



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, March 18, 2013

AGENDA

1. ADOPT AGENDA.
 2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.
 3. MINUTES.
M-1-Regular meeting of Council Monday, March 4, 2013
 4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.
BA-1-Small Craft Harbour Committee
 5. ORIGINAL CORRESPONDENCE.
C-1-Clinton Ekdahl's request to proclaim May 29, 2013 as the "Day of the Honey Bee"
C-2-Cliff Bell-Brown's response to liveboards at the small craft harbour.
 6. GOVERNMENT.
G-1-BC Environmental Assessment Office open houses re: Coastal GasLink Environmental Application Information Requirements.
G-2-Amended Village of Port Clements Employee Benefits Policy
 7. FINANCE.
F-1-Cheque Listing March 13, 2013
F-2-NDI Trust – 2013 Economic Development Capacity Building Funding Application
 8. NEW BUSINESS.
NB-1-Discussion: Sewer Hookup on Bayview Drive
NB-2-Need Resolution by March 19th re: NDI funding for 2013
 9. ACTION ITEMS.
A-1-See attached
 10. REPORTS & DISCUSSIONS.
 11. QUESTIONS FROM THE PUBLIC & PRESS.
- ADJOURNMENT.



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

Present:

Mayor Cheer
Councilor Gould
Councilor Gaspar
Councilor Falconbridge

CAO Kim Mushynsky

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

1. ADOPT AGENDA.

2013-063 - Moved by Councilor Falconbridge, seconded by Councilor Gould
THAT the agenda be adopted as presented.

CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

3. MINUTES.

M-1 – Regular Meeting of Council Monday February 18, 2013

2013-064 – Moved by Councilor Falconbridge, seconded by Councilor Gould
THAT we accept the minutes from the February 18, 2013 Regular Council meeting as presented.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

5. ORIGINAL CORRESPONDENCE.

C-1 – Nathan Cullen – new infrastructure plan

2013-065 - Moved by Councilor Gould, seconded by Councilor Falconbridge
THAT we open this up for discussion.

CARRIED

2013-066 – Moved by Councilor Gould, seconded by Councilor Falconbridge

THAT we write a letter to Mr. Flaherty (cc to Nathan Cullen) to move the infrastructure program funding to a twenty year cycle to take the politics out of this funding decision;

AND

THAT we write a letter to Mr. Cullen thanking for his efforts on the infrastructure issue.

CARRIED

C-2 – Bill 28 – Forest Service Road Permanent Deactivation Consultation.

2013-067 – Moved by Councilor Gould, seconded by Councilor Falconbridge
THAT we receive and file this information.

CARRIED

M-1

6. GOVERNMENT.

G-1 – BCTS Dispute Resolution Discussion
2013-068 – Moved by Councilor Gould, seconded by Councilor Gaspar
THAT we open this topic for discussion.
CARRIED

2013-069 – Moved by Councilor Gaspar, seconded by Councilor Falconbridge
THAT we receive and file this correspondence.
CARRIED

7. FINANCE.

F-1 – Cheque listing to February 27, 2013
2013-070 – Moved by Councilor Falconbridge, seconded by Councilor Gaspar
THAT we accept the cheque listing as presented.
CARRIED

8. NEW BUSINESS.

NB-1 – Live Aboard & derelict boat issue
2013-071 – Moved by Councilor Falconbridge, seconded by Councilor Gould
THAT we open this topic for discussion.
CARRIED

2013-072 – Moved by Councilor Falconbridge, seconded by Councilor Gould
THAT we direct staff to find out the costs of option #3 and contact Mr. Stewart regarding option #1.
CARRIED Councilor Gaspar Opposed

2013-073 – Moved by Councilor Gould, seconded by Councilor Falconbridge
THAT we request the current live aboards to put their intentions and departure dates in writing to us.
CARRIED

9. ACTION ITEMS:

10. REPORTS AND DISCUSSIONS.

Councilor Gould – VOPC Budget, SQCRD Budget, Barge mtgs.
Mayor Cheer – MIEDS, VOPC Budget, Barge mtgs. NDI Webinar on Community Branding
Councilor Gaspar – No report
Councilor Falconbridge – No report
Administrator – applied for funding for proposal writer, attending Ec Dev seminar in Terrace

ADJOURNMENT.

2013-074 - Moved by Councilor Falconbridge, seconded by Councilor Gould
THAT the meeting be adjourned at 8:00pm
CARRIED

Wally Cheer,
Mayor

Kim Mushynsky,
Clerk/Treasurer

Small Craft Harbour Committee

Council wishes to create an ad hoc committee to investigate issues related to the Small Craft Harbour in Port Clements.

