



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, May 6, 2013

AGENDA

1. ADOPT AGENDA.

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

3. MINUTES.

M-1-Regular meeting of Council Tuesday, April 15, 2013

M-2- Regular meeting of Tourism Committee Friday, January 25, 2013

M-3- Regular meeting of Barge Sub-Committee Thursday, April 28, 2013

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

5. ORIGINAL CORRESPONDENCE.

C-1-Tlell Fall Fair request for support.

C-2-Haida Gwaii Golf Tournament For Literacy.

6. GOVERNMENT.

G-1-Bylaw #404, 2013 – 1st, 2nd, and 3rd reading.

G-2-Bylaw #402, 2013 – 1st, 2nd, and 3rd reading.

G-3-Bylaw #399, 2013 – 3rd reading.

7. FINANCE.

F-1-NSCU bank statement March 2013.

F-2-CIBC bank statement March 2013.

F-3-Village of Port Clements 1st quarter Revenue and Expense review.

F-4-Cheque Listing May 1, 2013

8. NEW BUSINESS.

NB-1-Recommendation from Tourism Committee.

NB-2-Report to Council – Janitorial Contract

NB-3-Report to Council – Site Alteration Permit

NB-4-Report to Council – Business Façade Improvement

NB-5-Locations identified under Community Charter sections 73 and 74

NB-6-Barge Committee recommendation to apply to Northern Development Initiative Trust

9. ACTION ITEMS.

A-1-See attached

10. REPORTS & DISCUSSIONS.

11. QUESTIONS FROM THE PUBLIC & PRESS.

ADJOURNMENT.



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Minutes of the regular meeting of the Port Clements Council held Tuesday April 15, 2013 in the Council Chambers.

Present:

Mayor Cheer
Councilor Gould
Councilor Falconbridge
Councilor Gaspar

CAO Kim Mushynsky

Mayor Cheer called the meeting to order at 7:00pm

1. ADOPT AGENDA.

2013-104 - Moved by Councilor Gould, seconded by Councilor Gaspar
THAT the agenda be adopted with the following amendments – add C-3 Request for zoning change, M-2 Rec Committee Minutes, R-1 Annual Police Report, BA-2 Set date for Public Barge Meeting and move to in-camera at end of meeting.
CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

3. MINUTES.

M-1 – Regular Meeting of Council Monday April 2, 2013
2013-105 – Moved by Councilor Gaspar, seconded by Councilor Falconbridge
THAT we accept the minutes from the April 2, 2013 Regular Council meeting as presented.
CARRIED

M-2 – Rec Committee Minutes January 31, 2013
2013-106 – Moved by Councilor Falconbridge, seconded by Councilor Gaspar
THAT we accept the minutes from the January 31, 2013 Rec Committee meeting as presented.
CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

BA-1 – Rescue Truck for Fire Department
2013-107 – Moved by Councilor Falconbridge, seconded by Councilor Gaspar
THAT we put the old rescue truck up for tender for sale with the proceeds being reserved for future Fire Department requirements.
CARRIED
2013-108 – Moved by Councilor Falconbridge, seconded by Councilor Gould
THAT we absorb \$5000 of the cost of the recently purchased rescue vehicle.
CARRIED

BA-2 – Town Hall meeting for Barge Facility Update
Meeting date originally set for Tuesday April 30th, later in the meeting it was determined that there was a conflict and the meeting was rescheduled for Tuesday May 7th at 7pm in the Community Hall.

M-1

5. ORIGINAL CORRESPONDENCE.

C-1 – Haida Gwaii Youth Symposium

2013-109 - Moved by Councilor Falconbridge, seconded by Councilor Gaspar
THAT we open this up for discussion.

CARRIED

2013-110 – Moved by Councilor Gould, seconded by Councilor Gaspar
To table this item to our next meeting to get confirmation on some issues.

CARRIED

C-2 – Swan Bay Rediscovery request for support

2013-111 – Moved by Councilor Gaspar, seconded by Councilor Falconbridge
THAT we open this up for discussion.

CARRIED

2013-112 – Moved by Councilor Gaspar, seconded by Councilor Falconbridge
THAT we write a letter of support for the funding initiative.

CARRIED

C-3 – Request for Zoning change

2013-113 – Moved by Councilor Gould, seconded by Councilor Gaspar
THAT the Administrator write an amendment to the zoning bylaw which allows single family dwellings located within a multi-family zone (RM1) be allowed to operate a home based business the same as they would if located in R1 or R2 zoning.

CARRIED

6. GOVERNMENT.

G-1 – Bylaw #398, 2013

2013-114 – Moved by Councilor Falconbridge, seconded by Councilor Gaspar
THAT we Reconsider and Adopt Bylaw #398, 2013 – Official Community Plan

CARRIED

G-2 – Bylaw #401, 2013

2013-115 – Moved by Councilor Gaspar, seconded by Councilor Falconbridge
THAT we Reconsider and Adopt Bylaw #401, 2013 – Financial Plan 2013-2017.

CARRIED

G-3 – Bylaw #399, 2013

2013-116 – Moved by Councilor Falconbridge, seconded by Councilor Gaspar
THAT we have 1st & 2nd reading for Bylaw #399, 2013 regarding Development and Variance permits

CARRIED

G-4 – Policy #8 – Infrastructure Inspection Policy

2013-117 – Moved by Councilor Falconbridge, seconded by Councilor Gaspar
THAT we adopt the policy as presented.

CARRIED 1 opposed

7. FINANCE.

F-1 – Cheque listing to April 10, 2013

2013-118 – Moved by Councilor Falconbridge, seconded by Councilor Gaspar
THAT we accept the cheque listing as presented.

CARRIED

8. NEW BUSINESS.

9. ACTION ITEMS: add date setting for RCMP community meeting

10. REPORTS AND DISCUSSIONS.

Councilor Gould – No report

Mayor Cheer – VIRL, invasive plant seminar, GFCT this Wednesday

Councilor Falconbridge – No report

Administrator – Have been offered a Crown Grant by the Province on the Industrial Park property.

2013-119 Moved by Councilor Gould, seconded by Councilor Falconbridge

THAT we recess for 10 minutes while waiting for the RCMP representative to arrive.

CARRIED

Mayor Cheer called the meeting back to order at 8:10pm

Sergeant Blake Ward presented the annual policing report for the year ended March 31, 2013.

2013-120 – Moved by Councilor Falconbridge, seconded by Councilor Gaspar

THAT we move to in-camera per CC 90 – 1- c, b & g

CARRIED

ADJOURNMENT.

2013-121 - Moved by Councilor Gaspar, seconded by Councilor Falconbridge

THAT the meeting be adjourned at 9:40pm

CARRIED

Wally Cheer,
Mayor

Kim Mushynsky,
Clerk/Treasurer

PORT CLEMENTS TOURISM COMMITTEE
Minutes of the regular meeting of the Port Clements Tourism Committee
Friday, January 25, 2013

Present:

Chair Councillor Matt Gaspar

Mayor Wally Cheer

Councillor Ian Gould

Wayne Nicol

Deputy Clerk/Treasurer Sharon Ferretti

Chair Matt Gaspar called the meeting to order at 7:19 p.m.

1. ADOPT AGENDA

Additions: BA-3-Mary Lou's Blog

BA-4-Strategy

BA-5-Sunset Park

It was moved by Mayor Cheer, seconded by Councillor Gould to adopt the agenda as amended.

CARRIED

2. DELEGATES

3. MINUTES

Minutes October 4, 2012

It was moved by Mayor Cheer, seconded by Councillor Gould to adopt the minutes as presented.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

BA-1: Council update

- Monday, January 28th BC Parks finance person along with Lucy Stephanic, Mayor Cheer, and Councillors Thomas and Gould, visiting to walk the Golden Spruce Trail i.e. funding approvals for upgrades to make the trail more of a tourist attraction.
- To be an official committee, ensuring quorum when necessary, and to have a budget, names need to be submitted to Council.

BA-2: Action Plan – see attached

BA-3-Mary Lou's Blog

- Will approach a few people to take over blog submissions from Mary Lou. Councillor Ian Gould will act as coordinator to stay on top of things; he will take it to Mary Lou. This will be added to Action Items.

BA-4-Strategy

- Create Maze through berry bushes on Sunset Trail
- Golden Spruce Trail upgrades
- Create Ziplines
- Justkatla Inlet activities i.e. paddling; geo caching
- Create challenging activities in the Extreme Sports category

BA-5-Sunset Park

- Sunday, April 21st Clean Up day
- Will do a pre walk to prepare a list of priorities; clean up Gazebo area especially
- Be organized with necessary items ready for volunteers to dive into the clean up
- Barbeque burgers as traditionally is done will be available
- GOAL: Every year need to make it a better place; align with Tourist season

5. ORIGINAL CORRESPONDENCE

C-1-Placement of Campground and Trail Entrance signs

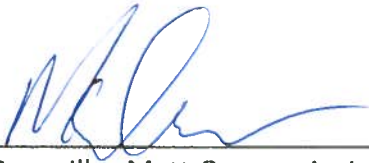
- Need to see actual signs in order to respond.

6. NEW BUSINESS

Next meeting scheduled for Friday, February 15, 2013 at 7:00p.m. in chambers.

Adjournment

Meeting was adjourned by Matt Gaspar at 9:30p.m.



