



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

36 Cedar Avenue West  
PO Box 198  
Port Clements, BC  
V0T1R0  
OFFICE: 250-557-4295  
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Email: [office@portclements.ca](mailto:office@portclements.ca)  
Web: [www.portclements.ca](http://www.portclements.ca)

**7:00 p.m. Regular Meeting of Council Monday June 19<sup>th</sup>, 2017**

**AGENDA**

- 1. ADOPT AGENDA**
- 2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**
- 3. MINUTES**
  - M-1 – June 5<sup>th</sup>, 2017 Council Meeting Minutes
  - M-2 – June 8<sup>th</sup>, 2017 Rec Committee Report
  - M-3 – May 17<sup>th</sup>, 2017 Draft Emergency Planning Committee Minutes
  - M-4 – May 17<sup>th</sup>, 2017 Draft All Island Emergency Planning Notes
- 4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
  - BA-1 – Building/Fire Inspection on Haida Gwaii- North Coast Regional District
  - BA-2 - Policy Review Backgrounder – K. Mushynsky
  - BA-3 - April 25<sup>th</sup>, 2017 O'Brien & Fuerst Logging re: Moorage
- 5. ORIGINAL CORRESPONDENCE**
  - C-2 – June 4<sup>th</sup>, 2017 Marilyn Bliss permission for memorial bench
- 6. GOVERNMENT**
  - G-1 – 2016 Annual Report
  - G-3 – Bylaw #441, 2017 Amendment to fees for Small Craft Harbour and Wharf
- 7. FINANCE**
  - F-1 – Cheque Listing to June 14<sup>th</sup>, 2017
  - F-2 – Revenue and Expense review to May 31, 2017
  - F-3 – May 2017 CIBC Statement
- 8. NEW BUSINESS**
- 9. REPORTS & DISCUSSIONS**
  - R-1 – MIEDS Grant Writer Report – Chris Williams
  - R-2 – Museum Liability Insurance – Kim Mushynsky
- 10. ACTION ITEMS**
  - A-1 – See attached Action Items List
- 11. QUESTIONS FROM THE PUBLIC & PRESS**

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



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**Minutes of the regular meeting of the Port Clements Council held June 5, 2017 in Council Chambers.**

Bev Lore and Marilyn Bliss were in attendance for the public

**Present:**

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

CAO Kim Mushynsky  
Deputy Clerk Ruby Decock  
Intern Elizabeth Cumming

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

**1. ADOPT AGENDA.**

2017-124 – Moved by Councilor Stewart, seconded by Councilor Daugert  
THAT Council adopts the agenda deleting D1 and adding C4 – Community Hall Society request for funds.  
**CARRIED**

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

D-1 – deleted  
D-2 – Haida Gwaii Higher Education Society – no one attended on behalf of HGHE

**3. MINUTES.**

M-1 – May 15, 2017 Regular Council meeting minutes  
2017-125 - Moved by Councilor O'Brien Anderson, seconded by Councilor Stewart  
THAT Council adopts the May 15, 2017 Council Meeting minutes as presented.  
**CARRIED**

M-2 – September 27, 2016 Emergency Management Meeting Minutes  
2017-126 – Moved by Councilor Daugert, seconded by Councilor O'Brien Anderson  
THAT Council receives the September 27, 2016 Emergency Management minutes as presented.  
**CARRIED**

M-3 – May 4, 2017 Recreation Committee Report  
2017-127 – Moved by Councilor O'Brien Anderson, seconded by Councilor Daugert  
THAT Council receives the May 4, 2017 Recreation Committee Report.  
**CARRIED**

M-4 – May 23, 2017 Recreation Committee meeting minutes  
2017-128 – Moved by Councilor O'Brien Anderson, seconded by Councilor Daugert

THAT Council receives the May 23, 2017 Recreation Committee meeting minutes with the amendment to add Jay and Tina Ooishi as attending.

**CARRIED**

M-5 – November 17, 2016 All Island Emergency Planning meeting notes

2017-129 – Moved by Councilor Daugert, seconded by Councilor O'Brien Anderson

THAT Council receives the November 17, 2016 All Island Emergency Planning meeting notes.

**CARRIED**

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

BA-1 – Building/Fire Inspection on Haida Gwaii – NCRD – including updated information

2017-130 – Moved by Councilor O'Brien Anderson, seconded by Councilor Stewart

THAT this request be tabled pending additional information from the Regional District.

**CARRIED**

#### **5. ORIGINAL CORRESPONDENCE**

C-1 – May 26, 2017 NCRD Board meeting highlights

2017-131 – Moved by Councilor O'Brien Anderson, seconded by Councilor Stewart

THAT Council receives this correspondence from NCRD.

**CARRIED**

C-2 – Request for laneway construction – Edward Lowrie

2017-132 – Moved by Councilor O'Brien Anderson, seconded by Councilor Stewart

THAT Council receives this correspondence.

**CARRIED**

C-3 – Request for laneway construction – Sharon Petit-Pas

2017-133 – Moved by Councilor Stewart, seconded by Councilor O'Brien Anderson

THAT Council receives this correspondence.

**CARRIED**

Council further directed Administration to send a letter to both Mr. Edward Lowrie and Ms. Sharon Petit-Pas advising them that Council will be reviewing a policy dealing with road development in the early fall and that no new roads will be considered until after that policy is finalized.

Councilors O'Brien Anderson and Daugert left the meeting at 7:30pm due to a Conflict of Interest in the agenda item C-4.

C-4 – Community Hall Society – request for financial assistance

2017-134 – Moved by Councilor Stewart, seconded by Councilor Cumming

THAT Council receives this correspondence.

**CARRIED**

2017-135 – Moved by Councilor Cumming, seconded by Councilor Stewart

THAT Council direct Administration to include \$1,000 in the 2017 Budget Amendment Bylaw, which is being created in response to Strategic Planning decisions, for the Community Hall electrical expense, and authorizes Administration to pay for this expense.

**CARRIED**

Councilors O'Brien Anderson and Daugert returned to the meeting at 7:40pm.

#### **6. GOVERNMENT**

G-1 – Policy #3 – Purchasing Policy - Review

2017-136 – Moved by Councilor Daugert, seconded by Councilor Stewart

THAT Council receives this correspondence.

**CARRIED**

2017-137 – Moved by Councilor O'Brien Anderson, seconded by Councilor Stewart

M-1

THAT this item be tabled to the June 19 Regular Council Meeting to give Council more time to review the policy.  
**CARRIED**

## **7. FINANCE**

F-1 – Cheque Listing to May 31<sup>th</sup>, 2017

2017-138 – Moved by Councilor Daugert, seconded by Councilor O'Brien Anderson

THAT Council receives the cheque listing to May 31, 2017.

**CARRIED**

## **8. NEW BUSINESS**

## **9. REPORTS & DISCUSSIONS**

R-1 – Emergency Notification System – CAO Mushynsky

2017-139 – Moved by Councilor O'Brien Anderson, seconded by Councilor Stewart

THAT Council receives the Emergency Notification report.

**CARRIED**

2017-140 – Moved by Councilor Daugert, seconded by Councilor Cumming

THAT Council supports the adoption of the ePact Emergency Notification system as well as encourages all other communities on island to also adopt the same system.

**CARRIED**

Mayor Thomas – toured Lagoon with Engineer Turje and Public Works, NCRD & NW Regional Hospital mtgs.

