



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 January 16th, 2017

AGENDA

1. **ADOPT AGENDA**
2. **PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**
D-1 – New Sergeant Steve Vince
3. **MINUTES**
M-1 – January 2nd, 2017 Regular Council meeting minutes
M-2 – September 27th, 2016 Emergency Management meeting minutes
M-3 – November 10th, 2016 Tourism Committee meeting minutes
M-4 – November 17th, 2016 Emergency Planning meeting minutes
4. **BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
5. **ORIGINAL CORRESPONDENCE**
C-1 – MIEDS Grant Writer Final Report – Alissa MacMullin
C-2 – Internet Upgrade Plans & Clarification – QCIslands Net Ltd.
C-3 – Request for Support Letter-Curling Rink & Water Meter Upgrades – Village of Masset
6. **GOVERNMENT**
7. **FINANCE**
F-1 – Cheque Listing to January 11, 2016
F-2 – NSCU December 2016 Bank Statement
F-3 – CIBC December 2016 Bank Statement
8. **NEW BUSINESS**
9. **REPORTS & DISCUSSIONS**
R-1 – Vimy Ridge Commemorative Event
10. **ACTION ITEMS**
A-1 – See attached Action Items List A16 – A33
11. **QUESTIONS FROM THE PUBLIC & PRESS**

Motion to move to In-Camera per CC 90(1)(d)
12. **ADOURNMENT**



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Minutes of the regular meeting of the Port Clements Council held January 2, 2017 in Council Chambers.

Present:

Deputy Mayor Daugert
Councilor Cunningham
Councilor O'Brien Anderson
Councilor Gaspar

CAO Kim Mushynsky
DC Ruby Decock
PWS Sean O'Donoghue

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

1. ADOPT AGENDA.

2017-001 – Moved by Councilor Cunningham, seconded by Councilor Gaspar
THAT Council adopts the agenda as presented
CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

3. MINUTES.

M-1 – December 19, 2016 Regular Council Meeting minutes
2017-002 – Moved by Councilor Gaspar, seconded by Councilor Cunningham
THAT Council adopt the December 19, 2016 minutes as presented.
CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

5. ORIGINAL CORRESPONDENCE

C-1 – Request for Input on Rural education Strategy – Ministry of Education
2017-003 – Moved by Councilor Gaspar, seconded by Councilor Cunningham
THAT Council receive this correspondence.
CARRIED

6. GOVERNMENT

G-1 – 2017 Regular Council Meetings
2017-004 – Moved by Councilor Cunningham, seconded by Councilor Gaspar
THAT Council adopts the 2017 Meeting schedule as presented.
CARRIED

7. FINANCE

F-1 – Cheque Listing to December 28, 2016

2017-005 – Moved by Councilor Cunningham, seconded by Councilor Gaspar
THAT Council receives the Cheque Listing to December 28, 2016.

CARRIED

8. NEW BUSINESS

9. REPORTS & DISCUSSIONS

Deputy Mayor Daugert – Nothing to report; wants to ensure we publicize the final water report once received

Councilor Cunningham – Nothing to report; reminder to post key meeting items on facebook in advance of Regular meetings

Councilor O'Brien Anderson – Nothing to report; Question regarding level of internet service received in Port

CAO Mushynsky – 2016 Rollover went smoothly.

Deputy Clerk Decock – Nothing to Report

PWS O'Donoghue – Water system temporarily off due to malfunction in the water treatment plant. Manual monitoring for the time being. Hope to have water at full capacity by 5 a.m. January 3rd.

10. ACTION ITEMS

11. QUESTIONS FROM THE PUBLIC & PRESS

ADJOURNMENT

2017-007 – Moved by Councilor O'Brien Anderson, seconded by Councilor Cunningham
THAT the meeting be adjourned at 7:45 pm.

CARRIED

Doug Daugert
Deputy Mayor

Kim Mushynsky
CAO



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Minutes from the September 27, 2016 Emergency Management Meeting
Council Chambers

Present:

Marilyn Bliss – volunteer
Kim Mushynsky – CAO
Constable Brett - RCMP

Aaron Cunningham – EPC
Corporal Dionne – RCMP

Absent:

Craig Beachy – Fire Department
Christine Cunningham – Council Rep
Sue Couch - volunteer

BCAS Representative
Ryan Brown – Fire Department

The meeting was called to order at 7pm.

1. ADOPT AGENDA

2. MINUTES

M-1 – January 21, 2016 EPC Meeting

Moved by Aaron, seconded by Marilyn

THAT we approve the January 21, 2016 Emergency Planning Meeting Minutes as presented.

CARRIED

M-2 – May 30, 2016 All Island Emergency Meeting

Moved by Marilyn, seconded by Aaron

THAT we receive the May 30, 2016 All Island Emergency Group minutes.

CARRIED

3. BUSINESS ARISING & UNFINISHED BUSINESS

4. CORRESPONDENCE

5. NEW BUSINESS

NB-1 – 2016 Review of Emergency Plan for submission to Council

The committee reviewed the plan and made some minor changes and will be adding an appendix with the disclaimer that people can choose not to evacuate when an order is made and in that scenario they will sign a waiver, a copy of the waiver will also be included with the plan. The changes and additions will be incorporated and then put to Council for their review at either the October 17 or November 7, 2016 meeting.

6. REPORTS

R-1. ESS – no report

R-2. Committee member updates – Aaron Cunningham completed his ICS100 course, Marilyn & Sue attended the two day Information Officer course in Queen Charlotte in September.

R-3. Training updates –ESS Site Management training will be offered in Port Clements Saturday October 15th and Disaster Recovery will be offered in January 2017.

The next meeting will be an All Island Meeting in Tlell in November. Our committee will not meet again until January 2017 unless something pressing happens before then.

7. ADJOURNMENT

Adjourned at 7:35pm

Kim Mushynsky – Acting Chair

PORT CLEMENTS TOURISM COMMITTEE

Minutes of the Regular Meeting of the Port Clements Tourism Committee Thursday November 10, 2016 in the Senior's Room

Present:

Kelly Whitney-Squire, Chair
Ruby Decock, Deputy Clerk/Treasurer
Betty Stewart
Wendy Quinn
Joan Hein
Dale Lore
Bev Lore
Lorette Smillie

Call to order: Meeting called to Order at 7:35 pm

1. Adoption of Agenda:

Moved by Dale Lore, seconded by Marilyn Bliss that the Tourism Committee adopt the agenda for November 10th, 2016. Motion Carried.