The goals of this committee include, but are not limited to:

- Downtown revitalization including shoreline remediation in front of Bayview by SCH
- Investigating the need to improve water, sewer and electrical services to the Small Craft Harbour, and, if it is determined that improvement is required determining the most cost beneficial manner to do this.
- Investigating options for reconfiguration of the SCH in order to accommodate additional water crafts and optimize usage
- Investigating the pros and cons of staying with the Small Craft Harbour Authority given its mandate for Commercial fishing and the actual use of the dock
- Determine if, and to what extent, any dredging is required in the SCH area
- Investigate and make recommendations for repairs and/or upgrades to the boat launch area
- Review existing bylaws and policies concerning the SCH
- Put forward grant idea/concepts to have shelf ready proposals
- Review and suggest policy concerning the handling of derelict boats at the SCH

The committee will be responsible to create a work plan based on their findings and present this plan to Council. This report should indicate a timeline and, if possible, break the work into segments based on prioritizing each action.

The ad-hoc committee will be responsible to keep Minutes of their meetings and to keep Council, as a whole, apprised of their activities via quarterly updates at Regular Council meetings. This committee should have a minimum of two Council members on it and should seek out two community members to also sit on the committee.

Info on Ad Hoc Committee:

A Committee, in general, is any group where at least 50% of the members are Council members.

An Ad Hoc Committee is established to review a specific subject or issue, it is the most informal type of committee in terms of process and structure, and it usually has a duration of less than a year.

General Committees are established by Bylaw but an Ad Hoc Committee may be appointed by Mayor or Council.

Although more informal, meetings must still be open to public, have minutes which get approved at a Regular Council meeting, be advertised in advance and, as other committees, do not have authority to make decisions, just recommendations to Council.

March 7, 2013

Good day Your Worship and Councillors:

I have a vision of a future that requires change, but that change will not be possible without your continued support. Over four years ago, I began an epic campaign to change the world and to transform the way people viewed their place in it. This is the fourth time I have written to this Council; and I hope that you will continue to be a part of the change I speak of. I write again of the Honey Bee.

Many people still do not realise how important Honey Bees are to our way of life. This is troubling because Honey Bees are responsible for a third of all food we eat. Honey Bees are responsible for 70 percent of our food crop pollination. They are a keystone species; the very cornerstone to the sustainability of our agriculture and the primary basis of stability for our fragile environment. This issue is ever more severe because Honey Bees continue to die at alarming and catastrophic rates in Canada and in every country where they are raised.

There are many explanations offered to illuminate or shed light on the cause or causes of Honey Bee disappearances; foremost and most sinister among them being irresponsible pesticide use, such as neonicotinoids: clothianidin, thiamethoxam and imidacloprid. This is a matter that is currently both a source of passionately emotional and scientifically paramount debate between Canadian Beekeepers and Federal and Provincial Governments. Yet, the average person continues to be left in the dark regarding these concerns which have direct and profound impact on the health of not only wildlife but all citizens of this country. Bernard Vallat, the Director-General of The World Organisation for Animal Health, warned, that "Bees contribute to global food security, and their extinction would represent a terrible biological disaster." Indeed, the demise of the Honey Bee would ensure the extinction of thousands of dependant animal and plant species, bring about the collapse of the food chain and guarantee the destruction of sustainable agriculture, our economy and the environment. As Honey Bees continue to perish, this represents a severe threat to the security of our Nation.

According to the Canadian Honey Council, “The value of honey bees to pollination of crops is estimated at over \$2 billion annually.” The Canadian Association of Professional Apiarists (CAPA) suggests that Canada sustained a national average of honey bee deaths of 29.3 % in 2011. Another source indicates that in 2012 almost 99,000 hives died or became unproductive. This amount of loss is greater than what is considered sustainable. Alarmingly, Honey Bees have been disappearing at percentages considered unsustainable for over a decade. Yet, the average person is largely unaware of this threat or what it represents.

That is why that primary of all known solutions is education, awareness and active governmental participation in a resolution to this crisis. Without understanding that there is a problem, we have seen that the general public will take for granted the severity of this global crisis. It is for this reason that I began my campaign in 2009. While it proudly originated in Saskatoon Saskatchewan, it did not end until it spread from coast to coast and found root in distant countries. I had an inspired dream that if municipal governments across Canada were to be unified by a collective, singular proclamation in dedication to the Honey Bee, that more people, through media attention, would be made aware of their alarming decline... ..And resolve to take more necessary action to save this critically important creature and prevent the permanent loss of color and vitality on our wondrous planet.

