



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

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Port Clements, BC  
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7:00 p.m. Regular Meeting of Council Monday, February 18, 2013  
AGENDA

1. ADOPT AGENDA.
  2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.  
D-1-Sft. Blake Ward, Detachment Commander – RCMP Quarterly Policing Report
  3. MINUTES.  
M-1-Regular meeting of Council Monday, February 4, 2013
  4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.
  5. ORIGINAL CORRESPONDENCE.  
C-1-Village of Queen Charlotte
  6. GOVERNMENT.  
G-1-Bylaw No. 400, 2013 to provide for the borrowing of money in anticipation of revenue, reconsider and adopt.  
G-2-BCTS Dispute Resolution Discussion response.
  7. FINANCE.  
F-1-Cheque Listing February 13, 2013  
F-2-CIBC Bank Statement January 2013
  8. NEW BUSINESS.  
NB-1- Request to Council – Attendance at BC Mayor's Caucus  
NB-2- Report to Council – Public Works
  9. ACTION ITEMS.  
A-1-See attached
  10. REPORTS & DISCUSSIONS.
  11. QUESTIONS FROM THE PUBLIC & PRESS.
- ADJOURNMENT.

# **Masset Detachment**



## **Quarterly Policing Report October 1, 2012 – December 31, 2012**

Prepared By: Sgt. Blake WARD  
Detachment Commander  
2013-01-19

## **INTRODUCTION**

Please find a summary of the activities of the Masset RCMP Detachment for the period of October 1, 2012 to December 31, 2012.

## **HUMAN RESOURCES**

The Masset RCMP Detachment consists of 9 Regular Members, 2 Public Service Employees and 1 Casual Employee along with 8 guards.

For the first time since my arrival in Masset in February, this last quarter saw Masset Detachment fully staffed. Cst. AIRD arrived on November 4<sup>th</sup> and started his duties as Masset RCMP's newest First Nations Policing member. As Masset is his first posting, his first six months are considered Field Training where he is directly supervised by a senior member or Field Coach. I selected Cst. HIGGINS to fulfill those duties with Cst. AIRD. During Cst. AIRD's first two months, he has proven to be a quick learner and is showing his desire to contribute to the community by doing such things as assisting deliver turkeys throughout Old Massett and heavy participation with youth programs at Tahaygen Elementary School. Our other newest member, Cst. SCHMIDT, who arrived with his family at the start of October, has quickly settled into the community and he too has been heavily involved with Tahaygen Elementary School with sports and wood working activities. Port Clements Elementary School has also seen an increase in RCMP visitation with Cst. HIGGINS and Cst. AIRD conducting a number of talks with the various classes.

Planning has been underway for the transfers expected in the coming months and into spring. Replacement members have been identified for the 4 members who will be transferred out this year and steps have already been undertaken to ensure a smooth as transition as possible. My goal is to stagger the transfers as much as possible to try and avoid any negative impact on Masset RCMP's ability to provide the services expected by our communities.

With being fully staffed and having Cpl. BAYLIS able to fulfill my duties in Masset, I was requested by North District to conduct reviews of exhibit handling at other detachments in North District. This request was a result of the comprehensive review I had conducted upon my arrival in Masset in conjunction with direction from Ottawa for RCMP detachments across Canada to review exhibit handling and storage practices. North District RCMP decided to send out audit teams and called upon personnel from the field to assist. One of Masset RCMP's Detachment Services Assistants, Kim WYLIE and I were selected to participate on an audit team conducting reviews of all detachments west of Burn's Lake. This large undertaking resulted in us working away from Masset Detachment numerous times during this last quarter. I apologize for any inconveniences our absences may have caused our communities, but I felt confident that Cpl. BAYLIS was fully capable of handling the issues of the Detachment. He kept me apprised of any issues or concerns and thanks to modern technology I was able to provide guidance and direction while on the road. The experiences benefited us by observing the workings of other detachments and learning best practices regarding their operations, not just exhibit handling. A number of those best practices will be implemented at Masset Detachment within the coming months and will aid in improving our service delivery and accountability to our communities.

Masset Detachment currently consists of the following positions and each Member filling those positions is listed below:

Detachment Commander: Sgt. Blake WARD

Detachment Operations Supervisor: Cpl. Andrew BAYLIS  
Provincial Detachment Investigators: Cst. Luc RIOUX  
Cst. Chad GRAVELLE  
Cst. Mathew ZUCCOLLO  
Cst. Patrick HIGGINS  
Cst. Cst. Martin SCHMIDT  
First Nations Policing Investigators: Cst. Scott McDIARMID  
Cst. Calvin AIRD  
Detachment Services Assistants: Mrs. Fran REDICK  
Mrs. Kim WYLIE  
Casual Employee: Mrs. Karen MacKAY

### **DETACHMENT CHANGES**

Delays have been experienced with the completion of the cell block upgrades over the last few months. The installation of an expanded Closed Circuit Video System has been temporarily put on hold due to equipment issues. Presently, Masset RCMP Detachment has five cameras to monitor the cell block area. The recent cell block upgrade provided the wiring to expand the system to thirty cameras which would provide additional coverage throughout the interior of the detachment as well as outside. The same delays were experienced with the installation of video recording equipment in the upgraded interview rooms. It is expected that the installation of the interview equipment will occur early in 2013. Other detachment changes, such as a replacement roof, the development of a prisoner effects storage area, and a renovation to the detachment kitchen / prisoner food preparation area, are all slated to begin within the coming weeks with completion before March 31<sup>st</sup>. The construction of our storage/ boat shed is to begin in the coming months as well; however completion will not be until late spring. Once all renovations have been completed, Masset RCMP will be arranging an opportunity for the community to see the changes undertaken.

