



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 May 1<sup>st</sup>, 2017**

**AGENDA**

**1. ADOPT AGENDA**

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

**3. MINUTES**

M-1 – April 3, 2017 Regular council meeting minutes

M-2 – April 18<sup>th</sup>, 2017 Regular Council meeting minutes

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

**5. ORIGINAL CORRESPONDENCE**

C-1 – March 24<sup>th</sup>, 2017 SQCRD Board meeting highlights

C-2 – Request for a Letter of Support – Tlell Fall Fair Committee

C-3 – Letter Regarding Wharf – O'Briens & Fuerst Logging

**6. GOVERNMENT**

G-1 – Reconsider & Adoption of "Tax Rates Bylaw No. 440, 2017"

**7. FINANCE**

F-1 – Cheque Listing to April 12<sup>th</sup>, 2017

F-2 – NSCU March 2017 Bank Statements

F-3 – CIBC March 2017 Bank Statements

**8. NEW BUSINESS**

**9. REPORTS & DISCUSSIONS**

R-1 – Town Clean up & Sunset Park Clean up

R-2 – Bylaw Enforcement Training

**10. ACTION ITEMS**

A-1 – See attached Action Items List A16 – A33

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

**12. ADJOURNMENT**



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**Minutes of the regular meeting of the Port Clements Council held April 3, 2017 in Council Chambers.**

**Present:**

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

CAO Kim Mushynsky  
DC Ruby Decock  
PWS Sean O'Donoghue

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

**1. ADOPT AGENDA.**

2017-055 – Moved by Councilor Daugert, seconded by Councilor O'Brien Anderson  
THAT Council adopts the agenda adding T-1 Opening Bleacher Tenders and T-2 Opening of Clinic Flooring.  
**CARRIED**

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

T-1 – Bleacher Tenders – Tabled until April 18<sup>th</sup> Council Meeting.

T-2 - Clinic Flooring Tenders – Tabled until April 18<sup>th</sup> Council Meeting.

**3. MINUTES.**

M-1 – March 20<sup>th</sup>, 2017 Regular Council meeting minutes  
2017-056 - Moved by Councilor O'Brien Anderson, seconded by Councilor Daugert  
THAT Council adopts the March 20<sup>th</sup>, 2017 Regular Council meeting minutes.  
**CARRIED**

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

**5. ORIGINAL CORRESPONDENCE**

C-1 - Request for Support Letter – GwaiiTel Society  
2017-057 – Moved by Councilor O'Brien Anderson, seconded by Councilor Daugert  
THAT Council receives the letter from GwaiiTel Society.  
**CARRIED**

2017-058– Moved by Councilor Daugert, seconded by Councilor O'Brien Anderson  
THAT Council writes a support letter for GwaiiTel's application to the Connect to Innovate.  
**CARRIED**

M-1

Councilor Cumming left the meeting at 7:20pm due to a potential conflict of interest.

C-2 – 2017 Local Government Management Internship Program - NDI  
2017-059 – Moved by Councilor O'Brien Anderson, seconded by Councilor Daugert  
THAT Council receives this correspondence.

**CARRIED**

Councilor Cumming returned to the meeting at 7:24pm

## **6. GOVERNMENT**

G-1 – Reconsider & Adoption of "The Financial Plan for the years 2017-2021 – Bylaw #438, 2017"  
2017-060– Moved by Councilor O'Brien Anderson, seconded by Councilor Daugert  
THAT Council reconsiders and adopts "The Financial Plan for the years 2017-2021 – Bylaw #438, 2017"

**CARRIED**

G-2 – Readings 1 – 3 of "The Village of Port Clements Revenue Anticipation Borrowing Bylaw No. 439, 2017"  
2017-061– Moved by Councilor Cumming, seconded by Councilor O'Brien Anderson  
THAT Council does 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> reading of this bylaw.

**CARRIED**

G-3 – Current Committee Representatives List

TOURISM COMMITTEE: **ELIZABETH STEWART**

Alternate: **CHARLEEN O'BRIEN ANDERSON**

EMERGENCY PREPAREDNESS COMMITTEE: **BRIGID CUMMING**

Alternate: **DOUG DAUGERT**

RECREATION COMMITTEE: **CHARLEEN O'BRIEN ANDERSON**

Alternate: **BRIGID CUMMING**

NORTHERN DEVELOPMENT INITIATIVE: **CHARLEEN O'BRIEN ANDERSON**

Alternate: **ELIZABETH STEWART**

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

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

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

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

\*This appointment is tied to the NCRD appointment

MISTY ISLES ECONOMIC DEVELOPMENT: **DOUG DAUGERT**

Alternate: This organization does not recognize alternates

GWAIL TEL: **URS THOMAS**

Alternate: **CHARLEEN O'BRIEN ANDERSON**

VANCOUVER ISLAND REGIONAL LIBRARY: **CHARLEEN O'BRIEN ANDERSON**

Alternate: **ELIZABETH STEWART**

RCMP LIASON: **KIM MUSHYNSKY**

COMMUNITY FUTURES: **URS THOMAS**

Alternate: **DOUG DAUGERT**

M-1

PARK MANAGEMENT COMMITTEE: **ELIZABETH STEWART**

Alternate: **CHARLEEN O'BRIEN ANDERSON**

ALTERNATE MAYOR:

**APRIL – JUNE CHARLEEN O'BRIEN ANDERSON**

**JULY – SEPTEMBER BRIGID CUMMING**

**OCTOBER – DECEMBER ELIZABETH STEWART**

2017-062 – Moved by Councilor Daugert, seconded by Councilor Stewart  
THAT Councilors be appointed committee representatives as per the Current Committee Representatives List shown above.

**CARRIED**

## **7. FINANCE**

F-1 – Cheque Listing to March 28<sup>th</sup>, 2017

2017-063 – Moved by Councilor Daugert, seconded by Councilor O'Brien Anderson

THAT Council receives the cheque listing to March 28, 2017.

**CARRIED**

F-2 – Change of Signers for NSCU

2017-064 – Moved by Councilor Daugert, seconded by Councilor O'Brien Anderson

THAT Council approves the Change of Signers for NSCU statement being the deletion of Ian Gould, Matt Gaspar and Christine Cunningham as signers and the adding of Urs Thomas, Elizabeth Stewart and Brigid Cumming as signers.

**CARRIED**

F-3 – Village of Port Clements 2016 Financial Statements – FBB Chartered Professional Accountants

2017-065 – Moved by Councilor Daugert, seconded by Councilor O'Brien Anderson

THAT Council receives the Village of Port Clements 2016 Financial Statements.

**CARRIED**

2017-066 – Moved by Councilor Daugert, seconded by Councilor O'Brien Anderson

THAT Council approves the Village of Port Clements 2016 Financial Statements as presented.

**CARRIED**

## **8. NEW BUSINESS**

Councilor Stewart left the meeting at 7:45pm due to a Conflict of Interest.

NB-1 – Request for Damage Deposit Waived for Culvert Installation & Request for letter of support for Mobile Business Concept Plan. – Betty Stewart

2017-067 – Moved by Councilor Daugert, seconded by Councilor Cumming

THAT Council agrees to use Councilor Stewart's Remuneration in lieu of damage deposit.

