



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

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

**7:00 p.m. Regular Meeting of Council Monday, September 18<sup>th</sup>, 2017**

**AGENDA**

- 1. ADOPT AGENDA**
- 2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**
- 3. MINUTES**
  - M-1 –September 5<sup>th</sup>, 2017 Council Meeting Minutes
  - M-2 –September 11<sup>th</sup>, 2017 Special Meeting Minutes
- 4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
  - UB-1 - Bylaw Enforcement Ticket Information Bylaw, No. 435, 2016– Ruby Decock
  - UB-2 – Crown Grant Offer RTC – Kim Mushynsky
- 5. ORIGINAL CORRESPONDENCE**
- 6. GOVERNMENT**
  - G-1 – Highway and Laneway Policy No. 16, 2017 Draft
- 7. FINANCE**
  - F-1 – Cheque Listing August 31<sup>st</sup>- September 13<sup>th</sup>, 2017
  - F-2 – CIBC Account Statement August 1<sup>st</sup> - August 31<sup>st</sup>, 2017
  - F-3 – Northern Savings Credit Union Account Statement July 31<sup>st</sup> - August 31<sup>st</sup>, 2017
- 8. NEW BUSINESS**
  - NB-1—Support Letter for RBA
  - NB-2—Resolutions to Apply for Regular Annual Grant Applications
- 9. REPORTS & DISCUSSIONS**
- 10. ACTION ITEMS**
  - A-1—Action Item List
- 11. QUESTIONS FROM THE PUBLIC & PRESS**
- 12. ADJOURNMENT**



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

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

**Minutes of the regular meeting of the Port Clements Council held September 5, 2017 in Council Chambers.**

5 members of the public attended

**Present:**

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

CAO Kim Mushynsky  
Deputy Clerk Ruby Decock

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

**1. ADOPT AGENDA.**

2017-229 – Moved by Councilor Daugert, seconded by Councilor Stewart  
THAT Council adopts the agenda with the addition of NB-1 – Pallets of Pellets.  
**CARRIED**

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

**3. MINUTES.**

M-1 – August 21, 2017 Regular Council meeting minutes  
2017-230 - Moved by Councilor Daugert, seconded by Councilor Stewart  
THAT Council adopts the August 8, 2017 Council Meeting minutes.  
**CARRIED**

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

UB-1 – BCTS Haida Gwaii Replacement FSP  
2017-231 Moved by Councilor Daugert, seconded by Councilor Cumming  
THAT Council receives the BCTS Haida Gwaii Replacement FSP letter.  
**CARRIED**

UB-2 – Crown Grant Offer RTC - by Kim Mushynsky  
2017-232 Moved by Councilor O'Brien Anderson, seconded by Councilor Stewart  
THAT Council tables the Crown Grant Offer RTC until the September 18<sup>th</sup>, 2017 Council Meeting.  
**CARRIED**

**5. ORIGINAL CORRESPONDENCE**

C-1- Trail maintenance – Marilyn Bliss  
2017-233 Moved by Councilor O'Brien Anderson, seconded by Councilor Stewart  
THAT Council receives the correspondence.  
**CARRIED**

M-1

C-2 – Response letter from Assistant Deputy Minister of FLNRO Chris Stagg  
2017-234 Moved by Councilor Cumming, seconded by Councilor Stewart  
THAT Council receives the correspondence.

**CARRIED**

## **6. GOVERNMENT**

### **7. FINANCE**

F-1 – Cheque Listing August 17-30<sup>th</sup>, 2017  
2017-235 – Moved by Councilor O'Brien Anderson, seconded by Councilor Stewart  
THAT Council receives the cheque listing to August 30, 2017.

**CARRIED**

### **8. NEW BUSINESS**

NB-1 – Pallets of Pellets  
2017-236 – Moved by Councilor Daugert, seconded by Councilor Stewart  
THAT Council authorizes the CAO to research and compare cost versus value of the pellets and spend approximately \$13,500.00 for the purchase of a year supply of pellets for the Biomass plant if the quote a good price.

**CARRIED**

If purchase is made a budget amendment will be forth coming.

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

R-1 – Rainbow Wharf – Kim Mushynsky  
2017-237 – Moved by Councilor Daugert, seconded by Councilor Stewart  
THAT the CAO draws up a draft letter with the two options that Council is considering for Rainbow Wharf.  
**CARRIED**                      **1 ABSTAINED**

R-2 – Dog Bylaw Enforcement – Ruby Decock  
2017-238 – Moved by Councilor Cumming, seconded by Councilor Stewart  
THAT Council tables this item until more information about Nanaimo's Adjudication Costs.  
**CARRIED**

Mayor Thomas – Attended swabbing on Bayview Drive, it wasn't as bad as expected. Organized a meeting with Taan for September 18<sup>th</sup>.

Councilor Daugert – Attended MIEDs meeting – Municipalities cannot have an alternate as it is not permitted as stated in the Community Charter. MIEDS is looking for a new Tourism Coordinator for Haida Gwaii.

Councilor Stewart – Nothing to report.

Councilor Cumming – In contact with a seismologist who worked here in 2013. Looking for more information on Tsunami reports. Museum has had the most visitors ever, total visits to date in 2017 are 3600.

Councilor O'Brien Anderson – Nothing to report.

CAO Mushynsky – Working on EPACT – an emergency notification system which is launching this week on Haida Gwaii.

Deputy Clerk Decock – Attended Emergency Evacuation training course and starting course with UVIC.

## **10. ACTION ITEMS**

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

What can the Vibrant Communities Fund be spent on? Any restrictions for the use of this money?

Council should speak to Jennifer Rice as she holds the portfolio for Emergency Management in BC.

Is Ian Gould still the alternate for Gwaii Trust? If not, then who is the alternate?

### **ADJOURNMENT**

2017-239 Moved by Councilor Daugert  
THAT the meeting be adjourned at 8:45 pm.

---

Urs Thomas  
Mayor

---

Kim Mushynsky  
Chief Administrative Officer



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

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

**Minutes of the Special Meeting of the Port Clements Council held September 11, 2017 at 3:30pm in Council Chambers.**

**Present:**

Deputy Mayor Cumming  
Councillor O'Brien Anderson  
Councillor Daugert  
Councillor Stewart – via telephone

CAO Kim Mushynsky  
Deputy Clerk Ruby Decock  
Intern Elizabeth Cumming

Deputy Mayor Cumming called the meeting to order at 3:37 p.m.

There was only one item on the agenda – Lack of procedure in regards to potential pellet order

**Briefly recapped:**

- Tuesday September 5 at approximately 3:30pm Mayor Thomas advised CAO of potential deal on pellets if we acted quickly. Price exceeded existing budget so item needed to be a late add on the September 5<sup>th</sup> Regular Council meeting agenda if it was to proceed.
- Item was added as a late item and Council made a motion for the CAO to investigate value of the quote versus other pellet costs and then if favorable proceed with the purchase. Budget amendment would be initiated if purchase was to proceed.
- CAO did not receive a quote until after 3pm on Thursday September 7<sup>th</sup>. CAO indicated that she would work on this on Monday as she does not work Fridays.
- On Monday September 11<sup>th</sup> at approximately 11am the CAO phoned Mr. Amante, whom she had received a faxed quote from, to ask some questions about the quote at which time Mr. Amante advised her that the Mayor had already approved the purchase of the pellets on Wednesday September 6<sup>th</sup> and that they were already enroute and the ferry already booked.
- CAO immediately emailed Council about this development. The Mayor denied ordering the pellets. A Special meeting was called to deal with this emergent issue.

Councillor Stewart, attending via telephone, needed to leave the meeting for another engagement at 3:39pm

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

THAT the CAO be directed to contact Mr. Amante and indicate that we have Municipal procedures that must be adhered to and until that process is complete we can not make a decision on the purchase of pellets.

CARRIED

The meeting was adjourned at 4pm.

---

Brigid Cumming  
Deputy Mayor

---

Kim Mushynsky  
CAO



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

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

## REPORT TO COUNCIL

**Author:** Ruby Decock

**Date:** September 2017

**RE:** Bylaw Enforcement of the "Village of Port Clements Bylaw Enforcement Ticket Information Bylaw, No. 435, 2016, Bylaw #435 for the issuance of tickets for the "Village of Port Clements Amended Dog Bylaw, No. 434, 2016"

**Background:** The "Village of Port Clements Bylaw Enforcement Ticket Information Bylaw, No. 435, 2016" was enacted on January 1, 2017 due to the numerous complaints about loose dogs or problem dogs within the community.