Housing for Masset RCMP has been an issue and the RCMP has leased a residence for Cst. AIRD while awaiting approval from the Province to construct a replacement residence on the RCMP property on Trumpeter. The RCMP had purchased a house at the Trumpeter location several years ago; however the house proved to have moisture problems and had to be demolished. Plans for a replacement residence have been approved by the RCMP, and final approval from the Province is required to carry on with construction. In the meantime, upgrading has been planning on the existing RCMP properties in Masset. One residence will be having windows and siding upgraded, another will have siding upgraded, while the small suite in our duplex will be properly soundproofed. All of these upgrades are to be completed prior to March 31<sup>st</sup>.

### **TRAINING**

Training is continually required for our members to ensure that they stay current with their operational skills and improve their investigational abilities. This quarter, one (1) member attended RCMP Pacific Region Training Centre (PRTC) in Chilliwack for their triennial Operational Skills Training; One (1) member attended PRTC for Intoximeter training (breathtesting); One (1) member attended PRTC for PRIME training (Computer information management system); One (1) member attended Structured Interview training in Prince Rupert; One (1) member attended Crime Reduction training in Prince Rupert; and One (1) member attended the First Nations Policing Seminar at PRTC.

## **FINANCIAL MANAGEMENT**

By the end of December, Masset Detachment has utilized approximately 80% of their allocated budget. Increased overtime and operational readiness costs due to the lack of resources throughout the year have been a major contributor to this situation. The tsunami evacuation of October 27<sup>th</sup> aided in increasing overtime costs. Seasonal Policing funds have yet to be transferred into the Masset budget which will help offset the overages experienced. Considering the human resources shortages which have resulted in extra overtime and operational readiness costs, Masset Detachment is operating within budget expectations.

## **ANNUAL PERFORMANCE PLAN**

The effect of being fully staffed was shown this last quarter on the progress made in our Annual Performance Plan. Even though not all initiatives are progressing as intended, overall progress has been made in ensuring the safety within the communities. The following are the 2012/13 priorities, initiatives and present target status in no particular order:

### **I) REDUCE THE ABUSE OF ALCOHOL**

The total of licensed alcohol premise investigations decreased from 9 last quarter to 4 this quarter and averages out to 2/ member for the year to date. This amount is well below our target of 10 / member; however the investigations conducted have not shown any infractions. Masset members will continue to conduct these investigations throughout the remaining quarter to ensure compliance with the Liquor Control and Licensing Act. The second initiative of providing information and support to individuals who have been incarcerated as a result of substance addictions decreased from last quarter from 77% to 65%. Even though some of the repeat clientele to Masset cells do not want the referrals, some success has been experienced with others. Masset RCMP will continue to offer the referrals and assist where possible in helping these individuals obtain the help they need in dealing with their illnesses.

<b>Measure</b>	<b>From</b>	<b>To</b>	<b>Date</b>	<b>Data Source</b>	<b>Target Status</b>
# of alcohol distribution checks /per member	0	10	2013-03-31	PRIME/ Log sheet	2
% Referrals to obtain alcohol counseling /per member	0	100%	2013-03-31	PRIME	65%

### **II) REDUCE THE ABUSE of DRUGS**

Masset RCMP's first initiative for combating drug abuse is to write and execute search warrants. This has proven to be difficult this year as the lack of human resources for the better part of the year has meant that the remaining members cannot focus their attention on gathering the required information to obtain search warrants. The members have done what they can with the information they have received and been successful in conducting two different investigations of possession for the purpose of trafficking a controlled substance. This is not a large number of investigations; however it is where the focus was intended for this initiative – on the dealers. Masset RCMP members will continue to gather the required information and attempt to obtain the judicial authority to execute search warrants.

The second initiative of conducting drug awareness presentations increased this quarter with a total of 14 being conducted. Almost all of these were within the schools which is where the focus

should be for the most part. Masset RCMP would also like to conduct some presentations to business and the community and are requesting anyone interested in receiving a presentation to advise the Masset RCMP.

Measure	From	To	Date	Data Source	Target Status
# of search warrants written / member	0	1	2013-03-31	PRIME	0
# of drug awareness presentations /member	0	3	2013-03-31	Log sheet	3

### III) CONTRIBUTE to COMMUNITY SAFETY – DOMESTIC VIOLENCE

Victim Service referrals increased this last quarter even though there are presently no victim services within Masset. Twenty investigations involving violence in relationship (VIR) were conducted and out of those, 18 were provided information regarding victim services which equates to 90%. Masset’s victim services is provided through Haida Gwaii Society for Community Peace who is making attempts to fill that void as a result of losing the last counselor for unforeseen circumstances. In the mean time, Haida Gwaii Society for Community Peace has been providing assistance through other counselors and Queen Charlotte’s Victim Services counselor has also been utilized.

Measure	From	To	Date	Data Source	Target Status
% of referrals to Victim services	83	100	2013-03-31	PRIME	90%
# of interagency domestic violence meetings / member	0	3	2013-03-31	Log sheet	1

### IV) CONTRIBUTE to SAFE ROADS

With the advent of winter and adverse road conditions, Halloween and the Christmas Holiday season, Masset RCMP focused on Road safety during the last quarter. School zones, intersection enforcement and Drinking and Driving Counterattack checkstops were just some of the traffic initiatives that were conducted throughout the communities. A total of 47 different initiatives were undertaken this last quarter.

