



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

36 Cedar Avenue West
PO Box 198
Port Clements, BC
V0T1R0
OFFICE: 250-557-4295
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Web: www.portclements.ca

7:00 p.m. Regular Meeting of Council Monday, November 6th, 2017

AGENDA

1. ADOPT AGENDA

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS

3. MINUTES

M-1 – October 16th, 2017 Regular Council meeting minutes

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

5. ORIGINAL CORRESPONDENCE

C-1 – September 22 & October 20, 2017 NCRD Board Highlights\

C-2 – Resolutions Deadline – NCLGA

C-3 – NCLGA Board Report

C-4 – Cutting Permit Application – Old Masset Village Council

C-5 – Return in Investment – Port Clements Historical Society

C-6 -- Microcell Resolution & Notice of Wireless Harm – Citizens for Safe Technology

6. GOVERNMENT

G-1 – Community Futures Representative – Mike Racz

7. FINANCE

F-1 – General Revenue & Expense Report

8. NEW BUSINESS

NB-1 – Potential Energy Initiatives – Port Clements Community

9. REPORTS & DISCUSSIONS

RTC-1 – UBCM 2017 Convention – Acting CAO Decock

RTC-2 – Clerks & Corporate Officer Bootcamp – Acting CAO Decock

RTC-3 – Telus Advertisement – Cell Phone Coverage – Acting CAO Decock

10. ACTION ITEMS

A-1 – see Action Items list.

11. QUESTIONS FROM THE PUBLIC & PRESS

12. ADJOURNMENT



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Minutes of the regular meeting of the Port Clements Council held October 16, 2017 in Council Chambers.

Present:

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

Deputy Clerk Ruby Decock
Intern Elizabeth Cumming

7 members of the public attended: Bev Lore, Julia Breese, Joan Hein, Maureen Bailey, Marilyn Bliss, Edward Lowrie Jr., Sharon Petit-pas

Deputy Mayor Stewart called the meeting to order at 7:03 p.m.

1. ADOPT AGENDA.

2017-268 – Moved by Councillor O'Brien Anderson, seconded by Councillor Daugert
THAT Council adopts the agenda with the addition of NB1 – Water Committee and NB2 – UBCM 2018.
CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

3. MINUTES.

M-1 – Rise and Report from August 8th, September 20th, and October 2nd, 2017 In-Camera meetings.

M-2

2017-269 - Moved by Councillor Cumming, seconded by Councillor O'Brien Anderson
THAT Council adopts the October 2, 2017 Council Meeting minutes as presented.
CARRIED

M-3– October 2, 2017 Committee of the Whole minutes

2017-270 – Moved by Councillor Cumming, seconded by Councillor Daugert
THAT Council adopts the October 2, 2017 Committee of the Whole minutes as presented.
CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

5. ORIGINAL CORRESPONDENCE

C-1 – Request for Sponsorship – Haida Gwaii Women's Dialogue Sessions

2017-271 – Moved by Councillor Cumming, seconded by Councillor O'Brien Anderson
THAT Council sends a letter of support for the project and offers an in kind service such as community rental space.
CARRIED

M-1

6. GOVERNMENT

G-1 Bylaw #442, 2017 – Bylaw #446, 2017 Tax Sale Redemption Extension Bylaw - Reconsider & Adopt.

2017-272 – Moved by Councillor Daugert, seconded by Councillor O'Brien Anderson

THAT Council reconsiders and adopts Bylaw #446, 2017 Tax Sale Redemption Extension Bylaw.

CARRIED

G-2 – Highway and Laneway Policy no. 16, 2017

2017-273– Moved by Councillor Daugert, seconded by Councillor O'Brien Anderson

THAT Council receives the Highway and Laneway Policy No. 16, 2017

CARRIED

2017-274 – Moved by Councillor O'Brien Anderson, seconded by Councillor Cumming

THAT Council defers the Highway and Laneway Policy No. 16, 2017 until administrative staff has sought out further information and brings back to Council.

Carried. 1 abstained – Councillor Daugert.

7. FINANCE

F-1 – Cheque Listing September 28th – October 11th, 2017

2017-275 – Moved by Councillor Daugert, seconded by Councillor Cumming

THAT Council receives the cheque listing to October 11th, 2017.

CARRIED

F-2 – General Revenue & Expense Report

2017-276 – Moved by Councillor Cumming, seconded by Councillor O'Brien Anderson

THAT Council receives the General Revenue & Expense Report.

CARRIED

F-3 – CIBC Bank Statement for September 2017

2017-277- Moved by Councillor Cumming, seconded by Councillor Daugert

THAT Council receives the CIBC Bank Statement for September 2017.

CARRIED

F-4 – NSCU Bank Statement for September 2017

2017-278-Moved by Councillor O'Brien Anderson, seconded by Councillor Daugert

THAT Council receives the NSCU Bank Statement for September 2017.

CARRIED

8. NEW BUSINESS

NB-1 – Water Committee

Motion by Councillor O'Brien Anderson, seconded by Councillor Daugert

THAT Council puts out a notice to see if anyone is interested in forming a water committee.

CARRIED

NB-2 – UBCM 2018

9. REPORTS & DISCUSSIONS

Councillor Cumming – is looking into more information on energy/power initiatives for the proposed all island protocol upcoming meeting on November. Located some federal funding – deadline is October 30th, 2017.

Councillor O'Brien Anderson – attended UBCM Convention – spoke to provincial ministries regarding cell service for emergency services as well as tourism and economic needs. Attended BC Ferries meeting with Village of Queen Charlotte. Minister for MOT identified that they are working on restoring cut ferry services. Met with representative of Ministry of Forests, Lands and Natural Resource Operations to discuss community forest initiatives and need for more available timber supply to BCTS as well as discussed back roads maintenance for emergency and tourism needs.

Councillor Daugert – Attended the Public Works Committee Meeting. Discussed the Iron Related Bateria (IRB) testing and found out that activities undertaken by Public Works have provided an improvement on the water quality. Attending the upcoming all island protocol meeting in November.
Deputy Mayor Stewart – Attended the Tourism Committee Meeting- they're working on brochures. Expressed concern regarding lack of internet service during the South Island scheduled power outage.
Deputy Decock – Working on new responsibilities and addressing increased workload.
Intern Cumming – Lots of new tasks and helping in the transitioning.

10. ACTION ITEMS

A30 – Weight room upgrades will be reviewed in November with Ruth Bellamy and Amber Bellis.
A33 – Follow up on Industrial Flooring – What is required to be completed.
A34 – Logs are to be removed by O'Brien & Fuerst Logging – Councillor O'Brien Anderson to coordinate with Public works.
A35 – Follow up on Community Park – gates and/or fencing – with CAO Kim Mushynsky and Public Works.

Question asked about Terry Jehn's boat parked in the boat launch parking lot. Lawyer for the estate informed staff that boat is expected to be removed by the end of the month (October 2017).

11. QUESTIONS FROM THE PUBLIC & PRESS

Edward Lowrie Jr. – Would like to know if Council has any plans on constructing the laneway behind his property. Is it the VOPC's responsibility to construct the laneway? What should I do to get this laneway constructed?

Response – refer to the draft laneway policy as this is the direction Council will be taking for requests on new construction of laneways.

What does Council doing with regards to thanking community members for their volunteer work in the Blooming Community projects?

Response – Apologies provided. Council will be consulted with regards to what provisions will be given. Deputy Clerk will follow up on this issue.

Joan Hein – Wanted to thank Edward Lowrie Jr. for all the time he volunteered at the Museum and at the sanitation.

12. Move to In-Camera for Community Charter 90(1)(c)

2017-279 – Moved by Councillor O'Brien Anderson, seconded by Councillor Daugert
THAT Council moves to in-camera per the Community Charter Section 90(1)(c) at 8:47pm.
CARRIED

ADJOURNMENT

2017-280 Moved by Councillor Daugert
THAT the meeting be adjourned at 9:23 pm.

Elizabeth Stewart
Deputy Mayor

Ruby Decock
Deputy Clerk/Treasurer



BOARD HIGHLIGHTS September 22 & October 20, 2017

Delegations:

Michael Pucci, Northern Coast and North Island Director to the BC Ferry Authority Board, addressed the Board of the North Coast Regional District with respect to his appointment to the BC Ferry Authority Board. Mr. Pucci noted that his role on the Board is to represent the shareholder (residents of B.C.).

Mr. Pucci noted there has been significant turnover in executive staff for the B.C. Ferry Authority. The Board of Directors is responsible for setting compensation and bonuses for executive staff, which have been reduced overall throughout Mr. Pucci's tenure. Mr. Pucci indicated that he, along with B.C. Ferry Authority CEO, would be willing and able to appear before the Board at a future meeting date into 2018 to answer further questions posed by the Board of Directors of the North Coast Regional District.

The Board thanked Mr. Pucci for his delegation.

Board Business:

1. The Board appointed Director Nobels to the Hecate Advisory Committee, a multi-sector advisory committee that will support the development of the Hecate Strait and Queen Charlotte Sound Glass Sponge Reefs Marine Protected Area management plan.
2. The Board resolved to send correspondence to the B.C. Transportation Board in opposition of Greyhound Canada's application to amend its transportation license, with subsequent changes to service deliver between Prince Rupert and Prince George, B.C.
3. The Board received a report from staff with respect to the ePact Emergency Notification System that is now in place on Haida Gwaii. Testing of the ePact system took place to coincide with the Great Shakeout BC Drill on October 19, 2017.
4. The Board adopted Bylaw No. 617, 2017, being a bylaw to authorize the NCRD to obtain, by referendum, the opinion of electors in Tlell regarding establishing a service to provide taxation funding to assist the Tlell Fire Department. A referendum will be held at the Tlell Fire Hall on November 11, 2017.
5. The Board resolved to submit an application to the 2018 intake of Northern Development Initiative Trust's Business Façade Improvement Program in the amount of \$10,000.
6. The Board resolved to support the Old Massett Village Council's application to Northern Development Initiative Trust's Community Halls and Recreation Facilities program in the amount of \$10,000 to be used toward the Hiellen Longhouse project.
7. The Board approved the North Coast Regional District Rebranding Strategy and identified a new logo to be used as part of the rebranding strategy.

For complete details of the September 22 and October 20, 2017 Board meetings, the Agenda and Minutes are posted under "Quick Links" at www.sqcrd.bc.ca.

C-1



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

October 10, 2017

Re: Resolutions deadline

Good Morning NCLGA Local Governments,

In an attempt to strengthen the resolution process and allow enough time for thorough review, research and dialogue with members, the NCLGA board is asking that resolutions be submitted by February 9th, 2018.

Technically, NCLGA bylaws call for resolution submission no later than sixty days before the AGM. However, this deadline constricts our ability to help coordinate amongst our membership, have UBCM do the necessary policy research and then disseminate all resolutions and background material as thoroughly as possible.

Resolutions will not be considered late before March 9th, but we are asking for a friendly deadline of February 9th next year.

Thank you for accommodating this request as we build a more robust and fruitful resolutions process moving forward.

Sincerely,

Shaely Wilbur,

A handwritten signature in dark ink, appearing to read 'Shaely Wilbur', is written over a horizontal line.

