



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 Monday, December 4th, 2017

AGENDA

1. ADOPT AGENDA

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS

3. MINUTES

M-1 – November 20th, 2017 Regular Council meeting minutes.

M-2 – November 23rd, 2017 Special Council meeting minutes.

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

UB-1 – Rainbow Wharf Referendum Results- Report to Council Acting CAO Decock

UB-2-- Report to Council -- Crown Grant Offer – Former CAO Mushynsky

5. ORIGINAL CORRESPONDENCE

C-1 – Board Highlights – NCRD

6. FINANCE

7. GOVERNMENT

G-1 – Reconsider & Adopt Respecting an Amendment to the Financial Plan for the Years 2017-2021 Bylaw #438, 2017.

8. NEW BUSINESS

NB-1 – Port Clements Historical Society - NDIT - Community Hall & Recreation Facilities--
Acting CAO Decock

9. REPORTS & DISCUSSIONS

10. ACTION ITEMS

A-1 – see Action Items list.

11. QUESTIONS FROM THE PUBLIC & PRESS

12. ADJOURN TO IN-CAMERA

13. ADJOURNMENT



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Minutes of the regular meeting of the Port Clements Council held November 20, 2017 in Council Chambers.

Present:

Mayor Thomas
Councillor Cumming
Councillor Daugert
Councillor Stewart

Regrets: Councillor O'Brien Anderson

Acting CAO Decock

Intern Cumming

7 members of the public attended: Julia Breese, Aaron Cunningham, Maureen Bailey, Marilyn Bliss, Bev Lore, Joan Hein, Kayoko Daugert

Mayor Thomas called the meeting to order at 7:03 p.m.

1. ADOPT AGENDA.

2017-297 – Moved by Councillor Daugert, seconded by Councillor Cumming
THAT Council adopts the agenda with the addition of NB-1 Motion RE: Letters from the Public in the Agenda Package.
CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

T-1 – RFP for Clinic Ventilation – Report Acting CAO

2017-298 – Moved by Councillor Daugert, seconded by Councillor Stewart
THAT Council tables the RFP for Clinic Ventilation until the December 18th, 2017 council meeting.
CARRIED

3. MINUTES.

M-1 – November 6, 2017 Council Meeting minutes.

2017- 299 – Moved by Councilor Daugert, seconded by Councillor Stewart
THAT Council adopts the November 6, 2017 Council Meeting minutes as presented.
CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

5. ORIGINAL CORRESPONDENCE

C-1 – Letter from June Pullano

2017-300-- Moved by Councillor Cumming, seconded by Councillor Daugert
THAT it be moved to in-camera per the Community Charter Section 90(1)(c).
CARRIED

C-2 – Apology Letter – Follow up to Rise & Report – Mayor Thomas

2017-301 – Moved by Councillor Daugert, seconded by Councillor Stewart
THAT Council receives the Apology Letter by Mayor Thomas.
CARRIED

C-3 – Adoption Awareness – Honourable Katrine Conroy

2017- 302 – Moved by Councillor Stewart, seconded by Councillor Cumming
THAT Council receives the letter of the Honourable Katrine Conroy.
CARRIED.

C-4 – Christmas Telethon Request for Donation – Masset Haida Lions Club

2017-303 – Moved by Councillor Stewart, seconded by Councillor Daugert
THAT Council receives the letter from the Masset Haida Lions Club.
CARRIED

2017-304—Moved by Councillor Daugert, seconded by Councillor Stewart
THAT a donation of \$200 be made to the Masset Haida Lions Club for their Christmas Telethon.
CARRIED.

6. GOVERNMENT

G-1- Laneway Policy

2017-305 – Moved by Councillor Cumming, seconded by Councillor Daugert
THAT Council adopts Highway and Laneway Policy No. 16, 2017.
CARRIED.

G-2- The Amended Financial Plan for the Years 2017-2021- Bylaw No.445, 2017

2017-306 – Moved by Councillor Cumming, seconded by Councillor Stewart
THAT Council does the 1st, 2nd and 3rd reading of the Amended Financial Plan for the Years 2017-2021 – Bylaw
No.445, 2017.
CARRIED.