Councillor Matt Gaspar, Acting Chair



Sharon Ferretti, Deputy/Clerk Treasurer

Village Of Port Clements Tourism Committee Action Plan 2013				
#	ITEM	ACTION	RESOLVE	DONE?
1	Sunset Trail & Park Campground Signs	3' x 2' Directional Sign i.e. Tenting & RV sites 4 x 4 size	Betty Stewart to work on and present to Tourism Committee.	
2	Sunset Park Clean up	- Needs Fallers + remove felled alders - Bird Tower needs work - Gazebo needs clean up - Need wheelbarrows for gravel	Sunday, April 21, 2013 CLEAN UP DATE Start time: 9a.m.	April 21st
3	Tourism Ads Promoting Port Clements	Haida Gwaii Tourist Brochure re: Port Clements underexposed; Contact Dianne re: timeline for submissions: ASAP	-Tourism Guide submission currently being worked on. -Museum submitting one for the first time. -Possibly a St. Mark's submission too.	
4	Ground Work done before bring tourists in	Signs drawing people in, done in other languages i.e. Chinese, Japanese, German, etc. - play on words to create curiosity & intrigue - perhaps promote disaster tourism re: Tsunami Debris	Get some mock ups prepared and submit for approval before moving ahead on construction.	
5	Sunset Trail Extension	Applied for another funding source for trail; Alder St become road - maybe find funding; Info gathering still at this point; Crush is still very limited is too dear to donate.	ON HOLD due to barge facility re: road bypass will be necessary. -Removed from Tourism Committee -Given back to Council	Back to Council
7	RV West magazine	Create an article on RV Site	Jane Wilson prepared an article which has been submitted; Waiting on pictures from Ian.	
8	Website/Blog	Marilou Shroeder - MIEDS has been doing the Port Clements blog. Successful in terms of interest shown; Tweets & Hits are high numbers.	- Will approach a few people to take over blog submissions from Mary Lou. -Councillor Ian Gould will act as coordinator to stay on top of things; he will take it to Mary Lou.	
9	Coffee Book / DVD	Coffee Book more costly; a single coffee book approx \$200 +; reduces with quantity; more involved project than perhaps DVD.	-Make funding applications now for DVD project: \$15,000-\$20,000 costs. -Gwaii Trust funding possible	
10	Google Ad Works/ Twitter	2013	2013	
11	Port Visitor Center - Fan Tour	have staff actually paddle the Justkatla Inlet	2013	
12	Port Clements brochures targeting Long Term High End Clients	Langara Fishing Lodge and West Coast Fishing Club-Rick Grange; Rick Borin - Charlotte; West Coast Adventures - Haida	Long Term - 5 years	



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Minutes of the Barge Sub-Committee meeting of the Port Clements Council held Thursday April 18, 2013 in the Council Chambers

Present:

Mayor Cheer
Councilor Gould
Councilor Gaspar
Councilor Thomas

CAO Kim Mushynsky

Public – Alex Rinfret

Mayor Cheer called the meeting to order at 5:15pm

Update:

Mayor Cheer updated the group on his meetings March 26th with Provincial government representatives Kevin Richter, Kirk Halderhan, Lisa ... & Dale Richardson and also his meeting with NDP representative Harry Bains.

Points raised at the meetings were:

- Would funding the facility (especially purchase of a barge) unfairly impact businesses such as Wainwright, BC Ferries, North Arm Transportation, etc.
- How can it be feasible if we have empty containers travelling in one direction
- Concern that we don't have written commitments from more industry representatives

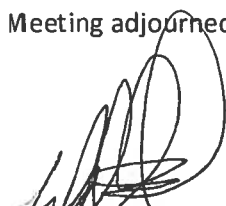
Action item:

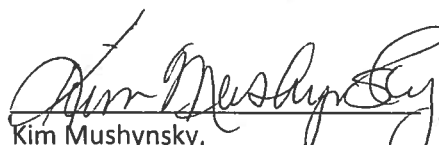
Recommend to Council that we drop the purchase of a barge from our project and stick to the Container Port facility. MIEDS can pursue the barge piece if they wish.

Contact WED to see about funding for the Engineering piece (detail plans and tender ready documents).

Prepare 3 one page documents covering Why we think the facility is important, What we have done to date and Where we are going now to be handed out at the public meeting May 7, 2013.

Meeting adjourned at 6:50pm.


Wally Cheer,
Mayor


Kim Mushynsky,
Clerk/Treasurer

Tlell Fall Fair Request for Support

The attached email was received April 26 and due to time constrictions needed a decision before the May 6 Regular Council Meeting. A group email was sent to Council on April 26th asking for a decision on the matter. A majority vote in favor of supplying the letter of support was received as of noon on April 29th. The letter of support was sent April 29th.

This item simply needs a receive and file to formally include it in our minutes to acknowledge the request and the email poll results.

Kim

From: Sharon Ferretti <deputy@portclements.ca>
Sent: April-26-13 1:47 PM
To: cao@portclements.ca
Subject: FW: Leeter of Support For Tlell Fall Fair to Receive Funds From Gwaii Trust

From: Douglas Louis [<mailto:douglasmarklouis@gmail.com>]
Sent: April-26-13 1:24 PM
To: Louis, Doug FLNR:EX
Subject: Leeter of Support For Tlell Fall Fair to Receive Funds From Gwaii Trust

The 31st Annual Tlell Fall Fair, "The Earliest Fall Fair in British Columbia" is coming August 4th 2013. And We are seeking Funding from Gwaii Trust through the Food Security Program for the amount of \$5,000

We had a good turn out last year and we are hoping to surpass that this year. In do so we need to ensure that we can maintain or surpass what we did last year, therefore we need to get funding.

Why are we applying for Funding through Gwaii Trust under the Food Security Program? That is simple, Food and the production of food is based in Agriculture and we are and will always be a small Agricultural Fair here on Haida Gwaii in the Community of Tlell. Tlell has been the Farming centre of the Islands for over a century.

The Tlell Fall Fair is all about Agriculture. We are not just about winning prizes, ribbons and showing off what your garden can produce, or how ornate you made that quilt. It is about sharing knowledge about how you got your garden to thrive, about becoming more sustainable, producing our own natural healthy food. It is spreading the knowhow of making it yourself. We are a small part of the Agricultural community but we are part of a bigger voice on Haida Gwaii.

Agriculture for the Tlell Fall Fair is the Art and Science, the livelihood of working the soil, producing crops and raising livestock. It is the very root of civilization. It is the food we eat, the clothing we wear, the material of our homes, the gardens around us, and many of our traditions and values. Agriculture can be big business or your herb garden on the window sill. Agriculture is not just a way of life, it is Life. Without Agriculture there is no Food and with no food there is no Life.

We ask of you support by way of letter for the Tlell Fall Fair to receive funding of \$5,000 to help with this year's Fair on August 4th 2013. And we hope to see all of you there.

If you so chose to support the Fair please send your Letter of Support no later than May 2nd 2013 by email attachment to Forms@Gwaiitrust.com and CC doug.louis@hgqci.org with the title of Tlell Fall Fair 2013.

Thank you for your support.

Douglas Louis, President Tlell Fall Fair



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April 29, 2013

To: Douglas Louis – President Tlell Fall Fair

Re: Gwaii Trust Application

Please be advised that the Village of Port Clements supports your application to for \$5000.00 to Gwaii Trust for the Tlell Fall Fair.

Food security is a major issue, with freight costs being so prohibitive on island, so venues which support and educate the public on ways to become self-sustaining through gardens and harvesting in the wild is valuable.

We hope that there will be a lot of information available to the public attending the Tlell Fall Fair in support of local food self-sufficiency.

Sincerely,

A handwritten signature in black ink, appearing to read "Kim Mushynsky". The signature is fluid and cursive, with a long horizontal stroke at the end.

Kim Mushynsky - CAO





Haida Gwaii Golf Tournament For Literacy

May 31st – Welcome reception dinner at Haida House in the evening
June 1st – First day of golf at Dixon Entrance golf course (lunch included)
June 2nd – Second day of golf at Willows golf course (lunch included)

SAVE me a spot in the 2013 PGI Haida Gwaii Golf Tournament for Literacy!

☐ a group of four - \$400 ☐ an individual - \$120

Phone () Email

1. _____
2. _____
3. _____
4. _____



PGI

**PGI Events
for Literacy
2013**

*Fax your form to 250-559-8378 or email
bfavreau@literacyhaidagwaii.ca
Please send your cheque to:
Literacy Haida Gwaii
P.O. Box 235 Queen Charlotte BC V0T 1S0*





Literacy Haida Gwaii

Promoting Life Long Learning on the Islands

P.O. Box 235
Queen Charlotte, BC, V0T 1S0
559-8398 or 1866-559-9065

To: Councils and Organizations on Haida Gwaii

Hello everyone:

Tee Off for LITERACY

Literacy Haida Gwaii is a non-profit society that promotes and supports literacy and lifelong learning on Haida Gwaii. We are organizing a major fundraiser called Peter Gzowski Invitational Golf Tournament for Literacy on **June 1 and 2, 2013** in Haida Gwaii. The purpose of this event is to advocate awareness for literacy and fundraise for our programs on the island. *The PGI Haida Gwaii Golf for Literacy is our first major fundraiser for island literacy initiatives.*

The PGI Golf Tournament for Literacy was founded by the late renowned CBC radio host, author and broadcaster **Peter Gzowski** to raise funds for literacy. Literacy Haida Gwaii is honored to be one of 12 PGI sites this year and to bring Peter Gzowski's legacy to Haida Gwaii. **The money we raise on both days stays entirely on the island** to help provide literacy support for islanders who struggle with reading, writing and numeracy. This is an important issue that affects all aspects of literacy - health, workplace, families, financial, communities and the economy.