President, NCLGA
City Councillor, Dawson Creek

C-2



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

October 16th, 2017

Re: NCLGA Board Report

Dear Mayors, Chairs, Councillors and Directors,

This is a brief NCLGA Board Report to keep you updated on your area association's most recent news:

Resolutions: We are asking all of you to consider resolutions for the upcoming NCLGA, UBCM cycle sooner rather than later this year. In fact, we've set a friendly deadline of February 9th, 2018 for resolution submissions which will help us create a more robust advocacy process. As you know, resolutions are the bedrock of our advocacy efforts. As such, your NCLGA Board wants to create the best resolutions process of all the area associations in BC.

Mayors, Chairs and CAOs Roundtable: The NCLGA will be helping to put together a second Northern Mayors, Chairs and CAOs roundtable on January 19th, 2018. Mayor Hall and the City of Prince George will play host to the daylong event, as we build on the last roundtable. More to come on this in the coming weeks. The event is supported, financially, by the Northern Voices Endowment Fund.

Community Leadership Awards: The NCLGA's Community Leadership Awards are proving to be a very popular initiative. 2018 will mark the third cycle of nominations for the awards, which are presented at the annual convention banquet. March 16th is the deadline to get nominations in to our office. The rules are very simple and straight forward and can be found on your NCLGA website. Essentially, any individual can nominate a local government for an event or initiative in three categories: economic development, environmental stewardship and/or social responsibility.

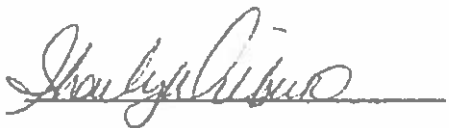
Rural Roundtable: The last Roundtable event (which took place in Terrace) for Electoral Area Directors was a resounding success. The EAD's on our board are in the throes of planning another "Rural Roundtable" for the second week of May, 2018 in Fort Nelson. You can expect a slightly different format as our organizing team applies lessons learned and participant input from last time around. Like the Mayors and Chairs roundtable, the Rural Roundtable is supported by the NCLGA's Northern Voices Endowment Fund.

C-3

Dave MacDonald, Mayor	District of Port Edward, North Coast Regional District	Appointed Regional Representative
Lynne Christiansen, Councillor	City of Terrace, Kitimat-Stikine Regional District	Appointed Regional Representative
Joan Sorley, Director	Cariboo Regional District	Appointed Regional Representative
Shane Brienens, Mayor	District of Houston, Bulkley-Nechako Regional District	Appointed Regional Representative
Pat Crook, Mayor	District of Mackenzie, Regional District of Fraser-Fort George	Appointed Regional Representative
Lorraine Gerwing, Councillor	Fort Nelson, Northern Rockies Regional Municipality	Appointed Regional Representative

We greatly appreciate your hard work and dedication to making central and northern BC the best place in the world to live, work and play.

Sincerely,



Shaely Wilbur
NCLGA President

*Thank you for all
you do for nclga.*

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OLD MASSETT VILLAGE COUNCIL

Economic Development

PO Box 175, Masset
Haida Gwaii, BC V0T 1M0
Tel: 1.250.626.3337 FAX 1.250.626.5440
Email: ecdev@mhtv.ca

October 15th, 2017

Dear Port Clements Village Council:

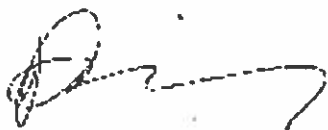
The purpose of this letter is to inform you of our intention to apply for a new cutting permit for Woodlot W1841 in order to harvest the remaining cut control volume before it expires in 2018 under ABFAM400 (Gross: 17.5ha, Net: 15.4ha). This is an immature forest cover harvest area located just southeast of Port Clements along Hwy 16 within the old Tlell fire area.

It is important to note that this cut block has been developed under the current Land Use Order standards and meets the legal and regulatory requirement on Haida Gwaii. Attached you will find the Site Plan and Exhibit A map for your information. The two main values of note identified for ABFAM400 are the Visual Quality Reserve maintained adjacent to Hwy 16 and the conservation of the Pacific crabapple inventoried within the harvest area. As noted within the Site Plan, we will be retaining approximately a 50 m no harvest zone along the highway to maintain visual quality, along with an additional 50 m visual screen within the harvest area where the understory will remain intact to the greatest extent possible, for a total of 100 m of visual management reserve. Access to the harvest area will be achieved via a new industrial road being proposed as illustrated on the map provided.

We welcome your questions and comments for this application during the review period.

If you have any questions or concerns, please don't hesitate to contact me at any time,

Yours truly,

 EDO

John Disney, EDO

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ABFAM400

File: 20170630 Site Plan ABFAM400(Final).doc

Old Massett Village Council

☒ **Site Plan**
(Development Areas & Damaged Timber Salvage ≥1ha)

☐ **Salvage Plan**
(Damaged Timber Salvage <1ha)

☒ **Original:** 2017.06.30 (mm/dd/yyyy)
☐ **Amendment #** (mm/dd/yyyy)

A. Tenure Information

Forest Region	Forest District	License	Cutblock or Road ID	
Coast	Haida Gwaii	W1841	ABFAM400	
CP #	Timbermark(s)	Division	Geographic Location	
CE	W1841E	N/A	Port Clements, BC	
Authorizing WLP	Approval Date	Expiry Date	Amended Date	FDU
Haida Gwaii	2009	2019	As applicable on date of SP	N/A
Watershed ID	190	Available Ha	Pre 33.1	Post 29.9
Watershed ID	569	Available Ha	Pre 123.0	Post 107.3
Landscape Unit:	Lower Yakoun	Development Area	17.5 ha	NAR 15.4 ha
Mamu	Target	N/A	LU Total	LU Reserve
Harvest				
Additional reserve				
Silviculture System				
<input type="checkbox"/> Clearcut <input checked="" type="checkbox"/> Clearcut w/ Reserve <input type="checkbox"/> Retention <input type="checkbox"/> Other:				
Tree Height Method				
<input checked="" type="checkbox"/> Site series <input type="checkbox"/> Tallest tree				
Harvesting Planned Within Cedar Stewardship Areas				
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
AIA Completed for the Proposed Harvesting				
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
PAS% = 7%				
Permanent Access structures are 0.6 ha				

B. Site Details

SU Description (Site Plan only)		
ID	NAR (ha)	Description (BEC, Site Series, Elevation, Slope position, aspect, etc.)
1	13.9	<p>CWH wh1 105 (Field Guide to Ecosystem Classification and Identification for Haida Gwaii), Site Index=17, Elevation=30m, Slope pos=Flat, Aspect=NW</p> <p>SU 1 can be characterized as mostly a western red cedar dominated forest type that has regenerated following a large forest fire that swept over the area approximately 150 years ago. Western hemlock is a secondary species throughout the area that becomes more dominant in the wetter sites along the NW portion of the block, where coastal pine also becomes more prevalent as a minor species in this forest type. Sitka spruce is noted as a minor species in the area with a small concentration of stems located mainly in the SW portion of the harvest area.</p> <p>The Western hemlock throughout the general area exhibit high rates of Dwarf mistletoe infection that has spread from veteran Hw trees that survived the fire. As a strategy to improve the forest health in this area, 3 m knock down will be conducted throughout the SU. No replanting of Hw will be undertaken within 25 m of the block boundary.</p>
2	1.5	<p>As per the current management plan, a 100 m Visual Quality Reserve has been established from Highway centerline. The portion of the VQR that falls within the harvest area is SU 2 with the same attributes as SU 1, with the exception that a portion of the SU between FC 1 and FC 14 likely burned hotter during the fire and has regenerated to dense stunted Hw saplings with interspersed veteran Cw and Plc. SU 2 will be harvested in a manner that maintains the shrub layer and any uninfected Hw or other non-merchantable stems to provide for visual management and wind throw mitigation within the harvest area.</p>
VQR	0.0	<p>A narrow skid trail will be established within SU 2 along the block boundary from the mainline to FC14 to allow for a 20% stem removal from the VQR that is external to the block to provide edge feathering for wind firming and volume recovery. This has been excluded from the NAR as there will be no openings greater than 0.1 ha that will require restocking.</p>



ABFAM400

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Old Massett Village Council

Stocking Standards (Site Plan only)			Soil Disturbance Limits	
SU	Stocking Standard ID# Per Taan Forest SSID	Minimum Post Harvest Cedar Composition (sph)	Maximum Allowable Soil Disturbance within the NAR	Maximum Extent Soil Disturbance may be Temporarily Exceeded
1	1039574	250	10%	25%
2	1039574	250	10%	25%
Maximum allowable soil disturbance within NAR for roadside work area: 25%				
Special Forest Products Stocking Standards rationale: N/A				
Single Entry Dispersed Retention System Stocking Standards: (maximum level permitted is 10% of AAC each year): N/A				

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ABFAM400

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C. FSP Results & Strategies

Results and Strategies Applicable to the Site (for amendments, the listed R/S apply only to the amended areas, unless otherwise stated. Refer to the original SP/ Salvage Plan to see how the R/S apply to the original harvest area).

R/S ID#	R/S Title	Applicable (Y/N)	How Results or Strategies apply to the site (include rationale for not applicable, where required.)
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Cedar Stewardship Areas (CSA) ☒ N/A

6.2 a-e	If harvesting in a CSA has 6.2a-e been addressed	<input type="checkbox"/> Y <input type="checkbox"/> N	Outline the result or strategy applied
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Cultural Feature Identification ☐ N/A

6.3 and 6.4a	Has a Cultural Identification Survey been completed	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	A CFI survey was completed by Phil Bruce in June 2017. It identified mainly patches and individual Crabapple in several locations as shown on the map.
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Halda Traditional Heritage Feature (HF) ☒ N/A

6.4b, c 6.5, a-b 6.6 a-b	Have HF been identified	<input type="checkbox"/> Y <input type="checkbox"/> N	Distinguish Class of HF identified
6.4b, c 6.5, a-b 6.6 a-b	If a HF has been identified are the appropriate reserve or retention been applied to site	<input type="checkbox"/> Y <input type="checkbox"/> N	Outline the result or strategy applied

Forest Features ☐ N/A

6.7a 6.8 6.9	Have FF been identified	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	Several occurrences of Class 2 and Class 3 FF were identified per the CFI report.
6.7a 6.8 6.9	If a FF has been identified are the appropriate reserve or retention been applied to site	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	Class 2 FF Pacific crabapple has been excluded from harvest wherever possible. Crabapple stems and patches found within the harvest area will be left standing where practicable to do so. Class 3 FF are managed for on a landscape level and where excluded from the harvest area.

