



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

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

7:00 p.m. Regular Meeting of Council Monday, July 7, 2014

AGENDA

1. ADOPT AGENDA.
 2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.
 3. MINUTES.
 - M-1-Regular meeting of Council Monday, June 16, 2014
 - M-2-Regular meeting of Barge Sub-Committee Wednesday, April 2, 2014
 - M-3-Regular meeting of Barge Sub-Committee Friday, May 16, 2014
 - M-4-Regular meeting of Tourism Committee Thursday, May 8, 2014
 - M-5-July 1st Navy Visit meeting of Tourism Committee Thursday, May 29, 2014
 - M-6-Regular meeting of Centennial Committee Tuesday, June 3, 2014
 4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.
 5. ORIGINAL CORRESPONDENCE.
 - C-1-BioMass Project
 - C-2-The Coast Sustainability Trust II – Haida Gwaii Container Port Facility
 - C-3-Taan Forest response re: Invitation to Comment
 6. GOVERNMENT.
 - G-1-Bylaw 416, 2014 which establishes fees, rates and charges for municipal services, rentals and sales, reconsider and adopt.
 - G-2-Bylaw 417, 2014 to provide for the borrowing of money in anticipation of revenue, 1st, 2nd, and 3rd Readings.
 7. FINANCE.
 8. NEW BUSINESS.
 - NB-1-Report to Council – Telus Cell Service
 - NB-2-Report to Council – Haida Gwaii Geographic Response Planning Workshop
 - NB-3-Report to Council – Biomass Heating Project
 9. ACTION ITEMS.
 - A-1-See Attached
 10. REPORTS & DISCUSSIONS.
 11. QUESTIONS FROM THE PUBLIC & PRESS.
- ADJOURNMENT.



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

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

Minutes of the Regular meeting of the Port Clements Council held June 16, 2014 in the Council Chambers.

Present:

Mayor Cheer
Councillor Gaspar
Councillor Gould
Councillor Thomas
Councillor Falconbridge

CAO – Kim Mushynsky 1 member of the public in attendance

Mayor Cheer called the meeting to order at 7pm

1. ADOPT AGENDA.

2014-207 - Moved by Councillor Gaspar, seconded by Councillor Falconbridge
THAT the agenda be adopted with the following additions – NB-4 – Action item from Tourism committee – food costs, NB-5 – Action item from Tourism committee – bus rental, NB-6 – FSC Public Consultation
CARRIED

2013 Annual Report – Village of Port Clements
2014-208 – Moved by Councillor Falconbridge, seconded by Councillor Gaspar
THAT we accept the 2013 Annual Report as presented.
CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

3. MINUTES.

M-1 – Regular Meeting of Council Monday June 2, 2014
2014-209 – Moved by Councillor Gaspar, seconded by Councillor Falconbridge
THAT we accept the Regular Council meeting minutes from June 2, 2014 meeting as presented.
CARRIED

M-2 – Centennial Committee Meeting Tuesday May 6, 2014
2014-210 – Moved by Councillor Gaspar, seconded by Councillor Falconbridge
THAT we accept the Centennial Committee meeting minutes from May 6, 2014 meeting as presented.
CARRIED

M-3 – Centennial Committee (Time Capsule) Meeting Thursday May 15, 2014
2014-211 – Moved by Councillor Gaspar, seconded by Councillor Falconbridge
THAT we accept the Centennial Committee minutes from May 15, 2014 meeting as presented.
CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

BA-1 – Biomass Project – Councillor Urs Thomas
2014-212 – Moved by Councillor Falconbridge, seconded by Councillor Gaspar

m-1

THAT Council directs the Administrator to have a report to Council prepared for the July 7th Council meeting addressing the funding options available and the next steps for moving this project forward.

CARRIED

5. ORIGINAL CORRESPONDENCE.

C-1 – Illuminate the North – 2015 Canada Winter Games Torch Tour
2014-213 – Moved by Councillor Falconbridge, seconded by Councillor Gaspar
THAT we open this for discussion.