Imagine a world without blueberries, apples, oranges, broccoli, herbs, almonds, peaches, pears, and over 90 other food crops! Alternatively, imagine a world where only the rich can afford to eat a grape or a peanut! There are Billions of people around the world that already have difficulty finding nourishment in the meagre food they have. Imagine a world where even the middle-class cannot afford fruits and vegetables... ..the lower class will cease to exist and no one will be privileged enough to donate produce to food banks. The poor will starve and there will be chaos; however, this fate is still preventable. It is not yet too late; and you can be an asset in turning aside my terrible predictions. Inform your citizenry of this crisis and with your authority, call on your Provincial Government and our Federal Government to give answer to our collective appeal.

In 7 provinces across Canada and with the support of over 70 municipal governments, May 29, 2010 was recognised as the first annual “Day of the Honey

Bee”. It was officially recognised in declaration by three provincial governments – Saskatchewan, Manitoba and British Columbia and recorded in the Legislative Assembly Hansard of Alberta. The Standing Committee on Agriculture and Agri-Food Canada suggested, “That the Government (of Canada) follow in the footsteps of the Province of Saskatchewan... ..by proclaiming May 29, 2010 as the National Day of the Honey Bee and that this be reported to the House.” As a result, “Day of the Honey Bee” is currently a Motion in the House of Commons, submitted by Mr. Alex Atamanenko, Member of Parliament for BC Southern Interior, currently serving on the Standing Committee for Agriculture and Agri-Food Canada.

In 2011, this special day was endorsed for a second time by Saskatchewan, Manitoba and British Columbia; and supported by 163 municipal governments across Canada.

In 2012, I once more sent thousands of letters. Last year “Day of the Honey Bee” was again celebrated by three provinces; and 179 municipal governments; while many were issued in perpetuity. The national average of support for “Day of the Honey Bee” is just over 25% of the population of Canada! “Day of the Honey Bee” has even been celebrated in The United Kingdom and Turkey. I dearly hope that this year, that you may continue to add to this amazing success.

Furthermore, because of this amazing support, more people learned about the plight of Honey Bees. All across Canada and abroad, beekeepers, apiarists, beekeeping associations, farmer’s markets, postsecondary institutions, municipal groups and other concerned individuals planned activities and events on May 29th and the week surrounding this date, to educate and inform the public. The potential that this day possesses to stimulate the local economy, farmer’s markets and fairs; and produce revenue for local beekeepers, as well as generate research funding, if given official support by this Council, is as overwhelming as it is undeniable.

Nonetheless, even though more than a quarter of the population of Canada has supported the establishment of this day, I have not been able to gain the same level of success with many other Provincial Governments or the Federal

Government of Canada. It is my hope that with my words, you may contribute to this continued success with wisdom and the authority your station affords.

And now therefore, I do humbly request:

- (a) That your Worship and Council, on behalf of your citizenry, resolve to proclaim May 29th, 2013 as the fourth annual “Day of the Honey Bee;” and (if bylaw allows) that this proclamation be issued in perpetuity;
- (b) That in the event there is a municipal ban on beekeeping within your influence, that in collaboration with your provincial apiarist and / or local beekeepers and respecting provincial regulations, that your Worship and Council resolve to antiquate this ban and formally sanction “backyard” or hobbyist beekeeping within your jurisdiction, as has been recently experienced in other Municipal jurisdictions across Canada and the USA;
- (c) That your Worship and Council resolve to endorse the establishment of a recognised “Day of the Honey Bee” by your Provincial Government, by writing a letter of support to your respective Member of the Legislative Assembly, your respective Provincial Minister of Agriculture and your respective Provincial Apiarist.
- (d) That your Worship and Council resolve to endorse the establishment of a recognised “National Day of the Honey Bee” by the Federal Government of Canada, by writing a letter of support to all respective Members of Parliament of your jurisdiction and to Alex Atamanenko, Member of Parliament for BC Southern Interior. alex.atamanenko.a1@parl.gc.ca; atamaa@parl.gc.ca.
- (e) That your Worship and Council resolve to endorse the establishment of a recognised “National Day of the Honey Bee” by the Federal Government of Canada, by writing a letter of support to the Honourable Gerry Ritz, Minister of Agriculture and Agri-Food Canada:
 - The Honourable Gerry Ritz
 - Agriculture and Agri-Food Canada
 - 1341 Baseline Road
 - Ottawa, Ontario K1A 0C5
 - Fax: 613-773-1081
- (f) And that in the event a proclamation, endorsement and or response are issued, that the original be sent to the address and contact information

provided in this correspondence below; for the purpose of keeping accurate tally and record; and that if copies of your response are to be sent to apiarists or beekeeper-groups that they be given copies.

