



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](mailto:office@portclements.ca)  
Web: [www.portclements.ca](http://www.portclements.ca)

**7:00 p.m. Regular Meeting of Council Monday March 07, 2016**

**AGENDA**

**1. ADOPT AGENDA**

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

**3. MINUTES**

M-1- February 15, 2016 Regular Council Meeting

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

**5. ORIGINAL CORRESPONDENCE**

C-1- Skeena QC Regional District - Board Meeting

C-2- Ministry of Forests, Lands and Natural Resource Operations, Haida Gwaii District – Proposed Road Deactivation – Survey Creek Area

C-3- BC Hydro – Meter Reading

**6. GOVERNMENT**

G-1- Crown Land Tenure Application

**7. FINANCE**

F-1- Cheque listing to March 02, 2016

**8. NEW BUSINESS**

**9. REPORTS & DISCUSSIONS**

R-1- EDO Report, MIEDS

R-2- Telephone Charges

R-3- Renewal of Ambulance Bay Lease

**10. ACTION ITEMS**

A-1- Follow up

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

**12. ADJOURNMENT**



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**Minutes of the regular meeting of the Port Clements Council held February 15, 2016 in Council Chambers.**

**Present:**

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

CAO Kim Mushynsky  
Deputy Clerk Glenda Saruga  
Public Works Superintendent Sean O'Donoghue for a portion of the meeting

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

**1. ADOPT AGENDA.**

2016-038 - Moved by Councilor Daugert, seconded by Councilor Cunningham  
THAT Council adopts the agenda as amended – add D2 – Sue Couch-sidewalks, add C2 – Haida Gwaii Community Futures.  
**CARRIED**

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

**D-1 – Tourism presentation**

A group of citizens presented some tourism concepts and urged to have the committee become active again. A decision was made to hold a Tourism Committee meeting in Council Chambers on Thursday March 3<sup>rd</sup> at 7pm.

**D-2 – Sue Couch request for crosswalks**

Sue Couch requested two crosswalks be added to Bayview – by Tingley and by Hemlock (Museum side). Council directed staff to liaison with Ministry of Transportation to find out how to proceed with this.

**3. MINUTES.**

**M-1– February 1, 2016 Regular Council Meeting**

2016-039-Moved by Councilor Gaspar, seconded by Councilor Cunningham  
THAT Council approve the February 1, 2016 Regular Council meeting minutes as presented.  
**CARRIED**

**M-2 – January 28, 2016 Recreation Committee meeting**

2016-040 – Moved by Councilor Gaspar, seconded by Councilor Cunningham  
THAT Council approves the January 28, 2016 Rec Committee minutes as presented.  
**CARRIED**

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

B-1 – Mount Moresby Logging Issue

2016-041 – Moved by Councilor Daugert, seconded by Councilor Cunningham

THAT Council receives the information provided by MFLNR.

**CARRIED**

2016-042 – Moved by Councilor Cunningham, seconded by Councilor O'Brien Anderson

THAT Council send a letter of support to Mount Moresby camp with copies to other island governments indicating our support for a permanent moratorium on logging in that area.

**CARRIED**

## **5. ORIGINAL CORRESPONDENCE**

C-1 – Radon testing project

2016-043 – Moved by Councilor Gaspar, seconded by Councilor Cunningham

THAT Council receives the information provided by the provincial government.

**CARRIED**

C-2 – Haida Gwaii Community Futures

2016-044 – Moved by Councilor Cunningham, seconded by Councilor Gaspar

THAT Council receives the information provided by HGCF.

**CARRIED**

2016-045 – Moved by Councilor Daugert, seconded by Councilor O'Brien Anderson

THAT Council writes a letter to HGCF in support of this idea for the 2017 year.

**CARRIED**

## **6. GOVERNMENT**

### **7. FINANCE**

F-1-Cheque listing to February 10, 2016

2016 – 046 - Moved by Councilor Gaspar, seconded by Councilor Cunningham

THAT Council receives and file the cheque listing to February 10, 2016.

**CARRIED**

F-2 – January 31, 2016 CIBC Statement

2016-047 – Moved by Councilor O'Brien Anderson, seconded by Councilor Daugert

THAT Council receives and file the January 2016 CIBC statement.

**CARRIED**

### **8. NEW BUSINESS**

NB-1 – Letter of Support for Tlell Fall Fair

2016-048 – Moved by Councilor Daugert, seconded by Councilor Gaspar

THAT Council writes a letter of support for the NDIT events application being submitted by the Tlell Fall Fair.

**CARRIED**

2016-049 – Moved by Councilor O'Brien Anderson, seconded by Councilor Cunningham

THAT Council direct staff to investigate a name change from Canada Days to something more relevant to the community of Port Clements and report back.

**CARRIED**

### **9. REPORTS & DISCUSSIONS**

Mayor Gould- no report

Councilor Gaspar – no report

Councilor Daugert – MIEDS mtg.

Councilor O'Brien Anderson – no report  
Councilor Cunningham – BC Hydro concerns  
CAO Mushynsky – Auditors here week of March 7<sup>th</sup>, biomass update.  
Deputy Saruga – upcoming tourism initiative

2016-050 – Moved by Councilor Cunningham, seconded by Councilor Gaspar  
THAT Council writes a letter to BC Hydro expressing concerns over the highly fluctuating bills by residents and businesses in Port Clements due to challenges with the Smart meters and estimating.

**CARRIED**

#### **10. ACTION ITEMS**

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

2016-051 – Moved by Councilor Gaspar, seconded by Councilor Cunningham  
THAT Council move to in-camera per the Community Charter 90(1)(c)

**CARRIED**

#### **ADJOURNMENT**

2016-052 – Moved by Councilor Cunningham, seconded by Councilor Gaspar  
THAT the meeting be adjourned at 8:57pm.

**CARRIED**

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Ian Gould  
Mayor

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Kim Mushynsky  
CAO



## **BOARD HIGHLIGHTS**

### **February 19 & 20, 2016 Board Meeting**

#### **Delegations:**

Bob Payette, Member of the Port Edward Historical Society, along with North Pacific Cannery staff, Lesley Moore and Steve Milum, addressed the Board with regard to an update on the North Pacific Cannery.

North Pacific Cannery representatives spoke to current projects taking place at the North Pacific Cannery, namely restoration initiatives at the historic site.

Martin Holzbauer, Resident, addressed the Board with regard to local government strategy to increase revenue under the climate action revenue incentive program.

Mr. Holzbauer noted that the Province of B.C. is currently consulting with public on the development of its Climate Leadership Plan. The deadline for public comment on the Climate Leadership Plan is March 25, 2016.

The Chair thanked North Pacific Cannery and Mr. Holzbauer for their presentations.

#### **Board Business:**

1. The Board of the Skeena-Queen Charlotte Regional District (SQCRD) received correspondence from Northern Development Initiative Trust confirming the SQCRD's 2015 grant claims under the Economic Development Capacity Building and Grant Writing Support programs.
2. The Board received correspondence from the Union of B.C. Municipalities with regard to the SQCRD's recent funding application to the Gas Tax Strategic Priorities Fund program. The SQCRD was successful in securing funding in the amount of \$18,488 to complete a second phase of the asset management plan being developed for the Regional Recycling Facility.
3. The Board resolved to provide a letter of support to the Haida Gwaii Forests Skills Training Initiative Labour Steering Committee for its proposed labour market partnership opportunity with the Province of B.C.
4. The Board initiated an Alternative Approval Process with respect to the SQCRD's request to the Minister responsible to recommend a municipal name change to the Lieutenant Governor in Council. The Alternative Approval Process is open to all electors within the SQCRD until April 29, 2016.
5. The Board passed first readings of Bylaws No. 604 and No. 605, 2016, providing for amendments to the Graham Island Official Community Plan and Interim Zoning Bylaws. A public hearing with regard to the bylaws has been scheduled for April 14, 2016 at 6:00 PM in the Village of Masset Council Chambers.
6. The Board resolved to support the Qay'Innagaay Heritage Centre Society's funding application to Northern Development Initiative Trust's Fabulous Festivals funding program in the amount of \$2,500.