Cedar and Yew Retention ☐ N/A

6.10, (i), (ii)	Cedar retention required	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<p>Where development areas are calculated per the FSP to be:</p> <p><input checked="" type="checkbox"/> (i) >10ha, pre-harvest cedar >30%; or</p> <p><input type="checkbox"/> (ii) ≤10ha, pre-harvest cedar >60%</p> <p>If (i) or (ii) applies, then refer to 6.10 a through d.</p> <p>Retention of Western red cedar representative of 15% of the development area has been provided for within the visual buffer along the highway and externally to the block within the wind firm edges left adjacent to the more open salal-dominated forest types along the southern harvest boundary.</p> <p>The harvest area also contains significant numbers of smaller non-merchantable Cw that are of good form and vigour. In order to conserve these advanced stems and improve the short and long term cedar composition in this area, harvesting will be conducted in a manner that retains small diameter cedar within the harvest area as may be practicable and safe. Any damaged stems will felled concurrent with harvesting. It is anticipated that this will result in a "feathered" harvest boundary with some small internal patches and sporadic individual stems that will contribute to the cedar regeneration requirements for SU 1.</p>
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6.13 6.14	Have appropriate amounts of yew been retained	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N	N/A
Cultural Cedar Stands, CMTs & Monumental Cedar <input checked="" type="checkbox"/> N/A				
6.15 6.16	Was a Cultural Cedar Stand, CMT or Monumental Cedar identified and are the appropriate results and strategies being applied?	<input type="checkbox"/> Y	<input type="checkbox"/> N	Distinguish feature(s) and how it was identified
6.15, a-c 6.16, a-d	Is there a planned alteration or removal of cultural cedar stand, CMT or monumental cedar and/or reduction in MZ	<input type="checkbox"/> Y	<input type="checkbox"/> N	Outline the result or strategy applied
Type I, Type II Fish Habitat and Riparian Features <input type="checkbox"/> N/A				
6.17, a&b 6.18, a-c 6.19, 6.64, 6.65, 6.66, 6.67, 6.68	Have Type I, Type II or Riparian Features been identified	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	A small S1 creek was located external to the block adjacent to FC4.
6.17, a&b 6.18, a-c 6.19, 6.64, 6.65, 6.66, 6.67, 6.68	Have the appropriate no harvest zones, forest retention and/or forest reserves been applied	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	The stream has been excluded from the block with the required RRZ.
Active Fluvial Units <input checked="" type="checkbox"/> N/A				
6.20, 6.21, 6.22	Have Active Fluvial Unit been Identified	<input type="checkbox"/> Y	<input type="checkbox"/> N	Distinguish feature(s) and how it was identified
6.20, 6.21, 6.22	Has the appropriate forest reserve been applied	<input type="checkbox"/> Y	<input type="checkbox"/> N	Outline the result or strategy applied
Upland Stream Areas <input checked="" type="checkbox"/> N/A				
6.23	Are harvest rates consistent with Watershed Analysis Results	<input type="checkbox"/> Y	<input type="checkbox"/> N	
6.27 6.28	Has sufficient vegetation and trees been retained in Upland stream areas	<input type="checkbox"/> Y	<input type="checkbox"/> N	Outline the result or strategy applied

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Sensitive Watersheds <input checked="" type="checkbox"/> N/A				
6.29 6.69 6.70	Is the area located within a sensitive or community watershed	<input type="checkbox"/> Y	<input type="checkbox"/> N	Distinguish feature(s) and how it was identified
6.30 6.31 6.32 6.33	Is the appropriate rate of harvest being applied	<input type="checkbox"/> Y	<input type="checkbox"/> N	Outline the result or strategy applied
Biodiversity <input type="checkbox"/> N/A				
6.37 6.38	Is the proposed harvesting consistent with LUO Schedule 10	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	Site series for harvest area is a COMMON site according the Schedule 10 of the HG LUOO. Representation has been maintained through site level retention and landscape level planning of other tenure holders.
6.34 6.41	Has a forest swamp or red and blue listed ecological community been identified	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N	Distinguish feature(s) and how it was identified
6.34 6.39 6.41	Has the appropriate retention strategy been applied	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	Representative ecosystem types have been retained external to the block, including the VQR and WTP that have been established.
6.71 6.72	Is the cutblock total open including adjacent blocks <40 ha	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	Outline the result or strategy applied
6.74	Is the Wildlife Tree Patch retention in accordance to the WLP	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	Larger old red cedar, hemlock, and pine have been maintained in external areas surrounding the block to achieve the WTP retention strategy. A more formal WTP has been established between FC 10 and FC 13 along the SE harvest boundary.
Wildlife <input checked="" type="checkbox"/> N/A				
6.44	Has a bear den been identified	<input type="checkbox"/> Y	<input type="checkbox"/> N	Distinguish feature(s) and how it was identified
6.45 6.47	Has the bear den, no harvest or management zone been altered	<input type="checkbox"/> Y	<input type="checkbox"/> N	Outline the result or strategy applied
6.46	Was bear den recruitment activities initiated	<input type="checkbox"/> Y	<input type="checkbox"/> N	Outline the result or strategy applied
6.49	Has a nesting inventory analysis been completed and if yes outline retention allocation strategy	<input type="checkbox"/> Y	<input type="checkbox"/> N	Outline the result or strategy applied
6.50 6.55	Has the appropriate LUO reserve been applied for Northern Goshawk and Northern Saw-whet Owl nesting habitat	<input type="checkbox"/> Y	<input type="checkbox"/> N	Outline the result or strategy applied

(-4)



ABFAM400

File: 20170630 Site Plan ABFAM400(Final).doc

Old Massett Village Council

6.51 6.53 6.55 6.56	Has a Northern Goshawk, Great Blue Heron or Northern Saw-whet Owl nesting habitat been identified outside a LUO reserve	<input type="checkbox"/> Y	<input type="checkbox"/> N	Distinguish feature(s) and how it was identified
6.53 6.55 6.56	Have the appropriate reserve been applied to the distinguished feature	<input type="checkbox"/> Y	<input type="checkbox"/> N	Outline the result or strategy applied
Forest Reserves <input checked="" type="checkbox"/> N/A				
6.58 6.59 6.60	Is the forest reserve appropriate with LUO Schedule 8 or if altered is strategy consistent with 6.59 and 6.60.	<input type="checkbox"/> Y	<input type="checkbox"/> N	Outline the result or strategy applied
Government Action Regulation (GAR) requirements				
6.77, a-b 6.78 6.80	Is the proposed harvesting consistent with Established GAR VIA <input type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> N/A Moresby Rec Sites <input type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> N/A Karst <input type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> N/A	Distinguish GAR(s) and how it was identified Outline the result or strategy applied		
Measures – Invasive Plants				
7.1 7.2 7.3 7.4 7.5 7.6	Have the potential presence or confirmed presence of invasive plants been managed in accordance to WLP Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	Outline the result or strategy applied Exposed mineral soils (where contiguous area is greater than 0.1ha, with a contiguous minimum width of 5m, excluding the running surface of a road), the Plan Holder will do the following: <input checked="" type="checkbox"/> a. re-vegetate the exposed area as climatic and soil conditions allow and within one year of disturbance, if: -the disturbed area is not to be reforested and is not the running surface of a road; and -the soil disturbance is likely to result in the introduction or spread of the established invasive plants; and -re-vegetating the site will materially reduce that likelihood of the spread of the invasive plants. <input checked="" type="checkbox"/> b. monitor the seeded areas for one year from the date of initial seeding to determine if the seed germinates to the extent necessary to occupy the areas of exposed soil; and <input checked="" type="checkbox"/> c. if within one year of the area being initially seeded, the seed does not germinate to the extent necessary to occupy the areas of exposed soil, the Plan Holder will re-seed the area as soon as practicable. Where seeding alone is not successful, fertilization and scarification treatments will be considered, where feasible		


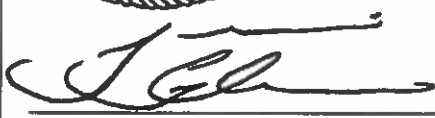
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Old Massett Village Council

ABFAM400

File: 20170630 Site Plan ABFAM400(Final).doc

D. Supporting Information								
Soil Assessment:								
Hazard Ratings					Soil Characteristics			
SU	Soil Comp.	Soil Displ.	Surface Erosion	Forest Floor Displ.	Depth to Unfavorable Subsoil		Type of Unfavorable Subsoil	Sediment Delivery Risk (Community Watershed)
					Min (cm)	Max (cm)		
1/2	M-H	M	M	M	15	40	Compact Till	VL
Amendment Description/ Notes: <input checked="" type="checkbox"/> N/A								
Assessments:		Riparian - Y <input type="checkbox"/> / Not req. <input checked="" type="checkbox"/>		Terrain - Y <input type="checkbox"/> / Not req. <input checked="" type="checkbox"/>		Gully - Y <input type="checkbox"/> / Not req. <input checked="" type="checkbox"/>		
		Fish - Y <input type="checkbox"/> / Not req. <input checked="" type="checkbox"/>		Visual - Y <input checked="" type="checkbox"/> / Not req. <input type="checkbox"/>		Karst - Y <input type="checkbox"/> / Not req. <input checked="" type="checkbox"/>		
		Windthrow - Y <input checked="" type="checkbox"/> / Not req. <input type="checkbox"/>		Cultural Features ID - Y <input checked="" type="checkbox"/>		Arch. - Y <input type="checkbox"/> / Not req. <input checked="" type="checkbox"/>		
Attachments: (completed and reviewed, results incorporated into plans)		Site Plan or Salvage Plan Map: <input checked="" type="checkbox"/>						
		Other (specify):						
Administration:		<input checked="" type="checkbox"/> "I certify that the work described herein fulfills the standards expected of a member of the Association of British Columbia Forest Professionals and that I did personally supervise the work."						
		<input type="checkbox"/> "I certify that I have reviewed this document and, while I did not personally supervise the work described, I have determined that this work has been done to the standards expected of a member of the Association of British Columbia Forest Professionals."						
Prepared By: <u>Travis J. Glasman</u> Name (Printed)					  RPF Signature and Seal			
Signing RPF: <u>Travis J. Glasman</u> RPF Name (Printed)								
2017.10.11 Date Signed (mm/dd/yyyy)								
3671 RPF Number								

C-4

Legend

- Boundaries**
 - Falling Corner
 - Falling Boundary
 - Adjacent Proposed Block
 - Tenure Boundary
 - TAUP/Development Area
- Harvest Method / Features**
 - Stream Crossing
 - X X X X Hoe / Backspur Trail
- Management Features**
 - Tree Crown Modification
 - Wildlife Tree Retention Area
 - Retention Area
 - Visual Quality Reserve
 - Woodlot Boundary
- Riparian Features**
 - Type 1 Stream
 - Type 2 Stream
 - Upland Stream
 - Non-Classified Drainage
 - Unknown
 - Fish Sanctuary Feature
 - Wet Ground/Swamp
 - Reach Brook
- Lakes / Wetlands**
 - Forested Swamp
 - Type 1 Habitat (Lake/Wetland)
 - Type 2 Habitat (Lake/Wetland)
 - Non-Fish (Lake/Wetland)
 - Unverfied Lake/Wetland/Swamp
- Roads**
 - Road Station (Hub)
 - Engineered Road
 - Existing Road
 - Recreational Road
 - Adjacent Engineered Road
 - FSR Road
 - Old Gravel
 - Old Shd Trail
 - Deactivated Road
 - Road Construction
 - Query
- Contours (5m interval)**
 - Index Contour and Label
 - Intermediate Contour
- LUO Features**
 - Yew Tree (Single)
 - Yew Tree (Group)
 - Indian Heleboro
 - Pacific Crap Apple (Single)
 - Pacific Crap Apple (Group)
 - Devil's club
 - Monumental Cedar (>120cm DBH)
 - Monumental Cedar (<120cm DBH)
 - CMT, Culturally Modified Tree
 - Other Bear Den
- LUO Features within TAUP/Development Area**
 - LUO Reserve
 - LUO Management Zone
- Other Features**
 - Permanent Sample Plot
 - Dangerous Tree
 - Weather
 - Rock
 - Rock Bluff

