

CAO



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 Tuesday, May 21, 2013

AGENDA

1. ADOPT AGENDA.

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

3. MINUTES.

M-1-Regular meeting of Council Monday, May 6, 2013

M-2-Special meeting of Council Monday, May 13, 2013

M-3-Regular meeting of Emergency Planning Committee Thursday, January 17, 2013

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

5. ORIGINAL CORRESPONDENCE.

C-1-Greater Massett Food Bank Letter of Support

C-2-Tsunami Debris Coordinating Committee Letter of Support

6. GOVERNMENT.

G-1-Bylaw #402, 2013 Amending Zoning Bylaw #184, 1990 –3rd reading, and Reconsider and Adopt.

G-2-Bylaw #399, 2013 Development Permits, Development Variance Permits, and Temporary Use Permits – Reconsider and Adopt.

7. FINANCE.

F-1- Cheque Listing May 15, 2013

F-2-CIBC bank statement April 2013.

F-3- NSCU bank statement April 2013.

8. NEW BUSINESS.

NB-1- Report to Council – Superintendent Public Works

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 May 6, 2013 in the Council Chambers.

Present:

Mayor Cheer
Councilor Thomas
Councilor Falconbridge
Councilor Gaspar

CAO Kim Mushynsky

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

1. ADOPT AGENDA.

2013-122 - Moved by Councilor Gaspar, seconded by Councilor Thomas
THAT the agenda be adopted with the following amendments – add NB7 – Sewer Survey Results & NB8 Sustainable Community Workshop.

CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

3. MINUTES.

M-1 – Regular Meeting of Council Monday April 15, 2013

2013-123 – Moved by Councilor Gaspar, seconded by Councilor Falconbridge

THAT we accept the minutes from the April 15, 2013 Regular Council meeting as presented.

CARRIED

M-2 – Tourism Committee Minutes January 25, 2013

2013-124 – Moved by Councilor Falconbridge, seconded by Councilor Gaspar

THAT we accept the minutes from the January 25, 2013 Rec Committee meeting as presented.

CARRIED

M-3 – Barge Committee Minutes April 28, 2013

2013-125 – Moved by Councilor Falconbridge, seconded by Councilor Thomas

THAT we accept the minutes from the April 28, 2013 Barge Committee meeting as presented.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

5. ORIGINAL CORRESPONDENCE.

C-1 – Tlell Fall Fair request for support

2013-126 - Moved by Councilor Thomas, seconded by Councilor Gaspar

THAT we receive and file this information.

CARRIED

C-2 – Haida Gwaii Golf Tournament for Literacy

M-1

2013-127 – Moved by Councilor Thomas, seconded by Councilor Gaspar
THAT we receive and file this correspondence.

CARRIED

6. GOVERNMENT.

G-1 – Bylaw #404, 2013 – Rate Setting Bylaw

2013-128 – Moved by Councilor Gaspar, seconded by Councilor Falconbridge
THAT we do 1st, 2nd & 3rd reading for Bylaw #404, 2013

CARRIED

G-2 – Bylaw #402, 2013 – Zoning Amendment Bylaw

2013-129 – Moved by Councilor Falconbridge, seconded by Councilor Gaspar
THAT we do 1st & 2nd reading of Bylaw #402, 2013

CARRIED

G-3 – Bylaw #399, 2013 – Development and Temporary Use permits

2013-130 – Moved by Councilor Falconbridge, seconded by Councilor Gaspar
THAT we have 3rd reading for Bylaw #399, 2013

CARRIED

7. FINANCE.

F-1 – NSCU March 2013 Bank Statement

2013-131 – Moved by Councilor Falconbridge, seconded by Councilor Gaspar
THAT we receive and file the bank statement.

CARRIED

F-2 – CIBC March 2013 Bank Statement

2013-132 – Moved by Councilor Gaspar, seconded by Councilor Falconbridge
THAT we receive and file the bank statement.

CARRIED

F-3 – 1st Quarter Revenue & Expense review for Village of Port Clements

2013-133 – Moved by Councilor Gaspar, seconded by Councilor Falconbridge
THAT we accept the Revenue & Expense report as presented.

CARRIED

F-4 – Cheque listing to May 1, 2013

2013-134 – Moved by Councilor Falconbridge, seconded by Councilor Gaspar
THAT we accept the cheque listing as presented.

CARRIED

8. NEW BUSINESS.

NB-1 – Recommendation from Tourism Committee

At 7:10pm Mayor Cheer excused himself from the meeting with a declared Conflict of Interest and turned over the Chair to Councilor Thomas and left the room.

2013-135 – Moved by Councilor Falconbridge, seconded by Councilor Gaspar

THAT we accept the recommendations from the Tourism committee and proceed to write a letter to the Historical Society.

CARRIED

At 7:15pm Mayor Cheer returned to Chambers and resumed Chair for the remainder of the meeting.

