



The Village of  
**PORT CLEMENTS**  
*"Gateway to the Wilderness"*

36 Cedar Avenue West  
PO Box 198  
Port Clements, BC  
V0T1R0  
OFFICE: 250-557-4295  
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**7:00 p.m. Regular Meeting of Council Monday December 19<sup>th</sup>, 2016**

**AGENDA**

**1. ADOPT AGENDA**

**2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**

D-1 – Swilawiid – Vision for Haida Gwaii's Energy

**3. MINUTES**

M-1 – December 5, 2016 Regular Council meeting minutes

**4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**

**5. ORIGINAL CORRESPONDENCE**

C-1 – Breakfast With Santa – Harmonie Blais

C-2 – Breakfast With Santa – Recreation Committee

C-3 – SQCRD Board Highlights – November 25, 2016

C-4 – SQCRD Board Highlights – December 9, 2016

C-5 – Status of Husby Forest Products on Haida Gwaii

**6. GOVERNMENT**

G-1 – Resignation Letter – Ian Gould

G-2 – Resignation Letter – Matthew Gaspar

G-3 – Bylaw No. 437 – Amendment to Financial Plan for Years 2016-2020 – Reconsider & Adopt

G-4 – Suggested Strategic Plan & Budget Meeting Dates for January – March 2017

G-5 – Code of Conduct Policy No. 15, 2016

**7. FINANCE**

F-1 – Cheque Listing to December 14, 2016

F-2 – NSCU November bank statement

F-3 – CIBC November bank statement

F-4 – VOPC Revenue & Expense Review Est. to Dec 31, 2016

**8. NEW BUSINESS**

**9. REPORTS & DISCUSSIONS**

R-1 – Contaminated Sites

R-2 – Deputy Clerk Training Plan 2017-18

**10. ACTION ITEMS**

A-1 – See attached Action Items List A16 – A33

**11. QUESTIONS FROM THE PUBLIC & PRESS**

**Motion to Move to In Camera as per CC 90(1)(d)**

**12. ADJOURNMENT**



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**Minutes of the regular meeting of the Port Clements Council held December 5, 2016 in Council Chambers.**

**Present:**

Mayor Gould  
Councilor Daugert  
Councilor Gaspar  
Councilor Cunningham  
Councilor O'Brien Anderson

CAO Kim Mushynsky

Mayor Gould called the meeting to order at 7:02 p.m.

**1. ADOPT AGENDA.**

2016-292 – Moved by Councilor Cunningham, seconded by Councilor Daugert  
THAT Council adopts the agenda as amended adding D3 – Janine North new CAO of Go Haida Gwaii, D4 – Jeff Thorburn  
Fisheries Officer for Haida Gwaii and deleting item C-1.

**CARRIED**

**2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.**

D-1 – Conch spoke to replanting the area recently cut by the Millennium Park. Staff indicated that cedars from the Community Park and some heritage rhododendrons are slated for that space.

D-2 – Conch spoke about the advantages of having a Youth/Elder coordinator for activities for the Community. The idea will be forwarded to the 2017 Strategic Planning session.

D-3 – Janine North, new CAO of MIEDS – which will be transitioning to the marketing name "Go Haida Gwaii" introduced herself and outlined the goals for 2017.

D-4 – Jeff Thorburn, Fisheries Officer for DFO on Haida Gwaii, introduced himself, spoke about his work mandate and advised that there is funding available for conservation initiatives on Haida Gwaii. He also encouraged people to report concerns, which can be done anonymously, to help them better do their jobs.

**3. MINUTES.**

M-1 – November 21, 2016 Regular Council Meeting minutes  
2016-293 – Moved by Councilor Cunningham, seconded by Councilor Gaspar  
THAT Council adopt the November 21, 2016 minutes as presented.

**CARRIED**

**4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.**

**5. ORIGINAL CORRESPONDENCE**

C-1 – Deleted from agenda per motion 2016-292

M-1

C-2 – Request for letter of support – Masset Marine Rescue  
2016-294 – Moved by Councilor Cunningham, seconded by Councilor O'Brien Anderson  
THAT Council writes a letter of support for this initiative.  
**CARRIED**

C-3 – Canadian Cancer Society – request for endorsement of smoke and vapor-free outdoor public places in BC  
2016-295 – Moved by Councilor Daugert, seconded by Councilor Gaspar  
THAT Council receives this information.  
**CARRIED**

## **6. GOVERNMENT**

G-1 – Bylaw #437-2016 Amendment to Financial Plan 2016-2020 Bylaw #432  
2016-296 – Moved by Councilor Daugert, seconded by Councilor Gaspar  
THAT Council does 1<sup>st</sup> reading of Bylaw #437-2016.  
**CARRIED**

2016-297 – Moved by Councilor Daugert, seconded by Councilor Cunningham  
THAT Council does 2<sup>nd</sup> reading of Bylaw #437-2016  
**CARRIED**

2016-298 – Moved by Councilor Gaspar, seconded by Councilor Daugert  
THAT Council does 3<sup>rd</sup> reading of Bylaw #437-2016  
**CARRIED**

G-2 – Bylaw #436-2016 Management & Protection of trees within Port Clements  
2016-299 – Moved by Councilor O'Brien Anderson, seconded by Councilor Cunningham  
THAT this bylaw be tabled.  
**CARRIED**

Council directed Administration to include this issue in the February 2017 Newsletter to get feedback from the community on the concept of establishing trees for protection within the Municipal boundaries.

G-3 – Policy #14, 2016 Code of Conduct  
2016-300 – Moved by Councilor Gaspar, seconded by Daugert  
THAT Council adopts Policy #14  
THIS MOTION WAS NOT VOTED ON AS A MOTION TO TABLE WAS MADE

2016-301 – Moved by Councilor O'Brien Anderson, seconded by Councilor Cunningham  
THAT this item be tabled  
**CARRIED**

Council directed Administration to bring this policy back with some reference to where any of these issues are addressed in the Community Charter.

## **7. FINANCE**

F-1 – Cheque Listing to November 30, 2016  
2016-302 – Moved by Councilor Gaspar, seconded by Councilor O'Brien Anderson  
THAT Council receives the Cheque Listing to November 30, 2016.  
**CARRIED**

## **8. NEW BUSINESS**

## **9. REPORTS & DISCUSSIONS**

R-1 – Biomass Fuel  
2016-303 – Moved by Councilor Cunningham, seconded by Councilor Daugert  
THAT Council receives this report.  
**CARRIED**

M-1

Council directed Administration to forward this report to the 2017 Strategic Planning session.

**R-2 – Motions**

2016-304 – Moved by Councilor Cunningham, seconded by Councilor O'Brien Anderson  
THAT Council receives this report.

**CARRIED**

**R-3 – Christmas Hours & bonuses**

2016-305 – Moved by Councilor O'Brien Anderson, seconded by Councilor Gaspar  
THAT Council receives this report.

**CARRIED**

2016-306 – Moved by Councilor Cunningham, seconded by Councilor O'Brien Anderson  
THAT Council approves the recommendations for hours and bonuses set out in the report.

**CARRIED**

Mayor Gould – Saddened by Sue's passing, update on Regional District & Regional Hospital mtgs.  
Councilor Daugert – Fisheries mtg, interesting presentation on Marine Transportation safety  
Councilor Cunningham – VIRL mtg, excellent lantern celebration, green energy presentations in her classroom  
Councilor Gaspar – No report  
Councilor O'Brien Anderson – Christmas tree will soon be up in Dyson square and dead tree removed  
CAO Mushynsky – yearend preparation & coordination with auditors

**10. ACTION ITEMS**

**11. QUESTIONS FROM THE PUBLIC & PRESS**

2016-307 – Moved by Councilor Cunningham, seconded by Councilor Daugert  
THAT Council move in to in-camera per the Community Charter Section 90(1)(a) at 8:55pm

**CARRIED**

**ADJOURNMENT**

2016-308 – Moved by Councilor Cunningham, seconded by Councilor Gaspar  
THAT the meeting be adjourned at 9:20 pm.

**CARRIED**

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Ian Gould  
Mayor

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Kim Mushynsky  
CAO

M-1

December 12, 2016

Attn: Village of Port Clements,

I would like to draw your attention to a matter that keeps coming up each year. Breakfast with Santa is a community event that needs to occur at the Community Hall. People are refusing to attend community events held at the Senior's Room because it is crowded and uncomfortable. I attribute extreme discomfort and inability to enjoy all community events in the senior's room. It's like putting humans into a sandline can - you can't move, socialize or enjoy yourself, not to mention the safety risk - germ sharing etc...

Please do what is necessary to upgrade the dishes / kitchen at our Community Hall and pay what is necessary, or partner with the Hall Society to allow our townspeople →

to properly enjoy community events such as: Movies, Breakfast with Santa etc...

Public meetings, elections...

At the Community Hall and leave the Senior's Room for the Seniors! The senior's room was never designed large enough to be a replacement for our hall and we need to support our Hall's existence.

Thank you.

H. B. B.

P.S. a head count at the Breakfast with Santa counted over 100 people in attendance.

TO THE VILLAGE OF PORT CLEMENTS COUNCIL.

REPORT FROM PORT CLEMENTS RECREATION COMMITTEE.

December 15, 2016.

RE: BREAKFAST WITH SANTA

PLEASE EXTEND OUR THANKS TO GWAI TRUST.