The intent of this bylaw is to have dog owners keep their dogs within their property and control their pets within the municipal boundaries. There are two approaches to bylaw enforcement: the Municipal Information Ticket (MTI) and a Bylaw Enforcement Notice (BEN). We currently have the MTI system, but this is impractical as this requires investigations, in-person ticket service, and court hearings for ticket appeals. MTI's will only be practical if Council chooses to enforce other Bylaws with associated fines greater than \$500.

Switching to the Bylaw Enforcement Notice (BEN) would require several actions:

1. The Village of Port Clements to request the Ministry of Attorney General to have the Local Government Bylaw Notice Enforcement Act is permitted within the Village of Port Clements as part of the Nanaimo Adjudication System.
2. Join the Nanaimo Adjudication System – Costs per hearing is \$350 plus travel costs. The Village of Port Clements will only have to pay a percentage of the costs. The percentage of the costs is based on the number of files being heard. If VOPC has 50% of the files being heard, then VOPC will pay 50% of the costs. For additional background information on establishing a bylaw adjudication system, please see the attached copies of Nanaimo's Bylaw No. 7159 and a RTC to the City of Nanaimo submitted by Randy Churchill.

3. Council to designate a Bylaw Enforcement Officer as per the Community Charter Section 264 (1)(b).
4. Council to appoint a Screening Officer as per the Local Government Bylaw Notice Enforcement Act Section 3(b).
5. Purchase Bylaw Enforcement Notices at the cost of approximately \$630 plus taxes.

To date, there have been several warning letters and only one warning ticket issued, but no tickets issuing fines.

**Required direction for Bylaw Enforcement within Port Clements**

1. Change the Bylaw Enforcement System from MTI's to Bylaw Enforcement Notices. This would require VOPC to join an existing adjudication system or hire an adjudication firm. Appoint a Bylaw Enforcement Officer
2. Repeal the "Village of Port Clements Bylaw Enforcement Ticket Information Bylaw, No. 435, 2016". This would remove all bylaw enforcement costs.

Which option would council like to undertake?

CITY OF NANAIMO

BYLAW NO. 7159

A BYLAW RESPECTING THE ENFORCEMENT OF BYLAW NOTICES

---

The Council of the City of Nanaimo in open meeting assembled, hereby ENACTS AS FOLLOWS:

1. Title

This Bylaw may be cited as the "BYLAW NOTICE ENFORCEMENT BYLAW 2012 NO. 7159".

2. Definitions

"Act" means the *Local Government Bylaw Notice Enforcement Act*

"City" means the City of Nanaimo

"Registry" means the City of Nanaimo Bylaw Notice Adjudication Registry established by this bylaw

3. Terms

The terms in this bylaw have the same meaning as the terms defined in the *Act*.

4. Bylaw Contraventions

The bylaws and bylaw contraventions designated in Schedule "A" attached hereto and forming part of this bylaw may be dealt with by bylaw notice.

5. Offence and Penalty

The penalty for a contravention referred to in Section 4 is as follows:

- (1) Subject to Subsection 5(2) and 5(3), is the Penalty amount set out in Column A1 of Schedule "A".
- (2) If received by the City within 14 days of the person receiving or being presumed to have received the notice, is the Early Payment Penalty set out in Schedule "A".
- (3) If more than 28 days after the person received or is presumed to have received the bylaw notice, is subject to a late payment surcharge in addition to the penalty under Subsection 5(1), and is the Late Payment Penalty set out in Schedule "A".

UB-1



## City of Nanaimo

### REPORT TO COUNCIL

DATE OF MEETING: 2012-JUN-25

AUTHORED BY: RANDY CHURCHILL  
MANAGER OF BYLAW, REGULATION AND SECURITY

RE: INTENT TO ESTABLISH A BYLAW DISPUTE RESOLUTION SYSTEM

---

STAFF RECOMMENDATION: That Council authorize staff to request the Court Services Branch, Ministry of Attorney General to add the City of Nanaimo to the Bylaw Notice Enforcement Regulation:

PURPOSE:

To have the City of Nanaimo added to the Bylaw Enforcement Regulation through the Court Services Branch, Ministry of Attorney General in order to allow for the establishment of a bylaw dispute resolution system in the city.

BACKGROUND:

To date, the provincial court of BC has handled all disputed bylaw offences. In addition to the direct costs involved, bylaw disputes have tied up court time and contributed to backlogs. The bylaw dispute resolution system allows for minor bylaw matters to be dealt with locally. Serious bylaw offences will continue to be dealt with in provincial court.

DISCUSSION:

Local government issues are not a priority in the provincial court system and can sometimes be delayed. Many bylaw disputes also require legal counsel which is an added cost. The experience of other municipalities is that this is a cost neutral system. A bylaw dispute resolution system simplifies the procedure and would not require the assistance of legal counsel.

The *Local Government Bylaw Notice Enforcement Act* provides a framework for a non-judicial system for local governments to deal with bylaw ticket disputes. A bylaw dispute resolution system is more cost effective and efficient when dealing with disputes. Currently a bylaw dispute can take up to a year to get through the court.

When the City takes over the parking function, it is expected that there will be a significant increase in the number of bylaw disputes. The volume of disputes would further slow the court system dealing with bylaw violations. A bylaw dispute resolution system would simplify the process and provide a more efficient and cost effective process for disputes.

The City must be added to the Bylaw Notice Enforcement Regulation before a bylaw dispute resolution system can be developed. If Council supports the Staff recommendation, the next step will be to have City of Nanaimo added to the regulation. If the City is successful in being added to the regulation, a further report will be forwarded to Council with a complete outline of the system.

UB-1

The application to the Ministry of Attorney General is a necessary step in moving the City's parking enforcement function in house.

Respectfully submitted,

---

Randy Churchill  
Manager of Bylaw, Regulation and Security  
Community Safety and Development

Concurrence by:

---

Andrew Tucker  
Director of Planning  
Community Safety and Development

---

Ted Swabey  
General Manager  
Community Safety and Development

CITY MANAGER COMMENT:

I concur with the staff recommendation.

Drafted: 2012-Jun-18  
g:/reports 2012/disputeresolution.doc  
RC/gh

118-11

CITY OF NANAIMO

BYLAW NO. 7159.01

A BYLAW TO AMEND THE BYLAW NOTICE ENFORCEMENT BYLAW

---

The Council of the City of Nanaimo in open meeting assembled, hereby ENACTS AS FOLLOWS:

1. Title

This Bylaw may be cited as "BYLAW NOTICE ENFORCEMENT AMENDMENT BYLAW 2014 NO. 7159.01".

2. Amendment

Bylaw Notice Enforcement Bylaw 2012 No 7159 is hereby amended as follows:

2 (1) By deleting Section 7(1) in its entirety and substituting therefore:

"(1) The Registry, located at 411 Dunsmuir Street, Nanaimo, BC V9R 6B9, is established as a bylaw adjudication system in accordance with the Act to resolve disputes in relation to bylaw notices and shall include the following local governments:

City of Nanaimo  
City of Duncan  
City of Parksville  
District of Tofino"

2 (2) By inserting Nanaimo Bylaw Notice Dispute Adjudication Registry Agreement as Schedule "B".

PASSED FIRST READING 2014-JUN-09  
PASSED SECOND READING 2014-JUN-09  
PASSED THIRD READING 2014-JUN-09  
ADOPTED 2014-JUL-14

\_\_\_\_\_  
J. R. RUTTAN

MAYOR

\_\_\_\_\_  
C. JACKSON

CORPORATE OFFICER

UB-1

SCHEDULE "B"

**NANAIMO BYLAW NOTICE DISPUTE ADJUDICATION**

**REGISTRY AGREEMENT**

This Agreement dated \_\_\_\_\_ day of \_\_\_\_\_, 2014.