G-3- 2018 Vancouver Island Regional Library Board

2017-307 – Moved Councillor Daugert, seconded by Councillor Stewart
THAT Councillor O'Brien-Anderson be the Council's representative on the Vancouver Island Regional Library Board
and that Councillor Cumming be the alternate.
CARRIED.

G-4- Committee and Board Representative for 2018

2017-308 – Moved Councillor Cumming, seconded by Councillor Daugert
THAT Council adopts the Committee selections as amended.
CARRIED.

7. FINANCE

8. NEW BUSINESS

NB-1—RE: Letters from the Public in the Agenda Package

2017-309—Moved by Councillor Daugert, seconded by Councillor Stewart

Whereas: Council is required to address certain issues in camera by Section 90 of the Community charter; And
whereas these issues are required to be discussed in camera to enable the proper conduct of Village business within
the legal framework; Therefore Be it resolved that letters received by the Village of Port Clements which address
issues that fall under the descriptions provided in Section 90 of the Community Charter not be printed in the agenda
package or read in open Council, but be presented with sender identification and the notation "to be presented in
camera" with the appropriate subsection of section 90 of the Community Charter cited.
CARRIED.

2017-310 – Moved by Councillor Cumming, seconded by Councillor Daugert

THAT C-1 & C-2 documents be removed from the November 20, 2017 public agenda published online posting and
notice and be moved to in-camera discussion.

9. REPORTS & DISCUSSIONS

Councillor Cumming -- Upcoming Emergency Committee meeting to review Emergency Response Plan Draft.

Upcoming Protocol meeting the afternoon of November 21st. Museum has past 4000 visitors in this calendar year.

Councillor Stewart – Christmas Swap n’ Shop on Saturday: very successful and raised \$650 for the Community Hall (the one being held in Masset on the same day had issue of reserved tables being no-shows and the bank machine breaking so more people came to Port from that). She missed Tourism Committee meeting due to being busy with Swap n’ Shop organizing.

Councillor Daugert – non-meeting in Masset with Foreman on the water main replacement project told about Adventure Paving’s hiring of people to look for grants for small community infrastructure work, even while not being tied to giving the work to Adventure Paving. He suggests that Grant Writer Chris Williams make contact with them about it. Also attended meetings on LGMA and Fisheries, brought up marine tourism and emphasizes Masset Inlet and local tourism business.

Mayor Thomas – Attended Rod n’ Gun Club meeting which was well attended, had a wildlife biologist and two conservation officers attended. Discussed danger bear problems: one of the guests at the Golden Spruce Motel had an experience of a bear driving off their deer while field dressing. People need to be careful as the bears realize that the sound of a shot means food. He attended his first Remembrance Day on Saturday which went well. Also he had Fisheries meetings discussing the marine planning and committee on mapping recreational areas in Masset Inlet. He also has upcoming Protocol meeting, meeting with Gwaiitell, AGM and meeting with North Regional District and Hospital.

Acting CAO Ruby Decock – Attended first Remembrance Day in a long time, she will be working with Brad MacMullan next year to have a better service. Attended the tourism committee meeting that resulted in resolutions to go forward with advertising for the brochures, start a website, and get a professional photographer for photos to avoid fights over image resolution. Also she attended the All Island Emergency Planning Committee in Tlell, which had a good representation of volunteers, committee reps and staff. They discussed the Epact Network implementation: the landslide in Charlotte resulted in an increase of epact registrations from the area. She will also be attending Port Clements’ Emergency Planning Committee Meeting. She is very busy.

Intern Elizabeth Cumming – Busy two weeks up and down to Charlotte to participate in training on municipal Byelections with their Advance polling and voting day itself.

10. ACTION ITEMS

11. QUESTIONS FROM THE PUBLIC & PRESS

There were no direct questions from the public.