ANOTHER YEAR HAS COME AND GONE WITH OUR ANNUAL BREAKFAST WITH SANTA. THE PORT CLEMENTS RECREATION COMMITTEE WOULD LIKE TO ESPECIALLY THANK GWAI TRUST FOR THEIR CONTRIBUTION OF FUNDS FOR THIS EVENT.

WE COULD NOT DO THIS WITHOUT THE STAFF OF THE VILLAGE OF PORT CLEMENTS CONTINUING SUPPORT AND ASSISTANCE – THANK YOU!

WE HELD THIS EVENT ON SATURDAY DECEMBER 10 FROM 9:30AM TO 11:00AM.

THE ATTENDANCE WAS OVERWHELMING AND SUCH A JOY TO SEE SO MANY PARENTS, GRANDPARENTS AND PORT RESIDENTS. SANTA AS ALWAYS WAS A BRIGHT LIGHT HAVING 59 PORT CHILDREN AGING FROM INFANT TO 13 YEARS OF AGE.


THANKS GO TO OUR ELVES - TINA, CONCH, ASHLEY, JASMINE, LORETTE, BUNNY AND MARILYN

TO OUR CHEFS – PENNY, DES, BRENT BEV, MARION, DECLAN AND KELSEY.

THE EXCITING SURPRISE WAS SANTA WAS ABLE TO ARRIVE AMIDST A FALLING OF SNOW WHICH MADE THIS EVENT EXCITING. THANKS SANTA!

ALSO WE WOULD LIKE TO THANK ALL THOSE FOLKS WHO ATTENDED AND HELPED TO CLEAN UP AND PUT THE ROOMS BACK TO ORDER.

THANKS FROM THE PORT CLEMENTS RECREATION COMMITTEE.



BEV LORE



MARILYN BLISS





## **BOARD HIGHLIGHTS**

### **November 25, 2016 Board Meeting**

#### **Delegations:**

Andrew Hamilton, Manager, Site Development & Jason Gouw, Community Consultation and Aboriginal Relations, Aurora LNG – Aurora LNG Project Update

Mr. Hamilton and Mr. Gouw addressed the Board with respect to an update on the proposed Aurora LNG project on Digby Island (Electoral Area A). Their presentation included a high level overview of the Aurora LNG and Nexen Energy ULC companies; information pertaining to site selection, shipping and its site investigation program; conceptual designs for a proposed LNG facility on Digby Island; an overview of the BC Environmental Assessment process as it relates to the Aurora LNG project; and consultation and engagement with the North Coast Regional District to date.

Mr. Hamilton and Mr. Gouw answered questions posed by the Board.

The Chair thanked Mr. Hamilton and Mr. Gouw for their presentation.

#### **Board Business:**

1. The Board resolved to provide a letter of support to the Masset Marine Rescue Society for its Capacity and Infrastructure Upgrade Plan to be used for future grant applications.
2. The Board received correspondence from the Union of B.C. Municipalities with respect to the second of its bi-annual community works fund payment under the Gas Tax Program in the amount of \$100,621.51.
3. The Board received a report from staff with a proposed update to the North Coast Regional District's procedure bylaw. The Board resolved to further consider the proposed bylaw at its January Committee of the Whole meeting.
4. The Board resolved to provide two letters of support to the City of Prince Rupert's applications to the Clean Water and Wastewater Fund for the Woodworth Lake Dam Replacement and Fern Passage Submarine Waterline Replacement projects.
5. The Board directed staff to send correspondence to the Honourable Mary Polak, Minister of Environment, requesting that the Prince Rupert Airshed Study, commissioned by the Province of B.C., be peer reviewed.

***For complete details of the November 25, 2016 Board meetings, the Agenda and Minutes are posted under "Quick Links" at [www.sqcrd.bc.ca](http://www.sqcrd.bc.ca).***



## **BOARD HIGHLIGHTS**

### **December 9, 2016 Board Meeting**

#### **Board Business:**

1. The Board elected Barry Pages and Des Nobels as Chair and Vice Chair, respectively, of the North Coast Regional District for 2017.
2. The Board resolved to provide a letter of support to the Port Edward Historical Society as it attempts to have the North Pacific Cannery deemed a UNESCO World Heritage Designation.
3. The Board received a report from staff outlining current Gas Tax funding held by the North Coast Regional District. The Board referred the report to the Electoral Area Advisory Committee for priority setting on the expenditure of funds.
4. The Board supported signing correspondence from coastal B.C. local governments to various federal Ministers with respect to the implementation of Canada's National Ocean Protection Program in the north pacific.
5. The Board resolved to support the Misty Isles Economic Development Society's application to Northern Development Initiative Trust's Marketing Initiatives Program in the amount of \$20,000 for the completion of the Haida Gwaii Collaborative Tourism Marketing Initiative project.
6. The Board appointed Directors to various organizations and external Boards requesting representation from the North Coast Regional District in 2017.
7. The Board approved its 2017 Board meeting schedule, which is now available online at [www.sqcrd.bc.ca](http://www.sqcrd.bc.ca).

***For complete details of the December 9, 2016 Board meetings, the Agenda and Minutes are posted under "Quick Links" at [www.sqcrd.bc.ca](http://www.sqcrd.bc.ca).***



December 1<sup>st</sup>, 2016

Honourable Steve Thomson  
Ministry of Forests, Lands and Natural Resource Operations  
PO BOX 9049 STN PROV GOVT  
Victoria, BC V8W 9E2

**VIA FACSIMILE**

Dear Minister Thomson,

**RE: Status of Husby Forest Products Ltd. ("Husby") on Haida Gwaii.**

Husby writes to respond to some of the issues and comments brought forward by Kiltlaats'gaa Peter Lantin, President of the Council of Haida Nation ("CHN"), in his letter to you dated November 22, 2016 and called *'Implementing a Transition Plan for Collision Point'*. As you know, there are many challenges to forestry operations in Haida Gwaii. We would like to set out some of these challenges, and Husby's responses to the challenges, in this letter.

**Naden Harbour**

Husby's traditional operating area was in Naden Harbour/Eden Lake up until 2011 when the Land Use Objective Order (LUOO) came into effect restricting the ability for Husby to harvest its AAC from this area on a continual basis. Significant protected areas were established in the vicinity of Naden Harbour/Eden Lake operating area with the introduction of the LUOO. The LUOO was supported by the CHN.

**Collision Point**

For the last several years Husby's main operating area has been Collision Point. There is a considerable amount of red cedar in the Collision Point landscape unit; estimates are in the 60% range. As we have been operating in this area for five years now, we have made every effort to seek out as much hemlock and spruce that is available. As the Ministry knows, there are very few "white wood" leading stands in this area.

In the letter Mr. Lantin makes reference to Husby's 200,000m<sup>3</sup> AAC, and says that it is all being harvested from Collision Point. This is not accurate. Husby has harvested in Rennell Sound and Naden Harbour as well over the past number of years in order to realize our cut.

C-5



The harvested volume from Collison Point meets all LUOO requirements including watershed rate of cut which restricts how much area can be harvested from individual watersheds and sub-basins.

### **Company Performance**

Husby's Performance, in our view, is excellent. Our harvesting and silviculture standards are second to none, which has been recognized by others. For example, Colin Richardson, who is the CHN Stewardship Director recently took a flight over the Collison Point operating area to review our operations. At the October Natural Resource Management Leadership Team Meeting for Haida Gwaii he said that he was very impressed by what he saw on the flight. In addition, Husby just had a Forest Practices Board Audit on their operations in Haida Gwaii, and initial indications are that the audit went extremely well.

### **Employment**

Currently, Husby has 67 employees in Haida Gwaii of which 54 are full time residents of Haida Gwaii. This employment, along with the contribution that these employees and their families make to the local economy is huge. In light of the events of the past few months, including the suggestions made in the CHN letter, these employees are understandably concerned about their future.

### **Cedar Reforestation**

With regards to the long term supply of cedar, Husby currently plants significant amounts of cedar every year. Over 80,000 protected cedar and yellow cedar are planted by Husby as part of the annual spring plant. We continue to re-establish new cedar stands as per the requirement set out in the LUOO.

### **White Wood**

Wherever possible, Husby has been seeking out sources of hemlock and spruce (white wood). This has been a challenge to date at Collison Point however we are currently harvesting several blocks (60,000m<sup>3</sup>) that are 95% white wood, half of which is second growth, which should help with the percentages.

### **Export**

At present, the TSA contains hemlock and spruce, including second growth, which cannot be economically harvested. If the Province were to make changes to the current export policies, changes that the CHN appear to support, these stands could be available to all harvester in the TSA for harvest..

**Method of Calculating Cedar Harvest**

We would like to recommend that the method for reviewing how cedar harvest is measured be reviewed. Currently, the CHN are calculating rate of cut by using the harvest billing date versus the scale date. We think this is a significant fault to the methodology as there can be long delays in the billing time table from when the harvesting actually takes place. This can result in skewed numbers for certain years.

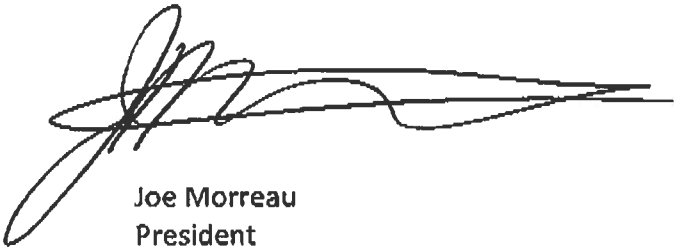
**Other Licences**

If the numbers in the appendix attached to the CHN letter is accurate, and we do not express any views as to whether they are, then it appeals that many of the licences in the TSA have harvested more than the percentages set out in the appendix.. It appears, from the appendix, that both BCTS and Taan are (as a percentage) significantly further over the cedar harvest percentages set out in the appendix than Husby.