NB-2 – Report to Council – Janitorial Contract

2013-136 – Moved by Councilor Falconbridge, seconded by Councilor Gaspar
THAT we proceed with the recommendations of the Administrator

CARRIED

NB-3 – Report to Council – Site Alteration Permit

2013-137 – Moved by Councilor Falconbridge, seconded by Councilor Thomas
THAT we table this topic until after our Public Meeting concerning the Barge Facility.

MOTION DEFEATED

NB-4 – Report to Council – Business Façade program

2013-138 – Moved by Councilor Thomas, seconded by Councilor Falconbridge
THAT we open this topic for discussion.

CARRIED

2013-139 – Moved by Councilor Thomas, seconded by Councilor Falconbridge
THAT we proceed with the application for funding the Business Façade program.

CARRIED

NB-5 – Locations identified as nuisance properties

2013-140 – Moved by Councilor Gaspar, seconded by Councilor Thomas
THAT we open this topic for discussion.

CARRIED

2013-141 – Moved by Councilor Thomas, seconded by Councilor Falconbridge
THAT we proceed with the three properties as prioritized being #6 Bayview Drive, #4 Bayview Drive and #3 Dyson Road.

CARRIED

NB-6 – Council support to apply to NDIT on behalf of the Barge Committee

2013-142 – Moved by Councilor Thomas, seconded by Councilor Gaspar
THAT we open this topic for discussion.

CARRIED

2013-143 – Moved by Councilor Thomas, seconded by Councilor Gaspar
THAT we table the NDIT funding request.

CARRIED

NB-7 – Sewer Survey Results

2013-144 – Moved by Councilor Gaspar, seconded by Councilor Thomas
THAT we receive and file the Survey results.

CARRIED

NB-8 – Sustainable Community workshop

2013-145 – Moved by Councilor Thomas, seconded by Councilor Gaspar
THAT Council be encouraged to review the Sustainable Communities website to perhaps consider sending someone to the workshop in November 2013.

CARRIED

9. ACTION ITEMS: Directed the Administrator to work with Council members to determine a date and agenda for the RCMP Community Meeting.

10. REPORTS AND DISCUSSIONS.

Mayor Cheer – Sunset park cleanup, Mayor's Caucus in Prince George, tourism mtg., barge mtg.

Councilor Falconbridge – request to consider upgrades to concession at the Community Park

Council Gaspar – Tourism mtg, Sunset Park cleanup, mtg with NDP candidate

Councilor Thomas – Sunset Park cleanup, Fisheries mtgs, mtg with NDP candidate

Administrator – barge mtg, mtg with NDP candidate, Youth Art Show opening, tax training with Sharon

ADJOURNMENT.

2013-146 - Moved by Councilor Gaspar, seconded by Councilor Falconbridge

THAT the meeting be adjourned at 8:30pm

CARRIED

Wally Cheer,
Mayor

Kim Mushynsky,
Clerk/Treasurer



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Minutes of the Special Meeting of the Port Clements Council held Monday May 13, 2013 in the Council Chambers.

Present:

Mayor Cheer
Councilor Gould
Councilor Falconbridge
Councilor Gaspar

CAO Kim Mushynsky

Mayor Cheer called the meeting to order at 6:30pm

1. ADOPT AGENDA.

Moved by Councilor Falconbridge, seconded by Councilor Gaspar
THAT the agenda be adopted with the following amendment – add NB3 – Village Cleanup.
CARRIED

2. NEW BUSINESS.

NB-1 – Bylaw #404, 2013 Tax Rate Bylaw for Reconsider & Adopt
Moved by Councilor Gaspar, seconded by Councilor Falconbridge
THAT we reconsider and adopt Bylaw #404, 2013.
CARRIED

NB-2 – Report to Council – Site Alteration Permit
Moved by Councilor Gaspar, seconded by Councilor Gould
THAT we proceed with the recommendations of the Administrator for the Site Alteration Permit
CARRIED

NB-3 – Village Cleanup
Discussion only, date set for Sunday May 26, 2013.

ADJOURNMENT.

Moved by Councilor Gould, seconded by Councilor Gaspar
THAT the meeting be adjourned at 7:00pm
CARRIED

Wally Cheer,
Mayor

Kim Mushynsky,
Clerk/Treasurer



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Minutes from the January 17, 2013 Emergency Planning Committee Meeting
Emergency Command Centre (Upstairs Firehall)

Present:

Chair – Kaz Falconbridge
Jane Wilson – Emergency Co-ordinator
Marion Pearce – SD #50
Sergeant Blake Ward – RCMP
Cst. Patrick Higgins – RCMP
Cst. Calvin Aird – RCMP
Kim Mushynsky – CAO

Marilyn Bliss - volunteer
Maureen Bailey - volunteer
Wally Cheer - Mayor
Ryan Brown - PCVFD
Craig Beachy - PCVFD
Marie Suchla – Tlell EPC Coordinator

The meeting was called to order at 7:00pm

1. ADOPT AGENDA

Moved by Jane Wilson, seconded by Blake Ward that the agenda be adopted as presented.

