



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

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

7:00 p.m. Regular Meeting of Council Monday May 15th, 2017

AGENDA

1. ADOPT AGENDA

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS

3. MINUTES

M-1 – May 1st, 2017 Regular council meeting minutes
M-2 – May 1st, 2017 Court of Revision

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

5. ORIGINAL CORRESPONDENCE

C-1 – April 21st, 2017 SQCRD Board meeting highlights

6. GOVERNMENT

G-1 – Request for Approval for Feasibility Studies Fund – NCRD
G-2 – MOU – Resource Benefits Alliance

7. FINANCE

F-1 – Cheque Listing to May 11th, 2017
F-2 – NSCU April 2017 Bank Statements
F-3 – CIBC April 2017 Bank Statements
F-4 – April 2017 Revenue & Expense Review

8. NEW BUSINESS

9. REPORTS & DISCUSSIONS

R-1 – Sewer Update - Verbal Report from Sean O'Donoghue
R-2 – Recommendations from Tourism Development Roadmap Report – Tourism Comm.
R-3 – Alternate Energy Plans – Kim Mushynsky
R-4 – Strategic Priorities – Long Term Infrastructure Planning Grant – Kim Mushynsky

10. ACTION ITEMS

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

11. QUESTIONS FROM THE PUBLIC & PRESS

12. ADJOURNMENT



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

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

Minutes of the regular meeting of the Port Clements Council held May 1, 2017 in Council Chambers.

No members of the public were in attendance

Present:

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

CAO Kim Mushynsky
Deputy Clerk Ruby Decock

Deputy Mayor O'Brien Anderson called the meeting to order at 7:00 p.m.

1. ADOPT AGENDA.

2017-090 – Moved by Councilor Stewart, seconded by Councilor Cumming
THAT Council adopts the agenda adding a move to in-camera per Community Charter Section 90-1-c.
CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

3. MINUTES.

M-1 – April 3, 2017 Regular Council meeting minutes
2017-091 - Moved by Councilor Daugert, seconded by Councilor Stewart
THAT Council adopts the April 3, 2017 Council Meeting minutes as presented.
CARRIED

M-2 – April 18, 2017 Regular Council meeting minutes
2017-092 – Moved by Councilor Daugert, seconded by Councilor Cumming
THAT Council adopts the April 18, 2017 Council Meeting minutes as presented.
CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

5. ORIGINAL CORRESPONDENCE

C-1 – March 24, 2017 NCRD Board meeting highlights
2017-093 – Moved by Councilor Daugert, seconded by Councilor Stewart
THAT Council receives this correspondence from NCRD.
CARRIED

C-2 – Request for letter of support – Tlell Fall Fair Committee
2017-094 – Moved by Councilor Daugert, seconded by Councilor Cumming
THAT Council receives this correspondence.

M-1

CARRIED

2017-095 – Moved by Councilor Stewart, seconded by Councilor Daugert
THAT the Village of Port Clements Council 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 Tlell Fall Fair.

CARRIED

C-3 – Letter regarding Wharf – O'Brien & Fuerst Logging
2017-096 – Moved by Councilor Stewart, seconded by Councilor Cumming
THAT Council table this correspondence until after Strategic Planning.
CARRIED

6. GOVERNMENT

G-1 – Reconsider & Adoption of "Tax Rates Bylaw #440, 2017"
2017-097 – Moved by Councilor Cumming, seconded by Councilor Daugert
THAT Council reconsiders and adopts "The Tax Rates Bylaw #440, 2017"
CARRIED

7. FINANCE

F-1 – Cheque Listing to April 26th, 2017
2017-098 – Moved by Councilor Cumming, seconded by Councilor Stewart
THAT Council receives the cheque listing to April 26, 2017.
CARRIED

F-2 – NSCU March 2017 Bank Statement
2017-099 – Moved by Councilor Daugert, seconded by Councilor Stewart
THAT Council receives the March 2017 NSCU bank statement.
CARRIED

F-3 – CIBC March 2017 Bank Statement
2017-100 – Moved by Councilor Stewart, seconded by Councilor Daugert
THAT Council receives the March 2017 CIBC bank statement.
CARRIED

8. NEW BUSINESS

9. REPORTS & DISCUSSIONS

R-1 – Town Cleanup & Sunset Park Cleanup
2017-101 – Moved by Councilor Cumming, seconded by Councilor Stewart
THAT Council receives the cleanup report from Administration.
CARRIED

2017-102 – Moved by Councilor Cumming, seconded by Councilor Stewart
THAT Council authorize the Sunset Park Cleanup for Saturday May 13th and the Town Cleanup for Sunday June 4th.
CARRIED

Deputy Mayor O'Brien Anderson – concerns about impact of recent softwood lumber decision by the USA.
Councilor Daugert – Northern Health mtg, MIEDS AGM, NCRD mtg, Gwaii Trust AGM
Councilor Cumming – upcoming Emergency Planning meetings
Councilor Stewart – MOT Stop of Interest planned for Golden Spruce
CAO Mushynsky – Annual reporting to province almost complete, BCHydro LED Streetlight project should be under way shortly
Deputy Clerk Decock – Completed course in Local Government Management, has begun a new course in Financial Management, attended MIA Risk Management Conference and found it very educational

10. ACTION ITEMS

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

M-1

11. QUESTIONS FROM THE PUBLIC & PRESS

2017-103 – Moved by Councilor Stewart, seconded by Councilor Daugert
THAT Council move to in-camera per CC90-1-c at 8pm.

CARRIED

Councilor Cumming did not participate in the in-camera meeting due to a Conflict of Interest. Councilor Cumming rejoined the Regular Meeting at 8:25pm for the remainder of the meeting.

RISE AND REPORT FROM IN-CAMERA MEETING

2017-104 – Moved by Councilor Daugert, seconded by Councilor Stewart
THAT Council recommends that Councilor Cumming step down from Council in June of 2018 if her daughter, Elizabeth Cumming, who is the successful applicant for the Intern position with Port Clements, is promoted to a full-time position in May of 2018, due the perception of Conflict of Interest. Further, that Councilor Cumming not run in the 2018 General Municipal Election if this chain of events comes to pass.

CARRIED

ADJOURNMENT

2017-105 Moved by Councilor Stewart
THAT the meeting be adjourned at 8:40 pm.

Charleen O'Brien Anderson
Deputy Mayor

Kim Mushynsky
Chief Administrative Officer



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

Court of Revision – May 1, 2017 6:45pm Council Chambers

Chairperson – Councillor O'Brien Anderson

Members – Councillor Cumming
Councillor Daugert
Councillor Stewart

Staff Liaison – CAO Mushynsky
Deputy Clerk Decock

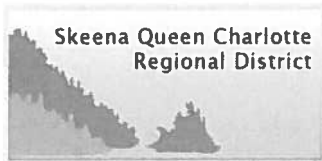
The meeting was called to order at 6:48pm

Per advertisement in the Observer April 21 & 28, 2017 a Court of Revision was held Monday May 1 at 6:45pm in Council Chambers. No complaints were received 48 hours prior to the meeting as required by regulation nor were any members of the public present to bring forth any complaints or concerns. The Frontages (Bylaws 309, 370 & 371) were accepted as presented and attached.

