



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

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

7:00 p.m. Regular Meeting of Council Monday, July 3rd, 2018

AGENDA

1. ADOPT AGENDA

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS

3. MINUTES

M-1 – June 4th, 2018 Regular Council Meeting Minutes.

M-2 – June 18th, 2018 Regular Council Meeting Minutes.

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

Outstanding Business Arising items from the June 18th, 2018 meeting have been postponed until July 23, 2018 Council Meeting.

5. ORIGINAL CORRESPONDENCE

C-1 – Request for Grant – Cedarview Community Church – This is the similar process that other municipalities make for property tax exemptions.

Recommended Motion: THAT Council awards a property tax grant for the 2018 tax year to Cedarview Community Church for their Port Clements Property.

C-2 – Request for Grant – Port Clements Historical Society

C-3 - Request for payment for Information Centre – Port Clements Historical Society

Recommended Motion: THAT Council makes payment of \$1800 to the Port Clements Historical Society for hosting the Information Centre for Port Clements in 2018 and that these funds be distributed from the Tourism Committee budget as done in previous years.

C-4 – Application for Bursary – Sarah Adams

C-5 – Request for Letter of Support for NCRD Application to the Rural Dividend Fund - NCRD

6. FINANCE

F-1 – Revenue & Expense Reporting for 2018

7. GOVERNMENT

G-1- Request for addition to Motion to 2018-06-179 – This is to permit the Public Works Superintendent' and Chief Administrative Officer to purchase the Public Works machine over the initial estimate of \$35,000 to account for any applicable taxes and shipping costs – CAO Decock

G-2 – Business Façade Application – Land & Sea Services

8. NEW BUSINESS

NB-1--Paving Quote for Parking Lot - Adventure Paving

9. REPORTS & DISCUSSIONS

10. ACTION ITEMS

A-1 – see Action Items list.

11. QUESTIONS FROM THE PUBLIC & PRESS

12. IN-CAMERA

As per section 90 (1) (c) (d) (g) (j)

13. ADJOURNMENT



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Minutes of the regular meeting of the Port Clements Council held Monday, June 4, 2018 in Council Chambers.

Present:

Mayor Thomas via telephone.
Councillor O'Brien Anderson
Councillor Daugert
Councillor Cumming
Councillor Stewart

CAO Ruby Decock
Public Works Superintendent O'Donoghue

Members of the Public and Press Present: Craig Beachy, Teri Kish, Aaron Cunningham, Pat Johnston, Manzanita Snow, Maureen Bailey, Marilyn Bliss, Bev Lore.

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

1. ADOPT AGENDA.

2018-06-165 – Moved by Councillor Stewart, seconded by Councillor Daugert
THAT Council adopts the agenda with amendment of #12 sections should be changed to (a & j).
CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

P-1— Outdoor Swimming Pool

2018-06-166 – Moved by Councillor Stewart, seconded by Councillor Daugert
THAT Council receives this report.
CARRIED

Mayor Thomas called into the meeting at 7:04 PM

3. MINUTES.

M-1—May 22, 2018 Regular Council Meeting minutes

2018-06-167 – Moved by Councillor Stewart, seconded by Councillor Daugert
THAT Council adopts the amended May 22, 2018 Regular Council Meeting Minutes under 2018-155 we wanted a written report from Northern Health on the requirements for swabbing.
CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

2018-06-168– Moved by Councillor Daugert, seconded by Councillor Stewart
THAT Council rescinds motion 2018-013 as according to the response from the engineers that route is no longer available.
CARRIED

BA-6-BA-11 – Verbal report provided by Public Works Superintendent Sean O'Donoghue
2018-06-169- Moved by Councillor Daugert, Seconded by Councillor Cumming
THAT Council receives the verbal report from Sean.
CARRIED

BA-13 – Internet Reimbursement & Coffee/Tea Supplies Reconsideration – Request by Councillor Stewart as per Procedural Bylaw No. 422.

Councillor Daugert and Councillor Cumming left the room at 7:40 pm.

2018-06-170- Moved by Councillor Stewart, seconded by Councillor O'Brien Anderson
Reconsideration of motion 2018-159 THAT Council reimburses the amounts spent for internet hookup and the complimentary coffee and tea supplies for the St. Mark's Gift Shop.
CARRIED

Councillor Daugert returned to the room at 7:46 pm
Directing administration to write a letter to Ms. Hein to submit her request directly to the Port Clements Historical Society which operates St. Mark's Gift & Gallery. This is something that was not considered in the meeting.

2018-06-171- Moved by Councillor Daugert, seconded by Councillor O'Brien Anderson
THAT Council reimburses the amounts spent for internet hookup and the complimentary coffee and tea supplies for the St. Mark's Gift Shop.
CARRIED

2018-06-172- Moved by Councillor Daugert, seconded by Mayor Thomas
THAT Council tables BA-14 until the next meeting.
NO VOTE CARRIED

Councillor Cumming returned to the room at 8:53 pm.

Councillor Cumming left the room at 8:53 pm

2018-06-173- Moved by Councillor Stewart, seconded by Mayor Thomas
THAT the recently installed internet infrastructure and wiring be relocated to a more aesthetically pleasing location on the building so as not to interfere with photographers taking pictures of this unique feature which is on the Village's 105 year old historical landmark.
DEFEATED

2018-06-174-Moved by Councillor Daugert, seconded by Councillor Stewart
THAT the Village of Port Clements ask the Port Clements Historical Society to investigate moving the internet infrastructure and wiring to a location more amenable to photography.
CARRIED

Councillor Cumming returned to the room at 9:02

BA-14—Tourism Committee Terms of Reference
2018-06-175- Moved by Councillor Daugert, seconded by Councillor Cumming
THAT this item be tabled to the June 18, 2018 Council Meeting.
CARRIED

5. ORIGINAL CORRESPONDENCE

C-1 – Response Re: Request for Cellular Service in Port Clements – Minister Jinny Simms

2018-06-176 – Moved by Councillor Daugert, seconded by Councillor Stewart

THAT Council receives the correspondence from Minister Jinny Simms.

CARRIED

C-2 – Response Re: Letter regarding Community Forests and Timber Sale Licences– Minister Doug Donaldson

2018-06-177 – Moved by Councillor Stewart, seconded by Councillor Daugert

THAT Council receives the correspondence from Minister Doug Donaldson.

CARRIED

6. FINANCE

7. GOVERNMENT

G-1- Request for Council Resolution to permit staff to purchase public works equipment beyond purchasing policy.

2018-06-178 – Moved by Councillor Stewart, seconded by Mayor Thomas

THAT Council receives the report on public works equipment purchased.