CARRIED

2014-214 – Moved by Councillor Falconbridge, seconded by Councillor Gould
THAT we receive and file this information.

CARRIED

6. GOVERNMENT.

G-1 – 416, 2014 Amendment to Bylaw 403, 2014 which establishes fees, rates and charges for municipal services
2014-215 – Moved by Councillor Falconbridge, seconded by Councillor Gaspar
THAT we do 1st, 2nd & 3rd reading of Bylaw 416, 2014.

CARRIED

7. FINANCE.

F-1 – NSCU May 2014 Bank Statement
2014-216 – Moved by Councillor Gould, seconded by Councillor Falconbridge
THAT we receive and file this information.

CARRIED

F-2 – CIBC Bank Statement for May 2014
2014-217 – Moved by Councillor Falconbridge, seconded by Councillor Gould
THAT we receive and file this information.

CARRIED

8. NEW BUSINESS.

NB-1 – Report to Council – Public Meeting in July
2014-218 – Moved by Councillor Gaspar, seconded by Councillor Falconbridge
THAT Council accept the recommendation to hold a Town Hall meeting on Monday July 14th at 7pm in the Community Hall to provide updates on the barge project, the biomass project and release the draft park management plan.

CARRIED

NB-2 – Report to Council – Cedarview Church Grant request
2014-219 – Moved by Councillor Gould, seconded by Councillor Falconbridge
THAT Council approve the request for a grant in the amount of \$2,289.17 for 2014 and open discussions with Cedarview about their reduced exemption and how this may impact the 2015 grant.

CARRIED

NB-3 – Report to Council – 2014 UBCM
2014-220 – Moved by Councillor Falconbridge, seconded by Councillor Gaspar
THAT Council approve 3 people attend the 2014 UBCM being the Administrator and two members from Council.

CARRIED

NB-4 – Action Item from Tourism for food expenses
2014-221 – Moved by Councillor Gaspar, seconded by Councillor Falconbridge
THAT Council approve the request for up to \$1000 be spent on food and related items for the Navy BBQ on June 30th.

CARRIED

NB-5 – Action Item from Tourism for Bus/Shuttle rental
2014-222 – Moved by Councillor Falconbridge, seconded by Councillor Gaspar
THAT Council approve the request for up to \$1000 be spent on bus/shuttle service for the Navy visit June 30-July 2.

CARRIED

NB-6 – Forest Stewardship Council Certification Public Consultation

2014-223 – Moved by Councillor Gould, seconded by Councillor Falconbridge

THAT we ask Taan to address the issues of viewsapes and provide information to the public in regards to the inquiry into the fatal accident. In addition Council would like to have an opportunity to speak with the audit team when they are on island in the fall. Finally, Council would like to commend Taan on their increased Community involvement.

CARRIED

9. ACTION ITEMS:

10. REPORTS AND DISCUSSIONS.

Councillor Falconbridge – ranger training

Councillor Gaspar – Tourism

Councillor Gould – Tourism, Barge mtg, Time Capsule tomorrow

Councillor Thomas – NDIT, Gwaii Tel, barge mtg.

Mayor Cheer – Tourism, EPC Training, Taan Open House, Barge mtg.

CAO – EPC training, MaPP Emergency training this Wednesday, barge mtg, planning for Golden Spruce re-opening

ADJOURNMENT.