Dated this 1st day of May, 2017

Chairperson – Charleen O'Brien Anderson – Councillor

Recording Secretary - Kim Mushynsky – CAO



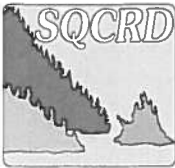
BOARD HIGHLIGHTS

April 21, 2017 Board Meeting

Board Business:

1. The Board resolved to submit an amended 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 City West's and Gwaii Communications' applications to the federal Connect to Innovate Program, a sub-sea fibre project connecting northern and coastal communities to southern Canada.
3. The Board referred correspondence from the Mount Moresby Adventure Camp Society with respect to its Mosquito Lake tenure renewal and proposed licence of occupation expansion to the Moresby Island Advisory Planning Commission for its consideration and recommendation to the Board.
4. The Board resolved to support signing and entering into an amended Memorandum of Understanding for the Northwest B.C. Resource Benefits Alliance.
5. The Board authorized staff to commence contract negotiation with the successful proponent for a municipal rebranding project to be undertaken by the Regional District.
6. The Board entered into agreement with the Skidegate Band Council for the provision of solid waste services in Skidegate.

For complete details of the April 21, 2017 Board meetings, the Agenda and Minutes are posted under "Quick Links" at www.sqcrd.bc.ca.



STAFF MEMORANDUM

DATE: May 9, 2017

TO: Haida Gwaii Municipal and First Nations Councils

FROM: North Coast Regional District

SUBJECT: Building/Fire Inspection on Haida Gwaii

PURPOSE:

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

BACKGROUND:

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

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

DISCUSSION:

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

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

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

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

RECOMMENDATION:

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



MEMORANDUM OF UNDERSTANDING

AMENDMENT

THIS MEMORANDUM OF UNDERSTANDING AMENDMENT (the “MOU”) is made at Terrace, British Columbia, Canada, this 24th day of March, 2017,

AMONG:

Regional District of Kitimat-Stikine (“RDKS”),

AND

City of Terrace,

AND

District of Kitimat,

AND

District of Stewart,

AND

Village of Hazelton,

AND

District of New Hazelton,

AND

RDKS Electoral Area A – Nass Valley, Meziadin,

AND

RDKS Electoral Area B – Hazeltons rural areas, Kispiox Valley, Moricetown through Cedarvale,

AND

RDKS Electoral Area C – Rural Terrace Area, South Coast,

AND

RDKS Electoral Area D – Telegraph Creek, Iskut, Bob Quinn,

AND

RDKS Electoral Area E – Thornhill,

AND

RDKS Electoral Area F – Dease Lake,
AND
North Coast Regional District (“NCRD”),
AND
City of Prince Rupert,
AND
District of Port Edward,
AND
Village of Queen Charlotte,
AND
Village of Port Clements,
AND
Village of Massett,
AND
NCRD Electoral Area A - Dodge Cove,
AND
NCRD Electoral Area C - Oona River,
AND
NCRD Electoral Area D - Rural Graham Island,
AND
NCRD Electoral Area E - Moresby Island,
AND
Regional District of Bulkley-Nechako (“RDBN”),
AND
Town of Smithers,
AND
District of Houston,
AND
District of Vanderhoof,
AND
Village of Burns Lake,

AND
Village of Fraser Lake,

AND
District of Fort St. James,

AND
Village of Telkwa,

AND
Village of Granisle,

AND
RDBN Electoral Area A - Smithers Rural.

AND
RDBN Electoral Area B - Burns Lake Rural,

AND
RDBN Electoral Area C - Fort St. James Rural,

AND
RDBN Electoral Area D - Fraser Lake Rural,

AND
RDBN Electoral Area E - Francois/Ootsa Lake Rural,

AND
RDBN Electoral Area F - Vanderhoof Rural,

AND
RDBN Electoral Area G - Houston Rural,

hereinafter collectively called the "Local Governments" or "Parties" and individually a "Party."

GIVEN THAT:

- A. The Parties entered into a Memorandum of Understanding ("MOU") the 15th day of August, 2015 to act in concert to negotiate resource benefits with the provincial government, federal government and major resource companies in relation to major resource development in northwestern British Columbia;
- B. The Parties now wish to extend the term of the MOU and clarify the terms and conditions applicable to governance, administration and reasonable deadlines for work plans;

NOW THEREFORE, in consideration of the mutual promises and covenants herein set forth, the Parties agree to amend the MOU as follows in order to continue to work together in a spirit of cooperation and mutual respect to pursue resource benefits negotiations with the provincial government, federal government where applicable, and major resource companies in respect of major resource development in Northwest BC:

Article 1 – Amendments

1.1 The MOU is amended:

- (a) in section 7.1 by deleting “by August 31, 2015”;
- (b) in section 12.1, by deleting the first sentence;
- (c) in Appendix B, by deleting the columns entitled “Date” and “Comments/Status Update”;
- (d) in section 3.0 of Schedule D, by:
 - (i) deleting “non-voting” and substituting “voting” in relation to Mayors who are not Directors on Regional Districts; and
 - (ii) adding “voting or” before “non-voting” in relation to appointing additional members to the RBA Committee.

Article 2 – General Provisions

2.1 Each of the Parties will do such further acts and execute and deliver all such further documents in a timely fashion as are reasonably required from time to time in order to fully perform and carry out the terms and intent of this MOU.

2.2 Any notice, document, or communication to be given under this MOU will be in writing and delivered by hand, faxed or emailed to the MOU signatory for the Party to which it is to be given and will be deemed received on the date sent.

2.3 Each party hereby represents that it has the authority to enter into this MOU and that the entering into of this MOU does not violate any agreement or understanding relating to such party.

2.4 This MOU may be executed in counterparts and be returned by fax or email with a PDF attachment, each of which when executed and delivered shall constitute an original, and all of which together shall constitute one and the same MOU.

IN WITNESS WHEREOF the authorized signatories of the Parties hereto have hereunto executed this Memorandum of Understanding on the date first written above.