2. Minutes:

Moved by Bev Lore, seconded by Ruby Decock that the Tourism Committee adopt the October 13, 2016 meeting minutes as presented. Motion Carried.

3. General Updates

- Stops of Interest Nominations (Ruby) – Marilyn, Wendy & Betty to work together with Ruby
- Blog Development – Kelly to contact Shellene about doing this.
- Golden Spruce / Yakoun River Loop – discussed in Port Clements Tourism Development Roadmap
- Kumdis Trail Signage (Dale & Kelly) –Dale & Kelly agreed to create signage that will be placed at the trailhead and highway access points.

4. Port Clements Tourism Development Roadmap

Reviewed the challenges of the 1-3, 3-5, and 5-10 year recommendations of the proposed tourism development opportunities. Kelly to create summary of recommendations from the meeting and present it at the next Tourism Committee meeting on December 8, 2016.

5. Standing Agenda Item: Action Plan Priorities

- Signage (Dyson Entrance)
- Shower/Laundry Grant
- Trail Development (Estuary & Golden Spruce Trails)

6. Other Business:

No additions.

7. NEXT MEETING: Thursday, December 8th 7:00 pm Council Chambers


Meeting Adjourned at 9:20 p.m.

6. ACTION PLAN: Standing Priorities

- Signage
- Shower/Laundry Grant
- Trail Development (Estuary & Golden Spruce Trails)

Next meeting to be held on Thursday December 8th at 7:30 PM in the Council Chambers.

Kelly Whitney-Squire,
Committee Chair



Ruby Decock,
Deputy Clerk

All Island Emergency Planning Meeting

Notes from November 17, 2016 Meeting held in Tlell Provincial Park office from 1-2:30pm

Attending:

Chris Ashurst, Marilyn Bliss, Aaron Cunningham, Kim Mushynsky, Lori Wiedeman, Shelley Termuende

1. Introductions
2. Review of May 30, 2016 Meeting Recap
3. Island Wide Training Schedule for 2017/18 year:
 - a. We agreed on the following three courses for Haida Gwaii – EOC Basics, EOC Logistics and Emergency Evacuations – further, we will feed the information gathered from our evacuation exercise planned for all island for April 2017 to the instructor for the Emergency Evacuation course so that hopefully they can build the knowledge learned from our local exercise into their scenario and training and enhance our local knowledge. Kim will advise Maurie Hurst of our training wishes for 2017/18.

The following are upcoming training/events:

Planning for Community Disaster Recovery – Saturday Jan. 21/17 – Port Clements
ESS Site Management – Saturday Feb. 18/17 – Port Clements
High Ground Hike – all communities invited to participate – week of April 9, 2017

4. Youth Representative
Shelley Termuende's engagement work with Youth is on-going. It was suggested that each community/area identify one youth to encourage to take part in EOC Basics Training when that course becomes available next year
5. Standardization and/or sharing of Forms
Shelley Termuende will work with Kim on setting up an All Island Emergency Planning "Drop Box" account where documents can be stored/reviewed/alterd and discussed. The thought behind this is to save communities from reinventing the wheel when one community has a form or procedure that might be applicable/useful for other communities.
6. Check in by attendants
Lori Wiedeman updated us on the Tsunami Pole project for which an intern will begin work November 21, the Province will make an announcement about the project on November 22 and the target is to have the project completed by April 8, in time for the Hike to High Ground event island wide in 2017. **Lori is looking for an individual from each community to be part of the steering committee for the Tsunami Pole painting project. Each community to forward a name to her ASAP.**

Chris Ashurst updated on the two notification systems he uses (One Call & Connect Rocket) and will distribute a written report electronically. From discussion generated on this it looks like One Call may be a good alternative for the entire Island – the Regional District pays for this feature for the unincorporated areas of Haida Gwaii. He also updated on funding and projects in the works for the Archipelago Search & Rescue and Masset Marine Rescue in regards to vehicle and vessel acquisitions.

Marilyn Bliss and Aaron Cunningham updated on a very generous donation of emergency food donated to Port Clements Emergency program. Marilyn will be inventorying it and organizing it by expiry date but at quick glance it looks like the shelf lives of the products range from 15-35 years. There is enough food for approximately 1000 meals and there is great variety including spices, breakfast foods, meat, vegetables, fruits, desserts etc.

Kim Mushynsky reported that someone from Natural Resources Canada will be in Port Clements early in the new year to test some seismic equipment.

7. Emergency Notifications System update – see under Chris Ashurst in #6 Check in
8. Contact List Update – was reviewed by participants and an updated list will be included with these notes.
9. Next host community for April/May 2017 meeting.
Lori Wiedeman offered to host the next meeting. We also decided to go with teleconference as the format to hopefully enable more participants to attend.



MIEDS Grant Writer Final Report

Version 2

December 31, 2016

113 Oceanview Drive • Box 652 • Queen Charlotte, BC • V0T 1S0
T. 250.559.8050 • grantwriter@mieds.ca • www.mieds.ca

The Misty Isles Economic Development Society (MIEDS) Grant Writer position for 2016 was a full-year, part-time (~20 hour per week) position. The Grant Writer is required to write a minimum of \$600,000.00 in grants, approximately \$200,000.00 per municipality, and work 1200 hours by December 31, 2016.

Totals for 2016:

Total Project Value	\$4,361,571.57
Total Applied Amount	\$1,550,121.94
Total Hours Worked	1,200

The Grant Writer works alongside municipal government staff to apply for funding that aligns with Council priorities. As time permits, the Grant Writer also works to assist non-profits with planning, grant writing and reporting activities. Non-profits that have worked alongside the Grant Writer in 2016 include, but are not limited to:

- Charlotte Thrift Shop Society
- Haida Gwaii Regional Recreation Commission
- Sandspit Wild Harvest Festival
- Swiilawiid Sustainability Society
- Port Clements Community Hall Society
- Qay'Innagaay Heritage Centre Society

Other stakeholders (i.e. schools, for-profits using business façade funds) that benefitted from Grant Writer assistance include:

- Port Clements and Skaadгаа Naay Elementary Schools
- Haida Gwaii Accounting Ltd. (business façade)