**CARRIED**

2017-068 – Moved by Councilor Cumming, seconded by Councilor Daugert

THAT Council agrees to write a support letter for Elizabeth Stewart's for her Mobile Business Concept Plan being submitted to the Hecate Strait Employment Development Society.

**CARRIED**

Councilor Stewart returned to the meeting at 7:55pm

## **9. REPORTS & DISCUSSIONS**

R-1 – Report To Council - Sunset Park - Kim Mushynsky

2017-069 – Moved by Mayor Thomas, seconded by Councilor O'Brien Anderson

M-1

THAT tables the report until visit of Sunset Park.

**CARRIED**

Councilor O'Brien Anderson – Attending Forestry Information Session on Tuesday, Helping with the Vimy Ridge Event this weekend, Excellent turn out for the community hall dance.

Councilor Daugert – Attended the MIEDS Community Forest Form, North West Regional Hospital Meeting, Northwest Regional Benefits Alliance, North Coast Regional Meeting, and Fisheries Meeting.

Mayor Thomas – Attended the MIEDS Community Forest Form, Fisheries Meetings. Met with Jennifer Rice & with Herb Pond.

Councilor Cumming – Attended MIEDS Community Forest Forum and will attend Vimy Ridge Event this weekend. Questioned about getting security cameras for museum.

Councilor Stewart – Attended MIEDS Community Forest Forum, Recreation Commission meeting. Questioned about installing type of gate to prevent park destruction and about security cameras for park, etc? Will be away last week of April and May 16<sup>th</sup> – 29<sup>th</sup>.

CAO Mushynsky – Completed By-election work and currently working on briefing notes for each of VOPC's assets. Will be on vacation for next 2 weeks.

DC Clerk – Finishing last assignment for UVIC course, working on report for Bylaw training completed last month, will be attending the MIA Risk Management Course at the end of the month.

PWS O'Donoghue – Welcomed all new and returning members, appreciates idea of infrastructure tours.

**10. ACTION ITEMS**

**A-1 – See attached Action Items List A16-A33**

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

Arnold Miyagawa – Asked if mountain bikes are permitted on municipal trails. Answer is yes, but no ATVs

2017-070 – Moved by Councilor Daugert, seconded by Councilor Cumming  
THAT the meeting be adjourned to In-Camera per Community Charter Section 90-1 c & g at 8:55 pm.

**CARRIED**

**ADJOURNMENT**

2017-071 Moved by Councilor Daugert  
THAT the meeting be adjourned at 9:50 pm.

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Urs Thomas  
Mayor

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Kim Mushynsky  
Chief Administrative Officer

M-1



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**Minutes of the regular meeting of the Port Clements Council held April 18, 2017 in Council Chambers.**

**Present:**

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

CAO Kim Mushynsky

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

**1. ADOPT AGENDA.**

2017-072 – Moved by Councilor Daugert, seconded by Councilor Cumming  
THAT Council adopts the agenda adding UB-1 Bleacher Tender, UB-2 Clinic Flooring Tenders and NB-1 – Minute recording format.

**CARRIED**

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

**3. MINUTES.**

M-1 – April 3, 2017 Regular Council meeting minutes

2017-073 - Moved by Councilor Cumming, seconded by Councilor Daugert

THAT Council defers adoption of minutes until a number of identified corrections have been made. Minutes will be brought back for adoption to the May 1, 2017 Council Meeting.

**CARRIED**

M-2 – March 30, 2017 Recreation Committee meeting minutes

2017-074 – Moved by Councilor O'Brien Anderson, seconded by Councilor Daugert

THAT Council receive the draft Recreation Committee minutes of March 30, 2017.

**CARRIED**

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

BA-1 – Community Forest

2017-075 – Moved by Councilor Daugert, seconded by Councilor Stewart

THAT Council supports Misty Isles Economic Development Society in its efforts to establish a Community Forest on Haida Gwaii.

**CARRIED**

UB-1 – Bleacher Tender

2017-076 – Moved by Councilor Cumming, seconded by Councilor Stewart

THAT Council accepts the bleacher tender from Sharoon Services for \$20,000 for the construction of bleachers for the Community Park.

**CARRIED**

M-2

2017-077 – Moved by Councilor O'Brien Anderson, seconded by Councilor Daugert  
THAT Council approves an application to the Gwaii Trust Vibrant Communities Fund for the unfunded portion of the bleacher project.

**CARRIED**

UB-2 – Clinic Flooring Tenders

2017-078 – Moved by Councilor Cumming, seconded by Councilor O'Brien Anderson  
THAT Council declines the two bids for the clinic flooring project pending further investigation and probable retender of the project.

**CARRIED**

## **5. ORIGINAL CORRESPONDENCE**

C-1 – Canada Day Grant Celebration – Minister of Canadian Heritage

2017-079 – Moved by Councilor O'Brien Anderson, seconded by Councilor Daugert  
THAT Council receives this correspondence from the Minister of Canadian Heritage.

**CARRIED**

C-2 – BCTS Port Clements Public Meeting Summary from January 9, 2017

2017-080 – Moved by Councilor Daugert, seconded by Councilor O'Brien Anderson  
THAT Council receives this correspondence.

**CARRIED**

Councilor O'Brien Anderson declared a Conflict of Interest for item C-3 and left the room at 7:45pm

C-3 – Letter regarding wharfage fees – O'Brien & Fuerst Logging

2017-081 – Moved by Councilor Daugert, seconded by Councilor Stewart  
THAT Council receives this correspondence.

**CARRIED**

2017-082 – Moved by Councilor Daugert, seconded by Councilor Cumming

THAT Council direct Administration to write a letter to O'Brien & Fuerst Logging explaining the cost differences between the two docks as well as historic costs to maintain them, further, that due to these differences Council will not be amending the fee schedule for either of the docks.

**CARRIED**

Councilor O'Brien Anderson returned to the meeting at 7:50pm

## **6. GOVERNMENT**

G-1 – Reconsider & Adoption of "The Village of Port Clements Revenue Anticipation Borrowing Bylaw #439, 2017"

2017-083 – Moved by Councilor O'Brien Anderson, seconded by Councilor Daugert  
THAT Council reconsiders and adopts "The Village of Port Clements Revenue Anticipation Borrowing Bylaw #439, 2017"

**CARRIED**

G-2 – Readings 1 – 3 of "The Village of Port Clements Tax Rates Bylaw #440, 2017"

2017-084 – Moved by Councilor Daugert, seconded by Councilor O'Brien Anderson  
THAT Council does 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> reading of the Tax Rate Bylaw #440, 2017.

**CARRIED**

## **7. FINANCE**

F-1 – Cheque Listing to April 12<sup>th</sup>, 2017

2017-085 – Moved by Councilor O'Brien Anderson, seconded by Councilor Cumming  
THAT Council receives the cheque listing to April 12, 2017.