2014-224 - Moved by Councillor Gaspar, seconded by Councillor Thomas

THAT the meeting be adjourned at 8:20pm

CARRIED

Wally Cheer,
Mayor

Kim Mushynsky,
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 :250-557-4326
FAX :250-557-4568
Email : office@portclements.ca
Web : www.portclements.ca

Minutes of the Barge Sub-Committee meeting of the Port Clements Council held Wednesday April 2, 2014 in the Council Chambers at 4pm

Present:

Mayor Cheer

Councillor Gould

CAO Kim Mushynsky

Mayor Cheer called the meeting to order at 3:30pm

ADOPT AGENDA

DELEGATION

MINUTES

M-1 – March 20, 2014 Barge Committee Minutes

MOVED by Councillor Gould, seconded by Mayor Cheer
THAT we accept the March 20, 2014 minutes as presented.
CARRIED

NEW BUSINESS

NB-1 – Teleconference with Norm Tapp

No motions came out of this teleconference

Meeting adjourned at 5:00pm.

Wally Cheer,
Mayor

Kim Mushynsky,
Chief Administrative Officer



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

Minutes of the Barge Sub-Committee meeting of the Port Clements Council held Friday May 16, 2014 in the Council Chambers at 9am

Present:

Mayor Cheer

Councillor Gould

CAO Kim Mushynsky

Norm Tapp

Mayor Cheer called the meeting to order at 9:15pm

ADOPT AGENDA

DELEGATION

MINUTES

NEW BUSINESS

NB-1 – discussion with Norm Tapp

No motions came out of this discussion

Meeting adjourned at 10:30am.

Wally Cheer,
Mayor

Kim Mushynsky,
Chief Administrative Officer

PORT CLEMENTS TOURISM COMMITTEE
Minutes of the regular meeting of the Port Clements Tourism Committee
Thursday, May 8, 2014

Present:

Chair Councillor Matt Gaspar
Councillor Ian Gould
Angela Mielecki
Deputy Clerk Sharon Ferretti

Absent: Mayor Cheer

Chair Councillor Gaspar called the meeting to order at 7:03p.m.

1. ADOPT AGENDA

It was moved by Councillor Gould, seconded by Angela Mielecki to adopt the agenda as amended.

CARRIED

2. DELEGATES

3. MINUTES

M-1- Minutes of April 11, 2014

It was moved by Angela Mielecki, seconded by Councillor Gould to adopt the minutes as presented.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

BA-1- Council update-Mayor Cheer

Mayor Cheer absent.

BA-2-Sunset Park Clean-up debrief

Signage installed; 21 volunteers showed up to help including 3 children; Awesome time; Firewood got split & put in firewood shed; very impressed with how clean the trail was.

BA-3- Port's Tourist Information Centre needs direction from Tourism Committee

Will follow-up with the museum concerning the status of the map on display outside.

BA-4-Strategy Meeting to update Tourism Plan

Include cost concerning future assets in the plan. Put some time into an updated one; table until Fall 2014 to be ready in 2015.

BA-5-Brochure Discussion - Ian Gould

Do a page under MIEDS Facebook link. Have in the brochure a website that people can go to for current information. Website to highlight RVing; Golden Spruce Trail; create a sense of community - Bird Watching tower, Bayview Market, Gas Station, Rainbow Wharf - something that gives a sense of intimacy and provokes people to want to come here.

BA-6-Action Plan
See attached.

5. ORIGINAL CORRESPONDENCE.


6. NEW BUSINESS.

7. REPORTS

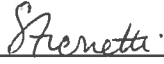
Ian: Have five or six, 13.5" x 18" Cartoon Maps enlarged at a mapping office. Have kids colour them. Enlarge to 21 1/3" x 28".

Angela: provided pictures of Frisbee Golf. Table to New Business.

Angela Mielecki motioned to adjourn at 8:47p.m.



