 12 hours before the time of the meeting.

Minutes of Commission meetings to be maintained and available to the public

55. Minutes of the proceedings of a Commission must be:
- (a) legibly recorded;
 - (b) signed by the Chair or presiding member at the meeting; and
 - (c) open for public inspection at the Village Office during regular office hours.

Quorum

56. The quorum of a Commission is a majority of all of its members.

Conduct and Debate

57. The rules of the Council procedures must be observed during Commission meetings, so far as is possible and unless as otherwise provided in this Bylaw.

PART 10 – GENERAL

58. If any section, subsection or clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.
59. This bylaw may not be amended or repealed and substituted unless the Council first gives notice in accordance with the provisions stipulated in the Community Charter.
60. The Village of Port Clements Procedural Bylaw #336, 2004 and its amendments #383, 2010 and #396, 2012 are hereby repealed.

READ A FRIST TIME THIS day of , 2015

READ A SECOND TIME THIS day of , 2015

READ A THIRD TIME THIS day of , 2015

RECONSIDERED AND FINALLY ADOPTED THIS day of , 2015

Mayor Ian Gould

Administrator Kim Mushynsky

Certified a true copy of Bylaw #422, 2015

Administrator

VILLAGE OF PORT CLEMENTS

BYLAW NO.423, 2015

Financial Plan Bylaw for the Years 2015-2019

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

1. Schedule A attached hereto and made a part of this bylaw is hereby adopted and comprises the Financial Plan for the Village of Port Clements for the years January 1, 2015 and ending December 31, 2019.
2. This Bylaw may be cited for all purposes as "The Financial Plan for the years 2015-2019 - Bylaw #423, 2015".

READ A FIRST TIME THIS DAY OF April, 2015.

READ A SECOND TIME THIS DAY OF April, 2015

READ A THIRD TIME THIS DAY OF April, 2015

RECONSIDERED AND FINALLY ADOPTED THIS DAY OF , 2015

IAN GOULD
MAYOR

KIM MUSHYNSKY
CAO

CERTIFIED A TRUE COPY OF VILLAGE OF
PORT CLEMENTS FINANCIAL PLAN 2015-2019 BYLAW NO. 423, 2015

Schedule "A" (Page 1 of 3)

General Fund

	2015	2016	2017	2018	2019
	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
Property Tax	126000	128520	131090	133700	136400
Payments in Lieu	6600	6800	6800	6800	6800
Sales of Services	8965	9565	9715	9865	10015
Revenue from own Sources	90795	94685	98140	101195	103500
Unconditional Transfers	382000	382000	382000	382000	382000
Conditional Transfers	90750	65625	65625	65625	65625
Multi-purpose Building Revenue	13400	13000	13100	13200	13300
Transfer from Reserves	49370	0	0	0	3660
Collections for Other Agencies	<u>191810</u>	<u>209210</u>	<u>209210</u>	<u>209210</u>	<u>209210</u>
Total Revenues	959690	909405	915680	921595	930510

Loss

Legislative Expenses	47100	36950	37550	38150	43250
General Administration	194250	193840	200173	204849	211120
Fire Department	40250	39250	40300	41350	42400
Emergency Services	750	750	750	750	750
Common Services	23050	23550	24050	24550	25550
Wharf Services	30400	7400	7525	7650	7900
Small Craft Harbour	16300	11500	11500	11750	12000
Roads	45750	46000	39200	40150	41150
Environment Health	1080	1080	1080	1080	1080
Environmental Development	3500	2100	2200	2300	2400
Parks and Recreation	42250	39100	34700	34800	35000
Fiscal Services	2500	2500	2500	2500	2500
Contribution to Reserves	0	3325	10592	7106	0
Capital Expenses	90000	65000	65000	65000	65000
Multi-purpose building expenses	45200	42350	43850	44900	45700
Amortized asset contribution	185000	185000	185000	185000	185000
Taxes levied for other Agencies	<u>192310</u>	<u>209710</u>	<u>209710</u>	<u>209710</u>	<u>209710</u>

Revenue

Total Expenses	959690	909405	915680	921595	930510
Surplus/(Deficit)	0	0	0	0	0

Schedule "A" (Page 2 of 3)

	2015	2016	2017	2018	2019
	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>

Water Fund

Fees & Taxation	109200	109000	109000	109000	109000
Transfer from Reserve	12600	10300	10200	12250	13900
Grants	<u>65000</u>	<u>65000</u>	<u>65000</u>	<u>65000</u>	<u>65000</u>

Total Revenues	<u>186800</u>	<u>184300</u>	<u>184200</u>	<u>186250</u>	<u>187900</u>
Operating Expenses	66600	64100	64000	66050	67700
Capital Expenses	0	0	0	0	0
Gas Tax Deferred	65000	65000	65000	65000	65000
Contribution to Amortization	<u>55200</u>	<u>55200</u>	<u>55200</u>	<u>55200</u>	<u>55200</u>

Total Expenses	<u>186800</u>	<u>184300</u>	<u>184200</u>	<u>186250</u>	<u>187900</u>
-----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Surplus/(Deficit)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
--------------------------	-----------------	-----------------	-----------------	-----------------	-----------------

	2015	2016	2017	2018	2019
	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>

Sewer Fund

Fees & Taxation	67316	67316	67316	67316	67316
Transfer from Reserves	7125	7525	8570	9615	10665
Grants	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Total Revenues	<u>74441</u>	<u>74841</u>	<u>75886</u>	<u>76931</u>	<u>77981</u>
Operating Expenses	39675	40075	41120	42165	43215
Capital Expenses	0	0	0	0	0
Contribution to Reserves	0	0	0	0	0
Contribution to Amortization	<u>34766</u>	<u>34766</u>	<u>34766</u>	<u>34766</u>	<u>34766</u>

Total Expenses	<u>74441</u>	<u>74841</u>	<u>75886</u>	<u>76931</u>	<u>77981</u>
-----------------------	---------------------	---------------------	---------------------	---------------------	---------------------

