



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

**AGENDA**

**Regular Meeting of Council Monday October 6, 2014  
COUNCIL CHAMBERS**

- 1. ADOPT AGENDA.**
- 2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**
  - D-1 – Andrew Cragg to speak about September 22, 2014 Council agenda package
- 3. MINUTES**
  - M-1- August 25, 2014 Regular Council Meeting - amendment
  - M-2 – September 15, 2014 Regular Council Meeting
  - M-3 – September 22, 2014 Special Council Meeting
  - M-4 – June 17, 2014 Centennial Committee Meeting
  - M-5 – July 8, 2014 Centennial Committee Meeting
  - M-6 – July 27, 2014 Centennial Committee Meeting
- 4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
- 5. ORIGINAL CORRESPONDENCE**
  - C-1 – Gas Tax program – signing authorization
  - C-2 – Report from Deputy Clerk on Risk Management Conference
  - C-3 – Report from Deputy Clerk on MATI Training
  - C-4 – Request for permission from WSI
  - C-5 – Letter from Komadina (Jasper Apartments)
- 6. GOVERNMENT**
  - G-1 – Bursary policy #2 - Amendment
- 7. FINANCE**
  - F1 – Cheque Listing to September 29, 2014
  - F2 – August CIBC bank statement
- 8. NEW BUSINESS**
  - NB-1 - #6 Bayview Drive Demolition – ratification of online decision
  - NB-2 – Report to Council – Crown Land Grant #2
  - NB-3 – Report to Council – travel claim policy clarification
  - NB-4 – Report to Council – Marketing to Baby Boomers
  - NB-5 – Action Item – Centennial Committee
  - NB-6 – Report to Council – Fennell Bursary
- 9. REPORTS & DISCUSSIONS**
- 10. ACTION ITEMS**
- 11. QUESTIONS FROM THE PUBLIC & PRESS**
- 12. ADJOURNMENT**

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

RECEIVED  
Monday  
Sept. 29, 2014 12:25 p.m.  
SZA.

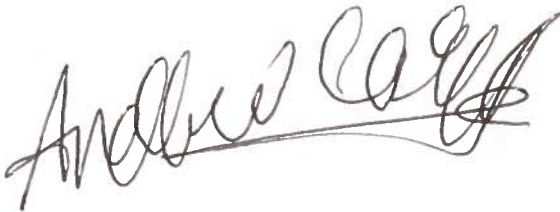
September 28, 2014

attn: CAO Kim Mushynsky

Dear Kim,

Please place me as a delegate to the October 6th regular meeting of village council.

thank you,



Andrew Cragg

Member, Port Clements Volunteer Fire Department

Regarding the agenda package for the Sept. 22, 2014  
agenda package.



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**Minutes of the Special meeting of the Port Clements Council held August 25, 2014 in the Council Chambers.**

**Present:**

Deputy Mayor Thomas  
Councillor Gaspar  
Councillor Gould  
Councillor Falconbridge

CAO – Kim Mushynsky

2 members of the public in attendance

Deputy Mayor Thomas called the meeting to order at 7pm – Council observed a moment of silence in remembrance of Mayor Wally Cheer.

Note addition of  
Motion 2014-290A  
missed when these  
minutes were originally  
approved at the  
Sept. 2, 2014 meeting

**1. ADOPT AGENDA.**

2014-277 - Moved by Councillor Gaspar, seconded by Councillor Falconbridge  
THAT the agenda be adopted with the following additions NB-4 MIEDS Representative  
**CARRIED**

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

**3. MINUTES.**

M-1 – Regular Meeting of Council Monday July 21, 2014

2014-278 – Moved by Councillor Gaspar, seconded by Councillor Falconbridge  
THAT we accept the Regular Council meeting minutes from July 21, 2014 meeting as presented.  
**CARRIED**

M-2 – Rec Committee minutes from Friday July 11, 2014

2014-279 – Moved by Councillor Gaspar, seconded by Councillor Falconbridge  
THAT we accept the Rec Committee meeting minutes from July 11, 2014 meeting as presented.  
**CARRIED**

M-3 – Notes from Dog Concerns meeting July 29, 2014

2014-280 – Moved by Councillor Falconbridge, seconded by Councillor Gaspar  
THAT we receive and file the notes from the July 29, 2014 meeting.  
**CARRIED**

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

BA-1 – Lewis Hancock – Bursary Application

2014-281 – Moved by Councillor Gaspar, seconded by Councillor Falconbridge  
THAT we approve a \$500 scholarship for Lewis Hancock.  
**CARRIED**

BA-2 – Reina Fennell – Bursary Application

2014-282 – Moved by Councillor Gaspar, seconded by Councillor Falconbridge  
THAT we approve a \$500 scholarship for Reina Fennell pending acceptance to a Post-Secondary Institution.  
**CARRIED**

## **5. ORIGINAL CORRESPONDENCE.**

C-1 – Haida Gwaii Forest Products – permit application

2014-283 Moved by Councillor Falconbridge, seconded by Councillor Gaspar

THAT we support the permit application and recommend that the applicable authority ensure that emissions are within provincial guidelines once the system has been in operation for 6-12 months.

**CARRIED**

C-2 – Edge of the World Music Festival Request

2014-284 – Moved by Councillor Falconbridge, seconded by Councillor Gaspar

THAT we open this for discussion.

**CARRIED**

2014-285 – Moved by Councillor Gaspar, seconded by Councillor Gould

THAT we reduce the Edge of the World Music Festival invoice for the rental of tables and chairs to \$300.00 once the two missing chairs are returned.

**CARRIED**

C-3 – Haida Gwaii Working Group appointment

2014-286 – Moved by Councillor Gaspar, seconded by Councillor Falconbridge

THAT we open this for discussion.

**CARRIED**

2014-287 – Moved by Councillor Gaspar, seconded by Councillor Gould

THAT we appoint Councillor Falconbridge as representative to the Ambulance meetings and Ryan Brown as the Alternate.

**CARRIED**

## **6. GOVERNMENT.**

G-1 – Bylaw 412, 2014 Water Frontage

2014-288 – Moved by Councillor Gould, seconded by Councillor Gaspar

THAT we give 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading to Water Frontage Bylaw #412, 2014.

**CARRIED**

**Deputy Mayor Thomas Opposed**

G-2 – Bylaw 418, 2014 Council Remuneration

2014-289 - Moved by Councillor Gaspar, seconded by Councillor Falconbridge

THAT we give 1<sup>st</sup> & 2<sup>nd</sup> reading to Council Remuneration Bylaw #418, 2014

**CARRIED**

2014-290 – Moved by Councillor Gaspar, seconded by Councillor Gould

THAT we amend Bylaw 418, 2014 to remove section 4 (loss of wages compensation) and reword section 5 to be per term and not per annum.

**CARRIED**

2014-290A – Moved by Councillor Gaspar, seconded by Councillor Gould

THAT we give 3<sup>rd</sup> reading to Council Remuneration Bylaw #418, 2014.

**CARRIED**

## **7. FINANCE.**

F-1 – Cheque listing to August 11, 2014

2014-291 – Moved by Councillor Falconbridge, seconded by Councillor Gaspar

THAT we receive and file the cheque listing to August 11, 2014

**CARRIED**

## **8. NEW BUSINESS.**

NB-1 – Tenders for demolition of #6 Bayview Drive

2014-292 – Moved by Councillor Falconbridge, seconded by Councillor Gould

THAT we accept the recommendation to award the contract to Shorewood Forest Ltd.

**CARRIED**

NB-2 – VIREL Lease renewal

2014-293 – Moved by Councillor Falconbridge, seconded by Councillor Gaspar

THAT we offer VIREL a two year lease at the \$850/month rate.

**CARRIED**

NB-3 – Janitorial Contract

2014-294 – Moved by Councillor Falconbridge, seconded by Councillor Gould

THAT we ratify Council's email decision to award the Janitorial Contract to Shirley Wegium for two years.

**CARRIED**

NB-4 – MIEDS Representative

2014-295 – Moved by Councillor Gaspar, seconded by Councillor Falconbridge

THAT we appoint Councillor Gould as the new MIEDS Representative.

**CARRIED**

**9. ACTION ITEMS:**

**10. REPORTS AND DISCUSSIONS.**

Councillor Gaspar – no report

Councillor Gould – SQCRD update

Deputy Mayor Thomas – no report

Councillor Falconbridge – no report

CAO – biomass RFP analysis, election preparation.

**ADJOURNMENT.**

2014-296 - Moved by Councillor Gaspar, seconded by Councillor Falconbridge

THAT the meeting be adjourned at 8:20pm

**CARRIED**

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Urs Thomas,  
Deputy Mayor

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Kim Mushynsky,  
CAO



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**Minutes of the regular meeting of the Port Clements Council held September 15, 2014 in the Council Chambers.**

**Present:**

Deputy Mayor Thomas  
Councillor Gould  
Councillor Falconbridge

CAO – Kim Mushynsky

2 members of the public in attendance

Deputy Mayor Thomas called the meeting to order at 7pm

**1. ADOPT AGENDA.**

2014-315 - Moved by Councillor Gould, seconded by Councillor Falconbridge  
THAT the agenda be adopted with the following amendments – add BA-3 VIREO Lease renewal, BA-4 Industrial Park Lot Eagle Nest issue and a note to move to in-camera at the end of the meeting.  
**CARRIED**

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

**3. MINUTES.**

M-1 – Regular Meeting of Council Tuesday September 2, 2014  
2014-316 – Moved by Councillor Falconbridge, seconded by Councillor Gould  
THAT we accept the September 2, 2014 Regular Council meeting minutes as presented.  
**CARRIED**

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

BA-1 – Craig Beachy cutting permit application  
2014-317 – Moved by Councillor Gould, seconded by Councillor Falconbridge  
THAT we approve the re-submitted cutting permit.  
**CARRIED**

BA-2 – Edward Lowrie – request to cut a tree  
2014-318 – Moved by Councillor Gould, seconded by Councillor Falconbridge  
THAT we open this for discussion.  
**CARRIED**

2014-319 – Moved by Councillor Gould, seconded by Councillor Falconbridge  
THAT we have the alder tree removed at #18 Tingley Street the next time one of the tree removal companies are on island.  
**CARRIED**

BA-3 – Vancouver Island Regional Library Lease  
2014-320 – Moved by Councillor Gould, seconded by Councillor Falconbridge  
THAT we open this for discussion.  
**CARRIED**

2014-321 – Moved by Councillor Gould, seconded by Councillor Falconbridge

THAT we accept the proposal of \$850/month rent for a 5 year period retroactive to the end of the expired lease term as put forward at the August 25 Special Council Meeting.

**CARRIED**

BA-4 – Eagle’s Nest on Industrial Park Lot

2014-322 – Moved by Councillor Falconbridge, seconded by Councillor Gould

THAT we open this for discussion.

**CARRIED**

2014-323 – Moved by Councillor Gould, seconded by Councillor Falconbridge

THAT we table clearing of the Industrial Park for now.

**CARRIED**

**5. ORIGINAL CORRESPONDENCE.**

**6. GOVERNMENT.**

**7. FINANCE.**

F-1 – NSCU August 2014 Statement

2014-324 – Moved by Councillor Falconbridge, seconded by Councillor Gould

THAT we receive and file the August 2014 NSCU statement.

**CARRIED**

**8. NEW BUSINESS.**

NB-1 – Set date for “All Candidates Meeting”.

Council directed that we tentatively plan for a meeting Monday October 27, 2014 in the Community Hall. We will finalize these plans after Nominations close on October 10, 2014. If we have enough candidates for an election we will proceed with this meeting and invite the Regional District, Gwaii Trust and School District candidates as appropriate to participate as well.

**9. ACTION ITEMS:**

Council will have a Special Meeting Monday September 22, 2014 at 7pm in Council Chambers to discuss the biomass boiler project and make decisions on the bids received related to this project.

**10. REPORTS AND DISCUSSIONS.**

Councillor Gould – no report

Deputy Mayor Thomas – mtg with Forestry re: Eagles nest, upcoming Community Futures mtg.

Councillor Falconbridge – no report – not running in next election

CAO – read two letters of appreciation – one for public works and one for bursary program.

2014-325 – Moved by Councillor Falconbridge, seconded by Councillor Gould

THAT we move to in-camera

**CARRIED**

**ADJOURNMENT.**

2014-326 - Moved by Councillor Gould, seconded by Councillor Falconbridge

THAT the meeting be adjourned at 8:05pm

**CARRIED**

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Urs Thomas,  
Deputy Mayor

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Kim Mushynsky,  
CAO



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**Minutes of the Special meeting of the Port Clements Council held September 22, 2014 in the Council Chambers.**

Present:

Deputy Mayor Thomas  
Councillor Gaspar  
Councillor Gould  
Councillor Falconbridge

CAO – Kim Mushynsky

4 members of the public in attendance

Deputy Mayor Thomas called the meeting to order at 7pm

**1. ADOPT AGENDA.**

Moved by Councillor Gaspar, seconded by Councillor Gould

THAT the agenda be adopted with the following addition – a recommendation for topic F2 brought forward as a late add by Deputy Mayor Thomas.

**CARRIED**

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

**3. MINUTES.**

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

**5. ORIGINAL CORRESPONDENCE.**

**6. GOVERNMENT.**

**7. FINANCE.**

F-1 – Biomass Boiler Decision

Moved by Councillor Falconbridge, seconded by Councillor Gaspar

THAT we approve the staff recommendation to accept Fink's tender for a KOB biomass boiler.

**CARRIED**

F-2 – Biomass project management discussion

Moved by Councillor Gould, seconded by Councillor Falconbridge

THAT we open this for discussion.