The public did give advice and voice concerns about the Social Media Policy in regards to the community’s facebook group. Appreciation was noted by Maureen Bailey for the leadership presented by Council members in answers questions in the facebook posts, and a reminder that facebook posts can also quickly get out of hand and generate a different tone and to be careful of that. Recommendation to follow policy and process that is in place.

12. Move to In-Camera for Community Charter 90(1)(c)

2017-310—Moved by Councillor Cumming, seconded by Councillor Daugert

THAT Council moves to in-camera per the Community Charter Section 90(1)(c) at 8:36 pm.

CARRIED.

ADJOURNMENT

2017- 311—Moved by Councillor Daugert

THAT the meeting be adjourned at 8:48 PM.

TOURISM COMMITTEE: ELIZABETH STEWART
Alternate: **CHARLEEN O'BRIEN ANDERSON**

EMERGENCY PREPAREDNESS COMMITTEE: BRIGID CUMMING
Alternate: **DOUG DAUGERT**

RECREATION COMMITTEE: BRIGID CUMMING
Alternate: **ELIZABETH STEWART**

NORTHERN DEVELOPMENT INITIATIVE: CHARLEEN O'BRIEN ANDERSON
Alternate: **ELIZABETH STEWART**

NORTH COAST REGIONAL DISTRICT: DOUG DAUGERT (UNTIL MAY) URS THOMAS (BEGINNING MAY)
Alternate: **URS THOMAS (UNTIL MAY) DOUG DAUGERT (BEGINNING MAY)**

***NORTHERN HEALTH AUTHORITY: DOUG DAUGERT (UNTIL MAY) URS THOMAS (BEGINNING MAY)**
Alternate: **URS THOMAS (UNTIL MAY) DOUG DAUGERT (BEGINNING MAY)**

***This appointment is tied to the NCRD appointment**

MISTY ISLES ECONOMIC DEVELOPMENT: DOUG DAUGERT
Alternate: This organization does not recognize alternates

GWAIL TEL: URS THOMAS
Alternate: **CHARLEEN O'BRIEN ANDERSON**

VANCOUVER ISLAND REGIONAL LIBRARY: CHARLEEN O'BRIEN ANDERSON
Alternate: **BRIGID CUMMING**

RCMP LIASON: RUBY DECOCK

COMMUNITY FUTURES: URS THOMAS
Alternate: **DOUG DAUGERT**

PARK MANAGEMENT COMMITTEE: ELIZABETH STEWART
Alternate: **CHARLEEN O'BRIEN ANDERSON**

ALTERNATE MAYOR:

JANUARY – MARCH	BRIGID CUMMING
APRIL – JUNE	CHARLEEN O'BRIEN ANDERSON
JULY – SEPTEMBER	DOUG DAUGERT
OCTOBER	ELIZABETH STEWART



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Minutes of the special meeting of the Port Clements Council held November 23, 2017 in Council Chambers.

Present:

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

Acting CAO Ruby Decock
Intern Elizabeth Cumming
Press Andrew Hudson

Members of the public: Randy O'Brien, Gloria O'Brien, Kim Shantz, Jasmine Beachy, Clint Beachy, Craig Beachy, Travis O'Brien.

Mayor Thomas called the meeting to order at 2:08 PM.

Motion to take the letter for

1. ADOPT AGENDA.

2017-312 – Moved by Councillor Stewart, seconded by Councillor Daugert
THAT Council adopts the agenda as presented.
CARRIED.

2017-313 – Moved by Councillor O'Brien Anderson, seconded by Councillor Stewart.

THAT the Mayor Thomas' digital signature be removed from the letter that was written at the All-Island Protocol Meeting to be sent to Minister Doug Donaldson of the Ministry of Forest, Lands and Natural Resource Operations and Rural Development. Instead the Village of Port Clements will write its own letter to the Minister regarding the current issue with BC Timber Sales and the proposed Community Forest Licence.
CARRIED. Councillor Cumming opposed.