Surplus/(Deficit)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
--------------------------	-----------------	-----------------	-----------------	-----------------	-----------------

Schedule "A" (Page 3 of 3)

Capital Projects

	2015	2016	2017	2018	2019
	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
General					
Road Improvements Industrial Park	\$250,000	\$250,000	\$0	\$0	\$0
Barge Facility	\$350,000	\$0	\$0	\$0	\$0
Purchase Chevron Property	\$0	\$0	\$75,000	\$0	\$0
Biomass heat for Multiplex & FD	\$235,000	\$0	\$0	\$0	\$0
Trails	\$0	\$0	\$0	\$0	\$100,000
Fire Department Equipment	\$74,000	\$0	\$0	\$7,500	\$0
Retaining Wall (Yakoun Lane)	\$16,000	\$0	\$0	\$0	\$0

Water

Replace Water Lines	\$0	\$0	\$150,000	\$150,000	\$150,000
Distribution Pump	\$4,000	\$0	\$0	\$0	\$0

Sewer

Lagoon & other compliance updates	<u>\$0</u>	<u>\$400,000</u>	<u>\$100,000</u>	<u>\$0</u>	<u>\$0</u>
-----------------------------------	------------	------------------	------------------	------------	------------

Total Capital Projects	<u>\$929,000</u>	<u>\$650,000</u>	<u>\$325,000</u>	<u>\$157,500</u>	<u>\$250,000</u>
-------------------------------	-------------------------	-------------------------	-------------------------	-------------------------	-------------------------

Sources of Funds for Capital Projects	2015	2016	2017	2018	2019
Grants	\$637,000	\$443,750	\$140,000	\$108,750	\$105,000
Contributions	\$0	\$100,000	\$0	\$0	\$0
General Reserves	\$93,000	\$21,250	\$75,000	\$3,750	\$0
Gas Tax Deferred Income	\$145,000	\$85,000	\$65,000	\$0	\$100,000
Log proceeds from Crown Lot	\$50,000	\$0	\$0	\$0	\$0
Water Reserves	\$4,000	\$0	\$45,000	\$45,000	\$45,000

Total Source of Funds	<u>\$929,000</u>	<u>\$650,000</u>	<u>\$325,000</u>	<u>\$157,500</u>	<u>\$250,000</u>
------------------------------	-------------------------	-------------------------	-------------------------	-------------------------	-------------------------



VILLAGE OF PORT CLEMENTS

BYLAW NO. 424, 2015

Being a bylaw for the levying of rates for Municipal, Hospital and Regional District purposes for the year 2015.

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

1. The following rates are hereby imposed and levied for the year 2015:

- a) For all lawful general purposes of the municipality on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in column "A" of the schedule attached hereto and forming a part hereof.
- b) For Vancouver Island Regional Library purposes on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column "B" of the Schedule attached hereto and forming a part hereof.
- c) For Skeena-Queen Charlotte Regional District purposes on the assessed value of land and improvements taxable for general Regional District purposes, rates appearing in Column "C" of the Schedule attached hereto and forming a part hereof.
- d) For North West Regional Hospital District purposes on the assessed value of land and improvements taxable for Hospital purposes, rates appearing in Column "D" of the Schedule attached hereto and forming a part hereof.

2. The minimum amount of Taxation upon a parcel of Real Property shall be one dollar (\$1.00).

3. This Bylaw may be cited as "Tax Rates Bylaw No. 424, 2015"

READ A FIRST TIME THIS DAY OF , 2015
READ A SECOND TIME THIS DAY OF , 2015
READ A THIRD TIME THIS DAY OF , 2015

RECONSIDERED AND FINALLY ADOPTED THIS DAY OF MAY, 2015

Ian Gould – MAYOR

Kim Mushynsky – CAO

CERTIFIED TO BE A TRUE COPY OF VILLAGE OF PORT CLEMENTS TAX RATE BYLAW #424, 2015.

**VILLAGE OF PORT CLEMENTS
SCHEDULE FOR TAX RATE BYLAW NO. 424, 2015**

Rates per \$1000 of taxable assessed value

	"A" General Municipal	"B" VIRL	"C" SQCRD	"D" NW Reg. Hospital
Class:				
1. Residential	4.8990	0.4867	1.1424	0.5524
2. Utilities	12.2475	1.2168	2.8560	1.3810
5. Light Industrial	9.7980	0.9734	2.2848	1.1048
6. Business	9.7980	0.9734	2.2848	1.1048
7. Managed Forest	12.2475	1.2168	2.8560	1.3810
8. Rec/Non Profit	4.8990	0.4867	1.1424	0.5524
9. Farm	4.8990	0.4867	1.1424	0.5524



VILLAGE OF PORT CLEMENTS

Page 1 of 1

Cheque Listing For Council

2015-Apr-15
10:44:37AM

Cheque #	Cheque Date	Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
150170	2015-04-01	CIBC VISA			PAYMENT		138.23
			10-2-12-11-30	March2015	Basecamp	26.24	
			10-3-22-00-00	March2015	GST	5.00	
			10-2-12-11-30	March2015	Norton 360 Premier Ed Subscriptio	106.99	
150171	2015-04-07	BC HYDRO			PAYMENT		6,392.53
			10-2-19-00-00	Jan-Mar2015	HYDRO BILL	238.10	
			10-3-22-00-00	Jan-Mar2015	GST	285.38	
			10-2-34-00-15	Jan-Mar2015	HYDRO BILL	24.57	
			40-2-42-90-40	Jan-Mar2015	HYDRO BILL	190.05	
			10-2-34-00-40	Jan-Mar2015	HYDRO BILL	2,015.49	
			30-2-41-50-00	Jan-Mar2015	HYDRO BILL	1,902.29	
			10-2-24-70-10	Jan-Mar2015	HYDRO BILL	538.84	
			10-2-32-50-00	Jan-Mar2015	HYDRO BILL	1,197.81	
150172	2015-04-07	BIG RED			PAYMENT		253.58
			10-2-71-21-15	14688	WEEKLY CONTAINER SERVICE I	253.58	
150173	2015-04-07	BLAIS, HARMONIE R.			PAYMENT		225.00
			10-2-24-60-00	TrngApr2015	FOOD+GAS ALLOWANCE KAMLC	225.00	
150174	2015-04-07	Board of School Trustees			PAYMENT		2,702.75
			10-2-71-21-15	1415-089	GRAYDON SECURITY	31.45	
			10-2-71-21-10	1415-089	PROPANE	2,671.30	
150175	2015-04-07	Kragg, Andrew			PAYMENT		225.00
			10-2-24-60-00	TrngApr2015	FOOD+GAS KAMLOOPS TRAININ	225.00	
150176	2015-04-07	MUNICIPAL INFORMATION S			PAYMENT		299.99
			10-2-12-11-20	20150020	SOFTWARE SUPPORT	299.99	
150177	2015-04-07	Kamloops Auxiliary Fire Depar			PAYMENT		360.00
			10-2-24-60-00	TrngRegist2015	MAY 1-3 TRANING REGISTRATIC	360.00	