Village of Queen Charlotte

- Grants: Applied, Pending & Approved

Total Project Value: \$3,059,716.24

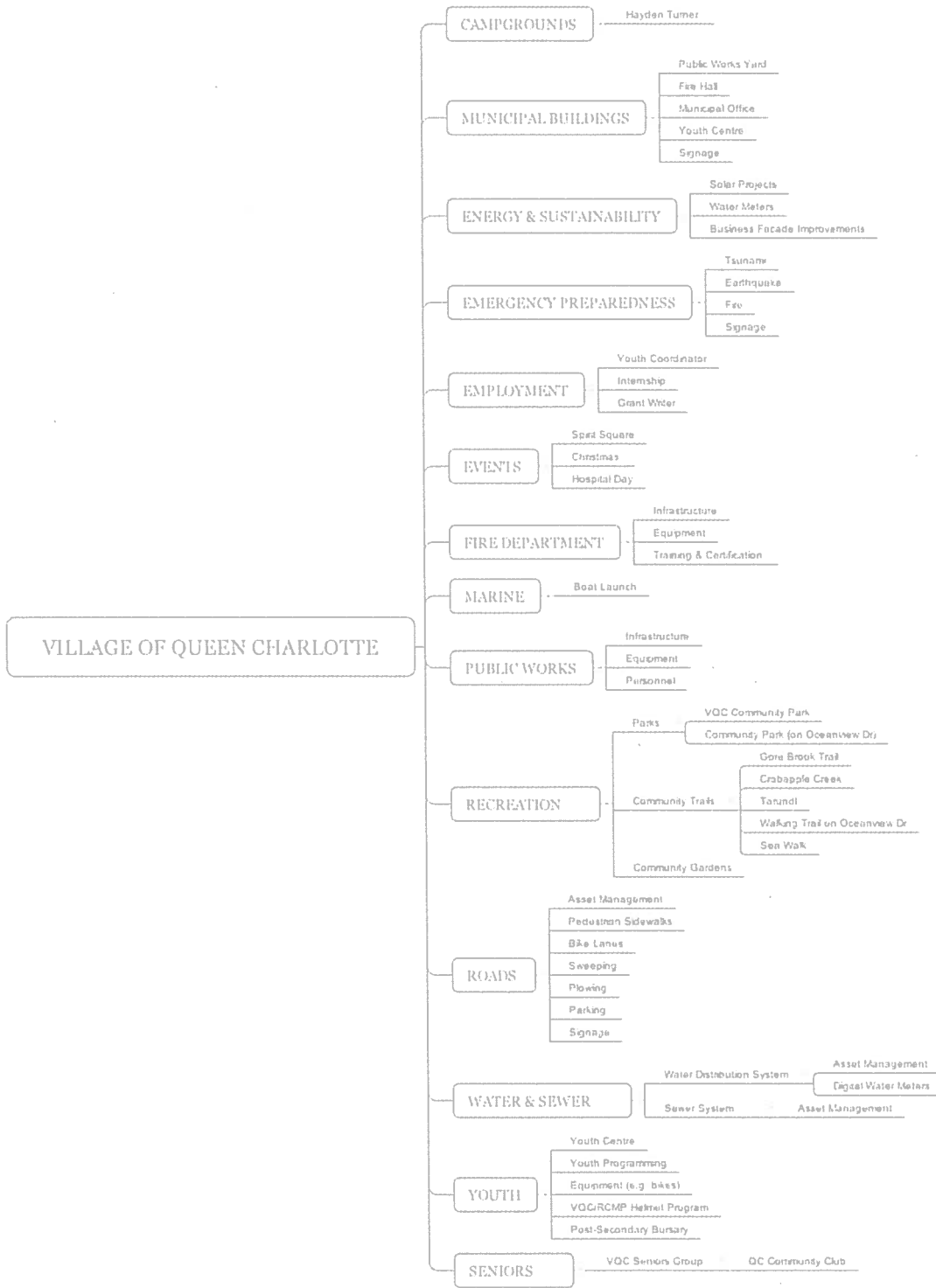
Total Amount Applied: \$804,542.81

- Key Recommendations

The Village of Queen Charlotte is full of active community and island-wide non-profits that run a variety of the programs or spaces, including the Visitor Centre, Literacy Haida Gwaii, Laskeek Bay Conservation Society, etc. Many of these organizations have in-house grant-writing capacity, but benefit greatly from having a Grant Writer to revise or edit their applications. Instead of offering to write grants for non-profits, in which case the Grant Writer acts as a surrogate employee of said non-profit, it's recommended that the Grant Writer work to mentor the non-profits and support them. The number of groups that have similar mandates and can partner for grant applications is high and these partnerships can reduce the amount of work placed on individuals.

- Funders/Programs Applied To

Gwaii Trust Society
 Canada Summer Jobs
 Northern Development Initiative Trust
 Infrastructure Planning Grant
 Northern Savings Credit Union
 New Horizon's for Seniors Program
 BC Rural Dividends Program
 Collaborative Spaces Program
 All Nations Trust Company