The confirmed celebrities for PGI Haida Gwaii are CBC radio host **Shelagh Rogers**, Double Exposure comedy duo **Bob Robertson and Linda Cullen**, **Alison Gzowski**, Canadian harmonica virtuoso **Mike Stevens**, Canadian author and poet **Susan Musgrave** and budding Hydaburg basketball star **Damen Bell-Holter**. The two-day event will be spread out across several communities and we expect a turnout of 700-900 people.

Here is a fabulous chance for your organization to pledge your support for on-island learning. ***Set up your very own team of 4 players and play for the TOP Team Award*** - call on your Board, staff, or their families to tee off for literacy. Help collect pledges for your players, if needed, to enable them to represent your organization. Come out and tee off with other local organizations that will be showing their support as literacy partners. I have enclosed our registration form for your review. This presents a fabulous opportunity for you to pledge your support to help keep our literacy programs running so that everyone will have the chance to learn and succeed.

I hope to hear from you soon as to how we can work together to promote lifelong learning on Haida Gwaii.

Sincerely,

Beng Favreau
Executive Director



Haida Gwaii Golf Tournament For Literacy

Sponsorship Opportunities

Are you considering being a sponsor for this event? Here are various sponsorship levels you can choose from.

Title Sponsor - \$5,000

- 8 complimentary golf spots at the tournament
- 8 welcome dinner reception tickets
- Your company logo & name included in all print and promotion
- Recognition of your support at the dinner reception, golf tournament, community feasts & learner achievement award ceremony

Corporate Sponsor - \$4,000

- 8 complimentary golf spots at the tournament
- 5 welcome dinner reception tickets
- Your company logo & name included in all print and promotion
- Recognition of your support at the dinner reception, golf tournament, community feasts & learner achievement award ceremony

Celebrity Travel Sponsor - \$3,500

- 4 complimentary golf spots at the tournament
- 4 welcome dinner reception tickets
- Your company logo & name included in all print and promotion
- Recognition of your support at the dinner reception, golf tournament, community feasts & learner achievement award ceremony

Golf Day Registration Sponsor - \$3,000

- Sponsor provides goody bags for 100 golfers
- 4 complimentary golf spots at the tournament
- 3 welcome dinner reception tickets
- Company signage at the registration table & at 2 hole-in-one sites
- Your company logo & name included in all print and promotion
- Recognition of your support at the dinner reception, golf tournament, community feasts & learner achievement award ceremony

Literacy Champion - \$1,500

- 2 complimentary golf spots at the tournament
- 2 welcome dinner reception tickets

- Your company logo & name included in all print & promotion
- Recognition of your support at the dinner reception, golf tournament, community feasts & learner achievement award ceremony

Silent Auction Table - \$1,000

- 1 complimentary golf spot at the tournament
- 2 welcome dinner reception tickets
- Company signage at the silent auction table
- Your company logo & name included in all print & promotion
- Recognition of your support at the dinner reception, golf tournament, community feasts & learner achievement award ceremony

Hole Sponsor - \$500

- 1 complimentary golf spot at the tournament
- 1 welcome dinner reception ticket
- Company signage at one golf hole site
- Your company name included in all print & promotion
- Recognition of your support at the dinner reception, golf tournament, community feasts & learner achievement award ceremony

Literacy Partner - \$500

- One golfer at the tournament or 2 dinner reception tickets
- Your name included in all print and promotion
- Recognition of your support at the dinner reception, golf tournament and community feast

Community Feasts Sponsor - \$300 (cash or in-kind)

- One dinner reception ticket
- Your name included in all print and promotion
- Recognition of your support at the dinner reception, golf tournament and community feast

Gift & Prize Donor for Loonie Auction (any amount)

- Your name included in all print and promotion
- Recognition of your support at the dinner reception, golf tournament and community feast

SAVE me a spot in the 2013 Haida Gwaii PGI Golf Tournament for Literacy!

Where: Dixon Entrance and Willows Golf Courses, Haida Gwaii, British Columbia

When: June 1st and 2nd, 2013

I would love to be a sponsor for this event:

- | | |
|--|---|
| <input type="checkbox"/> Title Sponsor - \$5,000 | <input type="checkbox"/> Silent Auction Table Sponsor - \$1,000 |
| <input type="checkbox"/> Corporate Sponsor - \$4,000 | <input type="checkbox"/> Hole Sponsor - \$500 |
| <input type="checkbox"/> Celebrity Travel Sponsor - \$3,500 | <input type="checkbox"/> Literacy Partner - \$500 |
| <input type="checkbox"/> Golf day Registration Sponsor - \$3,000 | <input type="checkbox"/> Community Dinner Sponsor - \$300 |
| <input type="checkbox"/> Literacy Champion - \$1,500 | <input type="checkbox"/> Gift & Prize Donor – any amount |

I wish to register:

- | | |
|--|--|
| <input type="checkbox"/> a group of four - \$400 | <input type="checkbox"/> an individual - \$120 |
|--|--|

Contact Person _____
(first name) (last name)

Company _____

Address _____

City _____ Postal Code _____ Province _____

Phone () _____ Email _____

Name of participating golfers

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |



FOUNDED BY
PETER GZOWSKI

"The PGIs bring together so much that matters to me; friends, laughter, poetry, music – all playing to make a better world," said Canadian writer and broadcaster Peter Gzowski, who championed the cause of adult literacy in this country and who had big dreams: a million dollars raised.

Now, having raised more than \$12 million, the PGIs are a lasting tribute to his vision and a testament to the thousands of golfers, participants, volunteers and sponsors who, each year, take up the torch.



PGI Events
for Literacy
2013



Fax your form to 250-559-8378 or email bfavreau@literacyhaidagwaii.ca

Please send your cheque to:

Literacy Haida Gwaii

PO Box 235 Queen Charlotte, BC V0T 1S0



VILLAGE OF PORT CLEMENTS

BYLAW NO. 404, 2013

Being a bylaw for the levying of rates for Municipal, Hospital and Regional District purposes for the year 2013.

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

1. The following rates are hereby imposed and levied for the year 2013:
 - a) For all lawful general purposes of the municipality on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in column "A" of the schedule attached hereto and forming a part hereof.
 - b) For Vancouver Island Regional Library purposes on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column "B" of the Schedule attached hereto and forming a part hereof.
 - c) For Skeena-Queen Charlotte Regional Hospital purposes on the assessed value of land and improvements taxable for Hospital purposes, rates appearing in Column "C" of the Schedule attached hereto and forming a part hereof.
 - d) For Skeena-Queen Charlotte Regional District purposes on the assessed value of land and improvements taxable for general Regional District purposes, rates appearing in Column "D" of the Schedule attached hereto and forming a part hereof.
 - e) For North West Regional Hospital District purposes on the assessed value of land and improvements taxable for Hospital purposes, rates appearing in Column "E" of the Schedule attached hereto and forming a part hereof.
2. The minimum amount of Taxation upon a parcel of Real Property shall be one dollar (\$1.00).
3. This Bylaw may be cited as "Tax Rates Bylaw No. 404, 2013"

READ A FIRST TIME THIS 6TH DAY OF MAY, 2013
READ A SECOND TIME THIS 6TH DAY OF MAY, 2013
READ A THIRD TIME THIS 6TH DAY OF MAY, 2013

RECONSIDERED AND FINALLY ADOPTED THIS DAY OF , 2013

Wally Cheer – MAYOR

Kim Mushynsky – CLERK/TREASURER

CERTIFIED TO BE A TRUE COPY OF VILLAGE OF PORT CLEMENTS TAX RATE BYLAW #404,
2013.

**VILLAGE OF PORT CLEMENTS
SCHEDULE FOR TAX RATE BYLAW NO. 404, 2013**

Rates per \$1000 of taxable assessed value

	"A" General Municipal	"B" VIRL	"C" SQCRD Hospital	"D" SQCRD	"E" NW Reg. Hospital
Class:					
1. Residential	4.66	0.5031	0.049	1.15	0.69
2. Utilities	9.32	0.9141	0.211	2.3	2.48
5. Light Industrial	9.32	0.9141	0.215	2.3	2.403
6. Business	9.32	0.9141	0.158	2.3	1.742
7. Managed Forest	9.32	0.9141	0.193	2.3	2.112
8. Rec/Non Profit	4.66	0.5031	0.049	1.15	0.69
9. Farm	4.66	0.5031	0.049	1.15	0.69

VILLAGE OF PORT CLEMENTS

BYLAW NO.402, 2013

Being a bylaw to amend the Zoning Bylaw #184, 1990

WHEREAS the Council for the Village of Port Clements has deemed it equitable to change the wording of Section 4.14 of the zoning bylaw;

Section 4.14 Home Occupations currently states that:

"A professional practice or home occupation, as defined in Part 1 of this Bylaw, is permitted in all zones except the multiple-family (RM-1) zone, subject to the following requirements:".

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

Section 4.14 Home Occupations

A professional practice or home occupation, as defined in Part 1 of this Bylaw, is permitted in all zones except the multiple-family (RM-1) zone, unless the lot within the RM-1 zone is actually a single family dwelling and not a multi-family dwelling as indicated by the zoning, subject to the following requirements:

READ A FIRST TIME THIS DAY OF , 2013.

READ A SECOND TIME THIS DAY OF , 2013.

READ A THIRD TIME THIS DAY OF , 2013.

RECONSIDERED AND FINALLY ADOPTED THIS DAY OF , 2013.

WALLY CHEER
MAYOR

KIM MUSHYNSKY
CLERK/TREASURER

CERTIFIED A TRUE COPY OF VILLAGE OF
PORT CLEMENTS FINANCIAL PLAN, BYLAW NO. 402, 2013

Notes to Bylaw #402, 2013 process

Per Part 26, Division 4, Section 890 of the Local Government Act, we need to do first reading of this Zoning Bylaw amendment. Once we have done first reading then we need to advertise the change and hold a public meeting. Once that has been completed we can do 2nd & 3rd reading AND reconsider and adopt all at the next meeting (this is an exception to normal proceedings which indicate that you can't reconsider and adopt at the same meeting that 3rd reading was done).