Chair, Regional District of Kitimat-Stikine

Mayor, City of Terrace

Mayor, District of Kitimat

Mayor, District of Stewart

Village of Hazelton

Mayor, District of New Hazelton

RDKS Electoral Area A Director

RDKS Electoral Area B Director

RDKS Electoral Area C Director

RDKS Electoral Area D Director

RDKS Electoral Area E Director

RDKS Electoral Area F Director

Chair, North Coast Regional District

Mayor, City of Prince Rupert

Mayor, District of Port Edward

Mayor, Village of Queen Charlotte

Mayor, Village of Port Clements

Mayor, Village of Massett

NCRD Electoral Area A Director

NCRD Electoral Area C Director

NCRD Electoral Area D Director

NCRD Electoral Area E Director

Chair, Regional District of Bulkley-Nechako

Mayor, Town of Smithers

Mayor, District of Houston

Mayor, District of Vanderhoof

Mayor, Village of Burns Lake

Mayor, Village of Fraser Lake

Mayor, District of Fort St. James

Mayor, Village of Telkwa

Mayor, Village of Granisle

RDBN Electoral Area A Director

RDBN Electoral Area B Director

RDBN Electoral Area C Director

RDBN Electoral Area D Director

RDBN Electoral Area E Director

RDBN Electoral Area F Director

RDBN Electoral Area G Director

VILLAGE OF PORT CLEMENTS

F-1
Page 1 of 2

Cheque Listing For Council

2017-May-11
12:44:48PM

Cheque #	Cheque Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
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 GWAIL 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
170204	2017-05-11	Angela's Place-Social Cafe & Fuel Station	20170430	PAYMENT FUEL	275.33	275.33
170205	2017-05-11	BC HYDRO	400002811445	PAYMENT HYDRO	3,850.20	3,850.20
170206	2017-05-11	Bell-Brown, Cliff	856836 856837	PAYMENT BRUSHING TRAIL BRUSHING TRAIL	222.00 166.50	388.50
170207	2017-05-11	BIG RED ENTERPRISES	16607	PAYMENT GARBAGE CONTAINER SERVICE	283.76	283.76
170208	2017-05-11	Board of School Trustees	1617-110	PAYMENT SECURITY SYSTEM & ENERGY C	4,407.01	4,407.01
170209	2017-05-11	C. AND C. BEACHY CONTRACTING LTD	10335	PAYMENT BIOMAS LOADING & DITCHING	173.25	173.25
170210	2017-05-11	Canadian Recreation Solutions Inc	1190	PAYMENT TIRE SWING	5,040.00	5,040.00

VILLAGE OF PORT CLEMENTS

F-1
Page 2 of 2

Cheque Listing For Council

2017-May-11
12:44:48PM

Cheque #	Cheque Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
170211	2017-05-11	Edge of the World Music Festival	20170502	COMMUNITY EVENTS FUNDING	1,500.00	1,500.00
170212	2017-05-11	Haida Gwaii Consumers CO-OP Assoc. Ltd.	20170510	PAYMENT PAINT	56.07	56.07
170213	2017-05-11	HAIDA GWAII FOREST PRODUCTS	2578	PAYMENT BLEACHER WOOD	70.06	70.06
170214	2017-05-11	MISTY CEDAR TECHNICAL SERVICES	750	PAYMENT WEBSITE SERVICES	310.25	310.25
170215	2017-05-11	Northern Communications	32318-05012017	PAYMENT FIRE DISPATCH	171.83	171.83
170216	2017-05-11	NORTHERN LABS LTD.	1700390	PAYMENT SEWER SAMPLING	119.18	119.18
170217	2017-05-11	O'Donoghue, Sean	20170510	PAYMENT EMERGENCY PUBLIC WORKS PI	146.07	146.07
170218	2017-05-11	PACIFIC BLUE CROSS	470474	PAYMENT EXTENDED HEALTH & DENTAL	1,324.56	1,324.56
170219	2017-05-11	Richardson, Sara	20170427	PAYMENT JANITORIAL SERVICES	285.00	285.00
170220	2017-05-11	ROBINSON, DONALD/EVELYN	2017007	PAYMENT INSTALL RHODOS & PLAYGROU	850.50	850.50
170221	2017-05-11	Tlell Fall Fair	20170502	PAYMENT COMMUNITY EVENTS FUNDING	1,500.00	1,500.00
170222	2017-05-11	WEST COAST EQUIPMENT	20170428	PAYMENT VEHICLE PARTS	579.24	579.24
170223	2017-05-11	XEROX CANADA LTD.	102121130 L02226710	PAYMENT COPY CHARGES XEROX COPIER LEASE	32.74 483.07	515.81

Total 40,518.80

*** End of Report ***

F-2

STATEMENT OF ACCOUNTS

PO Box 94
Masset BC V0T 1M0

MASSET BRANCH 250-626-5231

MEMBER NUMBER [REDACTED]

STATEMENT DATE April 30, 2017

PAGE 1 of 9

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

28

DEMAND ACCOUNTS

Date	Description	Number	Withdrawals	Deposits	Balance
Business 75					
31Mar2017	Balance Forward				219,959.26
31Mar2017	Credit Interest				
	Reversed 03Apr2017		162.52		219,796.74
31Mar2017	Monthly Service Fee			55.00	219,851.74
	Reversed 03Apr2017				
30Mar2017	Entered 03Apr2017 Clearing Cheque		70.21		219,781.53
30Mar2017	Entered 03Apr2017 Clearing Cheque	170134	134.68		219,646.85
30Mar2017	Entered 03Apr2017 Clearing Cheque		1,050.00		218,596.85
31Mar2017	Entered 03Apr2017 Pre-Authorized Debit - Municipal Pensi		1,588.32		217,008.53
31Mar2017	Credit Interest			162.41	217,170.94
31Mar2017	Monthly Service Fee		55.00		217,115.94
31Mar2017	Adjusted balance forward				217,115.94
01Apr2017	Clearing Cheque	170118	150.00		216,965.94
01Apr2017	Clearing Cheque	170151	442.50		216,523.44
01Apr2017	Clearing Cheque	170136	8,400.00		208,123.44
03Apr2017	Pre-Authorized Credit - PROVINCE OF B.C			742.67	208,866.11
03Apr2017	Clearing Cheque	170139	497.79		208,368.32
04Apr2017	Pre-Authorized Credit - ELAVON MERCH SVCS			30.00	208,398.32
04Apr2017	Clearing Cheque	170107	183.75		208,214.57
04Apr2017	Clearing Cheque	170140	531.45		207,683.12
04Apr2017	Clearing Cheque	170131	600.00		207,083.12
04Apr2017	Clearing Cheque	170135	989.47		206,093.65
05Apr2017	Clearing Cheque	170141	1,441.02		204,652.63
06Apr2017	Clearing Cheque	170148	73.66		204,578.97
06Apr2017	Clearing Cheque	170132	245.21		204,333.76
06Apr2017	Clearing Cheque	170146	800.19		203,533.57
07Apr2017	Pre-Authorized Credit - CANADA			667.76	204,201.33
11Apr2017	Pre-Authorized Credit - CANADA			13,316.49	217,517.82
11Apr2017	Clearing Cheque	170149	1,324.56		216,193.26
12Apr2017	Pre-Authorized Credit - ELAVON MERCH SVCS			52.50	216,245.76

continued...



IT'S THAT TIME AGAIN!

THE HARVEST TERM IS BACK FOR A LIMITED TIME.

VISIT YOUR LOCAL BRANCH OR WWW.NORTHSAVE.COM FOR MORE DETAILS.

www.northsave.com

Printed on 40% Post Consumer Fibre



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

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).