Measure	From	To	Date	Data Source	Target Status
# increase in provincial traffic offences / member	0	35	2013-03-31	PRIME	17
# of enforcement initiatives per member /member	0	12	2013-03-31	Log sheet	8

### V) CONTRIBUTE TO COMMUNITY SAFETY – Crime Reduction/ Prolific Offenders

Masset RCMP’s plan of the Northern Haida Gwaii Prolific Offender program was stalled this last quarter which was in part due to the way the program was presented to our community partners. A second member has now been trained in Crime Reduction strategies and over the

next few months, Masset RCMP will be developing another approach to establishing this valuable program. The second initiative, which was conducting curfew and probation checks has been successful. During this last quarter, the members combined for a total of 107 checks being conducted on individuals where they have been released on conditions. None of these checks resulted in any charges which indicate a high rate of compliance which can be attributed to the individuals never knowing when they may be checked. Release conditions and court updates can be obtained from Court Services Online website of the BC Ministry of Justice (<https://eservice.ag.gov.bc.ca/cso/index.do>).

Measure	From	To	Date	Data Source	Target Status
# of prolific offenders monitored	0	7	2013-03-31	Log sheet	0
# curfew/ probation checks / member	0	35	2013-03-31	PRIME	21

### **STATISTICS**

Masset RCMP responded to 363 calls for service between October 1<sup>st</sup> and December 31<sup>st</sup>, 2012 as compared to 361 calls for the same period in 2011. This marginal increase of 0.6% is largely due to the increase in curfew/ probation investigations (Other Criminal Code) and increased traffic enforcement (Provincial Statutes and Traffic – C.C.C.).

During this reporting period, a total of 41 prisoners were lodged in Masset RCMP cells as compared to 43 for the same period in 2011 which equals a decrease of 4.9%. The calls for service were broken down as follows:

	<b><u>2011/12 (Q1)</u></b>	<b><u>2012/13 (Q1)</u></b>	<b><u>Difference</u></b>
Village of Masset	206	202	- 1.9 %
Old Massett (includes New Town)	85	69	- 18.2 %
Village of Port Clements	24	27	+ 12.5 %
Other (Outside Village Limits)	46	65	+ 41.3 %
	<b><u>2011/12 (Q1)</u></b>	<b><u>2012/13 (Q1)</u></b>	<b><u>Difference</u></b>
Crimes Against the Person	21	29	+ 38.1%
Crimes Against Property	42	35	- 16.7%
Other Criminal Code	49	74	+51.0%
Controlled Drug and Substance	14	13	- 7.2%
Other Federal Statutes	12	6	- 50.0%
Provincial Statutes	55	60	+ 9.1%
Other	163	134	- 17.8%
Traffic (C.C.C)	5	12	+ 240.0%

### **COMMUNITY POLICING PROGRAMS**

Masset RCMP fully endorses community activities and continues to participate whenever possible, whether on duty or off, as noted below.

- Halloween Party in Old Massett
- the Caring Sharing Lunch held each Tuesday in St. Johns Church in Old Massett

- the Adult Drop In Program - Monday and Friday at the Elders Center in Old Massett
- Being an active participant on the Coordination for Community Safety Committee.
- Being an active participant in the Healthy Communities Society which is the recognized Community Consultative Group designated through the Community Tripartite Agreement with Old Massett Village Council.

Recognizing that listening is an important component to communication, during the past quarter, the RCMP met with various Clients/Partners/Stakeholders, either formally or informally, including:

- attending the Village of Masset council meeting
- meeting with the Village of Port Clements administrator
- meeting the Old Massett Village Council Chief
- Emergency Planning meetings

### **YOUTH / SCHOOL LIAISON PROGRAM**

Below are the school liaisons officers to each school. The role of these officers is to try and bridge the gap between our youth and the RCMP members. Members are further encouraged to participate in after school programs and activities whenever possible.

#### *School Liaison Program:*

Chief Matthews School -	Cst. Scott McDIARMID/ Cst. Calvin AIRD
Tahayghen Elementary School -	Cst. Mathew ZUCCOLLO/ Cst. SCHMIDT
George M Dawson High School -	Cst. Luc RIOUX/ Cst. Chad GRAVELLE
Port Clements Elementary School -	Cst. Patrick HIGGINS

As previously mentioned, Masset members have been attending the schools for various events from assisting in cooking hot breakfasts to participating in sports activities with the youth, or assisting with various classes.

### **MANAGERIAL REVIEW**

In November, Masset RCMP detachment underwent a week long Managerial Review. This is the RCMP's internal audit system aimed to ensure detachments are following policy and procedures in their operations and administrative systems. The RCMP's goal is to have each detachment undergo one of these reviews approximately every 3-5 years. Masset Detachment had not had one of these audits for many years and overall faired quite well.

### **CONCLUSION**

Masset RCMP has experienced a sizable changeover in staff over the last six months, in which 4 of the 7 Constables positions were filled with transfers. As with any change, time is required for the members to adjust to their new surroundings. I am extremely happy with the caliber of new members that have joined the Masset RCMP team and am confident that they are fitting in well within the communities. Masset RCMP continues to work towards the initiatives that have been set with the ultimate aim of making the communities of Old Massett, Masset, Tow Hill, Port



Clements and the northern portion of Tlell safer communities for all. Consultation is now underway to identify areas of concern to be incorporated into this coming year's Annual Performance Plan. Please stop by our office anytime to have a coffee with myself or any of our members. We welcome your feedback on the policing services we are providing and are open to suggestions for improvement.