So the timeline looks like this:

May 6th Regular Council meeting have 1st reading of Bylaw #402, 2013

At 6:30pm on May 21st we will have a public meeting concerning this proposed change in the Zoning Bylaw. Following that meeting we will move into the Regular Council meeting and, if there is no reason not to, we can do all the final steps so the Bylaw is adopted at that meeting.

Prior to the 21st meeting I will do the necessary advertising and send letters to all householders currently located within the multi-family zone.

VILLAGE OF PORT CLEMENTS

BYLAW #399, 2013

A Bylaw to provide the form, procedure and applicable fees for the issuance of Development Permits, Development Variance Permits and Temporary Use Permits.

WHEREAS Council, pursuant to Sections 920, 921 & 922 of the Local Government Act, has the authority to require an owner to obtain a Development Permit, Development Variance Permit or Temporary Use permit and set the fees and procedures for such permit;

AND WHEREAS the Council of the Village of Port Clements have adopted Official Community Plan and Zoning Bylaws to direct them in decision making

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

1 – Administration

- 1.1 This Bylaw may be cited as Bylaw #399, 2013 – Development, Variance and Temporary Use Permits and takes effect as of the date of adoption
- 1.2 Bylaw #213, 1990 and Bylaw #194, 1988 and any amendments are hereby repealed.
- 1.3 If any portion of this Bylaw is found invalid by a court of competent jurisdiction, it shall be severed and the severance shall not affect the validity of the remainder of the Bylaw.
- 1.4 In the case of Temporary Use permits the term temporary may vary from application to application but under no circumstances shall a permit be issued which extends beyond two years from the date of issuance.

2 – Scope

- 2.1 This Bylaw shall apply to applications to amend the Official Community Plan, Zoning Bylaw and the issuance of Development Permits, Temporary Use Permits and Development Variance Permits.
- 2.2 The entire area included in the Official Community Plan Bylaw #398, 2013 is hereby designated by Council as an area where Development Permits, Development Variance Permits and Temporary Use Permits may be allowed pursuant to Section 920.2 of the Local Government Act. The purpose of this designation is to provide Council with the ability to consider the issuance of a permit pursuant to Sections 920, 921 & 922 of the Local Government Act.

3 – Application

3.1 Applications shall be made by the owner of the land involved or by a person authorized by the owner in writing. All joint tenants and tenants in common must sign the application.

3.2 All applications shall be made on the forms provided on Schedule "B" attached to and forming a part of this Bylaw and shall, at a minimum, contain the following information:

3.2.1 Name, address and signature of applicant

3.2.2 Name, address and signature of registered owner(s) if different

3.2.3 Legal description and civic address of property

3.2.4 Present and proposed OCP and Zoning designations

3.2.5 Description of the existing and proposed use(s)

3.2.6 Two (2) copies of a site plan that illustrates existing and proposed buildings, setbacks, parking and landscaping

3.2.7 Reasons, comments or plans in support of the application.

3.3 Applications shall be submitted with the fees specified in Schedule "A" attached to and forming part of this Bylaw. An application is not made until all required fees and documentation have been received by the Village of Port Clements.

4 – Application Review Procedure

4.1 The application shall be reviewed by Village Administration staff to ensure it is complete and the proper fees have been applied. The application will then be reviewed to the Public Works staff for comment. Finally the application will be referred to any applicable agencies for comment.

4.2 After 4.1 is complete the application will be referred to a Regular Meeting of Council. Any comments or recommendation by Administration, Public Works staff or referral agencies will accompany the application.

5 – Notice

5.1 Notice of a Public Hearing on the adoption of an OCP or zoning Bylaw amendment, or notice that the Council proposes to pass a resolution to issue a Development, Development Variance or Temporary Use Permit, shall be mailed to all property owners and tenants within 60 metres from the legal boundary of the subject property.

5.2 Notice shall also be advertised in the local weekly paper for two consecutive weeks prior to the meeting date, shall be posted on a public board at the Administration office for at least two weeks prior to the meeting date and shall be posted in at least two other public locations two weeks prior to the meeting date.

6 – Permit Approval Procedure

6.1 After the application has been reviewed by all necessary agencies, considered by Council and completed the Public Hearing process, Council shall, by resolution:

6.1.1 Authorize the permit application as requested

6.1.2 Authorize the permit application as amended by Council in its resolution

6.1.3 Refuse the issuance of a permit

6.2 Council and Staff will make every effort to have a decision to the applicant within 120 days of application; however, this is not a guarantee that that timeline will be attainable.

6.3 Where an application has been refused by Council, Staff shall notify the applicant in writing within five (5) working days immediately following the date of refusal.

6.4 Subject to the requirements of the Local Government Act, re-application for a Bylaw amendment or permit that has been refused by Council shall not be considered within a six (6) month period immediately following the date of refusal.

READ A FIRST TIME THIS 15th DAY OF APRIL, 2013

READ A SECOND TIME THIS 15th DAY OF APRIL, 2013

READ A THIRD TIME THIS DAY OF , 2013

RECONSIDERED AND ADOPTED THIS DAY OF , 2013

Wally Cheer – Mayor

Kim Mushynsky - Administrator

Certified to be a true copy of the Development, Variance and Temporary Use Permit Bylaw #398, 2013

SCHEDULE A – DEVELOPMENT, VARIANCE AND TEMPORARY USE PERMIT BYLAW # 399, 2013

FEE SCHEDULE

1. Joint Official Community Plan & Zoning Bylaw Amendments	\$ 600.00
2. Official Community Plan or Zoning Bylaw Amendment	\$ 450.00
3. Temporary Use permit – less than 120 days	\$ 50.00
4. Temporary Use permit – 4-24 month	\$ 100.00
5. Development Permit	\$ 175.00
6. Development Variance Permit	\$ 175.00
7. Development Permit Amendment	\$ 100.00

Applications withdrawn, in writing, before staff and agency reviews are finalized shall be eligible for a 75% refund of the application fee.

Applications withdrawn, in writing, after all reviews are complete, but before the Public Consultation has been held, shall be eligible for a 50% refund of the application fee.

SCHEDULE B – DEVELOPMENT, VARIANCE AND TEMPORARY USE PERMIT BYLAW # 399, 2013

APPLICATION FORM

APPLICATION TYPE:

☐ Joint OCP & Zoning Amendment (\$600.00)

☐ OCP or Zoning Amendment (\$450.00)

☐ Temporary Use <120 days (\$50.00)

☐ Temporary Use 4-24 months (\$100.00)

☐ Development Permit (\$175.00)

☐ Development Variance Permit (\$175.00)

☐ Development Permit Amendment (\$100.00)

APPLICANT INFORMATION

APPLICANT:

Name(s): _____

Mailing Address: _____

Phone: _____

Fax/Email: _____

REGISTERED OWNER(S):

Name(s): _____

Mailing Address: _____

Phone: _____

Fax/Email: _____

SUBJECT PROPERTY INFORMATION

Civic address: _____

Legal Description: _____

Description of the present use of the property: _____

Existing OCP designation: _____

Existing Zoning designation: _____

Proposed OCP designation: _____

Proposed Zoning designation: _____

PROPOSAL DESCRIPTION (supplemental letter of intent/rationale is encouraged)

ATTACHMENT CHECKLIST

PLEASE ATTACH THE FOLLOWING FOR ALL APPLICATIONS:

1. Letter of Authorization if the applicant is other than the Registered owner(s).
2. Site Plan showing:
 - a. Location of existing and proposed buildings and structures, lot dimensions and setbacks.
 - b. Parking areas, garbage areas and landscaping.
 - c. North arrow and scale
 - d. Measurements in metric (imperial measurements may also be included)
3. Supplemental letter of intent & rationale is strongly encouraged but not required – however lack of this information could hinder agencies in making a favourable decision.
4. Other information you feel would be helpful or necessary to assess the development proposal.

AUTHORIZATION

As the applicant or approved agent, I hereby make application in accordance with the above-stated information and declare that the statements are true and correct.

I understand that this application form is a public document and that any and all information contained in it, including personal information as defined in the Freedom of Information and Protection of Privacy Act (FOIPPA) BC, is open for inspection by the public and may be reproduced and distributed to the public as part of a report(s) to Council or for purposes of a Public Hearing.

I acknowledge that fees per the Village of Port Clements Development, Variance and Temporary Use Permit Bylaw #399, 2013 do not imply or guarantee application approval.

Applicant Signature: _____ Date: _____

Witness to Applicant Signature: _____

Printed name of Witness: _____

STATEMENT OF ACCOUNTS

PO Box 94
Masset BC V0T 1M0

MASSET BRANCH 250-626-5231

MEMBER NUMBER 56440

STATEMENT DATE March 31, 2013

PAGE 1 of 4

Village Of Port Clements
Box 198
Port Clements BC V0T 1R0

DEMAND ACCOUNTS

Date	Description	Number	Withdrawals	Deposits	Balance
Business 75					
28Feb2013	Balance Forward				343,574.14
01Mar2013	Pre-Authorized Credit - PROVINCE OF B.C			1,388.80	344,962.94
01Mar2013	Transfer in from 7217607 Masset cheq			163.95	345,126.89
02Mar2013	Deposit			3,771.72	348,898.61
11Mar2013	Pre-Authorized Credit - PROVINCE OF B.C			71,772.00	420,670.61
15Mar2013	Deposit			2,440.60	423,111.21
15Mar2013	Deposit			2,630.41	425,741.62
23Mar2013	Deposit			913.15	426,654.77
25Mar2013	Pre-Authorized Credit - CANADA POST CORP.			655.80	427,310.57
27Mar2013	Pre-Authorized Credit - PROVINCE OF B.C			413.00	427,723.57
31Mar2013	Credit Interest			340.28	428,063.85
31Mar2013	Monthly Service Fee		55.00		428,008.85
Total Withdrawals and Deposits			55.00	84,489.71	

Membership Shares

28Feb2013	Balance Forward				36.08
01Mar2013	Dividends	135		.96	37.04
Total Withdrawals and Deposits			.00	.96	

Business Simply Savings

28Feb2013	Balance Forward				824,443.64
31Mar2013	Credit Interest			945.29	825,388.93
Total Withdrawals and Deposits			.00	945.29	

continued...