Councilor O'Brien Anderson – VIRL mtg, upcoming mtg with all island Municipal Councils

Councilor Daugert – toured Lagoon with Engineer Turje and Public Works, modified bricks for Millennium park

Councilor Cumming – assisting with Canada Day posters

Councilor Stewart – Tourism committee mtg

CAO Mushynsky – met with Urban Systems regarding some mapping solutions for underground assets

Deputy Clerk Decock – working on mapping solutions with Urban Systems

Intern Cumming – attending her convocation for her BA this week

## **10. ACTION ITEMS**

**A-1 – See attached Action Items List**

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

## **ADJOURNMENT**

2017-141 Moved by Councilor Cumming

THAT the meeting be adjourned at 8:45 pm.

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Urs Thomas  
Mayor

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Kim Mushynsky  
Chief Administrative Officer

Rec meeting – June 8, 2017

Attending .....Bev Lore, Tina and Jay Ooishi, Germain Vigneault, Christine Cunningham,

Charleen O'Brien-Anderson and Marilyn Bliss.

Re – Canada day

Reviewing the check list –

Advertising – complete

Beer gardens – **NEED** door person, making sure waivers are signed, set up and clean up.

Dance – **NEED** door person, have hired bartender, serve it right person taking course.

Emcee – Greg Stewart

Firemen – breakfast /lunch for Saturday and Sunday.

Fishing derby – complete

Ball games – complete

Soccer – Lisa to let us know.

Judges and marshall – complete

Logger's sports – will be set up,**NEED** timers ,cashier/registration.

Mini golf – call out for more entries.

Mud bog – have not had confirmation.

Paddle/canoe race – Harmony working on this for date and time.

Parade – call out for more entries.

Parking – Rangers will do and will do map for visitors parking.

Childrens activities – Gwaii Haanas sending one or two, Donna Douglas assisting. Will have bouncy house, pedal cars, bean bag toss, possible face painting, balloon darts

Schedule – Marilyn will work with Brigid – **NEEDS** finalizing by June 19.

Trail run – **NEED** water stations, cups, route map, prize money?

**TO DO.....**

Load of sand, tires for pedal cars, tarp for beer gardens, tarp for log pond, signs for parking, soccer?,garbage/recycle cans, clean concrete for pedal car area, set up help.

Bev Lore.

Marilyn Bliss



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Minutes from the May 17, 2017 Emergency Management Meeting  
Council Chambers

Present:

Aaron Cunningham – EPC  
Kim Mushynsky – CAO  
Sgt. Vince - RCMP

Teri Kish – Fire Department  
Brigid Cumming - Council

Absent:

Craig Beachy – Fire Department  
Marilyn Bliss

BCAS Representative

The meeting was called to order at 3:50pm.

1. ADOPT AGENDA

2. MINUTES

M-1 – September 27, 2016 EPC Meeting

Moved by Aaron, seconded by Tish

THAT we approve the September 27, 2016 Emergency Planning Meeting Minutes as presented.

**CARRIED**

M-2 – November 16, 2016 All Island Emergency Meeting

Moved by Aaron, seconded by Tish

THAT we receive the November 16, 2016 All Island Emergency Group notes as presented.

**CARRIED**

3. BUSINESS ARISING & UNFINISHED BUSINESS

4. CORRESPONDENCE

5. NEW BUSINESS

NB-1 – Jane Wilson's assessment of our Emergency Plan

As a part of a University assignment Jane Wilson did a critique of our Emergency Plan and a report on recommendations. Kim and the intern will review the recommendations and bring a draft of the updated report to the next Emergency Planning meeting for review and approval.

6. REPORTS

7. ADJOURNMENT

Adjourned at 4:15pm

Kim Mushynsky – Acting Chair

## **All Island Emergency Planning Meeting**

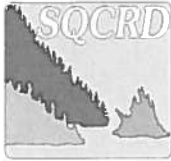
Notes from May 17, 2017 Meeting held in Port Clements Multiplex from 2-3:30pm

Attending:

Chris Ashurst, Aaron Cunningham, Kim Mushynsky, Lori Wiedeman, Larry Duke, Sgt. Stephen Vince, John Short, Teri Kish, Trevor Jarvis, Brigid Cumming

1. Introductions
2. Review of November 16, 2016 Meeting Recap
3. ePact introduction by Wagner Veneziano ( [wveneziano@epactnetwork.com](mailto:wveneziano@epactnetwork.com) ) on their system. Brief highlights are the ability to mass text, phone or email with the ability for residents to respond (#1 for OK, #2 for need help, #3 for unsure). The system can then create reports based on the response. Residents create their portfolio and determine who they wish to have access to it (ie: if the School District wanted to also use the same system residents could give both the Municipality and the School District access to their information). It also allows residents the ability to put an assortment of data such as address, medical and mobility information into the system. Annual fee is based on a per person basis (between \$1-2/person) with no additional fees. Sends out a reconfirmation notification to residents on a predetermined schedule to ensure that information in the system is always current and relevant. A round table discussion ensued after the presentation and a decision was made to take this back to our respective Councils with a look to joining as an entire Islands group before the October Shake-Out event and use that event as a test for the system.
4. Training schedule – it was noted that the Emergency Evacuations course scheduled for June 17 is on Hospital Days – Kim will try and reschedule it for a later date. Once the Tsunami pole project is complete we will schedule a “hike to higher ground” event. Wednesday Sept. 20 is an Emergency Social Services training event in Port Clements. October 17-19 will be a Tsunami Summit for Coastal Communities hosted by Northern Health. Kim will be making a presentation on behalf of the All Island Emergency Planning Committee. We discussed having Finance Officer and EOC Essentials training in 2018.
5. Part-time All Island Emergency Coordinator concept presented by Chris Ashurst. As there is currently an initiative with the Regional District to potentially create an All Island Building and Fire Inspector it was thought that perhaps this piece could be added to that job and thereby we may have created a full time position for the right individual. Kim will pass this idea along to the Regional District for their feedback. Chris also spoke about the fact that he will be lobbying Gwaii Trust to create a funding category specifically for Emergency Management that all the various emergency management associations would have access to. Lori Wiedeman indicated that she would speak with the Deputy Minister of Emergency Management, Rebecca Denlinger, to see if there might be provincial funding for a pilot project in regards to this island wide emergency coordinator.

6. The committee members did a round table on activities undertaken since the last meeting. Lori updated on the Tsunami pole project, Larry indicated Queen Charlotte is working on a new fire hall, Chris talked about funding challenges for a new vessel and the upcoming need for a new headquarters for the SAR group, Aaron indicated that there are new Ranger members going through training right now, Trevor talked about the north end evacuation site plans and a joint meeting with Old Massett on May 17, RCMP updated on their SAT phone, John updated on the seacan of supplies at the old evacuation site and on code orange drills being run in the hospital, Teri and Brigid were introduced as new members to the Emergency planning committee.
7. The meeting was adjourned at 3:30pm and the next meeting will be in October or November and we will decide which community is hosting it closer to that date.



## STAFF REPORT

**DATE:** June 16, 2017  
**TO:** D. Chapman, Chief Administrative Officer  
**FROM:** Sukhraj Gill, Treasurer  
**SUBJECT:** Building/Fire Inspection Service on Haida Gwaii

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### Recommendation:

**THAT** the staff report entitled “Building/Fire Inspection Service on Haida Gwaii” be received;

**AND THAT**, following receipt of formal requests from the Village of Masset and the Village of Port Clements to undertake a building/fire inspection feasibility study, the Board approve a financial plan amendment to utilize \$5,600 from Feasibility Study surplus and bring it into revenue, and to repurpose the planned transfer of \$4,970 to reserves for use to help finance the building/fire inspection feasibility study.