ADJOURNMENT

2017- 312—Moved by Councillor Stewart.
THAT the meeting be adjourned at 3:37 PM.

Urs Thomas
Mayor

Ruby Decock
Acting Chief Administrative Officer



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REPORT TO COUNCIL

Author: Ruby Decock, Acting CAO

Date: November 30, 2017

Subject: Non-Binding Vote Results for Rainbow Wharf Maintenance

Background:

Upon request of Council, the Village of Port Clements held a non-binding vote between November 7-17, 2017 to determine what level of maintenance the citizens of Port Clements would like to see done with the provincially owned Rainbow Wharf. A letter was sent out to the public to inform them of the planned maintenance costs for commercial and non-commercial use.

Results of Non-Binding Vote:

Commercial Use – 34 Votes

Non-Commercial Use – 35 Votes

Spoilt Ballots – 1 (the voter put "Get rid of it!") on their ballot. So it was some feedback, but it didn't vote in favour of either maintenance work.

Recommendations:

1. Request the engineering firm to provide a RFP for Non-Commercial Use of the Rainbow Wharf based on the 2015 engineering assessment.
2. Request the engineering firm in 2018 to reassess the Rainbow Wharf and provide an RFP for maintenance requirements for both Commercial and Non-Commercial Use, then hold a Referendum Vote concurrently with the 2018 Municipal Elections.

3. Hire an engineering firm in 2018 to reassess the condition of the Rainbow Wharf as the last engineering report was completed in 2015. Request that the engineers provide the maintenance requirements for the Commercial Use and Non-Commercial Use then complete the Non-Commercial Use maintenance as per the request of the non-binding vote.

Respectfully submitted: 



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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.

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.

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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

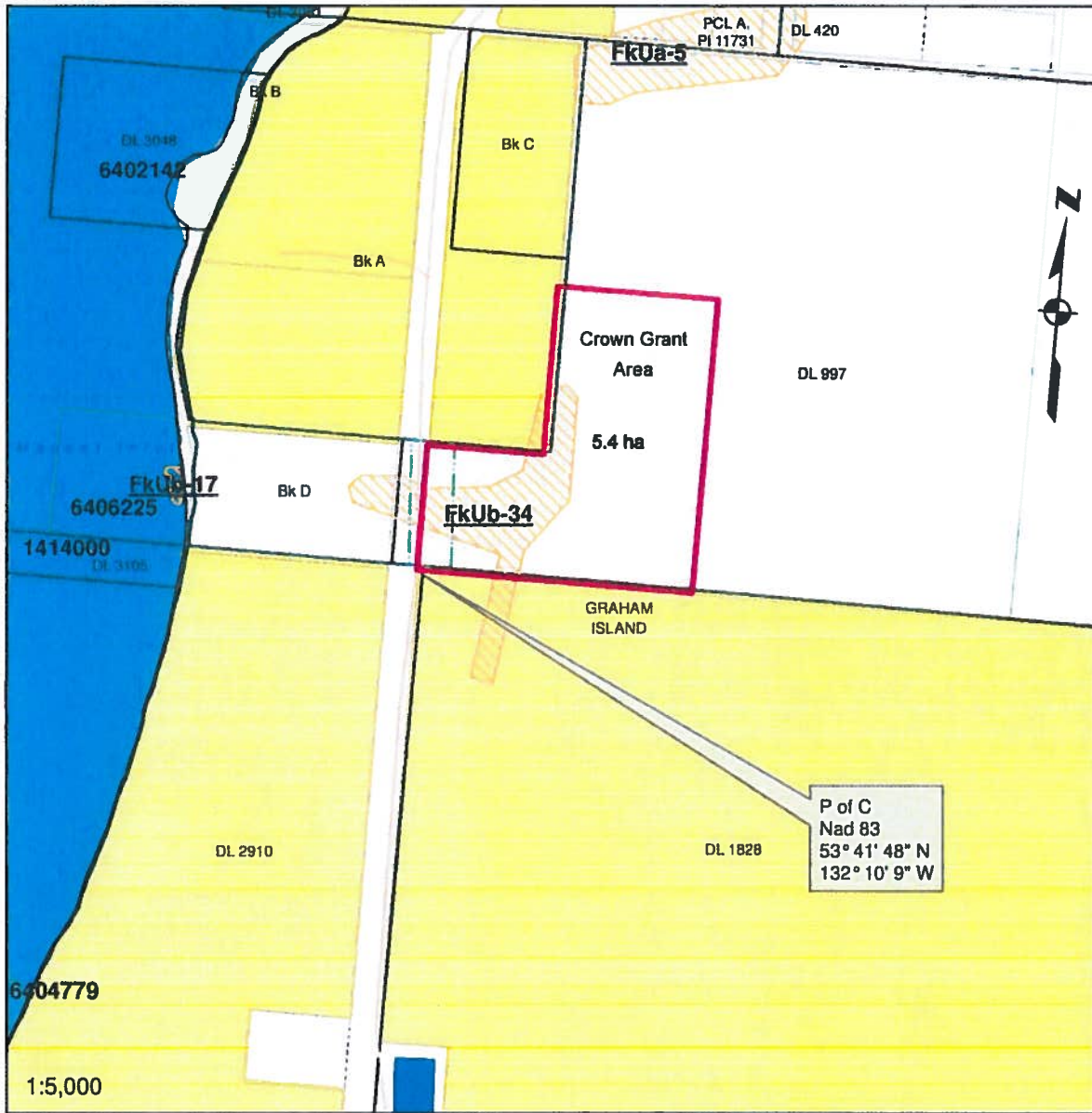
Please check one if applicable (more than one Applicant)