ALL MEMBERS

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

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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 56440

STATEMENT DATE March 31, 2013

PAGE 2 of 4

TERM DEPOSITS

Date	Description	Withdrawals	Deposits	Balance
Term 4: Short Term GSP (30 - 364 Days) -				
28Feb2013	Balance Forward			11,091.16
Start 27Oct2012 - Rate 1.1000% - NextInt 29Jul2013 - Matures 29Jul2013				
Term 7: 12 - 60 Month Term -				
28Feb2013	Balance Forward			250,000.00
Start 13Feb2013 - Rate 2.1500% - NextInt 13Feb2014 - Matures 13Feb2016				
Term 8: 12 - 60 Month Term -				
28Feb2013	Balance Forward			250,000.00
Start 13Feb2013 - Rate 1.7500% - NextInt 13Feb2014 - Matures 13Feb2014				

Assets	Canadian Dollars	US Dollars
Chequing	428,008.85	.00
Savings	825,388.93	.00
Terms	511,091.16	.00
Registered Plans	.00	.00
Shares	37.04	.00
Total Assets	1,764,525.98	.00
Liabilities	Canadian Dollars	US Dollars
Line of Credit	.00	.00
Over limit LOC/overdraft	.00	.00
Loans	.00	.00
Mortgage	.00	.00
Total Liabilities	.00	.00
	.00	.00

continued...

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For calls originating within Canada and continental USA, please call 1-800-LOST111.
For calls originating outside of Canada or continental USA, call (306) 566-1276 (collect).



Village Of Port Clements

STATEMENT OF ACCOUNTS

PO Box 94
Masset BC V0T 1M0

MASSET BRANCH 250-626-5231

MEMBER NUMBER 56440

STATEMENT DATE March 31, 2013

PAGE 3 of 4

Over Limit Lines of Credit / Overdrafts interest rate is 24.0000

continued...

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

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For calls originating within Canada and continental USA, please call 1-800-LOST111.
For calls originating outside of Canada or continental USA, call (306) 566-1276 (collect).



CIBC Business Operating Account™ Statement

*0123344

00180 013/000418 (M)
VILLAGE OF PORT CLEMENTS
PO BOX 198
PORT CLEMENTS BC VOT 1R0

For Mar 1 to Mar 31, 2013

Account number
00180 93-00813

Branch transit number
00180

Account summary

Opening balance on Mar 1, 2013		\$257,162.96
Withdrawals	-	63,705.29
Deposits	+	4,356.85
Closing balance on Mar 31, 2013	=	\$197,814.52

Your authorized overdraft limit: \$189,510.00

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

Your branch
500 - 3RD AVE W
PRINCE RUPERT BC V8J 1L8

Transaction details

Date	Description	Withdrawals (\$)	Deposits (\$)	Balance (\$)
Mar 01	Opening balance			\$257,162.96
Mar 01	DEBIT MEMO CHARGE FOR FEB CIBC EFT SERVICE CHARGE	64.40		257,098.56
	Cheque 20130098 000000060271916	307.56		256,791.00
Mar 04	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		163.95	256,954.95
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		235.00	257,189.95
Mar 05	CREDIT MEMO INT @ 0.2500% CIBC-AUTOMATED INTEREST SYSTEM		53.40	257,243.35
	Cheque 20130104 000000059476509	334.82		256,908.53
	Cheque 20130106 000000059497446	4.05		256,904.48
	Cheque 20130078 000000059549074	8,448.22		248,456.26
Mar 06	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		550.00	249,006.26
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		213.95	249,220.21
	DEBIT MEMO SETTLEMENT: 0063 CIBC DATA CENTRE: 00	4,449.74		244,770.47

(continued on next page)

CIBC Business Operating Account Statement

For Mar 1 to Mar 31, 2013

Account number: 00180 93-00813

Branch transit number: 00180

Transaction details (continued)

Date	Description	Withdrawals (\$)	Deposits (\$)	Balance (\$)
Mar 06	Balance forward			\$244,770.47
	Cheque 20130079 000000060135876	5,538.40		239,232.07
Mar 07	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		291.15	239,523.22
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		50.00	239,573.22
	Cheque 20130102 000000043188707T	20,826.40		218,746.82
Mar 08	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		200.00	218,946.82
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		623.90	219,570.72
	DEBIT MEMO Mar 08, 2013 Municipal Pensi	928.44		218,642.28
	Cheque 20130110 000000060265871	687.68		217,954.60
	Cheque 20130105 000000044349911C	2,452.71		215,501.89
Mar 11	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		163.95	215,665.84
	Cheque 20130109 000000060275578	270.00		215,395.84
Mar 12	Cheque 20130118 000000059279078	1,120.00		214,275.84
Mar 13	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		140.00	214,415.84
Mar 14	Cheque 20130121 000000059346048	123.20		214,292.64
	Cheque 20130122 000000059372092	426.56		213,866.08
	Cheque 20130119 000000059372094	270.48		213,595.60
	Cheque 20130084 000000059372095	979.45		212,616.15
	Cheque 20130116 000000059372103	553.95		212,062.20
Mar 15	DEPOSIT 00740 PARKSVILLE		163.95	212,226.15
	Cheque 20130120 000000060489925	890.64		211,335.51
Mar 18	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		92.00	211,427.51
	Cheque 20130117 000000060079174	1,134.07		210,293.44
	Cheque 20130103 000000060097870	607.04		209,686.40
Mar 19	Cheque 20130108 000000059534310	131.04		209,555.36
	Cheque 20130123 000000059541024	103.27		209,452.09
	Cheque 20130132 000000059541025	1,488.13		207,963.96
	Cheque 20130130 000000059541026	1,673.96		206,290.00
	Cheque 20130136 000000059541027	94.75		206,195.25
Mar 20	DEBIT MEMO SETTLEMENT: 0064 CIBC DATA CENTRE: 00	5,512.92		200,682.33
	Cheque 20130131 000000060222673	985.19		199,697.14
Mar 21	Cheque 20130126 000000059087820	50.00		199,647.14
Mar 22	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		100.00	199,747.14
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		25.00	199,772.14

(continued on next page)



CIBC Business Operating Account Statement

For Mar 1 to Mar 31, 2013

Account number: 00180 93-00813

Branch transit number: 00180

Transaction details (continued)

Date	Description	Withdrawals (\$)	Deposits (\$)	Balance (\$)
Mar 22	Balance forward			\$199,772.14
	DEBIT MEMO Mar 22, 2013 Municipal Pensi	924.35		198,847.79
	Cheque 20130129 000000060245074	40.56		198,807.23
	Cheque 20130133 000000060342450	112.00		198,695.23
	Cheque 20130128 000000060342463	22.40		198,672.83
Mar 25	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		163.95	198,836.78
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		726.75	199,563.53
	Cheque 20130124 000000060379290	268.80		199,294.73
Mar 26	Cheque 20130134 000000059201242	950.88		198,343.85
Mar 27	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		399.90	198,743.75
Mar 28	Cheque 20130149 000000059294584	418.25		198,325.50
	Cheque 20130145 000000059344995	510.98		197,814.52
Mar 31	Closing balance			\$197,814.52

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VILLAGE OF PORT CLEMENTS

REVENUE AND EXPENSE REVIEW

1st Quarter ended March 31, 2013

	2013	2013	2012
	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>
<u>GENERAL REVENUES:</u>			
Municipal Property Tax	\$0	\$0	\$0
Payment in Lieu of Taxes	\$0	\$0	\$0
Sale of Services	\$10,847	\$10,929	\$2,438
Revenue Own Sources	\$10,788	\$13,288	\$8,345
Rentals	\$2,536	\$3,210	\$4,282
Unconditional Grant	\$71,772	\$72,000	\$0
Conditional Grants	\$191	\$0	\$3,761
Transfer from Reserves	\$0	\$0	\$0
Collection for Others	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<u>TOTAL REVENUE - GENERAL</u>	<u>\$96,134</u>	<u>\$99,427</u>	<u>\$18,826</u>
<u>GENERAL EXPENSES:</u>			
Legislative Expenses	\$4,611	\$5,249	\$7,207
General Administration	\$50,359	\$55,176	\$52,161
Fire Department	\$9,086	\$9,646	\$8,519
Emergency Services	\$1,651	\$750	\$0
Common Services	\$3,498	\$4,749	\$9,668
Wharf	\$21,225	\$20,591	\$70
Small Craft Harbour	\$2,016	\$1,449	\$1,068
Roads	\$8,726	\$11,110	\$9,852