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### PURPOSE:

The purpose of this report is to provide the estimated costs for the feasibility study to provide a Building/Fire Inspection service on Haida Gwaii.

### OPTIONS:

1. Undertake a feasibility study for the establishment of building/fire inspection service on Haida Gwaii after receiving formal requests from the three municipal governments on Haida Gwaii.
2. Have the three municipalities look after building/fire inspection without the involvement of the North Coast Regional District (NCRD).
3. Do not provide building/fire inspection service and have each of the local fire chiefs provide fire inspection or by way of third party contract.

### BACKGROUND:

There has been discussion between the municipalities of Queen Charlotte, Masset and Port Clements, as well as Skidegate, Old Massett and the NCRD with respect to establishing a building/fire inspection service on Haida Gwaii. First Nations participants would participate in the service via a service agreement.

## DISCUSSION:

At this time, staff has begun to conceptualize the service and have reached a point that the next step to proceed would be to investigate the feasibility of establishing such a service. It should be noted that the extent of the actual study may vary depending on the potential size and scope of the service but will generally consider the following.

- The proposed service has a clear and understood purpose;
- The proposed service has a defined and agreed-upon scope;
- Specific measurable goals for the service have been identified;
- The parties agree on a way to share costs;
- The parties agree on how the service should be governed and delivered;
- The parties agree on a process for service review;
- A start-up plan has been developed; and
- Support among elected officials .

Following the feasibility analysis, if the proposed service is deemed feasible, a service establishing bylaw may be developed for consideration by the NCRD Board.

## FINANCIAL CONSIDERATIONS:

The costs for the feasibility study are estimated to be \$10,570 the table below provides a breakdown of these expenditures.

Description	Total
<b>Car Rental</b> – 3 Trips to HG for Public consultation	\$1,800
<b>Accommodations</b> - 2 staff 1 consultant	\$1,350
<b>Consultants</b> – 3 days for public meetings	\$1,680
<b>Consultants</b> - 2 days for report on benefits	\$1,120
<b>Travel</b> - Air fare 2 staff 1 consultant	\$2,700
<b>Travel</b> - Air fare for consultant	\$1,200
<b>Per Diem</b> - 2 staff 1 consultant	\$720
<b>Total</b>	<b>\$10,570</b>

The feasibility study, to be prepared by a consultant, is estimated to cost \$2,800 and will be presented to Village of Masset, Port Clements and Queen Charlotte, as well as Old Massett and Skidegate.

Staff will attempt to hold meetings with member municipalities and First Nations jointly whenever possible, however, we realize that this may be difficult since various council meetings are held on different dates. Therefore we have budgeted to have three meetings held with participants with the understanding that this may not be necessary should we be successful in organizing joint meetings between municipalities.

The 2017 budget authorizes the use of \$4,970 as a contribution to reserve. However, the current budget does not allow for the use of funds for a feasibility study. The NCRD has \$26,667 in reserve funds and \$10,698 in surplus funds available in the feasibility studies function. Staff recommends that the reserve remain intact and that funds from the surplus account be transferred to revenue for the use of the feasibility study for the Building/Fire inspection service on Haida Gwaii.

**RECOMMENDATION:**

Funds contained in the 2017 budget are repurposed from a transfer to reserve to cover part of the cost of the feasibility study, and \$5,600 (\$10,570-\$4,970) be drawn from feasibility surplus to fund the remainder of the estimated costs. Furthermore, the 2017-2021 Financial Plan be amended to accomplish the plan above.



## **STAFF MEMORANDUM**

**DATE:** May 9, 2017

**TO:** Haida Gwaii Municipal and First Nations Councils

**FROM:** North Coast Regional District

**SUBJECT:** Building/Fire Inspection on Haida Gwaii

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### **PURPOSE:**

The purpose of this memorandum is to provide information to municipal councils with respect to requesting that the NCRD investigate the feasibility of establishing a building/fire inspection service on Haida Gwaii.

### **BACKGROUND:**

There has been discussion between the municipalities of Queen Charlotte, Masset and Port Clements, as well as Skidegate, Old Massett and the North Coast Regional District (NCRD) with respect to establishing a building/fire inspection service on Haida Gwaii.

Most recently, staff met on April 20, 2017 to discuss the establishment, structure and operation of a building/fire inspection service on Haida Gwaii. At that time, it was requested by municipal staff that the NCRD prepare a memorandum outlining the steps required to move forward with investigation of establishing a service.

### **DISCUSSION:**

The decision to establish a new service is made by the entire Board of the NCRD and would, typically, follow a request from its municipalities or electoral areas to provide a specific service.

In order for the NCRD to provide a new service such as building or fire inspection, the NCRD must adopt a service establishing bylaw, which would outline what the service is, how it will be delivered, who will benefit from the service, the maximum amount it will cost, and how the costs will be recovered. Where services are provided to several areas within the NCRD, as would be the case, some negotiation may be involved to reach agreement among representatives of the benefiting areas on the specific service arrangements.

At this time, staff have begun to conceptualize the service and have reached a point that the next step to proceed would be to investigate the feasibility of establishing such a service. It should be noted that the extent of the actual study may vary depending on the potential size and scope of the service but will generally consider the following: the proposed service has a clear and understood purpose, the proposed service has a defined and agreed-upon scope, specific measurable goals for the service have been

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identified, the parties agree on a way to share costs, the parties agree on how the service should be governed and delivered, the parties agree on a process for service review, a start-up plan has been developed, and support among elected officials is broad and sufficient. Following the feasibility analysis, if the proposed service is deemed feasible, a service establishing bylaw may be developed for consideration by the NCRD Board.

**RECOMMENDATION:**

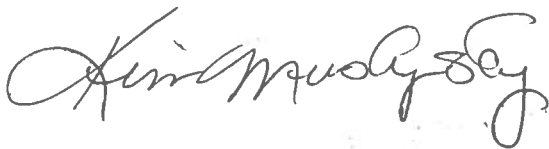
THAT the Village of Port Clements Council request that the Board of North Coast Regional District approve expending funds from the Feasibility Studies Fund to undertake a study to determine the feasibility of provide building and fire inspection services on Haida Gwaii.

## Policy Review Backgrounder

The Village of Port Clements currently has 15 policies which have been adopted by Council. The policies were created between 2008 and 2016. As part of an effort to ensure that staff remains fully aware of all policies and that policies remain relevant and accurate, we have implemented a program, starting in 2017, to review all policies every two years. Policies will have a date indicated on them of the last time a review was completed and the date the next review will happen. At any point when staff review a policy, if there are any changes recommended, staff will bring the policies forward for Council's review and adoption as amended.

In April staff reviewed purchasing policy #3 at a staff meeting. The old policy was rather wordy and somewhat repetitive in nature and did not tie in with the spending limits already established in the Establishing Officer Positions Bylaw #428. In addition, it was recently suggested and agreed upon that we will put out a call for contractors to register with the Village Office and include an email, phone number or mailing address so that we can advise them directly of any calls for quotes, tenders or requests for proposals in an effort to get a better response to our requests. The policy was amended to streamline the wording thereby making it easier to follow, to tie the dollar amounts to Bylaw #428 and to include the requirement to maintain a contractors list and to notify contractors on that list when we are seeking pricing for something.

Staff recommend the adoption of the updated policy.

A handwritten signature in cursive script, appearing to read "Kim Mundy".