CARRIED

2018-06-179 – Moved by Councillor Stewart, seconded by Councillor Daugert

THAT Council approves the Public Works Superintendent and the CAO to purchase mower equipment up to a maximum of \$25,000 and machinery for up to \$35,000.

CARRIED

Mayor Thomas identified that he was in support of the motion of the mower, but wanted to get more information on the equipment.

2018-06-180- Moved by Councillor Daugert, seconded by Mayor Thomas

THAT PW staff make a plan to ensure that the valuable village of Port Clements equipment is protected by covered storage no later than November 2018.

CARRIED

8. NEW BUSINESS

9. REPORTS & DISCUSSIONS

Councillor O'Brien Anderson: Attended VIRL meeting.

Councillor Cumming: Museum Information Centre opened.

Councillor Daugert: Report from councilor re: Town Clean up; attended AGM for MIEDS and proposed Rennel Sound increased recreation program. MIEDS web designer is absent so MIEDS working on transitioning to new site.

Councillor Stewart: Nothing to report.

Mayor Thomas: Attended Hospital District regarding new hospital and retention of staff, attended Regional District Meeting about all the treaties in BC, attended Resource Benefits Alliance meeting to discuss the formula for distribution of re; met with Tourism Committee Members and their concerns and will participate with their future meetings.

CAO Ruby Decock: Completed Tax Statements, just wrapped up Public Work Assistant hiring process and working on hiring the new employee – lots of paper work, looking at working with Asset Management Team, dealing with Gwaii Trust to address the need for an Area D advisory committee. Dealing with trying to get projects underway, and plan on working on commencing the 2018 Municipal Elections. Deputy Clerk has been ill for the last few days, may create a delay in work for everyday business (AR, AP).

10. ACTION ITEMS

11. QUESTIONS FROM THE PUBLIC & PRESS

Marilynn Bliss: *Confused about the Tourism Committee, I am on the Recreation Commission, I always thought they had a limit of \$500 dollars for spending and then went to Council after that amount?*

Answer: The Recreation Commission has the authority to spend as per their approved budget as it is established in its Bylaw as a Commission. The committee does not have this in its Bylaw nor does it have this authority in its set up – it is supposed to go to Council for approval. It cannot be found in the records that a motion was made to give committees as \$500 spending limit.

Pat Johnson: *The Clinic flooring has still not been done and I want to know why it has not been done so as it can easily be accomplished?*

Aaron Cunningham: *And what about the engineering report in regards to the clinic addition, what is going on with that?*

Answer: We are waiting for the report from Northern Health/BC Ambulance before it can be presented to Council. No decision has been made.

Bev Lore: *I am concerned about the attitude for Volunteers, the committees that most of us sit on are having issues getting more volunteers, I understand the need to appoint Committees when people are begging to be on committees, but we do not have that. We are understaffed for volunteers. I think the volunteers that you have in general need to be appreciated – the Fire Department had a little party and got some appreciation—but overall there is a lack of extra help in the community. It feels like we need to be more receptive and kind – the coffee and tea supplies, it was about a tea pot. Not about a \$3.00 bag of tea, it's about supporting your volunteers in our committee and we need to take care of them.*

Answer: We are proud of our volunteers and what they have done. It has been a chronic problem in getting volunteers. It may be an idea to consider a volunteer program for thanking our volunteers. A volunteer dinner or barbeque once a year.

12. In Camera

2018-06-181 Moved by Councillor O'Brien Anderson, seconded by Councillor Stewart
THAT Council move to In Camera as per section 90 (1) (a) & (j) at 9:13 pm.

CARRIED

2018-06-182– Moved by Councilor Stewart
THAT the meeting be adjourned at 10:44 PM.

CARRIED

Deputy Mayor O'Brien Anderson

CAO Ruby Decock

M-1



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Minutes of the regular meeting of the Port Clements Council held Monday, June 18, 2018 in Council Chambers.

Present:

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

CAO Ruby Decock
Intern Elizabeth Cumming

Members of the Public and Press Present: Craig Beachy, Bev Lore, Teri Kish, Marilyn Bliss, Gloria O'Brien, Chrissy Silva

Mayor Thomas called the meeting to order at 7:05 p.m.

1. ADOPT AGENDA.

2018- 06-183 – Moved by Councillor Daugert, seconded by Councillor Stewart
THAT Council adopts the agenda with the addition of 2A – RISE AND REPORT.
CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

2A – RISE AND REPORT

IN-CAMERA MOTION IC-2018-74

At the June 4, 2018 In Camera Meeting, Council made the following motion

IC-2018-06-83—Moved by Councillor Daugert, seconded by Councillor Mayor
THAT Council Rises and Reports on IC-2018-74.

CARRIED

IC-2018-74 - IC-2018-74—Moved by Councillor Stewart, seconded by Councillor O'Brien Anderson
THAT Councillor Cumming provides a formal apology for her behavior at the meeting.

CARRIED

OPPOSED COUNCILLOR CUMMING

Councillor Cumming made a verbal apology to Councillor Stewart.

3. MINUTES.

M-1—June 4, 2018 Regular Council Meeting minutes

2018-06-184 – Moved by Councillor Stewart, seconded by Councillor O'Brien Anderson
THAT Council tables the motion 2018-06-172 until item can be listened to.

CARRIED

M-2

2018-06-185 – Moved by Councillor Daugert, seconded by Councillor Stewart
THAT Council adopts the June 4, 2018 meeting minutes with the following changes:

2018-06-168 – change the word “recording” to “according”

Also need to change the time that Councillor Cumming returned to the room at “8:02” to “9:02”

2018-06-179 - that Mayor Thomas identified that he was not opposed but that Mayor Thomas identifies that he will support the motion of the mower but wanted more information on the equipment.

With the exception of 2018-06-172.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

BA-1-5 – Progress Report from CAO Decock

2018-06-186 – Moved by Councillor Stewart, seconded by Councillor Daugert

THAT Council receives the report.

CARRIED

BA-2 – All Community Meeting in Port Clements – Council

Request for an all island protocol meeting regarding the Community Forest going forward and implications, the Athlii Gwaii Trust account, also to address an island approach for a similar issues approach at UBCM, also an all island group as the Regional District. Also request if there are other issues they would like to have on the agenda.

Schedule in July 2018 as per Council Resolution 2018-052.

BA-6-BA19 – Progress Report from the Public Works Superintendent.

2018-06-187 – Moved by Councillor Stewart, seconded by Councillor O'Brien Anderson

THAT Council receives the progress report from the Public Works Superintendent.

CARRIED

Request to have the personal name in the report removed.