CARRIED

2. MINUTES

M-1 – October 4, 2012 Minutes

Moved by Jane Wilson, seconded by Blake Ward that the minutes from the October 4, 2012 Emergency Committee meeting be accepted as presented.

CARRIED

3. BUSINESS ARISING & UNFINISHED BUSINESS

BA-1 – Action Report since Oct. 4 meeting

Moved by Blake Ward, seconded by Ryan Brown that the Emergency Planning Committee purchase radio's for the Emergency Coordinator and the Mayor.

CARRIED

4. CORRESPONDENCE

5. NEW BUSINESS

NB-1 – Develop a Marine disaster response plan (per Council recommendation)
Kim to have a draft plan ready for next EPC meeting in April.

NB-2 – household one page document for distribution/education
Kim to develop a draft which is a blend between Masset's and Queen Charlotte's documents and get out for electronic approval before end of February.

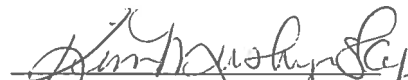
Other issues discussed:

- RCMP working on radio frequency/permissions to assist in communication issues also working on a global notification system to compliment EMBC system.
- Reinforced that child care for first responders is a BIG priority
- We need keys for the EOC – we are accessing this room via convoluted means
- We should consider an educational booth at Canada Days – perhaps have 3 day paks for sale (and/or for a prize)
- Ryan to help with the computer set-up of the EOC

6. ADJOURNMENT

Moved by Ryan Brown to adjourn.
Adjourned at 8:20pm


Kaz Falconbridge – Chair


Kim Mushynsky - CAO



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May 3, 2013

To: Whom it may concern

Re: Greater Massett Food Bank

The Village of Port Clements is happy to supply this letter of support for the Greater Massett Food Bank. This organization supports a large area including Port Clements and we recognize the need for this type of service in our communities. We understand that this year's application includes funding for gardening to support local food security which we feel, if properly maintained, will provide top quality produce at less cost to the organization which will provide direct benefits to the recipients.

We wish them luck in their endeavors.

Sincerely,

Kim Mushynsky – CAO
Village of Port Clements

C-1
Scanned to
email 11:20am



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Date: May 21, 2013

Attention: Lucy Stefanyk, Tsunami Debris Coordinating Committee

RE: Support for Haida Gwaii Tsunami Debris Management Program 2013-2014

The Village of Port Clements is writing to express our support for the Tsunami Debris Management Program as described in the attached funding proposal. This comprehensive approach addresses the issue of managing local tsunami debris for both the current and future actions that require our concerted efforts.

Sincerely,

Mayor Wally Cheer

HAIDA GWAII TSUNAMI DEBRIS MANAGEMENT PROGRAM 2013-2014

Communities:

Skidegate
Old Massett
Village of Masset
Village of Port Clements
Village of Queen Charlotte

Partners:

Province of BC
Gwaii Haanas
Haida Fisheries Program
HG Marine Stewardship Group
SQC Regional District
School District 50



Goal: Acquire funding for Island-wide marine debris management, monitoring and clean-up.

Introduction: In March 2011, an earthquake-caused tsunami struck Japan, killing and injuring thousands and destroying coastal communities. Tsunami debris has already landed along the B.C. coast. Although it is unknowable when, where, and how much debris will beach over time, debris pollutes beach ecosystems, is ugly and introduces invasive species. This event increased the profile of a long-standing challenge of debris accumulation on island beaches - for which there has been no coordinated assessment or management. In response to this chronic threat, a Haida Gwaii-based coalition has formed to develop a strategy to scope the problem and develop a Marine Debris Management Program (MDMP) using volunteer and contract resources.

Activity Summary

Summer 2013:

- ID key locations for cleanup and long-term monitoring through existing data, local knowledge and accessibility constraints
- organize beach cleanups – perhaps combine contract and volunteer opportunities
- document beach cleanups

Fall 2013:

- hire local contractor to map sites and develop protocols for recording the established *front country* (multiple drive-in visit) and *back country* (annual boat visit) monitoring sites

Spring\Summer 2014:

- implement cleanup program
- use a combination of volunteer *front-country* and contracted *back-country* sites to record and cleanup debris

Proposed activities and budgets include:

- **Debris Site Inventory** – Document/map debris accumulation sites, ID key locations for cleanup and long term monitoring through existing data, local knowledge and site visits. **\$5,000.**
- **Establish/Clean Monitoring Sites** - Select 4 back-country and 4 front-country monitoring sites for cleanup in 2013. Devise on-going accumulation survey protocol before 2014 field season. For monitoring starting in 2014 field season, use volunteers for front country beaches and contractors for backcountry beaches (annual visits). For transport to sites, initial cleanup and reporting at: (1) *Back-country* sites; contract 10 site visits, ~\$2,500\ d x 10d = \$25,000, and (2) *Front-country* sites; volunteer program engages the public using the more accessible sites, includes vehicle mileage and supplies = \$5,000. **\$30,000 per year**
- **Public Education** - Create a brochure for outreach and volunteer recruitment; to contain partnership ethos, management plan overview, current debris status/threats, and reporting instructions. **\$3,000.**
- **Storage & Disposal** – ID storage-disposal (sort, transport, land-fill, recycle, re-use, take off-island, shred, incinerate). 2013 likely greatest amount – less for cleaned monitored beaches starting in 2014. **\$10,000.**
- **Protocol Development** – After the first field season, engage an on-island contractor to develop a debris monitoring and assessment protocol, for back- and front-country sites, fitting with island realities, province-wide concerns and is sustainable over the long-term. **\$8,000.**