Old Massett Village Council EXHIBIT A CUTBLOCK & ROAD SITE PLAN MAP

Cutblock Site Plan Legend					
SU	FSP Stocking Standard #	BEC	Subzone	Site Series	
				Dominant (SS%)	Related (SS%)
1		CWH	wh	105 (100%)	13.9
2		CWH	wh	105 (100%)	1.5
Net Area to be Reforested (NAR)					
Permanent Access Structures (Existing & Proposed Roads internal to the Falling Bdy)					
Retention					
Wildlife Tree Retention Area					
1.5					
LUO Reserve					
LUO Management Zone					
Total Area Under Prescription (TAUP/Development Area)					
17.5					

Hoe Chucking

Legal Corner Post

W0161

HWY 16

Visual Quality Reserve

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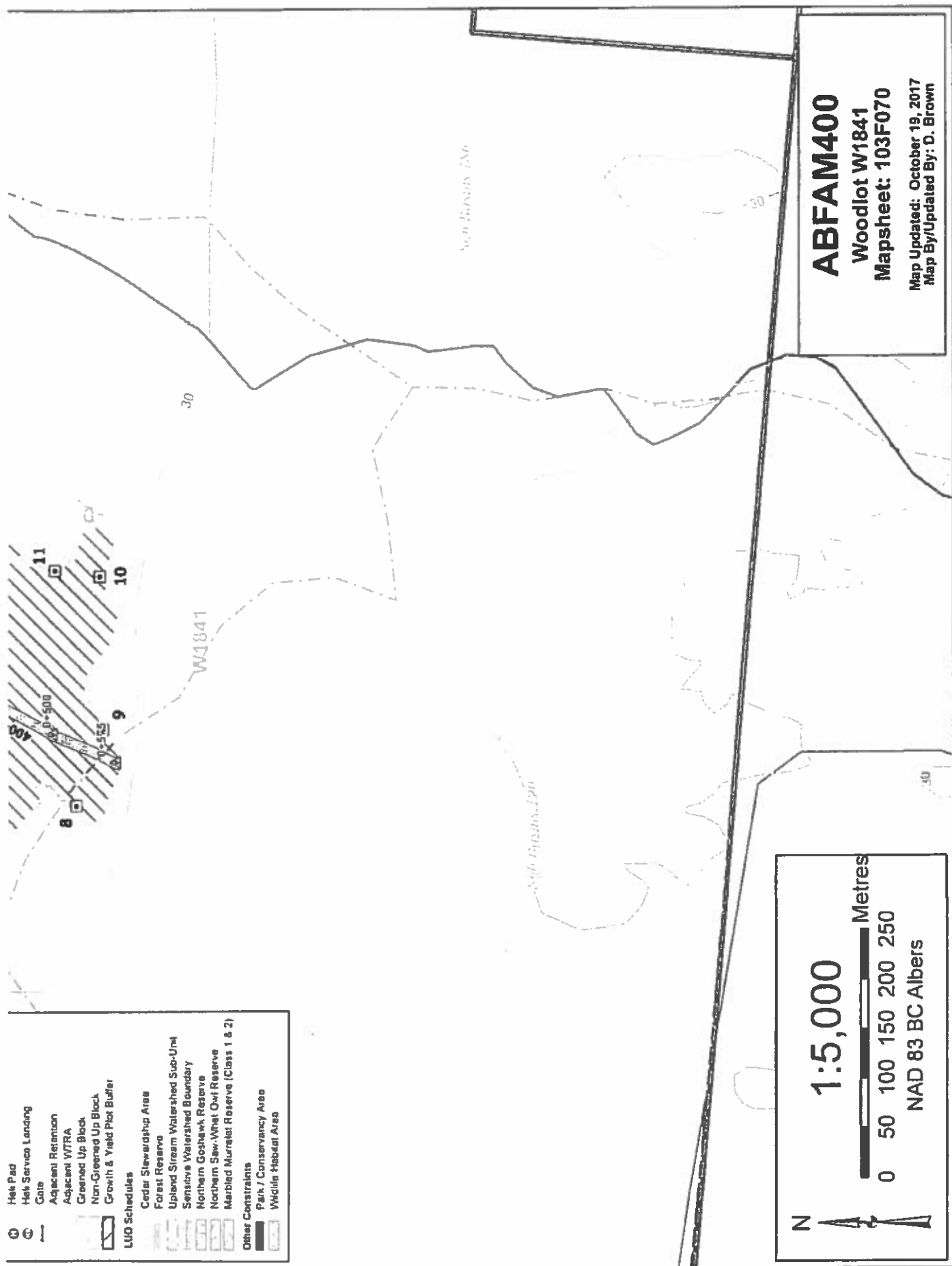
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PORT CLEMENTS HISTORICAL SOCIETY

P.O. Box 417 Port Clements
British Columbia Canada V0T 1R0

250.557.4576
pcmuseum@qcislands.ca
www.portclementsmuseum.ca

October 29, 2017

Mayor & Council, Village of Port Clements
PO Box 189
Port Clements, BC
V0T 1R0

Dear Mayor & Council,

This past July several members of the executive of the Port Clements Historical Society (PCHS) attended the Village of Port Clements Council meeting where a lease between the society and the village was being reviewed by Council.

The lease review led to a long discussion about how PCHS members might do still more for the Village to further reduce the cost of the village's support for the society. This discussion, then the addition to the approved lease of an appendix labelled "*annual financial resources allocated to the museum*" left our members feeling underappreciated by council. At the society's request, the appendix was removed from the lease, but does remain on file at the Village Office.

We are providing the following information to enable the mayor and council to better understand why the Society members were upset and to point out the benefits the Society provided to the village this year.

September 30 is the fiscal year end for the Historical Society and 2016-17 was an exceptional busy year. From October 1, 2016 through September 30, 2017 a total of 4,018 visitor came to the museum and visitor centre. Along with our local government operating grants we were extremely fortunate to obtain these additional grants this past fiscal year:

- Gwaii Trust and Façade Improvements grants went to replacing our porch and handicap ramp;
- A Community Gaming Grant was used to refurbish several machines on display outside the museum;

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- A Canada 150 grant was used to build a path around the property, create a picnic area, provide signs around the museum site and to refurbish the Madill yarder.

The museum and St. Mark's gift store attract many tourists into the village and to the other businesses within the village. In August several of the bus tours would start with lunch at Yakoun River Pub, then the tourists would walk through the village visiting Bayview Market and St Mark's Gift Store, ending up at the museum where they would be picked up. This gave the whole downtown core exposure. As this continues it opens up opportunities for small pop-up business incentives which are part of the long-term village tourism strategy.

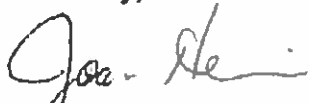
As the attached return on investment statements show the tax dollars spent on the museum and gift store are being handsomely returned both to Port Clements and Haida Gwaii in increased visitor interest and actual cash in village resident's and contractor's pockets. This past year, for every \$1 in support from Council for the museum, almost \$4 was returned within the village in resident's wages, contractor's pay and the purchase of local supplies. Every \$1 in support provided for St. Mark's Gift Store generated \$2 in wages and payments to local residents.

It should be noted here that although the gift store is run under the umbrella of the Historical Society it is a Village of Port Clements Tourism Committee project which is why separate assessments have been provided. The Historical Society was recruited to operate the store for the village as it seemed inappropriate for the village to operate a gift store directly. The Historical Society has taken pains to ensure that St. Mark's is still available for use by religious groups or other users and this past year Roman Catholic congregations have held services there.

These figures do not address the volunteer hours donated by Dale Rennie and Joan Hein at the museum and the numerous volunteers that worked the gift store, including Lorette Smillie, Marilyn Bliss, Manzanita Snow, Julia Breese and many others. The gift store also provides employment for a youth to obtain work experience. On this it should also be noted that Marion Pearce has volunteered countless hours restoring the very badly neglected gardens in the Millennium Park to a very enjoyable space. She has also been doing the lawn and weed maintenance, saving the village funds and the maintenance crew many hours of labour.

Hopefully this letter will help the mayor and council to understand the value the Historical Society returns to this village in exchange for the support the village provides and next time the lease comes up for renewal council will be more understanding.

Sincerely,



Joan Hein
Treasurer,
Port Clements Historical Society

Port Clements Historical Society (PCHS) Annual Return on Local Government Investment

October 1, 2016 through September 30, 2017

	Port Clements	Haida Gwaii
Local Spending by Port Clements Historical Society (PCHS)		
wages paid to local residents	\$19,089.00	\$3,255.00
funds paid to local contractors	\$30,730.00	\$10,637.00
supplies purchased from local businesses		\$19,160.00
benches/tables made by high school woodworking class		\$1,600.00
total PCHS local spending	\$49,819.00	\$34,652.00
Village of Port Clements contributions		
Annual Operating Grant	\$2,800.00	
Annual Grant for Information Centre	\$1,800.00	
Water & Sewer Services provided	\$429.00	
Property Taxes (including water & sewer frontage)	\$2,290.00	
Property & Liability Insurance	\$700.00	
Groundskeeping	\$2,200.00	
North Coast Regional District Annual Operating Grant		\$10,000.00
total local government investment	\$10,219.00	\$10,000.00
NET RETURN:	\$39,600.00	\$24,652.00

For every \$1.02 contributed by the Village of Port Clements
\$3.96 was returned in local economic activity.

For every \$1 contributed by the North Coast Regional District
\$2.47 was returned in regional economic activity.

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Port Clements Historical Society (PCHS) Annual Return on St. Mark's Gift Store Investment

October 1, 2016 through September 30, 2017

	Port Clements	Haida Gwaii
Local Spending for St. Mark's by PCHS		
wages paid to local residents	\$1,488.50	
payments to local artists & artisans on goods sold	\$5,424.35	\$4,605.85
total PCHS local spending	\$6,912.85	\$4,605.85
Rental of St. Mark's for Roman Catholic Church Services	\$100.00	
(Rental revenue paid directly to the Village of Port Clements.)		
total PCHS local spending & rental revenues	\$7,012.85	
Village of Port Clements contributions		
Water & Sewer Services provided	\$429.00	
Property Taxes (including water & sewer frontage)	\$677.15	
Property & Liability Insurance	\$385.00	
Building Operating Costs, including Groundskeeping	\$2,000.00	
total local government investment	\$3,491.15	\$0.00
NET RETURN:	\$3,521.70	\$4,605.85

For every \$1.00 contributed by the Village of Port Clements
\$2.01 was returned in local economic activity
and an additional \$1.32 was returned in regional economic activity.

Additionally, the \$4,000 no-interest start-up loan
made in 2016 by the Village of Port Clements to the Port Clements Historical Society
expressly for setting up St. Mark's as a gift shop, has now been 100% paid back.

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CST

Citizens for Safe Technology

ACTION REQUIRED: Microcell Resolution & Notice of Wireless Harm

Dear Mayors and Councillors,

At last month's UBCM, BC municipalities voted in favour of a Resolution mandating that land use authorities and the public be consulted when microcells are placed within 100 metres of schools, hospitals, and residences. This requested change to existing policy closes a federal loophole that allows microcells to be placed on existing structures with no public consultation whatsoever. Over the next several months, the FCM (*Federation of Canadian Municipalities*) will be discussing the content of the UBCM resolution with the federal government.

Microcell placement and municipal rights is a hot topic. While some individuals perceive microcells as benign or even benevolent transmitters that are essential to improving connectivity and achieving economic prosperity, a growing number of civic leaders are concerned about the many issues arising from installing microcells in the public right of way. (See Section 3: *Why Local Governments are Concerned about Microcells* below.) On October 15th 2017, SB 69 - a bill giving telecoms free rein to install microcells on California rights of way, which 300 Californian cities opposed - was vetoed by state Governor Jerry Brown.