**BETWEEN:**

**CITY OF NANAIMO**, 455 Wallace Street, Nanaimo, BC V9R 5J6

("Nanaimo")

**AND:**

**CITY OF DUNCAN**, 200 Craig Street, Duncan, BC V9L 1W3

("Duncan")

**AND:**

**CITY OF PARKSVILLE**, Box 1390, 100 Jensen Avenue East, Parksville, BC V9P 2H3

("Parksville")

**AND:**

**DISTRICT OF TOFINO**, PO Box 9, 121 – 3<sup>rd</sup> Street, Tofino, BC V0R 2Z0

("Tofino")

**WHEREAS:**

1. The *Local Government Bylaw Notice Enforcement Act* provides that a local government may, by bylaw, deal with a bylaw contravention by Bylaw Notice in accordance with the *Act*;
2. The *Act* also provides that anything a local government is authorized to do under the *Act*, may be done jointly by two or more local governments entering into an agreement adopted, by bylaw, by each local government that is party to it;
3. Nanaimo, Duncan, Parksville and Tofino wish to:
  - (a) share the costs of a bylaw notice Dispute Adjudication System; and
  - (b) enter an agreement to establish such a system, to be called the Nanaimo Bylaw Notice Dispute Adjudication Registry, and to provide for the sharing of costs.

UB

**NOW THEREFORE in consideration of the mutual promises contained herein,  
the Parties agree as follows:**

## **INTRODUCTORY PROVISIONS**

### **1. Definitions**

1.1 In this Agreement, the following definitions apply:

"Act"	Means the <i>Local Government Bylaw Notice Enforcement Act</i> .
"Adjudication Fee"	Means the sum of \$25.00 payable to the applicable Party should the disputant be unsuccessful in the dispute adjudication.
"Agreement"	Means this Agreement.
"Authorizing Bylaw"	Means a bylaw adopted by each Party for the purposes of section 2 of the <i>Act</i> (application of the <i>Act</i> )
"Bylaw Notice"	Has the same meaning as in the <i>Act</i> .
"Disputant"	Has the same meaning as in the Regulation.
"Dispute Adjudication System"	Means a system established in accordance with the <i>Act</i> that provides for the hearing and determination of disputes in respect of whether: a) a contravention in a Bylaw Notice occurred as alleged or b) the terms and conditions of a compliance agreement were observed or performed.
"Parties"	Means all of Nanaimo, Duncan, Parksville and Tofino.
"Party"	Means any one of Nanaimo, Duncan Parksville or Tofino.
"Registry"	Means the Nanaimo Bylaw Notice Dispute Adjudication Registry established by this Agreement.
"Regulation"	Means the Bylaw Notice Enforcement Regulation.
"Roster Organization"	Has the same meaning as in the Regulation.
"Screening Officer"	Has the same meaning as in the <i>Act</i> .
"Terms"	Means the term of this Agreement as set out herein.

### **2. Establishment of the Registry**

2.1 Subject to the *Act* and to the adoption of the Authorizing Bylaws, the Parties agree that the Registry is hereby established.

## ADJUDICATION

### 3. Screening Officer

- 3.1 The Parties agree that where a Screening Officer position has been established by a Party in accordance with the *Act*, a Bylaw Notice must be reviewed by the Screening Officer before a dispute adjudication may be scheduled.

### 4. Bylaw Notice Dispute Adjudication System

- 4.1 The Parties agree that a Dispute Adjudication System will be established as a function of the Registry, and that disputes will be heard by an adjudicator selected by a Roster Organization in accordance with the Regulation.
- 4.2 The Parties agree that Nanaimo will enter into a contract with a designated Roster Organization for the purpose of providing dispute adjudication services to the Registry.

## REGISTRY OPERATIONS

### 5. Location

- 5.1 The Registry will be located in the Service and Resource Centre, City of Nanaimo, 411 Dunsmuir Street, Nanaimo, BC V9R 5J6

### 6. Services Provided

- 6.1 Nanaimo will provide all administrative services required by the Registry in respect of the Dispute Adjudication System, including:
- (a) providing the venue and facilities to hear dispute adjudications in accordance with the *Act*;
  - (b) submitting requests to the Roster Organization for the assignment of an adjudicator;
  - (c) providing a Bylaw Adjudication Clerk to facilitate and support the hearing and determination of disputes;
  - (d) providing venue security;
  - (e) providing for the collection of Adjudication Fees and any penalties payable to a Party for a bylaw contravention;
  - (f) issuing cheques to the applicable Party in accordance with section 7 for any amounts collected under section 6.1 (e), with the cheque to include the Bylaw Notice number (s); and
  - (g) issuing invoices to the applicable Party in accordance with section 7 for dispute adjudication services.
- 6.2 Despite section 6.1 (e), the collection of Adjudication Fees and bylaw contravention penalties will be the responsibility of the applicable Party if not collected by the Registry immediately following the adjudication.

## **7. Payments and Disbursements**

- 7.1 Duncan, Parksville and Tofino agree to pay the City of Nanaimo proportionate costs of the fees charged by the Roster Organization. Amounts owing are to be calculated based on the number of Bylaw Notices each Party submits to the Registry for dispute adjudication.
- 7.2 Nanaimo will issue an invoice to the applicable Party for dispute adjudication services within 30 days of the service being rendered. Amounts owing are due and payable within 30 days of receipt of the invoice.
- 7.3 Nanaimo will issue a cheque payable to the applicable Party for any amounts collected under section 6.1 (e) within 30 days of collection, with the cheque to include the Bylaw Notice number (s).
- 7.4 For certainty, the Parties agree that costs relating to legal counsel, witnesses, screening officers and bylaw enforcement officers will be borne by the Party that issued the Bylaw Notice and not by the Registry or by Nanaimo on behalf of the Registry.

## **GENERAL PROVISIONS**

### **8. Amendments**

- 8.1 The Parties will, in good faith, negotiate a proposed amendment to this Agreement upon request of any Party. All amendments to be in writing and executed by the Parties.

### **9. Dispute Resolution**

- 9.1 If a dispute arises under this Agreement and is not resolved by the Parties within 60 days, it will be settled by final and binding arbitration conducted under the *Commercial Arbitration Act of British Columbia*.

### **10. Term**

- 10.1 This Agreement comes into effect upon adoption of the authorizing bylaws and continues in effect until December 31, 2020. Any party may withdraw from this Agreement upon 30 days written notice to the other Parties.

### **11. Execution of Agreement**

- 11.1 This Agreement may be executed in counterparts through original copies, facsimile copies, or by email PDF copies. Each counterpart will be deemed to be an original that, together with the other counterparts, constitutes one agreement having the same effect as if the Parties had signed the same document.

IN WITNESS WHEREOF all Parties have executed this Agreement on the date first above written.

**THE CITY OF Nanaimo**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

**THE CITY OF Duncan**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

**THE CITY OF Parksville**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

**THE DISTRICT OF Tofino**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer





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: July 20, 2017  
Re: Crown Grant Offer

---

**Background:** In 2011, at the conclusion of the Land Use Planning, the Province offered each of the Municipalities \$250,000 in Crown land to acknowledge concessions made. In 2013 the Village of Port Clements went through the process of obtaining ownership of some crown land in the Industrial Park now known as #100 Industrial Park Road. The appraised value that the Province used for this property came to \$88,000 leaving us \$162,000 in available Crown Land. In late 2014 I began the process of obtaining ownership over another piece of property in the Industrial Park. The process is very lengthy and there were some issues because the initial piece of land requested exceeded the \$162,000 value we had left so we had to decrease the lot size and re-apply. The value for timber was fairly high at the time this was going back and forth and the main issue for the lot was the timber value so eventually Council made a decision to seek ownership of the land but leave the timber rights to the Province. Per the attached, the Province is now making us an offer of the lot we applied for with a value of \$81,600. Once we finalize this transaction we will have \$80,400 left to use towards another piece of Crown land that Council identifies. The cost to the Municipality to finalize this Crown Land offer will be the cost to acquire and register a survey of the lot being obtained.

**Recommendation:** I recommend Council authorize me to sign the Crown Grant Offer and hire Dediluke to complete the survey as required to finalize this land transaction.

Respectfully submitted:



Ministry of Forests, Lands and  
Natural Resource Operations  
1229 Oceanview Drive, P.O. Box 39  
Queen Charlotte City, BC V0T 1S0  
Telephone No: 250 559-6200  
Facsimile No: 250 553-8342

GST Registration No: R107864738

Your contact is: Elizabeth DeMunck

Our file: 1414012

### **CROWN GRANT OFFER**

July 15, 2017

CORPORATION OF THE VILLAGE OF PORT CLEMENTS  
Po Box 198  
Port Clements, BC V0T 1R0

Dear Sir or Madam:

**Re: Your Application for a Crown grant**

We are pleased to offer you a Crown grant over:

that portion of District Lot 997, within Queen Charlotte District, shown outlined  
on the attached sketch, containing 5.44 hectares, more or less.

(the "Land") on the terms and conditions contained in this offer.