2013 Project Activities, Timeline & Budget Summary (Total \$56,000)

Activity	Budget	Time frame
Debris Site Inventory	\$5,000	May –June
Establish/Clean Monitoring Sites	\$30,000	June-August
Public Education	\$3,000	June – ongoing
Storage and/or Disposal	\$10,000	June – ongoing
Protocol Development Contract	\$8,000	October 2013 – May 2014

2014 Project Activities, Timeline & Budget Summary (Total \$30,000)

Activity	Budget	Time frame
Establish/Clean Monitoring Sites	\$30,000	June-August

Stakeholders - Island-wide coordination by MDMP partnership with stakeholders; 4 levels of Government, HG Marine Stewards, Haida fisheries, NGOs, communities, schools and citizens.

Consultation - Consult islanders, establish consensus on MDMP, get support letters for funding.

In Kind Contributions – Where practical, partners will endeavor to share resources to maximize project efficiency and outcomes (coordinated travel\transport scheduling, sharing equipment).

VILLAGE OF PORT CLEMENTS

BYLAW NO.402, 2013

Being a bylaw to amend the Zoning Bylaw #184, 1990

WHEREAS the Council for the Village of Port Clements has deemed it equitable to change the wording of Section 4.14 of the zoning bylaw;

Section 4.14 Home Occupations currently states that:

“A professional practice or home occupation, as defined in Part 1 of this Bylaw, is permitted in all zones except the multiple-family (RM-1) zone, subject to the following requirements:”.

NOW THEREFORE the Council for the Village of Port Clements, in open meeting assembled, changes the wording as follows:

Section 4.14 Home Occupations

A professional practice or home occupation, as defined in Part 1 of this Bylaw, is permitted in all zones except the multiple-family (RM-1) zone, unless the lot within the RM-1 zone is actually a single family dwelling and not a multi-family dwelling as indicated by the zoning, subject to the following requirements:

READ A FIRST TIME THIS 6 DAY OF MAY , 2013.

READ A SECOND TIME THIS 6 DAY OF MAY , 2013.

READ A THIRD TIME THIS DAY OF , 2013.

RECONSIDERED AND FINALLY ADOPTED THIS DAY OF , 2013.

WALLY CHEER
MAYOR

KIM MUSHYNSKY
CLERK/TREASURER

CERTIFIED A TRUE COPY OF VILLAGE OF
PORT CLEMENTS FINANCIAL PLAN, BYLAW NO. 402, 2013

Notes to Bylaw #402, 2013 process

Per Part 26, Division 4, Section 890 of the Local Government Act, we need to do first reading of this Zoning Bylaw amendment. Once we have done first reading then we need to advertise the change and hold a public meeting. Once that has been completed we can do 2nd & 3rd reading AND reconsider and adopt all at the next meeting (this is an exception to normal proceedings which indicate that you can't reconsider and adopt at the same meeting that 3rd reading was done).

So the timeline looks like this:

May 6th Regular Council meeting have 1st reading of Bylaw #402, 2013

At 6:30pm on May 21st we will have a public meeting concerning this proposed change in the Zoning Bylaw. Following that meeting we will move into the Regular Council meeting and, if there is no reason not to, we can do all the final steps so the Bylaw is adopted at that meeting.

Prior to the 21st meeting I will do the necessary advertising and send letters to all householders currently located within the multi-family zone.

VILLAGE OF PORT CLEMENTS

BYLAW #399, 2013

A Bylaw to provide the form, procedure and applicable fees for the issuance of Development Permits, Development Variance Permits and Temporary Use Permits.

WHEREAS Council, pursuant to Sections 920, 921 & 922 of the Local Government Act, has the authority to require an owner to obtain a Development Permit, Development Variance Permit or Temporary Use permit and set the fees and procedures for such permit;

AND WHEREAS the Council of the Village of Port Clements have adopted Official Community Plan and Zoning Bylaws to direct them in decision making

NOW THEREFORE the Council of the Village of Port Clements, in open meeting assembled enacts as follows:

1 – Administration

- 1.1 This Bylaw may be cited as Bylaw #399, 2013 – Development, Variance and Temporary Use Permits and takes effect as of the date of adoption
- 1.2 Bylaw #213, 1990 and Bylaw #194, 1988 and any amendments are hereby repealed.
- 1.3 If any portion of this Bylaw is found invalid by a court of competent jurisdiction, it shall be severed and the severance shall not affect the validity of the remainder of the Bylaw.
- 1.4 In the case of Temporary Use permits the term temporary may vary from application to application but under no circumstances shall a permit be issued which extends beyond two years from the date of issuance.