Total 10,597.08

*** End of Report ***

F-1

Village Of Port Clements
PO BOX 198
Port Clements BC V0T 1R0

STATEMENT OF ACCOUNTS

PO Box 94
Masset BC V0T 1M0

MASSET BRANCH 250-626-5231

MEMBER NUMBER 56440

STATEMENT DATE March 31, 2015

PAGE 1 of 10

34

DEMAND ACCOUNTS

Date	Description	Number	Withdrawals	Deposits	Balance
Business 75					
28Feb2015	Balance Forward				358,046.44
02Mar2015	Pre-Authorized Credit - PROVINCE OF B.C			742.67	358,789.11
02Mar2015	Clearing Cheque	150100	56.63		358,732.48
02Mar2015	Clearing Cheque	150111	1,100.00		357,632.48
03Mar2015	Pre-Authorized Credit - CANADA			318.98	357,951.46
03Mar2015	Clearing Cheque	150102	33.59		357,917.87
03Mar2015	Clearing Cheque	150101	157.70		357,760.17
05Mar2015	Bill Payment BC Hydro 2328675 Vendor Confirmation: 379026	801506	2,382.98		355,377.19
05Mar2015	Bill Payment CIBC VISA 4503386141757010 Vendor Confirmation: 380027	801539	26.02		355,351.17
05Mar2015	Clearing Cheque	150103	299.99		355,051.18
06Mar2015	Withdrawal	22	5,721.14		349,330.04
06Mar2015	Clearing Cheque	150107	2,880.45		346,449.59
06Mar2015	Clearing Cheque	150104	4,049.76		342,399.83
07Mar2015	Deposit			2,763.10	345,162.93
10Mar2015	Pre-Authorized Credit - PROVINCE OF B.C			350.00	345,512.93
10Mar2015	Clearing Cheque	150119	253.58		345,259.35
10Mar2015	Clearing Cheque	150121	677.25		344,582.10
11Mar2015	Transfer in from 651695 Masset cheq			1,026.52	345,608.62
11Mar2015	Clearing Cheque	150117	308.85		345,299.77
13Mar2015	Deposit			2,872.25	348,172.02
13Mar2015	Clearing Cheque	150123	210.00		347,962.02
13Mar2015	Clearing Cheque	150129	210.00		347,752.02
16Mar2015	Pre-Authorized Credit - PROVINCE OF B.C			671.58	348,423.60
16Mar2015	Bill Payment Credit Union MasterCard 5527497140094880 Vendor Confirmation: 248454	803794	2,699.67		345,723.93
16Mar2015	Bill Payment Credit Union MasterCard 5527497140094880 Vendor Confirmation: 250459	803009	2,120.99		343,602.94
16Mar2015	Clearing Cheque	150105	14,850.00		328,752.94
16Mar2015	Clearing Cheque	150120	6,952.96		321,799.98

continued...



Go paperless with e-Statements!

e-Statements are secure, convenient, and help to reduce your environmental footprint. For more information, visit www.northsave.com or your local Northern Savings branch

www.northsave.com

Printed on 40% Post Consumer Fibre



Village Of Port Clements

STATEMENT OF ACCOUNTS

PO Box 94
Masset BC V0T 1M0

MASSET BRANCH 250-626-5231

MEMBER NUMBER 56440

STATEMENT DATE March 31, 2015

PAGE 2 of 10

Date	Description	Number	Withdrawals	Deposits	Balance
Business 75					
17Mar2015	Clearing Cheque	150120	1,041.82		320,758.16
18Mar2015	Bill Payment Telus Communications 2285720649 Vendor Confirmation: 202354	624098	1,307.96		319,450.20
18Mar2015	Clearing Cheque	150126	181.02		319,269.18
19Mar2015	Clearing Cheque	150124	457.62		318,811.56
20Mar2015	Withdrawal	22	5,532.88		313,278.68
20Mar2015	Clearing Cheque	150128	270.00		313,008.68
20Mar2015	Clearing Cheque	150131	651.00		312,357.68
21Mar2015	Deposit			2,423.85	314,781.53
24Mar2015	Clearing Cheque	150127	124.38		314,657.15
25Mar2015	Clearing Cheque	150136	605.76		314,051.39
25Mar2015	Clearing Cheque	150135	395.97		313,655.42
26Mar2015	Pre-Authorized Credit - PROVINCE OF B.C			135,133.00	448,788.42
26Mar2015	Clearing Cheque	150134	165.76		448,622.66
26Mar2015	Clearing Cheque	150142	423.15		448,199.51
26Mar2015	Clearing Cheque	150141	575.75		447,623.76
26Mar2015	Clearing Cheque	150132	246.54		447,377.22
27Mar2015	Clearing Cheque	150143	35.64		447,341.58
27Mar2015	Clearing Cheque	150150	86.00		447,255.58
27Mar2015	Clearing Cheque	150155	386.87		446,868.71
27Mar2015	Clearing Cheque	150133	945.00		445,923.71
27Mar2015	Clearing Cheque	150157	1,325.00		444,598.71
27Mar2015	Clearing Cheque	150125	50,000.00		394,598.71
30Mar2015	Clearing Cheque	150138	119.06		394,479.65
30Mar2015	Clearing Cheque	150160	600.00		393,879.65
31Mar2015	Credit Interest			296.63	394,176.28
31Mar2015	Monthly Service Fee		55.00		394,121.28
Total Withdrawals and Deposits			110,523.74	146,598.58	

Number of Cheques 34

continued...



