



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
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Email: office@portclements.ca
Web: www.portclements.ca

7:00 p.m. Regular Meeting of Council Monday March 2, 2015

AGENDA

1. ADOPT AGENDA.

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS

3. MINUTES

M-1-February 16, 2015 Regular Council Meeting

M-2-January 27, 2015 Tourism Committee Meeting

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

5. ORIGINAL CORRESPONDENCE

C-1-Skeena Queen Charlotte Regional District Board Highlights

6. GOVERNMENT

G-1- Bylaw No.420, 2015 to provide for various procedures for the conduct of local government elections and assent voting, 2nd, and 3rd Readings.

7. FINANCE

F-1-Cheque listing to February 25, 2015.

8. NEW BUSINESS

NB-1- Report to Council – 2015 Grant Writer

9. ACTION ITEMS

A-1-See attached

10. REPORTS & DISCUSSIONS

11. QUESTIONS FROM THE PUBLIC & PRESS

Motion to adjourn to in camera meeting under *Community Charter* section 90(1)(c) Labour Relations.

ADJOURNMENT



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Minutes of the regular meeting of the Port Clements Council held February 16, 2015 in the Council Chambers.

Present:

Mayor Gould
Councillor Daugert
Councillor Cunningham
Councillor O'Brien Anderson

CAO – Kim Mushynsky

13 members of the public in attendance

1. ADOPT AGENDA.

Meeting was called to order at 7:00pm

2015-039 - Moved by Councillor Daugert, seconded by Councillor O'Brien Anderson
THAT the agenda be adopted with the following addition – move to in-camera per CC 90-1-e.
CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

D-1 – Darrell Gunn, Rena Gibson, Randy Penner – Ministry of Transportation
The Ministry of Transportation delegation introduced themselves to Council and gave a brief description of their roles and invited Council to contact them if they had any questions.

3. MINUTES.

M-1 – Regular Meeting of Council Monday February 2, 2015
2015-040 – Moved by Councillor Daugert, seconded by Councillor O'Brien Anderson
THAT we accept the February 2, 2015 Regular Meeting minutes with the correction of removing Councillor Cunningham from showing as present at that meeting.
CARRIED

M-2 – Tourism Committee Minutes from November 13, 2014
2015-041 – Moved by Councillor Cunningham, seconded by Councillor Daugert
THAT we accept the November 13, 2014 Tourism Committee minutes as presented.
CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

BA-1 – Letter to Telus Corp regarding Ruralcom network in Port Clements
BA-2 – Letter to Bell Mobility regarding Ruralcom network in Port Clements
2015-042 – Moved by Councillor Daugert, seconded by Councillor Cunningham
THAT we send letters to both Telus and Bell, as presented, in regards to ensuring cell service in Port Clements.
CARRIED

5. ORIGINAL CORRESPONDENCE.

C-1 – Ministry of Forests – Comment opportunity regarding road deactivation

M-1

2015-043 – Moved by Councillor Daugert, seconded by Councillor O'Brien Anderson
THAT we receive the review and comment opportunity from the Ministry of Forests, Lands and Natural Resources and that we include this as a topic for discussion when we have our public Forestry Strategy meeting.

CARRIED

C-2 – Joint Review Panel – Moratorium regarding Site C Project

2015-044 – Moved by Councillor Cunningham, seconded by Councillor O'Brien Anderson
THAT we receive the Joint Review Panel correspondence regarding the Site C project.

CARRIED

C-3 – Al Condrotte and Marion Pierce

2015-045 – Moved by Councillor O'Brien Anderson, seconded by Councillor Cunningham
THAT we receive the clarification letter from Al Condrotte and Marion Pierce.

CARRIED

C-4 – Andrea Turton

2015-046 – Moved by Councillor Daugert, seconded by Councillor O'Brien Anderson
THAT we receive the clarification letter from lawyer Andrea Turton.

CARRIED

6. GOVERNMENT.

G-1 – Bylaw #420 – Election procedures

2015-047 – Moved by Councillor Daugert, seconded by Councillor O'Brien Anderson
THAT we table this discussion pending further refinement of the Bylaw regarding last minute ability to pick up mail in voting paperwork.