2 – Scope

- 2.1 This Bylaw shall apply to applications to amend the Official Community Plan, Zoning Bylaw and the issuance of Development Permits, Temporary Use Permits and Development Variance Permits.
- 2.2 The entire area included in the Official Community Plan Bylaw #398, 2013 is hereby designated by Council as an area where Development Permits, Development Variance Permits and Temporary Use Permits may be allowed pursuant to Section 920.2 of the Local Government Act. The purpose of this designation is to provide Council with the ability to consider the issuance of a permit pursuant to Sections 920, 921 & 922 of the Local Government Act.

3 – Application

- 3.1 Applications shall be made by the owner of the land involved or by a person authorized by the owner in writing. All joint tenants and tenants in common must sign the application.
 - 3.2 All applications shall be made on the forms provided on Schedule "B" attached to and forming a part of this Bylaw and shall, at a minimum, contain the following information:
 - 3.2.1 Name, address and signature of applicant
 - 3.2.2 Name, address and signature of registered owner(s) if different
 - 3.2.3 Legal description and civic address of property
 - 3.2.4 Present and proposed OCP and Zoning designations
 - 3.2.5 Description of the existing and proposed use(s)
 - 3.2.6 Two (2) copies of a site plan that illustrates existing and proposed buildings, setbacks, parking and landscaping
 - 3.2.7 Reasons, comments or plans in support of the application.
 - 3.3 Applications shall be submitted with the fees specified in Schedule "A" attached to and forming part of this Bylaw. An application is not made until all required fees and documentation have been received by the Village of Port Clements.
- 4 – Application Review Procedure
- 4.1 The application shall be reviewed by Village Administration staff to ensure it is complete and the proper fees have been applied. The application will then be reviewed to the Public Works staff for comment. Finally the application will be referred to any applicable agencies for comment.
 - 4.2 After 4.1 is complete the application will be referred to a Regular Meeting of Council. Any comments or recommendation by Administration, Public Works staff or referral agencies will accompany the application.
- 5 – Notice
- 5.1 Notice of a Public Hearing on the adoption of an OCP or zoning Bylaw amendment, or notice that the Council proposes to pass a resolution to issue a Development, Development Variance or Temporary Use Permit, shall be mailed to all property owners and tenants within 60 metres from the legal boundary of the subject property.
 - 5.2 Notice shall also be advertised in the local weekly paper for two consecutive weeks prior to the meeting date, shall be posted on a public board at the Administration office for at least two weeks prior to the meeting date and shall be posted in at least two other public locations two weeks prior to the meeting date.

6 – Permit Approval Procedure

6.1 After the application has been reviewed by all necessary agencies, considered by Council and completed the Public Hearing process, Council shall, by resolution:

6.1.1 Authorize the permit application as requested

6.1.2 Authorize the permit application as amended by Council in its resolution

6.1.3 Refuse the issuance of a permit

6.2 Council and Staff will make every effort to have a decision to the applicant within 120 days of application; however, this is not a guarantee that that timeline will be attainable.

6.3 Where an application has been refused by Council, Staff shall notify the applicant in writing within five (5) working days immediately following the date of refusal.

6.4 Subject to the requirements of the Local Government Act, re-application for a Bylaw amendment or permit that has been refused by Council shall not be considered within a six (6) month period immediately following the date of refusal.

READ A FIRST TIME THIS 15th DAY OF APRIL, 2013

READ A SECOND TIME THIS 15th DAY OF APRIL, 2013

READ A THIRD TIME THIS 6 DAY OF MAY , 2013

RECONSIDERED AND ADOPTED THIS DAY OF , 2013

Wally Cheer – Mayor

Kim Mushynsky - Administrator

Certified to be a true copy of the Development, Variance and Temporary Use Permit Bylaw #398, 2013

SCHEDULE A – DEVELOPMENT, VARIANCE AND TEMPORARY USE PERMIT BYLAW # 399, 2013

FEE SCHEDULE

1. Joint Official Community Plan & Zoning Bylaw Amendments	\$ 600.00
2. Official Community Plan or Zoning Bylaw Amendment	\$ 450.00
3. Temporary Use permit – less than 120 days	\$ 50.00
4. Temporary Use permit – 4-24 month	\$ 100.00
5. Development Permit	\$ 175.00
6. Development Variance Permit	\$ 175.00
7. Development Permit Amendment	\$ 100.00

Applications withdrawn, in writing, before staff and agency reviews are finalized shall be eligible for a 75% refund of the application fee.

Applications withdrawn, in writing, after all reviews are complete, but before the Public Consultation has been held, shall be eligible for a 50% refund of the application fee.