**CARRIED**

F-2 – Revenue & Expense Review 1<sup>st</sup> Quarter 2017

M-2

2017-086 – Moved by Councilor Cumming, seconded by Councilor Stewart  
THAT Council receives the 1<sup>st</sup> Quarter Revenue & Expense report for 2017.

**CARRIED**

#### **8. NEW BUSINESS**

NB-1 – Minute Recording format

2017-088 – Moved by Councilor Cumming, seconded by Councilor Stewart

THAT Council directs Administration to record the names of public members attending Regular Council meetings and also records a recap of questions asked by public.

**CARRIED**

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

Councilor O'Brien Anderson – questions on various action items, Vimy Ridge Memorial was excellent approximately 90 in attendance

Councilor Daugert – No report

Mayor Thomas – Networking

Councilor Cumming – following up on cell service discussions

Councilor Stewart – requests that scheduled water shut-offs be advertised in advance, kudos to public works for getting the Cenotaph looking so nice for the Vimy Ridge Memorial, unfortunate it was not used

CAO Mushynsky – No report

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

**A-1 – See attached Action Items List A16-A33**

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

#### **ADJOURNMENT**

2017-089 Moved by Councilor Daugert

THAT the meeting be adjourned at 8:50 pm.

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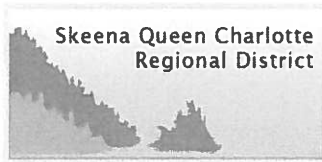
Urs Thomas  
Mayor

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Kim Mushynsky  
Chief Administrative Officer

M-2





## **BOARD HIGHLIGHTS**

### **March 24, 2017 Board Meeting**

#### **Board Business:**

1. The Board resolved to submit a resolution to the Trans Canada Yellowhead Highway Association, with respect to safety along highway 16 in certain areas, for consideration at its Annual General Meeting.
2. The Board resolved to support the District of Coldstream's resolution to the Union of B.C. Municipalities with respect to the provincial private moorage program.
3. The Board received correspondence from Northern Development Initiative Trust indicated that \$30,000 in funding under the Asset Management Capacity Building Program had been issued to the NCRD.
4. The Board resolved to reappoint Des Nobels, Electoral Area A Director, and Jean Martin, Environmental Representative to the Regional Recycling Advisory Committee for a two-year term effective immediately.
5. The Board adopted the North Coast Regional District Five Year (2017-2021) Financial Plan Bylaw No. 613, 2017.
6. Following a Public Hearing on the matter held March 22, 2017, the Board passed second and third readings to the North Coast Official Community Plan Bylaw No. 608, 2016.
7. The Board resolved to advertise for vacant member positions on the Moresby Island Advisory Planning Commission and the Regional Recycling Advisory Committee.

***For complete details of the March 24, 2017 Board meetings, the Agenda and Minutes are posted under "Quick Links" at [www.sqcrd.bc.ca](http://www.sqcrd.bc.ca).***

## Kim Mushynsky

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**From:** Douglas Louis <doug.louis@hgqci.org>  
**Sent:** April-26-17 2:34 PM  
**To:** cao@sqcrd.bc.ca; dfish@sqcrd.bc.ca; mayor@queencharlotte.ca; cao@portclements.ca; vom@mhtv.ca  
**Cc:** 'Douglas Louis'  
**Subject:** Resolution of support from the North Coast (Skeena-Queen Charlotte) Regional District

Good Day to All Communities and the Regional District

We are seeking funding for Northern Development Initiative for the 35<sup>th</sup> Annual Tell Fall Fair August 6, 2017. As you may be aware, all applications require a Resolution of support from Municipalities and/or Regional District to apply for funding through the Northern Development Initiative Trust's Fabulous Festivals and Events. We are asking them for \$2500 for the Annual Tlell Fall Fair.

I need a resolution of support from the Skeena-Queen Charlotte Regional District that supports your request for \$2,500 for the fall fair. Joel has asked for the wording in the resolution would be as follows:

a. THAT the Board of the North Coast (Skeena-Queen Charlotte) Regional District support the Tlell Fall Fair Committee's funding application to Northern Development Initiative Trust's Fabulous Festivals and Events program for \$2,500 for the 2017 Tell Fall Fair

To that end, can I please get a Letter of Support from The Villages of Queen Charlotte, Port Clements and Masset as well as the passing of a Resolution of Support from the Regional District that I can forward to Northern Development Initiative for funding for this year's Tlell Fall Fair.

Can you please get this on your agendas as soon as possible?

Let me know if you require any other information.

Thank you.

### **Douglas-Mark Louis**

President, Tlell Fall Fair Committee  
President, Graham Island East Coast Farmers Institute

Doug.louis@hgqci.org  
Ph. 250-559-8975  
Cell 778 260 8975



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

April 25, 2017

Dear Mayor and Council:

Re: Moorage Fees

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

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

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

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

Yours truly,

G.J. O'Brien



## **VILLAGE OF PORT CLEMENTS**

### **BYLAW NO. 440, 2017**

Being a bylaw for the levying of rates for Municipal, Hospital and Regional District purposes for the year 2017.

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

1. The following rates are hereby imposed and levied for the year 2017:

- a) For all lawful general purposes of the municipality on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in column "A" of the schedule attached hereto and forming a part hereof.
- b) For Vancouver Island Regional Library purposes on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column "B" of the Schedule attached hereto and forming a part hereof.
- c) For North Coast Regional District purposes on the assessed value of land and improvements taxable for general Regional District purposes, rates appearing in Column "C" of the Schedule attached hereto and forming a part hereof.
- d) For North West Regional Hospital District purposes on the assessed value of land and improvements taxable for Hospital purposes, rates appearing in Column "D" of the Schedule attached hereto and forming a part hereof.

2. The minimum amount of Taxation upon a parcel of Real Property shall be one dollar (\$1.00).

3. This Bylaw may be cited as "Tax Rates Bylaw No. 440, 2017"

READ A FIRST TIME THIS 18<sup>th</sup> DAY OF April, 2017  
READ A SECOND TIME THIS 18<sup>th</sup> DAY OF April, 2017  
READ A THIRD TIME THIS 18<sup>th</sup> DAY OF April, 2017

RECONSIDERED AND FINALLY ADOPTED THIS    DAY OF    , 2017

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Urs Thomas – MAYOR

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Kim Mushynsky – CAO

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CERTIFIED TO BE A TRUE COPY OF VILLAGE OF PORT CLEMENTS TAX RATE BYLAW #440, 2017.