Councillor Matt Gaspar, Chair



Sharon Ferretti, Deputy Clerk/Treasurer

Village Of Port Clements Tourism Committee Action Plan May 2014			
#	ITEM	IMMEDIATE ACTION	RESOLVE
			DONE?
1	Ground Work done before bring tourists in	Signs drawing people in; maybe place in pull-out spots; locate mostly on highway south of Port to catch people driving in north direction	Ensure approvals in place before proceeding with construction. Nathan Voogd, Area Manager for Roads.
2	Port Visitor Center - Fan Tour	-be organized & prepare in a timely manner - choose a day when Yakoun Inn open; treat guests to lunch afterwards - do the paddle; show what else Port has, etc. i.e. Government Dock, Rainbow Wharf	- Request \$200 from Council Wally will send letters/invites end of March re: numbers for luncheon - wait until info centres have hired their staff. Do in April/May Luncheon; transport; kayaks; Invite MaryLou of MIEDS Friday, May 23rd Timing per tide table. Include Golden Spruce Trail. Provide lunch.
3	Website/Blog	Marilou Shroeder – MIEDS has been doing the Port Clements blog. Successful in terms of interest shown; Tweets & Hits are high numbers. Councillor Ian Gould will act as coordinator to stay on top of things; he will take it to Mary Lou. Challenge in getting an individual with available time. Requires a 3-5 paragraph submission + a picture to go with each paragraph.	Councillor Gaspar will contact Alan Lore concerning taking on this task. Tie in with brochure once work on that in the Fall 2014.
4	Maze at entrance of Sunset Trail	Need a design Do in increments to keep costs minimal Need to find funding to build; then need funding to maintain. *Maybe can hire students	Get a design approved for 2014; move forward 2015. Federal Gov't offering good deal for hiring students *project could take 3 years or so to complete
5	Golden Spruce Trail	Upgrades ready in time for 100 th Celebrations	Grand Opening decision passed onto Council. Mayor Cheer will contact BC Parks re: their grand opening date.
6	Google Ad Works/ Twitter	-Ian prepared to look into for Centennial -Twitter needs someone on it constantly	Ian will have a report in February
7	Port Clements brochures	New brochure for Port Clements specific for Centennial and/or for general promotional use *Request has been put forward to Council to consider in budget meetings. *Request for ideas from community on facebook	- Get more quotes - Fall 2014 - Get a design prepped. - Get a quote from Advantage Printers. 3 way fold; 8.5 x 11; 1000/2500/5000 colour copies - Promote Golden Spruce Trail
8	Integrate St. Mark's in Centennial	Ian suggested a service be held in August 2014; tie in with music festival and fall fair/farmer's market	Service idea cancelled and made into a function. Historical Society interested in doing this task. Keypad lock prices range \$95 - \$209 \$300 approved; status of purchase to be determined. Have a barbeque day.
9	Northword Magazine	Article and/or small ad to be submitted in the April/May and/or June/July issues	Ad submitted for the June/July issue; waiting for proof for final approval.
			FALL 2014 For 2015

PORT CLEMENTS TOURISM COMMITTEE
Minutes of the July 1st Navy Visit - the Port Clements Tourism Committee
Thursday, May 29, 2014

Present:

Chair Councillor Matt Gaspar

Mayor Wally Cheer

Councillor Ian Gould

Angela Mielecki

Marissa

Deputy Clerk Sharon Ferretti

7:03p.m.

No agenda.

NB-1-Canadian Navy visit July 1st

Administration to cost out the following:

Community Park - Barbeque

- Sports activity
- Couple hundred crabs

Museum Tour -

Large Bus Rental - approx. 3 days

- Eagle Transit - Charlotte 559-4461
- Mayor Andrew Merilees, Masset 626-3995

Kayak Rentals - Alan Lore 557-4602

Walk-about Town - Yakoun River Inn

Food & Beverage expenses.

Peddle Cars - keep past Canada Days weekend.

Logging Processing Tour - Stump to dump.

NB-2-Golden Spruce Trail Grand Re-Opening

2:00p.m. Friday, June 27th; 1-2 hours ceremony. Advertise in Observer thanking all contributors & inviting a rep of their companies. Wheelchair accessible now. Real acknowledgement of logging companies past who left that area. Direct them to see the Golden Spruce sapling in town. Have coffee and cake; attendance by Public Works crew. Invite Government brass, etc. Have ribbon cutting - golden plus golden scissors.