The CHOICE REWARDS®

SPECTACULAR SPRING ESCAPE

Contest runs
April 1 - May 31, 2015

Visit your local branch or www.northsave.com for more details.

www.northsave.com

Printed on 40% Post Consumer Fibre



The Credit Union Deposit Insurance Corporation of British Columbia, a government corporation, protects 100% of all credit union deposits. Credit union equity shares and investments such as mutual funds or RRSP equity plans are not covered by deposit insurance.

If your MasterCard® or Member Card® debit card is lost or stolen call us immediately, 24 hours a day. For calls originating within Canada and continental USA, please call 1-800-LOST111. For calls originating outside of Canada or continental USA, call (306) 566-1276 (collect).

Village Of Port Clements

STATEMENT OF ACCOUNTS

PO Box 94
Masset BC V0T 1M0

MASSET BRANCH 250-626-5231

MEMBER NUMBER 56440

STATEMENT DATE March 31, 2015

PAGE 3 of 10

Date	Description	Number	Withdrawals	Deposits	Balance
Membership Shares					
28Feb2015	Balance Forward				37.70
01Mar2015	Dividends	1437		.67	38.37
Total Withdrawals and Deposits			.00	.67	

Business Simply Savings

28Feb2015	Balance Forward				405,624.79
31Mar2015	Credit Interest			378.95	406,003.74
Total Withdrawals and Deposits			.00	378.95	

TERM DEPOSITS

Date	Description	Withdrawals	Deposits	Balance
Term 4: Short Term GSP (30 - 364 Days) -				
28Feb2015	Balance Forward			11,352.23
Start 30Jan2015 - Rate 0.8500% - NextInt 01Nov2015 - Matures 01Nov2015				
Term 7: 12 - 60 Month Term -				
28Feb2015	Balance Forward			260,865.56
Start 13Feb2013 - Rate 2.1500% - NextInt 13Feb2016 - Matures 13Feb2016				
Term 10: 3 Year Harvest Term -				
28Feb2015	Balance Forward			758,250.00
Start 21Nov2013 - Rate 2.0000% - NextInt 21Nov2015 - Matures 21Nov2016				
Term 11: Short Term GSP (30 - 364 Days) -				
28Feb2015	Balance Forward			134,355.32
Start 31Dec2014 - Rate 1.2500% - NextInt 27Aug2015 - Matures 27Aug2015				
Term 12: 12 - 60 Month Term -				
28Feb2015	Balance Forward			300,000.00
Start 04Jul2014 - Rate 1.6000% - NextInt 04Jul2015 - Matures 04Jan2016				

Continued...



ALL MEMBERS

...if you have a mortgage or loan against your home or rental property where Northern Savings holds the security you are required to have adequate insurance in place. Northern Savings should be identified as the mortgage holder with loss payable to the Credit Union. Property taxes are due annually and always make sure you sign your Home Owner's grant if the home is your primary residence.

www.northsave.com

Printed on 40% Post Consumer Fibre



Village Of Port Clements

STATEMENT OF ACCOUNTS

PO Box 94
Masset BC V0T 1M0

MASSET BRANCH 250-626-5231

MEMBER NUMBER 56440

STATEMENT DATE March 31, 2015

PAGE 4 of 10

Date	Description	Withdrawals	Deposits	Balance
Term 13: Short Term GSP (30 - 364 Days) -				
28Feb2015	Balance Forward			67,556.46
Start 10Feb2015 - Rate 0.8500% - NextInt 31Dec2015 - Matures 31Dec2015				

Assets	Canadian Dollars	US Dollars
Chequing	394,121.28	.00
Savings	406,003.74	.00
Terms	1,532,379.57	.00
Registered Plans	.00	.00
Shares	38.37	.00
Total Assets	2,332,542.96	.00
Liabilities	Canadian Dollars	US Dollars
Line of Credit	.00	.00
Over limit LOC/overdraft	.00	.00
Loans	.00	.00
Mortgage	.00	.00
Total Liabilities	.00	.00
	.00	.00

Over limit Lines of Credit / Overdrafts interest rate is 24.0000

continued...

www.northsave.com

Printed on 40% Post Consumer Fibre



The Credit Union Deposit Insurance Corporation of British Columbia, a government corporation, protects 100% of all credit union deposits. Credit union equity shares and investments such as mutual funds or RRSP equity plans are not covered by deposit insurance.

If your MasterCard® or Member Card® debit card is lost or stolen call us immediately, 24 hours a day.
For calls originating within Canada and continental USA, please call 1-800-LOST111.
For calls originating outside of Canada or continental USA, call (306) 566-1276 (collect).



CIBC Account Statement

VILLAGE OF PORT CLEMENTS

For Mar 1 to Mar 31, 2015

Account number
93-00813

Branch transit number
00180

The names shown are based on our current records, as of April 6, 2015.
This statement does not reflect any changes in account holders and
account holder names that may have occurred prior to this date.

Account summary

Opening balance on Mar 1, 2015		\$32,400.59
Withdrawals	-	2,789.41
Deposits	+	4,483.90
Closing balance on Mar 31, 2015	=	\$34,095.08

Contact information

☎ 1 800 465 CIBC (2422)

Contact us by phone for questions
on this update, change of personal
information, and general inquiries,
24 hours a day, 7 days a week.