By these requests, it is my goal that through collective proclamation, more of the populace will be made aware of the dire threats facing the Honey Bee; not only in your region but your province, across Canada and the world.

I thank you for your time and your considerations,

Sincerely,

A handwritten signature in black ink, appearing to read "Clinton Ekdahl". The signature is fluid and cursive, with the first name "Clinton" written in a larger, more prominent script than the last name "Ekdahl".

Clinton Shane Ekdahl
Founder of "Day of the Honey Bee"
129 Avenue E South
Saskatoon, Saskatchewan, S7M 1R7
1 (306) 651 – 3955
cccsseee@hotmail.co.uk

Village of Port Clements – Council

March 05 2013

Greetings:

Pursuant to the council meeting March 4 concerning liveboards at the small craft harbour. I will comply and move my barge off the grid on or before May 31 as outlined in the agreement letter previously sent.

I would like to thank the council and the village for welcoming me there last winter. The price was low enough for me to also moor my 12 meter boat at the floats where I could take care of it and make further repairs. I felt a part of, and that I was contributing to the community.

Since the council indicated that a By-Law was not in place and there is only a policy against liveboards I would like to offer a few comments. I would lobby for keeping the situation as it is because it allows for flexibility. I heard one voice expressing knowledge of the individuals involved on the floats and another rejecting them all out of hand due to what other communities have done and that 10 people will move in and make a big mess and disrupt crew boats. I suggest that this is unrealistic because there simply isn't room. It has been my experience that generally those on the dock get along and help each other. I moved my boat from the loading area when Terry told me another crew boat was coming and he helped me do it. A few liveboards at the dock look out for problems and avoid them. There is also extra income for the Village especially in the winter time when logging activity is less.

Mine, of course is too big for the floats and I want to put it to work.

It is interesting to me that the Council, though small was well represented in the political balance. The left side which slips into 'give in to everyone and the right which closes the eyes to everyone and wants ridged businesslike policies. That right side voice is needed when someone neglects their duty to their boat , their fellows and the wharfage and needs to be put in their place. I think the village demonstrated the balance in the way they handled the two cases of liveboard and derelict.

In the decision to go rigid or flexible with liveboards I'll throw out these thoughts: A managed dock will see problems before they escalate and deal with them with humanity and common sense. This is happening at our harbour. A blanket policy creates problems down the road through lack of communication. As to sewage the word stinks. Poop does not. Micro-organisms love it. Life loves it. It's chemicals in large concentrations that pollute our oceans. Not a problem in Port Clements. (Except inter tidally where we carry it away for our own sake)

Yours Sincerely

Cliff Bell Brown



Kim

From: Sharon Ferretti <deputy@portclements.ca>
Sent: March-07-13 11:08 AM
To: cao@portclements.ca; Ian Gould; Kazamir Falconbridge; Matt Gaspar; Urs Thomas; Wally Cheer
Subject: FW: Public Comment Period - Coastal GasLink Environmental Application Information Requirements

From: Maxine Koppe [<mailto:mkoppe@nclga.ca>]
Sent: March-06-13 9:53 AM

Subject: FW: Public Comment Period - Coastal GasLink Environmental Application Information Requirements

Good Morning,

The BC Environmental Assessment Office (EAO) is holding a public comment period from March 11, 2013 to April 10, 2013 on the draft Application Information Requirements for the proposed Coastal GasLink Pipeline Project. Through this email message, we would like to encourage you to participate. The proposed Project is subject to review under the B.C. *Environmental Assessment Act*. Coastal GasLink must obtain an environmental assessment certificate before any construction can be undertaken. Over the next few months, the BC EAO will be finalizing the Application Information Requirements (AIR).

Coastal GasLink Pipeline Ltd. (Coastal GasLink) is proposing to construct and operate an approximately 650 km natural gas pipeline from near the community of Groundbirch, B.C., approximately 40 km west of Dawson Creek, B.C., to the proposed LNG Canada liquefied natural gas export facility near Kitimat, B.C.

The proposed Project involves the construction and operation of a 48-inch (1,219 mm) diameter pipeline, metering facilities at the receipt and delivery points, and one compressor station, with provision for up to an additional five compressor station sites to allow for future expansion. The proposed Project will have an initial capacity of approximately 1.7 billion cubic feet (bcf)/day (48 million cubic metres (mmcm/d)) with the potential for expansion up to approximately 5 bcf/d (142 mmcm/d).