**Village of Port Clements**

**Purchasing Policy**

**Policy No. 03**

Originally prepared by Clerk/Treasurer Heather Nelson-Smith - 2009

Updated by CAO Kim Mushynsky - 2017

Adopted: 2009 by Mayor and Council

Last Reviewed and approved by Council: June 2017

Next Review: May 2019

**Objective:** To set guidelines for the procurement of goods and services for the Village.

**Policy:** For works and services approved within the adopted financial plan, the following procedures are hereby set forth.

**Procedure:**

**AUTHORITY**

The CAO and Public Works Superintendent are hereby appointed by Council as the "purchasers" of the Municipality to purchase goods and services within the scope of this policy.

**The Purchasers may only expend within the approval of the current adopted financial plan and the limits imposed by the current Establishing Officer Positions Bylaw's spending limitations.**

Where practical the Village will endeavor to shop locally. Preference will be given to local suppliers and contractors up to a premium of 10%.

**CONTRACTING WORKS**

Annually the Village of Port Clements will put out a call for a list of services and/or equipment by contractors island wide. The Village will ensure that anyone included on this list is notified either by regular mail or electronically of any quotes, tenders or request for proposals the Village puts out.

Contracting out for goods or services valued at \$5000.00 to \$15,000.00 (excluding taxes) requires written quotes. The Purchasers shall seek to obtain a minimum of three written quotations from Contractors, recognizing that we may not always succeed in receiving three quotes.

**Quotes will be evaluated based on the following:**

- a) Price
- b) Equipment and related experience and suitability
- c) Time frame of works

Contracting for works valued in excess of \$15,000.00 shall be done via tender or request for proposals. The Tender process is utilized when specifications and conditions to a contract are known. The contract is built into the tender document.

Tenders will be evaluated on but not limited to the following:

- i) The lowest of any price may not necessarily be accepted.
- ii) Must have evidence of successful performance for similar works.

Requests for proposals are used for the purchase of goods, services, equipment and materials when there are no specifications to work with, or when the Village is searching the

marketplace for new and innovative ideas and has made a decision not to use specifications. A contract is formed after the successful proposal has been selected.

Request for Proposals will be evaluated on but not limited to the following:

- i) The lowest of any price may not necessarily be accepted.
- ii) Must have evidence of successful performance for similar works.

The Village of Port Clements reserves the right to offset any outstanding debts owed to the Village by the Contractor against any amounts owing to the Contractor in regards to contracted works.

**All Tenders and RFP's will be opened during a Council meeting, reviewed by staff and approved by Council, not necessarily in the same meeting.**

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Urs Thomas  
Mayor

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Kim Mushynsky,  
CAO

ORIGINAL  
POLICY

**Village of Port Clements**

**Purchasing Policy**

**Policy No. 03, 2009**

Prepared by Clerk/Treasurer Heather Nelson-Smith

Adopted: 2009 by Mayor and Council

**Objective:** To set guidelines for the procurement of goods and services for the Village.

**Policy:** For works and services approved within the financial plan the following procedures are hereby set forth.

**Procedure:**

**AUTHORITY**

1. The Clerk/Treasurer and Public Works Superintendent are hereby appointed by Council as the "purchasers" of the Municipality purchase goods and services within the scope of this policy only.
2. The Purchasing Department may only expend within the approval of the financial plan.

**GENERAL**

**3. CONTRACTING WORKS**

Contacting out for works valued at \$5000.00 or less (excluding taxes)

Selection of a contractor for works within the Village will be made based on the following criteria:

- a) Contractor **MUST** possess a valid business license in Port Clements.
- b) Contractor **MUST** have equipment listed with the Village (appendix A)
- c) Contractor **MUST** have evidence of successful performance for similar works.
- d) Contractor **MUST** not have any delinquent accounts owed to the Village.
- e) Contractor **MUST** have current WCB coverage and Liability insurance (Appendix B)

Contractors will be selected from the registration Appendix "A" based on the following:

- a) Equipment and experience suitability
- b) First on list
- c) Time frame of works

Where there are works where multiple Contractors can be used and rotated for ease of work completion each contractor will not be paid in excess of \$5000.00 (excluding taxes)

4. Contracting out for works valued at \$5000.00 to \$10,000.00 (excluding taxes) shall be done in the following means:

**Written Quotations:**

The Purchasing Department shall obtain a minimum of three written quotations from local Contractors and are subject to the following criteria:

- a) Contractor **MUST** possess a valid business license in Port Clements.
- b) Contractor **MUST** have equipment listed with the Village (appendix A)

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- c) Contractor **MUST** have evidence of successful performance for similar works.
- d) Contractor **MUST** not have any delinquent accounts owed to the Village.
- e) Contractor **MUST** have current WCB coverage and Liability insurance (Appendix B)

**Quotations will be evaluated based on the following:**

- a) Price
- b) Equipment and experience and suitability
- c) Time frame of works

Contracting for works valued in excess of \$10,000.00 shall be done in the following means:

**Tender**

The Tender process is utilized when specifications and conditions to contract are known. The contract is built into the tender document.

Tenders will be evaluated on but not limited to the following:

- i) The lowest of any price may not necessarily be accepted.
- ii) Local preference will be given within 15% of the lowest bid
- iii) **MUST** have evidence of successful performance for similar works.
- iv) **MUST** not have any delinquent accounts owing to the Village.

**OR**

**Request for Proposal**

Requests for proposals are used for the purchase of goods, services, equipment and materials. R.F.P.'s are utilized when there are no specifications to work with, or when the Village is searching the marketplace for new and innovative ideas and has made a decision not to use specifications. A contract is formed after the successful proposal has been selected.

Request for Proposals will be evaluated on but not limited to the following:

- i) The lowest of any price may not necessarily be accepted.
- ii) Local preference will be given within 15% of the lowest bid
- iii) **MUST** have evidence of successful performance for similar works.
- iv) **MUST** not have any delinquent accounts owing to the Village.

**All Tenders and RFP's will be opened by Council, reviewed by staff and approved by Council, not necessarily in the same meeting.**

**5. PURCHASING GOODS**

Where possible the Village will endeavor to shop locally, where items can not be purchased in Port Clements the next closest Village on the Island shall be requisitioned.

**a) Direct Acquisition:**

Goods that have an estimated cost up to but not exceeding \$5,000.00 may be purchased directly from a local supplier by the Purchasing Department or by an employee who has authorization to expend funds.

**b) Telephone Quotations:**

Goods that have an estimated cost between \$5,000.00 and \$10,000.00 shall be sourced by the Purchasing Department by obtaining a minimum of three telephone quotations when possible.

**c) Written Quotations:**

Goods that have an estimated cost between \$10,000.00 and \$20,000.00 the Purchasing Department shall obtain a minimum of three written quotations.

**d) Public Tenders:**

Public Tenders will be used when the purchase is expected to exceed a cost of \$20,000.00. The Tender process is utilized when specifications and conditions to contract are known. The contract is built into the tender document.

The Village Council reserves the right to revert to the written quotation clause where it is not possible to purchase capital items locally such as motors and pumps for the water distribution system and sewer system and time is of the essence.

**e) Requests for Proposals:**

Requests for proposals are used for the purchase of goods that are expected to exceed \$20,000.00. R.F.P.'s are utilized when there are no specifications to work with, or when the Village is searching the marketplace for new and innovative ideas and has made a decision not to use specifications. A contract is formed after the successful proposal has been selected. The Village Council reserves the right to revert to the written quotation clause where it is not possible to purchase certain items locally such as motors and pumps for the water distribution system and sewer system and time of the essence.