BC Parks Signage - part of the advertising. Putting a new bulletin board out there.

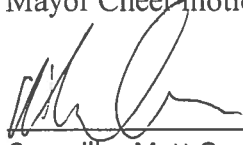
Mayor Cheer requested & received the Committee's blessing to move forward on approaching Craig Pausen concerning the Grand Opening.

Mayor Cheer will touch base with the CAO concerning budget lines to cover the Navy visit.

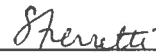
Councillor Gaspar has received the Committee's blessing to report to Council the Navy visit and the Grand Opening of the Golden Spruce Trail.

How soon to advertise to the public? Observer

Mayor Cheer motioned to adjourn at 8:20p.m.



Councillor Matt Gaspar, Chair



Sharon Ferretti, Deputy Clerk/Treasurer

CENTENNIAL COMMITTEE
Minutes of the Regular meeting of the Centennial Committee
Tuesday, June 3, 2014

Present:

Mayor Wally Cheer	Councillor Ian Gould	Joan Hein	Angela Mielecki
Councillor Matt Gaspar	Burneta Decembrini	Marissa Liner	
Deputy Clerk/Treasurer Sharon Ferretti			

Mayor Cheer called the meeting to order at 7:02 p.m.

1. ADOPT AGENDA.

It was moved by Councillor Gaspar, seconded by Angela Mielecki
THAT the agenda be adopted as presented.

CARRIED

2. MINUTES.

M-1-Regular meeting of Centennial Committee Tuesday, May 6, 2014

It was moved by Angela Mielecki, seconded by Councillor Gaspar
THAT the minutes be accepted as presented.

CARRIED

M-2-Time Capsule meeting of Centennial Committee Thursday, May 15, 2014

It was moved by Angela Mielecki, seconded by Councillor Gaspar
THAT the minutes be accepted as presented.

CARRIED

3. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

BA-1-Report from Council

Nothing to report.

BA-2-Parade Float

Need a tilt trailer; Wally will make a couple contacts and line up. Items are to be ready in the shed to get float together two nights before. Museum to donate a cross cut saw; will get a couple axes. Wear logging regalia i.e. plaid shirts, suspenders. Need volunteers to be on the float - perhaps kids. Possibly use tongs from museum that are not on display. Wally to do two signs 4' x 4' for sides of dump truck. Deputy Clerk to order and purchase items needed for decorating the float and filling the gift bags. Matt to line up two logs.

*June 16th we'll need to have personnel lined up and clothing for the float.

It was moved by Angela Mielecki, seconded by Joan Hein

THAT we approve Sharon Ferretti to proceed with purchasing the gift bag items, green fringe, and pompoms for the float and gift bags to a limit of \$500.00.

CARRIED

BA-3-Time Capsule and plaque.

Deputy Clerk reported that the Time Capsule is on route, and presented Achinback Foundry's quote for the plaque.

The Committee decided the cut-off date for items to be submitted for consideration be by noon on Friday, June 13, 2014. Items are to be brought in to the Village office.

It was moved by Councillor Gaspar, seconded by Burneta Decembrini
THAT we authorize Sharon Ferretti to proceed with purchasing the plaque for the Time Capsule from Achinback Foundry

CARRIED

BA-4-Action Plan updates
Please see attached.

4. ORIGINAL CORRESPONDENCE


5. GOVERNMENT

6. NEW BUSINESS

7. REPORTS & DISCUSSIONS.

Next meeting to be June 17th to discuss float details and to organize time capsule items.

Councillor Gaspar motioned to adjourn at 8:09p.m.