We would be happy to get together with you and your staff to discuss the current state of our operations up on Haida Gwaii at your convenience. We are also getting together with Mr. Lantin next week to discuss the current situation on Haida Gwaii.

If you require any more information please feel free to contact me by phone at 604-940-3768, or by emailing Jonathan Fane at [jonfane@tecfor.bc.ca](mailto:jonfane@tecfor.bc.ca). Thank you in advance for your attention to this matter, and we look forward to further discussions.

Regards,



Joe Morreau  
President

Cc: Kil tlaats'gaa Peter Lantin, President, Council of the Haida Nation  
Hon. John Rustad, Minister of Aboriginal Relations & Reconciliation  
Diane Nichols, Chief Forester  
Tim Sheldon, Deputy Minister, MFLNRO  
Dave Peterson, Assistant Deputy Minister, MFLNRO  
Warren Mitchell, Chair, Haida Gwaii Management Council  
Len Munt, District Manager, Haida Gwaii District, MFLNRO  
(\*) Ian Gould, Mayor, Port Clements  
Georgia Husby, Owner, Husby Forest Products Ltd.

December 8, 2016

To: Whom it May Concern

Re: Village of Port Clements Council

Please be advised that effective immediately I tender my resignation as Mayor of Port Clements.

Thank you.

Sincerely,

*Norman Dan Gould*

**Kim Mushynsky**

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**From:** Matthew Gaspar <MGaspar@amixgroup.ca>  
**Sent:** December-14-16 9:53 PM  
**To:** cao@portclements.ca  
**Subject:** Resignation

I respectfully submit my resignation as counsellor for the village of Port Clements. I will however remain at my duties until a suitable replacement can be elected. Matt

Sent from my iPhone

# **VILLAGE OF PORT CLEMENTS**

## **BYLAW NO.437, 2016**

### **Respecting an Amendment to The Financial Plan for the Years 2016-2020 Bylaw #432, 2016**

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 2016 – 2020 ending December 31, 2020.
2. This Bylaw may be cited for all purposes as "The Amended Financial Plan for the years 2016-2020 - Bylaw #437, 2016".

READ A FIRST TIME THIS 5<sup>th</sup> DAY OF DECEMBER 2016.

READ A SECOND TIME THIS 5<sup>th</sup> DAY OF DECEMBER 2016

READ A THIRD TIME THIS 5<sup>th</sup> DAY OF DECEMBER 2016

RECONSIDERED AND FINALLY ADOPTED THIS DAY OF DECEMBER 2016

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IAN GOULD  
MAYOR

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KIM MUSHYNSKY  
CHIEF ADMINISTRATIVE OFFICER

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CERTIFIED A TRUE COPY OF VILLAGE OF  
PORT CLEMENTS AMENDED FINANCIAL PLAN, BYLAW NO. 437, 2016



Schedule "A"	Amended November 24, 2016				
General Fund					
	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget
Property Tax- Municipal	127,000	127,000	127,000	127,000	127,000
Payments in Lieu	7,300	7,300	7,300	7,300	7,300
Sales of Services	9,750	9,825	9,900	9,975	10,050
Revenue From Own Sources	105,310	108,085	110,890	113,695	116,000
Unconditional Transfers	382,000	382,000	382,000	382,000	382,000
Conditional Transfers	199,625	90,625	90,625	90,625	90,625
Multi Purpose Building Revenue	12,700	12,700	12,950	12,950	13,200
Transfers From Reserves (deficit budget)	0	0	0	0	0
Collections for Other Agencies	186,010	186,510	186,510	186,510	186,510
<b>Total Revenues</b>	<b>1,029,695</b>	<b>924,045</b>	<b>927,175</b>	<b>930,055</b>	<b>932,685</b>
Legislative Expenses	36,950	40,000	40,050	44,150	40,250
General Administration	197,700	195,070	204,383	203,991	207,194
Fire Department	39,050	34,300	34,800	36,350	37,300
Emergency Services	750	750	750	750	750
Common Services	25,000	25,000	25,000	25,000	25,000
Wharf Services	54,100	10,200	10,400	10,500	10,750
Small Craft Harbour	20,300	10,500	10,700	10,900	11,000
Roads	57,950	46,900	48,850	50,350	51,500
Environmental Health	1,080	1,080	1,080	1,080	1,080
Environmental Development	3,000	3,100	3,200	3,300	3,400
Parks and Recreation	67,155	39,150	39,200	39,300	39,500
Cultural Buildings and Facilities					
Fiscal Services	2,500	2,500	2,500	2,500	2,500
Contributions to Reserves (surplus budget)	0	108,085	97,952	93,124	92,751
Capital Expenses	90,000	60,000	60,000	60,000	60,000
Multi Purpose Building Expenses	49,900	48,400	49,300	49,750	50,700
Amortized asset contribution to reserve	112,000	112,000	112,000	112,000	112,000
Taxes Levied for Other Agencies	186,510	187,010	187,010	187,010	187,010
<b>Total Expenses</b>	<b>943,945</b>	<b>924,045</b>	<b>927,175</b>	<b>930,055</b>	<b>932,685</b>
<b>Surplus/ (Deficit)</b>	<b>85,750</b>	<b>0</b>	<b>-0</b>	<b>-0</b>	<b>0</b>

4 changes - ① Increase to grants received by \$109,000  
 ② Increase in FD expenses by \$5,250  
 ③ Increase in Industrial Road Maint. by \$12,000  
 ④ Increase in Park Maint. by \$6,000

Net change → improved bottom line by \$ 85,750

	"Schedule A"				
<b>Water Fund</b>					
	<b>2016 Budget</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>	<b>2020 Budget</b>
Fees & Taxation	109,300	109,300	109,300	109,300	109,300
Grants	65,000	65,000	65,000	65,000	65,000
<b>Total Revenues</b>	<b>174,300</b>	<b>174,300</b>	<b>174,300</b>	<b>174,300</b>	<b>174,300</b>
Operating Expenses	78,300	67,050	66,650	67,150	68,300
Contribution to Reserves	5,000	16,250	16,650	16,150	15,000
Amortization & deferred revenue	91,000	91,000	91,000	91,000	91,000
<b>Total Expenses</b>	<b>174,300</b>	<b>174,300</b>	<b>174,300</b>	<b>174,300</b>	<b>174,300</b>
<b>Surplus/ (Deficit)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	"Schedule A"				
<b>Sewer Fund</b>					
	<b>2016 Budget</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>	<b>2020 Budget</b>
Fees & Taxation	68,056	68,056	68,056	68,056	68,056
Grants & Transfers	0	0	0	0	0
<b>Total Revenues</b>	<b>68,056</b>	<b>68,056</b>	<b>68,056</b>	<b>68,056</b>	<b>68,056</b>
Operating Expenses	38,800	38,950	40,700	40,850	44,350
Contribution to Reserves	11,256	11,106	9,356	9,206	5,706
Amortization	18,000	18,000	18,000	18,000	18,000
Debenture	0	0	0	0	0
<b>Total Expenses</b>	<b>68,056</b>	<b>68,056</b>	<b>68,056</b>	<b>68,056</b>	<b>68,056</b>
<b>Surplus/ (Deficit)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

No changes to water or sewer.

	"Schedule A"				
<b>Capital Projects</b>					
	<b>2016 Budget</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>	<b>2020 Budget</b>
<b>General</b>					
Road Improvements - Industrial Park	0	150,000	150,000	0	0
Purchase Chevron Property	0	75,000	0	0	0
Biomass Heat project	150,000	0	0	0	0
Trails	102,000	0	0	0	0
Fire Department Equipment	20,000	0	0	50,000	0
Playground Equipment	34,000	0	0	0	0
<b>Sub-total General</b>	<b>306,000</b>	<b>225,000</b>	<b>150,000</b>	<b>50,000</b>	<b>0</b>
<b>Water</b>					
Replace Water Lines	0	0	0	150,000	150,000
Engineering Study	75,000	0	0	0	0
<b>Sewer</b>					
Lagoon upgrades for compliance	0	0	0	0	400,000
<b>TOTAL REQUIREMENTS</b>	<b>381,000</b>	<b>225,000</b>	<b>150,000</b>	<b>200,000</b>	<b>550,000</b>
<b>SOURCES OF FUNDS</b>					
<b>General</b>					
Grants	178,000	150,000	125,000	25,000	150,000
Village General Reserves	27,000	75,000	25,000	25,000	0
Gas Tax Grant	101,000	0	0	150,000	0
<b>Sub-total General</b>	<b>306,000</b>	<b>225,000</b>	<b>150,000</b>	<b>200,000</b>	<b>150,000</b>
<b>Water</b>					
Water Reserves	37,500	0	0	0	0
Grants	37,500	0	0	0	0
<b>Sewer</b>					
Sewer Reserves	0	0	0	0	100,000
Grants	0	0	0	0	300,000
<b>TOTAL FUNDS PROVIDED</b>	<b>381,000</b>	<b>225,000</b>	<b>150,000</b>	<b>200,000</b>	<b>550,000</b>

Removed 2016 Road Improvements - Industrial Park (decreased by 10,000) because we moved that out of Capital and into Operations (see General Fund change #3).