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Village of Port Clements

- Grants: Applied, Pending & Approved

Total Project Value: \$416,073.68

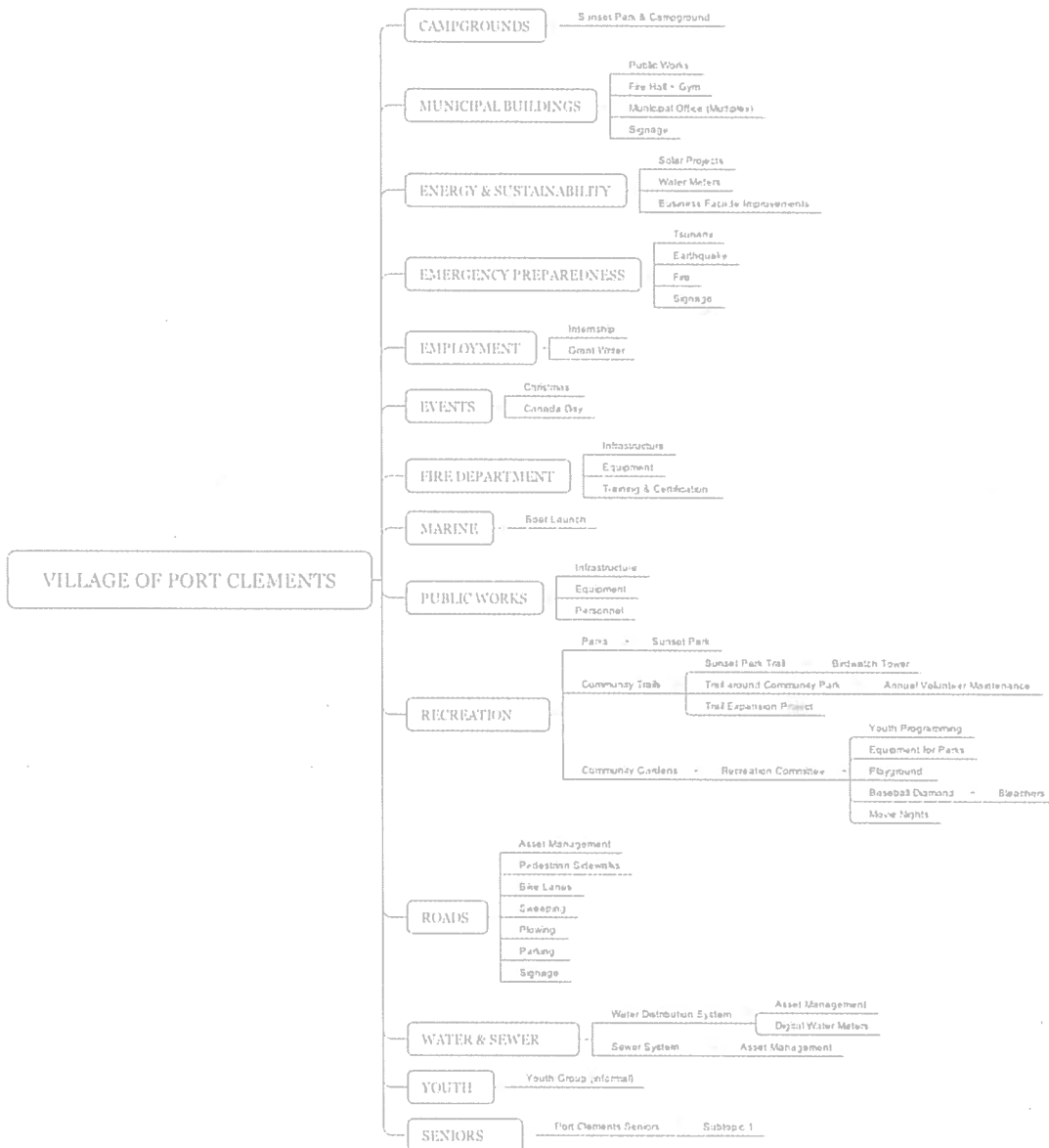
Total Amount Applied: \$220,261.35

- Key Recommendations

The Village of Port Clements is great at tying together support from community groups and designing projects with broad benefits. The district heating and community trail projects are just two examples. While the smallest of the three communities, the volunteer presence is strong, especially among the seniors in the Port Clements Historical Society. As the only municipality with a recreation committee and arguably one of the highest-quality community parks in all of Haida Gwaii, applications for recreation-related funding will be a relatively easy way to attract tourism, improve quality of life for residents and create an even more inviting outdoor space for the growing Haida Gwaii Softball League, adult and youth soccer tournaments, and so on.

- Funders/Programs Applied To

Gwaii Trust Society
BC Rural Dividends Fund
Celebrate Canada
EcoAction Fund
Toyota Evergreen



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Village of Masset

- Grants: Applied, Pending & Approved

Total Project Value: \$885,781.65

Total Amount Applied: \$525,317.78

- Key Recommendations

The Village of Masset owns a variety of buildings in the community that may be run by non-profits in other municipalities (i.e. Community Hall). Many groups approach the Village for assistance to improve facilities. These groups bring with them a passion to grant write, fundraise and assist, so long as direction and support is provided. Providing consultative advice to these groups will build grant writing capacity at the grassroots level and will provide autonomy to a group that may not own their infrastructure, but would love to see improvements. It is recommended that this process for project planning, grant writing and reporting be simplified, and written strategies to be made for non-profits to prepare and gather required documents.