7. On January 23, 2016, the Board held its Round 3 budget discussions, with the next budget deliberations scheduled to take place via teleconference on March 12, 2016 at 10:00 AM.

***For complete details of the February 19, 2016 Board meetings, the Agenda and Minutes are posted under "Quick Links" at [www.sqcrd.bc.ca](http://www.sqcrd.bc.ca).***



File: 11250-32/Bill 28 FSR Consultation

January 29, 2016

Village of Port Clements  
PO BOX 198  
Port Clements BC V0T 1R0

**RE: REVIEW AND COMMENT OPPORTUNITY – PROPOSED ROAD  
DEACTIVATION – SURVEY CREEK AREA**

In 2003, the Forestry Revitalization Act (Bill 28) reallocated a portion of Western Forest Products Inc. harvesting rights on Haida Gwaii to create new opportunities for the Haida, Community Forests and Woodlot Licenses.

The area was removed from Western Forest Products Tree Farm License and added to the Timber Supply Area. During the reallocation process, the roads included in the reallocation areas were transferred from Western Forest Products Road Permits to District Manager Forest Service Roads. As new tenure holders were assigned operating areas, they identified the roads required to access planned harvesting operations.

The District currently understands that there are roads surplus to current industrial needs in the following operating area:

**Surplus Forest Service Roads – Operating Areas**

- Skidegate - Survey Creek FSR 10844.02
- Skidegate – Survey Creek – adjacent non-status roads

The purpose of this letter is to provide road users an opportunity to review surplus roads and identify other access needs.

The Ministry does not have the ability to maintain surplus roads. If any stakeholders identify roads that should remain open and be maintained, the Ministry can reassign the maintenance obligations to them through the issuance of an applicable tenure. Roads which are not reassigned to new tenures will be scheduled for permanent deactivation.

The attached overview map shows the location of the road networks in question. Maps are also available at the District Office in Queen Charlotte at 1229 Oceanview Drive or can be downloaded from the Haida Gwaii Natural Resource District web site at:  
<https://www.for.gov.bc.ca/dqc/>

Ministry of Forests, Lands and  
Natural Resource Operations

FrontCounterHaida Gwaii

Haida Gwaii Resource District

Location:  
1229 Oceanview Drive  
Queen Charlotte BC

Mailing Address:  
Box 39  
Queen Charlotte BC V0T 1S0

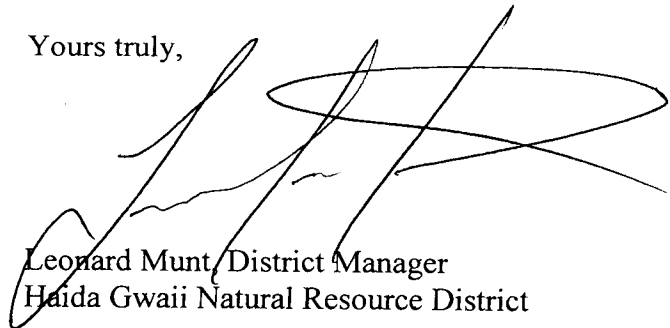
Tel: (250) 559-6200  
Fax: (250) 559-8342

C-2

The opportunity to comment will expire on May 1, 2016. If the decision is made to proceed with deactivation works, the District will seek to commence operations during the Summer of 2016.

If you have any questions, comments or concerns, please contact Larry Duke, Engineering & Recreation Officer at 250-559-6223 or by email at [Larry.Duke@gov.bc.ca](mailto:Larry.Duke@gov.bc.ca)

Yours truly,



Leonard Munt, District Manager  
Haida Gwaii Natural Resource District

Attachments: Survey Creek FSR Overview Map



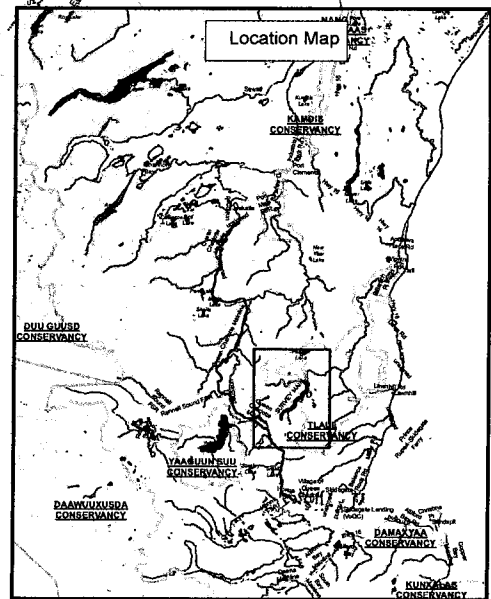
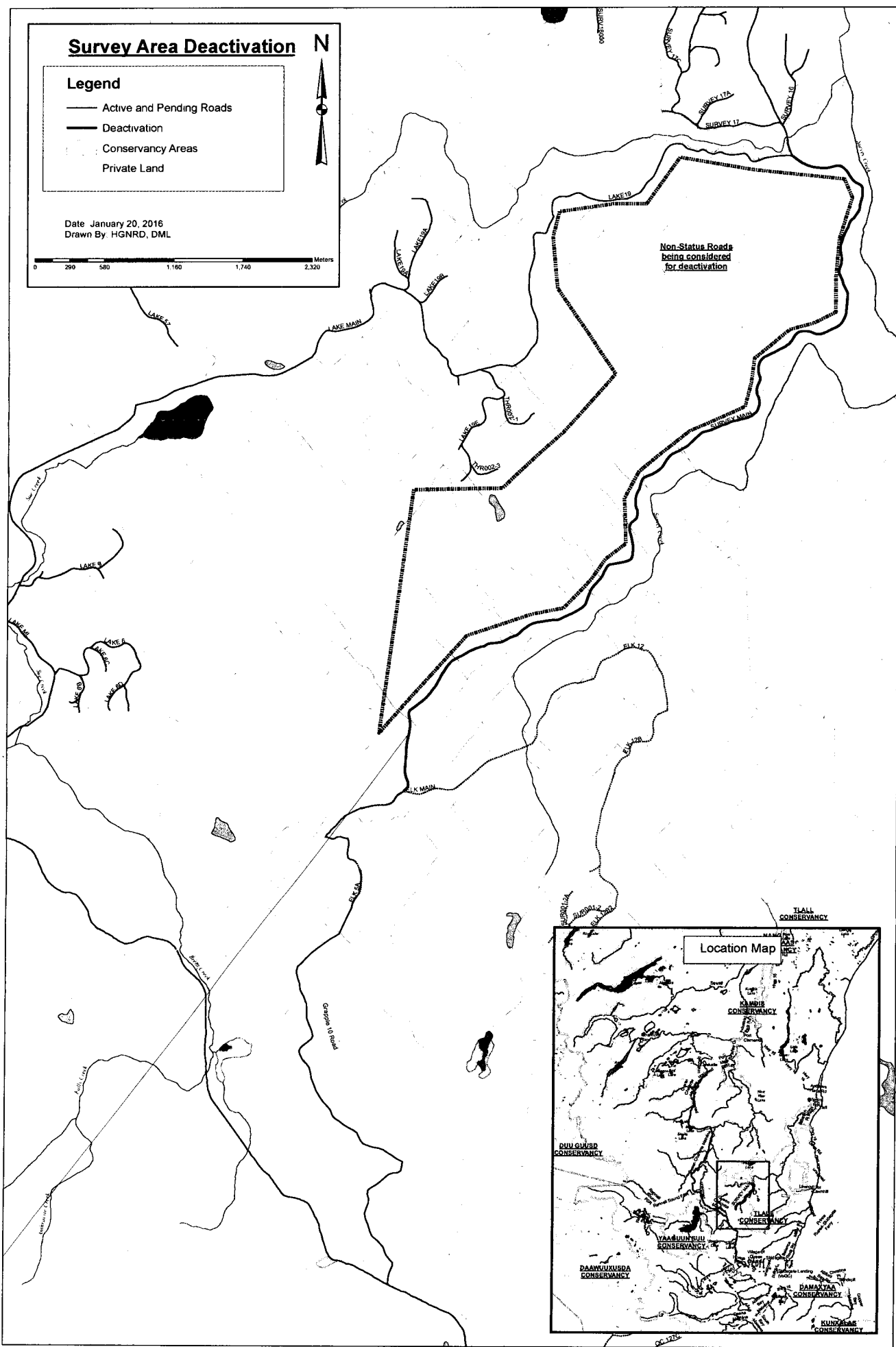
# Survey Area Deactivation

## Legend

- Active and Pending Roads
- Deactivation
- Conservancy Areas
- Private Land

Date January 20, 2016  
Drawn By HGNRD, DML

0 290 580 1,160 1,740 2,320 Meters





Dave Mosure  
Community Relations Coordinator - Northern Region  
Phone: 250 561-4906  
Cell: 250 961-0574  
Email: dave.mosure@bchydro.com

His Worship Mayor Ian Gould and Council  
PO Box 198  
Port Clements, BC  
V0T 1R0

February 23, 2016

Dear Mayor Gould and Council,

Thank you for your letter dated February 18, 2016 regarding billing and meter reading concerns in Port Clements.