**CARRIED**

Moved by Councillor Gould, seconded by Councillor Gaspar

THAT we refer the project management issue to staff for further investigation with a report/recommendation to be prepared for the October 20<sup>th</sup> Council meeting.

**CARRIED**

**Deputy Mayor Thomas opposed**

**8. NEW BUSINESS.**



**9. ACTION ITEMS:**

**10. REPORTS AND DISCUSSIONS.**

**ADJOURNMENT.**

Moved by Councillor Falconbridge, seconded by Councillor Gould  
THAT the meeting be adjourned at 8:05pm

**CARRIED**

---

Urs Thomas,  
Deputy Mayor

---

Kim Mushynsky,  
CAO

**CENTENNIAL COMMITTEE**  
**Minutes of the Regular meeting of the Centennial Committee**  
**Tuesday, June 17, 2014**

Present:

Mayor Wally Cheer      Councillor Ian Gould      Joan Hein  
Angela Mielecki      Betty Stewart  
Deputy Clerk/Treasurer Sharon Ferretti

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

**1. ADOPT AGENDA.**

It was moved by Angela Mielecki, seconded by Joan Hein  
THAT the agenda be adopted as presented.

**CARRIED**

**2. MINUTES.**

M-1-Regular meeting of Centennial Committee Tuesday, June 3, 2014

It was moved by Councillor Gould , seconded by Angela Mielecki  
THAT the minutes be accepted as presented.

**CARRIED**

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

BA-1-Report from Council

Nothing to report.

BA-2-Parade Float details

We will obtain two logs for the float. Perhaps have two kids on the cross cut saw. Matt will be on the pole with belt and spurs. Decorating Al Condrotte's flat bed and 'Black Beauty' dump truck will be on Thursday, June 26<sup>th</sup> starting at approximately 6:00p.m. Wally will talk to Jim Mould to be the 'today logger' on the float.

BA-3-Organize Time Capsule items

The date of the Time Capsule event was set for Monday, August 4, 2014 at the Centennial Park.

BA-4-Action Plan updates

Please see attached.

**4. ORIGINAL CORRESPONDENCE**

**5. GOVERNMENT**

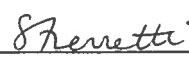
**6. NEW BUSINESS**

**7. REPORTS & DISCUSSIONS.**

Next meeting to be July 10<sup>th</sup>

Councillor Gould motioned to adjourn at 8:17p.m.

  
\_\_\_\_\_  
Mayor Wally Cheer, Chair

  
\_\_\_\_\_  
Sharon Ferretti, Deputy/Clerk Treasurer

**Village Of Port Clements Centennial Committee**  
**June Action Plan 2014**

#	ITEM	IMMEDIATE ACTION	RESOLVE	DONE?
10	Parade Float	Decide on idea and design. FLOAT IDEA: Evolution of logging 'time line' of tree and equipment. Possible Funding from Community Futures + Gwaii Trust Wally, Ian & Matt to get together to work out the idea.	Ian reported is on target. Decorations and gift items ordered; waiting for arrival. People for float lined up? Clothing lined up? 2 logs secured?	Decorating date set for June 26 at 6:00p.m.
13	St. Mark's Choir service	<ul style="list-style-type: none"> <li>- Line up participants for December 2014 to do a Christmas Carol service</li> <li>- Approach Principal of PCES re: Kazamir &amp; school kids music program</li> </ul>	Check availability closer to December 2014	September
14	Fireworks for 100 <sup>th</sup> Celebrations	October 31 <sup>st</sup> good as kids are out + dark early enough; but concern is potentially unsafe weather conditions. Require licencing to do public display. Discussed having a family Halloween Party at the Firehall; Period Costumes; prizes; apple bobbing + popcorn balls	Purchase month in advance. Possibility of Corporate Sponsorship. Consider using non-industrial grade; have firemen available. Suggested to speak with Greg Stewart as has permit to do fireworks.	Pending
17 + 19	Time Capsule + Barbeque at St. Marks's	School and Community Goups, in conjunction with Centennial Working Group, will complete this project. Timeline suggested is May 2014. Large container size measuring 22" w x 28.5" deep. Need a bronze plaque to withstand vandalism. Letters have been prepared and sent. Wally located a couple of containers that will work. Probably double-contain items i.e. moisture. Possible vacuum seal items.  Tourism Committee to do barbeque end of July/early August for a tourist event.	Mayor Cheer looking into purchase of a plaque, and will build a concrete lid with a loop on top.	Plaque purchased.  Date set for Aug 4, 2014 at Millennium Park.

# CENTENNIAL COMMITTEE

## Minutes of the Regular Meeting of the Centennial Committee

Tuesday, July 8, 2014

Present: Mayor Wally Cheer                      Councillor Ian Gould                      Angela Mielecki  
            Betty Stewart                              Bunny Decembrini

Mayor Cheer called the meeting to order at 7:13 p.m.

### 1. ADOPT AGENDA.

It was moved by Angela Mielecki, seconded by Councillor Gould  
THAT the agenda be adopted as presented

**CARRIED**

### 2. MINUTES.

M-1 Regular meeting of Centennial Committee Tuesday June 17, 2014

It was moved by Angela Mielecki, seconded by Councillor Gould  
THAT the minutes be accepted as presented.

**CARRIED**

### 3. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS.

BA-1 Report from Council

Funding request for activities during naval visit as requested by Tourism Committee was approved by Council.

BA-2 Mayor Cheer reported the Centennial float won first prize in Canada Day parade and prize money for the win would be funnelled back into Centennial Committee budget

BA-3 Action item updates

B.C. Day bar-b-que was discussed and the Committee looked at activity to keep children busy during the event. A scavenger hunt was suggested and this idea will be forwarded to the tourism Committee

Mayor Cheer reported he will need help pouring cement for the lid. Councillor Gould said he would assist if he could.

Mayor Cheer reported Deputy Clerk/Treasurer Sharon Ferretti has assembled items for the time capsule. There was some discussion about adding other items to the capsule. Bunny Decembrini suggested a photograph of the Centennial Committee and a photograph of Village Council be added. Betty Stewart reported there are 20 family trees ready for the capsule.

It was suggested a park cleanup be conducted on Sunday, July 27, 2014 to ready the park for the bar-b-que. It was also suggested the Committee meet before August 4th to finalize plan for time capsule internment.

# **CENTENNIAL COMMITTEE**

## **Minutes of the Regular Meeting of the Centennial Committee**

Tuesday, July 8, 2014

page 2

### **4. ORIGINAL CORRESPONDENCE**

### **5. GOVERNMENT**

### **6. NEW BUSINESS.**

NB-1 Mayor Cheer told the committee of a Heritage Canada grant awarded to Historical Society of \$2,000.00 to commemorate WWII. It was proposed a model of a Mosquito Bomber could be created with this funding. Mayor Cheer was asked if he could talk to Ben Vanderbeek about feasibility.

### **7. REPORTS and DISCUSSIONS.**

Next meeting to be arranged via e-mail

Bunny Decembrini motioned to adjourn at 8:40 p.m.

  
\_\_\_\_\_  
Mayor Wally Cheer, Chair

**Village Of Port Clements Centennial Committee**  
**July Action Plan 2014**

#	ITEM	IMMEDIATE ACTION	RESOLVE	DONE?
13	St. Mark's Choir service	<ul style="list-style-type: none"> <li>- Line up participants for December 2014 to do a Christmas Carol service</li> <li>- Approach Principal of PCES re: Kazamir &amp; school kids music program</li> </ul>	Check availability closer to December 2014	September
14	Fireworks for 100 <sup>th</sup> Celebrations	October 31 <sup>st</sup> good as kids are out + dark early enough; but concern is potentially unsafe weather conditions. Require licencing to do public display. Discussed having a family Halloween Party at the Firehall; Period Costumes; prizes; apple bobbing + popcorn balls	Purchase month in advance. Possibility of Corporate Sponsorship. Consider using non-industrial grade; have firemen available. Suggested to speak with Greg Stewart as has permit to do fireworks.	Pending
17 + 19	Time Capsule + Barbeque at St. Marks's	School and Community Goups, in conjunction with Centennial Working Group, will complete this project. Timeline suggested is May 2014. Large container size measuring 22" w x 28.5" deep. Need a bronze plaque to withstand vandalism. Letters have been prepared and sent. Wally located a couple of containers that will work. Probably double-contain items i.e. moisture. Possible vacuum seal items.  Tourism Committee to do barbeque end of July/early August for a tourist event.	Mayor Cheer looking into purchase of a plaque, and will build a concrete lid with a loop on top.	Plaque purchased.  Date set for Aug 4, 2014 at Millennium Park.

**CENTENNIAL COMMITTEE**  
**Minutes of the Special meeting of the Centennial Committee**  
**Sunday, July 27, 2014**


Present:

Mayor Wally Cheer	Councillor Ian Gould	Joan Hein
Angela Mielecki	Sue Couch	Marilyn Bliss
Deputy Clerk/Treasurer Sharon Ferretti		

After completing the cleanup of the Millennium Park, Mayor Cheer gathered everyone inside St. Mark's church at approximately 12:30 p.m.

Discussion was held concerning finalizing the details related to the Tourist Bar-be-que (Tourism Committee) and Time Capsule Internment event (Centennial Committee).

We adjourned at approximately 1:30p.m.

  
\_\_\_\_\_  
Mayor Wally Cheer, Chair

  
\_\_\_\_\_  
Sharon Ferretti, Deputy/Clerk Treasurer



Administration provided  
By UBCM

Funding provided by  
Government of Canada

**Canada**

In partnership with:  
The Province of BC



Gas Tax Program  
Services

Local Government House  
525 Government St  
Victoria BC V8V 0A8

Phone: 250-356-5134  
Fax: 250-356-5119

Website:

[www.ubcm.ca](http://www.ubcm.ca)  
under  
Funding Programs

Renewed Gas Tax Fund

## Gas Tax Program Services

...delivering the federal gas tax agreement funding in British Columbia

May 30, 2014

Mayor Wally Cheer  
Village of Port Clements  
Box 198  
Port Clements, BC V0T 1R0

Dear Mayor Wally Cheer:

Please find enclosed two (2) copies of your Community Works Fund (CWF) Agreement 2014-2024 under the Administrative Agreement on the Federal Gas Tax Fund in British Columbia (Gas Tax Agreement). This Agreement will replace your current 2005-2015 CWF Agreement.

If Council resolves to enter into the Agreement, the Mayor and the Corporate Officer should sign both copies and return both to UBCM, along with a certified Council resolution. Upon receipt, the Union of BC Municipalities (UBCM) will sign and date the Agreement and return one fully executed copy for your records. At that time, and provided UBCM has received your 2013 Gas Tax annual expenditure report, UBCM will release your first of two Community Works Fund payments for 2014 in the amount of \$32,593.23. Your second payment is expected to be released by December 2014 and payments will continue in a semi-annual basis over the term of the 2014-2024 CWF Agreement.

The CWF will continue to provide dedicated long-term predictable federal funding to local governments for investments in capital and capacity building projects. Local governments will continue to make local choice on which eligible projects to fund through this program.

UBCM will also be making an additional payment towards CWF funding from interest accumulated over the term of the first Gas Tax Agreement (2005 – present). It is expected that this payment will see an additional \$8 million allocated to BC Local Governments over the next two years of funding, and will coincide with your regular CWF payment starting July 2014.

Any CWF funding that you still have as unspent through CWF payments from 2005-2013 will be considered funds under your new CWF Agreement and any obligations outlined in the new Agreement will take effect for those funds upon completion of your 2013 Gas Tax annual expenditure report.

The renewed Gas Tax Agreement can be found on the UBCM website at [www.ubcm.ca](http://www.ubcm.ca) under the Funding Programs, Renewed Gas Tax Agreement tab.



Please feel free to contact Brant Felker, Gas Tax Policy & Program Manager if you have any questions about CWF or other programs under the Gas Tax Agreement. Brant can be reached by e-mail at [bfelker@ubcm.ca](mailto:bfelker@ubcm.ca) or by phone at 250-356-0893.

Yours truly,

A handwritten signature in black ink, appearing to read "Rhona Martin". The signature is fluid and cursive, with the first name "Rhona" being more prominent than the last name "Martin".

Rhona Martin  
UBCM President

Cc: Kim Mushynsky, Chief Administrative Officer

**2014-2024 COMMUNITY WORKS FUND AGREEMENT**  
**under the**  
**ADMINISTRATIVE AGREEMENT**  
**ON THE FEDERAL GAS TAX FUND IN BRITISH COLUMBIA**

This Agreement made as of \_\_\_\_\_, 201\_\_\_\_,

BETWEEN:

Village of Port Clements (the Local Government)

AND

The **UNION OF BRITISH COLUMBIA MUNICIPALITIES** (UBCM) as continued by section 2 of the *Union of British Columbia Municipalities Act RSBC 2006, c.1*, as represented by the President

**WHEREAS:**

- A. Canada, British Columbia and UBCM wish to help communities build and revitalize their public infrastructure that supports national objectives of productivity and economic growth, a clean environment and strong cities and communities;
- B. Canada, British Columbia and UBCM have entered into the Agreement setting out the roles and responsibilities of the Parties for the administration of the Federal Gas Tax Fund (GTF) in British Columbia;
- C. The Agreement provides for delivery of funding that may be received by UBCM from Canada, including interest thereon, through three programs, one of which is Community Works Fund;
- D. The Agreement sets out the purpose, terms and conditions of the Community Works Fund, and requires that in order to receive Community Works Fund funding, a Local Government must sign a Funding Agreement with UBCM;

**NOW THEREFORE**, in consideration of the mutual promises herein, UBCM and the Local Government agree as follows:

**1. PURPOSE**

The purpose of this Community Works Fund Agreement is to set out the roles and responsibilities of the Local Government and UBCM related to any Community Works Fund funds that may be delivered to the Local Government by UBCM:

**2. SCHEDULES**

The following Schedules, originating in whole or part from the Agreement, are attached to and form part of this Community Works Fund Agreement:

- Schedule A - Definitions
- Schedule B - Eligible Project Categories
- Schedule C - Eligible and Ineligible Expenditures

Schedule D - Reporting and Audits  
Schedule E - Communications Protocol

### **3. ROLE OF UBCM**

**3.1** UBCM has, pursuant to the Agreement, agreed with Canada and British Columbia to:

- A. receive GTF funding from Canada and allocate funds so received from Canada pursuant to the Agreement, including allocating Community Works Funds to the Local Government to be spent on Eligible Projects and Eligible Expenditures in accordance with the terms and conditions of this Community Works Fund Agreement;
- B. report to Canada and British Columbia, including Annual Reports and Outcome Reports, as required by the Agreement; and
- C. fulfill other roles and responsibilities as set out in the Agreement.