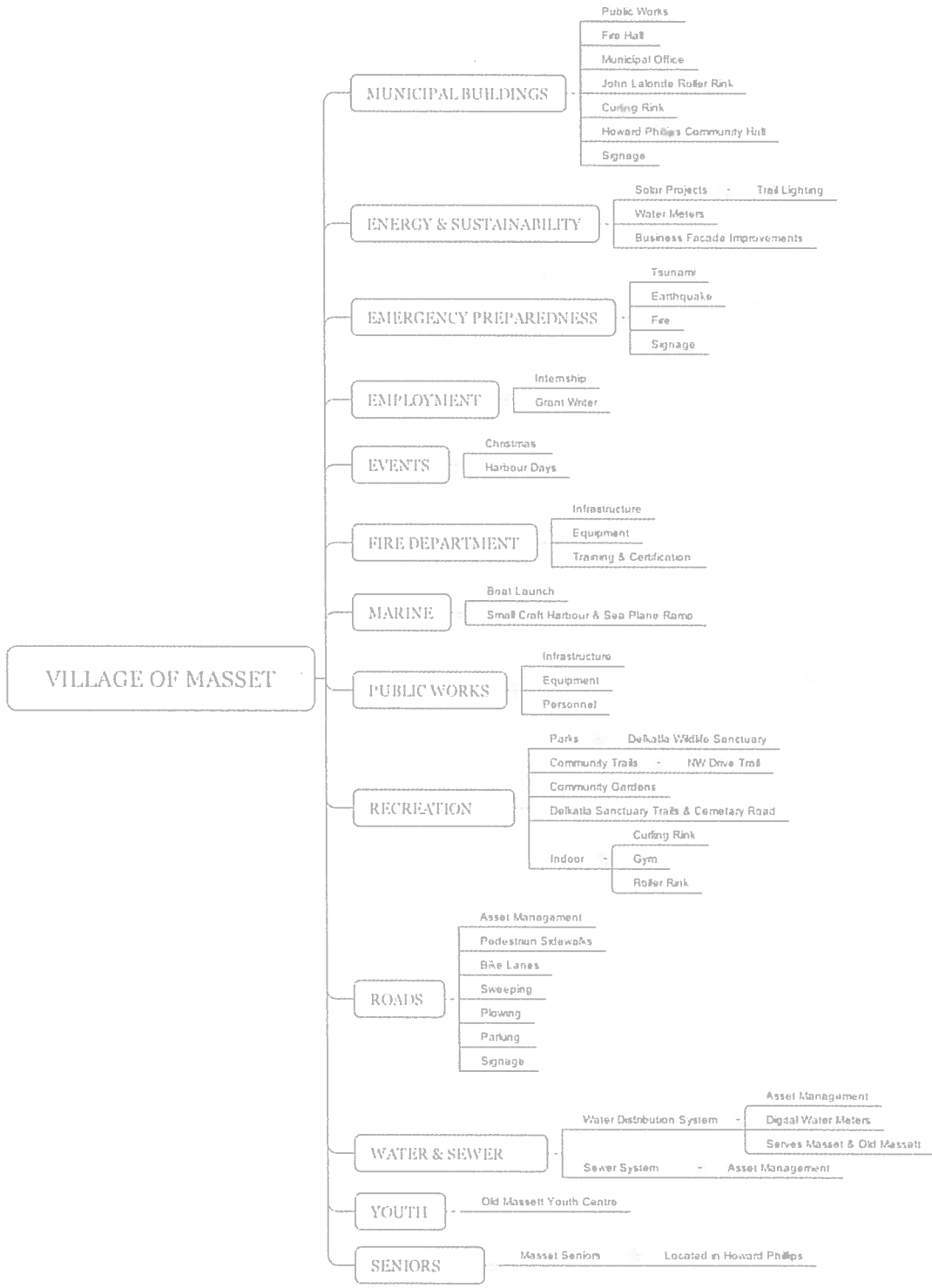
- Funders/Programs Applied To

Gwaii Trust Society

Northern Development Initiative Trust

Northern Health

Airport Capital Assistance Program



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 T. 250.559.8050 • grantwriter@mieds.ca • www.mieds.ca

C-1

Next Steps

As the current Grant Writer phases out, applications for the hiring of a new Grant Writer for 2017 have been submitted. It is estimated that MIEDS will fill the position by February at the earliest, once the grant has been approved.

Items for the new hire, based on priority level, include:

1. 1-Hour Training: orient to Google Drive, e-mail, grant database, local non-profits list, grant writing binder (Jan/Feb 2017);
2. Grant search and update grant database for 2017;
3. Create Grant Strategies for each municipality for 2017, aligning grants with Council priorities;
4. Outreach – new hire meets with non-profits to discuss applications;
5. Understanding the transition requirements for the new BC Societies Act
 - a. Engage with community stakeholders who may require assistance for transition
 - b. Prioritize municipal applications and work alongside non-profits to ensure smooth transition and apply for non-profit grants (as required and as time permits)

qcislands net ltd

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Queen Charlotte BC
CANADA V0T 1S0
phone: (250) 559 7777
fax: (866) 279 3608
email:admin@haidagwaii.net

January 4, 2017

Village of Queen Charlotte
Village of Port Clements
Skidegate Band Council

Dear Respected Chief Councillor, Mayors, and Councillors:

I write this letter with two purposes, to advise of QCINet 2017 upgrade plans and to dispell odd rumors which seem to be circulating.

UPGRADE PLANS

As you may be aware the Federal Government has announced a \$500 million funding program called "Connect To Innovate", where they will assist in investing in both backbone extension and last-mile infrastructure ("last-mile" is delivery to the house).

QCINet will be applying for funding to replace all wireless gear everywhere with the newest technology called "LTE". LTE (which stands for Long Term Evolution) is precisely what cell phone companies have been upgrading to. LTE delives excellent penetration thru trees.

QCINet commenced an upgrade in mid 2015 to a lesser technology "MiMo" within the communities. For those who received that upgrade, speeds were significantly improved. Sadly MiMo technology does not like trees. Hence internet delivery to the outer "treed" reaches of QCINet coverage areas still remains challenging or impossible. The new LTE technology will both improve speeds rivaling what would be expected from fiber optic, and be able to deliver to the present problematic treed areas.

2 ...

QCINet has looked at expansion via fiber, however there are high expenses and complexity with the launch of fiber which include:

- lashing fiber on all the poles
 - ongoing rental fees to Telus (for life !)
- the need to place metal cabinets and generators in neighborhoods
 - right-of-way agreements, rental/lease of space
 - more unsightly boxes in the neighborhoods
- new drops similar to hydro & telephone on each and every location
- multi millions of dollars
 - a recent GwaiiTel study determined that a phase 1 fiber project would only cover the dense areas of population and exclude the outer reaches. This is LESS than desirable!
- still considered an elite delivery method
- special training required for the simplest of maintenance

The launch of LTE will be as simple as placing new transmitters on the various towers and poles and replacing existing boxes on houses, making deployment and launch for all areas within the year of funding approval a reality. LTE will reach the corners of the QCINet coverage areas with speeds rivaling fiber, with far less cost and complexity, and none of the disturbance to the neighborhood that a fiber deployment would generate. LTE has the signal penetration capabilities so that every area of our communities will enjoy fast and reliable internet, not just the densest populated neighborhoods.

QCINet will be seeking letters of support from Councils, businesses, and residents to accompany its grant application.

RUMORS

● The biggest single rumor I hear is “the usage/excess fees are making QCINet rich”. Nothing could be further from the truth. GwaiiTel presently charge the ISPs “by the byte” which is to say that the usage fees which the ISP charge the end user are passed on to GwaiiTel to cover the GwaiiTel monthly invoice. The charges are not pocketed by the ISP. As a matter of fact the QCINet monthly bill from GwaiiTel for November was \$29,430. December was \$27,558. It takes a lot of people’s \$33 plus excess charges to cover this monthly costs, plus make a buck, plus retain a bit for upgrades and maintenance.

● “aren’t you subsidized so that fees should be reduced”. No. QCINet has never received a subsidy or grant. The application going forward to the “Connect To Innovate” program will be the first funding opportunity sought by QCINet. GwaiiTel is scheduled to re-visit their pricing soon and it is hoped they will reduce their charges to the ISP so that reductions can be passed on to the end users, but as it stands the ISPs do not receive any funding from any source other than end user fees.

... 3

C-2

3 ...

● “Why does GwaiiTel set the ISP’s prices”. They do not. The ISPs are independent and privately owned. GwaiiTel can not dictate nor have they tried to suggest ISP prices. However, when the ISP gets a monthly internet bill from GwaiiTel approaching \$30,000 then GwaiiTel certainly has a significant influence on ISP pricing.

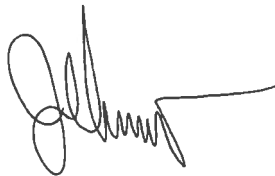
● “Aren’t you mandated to provide internet everywhere”. No. There is no law which states that an ISP must expand or cover any specific area. That would imply that a law exists which would force a private company to spend money for expansion. That said, once Federal or Provincial grant money IS received, certain stipulations ARE placed on the funding, including mandatory minimum speeds, maximum pricing, and coverage areas. Wouldn’t it be nice if Telus could be forced to place a cell phone tower in Port Clements, or Esso place a gas station in Tlell.

I urge anyone with questions to ask me directly. I will always answer honestly and without any political bias. Rumors on Facebook or around the restaurant coffee table are usually speculation and usually very incorrect. I would be pleased to confirm or correct any bit of internet information you may have.