F-2

STATEMENT OF ACCOUNTS

PO Box 94
Masset BC V0T 1M0

MASSET BRANCH 250-626-5231

MEMBER NUMBER [REDACTED]

STATEMENT DATE April 30, 2017

PAGE 2 of 9

Village Of Port Clements

Date	Description	Number	Withdrawals	Deposits	Balance
Business 75					
12Apr2017	Pre-Authorized Credit - SCHOOL DISTRICT 50			361.38	216,607.14
12Apr2017	Clearing Cheque	170116	608.09		215,999.05
13Apr2017	Withdrawal	22	5,346.31		210,652.74
13Apr2017	Pre-Authorized Debit - Municipal Pensi		1,532.85		209,119.89
13Apr2017	Deposit			4,556.81	213,676.70
13Apr2017	Deposit			13,715.55	227,392.25
18Apr2017	Clearing Cheque	170166	260.97		227,131.28
18Apr2017	Clearing Cheque		500.00		226,631.28
19Apr2017	Pre-Authorized Credit - ELAVON MERCH SVCS			527.56	227,158.84
20Apr2017	Clearing Cheque	170169	46.95		227,111.89
20Apr2017	Clearing Cheque		468.48		226,643.41
21Apr2017	Clearing Cheque	170154	27.13		226,616.28
21Apr2017	Pre-Authorized Credit - ELAVON MERCH SVCS			250.00	226,866.28
24Apr2017	Clearing Cheque	170150	4,970.77		221,895.51
25Apr2017	Clearing Cheque	170160	283.76		221,611.75
25Apr2017	Clearing Cheque	170147	2,144.47		219,467.28
26Apr2017	Clearing Cheque	170152	2,623.69		216,843.59
26Apr2017	Pre-Authorized Credit - ELAVON MERCH SVCS			717.00	217,560.59
27Apr2017	Clearing Cheque	170168	33.46		217,527.13
27Apr2017	Clearing Cheque	170163	134.39		217,392.74
27Apr2017	Clearing Cheque	170173	422.78		216,969.96
27Apr2017	Pre-Authorized Credit - CANADA			1,300.00	218,269.96
27Apr2017	Transfer in from 643734 Masset cheq			250.00	218,519.96
28Apr2017	Withdrawal	22	5,226.62		213,293.34
28Apr2017	Clearing Cheque	170162	2,194.50		211,098.84
28Apr2017	Clearing Cheque	170159	5,437.06		205,661.78
28Apr2017	Misc Credit Transaction Brian Blair 20029010T			393.79	206,055.57
28Apr2017	Deposit			5,812.51	211,868.08
28Apr2017	Misc Credit Transaction 28 April NSCU banking			1,034.00	212,902.08
28Apr2017	MasterCard Debit - TOMKO SPORTS SYSTEMS		390.94		212,511.14
30Apr2017	Credit Interest			178.11	212,689.25
30Apr2017	Monthly Service Fee		55.00		212,634.25
continued...					



ALL MEMBERS

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

www.northsave.com

Printed on 40% Post Consumer Fibre



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

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 April 30, 2017

PAGE 3 of 9

Date	Description	Number	Withdrawals	Deposits	Balance
------	-------------	--------	-------------	----------	---------

Business 75

Total Withdrawals and Deposits		51,448.55	44,123.54	
---------------------------------------	--	------------------	------------------	--

Number of Cheques 31

Membership Shares

31Mar2017	Balance Forward			39.08
-----------	-----------------	--	--	-------

Total Withdrawals and Deposits		.00	.00	
---------------------------------------	--	------------	------------	--

Business Simply Savings

31Mar2017	Balance Forward			310,648.19
-----------	-----------------	--	--	------------

30Apr2017	Credit Interest		242.56	310,890.75
-----------	-----------------	--	--------	------------

Total Withdrawals and Deposits		.00	242.56	
---------------------------------------	--	------------	---------------	--

TERM DEPOSITS

Date	Description	Withdrawals	Deposits	Balance
------	-------------	-------------	----------	---------

Term 7: 12 - 60 Month Term -

31Mar2017	Balance Forward			270,482.23
-----------	-----------------	--	--	------------

Start 13Feb2016 - Rate 1.5000% - NextInt 13Feb2018 - Matures 13Feb2019

Term 12: 12 - 60 Month Term -

31Mar2017	Balance Forward			310,493.49
-----------	-----------------	--	--	------------

Start 04Jan2016 - Rate 1.0500% - NextInt 04Jul2017 - Matures 04Jul2017

Term 16: 3 Year Harvest Term -

31Mar2017	Balance Forward			11,539.49
-----------	-----------------	--	--	-----------

Start 01Nov2015 - Rate 1.1000% - NextInt 01Nov2017 - Matures 01Nov2018

Term 18: 12 - 60 Month Term -

31Mar2017	Balance Forward			325,000.00
-----------	-----------------	--	--	------------

Start 30Jun2016 - Rate 1.0000% - NextInt 30Jun2017 - Matures 30Jun2017

Term 19: 3 Year Harvest Term -

31Mar2017	Balance Forward			773,415.00
-----------	-----------------	--	--	------------

Start 30Nov2016 - Rate 1.0000% - NextInt 30Nov2017 - Matures 30Nov2019

Term 20: Short Term GSP (30 - 364 Days) -

31Mar2017	Balance Forward			49,060.79
-----------	-----------------	--	--	-----------

Start 03Jan2017 - Rate 0.7500% - NextInt 31Dec2017 - Matures 31Dec2017

continued...

www.northsave.com

Printed on 40% Post Consumer Fibre





F-3

CIBC Account Statement

VILLAGE OF PORT CLEMENTS

For Apr 1 to Apr 30, 2017

The names shown are based on our current records, as of May 4, 2017.
This statement does not reflect any changes in account holders and
account holder names that may have occurred prior to this date.

Account number
[REDACTED]Branch transit number
[REDACTED]

Account summary

Opening balance on Apr 1, 2017		\$190,772.88
Withdrawals	-	39.00
Deposits	+	4,635.75
Closing balance on Apr 30, 2017	=	\$195,369.63

Your authorized overdraft limit: \$179,500.00

Contact information

☎ **1 800 465 CIBC (2422)**

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

TTY hearing impaired

1 800 465 7401

Outside Canada and the U.S.

1 902 420 CIBC (2422)

🌐 **www.cibc.com**

Transaction details

Date	Description	Withdrawals (\$)	Deposits (\$)	Balance (\$)
Apr 1	Opening balance			\$190,772.88
Apr 3	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		50.00	190,822.88
	DEBIT MEMO CHARGE FOR MAR CIBC EFT SERVICE CHARGE	39.00		190,783.88
Apr 10	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		184.63	190,968.51
Apr 11	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		60.00	191,028.51
Apr 20	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		200.00	191,228.51
Apr 21	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		100.00	191,328.51
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		100.00	191,428.51

(continued on next page)

F-3

CIBC Account Statement

Apr 1 to Apr 30, 2017

Account number: [REDACTED]

Branch transit number: [REDACTED]

Transaction details (continued)

Date	Description	Withdrawals (\$)	Deposits (\$)	Balance (\$)
Apr 21	Balance forward			\$191,428.51
Apr 26	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		3,941.12	195,369.63
	Closing balance			\$195,369.63

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).