High-speed connectivity is not dependent on microcells. Safe and data-secure technological options are available. (See Section 4: *Tech-Wise-Solutions for Connectivity* below.)

The material below summarizes the concerns about microcells and outlines important actions you may take now to insure that as a local government you are as fully engaged as current federal policy allows in the placement of microcells in your community.

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Suggested Approach:

- 1) Put the brief Notice of Wireless Harm in Section 2 below on the agenda of your next council meeting.
- 2) Review all permits, antenna siting policies, and agreements currently in place between your government and telecommunication companies. (See Section 5: Action Check List below.)
- 3) Take a few moments to read the material below so that you may make informed telecommunications decisions. This letter and that material are also attached as a PDF,

With Best Wishes,

Citizens for Safe Technology
cst.citizensforsafetechnology@gmail.com

Section 1: Overview

The Resolution that was passed:

WHEREAS public consultation on the placement of cell towers is mandated;
and

WHEREAS new technology is moving away from these large towers to micro-transmitters which do not require local government or public consultation;

THEREFORE BE IT RESOLVED that the AKBLG request the UBCM petition relevant provincial and federal governments to mandate consultation with the land use authorities and the public regarding microcell transmitter siting within 100 metres of residences, schools and hospitals.

Why this Resolution Matters

ISED (*Innovation, Science and Economic Development*, formerly *Industry Canada*) allows microcells, or small cell antennas, to be placed on existing structures without any public input or often knowledge. In their 2014 Guide to

Assisting Land-Use Authorities in Developing Antenna Siting Protocols, Industry Canada makes an assumption that: "certain proposals ... have minimal impact on the local surroundings and so are excluded from public and land-use consultations."

The UBCM's support for the microcell placement resolution shows that ISED has underestimated and overlooked the impact microcells have on municipalities and their residents.

Section 2: Microcells - Notice of Wireless Harm

Although there is no scientific research proving microcells are safe, the widespread installation of microcell technology is based on the misconception that wireless transmitters cause no harm. Thousands of independent scientific studies, however, link the RFR (radiofrequency radiation) microcells emit to increased cancer risk, neurological disorders, and infertility. Even low levels of RFR exposure over time have been linked to adverse effects on plants and insects, especially pollinators

- As of October 2017, 235 scientists from 41 countries have signed the International EMF Scientists Appeal urging world leaders to "protect mankind and wildlife from the dangers of EMFs and wireless technology."

ISED says microcells are safe as long as they comply with Health Canada's Safety Code 6. Health Canada, however, continues to ignore the non-thermal effects of artificial electromagnetic frequencies as well as the science which shows that exposure to these frequencies, even at levels lower than those deemed safe by Safety Code 6, cause potential biological harm.

- On September 28, 2014, over 50 Canadian physicians condemned Safety Code 6. On July 9, 2014, fifty-three scientists from eighteen countries called on Health Canada to intervene to "help avoid an emerging health crisis."

Microcells are establishing the infrastructure for "5G" (fifth generation) technology which the telecom industry is poised to install across the nation.

"5G" microwave frequencies have never been independently tested to prove they will not cause adverse biological and/or health effects. By allowing telecoms to install microcells, local governments currently have no recourse over how many transmitters are placed and if these microcells will be used to transmit "5G."

- On Sept. 13, 2017, over 180 scientists from 35 countries sent a declaration to the European Commission calling for a moratorium on the rollout of microcell transmitters and "5G" saying that fifth generation technology "could lead to tragic, irreversible harm"

In 1998, Canada adopted the Wingspread Precautionary Principle, which states: "When an activity raises threats of harm to human health or the environment, precautionary measures should be taken, even if some cause and effect relationships are not fully established scientifically."

Rethinking the indiscriminate installation of microcells in our communities supports this principle and protects local governments from being liable for damage and injury resulting from wireless harm.

Section 3: Why Local Governments are Concerned about Microcells

- **Public and Environmental Health and Safety** - as discussed in the above **Microcells - Notice of Wireless Harm**
- **Liability**

Once a municipal government has been made aware that microcells may cause personal injury or environmental harm, (the **Notice of Wireless Harm** above informs you of this) permitting microcell transmitters to be installed in your ROWs may be deemed an act of negligence, and you may be held liable for any environmental damage or personal injury resulting from this equipment having been installed. Telecommunication workers ("linemen") are at particular risk.

In 2013, the *CRTC* and the *FCM* established this liability criterion in their **Model Municipal Access Agreement**, which may be downloaded here: <http://crtc.gc.ca/cisc/eng/ciscmanu.htm>.

- **Local Authority & Urban Planning**

The Antenna Siting Systems Protocol Template developed in 2013 by the *FCM* and the *Canadian Wireless Telecommunications Association* (CWTA) offers municipalities examples of how they may add their input to antenna siting in their communities, specifying design preferences, for instance, or naming preferred and discouraged locations for antenna siting. However, once a land use authority gives its permission for microcells to be installed, telecommunication companies have the final say in where microcells are placed.

This Lack of Local Authority over microcells negatively impacts:

- **Public Health and Safety** Transmitters in the public right of way are affecting pole integrity, creating increased distraction for drivers, and causing sidewalk and roadway crowding.
- **Urban Planning:** There is no limit to the number of small cells allowed per property, and no consideration for competing demands, noise, size, lighting, design, or fiscal impacts.
- **Aesthetics & Property Values:** Universal deployment of microcells degrades intentionally designed neighborhoods and historic buildings, and negatively affects property values.
- **The Public's Use and Enjoyment of the ROW:** Street-side gardening, block parties, neighbours visiting across the fence, children riding their bikes on the road by their homes... So many pastimes that add colour to a community and pleasure to life may be curtailed as citizens experience legitimate concern about lingering under the microcells and being exposed to radio frequencies.

Section 4: Tech-Wise - Solutions for Connectivity

Safe and data-secure technological options are available.

For mobile connectivity we could emulate Paris, France's pilot project and install small cells with signals that are adequate for mobile use but do not penetrate buildings or peoples' homes. For home and business internet access, wired networks of fiber optic and Ethernet cables or of fiber optic, copper wire and Ethernet cables (G-Fast) provide safe, fast, reliable, and cyber-secure connection, and will not blemish or obstruct local rights of way.

Section 5: Microcells - Municipal Rights and Responsibilities

Action Check List

- ☐ Have microcells been installed on existing structures in your municipality?
- ☐ If not, do you want to discuss other connectivity options with telecom providers before giving them access to your ROWs?
- ☐ Do you have an Antenna Siting Protocol in place? If so, does it require that notification is required for all new transmitters? If not, consider writing one that does, even for microcells being installed on existing structures.
- ☐ If microcells are installed in your ROWs:
 - ☐ Has written consent been given to the telecom by local land use authorities for each transmitter installed?
 - ☐ Have you asked the company who installed the microcell network for RF exposure level data?
 - ☐ Have you asked this company what strategies they have employed to keep the ambient RF radiation levels in residential areas as low as possible, and what strategies could still be implemented?

- ☐ Have you negotiated a Municipal Access Agreement with the telecom who has installed these microcells?
- ☐ Has the telecom submitted detailed before and after plans to your municipal engineer for each microcell installation?

The Model Municipal Access Agreement and You

The **Model Municipal Access Agreement** negotiated between the CRTC and the FCM in 2013 (<http://crtc.gc.ca/cisc/eng/ciscmanu.htm>) defines the parameters of local governments' current rights and responsibilities in relation to microcell placement. Most significantly:

1. **Consent:** Pursuant to section 43 of the Telecom Act a company must have a municipality's written consent prior to constructing equipment within the ROW.
2. **Permits:** Work within the ROWs by the company is subject to the authorization requirements established by the municipality. Municipalities determine if permits are required for each and every microcell.
3. **Plans:** Unless otherwise agreed to by the municipality, prior to installing microcells the company must submit the following to the municipal engineer:
 - Construction plans of the proposed work showing the locations of the proposed and existing equipment and other facilities, and specifying the boundaries of the area within the municipality within which the work is proposed to take place;And
 - All other relevant plans, drawings and other information as may be normally required by the municipal engineer from time to time for the purposes of issuing permits.
4. **Refusal to issue Permits.** In case of conflict with any *bona fide* municipal purpose, including reasons of public safety and health and conflicts with existing infrastructure, the municipality may request amendments to the plans provided by the company or may choose to refuse to issue a permit.

5. **Utility co-ordination committee.** The company shall participate in a utility co-ordination committee established by the municipality and contribute to its equitable share of the reasonable costs of the operation and administration of the committee as approved by such committee.

6. **"As-built" drawings.** The municipality may request that, no later than a given number of days after completion of any work, the company shall provide the municipal engineer with accurate "as-built" drawings sufficient to accurately establish the plan, profile, and dimensions of the equipment installed within the ROWs.

7. **Liability.** The municipality is responsible for any damage to the natural environment and any injury to any person arising from the presence of electromagnetic radiation in connection with the company's use of the ROWs if such damage was caused directly or indirectly, in whole or in part, by the negligence of the municipality.

Kim Mushynsky

From: Mike Racz <gm@haidagwaiifutures.ca>
Sent: October-26-17 3:13 PM
To: Kim Mushynsky; Lori Wiedeman; Trevor Jarvis
Cc: Jorden G. Wolfe
Subject: HGCF DirectorTerms

Hello All,

It is that time again when we have some of our director terms up for renewal at Haida Gwaii Community Futures. Director terms will be expiring at the AGM which is scheduled to be held on Nov 29th/2017. If you have received this email then your directors term is currently coming to an end. I am hoping that you can bring this matter to your next council meeting for your communities' nomination of either a new or existing director. Your communities' director has been informed of this process. Please let me know if you have any questions. Once you have selected your communities' representative to our board of directors please let us know in writing or by email of the decision made so we can engage them in the process moving forward. Thank-you in advance.