CARRIED

7. FINANCE.

F-1 – Cheque listing to February 11, 2015

2015-048 – Moved by Councillor Daugert, seconded by Councillor O'Brien Anderson
THAT we receive and file the cheque listing.

CARRIED

F-2 – Northern Savings Credit Union – January 2015 bank statement

2015-049 – Moved by Councillor Cunningham, seconded by Councillor O'Brien Anderson
THAT we receive and file the January 2015 NSCU statement.

CARRIED

F-3 – Canadian Imperial Bank of Commerce – January 2015 bank statement

2015-050 – Moved by Councillor O'Brien Anderson, seconded by Councillor Daugert
THAT we receive and file the January 2015 CIBC statement.

CARRIED

8. NEW BUSINESS.

NB-1 – Canadian Union of Postal Workers resolution request

2015-051 – Moved by Councillor Daugert, seconded by Councillor O'Brien Anderson
THAT we receive and file this information.

CARRIED

NB-2 – Tourism Committee request for approval regarding 2015 Guide to Haida Gwaii advertising

2015-052 – Moved by Councillor Daugert, seconded by Councillor O'Brien Anderson
THAT Council ratify their prior verbal approval for placing a ¼ page ad in the Guide to Haida Gwaii.

CARRIED

Council further directed staff to circulate some alternatives to the ad wording presented in NB-2

9. ACTION ITEMS

10. REPORTS AND DISCUSSIONS.

Councillor Cunningham – Library hours are changing in March to accommodate school concerns

Councillor O'Brien Anderson – no report

Mayor Gould – no report

Councillor Daugert – MIEDS community Forest update

CAO Mushynsky – requested Council set a date for the Forest Strategy Meeting – date set for Thursday March 5th at 7pm in the Senior's room.

Urs Thomas – Community Futures Representative – reported that due to health issues the new manager hired for Community Futures has been delayed and that Art Lew has agreed to continue on until this situation is resolved.

2015-053 - Moved by Councillor Daugert, seconded by Councillor Cunningham

THAT we move to in-camera per Community Charter Section 90-1-e

CARRIED

ADJOURNMENT.

2015-054 - Moved by Councillor Daugert, seconded by Councillor Cunningham

THAT the meeting be adjourned at 9:00pm

CARRIED

Ian Gould,
Mayor

Kim Mushynsky,
CAO

PORT CLEMENTS TOURISM COMMITTEE
Minutes of the regular meeting of the Port Clements Tourism Committee
Tuesday, January 27, 2015

Present:

Acting Chair Mayor Ian Gould	Angela Mielecki	Lorette Smillie
Kelly Whitney-Squire	Joan Hein	Bev Lore Urs Thomas
Cameron Bell - MIEDS		

Deputy Clerk/Treasurer Sharon Ferretti

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

1. ADOPT AGENDA

ADD: Delegate, Cameron Bell – new Economic Development Officer
MIEDS

It was moved by Angela Mielecki, seconded by Joan Hein
THAT we adopt the agenda as amended.

CARRIED

2. DELEGATES

D-1-Cameron Bell – new Economic Development Officer, MIEDS

Mr. Bell introduced himself to the Committee and shared what MIEDS is doing to boost attention to Haida Gwaii.

3. MINUTES

M-1-Minutes November 13, 2014

It was moved by Angela Mielecki, seconded by Joan Hein
THAT we adopt the November 13, 2014 meeting minutes as presented.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

BA-1- Council update

Mayor Gould advised that Strategic Planning sessions were beginning soon; the Committee should think about projects i.e. budget requests.

BA-2-New Quotes for Brochures

The quotes were received for information purposes at this point. The Committee is to consider if we want to do new brochures this year and, if so, determine the specifics as to the content.

5. ORIGINAL CORRESPONDENCE.

C-1-Business Owner ideas submission

It was moved by Angela Mielecki, seconded by Joan Hein
THAT we receive and file this information.

CARRIED

6. NEW BUSINESS.

NB-1-Guide to Haida Gwaii ad Submission

It was moved by Angela Mielecki, seconded by Joan Hein

THAT we purchase the ¼ size ad for \$549.00 removing the two smaller inserts and to include the wording 'gas station 7 days a week and café serving breakfast and lunch', and that Council approval be sought through email polling to take advantage of the 5% savings by purchasing the space before January 31, 2015.