2018-06-188 – Moved by Mayor Thomas, seconded by Councillor Stewart

THAT all outstanding motions in the PW report come back to council with estimated final completion dates.

CARRIED

Councillor O'Brien Anderson left the room at 7:45 pm due to conflict of interest with UB-1

UB-1 – Request for Land Transfer – Gloria and Randy O'Brien

2018-06-189 – Moved by Councillor Stewart, seconded by Councillor Daugert

THAT Council receives the report.

CARRIED

2018-06-190– Moved by Councillor Daugert, seconded by Councillor Cumming

That we table this until March 2019 or the OCP review, whatever comes first.

CARRIED

Councillor O'Brien Anderson returned to the room at 8:07 PM.

UB-2 – Tourism Committee Terms of Reference – Mayor Thomas

2018-06-191 - Moved by Councillor O'Brien Anderson, seconded by Councillor Stewart

THAT Council receives the verbal report from Mayor Thomas.

CARRIED

5. ORIGINAL CORRESPONDENCE

C-1 – 2018 UBCM Resolutions

This item was not addressed during the meeting. Will follow up with All Island Protocol meeting.

Councillor O'Brien Anderson left the room at 8:17 pm due to conflict of interest with UB-1

C-2 – Concern about Rainbow Wharf Weight Restrictions – Teri Kish

2018-06-192– Moved by Councillor Daugert, seconded by Councillor Stewart
THAT Council receives the correspondence.

CARRIED.

Councillor O'Brien Anderson returned to the room at 8:22 pm

C-3 – Request to Council for Addressing Siding & Leaks to Firehall – PCVFD

2018-06-193 – Moved by Councillor Stewart, seconded by Councillor Daugert
THAT Council receives the correspondence.

CARRIED.

6. FINANCE

7. GOVERNMENT

G-1—Proposal for VOPC to Purchase a Recording Device – Verbal Report from Councillor Stewart

No motions made – item identified to be addressed in 2018 Budget – CAO Confirmed on June 26th, 2018 that this has not been approved in the budget.

G-2 – Request that the Regular Council Meeting be cancelled on August 20th, 2018.

2018-194– Moved by Councillor Cumming, seconded by Councillor O'Brien Anderson
THAT Council cancels the Council Meeting August 20th, 2018.

CARRIED

8. NEW BUSINESS

9. REPORTS & DISCUSSIONS

Councillor O'Brien Anderson: Nothing to report.

Councillor Cumming: Visitor information centre busy.

Councillor Daugert: Nothing to report.

Councillor Stewart: Haida Gwaii Animal Welfare Working Group on June 12, 2018.

Mayor Thomas: Attended Regional District meeting – they are looking at putting in a campground in Rennel Sound.

CAO Ruby Decock: Asset Management Inventory Project commenced this week; Completed Public Work Assistant orientation; Working on clinic flooring replacement; Informed Council on the pharmacist needed to come from communities; Working on annual CARIP reporting and Community Works Fund reporting.

10. ACTION ITEMS

A-1—Action Items List

No motions made – recommended that the purchase of the teleconference system be added to the action item list.

11. QUESTIONS FROM THE PUBLIC & PRESS

Questioner:

Recreation Commission – requesting the help of Council at Canada Days

Mayor Thomas identified that he will be assisting several hours with the Port Clements Volunteer Fire Department.

M-2

12. In-Camera as per section 90 (1) (c) & (j).

2018-195 – Moved by Councilor Stewart, seconded by Councillor Daugert

THAT the meeting be adjourned to in-camera as per section 90 (1) (c) & (j) at 9:10 PM.

CARRIED

13. ADJOURNMENT

2018-196 – Moved by Councilor Stewart

THAT the meeting be adjourned at 10:00 PM.

CARRIED

Urs Thomas
Mayor

Ruby Decock
CAO

Cedarview Community Church

167 bayview drive

Port Clements , BC

V0T1R0

250-557-4508

June 19, 2018

Dear Village of Port Clements Council;

We , the board of Cedarview Community Church would like to request a grant for the amount of the taxes for the 2018 year. We appreciate your consideration for this. We look forward to being a constructive influence for the community. Thanks

Yours truly,

Pastor Wes Harder 

Board member 



PORT CLEMENTS HISTORICAL SOCIETY

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

250.557.4576
pcmuseum@qcislands.ca
www.portclementsmuseum.ca

June 5, 2018

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

Dear Village Council

The Port Clements Historical Society would like to first thank the Village for the support it gives the museum. Without this support it would be very difficult for the museum to operate.

We continue to strive to make the Port Clements Museum a vital part of the Village. In 2017 we were successful in obtaining a matching grant from the Canada 150 program and extended the Village's pathway around the museum grounds and a restored of the Madill yarder.

For 2018 we have been successful in obtaining a grant from NDIIT for the replacement of our pavilion roof. Matching funds for this grant came from three of our local logging companies.

Our employees are local residents, two as desk attendants and we also hire workers for working on maintenance and restoration outside. We also have 2 very active volunteers helping out wherever needed and more volunteers stepping in to help run the gift store. Last year we were able to hire a student at the gift store part time and hopefully will be able to do that again this year.

We are asking the Village for a grant of \$2,800.00 which is the same amount granted for the past eight years which will help us remain operational and effective.

Yours truly,

Shel Fjaagesund
President,
Port Clements Historical Society



PORT CLEMENTS HISTORICAL SOCIETY

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

250.557.4576
pcmuseum@qcislands.ca
www.portclementsmuseum.ca

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

June 5, 2018

Dear Village Council;

As we enter into our fourth year of hosting the Information Center for Port Clements, it looks like all predictions are indicating it will be a busy year. Already we are having special openings for the early birds. We were extremely active in 2017 with 4045 visitors coming through the doors for the info center and museum. This surpassed 2016 by over 428 visits.

The Historical Society greatly appreciates the grant-in-aid for \$1,800.00 from the Village of Port Clements for the additional expenses incurred by hosting the Information Center and would like at this time to request the same amount for 2018 season.

Thank you for your support.

Yours truly,

Shel Fjaagesund
President,
Port Clements Historical Society

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

Name: Sarah Adams

Address: 17 Tingley St

Phone: (250) 557-9319

Graduating High School:

Grade Point Average:

Post Secondary Institution attending:

West Coast College of Massage Therapy

Concentration:

Reasons for applying for Bursary:

please see attached (emailed to Ruby
on June 26, 2018)

Applicant Signature

Date: _____

VOPC - Bursary Application Letter

Dear Ruby, on behalf of The Village of Port Clements,

I am writing this letter in hopes that you will consider me for the VOPC Post Secondary Education Bursary. In the upcoming fall of 2018 I will be attending the West Coast College of Massage Therapy where I will study 21 Months (of back-to-back semesters) to become a registered Massage Therapist.