Environmental Health & Devel.	\$91	\$787	\$58
Parks & Recreation	\$1,786	\$2,075	\$3,244
MPBC Operating	\$3,124	\$5,900	\$3,260
Debt Services	\$93	\$249	\$220
Capital <i>x barge report</i>	\$9,351	\$0	\$240
Collection Others	\$3,252	\$3,253	\$3,127
Amortization	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<u>TOTAL EXPENSES</u>	<u>\$118,869</u>	<u>\$120,984</u>	<u>\$98,694</u>
<u>NET LOSS - GENERAL</u>	<u>-\$22,735</u>	<u>-\$21,557</u>	<u>-\$79,868</u>

	2013 <u>ACTUAL</u>	2013 <u>BUDGET</u>	2012 <u>ACTUAL</u>
<u>WATER REVENUES:</u>			
Fees & Taxation	\$13,824	\$12,300	\$13,319
Grants	\$0	\$0	<u>\$341,218</u>
<u>TOTAL WATER REVENUE</u>	<u>\$13,824</u>	<u>\$12,300</u>	<u>\$354,537</u>
<u>WATER EXPENSES:</u>	<u>\$10,362</u>	<u>\$10,800</u>	<u>\$1,192,828</u>
<u>NET INCOME/LOSS WATER</u>	<u>\$3,462</u>	<u>\$1,500</u>	<u>-\$838,291</u>
 <u>SEWER REVENUE</u>	 <u>\$6,449</u>	 <u>\$6,450</u>	 <u>\$6,565</u>
<u>SEWER EXPENSES</u>	<u>\$7,284</u>	<u>\$8,575</u>	<u>\$5,805</u>
<u>NET INCOME/LOSS SEWER</u>	<u>-\$835</u>	<u>-\$2,125</u>	<u>\$760</u>
 <u>NET INCOME VOPC</u>	 <u>-\$20,108</u>	 <u>-\$22,182</u>	 <u>-\$917,399</u>

VILLAGE OF PORT CLEMENTS

Page 1 of 3

Cheque Listing For Council

2013-May-1
2:02:33PM

Cheque #	Cheque Date	Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
						Batch #	4835
20130169	2013-04-10	BC HYDRO			PAYMENT		5,124.43
			10-2-34-00-15	Mar 2013	Wharf	72.76	
			10-2-24-70-10	Mar 2013	Firehall Utilities	623.54	
			10-2-19-00-00	Mar 2013	Misc-trailer	149.00	
			10-2-34-00-40	Mar 2013	Small Craft harbour	1,741.77	
			40-2-42-90-40	Mar 2013	Sewer Utilities	1,015.98	
			10-3-22-00-01	Mar 2013	PST	240.30	
			10-3-22-00-00	Mar 2013	GST	228.84	
			10-2-32-50-00	Mar 2013	street lighting	1,030.28	
			10-2-71-89-30	Mar 2013	Sunser Park	21.96	
20130170	2013-04-10	BIG RED			PAYMENT		270.48
			10-2-71-21-15	12838	WEEKLY CONTAINER SERVICE I	270.48	
20130171	2013-04-10	CHEER, JOHN WALLACE			PAYMENT		86.58
			10-2-11-10-20	Mar 2013	Taxi + Meal	85.80	
			10-3-22-00-00	Mar 2013	GST	0.32	
			10-3-22-00-01	Mar 2013	PST	0.46	
20130172	2013-04-10	CIBC VISA			PAYMENT		2,284.77
			10-2-12-11-60	Mar 2013	purolator-pump	78.25	
			10-2-12-10-20	Mar 2013	Seminar-CAO	192.56	
			11-3-53-30-10	Mar 2013	KMS Tools	764.77	
			10-2-11-10-10	Mar 2013	Mayors' Caucus	224.00	
			10-2-12-11-10	Mar 2013	NetFirms-business plan	239.88	
			10-2-12-11-30	Mar 2013	Basecamp	21.09	
			10-2-12-11-20	Mar 2013	Norton Renewal	111.99	
			10-2-11-10-20	Mar 2013	Mayors' Caucus	547.90	
			10-3-22-00-01	Mar 2013	PST	53.43	
			10-3-22-00-00	Mar 2013	GST	50.90	
20130173	2013-04-10	Inlet Networking Computer S			PAYMENT		60.00
			10-2-12-11-10	006	EMAIL ACCTS COUNCIL	60.00	
20130174	2013-04-10	MUNICIPAL INFORMATION			PAYMENT		307.56
			10-2-12-11-20	20130005	FINANCE SOFTWARE SUPPORT	307.56	
20130175	2013-04-10	OBSERVER PUBLISHING (PAYMENT		688.56
			10-2-12-11-50	15244	COURT OF REVISION AD	297.68	
			10-2-72-50-10	G13-336	1/8 PG AD 2013 GUIDE TO HAIDA	390.88	
20130176	2013-04-10	XEROX CANADA LTD.			PAYMENT		83.72
			10-2-12-11-30	G44582403	USAGE FOR MARCH 2013	83.72	
20130177	2013-04-10	Chartwell Consultants Ltd.			PAYMENT		150.00
			10-2-12-99-08	13-177 Rev	TIMBER VALUATION TAX ERROF	89.89	
			10-3-22-00-01	13-177 Rev	PST	53.41	
			10-3-22-00-00	13-177 Rev	GST	6.70	
						Batch #	4838
20130178	2013-04-15	TELUS COMMUNICATIONS			PAYMENT		1,629.55
			10-2-71-21-15	March 2013	MARCH TELUS BILL	577.49	
			30-2-41-50-00	March 2013	MARCH TELUS BILL	254.25	
			40-2-42-90-40	March 2013	MARCH TELUS BILL	89.72	
			10-2-24-70-10	March 2013	MARCH TELUS BILL	558.96	
			10-3-22-00-01	March 2013	PST	76.38	
			10-3-22-00-00	March 2013	GST	72.75	
						Batch #	4840
20130179	2013-04-15	Charlotte Island Tire			PAYMENT		20.04
			10-2-32-90-00	16930	TWO TUBES	20.04	
20130180	2013-04-15	MUNICIPAL INFORMATION			PAYMENT		745.55
			10-2-12-11-00	20130184	MUNIWARE LASER PAPER + SHI	399.96	
			10-2-12-11-60	20130184	shipping	53.78	
			10-3-22-00-00	20130184	GST	22.69	
			10-3-22-00-01	20130184	PST	28.00	
			10-2-12-11-20	20130191 CM	PST ON SUPPORT CREDITED	(19.22)	
			10-2-12-11-20	20130211	FIINANCE SOFTWARE SUPPORT	288.34	
			10-2-12-11-00	20130227	NO PST ON SUPPORT CREDITEI	(28.00)	
20130181	2013-04-15	NORTH PACIFIC SEAPLAN			PAYMENT		22.00
			30-2-41-20-00	028652	ONE COOLER	22.00	
20130182	2013-04-15	RANCH FEEDS			PAYMENT		370.16

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VILLAGE OF PORT CLEMENTS

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Cheque Listing For Council

2013-May-1
2:02:33PM

Cheque #	Cheque Date	Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20130182	2013-04-15	RANCH FEEDS	10-2-71-89-00	28127	LIME, MOSS CONTROL, SEEDER	277.61	370.16
			10-2-71-21-12	28127	LIME, MOSS CONTROL, SEEDER	92.55	
20130183	2013-04-15	ROCKY'S EQUIPMENT SAI	10-2-32-31-00	1056	PAYMENT		78.34
					HIVIZ ZIP HOODIE - PUBLIC WOF	78.34	
20130184	2013-04-15	SKIDEGATE INLET CONST	10-2-32-37-10	3860	PAYMENT		1,379.84
			10-2-32-31-00	3860	DUMP 3/4 CRUSHED ROCK	689.92	
			10-2-71-89-30	3860	DUMP 3/4 CRUSHED ROCK	344.96	
					DUMP 3/4 CRUSHED ROCK	344.96	
20130185	2013-04-15	VANCOUVER ISLAND REG	10-2-84-20-00	2nd QTR Levy	PAYMENT	3,252.00	3,252.00
20130186	2013-04-15	WESTERN CANADA FIRE I	10-2-24-80-00	6288	2013 2ND QTR LEVY		996.35
					PAYMENT	996.35	
20130187	2013-04-15	O'Higgins, Eric	10-2-24-80-00	Apr 2013	SCBA HYDROSTATIC TEST + FR		180.00
			10-2-24-70-20	Apr 2013	PAYMENT	58.00	
					Taxi	122.00	
20130188	2013-04-15	Pineault Welding & Fabricati	10-2-24-70-20	144107	ICBC		216.16
					PAYMENT	216.16	
					TWO HOURS		
						Batch #	4857
20130195	2013-04-26	BLUE CROSS	10-2-12-10-10	MAY 2013	PAYMENT		890.64
					PREMIUMS FOR MAY 2013	890.64	
20130196	2013-04-26	CIBC VISA	10-2-81-90-00	APRIL 2013	PAYMENT		18,230.99
			10-2-12-11-30	APRIL 2013	Interest	212.15	
			30-2-41-30-00	APRIL 2013	LGMA filing CD	280.00	
			10-2-11-10-20	APRIL 2013	Thwaites training	1,062.27	
			10-2-12-10-20	APRIL 2013	Cheer-government visit re: barge	489.94	
			40-2-42-30-00	APRIL 2013	Mushynsky-May seminar-Van	448.40	
			10-2-24-80-00	APRIL 2013	O'Donoghue EOCP	33.16	
			10-2-24-70-20	APRIL 2013	New Fire Truck-Ryan Brown	12,928.23	
			10-2-12-11-30	APRIL 2013	ICBC new Fire Truck	817.00	
			10-2-12-10-10	APRIL 2013	Basecamp	20.83	
			30-2-41-30-20	APRIL 2013	WCB 1st qtr	76.38	
			40-2-42-90-20	APRIL 2013	WCB 1st qtr	76.38	
			10-2-31-00-10	APRIL 2013	WCB 1st qtr	76.38	
			10-2-11-10-30	APRIL 2013	WCB 1st qtr	38.19	
			10-2-24-70-20	APRIL 2013	WCB 1st qtr	38.19	
			10-3-22-00-01	APRIL 2013	PST rebate	811.14	
			10-3-22-00-00	APRIL 2013	VISA CIBC	745.97	
20130197	2013-04-26	CORPORATE EXPRESS	10-2-12-11-00	32570054	PAYMENT		200.84
					3 CASES PAPER, PENS. CALCUL	200.84	
20130198	2013-04-26	DRIFTECH MECHANICAL S	10-2-24-70-20	8624	PAYMENT		280.34
					INSPECTION NEW FIRE TRUCK	280.34	
20130199	2013-04-26	Misty Isles Economic Develc	10-2-12-99-11	107	PAYMENT	35,000.00	35,000.00
20130200	2013-04-26	O'BRIEN ROAD & BRIDGE	10-2-32-31-00	5357	NDI PAYMENT		242.76
					PAYMENT	242.76	
20130201	2013-04-26	RENCO	30-2-41-40-10	1303-001	1.5 HRS GRADING JASPER,WATI		531.95
			40-2-42-90-60	1303-001	PAYMENT	141.78	
			10-2-31-90-00	1303-001	MARCH FUEL PURCHASES	141.78	
			10-2-24-80-10	1303-001	MARCH FUEL PURCHASES	70.90	
					MARCH FUEL PURCHASES	177.49	
20130202	2013-04-26	SMILLIES B&B	30-2-41-40-00	OPUS APR 12T	PAYMENT		128.80
					ROOM 1 NIGHT - JULIUS FROM C	128.80	
20130203	2013-04-26	Stewart, McDannold, Stuart	10-2-12-10-50	63913	PAYMENT		486.08
					GENERAL MATTERS	486.08	
20130204	2013-04-26	XEROX CANADA LTD.	10-2-12-11-30	L06304171	PAYMENT		483.59
					QTRLY PYMT 6 OF 20	483.59	
20130205	2013-04-26	BEACHY, CRAIG	10-2-12-11-70	2010 Tax Sale	PAYMENT		629.67
					REIMBURSE PORTION OF LEGAI	629.67	
20130206	2013-04-26	O'Brien, Randy & Gloria	10-4-46-90-00	2012 Tax Sale	PAYMENT		3,724.85
					REIMBURSE TAX SALE PYMT + €	3,724.85	
						Batch #	4861
20130213	2013-04-29	BC HYDRO	10-2-32-50-00	APRIL 2013	PAYMENT		5,844.31
			30-2-41-50-00	APRIL 2013	Street Lights	1,030.28	
					Pumphouse	4,279.17	