Note residential meter readings are taken bimonthly as is the norm province wide. This means each month we read half the island, then the following month the other half is read. For meter reading on Haida Gwaii we travel to the communities every month on a Thursday overnight ferry, returning on the following Thursday. Crews spend the week working on the island including Saturday and Sunday to ensure we get as many reads as possible.

Depending on ferry schedules and weather we don't always get 100% of the readings from one end of the island to the other, but the meter readers are supposed to ensure they are reading ones that were estimated two months ago. With specifics on accounts we can review and see where this is happening and can follow-up accordingly. As we cannot discuss individual accounts with anyone other than the account holder, we suggest anyone with concerns contact our customer care team at 1-800-224-9376. If this shows a pattern indicating accounts are indeed being missed for more than one estimated billing we can review to see where it is happening and follow up accordingly.

We appreciate you bringing this to our attention and will work with those customers who are concerned. Meter reading is indeed an important tool for customers to make appropriate decisions regarding managing their energy consumption.

Regards,

Dave Mosure



# Crown Land Tenure Application

Tracking Number: 100151597

## APPLICANT INFORMATION

If approved, will the authorization be issued to an Individual or Company/Organization? Individual  
Are you the individual this authorization will be issued for if approved? Yes

## APPLICANT CONTACT INFORMATION

Applicant is an Individual or an Organization to whom this authorization Permit/Tenure/Licence will be issued, if approved.

Name: Miranda Ella Barnhardt  
Phone: 250-557-2048  
Daytime Phone: 250-557-2048  
Fax:  
Email: rainydayscontracting@gmail.com  
Mailing Address: 126 Bayview Dr.  
PO BOX 304  
Port Clements BC V0T1R0

## CO-APPLICANTS

In addition to the principal applicant, Co-applicant(s) is an Individual(s) or a Company/Organization(s) who wish to be listed as the Tenure holder(s).

Are there co-applicants for this application? Yes  
Have you obtained authorization from each co-applicant to enter their personal information such as their name, address and phone number for this application? Yes

You have indicated earlier in the application that there is one or more co-applicant. Please add each co-applicant by clicking on the 'Add Individual' or 'Add Organization' button below depending if the co-applicant is an individual or an organization. Due to Freedom of Information and Protection of Privacy Act regulations you are only able to enter the name and email address for an individual.

Name: Jamie Dennis  
Phone: 250-557-2048  
Daytime Phone: 250-557-2048  
Fax:  
Email: dwillywonka@gmail.com  
Mailing Address: 126 Bayview Drive  
P.O. Box 304  
Port Clements BC V0T1R0

## ELIGIBILITY

Question	Answer	Warning
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Do all applicants and co-applicants meet the eligibility criteria for the appropriate category as listed below?	Yes	
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Applicants and/or co-applicants who are Individuals must:

1. be 19 years of age or older and
2. must be Canadian citizens or permanent residents of Canada. (Except if you are applying for a Private Moorage)

Applicants and/or co-applicants who are Organizations must either:

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1. be incorporated or registered in British Columbia  
(Corporations also include registered partnerships, cooperatives, and non-profit societies which are formed under the relevant Provincial statutes) or
2. First Nations who can apply through Band corporations or Indian Band and Tribal Councils (Band or Tribal Councils require a Band Council Resolution).

#### TECHNICAL INFORMATION

Please provide us with the following general information about you and your application:

##### EXISTING TENURE DETAILS

Do you hold another Crown Land Tenure? No

##### ALL SEASONS RESORTS

The All Seasons Resorts Program serves to support the development of Alpine Ski and non-ski resorts on Crown land. For more detailed information on this program please see the operational policy and if you have further questions please contact FrontCounter BC.

Are you applying within an alpine ski resort? No

##### WHAT IS YOUR INTENDED USE OF CROWN LAND?

Use the "Add Purpose" button to select a proposed land use from the drop down menu.

If you wish to use Crown land for a Short Term, low impact activity YOU MAY NOT NEED TO APPLY for a tenure as you may be authorized under the Permissions policy. To determine if your use is permissible under the Land Act please refer to the Land Use Policy - Permissions

If your purpose can not be found in the list or if your intended use or term does not meet the terms and conditions of the policy, please contact FrontCounter BC.

Purpose	Tenure	Period
<b>Agriculture - Intensive</b> Market and CSA gardens. poultry farm	Lease	Ten to thirty years

##### ACCESS TO CROWN LAND

Please describe how you plan to access your proposed crown land from the closest public road: Bayview Street access and existing road/driveway onto the land.

##### AGRICULTURE - INTENSIVE

Specific Purpose: Market and CSA gardens. poultry farm  
Period: Ten to thirty years  
Tenure: Lease

##### TOTAL APPLICATION AREA

Please give us some information on the size of the area you are applying for.

Please specify the area: 1.7 hectares  
OR  
Specify Length: 175 meters  
Specify Width: 100 meters

##### ADDITIONAL QUESTIONS

In many cases you might require other authorizations or permits in order to complete your project. In order to make that determination and point you in the right direction please answer the questions below. In addition, your application may be referred to other agencies for comments.

Is the Applicant or any Co-Applicant or their Spouse(s) an employee of the Provincial Government of British Columbia? No

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Are you planning to cut timber on the Crown Land you are applying for? No

Are you planning to use an open fire to burn timber or other materials? Unknown

Please check the Wildfire Management Branch website to learn more about your responsibilities. Check the 'Guides to Open Burning' for the appropriate fire category. A Category 3 Open Fire will require a burn registration number. More information can also be provided by the Burn Registration line at 1-888-797-1717.

Do you want to transport heavy equipment or materials on an existing forest road? No

Are you planning to work in or around water? No

Does your operation fall within a park area? No

#### LOCATION INFORMATION

Please provide information on the location and shape of your Crown land application area. You can use one or more of the tools provided.

☒ I will upload a PDF, JPG or other digital file(s)

#### MAP FILES

Your PDF, JPG or other digital file must show your application area in relation to nearby communities, highways, railways or other land marks.

Description	Filename	Purpose
Map is from Google Earth, Front Counter BC overlay with property lines and Land Interests etc. I would not like to lease the entire property, just the previously cleared lower portion.	map.PNG	Agriculture - Intensive

#### ATTACHED DOCUMENTS

Document Type	Description	Filename
Development Plan	Management Plan	management_plan Final.rtf
Other	Structure Plan Office and Veggie Stand	Structure Plan Veg Stand an...
Other	Structure Plans Coops	Structure Plans Coops and S...
Site Plan	Site Plan	Lot 995 Site Plan.jpg

#### PRIVACY DECLARATION

☒ Check here to indicate that you have read and agree to the privacy declaration stated above.

#### REFERRAL INFORMATION

Some applications may also be passed on to other agencies, ministries or other affected parties for referral or consultation purposes. A referral or notification is necessary when the approval of your application might affect someone else's rights or resources or those of the citizens of BC. An example of someone who could receive your application for referral purposes is a habitat officer who looks after the fish and wildlife in the area of your application. This does not apply to all applications and is done only when required.