How'aa  
Thank you

Blake WARD Sgt.  
NCO i/c Masset RCMP



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**Minutes of the regular meeting of the Port Clements Council held Monday February 4, 2013 in the Council Chambers.**

Present:

Mayor Cheer  
Councilor Gould  
Councilor Gaspar  
Councilor Falconbridge

Clerk/Treasurer Kim Mushynsky

Mayor Cheer called the meeting to order at 7:00pm

**1. ADOPT AGENDA.**

2013-031 - Moved by Councilor Falconbridge, seconded by Councilor Gould  
THAT the agenda be adopted with the following additions – C-6 Telus response, NB-6 Haida Gwaii Forest Trust Committee.  
**CARRIED**

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

Randy & Gloria O'Brien made a presentation to the Council regarding their concerns around timber supply issues, forestry timber sales (such as the recently awarded MIEDS cut), barging into Prince Rupert and their concerns around the Protocol agreement.

**3. MINUTES.**

M-1 – Regular Meeting of Council Monday January 21, 2013  
2013-032 – Moved by Councilor Gaspar, seconded by Councilor Falconbridge  
THAT we accept the minutes from the January 21, 2013 Regular Council meeting as presented.  
**CARRIED**

M-2 – Emergency Planning Committee Thursday October 4, 2012  
2013-033 – Moved by Councilor Gaspar, seconded by Councilor Falconbridge  
THAT the minutes of the October 4, 2012 EPC meeting be adopted as presented.  
**CARRIED**

M-3 – Tourism Committee meeting Thursday October 4, 2012  
2013-034 – Moved by Councilor Falconbridge, seconded by Councilor Gaspar  
THAT the minutes of the October 4, 2012 Tourism meeting be adopted as presented.  
**CARRIED**

M-4, 5 & 6 – Barge Sub-committee Minutes December 6 & 28, 2012 and January 3, 2013 respectively  
2013-035 – Moved by Councilor Gould, seconded by Councilor Falconbridge  
THAT we accept the minutes of the Barge Sub-committee meetings of December 6 & 28, 2012 and January 3, 2013 as presented.  
**CARRIED**

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

m-1

## **5. ORIGINAL CORRESPONDENCE.**

C-1 – MIEDS Economic Development Strategy  
2013-036 Moved by Councilor Gould, seconded by Councilor Gaspar  
THAT we receive and file this report.

**CARRIED**

C-2 – NCLGA AGM & Convention attendance  
Administrator to connect with Councilor Thomas before informing NCLGA of our attendance plans.

C-3 – NCLGA call for nominations  
2013-037 – Moved by Councilor Gaspar, seconded by Councilor Falconbridge  
THAT we receive and file this correspondence.

**CARRIED**

C-4 – Coastal Community Network 2013 Subscriptions  
2013-038 – Moved by Councilor Falconbridge, seconded by Councilor Gaspar  
THAT we open this item for discussion.

**CARRIED**

2013-039 – Moved by Councilor Gould, seconded by Councilor Falconbridge  
THAT we receive and file this correspondence.

**CARRIED**

C-5 – NCLGA Resolution Deadline  
2013-040 – Moved by Councilor Falconbridge, seconded by Councilor Gaspar  
THAT we receive and file this correspondence.

**CARRIED**

C-6 – Telus Response to cell service inquiry  
2013-041 – Moved by Councilor Falconbridge, seconded by Councilor Gaspar  
THAT we carry on with our campaign for cell service coverage through letter writing efforts.

**CARRIED**

## **6. GOVERNMENT.**

G-1 – Bylaw #400, 2013 Borrowing in anticipation of Revenue  
2013-042 – Moved by Councilor Gould, seconded by Councilor Falconbridge  
THAT we give this Bylaw 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading.

**CARRIED**

## **7. FINANCE.**

F-1 – Cheque listing to January 30, 2013  
2013-043 – Moved by Councilor Falconbridge, seconded by Councilor Gould  
THAT we accept the cheque listing as presented.

**CARRIED**

## **8. NEW BUSINESS.**

NB-1 – Risk Management Conference  
2013-044 – Moved by Councilor Gould, seconded by Councilor Falconbridge  
THAT we approve the recommendations made by the Administrator regarding the risk management conference.

**CARRIED**

NB-2 – Economic Development  
2013-045 – Moved by Councilor Falconbridge, seconded by Councilor Gould  
THAT we approve the recommendations made by the Administrator regarding the Ec Dev conference in Terrace.

**CARRIED**

NB-3 – Carbon Tax Credits

2013-046 – Moved by Councilor Falconbridge, seconded by Councilor Gaspar  
THAT we undertake both recommendations if someone will be attending the NCLGA otherwise that we go with the recommendation to write a letter to the Ministry about our concerns.

**CARRIED**

NB-4 – Youth Work Opportunity

2013-047 – Moved by Councilor Gould, seconded by Councilor Falconbridge  
THAT Council support our participating in this employment opportunity.

**CARRIED**

NB-5 – Emergency Social Services Training

2013-048 – Moved by Councilor Gaspar, seconded by Councilor Gould  
THAT Council approve the recommendations made by the Administrator for this training.

**CARRIED**

NB-6 – Haida Gwaii Forest Trust

2013-049 – Moved by Councilor Gould, seconded by Councilor Falconbridge  
THAT we appoint Mayor Cheer as the delegate and Councilor Gould as the alternate for this temporary committee being struck by the islands communities.

**CARRIED**

#### **9. ACTION ITEMS:**

#### **10. REPORTS AND DISCUSSIONS.**

Councilor Gould – KPMG mtgs, tourism mtg, Protocol mtg, Strategic Planning mtg, walks with Parks to review Golden Spruce Trail, staff evaluation mtg, SQCRD mtg upcoming.

Mayor Cheer – KPMG mtgs, tourism mtg, Protocol mtg, Strategic Planning mtg, walks with Parks to review Golden Spruce Trail, staff evaluation mtgs.

Councilor Gaspar – Rec mtg, tourism mtg, Strategic Planning mtg, staff evaluation mtg.

Councilor Falconbridge – Strategic Planning mtg, staff evaluation mtg.