- ☐ Joint Tenants
☐ Tenants in Common

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

Approved by

DIANA WATSON

Date MAY 7/15

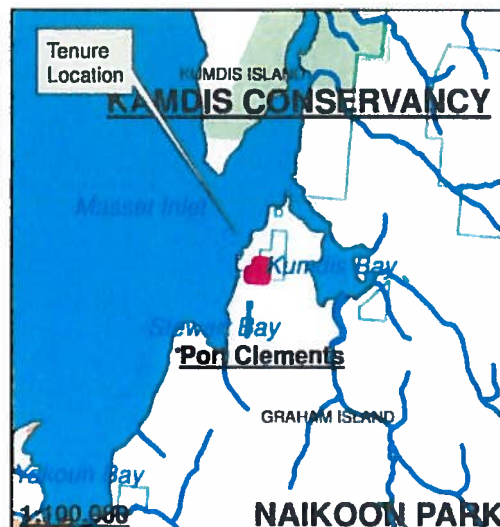
Replaced by

Date

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



DEDILUKE LAND SURVEYING INC.

PROFESSIONAL LAND SURVEYING

(#1- 170 WALLACE STREET)
P.O. BOX 2300
NANAIMO, B.C., V9T 6X6
Phone: 250 716-1415
Fax: 250 716-1439
island@dediluke.ca

4801 KEITH AVENUE
TERRACE, B.C.
V8G 1K6
Phone: 250 638-1449
Fax: 250 638-1442
survey@dediluke.ca

File:E 1135/17

Village of Port Clements
Box 198
Port Clements, BC
V0T 1R0

August 8, 2017
via email

Attention: Kim Mushynsky

Re: Survey Estimate, District Lot 997

Thank you for the opportunity to submit an estimate to provide professional land surveying services for your proposed legal survey for a Crown Grant area within District Lot 997, Queen Charlotte District as outlined in your email of July 21, 2017.

This job involves undertaking a Land Act survey to define the lands that will be crown granted. All the boundaries of the new parcel will be cut out, blazed and flagged with the exclusion of the boundary along the road. This requires approximately 1000m of line cutting. Additionally the NE corner of District Lot 1828 must be surveyed which lies approximately 1100m East of the road in order to establish the South boundary of the new parcel. Once completed the boundaries and corner posts will be well marked and easily found.