G-1

**VILLAGE OF PORT CLEMENTS**  
**SCHEDULE FOR TAX RATE BYLAW NO. 440, 2017**

Rates per \$1000 of taxable assessed value

	"A" General Municipal	"B" VIRL	"C" NCRD	"D" NW Reg. Hospital
Class:				
1. Residential	4.1200	0.4020	0.9170	0.7140
2. Utilities	14.4200	1.4070	3.2095	2.4990
5. Light Industrial	11.1240	1.3668	3.1178	2.4276
6. Business	10.0940	0.9849	2.2467	1.7493
7. Managed Forest	12.3600	1.2060	2.7510	2.1420
8. Rec/Non Profit	4.1200	0.4020	0.9170	0.7140
9. Farm	4.1200	0.4020	0.9170	0.7140

# VILLAGE OF PORT CLEMENTS

Page 1 of 1

## Cheque Listing For Council

2017-Apr-26  
2:02:52PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
170181	2017-04-25	Angela's Place-Social Cafe & Fuel Station	20170331	PAYMENT FUEL	505.86	505.86
170182	2017-04-25	BAYVIEW MARKET	20170420	PAYMENT REC COMM EASTER SUPPLIES	87.43	87.43
170183	2017-04-25	BIRDS EYE CONTRACTING	177	PAYMENT DANGER TREE REMOVAL	315.00	315.00
170184	2017-04-25	Black Press Group Ltd.	33134512	PAYMENT ADVERTISEMENTS	995.02	995.02
170185	2017-04-25	Canada Revenue Agency (PIER)	20170425	PAYMENT PENSIONABLE INSUR EARNING	27.00	27.00
170186	2017-04-25	Cintas Canada Limited	5007556811	PAYMENT FIRST AID SUPPLIES	108.14	108.14
170187	2017-04-25	Decock, Ruby	20170424	PAYMENT MIA CONFERENCE	1,057.46	1,057.46
170188	2017-04-25	GRAND & TOY LIMITED	20170331	PAYMENT OFFICE SUPPLIES	225.79	225.79
170189	2017-04-25	HAIDA GWAI FOREST PRODUCTS	2573	PAYMENT WOOD FOR BIOMASS PLANT	615.30	615.30
170190	2017-04-25	MUNICIPAL INFORMATION SYSTEMS INC	20170155	PAYMENT MUNIWARE SOFTWARE SUPPOI	309.04	309.04
170191	2017-04-25	O'BRIEN ROAD & BRIDGE MAINTENANCE	05470	PAYMENT GRADING INDUSTRIAL ROAD	803.25	803.25
170192	2017-04-25	RECEIVER GENERAL - CRA	20170425	PAYMENT REMITTANCE	4,007.30	4,007.30
170193	2017-04-25	SHAROON SERVICES	1047	PAYMENT 10% HOLDBACK	693.00	693.00
170194	2017-04-25	STEWART, ELIZABETH	20170424	PAYMENT COUNCIL REMUNERATION BYLA	500.00	500.00
170195	2017-04-25	Stoltzfus, Roger	0079371	PAYMENT LIME APPLICATION TO FIELDS	1,755.00	1,755.00
170196	2017-04-25	TELUS COMMUNICATIONS INC.	20170328	PAYMENT TELEPHONE	1,529.59	1,529.59
170197	2017-04-25	Ticker's Hauling and Storage	202737	PAYMENT TRUCK DELIVERY SERVICES	756.00	756.00
170198	2017-04-25	VANCOUVER ISLAND REGIONAL LIBRARY	20170411	PAYMENT LIBRARY TAX	3,282.00	3,282.00
170199	2017-04-25	WEIGUM, SHIRLEY	031817	PAYMENT JANITORIAL SERVICES	1,100.00	1,100.00

**Total 18,672.18**

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

F-1

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

F-2

## STATEMENT OF ACCOUNTS

PO Box 94  
Masset BC V0T 1M0

MASSET BRANCH 250-626-5231

MEMBER NUMBER

STATEMENT DATE March 31, 2017

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### DEMAND ACCOUNTS

Date	Description	Number	Withdrawals	Deposits	Balance
<b>Business 75</b>					
28Feb2017	Balance Forward				181,794.74
01Mar2017	Pre-Authorized Credit - PROVINCE OF B.C			742.67	182,537.41
01Mar2017	Pre-Authorized Credit - VANCOUVER ISLAND REGIONAL AHOC			892.50	183,429.91
01Mar2017	Clearing Cheque	170064	84.39		183,345.52
01Mar2017	Clearing Cheque	170061	540.00		182,805.52
01Mar2017	Deposit			3,744.73	186,550.25
01Mar2017	Pre-Authorized Credit - ELAVON MERCH SVCS			307.73	186,857.98
01Mar2017	Clearing Cheque	170094	121.28		186,736.70
01Mar2017	Clearing Cheque	170090	210.00		186,526.70
02Mar2017	Clearing Cheque	170081	109.76		186,416.94
02Mar2017	Clearing Cheque	170070	644.33		185,772.61
02Mar2017	Clearing Cheque	170080	2,367.75		183,404.86
02Mar2017	Clearing Cheque	170089	455.29		182,949.57
02Mar2017	Clearing Cheque	170079	900.32		182,049.25
02Mar2017	Clearing Cheque	170069	1,045.00		181,004.25
02Mar2017	Clearing Cheque	170067	1,418.13		179,586.12
03Mar2017	Withdrawal	22	5,742.11		173,844.01
03Mar2017	Pre-Authorized Debit - Municipal Pensi		976.65		172,867.36
03Mar2017	Clearing Cheque	170093	637.24		172,230.12
03Mar2017	Clearing Cheque	170073	15,115.50		157,114.62
06Mar2017	Clearing Cheque	170095	285.60		156,829.02
06Mar2017	Clearing Cheque	170083	451.67		156,377.35
07Mar2017	Pre-Authorized Credit - ELAVON MERCH SVCS			30.00	156,407.35
07Mar2017	Pre-Authorized Credit - ELAVON MERCH SVCS			179.25	156,586.60
08Mar2017	Clearing Cheque	170084	309.04		156,277.56
09Mar2017	Clearing Cheque	170091	57.12		156,220.44
09Mar2017	Clearing Cheque	170088	151.56		156,068.88
09Mar2017	Clearing Cheque	170087	1,940.27		154,128.61
10Mar2017	Deposit			56,745.55	210,874.16

continued...

**Our members get  
more**

As a Northern Savings Credit Union member, you get to share in our success! Dividends for 2016 will be paid out to your account in March!

Class A Shares  
**1.75%**

Class B Shares  
**2.75%**

Learn more at [www.northsave.com](http://www.northsave.com) >

[www.northsave.com](http://www.northsave.com)

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If your MasterCard® or Member Card® debit card is lost or stolen call us immediately, 24 hours a day. For calls originating within Canada and continental USA, please call 1-800-LOST111. For calls originating outside of Canada or continental USA, call (306) 566-1276 (collect).