Administrator – Budgeting planning & training, Strategic Planning mtg.

2013-050 Moved by Councilor Falconbridge, seconded by Councilor Gould  
THAT we move to an in-camera mtg. per section 90-1-c of the Community Charter

**CARRIED**

#### **ADJOURNMENT.**

2013-051 - Moved by Councilor Gould, seconded by Councilor Gaspar  
THAT the meeting be adjourned at 9:35pm

**CARRIED**

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Wally Cheer,  
Mayor

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Kim Mushynsky,  
Clerk/Treasurer



January 30, 2012  
Village of Port Clements  
Box 198  
Port Clements, BC, VOT 1R0  
Via Email: [w.cheer@portclements.ca](mailto:w.cheer@portclements.ca), [clerk@portclements.ca](mailto:clerk@portclements.ca)

Dear Wally Cheer, Mayor and Kim Mushynsky, CAO

When appropriate, please lend the voice of the Village of Queen Charlotte to the congratulations that are coming your way.

We would like to thank you for all of your hard work on behalf of the island's communities; the research and hours of proposal writing. Our congratulations on receiving the LED Street Light Funding Grant which will convert the existing sodium vapor street lights to LED.

We greatly appreciate your efforts towards minimizing our municipality's costs and ultimately reducing our carbon footprint. You are paving the way for the creation of a more eco-friendly and energy efficient street lighting system.

We look forward to working together with you in this endeavor and many more in the future.

Sincerely,

Carol Kulesha,

Mayor

C-1

**VILLAGE OF PORT CLEMENTS**

**BYLAW NO. 400, 2013**

**A Bylaw of the Village of Port Clements to provide for the borrowing of money in anticipation of revenue.**

The Council for the Village of Port Clements in open meeting assembled enacts as follows:

Whereas:

- A. The Village of Port Clements (the "Municipality") may not have sufficient money on hand to meet the current lawful expenditures of the Municipality;
- B. Section 177 of the Community Charter permits the Council, without any further approval, consent or assent to borrow money necessary to
  - (a) meet current lawful expenditures, and
  - (b) pay amounts required to meet the Municipality's taxing obligations in relation to another local government or other public body;
- C. The Municipality's outstanding debt for the purposes of Section 177 must not exceed the total of:
  - (a) the unpaid taxes for all purposes imposed during the current year (deemed to be 75% of all taxes imposed for all purposes in the preceding year), and
  - (b) the money remaining due from other governments.
- D. The unpaid taxes calculated as 75% of all taxes imposed for all purposes for the 2012 tax year are \$245,645.00 and the money remaining due from other governments is \$0 totaling \$245,645.00 the total representing the maximum amount that may be borrowed under this bylaw.

G-1

**NOW THEREFORE**, the Council for the Village of Port Clements in open meeting assembled, **ENACTS AS FOLLOWS**:

1. This Bylaw may be cited as "The Village of Port Clements Revenue Anticipation Borrowing Bylaw No. 400, 2012".
2. The Council is authorized to borrow upon the credit of the Municipality from the Canadian Imperial Bank of Commerce an amount or amounts not exceeding the sum of two hundred forty five thousand six hundred and forty five dollars. (\$245,645.00), as may be required and to pay interest thereon at the prime rate of the Canadian Imperial Bank of Commerce.
3. The form of obligation to be given as acknowledgment of the liability shall be a promissory note or notes, or an overdraft agreement bearing the corporate seal and signed by the Mayor and the Treasurer.

READ A FIRST TIME THIS 4<sup>th</sup> Day of February, 2013.

READ A SECOND TIME THIS 4<sup>th</sup> Day of February, 2013.

READ A THIRD TIME THIS 4<sup>th</sup> Day of February, 2013.

RECONSIDERED AND FINALLY ADOPTED THIS \_\_\_\_Day of \_\_\_\_\_, 2013.

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WALLY CHEER  
MAYOR

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KIM MUSHYNSKY  
ADMINISTRATOR

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CERTIFIED A TRUE COPY OF VILLAGE OF  
Revenue Anticipation Borrowing Bylaw No. 400, 2013".

File: 10050\25\FSC\

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

February 04, 2013

**re: BCTS DISPUTE RESOLUTION DISCUSSION**

Dear Wally Cheer and Council:

This letter is in response to your request to explore the dispute resolution process between the Village of Port Clements and BCTS Chinook. I assume this request arises as your council has had discussions with Taan Forest Ltd. (Taan) about their dispute resolution process when they completed consultation on the FSC Management Plan.

I am not sure if you are aware but the public consultation that Taan completes on the FSC Management Plan is also conducted on behalf of BCTS as BCTS is a Group Member of the FSC certificate. Taan, as the Group Leader, is responsible for the public consultation on the FSC Management Plan for all the Group Members. BCTS as a Group Member of the FSC certificate is then bound to follow the FSC Management Plan which in this particular case includes the Dispute Resolution Process.

In this letter I will provide a very brief summary of details of the FSC Management Plan and the dispute resolution process that it contains. The full text of the management plan is available at the following link:

[FSC Management Plan](#)

A link to the dispute resolution section of the FSC management plan is available from the Chinook Certification page at the following link:

[http://www.for.gov.bc.ca/BCTS/areas/TCH\\_certification.htm](http://www.for.gov.bc.ca/BCTS/areas/TCH_certification.htm)

On the BCTS certification page, BCTS has the following link to the dispute resolution process:

<http://www.taanforest.com/uploads/pdfs/20121130-FSCMP-Dispute%20Resolution.pdf>

The Management Plan describes how Taan and BCTS will conduct their corporate activities to ensure their activities comply with the Forest Stewardship Council's BC Standard as a Type 1 group. Key elements of the plan include; the scope of the plan, a description of the management units, a statement of the rate of harvest, the public consultation process, and forest management objectives and strategies. The Management Plan also includes a section that describes the Dispute Resolution Process that will be followed by group members.