#### **Preconditions of Crown grant**

You can accept this offer by signing the attached acceptance page and returning it to our office. A Crown grant will be issued to the Registrar of the appropriate Land Title Office once you have met the preconditions listed below. The Registrar will then register a title to the Land in your name.

This offer will expire on January 15, 2018 unless you have returned the signed acceptance page by this date. As well, you must satisfy the following preconditions by this date or within the time period specified in the precondition:

#### **1 FEES PAYABLE**

The purchase price for the Land shall be \$1.00.

The total value of the land is \$81,600.00 towards the Ministry's land bank commitment to Haida Gwaii Communities.

11B-1

## 2 SURVEY

You need to retain a registered BC Land Surveyor to prepare a boundary survey of the Land, at your expense. The surveyor is responsible for completing the survey, which must be delivered to the Surveyor General within 6 months from the date you accept our offer.

## 3 PROPERTY TRANSFER TAX ACT

When Crown land is sold, tax under the *Property Transfer Tax Act* becomes due. This tax is based on the fair market value of the property, being the value of the land plus the value of any buildings and other improvements (and the timber) on the land, as of the date of the registration of the Crown grant at the Land Title Office.

If this Ministry will be registering the Crown grant for you, the Property Taxation Branch of the Ministry of Finance will contact you after registration about completion of a tax return and payment of the tax, or alternately, about your claim for tax exemption. If your lawyer will be registering the Crown grant at the Land Title Office for you, you will have to file a tax return at that time.

For more information about this tax, please contact Leslie Guthrie at the Property Taxation Branch, Ministry of Finance at (250) 356-9268. Further information can also be found in Information Bulletin 018 – Application of the Act to the Sales of Crown Land, at the following website address.

[http://www.sbr.gov.bc.ca/documents\\_library/bulletins/PTT\\_018.pdf](http://www.sbr.gov.bc.ca/documents_library/bulletins/PTT_018.pdf)

## REMINDER

This offer expires if you do not satisfy the above preconditions by January 15, 2018 or within the time period specified in the precondition.

## AGREEMENT TO FURTHER TERMS

### 1 By accepting this offer, you agree that:

- (a) This offer cannot be transferred to another person;
- (b) This offer and the Crown grant do not guarantee that
  - (i) the Land can be built on,
  - (ii) there is access to it,
  - (iii) it is not susceptible to flooding or erosion;

UB-2

- (iv) the Land and its surface water and groundwater are free from any environmental or other contaminant, including any toxic, hazardous, dangerous or potentially dangerous substances on or under the Land, whether naturally occurring or introduced, or that neighbouring or adjacent lands are free from any such substances;
- (c) This offer shall survive the signing and issuance of the Crown grant but that if there is any contradiction between the terms of the offer and the Crown grant, the Crown grant shall prevail;
- (d) This offer does not give you any right to use or occupy the Land for any purpose.
- (e) In accordance with the provisions of the *Land Act*, this offer is not binding upon the Crown until the Crown grant is signed by the Crown.
- (f) Time is of the essence in this offer;
- (g) You are taking the Land "as is"; and
- (h) You will, from and after the date the Crown Grant is signed by the Crown
  - (i) assume any environmental liabilities relating to the Land including, but not limited to, all liability for clean-up of any toxic, hazardous, dangerous or potentially dangerous substances or conditions on or under the Land or migrating from the Land (including surface water and groundwater),
  - (ii) indemnify and save harmless the Crown from and against all claims, demands, liabilities, losses, damages, costs or expenses suffered or incurred by it arising out of or in connection with any environmental liabilities relating to the Land including, but not limited to any contamination or other toxic, hazardous, dangerous or potentially dangerous substances migrating from the Land,
  - (iii) release the Crown from and against all claims, demands, liabilities, losses, damages, costs, actions, causes of action, suits and proceedings by you with respect to all environmental liabilities relating to the Land, including but not limited to any contamination or other toxic, hazardous, dangerous or potentially dangerous substances migrating from the Land.

**2 By accepting this offer, you confirm that:**

- (a) You (or your authorized representative) have inspected the Land and have satisfied yourself as to its condition, environmental or otherwise, including surface and groundwater, the presence or absence of any toxic, hazardous, dangerous or potentially dangerous substances on or under the Land and on or under any surrounding or neighbouring land and the current and past uses of the Land;
- (b) You have knowledge of all municipal and regional district bylaws regulating the use and development of the Land;
- (c) You acknowledge that you have no right to use or occupy the Land unless and until the Crown grant is issued to you under this offer.
- (d) You are aware of the need to obtain a **License to Cut** from the Ministry of Forests, Lands and Natural Resource Operations before harvesting, clearing, cutting, burning, or selling ANY merchantable or non-merchantable timber that is present on the Land.

**3 PRIOR INTERESTS**

The transfer of the Land will be subject to:

- (a) Any condition or final water license or substituted water license issued or given under *Water Sustainability Act* or any prior or subsequent enactment of the Province of British Columbia of like effect, and to the rights of the holder of it to enter on the Land and to maintain, repair and operate any works permitted on the Land under the license at the date of the Crown grant.
- (b) All subsisting grants to, or subsisting rights of any person made or acquired under the *Mineral Tenure Act*, *Coal Act* or *Petroleum and Natural Gas Act* or under any prior or subsequent enactment of the Province of British Columbia of like effect.

**4 EXCEPTIONS AND RESERVATIONS**

The Crown grant transferring the Land to you will:

- (a) Except and reserve to the Province, its successors and assigns, the interests, rights, privileges and titles referred to in Section 50 of the *Land Act*.
- (b) Except and reserve to the Province all timber on the Land.

118-2

**ADDITIONAL INFORMATION**

We wish to draw your attention to the following:

- (a) Should your proposed activities involve working in or around water, you need to refer to the Fishers and Oceans Canada website for requirements under the *Fisheries Act*.
- (b) Our records indicate that the Crown grant area overlaps, or is in the vicinity of a registered archaeological site. You may be required to obtain a Site Alteration Permit from the Ministry of Forests, Lands and Natural Resource Operations, Archaeology Branch prior to the commencement of land-altering activities.
- (c) In consideration of your project's environmental impact, please refer to the document "Develop with Care: Environmental Guidelines for Urban and Rural Land Development in British Columbia" (Ministry of Environment, 2013)

Should a substantial portion of the timber be removed from the property under a License to Cut, you may wish to consider applying for a supplementary grant of the timber rights under Section 49 of the *Land Act*.

**FREEDOM OF INFORMATION**

Personal information is collected pursuant to the *Land Act* for the purpose of administering Crown land. Information on your application, and if approved, subsequent disposition will become a part of the Crown Land Registry, which is routinely made available to the public under freedom of information legislation.

If you have any questions please contact Elizabeth DeMunck.

Yours truly,



Leonard Munt  
Delegated Decision Maker

Attachment

**Acceptance of Offer of Crown Grant**

File No. 1414012

Ministry of Forests, Lands and Natural Resource Operations  
1229 Oceanview Drive  
P.O. Box 39  
Queen Charlotte City, BC V0T 1S0

Dear Elizabeth DeMunck:

**Re: Application Crown grant**

- ☐ I/We accept the offer of Crown grant made to me/us by way of a letter dated July 15, 2017 from the Ministry of Forests, Lands and Natural Resource Operations and I/we agree to perform and abide by my/our covenants, acknowledgements and representations set out in that offer.
- ☐ I/We do not accept the offer of Crown grant made to me/us by way of a letter dated July 15, 2017 from the Ministry of Forests, Lands and Natural Resource Operations.

DATED the \_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_.

