



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, August 8th, 2017

AGENDA

- 1. ADOPT AGENDA**
- 2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**
- 3. MINUTES**
M-1 – July 17th, 2017 Council Meeting Minutes
- 4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
- 5. ORIGINAL CORRESPONDENCE**
C-1 – BCTS Haida Gwaii Replacement FSP - BC Timber Sales
C-2 – House Numbering – Christine Lowrie
C-3 – Park Lane Drainage – Pat Johnston
- 6. GOVERNMENT**
G-1 – First three readings of "The Amended Financial Plan for the years 2017-2021- Bylaw #443, 2017"
G-2 – Village of Port Clements Ditch Infill Policy.
- 7. FINANCE**
F-1 – Cheque Listing July 12th- August 3rd, 2017
F-2 – NSCU Bank Statements - June 2017
F-3 – CIBC Bank Statements – June 2017
F-4 – VOPC Revenue & Expense Report
- 8. NEW BUSINESS**
- 9. REPORTS & DISCUSSIONS**
R-1 – Crown Grant Offer – Kim Mushynsky
R-2 – Sunset Park Management Plan – Kim Mushynsky
- 10. ACTION ITEMS**
A-1 – See attached Action Items List
- 11. QUESTIONS FROM THE PUBLIC & PRESS**

Move to in-camera per Community Charter Section 90(1)(i)
- 12. ADJOURNMENT**



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Minutes of the regular meeting of the Port Clements Council held July 17, 2017 in Council Chambers.

12 members were in attendance for the public

Present:

Mayor Thomas
Councilor O'Brien Anderson
Councilor Stewart
Councilor Daugert
Councilor Cumming

CAO Kim Mushynsky
Deputy Clerk Ruby Decock
Intern Elizabeth Cumming

Mayor Thomas called the meeting to order at 7:00 p.m.

1. ADOPT AGENDA.

2017-187 – Moved by Councilor Daugert, seconded by Councilor Stewart
THAT Council adopts the agenda as amended adding D2 – Internet – Gwaii Communications
CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

D-1 – Gwaii Trust Director Berry Wijdeven re: Vibrant Communities

Director Wijdeven gave the background behind the decision to change the split for Graham Island Central for the Vibrant Communities Fund, and, by default, the Christmas Fund. Beginning in 2018 the split will change to 60/40 from the 70/30 it has been for many years. Although not happy Council conceded that the reasoning behind the change was fair.

D-2 – Joseph Lavoie – Gwaii Communications Internet Proposal

Mr. Lavoie outlined his company's concept for fiber optic access to all households in Port Clements and the Regional District areas where phone lines are available. Mr. Lavoie was looking for a \$100,000 commitment from the Village of Port Clements for this upgrade which he felt would provide improved internet speeds as well as other offerings such as cable television to residents for the next 20 years with an estimated cost to homeowners of \$250 initially to get set up. Council was cautioned, again, by the CAO, that the Section 25 of the Community Charter specifically disallows Municipalities from providing any form of financial assistance to "for profit" Businesses.

2017-188 – Moved by Councilor O'Brien Anderson, seconded by Councilor Daugert

THAT Council writes a letter to Gwaii Communications indicating their support of the concept of making fiber optic internet available to all households with access to telephone.

CARRIED

3. MINUTES.

M-1 – July 3, 2017 Regular Council meeting minutes

2017-189 - Moved by Councilor Daugert, seconded by Councilor Cumming

M-1

THAT Council adopts the July 3, 2017 Council Meeting minutes as presented.

CARRIED

Councilor Cumming left the meeting at 7:40pm due to a Conflict of Interest in the next agenda item.

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

BA-1 – Museum lease agreement

2017-190 – Moved by Councilor O'Brien Anderson, seconded by Councilor Daugert

THAT Council approves the proposed lease agreement between the Village of Port Clements and the Port Clements Historical Society with the following amendments – items #3 & 4 be changed to reflect the fact that the Village of Port Clements will cover the costs for these insurances and adding a condition that the agreement be reviewed by Council and the Historical Society every 5 years.

CARRIED

Councilor Cumming returned to Council chambers at 8:25pm and resumed with the meeting.

5. ORIGINAL CORRESPONDENCE

C-1 – Bathymetry of Water around Haida Gwaii

2017-191 – Moved by Councilor O'Brien Anderson, seconded by Councilor Stewart

THAT Council receives this report.

CARRIED

C-2 – Request to remove trees in Sunset Park in front of #244 Bayview

2017-192 – Moved by Councilor Cumming, seconded by Councilor O'Brien Anderson

THAT Council directs Public Works to liaison with Mr. Nicol to identify and approve the exact trees which will be topped, trimmed or removed, per our policy guidelines, keeping in mind that only the trees directly in front of lot #244 can be covered by this application.

CARRIED

6. GOVERNMENT

G-1 – Bursary policy #2 revision

2017-193 – Moved by Councilor O'Brien Anderson, seconded by Councilor Daugert

THAT Council approves the minor revision to policy #2 as presented.

CARRIED

G-2 – Application for Junior and Regular PCVFD Membership

2017-194 – Moved by Councilor Daugert, seconded by Councilor Stewart

THAT Council approves the following new fire department members: Brian Whaley, Marcus deZwager, Derek Potter and Teri Kish.

CARRIED

7. FINANCE

F-1 – Cheque Listing to July 12th, 2017

2017-195 – Moved by Councilor Daugert, seconded by Councilor Cumming

THAT Council receives the cheque listing to July 12th, 2017.

CARRIED

F-2 – Revenue and Expense Report

2017-196 – Moved by Councilor O'Brien Anderson, seconded by Councilor Stewart

THAT Council receives the June 30, 2017 revenue and expense report as presented.

CARRIED

8. NEW BUSINESS

9. REPORTS & DISCUSSIONS

Mayor Thomas – Taan open house – discussed back road maintenance (lots of tourists at Rennel Sound), BC Ferry survey – encouraged people to get it done before September
Councilor O'Brien Anderson – Noticing a lot of tourists on island
Councilor Daugert – Taan open house
Councilor Stewart – Budget mtg, heart goes out to individuals affected by fires in BC
Councilor Cumming – no report
CAO Mushynsky – No response required regarding earthquake in Russia earlier this afternoon
Deputy Decock – 2 weeks left to finish another of her UVic courses
Intern Cumming – started the Masset portion of her internship currently concentrating on Airport Management

10. ACTION ITEMS

A-1 – See attached Action Items List

11. QUESTIONS FROM THE PUBLIC & PRESS

Port Clements Historical Society representative Joan Hein asked Council if they would remove the PCHS financial documents from the Village of Port Clements' website. Council agreed to do so but would retain them as part of the agenda package that is kept on file in the Village office.

2017-197 – Moved by Councilor Daugert, seconded by Councilor O'Brien Anderson
THAT Council move to in-camera per Community Charter Section 90(1)(i)

Councilor Stewart left the meeting as Council moved in to in-camera at 8:55pm and did not return to the meeting.

ADJOURNMENT

2017-198 Moved by Councilor Daugert
THAT the meeting be adjourned at 9:30 pm.

Urs Thomas
Mayor

Kim Mushynsky
Chief Administrative Officer

M-1



File: 18046-30/FSP-DHG

July 31, 2017

Mayor and Council
The Village of Port Clements
36 Cedar Avenue West
PO Box 198
Port Clements, BC, V0T 1R0
deputy@portclements.ca

VIA EMAIL

Re: Initiation of Public Review and Comment for BCTS Haida Gwaii Replacement FSP

Dear Mayor and Council,

Please consider this letter as notice that BCTS has completed a replacement FSP for the Haida Gwaii Natural Resource District. The draft FSP document is being circulated to applicable stakeholders for review and comment. This referral is being sent because BCTS is aware that your organization has an interest in the area to which the plan applies.

The review and comment period for our draft FSP is open through to September 29th, 2017. As such, we are requesting any comments or questions regarding our draft FSP prior to submittal to the District Manager for approval.

To view a hard copy of the FSP document and maps, or to submit comments via regular mail:

Alexandra Ryland, RPF
Practices Forester
BC Timber Sales - Chinook Business Area - Haida Gwaii Field Team
Haida Gwaii Natural Resource District
1229 Oceanview Drive
PO Box 39
Queen Charlotte, BC, V0T 1S0

Digital versions of the FSP document and maps can be downloaded from:
<https://www.for.gov.bc.ca/BCTS/areas/TCH/FSP-DHG.htm>

Please provide any comments regarding the draft FSP by **September 29th, 2017**. Please do not hesitate to call me at (250) 559-6255 with any questions or to set up a meeting to discuss the draft FSP content in detail. Comments and questions can also be submitted to BCTS.HaidaGwaii@gov.bc.ca.

Thank you kindly,

A handwritten signature in black ink, appearing to read 'Alex Ryland', written in a cursive style.

Alexandra Ryland, RPF
Practices Forester
BC Timber Sales
Chinook Business Area

To: deputy@portclements.ca

Subject: House number discrepancies

C-2

Hi there,

Please direct this email to Mayor and Councillors to address.

My concerns are as follows over the past couple of years I have had numerous people trying to deliver packages and pay for camping fees due to the same street address number, something needs to change as you can clearly see most streets in the real world have odd numbers on one side and even on the other in this case you have 36 on the left side of the street and on the right side of the street on Cedar ????. This is confusing for delivery people and tourists and anybody for that matter. Please address this address mix-up ASAP as I am fed up with random people showing up at all hours trying to pay fees for camping or delivery packages that are clearly not mine. Either change your number to an odd number or give me a new one. Yes I realize your argument is my house fronts Tingley...lol but if you look at my house it clearly faces Cedar the front of house and front door and driveway and street number?? So what can you do about this? Maybe I can start a delivery/collection business of fees and packages and charge Village for collecting their fees and packages. I would like a response no later than July 20th please.

Concerned home owner/tax payer,

Christine Lowrie

In response to Christine's concerns the following was done :

- encouraged Christine to put her house number on the Tingley side of her house - which she has done
- provided her with a laminated sign as attached
- Changed all our paperwork regarding sunset park to include a picture of the Multiplex Building in addition to the address.
- the "front" of a lot, per Provincial definition, refers to the direction which the majority of buildings are facing. And our numbering system does follow odds on one side, even on the other

**NO CAMPING FEES
COLLECTED HERE!
GO HERE:**



WELCOME TO SUNSET PARK CAMPGROUND!

PLEASE CHECK IN!

Between 8:30 – 4:30 Mon-Fri at 36 Cedar Avenue West (Office pictured below and map below). If you are unable to check-in during the day, please check the calendar on the campsite post to determine if there is an existing reservation. Any date with an 'X' on it indicates that the campsite is booked for that date. Between May & October, we do have a Campground Attendant who collects fees at night.



Campsite Fees:

RV Sites = \$15/night

TENT Sites = \$10/night

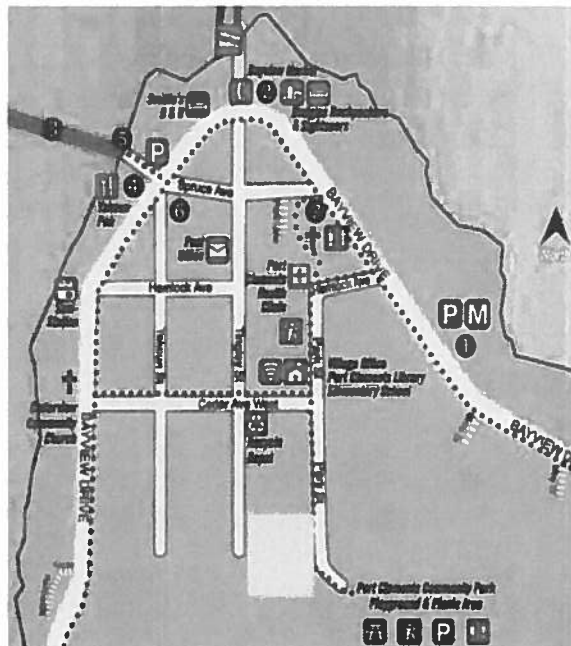
To determine whether a campsite is available, check the calendars on the post. Any dates with an X on the date means that the site is reserved for that date.

PAYMENT: can be made at the Village of Port Clements Office year round **OR** by paying the Campsite Attendant between May and Thanksgiving long weekend.

We accept cash, cheque, money orders, and credit card payment (online).

We do not have Interac.

Those who do not register with the office and occupy a campsite that has been reserved **may be towed at the owner's expense!**



If you have any questions, you may call us at (250) 557-4295 or email us at office@portclements.ca.