Village Of Port Clements

F-2

## STATEMENT OF ACCOUNTS

PO Box 94  
Masset BC V0T 1M0

MASSET BRANCH 250-626-5231

MEMBER NUMBER [REDACTED]

STATEMENT DATE March 31, 2017

PAGE 2 of 10

Date	Description	Number	Withdrawals	Deposits	Balance
<b>Business 75</b>					
10Mar2017	Bill Payment BC Hydro 2328675 Vendor Confirmation: 809084	609576	5,356.34		205,517.82
14Mar2017	Pre-Authorized Credit - ELAVON MERCH SVCS			15.00	205,532.82
15Mar2017	Clearing Cheque		200.00		205,332.82
15Mar2017	Clearing Cheque		1,517.87		203,814.95
15Mar2017	Clearing Cheque	170120	4,247.07		199,567.88
15Mar2017	Pre-Authorized Credit - ELAVON MERCH SVCS			140.00	199,707.88
16Mar2017	Clearing Cheque	170086	3,330.00		196,377.88
16Mar2017	Pre-Authorized Credit - SCHOOL DISTRICT 50			1,399.58	197,777.46
16Mar2017	Clearing Cheque	170103	36.78		197,740.68
16Mar2017	Clearing Cheque	170105	240.27		197,500.41
16Mar2017	Clearing Cheque		434.84		197,065.57
16Mar2017	Clearing Cheque		6,395.37		190,670.20
17Mar2017	Withdrawal	22	5,156.32		185,513.88
17Mar2017	Clearing Cheque	170082	150.00		185,363.88
17Mar2017	Clearing Cheque		283.76		185,080.12
17Mar2017	Pre-Authorized Credit - TAAN FOREST LIMITED PARTNERSHI			92.96	185,173.08
17Mar2017	Pre-Authorized Debit - Municipal Pensi		1,540.76		183,632.32
17Mar2017	Clearing Cheque	170110	6,223.70		177,408.62
20Mar2017	Pre-Authorized Credit - ELAVON MERCH SVCS			179.25	177,587.87
20Mar2017	Clearing Cheque		216.95		177,370.92
20Mar2017	Clearing Cheque	170122	339.88		177,031.04
20Mar2017	Clearing Cheque		416.70		176,614.34
21Mar2017	Bill Payment Credit Union MasterCard 5527497140094880 Vendor Confirmation: 628525	607299	1,150.06		175,464.28
21Mar2017	Incoming Interac Email Money Transfer	2017032		1,348.37	176,812.65
21Mar2017	Clearing Cheque	170114	4,987.50		171,825.15
22Mar2017	Pre-Authorized Credit - CANADA POST CORP.			717.00	172,542.15
22Mar2017	Clearing Cheque	170096	672.00		171,870.15
22Mar2017	Clearing Cheque	170119	1,967.56		169,902.59
23Mar2017	Pre-Authorized Credit - ELAVON MERCH SVCS			280.00	170,182.59

continued...

## Go paperless with e-Statements!

e-Statements are secure, convenient, and help to reduce your environmental footprint.

Learn more at [www.northsave.com/Personal/WaysToBank/eStatements](http://www.northsave.com/Personal/WaysToBank/eStatements)

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Village Of Port Clements

# STATEMENT OF ACCOUNTS

PO Box 94  
Masset BC V0T 1M0

MASSET BRANCH 250-626-5231

MEMBER NUMBER

STATEMENT DATE March 31, 2017

PAGE 3 of 10

Date	Description	Number	Withdrawals	Deposits	Balance
<b>Business 75</b>					
24Mar2017	Deposit			63,870.94	234,053.53
27Mar2017	Transfer in from 643734 Masset cheq			250.00	234,303.53
27Mar2017	Clearing Cheque	170117	171.55		234,131.98
27Mar2017	Clearing Cheque	170124	499.87		233,632.11
28Mar2017	Money Transfer - Outgoing	USDMTS	5,466.20		228,165.91
28Mar2017	Clearing Cheque	170121	270.00		227,895.91
28Mar2017	Clearing Cheque	170133	745.21		227,150.70
28Mar2017	Clearing Cheque	170123	1,535.73		225,614.97
31Mar2017	Pre-Authorized Credit - VANCOUVER ISLAND REGIONAL AHOC			892.50	226,507.47
31Mar2017	Withdrawal	22	6,655.73		219,851.74
31Mar2017	Credit Interest			162.52	220,014.26
31Mar2017	Monthly Service Fee		55.00		219,959.26
<b>Total Withdrawals and Deposits</b>			<b>93,826.03</b>	<b>131,990.55</b>	

## Number of Cheques 41

## Membership Shares

28Feb2017	Balance Forward				38.37
01Mar2017	Dividends	1442		.71	39.08
<b>Total Withdrawals and Deposits</b>			<b>.00</b>	<b>.71</b>	

## Business Simply Savings

28Feb2017	Balance Forward				310,397.75
31Mar2017	Credit Interest			250.44	310,648.19
<b>Total Withdrawals and Deposits</b>			<b>.00</b>	<b>250.44</b>	

## TERM DEPOSITS

Date	Description	Withdrawals	Deposits	Balance
<b>Term 7: 12 - 60 Month Term -</b>				
28Feb2017	Balance Forward			270,482.23
Start 13Feb2016 - Rate 1.5000% - NextInt 13Feb2018 - Matures 13Feb2019				
<b>Term 12: 12 - 60 Month Term -</b>				
28Feb2017	Balance Forward			310,493.49
Start 04Jan2016 - Rate 1.0500% - NextInt 04Jul2017 - Matures 04Jul2017				

continued...

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Village Of Port Clements

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## STATEMENT OF ACCOUNTS

PO Box 94  
Masset BC V0T 1M0

MASSET BRANCH 250-626-5231

MEMBER NUMBER

STATEMENT DATE March 31, 2017

PAGE 4 of 10

Date	Description	Withdrawals	Deposits	Balance
<b>Term 16: 3 Year Harvest Term -</b>				
28Feb2017	Balance Forward			11,539.49
Start 01Nov2015 - Rate 1.1000% - NextInt 01Nov2017 - Matures 01Nov2018				
<b>Term 18: 12 - 60 Month Term -</b>				
28Feb2017	Balance Forward			325,000.00
Start 30Jun2016 - Rate 1.0000% - NextInt 30Jun2017 - Matures 30Jun2017				
<b>Term 19: 3 Year Harvest Term -</b>				
28Feb2017	Balance Forward			773,415.00
Start 30Nov2016 - Rate 1.0000% - NextInt 30Nov2017 - Matures 30Nov2019				
<b>Term 20: Short Term GSP (30 - 364 Days) -</b>				
28Feb2017	Balance Forward			49,060.79
Start 03Jan2017 - Rate 0.7500% - NextInt 31Dec2017 - Matures 31Dec2017				

Assets	Canadian Dollars	US Dollars
Chequing	219,959.26	.00
Savings	310,648.19	.00
Terms	1,739,991.00	.00
Registered Plans	.00	.00
Shares	39.08	.00
<b>Total Assets</b>	<b>2,270,637.53</b>	<b>.00</b>
Liabilities	Canadian Dollars	US Dollars
Line of Credit	.00	.00
Over limit LOC/overdraft	.00	.00
Loans	.00	.00
Mortgage	.00	.00
<b>Total Liabilities</b>	<b>.00</b>	<b>.00</b>
	<b>.00</b>	<b>.00</b>

Over limit Lines of Credit / Overdrafts interest rate is 24.0000

continued...

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## CIBC Account Statement

VILLAGE OF PORT CLEMENTS

For Mar 1 to Mar 31, 2017

Account number

[REDACTED]

Branch transit number

[REDACTED]

The names shown are based on our current records, as of April 5, 2017.  
This statement does not reflect any changes in account holders and  
account holder names that may have occurred prior to this date.