CARRIED

7.ACTION PLAN

A-1-See attached.

8.REPORTS & DISCUSSIONS

General discussion was held throughout the meeting concerning miscellaneous items.

Adjournment

Meeting was adjourned by Angela Mielecki at 9:20p.m.



Mayor Ian Gould, Chair



Sharon Ferretti, Deputy Clerk/Treasurer

Village Of Port Clements Tourism Committee Action Plan January 2015				
#	ITEM	IMMEDIATE ACTION	RESOLVE	DONE?
1	Ground Work done before bring tourists in	Signs drawing people in; maybe place in pull-out spots; locate mostly on highway south of Port to catch people driving in north direction	Ensure approvals in place before proceeding with construction. Nathan Voogd, Area Manager for Roads.	
3	Website/Blog	Marilou Shroeder – MIEDS has been doing the Port Clements blog. Successful in terms of interest shown; Tweets & Hits are high numbers. Councillor Ian Gould will act as coordinator to stay on top of things; he will take it to Mary Lou. Challenge in getting an individual with available time. Requires a 3-5 paragraph submission + a picture to go with each paragraph.	Councillor Gaspar will contact Alan Lore concerning taking on this task. Tie in with brochure once work on that in 2015. NEED A STRATEGY DEVISED	2015
4	Maze at entrance of Sunset Trail	Need a design Do in increments to keep costs minimal Need to find funding to build; then need funding to maintain. *Maybe can hire students	Get a design approved for 2014; move forward 2015. Federal Gov't offering good deal for hiring students *project could take 3 years or so to complete	
6	Google Ad Works/ Twitter	-Ian prepared to look into for Centennial -Twitter needs someone on it constantly		
7	Port Clements brochures	New brochure for Port Clements specific for Centennial and/or for general promotional use *Request has been put forward to Council to consider in budget meetings. *Request for ideas from community on facebook	- Get more quotes: 3 way fold; 8.5 x 11; 1000/2500/5000 colour copies - Get a design prepped. - Promote Golden Spruce Trail - Link to website + FBook addresses included in brochure. Costs may be covered through MIEDS \$15,000 Community Innovation.	2015
9	Tourist Access to St. Mark's	Keypad lock prices range \$95 - \$209 \$300 approved; status of purchase to be determined.	At July 10, 2014's meeting was tabled to 2015. Lock compatibility issues. CAO/Public Works	2015



BOARD HIGHLIGHTS

January 23, 2015 Board Meeting

Delegations:

Derek Baker and Tessa Gill, Community Relations Advisor and Corporate and Stakeholder Relations for Pacific Northwest LNG, respectively, addressed the Board in regard to the proposed Pacific Northwest LNG project. More specifically, Mr. Baker and Ms. Gill addressed such items as supply and distribution of resources, facility location and overview, marine infrastructure design, environmental protection and socioeconomic impacts as they relate to the proposed Pacific Northwest LNG project.

Dawn Blake, Services Coordinator for the Hecate Strait Employment Development Society, addressed the Board in regard to the upcoming Northwest Growth Conference scheduled for March 6-7, 2015 in Prince Rupert, B.C. Ms. Blake noted that the conference is a forum for small and medium sized businesses to participate in the growing industrial economy of the region. The conference will provide businesses with the relevant information and the resources to realize on potential opportunities.

Scott Marsden, Executive Director of the Haida Gwaii Museum, addressed the Board, via teleconference, in regard to the Museum's Website Development project and requested a portion of the Skeena-Queen Charlotte Regional District's Northern Development Initiative Trust funding allocation to support the initiative. Mr. Marsden noted the project is a central component to the Museum's marketing strategy and will be the most comprehensive online resource on Haida culture and art. The aim of the project is to stimulate tourism traffic and increase revenue.

The Chair thanked the delegates for their presentations.