TTY hearing impaired
1 800 465 7401

Outside Canada and the U.S.
1 902 420 CIBC (2422)

🌐 www.cibc.com

Transaction details

Date	Description	Withdrawals (\$)	Deposits (\$)	Balance (\$)
Mar 1	Opening balance			\$32,400.59
Mar 2	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		179.25	32,579.84
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		179.25	32,759.09
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		130.00	32,889.09
	DEBIT MEMO CHARGE FOR FEB CIBC EFT SERVICE CHARGE	51.84		32,837.25
Mar 4	CREDIT MEMO INT @ 0.1000% CIBC-AUTOMATED INTEREST SYSTEM		2.12	32,839.37
Mar 5	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		337.25	33,176.62
Mar 6	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		179.25	33,355.87

(continued on next page)

F-3

CIBC Account Statement

Mar 1 to Mar 31, 2015

Account number: 93-00813

Branch transit number: 00180

Transaction details (continued)

Date	Description	Withdrawals (\$)	Deposits (\$)	Balance (\$)
Mar 6	Balance forward			\$33,355.87
	DEBIT MEMO Mar 06, 2015 Municipal Pensi	1,338.26		32,017.61
Mar 9	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		179.25	32,196.86
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		60.00	32,256.86
Mar 11	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		565.03	32,821.89
Mar 17	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		200.00	33,021.89
Mar 20	DEBIT MEMO Mar 20, 2015 Municipal Pensi	1,399.31		31,622.58
Mar 23	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		179.25	31,801.83
Mar 24	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		138.00	31,939.83
Mar 25	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		179.25	32,119.08
Mar 26	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		717.00	32,836.08
Mar 27	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		742.50	33,578.58
Mar 30	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		50.00	33,628.58
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		40.00	33,668.58
Mar 31	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		286.50	33,955.08
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		140.00	34,095.08
	Closing balance			\$34,095.08

VILLAGE OF PORT CLEMENTS

REVENUE AND EXPENSE REVIEW

1st quarter ended March 31, 2015

	2015	2015	2014
	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>
<u>GENERAL REVENUES:</u>			
Municipal Property Tax	\$0	\$0	\$0
Payment in Lieu of Taxes	\$0	\$0	\$656
Sale of Services	\$2,939	\$2,610	\$2,354
Revenue Own Sources	\$18,482 excess due to	\$15,150	\$18,913
	Small Craft		
Rentals - Multi-purpose Bldg.	\$3,540 Harbour	\$3,300	\$3,424
Unconditional Grant	\$135,133	\$135,000	\$0
Conditional Grants	\$50,050	\$50,180	\$6,000
Transfer from Reserves	\$0	\$0	\$0
Collection for Others	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<u>TOTAL REVENUE - GENERAL</u>	<u>\$210,144</u>	<u>\$206,240</u>	<u>\$31,347</u>
<u>GENERAL EXPENSES:</u>			
Legislative Expenses	\$9,304	\$9,200	\$6,187
General Administration	\$58,311	\$57,030	\$53,075
Fire Department	\$4,994	\$6,095	\$13,497
Emergency Services	\$200	\$250	\$0
Common Services	\$5,950	\$5,205	\$3,635
Wharf	\$1,952	\$1,995	\$1,341
Small Craft Harbour	\$0 repairs paid	\$2,420	\$2,935
	by SCH not		
Roads	\$7,319 VOPC	\$7,340	\$6,340

Environmental Health & Devel.	\$256	\$450	\$190
Parks & Recreation	\$2,646	\$2,500	\$9,773
MPBC Operating	\$11,251	\$10,475	\$6,957
Debt Services	\$300	\$200	\$395
Grants	\$53,000	\$53,000	\$8,754
Collection Others	\$3,130	\$3,375	\$3,378
Amortization	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<u>TOTAL EXPENSES</u>	<u>\$158,613</u>	<u>\$159,535</u>	<u>\$116,457</u>
<u>NET INCOME - GENERAL</u>	<u>\$51,531</u>	<u>\$46,705</u>	<u>-\$85,110</u>
negative is a net loss			

	2015 <u>ACTUAL</u>	2015 <u>BUDGET</u>	2014 <u>ACTUAL</u>
<u>WATER REVENUES:</u>			
Fees & Taxation	\$14,635	\$14,175	\$14,616
Grants	\$0	\$0	<u>\$0</u>
<u>TOTAL WATER REVENUE</u>	<u>\$14,635</u>	<u>\$14,175</u>	<u>\$14,616</u>
<u>WATER EXPENSES:</u>	<u>\$11,666</u>	<u>\$13,460</u>	<u>\$10,400</u>
<u>NET INCOME/LOSS WATER</u>	<u>\$2,969</u>	<u>\$715</u>	<u>\$4,216</u>
 <u>SEWER REVENUE</u>	 <u>\$8,197</u>	 <u>\$8,000</u>	 <u>\$7,063</u>
<u>SEWER EXPENSES</u>	<u>\$8,056</u>	<u>\$8,290</u>	<u>\$8,269</u>
<u>NET INCOME SEWER</u>	<u>\$141</u>	<u>-\$290</u>	<u>-\$1,206</u>

<u>NET INCOME VOPC</u>	<u>\$54,641</u>	<u>\$47,130</u>	<u>-\$82,100</u>
Negative denotes a loss			



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 :250-557-4326
FAX :250-557-4568
Email : office@portclements.ca
Web : www.portclements.ca

REPORT TO COUNCIL

Author: Kim Mushynsky
Date: April 13, 2015
Re: **Gwaii Trust Community Events Program**

Background: Gwaii Trust has a program called the Community Events Program. This program has \$5000 available annually for Graham Island Central. A decision by our Gwaii Trust Representative has already been made to split this money with \$1,500 going to each of the Tlell Fall Fair and the Edge of the World Music Festival with Port Clements getting the remaining \$2,000. Therefore the Village of Port Clements must make a decision on how to allocate our \$2,000 of this fund. The following is a direct excerpt from Gwaii Trust's website regarding the program:

This program may be applied for and utilized at the discretion of the individual community governance applicants, but, applications must be of general benefit to community members at large. The program is intended to support and encourage each individual community and the events held within their area throughout the year. Partnerships and communication within the communities are encouraged, particularly where there are communities that host more than one annual event.