QCINet has always wanted to deliver a great signal to all customers. Indeed the formation of QCINet in July 1997 was to bring affordable and fast internet to the residents of Haida Gwaii. The logistics of this however is difficult. Technology has not been available to beat the trees, until now that is. LTE technology will solve the tree problem. Once and for all! Also, when LTE wireless internet is installed, it will be available to all the residents within the QCINet coverage areas, not just the elite in the densest neighborhoods like the GwaiiTel Fiber Expansion phase 1 planned for. That is QCINet’s goal, that is *my* personal obligation. With success in my “Connect To Innovate” funding application, I personally commit to spreading fast reliable internet to all my coverage areas from Port Clements thru Tlell, Lawn Hill, Skidegate, Queen Charlotte and Sandspit.

My phone 2505597777 is answered 7 days a week, 24 hours a day.

Respectfully,



Jim Pazarena
owner
QCISLANDS NET LTD

Kim Mushynsky

From: VOM@MHTV.CA
Sent: January-11-17 3:17 PM
To: 'Kim Mushynsky'
Subject: Letters of Support

Kim,

It is getting to be that time again and Masset is submitting a couple of projects for the upcoming Gwaii Trust Major Contributions Program. If possible we would appreciate letters of support from your community before the submission Deadline of January 27, 2017. The two projects are as follows:

- 1) Old Curling rink conversion to fitness centre. We are proceeding with the basic plan that Haida Gwaii Fitness had for that building but keeping space available for other programs like aerobics, Tai Chi etc. Our application this month will be for phase one of the project getting the basics of the building re-established, getting the heating system operational, electrical upgrades, washroom installation, dividing walls, additional exits, storage space etc. Our Project budget for this phase is \$150,000 and we are seeking 50% funding from the Major Contributions Program. We feel this project is beneficial to all communities in the North as it provides an additional indoor recreation facility and can even take pressure off some of the existing spaces that are being used now. This first phase will allow the Haida Gwaii Fitness Association to move into one part of the building and give them an increase in space to use. The next phase will be working with Haida Gwaii Rec and other users to finalize the remaining space for future programs.
- 2) Water meter upgrades for our Commercial users. We are submitting this application again (we were turned down last year) and our project budget is approx. \$115,000 subject to final quotes and we are again seeking 50% from Gwaii Trust. We feel this project is beneficial as it provides us with better monitoring of our commercial users and the electronic meter reading would be of great assistance in detecting leaks or sudden changes in usage. Because we are on a shared water system, the efficient use of water is important to both Masset and Old Massett and helps us reduce costs and protect this valuable resource.

Any assistance you can provide with letters of support for these projects would be appreciated.

Trevor Jarvis
CAO
Village of Masset

VILLAGE OF PORT CLEMENTS

Cheque Listing For Council

2017-Jan-12
9:13:37AM

Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
170001	2017-01-06	Angela's Place-Social Cafe & Fuel Station	20161231 V20161103	PAYMENT FUEL FUEL	481.72 125.85	607.57
170002	2017-01-06	BAYVIEW MARKET	20161231	PAYMENT PORT BUCKS REIMBURSEMENT	3,440.00	3,440.00
170003	2017-01-06	C. AND C. BEACHY CONTRACTING LTD	10292	PAYMENT STREET MAINTENANCE & NEW	28,216.65	28,216.65
170004	2017-01-06	FEDERATION OF CANADIAN MUNICIPALITIES	44065	PAYMENT MUNICIPAL MEMBERSHIP DUES	169.66	169.66
170005	2017-01-06	Haida Gwaii SPCA, c/o Shane Windatt	20161231	PAYMENT CHRISTMAS (PORT BUCKS) DON	30.00	30.00
170006	2017-01-06	Haida Gwaii Trader, Shellene Van der Beke	2330B	PAYMENT HG ADVERTISING PACKAGE	325.00	325.00
170007	2017-01-06	MCELHANNEY	2311 056127	PAYMENT WATER STUDY	22,196.33	22,196.33
170008	2017-01-06	North Arm Transportation Ltd.	12275	PAYMENT FUEL FOR FIRE PUMP & WTP GE	449.21	449.21
170009	2017-01-06	North Coast Supply Co. Ltd.	018859	PAYMENT ETHERNET & PHONE CORDS	55.41	55.41
170010	2017-01-06	Northern Communications	2318-01012017	PAYMENT FIRE DISPATCH SERVICES - JAN	171.55	171.55
170011	2017-01-06	NORTHERN LABS LTD.	1601558	PAYMENT EFFLUENT TEST	119.18	119.18
170012	2017-01-06	PACIFIC BLUE CROSS	20161220	PAYMENT EXTENDED HEALTH & DENTAL	1,297.37	1,297.37
170013	2017-01-06	PORT CLEMENTS HISTORICAL SOCIETY & MUS	20161227	PAYMENT PORT BUCKS REDEEMED	120.00	120.00
170014	2017-01-06	QCISLANDS NET	20170102	PAYMENT ANNUAL FEE FOR DOMAIN HOS	11.20	11.20
170015	2017-01-06	Stupka, Christina	20170104	PAYMENT SMALL CRAFT HARBOUR TRAIN	408.67	408.67
170016	2017-01-06	TRIPLE D. INDUSTRIAL SERVICES LTD.	20161231	PAYMENT PORT BUCKS REIMBURSEMENT	30.00	30.00
170017	2017-01-06	WORKERS' COMPENSATION BOARD	20161231	PAYMENT WCB COVERAGES	811.12	811.12