VILLAGE OF PORT CLEMENTS

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Cheque Listing For Council

2013-May-1
2:02:33PM

Cheque #	Cheque Date	Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20130213	2013-04-29	BC HYDRO	10-3-22-00-01	APRIL 2013	PST	273.95	5,844.31
			10-3-22-00-00	APRIL 2013	GST	260.91	
20130214	2013-04-29	LAND TITLE AND SURVEY			PAYMENT		11.10
			10-2-12-11-70	CERT OF REDE	EMILY MERWYN RE TAX SALE R	11.10	
20130215	2013-04-29	RECEIVER GENERAL - CC			PAYMENT		4,102.41
			10-4-27-00-10	APR 2013	CRA REMITTANCE APRIL 2013	4,102.41	
20130216	2013-04-29	Manson's Jewellers			PAYMENT		112.00
			10-2-11-10-20	0037	GIFT FOR GERRY JOHNSON	112.00	
						Batch #	4867
20130217	2013-04-30	AARON-MARK SERVICES			PAYMENT		309.01
			40-2-42-90-50	2034749	CEMENT FOR OUTFALL PIPE WE	309.01	
20130218	2013-04-30	BRITISH COLUMBIA LIFE 8			PAYMENT		334.82
			10-4-27-00-30	77995	BENEFIT PREMIUMS MAY 2013	334.82	
20130219	2013-04-30	Sechelt Water Services			PAYMENT		577.50
			30-2-41-30-00	SEC91	WATER DIST SYSTEMS COURSE	577.50	

Total 90,067.75

*** End of Report ***

Action Item for Council consideration from April 25th Tourism Meeting:

BA-2-Tourist Information Centre

- Historical Society movement on having the Tourist Information Centre in the museum.

It was moved by Councillor Gould, seconded by Councillor Gaspar as a recommendation for Council to write a letter to the Historical Society concerning running the Tourist Information Centre.

CARRIED

Note: Museum Summer hours: 10 – 4 p.m.; June 15 – Sept 15; 7 days per week.

- Museum will need upwards of \$300.00 worth of renovations at the entrance.



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

REPORT TO COUNCIL

Author: Kim Mushynsky
Date: April 30, 2013
Re: **Janitorial Contract**

Background: The Janitorial contract was put out for tender with the closing date being April 30, 2012. We received three responses to our request for tender. They were:

Shirley Weigum	\$13,200 per annum
Reina Fennell	\$24,000 per annum
C&C Beachy	\$25,920 per annum

Our previous contract had been for \$14,250 per annum and prior to that the janitorial work had been done by a Village of Port Clements employee for approximately \$12,000 per annum when benefit costs are included.

Recommendation: I recommend we offer the contract to Shirley Weigum effective as soon as practical – hopefully no later than May 15, 2013.

Respectfully submitted:



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REPORT TO COUNCIL

Author: Kim Mushynsky
Date: April 26, 2013
Re: **Site Alteration Permit**

Background: When the Archeological Impact Assessment was done, on the property in the Industrial park where we wish to construct a barge facility, in 2012 there were Culturally Modified Trees (CMT) confirmed. We need to get a Site Alteration Permit completed and approved if we wish to develop on this lot. The process can take a significant amount of time (up to 10 weeks after the initial work is completed) so it is prudent to get this done well in advance of the project proceeding. This expense was not accounted for in the Budget so it needs Council approval to proceed.

Recommendation: I recommend Council pass a motion authorizing me to sign the Agreement for Consulting Services and have Kleanza proceed with the work as outlined in their proposal. Any variations to the quoted price in excess of 10% will be reported back to, and agreed upon by Council, prior to work continuing.

Respectfully submitted:



Archaeological Impact Assessments (AIA)
Archaeological Overview Assessments (AOA)
Traditional Use Studies (TUS)
Preliminary Field Reconnaissance (PFR)
Archaeological Monitoring & Site Mitigation
Culturally Modified Tree (CMT) Assessments
Dendrochronology
Archaeological Potential Modeling
Section 12, Alteration Permit assistance
Aboriginal Trail Network Studies
Workshops and Archaeological Training
Remote Access to Archaeological Data (RAAD)

April 26th, 2013

The Village of Port Clements, Haida Gwaii
Attention: Kim Mushynsky – BBA
Chief Administrative Officer
Village of Port Clements
Phone (250) 557-4295
Fax (250) 557-4568

PROPOSAL AND SCOPE OF WORK:

Site Alteration Permit and Monitoring

CMT removal, Proposed Crane Facility, Port Clements, BC.

Kleanza Consulting Ltd. (Kleanza) is pleased to present this proposal and workplan to The Village of Port Clements. We understand you require a consultant to submit a Site Alteration Permit (SAP) and subsequently monitor the removal of two Culturally Modified Trees (CMTs) within the proposed crane facility in the Port Clements Industrial Park, Haida Gwaii. The proposed project is located in the traditional territory of the Haida Nation. We understand that you require a Site Alteration Permit to work within the boundaries of CMT site FkUb-34 and may also require that two of these CMTs be removed. These CMTs were identified in the AIA of the property under Permit Number 2012-0327 and were added to the Provincial record in 2012.

The monitoring of development near CMT site boundaries should be conducted under a Site Alteration Permit, issued by the Archaeology Branch (Ministry of Natural Resource Operations) under Section 12 of the *Heritage Conservation Act*.

The objectives of the work conducted under the Site Alteration Permit will be:

- To ensure the integrity of the CMTs that are not to be directly impacted;
- To monitor the moving of CMTs that need to be removed;
- To ensure dating samples are collected to appropriate standards;
- To conduct the associated lab work on the collected dating samples; and
- To report on the findings.



The Scope of Work for the Site Alteration Permit will include:

1. **Pre-Field Planning:** Kleanza will apply for the Site Alteration Permit, as soon as possible following contract approval.

The majority of background research will be conducted and reviewed prior to fieldwork. Kleanza will also complete all required pre-field safety protocols.

This stage of the project will also include liaison with the Council of the Haida Nation (CHN) via the Solutions Table for input regarding the requirements of the Site Alteration Permit.

2. **Field Visit (Monitoring):** One professional archaeologist will carrying out the monitoring of work in and around CMT sites and also the proper collection of CMT dating samples (if possible). It is anticipated that this work could be completed within one day, depending on construction schedule. It is possible that the Solutions Table/CHN may request that a Haida representative also be present for the field work. This cost has NOT been included in the cost estimate below. The Village of Port Clements will be contacted immediately if additional costs are anticipated.

3. **Analysis and Reporting:** Tasks will include: lab work, analysis, report writing, mapping, and development of any further mitigation recommendations. Potential direct and indirect adverse impacts to identified archaeological sites resulting from development activities will be evaluated. All CMT dating samples are treated as outlined in the British Columbia Association of Professional Archaeologists Standards of Practice for the *Standards for Field Collection of Samples for Mitigative Dating of Culturally Modified Trees*¹. Dating samples collected in the field and taken to a suitable facility for lab work to be conducted.