We must have approval from our Gwaii Trust Representative prior to allocating the funds. In communicating with Berry Wijdeven he has indicated that he is very flexible as long as we adhere to the "intent" of the program as outlined above.

Recommendation: We have one event that is consistent – Canada Days. At this point it is hard to know if/what other groups may hold some type of community event in Port Clements in 2015. Therefore I recommend that we tentatively allocate the entire \$2,000 to the Canada Days celebration. However, we can keep our mind open until the end of October 2015 in case we are approached for assistance with some sort of Community event. If nothing else arises we continue as originally planned, if something comes up we revisit this decision. It is important to keep in mind that I will need receipts from whomever we are allocating funding to so that I can do a final accounting to Gwaii Trust on this program before the end of November.

Respectfully submitted:

Jennifer Dysart
PO Box 533
Queen Charlotte BC V0T 1S0

April 15, 2015

Ports Clements Village Council
36 W Cedar Ave
Port Clements BC V0T 1R0

Re: Request for donation of 200 plates and utensils for Pull Together Event on May 2nd

Dear Sir or Madam,

On May 2nd, we will be attempting to raise \$10,000 for the Pull Together Campaign, a legal fund for seven northern First Nations (including the Haida Nation) who are opposing the Enbridge Northern Gateway pipeline proposal in the federal courts. We are organizing a supper and performances at the Skidegate Community Hall to provide Island residents with an opportunity to support this cause in a meaningful way. The event will celebrate Haida Gwaii's ocean and land environments and the rich Haida and Island cultures that it supports. The event will also create a venue to discuss self-sufficiency and alternative economies.

We are writing to ask if you would be interested in supporting this initiative by donating 200 plates, spoons, knives, forks, coffee mugs and glasses to this event. Your organization will be credited by our Masters of Ceremonies during the performance/supper portion of the evening and we will also display your organization's name and/or logo on our social media promotions. Your support is very much appreciated!

Please let us know if you have any questions or require further information. Contact Jenn Dysart at jennndysart@gmail.com or 250.637.1739.

Thank you for your consideration,

The Haida Gwaii 'Pull Together' Team
(Jenn Dysart, Molly Clarkson, Lynn Lee, Desiree Wilson and Graham Richard)

*Visit us on FaceBook at *Pull Together Haida Gwaii*

NB 2

From Front Counter BC

Aggregate/Quarry Materials
Referral Number: 73836190 - 003
Reference Number: 155771
Request Sent: April 2, 2015
Response Due: May 2, 2015

You are invited to comment on the following Crown land application. A response is optional. If no response is received by the deadline, the application and adjudication process will move ahead.

This Crown Land tenure application is for a 2 hectare parcel that covers an existing pit. This proposal for a Mines Act permit is for removal of pit run. Total area of disturbance is 2 ha, and extraction is estimated at 2,000m³/yr. There will be no tree harvesting required. Access is from an existing road off of Bayview Drive in the Village of Port Clements.

This is a Crown Land (enter tenure type) application for Aggregate and Quarry Materials - Sand and Gravel purposes.