**Company / Organization:****Contact Name:****Contact Address:**

Miranda Barnhardt

PO BOX 304

126 Bayview Dr.

Port Clements BC V0T1R0

**Contact Phone:**

250-557-2048

**Contact Email:**

rainydayscontracting@gmail.com

☒ I hereby grant permission for the public release of the information provided above. This information will be used to fulfill, if required, the referral and advertising requirements of my application.

**SIGNATURES****CO-APPLICANTS**

You will have to obtain approval from all co-applicants before you can proceed with your application. Please select one option for each.

**Name****Status of Signature Request**

Jamie Dennis

Email sent - Approved

**IMPORTANT NOTICES**

- Once you click 'Next' the application will be locked down and you will NOT be able to edit it any more.

**DECLARATION**

☒ By submitting this application form, I, declare that the information contained on this form is complete and accurate.

**APPLICATION FEES**

Item	Amount	Taxes	Total	Outstanding Balance
Crown Land Tenure Application Fee	\$250.00	GST @ 5%: \$12.50	\$262.50	\$0.00

**OFFICE****Office to submit application to:**

Haida Gwaii

**PROJECT INFORMATION**

Is this application for an activity or project which requires more than one natural resource authorization from the Province of BC? No

**APPLICANT SIGNATURE****Applicant Signature****Date****OFFICE USE ONLY****Office**

Haida Gwaii

**File Number****Project Number****Disposition ID****Client Number**

G-1

# Management Plan

## Introduction

My husband and I moved to Haida Gwaii 14 years ago and have owned a house and a separate lot in Port Clements for 12 years. While in the process of saving money to build a new house on our empty lot we decided to farm it. I had hoped to make a little money selling produce from this garden; however, I soon realized that the gardening space (1782 square feet) just isn't enough to make much money. It is only enough for us to process and eat fresh veggies, and grow and process meat birds, and ducks for the year. I do have enough extra veggies to donate to the school and various other families in the neighborhood..... not to mention feeding all the little neighborhood pea thieves, whom I plan for and encourage to help themselves!

Over the past 5 years my work in the forestry industry has become less and less and now it is almost non-existent. It's time for a career change. I found a passion for gardening and farming and now I have the time to devote to it..... I just need the space!

My family loves to eat fresh food and I would love to share these pleasures-- which should be the normal-- with others in the island community for a reasonable price, while promoting food security on Haida Gwaii. This is why I would love to create a farm on the Golden Spruce Farms property and supply the islands' communities with fresh, local, organically grown veggies, eggs, and eventually meat and dairy products.

## 1.0 Background

### 1.1 Project Overview

We are requesting an Intensive Agriculture lease for a minimum of 10 years on lot 995 of the Queen Charlotte District. The area we are requesting is 1.7ha of block B, the northern section (see attached map).

We would like to mainly operate a large market garden consisting of two garden areas. The northern garden will be 60 X 30m (0.18ha), and the southern garden will be 80 X 40m (0.32ha), which adds up to a total of 0.5ha (1.2 acres) of actual growing space. The produce will be sold at a farm stand on the property, the farmers markets, and also CSA packages will be available for all communities, with free delivery to homes, or for pick up at markets. All excess will either be sold at Bayview market or donated to various community groups or families. I currently work with the Farm to School Program coordinator selling and donating veggies, this will continue but at a much higher capacity!

Secondly, we would like to supply the communities with affordable fresh eggs. For this we would like to construct three adjoined chicken coops for layers and meat birds, part of this area will be outside but covered but for dust bathing areas and will be enclosed for predator protection (see attached Coop Plan). All birds will have access to free range during the day. We would like to construct one meat bird coop which is 15 X 15m. These birds will also have access to a free range area. All eggs will be sold from the farm stand or at the markets until a Producer Grader license can be obtained, at that point they can be sold directly at grocery stores as well. The meat birds will be taken to a licensed facility to be butchered and processed until a proper butcher station and licenses are obtained for the farm.

We will require a dry storage area for equipment, feed, and a fridge (or 2), possibly a freezer in the future. This is 10 X 15m. On the outside of this building is a covered butcher/cleaning station with running water and sinks. All animal remains and carcasses will be composted or buried on the property.

G-1

By year 5 we would like to acquire goats for milking, and pigs, possibly a few cows; although, not many as the land isn't large enough for very many. [We've thrown around the idea of having dairy cows and a pasteurizing system to sell fresh milk to islanders. This is just in our thoughts at the moment and hasn't been researched too much. Possibly after year 10 on this land.... Ok, back to year 5..... ] We would like to clear out the rotten logs and saplings on the southern portion of the land, leaving mature timber standing. We will build corrals to rotate pig and goat forage areas as required. The pig shelter will be moveable between these areas. The corrals will be within the entire treed area each with a small shelter (about 20' X 8').

#### Potential Effects:

I see absolutely no negative impacts of farming here. I garden organically therefore no pesticides or herbicides will be released into the water system. The only effects will be positive and of great benefit to the communities by supplying the islands with a local fresh sustainable food source!

The coops may omit an odor; however I believe they will be a sufficient distance away from the only neighbor that they won't be affected by the smell. The odor will be lessened by having the free range areas. I also keep my coops clean so they don't build up the ammonia aroma too bad. Having a farm here will attract predators, such as raccoons, martins and rats. We will set live traps to control these creatures.

The only other effects will be beneficial soil organisms and healthy garden ecosystems.

#### Timing:

Year 1 would ideally be the winter of 2016, however we can start anytime after the lease is finalized. If it too late in the season to plant crops we can start by prepping the soil and building the coops, hooking up the water etc (there's lots to do).....

#### YEAR 1:

##### Winter/Spring:

- Plan gardens and coops
- Purchase seeds
- Weed whack the northern market garden, turn over soil/plow, plant
- Construct fence (1st year I will plant potatoes to better prepare the soil, so a fence could be constructed in the fall as deer will not eat them and I can concentrate more time into coops and other necessities)
- Re-pair and re-plastic the existing green house
- Build chicken coops (at least coop 1/layers)
- Build temporary stand (advertize deliveries)
- Hook up water lines to run through northern garden and to coops

##### Summer/Fall

- Build storage shed
- Build duck house
- Build veggie stand
- Go to Markets
- Start selling CSA packages
- Advertize to the public and target high end restaurants



## YEAR 2:

### Winter/Spring:

- Clear Alder saplings on southern market gardens
- Construct a fence around southern garden
- Finish outstanding projects from year 1
- Add coop 2
- Hook up water line to southern gardens
- Plant northern garden

### Summer/Fall

- Build cleaning and butchering station
- Start the process of having a butchering license and a Producer Grader License
- Weed, weed, weed
- Sell produce and eggs

## YEAR 3

### Winter/Spring:

- Plan gardens and bird requirements
- Outstanding projects from year 2 (hopefully not year 1)
- Plow southern garden and prepare soil for planting
- Test water function/pressure southern garden
- Plant all gardens

### Summer/Fall

- Weed, weed, weed
- Chickens and ducks, collect eggs and sell eggs
- Sell lots of produce and eggs
- Spare time repair anything that needs repairing....advertize
- Shut gardens down for winter, except the winter garden (kale, Brussels, potatoes, carrots, beets) [Root veggies can be stored in ground til about late Nov to mid-Dec]. Keep CSA packages going out.

## YEAR 4

### Winter/Spring

- Plan gardens, birds
- Plow gardens
- Repairs and improvements (do or plan for)
- Outstanding paperwork, licenses
- Plant gardens

### Summer/Fall

- Weed, weed, weed
- Sell, advertize
- Start clearing underbrush and rotting logs from the treed eastern portion of the lot to prepare for goats and pigs
- Plan for pig and goat areas

G-1

## YEAR 5

### Winter/Spring/Summer/Fall

- Plan gardens, birds
- Plow gardens
- Repairs and improvements (do or plan for)
- Outstanding paperwork, licenses
- Plant gardens
- Clear saplings, rotting logs from the treed eastern portion of the lot to prepare for goats and pigs
- Start constructing a fence around the remaining lot that is not already fenced.
- Construct a fence high enough for goats around the goat area (to be determined)
- Construct corral areas for pigs and goats (exact areas to be determined)
- Build a goat feeding station
- Build a moveable pig house

## YEAR 6

- All the above regarding the gardens and maintenance
- Acquire goats and pigs
- Add milking a goat and feeding the pigs to the chores
- Make kitchen at home Food Safe Certified
- Start making and selling butter and cheeses, mmmmmm, fresh goat cheese!