From: **Pat Johnston** patthefroglady@icloud.com
Subject: Drainage
Date: Today at 8:29 PM → JULY 17, 2017
To: patthefroglady@icloud.com

Port Clements Council

Is there anything that could be done to improve the drainage behind and beside the Health Clinic.

We have lived at 15 Tingley and the back of our lot has been getting increasingly soggy and with no ditches we are at a loss what to do.

Any help would be appreciated.

Thank you

Pat Johnston

Sent from my iPad

- Public Works will make a recommendation for August 21 Council meeting as Sean was away July 17-31 inclusive.

VILLAGE OF PORT CLEMENTS

BYLAW NO.443, 2017

Respecting an Amendment to The Financial Plan for the Years 2017-2021 Bylaw #438, 2017

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 Amended Financial Plan for the Village of Port Clements for the years 2017 – 2021 ending December 31, 2021.
2. This Bylaw may be cited for all purposes as “The Amended Financial Plan for the years 2017-2021 - Bylaw #443, 2017”.

READ A FIRST TIME THIS DAY OF 2017.

READ A SECOND TIME THIS DAY OF 2017

READ A THIRD TIME THIS DAY OF 2017

RECONSIDERED AND FINALLY ADOPTED THIS DAY OF 2017

URS THOMAS
MAYOR

KIM MUSHYNSKY
CHIEF ADMINISTRATIVE OFFICER

CERTIFIED A TRUE COPY OF VILLAGE OF
PORT CLEMENTS AMENDED FINANCIAL PLAN, BYLAW NO. 443, 2017

Schedule "A"					
General Fund					
	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget
Property Tax- Municipal	127,000	127,000	127,000	127,000	127,000
Payments in Lieu	7,500	7,500	7,500	7,500	7,500
Sales of Services	9,750	9,750	9,950	9,950	10,150
Revenue From Own Sources	117,700	118,725	120,800	121,325	123,400
Unconditional Transfers	386,000	375,000	375,000	375,000	375,000
Conditional Transfers	65,625	90,625	90,625	90,625	90,625
Multi Purpose Building Revenue	12,950	13,100	13,300	13,400	13,500
Transfers From Reserves (deficit budget)	0	0	0	0	0
Collections for Other Agencies	189,510	189,510	189,510	189,510	189,510
Total Revenues	916,035	931,210	933,685	934,310	936,685
Legislative Expenses	39,950	37,000	45,050	40,150	37,250
General Administration	197,850	204,805	207,054	210,197	215,485
Fire Department	37,800	34,500	35,800	36,250	38,050
Emergency Services	750	750	750	750	750
Common Services	25,250	25,250	25,500	25,500	25,750
Wharf Services	15,500	10,610	10,870	10,980	11,150
Small Craft Harbour	21,500	12,500	12,700	13,400	13,500
Roads	48,300	47,150	48,100	47,750	48,850
Environmental Health	580	680	780	880	1,080
Environmental Development	26,500	3,900	3,900	3,900	3,900
Parks and Recreation	57,100	43,150	43,700	44,300	45,500
Cultural Buildings and Facilities					
Fiscal Services	2,000	2,000	2,000	2,000	2,000
Contributions to Reserves (surplus budget)	6,845	50,405	37,671	38,243	31,210
Capital Expenses	65,000	90,000	90,000	90,000	90,000
Multi Purpose Building Expenses	49,600	47,000	48,300	48,500	50,700
Amortized asset contribution to reserve	132,000	132,000	132,000	132,000	132,000
Taxes Levied for Other Agencies	189,510	189,510	189,510	189,510	189,510
Total Expenses	916,035	931,210	933,685	934,310	936,685
Surplus/ (Deficit)	0	0	0	0	-0

	"Schedule A"				
Water Fund					
	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget
Fees & Taxation	111,000	111,000	111,000	111,000	111,000
Grants	65,000	65,000	65,000	65,000	65,000
Total Revenues	176,000	176,000	176,000	176,000	176,000
Operating Expenses	85,100	63,550	65,550	65,750	68,950
Contribution to Reserves	5,900	21,450	19,450	19,250	16,050
Amortization & deferred revenue	85,000	91,000	91,000	91,000	91,000
Total Expenses	176,000	176,000	176,000	176,000	176,000
Surplus/ (Deficit)	0	0	0	0	0
	"Schedule A"				
Sewer Fund					
	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget
Fees & Taxation	68,436	68,436	68,436	68,436	68,436
Grants & Transfers	0	0	0	0	0
Total Revenues	68,436	68,436	68,436	68,436	68,436
Operating Expenses	40,700	38,250	39,500	40,900	42,600
Contribution to Reserves	17,736	12,186	10,936	9,536	7,836
Amortization	10,000	18,000	18,000	18,000	18,000
Debenture	0	0	0	0	0
Total Expenses	68,436	68,436	68,436	68,436	68,436
Surplus/ (Deficit)	0	0	0	0	0

	"Schedule A"				
Capital Projects					
	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget
General					
Road Improvements - Industrial Park	0	150,000	150,000	0	0
Purchase Chevron Property	0	75,000	0	0	0
Public Works Equipment	0	0	0	0	0
Trails	0	0	0	0	0
Fire Department Equipment	0	0	0	50,000	0
	0	0	0	0	0
Sub-total General	0	225,000	150,000	50,000	0
Water					
Replace Water Lines	0	250,000	250,000	0	0
Engineering Study Recommendations	0	750,000	0	0	0
Sewer					
Lagoon upgrades for compliance	0	0	0	0	400,000
TOTAL REQUIREMENTS	0	1,225,000	400,000	50,000	400,000
SOURCES OF FUNDS					
General					
Grants	0	150,000	125,000	25,000	0
Village General Reserves	0	75,000	25,000	25,000	0
Gas Tax Grant	0	100,000	80,000	0	140,000
Sub-total General	0	325,000	230,000	50,000	140,000
Water					
Water Reserves	0	150,000	70,000	0	0
Grants	0	750,000	100,000	0	0
Sewer					
Sewer Reserves	0	0	0	0	120,000
Grants	0	0	0	0	140,000
TOTAL FUNDS PROVIDED	0	1,225,000	400,000	50,000	400,000

Village of Port Clements

Ditch Infill Policy

Policy No. 09, 2013

Prepared by Kim Mushynsky - CAO

Adopted: October 21, 2013

Last Reviewed: July 2017

Next Review: July 2019

Policy statement:

PREAMBLE:

This policy documents the circumstances and general process requirements for homeowners wishing to alter ditches adjacent to their property. The purpose of this is to allow the Village of Port Clements to consider the requests from Residents while maintaining proper drainage and safety standards. This policy only applies to Village roads, therefore Bayview Drive is exempted from the Policy as Highways has their own procedural requirements for ditches.

DEFINITIONS:

Ditch – a natural or artificial watercourse ranging from a depression, or swale, to an open channel that conveys water runoff from both public and private properties.

Ditch alteration – the addition of earthworks, landscaping works and/or pipes to a ditch system which eliminates a defined ditch system.

Ditch Infill – the replacement of a ditch with a culvert covered by earth and sod.

Drainage Basin – the extent of the area served by a ditch system.

Swale – a shallow grassed drainage channel with gently sloping sides

POLICY:

1. All ditch alteration requests must be submitted to the Public Works department in writing with a drawing delineating the limits of the ditch alteration.
2. Adjacent property owners will be made aware of the application and given an opportunity to comment on the request.
3. Public Works will determine the material requirements and any particulars unique to the property in question (such as catch basin installation, culvert size, etc.). The homeowner will be informed in writing of these requirements. If there is other work beyond the normal scope of ditch alteration (such as hydrant adjustment) these additional costs will be charged out separately.
4. Public Works reserves the right to deny any ditch alteration request.
5. An appeal to a denial from Public Works would be made to Council.
6. In addition to the specifications given to the homeowner under #2, the homeowner and the contractor responsible for the work shall provide public liability and property damage insurance not less than \$2,000,000 and shall name the Village of Port Clements as an Additional insured. The homeowner shall be responsible for traffic control while the work is being done. All work shall conform with WCB and OHS requirements. A fully refundable damage deposit in the amount of \$1000.00 shall be required before work can commence. The deposit will be returned within 90 days of completion of the work but will be held a minimum of 45 days to watch for any deficiencies/concerns with the work. The deposit may be used to correct deficiencies or finish work if required.
7. After approval Public Works must be called to inspect the site at two stages; first inspection is prior to backfilling to verify connections and ensure quality standards and the second inspection will be to verify completion of the project. Failure to adhere to the material requirements and particulars identified by Public Works in the approval process could result in forfeiture of the damage deposit to be used to undertake the necessary work.
8. Applicants are responsible for the purchase and installation of all approved materials required to complete the job.

VILLAGE OF PORT CLEMENTS

Page 1 of 1

Cheque Listing For Council

2017-Aug-3
10:03:23AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
170337	2017-07-18	Angela's Place-Social Cafe & Fuel Station	20170704	PAYMENT FUEL	579.69	579.69
170338	2017-07-18	BC ASSESSMENT AUTHORITY	20170713	PAYMENT 2017 TAX REQUISITION	1,566.68	1,566.68
170339	2017-07-18	Cumming, Elizabeth	20170710	PAYMENT MILEAGE	131.30	131.30
170340	2017-07-18	GOVERNMENT FINANCE OFFICERS ASSOC. OF	20170717	PAYMENT TAXATION & ASSESSMENT WEB	378.00	378.00
170341	2017-07-18	GRAND & TOY LIMITED	L218285	PAYMENT OFFICE SUPPLIES	206.13	206.13
170342	2017-07-18	League and Williams Law Corporation	1956	PAYMENT SCH LEGAL FEES	51.65	51.65
170343	2017-07-18	MARRS, SHANE	20170715	PAYMENT FIREWOOD FOR SUNSET PARK	300.00	300.00
170344	2017-07-18	MUNICIPAL FINANCE AUTHORITY	20170713	PAYMENT 2017 TAX REQUISITION	6.69	6.69
170345	2017-07-18	MUNICIPAL INFORMATION SYSTEMS INC	20170717	PAYMENT MUNIWARE SUPPORT	309.04	309.04
170346	2017-07-18	North Coast Regional District	20170713	PAYMENT 2017 TAX REQUISITIONS	29,913.00	29,913.00
170347	2017-07-18	NORTH WEST REGIONAL HOSPITAL DISTRICT	20170713	PAYMENT 2017 TAX REQUISITION	23,626.00	23,626.00
170348	2017-07-18	Northern Savings Insurance Services Ltd.	106742 107001	PAYMENT TOWNSITE BUILDINGS ACCIDENT POLICY RENEWAL	6,840.00 825.00	7,665.00
170349	2017-07-18	Thomas, Urs	20170712	PAYMENT ELECTRONICS REBATE - BYLAW	500.00	500.00
170362	2017-08-01	Bell-Brown, Cliff	20170801	PAYMENT CAMPGROUND ATTENDANT FEE	420.00	420.00
170363	2017-08-01	Minister of Finance	20170707	PAYMENT MSP - ACT # X36036711155	900.00	900.00
170364	2017-08-01	Northern Communications	32318-08012017	PAYMENT FIRE DISPATCH	171.83	171.83
170365	2017-08-01	PACIFIC BLUE CROSS	500883	PAYMENT EXTENDED HEALTH & DENTAL	1,307.97	1,307.97
170366	2017-08-01	RECEIVER GENERAL - CRA	20170801	PAYMENT REMITTANCE	7,688.13	7,688.13
170367	2017-08-01	Ristanovic, George	20170718	PAYMENT CAMPSITE RESERVATION CANC	22.50	22.50
170368	2017-08-01	Stewart McDannold Stuart	76462	PAYMENT LEGAL FEES	287.84	287.84
170369	2017-08-01	TELUS COMMUNICATIONS INC.	20170728	PAYMENT TELEPHONE	1,484.73	1,484.73
170370	2017-08-01	VANCOUVER ISLAND REGIONAL LIBRARY	20170711	PAYMENT LIBRARY TAX ASSESSMENT	3,282.00	3,282.00
170371	2017-08-01	WEIGUM, SHIRLEY	031821	PAYMENT JANITORIAL SERVICES	1,060.00	1,060.00