Total 58,458.92

*** End of Report ***

F-1



NORTHERN SAVINGS
CREDIT UNION

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

STATEMENT OF ACCOUNTS

PO Box 94
Masset BC V0T 1M0

MASSET BRANCH 250-626-5231
MEMBER NUMBER [REDACTED]
STATEMENT DATE December 31, 2016
PAGE 1 of 11

DEMAND ACCOUNTS

Date	Description	Number	Withdrawals	Deposits	Balance
Business 75					
30Nov2016	Balance Forward				453,301.28
01Dec2016	Pre-Authorized Credit - PROVINCE OF B.C			742.67	454,043.95
01Dec2016	Pre-Authorized Credit - VANCOUVER ISLAND REGIONAL APSO			892.50	454,936.45
01Dec2016	Clearing Cheque	160558	174.08		454,762.37
01Dec2016	Clearing Cheque	160552	13,986.00		440,776.37
01Dec2016	Pre-Authorized Credit - ELAVON MERCH SVCS			326.77	441,103.14
02Dec2016	Clearing Cheque	160566	171.48		440,931.66
02Dec2016	Clearing Cheque	160557	310.80		440,620.86
02Dec2016	Clearing Cheque	160555	462.50		440,158.36
02Dec2016	Clearing Cheque	160561	553.33		439,605.03
02Dec2016	Bill Payment Pacific Blue Cross - Group 89874 Vendor Confirmation: 246414	604154	708.75		438,896.28
02Dec2016	Deposit			11,216.21	450,112.49
05Dec2016	Clearing Cheque	160580	149.77		449,962.72
05Dec2016	Clearing Cheque	160556	275.00		449,687.72
05Dec2016	Pre-Authorized Credit - ELAVON MERCH SVCS			100.00	449,787.72
05Dec2016	Pre-Authorized Credit - SCHOOL DISTRICT 50			1,629.79	451,417.51
06Dec2016	Clearing Cheque	160585	1,050.00		450,367.51
06Dec2016	Clearing Cheque	160563	1,071.00		449,296.51
06Dec2016	Clearing Cheque	160581	1,300.00		447,996.51
07Dec2016	Charge Back - 901. Port Air Cargo Services ck# 64 Service Charge		179.25		447,817.26
			6.50		447,810.76
07Dec2016	Clearing Cheque	160578	1,014.40		446,796.36
08Dec2016	Clearing Cheque	160597	1,890.00		444,906.36
08Dec2016	Clearing Cheque	160577	11,182.50		433,723.86
08Dec2016	Clearing Cheque	160593	31,636.50		402,087.36
09Dec2016	Withdrawal	22	5,746.94		396,340.42
09Dec2016	Clearing Cheque	160579	525.00		395,815.42
09Dec2016	Deposit			5,290.37	401,105.79
09Dec2016	Pre-Authorized Debit - Municipal Pensi		1,075.30		400,030.49

Audit Confirmation

As part of our routine year-end audit procedures, our external auditors from the accounting firm KPMG LLP, have requested that you compare this statement to your own records. Please advise Jenna Siddle, via fax at: 604.691.3031 of any discrepancies.

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Village Of Port Clements

STATEMENT OF ACCOUNTS

PO Box 94
Masset BC V0T 1M0

MASSET BRANCH 250-626-5231

MEMBER NUMBER [REDACTED]

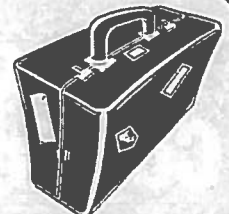
STATEMENT DATE December 31, 2016

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Date	Description	Number	Withdrawals	Deposits	Balance
Business 75					
13Dec2016	Clearing Cheque	160595	8.16		400,022.33
13Dec2016	Clearing Cheque	160606	46.64		399,975.69
13Dec2016	Clearing Cheque	160602	220.00		399,755.69
13Dec2016	Clearing Cheque	160572	456.27		399,299.42
13Dec2016	Clearing Cheque	160605	1,000.00		398,299.42
13Dec2016	Clearing Cheque	160573	2,941.55		395,357.87
13Dec2016	Pre-Authorized Credit - ELAVON MERCH SVCS			150.00	395,507.87
14Dec2016	Clearing Cheque	160600	1,200.00		394,307.87
15Dec2016	Clearing Cheque	160575	450.00		393,857.87
15Dec2016	Clearing Cheque	160614	745.21		393,112.66
15Dec2016	Clearing Cheque	160603	3,000.00		390,112.66
15Dec2016	Pre-Authorized Credit - ELAVON MERCH SVCS			30.00	390,142.66
15Dec2016	Pre-Authorized Credit - ELAVON MERCH SVCS			400.00	390,542.66
15Dec2016	Clearing Cheque	160609	54.37		390,488.29
15Dec2016	Clearing Cheque	160601	4,997.06		385,491.23
16Dec2016	Clearing Cheque	160592	283.76		385,207.47
16Dec2016	Clearing Cheque	160594	2,677.50		382,529.97
16Dec2016	Clearing Cheque	160624	80.00		382,449.97
16Dec2016	Clearing Cheque	160599	171.55		382,278.42
19Dec2016	Incoming Interac Email Money Transfer	2016121		742.52	383,020.94
19Dec2016	Transfer in from 109488 Masset cheq			800.00	383,820.94
19Dec2016	Clearing Cheque	160604	331.42		383,489.52
19Dec2016	Clearing Cheque	160607	331.55		383,157.97
19Dec2016	Clearing Cheque	160598	1,127.94		382,030.03
19Dec2016	Clearing Cheque	160584	1,632.00		380,398.03
19Dec2016	Clearing Cheque	160623	5,000.00		375,398.03
20Dec2016	Clearing Cheque	160612	600.00		374,798.03
20Dec2016	Clearing Cheque	160627	2,857.18		371,940.85
22Dec2016	Deposit			4,667.19	376,608.04
22Dec2016	Deposit NSCU Community Float Usage			327.50	376,935.54
22Dec2016	Clearing Cheque	160636	341.64		376,593.90
23Dec2016	Withdrawal	22	6,040.36		370,553.54

Travelling?

To avoid any inconveniences with your debit card, don't forget to notify us before you travel abroad. Call your branch or email us at info@northsave.com with your travel plans.



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NORTHERN SAVINGS
CREDIT UNION

Village Of Port Clements

STATEMENT OF ACCOUNTS

PO Box 94
Masset BC V0T 1M0

MASSET BRANCH 250-626-5231
MEMBER NUMBER [REDACTED]
STATEMENT DATE December 31, 2016
PAGE 3 of 11

Date	Description	Number	Withdrawals	Deposits	Balance
Business 75					
23Dec2016	Pre-Authorized Credit - ELAVON MERCH SVCS			204.25	370,757.79
23Dec2016	Pre-Authorized Debit - Municipal Pensi		1,075.31		369,682.48
27Dec2016	Transfer in from 643734 Masset cheq			250.00	369,932.48
28Dec2016	Clearing Cheque	160582	60.20		369,872.28
28Dec2016	Clearing Cheque	160583	100.00		369,772.28
28Dec2016	Clearing Cheque	160608	189.00		369,583.28
28Dec2016	Clearing Cheque	160618	598.14		368,985.14
28Dec2016	Clearing Cheque	160643	1,050.00		367,935.14
28Dec2016	Clearing Cheque	160613	745.21		367,189.93
30Dec2016	Pre-Authorized Credit - VANCOUVER ISLAND REGIONAL AHOC			892.50	368,082.43
30Dec2016	Deposit			3,058.86	371,141.29
31Dec2016	Credit Interest			336.53	371,477.82
31Dec2016	Monthly Service Fee		55.00		371,422.82
Total Withdrawals and Deposits			113,936.12	32,057.66	