Board Business:

1. The Board received correspondence from GwaiiTel Society requesting support for its application to the Digital Canada 150 program to improve fiber optic connectivity on Haida Gwaii. The Board, without hesitation, made a motion to provide GwaiiTel with a letter of support for this initiative.
2. The Board resolved that staff begin exploring options and the feasibility of incorporating the Haida Gwaii Soccer program into the Haida Gwaii Regional Recreation Commissions recreation programming activities.
3. The Board adopted Bylaw No. 586, 2014, which established the Sandspit Community Hall Standing Committee, whose mandate is to oversee the operations of the Sandspit Community Hall Service.
4. The Board resolved to send correspondence to the Honourable Premier Christy Clark to address the gap between provincial and local government engagement throughout Environmental Stewardship Initiatives. The Board, following this motion, resolved to correspond with each Regional District in B.C. to address the engagement gaps and encourage them to do the same.
5. The Board, on January 24, held its Special (Round 1 Budget) meeting, with the next Budget meeting to take place on February 21, 2015.

For complete details of the January 23rd, 2015 Board meeting, the Agenda and Minutes are posted under "Quick Links" at www.sqcrd.bc.ca.

VILLAGE OF PORT CLEMENTS

BYLAW NO.420, 2015

A bylaw to provide for various procedures for the conduct of local government elections and assent voting.

WHEREAS under the *Local Government Act*, Council may, by bylaw, determine various procedures and requirements to be applied to the conduct of local government elections and assent voting;

AND WHEREAS Council wishes to establish voting procedures and requirements under that authority;

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

1. ADVANCE VOTING OPPORTUNITIES

- a) In accordance with Section 97(3) of the *Local Government Act*, a second advance voting opportunity will not be held.

2. MAIL BALLOT VOTING

- a) As authorized under Section 100 of the *Local Government Act*, voting may be done by mail for those electors who meet the criteria in paragraph (b)
- b) The following electors are permitted to vote by mail ballot:
 - i) those persons who have a physical disability, illness or injury that affects their ability to vote at another voting opportunity;
 - ii) persons who expect to be absent from Port Clements on general voting day AND for advance voting;
- c) The following procedures for voting MUST apply:
 - i) sufficient records will be kept by the Chief Elections officer so that challenges of the

elector's right to vote may be made in accordance with the intent of Section 116 of the *Local Government Act*;

- ii) a person exercising the right to vote by mail under the provisions of Section 100 may be challenged in accordance with, and on the grounds specified in Section 116 of the *Local Government Act*, until 4:30pm two days before general voting day.

d) The following application procedure must be adhered to:

- i) Following the Declaration of Election by vote but at least 14 days prior to the General voting date, a person wishing to vote by mail ballot shall submit an "Application to Vote by Mail" to the Chief Elections officer (exhibit A).
- ii) Upon receipt of an "Application to Vote by Mail" the Chief Elections Officer or designate shall, as soon as ballot packages are available but no later than 10 days prior to General voting date, make available to the applicant a mail ballot package.
- iii) Record the name, residential address, and in the case of a non-resident property elector, the address of the property in relation to which they are voting, for the "vote by mail" applicant and, upon request, make available for inspection the list containing said information.
- iv) Completed mail in ballots MUST BE received by the Chief Elections Officer or designate by 8pm on the general voting day. **The Village of Port Clements is not responsible for mail delivery problems which delay the receipt of the mail in ballot.**
- v) To vote using a mail ballot, the elector shall mark the ballot in accordance with the instructions contained in the mail ballot package provided. After marking the ballot the elector shall place the ballot in the secrecy envelope provided and seal the envelope. They then place the secrecy envelope in the certification envelope and complete and sign the certification printed on the envelope and then seal the certification envelope. Finally the certification envelope is

placed in the outer envelope which is then sealed and mailed or delivered to the Chief Elections Officer or designate at the address specified so that it is received no later than 8pm on general voting day.

- vi) Upon receipt the Chief Elections Officer or designate shall record the date of receipt and open the outer envelope to examine the certification envelope. If satisfied as to the identity and entitlement to vote of the elector, and that the requirements of Section 55 of the *Local Government Act* have been fulfilled shall mark the certification envelope as accepted, open it in the presence of at least one other person and place the secrecy envelopes into a ballot box.
- vii) If the Chief Election Officer or designate is not satisfied with the identity of the elector, or if the envelope is received after 8pm on general election date, the certification envelope shall remain unopened and the envelope will be marked rejected noting the reason for rejection and the ballot shall not be counted in the election. Unopened envelopes shall be subject to the provisions of Section 150(6) of the *Local Government Act* with regards to their destruction.
- viii) Where, upon receiving a mailed in ballot, the Chief Elections Officer or designate determines that another person by the same name has voted, the provisions of Section 117 of the *Local Government Act* shall apply, so far as applicable.