# January 2017

SUN MON TUE WED THU FRI SAT

1	2	3	4	5	6	7
	Regular Council Mtg. 7pm Confirmed					

8	9	10	11	12	13	14
	BCTS Mtg with Council 7pm Confirmed					

← Rust Away →

15	16	17	18	19	20	21
	Regular Council Mtg. 7pm Confirmed					Planning for Community Disaster Training 9am-4pm Confirmed

22	23	24	25	26	27	28
Planning for Community Disaster Training 9am-4pm						

Confirmed

29	30	31
	Strategic Planning Mtg. 7pm Tentative	

# February 2017

SUN MON TUE WED THU FRI SAT

			1	2 Emergency Planning Mtg. 7pm <i>Tentative</i>	3	4
5	6 Regular Council Mtg. 7pm	7 Budget Mtg. 7pm General	8	9	10	11
12	13 Budget Mtg. 7pm Water	14	15	16	17	18 Emergency Social Services Training 9-4pm <i>confirmed</i>
19	20 Regular Council Mtg. 7pm	21	22	23	24	25
26	27 Budget Mtg. 7pm Sewer <i>Tentative</i>	28	<i>Confirmed</i>			
						Auditors here March 6-10 so no extra meetings that week.

# March 2017

SUN MON TUE WED THU FRI SAT

			1	2	3	4
5	6 Regular Council Mtg. 7pm AUDITORS	7 AUDITORS	8 AUDITORS	9 AUDITORS	10 AUDITORS	11
12	13 Budget mtg. if necessary 7pm	14	15 ADVANCE VOTING DAY 8am- 8pm	16	17	18
19	20 Regular Council Mtg. 7pm	21	22 Confirmed	23	24	25 GENERAL ELECTION DAY 8am- 8pm
26	27 Confirmed	28				Confirmed
						Kim on vacation April 5- 14

Confirmed ← Ruby Away →

If we are satisfied with Budget as of March 13th meeting then the Financial Plan will be available to public on March 24 and will receive 1st, 2nd & 3rd reading at the April 3rd meeting and be reconsidered and adopted at the April 17th meeting. This leaves us the May 1st meeting as a buffer in case there are any delays.

# **Village of Port Clements**

## **Code of Conduct**

### **Policy No. 15, 2016**

Prepared by Chief Administrative Officer Kim Mushynsky

Adopted:

#### **PURPOSE:**

The purpose of this policy is to set minimum expectations for the behavior of the Village of Port Clements Council members, Committee members and staff in carrying out their duties.

The role of Council Members, Committee Members, and Staff is to represent the Village in a professional manner. They should inspire confidence and trust in local government and demonstrate respect for the Village, elected members, its residents, and Staff.

#### **DEFINITIONS:**

Committee Member: a person sitting on an advisory committee, task force, commission, board, or other Village of Clements established body and includes Staff contracted or hired to support any of these bodies.

Council Member: a person elected to office who represents the Village of Port Clements.

Staff: an employee or contract employee of the Village of Port Clements.

#### **POLICY/PROCEDURE:**

1. Council Members and Staff shall conduct themselves, at all times, with behavior respectful of their duties and mindful always of the long term results achieved for the benefit and protection of the Village of Port Clements.
2. Conduct of Council Members and Staff in the performance of their duties shall be fair, open, honest and in a professional manner.
3. Members of Council and Staff shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other Council Members or Staff.
4. All information received in confidence or in a closed meeting must be kept in confidence unless prior authorization to release the information has been given by Council.
5. Council Members are entitled and are expected to contribute their comments on various topics before Council, and must adhere to the decisions made by Council on those matters. Efforts to circumvent decisions made by Council may result in an official censure by Council of that Council member.
6. Council Members must not criticize the conduct of Council or members of Council. It is acceptable to publicly disagree about an issue, but it is not acceptable to make derogatory comments about other Council Members, Staff or their opinions or actions.

7. When a concern has been raised that a Council Member is not adhering to this policy, information will be brought before Council, in a closed meeting and considered. The Council has the authority to remove a Council Members appointment from a committee when they determine their actions have contravened this policy, or an official censure by Council may be considered and issued.

---

Mayor Ian Gould

---

Kim Mushynsky - CAO

DRAFT



## **Excerpts from the Community Charter**

### **Principles of municipal-provincial relations**

2. (1) The citizens of British Columbia are best served when, in their relationship, municipalities and the Provincial government
  - (a) acknowledge and respect the jurisdiction of each,
  - (b) work towards harmonization of Provincial and municipal enactments, policies and programs, and
  - (c) foster cooperative approaches to matters of mutual interest.
- (2) The relationship between municipalities and the Provincial government is based on the following principles:
  - (a) the Provincial government respects municipal authority and municipalities respect Provincial authority;
  - (b) the Provincial government must not assign responsibilities to municipalities unless there is provision for resources required to fulfill the responsibilities;
  - (c) consultation is needed on matters of mutual interest, including consultation by the Provincial government on
    - (i) proposed changes to local government legislation,
    - (ii) proposed changes to revenue transfers to municipalities, and
    - (iii) proposed changes to Provincial programs that will have a significant impact in relation to matters that are within municipal authority;
  - (d) the Provincial government respects the varying needs and conditions of different municipalities in different areas of British Columbia;
  - (e) consideration of municipal interests is needed when the Provincial government participates in interprovincial, national or international discussions on matters that affect municipalities;
  - (f) the authority of municipalities is balanced by the responsibility of the Provincial government to consider the interests of the citizens of British Columbia generally;
  - (g) the Provincial government and municipalities should attempt to resolve conflicts between them by consultation, negotiation, facilitation and other forms of dispute resolution.

2003-26-2.

### **Municipal purposes**

7. The purposes of a municipality include
  - (a) providing for good government of its community,
  - (b) providing for services, laws and other matters for community benefit,
  - (c) providing for stewardship of the public assets of its community, and
  - (d) fostering the economic, social and environmental well-being of its community.

### **Responsibilities of council members**

115. Every council member has the following responsibilities:
  - (a) to consider the well-being and interests of the municipality and its community;
  - (b) to contribute to the development and evaluation of the

- (c) policies and programs of the municipality respecting its services and other activities;  
to participate in council meetings, committee meetings and meetings of other bodies to which the member is appointed;
- (d) to carry out other duties assigned by the council;
- (e) to carry out other duties assigned under this or any other Act.

2003-26-115; 2007-14-201 (B.C. Reg. 354/2007).

#### **Responsibilities of mayor**

- 116.** (1) The mayor is the head and chief executive officer of the municipality.  
(2) In addition to the mayor's responsibilities as a member of council, the mayor has the following responsibilities:
- (a) to provide leadership to the council, including by recommending bylaws, resolutions and other measures that, in the mayor's opinion, may assist the peace, order and good government of the municipality;
  - (b) to communicate information to the council;
  - (c) to preside at council meetings when in attendance;
  - (d) to provide, on behalf of the council, general direction to municipal officers respecting implementation of municipal policies, programs and other directions of the council;
  - (e) to establish standing committees in accordance with section 141;
  - (f) to suspend municipal officers and employees in accordance with section 151;
  - (g) to reflect the will of council and to carry out other duties on behalf of the council;
  - (h) to carry out other duties assigned under this or any other Act.

2003-26-116; 2007-14-201 (B.C. Reg. 354/2007).

#### **Expulsion from meetings**

- 133.** (1) If the person presiding at a council meeting considers that another person at the meeting is acting improperly, the person presiding may order that the person is expelled from the meeting.  
(2) If a person who is expelled does not leave the meeting, a peace officer may enforce the order under subsection (1) as if it were a court order.

2003-26-133.

#### **Suspension of officers and employees**

- 151.** (1) The mayor must suspend a municipal officer or employee if the mayor considers this necessary.  
(2) A suspension under subsection (1) must be reported to the council at its next meeting, and the council may
- (a) reinstate the officer or employee,
  - (b) confirm the suspension,
  - (c) confirm and extend the suspension, or
  - (d) dismiss the officer or employee.

2003-26-151.

#### **Termination of officers**

- 152.** (1) Subject to a contract of employment and subject to providing the officer with an opportunity to be heard, the appointment of a municipal officer may be terminated by the council as follows:
- (a) in the case of termination for cause, by immediate termination without any period of notice;
  - (b) in any other case, by termination on reasonable notice.
- (2) A termination under subsection (1) (b) may only be made by the affirmative vote of at least 2/3 of all council members.

2003-26-152.

#### **Request for assistance in relation to intergovernmental dispute**

- 284.** (1) If a dispute arises between a municipality and
- (a) another local government, or
  - (b) the Provincial government or a Provincial government corporation,
- and the parties cannot resolve the dispute, one or more of the parties may apply to a dispute resolution officer for help in resolving the dispute.
- (2) If an application is made under subsection (1), the dispute resolution officer
- (a) must review the matter,
  - (b) may attempt to help the parties to resolve the dispute by any process the officer considers appropriate, including by using or referring the matter to mediation or another non-binding resolution process, and
  - (c) may assist the parties in determining how costs of the process are to be apportioned.

**These are the only sections within the Community Charter that spoke to behaviour by Council members. The Community Charter does not speak to a Code of Conduct – that is something that each Municipality must decide upon.**

The following are taken from the training slides provided by Lisa Zwarn. These are expected behaviors but are not taken from the Community Charter or other legislation.