Number of Cheques 46

Membership Shares

30Nov2016	Balance Forward				38.37
Total Withdrawals and Deposits			.00	.00	

Business Simply Savings

30Nov2016	Balance Forward				302,455.18
31Dec2016	Transfer in from term 17			56,279.21	358,734.39
31Dec2016	Credit Interest			245.50	358,979.89
Total Withdrawals and Deposits			.00	56,524.71	

TERM DEPOSITS

Date	Description	Withdrawals	Deposits	Balance
Term 7: 12 - 60 Month Term -				
30Nov2016	Balance Forward			266,474.17
Start 13Feb2016 - Rate 1.5000% - NextInt 13Feb2017 - Matures 13Feb2019				
Term 12: 12 - 60 Month Term -				
30Nov2016	Balance Forward			307,258.44
Start 04Jan2016 - Rate 1.0500% - NextInt 04Jan2017 - Matures 04Jul2017				

continued...

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Village Of Port Clements

STATEMENT OF ACCOUNTS

PO Box 94
Masset BC V0T 1M0

MASSET BRANCH 250-626-5231
MEMBER NUMBER [REDACTED]
STATEMENT DATE December 31, 2016
PAGE 4 of 11

Date	Description	Withdrawals	Deposits	Balance
Term 16: 3 Year Harvest Term -				
30Nov2016	Balance Forward			11,539.49
Start 01Nov2015 - Rate 1.1000% - NextInt 01Nov2017 - Matures 01Nov2018				
Term 17: Short Term GSP (30 - 364 Days) - Closed 31Dec2016				
30Nov2016	Balance Forward			56,044.28
31Dec2016	Credit Interest		234.93	56,279.21
31Dec2016	Transfer out to sav	56,279.21		.00
Start 10Jun2016 - Rate 0.7500% - NextInt 31Dec2016 - Matures 31Dec2016				
Term 18: 12 - 60 Month Term -				
30Nov2016	Balance Forward			325,000.00
Start 30Jun2016 - Rate 1.0000% - NextInt 30Jun2017 - Matures 30Jun2017				
Term 19: 3 Year Harvest Term -				
30Nov2016	Balance Forward			773,415.00
Start 30Nov2016 - Rate 1.0000% - NextInt 30Nov2017 - Matures 30Nov2019				

Assets	Canadian Dollars	US Dollars
Chequing	371,422.82	.00
Savings	358,979.89	.00
Terms	1,683,687.10	.00
Registered Plans	.00	.00
Shares	38.37	.00
Total Assets	2,414,128.18	.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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CIBC Account Statement

VILLAGE OF PORT CLEMENTS

For Dec 1 to Dec 31, 2016

Account number

[REDACTED]

Branch transit number

[REDACTED]

The names shown are based on our current records, as of January 11, 2017. This statement does not reflect any changes in account holders and account holder names that may have occurred prior to this date.

Account summary

Opening balance on Dec 1, 2016		\$178,764.00
Withdrawals	-	69.00
Deposits	+	6,350.08
Closing balance on Dec 31, 2016	=	\$185,045.08

Your authorized overdraft limit: \$179,500.00

Contact information

1 800 465 CIBC (2422)

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

TTY hearing impaired

1 800 465 7401

Outside Canada and the U.S.

1 902 420 CIBC (2422)

www.cibc.com

Transaction details

Date	Description	Withdrawals (\$)	Deposits (\$)	Balance (\$)
Dec 1	Opening balance			\$178,764.00
Dec 1	DEBIT MEMO CHARGE FOR NOV CIBC EFT SERVICE CHARGE	39.00		178,725.00
Dec 2	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		358.50	179,083.50
Dec 5	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		179.25	179,262.75
Dec 6	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		1,142.00	180,404.75
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		563.88	180,968.63
Dec 7	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		418.13	181,386.76
Dec 8	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		312.38	181,699.14

(continued on next page)

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CIBC Account Statement

Dec 1 to Dec 31, 2016

Account number: [REDACTED]

Branch transit number: [REDACTED]

Transaction details (continued)

Date	Description	Withdrawals (\$)	Deposits (\$)	Balance (\$)
Dec 8	Balance forward			\$181,699.14
Dec 12	SERVICE CHARGE CMO - MONTHLY FEE CMO NOVEMBER 2016	30.00		181,669.14
Dec 13	S/C ADJUSTMENT 33152 FEE CORRECTIONS DECEMBER-12		30.00	181,699.14
Dec 14	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		100.00	181,799.14
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		358.50	182,157.64
Dec 19	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		179.25	182,336.89
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		179.25	182,516.14
Dec 22	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		600.00	183,116.14
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		179.50	183,295.64
Dec 23	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		284.40	183,580.04
Dec 28	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		563.25	184,143.29
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		717.00	184,860.29
Dec 30	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		184.79	185,045.08
	Closing balance			\$185,045.08

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

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

***Foreign Currency Conversion Fee:**

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

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The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

36 Cedar Avenue West
PO Box 198
Port Clements, BC
V0T1R0
OFFICE :250-557-4295
Public Works :250-557-4326
FAX :250-557-4568
Email : office@portclements.ca
Web : www.portclements.ca

REPORT TO COUNCIL

Author: Ruby Decock

Date: January 12, 2017

Re: Vimy Ridge Commemorative Event – April 8, 2017

Background: The Port Clements Seniors Group will be holding a ceremony on April 8th, 2017 to commemorate the 100th year anniversary of the Battle of Vimy Ridge.

The Senior's group would like to know if Council would like to participate in a committee that will be organizing the ceremony. The group is also looking for donations for the event. Does Council wish to offer a donation or to participate in this event?

ACTION ITEMS

<u>#</u>	<u>Date</u>	<u>Description</u>	<u>Lead</u>	<u>Follow up</u>
A16	15-10-2012	Dyson property development	Staff	Work through Brownfield issues
A27	05-05-2014	Park Management Committee	Administration	Finalize park management plans after results from questionnaire have been reviewed.
A30	06-09-2016	Weight Room Upgrades	Administration	confirming equipment & waiting for feedback from FD
A31	19-09-2016	Playground equipment Installation	Staff	Work to be completed before end 2016
A32	19-09-2016	Chevron Property	Tourism Comm.	Work towards lease or acquisition
A33	19-09-2016	Danger Trees	Public Works	Create plan for municipality Heenan Tree Services plans to be on HG early 2017