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Cory Delves,  
Mayor

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Heather Nelson-Smith,  
Clerk/Treasurer



P.O. Box 293, Port Clements, B.C., CANADA V0T 1R0  
Phone: (250) 557-4282 Fax: (250) 557-4306  
E-Mail: obrien@qcislands.net

April 25, 2017

Dear Mayor and Council:

Re: Moorage Fees

I am in receipt of your letter outlining your decision regarding fees charged for the Rainbow wharf. Although I agree with user pay I don't think you are being fair in expecting that our company should finance all of the repairs and maintenance for this facility because we are the sole users.

I am not sure how Council arrived at the rates contained in their By-law however I do know that these rates are substantially higher than rates charged in the lower mainland and Vancouver Island.

I feel that this wharf is not only a place for vessels to tie up but also it is a place for locals as well as tourists to enjoy. Users of the trails and parks in Port Clements are not expected to pay for the infrastructure; rather the upkeep is borne by the taxpayers.

If Council insists that the businesses using the wharf pay entirely for the upkeep then they should look for ways to entice other users and not expect that O'Brien's bear the entire cost of maintaining this wharf.

Yours truly,

G.J. O'Brien

BA-3

**June 4, 2017**

**To – Mayor and Council.**

**Re – Memorial bench on new trail.**

**I would like to have permission to place a bench on the new trail just south of my residence which is 215 Bayview Drive. This will be a memorial for my husband Lou. Attached is a description and it will be embedded in concrete. I will be responsible for the installation costs and maintaining it.**

**This bench will be made from western red cedar.**

**If you wish more information please contact myself.**

**Thanks,**

A handwritten signature in cursive script, appearing to read "M. Bliss".

**Marilyn Bliss,**

**250-557-8548**

**215 Bayview Drive**

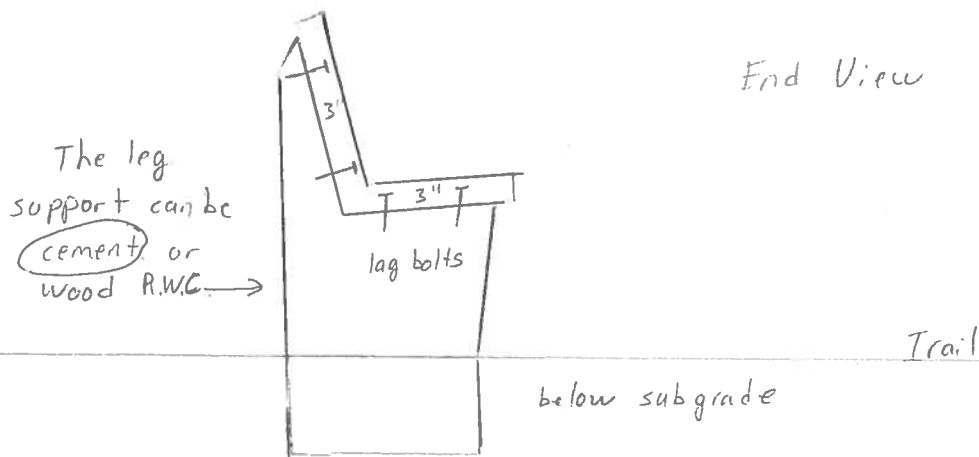
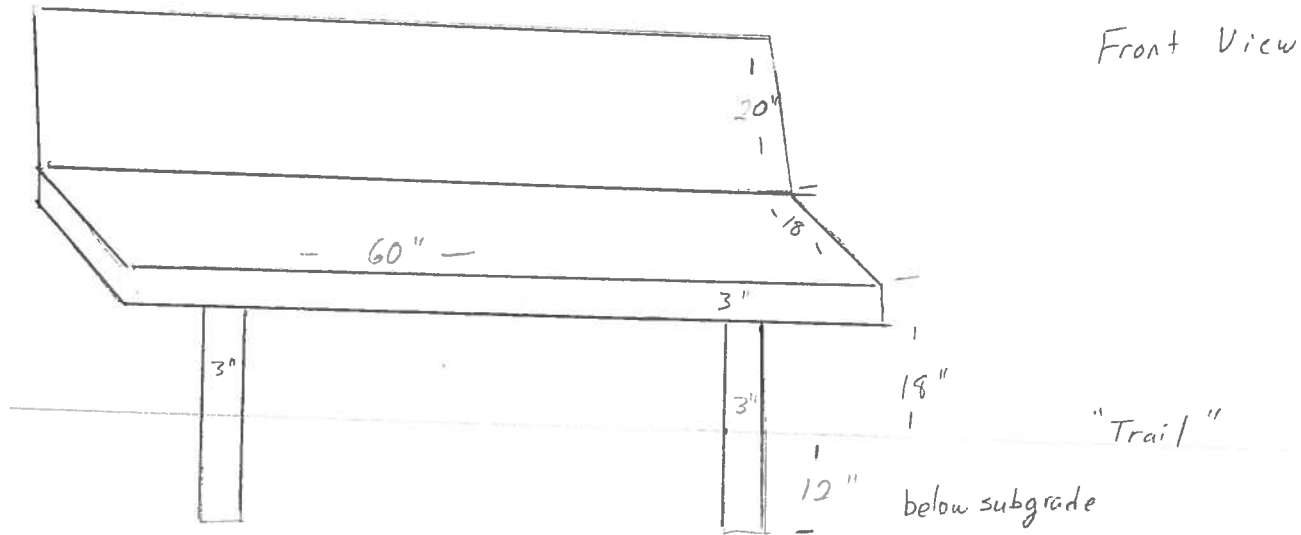
Marilyn Bliss

June 6, 2017

Park walk way

W.R.C. Wooden Bench

Quote Price





## SKIDEGATE BAND COUNCIL

BOX 1301, SKIDEGATE, B.C. V0T 1S1 PHONE (250) 559-4496 FAX (250) 559-8247

June 7, 2017

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

Dear Sir/Madam

The Skidegate Band Council would like to ask for your support in helping make Skidegate Days a success by donating any prizes or financial support. The proceeds of Skidegate Days will be used to support Skidegate Community initiatives and programs whose success rely upon public funding to operate.

We appreciate all the support that we have received in the past and new supporters. Any donations that are received will be advertised to the public to let them know that you supported this Haida cultural event.

If you have any questions please don't hesitate to ask by emailing [creeksidelocal@hotmail.com](mailto:creeksidelocal@hotmail.com) or my cell (778)208-5369. Thank you for your consideration.

Sincerely,

Keith Pope-Mearns  
Skidegate Days Coordinator

**VILLAGE OF PORT CLEMENTS  
BYLAW #441, 2017**

**A BYLAW TO AMEND FEES FOR THE USE OF THE PORT CLEMENTS WHARF  
AND SMALL CRAFT HARBOUR**

WHEREAS the Village of Port Clements is permitted by the *Community Charter of British Columbia* to establish fees, rates and charges for providing the use of the Port Clements Wharf.

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

1. This bylaw may be cited as "Port Clements Moorage and Fees Amendment Bylaw No. 441, 2017". There is one appendix attached to and forming a part of this bylaw. Appendix A outlines fees.