TM Trademark of CIBC

[®] Registered trademark of CIBC

Interac[®] is a trademark of Interac Inc.; CIBC authorized user of the mark

VILLAGE OF PORT CLEMENTS

REVENUE AND EXPENSE REVIEW

For the month ended April 30, 2017

	2017	2017	2017	2016
	<u>Actual</u>	<u>YTD Budget</u>	<u>Ann. Budget</u>	<u>Actual</u>
<u>GENERAL REVENUES:</u>				
Municipal Property Tax	\$0	\$0	\$127,000	\$10
Payment in Lieu of Taxes	\$0	\$0	\$7,500	\$0
Sale of Services	\$3,420	\$2,480	\$9,750	\$3,684
Revenue Own Sources	\$35,845	\$25,525	\$117,700	\$18,665
Rentals - Multi-purpose Bldg.	\$3,604	\$4,280	\$12,950	\$4,616
Unconditional Grant	\$0	\$0	\$375,000	\$0
Conditional Grants	\$51,482	\$50,100	\$65,625	\$50,039
Transfer from Reserves	\$0	\$0		\$0
Collection for Others	<u>\$0</u>	<u>\$0</u>	\$189,010	<u>\$0</u>
<u>TOTAL REVENUE - GENERAL</u>	<u>\$94,351</u>	<u>\$82,385</u>	<u>\$904,535</u>	<u>\$77,014</u>
<u>GENERAL EXPENSES:</u>				
Legislative Expenses	\$5,160	\$8,430	\$38,950	\$8,128
General Administration	\$70,781	\$81,670	\$197,850	\$71,748
Fire Department	\$8,767	\$11,030	\$34,200	\$10,130
Emergency Services	\$222	\$375	\$750	\$604
Common Services	\$7,517	\$8,025	\$25,250	\$8,374
Wharf	\$1,713	\$3,480	\$10,500	\$7,187
Small Craft Harbour	\$5,917	\$5,200	\$14,300	\$6,706
Roads	\$13,703	\$14,270	\$46,300	\$9,054

Environmental Health & Devel.	\$2,320	\$1,950	\$5,080	\$484
Parks & Recreation	\$17,068	\$14,625	\$52,100	\$7,526
MPBC Operating	\$27,863	\$23,500	\$46,400	\$19,474
Debt Services	\$517	\$500	\$2,000	\$376
Grants	\$50,000	\$50,000	\$65,000	\$50,000
Collection Others	\$6,564	\$3,250	\$189,510	\$6,370
Amortization	<u>\$0</u>	<u>\$0</u>	\$132,000	<u>\$0</u>
<u>TOTAL EXPENSES</u>	<u>\$218,112</u>	<u>\$226,305</u>	<u>\$860,190</u>	<u>\$206,161</u>
<u>NET LOSS - GENERAL</u>	<u>-\$123,761</u>	<u>-\$143,920</u>	<u>\$44,345</u>	<u>-\$129,147</u>

	<u>2017 YTD ACTUAL</u>	<u>2017 YTD BUDGET</u>	<u>2017 ANN. BUDGET</u>	<u>2016 ACTUAL</u>
<u>WATER REVENUES:</u>				
Fees & Taxation	\$15,284	\$14,600	\$111,000	\$15,288
Grants	\$0	\$0	\$65,000	<u>\$0</u>
<u>TOTAL WATER REVENUE</u>	<u>\$15,284</u>	<u>\$14,600</u>	<u>\$176,000</u>	<u>\$15,288</u>
<u>WATER EXPENSES:</u>	<u>\$18,167</u>	<u>\$17,990</u>	<u>\$160,600</u>	<u>\$15,286</u>
<u>NET INCOME (LOSS) WATER</u>	<u>-\$2,883</u>	<u>-\$3,390</u>	<u>\$15,400</u>	<u>\$2</u>

<u>SEWER REVENUE</u>	<u>\$8,408</u>	<u>\$7,750</u>	<u>\$68,436</u>	<u>\$8,251</u>
<u>SEWER EXPENSES</u>	<u>\$5,656</u>	<u>\$9,775</u>	<u>\$54,700</u>	<u>\$9,891</u>
<u>NET INCOME SEWER</u>	<u>\$2,752</u>	<u>-\$2,025</u>	<u>\$13,736</u>	<u>-\$1,640</u>

<u>NET LOSS VOPC</u>	<u>-\$123,892</u>	<u>-\$149,335</u>	<u>\$73,481</u>	<u>-\$130,785</u>
-----------------------------	--------------------------	--------------------------	------------------------	--------------------------

Mayor and Village Council / May 2017

Port Clements Tourism Committee

Final Recommendations to Village of Port Clements Council

May 4, 2017

The following final recommendations stem from the Port Clements Tourism Development Roadmap Report, prepared by Dr. John Colton, Acadia University, Wolfville, Nova Scotia. Subsequent to an onsite two-week visit in September 2016, the initial recommendations were made in consultation with members of the Port Clements Tourism Committee, Port Clements residents and tourism business owners/operators, visits to local and regional tourist attractions, and community focus group, amongst others.

The Port Clements Tourism Committee has since reviewed and discussed the initial recommendations, which incorporates short (1-3 years), medium (3-5 years), and long range (5-10 years) development projects to support strategic planning initiatives and economic diversification. The following table outlines each of the recommendations including the timeframe, brief description, pros /cons of implementation, potential funding sources, and final recommendation, i.e., approved or deferred.

1) In actioning / implementing these recommendations, it is necessary to understand that each project is a unique undertaking and will change and develop over time and broadly reflect the needs and aspirations of the community.

2) Where possible, it is the recommendation of the committee that the municipality consider a range of economic mechanisms (internal/external) to enable local entrepreneurs to transition over 1 - 3 years to encourage development opportunities.

NOTE: The following page highlights the recommended priorities, please note that there are 4 main priorities and the remainder of the list are lower priorities in no preferred order. The second spreadsheet is a complete listing of the projects suggested by Dr. Colton.

Description - In order of Priority	Time Frame (Yrs.)	Final Recommendations
1. Port Clements' Theme/Branding Broadly represent community to encourage visitor interest.	1 - 3	Approved
2. Port Clements website and social media (Update) E.g. links to other info sites; updated activities.	1 - 3	Approved
3. Dyson Property E.g. Picnic, parking, community signage. Signage: Highway & Community (Included: move covered kiosk to Delwisch Corner. E.g. uses parking, information) Portable Kiosks / Stalls (Various locations: Memorial Park, Harbour, Rainbow Pier / event support)	1-3	Approved
4. Laundromat & Showers/RV (E.g.: showers & laundromat at Sunset Park & Laundromat or possibly RV site with showers at the vacant lots between May Ave & Falcon Ave.)	1 - 3	Approved
Community Art Program \$500 Themed resident art project by application.	1 - 3	Approved
Extension Golden Spruce Loop	1 - 3	Approved
Heritage Plaques on roadway fronting Heritage Homes/Sites	1 - 3	Approved
Sidewalk / Brickwalk Downtown E.g Brick with cement driveways (Museum to Pier)	3 - 5	Approved
Chevron Property E.g. Event pavilion, link to foreshore / beach etc.	3-5	Approved
Wharf / Waterfront Development	5 - 10	Advisory Issue for development.
Sunset Trail - Estuary Extension (Boardwalk and viewing platforms)	3 - 5	Approved