### **4. CONTRIBUTION PROVISIONS**

- 4.1** Over the term of this Community Works Fund Agreement, UBCM will pay the Local Government its annual allocation within 30 days of receipt of such funds from Canada.
- 4.2** Payments under section 4.1 are subject to UBCM receiving sufficient GTF funds from Canada, and Local Government compliance with this Community Works Fund Agreement and any other Funding Agreement under the First Agreement.
- 4.3** Annual allocation is based on a formula set out in section 3.4 of Annex B of the Agreement. In the first year of this Community Works Fund Agreement, the Local Government will receive \$65,186.46, in two equal instalments which, subject to section 4.2, are expected to be delivered in the month following July 15 and November 15, 2014.
- 4.4** Annual allocation to the Local Government for all subsequent years under this Community Works Fund Agreement continue to be based on the funding formula set out in the Agreement, but are subject to change by UBCM from the amount set out in section 4.3 due to such circumstances as local government boundary changes and new Local Government incorporations, changes in Census populations and changes in amounts that may be received by UBCM from Canada.
- 4.5** Timing of payments in subsequent years under this Community Works Fund Agreement to the Local Government by UBCM are subject to change due to any changes in timing of payments to UBCM by Canada.

**5. USE OF FUNDS BY LOCAL GOVERNMENT**

- 5.1 Any GTF funding that may be received by the Local Government and any Unspent Funds, and any interest earned thereon held by the Local Government must be used by the Local Government in accordance with this Community Works Fund Agreement, including specifically Section 6. (Commitments of the Local Government).
- 5.2 Any GTF funding that may be received by the Local Government and any Unspent Funds, and any interest earned thereon held by the Local Government will be treated as federal funds with respect to other federal infrastructure programs.

**6. COMMITMENTS OF THE LOCAL GOVERNMENT**

- 6.1 The Local Government shall:

A. Ensure that any Unspent Funds and any GTF funding received from UBCM, as well as any interest earned thereon are expended and used in accordance with Schedule B (Eligible Project Categories) and Schedule C (Eligible and Ineligible Expenditures).

B. Treat any Unspent Funds and any GTF funding received from UBCM, as well as any interest earned thereon as federal funds with respect to other federal infrastructure programs.

C. Over the term of this Community Works Fund Agreement, ensure that any Unspent Funds and any GTF funding received from UBCM, as well as any interest earned thereon result in incremental spending as measured by the methodology, which will include a Base Amount, approved by the Partnership Committee.

D. Comply with all Ultimate Recipient requirements outlined in Schedule E (Communications Protocol).

E. During the term of this Community Works Fund Agreement work to strengthen Asset Management, in accordance with the Asset Management framework developed by the Partnership Committee.

F. Invest, in a distinct account, GTF funding received from UBCM in advance of paying Eligible Expenditures.

G. With respect to Contracts, award and manage all Contracts in accordance with the Local Government's relevant policies and procedures and, if applicable, in accordance with the Agreement on Internal Trade and applicable international trade agreements, and all other applicable laws.

H. Invest into Eligible Projects, any revenue that is generated from the sale, lease, encumbrance or other disposal of an asset resulting from an Eligible Project where such disposal takes place within five (5) years of the date of completion of the Eligible Project.

I. Submit a report to UBCM, in a format acceptable to UBCM, by June 1 in each year, which includes:

- GTF transactions of the Local Government for the previous calendar year, in sufficient detail to allow UBCM to produce the Annual Report required by Schedule D (Reporting and Audits);
- a declaration from the Chief Financial Officer that the Local Government has complied with all Funding Agreements between it and UBCM; and

- any other information required by UBCM to fulfill its responsibilities under the Agreement, including, but not limited to project outcomes in relation to anticipated program benefits, expenditures made for tangible capital assets, and progress made towards Asset Management improvements.

J. Allow Canada and UBCM reasonable and timely access to all of its documentation, records and accounts and those of their respective agents or Third Parties related to the use of any Unspent Funds and any GTF funding, as well as any interest earned thereon, and all other relevant information and documentation requested by Canada or UBCM or its designated representatives for the purposes of audit, evaluation, and ensuring compliance with this Community Works Fund Agreement.

K. Ensure that no current or former public servant or public office holder to whom any post-employment, ethics and conflict of interest legislation, guidelines, codes or policies of Canada applies will derive direct benefit from GTF funding, Unspent Funds and interest earned thereon, unless the provision or receipt of such benefits is in compliance with such legislation, guidelines, policies or codes.

L. Keep proper and accurate accounts and records in respect of all Eligible Projects for at least six (6) years after completion of the Eligible Project and, upon reasonable notice, make them available to Canada or UBCM.

M. Ensure actions do not establish or be deemed to establish a partnership, joint venture, principal-agent relationship or employer-employee relationship in any way or for any purpose whatsoever between Canada, British Columbia, or UBCM and the Local Government, or between Canada, British Columbia, or UBCM and a Third Party.

N. Ensure the Local Government does not represent themselves, including in any agreement with a Third Party, as a partner, employee or agent of Canada, British Columbia or UBCM.

O. Ensure that the Local Government will not, at any time, hold the Government of Canada or British Columbia or any of their respective officers, servants, employees or agents responsible for any claims or losses of any kind that they, Third Parties or any other person or entity may suffer in relation to any matter related to GTF funding or an Eligible Project and that they will, at all times, compensate the Government of Canada or British Columbia and their respective officers, servants, employees and agents for any claims or losses of any kind that any of them may suffer in relation to any matter related to GTF funding or an Eligible Project, except to the extent to which such claims or losses relate to the negligence of an officer, employee, or agent of Canada in the performance of his or her duties.

P. Ensure that the Local Government will not, at any time, hold UBCM or any of its officers, servants, employees or agents responsible for any claims or losses of any kind that they, Third Parties or any other person or entity may suffer in relation to any matter related to GTF funding or an Eligible Project and that they will, at all times, compensate UBCM and its officers, servants, employees and agents for any claims or losses of any kind that any of them may suffer in relation to any matter related to GTF funding or an Eligible Project, except to the extent to which such claims or losses relate to the act of negligence of an officer, employee, or agent of UBCM in the performance of his or her duties.

Q. Agree that the above requirements which, by their nature, should extend beyond the expiration or termination of this Agreement will extend beyond such expiration or termination.

## **7. TRANSITION**

- 7.1 As of the effective date of this Community Works Fund Agreement, the First Community Works Fund Agreement is terminated.
- 7.2 Notwithstanding section 7.1, the Parties agree that prior to its termination, the First Community Works Fund Agreement is amended to add to section 6.2 of that agreement: Schedule A (Eligible Project Categories and Project Examples); Schedule B (Eligible Costs for Eligible Recipients) and Schedule E (Reporting and Audit).
- 7.3 Notwithstanding section 7.1, the Parties agree that the survival rights and obligations in Section 6.2 of the First Community Works Fund Agreement (including those added to that section by virtue of Section 7.2), and any other section of the First Community Works Fund Agreement that is required to give effect to that survival section, will continue to apply beyond the termination of the First Community Works Fund Agreement subject to the following:
- A. Regardless of any wording in the First Community Works Fund Agreement with another effect, Unspent Funds, including interest earned thereon, will, as of the effective date of this Community Works Fund Agreement, be subject to this Community Works Fund Agreement;
  - B. Unspent Funds that fall within the reporting period of the 2013 Annual Expenditure Report (as defined in the First Community Works Fund Agreement) will be reported by the Local Government to UBCM in accordance with the First Community Works Fund Agreement;
  - C. Unspent Funds that fall within the reporting period that includes January 1, 2014 to the effective date of this Community Works Fund Agreement will be reported by the Local Government to UBCM in accordance with this Community Works Fund Agreement;
  - D. The survival of the reporting obligations under Section 3.2 and section 1.1 of Schedule E (Reporting and Audits) of the First Community Works Fund Agreement extends only until these obligations are fulfilled by the Local Government for the 2013 reporting year, after which, the reporting obligations under Section 6.1(i) and Schedule D of this Community Works Fund Agreement will apply; and
  - E. Any matters that Section 3.1 (iv) and Schedule G of the First Community Works Fund Agreement would have applied to will be dealt with under Section 6.1(d) and Schedule E (Communications Protocol) of this Community Works Fund Agreement.

## **8. TERM**

This Community Works Fund Agreement will be effective as of April 1, 2014 and will be in effect until March 31, 2024 unless the Parties agree to renew it. In the event where this Community Works Fund Agreement is not renewed, any GTF funding and Unspent Funds, and any interest earned thereon held by the Local Government, that have not been expended on Eligible Projects or other expenditures authorized by this Community Works Fund Agreement as of March 31, 2024 will nevertheless continue to be subject to this Community Works Fund Agreement until such time as may be determined by the Parties.

**9. SURVIVAL**

The rights and obligations, set out in Sections 5.1, 5.2 and 6.1 will survive the expiry or early termination of this Community Works Fund Agreement and any other section which is required to give effect to the termination or to its consequences shall survive the termination or early termination of this Community Works Fund Agreement.

**10. AMENDMENT**

The Local Government acknowledges that the Agreement may from time to time be amended by agreement of Canada, British Columbia and UBCM and if and whenever such amendments to the Agreement are made, the Local Government agrees that UBCM may require this Community Works Fund Agreement to be amended to reflect, at the sole discretion of UBCM, the amendments made to the Agreement. Where UBCM requires this Community Works Fund Agreement to be so amended, it will provide to the Local Government notice in writing of the amendments it requires. Such amendments shall form part of this Community Works Fund Agreement and be binding on the Local Government and UBCM thirty (30) days after such notice, unless before then the Local Government elects in writing to give written notice of termination of this Community Works Fund Agreement to UBCM.

**11. WAIVER**

No provision of this Community Works Fund Agreement shall be deemed to be waived by UBCM, unless waived in writing with express reference to the waived provisions and no excusing, condoning or earlier waiver of any default by the Local Government shall be operative as a waiver, or in any way limit the rights and remedies of UBCM or Canada.

**12. NO ASSIGNMENT**

This Community Works Fund Agreement is not assignable by the Local Government and the Local Government shall not assign, pledge, or otherwise transfer any entitlement to allocation of funds under this Community Works Fund Agreement to any person and shall upon receipt of any allocation of funds hereunder pay and expend such funds thereafter only in accordance with the terms of this Community Works Fund Agreement.

**13. NOTICE**

Any notice, information or document provided for under this Community Works Fund Agreement must be in writing and will be effectively given if delivered or sent by mail, postage or other charges prepaid, or by facsimile or email. Any notice that is delivered will have been received on delivery; and any notice mailed will be deemed to have been received eight (8) calendar days after being mailed.

**Any notice to UBCM will be addressed to:**

Executive Director  
525 Government Street  
Victoria, British Columbia  
V8V 0A8  
Facsimile: 250 356-5119  
Email: [ubcm@ubcm.ca](mailto:ubcm@ubcm.ca)

**Any notice to the Local Government will be addressed to:**

The Corporate Officer at the place designated as the Local Government office.



**SIGNATURES**

This Community Works Fund Agreement has been executed on behalf of the Local Government by those officers indicated below and each person signing the agreement represents and warrants that they are duly authorized and have the legal capacity to execute the agreement.

Village of Port Clements

Original signed by:

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Mayor

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Corporate Officer

Signed by Village of Port Clements on the  
\_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

UNION OF BC MUNICIPALITIES

Original signed by:

---

Corporate Officer

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General Manager, Victoria Operations

The Community Works Fund Agreement have  
been executed by UBCM on the \_\_\_\_\_ day  
of \_\_\_\_\_, 201\_\_.

### Schedule A – Definitions

**“Agreement”** means the Administrative Agreement on the Federal Gas Tax Fund in British Columbia.

**“Annual Report”** means the duly completed annual report to be prepared and delivered by UBCM to Canada and British Columbia, as described in Schedule D (Reporting and Audits).

**“Asset Management” (AM)** includes planning processes, approaches or plans that support integrated, lifecycle approaches to effective stewardship of infrastructure assets in order to maximize benefits and manage risk. AM is further described in Schedule F (Asset Management) of the Agreement, and can include:

- an inventory of assets;
- the condition of assets;
- level of service;
- risk assessment;
- a cost analysis;
- community priority setting;
- long-term financial planning.

**“Base Amount”** means an amount established over a time-period, reflecting non-federal investments in Infrastructure and against which GTF investments will be measured to ensure that GTF investments are incremental.

**“Chief Financial Officer”** means in the case of a municipality, the officer assigned financial administration responsibility under S. 149 of the *Community Charter*, and in the case of a Regional District, the officer assigned financial administration responsibility under S. 199 of the *Local Government Act*, R.S.B.C. 1996, c.323.