The finalized AIR document will describe the studies, methods and information that Coastal GasLink is required to include in the application.

The BC EAO and Coastal GasLink are looking for your feedback regarding:

- Whether the proposed studies, methods and information included in the draft AIR document satisfy public interests and concerns; and,
- Whether the application should address further interests and concerns, and what those may be.

In order to provide information about the Application Information Requirements, the BC EAO is sponsoring four **Open Houses** in the proposed Project area. The BC EAO is inviting the public to attend events at:

- Burns Lake: Heritage Centre, Tuesday, March 19, 2013, 5:00 p.m. – 8:00 p.m.
- Prince George: Civic Centre, Wednesday, March 20, 2013, 5:00 p.m. – 8:00 p.m.
- Dawson Creek: Best Western Dawson Creek Hotel, Thursday, March 21, 2013, 5:00 p.m. – 8:00 p.m.
- Terrace: Best Western Terrace, Wednesday, March 27, 2013, 5:00 p.m. – 8:00 p.m.

The BC EAO will accept written comments received during the public comment period, and will require Coastal GasLink to track the issues and concerns that are identified and provide responses. You can view the draft AIR document on the BCEAO website at www.eao.gov.bc.ca. Look for the side bar: "Comment Form: Coastal GasLink Pipeline Project."

You may submit your comments on the draft AIR document directly through the BC EAO website or by fax to the BC EAO, at 250-356-7440 in Victoria. You may also mail your comments to Rachel Shaw, Project Assessment Lead, Environmental Assessment Office, P.O. Box 9426 Stn Provincial Govt, Victoria, B.C. V8W 9V1.

Please note that all submissions received by the BC EAO during the comment period in relation to the Coastal GasLink Project are considered public and will be posted on the BC EAO website.

Also note that there will be a further opportunity to comment after the application for an environmental certificate is submitted. This submission is scheduled for early 2014.

We look forward to receiving your feedback. In the meantime, if you have any questions about the Coastal GasLink Pipeline Project, please feel free to respond to this email or call us, toll free, at 1-855-633-2011.

Regards,



Jaimie Harding
Community Relations Advisor
Coastal GasLink Pipeline Project Ltd.

Toll Free: (855) 633-2011

e-mail: coastalgaslink@transcanada.com

website: www.coastalgaslink.com

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Village of Port Clements

Employee Benefits Policy

Policy No. 04, 2009

Prepared by Deputy Clerk/Treasurer Jasmine Erin Ryland

Amended by Kim Mushynsky - CAO

Adopted: September 8, 2009 by Mayor and Council

Amendment: March 18, 2013

Replaces all prior Employee Benefits Policies

Policy statement:

PREAMBLE:

The Village of Port Clements will provide the following benefits to permanent Administration and Public Works Department employees. Minimum hours are defined in each benefit (where there is no specification it shall be extended to all permanent employees).

DEFINITIONS:

"**Immediate family**" shall mean the spouse, child, parent, guardian, sibling, grandchild or grandparent of an employee, and any person who lives with an employee as a member of the employee's family as per the Employment Standards Act.

POLICY:

1. Health and Welfare

The Village will pay the percentage indicated of the monthly premium of the following benefit plans. Employee entitlement will be after three (3) months of employment, and will always be subject to the terms and conditions of the Plans and carrier requirements. The Village's liability is limited to arranging the Plans and paying the applicable premiums. The Village is not liable for any failure or refusal of coverage by a third party for any reason.

Employees who work a minimum of 24 hours per week are entitled to the following:

- | | | |
|------|-----------------------|--------------------------|
| i. | Extended Health Plan: | 100% Village |
| ii. | Dental Plan: | 50% employee/50% Village |
| iii. | Short Term Disability | 50% employee/50% Village |
| iv. | MSP | 100% Village |

Employees who work a minimum of 30 hours per week are entitled to the following:

- | | | |
|------|----------------------------------|--------------------------|
| v. | Group Life Insurance: | 50% employee/50% Village |
| vi. | Accidental Death & Dismemberment | 100%Village |
| vii. | Long Term Disability | 100% Village |

2. Superannuation Plan

The Village agrees to participate in the Pension (Municipal) Plan. The employee's entitlement to pension shall be in accordance with the Superannuation Plan, subject to the

terms and conditions of the Plan. Regular fulltime employees with a minimum of 24 hours per week shall enroll at 6 months and must enroll at 1 year.