3. RESOLUTION OF TIE VOTE(S) AFTER JUDICIAL RECOUNT

- a) In the event of a tie vote after a judicial recount, the tie vote will be resolved by conducting a lot in accordance with Section 141 of the *Local Government Act*.

This Bylaw may be cited for all purposes as the "Elections and Asset Voting Bylaw #420, 2015".

Bylaw #251, 1993 is hereby repealed.

Read a first time this 2nd day of February , 2015

Read a second time this day of , 2015

Read a third time this day of , 2015

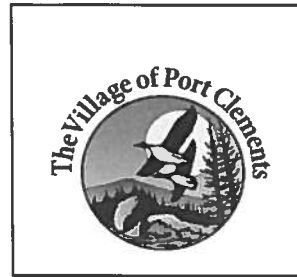
Reconsidered and finally adopted this day of , 2015

Ian Gould – Mayor

Kim Mushynsky – CAO

CERTIFIED A TRUE COPY OF VILLAGE OF
PORT CLEMENTS ELECTIONS PROCEDURE BYLAW
NO. 420, 2015

APPLICATION TO VOTE BY MAIL



Instructions: 1. Complete this form and deliver by hand, mail, fax or scan to email to the Village of Port Clements at PO Box 198, Port Clements, BC V0T 1R0
Fax: 250-557-4568 or email: cao@portclements.ca

2. If your application is filled out correctly the Village of Port Clements will send you a mail ballot package at least 10 days prior to General Voting Date. Due to mail challenges on Haida Gwaii, the earlier the application is received the better. **The Village of Port Clements WILL NOT be responsible for mail delays.**

3. **You are responsible for ensuring that your completed ballot is received by the Village of Port Clements before 8pm on General Voting Day.**

4. For more information please call the Chief Administrative Officer at 250-557-4295 or email cao@portclements.ca

I, _____,
(Name of Elector – Please print)

Of _____,
(Residential Address of Elector – Please print)

Or _____,
(For Non-resident electors, the address of the real property to which elector is voting)

Request that I receive a ballot to vote by mail, under the provisions of Section 100 of the *Local Government Act*. I hereby declare that I am:

- 18 years of age or older as of General Election date; **AND**
- A Canadian Citizen; **AND**
- A resident of the Village of Port Clements for at least the past 30 days **OR** a non-resident owner of real property in the Village of Port Clements for at least the past 30 days; **AND**
- A resident of British Columbia for at least the past 6 months; **AND**
- Not disqualified by law from voting in an election.

I further declare that I am entitled to vote by mail for the following reason(s) (check at least one):

- I have a physical disability, illness or injury that affects my ability to vote at one of the voting opportunities for this election; **AND/OR**
- I expect to be absent from the Village of Port Clements at the time of the advance voting opportunity **AND** on General Election Day.

I request that you provide me a mail ballot package as follows (**check only one**):

- Keep it at the Municipal office for me to pick up; **OR**
- Mail it to my residential address; **OR**
- Mail it to the following address:

Signature of Elector Date Signature of Witness



VILLAGE OF PORT CLEMENTS

Cheque Listing For Council

2015-Feb-25
9:27:35AM

Cheque #	Cheque Date	Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
150070	2015-01-30	Zwarn (Curry), PRP, Lisa M.	10-2-11-10-10 10-3-22-00-00	2015-01 2015-01	PAYMENT COUNCIL TRAINING GST	3,969.87 160.00	4,129.87
150083	2015-02-11	POULIN, MARGARET	10-2-72-50-10	CartoonColoure	PAYMENT BALANCE OWED FOR CARTOON	300.00	300.00
150084	2015-02-12	BIG RED	10-2-71-21-15	14537	PAYMENT WEEKLY CONTAINER RATE JAN	253.58	253.58
150085	2015-02-12	BLUE CROSS	10-4-27-00-30	235837	PAYMENT FEB BENEFIT PREMIUMS	717.87	717.87
150086	2015-02-12	C. AND C. BEACHY CONTRA	40-2-42-90-50 10-2-32-37-00	10101 10101	PAYMENT W & S WORK-BAILY PLOW SNOW, W & S WORK-BAIL	577.50 2,079.00	2,656.50
150087	2015-02-12	FAST FUEL SERVICES LTD	30-2-41-50-00	CL15597	PAYMENT LS DYED DIESEL	421.21	421.21
150088	2015-02-12	Haida Gwaii Forest Products C	10-2-34-00-70 10-3-22-00-00	1074 1074	PAYMENT RC STD & B, 2X4 & 2X6 GST	243.38 11.37	254.75
150089	2015-02-12	XEROX CANADA LTD.	10-2-12-11-30 10-3-22-00-00	G47081438 G47081438	PAYMENT USAGE FEES DEC 31-JAN 31, 20 GST	78.47 3.67	82.14
150090	2015-02-13	VILLAGE OF MASSET	10-2-72-50-10 10-2-12-25-00 10-2-75-00-00	CentenFireWork CentenFireWork CentenFireWork	PAYMENT CENTENNIAL FIREWORKS + FRE CENTENNIAL FIREWORKS + FRE CENTENNIAL FIREWORKS + FRE	1,200.00 1,203.11 1,200.00	3,603.11
150091	2015-02-13	BAYVIEW MARKET	10-1-71-10-00 10-2-75-00-00	ChristmasHamp ChristmasHamp	PAYMENT 2014 YE CHRISTMAS HAMPER P 2014 YE CHRISTMAS HAMPER P	550.00 330.00	880.00
150100	2015-02-19	BAYVIEW MARKET	10-2-75-00-00	MovieFeb2015	PAYMENT FOOD & DRINK FOR MOVIE NIGH	56.63	56.63
150101	2015-02-19	Black Press Group Ltd.	10-2-12-11-50	32460798	PAYMENT OBSERVER ADS JAN 2015	157.70	157.70
150102	2015-02-19	CORPORATE EXPRESS	10-2-12-11-00 10-3-22-00-00	37461538 37461538	PAYMENT STAMP "CONFIDENTIAL" GST	32.09 1.50	33.59
150103	2015-02-19	MUNICIPAL INFORMATION S	10-2-12-11-20	20141784	PAYMENT MARCH SUPPORT FINANCE SOF	299.99	299.99
150104	2015-02-19	RECEIVER GENERAL - CCR/	10-4-27-00-10	Feb2015	PAYMENT CCRA FEB REMITTANCE	4,049.76	4,049.76
150105	2015-02-19	SKEENA QUEEN CHARLOTT	10-4-23-44-00 10-4-23-44-01 10-1-53-20-10	1stQtr 2015 1stQtr 2015 1stQtr 2015	PAYMENT Residential 1st Qtr Commercial 1st Qtr Admin Fees	15,120.00 720.00 (990.00)	14,850.00



VILLAGE OF PORT CLEMENTS

Cheque Listing For Council

2015-Feb-25

9:27:35AM

Cheque #	Cheque Date	Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
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Total 32,746.70

*** End of Report ***



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REPORT TO COUNCIL

Author: Kim Mushynsky
Date: November 25, 2014
Re: **2015 Grant Writer**

Background: Northern Development Initiative Trust has a Grant Writer grant available for each community. Basically they provide \$8,000 per year as long as we provide a minimum of \$2,500 of our own money (so \$10,500 minimum) and this person must write at least \$200,000 in funding applications for each community. This person is supposed to be made available to all non-profit societies, etc. who have a need for a grant writer. In early 2014 there were discussions between the villages of Masset, Port Clements, Queen Charlotte and the Regional District in regards to going together to hire one full-time grant writer in 2015. The Regional District has since partnered with the city of Prince Rupert but have indicated that they may be interested for 2016. We are quickly approaching the timeline where we would need to apply to NDIT for these funds if we wished to do this. Based on 3 communities working together it would look like this:

\$2,500 payable by each community	\$ 7,500
\$8,000 payable by NDIT for each community	<u>\$24,000</u>
Total funds available	<u>\$31,500</u>

Tabled from Dec. 1, 2014 Council mtg.