**“Communications Protocol”** means the protocol by which all communications activities related to GTF funding will be delivered as described in Schedule E (Communications Protocol).

**“Community Works Fund”** means the fund provided from the Federal gas tax revenues to be dispersed to local governments based on a percentage of the per capita allocation for local spending priorities in accordance with the terms and conditions set out in the Agreement.

**“Community Works Fund Agreement”** means this Agreement made between UBCM and Local Government.

**“Contract”** means an agreement between an Ultimate Recipient and a Third Party whereby the latter agrees to supply a product or service to an Eligible Project in return for financial consideration.

**“Eligible Expenditures”** means those expenditures described as eligible in Schedule C (Eligible and Ineligible Expenditures).

**“Eligible Projects”** means projects as described in Schedule B (Eligible Project Categories).

**“First Agreement”** means the agreement for the transfer of federal gas tax revenues entered into on September 19, 2005 by the Government of Canada, British Columbia and UBCM, with an expiry date of March 31, 2019, as amended.

**“First Community Works Fund Agreement”** means the agreement entered between UBCM and Local Government in order to administer the Community Works Fund under the First Agreement.

**“Funding Agreement”** means an agreement between UBCM and an Ultimate Recipient setting out the terms and conditions of the GTF funding to be provided to the Ultimate Recipient as entered under the First Agreement or the Agreement.

**“GTF”** means the Gas Tax Fund, a program established by the Government of Canada setting out the terms and conditions for the administration of funding that may be provided by Canada to recipients under section 161 of the *Keeping Canada’s Economy and Jobs Growing Act*, S.C. 2011, c. 24 as amended by section 233 of the *Economic Action Plan 2013 Act, No. 1*, S.C. 2013, c. 33, or any other source of funding as determined by Canada.

**“Ineligible Expenditures”** means those expenditures described as ineligible in Schedule C (Eligible and Ineligible Expenditures).

**“Infrastructure”** means municipal or regional, publicly or privately owned tangible capital assets in British Columbia primarily for public use or benefit.

**“Local Government”** means a municipality as defined in the *Community Charter* [SBC 2003] Chapter 26, a regional district as defined in the *Local Government Act* [RSBC 1996] Chapter 323, and the City of Vancouver as continued under the *Vancouver Charter* [SBC 1953] Chapter 55.

**“Outcomes Report”** means the report to be delivered by March 31, 2018 and again by March 31, 2023 by UBCM to Canada and British Columbia which reports on how GTF investments are supporting progress towards achieving the program benefits, more specifically described in Schedule D (Reporting and Audits).

**“Partnership Committee”** means the Committee required to be established by the Agreement to govern the implementation of the Agreement and further described in Annex C of the Agreement.

**“Party”** means Canada, British Columbia or UBCM when referred to individually and collectively referred to as “Parties”.

**“Third Party”** means any person or legal entity, other than Canada, British Columbia, UBCM or an Ultimate Recipient, who participates in the implementation of an Eligible Project by means of a Contract.

**“Ultimate Recipient”** means a Local Government.

**“Unspent Funds”** means Funds (as defined by the First Agreement) that have not been spent towards an Eligible Project (as defined under the First Agreement) prior to the effective date of the Agreement.

### **Schedule B – Eligible Project Categories**

Eligible Projects include investments in Infrastructure for its construction, renewal or material enhancement in each of the following categories:

- A. Local roads, bridges – roads, bridges and active transportation infrastructure (active transportation refers to investments that support active methods of travel. This can include: cycling lanes and paths, sidewalks, hiking and walking trails).
- B. Highways – highway infrastructure.
- C. Short-sea shipping – infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean.
- D. Short-line rail – railway related infrastructure for carriage of passengers or freight.
- E. Regional and local airports – airport-related infrastructure (excludes the National Airport System).
- F. Broadband connectivity – infrastructure that provides internet access to residents, businesses, and/or institutions in Canadian communities.
- G. Public transit – infrastructure that supports a shared passenger transport system which is available for public use.
- H. Drinking water – infrastructure that supports drinking water conservation, collection, treatment and distribution systems.
- I. Wastewater – infrastructure that supports wastewater and storm water collection, treatment and management systems.
- J. Solid waste – infrastructure that supports solid waste management systems including the collection, diversion and disposal of recyclables, compostable materials and garbage.
- K. Community energy systems – infrastructure that generates or increases the efficient usage of energy.
- L. Brownfield Redevelopment – remediation or decontamination and redevelopment of a brownfield site within Local Governments boundaries, where the redevelopment includes:
  - the construction of public infrastructure as identified in the context of any other eligible project category under the GTF, and/or;
  - the construction of Local Government public parks and publicly-owned social housing.
- M. Sport Infrastructure – amateur sport infrastructure (excludes facilities, including arenas, which would be used as the home of professional sports teams or major junior hockey teams (e.g. Western Hockey League)).
- N. Recreational infrastructure – recreational facilities or networks.

O. Cultural infrastructure – infrastructure that supports arts, humanities, and heritage.

P. Tourism infrastructure – infrastructure that attract travelers for recreation, leisure, business or other purposes.

Q. Disaster mitigation – infrastructure that reduces or eliminates long-term impacts and risks associated with natural disasters.

Eligible Projects also include:

R. Capacity building – includes investments related to strengthening the ability of Local Governments to develop long-term planning practices.

Note: Investments in health infrastructure (hospitals, convalescent and senior centres) are not eligible.

## **Schedule C – Eligible and Ineligible Expenditures**

### **1. ELIGIBLE EXPENDITURES**

#### **1.1 Eligible Expenditures of Ultimate Recipients will be limited to the following:**

A. the expenditures associated with acquiring, planning, designing, constructing or renovating a tangible capital asset, as defined by Generally Accepted Accounting Principles (GAAP), and any related debt financing charges specifically identified with that asset;

B. for capacity building category only, the expenditures related to strengthening the ability of Local Governments to improve local and regional planning including capital investment plans, integrated community sustainability plans, life-cycle cost assessments, and Asset Management Plans. The expenditures could include developing and implementing:

- studies, strategies, or systems related to asset management, which may include software acquisition and implementation;
- training directly related to asset management planning; and,
- long-term infrastructure plans.

C. the expenditures directly associated with joint communication activities and with federal project signage for GTF-funded projects.

#### **1.2 Employee and Equipment Costs: The incremental costs of the Ultimate Recipient's employees or leasing of equipment may be included as Eligible Expenditures under the following conditions:**

- the Ultimate Recipient is able to demonstrate that it is not economically feasible to tender a contract;
- the employee or equipment is engaged directly in respect of the work that would have been the subject of the contract; and
- the arrangement is approved in advance and in writing by UBCM.

#### **1.3 Administration expenses of UBCM related to program delivery and implementation of this Agreement, in accordance with Section 9 (Use and Recording of Funds by UBCM) of Annex B (Terms and Conditions).**

## 2. INELIGIBLE EXPENDITURES

The following are deemed Ineligible Expenditures:

- A. project expenditures incurred before April 1, 2005;
- B. project expenditures incurred before April 1, 2014 for the following investment categories:
  - highways;
  - regional and local airports;
  - short-line rail;
  - short-sea shipping;
  - disaster mitigation;
  - broadband connectivity;
  - brownfield redevelopment;
  - cultural infrastructure;
  - tourism infrastructure;
  - sport infrastructure; and
  - recreational infrastructure.
- C. the cost of leasing of equipment by the Ultimate Recipient, any overhead costs, including salaries and other employment benefits of any employees of the Ultimate Recipient, its direct or indirect operating or administrative costs of Ultimate Recipients, and more specifically its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its staff, except in accordance with Eligible Expenditures above;
- D. taxes for which the Ultimate Recipient is eligible for a tax rebate and all other costs eligible for rebates;
- E. purchase of land or any interest therein, and related costs;
- F. legal fees; and
- G. routine repair and maintenance costs.

## Schedule D –Reporting and Audits

### 1. REPORTING

Reporting requirements under the GTF will consist of an Annual Report and an Outcomes Report that will be submitted to Canada and British Columbia for review and acceptance. The reporting year is January 1<sup>st</sup> to December 31<sup>st</sup>.

#### 1.1 ANNUAL REPORT

By September 30th of each year, UBCM will provide to Canada and British Columbia an Annual Report in an electronic format deemed acceptable by Canada consisting of the following in relation to the previous reporting year:

Financial Report Table: The financial report table will be submitted in accordance with the following template.

Annual Report Financial Table	Annual	Cumulative
	20xx - 20xx	2014 - 20xx
<b>UBCM</b>		
Opening Balance <sup>249</sup>	\$xxx	
Received from Canada	\$xxx	\$xxx
Interest Earned	\$xxx	\$xxx
Administrative Cost	(\$xxx)	(\$xxx)
Transferred to Ultimate Recipients	(\$xxx)	(\$xxx)
Closing Balance of unspent funds	\$xxx	
<b>Ultimate Recipients in aggregate</b>		
Opening Balance <sup>250</sup>	\$xxx	
Received from UBCM	\$xxx	\$xxx
Interest Earned	\$xxx	\$xxx
Spent on Eligible Expenditures	(\$xxx)	(\$xxx)
Closing Balance of unspent funds	\$xxx	

<sup>249</sup> For the 2014 Annual Report this means the amount reported as unspent by UBCM the 2013 Annual Expenditure Report (as defined under the First Agreement).

<sup>250</sup> For the 2014 Annual Report this means the amount reported as unspent by Eligible Recipients (as defined under the First Agreement) in the 2013 Annual Expenditure Report (as defined under the First Agreement).



**Independent Audit or Audit Based Attestation:**

UBCM will provide an independent audit opinion, or an attestation based on an independent audit and signed by a senior official designated in writing by British Columbia and UBCM, as to:

- A. the accuracy of the information submitted in the Financial Report Table; and
- B. that Funds were expended for the purposes intended.

**Project List**

UBCM will maintain, and provide to Canada and British Columbia a project list submitted in accordance with the following template.

**Annual Report - GTF Project List Template**

Project ID	Ultimate Recipient	Project Title	Project Description	Investment category	Total Project Cost	Funds (GTF) Spent	Completed

**1.2 OUTCOMES REPORT**

By March 31, 2018 and March 31, 2023, UBCM will provide to Canada and British Columbia and make publicly available, an Outcomes Report that will report in aggregate on the degree to which investments are supporting the progress in British Columbia towards achieving the following program benefits:

- A. Beneficial impacts on communities of completed Eligible Projects;
- B. Enhanced impact of GTF as a predictable source of funding including incremental spending; and
- C. Progress made on improving Local Government Asset Management.

The Outcomes Report will present performance data and a narrative on program benefits. The partnership committee will develop and approve a methodology for reporting on performance in respect of each of the program benefits

**2. AUDITS**

Canada may, at its expense, carry out any audit in relation to the Agreement, and for this purpose, reasonable and timely access to all documentation, records and accounts that are related to the Agreement and the use of GTF funding, and any interest earned thereon, and to all other relevant information and documentation requested by Canada or its designated representatives, will be provided to Canada and its designated representatives by:

- British Columbia and UBCM, as applicable, where these are held by British Columbia, UBCM, or their respective agents or Third Parties; and
- Ultimate Recipients where these are held by the Ultimate Recipient or a Third Party or their respective agents.

Canada may, at its expense, complete a periodic evaluation of the GTF to review the relevance and performance (i.e. effectiveness, efficiency and economy) of the GTF. British Columbia and UBCM will provide Canada with information on program performance and may be asked to participate in the evaluation process. The results of the evaluation will be made publicly available.

## **Schedule E – Communications Protocol**

### **1. PURPOSE**

1.1 The provisions of this Communications Protocol apply to all communications activities related to any GTF funding which may be delivered by Canada, including allocations, and Eligible Projects funded under this Agreement. Communications activities may include, but are not limited to, public or media events, news releases, reports, web articles, blogs, project signs, digital signs, publications, success stories and vignettes, photo compilations, videos, advertising campaigns, awareness campaigns, editorials, awards programs, and multi-media products.

1.2 Through collaboration, the Parties agree to work to ensure clarity and consistency in the communications activities meant for the public.

### **2. JOINT COMMUNICATIONS APPROACH**

2.1 The Parties agree to work in collaboration to develop a joint communications approach that identifies guiding principles, including those related to the provision of upfront project information, project signage, and planned communications activities throughout the year. This joint communications approach will have the objective of ensuring that communications activities undertaken each calendar year communicate a mix of Eligible Project types from both large and small communities, span the full calendar year and use a wide range of communications mediums.

2.2 The Parties agree that the initial annual joint communications approach will be finalized and approved by the partnership committee within 60 working days following the inaugural meeting of the partnership committee.

2.3 The Parties agree that achievements under the joint communications approach will be reported to the partnership committee once a year, or more frequently as requested by the partnership committee.

2.4 The Parties agree to assess the effectiveness of the joint communications approach on an annual basis and, as required, update and propose modifications to the joint communications approach. Any modifications will be brought to the partnership committee for approval.

### **3. INFORM CANADA ON ALLOCATION AND INTENDED USE OF GTF FUNDING FOR COMMUNICATIONS PLANNING PURPOSES**

3.1 UBCM agrees to provide to Canada upfront information on planned Eligible Projects and Eligible Projects in progress on an annual basis, prior to the construction season. The Parties will agree, in the joint communications approach, on the date this information will be provided. The information will include, at a minimum:

Ultimate Recipient name; Eligible Project name; Eligible Project category, a brief but meaningful Eligible Project description; amount of Funds being used toward the Eligible Project; and anticipated start date.