## YEAR 7-10

- Renew lease if it's only 10 years
- Continue farming and making fresh butter and cheese, mmmmm fresh goat cheese, mmmmmm!
- Get lease again and plan to clear some pasture areas after year 10.
- Build a food safe kitchen area on the property. Start producing fresh foods (cheeses, butter) on the property
- Look into dairy cows and a pasteurizing system

Add Row

## 1.2 Confirmation of Safety Plan

Your Project must meet the Occupational Health and Safety (OHS) criteria set out by WorkSafe BC. Does your Project meet these criteria?

☒ Yes ☐

## 2.0 Location

### 2.1 Description

Provide a general description of the location of the project:



Lot 995 is 2Km southwest of downtown Port Clements along Bayview Drive. Refer to General Location Map.

### 2.2 Location Justification

This is a perfect location for a small local farm. Firstly, it used to be a farm. The soil is already rich and has been cleared and prepared before. This means that it has a relatively low start up cost. It is close to "downtown". Fresh food will be delivered to locals on a weekly basis; however, if they wish to come to the farm it is close enough that they can walk or drive to pick up goods. It is on a main highway making it easy for people to stop by on their way to or from work, or to just come by.

### 2.3 Seasonal Expectations of Use

When will the Project require use of the land? Include information on key works during construction phases as well as operations phase. Please reference reduced risk fish windows as required by DFO:



Refer to section 1.1 Timing for better details.

Project Phase (Construction / Operations)  Add Row	Brief Description of Activity / Works	Season
Build a fence	A fence needs to be constructed around the area to keep the deer out.	Winter/Spring 2016. The sooner the better. If paper work etc. has not been completed by March 2016, the existing garden space will be planted with plants that deer will not eat, ie/ potatoes.

Chicken coops	Coop for layers 1 larger coop for meat birds	Anytime.....
Plowing/Tilling of the garden space.	Yr. 1: 60 X30m plot (N garden) Yr. 2: 80 X 40m plot (S garden)	February – March 2016 Feb – March 2017
Clearing of the Dr. for South plot	Before S garden can be plowed 10 cm DBH Dr needs to be cleared And removed (chipped for future Mulch)	March - Dec 2016

### 3.0 Infrastructure and Improvements

#### 3.1 New Facilities and Infrastructure

Detail any new facilities, infrastructure or processes proposed and any ancillary uses. Provide details of planned construction methods and materials, and construction scheduling.

Facility/Infrastructure/Process	Construction Methods/Materials	Construction Schedule
Chicken Coops all attached (see coop plan). Dimensions (incl. outdoor enclosure): 160' X 71'	Local milled 2 X 4's, Cw poles, and plywood. Chicken wire, 2" fencing.	Spring - Fall 2016

Duck House (<30' X 30')  
Chicken wire, 2" fencing.

Local milled 2 X 4's, Cw poles, and plywood.

Spring - Fall 2016

Goat Shelter (30' X 30')

Local milled 2 X 4's, Cw poles

2021 (year 5)

Corrals and corral shelters

Very local saplings and plywood

2021 (At the latest, hopefully sooner)

#### 3.2 Access

Identify existing and proposed roads used for access and their use by season. Include any proposed connections to public or Forest Service Roads; traffic information including volume of traffic during construction/operation and phase or season that the traffic is expected:



Roadway/Proposed Connection	Existing/Proposed	Existing Road Classification	Road Permittee Information and Road Use Agreements	Traffic Volume		Mitigation of Traffic Effects
n/a No new roads will be required. We will use Add Field				Construction Phase	Operations Phase	

#### 3.3 Utility Requirements and Sources

There is municipal water line already there, and electricity will be hooked up to an electrical station (shed or covered box). Coops will have electrical wire built into them and one single extension cord or heavier duty wire will supply power from the electrical station to the coops.

## 4.0 Environmental

Describe any significant impacts and proposed mitigation for the following environmental classes:

### 4.1 Land Impacts

#### 4.1.1 Vegetation Removal

Is any timber removal required?

☒ No. ☐

Are any areas of vegetation to be cleared, outside of timber removal?

☒ Yes, alder. ☐ We will apply for an Occupant License to cut when required.

#### 4.1.2 Soil Disturbance

Will there be any areas of soil disturbance, including clearing, grubbing, excavation and leveling?

☒ Yes ☐

Is the area to be excavated a **Brownfield site** or has the potential to be contaminated?

☐ ☒ No

Is there potential for disturbance of archaeological, paleontological fossils or historical artifacts?

☐ ☒ No

#### 4.1.3 Riparian Encroachment

Will any works be completed within or adjacent to the riparian zone of any water body?

☒ Yes, Yakoun River is adjacent the property. It is 40m west of the property across Bayview Dr. ☐



#### 4.1.4 Pesticides and Herbicides

Will there be any use of pesticides or herbicides during construction, operations and/or maintenance?

☐ ☒ No, never

#### 4.1.5 Visual Impacts

Will there be any adverse effects of the projects and any potential adverse effects on sight lines to the project area from surrounding areas likely to be used for scenic viewing by residents or other users?

☐ ☒ No

#### 4.1.6 Archaeological Sites

Are there any known or high potential (Arch Procedure) archaeological sites within the project area?

☐ ☒ No

Have you conducted an AIA or engaged an archaeologist to assist with your investigations?

☐ ☒ No

#### 4.1.7 Construction Methods and Materials

Identify the types of construction materials, the methods used, their impacts, and any mitigations:

Construction Material/Method	Impacts	Mitigations
Wood products	none	When it rots, we will replace it

☐ ☒

#### 4.2 Water or Land Covered by Water Impacts

##### 4.2.1 Drainage Effects

Will the project result in changes to land drainage?

☐ ☒ No

##### 4.2.2 Public Access

Will the project result in changes to public access?

☐ ☒ No

##### 4.2.3 Flood Potential

Will the project result in a potential for flooding?

☐ ☒ No

## 4.3 Fish and Wildlife Habitat Impacts

### 4.3.1 Disturbance to Wildlife and Wildlife Habitat

Will the project result in adverse effects to wildlife or wildlife habitat?

(BC Wildlife Act)

☐ ☐ No

Will the project (construction or operations phase) occur in and around streams, lakes, estuarine or marine environments?

☐ ☐ Yes

Is the project (construction or operations phase) likely to increase erosion or sedimentation?

☐ ☐ No

Will the project (construction or operations phase) require water diversion?

☐ ☐ No

Will the project threaten or endanger species at risk in the area?

Species At Risk Act

☐ ☐ No

## 5.0 Socio-Community

### 5.1 Land Use

Across Bayview Street there is a community trail along the ocean, the Shoreline Trail. Perhaps hikers will hear some roosters during their nature walks, but other than that a farm in this location will not affect this existing recreational activity.

In addition to the Haida using the adjacent Yakoun River to net Sockeye during Sockeye season, many people use the river for recreational, fishing, and hunting purposes. None of these activities will be affected.

#### 5.1.1 Land Management Plans and Regional Growth Strategies

Are there any land and resource management plans, coastal plans, provincial, regional growth strategies or local government plans with zoning, or management policies or use restrictions in place that could limit or preclude your proposed use of the land? *(Please refer to the Union of BC Municipalities (UBCM), and check the websites of the municipality, regional district or other organization with jurisdiction including your project area.)*

☐ ☐ No

G-1

## 5.2 Socio-Community Conditions

### 5.2.1 Adjacent Users or Communities

Is the project likely to restrict public access, or the ability, or the ability of adjacent land owners or tenure holder to access their property or tenures?

☐

☐

No

### 5.2.2 Existing Services

Provide a description any increased demand on fire protection and other health facilities and emergency

There is no increased demand on fire or health services.