Once the formal public consultation process has been exhausted, a community member or organization may launch a complaint if they feel that forest management activities impact their rights or interests. The complainant may register a complaint with the Group Member, BCTS or the Group Manager, Taan.

Page 1 of 2

Ministry of Forests Land  
and Natural Resource  
Operations

BC Timber Sales  
Chinook Business Area  
Timber Sales Office

Location:  
46360 Airport Road  
Chilliwack, BC

Mailing Address:  
46360 Airport Road  
Chilliwack, BC V2P 1A5

Tel: (604) 702-5700  
Fax: (604) 702-5711

G-2





The dispute resolution process follows the following basic format. A record of complaint is submitted in writing by the complainant stating the issue. The management plan also makes a commitment that, where a complaint is received orally or over the phone, the organization receiving the complaint will attempt to investigate. The complaint is documented and returned to the complainant to ensure documentation is accurate and the complaint is characterized adequately. The receiving organization will then consult the Group Manager, Taan, and designate the organization and staff member responsible for resolution. The assigned organization will then investigate the complaint and work toward resolution of the issue with the complainant.

Complaints break out into two categories, **Dispute** and **Grievance**, under the management plan.

**Dispute**

A Dispute is a formal complaint to a group member such as BCTS around the impacts of BCTS forest management practices. Disputes do not involve claims for damages or compensation. A dispute will be investigated by the Group Member and its staff.

In this case, BCTS will work with the disputant to reach resolution. Where the parties cannot reach agreement they may choose to seek mediation and the mediator will facilitate an agreement. If the two parties cannot agree on an acceptable mediator the Group Manager may appoint a mediator and the mediator may, at their discretion, engage professional advisors to provide advice on resolution

**Grievance**

A Grievance is a formal written notice which alleges the management activities of a group member affect the property, resources, livelihoods, or legal or customary rights of the Griever and which requests damages or compensation be paid to the griever.

Taan, as the Group Manager, will manage the resolution of a Grievance. If resolution cannot be reached the Grievance will be resolved with binding arbitration. An arbitrator can be selected mutually by the Group Manager and the Griever or by the Group Manager alone if mutual agreement cannot be reached.

If the process identifies compensation in the form of restoration, mitigation or damages in the form of financial payment is required for the loss or damage, the assigned party will correct the damage and / or pay the agreed damages and costs of the arbitration.

Outside of the FSC Management Plan there are also avenues that an individual or organization may take to seek resolution of a dispute. Dispute resolution is available through the Certifying Body Dispute Resolution Procedures or the Forest Stewardship Council under their Dispute Resolution process. In addition complaints may also be lodged with the Compliance and Enforcement Branch of FLNRO, the Forest Practices Board or the BC Ombudsman in the case of complaints against government.

If you have any further questions or wish to discuss more detailed aspects of the dispute resolution process please do not hesitate to call.

Sincerely



Tom Johnson

Digitally signed by Tom Johnson  
DN: cn=Tom Johnson, o=TCH BCTS, ou=HG Field  
Team, email=tom.johnson@gov.bc.ca, c=CA  
Date: 2013.02.05 09:44:40 -08'00'