3.2 The Parties agree that the above information will be delivered to Canada in an electronic format deemed acceptable by Canada. This information will only be used for communications planning purposes and not for program reporting purposes.

3.3 The Parties agree that the joint communications approach will define a mechanism to ensure the most up-to-date Eligible Project information is available to Canada to support media events and announcements for Eligible Projects.

### **4. PROJECT SIGNAGE**

4.1 The Parties and Ultimate Recipients may each have a sign recognizing their contribution to Eligible Projects.

4.2 At Canada's request, Ultimate Recipients will install a federal sign to recognize federal funding at Eligible Project site(s). Federal sign design, content, and installation guidelines will be provided by Canada and included in the joint communications approach.

4.3 Where British Columbia, UBCM or an Ultimate Recipient decides to install a permanent plaque or other suitable marker with respect to an Eligible Project, it must recognize the federal contribution to the Eligible Project(s) and be approved by Canada.

4.4 The Ultimate Recipient is responsible for the production and installation of Eligible Project signage, or as otherwise agreed upon.

4.5 British Columbia or UBCM agree to inform Canada of signage installations on a basis mutually agreed upon in the joint communications approach.

### **5. MEDIA EVENTS AND ANNOUNCEMENTS FOR ELIGIBLE PROJECTS**

5.1 The Parties agree to have regular announcements of Eligible Projects that are benefiting from GTF funding that may be provided by Canada. Key milestones may be marked by public events, news releases and/or other mechanisms.

5.2 Media events include, but are not limited to, news conferences, public announcements, official events or ceremonies, and news releases.

5.3 A Party or an Ultimate Recipient may request a media event.

5.4 Media events related to Eligible Projects will not occur without the prior knowledge and agreement of the Parties and the Ultimate Recipient.

5.5 The Party or Ultimate Recipient requesting a media event will provide at least 15 working days' notice to the other Parties or Ultimate Recipient of their intention to undertake such an event. The event will take place at a mutually agreed date and location. The Parties and the Ultimate Recipient will have the opportunity to participate in such events through a designated representative. The Parties will each designate their own representative.

5.6 The conduct of all joint media events and products will follow the *Table of Precedence for Canada* as outlined at <http://www.pch.gc.ca/pgm/ceem-cced/prtcl/precedence-eng.cfm>.

5.7 All joint communications material related to media events must be approved by Canada and recognize the funding of the Parties.

5.8 All joint communications material must reflect Canada's policy on official languages and the federal identity program.

## **6. PROGRAM COMMUNICATIONS**

6.1 The Parties and Ultimate Recipients may include messaging in their own communications products and activities with regard to the GTF.

6.2 The Party or Ultimate Recipient undertaking these activities will provide the opportunity for the other Parties and Ultimate Recipient to participate, where appropriate, and will recognize the funding of all contributors.

6.3 The Parties agree that they will not unreasonably restrict the other Parties or Ultimate Recipient from using, for their own purposes, public communications products related to the GTF prepared by a Party or Ultimate Recipients, or, if web-based, from linking to it.

6.4 Notwithstanding Section 5 (Communications Protocol), Canada retains the right to meet its obligations to communicate information to Canadians about the GTF and the use of funding through communications products and activities.

## **7. OPERATIONAL COMMUNICATIONS**

7.1 The Ultimate Recipient is solely responsible for operational communications with respect to Eligible Projects, including but not limited to, calls for tender, construction, and public safety notices. Operational communications as described above are not subject to the federal official language policy.

7.2 Canada, British Columbia, UBCM or the Ultimate Recipient will share information promptly with the Parties should significant emerging media or stakeholder issues relating to an Eligible Project arise. The Parties will advise Ultimate Recipients, when appropriate, about media inquiries received concerning an Eligible Project.

## **8. COMMUNICATING SUCCESS STORIES**

British Columbia and UBCM agree to facilitate communications between Canada and Ultimate Recipients for the purposes of collaborating on communications activities and products including but not limited to Eligible Project success stories, Eligible Project vignettes, and Eligible Project start-to-finish features.

## **9. ADVERTISING CAMPAIGNS**

Recognizing that advertising can be an effective means of communicating with the public, a Party or an Ultimate Recipient may, at their own cost, organize an advertising or public information campaign related to the GTF or Eligible Projects. However, such a campaign must respect the provisions of this Agreement. In the event of such a campaign, the sponsoring Party or Ultimate Recipient agrees to inform the other Parties of its intention, and to inform them no less than 21 working days prior to the campaign launch.

# REPORT TO COUNCIL

Prepared by: Sharon Ferretti  
Deputy Clerk/Treasurer

Date: September 23, 2014

RE: Report on attendance at the Risk Management Conference

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Background: This conference is put on by the Municipal Insurance Association of BC. Prior to taking this course last spring, I had not had any previous exposure to or education on the subject of Risk Management other than a presentation at the 2013 MATI - Foundations course. The CAO had attended last year's conference and took from it as being a beneficial event, recommending Village staff to attend. Being versed and keeping current on this topic reduces the Village's exposure to liability, and makes the community a safer place.

Report: A large diverse group of individuals were held as a captive audience by seven presenters. The presenters drew on their vast expertise and knowledge of Risk Management. Their backgrounds include:

- Senior Claims Examiner, specializing in large property losses
- Appraiser: loss control inspections & insurance-to-value
- Liability Inspector, and Property Assessment and Condition reporting on residential buildings
- Civil and Environmental Engineering experience being leveraged to provide work that is high quality and reliable
- Chartered Insurance Professional; an insurance reciprocal with over 170 municipalities and regional districts as members
- Legal experience covering – Local Government Law, dispute resolution, governance, finance, opinions, agreements, land use, drafting bylaws and legislation, insurance law, civil litigation primarily in the defence of municipalities and construction design consultants, Personal Injury, Property Damage, and Police Liability claims

Along with a complement of various questions and scenarios from the attendees my attention was held strong. I learned a tremendous amount about risk management and I am equipped with a more informed knowledge base. Since attending this conference my new awareness causes me to naturally recognize good risk management steps, as well as potential risk situations; in which case I ensure measures are taken to ensure safety. This was a valuable and worthwhile investment in the Village's human resources. MIA approved a grant application for travel and accommodations which covered these expenses 100%.

# REPORT TO COUNCIL

Prepared by: Sharon Ferretti  
Deputy Clerk/Treasurer

Date: September 25, 2014

RE: Report on attendance at the MATI - Advanced Communications Course

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Background: This course is offered by the Municipal Administration Training Institute through Capilano University and the LGMA. MATI courses are geared for municipal employees and may form part of the requirements for Public Administration certification.

Report: A class of 32 local government employees attended this intense, concentrated training. We received instruction and information from 17 trained and skilled professionals. We were involved in role playing to put our training to immediate practice. Feedback would be provided in the moment, as well as solicited from the class. Each of us had to submit three completed assignments for marking, the first being upon our arrival at check in.

Topics covered were Communication Essentials, Resolving Conflict Skills, Coaching Skills, Principles & Practices for Effective Council-Staff Relations, Negotiating Skills, Communications Planning and Issues Management, Media Relations, Communicating with Diverse Populations, and Public Consultation Skills.

Besides possessing over twenty to thirty years' of experience in local government and/or their respective fields, the instructors/presenters are well educated with Senior Certificates, Diplomas, Bachelor, and/or Master's degrees. This investment in human resources tapped into the presenters' vast expertise and high caliber of knowledge from the following backgrounds:

- Detective Constable, Vancouver Police Department
- Mayor and former City Manager of White Rock, Deputy Engineer for the District of North Vancouver, and Major in the Canadian Army
- General Manager of Capital Regional Emergency Service Telecommunications (CREST)
- Communications Consultant with 25 years' experience in media relations and communications
- Town Planner, Educator, and former Mayor and Councillor, District of Central Saanich
- Former Executive Director with the LGMA
- Instructor and Chair, Local Government Programs
- Director, Equal Employment Opportunity Program (E.E.O.); Director, Special Projects; Senior Manager, Parks; Senior Manager, Corporate Communications
- Current or former CAO's, (totaling five) from various locations in BC
- Registered Psychologist, Consultant and Trainer

An abundance of tools and information were taught and conveyed, to empower the attendees with the skills and resources useful in the practice of Advanced Communications. This course proved to be a valuable educational and practical means of professional development for local government employees. I am pleased to advise that I passed this course with a mark of 85% which equates to an A. The Board of Examiners agreed to award a UBCM Commemorative Scholarship to help cover the costs of tuition and travel. The Gwaii Trust Society granted assistance toward the costs of tuition under the Continuing Education Program as well.

## Kim Mushynsky

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**From:** Randy Riplinger <Randy.Riplinger@wsi.brookfieldjci.com>  
**Sent:** September-30-14 1:38 PM  
**To:** Kim Mushynsky  
**Subject:** RE: Bylaw for portable vehicle shelter

Hello Kim

I just realized that the Village of Port Clements was the landlord for the ambulance station property. On all leased buildings we like to get the landlords approval for any work we will be doing on their buildings. So meeting all requirements in the below email do you the Village of Port Clements approve of us WSI on behalf of BCEHS to supply and install one of these vehicle shelters on your property?

Thanks

**Randy Riplinger**  
Service Delivery Leader Projects

BLJC-WSI  
#204 - 540 Borland St.  
Williams Lake, British Columbia V2G 1R8  
c. : 250-267-1482 | f. : 250-305-2565  
[randy.riplinger@wsi.brookfeildjci.com](mailto:randy.riplinger@wsi.brookfeildjci.com) | [www.bljc.com](http://www.bljc.com)



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**From:** Kim Mushynsky [<mailto:cao@portclements.ca>]  
**Sent:** Friday, September 26, 2014 10:23 AM  
**To:** Randy Riplinger  
**Subject:** RE: Bylaw for portable vehicle shelter

Per our conversation, the Village of Port Clements does not have a building inspector and therefore does not take part in any manner in building inspection. Therefore it is up to the owner to research and ensure that the structure meets BC Building Code standards. I have attached our Bylaw stating this and included with the bylaw is a form to be completed and returned to the office for our records advising us of your intent and your signature confirming that you understand that you are solely responsible for the building. The only potential issue is that your building is positioned in such a manner as to adhere to the setbacks for the lot. However, the ambulance station lot is zoned C-1 and there are no developed lanes behind this building, therefore you do not have to worry about setbacks as C-1 is zoned for maximum 100% coverage except for rear lanes and abutment to residential property and there is a park buffer between this lot and residential property. So I guess no worries.

Kim Mushynsky – BBA  
Chief Administrative Officer





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**From:** Randy Riplinger [<mailto:Randy.Riplinger@wsi.brookfieldjci.com>]  
**Sent:** September-26-14 9:26 AM  
**To:** [cao@portclements.ca](mailto:cao@portclements.ca)  
**Subject:** Bylaw for portable vehicle shelter

Hello Kim

As per our phone conversation yesterday. We have had a request from BCEHS to install a portable vehicle storage shelter out front of the ambulance station to house their ambulance from the weather elements. The proposed shelter will be approx. 14'w x 14' h x 30' l. Due to the wind factor we will looking at anchor this shelter in place. Can you please let me know if you the village of Port Clements have a bylaws restricting us from providing this type of structure for the ambulance station. Thank you for any info you can provide.

Thanks again

**Randy Riplinger**  
Service Delivery Leader Projects

BLJC-WSI  
#204 - 540 Borland St.  
Williams Lake, British Columbia V2G 1R8  
c. : 250-267-1482 | f. : 250-305-2565  
[randy.riplinger@wsi.brookfieldjci.com](mailto:randy.riplinger@wsi.brookfieldjci.com) | [www.bljc.com](http://www.bljc.com)



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# Village of Port Clements

## Bursary Application Policy

### Policy No. 02, 2009

Prepared by Clerk/Treasurer Heather Nelson-Smith

Adopted: February 2<sup>nd</sup>, 2009 by Mayor and Council

Replaces all prior Bursary Application Policies

AMENDED  
WORDING

Amendment: October 6, 2014

Prepared by CAO Kim Mushynsky

Adopted:

**Objective:** To set guidelines for the issue of Bursaries to Graduating Students living in Port Clements

**Policy:** The Village of Port Clements will issue on an annual basis two \$500.00 bursaries. Total Budget for each year \$1000.00.

Bursaries will be extended to graduates that attend high school on Island, and whose parents pay property taxes in Port Clements.

### Procedure:

### AUTHORITY

1. Clerk/Treasurer shall identify, for inclusion in the Annual Budget, funds for two bursaries. In the case where bursaries are not expended the funds will be held in a restricted reserve account in the event that more applications are considered in the future, with a limit of \$2500.00 at any time in the reserve account.

### GENERAL

2. Students wishing to receive a bursary are to complete the attached form with Proof of application to an accredited post secondary institution. Follow up proof of acceptance will be required before funds are released.
3. Bursary applications are due to the office annually by the first Monday of July at 1:00pm.
4. Where there are more applicants than funds the bursaries will be awarded based on grade point average.
5. When there are more bursaries than the current budget Council may, by resolution access Bursary Reserve fund and allocate, only if there are funds available.

---

Urs Thomas,  
Deputy Mayor

---

Kim Mushynsky,  
CAO

Appendix “A” to Policy 02-2009  
**Bursary Application Form**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Graduating High School:  
\_\_\_\_\_

Grade Point Average:  
\_\_\_\_\_

Post Secondary Institution attending:  
\_\_\_\_\_

Concentration:  
\_\_\_\_\_

Reasons for applying for Bursary:

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Applicant Signature  
Date: \_\_\_\_\_

# **Village of Port Clements**

## **Bursary Application Policy**

### **Policy No. 02, 2009**

Prepared by Clerk/Treasurer Heather Nelson-Smith

ORIGINAL  
WORDING.