Sincerely,

Michael Racz
General Manager
Haida Gwaii Community Futures

(c) 250 637 1744
(e) gm@haidagwaiifutures.ca



HAIDA GWAII COMMUNITY FUTURES

VILLAGE OF PORT CLEMENTS

General Revenue & Expense

Page 1 of 6

2017-Nov-1

3:46:22PM

Description	2016 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Budget
Taxes				
Property Tax - Municipal	(127,101.46)	(127,048.98)	(127,000.00)	(127,000.00)
* TOTAL Taxes	(127,101.46)	(127,048.98)	(127,000.00)	(127,000.00)
Payment in Lieu of Taxes				
Grant in Lieu - Federal	(1,344.59)	(1,068.07)	(1,300.00)	(1,300.00)
Grant in Lieu - Hydro	(4,771.17)	(5,510.53)	(4,700.00)	(4,700.00)
Grant in Lieu - Tekus	(1,437.61)	(1,405.41)	(1,500.00)	(1,500.00)
* TOTAL Payment in Lieu of Taxes	(7,553.37)	(7,984.01)	(7,500.00)	(7,500.00)
Sales of Service				
Sales - Faxes	(165.85)	(309.25)	(200.00)	(250.00)
Sales - Photocopies	(501.70)	(558.05)	(500.00)	(600.00)
Sales - Tax Searches & Commissioner	(435.00)	(705.00)	(375.00)	(450.00)
Misc. - Fire Protection Agreement	(450.00)	(750.00)	(450.00)	(450.00)
Sales - Garbage Tags	(48.00)	0.00	(50.00)	(50.00)
Rec Commission Revenue	(4,227.75)	(4,459.35)	(3,250.00)	(4,000.00)
Sales - Village Property	(88.00)	0.00	0.00	0.00
Taxes - School Tax Admin Fee	(2,130.03)	(2,123.15)	(2,100.00)	(2,100.00)
Rental -Weight Room	(1,878.75)	(1,932.50)	(1,800.00)	(1,850.00)
* TOTAL Sales of Service	(9,925.08)	(10,837.30)	(8,725.00)	(9,750.00)
Revenue From Own Sources				
Sales - Business Licenses	(1,440.00)	(1,650.00)	(1,400.00)	(1,400.00)
Rental - Gym	0.00	(300.00)	0.00	0.00
Rental - Ambulance	(5,604.56)	(5,629.44)	(5,500.00)	(6,600.00)
Dog Tag Revenue	0.00	(585.00)	0.00	0.00
Rental - St. Marks Church	0.00	(100.00)	0.00	(100.00)
Rental - Shoreline Park RV	(6,571.20)	(7,233.25)	(5,780.00)	(6,000.00)
Rental - CBC Site	(945.00)	(900.00)	(900.00)	(900.00)
Rental - Clinic	(7,073.00)	(7,073.00)	(7,000.00)	(8,400.00)
Garbage Admin	(2,758.50)	(2,767.50)	(2,625.00)	(3,500.00)
Property Tax Penalties	(4,851.47)	(5,982.62)	(6,000.00)	(6,000.00)
Property Tax Arrears Interest	(1,136.19)	(1,029.79)	(1,000.00)	(1,200.00)
Delinquent Tax Interest	(437.69)	(506.34)	(500.00)	(600.00)
MIA Dividends	0.00	0.00	0.00	0.00
Interest Revenue	(5,086.95)	(9,081.99)	(7,000.00)	(40,000.00)
Small Craft - Electricity Revenue	(5,314.00)	(8,108.95)	(5,500.00)	(6,500.00)
Small Craft - Fee for Use	(12,846.71)	(27,074.25)	(16,850.00)	(20,000.00)
Large Wharf fee for use	(4,805.88)	(6,645.44)	(5,300.00)	(6,500.00)
Biomass Recovery	(3,397.72)	(7,960.32)	(7,300.00)	(10,000.00)
* TOTAL Revenue From Own Sources	(62,268.87)	(92,607.89)	(72,655.00)	(117,700.00)
Multi Purpose Building Rental				
MPBC Library Revenue	(8,585.00)	(7,650.00)	(7,650.00)	(10,200.00)
MPBC Space rental	(2,021.15)	(2,531.31)	(2,220.00)	(2,750.00)
* TOTAL Multi Purpose Building R	(10,606.15)	(10,181.31)	(9,870.00)	(12,950.00)

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VILLAGE OF PORT CLEMENTS

General Revenue & Expense

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2017-Nov-1

3:46:22PM

Description	2016 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Budget
Unconditional Transfers				
Grants - Small Community Protection	(375,682.00)	(386,064.00)	(386,000.00)	(386,000.00)
* TOTAL Unconditional Transfers	(375,682.00)	(386,064.00)	(386,000.00)	(386,000.00)
Conditional Transfers				
Misc. - NSF & Sundry Charges	(78.61)	(11.50)	(25.00)	(25.00)
Misc. - Donations	(15.60)	(471.23)	(50.00)	(100.00)
Miscellaneous	(450.85)	(4,982.22)	(400.00)	(500.00)
Grants - Misc.	(109,123.97)	(89,606.00)	0.00	0.00
Grants - GT - Christmas	0.00	0.00	0.00	(10,000.00)
Grants - GT - Community Events Program	(5,000.00)	(5,000.00)	(5,000.00)	(5,000.00)
Economic Dev. Fund	(50,000.00)	(50,000.00)	(50,000.00)	(50,000.00)
SCH- Funding	0.00	0.00	0.00	0.00
Community Works Fund Cond. Transfer	0.00	0.00	0.00	0.00
* TOTAL Conditional Transfers	(164,669.03)	(150,070.95)	(55,475.00)	(65,625.00)
Reserves				
Transfers From Reserves	0.00	0.00	0.00	0.00
* TOTAL Reserves	0.00	0.00	0.00	0.00
Collections for Other Agencies				
Taxes - School Residential	(80,338.63)	(79,476.66)	(80,000.00)	(80,000.00)
Taxes - School Non-residential	(33,841.24)	(30,998.82)	(34,000.00)	(34,000.00)
Taxes - SQCRD	(30,042.57)	(29,941.23)	(30,000.00)	(30,000.00)
Taxes - Regional Hospital	0.00	0.00	0.00	0.00
Taxes - NW Regional Hospital	(14,235.43)	(23,630.31)	(15,000.00)	(15,000.00)
Taxes - Police	(15,852.02)	(13,074.32)	(15,000.00)	(15,000.00)
Taxes - BCAA	(1,829.83)	(1,566.79)	(2,000.00)	(2,000.00)
Taxes - MFA	(6.06)	(6.18)	(10.00)	(10.00)
Taxes - VIRL	(12,740.50)	(13,125.63)	(13,000.00)	(13,000.00)
* TOTAL Collections for Other Ag	(188,886.28)	(191,819.94)	(189,010.00)	(189,010.00)
** Total Revenues	(946,692.24)	(976,614.38)	(856,235.00)	(916,535.00)

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VILLAGE OF PORT CLEMENTS

General Revenue & Expense

Page 3 of 6

2017-Nov-1

3:46:22PM

Description	2016 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Budget
Legislative Expenses				
Council Remuneration	12,750.00	11,928.51	12,750.00	17,000.00
Council Training Expense	0.00	0.00	1,000.00	2,000.00
Council Travel	48.49	8,019.42	9,000.00	9,000.00
Council Benefits Expense	651.23	550.40	560.00	750.00
Council Membership Expense	1,595.73	1,866.72	1,700.00	1,700.00
Council Grants Awarded	7,291.04	6,348.87	9,500.00	9,500.00
Centennial Celebration Expense	0.00	0.00	0.00	0.00
* TOTAL Legislative Expenses	22,336.49	28,713.92	34,510.00	39,950.00
General Administration				
Administrative Wages	76,343.70	81,237.65	90,600.00	109,000.00
Administrative Benefits	16,804.27	22,597.90	22,650.00	28,000.00
Administrative Travel	123.07	1,465.93	1,800.00	1,800.00
Membership Fees	637.62	468.50	650.00	650.00
Audit & Accounting Expense	8,000.00	8,000.00	8,000.00	8,000.00
Legal Expense	3,540.15	3,701.65	4,000.00	5,000.00
Office Supplies	1,390.81	1,564.46	1,560.00	1,700.00
Website Fees	2,172.84	2,575.95	2,400.00	2,400.00
Computer Software Expenses	3,180.28	3,370.26	3,520.00	3,800.00
Administrative Operating Costs	2,161.72	2,740.07	3,240.00	4,000.00
Supplies	172.01	118.23	240.00	300.00
Advertising	1,218.70	1,399.42	1,700.00	1,850.00
Postage Expense	1,161.23	820.93	1,250.00	1,500.00
Misc. - Tax Sale Expenses	(245.99)	(908.30)	350.00	350.00
Elections Expense	0.00	3,453.72	5,000.00	5,000.00
Custodian's Wages	5,108.32	4,194.20	5,000.00	6,000.00
General Insurance Expense	16,546.83	12,419.00	16,500.00	16,500.00
Climate action plan	(436.00)	(346.00)	0.00	0.00
Training	1,496.96	1,309.72	1,500.00	1,500.00
NDI Grant Proposal Writer	0.00	0.00	0.00	2,500.00
* TOTAL General Administration	139,376.52	150,183.29	169,960.00	197,850.00

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VILLAGE OF PORT CLEMENTS

General Revenue & Expense

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2017-Nov-1
3:46:22PM

Description	2016 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Budget
Fire Department				
FD - Training	1,500.00	718.90	2,600.00	4,000.00
FD - Fire Fighters	0.00	0.00	0.00	500.00
FD - Repairs & Maintenance	6,748.28	3,485.18	5,200.00	6,500.00
Firehall Utilities	8,535.08	7,619.11	7,680.00	9,500.00
FD - License & Insurance	2,313.06	3,926.49	4,500.00	4,500.00
FD - Equipment	10,046.27	2,374.44	7,200.00	8,000.00
FD - Fuel	328.16	878.49	850.00	1,000.00
Firehall Janitorial	2,334.77	2,193.91	2,330.00	2,800.00
Weight Room	877.46	1,262.55	880.00	1,000.00
• TOTAL Fire Department	32,683.08	22,469.07	31,240.00	37,800.00
Emergency Services				
Emergency Committee	627.57	604.69	600.00	750.00
• TOTAL Emergency Services	627.57	604.69	600.00	750.00
Common Services				
Common Services - Wages	12,645.57	12,476.74	15,000.00	18,000.00
Common Services - Benefits	3,707.41	4,591.96	4,150.00	4,500.00
Training - Public Works General	0.00	0.00	500.00	1,000.00
Misc. - PW Shed Utilities	837.09	633.71	900.00	1,000.00
Common Services - Misc	796.42	1,608.01	750.00	750.00
• TOTAL Common Services	17,986.49	19,310.42	21,300.00	25,250.00
Wharf				
Wharf - Wages	348.41	448.79	400.00	500.00
Wharf - Benefits	84.34	131.63	80.00	100.00
Wharf Insurance	1,170.00	1,300.00	1,250.00	1,250.00
Wharf Hydro	682.92	237.07	510.00	650.00
Wharf - Maintenance	6,850.88	5,164.49	6,100.00	13,000.00
• TOTAL Wharf	9,136.55	7,281.98	8,340.00	15,500.00
Small Craft Harbour				
Small Craft Harbour- Wharfing Expense	0.00	0.00	0.00	0.00
Small Craft Harbour - Hydro Expense	6,641.13	7,017.14	7,400.00	9,000.00
Small Craft Harbour- Insurance Expense	0.00	0.00	0.00	0.00
Small Craft Harbour - Legal Expenses	88.08	287.08	450.00	500.00
Small Craft Harbour- Maintenance	11,063.49	5,102.06	5,500.00	6,000.00
Boat Launch and parking lot	0.00	156.47	1,000.00	6,000.00
• TOTAL Small Craft Harbour	17,792.70	12,562.75	14,350.00	21,500.00