Total 81,858.18

*** 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 [REDACTED]

STATEMENT DATE June 30, 2017

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DEMAND ACCOUNTS

Date	Description	Number	Withdrawals	Deposits	Balance
Business 75					
31May2017	Balance Forward				178,017.13
01Jun2017	Pre-Authorized Credit - PROVINCE OF B.C			742.67	178,759.80
01Jun2017	Pre-Authorized Credit - VANCOUVER ISLAND REGIONAL AHOC			892.50	179,652.30
01Jun2017	Clearing Cheque	170235	35.67		179,616.63
01Jun2017	Clearing Cheque	170213	70.06		179,546.57
01Jun2017	Clearing Cheque	170215	171.83		179,374.74
01Jun2017	Clearing Cheque	170230	1,314.83		178,059.91
02Jun2017	Clearing Cheque	170227	281.62		177,778.29
02Jun2017	Clearing Cheque	170227	1,538.86		176,239.43
02Jun2017	Deposit			3,156.58	179,396.01
02Jun2017	Deposit			6,590.60	185,986.61
05Jun2017	Clearing Cheque	170248	1,050.00		184,936.61
05Jun2017	Pre-Authorized Credit - ELAVON MERCH SVCS			589.89	185,526.50
06Jun2017	Clearing Cheque	170228	186.49		185,340.01
06Jun2017	Clearing Cheque	170250	547.26		184,792.75
06Jun2017	Clearing Cheque	170247	4,134.94		180,657.81
07Jun2017	Clearing Cheque	170249	579.24		180,078.57
07Jun2017	Clearing Cheque	170221	1,500.00		178,578.57
08Jun2017	Pre-Authorized Credit - ELAVON MERCH SVCS			20.00	178,598.57
08Jun2017	Clearing Cheque	170224	433.70		178,164.87
08Jun2017	Clearing Cheque	170246	4,600.00		173,564.87
09Jun2017	Pre-Authorized Credit - TAAN FOREST LIMITED PARTNERSHI			50,071.88	223,636.75
09Jun2017	Withdrawal	22	6,480.21		217,156.54
09Jun2017	Clearing Cheque	170244	40.00		217,116.54
09Jun2017	Deposit			21,900.45	239,016.99
09Jun2017	Pre-Authorized Debit - Municipal Pensi		1,492.99		237,524.00
13Jun2017	Bill Payment BC Hydro 2328675 Vendor Confirmation: 695082	613634	4,443.42		233,080.58
14Jun2017	Clearing Cheque	170265	131.98		232,948.60
continued...					

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STATEMENT OF ACCOUNTS

PO Box 94
Masset BC V0T 1M0

MASSET BRANCH 250-626-5231

MEMBER NUMBER [REDACTED]

STATEMENT DATE June 30, 2017

PAGE 2 of 10

Date	Description	Number	Withdrawals	Deposits	Balance
Business 75					
14Jun2017	Pre-Authorized Credit - ELAVON MERCH SVCS			15.00	232,963.60
15Jun2017	Clearing Cheque	170270	909.14		232,054.46
15Jun2017	Clearing Cheque	170271	1,740.29		230,314.17
15Jun2017	Incoming Interac Email Money Transfer	2017061		550.00	230,864.17
15Jun2017	Pre-Authorized Credit - ELAVON MERCH SVCS			58.75	230,922.92
16Jun2017	Clearing Cheque	170245	105.00		230,817.92
16Jun2017	Deposit			31,208.01	262,025.93
16Jun2017	Misc Credit Transaction Moorage, Hydro - T. Jehnn			3,231.58	265,257.51
16Jun2017	Pre-Authorized Credit - ELAVON MERCH SVCS			40.00	265,297.51
19Jun2017	Pre-Authorized Credit - CANADA			2.34	265,299.85
20Jun2017	Clearing Cheque	170216	119.18		265,180.67
20Jun2017	Clearing Cheque	170269	1,324.56		263,856.11
21Jun2017	Clearing Cheque	170264	283.76		263,572.35
21Jun2017	Clearing Cheque	170266	11,183.77		252,388.58
21Jun2017	Pre-Authorized Credit - SCHOOL DISTRICT 50			1,038.59	253,427.17
22Jun2017	Pre-Authorized Credit - CHEVRON CANADA			1,905.05	255,332.22
22Jun2017	Pre-Authorized Credit - PROVINCE OF B.C			386,064.00	641,396.22
22Jun2017	Pre-Authorized Credit - TAAN FOREST LIMITED PARTNERSHI			92.96	641,489.18
23Jun2017	Withdrawal	22	7,529.33		633,959.85
23Jun2017	Incoming Interac Email Money Transfer	2017062		1,942.51	635,902.36
23Jun2017	Clearing Cheque	170273	86.09		635,816.27
23Jun2017	Deposit			19,105.48	654,921.75
23Jun2017	Incoming Interac Email Money Transfer	2017062		179.25	655,101.00
23Jun2017	Deposit			1,822.63	656,923.63
24Jun2017	Bill Payment Telus Communications 2285720649 Vendor Confirmation: 267905	633239	1,730.13		655,193.50
26Jun2017	Clearing Cheque	170267	171.83		655,021.67
26Jun2017	Clearing Cheque	170288	332.04		654,689.63
26Jun2017	Clearing Cheque	170278	750.00		653,939.63
26Jun2017	Clearing Cheque	170289	3,064.95		650,874.68

continued...



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Village Of Port Clements

STATEMENT OF ACCOUNTS

PO Box 94
Masset BC V0T 1M0

MASSET BRANCH 250-626-5231

MEMBER NUMBER [REDACTED]

STATEMENT DATE June 30, 2017

PAGE 3 of 10

Date	Description	Number	Withdrawals	Deposits	Balance
Business 75					
26Jun2017	Pre-Authorized Debit - Municipal Pensi		1,575.45		649,299.23
26Jun2017	Pre-Authorized Credit - ELAVON MERCH SVCS			3,500.00	652,799.23
26Jun2017	Clearing Cheque	170292	300.00		652,499.23
26Jun2017	Clearing Cheque	170276	750.00		651,749.23
27Jun2017	Clearing Cheque	170277	750.00		650,999.23
27Jun2017	Pre-Authorized Credit - ELAVON MERCH SVCS			90.00	651,089.23
27Jun2017	Transfer in from 643734 Masset cheq			250.00	651,339.23
28Jun2017	Pre-Authorized Credit - TELUS CORPORATION			5,994.60	657,333.83
28Jun2017	Incoming Interac Email Money Transfer	2017062		1,958.62	659,292.45
28Jun2017	Pre-Authorized Credit - ELAVON MERCH SVCS			788.20	660,080.65
28Jun2017	Pre-Authorized Debit - ELAVON MERCH SVCS		80.00		660,000.65
29Jun2017	Deposit			33,744.89	693,745.54
29Jun2017	Pre-Authorized Credit - ELAVON MERCH SVCS			45.00	693,790.54
29Jun2017	Clearing Cheque	170287	3,659.45		690,131.09
30Jun2017	Pre-Authorized Credit - VANCOUVER ISLAND REGIONAL AHOC			892.50	691,023.59
30Jun2017	Pre-Authorized Credit - BNS PROPERTY TAX - STRATFORD			4,056.15	695,079.74
30Jun2017	Transfer in from 7310014 Masset cheq			350.00	695,429.74
30Jun2017	Money Transfer - Incoming MTS MCAP Service Corp	FT36557		725.59	696,155.33
30Jun2017	Misc Debit Transaction MTS FEE FT3655767		7.00		696,148.33
30Jun2017	Pre-Authorized Credit - ELAVON MERCH SVCS			2,430.09	698,578.42
30Jun2017	Pre-Authorized Credit - BC HYDRO CORPORATE OFFICES			9,994.53	708,572.95
30Jun2017	Credit Interest			291.79	708,864.74
30Jun2017	Monthly Service Fee		55.00		708,809.74
Total Withdrawals and Deposits			65,540.07	596,332.68	

Number of Cheques 32

continued...

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Village Of Port Clements

STATEMENT OF ACCOUNTS

PO Box 94
Masset BC V0T 1M0

MASSET BRANCH 250-626-5231

MEMBER NUMBER [REDACTED]

STATEMENT DATE June 30, 2017

PAGE 4 of 10

Date	Description	Number	Withdrawals	Deposits	Balance
Membership Shares					
31May2017	Balance Forward				39.08
	Total Withdrawals and Deposits		.00	.00	

Business Simply Savings

31May2017	Balance Forward				311,141.59
30Jun2017	Credit Interest			242.95	311,384.54
	Total Withdrawals and Deposits		.00	242.95	

TERM DEPOSITS

Date	Description	Withdrawals	Deposits	Balance
Term 7: 12 - 60 Month Term -				
31May2017	Balance Forward			270,482.23
Start 13Feb2016 - Rate 1.5000% - NextInt 13Feb2018 - Matures 13Feb2019				
Term 12: 12 - 60 Month Term -				
31May2017	Balance Forward			310,493.49
Start 04Jan2016 - Rate 1.0500% - NextInt 04Jul2017 - Matures 04Jul2017				
Term 16: 3 Year Harvest Term -				
31May2017	Balance Forward			11,539.49
Start 01Nov2015 - Rate 1.1000% - NextInt 01Nov2017 - Matures 01Nov2018				
Term 18: 12 - 60 Month Term -				
31May2017	Balance Forward			325,000.00
30Jun2017	Credit Interest		3,250.00	328,250.00
Start 30Jun2017 - Rate 0.8500% - NextInt 30Jun2018 - Matures 30Jun2018				
Term 19: 3 Year Harvest Term -				
31May2017	Balance Forward			773,415.00
Start 30Nov2016 - Rate 1.0000% - NextInt 30Nov2017 - Matures 30Nov2019				
Term 20: Short Term GSP (30 - 364 Days) -				
31May2017	Balance Forward			49,060.79
Start 03Jan2017 - Rate 0.7500% - NextInt 31Dec2017 - Matures 31Dec2017				

continued...

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CIBC Account Statement

VILLAGE OF PORT CLEMENTS

For Jun 1 to Jun 30, 2017

Account number

Branch transit number

The names shown are based on our current records, as of July 6, 2017.
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 Jun 1, 2017		\$223,535.03
Withdrawals	-	39.00
Deposits	+	19,393.53
Closing balance on Jun 30, 2017	=	\$242,889.56

Your authorized overdraft limit: \$179,500.00

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.

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Transaction details

Date	Description	Withdrawals (\$)	Deposits (\$)	Balance (\$)
Jun 1	Opening balance			\$223,535.03
Jun 1	DEBIT MEMO CHARGE FOR MAY CIBC EFT SERVICE CHARGE	39.00		223,496.03
Jun 2	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		562.38	224,058.41
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		358.50	224,416.91
Jun 5	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		150.00	224,566.91
Jun 6	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		105.00	224,671.91
Jun 7	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		200.00	224,871.91
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		286.50	225,158.41

(continued on next page)

CIBC Account Statement

Jun 1 to Jun 30, 2017

Account number: [REDACTED]

Branch transit number: [REDACTED]

Transaction details (continued)

Date	Description	Withdrawals (\$)	Deposits (\$)	Balance (\$)
Jun 7	Balance forward			\$225,158.41
Jun 12	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		180.00	225,338.41
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		533.04	225,871.45
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		179.25	226,050.70
Jun 14	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		138.00	226,188.70
Jun 16	DEPOSIT 03080 TERRACE BANKING CENTRE		529.25	226,717.95
Jun 19	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		138.00	226,855.95
Jun 20	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		138.00	226,993.95
Jun 21	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		1,712.36	228,706.31
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		432.66	229,138.97
Jun 26	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		179.25	229,318.22
Jun 27	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		60.00	229,378.22
Jun 28	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		2,564.22	231,942.44
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		1,142.25	233,084.69
Jun 29	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		7,701.57	240,786.26
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		528.75	241,315.01
	TRANSFER 01090 FROM: 06060/82-51533 DAWSON CREEK BANKING CENTRE		1,395.30	242,710.31
Jun 30	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		179.25	242,889.56
	Closing balance			\$242,889.56