Adopted: February 2<sup>nd</sup>, 2009 by Mayor and Council

Replaces all prior Bursary Application Policies

**Objective:** To set guidelines for the issue of Bursaries to Graduating Students living in Port Clements

**Policy:** The Village of Port Clements will issue on an annual basis two \$500.00 bursaries one for each high school on island and only available to students residing in Port Clements. Total Budget for each year \$1000.00.

Bursaries will be extended to graduates that attend high school on Island, and whose parents pay property taxes in Port Clements.

#### **Procedure:**

#### **AUTHORITY**

1. Clerk/Treasurer shall identify, for inclusion in the Annual Budget, funds for two bursaries. In the case where bursaries are not expended the funds will be held in a restricted reserve account in the event that more applications are considered in the future, with a limit of \$2500.00 at any time in the reserve account.

#### **GENERAL**

2. Students wishing to receive a bursary are to complete the attached form with Proof of acceptance to an accredited post secondary institution.
3. Bursary applications are due to the office annually by the second Monday of August at 1:00pm.
4. Where there are more applicants than funds the bursaries will be awarded based on grade point average.
5. When there are more bursaries than the current budget Council may, by resolution access Bursary Reserve fund and allocate, only if there are funds available.

---

Cory Delves,  
Mayor

---

Heather Nelson-Smith,  
Clerk/Treasurer

# VILLAGE OF PORT CLEMENTS

Page 1 of 2

## Cheque Listing For Council

2014-Sep-29  
2:22:48PM

Cheque #	Cheque Date	Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
140395	2014-09-12	AARON-MARK SERVICES LT	10-2-31-00-20 10-3-22-00-00	2049914 2049914	PAYMENT EXTERIOR SOLID BASE PAINT GST	80.77 3.77	84.54
140396	2014-09-12	Angela's Place-Social Cafe & I	30-2-41-40-10 10-2-31-90-00 10-2-24-80-10 40-2-42-90-60	AUG 2014 AUG 2014 AUG 2014 AUG 2014	PAYMENT DIESEL+GAS PURCHASES DIESEL+GAS PURCHASES DIESEL+GAS PURCHASES DIESEL+GAS PURCHASES	115.68 115.67 410.03 57.84	699.22
140397	2014-09-12	DELMAS CO-OP	10-2-31-00-20 10-3-22-00-00	00244364E 00244364E	PAYMENT MISC RENO ITEMS GST	73.90 3.45	77.35
140398	2014-09-12	Fennell, Quinlan	10-2-32-37-00	AUG 2014	PAYMENT SANDER POWERWASHER ENGLI	260.00	260.00
140399	2014-09-12	SAANICH PLUMBING & HEAT	30-2-41-40-01 10-3-22-00-00	6551 6551	PAYMENT PLUMBING PARTS GST	356.53 16.67	373.20
140410	2014-09-18	BC HYDRO	40-2-42-90-40 10-2-71-89-30 10-2-32-50-00 10-3-22-00-00	AUG 2014 AUG 2014 AUG 2014 AUG 2014	PAYMENT Sewer Utilities Sunset Park Street Lights GST	1,501.28 47.43 1,197.81 128.50	2,875.02
140411	2014-09-18	BIG RED	10-2-71-21-15	14138	PAYMENT WEEKLY CONTAINER RATE AUG	253.58	253.58
140412	2014-09-18	BLUE CROSS	10-4-27-00-30	196976	PAYMENT BENEFIT PREMIUMS SEPT 2014	1,329.27	1,329.27
140413	2014-09-18	COASTAL PROPANE	10-2-72-91-00 10-3-22-00-00	140381 140381	PAYMENT TANK RENTAL ST MARK'S GST	104.86 4.90	109.76
140414	2014-09-18	MasterCard, CUETS FINANCIAL	10-2-25-00-00 10-2-25-00-00 10-2-12-11-70 10-2-12-11-60 10-2-72-50-10 10-3-22-00-00	AUG2014 AUG2014 AUG2014 AUG2014 AUG2014 AUG2014	PAYMENT EMERGE JUSTICE INST COURSE EMERGE JUSTICE INSTI COURSE Tax Sale postage Postage Lapel Pin requests GST	105.30 105.30 81.00 256.65 26.04 16.88	591.17
140415	2014-09-18	MORNEAU SHEPELL	10-2-24-70-20	VANH-201408-0	PAYMENT ACCIDENT & SICKNESS INSURA	902.00	902.00
140416	2014-09-18	MUNICIPAL INFORMATION S	10-2-12-11-20	20140921	PAYMENT OCT FINANCE SOFTWARE SUPP	294.11	294.11
140417	2014-09-18	Port Clements Community Hal	10-2-11-10-10	2014-001	PAYMENT HALL RENTAL JULY 14 PUBLIC M	100.00	100.00
140418	2014-09-18	RECEIVER GENERAL - CCR/	10-4-27-00-10	SEPT2014	PAYMENT CCRA REMITTANCE FOR SEPT	4,719.23	4,719.23
140419	2014-09-18	RECEIVER GENERAL FOR C	10-2-34-00-70	SCH LEASE	PAYMENT HARBOUR LEASE PAYMENT	5.25	5.25
140420	2014-09-18	TELUS COMMUNICATIONS I	10-2-71-21-15 40-2-42-90-40 30-2-41-50-00 10-2-24-70-10 10-3-22-00-00	AUG2014 AUG2014 AUG2014 AUG2014 AUG2014	PAYMENT Multiplex Utilities Sewer Water Firehall GST	616.24 74.93 252.43 634.96 73.84	1,652.40
140421	2014-09-18	XEROX CANADA LTD.			PAYMENT		50.68

# VILLAGE OF PORT CLEMENTS

Page 2 of 2

## Cheque Listing For Council

2014-Sep-29  
2:22:48PM

Cheque #	Cheque Date	Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
140421	2014-09-18	XEROX CANADA LTD.	10-2-12-11-30 10-3-22-00-00	G46442694 G46442694	USAGE FEES JULY 31-AUG 31 GST	48.42 2.26	50.68
140422	2014-09-22	CORPORATE EXPRESS	10-2-12-11-00 10-3-22-00-00 10-2-12-11-00 10-3-22-00-00 10-2-12-11-00 10-2-24-90-10 10-2-24-90-00 10-2-71-89-45 10-3-22-00-00 10-2-24-90-00 10-3-22-00-00	.33725803 .33725803 35979147 35979147 36382655 36382655 36382655 36382655 36382655 36474970 36474970	PAYMENT PAY BACK CR TAKEN TWICE GST ENVELOPES-CORRECT ONES SI GST Pencil Sharpnr + Staples floor Mat + cleaning supplies floor Mat + dish soap ink cartridges GST DISH SOAP CREDIT GST	39.59 1.84 22.78 1.06 25.95 137.63 68.56 119.47 16.43 (4.06) (0.19)	429.06
140423	2014-09-22	Stupka, Christina	10-2-71-89-30	ParkSept 15	PAYMENT PARK ATTENDANT CONTRACT	200.00	200.00
140424	2014-09-22	CIBC VISA	30-2-41-40-00 10-3-22-00-00 40-2-42-90-60 30-2-41-40-10 10-2-31-90-00 40-2-42-90-60 30-2-41-40-10 10-2-31-90-00 10-2-12-11-30 10-4-12-90-00 10-4-12-90-00 10-4-12-90-00 10-4-12-90-00 10-4-12-90-00 10-4-12-90-00 10-4-12-90-00 10-4-12-90-00 10-1-59-10-00	Aug2014 Aug2014 Aug2014 Aug2014 Aug2014 Aug2014 Aug2014 Aug2014 Aug2014 Aug2014 Aug2014 Aug2014 Aug2014 Aug2014 Aug2014 Aug2014 Aug2014 Aug2014	PAYMENT Burkert Fluid Control Systems GST Princess Auto Princess Auto Princes Auto Bandstra Bandstra Bandstra Basecamp Cloverdale Paints Jul 28 Cloverdale Paints Aug 12 Cloverdale Paints Aug 12 HmDepot 3.85 x 3 HmDepot 145.59 x 3 HmDepot 13.98 x 3 HmDepot 43.01 x 3 KMS Tools Inland Air	498.40 51.59 56.83 113.67 113.68 46.25 92.51 92.51 22.49 791.06 255.36 113.40 11.55 436.77 41.94 129.03 109.79 36.10	3,012.93
140425	2014-09-26	CORPORATE EXPRESS	10-2-12-11-00 10-3-22-00-00	36580473 36580473	PAYMENT SCHEDULE WALL CALENDAR GST	23.21 1.08	24.29
140426	2014-09-26	Fink Machine Inc.	10-3-22-00-00 11-3-53-25-00	1704 1704	PAYMENT GST DOWN PYMT ON PYROT 100 KW	2,946.43 63,053.57	66,000.00
140427	2014-09-26	Haida Gwaii Trader, Shellene	10-2-12-11-50	1478	PAYMENT AD PACKAGE 1 YR AUG 2014-20	162.50	162.50
140428	2014-09-26	WEIGUM, SHIRLEY	10-2-12-14-10 10-2-71-21-11 10-2-71-21-20 10-2-71-89-00	25 25 25 25	PAYMENT JANITOR CONTRACT SEPTEMBE JANITOR CONTRACT SEPTEMBE JANITOR CONTRACT SEPTEMBE JANITOR CONTRACT SEPTEMBE	462.00 242.00 253.00 143.00	1,100.00

**Total 85,305.56**

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



## CIBC Account Statement

VILLAGE OF PORT CLEMENTS

For Aug 1 to Aug 31, 2014

The names shown are based on our current records, as of September 19, 2014. This statement does not reflect any changes in account holders and account holder names that may have occurred prior to this date.

**Account number**  
93-00813

**Branch transit number**  
00180

### Account summary

Opening balance on Aug 1, 2014		\$70,980.73
Withdrawals	-	15,417.02
Deposits	+	10,852.22
<b>Closing balance on Aug 31, 2014</b>	<b>=</b>	<b>\$66,415.93</b>

### 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 (\$)
<b>Aug 1</b>	<b>Opening balance</b>			<b>\$70,980.73</b>
Aug 1	DEBIT MEMO CHARGE FOR JUL CIBC EFT SERVICE CHARGE	64.96		70,915.77
Aug 5	CREDIT MEMO INT @ 0.2500% CIBC-AUTOMATED INTEREST SYSTEM		16.79	70,932.56
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		25.00	70,957.56
Aug 6	DEBIT MEMO SETTLEMENT: 0102 CIBC DATA CENTRE: 00	6,319.29		64,638.27
Aug 7	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		5,104.11	69,742.38
Aug 8	DEBIT MEMO Aug 08, 2014 Municipal Pensi	1,355.36		68,387.02

(continued on next page)

**CIBC Account Statement**

Aug 1 to Aug 31, 2014

Account number: 93-00813

Branch transit number: 00180

**Transaction details (continued)**

Date	Description	Withdrawals (\$)	Deposits (\$)	Balance (\$)
Aug 8	Balance forward			\$68,387.02
Aug 11	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		514.35	68,901.37
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		189.00	69,090.37
Aug 12	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		262.03	69,352.40
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		276.00	69,628.40
Aug 13	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		268.62	69,897.02
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		522.00	70,419.02
Aug 14	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		348.00	70,767.02
Aug 15	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		174.00	70,941.02
Aug 18	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		348.00	71,289.02
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		375.00	71,664.02
Aug 19	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		216.83	71,880.85
Aug 20	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		311.11	72,191.96
	DEBIT MEMO SETTLEMENT: 0103 CIBC DATA CENTRE: 00	6,351.13		65,840.83
Aug 21	CREDIT MEMO FUNG LOY KOK IN		40.00	65,880.83
Aug 22	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		174.00	66,054.83
	DEBIT MEMO Aug 22, 2014 Municipal Pensi	1,326.28		64,728.55
Aug 25	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		174.00	64,902.55
Aug 26	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		72.00	64,974.55
Aug 27	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		1,093.38	66,067.93
Aug 28	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		348.00	66,415.93
	Closing balance			\$66,415.93





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: September 19, 2014  
Re: **Crown Land Grant**

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Background: As a result of the Land Use Planning process each Municipality on island was promised Crown Land to a total of \$250,000 in value. In 2013 we completed the Crown Land process for lot 100 on the Industrial Park road which has a net value of \$87,519.00. Council approved the application for an additional 5.5 hectares of land across the road from this lot which will potentially use up our remaining Crown Grant amount. Per the attached, the application is making its way through the process and the Solutions Table has requested that we provide them with a Cultural Features Identification Survey (CFI) for the area in question. We had a CFI done on lot 100 and it cost \$675. This CFI will be more – approximately \$1400 – due to the larger size. This is something that will have to be done if we wish to proceed with the Crown Grant. As we have no immediate plans for development of this area we will not require any archeology studies done so other than the CFI other expenses should be surveying and appraisals which will be in the neighborhood of \$13,000. In exchange we will have secured approximately \$155,000 in land for the Village for future developments. There may be some timber value but I have been left to believe that it may be minimal.

Recommendation: I recommend that we proceed with obtaining a CFI.

Respectfully submitted:

## Kim Mushynsky

---

**From:** Gellein, Colleen FLNR:EX <Colleen.Gellein@gov.bc.ca>  
**Sent:** September-19-14 9:41 AM  
**To:** Kim Mushynsky  
**Cc:** Owen Jones  
**Subject:** 1414012 VPC Industrial Park Crown Grant application

Hi Kim,

We discussed your Crown Grant application for the first time at the Solutions Table on Wednesday.