# VILLAGE OF PORT CLEMENTS

## Cheque Listing For Council

2013-Feb-13  
1:29:04PM

Cheque #	Cheque Date	Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
						<b>Batch #</b>	<b>4753</b>
20130072	2013-02-05	CIBC VISA			PAYMENT		432.72
			10-2-12-10-10	JAN 2013	WCB	86.54	
			30-2-41-30-20	JAN 2013	WCB	86.54	
			40-2-42-90-20	JAN 2013	WCB	86.54	
			10-2-31-00-10	JAN 2013	WCB	86.54	
			10-2-11-10-30	JAN 2013	WCB	43.28	
			10-2-24-70-20	JAN 2013	WCB	43.28	
20130073	2013-02-05	CORPORATE EXPRESS			PAYMENT		424.79
			10-2-12-11-00	31996001	OFFICE SUPPLIES+JANITORIAL	202.49	
			30-2-41-30-30	31996001	OFFICE SUPPLIES+JANITORIAL	49.91	
			10-2-24-90-00	31996001	Janitorial Supplies	152.48	
20130074	2013-02-05	COMPASS TECHNOLOGI			PAYMENT		874.72
			10-2-12-11-30	13098	6 MTHS NOTICE: CIVICWEB SEF	833.72	
20130075	2013-02-05	OBSERVER PUBLISHING C			PAYMENT		133.28
			10-2-12-11-70	14878	REAL ESTATE: VACANT LOTS	127.03	
						<b>Batch #</b>	<b>4754</b>
20130076	2013-02-05	Bennett, Cheryl			PAYMENT		1,120.00
			10-2-71-89-00	JAN 2013	JANITORIAL FOR JAN 2013	138.77	
			10-2-12-14-10	JAN 2013	JANITORIAL FOR JAN 2013	448.35	
			10-2-71-21-20	JAN 2013	JANITORIAL FOR JAN 2013	245.52	
			10-2-71-21-11	JAN 2013	JANITORIAL FOR JAN 2013	234.85	
20130077	2013-02-05	Inlet Networking Computer S			PAYMENT		120.00
			10-2-12-11-20	001	COUNCIL LAPTOP, NETWORKIN	120.00	
						<b>Batch #</b>	<b>4768</b>
20130078	2013-02-12	Board of School Trustees			PAYMENT		8,448.22
			10-2-71-21-10	01-13-017	MPBC UTILITIES/FUEL SD#50	7,131.14	
			10-2-71-21-15	01-13-017	MPBC UTILITIES/FUEL SD#50	921.07	
						<b>Batch #</b>	<b>4770</b>
20130079	2013-02-13	Avenue Machinery			PAYMENT		5,538.40
			11-3-53-30-10	E01624	WOOD CHIPPER/DIRT SCOOP/AI	5,278.79	
						<b>Batch #</b>	<b>4771</b>
20130080	2013-02-13	BANDSTRA TRANSPORTA			PAYMENT		126.76
			10-2-24-90-00	T125648	DELIVERY OF JANITORIAL SUPP	69.04	
			10-2-52-00-00	T125648	DELIVERY OF JANITORIAL SUPP	51.78	
20130081	2013-02-13	BIG RED			PAYMENT		270.48
			10-2-71-21-15	12692	WEEKLY CONTAINER SERVICE	257.80	
20130082	2013-02-13	DELMAS CO-OP			PAYMENT		44.03
			30-2-41-40-01	00295298E	WHITE WASH BRUSH,BRONZE B	25.47	
			10-2-34-00-20	00295298E	WHITE WASH BRUSH,BRONZE B	8.48	
			10-2-81-90-00	00295298E	WHITE WASH BRUSH,BRONZE B	6.00	
			10-3-22-00-00	00295298E	WHITE WASH BRUSH,BRONZE B	1.70	
			10-3-22-00-01	00295298E	WHITE WASH BRUSH,BRONZE B	2.38	
20130083	2013-02-13	DRIFTECH MECHANICAL S			PAYMENT		720.62
			30-2-41-30-40	8472	VEHICLE WORK	261.43	
			40-2-42-90-70	8472	VEHICLE WORK	130.71	
			10-2-12-99-60	8472	VEHICLE WORK	261.43	
			10-3-22-00-00	8472	GST	27.93	
			10-3-22-00-01	8472	PST	39.12	
20130084	2013-02-13	EAGLECREST ENTERPRISE			PAYMENT		979.45
			10-2-71-89-40	00029	CONTRACT FALLING	853.47	
			10-2-32-37-20	00031	DITCHING ON WATER ST TO EX	80.06	
20130085	2013-02-13	FAST FUELS SERVICES L			PAYMENT		276.63
			30-2-41-50-00	CL9096	DYED DIESEL	276.63	
20130086	2013-02-13	JANITORS WAREHOUSE			PAYMENT		555.57
			10-2-24-90-00	131749	PAPER TOWEL + TOILET PAPER	491.22	
			10-2-71-21-20	131861	TOILET PLUNGERS	38.31	
20130087	2013-02-13	MINISTER OF FINANCE, EI			PAYMENT		457.62
			40-2-42-10-10	EMI124319	SEWER LICENCE	457.62	
20130088	2013-02-13	RENCO			PAYMENT		568.69
			30-2-41-40-10	1301-001	P WKS FUEL	193.88	

# VILLAGE OF PORT CLEMENTS

## Cheque Listing For Council

2013-Feb-13  
1:29:04PM

Cheque #	Cheque Date	Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20130088	2013-02-13	RENCO	40-2-42-90-60	1301-001	P WKS FUEL	193.88	568.69
			10-2-31-90-00	1301-001	P WKS FUEL	96.93	
			10-2-71-89-40	694187	SERVICING POWER SAW + PRUI	80.06	
20130089	2013-02-13	SKEENA QUEEN CHARLO			PAYMENT		16,583.00
			10-4-23-44-00	1st QTR 2013	Residential	16,224.00	
			10-4-23-44-01	1st QTR 2013	Commercial	1,080.00	
20130090	2013-02-13	TELUS COMMUNICATIONS			Admin Fees	(721.00)	1,485.96
			10-1-53-20-10	1st QTR 2013	PAYMENT		
			30-2-41-50-00	JAN 28 2013	w/s + pumphouse	219.40	
			10-2-24-70-10	JAN 28 2013	Firehall	540.95	
			10-2-71-21-15	JAN 28 2013	P Wks Aft Hrs + MPBC	522.76	
			40-2-42-90-40	JAN 28 2013	W / S	66.88	
			10-3-22-00-01	JAN 28 2013	PST	69.66	
20130091	2013-02-13	XEROX CANADA LTD.			GST	66.31	94.91
			10-2-12-11-30	G44373021	PAYMENT		
					USAGE FEES DEC 31 - JAN 31 20	90.46	
						<b>Batch #</b>	<b>4772</b>
20130092	2013-02-13	Mushynsky, Kim			PAYMENT		720.33
			10-2-12-10-25	FEB 13 2013	EC DEV SEMINAR, TERRACE MA	720.33	

**Total 39,976.18**

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



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# CIBC Business Operating Account™

Statement period ending  
Jan 31, 2013

00180

000027

VILLAGE OF PORT CLEMENTS  
PO BOX 198  
PORT CLEMENTS BC V0T 1R0

## Account summary

Balance forward		\$395,918.74
Debits (total of 69)	-	\$82,680.60
Credits (total of 10)	+	\$1,806.76
<b>Closing balance</b>	=	<b>\$315,044.90</b>
Your authorized overdraft limit		\$189,510.00
Vouchers Enclosed (total of 61)		

### Account number

93-00813

**Branch transit number**  
00180

**Account fee type**  
Pay As You Go

**Your branch**  
500 - 3RD AVE W  
PRINCE RUPERT BC V8J 1L8

### Questions?

- Call us at 1-800-465-2422
- Visit us on the internet at [www.cibc.com](http://www.cibc.com)

### Fee Changes - April 1, 2013

Changes to CIBC business bank accounts and fees take effect on April 1, 2013. Please see enclosed brochure for details. If you have any questions or would like us to help you evaluate your current banking services, please give us a call or speak to a CIBC business advisor.