Description	Time-frame	Pros / Cons	Funding Sources	Final Recommendation's
RED = 's Priority Projects				
1. Port Clements' Theme/Branding Broadly represent settler community to encourage visitor interest.	1 - 3	<ul style="list-style-type: none"> link to Destination BC branding / marketing build visitor trust in destination build visitor awareness of destination informs community tourism planning Cons <ul style="list-style-type: none"> challenge of identifying a theme with wide community support / buy-in 	No direct costs. Community to submit ideas for consideration.	Approved
2. Port Clements website and social media (Update) E.g. links to other info sites; updated activities.	1 - 3	<ul style="list-style-type: none"> improve visitor access build awareness of services and activities support branding / image use existing village website some content already available Cons <ul style="list-style-type: none"> need dedicated (paid) individual to maintain site, upload new photos etc. need person with knowledge of social media and experience writing for visitor interest 	<ul style="list-style-type: none"> Village MIEDS Est. \$2,500 - \$5,000 Suggest: <ul style="list-style-type: none"> Trapeze Web Design 	Approved
3. Dyson Property (picnic, parking, community signage) with Signage: Highway & Community (Included: move covered kiosk to Dyson Corner.) Portable Kiosks / Stalls (Various locations: Dyson Corner, Rainbow Wharf / event support)	1 - 3	<ul style="list-style-type: none"> potential for local business opportunities address environmental concerns unique tourism development opportunity build awareness beautification of community potential to install creative signage project unique to community needed tourist amenity e.g. food, coffee support local events / build local capacity potential to locate at wharf Cons <ul style="list-style-type: none"> level of investment human resource limitations ministry of transportation approval need for permanent storage/space/placement 	<ul style="list-style-type: none"> Village BC Rural Development Northern Development Initiative Gwaii Trust Est. \$100,000-200,000 by RFP (if grouped with Chevron Property) Village Northern Development Initiative Gwaii Trust Est. \$15 to \$25,000 / each for signage 	Approved

4. Laundromat & Showers & RV Site (E.g.: showers & laundry at Sunset Park or at a new RV site on lots between May Ave. & Falcon Ave.)	1 - 3	<ul style="list-style-type: none"> urgently needed visitor services local business opportunity increased visitor numbers creates need for spin off service and amenity opportunities <p>Cons</p> <ul style="list-style-type: none"> requires village seed money to support local entrepreneur optional: requires village resources to provide service to increase visitor numbers 	<ul style="list-style-type: none"> Village Gwaii Trust MIEDS (as all island initiative) 	Approved
Chevron Property Development (Event pavilion) Defer to Strategic Planning	5 - 10	<ul style="list-style-type: none"> potential for business development address environmental concerns links downtown visitor core proven return on investment <p>Cons</p> <ul style="list-style-type: none"> level of investment human resource limitations 	<ul style="list-style-type: none"> Village Gwaii Trust BC Rural Development Northern Development Initiative Est. \$100 to \$200,000 	Approved
Community Art Program \$500 Themed resident art project by application.	1 - 3	<ul style="list-style-type: none"> community beautification resident ownership generates visitor interest in destination <p>Cons</p> <ul style="list-style-type: none"> challenge establishing guidelines or not 	<ul style="list-style-type: none"> Village Gwaii Trust 	Approved
Wharf / Waterfront Development E.g. Event pavilion, link to foreshore etc.	5 - 10	<ul style="list-style-type: none"> potential for business development address environmental concerns unique tourism development opportunity links downtown visitor core proven return on investment <p>Cons</p> <ul style="list-style-type: none"> need significant community support level of investment human resource limitations 	<ul style="list-style-type: none"> Village Gwaii Trust BC Rural Development Northern Development Initiative Est. \$500 - \$750,000 	Advisory Issue for development.
Heritage Plaques on roadway fronting Heritage Homes/Sites	1 - 3	<ul style="list-style-type: none"> community beautification stops of interest for visitors supports development of guided tours respects and values local heritages <p>Cons</p> <ul style="list-style-type: none"> volunteer time research and development time 	<ul style="list-style-type: none"> Village Gwaii Trust Est. 10 plaques \$3000 	Approved

Sidewalk / Brickwalk Downtown E.g Brick with cement driveways (Museum to Pier)	3 - 5	<ul style="list-style-type: none"> pedestrian safety designated downtown core encourages visitors to explore village community beautification support economic development create local employment No Cons 	<ul style="list-style-type: none"> Village Gwaii Trust Northern Development Initiative BC Rural Development Est. \$80 to \$125,000 (could be phased in over a number of years) 	Approved
Extension Golden Spruce Loop	1 - 3	<ul style="list-style-type: none"> creates visitor recreational amenity expands local recreational opportunities opportunity to work with BC Parks, CHN, and residents to create island attraction creates greater need for spin off service and amenity opportunities <p>Cons</p> <ul style="list-style-type: none"> challenge working with multiple stakeholders time commitment maintenance and upkeep 	<ul style="list-style-type: none"> Village Northern Development Initiative Gwaii Trust BC Parks CHN Est. \$150,000 to \$200,000 <p>High probability of obtaining full financial support for initiative.</p>	Approved
Sunset Trail – Estuary Extension (Boardwalk and viewing platforms)	3 - 5	<ul style="list-style-type: none"> creates significant visitor recreational amenity expands local and resident recreational opportunity opportunity to work with BC Parks, CHN, and residents to create island attraction creates greater need for spin off service and amenity opportunities <p>Cons</p> <ul style="list-style-type: none"> challenge working with multiple stakeholders time commitment maintenance and upkeep 	<ul style="list-style-type: none"> Village Northern Development Initiative Gwaii Trust BC Parks CHN Est. \$350 to \$500,000 <p>High probability of obtaining full financial support for initiative.</p>	Approved
Themed Community Statue or Structure Broadly represent settler community to encourage visitor interest.	1 - 3	<ul style="list-style-type: none"> draws attention to community used in marketing / promotions community beautification <p>Cons</p> <ul style="list-style-type: none"> challenge of identifying theme with wide community support / buy-in challenge of establishing and implementing guidelines 	<p>Cost and funding options explored once suitable theme adopted.</p>	Deferred Pending decision on theme.

Coffee / Café Located in Memorial Park / St. Marks Gift & Gallery	1 - 3	<ul style="list-style-type: none"> • potential local business opportunity • service amenity popular with tourists • expand critical visitor infrastructure • new community service amenity • take advantage of newly cleared area in rear park area / could include Laundromat etc. <p>Cons</p> <ul style="list-style-type: none"> • seen to compete with existing business • not appropriate addition to park • insufficient parking 	N/A	Deferred
Walking Feet Brochure	1 - 3	<ul style="list-style-type: none"> • increase number of visitor activities • keeps visitors in area longer • highlights diverse heritage of community/area • earlier brochures can be re-developed <p>Cons</p> <ul style="list-style-type: none"> • development time required 	No direct costs. Can be developed by the Tourism Committee / Volunteers	Approved
Maps: Local Points of Interest Water Map (trails, birding sites boat launches etc.)	1 - 3 1 - 3	<ul style="list-style-type: none"> • increase number of visitor activities • keep visitors in area longer <p>Cons</p> <ul style="list-style-type: none"> • may endanger visitors without a local guide 	Not applicable	Deferred Not recommended at this time.
12. Guided Community & Area Walking Tours Guided Historical & Cultural Tours	1 - 3 3 - 5	<ul style="list-style-type: none"> • increase number of visitor activities • keeps visitors in area longer • highlights diverse heritage of community/area <p>Cons</p> <ul style="list-style-type: none"> • development / design of tours • identifying locals willing/able to do the tours • small return on investment • planning and level of community involvement required, e.g. insufficient volunteers 	<ul style="list-style-type: none"> • seed money from Village • social enterprise Canada • Gwaii Trust 	Deferred Not recommended at this time.