VILLAGE OF PORT CLEMENTS

General Revenue & Expense

Page 1 of 6

2017-Aug-1

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TO JULY 31, 2017

ANNUAL

Description	2016 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Budget
Taxes				
Property Tax - Municipal	(127,101.47)	(127,048.98)	(127,000.00)	(127,000.00)
* TOTAL Taxes	(127,101.47)	(127,048.98)	(127,000.00)	(127,000.00)
Payment in Lieu of Taxes				
Grant in Lieu - Federal	(1,344.59)	(1,068.07)	(1,300.00)	(1,300.00)
Grant in Lieu - Hydro	(4,771.17)	(5,510.53)	(4,700.00)	(4,700.00)
Grant in Lieu - Telus	(1,437.61)	(1,405.41)	(1,500.00)	(1,500.00)
* TOTAL Payment in Lieu of Taxes	(7,553.37)	(7,984.01)	(7,500.00)	(7,500.00)
Sales of Service				
Sales - Faxes	(131.10)	(240.50)	(140.00)	(250.00)
Sales - Photocopies	(314.45)	(412.00)	(350.00)	(600.00)
Sales - Tax Searches & Commissioner	(365.00)	(580.00)	(262.50)	(450.00)
Misc. - Fire Protection Agreement	(450.00)	(750.00)	(450.00)	(450.00)
Sales - Garbage Tags	(28.00)	0.00	(50.00)	(50.00)
Rec Commission Revenue	(4,227.75)	(3,554.90)	(3,025.00)	(4,000.00)
Sales - Village Property	0.00	0.00	0.00	0.00
Taxes - School Tax Admin Fee	(2,130.03)	(2,123.15)	(2,100.00)	(2,100.00)
Rental -Weight Room	(1,750.00)	(1,932.50)	(1,600.00)	(1,850.00)
* TOTAL Sales of Service	(9,396.33)	(9,593.05)	(7,977.50)	(9,750.00)
Revenue From Own Sources				
Sales - Business Licenses	(1,440.00)	(1,440.00)	(1,300.00)	(1,400.00)
Rental - Gym	0.00	0.00	0.00	0.00
Rental - Ambulance	(3,888.00)	(3,941.00)	(3,850.00)	(6,600.00)
Dog Tag Revenue	0.00	(555.00)	0.00	0.00
Rental - St. Marks Church	0.00	0.00	0.00	(100.00)
Rental - Shoreline Park RV	(4,247.50)	(4,413.75)	(4,095.00)	(6,000.00)
Rental - CBC Site	(945.00)	0.00	0.00	(900.00)
Rental - Clinic	(4,951.10)	(4,951.10)	(4,900.00)	(8,400.00)
Garbage Admin	(1,845.00)	(1,858.50)	(1,750.00)	(3,500.00)
Property Tax Penalties	(4,851.47)	(6,017.62)	(6,000.00)	(6,000.00)
Property Tax Arrears Interest	(811.20)	(929.46)	(700.00)	(1,200.00)
Delinquent Tax Interest	(145.04)	(305.36)	(350.00)	(600.00)
MIA Dividends	0.00	0.00	0.00	0.00
Interest Revenue	(1,845.55)	(5,185.06)	(5,500.00)	(40,000.00)
Small Craft - Electricity Revenue	(3,495.00)	(5,683.95)	(4,000.00)	(6,500.00)
Small Craft - Fee for Use	(7,081.68)	(22,254.27)	(11,900.00)	(20,000.00)
Large Wharf fee for use	(1,743.48)	(3,579.54)	(3,400.00)	(6,500.00)
Biomass Recovery	0.00	(6,904.95)	(5,000.00)	(10,000.00)
* TOTAL Revenue From Own Sources	(37,290.02)	(68,019.56)	(52,745.00)	(117,700.00)
Multi Purpose Building Rental				
MPBC Library Revenue	(6,035.00)	(5,100.00)	(5,100.00)	(10,200.00)
MPBC Space rental	(1,191.65)	(1,203.81)	(1,560.00)	(2,750.00)
* TOTAL Multi Purpose Building R	(7,226.65)	(6,303.81)	(6,660.00)	(12,950.00)

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VILLAGE OF PORT CLEMENTS

General Revenue & Expense

Page 2 of 6
2017-Aug-1
2:20:11PM

Description	2016 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Budget
Unconditional Transfers				
Grants - Small Community Protection	(375,682.00)	(386,064.00)	(375,000.00)	(375,000.00)
* TOTAL Unconditional Transfers	(375,682.00)	(386,064.00)	(375,000.00)	(375,000.00)
Conditional Transfers				
Misc. - NSF & Sundry Charges	(78.61)	(11.50)	(25.00)	(25.00)
Misc. - Donations	(15.60)	0.00	(50.00)	(100.00)
Miscellaneous	(40.00)	(4,982.22)	(250.00)	(500.00)
Grants - Misc.	(98,623.00)	(51,106.00)	0.00	0.00
Grants - GT - Christmas	0.00	0.00	0.00	(10,000.00)
Grants - GT - Community Events Program	(5,000.00)	(5,000.00)	(5,000.00)	(5,000.00)
Economic Dev. Fund	(50,000.00)	(50,000.00)	(50,000.00)	(50,000.00)
SCH- Funding	0.00	0.00	0.00	0.00
Community Works Fund Cond.Transfer	0.00	0.00	0.00	0.00
* TOTAL Conditional Transfers	(153,757.21)	(111,099.72)	(55,325.00)	(65,625.00)
Reserves				
Transfers From Reserves	0.00	0.00	0.00	0.00
* TOTAL Reserves	0.00	0.00	0.00	0.00
Collections for Other Agencies				
Taxes - School Residential	(80,338.63)	(79,476.66)	(80,000.00)	(80,000.00)
Taxes - School Non-residential	(33,841.24)	(30,998.82)	(34,000.00)	(34,000.00)
Taxes - SQCRD	(30,042.57)	(29,941.23)	(30,000.00)	(30,000.00)
Taxes - Regional Hospital	0.00	0.00	0.00	0.00
Taxes - NW Regional Hospital	(14,235.43)	(23,630.31)	(15,000.00)	(15,000.00)
Taxes- Police	(15,852.02)	(13,074.32)	(15,000.00)	(15,000.00)
Taxes - BCAA	(1,829.83)	(1,566.79)	(2,000.00)	(2,000.00)
Taxes - MFA	(6.06)	(6.18)	(10.00)	(10.00)
Taxes - VIRL	(12,740.50)	(13,125.63)	(13,000.00)	(13,000.00)
* TOTAL Collections for Other Ag	(188,886.28)	(191,819.94)	(189,010.00)	(189,010.00)
** Total Revenues	(906,893.33)	(907,933.07)	(821,217.50)	(904,535.00)

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VILLAGE OF PORT CLEMENTS

General Revenue & Expense

Page 3 of 6
2017-Aug-1
2:20:11PM

Description	2016 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Budget
Legislative Expenses				
Council Remuneration	8,500.00	7,203.51	8,500.00	17,000.00
Council Training Expense	0.00	0.00	1,000.00	2,000.00
Council Travel	48.49	347.70	500.00	9,000.00
Council Benefits Expense	102.08	501.29	370.00	750.00
Council Membership Expense	1,595.73	1,866.72	1,700.00	1,700.00
Council Grants Awarded	7,291.04	6,348.87	6,500.00	8,500.00
Centennial Celebration Expense	0.00	0.00	0.00	0.00
* TOTAL Legislative Expenses	17,537.34	16,268.09	18,570.00	38,950.00
General Administration				
Administrative Wages	50,331.30	56,208.41	63,000.00	109,000.00
Administrative Benefits	11,524.40	15,660.00	15,600.00	26,000.00
Administrative Travel	123.07	917.98	1,200.00	1,800.00
Membership Fees	637.62	468.50	650.00	650.00
Audit & Accounting Expense	8,000.00	8,000.00	8,000.00	8,000.00
Legal Expense	2,086.29	865.14	3,000.00	5,000.00
Office Supplies	959.28	1,404.55	1,240.00	1,700.00
Website Fees	1,925.90	2,308.28	2,400.00	2,400.00
Computer Software Expenses	2,888.87	2,479.56	2,380.00	3,800.00
Administrative Operating Costs	1,915.67	1,714.01	2,100.00	4,000.00
Supplies	172.01	79.41	150.00	300.00
Advertising	909.18	1,399.42	1,350.00	1,850.00
Postage Expense	726.95	987.91	1,000.00	1,500.00
Misc. - Tax Sale Expenses	1.78	0.00	0.00	350.00
Elections Expense	0.00	3,453.72	5,000.00	5,000.00
Custodian's Wages	3,594.66	2,867.00	3,500.00	6,000.00
General Insurance Expense	12,924.33	12,419.00	12,600.00	16,500.00
Climate action plan	0.00	0.00	0.00	0.00
Training	0.00	809.72	1,500.00	1,500.00
NDI Grant Proposal Writer	0.00	0.00	0.00	2,500.00
* TOTAL General Administration	98,721.31	112,042.61	124,670.00	197,850.00

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VILLAGE OF PORT CLEMENTS

General Revenue & Expense

Page 4 of 6
2017-Aug-1
2:20:11PM

Description	2016 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Budget
Fire Department				
FD - Training	1,500.00	718.90	2,600.00	4,000.00
FD - Fire Fighters	0.00	0.00	0.00	500.00
FD - Repairs & Maintenance	1,612.29	2,791.63	3,400.00	6,500.00
Firehall Utilities	6,036.06	5,310.04	5,060.00	8,000.00
FD - License & Insurance	1,544.84	3,910.12	3,600.00	3,600.00
FD - Equipment	8,539.92	2,374.44	4,800.00	8,000.00
FD - Fuel	62.86	522.34	600.00	1,000.00
Firehall Janitorial	1,729.16	1,653.84	1,625.00	2,800.00
Weight Room	589.84	1,507.02	630.00	1,000.00
* TOTAL Fire Department	21,614.97	18,788.33	22,315.00	35,400.00
Emergency Services				
Emergency Committee	627.57	382.59	500.00	750.00
* TOTAL Emergency Services	627.57	382.59	500.00	750.00
Common Services				
Common Services - Wages	8,440.88	8,877.10	10,500.00	18,000.00
Common Services - Benefits	2,573.25	3,204.96	3,025.00	4,500.00
Training - Public Works General	0.00	0.00	500.00	1,000.00
Misc. - PW Shed Utilities	630.37	323.21	600.00	1,000.00
Common Services - Misc	787.97	139.55	450.00	750.00
* TOTAL Common Services	12,432.47	12,544.82	15,075.00	25,250.00
Wharf				
Wharf - Wages	129.83	154.08	250.00	500.00
Wharf - Benefits	33.52	50.90	50.00	100.00
Wharf Insurance	1,170.00	1,300.00	1,250.00	1,250.00
Wharf Hydro	549.80	103.04	360.00	650.00
Wharf - Maintenance	5,722.36	1,036.77	4,000.00	8,000.00
* TOTAL Wharf	7,605.51	2,644.79	5,910.00	10,500.00
Small Craft Harbour				
Small Craft Harbour- Wharfing Expense	0.00	0.00	0.00	0.00
Small Craft Harbour - Hydro Expense	5,605.04	4,854.56	4,950.00	7,800.00
Small Craft Harbour- Insurance Expense	0.00	0.00	0.00	0.00
Small Craft Harbour - Legal Expenses	0.00	287.08	300.00	500.00
Small Craft Harbour- Maintenance	5,487.13	3,105.11	4,000.00	6,000.00
Boat Launch and parking lot	0.00	156.47	0.00	0.00
* TOTAL Small Craft Harbour	11,092.17	8,403.22	9,250.00	14,300.00

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VILLAGE OF PORT CLEMENTS

General Revenue & Expense

Page 5 of 6

2017-Aug-1

2:20:11PM

Description	2016 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Budget
Roads				
Common Services - Fuel	402.23	454.27	500.00	1,000.00
Street Maintenance	4,952.18	4,813.56	6,200.00	10,000.00
Street Sanding	0.00	5,146.89	2,000.00	4,000.00
Hydro - Street Lights	7,470.74	6,499.39	8,130.00	14,000.00
Tools & Equipment	4,745.97	3,679.68	3,410.00	5,100.00
Public Work's Truck Insurance	0.00	1,489.00	1,000.00	1,000.00
Brushing Operating Expense	1,441.30	925.33	1,250.00	2,500.00
Industrial Road Maintenance	3,132.18	704.04	2,000.00	4,000.00
Ditching	600.96	159.45	2,000.00	4,000.00
Public Works Truck	757.84	231.04	400.00	800.00
* TOTAL Roads	23,503.40	24,102.65	26,890.00	46,400.00
Environmental Health				
Garbage Tags / Dumpster Fees	185.00	0.00	80.00	80.00
Common Services - Garbage Expense	126.41	0.00	250.00	500.00
* TOTAL Environmental Health	311.41	0.00	330.00	580.00
Envrionmental Development				
Clinic R&M	571.49	2,262.21	2,700.00	3,000.00
Ambulance O&M	107.28	524.95	750.00	1,500.00
* TOTAL Envrionmental Developmen	678.77	2,787.16	3,450.00	4,500.00
Parks & Recreation				
Community Hall Grounds Keeping	324.21	152.25	750.00	1,000.00
Community Park O & M	8,728.33	12,125.63	9,400.00	10,000.00
Beautification	2,659.11	536.35	3,000.00	4,000.00
Millenium Park O & M	817.97	2,927.32	2,300.00	3,000.00
Sunset Park O & M	8,704.56	13,611.74	13,400.00	15,000.00
Recreation Commission	3,754.58	4,164.16	5,800.00	8,000.00
Museum Grounds keeping	1,448.69	1,698.54	1,500.00	2,000.00
Cemetary	4,969.08	0.00	450.00	2,500.00
Entrance Sign Install	0.00	0.00	0.00	0.00
Old Water tower removal	0.00	0.00	0.00	0.00
Tourism Expense	3,797.62	2,880.40	3,250.00	6,000.00
Community Park Washrooms	0.00	232.79	200.00	250.00
St. Mark's Expense	34.66	0.00	150.00	350.00
* TOTAL Parks & Recreation	35,238.81	38,329.18	40,200.00	52,100.00
MPBC Operating Expenses				
MPBC Utilities	6,853.12	7,999.25	6,150.00	10,000.00
MPBC Fuel	9,947.83	10,951.30	5,850.00	8,500.00
MPBC Insurance	2,773.44	3,081.60	3,100.00	5,900.00
Library o+m	1,809.50	1,397.00	1,750.00	3,000.00
MPBC Grounds keeping	4,079.98	3,824.40	4,750.00	6,000.00
MPBC Janitorial	2,099.04	1,780.12	1,800.00	3,000.00
Biomass Expenses	4,939.24	11,927.49	9,500.00	10,000.00
* TOTAL MPBC Operating Expenses	32,502.15	40,961.16	32,900.00	46,400.00