READ A FIRST TIME THIS 19<sup>th</sup> DAY OF JUNE, 2017

READ A SECOND TIME THIS    DAY OF                    , 2017

READ A THIRD TIME THIS    DAY OF                    , 2017

RECONSIDERED AND FINALLY ADOPTED THIS    DAY OF                    , 2017

\_\_\_\_\_  
Urs Thomas,  
Mayor

\_\_\_\_\_  
Kim Mushynsky,  
Administrator

\_\_\_\_\_  
Certified to be a true copy of Bylaw  
No. 441, 2017

Appendix "A"  
Attached to Bylaw No. 441, 2017  
PORT CLEMENTS FEES BYLAW

**Loading/Offloading Fees for Barges:**

Rates are based on area- Length x Width = Square area

Daily - \$.30 per Square Meter

Note: Barges loading and offloading must advise the Village office Monday through Friday 9:00am to 1:00pm 48 hours in advance of their intent to use the wharf for these purposes.

All Vessels including barges shall pay the following moorage rates whether docked at the Wharf or the Small Craft Harbour:

Monthly- \$12.20 per meter

Daily- \$2.20 per meter

Hydro for all vessels	Daily	Monthly
110V 20 A Service Minimum Rate	\$3.00	\$ 65.00
220V 30A Service Minimum Rate	\$5.00	\$100.00
220V 50A Service Minimum Rate	\$7.50	\$150.00

Should an economical method of metering per boat become available, the Village of Port Clements maintains the right to charge clients additional charges if actual usage exceeds the rate set out above. By using the power provided users agree to these charges.

All Vessels wishing to gain access to the facility are to fill out a usage agreement attached.

**Miscellaneous Rates:**

1. A fee for returned cheques is \$25.00
2. Interest of 2% per month will be charged on accounts unpaid for 30 days

# VILLAGE OF PORT CLEMENTS

Page 1 of 1

## Cheque Listing For Council

2017-Jun-14  
10:22:49AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
170263	2017-06-08	BC HYDRO	400002824182	PAYMENT HYDRO BILL	4,443.42	4,443.42
170264	2017-06-08	BIG RED ENTERPRISES	16683	PAYMENT CONTAINER SERVICE	283.76	283.76
170265	2017-06-08	Haida Gwaii Consumers CO-OP Assoc. Ltd.	102718930	PAYMENT FENCE POST BACKFILL & SUNSI	131.98	131.98
170266	2017-06-08	MasterCard, CUETS FINANCIAL	20170531	PAYMENT INSURANCE, VEHICLE PARTS, A	11,183.77	11,183.77
170267	2017-06-08	Northern Communications	32318-06012017	PAYMENT FIRE DISPATCH	171.83	171.83
170268	2017-06-08	NORTHERN LABS LTD.	1700494	PAYMENT SEWAGE TESTING	119.18	119.18
170269	2017-06-08	PACIFIC BLUE CROSS	480642	PAYMENT EXTENDED HEALTH & DENTAL	1,324.56	1,324.56
170270	2017-06-08	Pete the Electrician	1062017	PAYMENT COMMUNITY HALL ELECTRICAL	909.14	909.14
170271	2017-06-08	WESTPOINT AUTOMOTIVE	20170531	PAYMENT PAINT, VEHICLE PARTS, PRESSI	1,740.29	1,740.29
170272	2017-06-08	Wilson, Jennifer	20170530	PAYMENT BRONZE PLAQUE FOR PLAYGR	250.00	250.00
170273	2017-06-08	XEROX CANADA LTD.	F50874104	PAYMENT COPY CHARGES	86.09	86.09

**Total 20,644.02**

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

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## **VILLAGE OF PORT CLEMENTS**

### **REVENUE AND EXPENSE REVIEW**

**For the month ended May 31, 2017**

	<b>2017</b>	<b>2017</b>	<b>2017</b>	<b>2016</b>
	<b><u>Actual</u></b>	<b><u>YTD Budget</u></b>	<b><u>Ann. Budget</u></b>	<b><u>Actual</u></b>
<b><u>GENERAL REVENUES:</u></b>				
Municipal Property Tax	\$127,049	\$127,000	\$127,000	\$127,101
Payment in Lieu of Taxes	\$0	\$0	\$7,500	\$0
Sale of Services	\$3,813	\$2,663	\$9,750	\$5,325
Revenue Own Sources	\$41,275	\$34,815	\$117,700	\$18,434
Rentals - Multi-purpose Bldg.	\$4,454	\$5,360	\$12,950	\$4,596
Unconditional Grant	\$0	\$0	\$375,000	\$0
Conditional Grants	\$102,588	\$55,150	\$65,625	\$153,702
Transfer from Reserves	\$0	\$0		\$0
Collection for Others	<u>\$191,415</u>	<u>\$189,010</u>	\$189,010	<u>\$188,124</u>
<b><u>TOTAL REVENUE - GENERAL</u></b>	<b><u>\$470,594</u></b>	<b><u>\$413,998</u></b>	<b><u>\$904,535</u></b>	<b><u>\$497,282</u></b>
<b><u>GENERAL EXPENSES:</u></b>				
Legislative Expenses	\$8,308	\$12,930	\$38,950	\$8,234
General Administration	\$83,305	\$95,375	\$197,850	\$82,359
Fire Department	\$10,961	\$14,605	\$34,200	\$19,458
Emergency Services	\$222	\$375	\$750	\$604
Common Services	\$9,117	\$10,075	\$25,250	\$9,195
Wharf	\$2,275	\$4,290	\$10,500	\$7,258
Small Craft Harbour	\$6,355	\$6,400	\$14,300	\$6,784
Roads	\$16,820	\$18,990	\$46,300	\$13,414

Environmental Health & Devel.	\$2,429	\$2,250	\$5,080	\$822
Parks & Recreation	\$24,353	\$23,775	\$52,100	\$16,472
MPBC Operating	\$34,374	\$27,450	\$46,400	\$25,021
Debt Services	\$641	\$625	\$2,000	\$375
Grants	\$50,000	\$50,000	\$65,000	\$50,000
Collection Others	\$6,564	\$6,500	\$189,510	\$6,370
Amortization	<u>\$0</u>	<u>\$0</u>	\$132,000	<u>\$0</u>
<b><u>TOTAL EXPENSES</u></b>	<b><u>\$255,724</u></b>	<b><u>\$273,640</u></b>	<b><u>\$860,190</u></b>	<b><u>\$246,366</u></b>
<b><u>NET REVENUE - GENERAL</u></b>	<b><u>\$214,870</u></b>	<b><u>\$140,358</u></b>	<b><u>\$44,345</u></b>	<b><u>\$250,916</u></b>

	<b><u>2017</u></b> <b><u>YTD ACTUAL</u></b>	<b><u>2017</u></b> <b><u>YTD BUDGET</u></b>	<b><u>2017</u></b> <b><u>ANN. BUDGET</u></b>	<b><u>2016</u></b> <b><u>ACTUAL</u></b>
<b><u>WATER REVENUES:</u></b>				
Fees & Taxation	\$82,472	\$81,800	\$111,000	\$82,373
Grants	\$0	\$0	\$65,000	<u>\$0</u>
<b><u>TOTAL WATER REVENUE</u></b>	<b><u>\$82,472</u></b>	<b><u>\$81,800</u></b>	<b><u>\$176,000</u></b>	<b><u>\$82,373</u></b>
<b><u>WATER EXPENSES:</u></b>	<b><u>\$27,695</u></b>	<b><u>\$29,960</u></b>	<b><u>\$160,600</u></b>	<b><u>\$18,640</u></b>
<b><u>NET INCOME WATER</u></b>	<b><u>\$54,777</u></b>	<b><u>\$51,840</u></b>	<b><u>\$15,400</u></b>	<b><u>\$63,733</u></b>
 <b><u>SEWER REVENUE</u></b>	 <b><u>\$53,550</u></b>	 <b><u>\$52,936</u></b>	 <b><u>\$68,436</u></b>	 <b><u>\$53,393</u></b>
<b><u>SEWER EXPENSES</u></b>	<b><u>\$7,296</u></b>	<b><u>\$12,425</u></b>	<b><u>\$54,700</u></b>	<b><u>\$12,442</u></b>
<b><u>NET INCOME SEWER</u></b>	<b><u>\$46,254</u></b>	<b><u>\$40,511</u></b>	<b><u>\$13,736</u></b>	<b><u>\$40,951</u></b>
 <b><u>NET INCOME VOPC</u></b>	 <b><u>\$315,901</u></b>	 <b><u>\$232,709</u></b>	 <b><u>\$73,481</u></b>	 <b><u>\$355,600</u></b>



## CIBC Account Statement

VILLAGE OF PORT CLEMENTS

For May 1 to May 31, 2017

The names shown are based on our current records, as of June 3, 2017.  
This statement does not reflect any changes in account holders and  
account holder names that may have occurred prior to this date.