---

Applicant's signature/Applicant's  
representative's signature

---

Applicant's signature/Applicant's  
representative's signature

---

Print name of person signing

---

Print name of person signing

---

Occupation

---

Occupation

Please check one if applicable (more than one Applicant)

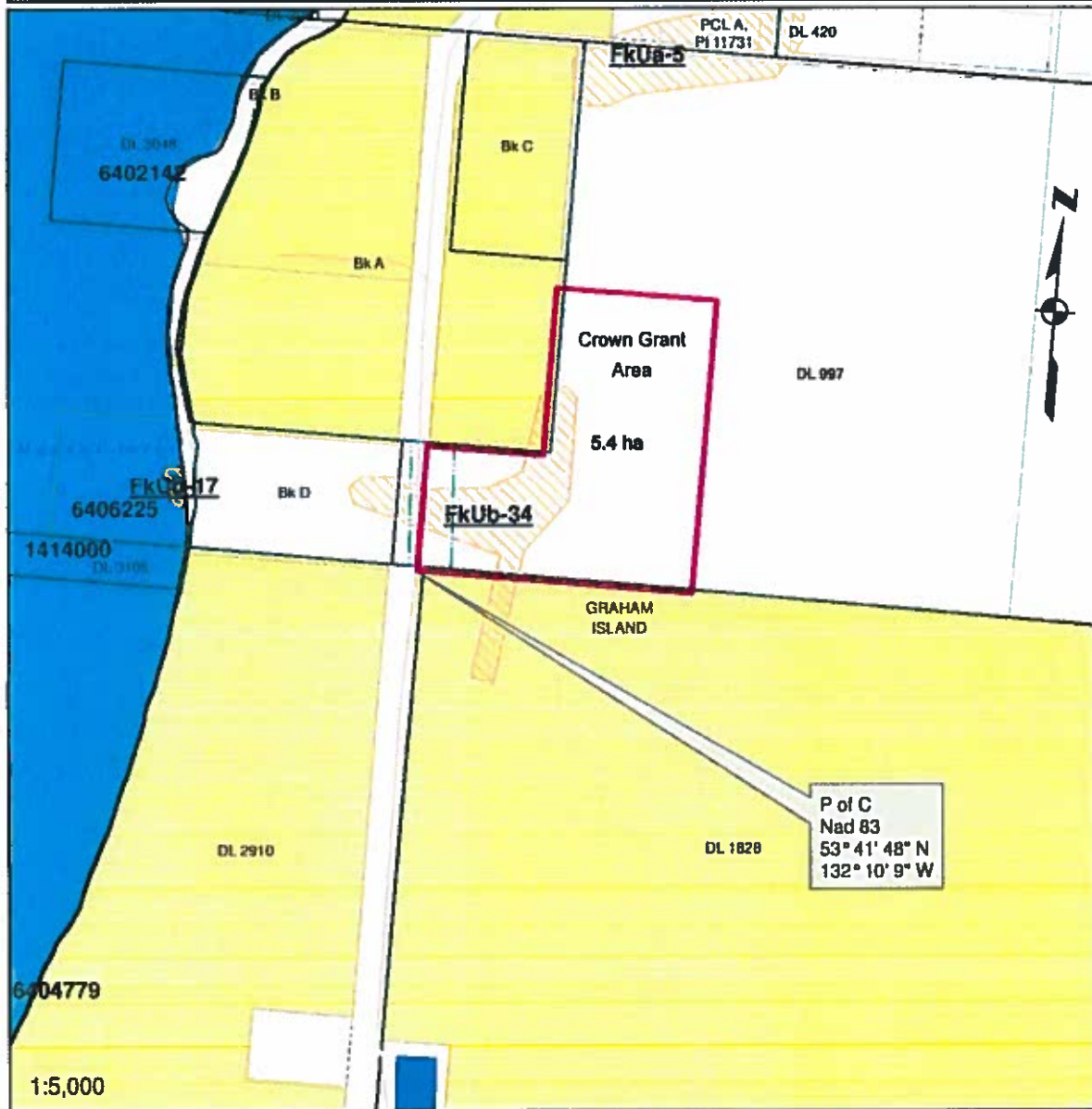
- ☐ Joint Tenants  
☐ Tenants in Common

UB-2

# Legal Description Schedule

Document Number: 915963  
Lands File: 1414012

That portion of District Lot 997, within Queen Charlotte District, shown outlined on the Sketch below, containing 5.44 hectares, more or less.



Council of the  
**Haida Nation**



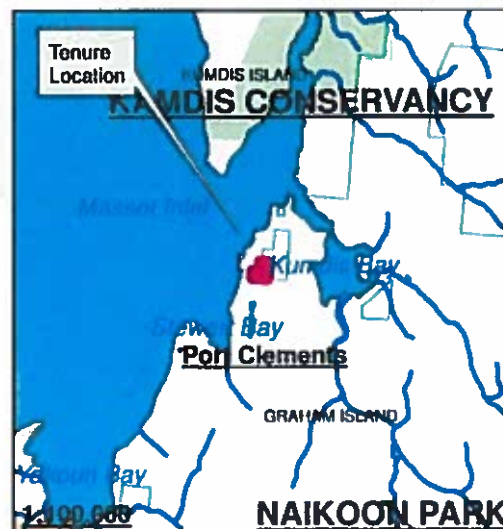
Ministry of  
Forests, Lands and  
Natural Resource Operations

## Haida Gwaii Natural Resource District

Lands File Tenure Map  
1414012 Application for Crown Grant  
Date: July 11, 2014 Prepared By: DMLouis, HGRD

### Legend

- |                       |                      |                        |
|-----------------------|----------------------|------------------------|
| 1414012               | Lakes and Ponds      | Private Land           |
| Tenure                | Rivers and Creeks    | Provincial Parks       |
| BC Ferries Route      | North Coast Ocean BC | Ecological Reserves    |
| Yellowhead Highway 16 | Inundated Land       | Conservancy Areas      |
| Active Forest Road    | Marsh                | Protected Marine Areas |
| Pending Forest Road   | Swamp                | Indian Reserves        |
| Retired Forest Road   |                      | Forest Rec Site        |



Approved  
Document Print

Approved by

DIANA WATSON

Date MAY 7/15

Replaced by

Date

UB-2



# **DEDILUKE LAND SURVEYING INC.**

PROFESSIONAL LAND SURVEYING

(#1- 170 WALLACE STREET)  
P.O. BOX 2300  
NANAIMO, B.C., V9T 6X6  
Phone: 250 716-1415  
Fax: 250 716-1439  
island@dediluke.ca

4801 KEITH AVENUE  
TERRACE, B.C.  
V8G 1K6  
Phone: 250 638-1449  
Fax: 250 638-1442  
survey@dediluke.ca

File: E 1135/17

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

August 8, 2017  
via email

Attention: Kim Mushynsky

Re: Survey Estimate, District Lot 997

Thank you for the opportunity to submit an estimate to provide professional land surveying services for your proposed legal survey for a Crown Grant area within District Lot 997, Queen Charlotte District as outlined in your email of July 21, 2017.

This job involves undertaking a Land Act survey to define the lands that will be crown granted. All the boundaries of the new parcel will be cut out, blazed and flagged with the exclusion of the boundary along the road. This requires approximately 1000m of line cutting. Additionally the NE corner of District Lot 1828 must be surveyed which lies approximately 1100m East of the road in order to establish the South boundary of the new parcel. Once completed the boundaries and corner posts will be well marked and easily found.

Attached is an estimate, with a breakdown of the expected cost for the provision of these services at representative rates. Although we are basing this estimate on our experience and realistic expectations, there are unknown factors such as key legal survey posts found destroyed. Therefore this cannot be considered a fixed price estimate. Billing will be based upon actual time spent on the project, in conjunction with our rate schedule, plus any disbursements and fees. Travel costs to Haida Gwaii will be pro rated with other jobs Dediluke Land Surveying completes at the same time.

The estimate includes preparing a legal survey plan of the proposed lot for registration as per the requirements of the Province and includes \$500 allocated to the registration and check list fees.

Dediluke Land Surveying Inc is willing to work with our clients, or others, on this project to maximize efficiencies and reduce duplication.

For your information, Dediluke Land Surveying Inc. follows a comprehensive safety program that protects both our people and our clients. If you have any questions please let us know.

Yours truly,  
Dediluke Land Surveying Inc.