Beachy Pit # 2

Location



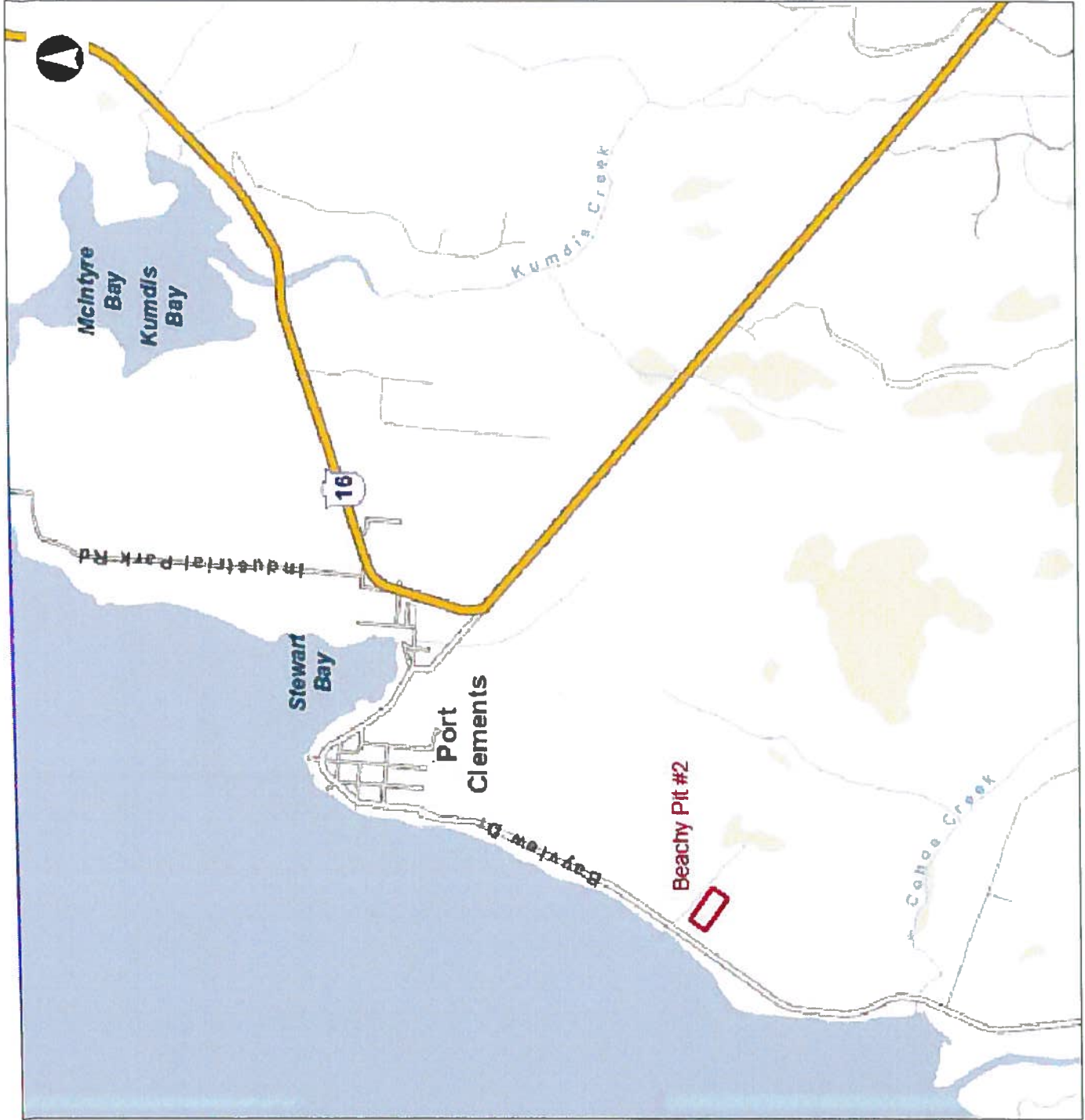
Copyright/Disclaimer

The material contained in this web site is owned by the Government of British Columbia and protected by the copyright law. It may not be reproduced or further distributed without the prior written permission of the Province of British Columbia. The Province of British Columbia grants all or part of the material on this web site please complete the Copyright Permission Request Form which can be accessed through the Copyright Information Page.
CAUTION: Maps obtained using this site are not designed to assist in navigation. These maps may be generalized and may not reflect current conditions. Uncharted hazards may exist. DO NOT USE THESE MAPS FOR NAVIGATIONAL PURPOSES.

Datum: NAD83

Projection: NAD_1983_BC_Environment_Albers

Key Map of British Columbia



Downtown Port Clements Façade Improvement Program: Grant Application

Applicant Information

Applicant Name: DONGLAS DECOCK
LIOND MILA'S GARDEN

Mailing Address: Box 268, PORT CLEMENTS, B.C.

Postal Code: V0T1R0 Phone: 250 557 4472

Building Address: 124 BAYVIEW DRIVE

Email: PEEVA1@HOTMAIL.COM
↑ owner

If you are applying as the tenant of a building, please provide the following information and attach a letter of consent from the owners stating that you are allowed to make these changes to the building.

Owner's Name: _____

Address: _____

Postal Code: _____ Phone: _____

Project Description

1. Describe the proposed project: (attach any extra sheets, photos, designs, samples, Etc.)

TO SUPPLY ALL LABOUR & MATERIALS
NEED TO ERECT TWO NEW
SIGNS. DESIGN AND MANUFACTURE

2. Planned Start Date: APRIL 15 / 2015
3. Planned Completion Date: MAY 15 / 2015
4. Estimated Total Project Cost: # 1650
5. Project Cost Components (Estimates):

	<u>Labour</u>	<u>Materials</u>
Design ..	\$ 250.00	\$
Mechanical	\$ 300.00	\$
Electrical	\$	\$
Structural	\$	\$
Other	\$	\$ 300.00
WOOD PREP + SIGN PAINTING	800.00	

Applicant Checklist:

- ☒ Property taxes paid
- ☒ Utility taxes paid
- ☒ License fees paid
- ☒ Required permit applications completed
- ☒ Building Owner Authorization

Attach to application:

- ☐ Photos of existing conditions
- ☐ Detailed specifications and associated costs
- ☐ Cost estimates from contractors
- ☐ Drawings
- ☐ Material and colour samples

Terms and Conditions

I, DONALD DECOCK, of LIONEL'S GARDEN have
(Applicant) (Business/Building)

Read the complete application and concur with and give my consent to the work proposed in the application.

I assume all responsibility for obtaining appropriate architectural drawings, building permits and inspections where applicable and for the hiring of contractors as necessary.

I will display signage to promote the Downtown Port Clements Façade Improvement Program on the exterior of the building during construction, and for two months following completion of the project.

I agree not to involve the Village of Port Clements in any legal action between myself and any contractors, estimators, employees, workers or agents arising from or out of the façade improvement project.

I give my consent to the Village of Port Clements Review Committee to make any inquiries required to confirm that the improvements implemented are in accordance with expected standards.

Payment of approved grants will be made upon the applicant providing the Review Committee proof of final completion of the proposed improvements along with verification of expenditures.

Signature(s):

Donald Decock

Date:

APRIL 13 / 2015

Application received by: _____

Date Received: _____

Triple D. Industrial Services Ltd.

GST #10539-5891-RT001

Box 268

PORT CLEMENTS, B.C. V0T 1R0

QUOTATION

0065

Phone 557-4474

Please indicate the above number when ordering

TO LIOND MILA'S GARDENAPRIL 15/2015

QUOTATION DATE

SALESPERSON

INQUIRY DATE

INQUIRY NUMBER

ESTIMATED SHIPPING DATE

SHIPPED VIA

F.O.B.

TERMS

QUANTITY

DESCRIPTION

PRICE

AMOUNT

LABOUR + MATERIAL
TO

SUPPLY AND INSTALL

2 NEW SIGNS

COMPLETE WITH ALL
MATERIALS

1600 —

WE ARE PLEASED TO SUBMIT THE ABOVE QUOTATION FOR YOUR CONSIDERATION. SHOULD YOU PLACE AN ORDER, BE ASSURED IT WILL RECEIVE OUR PROMPT ATTENTION. THIS QUOTATION IS SUBJECT TO THE CONDITIONS PRINTED ON REVERSE SIDE, AND IS VALID FOR _____ DAYS THEREAFTER IT IS SUBJECT TO CHANGE WITHOUT NOTICE.

BY _____

ACCEPTED _____

DATE

APRIL 15/15

SIGN AND RETURN YELLOW ACCEPTANCE COPY WHEN ORDERING.