- ▶ Individual members come to the meeting prepared to discuss the issue
- ▶ Makes decisions, even if the decisions are difficult ones
- ▶ Recognizes that Council will never have 100% perfect information to make the decisions
- ▶ Accepts the warnings about the law and compliance with legislation
- ▶ Treats staff with respect
  
- ▶ Courtesy and respect for others are required
  - ▶ A member is entitled to hold an opinion which may be swayed through information and logical

argument but never ridiculed by word or action

- ▶ Rules of decorum in debate are essential and must be adhered to by the members
- ▶ Interruptions of speakers are generally prohibited and must be dealt with immediately as matters of highest priority
- ▶ Failure to abide by the rules of the meeting may result in disciplinary action, things such as
  - ▶ Being disruptive through continual interruptions
  - ▶ Making offensive remarks and being disrespectful to others
  - ▶ Using un-parliamentary language and harsh words or tone
  - ▶ Impugning the motives of others
  - ▶ Not following legitimate orders of Chair
- ▶ Remedies

- ▶ Request that member refrain from breaking rules, specifying infraction or rule being broken
- ▶ Calling the member to order (sterner warning)
- ▶ If serious breach of conduct, call upon the assembly to take actions, asking what sanctions the members wish to take against the named member with a majority adopting the motion

# VILLAGE OF PORT CLEMENTS

Page 1 of 1

## Cheque Listing For Council

2016-Dec-14  
11:41:39AM

Cheque #	Cheque Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
160592	2016-12-05	BIG RED ENTERPRISES	16245	PAYMENT CONTAINER SERVICE - NOV 201	283.76	283.76
160593	2016-12-05	C. AND C. BEACHY CONTRACTING LTD	10283	PAYMENT TRAIL EXTENSION	31,636.50	31,636.50
160594	2016-12-05	Heenan Tree Service Ltd	1410	PAYMENT TREE REMOVAL & TOPPING BY	2,677.50	2,677.50
160595	2016-12-05	HOME HARDWARE	20161130	PAYMENT PORCELAIN ELECTRIC SOCKET	8.16	8.16
160596	2016-12-05	LAND TITLE AND SURVEY AUTHORITY OF B.C.	20161202	PAYMENT TAX SALE NOTICE	28.63	28.63
160597	2016-12-05	MISTY CEDAR TECHNICAL SERVICES	708	PAYMENT IT SERVICES FOR DEC 1 2016 - I	1,890.00	1,890.00
160598	2016-12-05	MUNICIPAL INFORMATION SYSTEMS INC	20161031 20161263 20161391 20161534	PAYMENT MUNIWARE SUPPORT MUNIWARE SUPPORT MUNIWARE SUPPORT MUNIWARE TRAINING	305.98 305.98 305.98 210.00	1,127.94
160599	2016-12-05	Northern Communications	32318-12012016	PAYMENT RADIO DISPATCH CHARGES	171.55	171.55
160600	2016-12-05	PORT CLEMENTS SENIORS	20161205	PAYMENT 2016 GWAI TRUST CHRISTMAS	1,200.00	1,200.00
160601	2016-12-05	RECEIVER GENERAL - CRA	20161205	PAYMENT EMPLOYEE REMITTANCE	4,997.06	4,997.06
160602	2016-12-05	Richardson, Sara	20161127	PAYMENT JANITORIAL SERVICES	220.00	220.00
160603	2016-12-05	TLELL FIREFIGHTERS	20161205	PAYMENT 2016 GWAI TRUST CHRISTMAS	3,000.00	3,000.00
160604	2016-12-08	BANDSTRA TRANSPORTATION SYSTEMS LTD	T167228 T167368 T167628	PAYMENT FREIGHT FREIGHT FREIGHT	197.40 67.66 66.36	331.42
160605	2016-12-08	BLAIS, HARMONIE R.	29	PAYMENT PLANTER BOXES	1,000.00	1,000.00
160606	2016-12-08	Decock, Ruby	20161208	PAYMENT MILEAGE TO MASSET	46.64	46.64
160607	2016-12-08	Pete the Electrician	2632016	PAYMENT ELECTRIC REPAIR ON SCH & CL	331.55	331.55
160608	2016-12-08	ROBINSON, DONALD/EVELYN	2016019	PAYMENT EXCAVATING - PLAYGROUND	189.00	189.00
160609	2016-12-08	WESTPOINT AUTOMOTIVE	20161130	PAYMENT PAINT & PRIMER - PLAYGROUN	54.37	54.37

**Total 49,194.08**

\*\*\* End of Report \*\*\*

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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** November 30, 2016

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### DEMAND ACCOUNTS

Date	Description	Number	Withdrawals	Deposits	Balance
<b>Business 75</b>					
31Oct2016	Balance Forward				181,344.08
01Nov2016	Pre-Authorized Credit - PROVINCE OF B.C			742.67	182,086.75
01Nov2016	Pre-Authorized Credit - VANCOUVER ISLAND REGIONAL APSO			892.50	182,979.25
02Nov2016	Clearing Cheque	160511	25.00		182,954.25
03Nov2016	Clearing Cheque	160495	31.45		182,922.80
03Nov2016	Pre-Authorized Credit - ELAVON MERCH SVCS			326.77	183,249.57
04Nov2016	Clearing Cheque	160525	1,050.00		182,199.57
04Nov2016	Deposit			4,746.53	186,946.10
07Nov2016	Clearing Cheque	160526	166.05		186,780.05
07Nov2016	Clearing Cheque	160530	17,955.00		168,825.05
07Nov2016	Bill Payment Pacific Blue Cross - Group 89874 Vendor Confirmation: 911555	603168	708.75		168,116.30
07Nov2016	Bill Payment CIBC VISA 4503386141757010 Vendor Confirmation: 912356	603206	100.79		168,015.51
08Nov2016	Transfer in from sav			100,000.00	268,015.51
08Nov2016	Clearing Cheque	160407	360.00		267,655.51
10Nov2016	Withdrawal	22	5,894.07		261,761.44
10Nov2016	Deposit			13,423.95	275,185.39
10Nov2016	Clearing Cheque	160517	131.91		275,053.48
10Nov2016	Clearing Cheque	160529	283.76		274,769.72
10Nov2016	Clearing Cheque	160451	570.21		274,199.51
14Nov2016	Clearing Cheque	160528	187.95		274,011.56
14Nov2016	Clearing Cheque	160533	377.00		273,634.56
14Nov2016	Clearing Cheque	160498	5,000.00		268,634.56
14Nov2016	Clearing Cheque	160534	5,417.73		263,216.83
14Nov2016	Pre-Authorized Debit - Municipal Pensi		1,061.77		262,155.06
14Nov2016	Pre-Authorized Credit - ELAVON MERCH SVCS			390.00	262,545.06
14Nov2016	Clearing Cheque	160537	131,617.50		130,927.56
16Nov2016	Bill Payment BC Hydro 2328675 Vendor Confirmation: 593104	634550	5,228.91		125,698.65

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** November 30, 2016

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Date	Description	Number	Withdrawals	Deposits	Balance
<b>Business 75</b>					
16Nov2016	Bill Payment Telus Communications 2285720649 Vendor Confirmation: 593905	634619	1,307.26		124,391.39
16Nov2016	Clearing Cheque	160545	94.90		124,296.49
16Nov2016	Clearing Cheque	160548	765.00		123,531.49
16Nov2016	Clearing Cheque	160524	3,185.00		120,346.49
16Nov2016	Pre-Authorized Credit - ELAVON MERCH SVCS			50.00	120,396.49
17Nov2016	Pre-Authorized Credit - UNION OF BC MUNICIPALITIES			294,500.00	414,896.49
17Nov2016	Clearing Cheque	160519	616.69		414,279.80
17Nov2016	Clearing Cheque	160536	1,806.13		412,473.67
18Nov2016	Clearing Cheque	160522	4,013.62		408,460.05
18Nov2016	Deposit			9,612.25	418,072.30
21Nov2016	Transfer in from term 10			801,721.99	1,219,794.29
21Nov2016	Clearing Cheque	160522	171.55		1,219,622.74
21Nov2016	Clearing Cheque	160539	483.59		1,219,139.15
21Nov2016	Clearing Cheque	160518	740.00		1,218,399.15
21Nov2016	Bill Payment Credit Union MasterCard 5527497140094880 Vendor Confirmation: 386373	631487	452.98		1,217,946.17
22Nov2016	Clearing Cheque	160527	24.27		1,217,921.90
22Nov2016	Clearing Cheque	160538	35.65		1,217,886.25
22Nov2016	Clearing Cheque	160549	20,354.26		1,197,531.99
23Nov2016	Clearing Cheque	160547	858.82		1,196,673.17
25Nov2016	Pre-Authorized Credit - UNION OF BC MUNICIPALITIES			34,222.90	1,230,896.07
25Nov2016	Withdrawal	22	6,138.13		1,224,757.94
25Nov2016	Deposit			3,225.50	1,227,983.44
25Nov2016	Pre-Authorized Credit - SCHOOL DISTRICT 50			501.00	1,228,484.44
27Nov2016	Transfer in from 643734 Masset cheq			250.00	1,228,734.44
28Nov2016	Pre-Authorized Debit - Municipal Pensi		1,073.43		1,227,661.01
28Nov2016	Clearing Cheque	160550	42.00		1,227,619.01
28Nov2016	Clearing Cheque	160551	42.00		1,227,577.01
28Nov2016	Clearing Cheque	160564	802.20		1,226,774.81
28Nov2016	Clearing Cheque	160535	802.20		1,225,972.61
29Nov2016	Clearing Cheque	160546	73.50		1,225,899.11