Growing up in Port Clements was a very unique experience as anybody who knows our small town could expect. I had a wonderful childhood in this very isolated place, for which I wouldn't trade for the world. During my early teenage years, I began to involve myself in physical fitness and overall physical wellness through nutrition and activity. I began to experience the benefits of a healthy lifestyle first hand. I still strongly believe in the importance of physical health but I also realized how important it is to live a balanced lifestyle that incorporates mental wellness also. I see a need in Port Clements for accessible guidance and encouragement for healthy lifestyle support. I believe that every person is completely unique and because of this we all have different perspectives a balanced and healthy lifestyle that fits our own every day lives. I am committed to share that message in an encouraging way.

Because of this, I explored many career paths and decided that massage therapy was the one for me. My goal is to come back to the community and fill this void through holistic health and wellness.

I know that my time growing up in such a place has prepared me with some very useful and unique tools and strengths to bring with me in my educational endeavours as trying as they may be. The support of this bursary would be very impactful to my journey of Post Secondary Education.

Haawa for your time and consideration,
sincerely

Sarah Adams.



June 19th, 2018

Village of Port Clements
PO Box 198
36 Cedar Avenue West
Port Clements, B.C. VoT 1R0

Attention: Mayor and Council

Dear Mayor and Council,

RE: North Coast Regional District Application to the Rural Dividend Fund

Please be advised that the Board of the North Coast Regional District (NCRD), at its Regular meeting held June 15th, 2018, resolved to be the lead applicant on a proposed application to the BC Rural Dividend Fund to support the development of camping facilities at the Rennell Sound recreation site. A project summary outlining the project particulars has been enclosed for your reference.

The BC Rural Dividend Fund intake deadline is July 31st, 2018. At this point in time, the Board of the NCRD is seeking letters of support from the various Councils on Haida Gwaii to supplement its application. We would request that your Council consider passing a resolution in support of the application.

Should you have any questions or wish to speak with me directly, please do not hesitate to contact the office of the NCRD.

Best regards,

Barry Pages

Chair



14, 342 3rd Avenue West
Prince Rupert BC, V8J 1L5



P: 250.624.2002
TF: 888.301.2002



W: www.ncrdbc.com
F: 250.627.8493

C-5

Boat Launch Breakwater

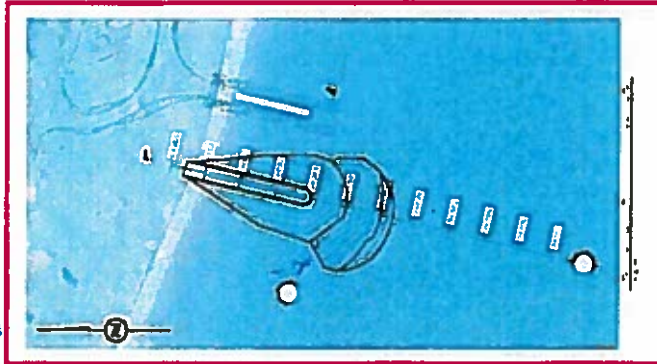
Conceptual designs for five rubble mound breakwaters of various lengths were completed with the 40m length was selected as an optimal size.

A 40m breakwater provides improved protection of the boat launch through most tides. Due to a change in sea floor slope, breakwaters beyond 30m in length become exponentially more expensive due to the volume of rock required.

The volume of rock required to construct a 40m breakwater is feasible. A positive feature of this style of breakwater is the ability to add-on in the future as funds become available, extending the length.

40m Breakwater		Cost (\$1000)
Qty	Unit	
0	50	
2000	2500	\$250
500	500	\$50
4750		\$4750

Table 1. Quantity and relative costs estimates for a 40m breakwater at the existing boat ramp.



Conceptual design of a 40m breakwater at the Rennell Sound Rec Site. The existing boat ramp and access road shown on the right.

SUMMARY OF PROJECT

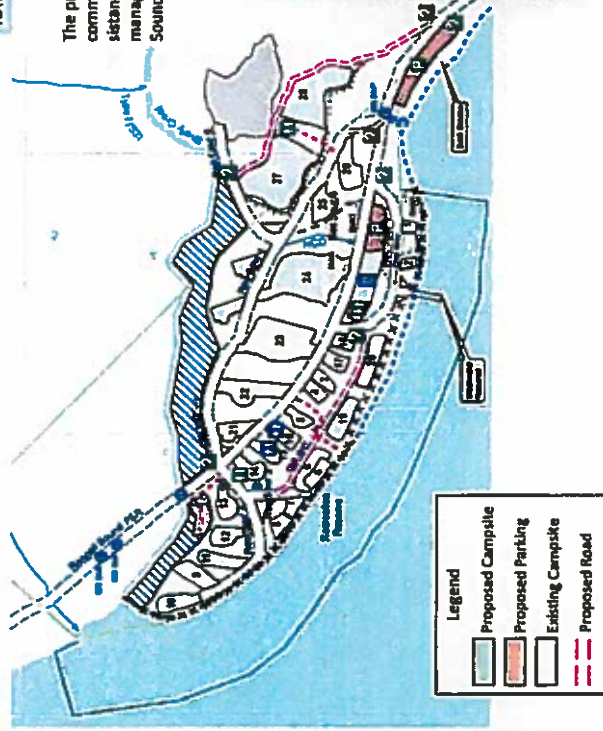
Recreation Site Expansion

A recreation site expansion plan has been completed and includes an additional 16 standard campsites (for a total of 26), 4 large group campsites, new outhouses and 310m of new road. Works will also include daylighting and general improvements to the existing 10 standard camp sites.

Each new standard camp site comes with a picnic table and fire ring. Each of the large group sites will come with 2-3 picnic tables and fire rings.

The expansion plan requires development of rock for roads, parking areas and camp site surfacing as well as development of an area to spoil excavated materials.

Completion of the expansion plan, to its fullest extent, has been estimated to be \$515,000, and includes all of the above components.



Site Improvement Proposals

Recreation Sites and Trails BC hopes to secure funding to commence improvements at the Rennell Sound Recreation Site during the summer of 2017 (\$270,000 has been spent to date by Recreation Sites and Trails BC on site improvements including the new boat launch (2014), completion of the necessary technical, environmental and archaeological/cultural heritage assessments, as well as drafting of possible design options.