SCHEDULE B – DEVELOPMENT, VARIANCE AND TEMPORARY USE PERMIT BYLAW # 399, 2013

APPLICATION FORM

APPLICATION TYPE:

Joint OCP & Zoning Amendment (\$600.00)
 Temporary Use <120 days (\$50.00)
 Development Permit (\$175.00)
 Development Permit Amendment (\$100.00)

OCP or Zoning Amendment (\$450.00)
 Temporary Use 4-24 months (\$100.00)
 Development Variance Permit (\$175.00)

APPLICANT INFORMATION

APPLICANT:

Name(s): _____

Mailing Address: _____

Phone: _____

Fax/Email: _____

REGISTERED OWNER(S):

Name(s): _____

Mailing Address: _____

Phone: _____

Fax/Email: _____

SUBJECT PROPERTY INFORMATION

Civic address: _____

Legal Description: _____

Description of the present use of the property: _____

Existing OCP designation: _____

Existing Zoning designation: _____

Proposed OCP designation: _____

Proposed Zoning designation: _____

PROPOSAL DESCRIPTION (supplemental letter of intent/rationale is encouraged)

ATTACHMENT CHECKLIST

PLEASE ATTACH THE FOLLOWING FOR ALL APPLICATIONS:

1. Letter of Authorization if the applicant is other than the Registered owner(s).
2. Site Plan showing:
 - a. Location of existing and proposed buildings and structures, lot dimensions and setbacks.
 - b. Parking areas, garbage areas and landscaping.
 - c. North arrow and scale
 - d. Measurements in metric (imperial measurements may also be included)
3. Supplemental letter of intent & rationale is strongly encouraged but not required – however lack of this information could hinder agencies in making a favourable decision.
4. Other information you feel would be helpful or necessary to assess the development proposal.

AUTHORIZATION

As the applicant or approved agent, I hereby make application in accordance with the above-stated information and declare that the statements are true and correct.

I understand that this application form is a public document and that any and all information contained in it, including personal information as defined in the Freedom of Information and Protection of Privacy Act (FOIPPA) BC, is open for inspection by the public and may be reproduced and distributed to the public as part of a report(s) to Council or for purposes of a Public Hearing.

I acknowledge that fees per the Village of Port Clements Development, Variance and Temporary Use Permit Bylaw #399, 2013 do not imply or guarantee application approval.

Applicant Signature: _____

Date: _____

Witness to Applicant Signature: _____

Printed name of Witness: _____

VILLAGE OF PORT CLEMENTS

Cheque Listing For Council

2013-May-15
1:43:46PM

Cheque #	Cheque Date	Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
						Batch #	4875
20130220	2013-05-02	BAYVIEW MARKET			PAYMENT		82.18
			10-2-75-00-00	REC COMM	FOOD FOR MOVIE NIGHTS	82.18	
20130221	2013-05-02	Inlet Networking Computer			PAYMENT		30.00
			10-2-12-11-20	007	DEPUTY'S PC ACCESS TO BANK	30.00	
						Batch #	4884
20130228	2013-05-15	ALAN K HOOPER INC			PAYMENT		4,928.77
			10-2-12-10-40	AH-741-9091	AUDIT 2013	4,928.77	
20130229	2013-05-15	BIG RED			PAYMENT		253.58
			10-2-71-21-15	12909	WEEKLY CONTAINER SERVICE	253.58	
20130230	2013-05-15	C. AND C. BEACHY CONTF			PAYMENT		735.00
			10-2-71-89-30	622	WORK AT SHORELINE PARK + S	735.00	
20130231	2013-05-15	CHEER, JOHN WALLACE			PAYMENT		695.15
			10-2-11-10-20	Mayors' Caucus	MAYORS' CAUCUS APRIL 25-MA	695.15	
20130232	2013-05-15	DATAMARK SYSTEMS			PAYMENT		178.62
			10-2-12-11-00	124790	LASER CHEQUE PAPER	178.62	
20130233	2013-05-15	MUNICIPAL INFORMATION			PAYMENT		288.34
			10-2-12-11-20	20130401	FINANCE SOFTWARE SUPPORT	288.34	
20130234	2013-05-15	Mushynsky, Kim			PAYMENT		1,109.35
			10-2-12-10-25	Risk Mgmt	RSK MGMT SEMINAR MAY 8-11,	1,109.35	
20130235	2013-05-15	OBSERVER PUBLISHING (PAYMENT		173.25
			10-2-12-11-50	15405	TOWN HALL MEETING	57.75	
			10-2-12-11-50	15428	PUBLIC MEETING - BARGE	115.50	
20130236	2013-05-15	TELUS COMMUNICATIONS			PAYMENT		1,524.75
			30-2-41-50-00	APR 2013	W S + Pumphouse	227.03	
			10-2-71-21-15	APR 2013	P Wks Afterhrs + MPBC	540.57	
			10-2-24-70-10	APR 2013	Firehall	550.11	
			40-2-42-90-40	APR 2013	W S	68.40	
			10-3-22-00-00	APR 2013	GST	68.11	
			10-3-22-00-01	APR 2013	PST	70.53	
20130237	2013-05-15	XEROX CANADA LTD.			PAYMENT		74.39
			10-2-12-11-30	G44689540	USAGE FEES APRIL 2013	74.39	