### Account summary

Opening balance on Mar 1, 2017		\$184,918.67
Withdrawals	-	39.00
Deposits	+	5,893.21
<b>Closing balance on Mar 31, 2017</b>	<b>=</b>	<b>\$190,772.88</b>

Your authorized overdraft limit: \$179,500.00

### Contact information

**1 800 465 CIBC (2422)**

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

**TTY hearing impaired**

1 800 465 7401

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

1 902 420 CIBC (2422)

 [www.cibc.com](http://www.cibc.com)

### Transaction details

Date	Description	Withdrawals (\$)	Deposits (\$)	Balance (\$)
<b>Mar 1</b>	<b>Opening balance</b>			<b>\$184,918.67</b>
Mar 1	DEBIT MEMO CHARGE FOR FEB CIBC EFT SERVICE CHARGE	39.00		184,879.67
Mar 2	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		617.00	185,496.67
Mar 3	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		358.50	185,855.17
Mar 6	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		365.00	186,220.17
Mar 7	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		362.25	186,582.42
Mar 8	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		53.06	186,635.48
Mar 9	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		179.25	186,814.73

(continued on next page)

# CIBC Account Statement

Mar 1 to Mar 31, 2017

Account number: [REDACTED]

Branch transit number: [REDACTED]

## Transaction details (continued)

Date	Description	Withdrawals (\$)	Deposits (\$)	Balance (\$)
Mar 9	Balance forward			\$186,814.73
Mar 14	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		358.75	187,173.48
Mar 16	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		180.00	187,353.48
Mar 20	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		358.50	187,711.98
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		179.25	187,891.23
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		210.00	188,101.23
Mar 21	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		180.00	188,281.23
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		179.25	188,460.48
Mar 22	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		496.50	188,956.98
Mar 27	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		179.25	189,136.23
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		140.00	189,276.23
Mar 29	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		502.00	189,778.23
Mar 30	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		604.50	190,382.73
Mar 31	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		390.15	190,772.88
	Closing balance			\$190,772.88

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

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

### \*Foreign Currency Conversion Fee:

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

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® Registered trademark of CIBC

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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: April 24, 2017  
Re: **Town Clean up & Sunset Park clean up**

---

Background: We traditionally have two volunteer clean up initiatives each spring – the town clean up and the Sunset Park clean up. As we also traditionally “officially” open the Sunset Park on the May long weekend the clean up normally happens before then. I need dates set far enough in advance that we can line up all the resources needed to carry out these two initiatives and put out advertising to invite residents to participate. With the bi-election we are a bit behind schedule so if the suggested dates do not work we may need to look to June this year. Normally we don’t do either clean up on the long weekend or on Mother’s Day so the 13<sup>th</sup> could be controversial given that it is part of the Mother’s Day weekend. Further, I am away May 23-28 so would not be around to assist with the Community Clean up like I normally do.

Recommendation: I recommend that we have the Sunset Park clean up on Saturday May 13<sup>th</sup> and that we do the Village clean up on Sunday May 28<sup>th</sup>. Alternately we could look at May 28<sup>th</sup> for the Sunset Park clean up and June 11<sup>th</sup> for the Community Clean up.

Respectfully submitted:



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

36 Cedar Avenue West  
PO Box 198  
Port Clements, BC  
V0T1R0  
Phone : 250-557-4295  
FAX : 250-557-4568  
Email : [cao@portclements.ca](mailto:cao@portclements.ca)  
Web : [www.portclements.ca](http://www.portclements.ca)

## REPORT TO COUNCIL

Author: Ruby Decock  
Date: April 26<sup>th</sup>, 2017  
RE: Bylaw Enforcement Training

**Background:** Council had requested that administrative staff complete Bylaw Enforcement training to properly enforce the "Village of Port Clements Bylaw Enforcement Ticket Information Bylaw, No. 435, 2016" which was enacted on January 1, 2017. I completed the Bylaw Compliance, Enforcement and Investigative Skills Level 1 (BLAW-1000) course through the Justice Institute of British Columbia (JIBC) on March 8<sup>th</sup>, 2017. The VOPC paid for the online course that commenced on January 16<sup>th</sup> and ended with a 3 day face to face training in Victoria.

The Village of Port Clements has enacted the "Village of Port Clements Bylaw Enforcement Ticket Information Bylaw, No. 435, 2016" due to the numerous complaints about loose dogs within the community. The intent of this bylaw is to have dog owners keep their dogs within their property and control their pets while walking within the municipal boundaries. Upon receiving a dog complaint, VOPC staff has taken the steps to educate dog owners about the dog bylaws. Upon receiving a second complaint about the same dog, VOPC will issue a Bylaw Violation Warning Notice. On any subsequent complaints for the same dog, VOPC will issue a Municipal Ticket Information (MTI) to the dog owner. If the dog owner refuses to pay the fine(s), VOPC staff must proceed with legal action against the dog owner. Previous Council was aware of the implications of enacting this dog bylaw. Council was also aware that bylaw enforcement would be addressed only through complaints received and that no active dog patrol will be carried out.

Upon completing the course, VOPC staff has learned that there are different methods of approach to bylaw enforcement, as well as issues that can impact the success of bylaw enforcement. There are two approaches to bylaw enforcement: the Municipal Information Ticket (MTI) and a Bylaw Enforcement Notice (BEN). Please see the attachments relevant to bylaw enforcement:

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- Examples Bylaw Enforcement Notice and Municipal Ticket Information.
- Comparison of Bylaw Enforcement Approaches Spreadsheet.
- Information on Adjudication systems.
- Email from City of Dawson Creek

Also, one of the issues pointed out in the Bylaw Enforcement course, was that creating bylaws can be impractical due to the following reasons:

- Bylaws are too vague or overly specific – no authority to enforce. Example: The noise bylaw stating that “Excessive noise” (too vague) or “Noise exceeding 300 decibels” (too specific). These are difficult to prove and thus cannot be enforced.
- Bylaw enforcement requires - time to investigate, documentation case file system, response to complaints, and time to patrol/serve tickets (if necessary).

### **Recommendations for Bylaw Enforcement within Port Clements**

There are 3 options to addressing Bylaw Enforcement.

1. Change the Bylaw Enforcement System from MTI’s to Bylaw Enforcement Notices and join an existing adjudication system or hire an adjudication firm such as the City of Dawson Creek has. This would require setting up a budget for adjudication hearings.
2. Keep VOPC’s current MTI system as it exists. This would require budgeting for wages for additional hours for staff to hand delivering tickets and for legal fees.
3. Repeal the “Village of Port Clements Bylaw Enforcement Ticket Information Bylaw, No. 435, 2016”. This would remove all bylaw enforcement costs.