3. **Sick Days**

- a. An employee is not entitled to receive benefits under this section for injury or sickness while working for any other employer, while self-employed or while on layoff.
- b. Employees who work permanently in the Administration or Public Works Department shall be entitled to accrue ½ a day of sick leave for each month worked to a maximum of 6 days per calendar year. Unused sick time at December 31st will carry forward and not exceed 6 days at the beginning of each year.
- c. Unused sick time can not be redeemed for cash or used for other forms of time off.
- d. Eligible employees will be entitled to use the benefit only when they are sick. An employee shall be entitled to take up to 2 days pay without a Doctors note, beyond 2 days a Doctors note may have to be provided to the supervisor. Employees that are covered under weekly indemnity shall only be permitted to use three days consecutively.
- e. The terms and provisions of extended sick leave benefits shall be as regulated under British Columbia Life and Casualty insurance benefits should the employee qualify for these benefits.

4. **Pregnancy/Parental Leave**

- a. Employees shall be entitled to the full Pregnancy/Parental Leave coverage provided under section 50 in the Employment Standards Act.

5. **Leave for Birth of Child**

The partner shall be granted two (2) days off with pay for the birth of his/her child.

6. **Leave for Adoption of Child**

An employee shall be granted three (3) consecutive days off with pay for the adoption of his/her child. An employee shall also be entitled to the Parental Leave provisions of this Policy.

7. **Bereavement & Compassionate Care Leave**

An employee is entitled to up to 3 days of paid leave on the death of a member of the employee's immediate family.

8. **Jury Duty/Witness Leave**

Employees shall be entitled to Jury duty/Witness leave under sections 55 and 56 in the Employment Standards Act.

9. **General Leave of Absence**

Leave of absence, without pay, may be granted by a Department Head to an employee requesting such leave, for good and sufficient cause. Such leave request shall be in writing, and the Department Head's reply shall be in writing and state the conditions of the return to work. Continuation of benefits may be arranged and may include the employee paying the premiums, for leave exceeding one (1) month's duration.

10. **Annual Vacation**

Each employee will be entitled to 4% vacation pay or 2 weeks vacation from 1 to 5 years and Officers and Management will be entitled to 6% vacation pay or 3 weeks vacation from 1 to 5 years. Increases will be of 2% after 5 years and continuing thereafter as per Part 7 under the Employment Standard Act. Employees are allowed to carry-forward a maximum of 5 days' vacation into the New Year. Vacation days are meant to be taken, not paid out, therefore all reasonable efforts will be made by Management and staff to see that no more than 5 days are left at year end. Part-time staff will be paid vacation pay per pay cheque.

11. **Overtime**

An employee, other than management, is entitled to overtime as per under Part 4 in the Employment Standards Act.

12. **Other**

Length of probation, salary and other items not covered by this Policy shall be set by the Clerk/Treasurer, Public Works Superintendent and/or Council.