THANK YOU



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

REPORT TO COUNCIL

Prepared by: Sharon Ferretti

Date: April 15, 2015

RE: PROFESSIONAL DEVELOPMENT POLICY

As a result of a request to attend training it has become the concern of Council that a staff member, with the absence of a contractual obligation to the Village, has benefited from training over a four year period, at a total cost of *approximately* \$7300.00. Council then requested a Training Agreement to be created. The agreement was created and approved by Council; then presented to the staff member for consideration. It is the understanding that regular practice would be to include a 'training clause' as part of an Employment Contract. Therefore, due to this understanding and as an alternate option, a Training Policy has been created and is being proposed for Council's consideration.

Background: Traditionally during the interview process, to determine if they are open and agreeable to the expectation of training, and the travel involved, applicants are asked if they are willing to take training. The training being referenced is specific to Municipal Government i.e. Public Administration which includes the MATI courses. At the time of creating this policy, the current and previous two Deputy Clerk/Treasurers were verbally advised upon employment that they would have to wait a year before attending any MATI courses with the first one being MATI Foundations as it is highly beneficial in lending understanding to basic Municipal Government structure and purpose. The idea being that as the employee has committed to a year of employment, they have thereby 'earned the benefit' of training that is available to employees in Municipal Government. Additionally, from a Human Resources perspective it is in an organization's best interest to support Professional Development in their employees as it is of a mutual benefit. To get an idea of what other Municipalities may have in place for staff training, research was conducted by making a request to Municipalities with a population base of less than 1,000 to provide feedback concerning training agreements or training policies that they may have. Of the 30 municipalities contacted by email, three responses were received. It is felt that the non-responses may be due to unionized environments in which training clauses would be included. As well, it is not unusual to see recruitment ads that state the organization does not support training.

Recommendation: Review the policy. Consider if the Village of Port Clements is to be a supporter of professional development or not. This information to be included in any future recruitment advertisements when staffing positions that will not have an Employment Contract. If wish to proceed as a supporter of professional development, advise if you still want a Training Agreement in place of if the proposed policy will be considered. Then advise if there are any changes, deletions, or additions you would like to see made to the attached policy and advise whether or not you wish to implement this as a policy for the Village of Port Clements.

Respectfully submitted,


Sharon Ferretti

NB-5

Village of Port Clements
Professional Development Policy for Non-Contract Employees
Policy No. 12, 2015

Prepared by Sharon Ferretti, Deputy Clerk/Treasurer

Adopted:

Policy: It is the policy of Council to support and encourage the professional development of its employees.

Goal: It is the goal of this policy to clearly set out the expectations and responsibility of both the Village and the employee concerning professional development benefits, and that these expectations and responsibilities are agreed to, in writing, by both parties at the time when an 'Offer of Employment' is being presented.

Objectives: To set guidelines concerning professional development, that provides a mutual benefit to the Village and its' operations, as well as the employee to upgrade employment qualifications related to their job and sphere of operations.

1. Encouragement and support by the Employee's Supervisor for Education, Training & Development opportunity is communicated and discussed in a timely manner, and made available for employees attending courses, seminars or examinations to upgrade employment qualifications related to the Employee's job and sphere of responsibilities.
2. Paid leave as per Policy 1., for Education, Training & Development is available for attending courses, seminars, examinations, or conferences to upgrade skills and employment qualifications related to the Employee's job and sphere of responsibilities.
3. To ensure the line items for the Administration Training, and Administration Travel budgets for each year, take into account both management and administration staff.
4. Specifically for administration staff, it is mutually agreed that upon completion of twelve (12) consecutive months of employment the Employee attend MATI Foundations. Thereafter the Employee may further their professional development by attending additional MATI courses, or completing the Public Administration courses, provided a minimum of 12 months has passed after each course but not more than 24 months.
5. Specifically for Public Works staff that professional development be made available in accordance with operational requirements, and that line items for the Public Works Training, and Public Works Travel budgets be taken into account for each year applicable for both management and staff in the Public Works department.

Ian Gould
Mayor

Sharon Ferretti
Deputy Clerk/Treasurer

ACTION ITEMS

<u>#</u>	<u>Date</u>	<u>Description</u>	<u>Lead</u>	<u>Follow up</u>
A16	15-10-2012	Bus Shelter	Staff	Councillor O'Brien Anderson expressed an interest in perhaps taking this on as a project
A21	15-07-2013	Drainage concern at far end between Park & Tingley include Yakoun Lane in drainage issue	Gaspar	Develop a plan for addressing this issue
A25	28-01-2014	Biomass heating system for Multiplex	Administrator	Installation set for July/August 2015
A26	17-02-2014	Historic Councillor Plaque(s)	Gould	Design and create the necessary plaque(s) to mount ingraved plates from 1975 forward Slated for completion before yearend
A27	05-05-2014	Park Management Committee	Administration	Finalize park management plans after new Council has had a chance to review Apr. 21 1st meeting
A29				



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 :250-557-4326
FAX :250-557-4568
Email : office@portclements.ca
Web : www.portclements.ca

UPDATE

Author: Kim Mushynsky
Date: April 14, 2015
Re: Community Clean Up 2015

Per Council's decision, the Community Clean Up will take place the last weekend in May. The dumpsters will be placed for both Saturday and Sunday but the actual "event" day will be Saturday May 30th from 10am – 4pm. I have confirmed with Rob that 3 dumpsters are available for this – 2 for regular garbage and one exclusively for woody debris. I have talked to the school and they will be doing a cleaning event on Thursday May 28th as their part in the Village clean up event. I have requested that the Fire Department have one or more people available to BBQ hot dogs – Craig will get back to me but feels that they could probably do this. Letters have been sent out to request the use of flat deck trucks and I have contacted Al Condrotte about his assistance with larger items. Posters will be put up in early May – a teaser notice has already been posted on Facebook. Supplies such as gloves and garbage bags have been ordered for handing out to community members to do clean up along streets and in ditches as part of the day's activities.