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** November 30, 2016

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Date	Description	Number	Withdrawals	Deposits	Balance
<b>Business 75</b>					
29Nov2016	Pre-Authorized Credit - ELAVON MERCH SVCS			363.88	1,226,262.99
30Nov2016	Clearing Cheque	160559	42.00		1,226,220.99
30Nov2016	Clearing Cheque	160553	77.15		1,226,143.84
30Nov2016	Transfer out to term 19		773,415.00		452,728.84
30Nov2016	Pre-Authorized Credit - ELAVON MERCH SVCS			179.25	452,908.09
30Nov2016	Credit Interest			448.19	453,356.28
30Nov2016	Monthly Service Fee		55.00		453,301.28
<b>Total Withdrawals and Deposits</b>			<b>993,640.18</b>	<b>1,265,597.38</b>	

**Number of Cheques 34**

### Membership Shares

31Oct2016	Balance Forward				38.37
<b>Total Withdrawals and Deposits</b>			<b>.00</b>	<b>.00</b>	

### Business Simply Savings

31Oct2016	Balance Forward				402,201.00
08Nov2016	Transfer out to cheq		100,000.00		302,201.00
30Nov2016	Credit Interest			254.18	302,455.18
<b>Total Withdrawals and Deposits</b>			<b>100,000.00</b>	<b>254.18</b>	

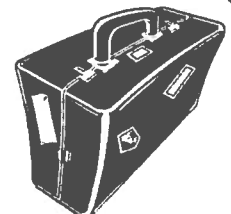
### TERM DEPOSITS

Date	Description	Withdrawals	Deposits	Balance
<b>Term 7: 12 - 60 Month Term -</b>				
31Oct2016	Balance Forward			266,474.17
Start 13Feb2016 - Rate 1.5000% - NextInt 13Feb2017 - Matures 13Feb2019				

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** November 30, 2016

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Date	Description	Withdrawals	Deposits	Balance
<b>Term 10: 3 Year Harvest Term - Closed 21Nov2016</b>				
31Oct2016	Balance Forward			773,415.00
21Nov2016	Credit Interest		28,306.99	801,721.99
21Nov2016	Transfer out to cheq	801,721.99		.00
Start 21Nov2013 - Rate 3.6500% - NextInt 21Nov2016 - Matures 21Nov2016				
<b>Term 12: 12 - 60 Month Term -</b>				
31Oct2016	Balance Forward			307,258.44
Start 04Jan2016 - Rate 1.0500% - NextInt 04Jan2017 - Matures 04Jul2017				
<b>Term 16: 3 Year Harvest Term -</b>				
31Oct2016	Balance Forward			11,424.93
01Nov2016	Credit Interest		114.56	11,539.49
Start 01Nov2015 - Rate 1.1000% - NextInt 01Nov2017 - Matures 01Nov2018				
<b>Term 17: Short Term GSP (30 - 364 Days) -</b>				
31Oct2016	Balance Forward			56,044.28
Start 10Jun2016 - Rate 0.7500% - NextInt 31Dec2016 - Matures 31Dec2016				
<b>Term 18: 12 - 60 Month Term -</b>				
31Oct2016	Balance Forward			325,000.00
Start 30Jun2016 - Rate 1.0000% - NextInt 30Jun2017 - Matures 30Jun2017				
<b>Term 19: 3 Year Harvest Term -</b>				
31Oct2016	Balance Forward			.00
30Nov2016	Transfer in from cheq to new harvest term		773,415.00	773,415.00
Start 30Nov2016 - Rate 1.0000% - NextInt 30Nov2017 - Matures 30Nov2019				

continued...



Village Of Port Clements

## STATEMENT OF ACCOUNTS

PO Box 94  
Masset BC V0T 1M0

**MASSET BRANCH** 250-626-5231

**MEMBER NUMBER** [REDACTED]

**STATEMENT DATE** November 30, 2016

**PAGE** 5 of 11

<b>Assets</b>	<b>Canadian Dollars</b>	<b>US Dollars</b>
Chequing	453,301.28	.00
Savings	302,455.18	.00
Terms	1,739,731.38	.00
Registered Plans	.00	.00
Shares	38.37	.00
<b>Total Assets</b>	<b>2,495,526.21</b>	<b>.00</b>
<b>Liabilities</b>	<b>Canadian Dollars</b>	<b>US Dollars</b>
Line of Credit	.00	.00
Over limit LOC/overdraft	.00	.00
Loans	.00	.00
Mortgage	.00	.00
<b>Total Liabilities</b>	<b>.00</b>	<b>.00</b>
	<b>.00</b>	<b>.00</b>

Over limit Lines of Credit / Overdrafts interest rate is 24.0000

continued...



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## CIBC Account Statement

VILLAGE OF PORT CLEMENTS

For Nov 1 to Nov 30, 2016

The names shown are based on our current records, as of December 2, 2016. This statement does not reflect any changes in account holders and account holder names that may have occurred prior to this date.

Account number

Branch transit number

### Account summary

Opening balance on Nov 1, 2016		\$170,368.92
Withdrawals	-	39.00
Deposits	+	8,434.08
<b>Closing balance on Nov 30, 2016</b>	<b>=</b>	<b>\$178,764.00</b>

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.

**TTY hearing impaired**

1 800 465 7401

**Outside Canada and the U.S.**

1 902 420 CIBC (2422)

 [www.cibc.com](http://www.cibc.com)

### Transaction details

Date	Description	Withdrawals (\$)	Deposits (\$)	Balance (\$)
Nov 1	Opening balance			<b>\$170,368.92</b>
Nov 1	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		820.85	171,189.77
	DEBIT MEMO CHARGE FOR OCT CIBC EFT SERVICE CHARGE	39.00		171,150.77
Nov 3	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		185.00	171,335.77
Nov 7	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		750.00	172,085.77
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		110.00	172,195.77
Nov 9	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		100.00	172,295.77
Nov 14	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		1,415.28	173,711.05

(continued on next page)

# CIBC Account Statement

Nov 1 to Nov 30, 2016

Account number: [REDACTED]

Branch transit number: [REDACTED]

## Transaction details (continued)

Date	Description	Withdrawals (\$)	Deposits (\$)	Balance (\$)
Nov 14	Balance forward			\$173,711.05
	CREDIT MEMO		829.63	174,540.68
	CREDIT UNION CENTRAL OF B.C.			
Nov 16	CREDIT MEMO		667.75	175,208.43
	CREDIT UNION CENTRAL OF B.C.			
Nov 17	CREDIT MEMO		533.85	175,742.28
	CREDIT UNION CENTRAL OF B.C.			
Nov 18	CREDIT MEMO		907.01	176,649.29
	CREDIT UNION CENTRAL OF B.C.			
Nov 21	CREDIT MEMO		112.93	176,762.22
	CREDIT UNION CENTRAL OF B.C.			
	CREDIT MEMO		681.13	177,443.35
	CREDIT UNION CENTRAL OF B.C.			
	CREDIT MEMO		358.50	177,801.85
	CREDIT UNION CENTRAL OF B.C.			
	CREDIT MEMO		210.00	178,011.85
	CREDIT UNION CENTRAL OF B.C.			
Nov 22	CREDIT MEMO		179.25	178,191.10
	CREDIT UNION CENTRAL OF B.C.			
Nov 24	CREDIT MEMO		209.25	178,400.35
	CREDIT UNION CENTRAL OF B.C.			
Nov 28	CREDIT MEMO		179.25	178,579.60
	CREDIT UNION CENTRAL OF B.C.			
Nov 30	CREDIT MEMO		184.40	178,764.00
	CREDIT UNION CENTRAL OF B.C.			
	Closing balance			\$178,764.00

**Important:** This statement will be considered correct if you do not report errors, omissions or irregularities in entries and balances to CIBC in writing within 30 days from last date of the statement period covered by a previously issued regular statement where such period included the date the entry was, or should have been, posted.

This rule does not apply to improper credits to your account. Your rights under your business account operation agreement to verify and notify CIBC of account errors, omissions or irregularities do not apply to this statement which is for information or replacement purposes only.

### \*Foreign Currency Conversion Fee:

If you withdraw foreign currency from a bank machine located outside Canada, you are charged the same conversion rate CIBC is required to pay plus an administration fee, which is disclosed in the CIBC's current *Business Account Service Fees* brochure, a copy of which is available at any CIBC branch in Canada (this is in addition to any transaction fee applicable to the withdrawal and the network fee).