Wally Cheer,
Mayor

Kim Mushynsky,
CAO

VILLAGE OF PORT CLEMENTS

Cheque Listing For Council

2013-Mar-13
2:14:25PM

Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
					Batch #	4803
20130116	2013-03-06	Johnny's Machine Shop		PAYMENT		553.95
			Feb 19 2013	LIFT STATION MAINTENANCE	553.95	
					Batch #	4804
20130117	2013-03-06	BC HYDRO		PAYMENT		1,134.07
			FEB 2013	BC HYDRO-OVERHEAD STREET	1,134.07	
20130118	2013-03-06	Bennett, Cheryl		PAYMENT		1,120.00
			FEB 2013	JANITORIAL CONTRACT FEB 201	1,120.00	
20130119	2013-03-06	BIG RED		PAYMENT		270.48
			12765	WEEKLY CONTAINER SERVICE I	270.48	
20130120	2013-03-06	BLUE CROSS		PAYMENT		890.64
			MARCH 2013	BENEFIT PREMIUMS MARCH 201	890.64	
20130121	2013-03-06	OBSERVER PUBLISHING C		PAYMENT		123.20
			15007	CUSTODIAL CONTRACT AD	123.20	
20130122	2013-03-06	RENCO		PAYMENT		426.56
			Feb 2013	DIESEL + GAS PURCHASES FEB	426.56	
					Batch #	4806
20130123	2013-03-07	VILLAGE OF PORT CLEME		PAYMENT		103.27
			Mar Petty Cash	PETTY CASH REPLENISH	103.27	
					Batch #	4810
20130124	2013-03-12	ClearTech industries Inc.		PAYMENT		268.80
			500410 SJC	SODIUM HYPOCHLORITE	268.80	
20130125	2013-03-12	KPMG LLP, T4348		PAYMENT		62,580.00
			44701762	TIME + COSTS RE ISSUANCE OF	62,580.00	
20130126	2013-03-12	MINISTER OF FINANCE		PAYMENT		50.00
			SM CLMS CRT	RESPONSE FOR SMALL CLAIMS	50.00	
20130127	2013-03-12	NORTH PACIFIC SEAPLAN		PAYMENT		22.00
			028583	ONE SMALL COOLER	22.00	
20130128	2013-03-12	PORT AIR CARGO		PAYMENT		22.40
			VP0213	DELIVERY FROM NPSP	22.40	
20130129	2013-03-12	XEROX CANADA LTD.		PAYMENT		40.56
			G44469416	USAGE FEES FEBRUARY 2013	40.56	
					Batch #	4812
20130130	2013-03-12	CIBC VISA		PAYMENT		1,673.96
			FEB 2013	VISA STATEMENT	1,673.96	
20130131	2013-03-12	COASTAL PROPANE		PAYMENT		985.19
			130088	ANNUAL TANK RENTAL 28165 FI	165.76	
			41702	700 LITRES PROPANE FOR FIRE	819.43	
20130132	2013-03-12	TELUS COMMUNICATIONS		PAYMENT		1,488.13
			FEB 28 2013	TELUS MONTHLY BILL	1,488.13	
					Batch #	4814
20130133	2013-03-13	C. AND C. BEACHY CONTF		PAYMENT		112.00
			607	UNLOAD CHIPPER + GRADE RO,	112.00	
20130136	2013-03-13	Fletcher, Jesse		PAYMENT		94.75
			EASTER	EASTER CANDY	94.75	
20130134	2013-03-13	North Arm Transportation Lt		PAYMENT		950.88
			SI028401	FREIGHT FROM VAN TO FERGU:	950.88	
20130135	2013-03-13	NORTHERN HEALTH AUTH		PAYMENT		150.00
			CMS201402856	LICENCE	150.00	

Total 73,060.84

*** End of Report ***

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2013 ECONOMIC DEVELOPMENT CAPACITY BUILDING

Adobe Reader 8.0+ is required to complete this application form.

If you are using an earlier version, you will not be able to save any information you enter into the form.

Adobe Reader is a free download available at: <http://www.adobe.com/products/acrobat/readstep2.html>



1. Applicant Profile

Community Name (Municipality or Regional District):	
MIEDS on behalf of Masset, Port Clements, Queen Charlotte, SQCRD Areas D and E	
Address (street, city, postal code):	
Box 652 Queen Charlotte, BC, V0T 1S0	
Telephone:	Fax:
250-559-8050	
Email:	Website (URL):
edo@mieds.ca	www.mieds.ca

2. Primary Contact Information

Primary Contact (for this application):	Position / Title:
Heather Adel	Economic Development Officer

Complete the following only if different from the above community contact information:

Address (street, city, postal code):	Telephone:
Email:	Fax:

3. Economic Development Priorities

Briefly describe the economic development goals you will be focused on this year:

MIEDS is submitting one application on behalf of the three member communities and the two SQCRD Areas D&E for the Economic Development Capacity Building. MIEDS will be focused on implementing the three year economic development strategy, which will be completed in April 2013. The strategy has three goals and a number of objectives and initiatives under each. The goals that will guide the initiatives that will be implemented in 2013 are:
 To increase collaboration and communication within industry and between governments.
 To increase employment and employability of islanders
 To decrease barriers to developmen

Outline the activities that will be undertaken to achieve these goals:

Some of the activities and initiatives that will be undertaken in 2013 are as follows:
 - Port of Haida Gwaii - the development of a container port on Haida Gwaii that will reduce transportation costs for all islanders and island businesses.
 - Provide a unified voice for islanders on development issues - for example a response to BC Ferries service cuts from an islands ec.dev. position.
 - Get the remaining volume under the Forest License to Cut up for sale.
 - Enhance our social media presence and develop a mobile web site

4. Economic Development Collaboration

Applicants may collaborate with another municipality, regional district, First Nations band, tourism/industry association or Northern Development on economic development projects and initiatives. Please outline any specific projects or initiatives that will be undertaken this year.

Partner(s):	Concise description of collaborative project or initiative:	Amount (\$):
Masset	Community Forest	\$ 5,000
Port Clements	Community Forest	\$ 5,000
Queen Charlotte	Community Forest	\$ 5,000
SQCRD Areas D&E half the SQCRD allocation will come to the island, the other half will stay on the mainland	Community Forest	\$ 2,500
COLLABORATIVE FUNDING REQUEST SUB-TOTAL:		\$ 17,500

5. Base Economic Development Budget

Please outline all anticipated expenses in the municipality's or regional district's annual economic development budget. For the purposes of calculating the incremental economic development funding request, please do not include collaborative projects identified in Section 4.