# VILLAGE OF PORT CLEMENTS

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## Cheque Listing For Council

2016-Mar-2  
10:18:50AM

Cheque #	Cheque Date	Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
160088	2016-02-18	Ooishi, Jiro	11-3-53-25-00 11-3-53-25-00	0115JIRO 1215JIRO	PAYMENT BIOMASS PROJECT BIOMASS PROJECT	1,760.00 1,760.00	3,520.00
160089	2016-02-18	TELUS COMMUNICATIONS I	40-2-42-90-40 10-2-71-21-15 10-2-71-21-15 10-2-71-21-15 10-2-71-21-15 30-2-41-50-00 10-2-24-70-10 10-2-24-70-10 10-2-24-70-10 10-2-71-21-15 30-2-41-50-00 30-2-41-50-00	20151229 20151229 20151229 20151229 20151229 20151229 20151229 20151229 20151229 20151229 20151229	PAYMENT TELEPHONE SERVICES TELEPHONE SERVICES TELEPHONE SERVICES TELEPHONE SERVICES TELEPHONE SERVICES TELEPHONE SERVICES TELEPHONE SERVICES TELEPHONE SERVICES TELEPHONE SERVICES TELEPHONE SERVICES TELEPHONE SERVICES	57.12 97.44 108.64 97.44 228.48 57.12 97.44 167.64 105.03 99.24 97.44 97.44	1,310.47
160090	2016-02-19	ANIXTER CANADA INC.	11-3-53-25-00 11-3-53-25-00	763-227186 763-227784	PAYMENT BIOMASS PROJECT BIOMASS PROJECT	3,448.53 191.14	3,639.67
160091	2016-02-19	Black Press Group Ltd.	10-2-12-11-50	32784044	PAYMENT HAIDA GWAIL OBSERVER	197.13	197.13
160092	2016-02-19	CORPORATE EXPRESS	10-2-12-11-00	40643376	PAYMENT CUSTOM STAMP	51.51	51.51
160093	2016-02-19	MasterCard, CUETS FINANCI	11-3-53-20-10 10-2-24-80-00 10-2-12-11-00 10-2-34-00-70 10-2-12-11-40 11-3-53-20-10 11-3-53-20-10 11-3-53-20-10 10-4-00-00-00 11-3-53-20-10 10-2-12-11-10 10-2-11-10-50	2160131 2160131 2160131 2160131 2160131 2160131 2160131 2160131 2160131 2160131 2160131 2160131	PAYMENT DELL CANADA STAPLES STAPLES JANUARY MASTER CARD FLAG SHOP NOVASTOR NCIXCOM DELL CANADA AIR CANADA DELL CANADA GEEK STORAGE COOKS JEWELERS	6,935.04 275.25 54.29 1,370.88 197.01 694.35 278.84 425.55 1,041.88 3,227.01 100.17 (120.96)	14,479.31
160094	2016-02-19	Mielecki, Angela	10-4-49-00-00	20160129	PAYMENT BASEBALL EQUIPMENT	523.47	523.47
160095	2016-02-19	MIKE'S MECHANICAL	10-2-24-80-00	46646	PAYMENT PUMPER TRUCK SERVICE	540.89	540.89
160096	2016-02-19	MINISTER OF FINANCE	40-2-42-10-10	EMI223090	PAYMENT ENVIRONMENTAL FEES	457.62	457.62
160097	2016-02-19	MUNICIPAL INFORMATION S	10-2-12-11-20	20151949	PAYMENT SUPPORT - MARCH 2016	305.98	305.98
160098	2016-02-19	NORTH CENTRAL LOCAL GC	10-2-11-10-40	2416	PAYMENT MEMBERSHIP DUES	608.30	608.30
160099	2016-02-19	PRINCE RUPERT BUILDING	11-3-53-25-00	667105	PAYMENT BIOMASS PROJECT	272.44	272.44
160100	2016-02-19	ROOTHAM SERVICES GROU	11-3-53-25-00	2169	PAYMENT BIOMASS PROJECT	3,790.50	3,790.50
160101	2016-02-19	SAANICH PLUMBING & HEA	11-3-53-20-00	13647	PAYMENT BIOMASS PROJECT	493.16	493.16
160102	2016-02-19	SAFEGUARD BUSINESS SY	10-2-12-11-00	031257364	PAYMENT OFFICE SUPPLIES	166.69	166.69
160103	2016-02-19	SHAROON SERVICES	11-3-53-25-00 11-3-53-25-00	1023 1024	PAYMENT BIOMASS PROJECT BIOMASS PROJECT	3,465.00 1,638.63	5,103.63

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# VILLAGE OF PORT CLEMENTS

Page 2 of 2

## Cheque Listing For Council

2016-Mar-2  
10:18:50AM

Cheque #	Cheque Date	Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
160104	2016-02-19	SKEENA QUEEN CHARLOTT	10-4-23-44-00 10-4-23-44-01 10-1-53-20-10	2016-02-04 2016-02-04 2016-02-04	PAYMENT GARBAGE COLLECTION FEES GARBAGE COLLECTION FEES GARBAGE COLLECTION FEES	15,192.00 720.00 (927.00)	14,985.00
160105	2016-02-19	TYEE BUILDING SUPPLIES L	11-3-53-25-00	489328	PAYMENT BIOMASS PROJECT	849.44	849.44
160106	2016-02-19	XEROX CANADA LTD.	10-2-12-11-30	F48692820	PAYMENT COPY CONTRACT	39.42	39.42
160107	2016-02-19	Haida Gwaii Trader, Shellene	10-2-72-50-10	20160216	PAYMENT ADVERTISING PACKAGE	162.50	162.50
160108	2016-02-22	RECEIVER GENERAL - CCR/	10-4-27-00-10	2016-FEB-22	PAYMENT SOURCE DEDUCTIONS	4,102.77	4,102.77
160109	2016-02-26	EAGLECREST ENTERPRISE	11-3-53-25-00	00142	PAYMENT BIOMASS PROJECT	133.88	133.88
160110	2016-02-26	Haida Gwaii Forest Products C	10-2-71-89-30	1816	PAYMENT CAMPGROUND POSTS	344.06	344.06
160111	2016-02-26	Misty Cedar , Web Developme	11-3-53-25-00	612	PAYMENT BIOMASS PROJECT	277.76	277.76
160112	2016-02-26	Port Clements Community Hal	10-2-75-00-00	021216PCY	PAYMENT PC COMMUNITY HALL RENTAL	100.00	100.00
160113	2016-02-26	Stewart, McDannold, Stuart	10-2-12-10-50 10-2-12-10-50	72144 72145	PAYMENT LEGAL SERVICES LEGAL SERVICES	602.56 117.18	719.74
160114	2016-02-26	WEIGUM, SHIRLEY	10-2-12-14-10 10-2-71-21-20 10-2-71-21-11 10-2-71-89-00	47 47 47 47	PAYMENT JANITORIAL SERVICES JANITORIAL SERVICES JANITORIAL SERVICES JANITORIAL SERVICES	493.50 270.25 258.50 152.75	1,175.00

**Total 58,350.34**

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

F-1



February 3, 2016

To: MIEDS Board of Directors

From: Cameron Bell, Economic Development Officer

Re: EDO Report

## Finances

### *Audit Quotes*

Staff have obtained two quotes from accounting firms. Chan Nowosad Boates (CNB) has worked with other societies on Haida Gwaii, while Renaissance has worked with us on the forestry files. The table below shows the cost of a review or audit for either the previous fiscal year, or the entire 8 years of MIEDS' existence.

Audit Quotes - Comparison

		Costs			
		Review		Audit	
Firm	Location	2016	Lifetime	2016	Lifetime
Chan Nowosad Boates	Campbell River	3,700.00	20,000.00	4,750.00	26,000.00
	On-Site	5,750.00	23,000.00	7,100.00	29,500.00
Renaissance Group	Vancouver	12,495.00	26,250.00	19,372.50	40,950.00
	On-Site	+ travel	+ travel	+ travel	+ travel

The Village of Queen Charlotte passed a motion at their Nov 16, 2015 Council meeting indicating that they require MIEDS to provide audited financial statements annually. The other members of the society have not provided an official stance on the audit question. If the Board feels that obtaining an audit would be worthwhile, staff recommend a lifetime audit, conducted remotely by CNB.