The ST has requested that the Village provide information about the Haida values that may be present on the site.

Aside from Archaeological values that are determined by an archaeologist, values such as important plants and animals are identified through a Cultural Features Identification Survey (CFI).

To find out more about having a CFI done, or to get a list of companies who conduct CFIs you can contact Owen Jones from the CHN.

I have copied this email to him.

You can also reach him by telephone at 250-626-6058.

Please let me know if you have any questions.

Thanks,

Colleen

Colleen Gellein

**Natural Resource Authorizations Technician**

Ministry of Forests, Lands and Natural Resource Operations

Haida Gwaii Natural Resource District

Queen Charlotte, BC

250-559-6210

[Colleen.Gellein@gov.bc.ca](mailto:Colleen.Gellein@gov.bc.ca)



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FAX :250-557-4568  
Email : [office@portclements.ca](mailto:office@portclements.ca)  
Web : [www.portclements.ca](http://www.portclements.ca)

## REPORT TO COUNCIL

Author: Kim Mushynsky  
Date: September 24, 2014  
Re: **Travel claim clarification**

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Background: In 2008 Council created a travel policy (attached) which was further amended in 2013 to add item #18. The policy, as it currently exists, does not give a rate for mileage when personal vehicles are used it simply says "at the rate specified in Appendix A" with no process for how that rate is determined. The rate currently on the unamended Appendix A is \$0.49 per kilometer. Many municipalities tie their mileage rate with the rate set by either the Province or Revenue Canada to allow for annual review and to have an unbiased source for the rate. The current Federal rate is \$0.54 per kilometer which was put in effect in 2013 and was unchanged for 2014. The Provincial rate is \$0.52 which was set in April 2013. Over the past 3 years I have had some questions put to me by Council as our rate is lower than rates for any other organization that they claim mileage from.

Recommendation: I recommend that we tie our mileage rate to either Revenue Canada or the Province so that we don't have to worry about our own annual review of the rate. Rates are reviewed at both levels of government in April of each year. The example I have provided is for the link to the Provincial rate but I also have the Federal link should Council wish to follow that rate instead.

Respectfully submitted:

# **Village of Port Clements**

## **Travel and Per Diem Expense Policy Council and Staff Policy No. 01, 2008**

Prepared by Clerk/Treasurer Heather Nelson-Smith  
Amended by Administrator Kim Mushynsky

Adopted: June 23, 2008 by Mayor and Council  
Amendment adopted: June 3, 2013

Replaces all prior Council and Staff expense policies and bylaws.

**Objective:** To set guidelines for the reimbursement of expenses for authorized travel by Council Members and Staff.

**Policy:** Council members and Staff will be reimbursed for travel expenses according to the following Procedure.

### **Procedure:**

### **AUTHORITY**

1. Clerk/Treasurer shall identify, for inclusion in the Annual Budget, funds for Council and Employee attendance at training sessions, seminars, conferences, etc.
2. Requests for attendance at training sessions, seminars, conferences, etc. shall include a copy of the program and estimated cost to the Village and specifically identify the benefits that will be derived by attending the event.

### **GENERAL**

3. All travel must be pre-authorized by the Mayor or Clerk/Treasurer if there is provision in the financial plan for the expense already approved by Council.
4. All travel expense claims for a month are to be submitted using the Expense & Cheque Requisition Form by the end of the following month.
5. All claims for out of pocket expenses (other than per km travel and per diem claims) require submission of original receipts.

### **TRAVEL**

6. Economy airfare will be reimbursed at actual cost.
7. Use of private automobiles will be reimbursed at the rate specified in Appendix 'A'.
8. Should a person wish to drive instead of fly, the maximum amount reimbursed will be the total of the equivalent economy airfare and mileage to and from the airport.

reference  
to  
Appendix A

9. Expenses for parking, rides on ferries (for vehicle, driver and one passenger), taxi, shuttle bus or public transportation necessary for completion of Village business will be reimbursed at actual cost.
10. Travel arrangements must be calculated to minimize costs and the amount of time away. Any extra days off island that are due to personal issues will not be considered for compensation per article #18.
11. Car rental may be used where: it is necessary to meet time schedules; it is cheaper than other methods of travel; or it is the only way to reach destination.
12. The size of the car rented shall be consistent with the number of people using it and the most economical method of rental available shall be used.

### **ACCOMMODATION**

13. Lodging will be reimbursed at actual cost. Hotel/Motel accommodation chosen shall be in the medium price range when available.
14. Hotel costs may include business telephone charges.
15. Council and staff travelling outside the region and using private accommodation (such as a home of a friend or relative) shall be reimbursed at the rate in Appendix 'A'

### **PER DIEM/MEAL ALLOWANCE/WAGES**

16. A per diem will be paid when Council members and employees are required to be away from the municipality for a full day or half day attending a convention, a meeting, course or other approved municipal business. The per diem shall be at the rate specified in Appendix 'A'.
17. Where, for unavoidable reasons, actual expenses exceed the allowance specified herein, Council may approve reimbursement of actual expenses upon submission of receipts and a satisfactory explanation as to why the expenses were incurred and could not be avoided.
18. Overtime incurred while travelling or due to attendance at training, convention, meetings, etc. is not an allowable expense. Staff will be reimbursed at their normal daily hours of work for approved events off island for weekday events. Straight time, at the lessor of the normal daily rate or actual time incurred will be paid for weekend events.

### **TRAVEL ADVANCES**

19. Travel advances may be issued based on the estimated cost of travel, meals and hotels.
20. Advance claims shall be submitted to the Administrator at least two working days prior to the cheque being required.
21. The employee shall submit a claim for actual expenses on return from the travel. The advance will be subtracted from the claim total. If the final claim is less than the advance, the employee will repay the excess amount.

22. The employee will repay the advance in full if a claim has not been submitted in respect of the advance within 30 days of the date of the advance.

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Wally Cheer,  
Mayor

---

Kim Mushynsky,  
Administrator

Village of Port Clements  
Travel Expense Report  
Appendix A

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Purpose: \_\_\_\_\_

Date & Time of Departure: \_\_\_\_\_

Date & Time of Return: \_\_\_\_\_

**Travel:**

- Airfare as per receipt: \_\_\_\_\_
- Rail as per receipt: \_\_\_\_\_
- Ferry as per receipt: \_\_\_\_\_
- Taxi or bus: \_\_\_\_\_
- Vehicle rental as per receipt: \_\_\_\_\_
- \*Private vehicle \$ \_\_\_\_\_ X \_\_\_\_\_ KM = \_\_\_\_\_

**Accommodations/Meals:**

- Hotel/Motel as per receipt: \_\_\_\_\_
- Private accommodations @ \$40.00 per day x \_\_\_\_\_ Days = \_\_\_\_\_
- Meal & Incidental Per Diem:
  - Breakfast \_\_\_\_\_ x \$15.00= \_\_\_\_\_
  - Lunch \_\_\_\_\_ x \$20.00 = \_\_\_\_\_
  - Dinner \_\_\_\_\_ x \$30.00= \_\_\_\_\_
  - Incidentals \_\_\_\_\_ x \$10.00= \_\_\_\_\_

**Other Expenses:**

- Miscellaneous: \_\_\_\_\_
- Less incidentals: \_\_\_\_\_
- Total other expenses: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Amendment.

\*vehicle mileage rate will be consistent with the Provincially set rate found at  
[http://www2.gov.bc.ca/local/myhr/documents/travel/travel\\_allowances\\_app1.pdf](http://www2.gov.bc.ca/local/myhr/documents/travel/travel_allowances_app1.pdf)



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## REPORT TO COUNCIL

Author: Kim Mushynsky  
Date: September 25, 2014  
Re: **Marketing Port Clements to Baby Boomers**

---

Background: At the 2013 Strategic Planning session of Council I was tasked with working on selling Port Clements to Baby Boomers as a place to live. To further that concept I worked with Jane Wilson who wrote an article about a resident who moved to Port Clements from Calgary which I then attempted to distribute to a variety of magazines whose target audience was the same one we were aiming for. The lead time for these magazines was quite extensive so when we communicated in May of 2013 the ones who responded said that they would consider it for their 2014 season. In the end nothing came of those contacts so in the July I had a teleconference with Joel from Northern Development Initiative Trust to see what his thoughts, as a media/communications professional, are on the idea and the strategy. Joel put me in contact with a public relations firm called Zinc Strategies and I had a teleconference with them, at no cost, on September 24<sup>th</sup> to discuss our ideas and actions to date on this concept. In the course of the conversation we also discussed how MIEDS fits within the marketing framework and about the economic boom being experienced in the north and how Port Clements and Haida Gwaii might capitalize on the situation. Colleen sent me the following communication as a recap of what their company would consider doing to assist in moving this concept forward. However, over the course of the conversation it struck us that MIEDS may be the better venue for this type of activity.

Recommendation: I propose that we give this information to MIEDS for consideration once a new Economic Development Officer has been hired. I could meet with and bring this person up to date on what we ourselves have done. I think that an uninvolved set of eyes to audit MIEDS existing marketing work and provide feedback might be helpful in the lens of the economic situation in the north and in an attempt to involve Haida Gwaii in this in some meaningful manner. Obviously this would merely be given as a concept to MIEDS and their staff and board would make the decision whether it fits their mandate properly and is something they wish to follow up on.

Respectfully submitted:





K. MUSHYNSKY, CHIEF ADMINISTRATIVE OFFICER  
VILLAGE OF PORT CLEMENTS  
PO BOX 198, 36 CEDAR AV. W.  
PORT CLEMENTS BC  
V0T 1R0

SEPT. 30, 2014

Dear Kim,

We're pleased to present this letter outlining a proposed project to assist Port Clements and the broader Haida Gwaii community in getting started with developing a new community marketing approach.

We understand that with increasing growth in British Columbia's north, local governments on Haida Gwaii are looking for opportunities to draw people to grow their communities. In assessing opportunities, it was recognized that the area's beautiful natural environment (including significant amounts of waterfront property at reasonable costs) could attract Baby Boomers seeking a second home or to retire to a smaller community. Ultimately, there is interest in increasing awareness of Haida Gwaii as an accessible, affordable and special getaway. It's also clear that significant work has already been done to market the area, generally through the Misty Isles Economic Development Association.

To assist in the continued progress of your community marketing goals, a comprehensive look at work to date with suggestions on practical next steps would be a good start to identifying a strong path forward. We understand the economic development association may be the best organization to undertake this work, although the community of Port Clements identified it initially. ZINC is an award-winning communications consulting agency in Courtenay BC that specializes in working with local governments to help them build positive, progressive communications. Our areas of expertise include engaging communities, guiding public communications during multi-stakeholder projects, and branding work for capital projects and public programs.

To approach this proposed work, ZINC suggests a three-step plan, outlined below:

**Step #1: COMMUNICATIONS AUDIT:** Review and assess existing communications and marketing materials and messaging, including media clippings and social media activity to understand work done to date and its effectiveness. This would provide a snapshot of current efforts via a Communications Audit Report.

**Step #2: DEFINE RECOMMENDATIONS:** Draft recommendations based on the findings of the communications audit to help outline potential steps forward in marketing of the brand.

**Step #3: ROLLOUT TRAINING:** Work with local personnel (if available) to help them implement recommendations. Or ZINC can be contracted to create the materials and further develop strategy.

We understand that discussion about community marketing is only just beginning in your community, and we hope this letter offers initial ideas that can assist in moving this forward. This work would involve outreach with multiple stakeholders to assess the current setting and previously-conducted work, and would result in an effective plan for next steps. We hope this is a starting point for how ZINC can help Haida Gwaii to effectively raise its profile.

Sincerely,  
Colleen Dane  
Senior Communications Consultant  
ZINC Strategies



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**ACTION ITEM FROM  
CENTENNIAL COMMITTEE**

Date: September 26, 2014

Submitted by: Sharon Ferretti

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At the September 25, 2014 meeting of the Centennial Committee, discussion was held concerning the purchase of fireworks. The Committee will seek out Corporate Sponsorship to assist with the expense of this Centennial event. At this time we are unable to give a dollar value as to how much is anticipated will be contributed. The Committee is respectfully requesting Council to approve a maximum purchase amount to be set at \$20,000.00. It is felt that the source of these funds could come from a combination of the budgets for the Centennial Committee, the Tourism Committee, and the Recreation Committee; with the respective Committees' approval.



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## REPORT TO COUNCIL

Author: Kim Mushynsky  
Date: September 30, 2014  
Re: **Bursary – Reina Fennell**

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**Background:** At the September 25, 2014 Special Council meeting Council approved a bursary for Reina Fennell in the amount of \$500.00 per our bursary policy. Her application indicated two actions – first to attend a five-month Mission/training program through the University of the Nations in New Zealand and the second to apply to Dalhousie University next September for veterinary medicine. Ms. Fennell is currently near the end of a 3 month training course which will be followed by a 2 month field assignment. Ms. Fennell has requested that her bursary be paid at this point and has provided a letter from YWAM confirming her participation in the training program. Our policy indicates that we provide scholarships for accredited post-secondary education. Per the attached, the University of the Nations is not accredited although they do offer degree programs at both the Bachelor and Masters levels.

**Recommendation:** I recommend that we provide Mr. Fennell with her bursary funds in spite of the fact that the University of Nations is not an accredited institute. I believe that the spirit of the policy is for supporting youth to receive post-secondary education and that this training institute offers that.