Economic development activity description:	Base budget / contribution for each economic development activity:	Incremental funding for each economic development activity (if applicable):	Total budgeted expense per economic development activity:
Economic Development Officer Salary (if applicable)	\$ 10,000	\$ 75,000	\$ 85,000
Personnel	\$ 5,000	\$ 25,000	\$ 30,000
Travel	\$ 0	\$ 5,000	\$ 5,000
MIEDS Office / Administration	\$ 2,500	\$ 0	\$ 2,500
	\$ 0	\$ 0	\$ 0
	\$ 0	\$ 0	\$ 0
	\$ 0	\$ 0	\$ 0
	\$ 0	\$ 0	\$ 0
	\$ 0	\$ 0	\$ 0
	\$ 0	\$ 0	\$ 0
	\$ 0	\$ 0	\$ 0
0	\$ 17,500	\$ 105,000	\$ 122,500
ANNUAL CAPACITY BUILDING FUNDING REMAINING	BASE LOCAL GOVERNMENT ECONOMIC DEVELOPMENT BUDGET	REQUESTED INCREMENTAL ECONOMIC DEVELOPMENT CAPACITY BUILDING FUNDING (MAXIMUM \$30,000)	TOTAL ECONOMIC DEVELOPMENT BUDGET

→ This table demonstrates how Northern Development funding is incremental to your base economic development budget. Annual approval is based on incremental spending over base budget amounts. The incremental funding requested for economic development activities has exceeded the annual capacity building funding remaining. The total requested incremental economic development capacity building funding has been reduced to the remaining amount available.

7. Attachments

Please list all documents attached to this application:

Document Name:
1) Required: <i>Municipal or regional district economic development budget for the year of this application</i>
2) Resolution of support Village of Masset
3) Resolution of support Village of Port Clements
4) Resolution Village of Queen Charlotte & Resolution SQCRD Areas D&E

8. Total Funding Request

A maximum annual grant of \$35,000 is available under the Economic Development Capacity Building program per municipality or regional district. Municipalities and regional districts can also access a number of annual economic development programs offered by Northern Development in addition to the \$35,000 grant. Based on the information provided within this application, the breakdown of the funding request is as follows:

	Amount (\$):
Collaborative Funding:	\$ 17,500
Incremental Economic Development Funding:	\$ 105,000
TOTAL FUNDING REQUEST:	\$ 35,000

9. Authorization and Agreement to Reporting Requirements

I AFFIRM THAT the information in this application is accurate and complete, and that the project proposal, including plans and budgets, is fairly presented. I agree that once funding is approved, any change to the project proposal will require prior approval of Northern Development Initiative Trust (Northern Development).

I also agree to submit report reporting materials as required by Northern Development, and where required, financial accounting for evaluation of the activity funded by Northern Development. I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act.

I agree to publicly acknowledge funding and assistance by Northern Development.

I authorize Northern Development to make any enquiries of such persons, firms, corporations, federal and provincial government agencies/departments and non-profit organizations operating in my organization's field of activities, to collect and share information with them, as Northern Development deems necessary, in order to reach a decision on this application, to administer and monitor the implementation of the project and to evaluate their results after project completion.

I agree that information provided in this application form may be shared with the appropriate Regional Advisory Committee(s), Board of Directors, and consultants.

If approved for economic development capacity building funding, our organization agrees to:

1. Provide reporting on the impacts of economic development activities for the year of this application.
2. Provide financial reporting including a project / economic development ledger demonstrating costs were incurred with invoice copies for amounts over \$5,000.

Name: Heather Adel
Organization Signing Authority

Title: Economic Development Officer

Date: March 5, 2013

10. Submitting Your Application

Completed funding application forms should be provided electronically to Northern Development by email.

Email info@northerndevelopment.bc.ca



The Village of
PORT CLEMENTS

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

January 4th, 2010

Attention: Residents along Bayview Drive

Port Clements Village Council is reviewing their Strategic Planning that was done in 2009. A study was done 1993 and \$480,000.00 was established to provide sewer hookup to the residents along Bayview Drive that are currently on septic systems.

We are offering to you to choose one of the three following options that would best reflect your opinion:

1. Willing to pay for the sewer hookup at a rate of _____.
2. Share the amount with the Village with a possible 50/50 grant.
3. Do not want to participate with a Sewer hookup.

Thank you for opinions

NB-1

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
A17	04-03-2013	Barge Facility Public Meeting	Cheer	Present Business Study Report sometime in April