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VILLAGE OF PORT CLEMENTS

General Revenue & Expense

Page 6 of 6
2017-Aug-1
2:20:11PM

Description	2016 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Budget
Debt Services				
Bad Debts Expense	0.00	0.00	0.00	500.00
General Service Charges	759.00	1,047.08	935.00	1,500.00
Till Over/Short	(0.75)	(21.93)	0.00	0.00
* TOTAL Debt Services	758.25	1,025.15	935.00	2,000.00
Contributions to Reserves				
Transfer to/from Reserves	0.00	0.00	0.00	0.00
* TOTAL Contributions to Reserve	0.00	0.00	0.00	0.00
Grants & Misc.				
Concession Stands	0.00	0.00	0.00	0.00
Feasibility	0.00	0.00	0.00	0.00
NDI Economic Dev Fund	50,000.00	50,000.00	50,000.00	50,000.00
Trail Extension	0.00	0.00	0.00	0.00
GT - Community Events Program	3,000.00	3,000.00	3,000.00	5,000.00
Misc. - GT - Christmas	0.00	0.00	0.00	10,000.00
* TOTAL Capital Expenses	53,000.00	53,000.00	53,000.00	65,000.00
AMMORTIZED ASSET				
Amortized Asset Expense	0.00	0.00	0.00	132,000.00
* TOTAL AMMORTIZED ASSET	0.00	0.00	0.00	132,000.00
Taxes Levied-Other Gov't				
Taxes - SQCRD	30,042.00	29,913.00	30,000.00	30,000.00
Taxes - VIRL	9,555.00	6,564.00	6,500.00	13,000.00
Taxes-Police	11,703.00	9,755.06	15,000.00	15,000.00
Taxes - School Residential	60,465.22	59,607.54	80,000.00	80,000.00
Taxes - School Non-residential	25,356.00	22,996.40	34,000.00	34,000.00
Taxes - Regional Hospital	0.00	0.00	0.00	0.00
Taxes - NW Regional Hospital	14,233.00	23,626.00	15,000.00	15,000.00
Taxes - BCAA	1,829.83	1,566.68	2,000.00	2,000.00
Taxes - MFA	6.06	6.69	10.00	10.00
PILT's For Others	0.00	0.00	0.00	500.00
* TOTAL Taxes Levied-Other Gov't	153,190.11	154,035.37	182,510.00	189,510.00
** TOTAL Expenses	468,814.24	485,315.12	536,505.00	861,490.00
***P Surplus/Defecit	(438,079.09)	(422,617.95)	(284,712.50)	(43,045.00)

*** End of Report ***

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VILLAGE OF PORT CLEMENTS

Water Operating Revenue & Expense

Page 1 of 2

2017-Aug-1

2:22:20PM

Description	2016 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Budget
Fees & Taxation Revenue				
Water User Charges	(28,652.33)	(28,745.07)	(28,000.00)	(56,000.00)
Water - Miscellaneous	(98.49)	(160.00)	0.00	0.00
Water Frontage Tax	(53,467.80)	(53,575.30)	(53,000.00)	(53,000.00)
Water Parcel Tax (Ryland Road)	0.00	0.00	0.00	0.00
Water - Past Due Interest Revenue	(987.85)	(783.50)	(1,200.00)	(2,000.00)
Contributions From Capital Reserves	0.00	0.00	0.00	0.00
* TOTAL Fees & Taxation Revenue	(83,206.47)	(83,263.87)	(82,200.00)	(111,000.00)
Grants				
Government Water Grant	0.00	0.00	0.00	0.00
Gwaii Trust Grants	0.00	0.00	0.00	0.00
Community Work's Fund	0.00	0.00	0.00	(65,000.00)
MRIF Water Treatment	0.00	0.00	0.00	0.00
GT Water Treatment	0.00	0.00	0.00	0.00
* TOTAL Grants	0.00	0.00	0.00	(65,000.00)
** Total Revenues	(83,206.47)	(83,263.87)	(82,200.00)	(176,000.00)
Expenses				
Water - Repairs & Maintenance Plant	216.24	6,720.60	5,200.00	5,500.00
Water-Repairs & Maintenance Distribution	4,060.04	687.05	1,750.00	3,000.00
Water - Fuel	402.26	492.96	700.00	1,200.00
Water - Maintenance Benefits	2,236.39	3,419.21	3,500.00	5,400.00
Water - Maintenance Wages	8,549.50	12,090.50	12,400.00	22,000.00
Water - Testing Expense	88.58	304.83	500.00	1,000.00
Water - Utilities Expense	8,214.30	7,879.85	9,350.00	17,500.00
Water - Administration Charges	1,500.00	3,455.01	8,450.00	9,950.00
Water - Supplies	526.97	0.00	500.00	1,000.00
Water - Licensing	0.00	150.00	150.00	1,250.00
Public Work's Truck	5,504.66	1,911.32	800.00	800.00
Water Treatment Upgrade	0.00	0.00	0.00	0.00
Pump House	0.00	0.00	0.00	0.00
Training - Water	0.00	0.00	500.00	1,000.00
* Total Expenses	31,298.94	37,111.33	43,800.00	69,600.00
Contribution to Reserves				
Cont. To Water Capital Reserve	0.00	0.00	0.00	0.00
Amortized asset expense	0.00	0.00	0.00	26,000.00
* TOTAL Contribution to Reserves	0.00	0.00	0.00	26,000.00
Debenture Expense				
Water - Debenture Interest	0.00	0.00	0.00	0.00
Water - Debenture	0.00	0.00	0.00	0.00
* TOTAL Debenture Expense	0.00	0.00	0.00	0.00
** Total Expenses	31,298.94	37,111.33	43,800.00	95,600.00
***P Surplus / (Deficit)	(51,907.53)	(46,152.54)	(38,400.00)	(80,400.00)

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VILLAGE OF PORT CLEMENTS

Water Operating Revenue & Expense

Page 2 of 2
2017-Aug-1
2:22:20PM

Description	2016 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Budget
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*** End of Report ***

VILLAGE OF PORT CLEMENTS

Sewer Operating Revenue & Expense

Page 1 of 1

2017-Aug-1

2:21:20PM

Description	2016 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Budget
Fees & Taxation Revenue				
Sewer - User Charges	(15,897.50)	(16,054.25)	(15,500.00)	(31,000.00)
Sewer - Frontage Tax	(36,369.80)	(36,369.80)	(36,120.00)	(36,120.00)
Sewer - Parcel Tax - PC East	(1,316.00)	(1,316.00)	(1,316.00)	(1,316.00)
Sewer - Interest on Past Due Accounts	0.00	0.00	0.00	0.00
Sewer - Government Grant	0.00	0.00	0.00	0.00
Transfers From Province	0.00	0.00	0.00	0.00
GT - Rural Subdivision Extension	0.00	0.00	0.00	0.00
Sewer - Reserve/Surplus	0.00	0.00	0.00	0.00
Transfer from reserves	0.00	0.00	0.00	0.00
** TOTAL Fees & Taxation	(53,583.30)	(53,740.05)	(52,936.00)	(68,436.00)
Expenses				
Sewer - Administration Charges	1,500.00	1,500.00	1,500.00	3,000.00
Sewer - Licenses & Permits	537.62	457.62	425.00	850.00
Sewer - Maintenance Salaries	8,281.30	5,613.37	8,500.00	15,000.00
Sewer - Benefits	2,251.06	1,705.48	2,187.50	3,750.00
Sewer - Utilities Expense	4,098.42	2,320.96	3,787.50	7,350.00
Sewer - Repairs & Maintenance	802.65	2,513.33	2,625.00	4,500.00
Sewer - Fuel	201.11	246.49	350.00	650.00
Training - Sewer	0.00	550.00	500.00	1,000.00
Public Work's Truck	313.62	376.49	350.00	600.00
* TOTAL Operating Expenses	17,985.78	15,283.74	20,225.00	36,700.00
Contributions to Reserves				
Contribution to Sewer Capital Reserves	0.00	0.00	0.00	0.00
* TOTAL Contributions to Reserves	0.00	0.00	0.00	0.00
Debenture Expenses				
Sewer - Debenture	0.00	0.00	0.00	0.00
Sewer - Interest Expense	0.00	0.00	0.00	0.00
Amortized assest expense	0.00	0.00	0.00	18,000.00
* TOTAL Debenture Expenses	0.00	0.00	0.00	18,000.00
** TOTAL Expenses	17,985.78	15,283.74	20,225.00	54,700.00
***P Surplus/Deficit	(35,597.52)	(38,456.31)	(32,711.00)	(13,736.00)

*** End of Report ***

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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: July 20, 2017
Re: Crown Grant Offer

Background: In 2011, at the conclusion of the Land Use Planning, the Province offered each of the Municipalities \$250,000 in Crown land to acknowledge concessions made. In 2013 the Village of Port Clements went through the process of obtaining ownership of some crown land in the Industrial Park now known as #100 Industrial Park Road. The appraised value that the Province used for this property came to \$88,000 leaving us \$162,000 in available Crown Land. In late 2014 I began the process of obtaining ownership over another piece of property in the Industrial Park. The process is very lengthy and there were some issues because the initial piece of land requested exceeded the \$162,000 value we had left so we had to decrease the lot size and re-apply. The value for timber was fairly high at the time this was going back and forth and the main issue for the lot was the timber value so eventually Council made a decision to seek ownership of the land but leave the timber rights to the Province. Per the attached, the Province is now making us an offer of the lot we applied for with a value of \$81,600. Once we finalize this transaction we will have \$80,400 left to use towards another piece of Crown land that Council identifies. The cost to the Municipality to finalize this Crown Land offer will be the cost to acquire and register a survey of the lot being obtained.

Recommendation: I recommend Council authorize me to sign the Crown Grant Offer and hire Dediluke to complete the survey as required to finalize this land transaction.

Respectfully submitted:



Ministry of Forests, Lands and
Natural Resource Operations
1229 Oceanview Drive; P.O. Box 39
Queen Charlotte City, BC V0T 1S0
Telephone No: 250 559-6200
Facsimile No: 250 553-8342

GST Registration No: R107864738

Your contact is: Elizabeth DeMunck

Our file: 1414012

CROWN GRANT OFFER

July 15, 2017

CORPORATION OF THE VILLAGE OF PORT CLEMENTS
Po Box 198
Port Clements, BC V0T 1R0

Dear Sir or Madam:

Re: Your Application for a Crown grant

We are pleased to offer you a Crown grant over:

that portion of District Lot 997, within Queen Charlotte District, shown outlined
on the attached sketch, containing 5.44 hectares, more or less.

(the "Land") on the terms and conditions contained in this offer.

Preconditions of Crown grant

You can accept this offer by signing the attached acceptance page and returning it to our office. A Crown grant will be issued to the Registrar of the appropriate Land Title Office once you have met the preconditions listed below. The Registrar will then register a title to the Land in your name.

This offer will expire on January 15, 2018 unless you have returned the signed acceptance page by this date. As well, you must satisfy the following preconditions by this date or within the time period specified in the precondition:

1 FEES PAYABLE

The purchase price for the Land shall be \$1.00.