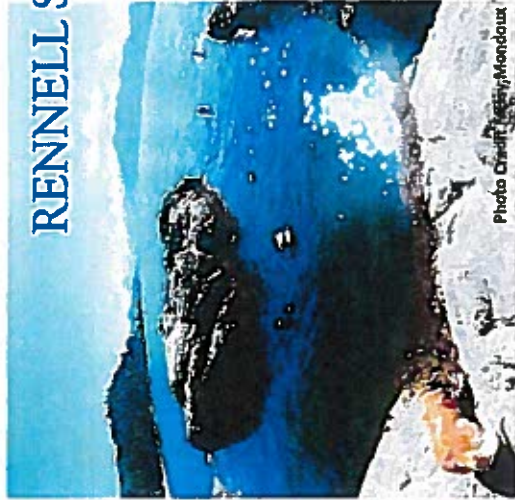
Recreation Sites and Trails BC has the ability to fund an additional \$100,000 towards the site improvement project and is seeking \$893,000 in external funding to complete the entire project.

	External Funding	RSTBC	Cost Estimate
Breakwater	\$378,000	\$100,000	\$478,000
RSC Site Expansion	\$515,000	-	\$515,000
TOTAL	\$893,000	\$100,000	\$993,000

The proposed site improvements will provide a recreation site that will accommodate current users needs now and into the future. With financial assistance to complete the upgrades and the long term commitment to site management and maintenance by Recreation Sites and Trails BC, the Rennell Sound Recreation Site will be a destination enjoyed by all for many years.



C-5



RENNELL SOUND RECREATION SITE IMPROVEMENTS



In its commitment to provide enjoyable recreation experiences in British Columbia's backcountry, Recreation Sites and Trails BC of the Ministry of Forests, Lands and Natural Resource Operations is exploring options to improve the performance of the boat launch and expand the Rennell Sound Recreation Site located on the West Coast of Haida Gwaii.

Recreation Sites and Trails BC has the capacity to make small improvements to the Rennell Sound Recreation Site but is unable to fund a complete project. Recreation Sites and Trails BC is seeking financial support for a project that has significant social, cultural and economic benefits to residents of all communities of Haida Gwaii.

Background

Rennell Sound is one of the largest sounds on Haida Gwaii and has long been regarded as the Island's "Gateway to the West Coast". It is the remote and wild nature of this site, bordering on miles of wild coastline that draws visitors from near and far, year after year. Rennell Sound provides for a plethora of social, cultural and subsistence activities, including camping, hiking, spelunking, snorkelling, surfing, fishing, botanical foraging, shellfish harvesting, hunting, and much more.

Access changes to recreational facilities in Rennell Sound in 2015 generated a substantial increase in users at the Rennell Sound Recreation Site. The capacity of the 10 campsite facility has been consistently exceeded throughout the 2015 and 2016 summer seasons resulting in parking and site congestion, user complaints, and a general decline in the enjoyment of the site's use from visiting tourists and residents alike.

Recreation Sites and Trails BC has initiated planning and site improvements including the installation of a boat launch in 2014, as well as completion of a future breakwater design and recreation site expansion plan.

Future Vision

The Rennell Sound Recreation Site expansion plan seeks to provide the residents of Haida Gwaii and visiting tourists with four main improvements:

- Construction of a boat launch breakwater to address exposure to wind, wave and swell and enhance boat access.
- Construction of four larger group camp sites with picnic tables and fire rings.
- Construction of 16 additional standard camp sites and improvements to the 10 existing sites.
- Construction of new outhouses, parking and more road access.



MINISTRY OF FORESTS,
LANDS & NATURAL RESOURCE OPERATIONS

RECREATION SITES & TRAILS BC

1228 Ossington Dr
PO Box 39
Queen Charlotte, BC
V0T 1S0

Larry Duke, RFT
District Engineering & Recreation Officer
Phone: (250) 559-8223
Fax: (250) 559-8342
Email: Larry.Duke@gov.bc.ca



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VILLAGE OF PORT CLEMENTS

General Revenue & Expense

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2018-Jun-29
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General Ledger	Description	2017 Actual	2018 Budget	2018 Actual
Taxes				
10-1-11-00-00	Property Tax - Municipal	(127,048.98)	(127,000.00)	(127,005.00)
* TOTAL Taxes		(127,048.98)	(127,000.00)	(127,005.00)
Payment in Lieu of Taxes				
10-1-21-00-00	Grant in Lieu - Federal	(1,068.07)	(1,300.00)	0.00
10-1-24-00-00	Grant in Lieu - Hydro	(5,510.53)	(5,400.00)	0.00
10-1-27-00-00	Grant in Lieu - Telus	(1,405.41)	(1,800.00)	(1,396.42)
* TOTAL Payment in Lieu of Taxes		(7,984.01)	(8,500.00)	(1,396.42)
Sales of Service				
10-1-41-10-10	Sales - Faxes	(352.85)	(300.00)	(199.25)
10-1-41-10-00	Sales - Photocopies	(729.65)	(600.00)	(146.90)
10-1-41-10-20	Sales - Tax Searches & Commissioner	(770.00)	(650.00)	(150.00)
10-1-42-10-00	Misc. - Fire Protection Agreement	(750.00)	(450.00)	(600.00)
10-1-44-10-00	Sales - Garbage Tags	0.00	(50.00)	0.00
10-1-71-10-00	Rec Commission Revenue	(5,575.60)	(4,000.00)	(444.65)
10-1-12-99-99	Sales - Village Property	0.00	0.00	0.00
10-1-32-10-00	Taxes - School Tax Admin Fee	(2,123.15)	(2,100.00)	0.00
10-1-53-10-20	Rental -Weight Room	(2,060.00)	(2,000.00)	(1,222.50)
* TOTAL Sales of Service		(12,361.25)	(10,150.00)	(2,763.30)
Revenue From Own Sources				
10-1-51-20-00	Sales - Business Licenses	(1,650.00)	(1,600.00)	(1,230.00)
10-1-51-70-00	Biomass Recovery	(11,338.89)	(10,000.00)	(3,939.49)
10-1-53-10-10	Rental - Gym	(300.00)	(150.00)	(150.00)
10-1-53-10-30	Rental - Ambulance	(6,755.44)	(6,600.00)	(2,815.00)
10-1-53-10-40	Dog Tag Revenue	(585.00)	0.00	(15.00)
10-1-53-10-50	Rental - St. Marks Church	(262.50)	(100.00)	0.00
10-1-53-10-70	Rental - Sunset Park Campground	(7,278.25)	(6,000.00)	(1,846.00)
10-1-53-10-80	Rental - CBC Site	(900.00)	(900.00)	0.00
10-1-53-20-00	Rental - Clinic	(8,487.60)	(8,400.00)	(4,243.80)
10-1-53-20-10	Garbage Admin	(3,681.00)	(3,500.00)	0.00
10-1-56-10-00	Property Tax Penalties	(7,396.74)	(6,000.00)	0.00
10-1-56-10-10	Property Tax Arrears Interest	(1,122.14)	(1,200.00)	(397.10)
10-1-56-10-15	Deliquent Tax Interest	(506.34)	(600.00)	(110.61)
10-1-59-90-40	MIA Dividends	0.00	0.00	0.00
10-1-59-90-00	Interest Revenue	(27,684.17)	(35,000.00)	(224.70)
10-1-59-90-10	Small Craft - Electricity Revenue	(10,783.95)	(6,500.00)	(3,425.00)
10-1-59-90-20	Small Craft - Fee for Use	(34,062.55)	(24,000.00)	(10,692.44)
10-1-59-90-01	Large Wharf fee for use	(6,645.44)	(6,500.00)	(5,489.36)
* TOTAL Revenue From Own Sources		(129,440.01)	(117,050.00)	(34,578.50)
Multi Purpose Building Rental				
10-1-53-10-11	MPBC Library Revenue	(10,200.00)	(10,200.00)	(5,100.00)
10-1-53-10-12	MPBC Space rental	(3,423.81)	(2,750.00)	(850.00)
* TOTAL Multi Purpose Building R		(13,623.81)	(12,950.00)	(5,950.00)