Account number

Branch transit number

### Account summary

Opening balance on May 1, 2017		\$195,369.63
Withdrawals	-	39.00
Deposits	+	28,204.40
<b>Closing balance on May 31, 2017</b>	<b>=</b>	<b>\$223,535.03</b>

Your authorized overdraft limit: \$179,500.00

### Contact information

**1 800 465 CIBC (2422)**

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

**TTY hearing impaired**

1 800 465 7401

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

1 902 420 CIBC (2422)

 **www.cibc.com**

### Transaction details

Date	Description	Withdrawals (\$)	Deposits (\$)	Balance (\$)
<b>May 1</b>	<b>Opening balance</b>			<b>\$195,369.63</b>
May 1	DEBIT MEMO	39.00		195,330.63
	CHARGE FOR APR			
	CIBC EFT SERVICE CHARGE			
May 2	CREDIT MEMO		45.00	195,375.63
	CREDIT UNION CENTRAL OF B.C.			
May 4	CREDIT MEMO		200.00	195,575.63
	CREDIT UNION CENTRAL OF B.C.			
	CREDIT MEMO		50.00	195,625.63
	CREDIT UNION CENTRAL OF B.C.			
May 5	CREDIT MEMO		142.14	195,767.77
	CREDIT UNION CENTRAL OF B.C.			
May 8	CREDIT MEMO		418.50	196,186.27
	CREDIT UNION CENTRAL OF B.C.			
	CREDIT MEMO		6.50	196,192.77
	WS Dest Credit Comments			

(continued on next page)

**CIBC Account Statement**

May 1 to May 31, 2017

Account number: [REDACTED]

Branch transit number: [REDACTED]

**Transaction details (continued)**

Date	Description	Withdrawals (\$)	Deposits (\$)	Balance (\$)
May 8	Balance forward			\$196,192.77
	CREDIT MEMO		1,076.98	197,269.75
	CREDIT UNION CENTRAL OF B.C.			
	CREDIT MEMO		529.44	197,799.19
	CREDIT UNION CENTRAL OF B.C.			
May 9	CREDIT MEMO		639.88	198,439.07
	CREDIT UNION CENTRAL OF B.C.			
May 10	CREDIT MEMO		675.75	199,114.82
	CREDIT UNION CENTRAL OF B.C.			
May 11	CREDIT MEMO		138.00	199,252.82
	CREDIT UNION CENTRAL OF B.C.			
May 12	CREDIT MEMO		537.75	199,790.57
	CREDIT UNION CENTRAL OF B.C.			
May 15	CREDIT MEMO		358.50	200,149.07
	CREDIT UNION CENTRAL OF B.C.			
	CREDIT MEMO		670.00	200,819.07
	CREDIT UNION CENTRAL OF B.C.			
May 16	CREDIT MEMO		179.25	200,998.32
	CREDIT UNION CENTRAL OF B.C.			
May 17	CREDIT MEMO		153.88	201,152.20
	CREDIT UNION CENTRAL OF B.C.			
May 23	CREDIT MEMO		100.00	201,252.20
	CREDIT UNION CENTRAL OF B.C.			
	CREDIT MEMO		543.13	201,795.33
	CREDIT UNION CENTRAL OF B.C.			
	CREDIT MEMO		90.14	201,885.47
	CREDIT UNION CENTRAL OF B.C.			
	CREDIT MEMO		179.00	202,064.47
	CREDIT UNION CENTRAL OF B.C.			
May 24	CREDIT MEMO		350.00	202,414.47
	CREDIT UNION CENTRAL OF B.C.			
	CREDIT MEMO		9,745.06	212,159.53
	PTY TAX PM			
	CIBC MORTGAGES			
May 25	CREDIT MEMO		4,477.15	216,636.68
	CREDIT UNION CENTRAL OF B.C.			
	CREDIT MEMO		363.88	217,000.56
	CREDIT UNION CENTRAL OF B.C.			
May 26	CREDIT MEMO		492.92	217,493.48
	CREDIT UNION CENTRAL OF B.C.			
May 29	CREDIT MEMO		60.00	217,553.48
	CREDIT UNION CENTRAL OF B.C.			
	CREDIT MEMO		200.00	217,753.48
	CREDIT UNION CENTRAL OF B.C.			

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# CIBC Account Statement

May 1 to May 31, 2017

Account number: [REDACTED]

Branch transit number: [REDACTED]

## Transaction details (continued)

Date	Description	Withdrawals (\$)	Deposits (\$)	Balance (\$)
May 29	Balance forward			\$217,753.48
	CREDIT MEMO		213.88	217,967.36
	CREDIT UNION CENTRAL OF B.C.			
May 30	CREDIT MEMO		3,098.03	221,065.39
	CREDIT UNION CENTRAL OF B.C.			
	CREDIT MEMO		493.50	221,558.89
	CREDIT UNION CENTRAL OF B.C.			
May 31	CREDIT MEMO		1,796.89	223,355.78
	CREDIT UNION CENTRAL OF B.C.			
	CREDIT MEMO		179.25	223,535.03
	CREDIT UNION CENTRAL OF B.C.			
	Closing balance			\$223,535.03

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

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

### \*Foreign Currency Conversion Fee:

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

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

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

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## **Grant Manager Introductory Report, June 9 2017**

Chris Williams



Grants submitted for Village of Masset

- Roller Rink Upgrades (Vibrant Communities GT) - \$40,008.38
- Community Hall Roof Repair (Vibrant Communities GT) - \$100,000.00

Programs/projects currently being researched for Village of Masset

- Weather Protection for Farmer's Market
- Tsunami evacuation infrastructure



Grants submitted for Village of Port Clements

- Community Park Bleachers (Vibrant Communities GT) - \$6,000.00

Programs/projects currently being researched

- New Aerator for the sewage lagoon
- New generator for community building
- Government Wharf Upgrades



Grants submitted for Village of Queen Charlotte

- Public Works Phase 1 and 2 (Vibrant Communities GT) - \$111,933.00
- Helipad and Recreational Parking Improvement - \$32,834.00
- Spring Clean Up Program - \$7000.00
- UBCM Strategic Priorities Fund - \$4,070,210.09

Programs/projects currently being researched

- Biking Infrastructure
- Workshops for the Youth Centre

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- Invasive species control
- Heat Pump for Village Office



**Grants submitted for SQCRD**

- New Bleachers for the Tlell soccer fields (Agrispirit) - \$14,200.00

**Programs/projects currently being researched**

- Tsunami evacuation infrastructure
- Trail creation and maintenance
- Beach access/parking along Highway 16
- Disposal stations along Highway 16
- Commercial Compost station