The total value of the land is \$81,600.00 towards the Ministry's land bank commitment to Haida Gwaii Communities.

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2 SURVEY

You need to retain a registered BC Land Surveyor to prepare a boundary survey of the Land, at your expense. The surveyor is responsible for completing the survey, which must be delivered to the Surveyor General within 6 months from the date you accept our offer.

3 PROPERTY TRANSFER TAX ACT

When Crown land is sold, tax under the *Property Transfer Tax Act* becomes due. This tax is based on the fair market value of the property, being the value of the land plus the value of any buildings and other improvements (and the timber) on the land, as of the date of the registration of the Crown grant at the Land Title Office.

If this Ministry will be registering the Crown grant for you, the Property Taxation Branch of the Ministry of Finance will contact you after registration about completion of a tax return and payment of the tax, or alternately, about your claim for tax exemption. If your lawyer will be registering the Crown grant at the Land Title Office for you, you will have to file a tax return at that time.

For more information about this tax, please contact Leslie Guthrie at the Property Taxation Branch, Ministry of Finance at (250) 356-9268. Further information can also be found in Information Bulletin 018 – Application of the Act to the Sales of Crown Land, at the following website address.

http://www.sbr.gov.bc.ca/documents_library/bulletins/PTT_018.pdf

REMINDER

This offer expires if you do not satisfy the above preconditions by January 15, 2018 or within the time period specified in the precondition.

AGREEMENT TO FURTHER TERMS

1 By accepting this offer, you agree that:

- (a) This offer cannot be transferred to another person;
- (b) This offer and the Crown grant do not guarantee that
 - (i) the Land can be built on,
 - (ii) there is access to it,
 - (iii) it is not susceptible to flooding or erosion;

- (iv) the Land and its surface water and groundwater are free from any environmental or other contaminant, including any toxic, hazardous, dangerous or potentially dangerous substances on or under the Land, whether naturally occurring or introduced, or that neighbouring or adjacent lands are free from any such substances;
- (c) This offer shall survive the signing and issuance of the Crown grant but that if there is any contradiction between the terms of the offer and the Crown grant, the Crown grant shall prevail;
- (d) This offer does not give you any right to use or occupy the Land for any purpose.
- (e) In accordance with the provisions of the *Land Act*, this offer is not binding upon the Crown until the Crown grant is signed by the Crown.
- (f) Time is of the essence in this offer;
- (g) You are taking the Land "as is"; and
- (h) You will, from and after the date the Crown Grant is signed by the Crown
 - (i) assume any environmental liabilities relating to the Land including, but not limited to, all liability for clean-up of any toxic, hazardous, dangerous or potentially dangerous substances or conditions on or under the Land or migrating from the Land (including surface water and groundwater),
 - (ii) indemnify and save harmless the Crown from and against all claims, demands, liabilities, losses, damages, costs or expenses suffered or incurred by it arising out of or in connection with any environmental liabilities relating to the Land including, but not limited to any contamination or other toxic, hazardous, dangerous or potentially dangerous substances migrating from the Land,
 - (iii) release the Crown from and against all claims, demands, liabilities, losses, damages, costs, actions, causes of action, suits and proceedings by you with respect to all environmental liabilities relating to the Land, including but not limited to any contamination or other toxic, hazardous, dangerous or potentially dangerous substances migrating from the Land.

2 By accepting this offer, you confirm that:

- (a) You (or your authorized representative) have inspected the Land and have satisfied yourself as to its condition, environmental or otherwise, including surface and groundwater, the presence or absence of any toxic, hazardous, dangerous or potentially dangerous substances on or under the Land and on or under any surrounding or neighbouring land and the current and past uses of the Land;
- (b) You have knowledge of all municipal and regional district bylaws regulating the use and development of the Land;
- (c) You acknowledge that you have no right to use or occupy the Land unless and until the Crown grant is issued to you under this offer.
- (d) You are aware of the need to obtain a **License to Cut** from the Ministry of Forests, Lands and Natural Resource Operations before harvesting, clearing, cutting, burning, or selling ANY merchantable or non-merchantable timber that is present on the Land.

3 PRIOR INTERESTS

The transfer of the Land will be subject to:

- (a) Any condition or final water license or substituted water license issued or given under *Water Sustainability Act* or any prior or subsequent enactment of the Province of British Columbia of like effect, and to the rights of the holder of it to enter on the Land and to maintain, repair and operate any works permitted on the Land under the license at the date of the Crown grant.
- (b) All subsisting grants to, or subsisting rights of any person made or acquired under the *Mineral Tenure Act*, *Coal Act* or *Petroleum and Natural Gas Act* or under any prior or subsequent enactment of the Province of British Columbia of like effect.

4 EXCEPTIONS AND RESERVATIONS

The Crown grant transferring the Land to you will:

- (a) Except and reserve to the Province, its successors and assigns, the interests, rights, privileges and titles referred to in Section 50 of the *Land Act*.
- (b) Except and reserve to the Province all timber on the Land.

ADDITIONAL INFORMATION

We wish to draw your attention to the following:

- (a) Should your proposed activities involve working in or around water, you need to refer to the Fishers and Oceans Canada website for requirements under the *Fisheries Act*.
- (b) Our records indicate that the Crown grant area overlaps, or is in the vicinity of a registered archaeological site. You may be required to obtain a Site Alteration Permit from the Ministry of Forests, Lands and Natural Resource Operations, Archaeology Branch prior to the commencement of land-altering activities.
- (c) In consideration of your project's environmental impact, please refer to the document "Develop with Care: Environmental Guidelines for Urban and Rural Land Development in British Columbia" (Ministry of Environment, 2013)

Should a substantial portion of the timber be removed from the property under a License to Cut, you may wish to consider applying for a supplementary grant of the timber rights under Section 49 of the *Land Act*.

FREEDOM OF INFORMATION

Personal information is collected pursuant to the *Land Act* for the purpose of administering Crown land. Information on your application, and if approved, subsequent disposition will become a part of the Crown Land Registry, which is routinely made available to the public under freedom of information legislation.

If you have any questions please contact Elizabeth DeMunck.

Yours truly,



Leonard Munt
Delegated Decision Maker

Attachment

Acceptance of Offer of Crown Grant

File No. 1414012

Ministry of Forests, Lands and Natural Resource Operations
1229 Oceanview Drive
P.O. Box 39
Queen Charlotte City, BC V0T 1S0

Dear Elizabeth DeMunck:

Re: Application Crown grant

- ☐ I/We accept the offer of Crown grant made to me/us by way of a letter dated July 15, 2017 from the Ministry of Forests, Lands and Natural Resource Operations and I/we agree to perform and abide by my/our covenants, acknowledgements and representations set out in that offer.
- ☐ I/We do not accept the offer of Crown grant made to me/us by way of a letter dated July 15, 2017 from the Ministry of Forests, Lands and Natural Resource Operations.

DATED the ____ of _____, ____.

Applicant's signature/Applicant's
representative's signature

Applicant's signature/Applicant's
representative's signature

Print name of person signing

Print name of person signing

Occupation

Occupation

Please check one if applicable (more than one Applicant)

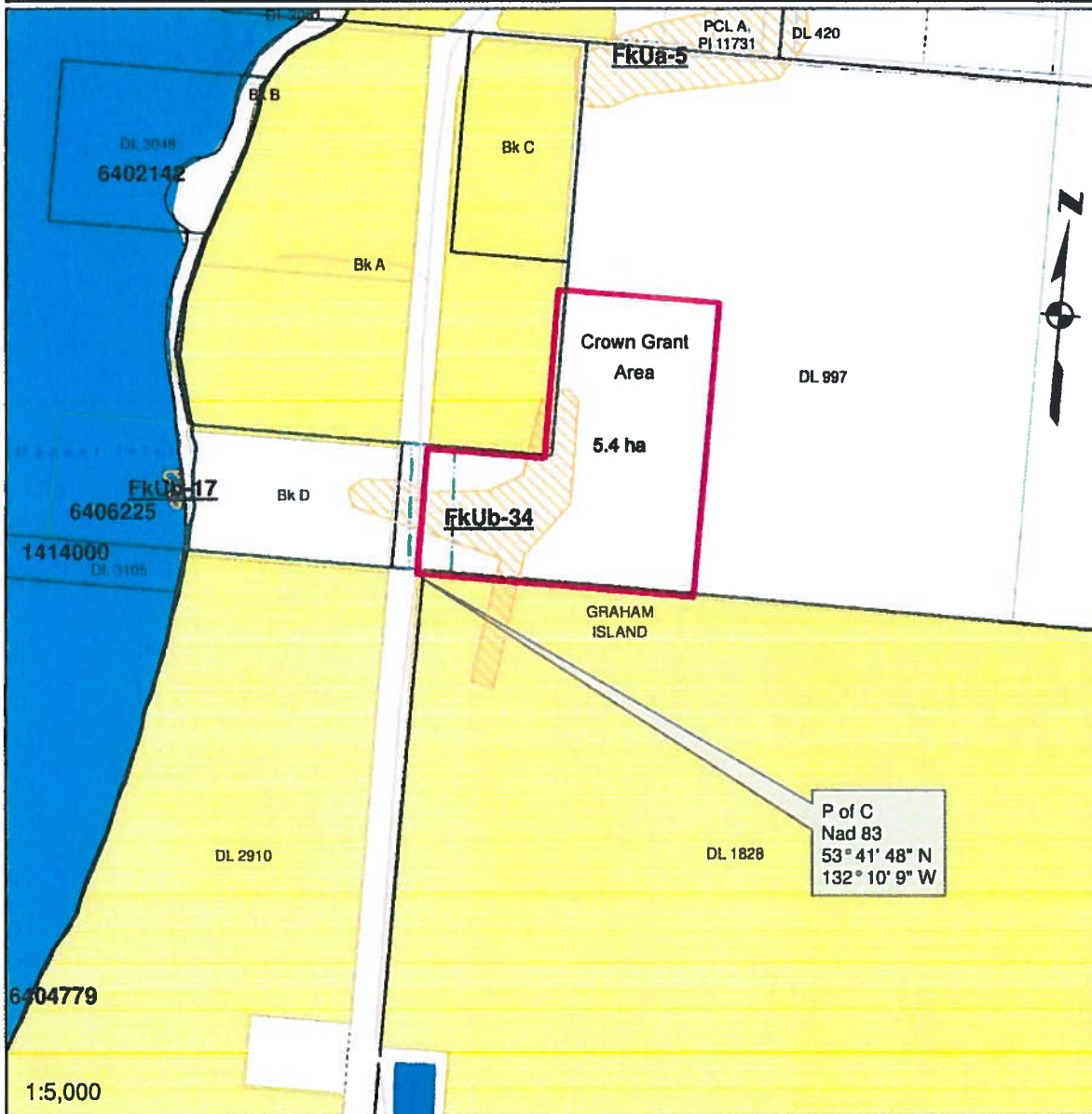
- ☐ Joint Tenants
☐ Tenants in Common

R-1

Legal Description Schedule

Document Number: 915963
Lands File: 1414012

That portion of District Lot 997, within Queen Charlotte District, shown outlined on the Sketch below, containing 5.44 hectares, more or less.



Council of the
Haida Nation



Ministry of
Forests, Lands and
Natural Resource Operations

Approved
Document Print

Haida Gwaii Natural Resource District

Lands File Tenure Map

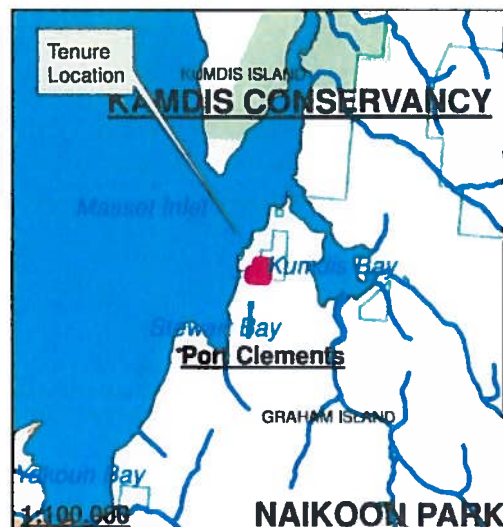
1414012 Application for Crown Grant

Date: July 11, 2014 Prepared By: DMLouis, HGRD

Legend

- | | | |
|-----------------------|----------------------|------------------------|
| 1414012 | Lakes and Ponds | Private Land |
| Tenures | Rivers and Creeks | Provincial Parks |
| BC Ferries Route | North Coast Ocean BC | Ecological Reserves |
| Yellowhead Highway 16 | Inundated Land | Conservancy Areas |
| Active Forest Road | Marsh | Protected Marine Areas |
| Pending Forest Road | Swamp | Indian Reserves |
| Retired Forest Road | | Forest Rec Site |

0 0.05 0.1 0.2 0.3 0.4 Kilometers





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: July 31, 2017
Re: Sunset Park Management Plan

Background: Initially a Park Management Committee was created in 2013 to create separate management plans for each of the parks within Port Clements. The Committee began with a management plan for the Sunset Park. A draft management plan was brought forward to a public meeting at the Community Hall in the summer of 2014 as there was a lot of controversy around this particular park. After the election in the fall of 2014 a new committee was formed and had their first meeting in April of 2015. There were some edits to the initial draft management plan (we are now on version #4) and a questionnaire was sent out to the residents to gauge public opinion in regards to the park. Attached is a copy of draft #4, which we have been using in spite of the fact that it was never formally adopted, as well as the consolidated results of the questionnaire.