## Comparison of Bylaw Enforcement Approaches

	Municipal Information Ticket	Bylaw Enforcement Notice
Issuing A Ticket	Must be witnessed by the Bylaw Enforcement Officer or a complainant willing to provide evidence via affidavit . Testimony, evidence collection, documentation are crucial.	Does not need to be witnessed by the Bylaw Enforcement Officer.
	Must be hand delivered	Can be hand delivered or mailed.
	14 Days to Dispute	14 Days to Dispute
Time to Dispute of a Ticket	No Screening Officer	Screening Officer Reviews Notice to determine if dispute is legitimate. Decides whether process will go to adjudication.
	If no dispute - offender is deemed guilty.	
Payment of Ticket	Must be paid- if not disputed	Variable payment options
	No change in fine if paid early	Fine can be reduced if paid within 14 days.
Process to Dispute	Courts	Adjudication System
	In person	Can be heard over the phone
	Expensive	Less Expensive - If in shared system
	Lawyers - Court fees- Applications for hearing	\$25 for the Disputer
Costs	No Guarantee a hearing will occur. A Charge Assessment Guideline is carried out which determines if the charges meet an evidentiary test and whether a prosecution is required in the public interest.	Municipality pays for/ portion of the hearing, adjudicator, or fee to participate in the adjudication system.
	Low	High
Likelihood of Municipality Success	Must be void of errors on ticket, testimony is used, judge can hear testimony to make his own judgement	Adjudicator reviews the bylaw, doesn't hear testimony, only looks at if the bylaw was broken
Bylaw Fines	Can be any amount	Must be under \$500/ticket
Collections of Unpaid Fine	Courts - Small Claims Court & Collection Agency	Collection Agency





CITY OF  
NANAIMO

## BYLAW OFFENCE NOTICE

ISSUED TO:

<b>A VEHICLE</b>	LICENCE / VIN			PROVINCE
	MAKE	MODEL	STYLE	COLOUR

<b>OR A PERSON OR COMPANY</b>	SURNAME OR CORPORATE NAME		BIRTHDATE YY MM DD	
	GIVEN NAMES (OR CORPORATE NAME CONTINUED)		GENDER M F	
	ADDRESS			
	CITY	PROVINCE	POSTAL CODE	

THE INFORMANT SAYS THAT HE OR SHE HAS REASONABLE AND PROBABLE GROUNDS TO BELIEVE, AND DOES BELIEVE, THAT THE ABOVE NAMED

- ☐ DRIVER ☐ CYCLIST ☐ OWNER (Per Section 83(2) of the Motor Vehicle Act)  
☐ PEDESTRIAN ☐ PASSENGER ☐ OTHER

ON THE DATE 

VIOLATION DATE MM DD
-------------------------

 AT THE TIME OF 

(24hr Clock)
--------------

 IN THE PROVINCE OF  
BRITISH COLUMBIA

ON 

NAME OF STREET (IF APPLICABLE)
--------------------------------

 AT NANAIMO, BC

DID COMMIT THE OFFENCE INDICATED, UNDER THE FOLLOWING BYLAW

- ☐ TRAFFIC & HIGHWAYS REGULATION BYLAW ☐ NOISE CONTROL BYLAW  
☐ FIRE PREVENTION AND CONTROL BYLAW ☐ PUBLIC NUISANCE BYLAW  
☐ LICENSING & CONTROL OF ANIMALS BYLAW ☐ PARKS REGULATION BYLAW  
☐ OTHER (SPECIFY)

BYLAW NAME OR NUMBER	SECTION
DESCRIPTION OF OFFENCE / VIOLATION	
PENALTY	\$
IF PAYMENT RECEIVED <u>WITHIN</u> 14 DAYS	\$
IF PAYMENT RECEIVED AFTER 28 DAYS (LATE PENALTY)	\$
DATE OF SERVICE YY MM DD <input type="checkbox"/> LEFT ON VEHICLE <input type="checkbox"/> HAND DELIVERED TO NAMED PERSON <input type="checkbox"/> OTHER (SEE REVERSE)	

BYLAW ENFORCEMENT OFFICER SIGNATURE PRINT NAME AND NUMBER

You have 14 calendar days upon receipt of this notice to file a dispute. If you do not request adjudication within 14 days, you will not be able to dispute this allegation. If unpaid after 28 days, a late penalty will be applied as indicated above and will be immediately payable. If you choose to dispute this notice and are unsuccessful, you will also be liable to pay an additional \$25 administrative fee in addition to the above penalty.

Disputes of this notice are dealt with by Dispute Adjudication and not the Provincial Court. Should you wish to dispute this Offence Notice, please complete the reverse side and deliver, mail, fax, or e-mail to:

**City of Nanaimo – Bylaw Services**  
**Service and Resource Centre: 411 Dunsmuir Street**  
**Mail: 455 Wallace Street, Nanaimo, BC V9R 5J6**  
**Fax: 250-755-4432 E-mail: adjudication@nanaimo.ca**

TO PAY THE INDICATED FINE, FOLLOW THE INSTRUCTIONS ON THE BACK OF THIS NOTICE.  
OVERDUE PENALTIES AND FEES MAY BE REFERRED TO COLLECTIONS.



ORIGINAL  
COPY

MT.B17483

B 17483



City of Langford

11178 254

Community Charter

## MUNICIPAL TICKET INFORMATION

ISSUED TO:

SURNAME OR CORPORATE NAME	<input type="checkbox"/> YOUNG PERSON
---------------------------	---------------------------------------

GIVEN NAMES (OR CORPORATE NAME CONTINUED)	GENDER M / F	BIRTHDATE YY MM DD
---	-----------------	-----------------------

ADDRESS

CITY	PROVINCE	POSTAL CODE
------	----------	-------------

THE BYLAW ENFORCEMENT OFFICER SAYS THAT HE OR SHE HAS REASONABLE AND PROBABLE GROUNDS TO BELIEVE, AND DOES BELIEVE, THAT THE ABOVE NAMED AS REGISTERED OWNER OF:

COLOUR	MAKE
PROVINCE	LICENCE PLATE NUMBER

IS LIABLE BY SECTION 83 OF THE MOTOR VEHICLE ACT FOR THE OFFENCE DESCRIBED BELOW.

DATE OF OFFENCE YY MM DD	(24hr Clock) HH MM
-----------------------------	-----------------------

COMMITTED ON OR ABOUT AT THE TIME OF

AT OR NEAR STREET ADDRESS

**CITY OF LANGFORD**

, PROVINCE OF BRITISH COLUMBIA

CONTRARY TO THE FOLLOWING BYLAW:

BYLAW NAME:

DESCRIPTION OF OFFENCE	USE FOR ONE OFFENCE ONLY	SECTION	FINE AMOUNT	FINE AMOUNT IF PAID WITHIN 30 DAYS
			\$	\$

IF YOU WISH TO DISPUTE THE ALLEGATION CONTAINED IN THIS TICKET, YOU MAY APPEAR AT THE FOLLOWING LOCATION TO GIVE NOTICE OF DISPUTE:

**City of Langford**  
877 Goldstream Ave., 2nd floor  
Victoria, BC V9B 2X8

OR DELIVER, HAVE DELIVERED, OR MAIL A NOTICE OF DISPUTE TO THE ABOVE ADDRESS AS DESCRIBED ON THE REVERSE.