<sup>TM</sup> Trademark of CIBC

<sup>®</sup> Registered trademark of CIBC

Interac<sup>®</sup> is a trademark of Interac Inc.; CIBC authorized user of the mark

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## **VILLAGE OF PORT CLEMENTS**

### **REVENUE AND EXPENSE REVIEW**

**ESTIMATE TO DEC. 31, 2016**

	<b>2016</b>	<b>2016</b>	<b>2015</b>
	<b><u>Estimate</u></b>	<b><u>Budget</u></b>	<b><u>Actual</u></b>
<b><u>GENERAL REVENUES:</u></b>			
Municipal Property Tax	\$127,100	\$127,000	\$126,022
Payment in Lieu of Taxes	\$7,550	\$7,300	\$7,371
Sale of Services	\$10,000	\$9,750	\$12,529
Revenue Own Sources	\$106,000	\$105,310	\$116,962
Rentals - Multi-purpose Bldg.	\$13,000	\$12,700	\$12,944
Unconditional Grant	\$376,000	\$382,000	\$396,388
Conditional Grants	\$230,000	\$165,625	\$246,783
Transfer from Reserves	\$0	\$0	\$0
Collection for Others	<u>\$188,886</u>	<u>\$186,010</u>	<u>\$183,236</u>
<b><u>TOTAL REVENUE - GENERAL</u></b>	<b><u>\$1,058,536</u></b>	<b><u>\$995,695</u></b>	<b><u>\$1,102,235</u></b>
<b><u>GENERAL EXPENSES:</u></b>			
Legislative Expenses	\$27,000	\$36,950	\$41,342
General Administration	\$166,000	\$197,700	\$201,392
Fire Department	\$38,500	\$38,800	\$36,800
Emergency Services	\$650	\$750	\$839
Common Services	\$23,000	\$25,000	\$18,798
Wharf	\$11,000	\$54,100	\$26,954
Small Craft Harbour	\$20,000	\$20,300	\$6,905
Roads	\$56,000	\$55,950	\$44,710

Environmental Health & Devel.	\$3,500	\$4,080	\$1,500
Parks & Recreation	\$58,000	\$61,150	\$36,720
MPBC Operating	\$49,000	\$49,900	\$46,888
Debt Services	\$1,200	\$2,500	\$1,723
Grants	\$65,000	\$65,000	\$65,016
Collection Others	\$188,886	\$186,010	\$183,236
Amortization	<u>\$112,000</u>	<u>\$112,000</u>	<u>\$101,572</u>
<b><u>TOTAL EXPENSES</u></b>	<b><u>\$819,736</u></b>	<b><u>\$910,190</u></b>	<b><u>\$814,395</u></b>
<b><u>NET REVENUE - GENERAL</u></b>	<b><u>\$238,800</u></b>	<b><u>\$85,505</u></b>	<b><u>\$287,840</u></b>

	2016 <u>ESTIMATE</u>	2016 <u>BUDGET</u>	2015 <u>ACTUAL</u>
<b><u>WATER REVENUES:</u></b>			
Fees & Taxation	\$110,000	\$109,300	\$106,874
Grants	\$65,000	\$65,000	<u>\$65,000</u>
<b><u>TOTAL WATER REVENUE</u></b>	<b><u>\$175,000</u></b>	<b><u>\$174,300</u></b>	<b><u>\$171,874</u></b>
<b><u>WATER EXPENSES:</u></b>	<b><u>\$150,000</u></b>	<b><u>\$169,300</u></b>	<b><u>\$159,193</u></b>
<b><u>NET INCOME WATER</u></b>	<b><u>\$25,000</u></b>	<b><u>\$5,000</u></b>	<b><u>\$12,681</u></b>
<b><u>SEWER REVENUE</u></b>	<b><u>\$68,000</u></b>	<b><u>\$68,056</u></b>	<b><u>\$68,040</u></b>
<b><u>SEWER EXPENSES</u></b>	<b><u>\$51,000</u></b>	<b><u>\$56,800</u></b>	<b><u>\$53,573</u></b>
<b><u>NET INCOME SEWER</u></b>	<b><u>\$17,000</u></b>	<b><u>\$11,256</u></b>	<b><u>\$14,467</u></b>
<b><u>NET INCOME VOPC</u></b>	<b><u>\$280,800</u></b>	<b><u>\$101,761</u></b>	<b><u>\$314,988</u></b>





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

## COUNCIL UPDATE

Author: Kim Mushynsky  
Date: December 14, 2016  
Re: Contaminated Sites

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Background: The Village owns the site on the corner of Dyson and Bayview which is potentially contaminated and the Village is interested in obtaining use/ownership of the old Chevron site on Bayview. Through a series of conversations and correspondence with Chevron it appears that they are not interested in opening discussions around their property in Port Clements. Due to some research done by Kelley Whitney-Squires I arranged a teleconference for Wednesday December 14, 2016 with the Canadian Brownfield Network, the Federation of Canadian Municipalities and a specialist on Greenfield remediation from the City of Nanaimo.

Following are the take-aways from the teleconference:

1. There are a number of different uses that land can be put to without cleaning up the known (or suspected) contamination on the site. Although it is a little more involved, the short answer is that we can get an exemption under the site profile process to do a variety of different undertakings on contaminated sites as long as there is NO sub-surface work being done. The site would need to be capped with one meter of gravel or paved AND no excavation into the soil can take place. Having done one of these things you are then free to make raised beds for flowers or gardens, have a gazebo or kiosk(s) for things such as outdoor markets, or other structures or public uses for the land.
2. Smithers, a few years ago, negotiated a 10 year lease with Husky for use of their abandoned contaminated site. They are currently using it for an outdoor market and outdoor concert/community gathering space. I have emailed the CAO of Smithers and have requested a chance to discuss this project with them and perhaps receive a redacted copy of the lease to have as a template.
3. The Canadian Brownfield Network has worked successfully with Chevron at other contaminated sites in Canada. We were given the name of their Environmental Manager, Christie Thornhill, who is not one of the two people we were dealing with at Chevron, and once we have the template from Smithers we can create something which meets our needs and re-open dialogue with this person at Chevron.

- Respectfully submitted:

R-1

Education recap:

2017	Cost to Municipality
Bylaw Enforcement Training	\$ 1,500.00
MIA Risk Management 2 day Seminar	\$ 500.00
1 or 2 Courses through University of Victoria	n/c
2018	
1 or 2 Courses through University of Victoria	n/c
MATI "The Successful CAO" one week Seminar	\$4,000.00
2019	
Completion of Specialization certificate in Local Gov. Mgmt. in BC	n/c

## Deputy Clerk/Treasurer Training Cost Breakdown

### 2017

I am currently registered in a **Bylaw Enforcement Training** with the Justice Institute. Information on the course is below:

Course Registration Course (Paid in October 2016) \$1242.02

Course Duration: January 16<sup>th</sup> – March 10<sup>th</sup>, 2017

Method of Delivery – Online

Travel Costs March 5<sup>th</sup> – 9<sup>th</sup>, 2017 :

Return flights to Victoria: \$738.41

4 Nights Private Accommodation \$120.00

Car Rental (estimate): \$246.05

Food : Dinner 4 X \$30, Breakfast 4 X \$15, Lunch 4 X \$20, \$260.00

Incidentals: \$ 40.00

Ferry \$ 34.85

**Total Estimate Travel Costs \$1439.31**

**Professional Specialization in Local Government Management Certification.** I have been accepted and registered in this program. I will start studies on January 4, 2017 and depending on course availability I hope to complete the program in late 2018 or early 2019 (depending on course).

Method of Delivery: ONLINE

Travel Costs: None

This program is delivered online through the University of Victoria. More information on the program requirements can be found on the website at

<https://www.uvic.ca/hsd/publicadmin/undergraduate/future-students/undergrad-programs/index.php>.

The list of courses I've decided to enroll in are listed below. I chose these courses as I believe these would be more beneficial for my employment with the Village of Port Clements.

Course Description	Term	Course Credit	Estimated Cost
ADMN 423 Local Government in British Columbia	Jan – Apr 2017	1.5	\$574.00
ADMN 448 Local Govt. Financial Mgmt.	May – Aug 2017 or Sept – Dec 2017		\$585.79 *
ADMN 452 Local Government Law			\$585.79 *
ADMN 465 Local Government Policy			\$585.79 *
Graduation Fees			\$51 *

**April 20 – 21, 2017 – Municipal Insurance Association (MIABC) Annual Risk Management Conference –**  
Costs all paid for in trust of our Account with them. No cost to VOPC.

Course Description: The conference will feature sessions addressing three broad areas: public works, parks and recreation, and building inspections. Specific topics include: Getting “buy in” for your risk management program; Reducing liability for local government trees; Fraud awareness; and Using letters of assurance to reduce liability exposure for building inspection services. Attendees can also look forward to the return of the popular session, Are You Smarter than a Risk Manager?, and we will also be adding a new session to our think tanks for small local governments.

Conference Length: 2 days

Conference Duration: 20<sup>th</sup> – 21st, 2017

Method of Delivery – Downtown Vancouver

Approximate Travel Costs April 19<sup>th</sup>– 22<sup>nd</sup>, 2017 :

Return flights to Vancouver (estimate):	\$ 643.91
3 Nights Accommodation (estimate):	\$ 280.00
Taxi (estimate return trip):	\$ 90.00
Food : Dinner 3 X \$30, Breakfast 1 X \$15, Lunch 1 X \$20,	\$ 195.00
Incidentals:	\$ 30.00
Ferry	<u>\$ 34.85</u>
<b>Total Estimate Travel Cost</b>	<b>\$1273.76</b>

Approximate Course Registration Course ( + GST) **\$175**  
(includes Breakfast & Lunch during the conference )

**GRAND TOTAL COURSE COSTS Paid BY VOPC Due to Covered by MIABC \$ 0.00**

2018

MATI Course – The Successful CAO: Local Government Advanced Management – North Vancouver

Course Description: See 2 page attachment for 2017 Course.