Recommendation: I recommend that Council formally adopt a Sunset Park Management plan rather than continuing to use a draft policy as our guideline.

Respectfully submitted:

Sunset Park Management Plan – Draft #4 June 5, 2015

Introduction:

The original intent was for this park to have minimal impacts on local wildlife in the area. The park consists of a trail set back from the beach, picnic and RV/tent sites, parking and trail access facilities off the road to Justkatla along with a waterfowl/scenic viewing tower near the Yakoun Estuary. Except for danger trees and necessary esthetics as decided by the Village Council, the picnic and RV sites will have minimal clearing done. There will be no removal, except for danger trees or the health of the overall growth of the forest, of conifers in the park, however topping and thinning will be considered at Council's discretion. There are no activities planned for the foreshore. There are no plans to increase the grassy area of the park currently being maintained. Some alders and understory may be removed to improve shoreline views for people enjoying the trail but the intention will be to retain the forested character of the narrow corridor and any work done between the trail and the waterfront will be at Council's specific direction. Hikers should be able to walk along the trail without seeing the road for the majority of the trail.

The vegetation in this area is mainly second-growth cedar, spruce and hemlock with dense stands of alder and brush. This narrow park has a gradient ranging from 4% to 14% between the road and shore and contains grassy knolls as well as a large open field and several semi-open areas. The main elements and characteristics of this area are environmentally interesting tidal shore with an abundance of waterfowl, second growth forest with dense alder along the perimeter, a large open field, several coves along the shoreline, several semi-open areas that offer views of the shore and the remnants of a Culturally Modified Tree (CMT). In the semi-cleared areas we wish to maintain tree-framed views of the inlet and access to the shore at regular intervals.

Park Management:

A map is attached with landmarks and mileage markers to indicate which parts of the park are to be maintained as treeless areas and which are to remain treed areas. In areas marked as treeless, conifers will generally be protected with consideration given to topping and thinning but alders will be controlled. In areas marked as treed, very little trees will be removed unless they are considered dangerous or hamper the enjoyment of the trail. In addition to the overall area designation in the park, the following rules apply to all areas within the park:

1. There will be no cutting of trees or brush between the trail and the beach except by the Village of Port Clements staff and this will be of a very limited nature.
2. There will be no cutting of trees or brush within 10 meters of either side of any creek within the park.

Any decision for tree removal or development outside of this plan's parameters requires discussion at an open Council meeting. Proponents will be required to complete a detailed plan and have it submitted to Council prior to June 1st of the year in which work is anticipated. Council will then review the applications, note any concerns or changes and have final approval in place by the end of August.

Any work in the park, once approved by Council, is to be done between September 1 and February 29 to avoid impacting wildlife and human enjoyment of the park.

Non-native species means species not native to Haida Gwaii. Non-native species will not be deliberately introduced. Invasive species relates specifically to the 42 species identified in the Forest and Range Practices Act – Invasive Plants Regulations, a copy of which is attached to this management plan. Where possible, actions will be taken to eliminate or reduce the threat of invasive species that may be affecting the diversity of naturally occurring populations. Where non-native species are already established and threaten natural or cultural values, a control program may be undertaken if feasible and practical.

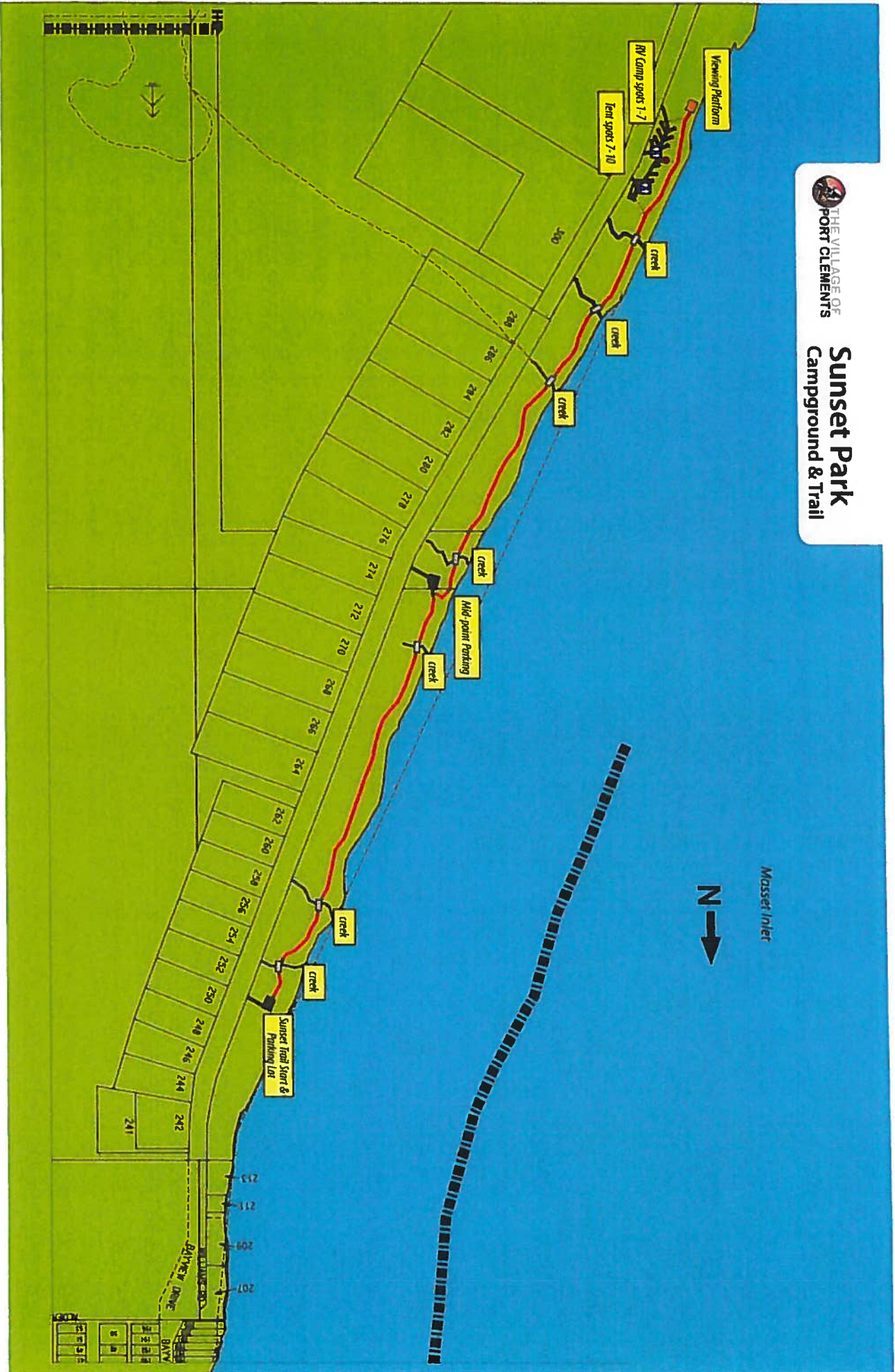
The trails in the Sunset Park are for walking and non-motorized cycling. Motorized vehicles, except when being used for park maintenance, are not allowed on park trails.

The attachments to this plan include:

- Map of Sunset Park
- List of Invasive plants
- Application and liability waiver for consideration for tree or underbrush removal in the park.



Sunset Park Campground & Trail



Invasive plant species specified

- 2 For the purposes of section 47 of the *Forest and Range Practices Act*, the prescribed species of invasive plants are as follows:

Weed Species	Scientific name
Anchusa	<i>Anchusa officinalis</i>
Baby's breath	<i>Gypsophila paniculata</i>
Black knapweed	<i>Centaurea nigra</i>
Blueweed	<i>Echium vulgare</i>
Brown knapweed	<i>Centaurea jacea</i>
Bull thistle	<i>Cirsium vulgare</i>
Canada thistle	<i>Cirsium arvense</i>
Common burdock	<i>Arctium minus</i>
Common tansy	<i>Tanacetum vulgare</i>
Dalmatian toadflax	<i>Linaria dalmatica</i>
Diffuse knapweed	<i>Centaurea diffusa</i>
Field scabious	<i>Knautia arvensis</i>
Giant knotweed	<i>Polygonum sachalinense</i>
Gorse	<i>Ulex europaeus</i>
Hoary alyssum	<i>Berteroa incana</i>
Hoary cress	<i>Cardaria draba</i>
Hound's-tongue	<i>Cynoglossum officinale</i>
Japanese knotweed	<i>Polygonum cuspidatum</i>
Leafy spurge	<i>Euphorbia esula</i>
Marsh thistle	<i>Cirsium palustre</i>
Meadow hawkweed	<i>Hieracium pilosella</i>
Meadow knapweed	<i>Centaurea pratensis</i>
Nodding thistle	<i>Carduus nutans</i>
Orange hawkweed	<i>Hieracium aurantiacum</i>
Oxeye daisy	<i>Chrysanthemum leucanthemum</i>
Perennial pepperweed	<i>Lepidium latifolium</i>
Plumeless thistle	<i>Carduus acanthoides</i>
Puncture vine	<i>Tribulus terrestris</i>
Purple loosestrife	<i>Lythrum salicaria</i>
Rush skeletonweed	<i>Chondrilla juncea</i>
Russian knapweed	<i>Acroptilon repens</i>
Scentless chamomile	<i>Matricaria maritima</i>
Scotch broom	<i>Cytisus scoparius</i>
Scotch thistle	<i>Onopordum acanthium</i>
Spotted knapweed	<i>Centaurea maculosa</i>
St. John's wort	<i>Hypericum perforatum</i>
Sulphur cinquefoil	<i>Potentilla recta</i>
Tansy ragwort	<i>Senecio jacobaea</i>
Teasel	<i>Diosacus fullonum</i>
Yellow Iris	<i>Iris pseudacorus</i>
Yellow starthistle	<i>Centaurea solstitialis</i>
Yellow toadflax	<i>Linaria vulgaris</i>

Application for Permission to undertake remedial work in the Sunset Park

Trees are an asset that adds natural beauty to our surroundings. The Village of Port Clements Council, as part of the Sunset Park Management Plan, recognize the importance of trees in creating the park atmosphere and have therefore implemented a permitting process for the removal of trees within the park. Failure to abide by the conditions set out in this permit can result in civil action and/or fines.

Definitions:

Tree diameter means the measurement of the circumference of the trunk of a tree from outside the bark 1 meter above existing grade of the ground adjoining its base. Diameter is the circumference divided by pi (3.1416).

Pruning refers to the appropriate removal of not more than one-third of the live branches or limbs of a tree.

Injury means injuring or destroying a tree by removing, cutting, girdling or smothering of the tree or roots or the application of chemicals on, around or near the tree, or any other means of damaging a tree whether by accident or design.

THIS APPLICATION IS TO BE SUBMITTED TO THE ADMINISTRATION OFFICE NO LATER THAN JUNE 1 OF THE YEAR IN WHICH THE WORKS ARE TO BE UNDERTAKEN. COUNCIL WILL REVIEW THE APPLICATION AND MAKE ANY RECOMMENDATIONS OR AMENDMENTS WHICH ARE THEN TO BE RETURNED TO THE APPLICANT FOR FINALIZATION. THE APPLICATION WILL BE APPROVED OR DENIED BY THE END OF AUGUST OF THAT YEAR AND THEN WORK CAN BE COMPLETED BETWEEN SEPTEMBER 1 AND FEBRUARY 28. ONCE APPROVAL HAS BEEN GIVEN THE APPLICANT IS STILL OBLIGATE TO ADVISE THE ADMINISTRATION OF THE DATE IN WHICH THE WORK IS TO BE DONE. COUNCIL WILL ASSIGN A STAFF, CONTRACTOR OR VOLUNTEER TO REVIEW THE WORK WHILE IT IS UNDER WAY. IF WORK IS NOT COMPLETED IN THE YEAR IT IS APPROVED THE APPLICANT WILL HAVE TO RE-APPLY THE FOLLOWING YEAR FOLLOWING THE SAME TIMELINE SET OUT ABOVE.