A letter to the CRA requesting a change in fiscal year end for MIEDS and the numbered company has been submitted. We expect to operate on the calendar year starting in January of 2017.



## **Tourism**

### ***Co-operative Marketing Program***

Our application for 2016 Destination Marketing funding was partially approved. We applied for just over \$21,000, and have been approved, “in principle”, for \$17,040. Destination BC staff will be contacting us within the next 4 weeks to discuss marketing tactics and contract details.

### ***Marketing***

Ads in OnBoard magazine (BC Ferries), Explore Magazine, and several online channels (websites and e-newsletters) will be booked this month. Our reporting to NBCTA is due in early March, before the end of their fiscal year. We have decided not to run a “Win a Trip to Haida Gwaii” contest this year in order to reduce business fatigue and balance staff workloads. As a result, some of our marketing budget has yet to be spent, and will be allocated to advertising and image acquisition before the end of February. The Marketing Plan for 2016 will change based on our upcoming conversations with DBC.

### ***Social Media***

We currently have 2,900 followers on Twitter, 1,300 on Instagram, and 7,300 on Facebook. Instagram is growing quickly, while we have had some challenges in maintaining high levels of reach and interaction through Facebook. Keeping up to date on trends and changes in social media usage will be important to ongoing marketing.

### ***Website***

GoHaidaGwaii.ca traffic in 2015 was 28% higher than the previous year. The website saw an average of approximately 480 visitors per day in January. Three Haida Gwaii Semester students will be working with us on blog entries and outdoor recreation directory updates over the next 2 months. We recently met with the Editor of the Haida Gwaii Observer and Guide to Haida Gwaii to discuss collaboration opportunities.

### ***Tour Packaging***

A Social Enterprise workshop hosted by Community Futures in late January was an excellent opportunity to explore options around MIEDS providing a Tour Packaging Service. A two-part Tour Packaging workshop this month, also hosted by Community Futures and facilitated by Kelly Whitney-Squire, will provide some insight as to the appetite of local businesses in participating in such a service. Cameron continues to work on the Business Plan, which will be completed, reviewed, and discussed by the MIEDS Board and Membership prior to the initiation of any business venture.



## **Love Haida Gwaii**

The website currently includes 133 profiles online, 2 pending approval, and 19 in progress. Staff have explored mid-island options for the Love Haida Gwaii tradeshows; venues in Tlell and Port Clements would only hold 20-30 vendors, while the Masset and Queen Charlotte Community Halls can hold 30-40. The smaller venues may be suitable for themed tradeshows, i.e. wood products or artists.

**Recommendation:** That MIEDS staff plan a Love Haida Gwaii spring trade show in Masset, and consider other communities for themed trade shows in the future.

## **Grant Writer**

Alissa is now working as a 2/3 FTE employee, typically Mon-Weds. She continues to track her hours to ensure that we meet the requirements of the NDIT funding. Over \$450,000 of applications were submitted in January, as per the attached monthly report.

The 2015 Final Report summarizes the work completed last year. Cameron and the CAOs recently provided consolidated feedback to Alissa based on her performance in 2015. Overall, we felt that this combined position worked well, and that she was a good fit for the role. Challenges included the workload leading up to deadlines, waiting for the municipalities to identify priorities, and managing requests from some NFPs. Improvements for next year include regular teleconferences with the CAOs, planning applications well in advance, and having all relevant information available for application writing.

## **Forestry**

### *Numbered Company*

After reviewing the recent legal opinion, the Income Tax Act, and making several phone calls to the CRA, staff were able to confirm that the company can be determined tax-exempt. We have submitted our re-assessment, and hope that this concludes the question around the company's status. A letter to the CRA requesting a change in our fiscal year end has also been submitted.

We have obtained quotes for Directors and Officers (D&O) insurance for the numbered company, estimated at \$2500. This would protect the Board if any lapse in judgement regarding the management of the company exposed them to any legal liability. Although the company has minimal activity, it is best practice be insured from such liability.

**Recommendation:** That 0994943 BC Ltd. obtain D&O insurance.



### ***Community Forest***

Staff are in the process of scheduling a meeting between MIEDS and the CHN in March, once the new CHN Councillors are familiar with current files. Date and location are to be determined – please provide your availability at the Board meeting. We will continue to work on the MoU leading up to this meeting with the CHN.

### ***Forestry Forum***

In an effort to maintain momentum from the Forestry Forum last spring, MIEDS should consider taking a role in organizing another Forum this year. The attached letter from Keith Moore outlines some of the reasons that it would be beneficial to host a 2<sup>nd</sup> Forum, and move towards a Forestry Strategy on Haida Gwaii. Preliminary conversations with CHN leadership indicate support for the idea.

Keith is not proposing to be the contractor for this event, and is suggesting that another Forum be organized to further the management of our forests on Haida Gwaii. Cameron would be able to dedicate some time to organizing the event, and we could discuss cost sharing with the CHN, Community Futures, Gwaii Trust, and other organizations.

### **Mobile Business Licensing**

Staff from the Ministry of Jobs, Tourism, and Skills Training have contacted MIEDS and the local governments on Haida Gwaii to propose a Mobile Business Licensing (MBL) program. Presently 10 MBL agreements are supporting 69 communities in British Columbia. Benefits include increased licensing compliance, reduced administrative burden, reduced business licence application processing, improved information flow between local governments and increased ability to monitor compliance. Residents benefit from increased choice and consumer confidence in service providers. Businesses save time and money by purchasing one mobile business licence instead of multiple non-resident permits, reduce administrative burden, and MBLs allow businesses to operate where their services are needed.

First Nations and Regional Districts also have the opportunity to licence businesses and enter inter-community partnerships (e.g. MBLs) through the *Indian Act*, comprehensive government arrangements, the *Local Government Act* and *Community Charter*. There are examples of other local governments and First Nations that have implemented successful MBL agreements. The process for enacting inter-community partnership regulation is relatively easy. Business licensing provides the ability for governments to regulate the local operation of businesses within their boundaries and raise non-tax revenues from business activity. A mobile business



licence agreement provides Haida Gwaii an opportunity to partner and show strong leadership fostering a more open for business climate on the islands.

The Ministry of JTST has provided templated for the staff report and bylaw that would go to Councils to create the MBL agreement. Cameron could present these to the Councils and RD Board in February/March if the Board supports this initiative. We could also approach the Bands about creating an MBL agreement that applies islands-wide.

### **Strategic Planning**

Janine will be facilitating our Strategic Planning on Feb 27, at no cost to MIEDS. The session will be at the Haida House from 9-4 for Board members.

#### *Draft Agenda*

9:00	Introductions, discussion of long-term mission, vision, and values
10:20	Refreshment break
10:40	Review of current work plan, budget, and structure
12:00	Lunch
1:00	Goals and Objectives
2:20	Refreshment Break
2:40	Drafting the Strategic Plan and Work Plan
4:00	Conclusion

The Mayors, Councillors, and CAOs from each Village will be invited for the morning and lunch, as well as the MIEDS Board and staff. The afternoon will be restricted to the MIEDS Board, EDO, and Facilitator.



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: February 18, 2016  
Re: **Telephone charges**

---

Background: In 2015 Council had raised some questions regarding the costs we paid for telephone services. Below is a recap of the information gathered.

The Village of Port Clements has 11 distinct phone lines. Their use and costs are outlined:

4261 – Security Line – direct to Graydon security for fire alarms

4281 – Security Line – direct to Graydon for break and enter or other building alarms not related to fire.

These lines cost \$87.00 each plus taxes. They are mandatory lines for our security alarm system. We bill back the school district 50% of the cost for these lines. They are \$87.00 per line per month plus taxes. The package is called Office Phone Lite which is the base option available for us as a commercial user. There are no long distance charges on this line as it dials a 1-800 number in case of an emergency.

4272 – After hours emergency public works line. This phone rings directly at Sean's home after hours. It costs \$97.00 per month plus taxes and has no long distance as it is only for incoming calls after hours. The package is called Office Essentials. We will be lowering this package to Office Phone lite which will save us \$10/month.