Based on a 30 hour work week this amounts to \$20.19 per hour – and this person can be a contract person so there would be no additional costs for employment benefits (EI, CPP, WCB, Vacation Pay, etc). The thinking is that if we have one full time person they would more actively be pursuing grant opportunities than if each community had one person who worked on this about 10 hours per week as that person would probably have to maintain another job which might conflict. Based on NDIT's requirements, this person would have to submit a minimum of \$200,000 per community in grant applications (they don't have to all be successful but we do have to prove that this minimum has been met in order for funding to be reimbursed from NDIT). Each community would be required to pay the money up front and we would claim back NDIT's portion at the end of the year. There are options for working as well – we could potentially have this person work out of one of the offices or perhaps out of each of the offices one day per week (3 – 10 hour days). In theory, if this person is an accomplished grant writer, this frees up time normally spent by the Administrator or Finance person researching and writing grant proposals. In reality, sometimes the same amount of time is spent coaching and/or directing this person so the really important piece is getting the right person for the job.

I have spoken with NDIT about this concept and other communities are doing the same thing so they are completely agreeable to the idea. I have also spoken with Masset and Queen Charlotte. Masset has expressed the same concern I already mentioned – the wrong person can actually create more rather than less work. There is no sense in pursuing this further unless all three communities and their respective Councils are on board with the idea. If we all are then we should apply ASAP for next year's funding and solidify the details of this contract position's working conditions and then advertise so that they can begin work as early in 2015 as possible.

Request: I request that Council give me direction on whether or not to pursue this matter further and outline any parameters/concerns they have or anything they feel is important to be included in the contract position.

Respectfully submitted:

A handwritten signature in blue ink, reading "Kim Musley-Lay". The signature is written in a cursive, flowing style.



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REPORT TO COUNCIL

Author: Cameron Bell, MIEDS EDO
Date: February 25, 2015
Re: **Shared Grant Writer Position**

Background:

Northern Development Initiative Trust (NDIT) offers a grant of \$8,000 to offset the cost of hiring a Grant Writer. Municipalities are required to contribute at least \$2,500 to the cost of hiring or contracting a Grant Writer. Through conversations with Cameron Bell at MIEDS, NDIT has indicated that this money could be combined between the communities on Haida Gwaii to hire one qualified Grant Writer instead of several small contracts. With some additional funding from MIEDS' budget, a full-time position could be created. This employee would dedicate about 2/3 of their time to writing grants for municipalities and non-profit societies. The remaining 1/3 of their time would go towards business development (Love Haida Gwaii), tourism support, and other economic development initiatives. The employee would travel as necessary for meetings and research related to grant applications. They would be required to apply for at least \$200,000 worth of grants in each community.

MIEDS has prepared an application on Port Clements behalf. Masset and Queen Charlotte have expressed interest in discussing how a combined position would work. Cameron will be facilitating discussions with the municipalities, and hopefully we can agree on how this employee will be hired and managed.

Recommendation:

That Council supports the application for Grant Writer Support funding from NDIT, and MIEDS' efforts to coordinate how this position could be shared.

Respectfully submitted:

Cameron Bell, Economic Development Officer, MIEDS

ACTION ITEMS

<u>#</u>	<u>Date</u>	<u>Description</u>	<u>Lead</u>	<u>Follow up</u>
A16	15-10-2012	Bus Shelter	Staff	Nov. 17 Council directed staff to research a solution as there were no expressions of interest from the public to build a shelter
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	Decision made on engineering Nov. 24 boiler expected to be here by early April 2015
A26	17-02-2014	Historic Councillor Plaque(s)	Gould	Design and create the necessary plaque(s) to mount ingraved plates from 1975 forward Slated for completion before yearend
A27	05-05-2014	Park Management Committee	Administration	Finalize park management plans after new Council has had a chance to review
A28	15-12-2014	Mail in Voting	Administration	Prepare a Bylaw and procedure for mail in voting before end of March 2015