NO WORK IS TO BE UNDERTAKEN OUTSIDE OF THE SEPTEMBER 1 – FEBRUARY 28 WINDOW. NO WORK IS TO TAKE PLACE BETWEEN THE PATH AND THE SHORELINE OR WITHIN 10 METERS OF A CREEK OR WATERWAY WITHOUT EXPRESS PERMISSION BY COUNCIL.

A \$500 REFUNDABLE DAMAGE DEPOSIT MUST ACCOMPANY THIS APPLICATION. THE DAMAGE DEPOSIT WILL BE RETURNED UPON THE WORK AND CLEAN-UP BEING SATISFACTORILY COMPLETED.

Name: _____

Civic & Legal Address: _____ Lot _____ Block _____ Plan _____ Bayview Street

Mailing Address: _____

Planned works – please include a basic drawing of the area identifying major features such as the path, shoreline and the approximate placement of the trees you are wishing to remove. Include descriptions such as the number of trees to be removed, placement of the trees, species of trees, whether you plan to thin, top or remove the trees, who you be doing the work (THE VILLAGE OF PORT CLEMENTS REQUIRES THAT A CERTIFIED FALLER BE USED FOR ALL TREES WHOSE DIAMETER EXCEEDS 6"). Please include a copy of the Faller's certification, current status with WCB and liability insurance.

Proponents are responsible for removing the waste that results from cutting down the tree(s). The site will be approved after the work has been completed. Any unsatisfactory clean-up will be communicated to the proponent and a deadline for completing the work will be given. Failure to clean-up within the timeline given may result in forfeiture of the damage deposit.

RELEASE OF LIABILITY, WAIVER OF CLAIMS, ASSUMPTION OF RISKS AND INDEMNITY AGREEMENT
BY SIGNING THIS AGREEMENT YOU WILL WAIVE CERTAIN LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE.
PLEASE READ THIS SECTION CAREFULLY!

In consideration of the Village of Port Clements granting me permission to cut/limb/prune/top trees in the Sunset Park I HEREBY AGREE AS FOLLOWS:

1. TO WAIVE ANY AND ALL CLAIMS that I have or may have in the future against the Village of Port Clements in regards to the work about to be undertaken as explained in this document from any and all liability for any loss, damage, expense or injury including death that I may suffer DUE TO ANY CAUSE WHATSOEVER, INCLUDING NEGLIGENCE, BREACH OF CONTRACT OR BREACH OF STATUTORY OR OTHER DUTY OF CARE ON THE PART OF THE VILLAGE OF PORT CLEMENTS.

2. TO HOLD HARMLESS AND INDEMNIFY THE VILLAGE OF PORT CLEMENTS from any and all liability for any damage to property, or personal injury to, any third party that results from the work outlined in this permit.
3. This agreement shall be effective and bind my heirs, next of kin, executors, administrators and representatives.
4. This agreement shall be governed by and interpreted solely in accordance with the laws of the Province of British Columbia and no other jurisdiction.
5. Any litigation involving the parties to this agreement shall be brought solely within the Province of British Columbia and shall be in the exclusive jurisdiction of the Courts of the Province of British Columbia.

I HAVE READ AND UNDERSTAND THIS AGREEMENT, AND I AM AWARE THAT BY SIGNING THIS AGREEMENT I AM WAIVING CERTAIN LEGAL RIGHTS WHICH I OR MY HIERS, NEXT OF KIN, EXECUTORS, ADMINISTRATORS AND REPRESENTATIVES MAY HAVE AGAINST THE VILLAGE OF PORT CLEMENTS.

Date: _____

Proponent

Witness

Date received by the Village of Port Clements: _____

Received by : _____

Date reviewed by Council: _____

Feedback:

Approved _____ OR Declined _____ by Council

Council

BACKGROUND

A questionnaire was included in the August 2015 Port Clements Newsletter regarding the Sunset Park. It consisted of nine questions.

Seventeen questionnaires were returned to the Village Office with answers from a total of 24 people. The Park Management Committee will use this information to inform future decisions in an effort to better serve the community.

SUNSET PARK QUESTIONNAIRE

1. HOW OFTEN DO YOU USE THE SUNSET PARK TRAIL?

REGULARLY – 12	50%
ONCE A WEEK – 3	13%
ONCE A MONTH – 5	21%
RARELY – 4	16%

2. WHAT AGE GROUP ARE YOU IN?

UNDER 25 – 1	4%
26-35 – 1	4%
36-45 – 4	17%
46-55 – 5	21%
56-65 – 3	12%
OVER 65 – 10	42%

3. WHAT IS YOUR PRIMARY USE OF THE TRAIL?

WALKING – 13	54%
BIKING – 1	4%
RUNNING – 2	8%
WALKING PET – 7	29%
BIRD WATCHING – 1	5%

4. WOULD YOU RECOMMEND THE TRAIL TO OTHERS?

22 PARTICIPANTS SAID YES, THEY WOULD (AND REGULARLY DO) RECOMMEND THE TRAIL TO OTHER PEOPLE.

1 PARTICIPANT SAID THEY WOULD RECOMMEND IT WITH "...CAUTIONARY WARNINGS ABOUT THE CONDITION OF THE TRAIL IN PLACES – IE: CRUMBLING EDGES, EXPOSED SANDBAGS, DIRTY OUHOUSE AND OFF-LEASH DOGS.

1 PARTICIPANT SIMPLY SAID NO THEY WOULD NOT RECOMMEND IT.

5. IN YOUR OPINION THE TRAIL MAINTENANCE IS:

EXCELLENT – 7	29%
GOOD – 11	46%
FAIR – 6	25%
POOR – 0	0%

6. IN YOUR OPINION, SAFETY AND SECURITY ALONG THE TRAIL IS:

EXCELLENT – 8	33%
GOOD – 15	63%
FAIR – 1	4%
POOR – 0	0%

ONE RESPONDENT SAID THEY WERE AFRAID OF COMING ACROSS A BEAR WHILE ON THE TRAIL, ANOTHER SAID THEY WERE CONCERNED ABOUT OFF-LEASH DOGS AND A THIRD SAID THAT SOMETIME THE CAMPERS MAKE PEOPLE UNEASY.

7. WHAT PORTION OF THE TRAIL DO YOU USE MOST OFTEN?

GRASSY AREA – 1	4%
BEACH – 4	17%
BENCHES – 6	25%
BIRD TOWER – 6	25%
TOTAL TRAIL – 7	29%

8. HOW CAN WE IMPROVE THE TRAIL?

OPEN IT UP – 3	12%
NO COMMENT – 2	8%
IMPROVE PATH (ADD GRAVEL) – 3	12%
OPEN VISTA IN FRONT OF BENCHES – 1	4%
EXTEND PATH TO COMMUNITY PARK – 1	4%
MAKE IT LESS DARK & SPOOKY – 4	17%
CLEAN THE OUTHouses BETTER/MORE OFTEN – 2	8%
MORE INTERPRETIVE SIGNAGE – 1	4%
TRIM BUSHES TO IMPROVE VIEW – 2	8%
LEAVE IT ALONE – 5	23%

9. THERE HAVE BEEN SEVERAL REQUESTS FROM PROPERTY OWNERS ALONG BAYVIEW DRIVE TO DO SELECTIVE CLEARING TO IMPROVE THEIR VIEWS. HOW DO YOU FEEL THIS COULD BEST BE APPROACHED?

- IT SHOULD BE LEFT AS IS EXCEPT FOR HAZARD TREES. THE PROPERTY OWNERS KNEW WHAT THE SURROUNDING AREA WAS LIKE WHEN THEY PURCHASED THEIR PROPERTY. THEY SHOULD NOT HAVE AN EXPECTATION THAT THE PARK SHOULD BE CHANGED TO SUIT THEIR WANTS AND WISHES. TO MAKE CHANGES TO THE PARK AT THE REQUEST OF A FEW UNHAPPY PEOPLE IS TO SET A PRECEDENT THAT COULD EVENTUALLY LEAD TO THINGS THE VILLAGE MAY NOT BE ABLE TO CONTROL.
- IAN SUGGESTED AT AN OPEN MEEINT TO DO THE SELECTIVE CLEARING UNDER VILLAGE GUIDANCE. TO CLEAN OUT ALDER AND SOME BERRY BUSHES AND LIMB BACK EVERGREENS. LETS GET OUR VIEW BACK.
- EMPHASIZE THAT THIS IS A PUBLIC PARK FOR ALL, NOT FOR THE BENEFIT OF SELECT FEW WHO WISH PERSONAL DESIRES SATISFIED WHILE INCREASING THE VALUE OF THEIR PROPERTIES.
- THE VILLAGE SHOULD DO IT!
- DON'T DO IT. HOMEOWNER VIEW IMPROVEMENTS WOULD BEAN THAT PARK USERS WOULD VIEW HOUSES WHILE OUT FOR A NATURE WALK. IF YOU WANT A GUARANTEED OCEAN VIEW THEN BUY OCEAN VIEW PROPERTY, NOT ACROSS THE ROAD FROM THE OCEAN. THE PROPERTY OWNERS OUGHT TO HAVE KNOWN THE THAT THESE WERE NOT THEIR TREES TO DO WITH AS THEY PLEASED WHEN THEY BOUGHT THERE. IF YOU OPEN THE VIEW FOR ONE SITUATION YOU HAVE TO DO IT FOR ALL SITUATIONS.
- LEAVE IT ALONE.
- IT IS BEST TO KEEP THE RUSTIC FEEL OF THE TRAIL. IF ANY CLEARING IS DONE, DO SO WITH THE TRAIL EXPERIENCE IN MIND. PARK USERS SHOULD COME FIRST.
- LEAVE IT LIKE IT IS.
- IF IT WAS TREED WHEN YOU BOUGHT YOUR PROPERTY YOU KNEW WHAT THE VIEW WAS – WHY IMPROVE IT FOR A FEW PEOPLE'S VIEW.

- TOP TREES FOR HOMEOWNERS VIEW (AT HOMEOWNER'S EXPENSE) SO THAT THE NATURAL HABITAT REMAINS BELOW. I THINK WITH ALL THE RAIN, OPENING UP A FEW MORE AREAS WOULD BE NICE.
- OWNER'S RESPONSIBILITY FOR ALL COSTS AND PERMITS.
- I DON'T WANT TO SEE THE ROAD FROM THE TRAIL.
- LEAVE THE TREES – THEY PROVIDE SHELTER AND TRANQUILITY TO THE TRAIL.
- REFUSE THE REQUEST TO CUT TREES.
- REMOVE ALDERS, SELECTIVE EVERGREEN TOPPING, ROAD SIDE BRUSH CLEAN UP, CUT DOWN ALL DANGER TREES.
- PREVIOUSLY SELECTIVE HAS USUALLY MEANT CLEAR CUT IN FRONT OF THEIR LOT, I SUGGEST DANGER TREES BE VERFIED BY SOMEONE OTHER THAN THE UPLAND OWNER. THE PARK BELONGS TO EVERYONE IN TOWN, NOT THE OWNERS OF THE UPLAND LOTS.
- IF PEOPLE WANT OCEAN VIEW THEY SHOULD BUY OCEAN FRONT – THE PARK BELONGS TO ALL THE PEOPLE IN TOWN.
- NO SELECTIVE LOGGING, DANGER TREES ONLY. DANGER TREES AS DEFINED BY A QUALIFED PROFESSIONAL WITH NO VESTED INTEREST.
- WHY WOULD ONE HAVE A HOME BY THE WATER EXCEPT FOR THE VIEW. AS LONG AS THE INTEGRETU OF THE PATH IS MAINTAINED WHY NOT. TAKE GOOD CARE OF WHAT IS DEAR TO US BUT ALSO ENJOY THE VIEW WOULD MAKE US BETTER STEWARDS OF THE LAND WE ARE ENJOYING.
- MAKE A SHORELINE WALK ALONG THE OPEN SHORELINE – TOURISTS LIKE THAT.

ACTION ITEMS

<u>#</u>	<u>Date</u>	<u>Description</u>	<u>Lead</u>	<u>Follow up</u>
A30	06-09-2016	Weight Room Upgrades	Administration	Questionnaire distributed on equipment use - Several Turned in. Hoping for more submissions Grant Writer to look for opportunities Bench Assembled