Respectfully submitted:

July 14<sup>th</sup> 2014

Attn: Visitors Visa Application  
New Zealand Embassy

Dear Sir/Madam,



**YWAM Bethlehem**

YWAM Bethlehem  
PO Box 15-134  
Tauranga 3144  
New Zealand

Phone +64 21 289 9565  
Email info@idts.co.nz

**VISITOR'S VISA APPLICATION**

Miss Reina, Fenne (Passport #QL274425)

I am writing this letter to confirm the purpose for which the above person has applied for a visitor's visa application to New Zealand for a stay of 3 months. As part of her stay in NZ she will be attending a short 3 month training course in Tauranga with Impact World Tour (NZ), a ministry of Youth With A Mission (YWAM) from July 21<sup>st</sup>, 2014. YWAM is an international, interdenominational Christian missionary organization.

She will then go overseas for a period of 8 weeks in the South Pacific region as part of a field assignment and return to stay with us for the final period of her stay in NZ which is for a period of one week only.

Reina is a person of good moral character and comes with good references from her pastoral oversight who is known to our organisation. She will not be undertaking any paid employment in NZ during this time. Her accommodation and living expenses will be taken care of as well as any expatriation costs that should be necessary. She has a return ticket to the United States of America for her travel arrangements.

Thank you for your help in this process for Miss Reina Fenne. We have accepted her for this short course and look forward to her being part of it.

Thanks so much for your help with her visitor's visa so she can be with us by July 21<sup>st</sup> 2014. If you have any questions, please do not hesitate to call me at +64 021 520 895.

Kind regards,

A handwritten signature in black ink, appearing to read "Joshua Cole".

Joshua Cole  
For The Impact World Tour (NZ) Trust  
An Approved Ministry of Youth With a Mission NZ

## Kim Mushynsky

---

**From:** eaglec <eaglec@qcislands.net>  
**Sent:** September-29-14 9:48 AM  
**To:** cao@portclements.ca  
**Subject:** Fwd: Fwd: Entry Letter (Hey mom, this is my proof of enrollment)  
**Attachments:** Fenne, Reina Entry Letter.doc; Attached Message Part.htm; Last minute details July 2014.pdf; Attached Message Part.htm

Hi Kim:

Here are the letters that were sent to Reina to show proof of her enrollment with Youth With A Mission (see attachments).

Thanks,

Marg,

250 557-2460

----- Original Message -----

**Subject:** Fwd: Entry Letter (Hey mom, this is my proof of enrolment)

**Date:** Sat, 6 Sep 2014 21:18:52 +1200

**From:** Reina Gabriel Fennell <[imanislandgirl13@hotmail.com](mailto:imanislandgirl13@hotmail.com)>

**To:** eaglec <[eaglec@qcislands.net](mailto:eaglec@qcislands.net)>

Hey Mom,

these are the papers YWAM sent me when I first got accepted. Hopefully they're what the village and the bank need. I'll find my updated payment history as well.

I'll get on the updated for Gwaii trust tomorrow.

Thanks,

Reina

Begin forwarded message:

**From:** YWAM Bethlehem Registrar <[registrar@ywambethlehem.co.nz](mailto:registrar@ywambethlehem.co.nz)>

**Subject:** Entry Letter

**Date:** July 4, 2014 at 12:36:32 PM GMT+12

**To:** Reina Gabriel Fennell <[imanislandgirl13@hotmail.com](mailto:imanislandgirl13@hotmail.com)>

We are so excited to have you join us!

This is just an email to give you more information about the process of going through New Zealand Immigration. It might seem like a lot to read through but **please** read this email very carefully and let me know if you have any questions about anything. It is important to have all of the information below on hand with you when you are preparing to go through immigration. You may not need to supply it but have it on hand because if Immigration asks you for any of the following and you don't have it you may be denied entry to New Zealand.

Attached is the last minute info document which contains a list of nations that are covered in New

Zealand Immigration's Visa Waiver policy, please check to see that your nation is covered by this as it will mean that you are eligible for a visa upon arrival to the country. You can find out more about visas at [immigration.govt.nz](http://immigration.govt.nz)

I recommend that you have a look on the website at all the different requirements as this will greatly help you. All the information below is able to be found on this website.

When you do arrive in New Zealand, at the border you will need to present your return ticket to your homeland. We recommend that you purchase a ticket which will return to your home nation within 3 months, as when you arrive in New Zealand you will be eligible only for a 3 month visitor visa. However, you will need a ticket which will be transferable, as when you have entered New Zealand you will need to change it so that you return at the end of your 5 month school. As you will be heading overseas on outreach anyway within the 3 month time period that you have for your visitor visa, you will not be overstaying your visitor visa, the only reason this works for us is because we do not currently know where you will be heading on outreach and so we cannot give you proof of a ticket out of New Zealand within three months. There are some exceptions to this as you will see under the visitor visa requirements.

Also at the border you will need to present proof of finances amounting to \$3000 NZD, (or \$400 per month if your accommodation has already been paid). so either a bank statement or a credit card. In regards to paying the fees for this school, I would recommend that you keep the fees currently in your bank account, so that you can show them proof of finances when you enter New Zealand. (If you have already paid your fees we will provide a receipt or invoice for you to print out for this purpose. Please contact me if you have not received this yet). When you are then in New Zealand, you can withdraw the cash with a debit card and pay for your school fees with cash. You can withdraw cash using a debit card from most banks, however you will be charged a fee for each transaction. As indicated above in parenthesis, if you have already paid for your school fees you will be sent an accommodation receipt. If you have paid your fees in advance, along with the receipt/invoice you will only need to show about \$1200NZD for the three month stay.

If you do have any questions about any of this, please do not hesitate to contact me, and I will be happy to answer questions by email or even to talk with you further on the phone or Skype. Also, in regards to support, you can let your supporters know to donate online through our website: <http://ywambethlehem.co.nz/payments> and to choose to support you by name in 'Payment Type.'

Attached is your Entry letter, **Please check that ALL the information is correct.** Confirm with me that all of your information is correct and if it isn't let me know so that I can correct it and get it back to you. Please print this letter off and have it with you during the immigration process, **only give it to them if they ask for it.** Please do not hesitate to contact me if you do have any questions at all about your preparations in coming!

Please have all the information that this email requires.

If you could both please give me your arrival information for Tauranga if I don't already have it that would be great, we can make sure someone is available to pick you up.

We are very excited to meet you in person so soon! May the Lord direct your steps and make the way smooth for you as you prepare to come. Let me know if you have any questions about this.

--

Blessings,  
Megan MacGillivray,

Appendix "A" to Policy 02-2009  
**Bursary Application Form**

Name: Reina Fennell

Address: P.O. Box 297, Port Clements B.C.  
VOT 1R20

Phone: 250-557-2460

Graduating High School:  
Christian Homelearners e-Streams (Independent School)

Grade Point Average:  
\_\_\_\_\_

Post Secondary Institution attending:  
(this fall) University of the Nations - Youth With a Mission, Bethlehem  
Concentration: (next fall) University of PEI or Dalhousie University  
(this year) community outreach and international missions  
(next year) Veterinary Medicine  
Reasons for applying for Bursary:

I am a Port Clements high school graduate of 2014 and I have a lot of post-secondary plans that I am setting in motion; this bursary would really help me get another financial step closer to my academic goals. Within a couple of days I will be in New Zealand participating in a five-month long, Youth With A Mission program through University of the Nations. This course is based out of Bethlehem, Tauranga, on New Zealand's north island, and its focus is on community-based/ international, Christian missions work, humanitarian aid opportunities and team building with a varied group of young people from all around the world. It will be an amazing and challenging experience that will teach me a lot. Travel has this incredible ability to stretch and inspire people, as well as broaden their perspective of the world. I think this first step of my post-secondary pursuits will teach me a great deal in ways that regular university studies could not.

Once this course is complete, on December 13<sup>th</sup>, I will be working for my keep on several different New Zealand farms before returning home on January 14<sup>th</sup>. For the September of 2015 I aim to enter the pre-veterinarian stream at either Dalhousie University or the University of Prince Edward Island on the east coast of Canada. I have been interested in veterinary medicine since I was a little girl. It is a career that has grown even more appealing to me through my high school science courses and work experiences. I think beginning my post-secondary path with a meaningful travel experience, and then moving into a heavy academic program will prove to be a combination that will allow me to learn and grow to my full scholastic potential. Plans can change quickly, and where I end up in ten years could very well be a completely different place than where I thought I would be; but having setting and striving for high goals will never be a pointless endeavour. I have really enjoyed growing up in the tight little community of Port Clements. I know I'll always be able to come back here and feel at home. This bursary offered by the village is a great way to give this town's students a kick off for their future, post-secondary pursuits; I hope it will continue to aid many students in future years.

Thank you for the opportunity to apply for this financial award!

Sincerely,

Reina Fennell

Date: July 15, 2014

C-8

# About Accreditation

University of the Nations is a degree-granting institution (Associate's, Bachelor's and Master's degrees), but has not applied for accreditation in any nation's educational system. Currently U of N offers courses and field assignments in over 100 nations, and credits from these courses may be used toward U of N degrees or transferred to other colleges and universities. Numerous accredited colleges and universities in Canada, the USA and Europe have accepted transfer credits from Kona and other U of N branches and/or recognized our graduates and received them into more advanced degree programs.

U of N recognizes the value of accrediting agencies in maintaining predictability in quality of education. Therefore, U of N may apply for accreditation in the future. However, at this time, we are not applying for accreditation for the following reasons:

1. University of the Nations is unique in its international missionary training scope with locations in many countries. Validation by an accrediting agency in one nation could be limiting. With the U of N, students may begin their education in South America, continue it in the United States and complete their U of N degree requirements in Europe. This type of international scope is a challenge for accrediting agencies to validate.

2. U of N is an integral part of Youth With A Mission (YWAM), an international and interdenominational missionary organization. Normally, accreditation agencies require the separation of the educational institution from the parent organization, thus requiring U of N to separate from YWAM. However, by design, U of N is an integral part of YWAM and is only able to fulfill its purposes as such.

3. The U of N Board of Regents consists of the YWAM Global Leadership Forum (GLF) and representatives from the YWAM worldwide regions, fields and ministry divisions. Accreditation generally requires a partially non-YWAM governing board. Our present U of N Board of Regents is a diverse international group, which understands the founding principles of the mission and the university. The U of N also has an International Advisory Board, which consists primarily of non-YWAM representatives.

4. U of N maintains a staff of volunteer missionaries who must raise their own support independent of their positions with the university. Accrediting agencies require salaries for university staff members on the basis that a good solid income helps to ensure stability in the university system and quality in its programs. The U of N is establishing a track record to demonstrate stability through a history of quality long-term staff with independent support. But for now, the lack of salaries for staff could preclude accreditation. Presently, U of N has a growing student population internationally, and a steady stream of long-term staff members from Youth With A Mission branch campuses.

5. Our modular approach to education (taking one intensive 12-unit course per academic term) is generally unknown by accrediting boards. We need to demonstrate its effectiveness, which also justifies the visiting teacher concept utilized in our schools. Academic content taught in our schools is presented by both long-term staff members and visiting speakers. Most of these teachers have extensive international experience and excellent academic and professional credentials. Because of their experience, nearly all are able to present a broad perspective in their fields of expertise.

6. Most university accrediting agencies require large centralized library systems. U of N's present library resource strategy utilizes smaller libraries with electronic technology that tap into the vast online resources of university libraries and archives worldwide.

During the first 30 years of its existence, the University of the Nations has demonstrated a commitment to quality education. Our students have been highly recognized by many institutions of higher learning, both Christian and non-Christian. In other words, our students are accepted as transfer students, and they are given transfer credit for those U of N courses which relate to the programs into which they transfer. U of N courses typically do not transfer on a one-to-one basis, but neither do the courses of other universities. Accreditation is not always the main factor in that decision. The major factor is quality of instruction, as proved out by quality of the student. On that basis, our students have consistently met or exceeded the standards of other institutions.

We recognize that lack of accreditation can leave certain professional doors closed. But for many students, this is not an insurmountable problem. It all depends on what career or profession the individual student is pursuing, for what purpose, and in which nation. In the United States, licensing authorities in some professional fields require accredited degrees, as the basis of eligibility for licensing. However, for many international students or for U.S. students pursuing careers in ministry, public service or commerce, accreditation is not an issue at all. U of N in Kona, Hawaii, has been evaluated by the U.S. Bureau of Immigration and Customs Enforcement and has been granted authority to issue F-1 student visas.

**THE UNIVERSITY OF THE NATIONS IS NOT ACCREDITED BY AN ACCREDITING AGENCY RECOGNIZED BY THE UNITED STATES SECRETARY OF EDUCATION.** Admission to the University of the Nations (U of N) and any of its sponsored programs is open to qualified individuals regardless of race, color, nationality, ethnic origin, gender, and educationally unrelated handicaps. U of N reserves the right to change schedules and course offerings as deemed necessary.

**NOTE:** In the United States, many licensing authorities require accredited degrees as the basis for eligibility for licensing. In some cases, accredited colleges may not accept for transfer courses and degrees completed at unaccredited colleges, and some employers may require an accredited degree as a basis for eligibility for employment.



## **ACTION ITEMS**

<b><u>#</u></b>	<b><u>Date</u></b>	<b><u>Description</u></b>	<b><u>Lead</u></b>	<b><u>Follow up</u></b>
A16	15-10-2012	Bus Shelter	Cheer	Build shelter at corner of Dyson & Bayview
A21	15-07-2013	Drainage concern at far end between Park & Tingley	Gaspar	Develop a plan for addressing this issue
A25	28-01-2014	Biomass heating system for Multiplex	Administrator	Management decision for Oct. 20 Council Mtg.
A26	17-02-2014	Historic Councillor Plaque(s)	Gould	Design and create the necessary plaque(s) to mount ingraved plates from 1975 forward
A27	05-05-2014	Park Management Committee	Thomas	Finalize park management plans before end of October 2014