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VILLAGE OF PORT CLEMENTS

General Revenue & Expense

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2017-Nov-1
3:46:22PM

Description	2016 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Budget
Roads				
Common Services - Fuel	655.01	791.48	900.00	1,000.00
Street Maintenance	8,021.13	7,718.39	8,900.00	10,000.00
Street Sanding	0.00	4,778.84	4,500.00	6,000.00
Hydro - Street Lights	11,304.97	10,492.51	11,620.00	14,000.00
Tools & Equipment	6,396.09	5,047.69	4,620.00	5,000.00
Public Work's Truck Insurance	0.00	1,489.00	1,000.00	1,000.00
Brushing Operating Expense	1,520.99	977.54	2,000.00	2,500.00
Industrial Road Maintenance	14,397.50	2,165.54	3,000.00	4,000.00
Ditching	600.96	159.45	4,000.00	4,000.00
Public Works Truck	757.84	632.59	640.00	800.00
* TOTAL Roads	43,654.49	34,253.03	41,180.00	48,300.00
Environmental Health				
Garbage Tags / Dumpster Fees	185.00	0.00	80.00	80.00
Common Services - Garbage Expense	126.41	0.00	400.00	500.00
* TOTAL Environmental Health	311.41	0.00	480.00	580.00
Environmental Development				
Clinic R&M	861.82	2,539.31	3,000.00	25,000.00
Ambulance O&M	107.28	524.95	1,200.00	1,500.00
* TOTAL Environmental Development	969.10	3,064.26	4,200.00	26,500.00
Parks & Recreation				
Community Hall Grounds Keeping	926.76	460.75	1,000.00	1,000.00
Community Park O & M	12,240.11	12,494.94	13,000.00	13,000.00
Beautification	2,659.11	2,409.69	4,000.00	4,000.00
Millenium Park O & M	1,183.67	3,300.06	3,000.00	3,000.00
Sunset Park O & M	12,793.48	16,846.35	15,300.00	16,000.00
Recreation Commission	2,892.32	4,827.11	7,000.00	8,000.00
Museum Grounds keeping	2,285.57	3,058.93	2,000.00	2,000.00
Cemetery	5,132.79	332.91	2,500.00	2,500.00
Entrance Sign Install	0.00	0.00	0.00	0.00
Old Water tower removal	0.00	0.00	0.00	0.00
Tourism Expense	6,524.11	2,880.40	4,750.00	7,000.00
Community Park Washrooms	0.00	232.79	250.00	250.00
St. Mark's Expense	139.52	292.77	250.00	350.00
* TOTAL Parks & Recreation	46,777.44	47,136.70	53,050.00	57,100.00
MPBC Operating Expenses				
MPBC Utilities	9,547.20	9,209.85	8,600.00	10,000.00
MPBC Fuel	11,050.29	12,915.89	9,500.00	11,500.00
MPBC Insurance	5,855.04	6,316.96	5,900.00	5,900.00
Library o+m	2,530.00	2,092.20	2,500.00	3,000.00
MPBC Grounds keeping	6,355.12	7,117.71	6,000.00	6,000.00
MPBC Janitorial	2,927.67	2,543.41	2,550.00	3,000.00
Biomass Expenses	5,698.93	12,877.32	9,500.00	10,000.00
* TOTAL MPBC Operating Expenses	43,964.25	53,073.34	44,550.00	49,400.00

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VILLAGE OF PORT CLEMENTS

General Revenue & Expense

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2017-Nov-1

3:46:21PM

Description	2016 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Budget
Debt Services				
Bad Debts Expense	0.00	0.00	250.00	500.00
General Service Charges	882.00	1,371.08	1,300.00	1,500.00
Till Over/Short	1.55	(21.43)	0.00	0.00
• TOTAL Debt Services	883.55	1,349.65	1,550.00	2,000.00
Contributions to Reserves				
Transfer to/from Reserves	0.00	0.00	0.00	0.00
• TOTAL Contributions to Reserve	0.00	0.00	0.00	0.00
Grants & Misc.				
Concession Stands	0.00	0.00	0.00	0.00
Feasibility	0.00	0.00	0.00	0.00
NDI Economic Dev Fund	50,000.00	50,000.00	50,000.00	50,000.00
Trail Extension	0.00	0.00	0.00	0.00
GT - Community Events Program	3,000.00	3,000.00	3,000.00	5,000.00
Misc. - GT - Christmas	0.00	0.00	0.00	10,000.00
• TOTAL Capital Expenses	53,000.00	53,000.00	53,000.00	65,000.00
AMORTIZED ASSET				
Amortized Asset Expense	0.00	0.00	0.00	132,000.00
• TOTAL AMORTIZED ASSET	0.00	0.00	0.00	132,000.00
Taxes Levied-Other Gov't				
Taxes - SQCRD	30,042.00	29,913.00	30,000.00	30,000.00
Taxes - VIRL	12,740.00	13,128.00	13,000.00	13,000.00
Taxes-Police	11,703.00	12,796.32	15,000.00	15,000.00
Taxes - School Residential	60,465.22	77,368.66	80,000.00	80,000.00
Taxes - School Non-residential	25,356.00	29,774.94	34,000.00	34,000.00
Taxes - Regional Hospital	0.00	0.00	0.00	0.00
Taxes - NW Regional Hospital	14,233.00	23,626.00	15,000.00	15,000.00
Taxes - BCAA	1,829.83	1,566.68	2,000.00	2,000.00
Taxes - MFA	6.06	6.69	10.00	10.00
PILT's For Others	0.00	0.00	0.00	500.00
• TOTAL Taxes Levied-Other Gov't	156,375.11	188,180.29	189,010.00	189,510.00
** TOTAL Expenses	585,874.75	621,173.39	667,320.00	908,990.00
***P Surplus/Deficit	(360,817.49)	(355,440.99)	(188,915.00)	(6,545.00)

*** End of Report ***

F-1

We've posted posters in 4 locations around town and on Facebook requesting the community to provide us with their input on potential energy savings initiatives in Port Clements. The information was collected up until October 31, 2017. Here are the comments received:

1. Buy us all heat pumps.
2. Fight for jobs so everyone can afford to heat their homes no matter what method! We are in trouble!
3. Better street lights? Really I prefer total darkness
4. Would be great if we could look at multiple options like the solar roof panels; possibly e small wind turbines (shaped and designed to look like trees - Paris 2015); exchange / sharing of power and any other options. As a Village we are likely to be able to get better pricing and options - rather than individuals trying to bear the costs!
5. i applaud thinking outside the box, but just to add some balance to the alternative energy proposals.
now i must say, we need to start some where, and this industry is changing and advancing on a daily basis, HOWEVER, the solar industry is fraught with non green issues.
the carbon cost in building the panels, currently exceed the benefits, solar relies on banks of batteries, which means lithium.
Lithium is the new "oil" industry, the mining practices of lithium in 3rd world countries leaves a lot to be desired>
did you know that a Trillion dollar vein of lithium was discovered in afghanistan?
now makes one wonder if govts are really worried about remote, far away terrorism, or resources!
for me, it just calls the tesla, solar industry into question.

NB-1

6. Public works need to have the most up-to-date equipment... This has a fantastic savings of energy and most certainly cost savings for our village. It would also go under the heading of 'working in a healthy environment'.

Just think of the time saved! where PW can be doing important tasks.

NB-1



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

36 Cedar Avenue West
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Author: Ruby Decock, Deputy Clerk

Date: October 30, 2017

Re: UBCM 2017 Convention

Background: The Union of BC Municipalities (UBCM) is an organization that serves local governments by representing and serving BC municipalities by advocating for local governments needs. Every year, UBCM holds an annual convention which consists of their Annual General Meeting, elections, as well as training or information sharing workshops. During this week long event, the provincial government agrees to meet with Council representatives to discuss issues or concerns brought forward by a municipality. This year the convention was held in Vancouver from September 25th – 29th, 2017.

Report:

The convention was held between September 26th – 28th, 2017. The convention coincided with the UBCM AGM and other conventions attend several clinics and a few meetings. I partook in the following:

1. Preparing for the 2018 General Local Elections Clinic– This workshop was an overview of the new changes to the upcoming election year. The biggest change is in campaign finance expense limits for candidates and that the elections will be held on Saturday, October 20, 2018.
2. Council meeting with the Ministry of Citizen's Service – Council met with Ministry staff to present safety and economic impacts resulting from the absence of cell phone service in Port Clements. Ministry had provided a *Connectivity* booklet on the provincial government's broadband servicing plans and recommended that Port Clements work together with the rest of Haida Gwaii municipalities to have a strategic approach to address cell phone concerns. Staff also informed council that there were no guarantees that cell phone connectivity will ever reach Port Clements due to the limited microwave broadband signal available to Haida Gwaii. The ministry staff stated that until the cell phone microwave tower is replaced by a land connection, there is no possibility that cell phone service can be expanded on Haida Gwaii. Council had also attended the NCRD's meeting with the same ministry of which Minister Simms was present. The meeting had a more positive outcome in that Minister Simms identified that she is aware of the lack of cell service in Haida Gwaii and there is works or plans for the North Coast and work on getting this addressed is in progress.

RTC-1

3. Water Sustainability Act from Legislation to Practice Clinic. This workshop provided an overview of some of the reporting requirements and identified the push to registering all wells in the province. Currently, there are different types of water licenses issued and government has been struggling to ensure that water usage is being captured. Concerns for global warming and population demands on water inventory is important to understand as there may be implications to existing water uses if additional licenses are issued within a watershed.
4. Responsible Conduct Working Group Clinic. This clinic presented their work on a policy paper which addresses council questionable conduct by local government officials. The working group held the session to answer questions and hear concerns local government officials had about council conduct.
5. UBCM AGM – several speakers were available to discuss and answer questions regarding the wildfire crisis and the impacts on local governments. Emergency preparedness was discussed as well.
6. UBCM Resolution session – Resolutions were brought forward to the UBCM and voted on by local government officials.
7. UBCM Tradeshow – Several companies and organizations had information booths on site to present their services or products that may be useful to municipal governments.
8. Infrastructure and Economic Development Town Hall Meeting - This session had a panel of Ministers answering questions or hearing concerns local governments had regarding provincial services. One concern presented was the proposed cut in the greyhound service along Highway 16. Concerns that affordable transportation in rural communities will not be available to those communities that don't have other modes of public transportation, especially to those who are low income and require the necessary medical services in urban centres.
9. CAO Breakfast – This session was held for CAO's to network and to hear a presentation on Parcel Map BC's release. The system is being revised to incorporate land titles information, including survey information, with municipal government's digital infrastructure inventory. A relationship between Parcel Map and Integrated Cadastral Information Society to create an accessible, reliable sourced digital mapping inventory.
10. Council meeting with Ministry of Forests, Lands and Natural Resource Operations – Council met with a staff representative to voice the concerns for the Community Forest, the threat to Port Clements' economic viability with the reduction in the available timber supply on Haida Gwaii, and the importance of logging roads for emergency access and tourism.

Recommendation:

Respectfully submitted:

RTC-1



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

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Author: Ruby Decock, Acting CAO
Date: November 1, 2017
Re: Clerks & Corporate Officers Bootcamp

Background: The Acting CAO is newly appointed to the position 14 months prior to completion of CAO training. Council has agreed to hire a part time consultant to continue training.

The Clerk and Corporate Officers Bootcamp is for newly appointed Clerk's and Corporate Officers will cover:

- understanding roles and responsibilities;
- understanding meeting procedures, preparation and minute taking;
- how to report to council;
- how to train or obtain training;
- applying procedural bylaw;
- land use planning ;
- elections; and
- networking with CAO's and Corporate Officers for support or opinion how to approach or research for work responsibilities.

The training will take place on January 17th and 18th, 2018 in Richmond. The cost of the convention is broken down as follows:

		Taxes	Total
Workshop Fee	\$580	\$29.00	\$609.00
Hotel (2 nights)	258	44.27	302.27
Lunch per diem			0
Dinner	60		60
Total			\$971.27

There will be no cost for flights as the Acting CAO will be in Vancouver for a medical appointment on January 16th, 2018. Breakfast and lunch will be provided. Also, the course will be referencing the yet to be published Clerks and Corporate Officer

RTC-2

Handbook. By attending this training, it is the expectation that it will speedup the CAO training process which will further aide in having CAO work completed in a more timely and efficient manner.