THE FINE AMOUNT MAY BE PAID IN ACCORDANCE WITH THE PRESCRIBED INSTRUCTIONS (SEE REVERSE).

FOR COURT USE IF TICKET DISPUTED		DATE YY MM DD
AT HEARING <input type="checkbox"/> CONVICTED <input type="checkbox"/> DISMISSED		

SIGNATURE OF JUSTICE

BYLAW ENFORCEMENT OFFICER NAME OR NUMBER

DATE OF SERVICE  
YY MM DD

BYLAW ENFORCEMENT OFFICER SIGNATURE

AREAS OF THIS TICKET OUTLINED IN BOLD BLACK ARE NOT PART OF THE OFFENCE CHARGED

THE FINE IS NOT PAID OR THE ALLEGATION CONTAINED IN THIS TICKET IS NOT DISPUTED (SEE REVERSE) WITHIN 14 DAYS FROM THE DATE OF SERVICE OF THIS TICKET, YOU WILL BE DEEMED TO HAVE PLEADED GUILTY TO THE OFFENCE CHARGED AND THE FINE AMOUNT WILL BE IMMEDIATELY PAYABLE.

AUN-FORM B 04/2010

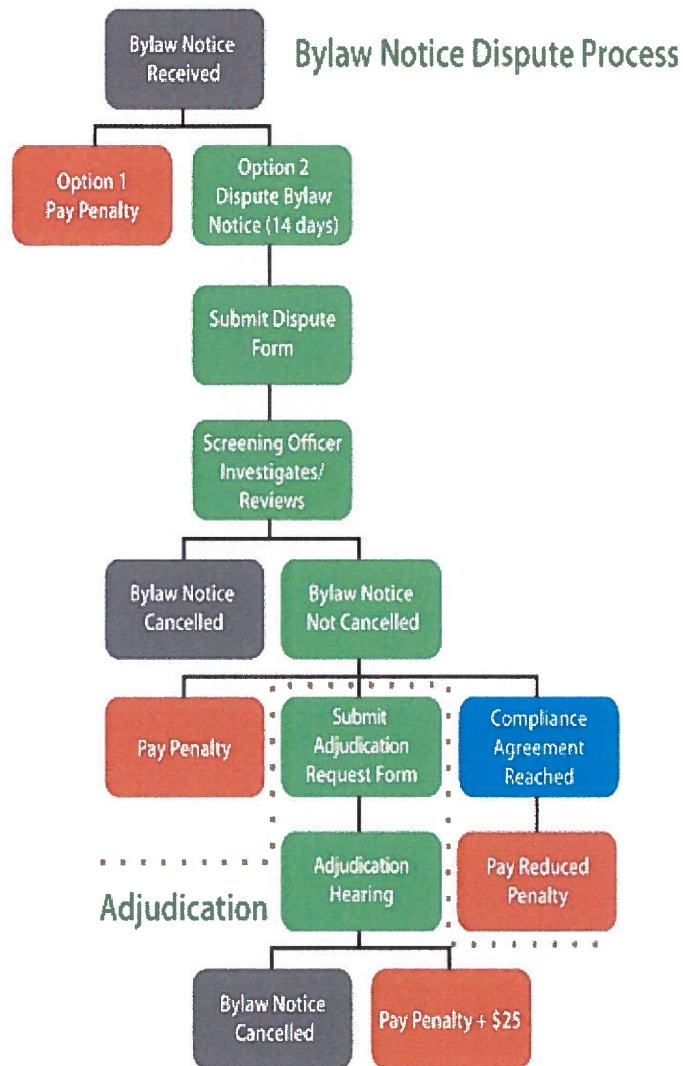
**COURT COPY**

R-2

## Information on Adjudication Systems

Adjudication is a form of hearing that is scheduled outside of courts. It is a ticket dispute process for bylaw enforcement fines <\$500. If an adjudication hearing occurs, an adjudicator decides if the penalty is applicable to the offence. If it is deemed to be applicable, the fine will be upheld by an adjudicator. Bylaw adjudicators are appointed by the Province. The process is defined below in the chart (source:

<http://www.nelson.ca/EN/main/services/bylaw-enforcement/how-does-bylaw-adjudication-work.html>)



A municipality can participate in an adjudication system only if they are using Bylaw Enforcement Notices. To participate in an adjudication system, a municipality can hire their own adjudicator, hire a firm to provide adjudication services or enroll with an existing adjudication system set up by other municipalities. The cost of such a system varies depending on the avenue with which adjudication system the municipality wishes to participate in. In discussions with several municipalities, annual adjudication systems can range from \$0 to \$3500. Costs can be \$0 if there are no ticket disputes. Please see the attached email from the City of Dawson Creek.

## Ruby Decock

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**From:** Brent Newman <bnewman@dawsoncreek.ca>  
**Sent:** April-18-17 9:57 AM  
**To:** Ruby Decock  
**Subject:** RE: Bylaw Adjudication System

Hello Ruby,

In Dawson Creek we have both systems in place. We have made the Bylaw Adjudication, or Notice our primary ticketing system. But as you know with that system you can only issue up to \$ 500.00.

We use the MTI's for tickets over \$ 500.00 and where we may want those offenses to go the court system.

As for costs it was basically staff time to rewrite our Bylaws and create the new Bylaw notice or Adjudication Bylaw. We did send some of our redrafted Bylaws and new Bylaw notice Bylaw to our law firm for their opinion.

As for costs with the Adjudication firm we have signed on with, there have been no costs yet. How that works is when we have hearings or Adjudications we pay on the number of hearings that they rule on and there is a number if it is then a half day or full day for their services. One of the best parts of the Adjudication system is that you can have phone hearings, three way calls or the Adjudicator directly calling the person challenging the ticket.

We have yet to need an Adjudicator as no one has challenged a ticket.

We have also not signed on with any other municipalities or entered into any agreements to share services. We have talked to most of the municipalities in our area to start that process. Currently only our City and the Regional District have Bylaw Adjudication, Fort St John is looking at implementing this system and may be working on it right now.

I hope this helps, if you have more question please send them to me and I will do my best to forward any information we have to you.



*Brent Newman*  
Chief Bylaw Enforcement Officer  
City of Dawson Creek  
Phone 250-784-3657 Fax 250-782-3352  
[www.dawsoncreek.ca](http://www.dawsoncreek.ca)  
Like us on [facebook](#)



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**From:** Ruby Decock [<mailto:deputy@portclements.ca>]  
**Sent:** Thursday, April 13, 2017 4:21 PM

## **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	Dyson property development	Staff	Discuss at Strategic Meeting
A27	05-05-2014	Park Management Committee	Administration	Forward Draft Plan of Sunset Park Management plan to all Councillors
A30	06-09-2016	Weight Room Upgrades	Administration	confirming equipment & waiting for feedback from Ruth Bellamy Grant Writer to look for opportunities
A31	19-09-2016	Playground equipment Installation	Staff	Work to be completed before end June 2017
A32	19-09-2016	Chevron Property	Tourism Comm.	Work towards lease or acquisition Add to Strategic Planning
A33	19-09-2016	Danger Trees	Public Works	Add to Strategic Planning