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VILLAGE OF PORT CLEMENTS

General Revenue & Expense

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2018-Jun-29
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General Ledger	Description	2017 Actual	2018 Budget	2018 Actual
Unconditional Transfers				
10-1-62-10-00	Grants - Small Community Protection	(386,064.00)	(386,000.00)	(405,701.00)
*	TOTAL Unconditional Transfers	(386,064.00)	(386,000.00)	(405,701.00)
Conditional Transfers				
10-1-59-10-10	Misc. - NSF & Sundry Charges	(10.50)	(25.00)	0.00
10-1-59-10-00	Misc. - Donations	(471.15)	(100.00)	(612.00)
10-1-59-10-20	Miscellaneous	(7,127.63)	(500.00)	0.00
10-1-75-10-00	Grants - Misc.	(89,606.00)	(50,000.00)	(18,239.01)
10-1-89-10-30	Grants - GT - Christmas	(10,000.00)	(10,000.00)	0.00
10-1-89-10-40	Grants - GT - Community Events Program	(5,000.00)	(5,000.00)	(5,000.00)
10-1-89-10-90	GT Concession Stand Revenue	0.00	0.00	0.00
10-1-89-00-00	Community Works Fund Cond. Transfer	0.00	(50,000.00)	0.00
10-1-89-10-70	Grants - NDI Proposal Writer	0.00	0.00	0.00
10-1-89-10-71	Economic Dev. Fund	(50,000.00)	(25,000.00)	0.00
*	TOTAL Conditional Transfers	(162,215.28)	(140,625.00)	(23,851.01)
Reserves				
10-1-92-10-00	Transfers From Reserves	0.00	(132,455.00)	0.00
*	TOTAL Reserves	0.00	(132,455.00)	0.00
Collections for Other Agencies				
10-1-98-10-00	Taxes - School Residential	(79,476.66)	(80,000.00)	(79,571.27)
10-1-98-10-10	Taxes - School Non-residential	(30,998.82)	(34,000.00)	(27,651.86)
10-1-98-20-00	Taxes - SQCRD	(29,869.23)	(30,000.00)	(29,740.74)
10-1-98-20-10	Taxes - Regional Hospital	0.00	0.00	0.00
10-1-98-20-20	Taxes - NW Regional Hospital	(23,630.31)	(15,000.00)	(21,496.92)
10-1-98-20-30	Taxes - Police	(13,074.32)	(15,000.00)	(13,260.38)
10-1-98-30-10	Taxes - BCAA	(1,566.79)	(2,000.00)	(1,441.02)
10-1-98-30-20	Taxes - MFA	(6.18)	(10.00)	(6.17)
10-1-98-40-00	Taxes - VIRL	(13,125.63)	(13,000.00)	(11,023.65)
*	TOTAL Collections for Other Ag	(191,747.94)	(189,010.00)	(184,192.01)
**	Total Revenues	(1,030,485.28)	(1,123,740.00)	(785,437.24)

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VILLAGE OF PORT CLEMENTS

General Revenue & Expense

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2018-Jun-29

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General Ledger	Description	2017 Actual	2018 Budget	2018 Actual
Legislative Expenses				
10-2-11-10-00	Council Remuneration	16,678.51	17,000.00	8,500.00
10-2-11-10-10	Council Training Expense	3,043.34	5,000.00	0.00
10-2-11-10-20	Council Travel	10,092.55	9,000.00	0.00
10-2-11-10-30	Council Benefits Expense	603.58	750.00	43.43
10-2-11-10-40	Council Membership Expense	1,866.72	1,700.00	647.00
10-2-11-10-50	Council Grants Awarded	6,823.87	13,000.00	1,700.00
* TOTAL Legislative Expenses		39,108.57	46,450.00	10,890.43
General Administration				
10-2-12-10-00	Administrative Wages	101,184.03	143,000.00	56,671.84
10-2-12-10-10	Administrative Benefits	26,071.54	26,000.00	9,285.74
10-2-12-10-15	NDI Grant Proposal Writer	0.00	2,500.00	0.00
10-2-12-10-20	Administrative Travel	1,685.70	2,000.00	2,087.73
10-2-12-10-25	Training	1,459.72	10,000.00	3,768.50
10-2-12-10-30	Membership Fees	668.14	650.00	1,546.90
10-2-12-10-40	Audit & Accounting Expense	8,000.00	13,000.00	8,000.00
10-2-12-10-50	Legal Expense	4,269.80	7,000.00	6,908.58
10-2-12-11-00	Office Supplies	1,670.01	4,500.00	2,059.45
10-2-12-11-10	Website Fees	2,972.96	3,000.00	399.37
10-2-12-11-20	Computer Software Expenses	3,836.52	3,800.00	2,614.69
10-2-12-11-30	Administrative Operating Costs	3,539.84	4,000.00	2,174.88
10-2-12-11-40	Supplies	118.23	300.00	0.00
10-2-12-11-50	Advertising	1,411.54	1,850.00	2,014.84
10-2-12-11-60	Postage Expense	1,162.53	1,500.00	673.15
10-2-12-11-70	Misc. - Tax Sale Expenses	(266.66)	350.00	1,054.07
10-2-12-13-00	Elections Expense	3,453.72	5,000.00	0.00
10-2-12-14-10	Custodian's Wages	5,517.20	6,000.00	2,646.00
10-2-12-14-30	General Insurance Expense	12,419.00	14,500.00	6,848.00
* TOTAL General Administration		179,173.82	248,950.00	108,753.74