A final technical report will also be prepared, as a condition of the Site Alteration Permit. Digital and hard-copy versions of this final report will be provided to the Archaeology Branch, The Village of Port Clements, and the CHN via the Solutions Table. A digital draft of the SAP report may be provided to the client upon request, prior to finalization. B.C. Archaeological Site Inventory forms will be updated for each recorded site and submitted to the Archaeology Branch for entry into the Provincial Heritage Register.

Table 1. Research/SAP, Monitoring, and Reporting Cost Estimate

Task	Fees	Expenses	Total ²
1. Pre-field	\$1,204	0	\$1,204
2. Fieldwork	\$836	\$113.60	\$949.60
3. Reporting/Analysis	\$1,340	\$150	\$1490

Total = \$3,643.60

¹ http://www.bcapa.ca/wp-content/uploads/S12_CMT_SOP_final1.pdf

² Totals do not include applicable taxes due to HST changeover



Proposed Schedule: Pre-field work will commence immediately upon contract approval, initially applying for a Site Alteration Permit and contacting the Solutions Table and Archaeology Branch (some of this work has already been started). This permit can take between 6 to 10 weeks for the Archaeology Branch to issue. A draft of the final report can be provided to the client within 4-6 weeks of completing field work. A brief summary email of the results can be provided immediately following field work, as required.

Further Work: Upon the completion of this study, recommendations will be made for the management or mitigation of impacts to the identified site. Recommendations may include excavation, monitoring, or other mitigative measures depending on future work. This will require either a separate Site Alteration Permit, or additions to the existing permit.

Recommendations with regards to already-impacted archaeological materials and features will be made with the guidance of the Solutions Table and The Archaeology Branch.

Assumptions:

- Kleanza will contact The Village of Port Clements as soon as possible to discuss project delays or any cost implications beyond the prepared budget.
- This budget was prepared with an expected field cost of one archaeologist for one day. If further work or additional people are required, Kleanza will contact The Village of Port Clements immediately to discuss possible cost implications.
- If human remains are encountered during fieldwork, work in the immediate vicinity will cease and the client and appropriate First Nations will be contacted as soon as possible. The Archaeology Branch's 'Found Human Remains' directive (Archaeology Branch 1999) will be followed, and considerations regarding cost implications or project delays will be discussed with the client as soon as possible.
- A 10% charge will be added to all disbursements and either GST or HST is applicable to all fees and disbursements.
- Payments are due within 30 days of invoicing. Overdue amounts will be subject to an interest charge of 2% per month (24% per annum).

Should you have any questions regarding this scope of work or the attached cost estimate, please do not hesitate to contact us, either by email or by telephone.

We have attached an Agreement for Consulting Services document. If you wish us to proceed with the work outlined above, please sign and return the document so work can begin as soon as possible.

Best Regards,

Joanna Brunsdon, MA, RPCA
Archaeologist ~ Kleanza Consulting Ltd.

Email: jbrunsden@gmail.com or jo@kleanza.com
Cell: 250 661-0592



AGREEMENT FOR CONSULTING SERVICES

THIS AGREEMENT is entered into this 26 day of April, 2013 by and between The Village of Port Clements, hereinafter referred to as "CLIENT", and KLEANZA CONSULTING LTD., hereinafter referred to as "CONSULTANT".

WHEREAS CLIENT desires CONSULTANT to perform certain technical services on behalf of CLIENT, and CONSULTANT desires to perform the same for compensation in accordance with the agreement set forth herein.

THE PARTIES HERETO AGREE AS FOLLOWS:

CONSULTANT shall perform technical work which is agreed to by CLIENT and both parties agree to the attached April 26th, 2013 *PROPOSAL AND SCOPE OF WORK: Site Alteration Permit and Monitoring CMT removal, Proposed Crane Facility, Port Clements, BC*. All Services, regardless of commencement date, will be covered by this Agreement. Unless modified in writing by the parties, the duties of CONSULTANT shall not be construed to exceed those Services specifically set forth in the Proposal or written scope of work.

IN WITNESS WHEREOF, the parties have caused this Agreement to be signed, as set forth below.

Kim Mushynsky, Village of Port Clements (CLIENT)

Authorized Signator: _____ Title: _____

Village of Port Clements

Phone (250) 557-4295

Fax (250) 557-4568

KLEANZA CONSULTING Address: 5520 Kleanza Drive

(CONSULTANT) Terrace, BC, V8G 0A7

By: _____

Phone: 250-638-8970

(Amanda Marshall)

Fax: 250-638-8940

Signature: _____

Title: _____



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REPORT TO COUNCIL

Author: Kim Mushynsky
Date: April 24, 2013
Re: **Business Façade Improvement**

Background: NDIT has a 50% funding program to support economic development by encouraging the private sector to undertake business façade improvements. The funding date is November of each year with the work to be done and reported on by December 31st of the following year. However, since it is new for 2013 they will let everyone get an application in by late May, to be reviewed in early June and a decision made so that work could get done this summer. To apply for the funding the municipality must put together a plan identifying where, what and how much (ie: Highway 16 commercial properties, landscape and exterior improvements to create a more welcoming image of Port Clements, with a minimum of \$1000 and maximum of \$5000 granted based on minimum of 50% paid for by the business owner). This is just an example, but the important thing is that each year a new area/theme/aspect could be implemented. If we wish to be considered for this year we need a Council resolution in to NDIT by end of day May 10th. We would then have just under 3 weeks to flesh out the program and get the details in to NDIT. If we put in the Council resolution to apply and then are unable to get the program finalized in time there is no penalty we would just have to wait until November to apply for the 2014 year. I am away May 8, 9, 10, 24 & 27 and May is tax and Provincial reporting month so I would need assistance to meet the deadline.

Recommendation: I recommend that Council make a motion to support the application to Northern Development Initiative Trust for the Business Façade Improvement grant for the 2013 fiscal year.

Respectfully submitted:

BUSINESS FAÇADE IMPROVEMENT**6. Business Façade Improvement Program Guidelines**

The community business façade plan/guidelines must include the elements listed below: Applications may be submitted with some elements in development; however, formal approval will be subject to receipt of complete plan/guidelines.

Guideline requirements:	Included:	Under development:
Purpose of the program – explains the program rationale	<input type="radio"/>	<input type="radio"/>
Design guidelines – i.e. community priorities, tenant/owner relations, professional designs, visible improvements	<input type="radio"/>	<input type="radio"/>
Eligible properties – specified area within the municipality or regional district	<input type="radio"/>	<input type="radio"/>
Eligibility requirements – i.e. businesses not in tax arrears	<input type="radio"/>	<input type="radio"/>
Eligible façade improvements – i.e. signage, siding, lighting, awnings, murals, architectural features, permanent planters	<input type="radio"/>	<input type="radio"/>
Grant amount eligibility for business (max \$5,000 per project)	<input type="radio"/>	<input type="radio"/>
Eligible and ineligible costs	<input type="radio"/>	<input type="radio"/>
Business application process	<input type="radio"/>	<input type="radio"/>
Evaluation process for business applications	<input type="radio"/>	<input type="radio"/>
Reporting and reimbursement process	<input type="radio"/>	<input type="radio"/>
Program marketing plan/collateral (i.e. brochure)	<input type="radio"/>	<input type="radio"/>
The date when the municipality or regional district expects the guidelines to be completed is:		

Below are the locations identified to work on under sections 73 & 74 of the Community Charter. These sections refer to something that is hazardous or is declared a public nuisance.

Tow Stewart's Trailer at #6 Bayview Drive
Katharina Palmer's house at #3 Dyson Street
Jessie Falconbridge's property at #1a Cedar Avenue East
Dave Unsworth's property from #71-79 Bayview Drive
Travis Dolan's property at #4 Bayview Drive

I request that Council confirm that this list is accurate and that they be placed in order of priority. Once this is done I will begin work on them in order and keep Council apprised of the progress.

The Barge Committee recommended that we apply to the NDIT Economic Diversification Infrastructure fund for funding to proceed with an Engineering report, tender documents and Administrative assistance to continue moving the Barge Facility project forward. This step is considered phase 1 of the development phase whereby we lay all the groundwork and get all the technical documents procured in order to move to phase 2 which would be the building phase. The next deadline for this program is Friday May 10, 2013. I spoke with NDIT on Monday April 29th and out of that I request the following motion from Council:

Moved that Council support submitting a proposal to the Northern Development Initiative Trust Economic Diversification Infrastructure fund for \$105,000, being 70% of the anticipate costs to complete phase 1 of the barge facility project; and further; that Council agrees to fund up to a maximum of \$45,000 from our reserves if no further funders are located for this phase of the project.

ACTION ITEMS

<u>#</u>	<u>Date</u>	<u>Description</u>	<u>Lead</u>	<u>Follow up</u>
A1	05-12-2011	Motion to hold town hall mtgs. to engage public	Falconbridge	Consider a fall 2013 open meeting with minimal fixed agenda - just brainstorming
A3	20-02-2012	Tree Removal at Sunset Park (committee??)	Falconbridge	Should be separate from above mtg.
A16	15-10-2012	Bus Shelter	Cheer	Build shelter at corner of Dyson & Bayview
A17	04-03-2013	Barge Facility Public Meeting	Cheer	May 7, 2013 7pm at the Community Hall
A18	02-04-2013	Proposal Writing Funding	Administrator	Call for Grant Writer sent out April 26th
A19	15-04-2013	RCMP Community Meeting	Council	Determine a meeting date in early June and advise Sgt. Ward