Dave Duddy

UB-2

**DEDILUKE LAND SURVEYING INC.**

PROFESSIONAL LAND SURVEYING

**Time Estimate****Field**

Pro Rated Travel	1.5 crew days
Set Control, Ties, Search for Evidence	1 crew days
Cutting and Blazing of Boundaries	4 crew days
Posting	1 <u>crew days</u>
Total Field	7.5 crew days

**Office**

Plan and records research, liason, calculations, report preparation and checking, supervision, data management, etc.	4 days
--	--------

**Cost Estimate****Field Work**

Survey Tech 1	60 hrs @	\$75 /hr	\$4,500
Survey Tech 2	0 hrs @	\$85 /hr	\$0
Survey Tech 3	0 hrs @	\$95 /hr	\$0
Senior Tech	60 hrs @	\$105 /hr	\$6,300
B.C. Land Surveyor	24 hrs @	\$147 /hr	\$3,528
Senior B.C. Land Surveyor	0 hrs @	\$175 /hr	\$0
Equiped 4x4 "heavy duty" truck	7.5 days @	\$140 /day	\$1,050
Chainsaws (extensive use)	0 days @	\$35 /day	\$0
Total Station	6 days @	\$92 /day	\$552
Static Precise GNSS (GPS) 0 receivers for	0 days @	\$150 /day/receiver	\$0
Real-time Precise GNSS (GPS)	1 days @	\$520 /day	\$520
Leica TS 12 Robotic Total Station	0 days @	\$188 /day	\$0
First Order Digital Level	0 days @	\$50 /day	\$0
Rock Drill	0 days @	\$40 /day	\$0

**Office Work**

B.C. Land Surveyor	8 hrs @	\$147 /hr	\$1,176
Survey Tech 3	0 hrs @	\$95 /hr	\$0
Senior Tech	24 hrs @	\$100 /hr	\$2,400

**Materiel and Disbursements**

Iron Posts	0 posts @	\$11 each	\$0
Capped Posts	3 posts @	\$39 each	\$117
1.5m Angle Iron Reference Posts	5 posts @	\$23 each	\$115
Cedar Reference Posts	3 posts @	\$10 each	\$30
Bronze Rock Posts	0 posts @	\$20 each	\$0
Accommodation 1 people for	2 days @	\$120 /day approx	\$240
Per Diem Meals 1 people for	2 days @	\$60 /day	\$120
(bfst \$15/lun\$17/din\$28			
Accommodation 2 people for	6 days @	\$120 /day approx	\$1,440
Per Diem Meals 2 people for	6 days @	\$60 /day	\$720
(bfst \$15/lun\$17/din\$28			
Pro Rated Travel Cost			\$625
Registration Fees			\$500

Maximum Expected Total = \$23,933

UB-2

**Village of Port Clements  
Highway and Laneway Policy  
Policy No. 16, 2017**

Prepared by Chief Administrative Officer Kim Mushynsky

Adopted:  
Last Reviewed:  
Next Review:

Policy Goal:

It is the goal of this policy to provide Port Clements with a level of service that fits the area and resources available in regards to the creation of new highways or lanes (back alley access). The Village of Port Clements will not undertake any activities which will result in a loss of highway access to a lot, such as a Bylaw for a highway closure. In the circumstance where a highway closure bylaw is anticipated, affected lots must be provided with an alternate means of access such as a lane. Highways and Lanes can only be considered for areas where our Municipal plan already has space allocated for such a purpose.

Definitions:

Highway – any roadway open to the use of the public but does not include private right-of-ways on private property and for the purpose of this policy does not include secondary access to property which is in this policy is referred to as a lane. Highway maintenance is generally considered to be held to a higher standard than lane maintenance. Highways will have a minimum width of 15 metres.

Lane – a “highway” that provides second access to a property when that property already has another highway access. Maintenance of secondary access lanes are not held to the same standard of maintenance as a highway. Lanes must connect to an existing highway network. Lanes will have a minimum width of 6 metres. A lane does not have to accommodate bi-directional traffic; it can be designated as one-way if that is more appropriate for the area under consideration.

## Policy Objectives:

1. If the majority of property owners in a block request a secondary lane staff will investigate the request and put together a proposal for Council in regards to the cost of providing this service. In preparing the proposal staff will take into consideration the terrain and soil conditions of the area in question, safety, traffic flow and/or congestion and ongoing maintenance costs.
2. If an area of Port Clements is being sub-divided it will be the responsibility of the person undertaking the sub-division to adhere to the current Sub-Division bylaw in respect to the creation of new highways for the sub-division based on a plan approved by the Village of Port Clements Approving Officer.
3. When a resident buys a lot in a block that is currently undeveloped (but not being sub-divided as discussed in #2) they will be responsible to create a highway or lane to access their property, built to Village specifications, and then, once built the Village will take over ownership and maintenance of the highway or lane.
4. If a proposed highway or lane will intersect with a Provincial Highway the Village will have to coordinate and get the necessary approvals from the Ministry of Transportation before proceeding with a report and recommendation to Council.

---

Mayor Thomas

---

CAO Mushynsky

# VILLAGE OF PORT CLEMENTS

Page 1 of 1

## Cheque Listing For Council

2017-Sep-13  
1:32:41PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
170409	2017-09-08	Angela's Place-Social Cafe & Fuel Station	31082017	PAYMENT GAS & DIESEL	788.44	788.44
170410	2017-09-08	BC HYDRO	400002865909	PAYMENT ENERGY BILL	3,821.11	3,821.11
170411	2017-09-08	Bell-Brown, Cliff	07092017	PAYMENT CAMPGROUND ATTENDANT PA\	700.00	700.00
170412	2017-09-08	BIG RED ENTERPRISES	16907	PAYMENT WEEKLY CONTAINER SERVICE /	283.76	283.76
170413	2017-09-08	Burkert Contromatic Inc.	27001129	PAYMENT UNPAID HST ON 2014 PURCHAS	39.87	39.87
170414	2017-09-08	CIBC VISA	21082017	PAYMENT 2017 UBCM CONVENTION	487.60	487.60
170415	2017-09-08	Cleanflow Utility Supply Company	12859 12860	PAYMENT WATERMAIN FOAM PIPE SWABE BART TEST FOR IRON-RELATED	377.96 281.39	659.35
170416	2017-09-08	Denooij, Roeland	1209	PAYMENT FIREHALL STAIRCASE REPLACE	3,937.50	3,937.50
170417	2017-09-08	GRAND & TOY LIMITED	004353	PAYMENT ACCOUNT # 361324	86.17	86.17
170418	2017-09-08	Haida Gwaii Consumers CO-OP Assoc. Ltd.	31082017	PAYMENT HARDWARE SUPPLIES	82.74	82.74
170419	2017-09-08	MasterCard, CUETS FINANCIAL	20170831 31082017	PAYMENT VARIOUS CHARGES MULTIPLE EXPENSES	918.86 5,157.60	6,076.46
170420	2017-09-08	Northern Communications	32318-09012017	PAYMENT TELCO, RSA SECURE ACCESS, I	171.83	171.83
170421	2017-09-08	ROCKY'S EQUIPMENT SALES LTD.	11860	PAYMENT TITANIUM LINE AND AIR FILTER	226.86	226.86
170422	2017-09-08	The Sherwin-Williams Co.	0184-3	PAYMENT VARIOUS HARDWARE SUPPLIES	905.55	905.55
170438	2017-09-13	Board of School Trustees	1718-008	PAYMENT AUGUST GRAYDON INVOICE, BC	6,928.88	6,928.88
170439	2017-09-13	MIKE'S MECHANICAL	107	PAYMENT BRAKES & SHOCKS, FUEL, DIAG	734.33	734.33
170440	2017-09-13	XEROX CANADA LTD.	F51306043	PAYMENT SERVICE - COPIES MADE	58.36	58.36

**Total 25,988.81**

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

F-1



## CIBC Account Statement

VILLAGE OF PORT CLEMENTS

For Aug 1 to Aug 31, 2017

Account number

[REDACTED]

Branch transit number

[REDACTED]

The names shown are based on our current records, as of September 3, 2017. This statement does not reflect any changes in account holders and account holder names that may have occurred prior to this date.