Attached is an estimate, with a breakdown of the expected cost for the provision of these services at representative rates. Although we are basing this estimate on our experience and realistic expectations, there are unknown factors such as key legal survey posts found destroyed. Therefore this cannot be considered a fixed price estimate. Billing will be based upon actual time spent on the project, in conjunction with our rate schedule, plus any disbursements and fees. Travel costs to Haida Gwaii will be pro rated with other jobs Dediluke Land Surveying completes at the same time.

The estimate includes preparing a legal survey plan of the proposed lot for registration as per the requirements of the Province and includes \$500 allocated to the registration and check list fees.

Dediluke Land Surveying Inc is willing to work with our clients, or others, on this project to maximize efficiencies and reduce duplication.

For your information, Dediluke Land Surveying Inc. follows a comprehensive safety program that protects both our people and our clients. If you have any questions please let us know.

Yours truly,
Dediluke Land Surveying Inc.

Dave Duddy

DEDILUKE LAND SURVEYING INC.

PROFESSIONAL LAND SURVEYING

Time Estimate**Field**

Pro Rated Travel	1.5 crew days
Set Control, Ties, Search for Evidence	1 crew days
Cutting and Blazing of Boundaries	4 crew days
Posting	1 <u>crew days</u>
Total Field	7.5 crew days

Office

Plan and records research, liason, calculations, report preparation and checking, supervision, data management, etc.	4 days
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Cost Estimate**Field Work**

Survey Tech 1	60 hrs @	\$75 /hr	\$4,500
Survey Tech 2	0 hrs @	\$85 /hr	\$0
Survey Tech 3	0 hrs @	\$95 /hr	\$0
Senior Tech	60 hrs @	\$105 /hr	\$6,300
B.C. Land Surveyor	24 hrs @	\$147 /hr	\$3,528
Senior B.C. Land Surveyor	0 hrs @	\$175 /hr	\$0
Equiped 4x4 "heavy duty" truck	7.5 days @	\$140 /day	\$1,050
Chainsaws (extensive use)	0 days @	\$35 /day	\$0
Total Station	6 days @	\$92 /day	\$552
Static Precise GNSS (GPS)	0 receivers for 0 days @	\$150 /day/receiver	\$0
Real-time Precise GNSS (GPS)	1 days @	\$520 /day	\$520
Leica TS 12 Robotic Total Station	0 days @	\$188 /day	\$0
First Order Digital Level	0 days @	\$50 /day	\$0
Rock Drill	0 days @	\$40 /day	\$0

Office Work

B.C. Land Surveyor	8 hrs @	\$147 /hr	\$1,176
Survey Tech 3	0 hrs @	\$95 /hr	\$0
Senior Tech	24 hrs @	\$100 /hr	\$2,400

Materiel and Disbursements

Iron Posts	0 posts @	\$11 each	\$0
Capped Posts	3 posts @	\$39 each	\$117
1.5m Angle Iron Reference Posts	5 posts @	\$23 each	\$115
Cedar Reference Posts	3 posts @	\$10 each	\$30
Bronze Rock Posts	0 posts @	\$20 each	\$0
Accommodation	1 people for 2 days @	\$120 /day approx	\$240
Per Diem Meals	1 people for 2 days @	\$60 /day	\$120
(bfst \$15/lun\$17/din\$28			
Accommodation	2 people for 6 days @	\$120 /day approx	\$1,440
Per Diem Meals	2 people for 6 days @	\$60 /day	\$720
(bfst \$15/lun\$17/din\$28			
Pro Rated Travel Cost			\$625
Registration Fees			\$500

Maximum Expected Total = \$23,933



BOARD HIGHLIGHTS

November 24, 2017

Delegations:

Bob LaFleur, Consultant & David Tupper, Claims & Risk Analyst, Municipal Insurance Association of B.C. – Regulatory System for Building Inspection & Liability for the Provision of Building Inspection Services and the Core Building Bylaw Revision Project

Mr. LaFleur and Mr. Tupper made a presentation to the North Coast Regional District Board with respect to a proposed building regulatory service for the regional district. The intent of the presentation was to provide a basic understanding of the legislation surrounding building inspection and discuss consideration of a feasibility of establishing a proposed service.