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VILLAGE OF PORT CLEMENTS

General Revenue & Expense

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General Ledger	Description	2017 Actual	2018 Budget	2018 Actual
Fire Department				
10-2-24-60-00	FD - Training	4,552.90	4,000.00	0.00
10-2-24-60-10	FD - Fire Fighters	0.00	500.00	0.00
10-2-24-70-00	FD - Repairs & Maintenance	4,893.59	6,500.00	2,423.67
10-2-24-70-10	Firehall Utilities	11,901.73	12,500.00	6,184.33
10-2-24-70-20	FD - License & Insurance	4,144.22	4,500.00	4,358.83
10-2-24-80-00	FD - Equipment	6,480.96	8,000.00	1,358.07
10-2-24-80-10	FD - Fuel	1,101.90	1,500.00	303.65
10-2-24-90-00	Firehall Janitorial	3,179.96	2,800.00	1,312.82
10-2-24-90-10	Weight Room	1,469.92	2,000.00	459.86
* TOTAL Fire Department		37,725.18	42,300.00	16,401.23
Emergency Services				
10-2-25-00-00	Emergency Committee	1,159.39	1,500.00	608.15
* TOTAL Emergency Services		1,159.39	1,500.00	608.15
Common Services				
10-2-31-00-00	Common Services - Wages	17,663.39	40,000.00	20,309.38
10-2-31-00-10	Common Services - Benefits	6,105.33	6,400.00	3,624.42
10-2-19-00-00	Misc. - PW Shed Utilities	821.66	1,000.00	476.87
10-2-31-00-20	Common Services - Misc	1,608.01	1,850.00	0.00
10-2-31-30-00	Training - Public Works General	0.00	7,000.00	0.00
* TOTAL Common Services		26,198.39	56,250.00	24,410.67
Wharf				
10-2-34-00-00	Wharf - Wages	1,164.59	600.00	208.89
10-2-34-00-10	Wharf - Benefits	315.21	150.00	51.10
10-2-34-00-12	Wharf Insurance	1,300.00	1,300.00	0.00
10-2-34-00-15	Wharf Hydro	286.95	650.00	230.45
10-2-34-00-20	Wharf - Maintenance	6,122.45	20,000.00	0.00
* TOTAL Wharf		9,189.20	22,700.00	490.44
Small Craft Harbour				
10-2-34-00-30	Small Craft Harbour- Wharfing Expense	0.00	0.00	0.00
10-2-34-00-40	Small Craft Harbour - Hydro Expense	8,425.83	9,000.00	4,853.53
10-2-34-00-50	Small Craft Harbour- Insurance Expense	0.00	0.00	0.00
10-2-34-00-60	Small Craft Harbour - Legal Expenses	287.08	500.00	0.00
10-2-34-00-70	Small Craft Harbour- Maintenance	5,351.78	6,000.00	2,832.73
10-2-34-00-71	Boat Launch and parking lot	246.14	10,000.00	6,576.44
* TOTAL Small Craft Harbour		14,310.83	25,500.00	14,262.70

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VILLAGE OF PORT CLEMENTS

General Revenue & Expense

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General Ledger	Description	2017 Actual	2018 Budget	2018 Actual
Roads				
10-2-31-90-00	Common Services - Fuel	995.64	1,500.00	481.93
10-2-31-90-10	Public Work's Truck Insurance	1,489.00	1,500.00	1,040.58
10-2-32-31-00	Street Maintenance	11,627.17	10,850.00	3,501.47
10-2-32-37-00	Street Sanding	5,282.60	6,000.00	106.72
10-2-32-50-00	Hydro - Street Lights	14,394.58	14,000.00	6,495.13
10-2-32-90-00	Tools & Equipment	5,884.75	7,250.00	2,861.75
10-2-71-89-40	Brushing Operating Expense	1,032.28	4,000.00	228.57
10-2-32-37-10	Industrial Road Maintenance	2,554.87	4,000.00	3,075.35
10-2-32-37-20	Ditching	3,877.57	14,000.00	3,486.33
10-2-12-99-60	Public Works Truck	632.59	2,000.00	0.00
* TOTAL Roads		47,771.05	65,100.00	21,277.83
Environmental Health				
10-2-43-00-00	Common Services - Garbage Expense	0.00	500.00	118.96
10-2-43-00-10	Garbage Tags / Dumpster Fees	0.00	80.00	0.00
* TOTAL Environmental Health		0.00	580.00	118.96
Envrionmental Development				
10-2-52-00-00	Clinic R&M	4,385.96	50,000.00	394.00
10-2-69-00-00	Misc. - NDIT Grant Writer expense	10,500.00	0.00	0.00
10-2-71-21-30	Biomass Expenses	20,418.16	16,000.00	8,639.28
* TOTAL Envrionmental Developmen		35,304.12	66,000.00	9,033.28
Parks & Recreation				
10-2-71-21-00	Community Hall Grounds Keeping	785.98	1,000.00	40.85
10-2-71-21-01	Community Hall Utilities	0.00	0.00	0.00
10-2-71-89-00	Community Park O & M	13,038.04	24,000.00	7,670.13
10-2-71-89-10	Beautification	2,428.03	4,000.00	3,089.95
10-2-71-89-20	Millenium Park O & M	3,494.80	3,800.00	746.37
10-2-71-89-30	Sunset Park O & M	17,392.77	19,000.00	2,503.05
10-2-75-00-00	Recreation Commission	9,165.75	16,400.00	4,377.82
10-2-71-89-45	Museum Grounds keeping	3,098.67	3,100.00	326.31
10-2-71-89-50	Cemetary	341.42	900.00	0.00
10-2-72-50-11	Entrance Sign Install	0.00	0.00	0.00
10-2-72-50-12	Old Water tower removal	0.00	0.00	0.00
10-2-12-71-10	Community Park Washrooms	232.79	250.00	0.00
* TOTAL Parks & Recreation		49,978.25	72,450.00	18,754.48
Cultural Bldgs & Facilities				
10-2-72-50-00	Ambulance O&M	677.54	1,500.00	192.27
10-2-72-50-10	Tourism Expense	6,068.99	8,000.00	1,360.71
10-2-72-91-00	St. Mark's Expense	610.72	5,000.00	3,924.16
* TOTAL Cultural Bldgs & Facilit		7,357.25	14,500.00	5,477.14