### Account summary

Opening balance on Aug 1, 2017		\$231,208.26
Withdrawals	-	2,526.19
Deposits	+	14,215.32
Closing balance on Aug 31, 2017	=	\$242,897.39

Your authorized overdraft limit: \$179,500.00

### Contact information

☎ 1 800 465 CIBC (2422)

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

TTY hearing impaired  
1 800 465 7401

Outside Canada and the U.S.  
1 902 420 CIBC (2422)

🌐 [www.cibc.com](http://www.cibc.com)

### Transaction details

Date	Description	Withdrawals (\$)	Deposits (\$)	Balance (\$)
Aug 1	Opening balance			\$231,208.26
Aug 1	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		518.96	231,727.22
	DEBIT MEMO CHARGE FOR JUL CIBC EFT SERVICE CHARGE	39.00		231,688.22
Aug 2	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		245.00	231,933.22
Aug 3	CREDIT MEMO INT @ 0.1000% CIBC-AUTOMATED INTEREST SYSTEM		19.32	231,952.54
Aug 8	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		65.00	232,017.54
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		358.50	232,376.04
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		20.75	232,396.79

(continued on next page)

5-7

# CIBC Account Statement

Aug 1 to Aug 31, 2017

Account number: [REDACTED]

Branch transit number: [REDACTED]

## Transaction details (continued)

Date	Description	Withdrawals (\$)	Deposits (\$)	Balance (\$)
Aug 8	Balance forward			\$232,396.79
	CREDIT MEMO		179.25	232,576.04
	CREDIT UNION CENTRAL OF B.C.			
	TRANSFER	2,487.19		230,088.85
	TO: 0009078-65112			
Aug 10	CREDIT MEMO		1,172.25	231,261.10
	CREDIT UNION CENTRAL OF B.C.			
Aug 11	CREDIT MEMO		420.50	231,681.60
	CREDIT UNION CENTRAL OF B.C.			
Aug 14	CREDIT MEMO		496.50	232,178.10
	CREDIT UNION CENTRAL OF B.C.			
	CREDIT MEMO		962.35	233,140.45
	CREDIT UNION CENTRAL OF B.C.			
	CREDIT MEMO		138.00	233,278.45
	CREDIT UNION CENTRAL OF B.C.			
Aug 15	CREDIT MEMO		540.07	233,818.52
	CREDIT UNION CENTRAL OF B.C.			
	CREDIT MEMO		1,019.80	234,838.32
	CREDIT UNION CENTRAL OF B.C.			
Aug 18	CREDIT MEMO		659.20	235,497.52
	CREDIT UNION CENTRAL OF B.C.			
Aug 21	CREDIT MEMO		358.50	235,856.02
	CREDIT UNION CENTRAL OF B.C.			
Aug 22	CREDIT MEMO		276.00	236,132.02
	CREDIT UNION CENTRAL OF B.C.			
Aug 24	CREDIT MEMO		2,255.03	238,387.05
	CREDIT UNION CENTRAL OF B.C.			
	CREDIT MEMO		554.05	238,941.10
	CREDIT UNION CENTRAL OF B.C.			
Aug 25	CREDIT MEMO		146.16	239,087.26
	CREDIT UNION CENTRAL OF B.C.			
Aug 28	CREDIT MEMO		179.25	239,266.51
	CREDIT UNION CENTRAL OF B.C.			
	CREDIT MEMO		239.25	239,505.76
	CREDIT UNION CENTRAL OF B.C.			
	CREDIT MEMO		179.25	239,685.01
	CREDIT UNION CENTRAL OF B.C.			
Aug 30	CREDIT MEMO		449.25	240,134.26
	CREDIT UNION CENTRAL OF B.C.			
Aug 31	CREDIT MEMO		363.13	240,497.39
	CREDIT UNION CENTRAL OF B.C.			
	DEPOSIT 02720		2,400.00	242,897.39
	NORDEL PLACE BANKING CENTRE			
	Closing balance			\$242,897.39

## CIBC Account Statement

Aug 1 to Aug 31, 2017

Account number: [REDACTED]

Branch transit number: [REDACTED]

---

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

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

**\*Foreign Currency Conversion Fee:**

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

<sup>TM</sup> Trademark of CIBC

<sup>®</sup> Registered trademark of CIBC

Interac<sup>®</sup> is a trademark of Interac Inc.; CIBC authorized user of the mark



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

## STATEMENT OF ACCOUNTS

PO Box 94  
Masset BC V0T 1M0

MASSET BRANCH 250-626-5231

MEMBER NUMBER

STATEMENT DATE August 31, 2017

PAGE 1 of 9

27

### DEMAND ACCOUNTS

Date	Description	Number	Withdrawals	Deposits	Balance
<b>Business 75</b>					
31Jul2017	Balance Forward				713,279.98
01Aug2017	Pre-Authorized Credit - PROVINCE OF B.C.			742.67	714,022.65
01Aug2017	Clearing Cheque	170338	1,566.68		712,455.97
01Aug2017	Bill Payment CCRA Payroll Current Year 129835781RP0001 Vendor Confirmation: 173800	615530	7,688.13		704,767.84
01Aug2017	Pre-Authorized Credit - VANCOUVER ISLAND REGIONAL AHOC			892.50	705,660.34
01Aug2017	Clearing Cheque	170342	51.65		705,608.69
01Aug2017	Clearing Cheque	170321	557.97		705,050.72
02Aug2017	Bill Payment BC Hydro 2328675 Vendor Confirmation: 735250	629683	3,794.36		701,256.36
02Aug2017	Clearing Cheque	170344	6.69		701,249.67
02Aug2017	Clearing Cheque	170324	150.00		701,099.67
02Aug2017	Clearing Cheque	170345	309.04		700,790.63
03Aug2017	Cheque Deposit Bennett Richardson Post dated chq			572.59	701,363.22
04Aug2017	Pre-Authorized Debit - Municipal Pensi		1,578.03		699,785.19
04Aug2017	Withdrawal	22	6,863.29		692,921.90
04Aug2017	Deposit			7,226.60	700,148.50
04Aug2017	Clearing Cheque	170362	420.00		699,728.50
04Aug2017	Clearing Cheque	170349	500.00		699,228.50
04Aug2017	Clearing Cheque	170371	1,060.00		698,168.50
08Aug2017	Pre-Authorized Credit - UNION OF BC MUNICIPALITIES			34,333.71	732,502.21
08Aug2017	Pre-Authorized Credit - ELAVON MERCH SVCS			75.00	732,577.21
09Aug2017	Pre-Authorized Credit - ELAVON MERCH SVCS			75.00	732,652.21
09Aug2017	Pre-Authorized Credit - ELAVON MERCH SVCS			388.50	733,040.71
10Aug2017	Clearing Cheque	170368	287.84		732,752.87
10Aug2017	Clearing Cheque	170233	309.04		732,443.83
10Aug2017	Clearing Cheque	170365	1,307.97		731,135.86
10Aug2017	Clearing Cheque	170369	1,484.73		729,651.13
10Aug2017	Clearing Cheque	170370	3,282.00		726,369.13
11Aug2017	Deposit			8,359.71	734,728.84

continued...

### Need to start saving for your child's post-secondary education?

If your child was born on or after January 1, 2006, you can now apply for the B.C. Training and Education Savings Grant (BCTESG).

Contact your local branch to learn more or visit [www.northsave.com/Personal/InvestmentProducts/RESPs](http://www.northsave.com/Personal/InvestmentProducts/RESPs)



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

Printed on 40% Post Consumer Fibre





Village Of Port Clements

## STATEMENT OF ACCOUNTS

PO Box 94  
Masset BC V0T 1M0

**MASSET BRANCH** 250-626-5231

**MEMBER NUMBER** [REDACTED]

**STATEMENT DATE** August 31, 2017

**PAGE** 2 of 9

Date	Description	Number	Withdrawals	Deposits	Balance
<b>Business 75</b>					
11Aug2017	Clearing Cheque	170363	900.00		733,828.84
14Aug2017	Pre-Authorized Credit - ELAVON MERCH SVCS			150.00	733,978.84
14Aug2017	Clearing Cheque	170378	11.47		733,967.37
14Aug2017	Clearing Cheque	170372	298.95		733,668.42
15Aug2017	Pre-Authorized Credit - ELAVON MERCH SVCS			179.25	733,847.67
15Aug2017	Clearing Cheque	170364	171.83		733,675.84
15Aug2017	Clearing Cheque	170379	289.59		733,386.25
17Aug2017	Transfer out to sav 1		350,000.00		383,386.25
17Aug2017	Clearing Cheque	170374	500.00		382,886.25
18Aug2017	Pre-Authorized Credit - TAAN FOREST LIMITED PARTNERSHI			92.96	382,979.21
18Aug2017	Pre-Authorized Debit - Municipal Pensi		1,584.49		381,394.72
18Aug2017	Withdrawal	22	7,520.61		373,874.11
18Aug2017	Deposit			5,028.96	378,903.07
18Aug2017	Clearing Cheque	170272	250.00		378,653.07
18Aug2017	Clearing Cheque	170375	791.61		377,861.46
21Aug2017	Incoming Interac Email Money Transfer	2017082		219.60	378,081.06
21Aug2017	Clearing Cheque	170376	193.26		377,887.80
22Aug2017	Clearing Cheque	170367	22.50		377,865.30
23Aug2017	Clearing Cheque	170377	1,780.00		376,085.30
25Aug2017	Pre-Authorized Credit - TAAN FOREST LIMITED PARTNERSHI			30.00	376,115.30
25Aug2017	Deposit			11,647.18	387,762.48
27Aug2017	Transfer in from 643734 Masset cheq			250.00	388,012.48
28Aug2017	Pre-Authorized Credit - ELAVON MERCH SVCS			75.00	388,087.48
28Aug2017	Clearing Cheque	17080	530.72		387,556.76
29Aug2017	Pre-Authorized Credit - ELAVON MERCH SVCS			100.00	387,656.76
30Aug2017	Bill Payment CCRA Payroll Current Year 129835781RP0001 Vendor Confirmation: 948669	604274	5,321.36		382,335.40
30Aug2017	Pre-Authorized Credit - ELAVON MERCH SVCS			340.00	382,675.40
30Aug2017	Clearing Cheque		1,050.00		381,625.40
31Aug2017	Incoming Interac Email Money Transfer	2017083		179.25	381,804.65

continued...