The presentation included a legislative and regulatory review; a discussion with respect the Municipal Insurance Association of B.C. and the Homeowner Protection Office; and benefits and considerations with respect to establishing a building regulatory service.

The Chair thanked Mr. LaFleur and Mr. Tupper for their presentation.

Board Business:

1. Director Pages and Director Nobels were elected, by acclamation, as Board Chair and Vice Chair to the North Coast Regional District (NCRD) Board for 2018, respectively.
2. The Board received correspondence from the Green Communities Committee in recognition of the NCRD's progress on its Climate Action Charter commitments.
3. The Board received response correspondence from the Prince Rupert Port Authority with respect to its willingness to collaborate with the NCRD on shared-issues of concern such as emergency planning for the region.
4. The Board received a memorandum from staff indicating that the NCRD has launched a new civic engagement web platform, PlaceSpeak. Further information may be found online at www.placespeak.com/ncrd.
5. The Board received a report from staff outlining the results of the referendum vote held in Tlell on November 11, 2017 with respect to establishing a regional district service to support the operations of the Tlell Volunteer Fire Department. The results were 60 votes in favour, 34 votes against.
6. The Board received a verbal update from the Haida Gwaii Regional Recreation Coordinator with respect to updates and highlights from the Haida Gwaii Recreation Service for 2017.
7. The Board resolved to support the Tlell Fall Fair Committee's application to Northern Development Initiative Trust's Community Halls and Recreation Facilities program in the amount of \$15,267.

For complete details of the November 24, 2017 Board meetings, the Agenda and Minutes are posted under "Quick Links" at www.sqcrd.bc.ca.

VILLAGE OF PORT CLEMENTS

BYLAW NO.445, 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 #445, 2017”.

READ A FIRST TIME THIS 20th DAY OF NOVEMBER, 2017.

READ A SECOND TIME THIS 20th DAY OF NOVEMBER, 2017.

READ A THIRD TIME THIS 20th DAY OF NOVEMBER, 2017.

RECONSIDERED AND FINALLY ADOPTED THIS DAY OF , 2017

URS THOMAS
MAYOR

RUBY DECOCK
ACTING CHIEF ADMINISTRATIVE
OFFICER

CERTIFIED A TRUE COPY OF VILLAGE OF
PORT CLEMENTS AMENDED FINANCIAL PLAN, BYLAW NO. 445, 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	155,625	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	189,010	189,510	189,510	189,510	189,510
Total Revenues	1,005,535	931,210	933,685	934,310	936,685
Legislative Expenses	39,950	37,000	45,050	40,150	37,250
General Administration	197,850	204,193	206,429	209,560	214,836
Fire Department	37,800	34,500	35,800	36,250	38,050
Emergency Services	1,250	750	750	750	750
Common Services	27,650	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	2,200	2,000	2,000	2,000	2,000
Contributions to Reserves (surplus budget)	78,345	50,405	37,671	38,243	31,210
Capital Expenses	65,000	90,000	90,000	90,000	90,000
Multi Purpose Building Expenses	64,500	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	1,005,535	930,598	933,060	933,673	936,036
Surplus/ (Deficit)	0	612	625	637	649

	"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	84,850	63,550	65,550	65,750	68,950
Contribution to Reserves	6,150	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



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: Ruby Decock, Acting CAO
Date: November 30, 2017
Re: Port Clements Historical Society Letter of Support

Background: In January 2017, Council had written a letter of support for the Port Clements Historical Society Grant for their application to Gwaii Trust Major Contribution Grant. The application was not submitted. The PCHS is now applying for a grant from Northern Development Initiative Trust's Community Hall & Recreation Facilities Grant to complete Museum Outbuilding Upgrades.

Please see the attached original request for letter of support from January and a copy of the support letter.