Respectfully submitted: *Ruby Decock.*

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CLERK AND CORPORATE OFFICERS BOOTCAMP

JANUARY 17-18, 2018

PACIFIC GATEWAY HOTEL, RICHMOND, BC

Are you a newly appointed or aspiring Municipal Clerk or Corporate Officer? Are you a newly appointed CAO that is responsible for corporate administration? Are you an administrative assistant that provides support to elected officials or works closely with the Municipal Clerk or Corporate Officer? If you said yes to any of the above, then this Bootcamp is for you!

Join knowledgeable experts Lisa Zwarn and Sonia Santarossa for this two-day workshop that will help build your fundamental skills as a Municipal Clerk or Corporate Officer.

You will also be joined by other experienced Municipal Clerks and Corporate Officers who will serve as mentors throughout the Bootcamp to provide you with an opportunity to tap into their knowledge, ask questions, and learn from their experiences.

At the end of this bootcamp you will be able to describe the key roles and responsibilities of the Municipal Clerk or Corporate Officer, refer to and articulate the relevant sections of the legislation that apply to the role; prepare meeting agendas and minutes; apply a procedure bylaw, and so much more!

Register online at: <https://members.lgma.ca/upcoming-events/>



For further information...

Local Government Management Association



office@lgma.ca

250 383.7032

REGISTRATION DEADLINE

January 10, 2018

(Maximum 75 participants)

Workshop Fee

\$580 + GST LGMA Member

\$665 + GST Non Member

Costs includes breakfast, lunch and refreshments. Participants are responsible for their own dinner.

Refunds/cancellations

Request for refunds
accepted until 4:30 pm
January 10 subject to a \$50
administration fee.

No refunds after January 10,
2018, however registration is
transferable.

**Pacific Gateway Hotel
3500 Cessna Drive
Richmond, BC**

**Accommodation:
LGMA 1808LOCA Room Block
book before December 14
first-come first-served basis**

**Reservations call:
1.604.278.1241**

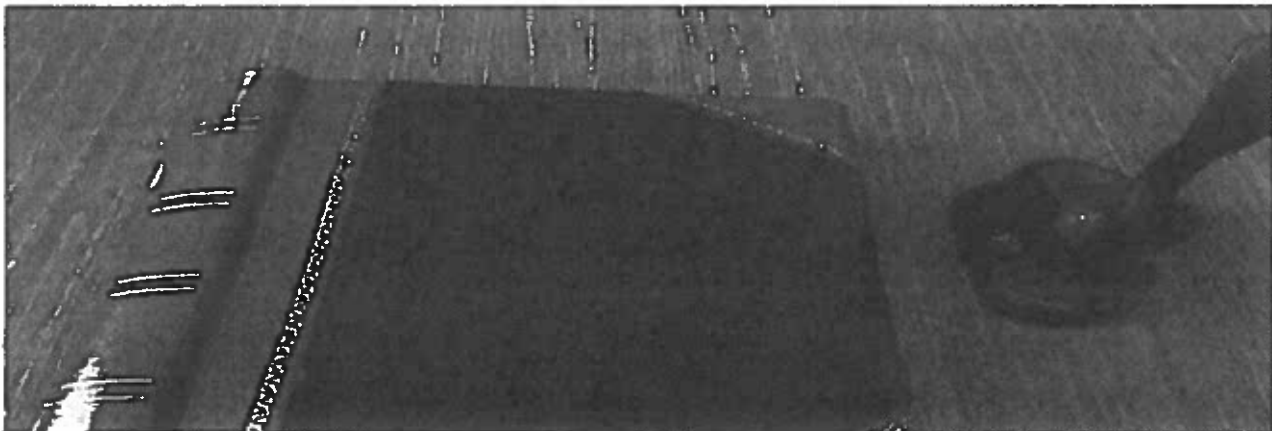
res@pacificgatewayhotel.com

Standard Room \$129 + taxes

WEDNESDAY, JANUARY 17

INSTRUCTORS: Lisa Zwarn and Sonia Santarossa

7:30 - 8:30 AM	CONTINENTAL BREAKFAST
8:30 – 8:45 AM	INTRODUCTION
8:45 - 10:30 AM	THE ROLE OF THE CLERK AND CORPORATE OFFICER Legislation
10:30 – 11:00 AM	<i>REFRESHMENT BREAK</i>
11:00 AM – NOON	THE ROLE OF THE CLERK AND CORPORATE OFFICER (CONT'D) Official Records Regulatory Tasks in Your Official Capacity
NOON – 1:00 PM	LUNCH
1:00 – 2:30 PM	GOVERNING BODY OPERATIONS Meeting Procedures
2:30 – 3:00 PM	<i>REFRESHMENT BREAK</i>
3:00 – 4:15 PM	GOVERNING BODY OPERATIONS (CONTINUED) Agenda Preparation Minute Taking
4:15 – 4:30 PM	END OF DAY WRAP UP
EVENING	FREE TIME



THURSDAY, JANUARY 18

7:30 - 8:30 AM	BREAKFAST
8:30 – 10:00 AM	GOVERNING BODY OPERATIONS (CONTINUED) Report and Recommendation Management Committees and Commissions
10:00 – 10:30 AM	<i>REFRESHMENT BREAK</i>
10:30 – NOON	GOVERNING BODY CONCERNS Newly Elected Official Orientation Challenges Facing Elected Officials
NOON – 1:00 PM	LUNCH
1:00 – 2:00 PM	PANEL SESSION WITH CLERKS AND CORPORATE OFFICERS
2:00 – 2:45 PM	LAND USE PLANNING PRIMER FOR THE CLERK AND CORPORATE OFFICER
2:45 – 3:15 PM	<i>REFRESHMENT BREAK</i>
3:15 – 3:45 PM	ELECTIONS AND OTHER FORMS OF ELECTORAL INVOLVEMENT
3:45 – 4:30 PM	WRAP UP

**THE 2018 CLERKS AND CORPORATE OFFICERS HANDBOOK
WILL BE AVAILABLE FOR PURCHASE PRIOR TO THE
BOOTCAMP AT AN ADDITIONAL COST.**

Clerks and Corporate Officers Handbook

Table of Contents – DRAFT

EXECUTIVE SUMMARY

CHAPTER 1: INTRODUCTION

- 1.1 Purpose of the Handbook
- 1.2 How to Use the Handbook

CHAPTER 2: LOCAL GOVERNMENT IN BRITISH COLUMBIA

- 2.1 Understanding the Political System in British Columbia
- 2.2 Levels of Government and Jurisdiction
- 2.3 Municipalities vs. Regional Districts
- 2.4 Committees, Commissions and Other Bodies)
(Structure as they relate to the governing body)
- 2.5 Ministry Responsible for Local Governments
- 2.6 Office of the Ombudsperson

CHAPTER 3: THE OFFICE OF THE MUNICIPAL CLERK/CORPORATE OFFICER

- 3.1 History of the Role
- 3.2 Legislation (Hierarchy of Authority)
 - Provincial legislation
 - Letters Patent
 - Bylaws
 - Policies
 - Practices and Procedures
- 3.3 Officers
 - Applicable legislation
 - Officers Bylaw
 - Indemnity Bylaw
 - Employment Contracts
- 3.4 Statutory Duties and Responsibilities
- 3.5 Regulatory Tasks
 - 3.5.1 Corporate
 - 3.5.2 Signing Authority – (LGA, CC, *Evidence Act*)
 - Commissioner for Taking Oaths
 - Certified Copies
 - Policies for signing legal instruments on behalf of the local government
 - 3.5.3 Notice to Local Government

CHAPTER 4: GOVERNING BODY PROCEDURES AND OPERATIONS

4.1 Procedure Bylaw and Meeting Procedure

4.1.1 Procedure Bylaw

- Legislative authority
- Required Elements
 - Rules of procedure for meetings
 - Minutes
 - Meeting notice
 - Acting Mayor designation
 - Inaugural Meeting
- Other Content
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 - Electronic Participation (s. 128)
 - Voting
 - Municipalities vs regional districts
 - Delegations
 - Reconsideration
 - Authority of the Chair

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 - Section 94 notice requirements
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- Presiding Officer and Recording Secretary
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- Election of Board Chair and Vice Chair

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- Sign-up sheets
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- information reports
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- 4.4.4 Meeting Calendar & Important Dates to Remember
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 - o s. 94 Notice Requirements
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- 4.11 Elected Officials – Challenges and Obligations
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 - 4.11.2 Insider Influence (s. 102)
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- 5.2 Ministerial Approval
- 5.3 Retention
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- 9.3 Public Hearings
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- 9.7 Land Disposition
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- 11.3 Webstreaming

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 - 12.1.5 Claims
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- 13.1 Local Government Management Association (LGMA)**
 - 13.1.1 LGMA Chapters**
- 13.2 International Institute of Municipal Clerks (IIMC)**
- 13.3 Union of British Columbia Municipalities (UBCM)**
 - 13.3.1 UBCM Chapters**
- 13.4 Federation of Canadian Municipalities (FCM)**
- 13.5 Municipal Finance Authority (MFA)**

CHAPTER 14: ADDITIONAL RESOURCES AND LINKS

APPENDICES



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

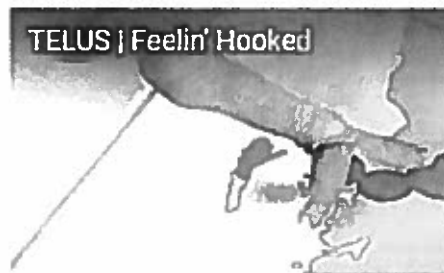
36 Cedar Avenue West
PO Box 198
Port Clements, BC
V0T1R0
OFFICE : 250-557-4295
Public Works : 250-557-4326
FAX : 250-557-4568
Email : office@portclements.ca
Web : www.portclements.ca

Author: Ruby Decock, Deputy Clerk
Date: October 31, 2017
Re: Telus Advertisement – Cell Phone Coverage

Background: Council has identified that Cell Phone Service for Port Clements is a Strategic Priority.

Report: Councilor Stewart has identified that Telus has been advertising on television and on their website that there is cell phone coverage throughout Northern Haida Gwaii. The TV ad shows full coverage, whereas their website identifies some coverage in Port Clements. Both these maps are inaccurate.

This is the photo from the television advertisement:



This is the photo from their website:



How would Council like to proceed?

Respectfully submitted: *Ruby Decock*

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ACTION ITEMS

<u>#</u>	<u>Date</u>	<u>Description</u>	<u>Lead</u>	<u>Follow up</u>
A30	06-09-2016	Weight Room Upgrades	Administration	Questionnaire distributed on equipment use - Several Turned in. Hoping for more submissions Grant Writer to look for opportunities
A31	03-04-2017	Health Clinic Ventilation	Administration	RFP Being put out.
A32	18-03-2017	Health Clinic - water in crawl space	Public Works	October 27 - crawl space had some water. PW determined how water was getting into clinic. Water is from poor exterior drainage and opening.
A33	18-03-2017	Health Clinic - replace flooring	Administration	RFP to be put out once clinic industrial flooring description received by AMS.
A34	04-07-2017	Community Park - block access	Public Works	Have access to soccer fields blocked with logs for temporary solution
A35	04-07-2017	Community Park - gates and/or fencing	Public Works	Permanent gate and/or fencing to protect soccer field
A36	08-08-2017	Sunset Park Mgmt. Plan	Council	Review recently adopted Management plan in Nov/Dec 2017 and again in Nov/Dec 2018.