Total 10,073.38

*** End of Report ***



CIBC Business Operating Account™ Statement

COPY

*0114214

00180 013/000410 (A)
VILLAGE OF PORT CLEMENTS
PO BOX 198
PORT CLEMENTS BC V0T 1R0

For Apr 1 to Apr 30, 2013

Account number
00180 93-00813

Branch transit number
00180

Account summary

Opening balance on Apr 1, 2013		\$197,814.52
Withdrawals	-	118,411.40
Deposits	+	9,158.06
Closing balance on Apr 30, 2013	=	\$88,561.18

Your authorized overdraft limit: \$189,510.00

Contact information

1 800 465 CIBC (2422)

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

TTY hearing impaired
1 800 465 7401

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

www.cibc.com

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

Transaction details

Date	Description	Withdrawals (\$)	Deposits (\$)	Balance (\$)
Apr 01	Opening balance			\$197,814.52
Apr 01	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		80.00	197,894.52
	DEBIT MEMO CHARGE FOR MAR CIBC EFT SERVICE CHARGE	64.54		197,829.98
	Cheque 20130127 000000060034567	22.00		197,807.98
	Cheque 20130107 000000060034569	22.00		197,785.98
Apr 02	Cheque 20130143 000000060211661	814.89		196,971.09
Apr 03	CREDIT MEMO INT @ 0.2500% CIBC-AUTOMATED INTEREST SYSTEM		44.83	197,015.92
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		60.00	197,075.92
	DEBIT MEMO SETTLEMENT: 0065 CIBC DATA CENTRE: 00	5,710.03		191,365.89
Apr 04	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		168.87	191,534.76
	Cheque 20130152 000000059061959	123.20		191,411.56
	Cheque 20130089 000000059127602	16,583.00		174,828.56

(continued on next page)

110-114214

F.2

CIBC Business Operating Account Statement

For Apr 1 to Apr 30, 2013

Account number: 00180 93-00813

Branch transit number: 00180

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Transaction details (continued)

Date	Description	Withdrawals (\$)	Deposits (\$)	Balance (\$)
Apr 04	Balance forward			\$174,828.56
Apr 05	DEBIT MEMO Apr 05, 2013 Municipal Pensi	920.38		173,908.18
	Cheque 20130148 000000060388943	890.64		173,017.54
	Cheque 20130146 000000060391380	510.98		172,506.56
	Cheque 20130153 000000060463285	28.84		172,477.72
	Cheque 20130156 000000060491785	1,344.00		171,133.72
Apr 09	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		200.00	171,333.72
Apr 10	Cheque 20130164 000000060074414	334.82		170,998.90
	Cheque 20130151 000000060093203	50.00		170,948.90
	Cheque 20130166 000000060130034	1,068.00		169,880.90
	Cheque 20130125 000000040185791T	62,580.00		107,300.90
Apr 11	Cheque 20130163 000000060208426	560.00		106,740.90
	Cheque 20130168 000000060232976	257.54		106,483.36
	Cheque 20130165 000000060237794	336.00		106,147.36
Apr 15	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		30.00	106,177.36
Apr 16	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		1,350.00	107,527.36
	Cheque 20130155 000000060407665	2,818.00		104,709.36
Apr 17	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		92.20	104,801.56
	DEBIT MEMO SETTLEMENT: 0066 CIBC DATA CENTRE: 00	5,987.45		98,814.11
	DEPOSIT 00340 PORT ALBERNI BANKING CENTRE		2,859.72	101,673.83
	Cheque 20130169 000000059028385	5,124.43		96,549.40
	Cheque 20130154 000000059028419	440.00		96,109.40
	Cheque 20130172 000000059028420	2,284.77		93,824.63
Apr 18	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		166.30	93,990.93
	Cheque 20130175 000000059074027	688.56		93,302.37
	Cheque 20130171 000000059099595	86.58		93,215.79
Apr 19	DEBIT MEMO Apr 19, 2013 Municipal Pensi	889.00		92,326.79
	Cheque 20130135 000000060103067	150.00		92,176.79
Apr 22	DEPOSIT 04700 BROADWAY AND COMMERCIAL		3,530.00	95,706.79
Apr 23	Cheque 20130173 000000059367728	60.00		95,646.79
	Cheque 20130170 000000059372151	270.48		95,376.31
	Cheque 20130167 000000017356784M	6,339.01		89,037.30
Apr 24	Cheque 20130174 000000060188812	307.56		88,729.74
	Cheque 20130176 000000060190784	83.72		88,646.02
Apr 25	Cheque 20130177 000000059453002	150.00		88,496.02
	Cheque 20130144 000000059472692	510.98		87,985.04

(continued on next page)



CIBC Business Operating Account Statement

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For Apr 1 to Apr 30, 2013

Account number: 00180 93-00813

Branch transit number: 00180

Transaction details (continued)