Respectfully submitted:

Ruby Decock



PORT CLEMENTS HISTORICAL SOCIETY

P.O. Box 417 Port Clements
British Columbia Canada V0T 1R0

250.557.4576

pcmuseum@qcislands.ca

www.portclementsmuseum.ca

January 16, 2017

Village of Port Clements
PO Box 198
Port Clements, BC
V0T 1R0

Attention: Deputy Mayor and Councillors

RE: Museum Site Outbuilding Upgrades

The Port Clements Historical Society (PCHS) respectfully requests a letter of support from the Council of the Village of Port Clements in support of its January 2017 application to the Gwaii Trust Major Infrastructure Fund.

The project, "Museum Site Outbuildings Upgrade", will fund necessary improvements to two outbuildings on the museum site, the Pavilion and the storage shed. The Pavilion is an open-sided roofed display area on the southeast side of the museum site which desperately needs re-roofing. To allow for a better tourist experience and more flexibility in the structure's use, electricity will also be installed in the Pavilion. The storage shed on the northwest side of the property would have electricity installed, which would enable provision of heated storage. These items are being stored because there is no room to display them in the museum.

PCHS is obtaining quotes for electrical installation as well as replacing the Pavilion roof. All quotes are not yet in, but the global budget for all upgrades is approximately \$45,000-\$50,000.

2016 was an extremely busy year for the Society with over 3,700 visitors. This is the third year in row that attendance has increased dramatically; it was 2,208 in 2014 and 2,712 in 2015. PCHS believes that successful funding of the "Museum Site Outbuildings Upgrade" project will enhance its ability to continue to deliver a positive and informative experience to its visitors. A letter of support from the village is a key element in obtaining this funding.

Yours truly,

Shel Fjaagesund
President
Port Clements Historical Society



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36 Cedar Avenue West
PO Box 198
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V0T1R0
Phone : 250-557-4295
FAX : 250-557-4568
Email : cao@portclements.ca
Web : www.portclements.ca

January 18, 2017

To: Port Clements Historical Society

Re: Gwaii Trust Major Infrastructure program

At the Village of Port Clements Regular Council meeting held January 16, 2017 a motion was unanimously passed to provide a letter of support to the Port Clements Historical Society in regards to your application to upgrade the museum site outbuildings. We would like to see the continued delivery of a positive and informative experience for those visiting the Museum and Port Clements.

Based on the increase in visitors over the past several years, we are pleased to endorse your application as it will contribute to beautifying the community and to the continued preservation of Port Clements' historical artifacts.

Good luck with your application.

Sincerely,

Kim Mushynsky – CAO
Village of Port Clements

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 Contacted Amber Bellis & Ruth Bellamy to inspect weight room.
A31	03-04-2017	Health Clinic Ventilation	Administration	RFP Being put out. Received bids.
A32	18-03-2017	Health Clinic - water in crawl space	Public Works	October 27 - crawl space had some water. PW determined how water was getting into clinic. Water is from poor exterior drainage and opening.
A33	18-03-2017	Health Clinic - replace flooring	Administration	RFP to be put out once clinic industrial flooring description received by AMS.
A34	04-07-2017	Community Park - block access	Public Works Councillor O'Brien Anderson	Have access to soccer fields blocked with logs for temporary solution
A35	04-07-2017	Community Park - gates and/or fencing	Public Works	Permanent gate and/or fencing to protect soccer field
A36	08-08-2017	Sunset Park Mgmt. Plan	Council	Review recently adopted Management plan in Nov/Dec 2017 and again in Nov/Dec 2018.
A-37	06-11-2017	NCLGA Resolutions	Council	Submit Resolutions to NCLGA prior to February 2018 UBCM 2018 - Whistler location
A-38	06-11-2017	Cell Phone Issue w/ regards to Cell phone Coverage	Administration	Follow Up with Minister Simms
A-39	06-11-2017	Asset management	Administration	Follow up with past public work employees to ask for historic asset locations, etc.