**Not for Profit Societies of Haida Gwaii (Whom I've contacted and started working with)**

- Tow Hill Community Hall Association Identified 2 new grants for the Island Wellness Society
- Haida Gwaii Community Radio Society
- Chris Ashurst (Marine Search and Rescue, Sangan Stream Keepers)
- Dixon Entrance Museum
- HG Rec
- Living and Learning School
- Friends of the QC Visitor's Centre
- Queen Charlotte Youth Centre
- Queen Charlotte Harbour Authority

**Date of Hire - March 24**  
**Total Applied for in April - \$171,967.00**  
**Total Applied for in May - \$140,008.38**  
**Total applied for in June - \$4,070,210.09**  
**Total Year to Date - \$4,382,185.38**



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

36 Cedar Avenue West  
PO Box 198  
Port Clements, BC  
V0T1R0  
OFFICE :250-557-4295  
Public Works :250-557-4326  
FAX :250-557-4568  
Email : office@portclements.ca  
Web : www.portclements.ca

## REPORT TO COUNCIL

Author: Kim Mushynsky  
Date: June 12, 2017  
Re: Museum Liability Insurance

---

Background: I was approached by Linda Berston, on behalf of the Museum, to ask about liability insurance for the Museum and the grounds given that the land belongs to the Village and the building belongs to the Historical Society. I approached MIA (Municipal Insurance Association of BC) to see if we could include the Museum under our umbrella as that is where we obtain our liability insurance from. MIA indicated that they have a program where a Municipality can sponsor an Associate Member for liability insurance. There are two stipulations:

1. That the Associate member is a provider of a service for the Municipality – so in this case I guess we could say that they provide the service of creating, operating and maintaining the Museum on our behalf.
2. That the Municipality would bear the "cost" if they had a claim under this Associate policy. This means that while currently we have a 5 year claims free record, and therefore a discount to our premium, should the Museum suffer a loss it will affect our insurance premium.

I have attached an information package from MIA about their Associate plan and the steps to proceed in this direction.

Recommendation: At this point I am simply seeking direction from Council on whether to proceed to investigate this option or not. There are a number of steps which would need to be undertaken before this would come into effect and the Historical Society is meeting to determine their preferred course of action as well so I am also awaiting feedback from them. If both Council and the Historical Society are wishing to move forward with this I will bring information back to Council at a future date for consideration.

Respectfully submitted:



## SERVICE PROVIDER AGREEMENT

This Service Provider Agreement (the "Agreement") is made and entered into this \_\_\_\_ day of

\_\_\_\_\_, \_\_\_\_\_ by and in between \_\_\_\_\_

(the "Local Government") and \_\_\_\_\_ (the "Service Provider").

The Service Provider agrees to provide the following services for or on behalf of the Local Government:

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☐ The term of the Agreement is from the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ and the \_\_\_\_ day of \_\_\_\_\_.

☐ The term of the Agreement is perpetual commencing the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

While providing the agreed service, the Service Provider agrees to comply with: all applicable laws, rules and regulations; the practices, procedures and policies of the Local Government; and any special instructions given to the Service Provider by representative(s) of the Local Government.

The Local Government agrees to obtain commercial general liability insurance coverage from the Municipal Insurance Association of British Columbia (MIABC) naming the Service Provider as an Additional Named Insured entitled to full coverage in the amount of \$5,000,000 with respect to third party liability claims arising from the provision of the agreed service. The Service Provider agrees to carry its own statutory worker's compensation insurance and automobile liability insurance, if appropriate.

The Service Provider agrees to indemnify, defend and hold harmless the Local Government, its agents, servants, employees, trustees, officers and representatives from any liability, loss or damage which the Local Government may suffer as a result of any claims, demands, costs, actions, causes of actions, or judgments, including legal fees, asserted against or incurred by the Local Government arising out of, during, or as a result of the provision of services outlined in the Agreement except such liability, loss, or damage which is the result of, or arising out of, the sole negligence of the Local Government or that is covered by the MIABC liability insurance policy.

- ☐ The Local Government agrees to be responsible for any and all deductible amounts including any claim expenses incurred and policy premium payments.
- ☐ The Service Provider agrees to be responsible for any and all deductible amounts including any claim expenses incurred and policy premium payments.

The Local Government reserves the right to terminate this Agreement and the associated commercial general liability insurance coverage provided to the Service Provider by the MIABC at any time upon written notification to the Service Provider of the termination.

**ON BEHALF OF <LOCAL GOVERNMENT>**

Name:

---

Title:

---

Signature:

---

Date:

---

**ON BEHALF OF <SERVICE PROVIDER>**

Name:

---

Title:

---

Signature:

---

Date:

---

## **Suggested wording of Council Resolution**

Resolved:

That Council approves the Service Provider Agreement between: Member and John Doe dated mm/dd/yyyy.

Or, if undated-

Resolved:

That Council approves the Service Provider Agreement between: Member and Jane Doe with the date as set out in the Service Provider Agreement.

*MIABC's*  
**ASSOCIATE  
MEMBER PROGRAM  
BEGAN IN  
JANUARY 2015.**

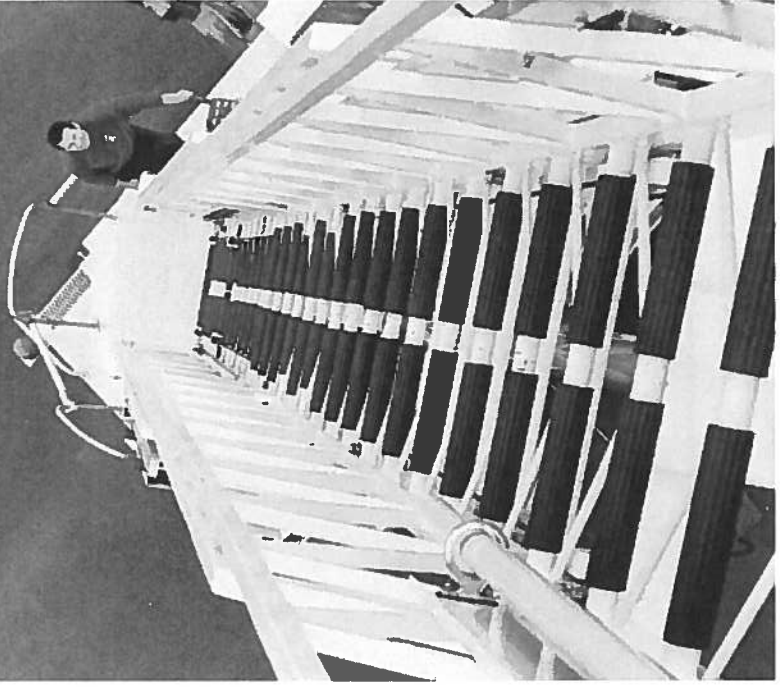
*Need more*

## **INFORMATION?**

If you have any questions about the MIABC's  
Associate Member Program, please  
contact the MIABC's Risk Management  
Advisor, Susan Ackerman,  
sackerman@miabc.org or (604) 683-6266.

200 - 429 West 2nd Avenue Vancouver, BC V5Y 1E3  
**Phone** 604 683-6266 **Fax** 604-683-6244 **Toll Free** 1-855-683-6266  
**info@miabc.org**

# **Associate Member Program**



## 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	confirming equipment & waiting for feedback from Ruth Bellamy Bench Arrived - Needs Assembly Grant Writer to look for opportunities