Date	Description	Withdrawals (\$)	Deposits (\$)	Balance (\$)
Apr 25	Balance forward			\$87,985.04
Apr 26	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		382.39	88,367.43
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		163.75	88,531.18
Apr 29	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		30.00	88,561.18
Apr 30	Closing balance			\$88,561.18

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CREDIT UNION

Village Of Port Clements
Box 198
Port Clements BC V0T 1R0

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STATEMENT OF ACCOUNTS

PO Box 94
Masset BC V0T 1M0

MASSET BRANCH 250-626-5231

MEMBER NUMBER 56440

STATEMENT DATE April 30, 2013

PAGE 1 of 4

DEMAND ACCOUNTS

Date	Description	Number	Withdrawals	Deposits	Balance
Business 75					
31Mar2013	Balance Forward				428,008.85
02Apr2013	Pre-Authorized Credit - PROVINCE OF B.C			1,302.00	429,310.85
02Apr2013	Deposit for Jesse Falconridge			500.00	429,810.85
06Apr2013	Deposit			4,138.37	433,949.22
06Apr2013	Deposit			38,853.75	472,802.97
16Apr2013	Deposit			36,480.42	509,283.39
18Apr2013	Clearing Cheque	2013018	180.00		509,103.39
19Apr2013	Clearing Cheque	2013017	1,629.55		507,473.84
23Apr2013	Clearing Cheque	2013017	20.04		507,453.80
23Apr2013	Clearing Cheque	2012018	370.16		507,083.64
23Apr2013	Clearing Cheque	2012018	1,379.84		505,703.80
24Apr2013	Deposit			10,993.61	516,697.41
25Apr2013	Clearing Cheque	2013018	996.35		515,701.06
25Apr2013	Clearing Cheque	2013018	3,252.00		512,449.06
26Apr2013	Clearing Cheque	2013018	22.00		512,427.06
29Apr2013	Clearing Cheque	2013018	745.55		511,681.51
30Apr2013	Credit Interest			398.04	512,079.55
30Apr2013	Monthly Service Fee		55.00		512,024.55
Total Withdrawals and Deposits			8,650.49	92,666.19	

Number of Cheques 9

Membership Shares

31Mar2013	Balance Forward				37.04
Total Withdrawals and Deposits			.00	.00	

continued...

F-3



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STATEMENT OF ACCOUNTS

PO Box 94
Masset BC V0T 1M0

MASSET BRANCH 250-626-5231
 MEMBER NUMBER 56440
 STATEMENT DATE April 30, 2013
 PAGE 2 of 4



Village Of Port Clements

Date	Description	Number	Withdrawals	Deposits	Balance
Business Simply Savings					
31Mar2013	Balance Forward				825,388.93
30Apr2013	Credit Interest			866.09	826,255.02
Total Withdrawals and Deposits			.00	866.09	

TERM DEPOSITS

Date	Description	Withdrawals	Deposits	Balance
Term 4: Short Term GSP (30 - 364 Days) -				
31Mar2013	Balance Forward			11,091.16
Start 27Oct2012 - Rate 1.1000% - NextInt 29Jul2013 - Matures 29Jul2013				
Term 7: 12 - 60 Month Term -				
31Mar2013	Balance Forward			250,000.00
Start 13Feb2013 - Rate 2.1500% - NextInt 13Feb2014 - Matures 13Feb2016				
Term 8: 12 - 60 Month Term -				
31Mar2013	Balance Forward			250,000.00
Start 13Feb2013 - Rate 1.7500% - NextInt 13Feb2014 - Matures 13Feb2014				

continued...

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STATEMENT OF ACCOUNTS

PO Box 94
Masset BC V0T 1M0


MASSET BRANCH 250-626-5231
MEMBER NUMBER 56440
STATEMENT DATE April 30, 2013
PAGE 3 of 4

Village Of Port Clements

Assets	Canadian Dollars	US Dollars
Chequing	512,024.55	.00
Savings	826,255.02	.00
Terms	511,091.16	.00
Registered Plans	.00	.00
Shares	37.04	.00
Total Assets	1,849,407.77	.00
Liabilities	Canadian Dollars	US Dollars
Line of Credit	.00	.00
Over limit LOC/overdraft	.00	.00
Loans	.00	.00
Mortgage	.00	.00
Total Liabilities	.00	.00
	.00	.00

Over limit Lines of Credit / Overdrafts interest rate is 24 0000

continued...



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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 a fall 2013 open meeting with minimal fixed agenda - just brainstorming
A3	20-02-2012	Tree Removal at Sunset Park (committee??)	Falconbridge	Should be separate from above mtg.
A16	15-10-2012	Bus Shelter	Cheer	Build shelter at corner of Dyson & Bayview
A18	02-04-2013	Proposal Writing Funding	Administrator	Call for Grant Writer sent out April 26th
A19	15-04-2013	RCMP Community Meeting	Council	Determine a meeting date in early June and advise Sgt. Ward