# Are you a maker?

We're accepting entries of locally made goods to be purchased for our giveaway collection.

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

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

Printed on 40% Post Consumer Fibre



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

If your MasterCard® or Member Card® debit card is lost or stolen call us immediately, 24 hours a day.  
For calls originating within Canada and continental USA, please call 1-800-LOST1111.  
For calls originating outside of Canada or continental USA, call (306) 566-1276 (collect).

F-3

Village Of Port Clements

## STATEMENT OF ACCOUNTS

PO Box 94  
Masset BC V0T 1M0

MASSET BRANCH 250-626-5231

MEMBER NUMBER

STATEMENT DATE August 31, 2017

PAGE 3 of 9

Date	Description	Number	Withdrawals	Deposits	Balance
<b>Business 75</b>					
31Aug2017	Credit Interest			471.79	382,276.44
31Aug2017	Monthly Service Fee		55.00		382,221.44
	<b>Total Withdrawals and Deposits</b>		<b>402,488.81</b>	<b>71,430.27</b>	

### Number of Cheques 27

### Membership Shares

31Jul2017	Balance Forward				39.08
	<b>Total Withdrawals and Deposits</b>		<b>.00</b>	<b>.00</b>	

### Business Simply Savings

31Jul2017	Balance Forward				311,651.99
31Aug2017	Credit Interest			277.93	311,929.92
	<b>Total Withdrawals and Deposits</b>		<b>.00</b>	<b>277.93</b>	

### Business Simply Savings 1

31Jul2017	Balance Forward				.00
17Aug2017	Transfer in from cheq			350,000.00	350,000.00
31Aug2017	Credit Interest			151.03	350,151.03
	<b>Total Withdrawals and Deposits</b>		<b>.00</b>	<b>350,151.03</b>	

### TERM DEPOSITS

Date	Description	Withdrawals	Deposits	Balance
<b>Term 7: 12 - 60 Month Term -</b>				
31Jul2017	Balance Forward			270,482.23

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

continued...



Do you use online or mobile banking?  
**Protect your account with  
our online banking Alerts feature.**

Learn more: [www.northsave.com/Personal/WaystoBank/Alerts](http://www.northsave.com/Personal/WaystoBank/Alerts)

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

Printed on 40% Post Consumer Fibre



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

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

F-3



Village Of Port Clements

## STATEMENT OF ACCOUNTS

PO Box 94  
Masset BC V0T 1M0

**MASSET BRANCH** 250-626-5231

**MEMBER NUMBER** [REDACTED]

**STATEMENT DATE** August 31, 2017

**PAGE** 4 of 9

Date	Description	Withdrawals	Deposits	Balance
<b>Term 12: 12 - 60 Month Term -</b>				
31Jul2017	Balance Forward			312,110.18
Start 04Jul2017 - Rate 1.1000% - NextInt 04Jul2018 - Matures 04Jan2019				
<b>Term 16: 3 Year Harvest Term -</b>				
31Jul2017	Balance Forward			11,539.49
Start 01Nov2015 - Rate 1.1000% - NextInt 01Nov2017 - Matures 01Nov2018				
<b>Term 18: 12 - 60 Month Term -</b>				
31Jul2017	Balance Forward			328,250.00
Start 30Jun2017 - Rate 0.8500% - NextInt 30Jun2018 - Matures 30Jun2018				
<b>Term 19: 3 Year Harvest Term -</b>				
31Jul2017	Balance Forward			773,415.00
Start 30Nov2016 - Rate 1.0000% - NextInt 30Nov2017 - Matures 30Nov2019				
<b>Term 20: Short Term GSP (30 - 364 Days) -</b>				
31Jul2017	Balance Forward			49,060.79
Start 03Jan2017 - Rate 0.7500% - NextInt 31Dec2017 - Matures 31Dec2017				

Assets	Canadian Dollars	US Dollars
Chequing	382,221.44	.00
Savings	662,080.95	.00
Terms	1,744,857.69	.00
Registered Plans	.00	.00
Shares	39.08	.00
<b>Total Assets</b>	<b>2,789,199.16</b>	<b>.00</b>
Liabilities	Canadian Dollars	US Dollars
Line of Credit	.00	.00
Over limit LOC/overdraft	.00	.00
Loans	.00	.00
Mortgage	.00	.00
<b>Total Liabilities</b>	<b>.00</b>	<b>.00</b>
	<b>.00</b>	<b>.00</b>

Over limit Lines of Credit / Overdrafts interest rate is 24.0000

continued...

www.northsave.com

Printed on 40% Post Consumer Fibre



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

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

F-3



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

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

Re: Support of the Northwest BC Resource Benefits Alliance

The Council for the Village of Port Clements, a signatory to the Alliance, is writing this letter to support the ongoing efforts of the Northwest BC Resource Benefits Alliance to secure a revenue sharing agreement with the Province. Having a share of the financial benefits that accrue to the Province, as a result of resource activity in the Northwest, would help to solve local government fiscal shortfalls in the Northwest and significantly improve the livability and sustainability of the region.

We believe that an equitable and reasonable revenue sharing agreement would encourage economic development in the Northwest which would, by default, benefit the business community and people of the Northwest. We feel this agreement will make our communities more attractive and resilient and keep the Northwest vibrant. We feel this is a matter of top priority with the new Provincial Government.

Premier Horgan indicated during his election campaign that he was committed to negotiating a revenue sharing agreement with the NWBC Resource Benefits Alliance. Therefore we wish to encourage the Alliance and the Province to proceed with negotiations and finalize this agreement before yearend.

Sincerely,

Mayor Thomas

0530-2016-2018

NB-1

We need the following resolutions from Council to proceed with regular annual grant applications:

1. Resolution to apply for the NDIT Grant Writer application for 2018
2. Resolution to apply for the NDIT Business Façade application for 2018
3. Resolution to apply for the NDIT Economic Development Capacity Building Grant for 2018

**Background:**

NDIT has regular annual grants available that we normally apply for.

The Grant Writer grant is what we apply for to provide funds for the joint grant writer that we are sharing between Port Clements, Queen Charlotte and the Village of Masset. This is an \$8,000 per annum grant.

The Business Façade program, which we have participated in before, allows us to provide up to 50% funds to businesses for pre-approved upgrades to their facilities per the program outline. This grant is for up to \$20,000 in grants per year.

The Economic Development Capacity building grant is for up to \$50,000 per annum for Economic Development initiatives. The Villages of Masset, Port Clements and Queen Charlotte have historically used these funds to fund the work done by Misty Isles Economic Development Society.

## ACTION ITEMS

<u>#</u>	<u>Date</u>	<u>Description</u>	<u>Lead</u>	<u>Follow up</u>
A30	06-09-2016	Weight Room Upgrades	Administration	Questionnaire distributed on equipment use - Several Turned in. Hoping for more submissions Grant Writer to look for opportunities
A31	03-04-2017	Health Clinic Ventilation	Administration	Get work done on attic ventilation to address odour complaint
A32	18-03-2017	Health Clinic - water in crawl space	Public Works	Apr. 25 - crawl space once again bone dry PW to continue to monitor quarterly to see if water re-appears at any point
A33	18-03-2017	Health Clinic - replace flooring	Administration	Once ventilation and crawl space issues resolved we need to replace flooring with commercial grade linoleum
A34	04-07-2017	Community Park - block access	Public Works	Have access to soccer fields blocked with logs for temporary solution
A35	04-07-2017	Community Park - gates and/or fencing	Public Works	Permanent gate and/or fencing to protect soccer field
A36	08-08-2017	Sunset Park Mgmt. Plan	Council	Review recently adopted Management plan in Nov/Dec 2017 and again in Nov/Dec 2018.