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VILLAGE OF PORT CLEMENTS

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General Ledger	Description	2017 Actual	2018 Budget	2018 Actual
MPBC Operating Expenses				
10-2-71-21-10	MPBC Fuel	14,264.89	12,000.00	3,870.59
10-2-71-21-11	Library o+m	2,785.20	3,000.00	1,386.00
10-2-71-21-12	MPBC Grounds keeping	8,331.17	8,000.00	1,877.34
10-2-71-21-15	MPBC Utilities	14,813.40	13,000.00	9,460.51
10-2-71-21-20	MPBC Janitorial	3,317.63	3,400.00	1,500.02
10-2-71-21-25	MPBC Insurance	6,316.96	6,350.00	0.00
* TOTAL MPBC Operating Expenses		49,829.25	45,750.00	18,094.46
Debt Services				
10-2-81-90-00	General Service Charges	2,119.93	1,700.00	948.16
10-2-81-90-10	Bad Debts Expense	0.00	500.00	0.00
10-2-81-90-20	Till Over/Short	18.56	0.00	(4.37)
* TOTAL Debt Services		2,138.49	2,200.00	943.79
Contributions to Reserves				
10-2-81-90-30	Transfer to/from Reserves	0.00	0.00	0.00
10-2-82-22-00	Transfers To Reserves	0.00	0.00	0.00
* TOTAL Contributions to Reserve		0.00	0.00	0.00
Grants & Misc.				
10-2-12-99-08	Feasability	0.00	0.00	0.00
10-2-12-99-11	NDI Economic Dev Fund	50,000.00	75,000.00	0.00
10-2-12-99-09	Trail Extension	0.00	0.00	0.00
10-2-12-32-00	GT - Community Events Program	3,000.00	5,000.00	0.00
10-2-12-99-30	Misc. - GT - Christmas	10,001.04	10,000.00	0.00
* TOTAL Grants & Misc		63,001.04	90,000.00	0.00
Amortized Asset				
10-2-28-19-40	Amortized Asset Expense	124,757.70	132,000.00	0.00
* TOTAL Amortized Asset		124,757.70	132,000.00	0.00
Taxes Levied-Other Gov't				
10-2-84-10-00	Taxes - SQCRD	29,913.00	30,000.00	0.00
10-2-84-20-00	Taxes - VIRL	13,128.00	13,000.00	5,512.00
10-2-84-20-10	Taxes-Police	13,074.32	15,000.00	0.00
10-2-88-11-00	Taxes - School Residential	79,476.66	80,000.00	0.00
10-2-88-11-10	Taxes - School Non-residential	30,998.82	34,000.00	0.00
10-2-88-20-00	Taxes - Regional Hospital	0.00	0.00	0.00
10-2-88-20-10	Taxes - NW Regional Hospital	23,626.00	15,000.00	0.00
10-2-88-30-00	Taxes - BCAA	1,566.68	2,000.00	0.00
10-2-88-30-10	Taxes - MFA	6.69	10.00	0.00
10-2-88-40-00	PILT's For Others	72.80	500.00	0.00
* TOTAL Taxes Levied-Other Gov't		191,862.97	189,510.00	5,512.00
** TOTAL Expenses		878,865.50	1,121,740.00	255,029.30
***P Surplus/Deficit		(151,619.78)	(2,000.00)	(530,407.94)

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VILLAGE OF PORT CLEMENTS

General Revenue & Expense

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5:10:01PM

General Ledger	Description	2017 Actual	2018 Budget	2018 Actual
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*** End of Report ***

Ruby Decock

From: mama bear <qcibear@hotmail.com>
Sent: June-04-18 10:49 AM
To: cao@portclements.ca
Subject: Village of Port Clements 2018 Business Facade Improvement Project
Attachments: NDIT-Application-Form-BFI.pdf; ATT00001.htm; image1.jpeg; ATT00002.htm; image2.jpeg; ATT00003.htm; image3.jpeg; ATT00004.htm; image4.jpeg; ATT00005.htm; image5.jpeg; ATT00006.htm; image6.jpeg; ATT00007.htm; image7.jpeg; ATT00008.htm; image8.jpeg; ATT00009.htm

I'm applying for the Business Facade Improvement Project Grant. I have a small Charter and Accommodations business in Specified Area #53 Bayview. I am the owner of the property and up to date on all taxes. Business licence for Land and Sea Services is up to date as well. The accommodations are visible from all angles from the main business road. This is an old building and I'm applying to improve cracked windows and unsightly degraded window frames. Siding replacement where necessary and paint to improve appearance. The existing deck needs replacing. Also a new business sign that meets signage bylaws and regulations. I have attached photos of building and needed improvements.

The facade plan is:

Replace all windows and window frames.

Replace deck.

Replace siding where needed.

Paint building.

Create new attractive business sign.

I plan to do this by using Local on island businesses.

Example: Sharon Services for carpenter.

Eaglecrest Enterprises for siding and deck supplies.

All west glass for windows

AMS for paint and supplies

Thank you.

Land and Sea Services

Michael Allen

Sent from my iPad

Land & Sea Services Business Façade Application Photos





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Land & Sea Services Business Façade Application Photos







G2

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	<p>Questionnaire distributed on equipment use - Several Turned in.</p> <p>Grant Writer to look for opportunities</p> <p>Ruth Bellamy & CAO toured facilities to determine what improvements should be made.</p> <p>Grant Writer searching out funding.</p>
A31	03-04-2017	Health Clinic Ventilation	Administration	Sullivan Mechanical has completed a site visit and will present a plan for a fitting for a HRV & quote.
A33	18-03-2017	Health Clinic - replace flooring	Administration	<p>Contacted Masset NH Administrator and he will be coordinating a schedule as to when the flooring can be completed (He is on holiday for 2 weeks). An RFP will be sent out once this is done.</p>
A34	04-07-2017	Community Park - block access	Public Works Councillor O'Brien Anderson	<p>Logs have been temporarily been blocking access</p> <p>Still need a long term solution.</p>
A36	08-08-2017	Sunset Park Mgmt. Plan	Council	<p>Review recently adopted Management plan in Nov/Dec 2017 and again in Nov/Dec 2018.</p>
A-39	06-11-2017	Asset management	Administration	<p>Follow up with past public work employees to ask for historical asset locations, etc. Received UBCM grant funding and received FCM matching grant funds. Will be meeting with Urban Systems on March 6th to discuss plans going forward. In progress.</p> <p>Contract Awarded & Contractor has started.</p>
A-40	18-06-2018	Order new Conference Phone System	Administration	Item was to order a phone system with a possible recording device

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