14. Port Clements Museum: Sort & Tug Exhibit at Waterfront	3 – 5	<ul style="list-style-type: none"> • support existing visitor destination • draws on heritage / history of logging • encourage great visitor participation / engagement / visitor draw <p>No Cons</p> <ul style="list-style-type: none"> • additional strain on existing staff / volunteers • time constraint to research and develop 	<ul style="list-style-type: none"> • Village • Gwaii Trust <p>Est. \$25 to \$40,000</p>	Not recommended at this time.
15. Island Cottages and Cabins (simple) (e.g., Key sites in Juskatla Inlet)	3 – 5	<ul style="list-style-type: none"> • support visitor/resident recreation activities • encourage local entrepreneurship • billed as destination attraction • encourages visitors to remain in area • visitors require additional support services • restricts visitors to designated camping areas • safe area for novice kayakers <p>Cons</p> <ul style="list-style-type: none"> • some visitors may lack outdoor expertise • increased risk of fire • potential need for emergency services • time commitment 	<ul style="list-style-type: none"> • Village • Gwaii Trust • Northern Development Initiative <p>Est. \$25,000 / per cabin</p>	Deferred
Tourism App Highlight visitor services.	3 – 5	<ul style="list-style-type: none"> • improve visitor awareness of services, amenities, activities <p>Cons</p> <ul style="list-style-type: none"> • information available on the website 	Not applicable.	Not recommended at this time.
Canada Day on Waterfront / Coast Guard	3 – 5	<ul style="list-style-type: none"> • recreational opportunity for residents and visitors • improve interest in destination <p>Cons</p> <ul style="list-style-type: none"> • difficulty scheduling Coast Guard for specific dates 	Not applicable.	Not recommended at this time.
Colourful 5% (fun collection of local heritage stories)	3 – 5	<ul style="list-style-type: none"> • profit from sales e.g. St. Marks, Bayview, Museum • respect local heritage and people and stories <p>Cons</p> <ul style="list-style-type: none"> • time constraints to research and develop • potential need to obtain permissions 	<ul style="list-style-type: none"> • Village • Volunteers / Museum <p>Est. Cost to develop / print: \$5,000 RFP: \$\$\$</p>	Approved

Zip Lines	3 - 5	<ul style="list-style-type: none"> popular visitor activity encourage local entrepreneurship encourage visitors to remain in area <p>Cons</p> <ul style="list-style-type: none"> insurance issues challenge obtain permission for parks etc. time commitment 	<ul style="list-style-type: none"> Village Gwaii Trust MIEDS <p>Est. \$50 to \$100,000</p>	Deferred. Not recommended at this time.
------------------	-------	--	---	--

Existing Initiatives	Time-frame	Pros / Cons	Funding Sources	Final Recommendation's
Community Murals	1 - 3	<ul style="list-style-type: none"> community beautification support branding / marketing / promotion create visitor interest <p>Cons</p> <ul style="list-style-type: none"> challenge of reaching broad agreement on themes, subject matter, style 	<ul style="list-style-type: none"> Village Northern Development Initiative Gwaii Trust 	Approved



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: May 9, 2017
Re: Alternative Energy Plans

Background: On May 4 I attended an information session in Old Massett with the CAO's from Masset, Queen Charlotte and Old Massett and a representative from the CHN as well as 5 representatives from WSP Group Inc. We discussed the status of energy on Haida Gwaii today, the fact that the north and south are on different grids, the lack of capacity for expansion for commercial/industrial undertakings and the desire to move to more green options for energy than our current diesel generation. One of the challenges we acknowledged is that each of the various "green" energy options (wind, run of the river, tidal, biomass, solar, etc) require a fairly deep understanding of the mechanics of the option, the capital costs, the effectiveness based on local conditions of each option and the payback period for each option. An analysis of the options available in today's technologies and factoring in all the relevant local data would be a very handy tool for the islands when doing a long term energy plan for Haida Gwaii (long term as in the next 50-100 years) in order to make smart, educated decisions that can grow upon each other (small steps leading to long term substantial change/improvement). It was also discussed that the BC Rural Dividend fund, which has a deadline date of June 1, 2017, would be a good match for a project of this type. This would be a joint study for all of Haida Gwaii which means it would have a greater likelihood of success with the funder as collaborative applications are usually rated higher.

Recommendation: I request that Council authorize me to work with the other communities to submit an application to the BC Rural Dividend fund for funds to complete a study as outlined above. It sounds like the All Island Energy Committee, initially started in 2012, will be reactivated and could be the group to further this initiative if we were successful in getting the grant for this.

Respectfully submitted:



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: May 9, 2017

Re: Strategic Priorities – Long term infrastructure planning grant

Background: The concept of a bypass road for Port Clements so that loaded logging trucks do not need to drive through the centre of town along Bayview, both from a safety and a quality of life issue, has been talked about by Councils for decades. There is funding through the Strategic Priorities Fund (SPF) for 100% of the cost of a study up to a maximum of \$10,000. A plan for the construction of a bypass road would fall under the eligibility criteria. The funding deadline for the SPF is June 1st. The quote to complete the study and provide a plan for the road based on Lidar information is \$22,100. The grant will provide a maximum of \$10,000 so the remaining \$12,100, if we were successful, could come out of the Gwaii Trust Vibrant Communities fund. Attached to this report to Council is the proposal supplied by McElhanney, which is required for the submission of a grant application, along with a map of Port Clements clearly indicating where the road would be located. We are restricted to keeping the road within Municipal boundaries and with the recent purchase of additional lands along the Alder Avenue right of way we now have a 100 foot right of way, compared to a 66 foot right of way for the rest of the Municipal roads, which would allow for safer conditions for industrial traffic and would reroute it away from the downtown corridor.

Recommendation: I recommend that Council authorize staff to proceed with the application. If during the course of Strategic Planning, or later, we decide that we do not want to proceed with investigating this idea we can always turn down the funding should we be successful. As the deadline for applications is June 1st, and it takes time to put the application together, we unfortunately need to make a decision on this prior to our Strategic Planning sessions.

Respectfully submitted:

PROPOSAL FOR ENGINEERING SERVICES

PROJECT: Village of Port Clements Bypass Road Study

PROPOSAL#: 2311-90313-00

CLIENT: Village of Port Clements

DATE: 2017-05-08

PROPOSAL BY: Sean Carlson, EIT

SERVICES:

McElhanney Consulting Services Ltd. (McElhanney) is pleased to provide the Village of Port Clements (Port) with this proposal for conceptual engineering services regarding a proposed bypass road to reduce the volume of logging truck traffic passing through town, and improve safety conditions for local residents.

It is McElhanney's understanding that the proposed bypass road would utilize the existing road right-of-way (RoW) corridor for Alder Avenue between Bayview Drive and Dyson Street.