Course Length: 5 days (most likely the end of February 2018)

Approximate Course Duration: February 16<sup>th</sup> – 21st, 2018

Method of Delivery – On Campus in North Vancouver

Approximate Travel Costs February 15<sup>th</sup> – 22<sup>nd</sup>, 2018 :

Return flights to Vancouver (approximate):	\$ 643.91
2 Nights Accommodation Feb 16 <sup>th</sup> & 21st	\$ 280.00
Taxi (estimate return trip):	\$ 140.00
Food : Dinner 1 X \$30, Breakfast 1 X \$15, Lunch 1 X \$20,	\$ 65.00
Incidentals:	\$ 50.00
Ferry	<u>\$ 34.85</u>
<b>Total Estimate Travel Cost</b>	<b>\$1213.76</b>

Approximate Course Registration Course( + GST)	<b>\$2730.00</b>
(includes meals for the duration of the course )	

<b><u>GRAND TOTAL COURSE COSTS</u></b>	<b><u>\$3943.76</u></b>
--	-------------------------

**ADMN 312 - Managing in Public and Non-Profit Organizations - Units: 1.5** Schedules: Jan 4 – Apr 4,

An examination of the skills of an effective manager in public and non-profit sector organizations and the interplay between management and key organizational processes such as planning, organizing, implementing and evaluating policies, programs and services. Management topics include: managerial work, interpersonal and leadership skills, power and influence, conflict resolution, formal and informal communications, motivation and teamwork. A project on managing organizational change is used as a way to connect manager behaviours and organizational processes

Note: Credit will be granted for only one of ADMN 312, ADMN 406.

**ADMN 420 OR 465 -The Public Policy Process -Units: 1.5** Schedules:

An introduction to the policy process in the public sector. Includes analysis of current theories of policy-making and examines case studies from Canadian contexts. Topics include: policy formation; the policy communication process; the structural aspects of policy execution; and the human dimensions of implementation and coordination of policies in public sector organizations.

Note: Credit will be granted for only one of ADMN 420, ADMN 465.

Prerequisites: ADMN 311 or POLI 350. Recommendation(s): ADMN 310 and/or ADMN 314 recommended prior to ADMN 420.

**ADMN 421 – Financial Management - Units: 1.5** Schedules:

Provides a foundation in public sector financial management, focused on the needs of the manager working in government. Topics include: government financial statements and their analysis; public sector accounting standards and financial reporting; operational and capital budgeting; public sector financial management; cost management and control; accountability and performance measurement. Covers all levels of government in Canada: municipal, provincial and federal. Requires that students be competent in the use of the Excel spreadsheet program.

Note: Credit will be granted for only one of ADMN 421, ADMN 448.

**ADMN 422 -Ethical Public Management -Units: 1.5** Schedule:

An exploration of value and ethical dilemmas which confront public and quasi-public sector officials in the workplace. Focuses on process dilemmas related to political neutrality, confidentiality, privacy, fairness and accountability, as well as issues related to good, just and legitimate public policy. Students will have an opportunity to develop their own moral reasoning skills and apply them in case studies.

Note: Credit will be granted for only one of ADMN 422, ADMN 554.

**ADMN 423 - Local Government in British Columbia - Units: 1.5** Schedules: Jan 4 – Apr 4

An examination of the legislative framework, organization, operation and finance of local government service delivery and regulation in British Columbia.

Note: Credit will be granted for only one of ADMN 423, ADMN 545.

**ADMN 445 - Urban and Regional Economics - Units: 1.5** Schedules:

Examines economic forces influencing settlement patterns, growth and other characteristics of towns, cities and regions. Course provides a theoretical and historical basis for analyzing and predicting how urban areas evolve and how public policies may affect patterns of growth and change. Topics include: regional economics; economic development; growth policy; urban land use patterns; how land and housing markets function; how land use regulation affects these markets; urban environmental problems; urban transportation; and emerging spatial patterns.

Note: Credit will be granted for only one of ADMN 445, ECON 312.

Prerequisites: One of ADMN 310, ADMN 403, ECON 103, ECON 103C, ECON 180, ECON 201.

**ADMN 446 - Local Government Land Use Planning - Units: 1.5** Schedules:

Provides an overview of land use planning principles and regulations to local government administrators and staff, focusing on small and mid-sized communities. Topics include: history; regulatory framework in BC; rural and small town planning, growth management and regional planning; neighbourhood, local area and community planning; zoning; mainstreet, strip and commercial planning; residential planning; permits and other regulatory mechanisms; public information and participation; and environmental and heritage planning.

Note: Credit will be granted for only one of ADMN 446, ADMN 470 (if taken in the same topic).

\* **ADMN 452 - Local Government Law - Units: 1.5** Schedules:

Analysis of legislation and court decisions applicable to local governments in British Columbia, including the Community Charter. Designed to familiarize non-lawyers with local government law and legal issues which arise in relation to local government activities and how to read case law and legislation.

\* **ADMN 465 Local Government Policy - Units: 1.5** Schedules: —

An integrated analysis of selected local government policy problems drawing on urban and regional economics, local government law and the understanding of local government structure and operations. Includes how to analyze problems, assess response options and prepare policy recommendations within the political and administrative framework of local government. Topics selected for examination will vary.

Note: Credit will be granted for only one of ADMN 465, ADMN 420.

Prerequisites: All of ADMN 423, ADMN 445, ADMN 452; or permission of the school.

**ADMN 470 - Contemporary Topics in Administration - Units: 1.5-3.0** Schedules:

A study of selected topics drawn from the current literature and practices in public administration or related fields.

Note: May be taken more than once for credit in different topics.



PADM 308

# The Successful CAO: Local Government Advanced Management

New  
Location!

Friday, February 17 to Wednesday, February 22, 2017  
Four Points Sheraton, Victoria

## What's it all about?

This exciting new MATI course, offered for only the second time in 2017, provides current and aspiring Chief Administrative Officers (CAOs) with strategies for long term success in this senior executive position. Designed by educators and experienced CAOs, the focus is on management knowledge and skills unique to this role in BC municipalities and regional districts.

This course explores the many facets of the CAO role, equipping you with practical knowledge, tools and techniques that will allow you to prepare for success and effectively manage the opportunities and challenges you face.

## Who is this course for?

This course is designed for new CAOs (e.g. three years or less) and aspiring CAOs (e.g. from senior management in local government and the private sector) who seek to advance their knowledge and skills and build a supportive network of colleagues.

## Come prepared to:

- Analyze challenging real-world scenarios faced by CAOs and recommend solutions
- Develop effective strategies and a personal action plan for long term success
- Learn and be mentored by experienced CAOs
- Build your best practices toolkit for supporting council and board effectiveness
- Apply public interest and ethical decision making frameworks to key issues
- Learn effective approaches to managing relationships, "up, down and out"

Registration  
Now  
Open!

# The Successful CAO: Local Government Advanced Management

## THE SESSIONS

In this intensive and interactive 6-day course, you will work with educators and experienced CAOs to:

1. Create an action plan that includes strategies for success that address your specific local government situation
2. Describe success in the CAO role and assess your strengths, weaknesses and capacity in relation to it
3. Define the critical roles and responsibilities of the CAO
4. Improve your understanding of the nature and strategic importance of CAO relationships with other key actors
5. Analyze ethical issues and recommend strategies to address them
6. Evaluate challenging local government scenarios and recommend solutions
7. Identify strategies for supporting Council and Board effectiveness
8. Assess strategies for supporting effective teams, a positive organizational culture and describe successful approaches to organizational oversight and management
9. Apply management models to analyze your current local government situation
10. Leave with a plan to continue to develop your CAO knowledge and skills for long term success

## AT ALL MATI COURSES YOU WILL ALSO:

- Improve skills with hands-on practice and interactive discussions
- Benefit from smaller class sizes with focus on student participation and discussion
- Receive advice from expert practitioners on your workplace challenges and issues
- Develop a network of local government colleagues
- Have one-to-one access to BC local government leaders
- Receive a resource binder that includes materials you can use Monday morning
- Have fun while you are learning!

## TIME AND PLACE

**Friday, February 17 to Wednesday, February 22, 2017**

**Four Points Sheraton, Victoria**

*NOTE: This timing has been chosen to accommodate those who may also be attending LGMA's 2017 CAO Forum in Victoria, from February 22-24.*

## FEES

\$2,600 + GST. This is an all-inclusive fee which covers tuition, course materials, accommodation and meals. Funding assistance is available through the provincial Board of Examiners. For details see: [http://www.cscd.gov.bc.ca/lgd/gov\\_structure/board\\_examiners/index.htm](http://www.cscd.gov.bc.ca/lgd/gov_structure/board_examiners/index.htm)

## CREDITS

When taken for credit, this MATI course can be applied toward the Local Government Leadership Development Certificate, Local Government Administration Advanced Certificate or Diploma at Capilano University.

## PRE-REQUISITES AND TO REGISTER

To take this course, you must have already taken a spring MATI term course or PADM 307 Ethics. (If you are a current CAO, but do not meet the pre-requisites, please contact Linda Adams at [lindajadams@shaw.ca](mailto:lindajadams@shaw.ca)) Registration for this course is now open at <http://www.civicinfo.bc.ca/events-register>. Please register by December 16, 2016. A full brochure with more details will be available at the above link by the end of October. For more information contact Linda Adams at [lindajadams@shaw.ca](mailto:lindajadams@shaw.ca).



Picture BC photo

Great Teaching

Great Programs

Great Future

R-2

## ACTION ITEMS

<u>#</u>	<u>Date</u>	<u>Description</u>	<u>Lead</u>	<u>Follow up</u>
A16	15-10-2012	Dyson property development	Staff	Councillor O'Brien Anderson expressed an interest in perhaps taking this on as a project
A27	05-05-2014	Park Management Committee	Administration	Finalize park management plans after results from questionnaire have been reviewed.
A30	06-09-2016	Weight Room Upgrades	Administration	confirming equipment & waiting for feedback from FD
A31	19-09-2016	Playground equipment Installation	Staff	Work to be completed before end 2016
A32	19-09-2016	Chevron Property	Tourism Comm.	Work towards lease or acquisition
A33	19-09-2016	Danger Trees	Public Works	Review & create plan for entire municipality Heenan Tree Services is planned to be on HG early 2017