4295 – is our main office line – this is a two line phone with multiple phones attached (kitchen, senior's room, playschool room, council chambers and 4 phones in the office). This package is called Office Phone Elite and costs \$204.00 per month plus taxes which includes unlimited long distance. We average 350 minutes per month long distance.



4326 – water treatment plant phone line. This line has an Office Phone Elite package at \$102.00 per month plus taxes. This phone has unlimited long distance. This feature is necessary as we would use this phone to brainstorm with engineers if we were having any issues with the water treatment plant. I will see if we can still get unlimited long distance on an office essentials – if so we can lower this cost by \$5 per month.

4354 – Fire hall – meeting room. This line has Office Lite at \$87.00 per month plus taxes. There is no long distance available on this line.

4355 – Fire Hall emergency line. This line has Office Elite on it and it has an extension into the Administration office which is an additional cost. Also there is a charge for the blue pages listing of the emergency line. This phone costs \$150.35 per month plus taxes.

4450 – Fire Hall – Emergency Planning line. This line has office phone lite at \$87.00 per month plus taxes.

4568 – Fax Line for the Administration office. This line has Office Lite at \$87.00 per month plus taxes AND since it is Office Lite we pay additional for long distance charges. As it is a fax machine the time spent on long distance is pretty minimal – about 45 minutes per month at \$0.09 per minute for another \$4.05 per month in charges. This line is also used as our power phone so that when the power is out and our main phone system is not working we can plug a single phone into this line and use it to call out or receive calls.

4739 – Pump house emergency line. This line has Office lite at \$87.00 per month – no long distance. It alerts us if there is a failure at the pump house. We could also use it for convenience to call out if we are working on fixing the pump house but 99% of its purpose is to alert us to a sewer issue.

9314 – Pump house emergency line. Exactly the same as 4739 just at a different pump house.

Therefore the phone costs are (including PST which we pay for but not GST which is refundable):

4261	\$ 46.55	(actually \$93.10 but we claim 50% from School District)
4281	\$ 46.55	(same as above)
4272	\$ 103.79	
4295	\$ 218.28	
4326	\$ 109.14	
4354	\$ 93.09	
4355	\$ 160.12	
4450	\$ 100.32	
4568	\$ 94.81	
4739	\$ 93.09	
9314	\$ 93.09	

**Total** \$1,158.83

Based on our 11 lines we pay approximately \$105.34 per line per month. Queen Charlotte pays approximately \$1200 per month for phone for 10 lines so they average approximately \$120.00 per line per month and Masset pays approximately \$2840.00 per month for 25 lines so they average approximately \$113.60 per line per month. We are therefore in line with the other two municipalities on a per line basis. The only savings potential we identified is to decrease our package on 4272 thereby saving us \$10 per month and potentially to down-grade the water treatment plant phone for a \$5 per month savings. We will implement that change immediately.

Respectfully submitted:

A handwritten signature in black ink, appearing to read "Kim Mudge-Lay". The signature is fluid and cursive, with the first name "Kim" being more prominent and the last name "Mudge-Lay" following in a similar style.

# Telus 2016

Description	Phone Number	February
Audio+Web Conf+Demand Chrgs	n/a	
PST rebate		
GST Rebate		
<b>Total</b>	102-121-130	
MPBC Security	557-4261	97.44
PST rebate	103-220-001	6.09
GST Rebate	103-220-000	4.35
<b>Total</b>	<b>102-712-115</b>	<b>93.09</b>
Public Works After Hours	557-4272	108.64
PST rebate		6.79
GST Rebate		4.85
<b>Total</b>	<b>102-712-115</b>	<b>103.79</b>
MPBC Security	557-4281	97.44
PST rebate	103-220-001	6.09
GST Rebate	103-220-000	4.35
<b>Total</b>	<b>102-712-115</b>	<b>93.09</b>
MPBC Utilities	557-4295	228.48
PST rebate		14.28
GST Rebate		10.20
<b>Total</b>	<b>102-712-115</b>	<b>218.28</b>
Water/Sewer Utilities	557-4326	114.24
PST rebate		7.14
GST Rebate		5.10
<b>Total</b>	<b>302-415-000 / 402-429-040</b>	<b>109.14</b>
Firehall Utilities	557-4354	97.44
PST rebate		6.09
GST Rebate		4.35
<b>Total</b>	<b>102-247-010</b>	<b>93.09</b>
Firehall Utilities	557-4355	167.64
PST rebate		9.77
GST Rebate		7.52
<b>Total</b>	<b>102-247-010</b>	<b>160.12</b>
Firehall Utilities	557-4450	105.03
PST rebate		6.21
GST Rebate		4.71
<b>Total</b>	<b>102-247-010</b>	<b>100.32</b>
MPBC Utilities	557-4568	99.24
PST rebate		6.20
GST Rebate		4.43
<b>Total</b>	<b>102-712-115</b>	<b>94.81</b>
Pumphouse Emergency	557-4739	97.44
PST rebate		6.09
GST Rebate		4.35
<b>Total</b>	<b>302-415-000</b>	<b>93.09</b>
Pumphouse Emergency	557-9314	97.44
PST rebate		6.09
GST Rebate		4.35
<b>Total</b>	<b>302-415-000</b>	<b>93.09</b>
<b>TOTAL BEFORE REBATES</b>		
<b>Description</b>	<b>VOPC Acct#</b>	
Late Payment Charge	102-819-000	
ACTUAL BILL TOTAL	(103-101-000) CIBC Cash	1,310.47
GST Rebate	103-220-000	58.56

*Am*



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: February 24, 2016  
Re: **Renewal of Ambulance Bay Lease**

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**Background:** The lease agreement for the ambulance bay will expire on May 1, 2016. Accommodation Management BC has requested that we put forward a proposal to them for a 5 year renewal of the lease. In 2014 the Clinic lease came up for renewal and we negotiated a 2.5% increase on the lease amount. The Ambulance lease is currently paying more per square foot than the clinic. Attached is a spreadsheet outlining actual and foregone costs associated with the building. The ambulance lease is 40% of the total square footage including parking area outside. They are currently paying \$550/month plus GST.

**Recommendation:** I recommend we request an increase from \$550/month to \$562.50/month which represents a 2.3% increase which is in line with the increase received for the clinic.

Respectfully submitted:

R-3

**Cost analysis of the building and parking lot located at the corner of Park & Hemlock - folio #20042010**

	Combined	Ambulance Only
Public Works wages in 2015 responding to maintenance concerns Portion allocated to ambulance based on 40/60 split	\$1,212.00	\$484.80
Misc. parts for repairs to ambulance section exclusively		\$352.98
2015 Taxes for entire unit (including sewer & water frontage) excluding taxes which are flow through collections for other agencies Portion allocated to ambulance based on 40/60 split	\$1,573.15	\$629.26
Sewer, Water & Garbage specific to ambulance		\$573.00
Major items undertaken in 2014 (siding & gutters) portion allocated to ambulance based on 40/60 split	\$8,019.19	<u>\$3,207.68</u>
<b><u>Total relevant costs for ambulance portion</u></b>		<b><u>\$5,247.72</u></b>
Annual rent revenue		\$6,600.00

Request a 2.3% increase - increasing from \$550/month to \$562.50/month based on costs to maintain and recently signed lease for clinic at 2.5% increase.

## **ACTION ITEMS**

<b><u>#</u></b>	<b><u>Date</u></b>	<b><u>Description</u></b>	<b><u>Lead</u></b>	<b><u>Follow up</u></b>
A16	15-10-2012	Bus Shelter	Staff	Councillor O'Brien Anderson expressed an interest in perhaps taking this on as a project
A21	15-07-2013	Drainage concern at far end between Park & Tingley include Yakoun Lane in drainage issue	Gaspar	Develop a plan for addressing this issue
A25	28-01-2014	Biomass heating system for Multiplex	Administrator	Commissioning to occur week of March 7, 2016
A26	17-02-2014	Historic Councillor Plaque(s)	Administrator	Some plaques up - more as time permits
A27	05-05-2014	Park Management Committee	Administration	Finalize park management plans after results from questionnaire have been reviewed.
A30	19-10-2015	Mural for Community Hall (Community Futures)	Administration	2016 Strategic Planning process