McElhanney's proposed scope of work includes the following:

Conceptual Design

1. Project Set-up;
2. Acquisition of LiDAR and Ortho Image information¹;
3. Conceptual design of alignment and profile geometry based on the proposed usage of the road as a bypass for logging truck traffic;
4. Conceptual design of the road cross-section and road structure, including a gravel surfacing option and asphalt surfacing option, based on typical conditions in Port Clements;
5. Legal boundary review to confirm adequate RoW for the proposed alignment, profile and cross-section;
6. Cut/fill review to optimize the use of the existing terrain where possible.
7. Class "D" Cost Estimate for the proposed bypass road;
8. Report summarizing key conceptual design parameters, assumptions, and process used to generate the Class "D" Cost Estimate

NOTES & EXCLUSIONS:

1. This proposal is for conceptual design services only – no detailed engineering will be completed as part of this proposed scope of work.
2. No field visit will be completed to confirm site conditions. The basis for the conceptual design will be the LiDAR and Ortho Image supplied by McElhanney.
3. This proposal does not include any geotechnical investigation or recommendations. Subsurface conditions may affect the design, road structure and estimated cost of the bypass road.

TERMS FOR FEES:

1. **Fees will be based on a time and materials basis with an initial budget of \$22,100 plus any applicable taxes for the scope of work described above. Please refer to the attached fee estimate.**
2. Any additional work requested by the Client will be done on a time and materials basis at our standard rates subject to approval through a Change Order.
3. The Client will accept and sign MCSL's form of contract with respect to this project.
4. Invoicing will be submitted to the Client monthly.
5. Payment due upon invoice. Interest of 1.5% per month will be charged on accounts which are 30 days past due.

¹ Please note that the cost of the Ortho and LiDAR data is dependent on the ability to collect the data while completing other work on the North Coast. If acquisition is not possible due to unfavorable weather, an additional mobilization charge of approximately \$4,000 would be applicable.

CLOSURE:

We thank you for the opportunity to provide the Village of Port Clements with this proposal, and looking forward to working the community on this assignment.

Sincerely,



Sean Carlson, EIT, EMIT
Project Engineer
McElhanney Consulting Services Ltd.



Sandra Penner, P.Eng, CPESC
Civil Engineering Lead
McElhanney Consulting Services Ltd.

Village of Port Clements
Logging Road Bypass Conceptual Design



May 8, 2017

May 8, 2017

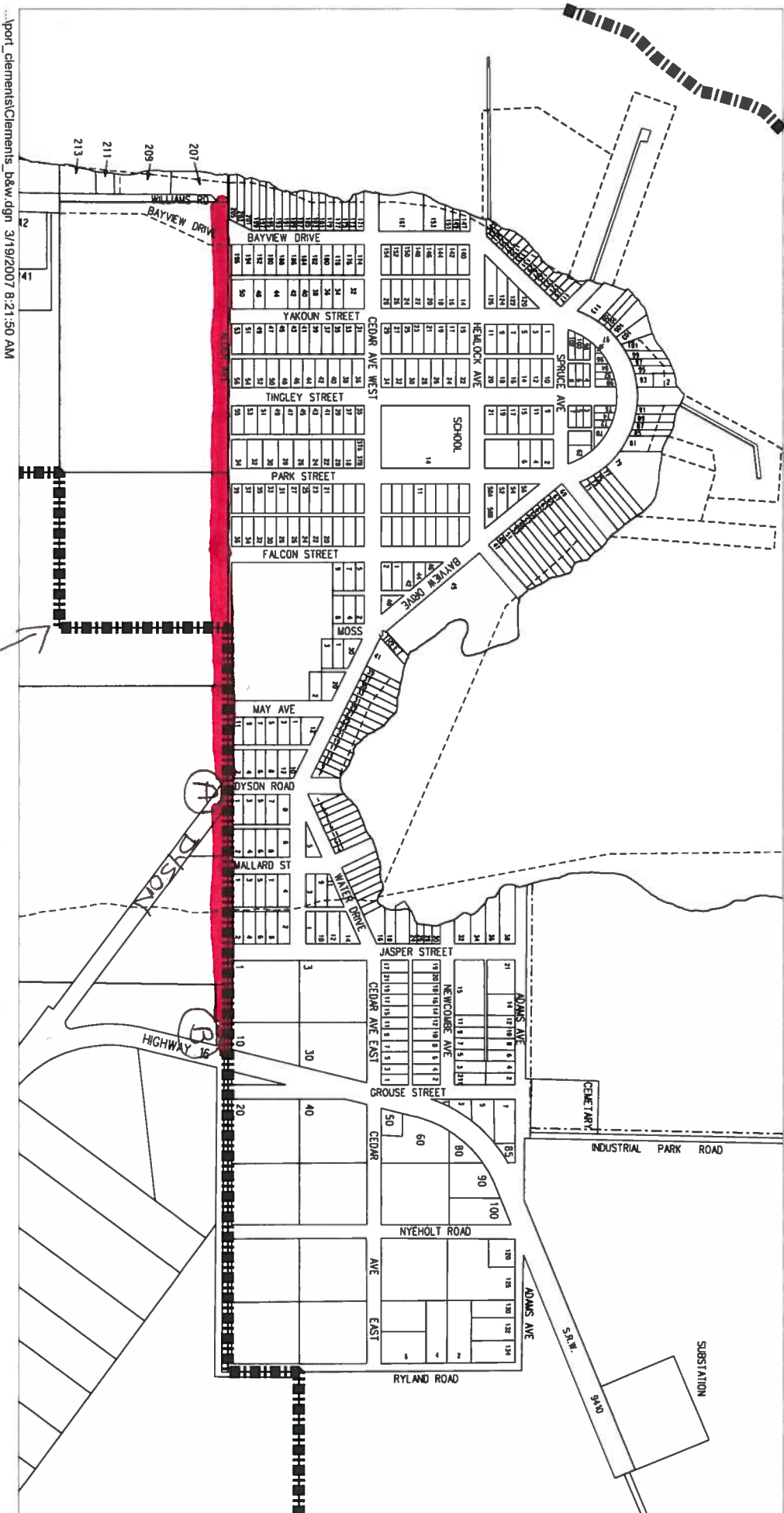
	Civil Engineering				Legal Survey	Expenses/Disbursements				Totals
	Project Manager	Civil Engineering Lead	Sr Civil Engineer	Civil Engineer	Senior Surveyor	Admin	Vehicle (day)	Ortho & LIDAR	Debit	
Staff Initials	SC	SP	CH	CG	TB	SF		(Cost)	(Cost+15%)	
Hourly Rate	\$130.00	\$155.00	\$175.00	\$130.00	\$175.00	\$89.00	\$180.00	\$1.00	\$1.15	

Notes:

1. This is an estimated budget, not a lump sum fee. Actual fees will be charged on a time and materials basis - refer to proposal dated May 8, 2017

2. Proposed Key Staff:
SP: Sandra Plummer, P.Eng
CH: Chris Hudson, P.Eng
SC: Sean P. Carlson, E.I.T.
CG: Clifford Gilker, E.I.T.
TB: Todd Basky, BCLS

Plus office & communication expenses.	
% of total labour cost:	6% \$ 653.57
Overall Fee Contingency:	10% \$ 2,010.31
Total Estimated Fees	\$ 22,113.38
Budget Estimate	Plus GST



port_clements\Clements_b&w.dgn 3/19/2007 8:21:50 AM

Municipal Boundary Line

The plan can explore the pros and cons of taking the bypass either to A (Dyson Road) or B (Highway 16).

A-1

ACTION ITEMS

<u>#</u>	<u>Date</u>	<u>Description</u>	<u>Lead</u>	<u>Follow up</u>
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