## Transaction details

Date	Description	Debits (\$)	Credits (\$)	Balance (\$)
Jan 1	BALANCE FORWARD			395,918.74
Jan 2	DEBIT MEMO	64.40		395,854.34
	CHEQUE 20121292	196.00		395,658.34
	CHEQUE 20121325	510.98		395,147.36
	CHEQUE 20121367	1,521.00		393,626.36
	CHEQUE 20121359	8,197.00		385,429.36
	CHEQUE 20121355	702.19		384,727.17
	CHEQUE 20121349	270.48		384,456.69
	CHEQUE 20121368	203.01		384,253.68
	CHEQUE 20121356	119.62		384,134.06

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CIBC Business Operating Account

Jan 31, 2013
Account number: 93-00813
Branch transit number: 00180

Transaction details (continued)

Table with 5 columns: Date, Description, Debits (\$), Credits (\$), Balance (\$). Rows include BALANCE FORWARD, various CHEQUE transactions, CREDIT MEMOs, and TRANSFER entries with dates from Jan 4 to Jan 15.

continued next page



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# CIBC Business Operating Account

Jan 31, 2013  
Account number: 93-00813  
Branch transit number: 00180

## Transaction details (continued)

Date	Description	Debits (\$)	Credits (\$)	Balance (\$)
	BALANCE FORWARD			332,319.07
	CHEQUE 20130024 59110634	559.46		331,759.61
Jan 17	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		86.00	331,845.61
	CHEQUE 20130010 59197736	10.41		331,835.20
	CHEQUE 20130004 59213334	141.77		331,693.43
Jan 18	CHEQUE 20130025 60091732	23.86		331,669.57
	CHEQUE 20130006 60100310	25.20		331,644.37
	CHEQUE 20130027 60119940	475.88		331,168.49
	CHEQUE 20121348 60119974	224.00		330,944.49
Jan 21	CHEQUE 20130034 60245574	2,360.00		328,584.49
	CHEQUE 20130026 60245575	44.80		328,539.69
Jan 22	CHEQUE 20130012 59273664	157.30		328,382.39
	CHEQUE 20130028 59276313	1,128.83		327,253.56
	CHEQUE 20130021 59307600	723.80		326,529.76
	CHEQUE 20130022 59307601	3,660.12		322,869.64
	CHEQUE 20130033 59319050	151.51		322,718.13
	CHEQUE 20130008 59366887	30.00		322,688.13
	CHEQUE 20130014 59366925	11.20		322,676.93
Jan 23	DEBIT MEMO SETTLEMENT: 0060 CIBC DATA CENTRE: 00	5,049.09		317,627.84
Jan 25	MISC PAYMENT SCHOOL DISTRICT 50		503.70	318,131.54
	DEBIT MEMO Jan 25, 2013 Municipal Pensi	596.84		317,534.70
	CHEQUE 20130036 60371972	150.00		317,384.70
	CHEQUE 20130023 60371973	155.85		317,228.85
Jan 28	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		129.70	317,358.55
	CHEQUE 20130031 60467983	317.06		317,041.49
Jan 29	DEBIT MEMO 00180 RE: BANK CONFIRMATION S/C REF # 180/1	25.00		317,016.49
Jan 30	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		105.75	317,122.24
	CHEQUE 20130035 60060067	40.00		317,082.24
	CHEQUE 20121271 60094677	112.00		316,970.24
Jan 31	CHEQUE 20130054 59159675	175.00		316,795.24
	CHEQUE 20130061 59160651	404.67		316,390.57
	CHEQUE 20130037 59179612	945.67		315,444.90
	CHEQUE 20130052 59198294	400.00		315,044.90
Jan 31	<b>CLOSING BALANCE</b>			<b>315,044.90</b>



## REQUEST TO COUNCIL

SUBJECT: BC Mayors' Caucus

FROM: Wally Cheer

DATE: February 13, 2013

After attending the Mayors' Caucus at the UBCM convention last fall, I was impressed with the information presented, quality of speakers, ability to network with other mayors and their communities and in-depth analysis of challenges facing communities. Before attending I was not convinced there would be much value for small town mayors at the conference. I now believe a strong caucus has great potential and power to help all communities meet some of the challenges we face today.

Of particular interest at the upcoming caucus is the presentation by David Lindsay on the future of the forest industry in British Columbia and a focus on best practices for economic development in BC communities.

The estimated cost of my attendance is:

Registration:	\$200.00
BC Ferries	423.00
Travel:	150.00
Accommodation:	250.00
Meals:	150.00
	<u>\$1,173.00</u>

I hope Council would approve my attendance.

## ACTION ITEMS

<u>#</u>	<u>Date</u>	<u>Description</u>	<u>Lead</u>	<u>Follow up</u>
A1	05-12-2011	Motion to hold town hall mtgs. to engage public	Falconbridge	Consider as a part of the Barge Facility consultation process
A2	20-02-2012	Facilitate mtg between Industrial Road Users	Thomas	Discussions started but now on hold until barge facility formalized
A3	20-02-2012	Tree Removal at Sunset Park (committee??)	Falconbridge	Will hold a Town Hall Mtg to discuss
A13	23-07-2012	Official Community Plan Rewrite	Administrator	Stakeholders have until April 1, 2013 to provide feedback - moves to a Bylaw after this
A16	15-10-2012	Bus Shelter	Cheer	Build shelter at corner of Dyson & Bayview
A19	19-11-2012	Lighting Hwy 16 & Dyson	All	That we determine best route to get proper lighting back on this stretch of road