Mayor Wally Cheer, Chair



Sharon Ferretti, Deputy/Clerk Treasurer

Village Of Port Clements Centennial Committee
June Action Plan 2014

#	ITEM	IMMEDIATE ACTION	RESOLVE	DONE?
10	Parade Float	Decide on idea and design. FLOAT IDEA: Evolution of logging 'time line' of tree and equipment. Possible Funding from Community Futures + Gwaii Trust Wally, Ian & Matt to get together to work out the idea.	Ian reported is on target. Decorations and gift items ordered; waiting for arrival. People for float lined up? Clothing lined up? 2 logs secured?	In the works
13	St. Mark's Choir service	- Line up participants for December 2014 to do a Christmas Carol service - Approach Principal of PCES re: Kazamir & school kids music program	Check availability closer to December 2014	September
14	Fireworks for 100 th Celebrations	October 31 st good as kids are out + dark early enough; but concern is potentially unsafe weather conditions. Require licencing to do public display. Discussed having a family Halloween Party at the Firehall; Period Costumes; prizes; apple bobbing + popcorn balls	Purchase month in advance. Possibility of Corporate Sponsorship. Consider using non-industrial grade; have firemen available. Suggested to speak with Greg Stewart as has permit to do fireworks.	Pending
17	Time Capsule	School and Community Goups, in conjunction with Centennial Working Group, will complete this project. Timeline suggested is May 2014. Large container size measuring 22" w x 28.5" deep. Need a bronze plaque to withstand vandalism. Letters have been prepared and sent. Wally located a couple of containers that will work. Probably double-contain items i.e. moisture. Possible vacuum seal items.	Mayor Cheer looking into purchase of a plaque, and will build a concrete lid with a loop on top. To be opened at the 150 th Celebration in 2064. Mayor Cheer to follow up with school concerning date to seal the capsule.	
19	Barbeque at St. Marks's	Tourism Committee to do barbeque end of July/early August for a tourist event.		

June 18, 2014

Attention: Village of Port Clements

Re: Thermal Biomass Heating Project, Port Clements – Offer of Services

I offer the following services for a lump sum payment of \$1200 (plus GST):

- Preparation of the specification for the *Containerized 100kw Biomass Boiler System* ready to be submitted as an RFP. This includes an itemized list of required components and a mechanical schematic and layout.
- Answering of technical questions that may arise before a project manager is chosen.

The specifications can be delivered within one week after the offer is accepted.

Sincerely;



Thomas Wunderlin, Dipl. Ing. ETH (Zurich)

Ratify decision to get this work done.

C-1



The Coast Sustainability Trust II

Eric van Soeren, Trustee

730 Walker's Hook Road
Salt Spring Island, B.C. V8K 1N5

Phone: 250-537-1533

Cell: 250-256-0533

Fax: 250-537-1534

Email: eric@vansoeren.net

www.coastsustainabilitytrust.com

June 19, 2014

Project Number: CST-QCI-HG-066

Kim Mushynsky
Chief Administrative Officer
Village of Port Clements
Port Clements, BC
V0T 1R0

RE: Haida Gwaii Container Port Facility

Dear Kim Mushynsky:

This letter is to inform you that your proposal to the Coast Sustainability Trust – Community Matching Fund (CST-CMF) was carefully considered at the June 17, 2014 meeting of the CST-Haida Gwaii Regional Steering Committee, but the Committee has decided not to recommend funding your proposal as presented. The main reasons for this decision were that:

1. The committee felt the risk that the project would not proceed in the near term because of an inability to secure financing from the other identified potential sources of financing was too great.
2. The amount being requested from the CST would not make a material difference in whether or not the intended private sector partner would participate in the project.
3. Proceeding with stage one of the project without knowing whether other funds would be available might end up with a situation where a lot was cleared, but no further employment opportunities developed.
4. It is the wish of the Haida Gwaii Regional Steering Committee that funds be used to create long term sustainable jobs as soon as possible, and the long term prospects of this project appeared to be too uncertain.

If you wish to discuss the matter in more detail or consider alternative approaches to the project, please feel free to contact me.

I hope you are able to find alternative means to successfully complete your endeavour.

Yours truly,

Eric van Soeren
Trustee



June 27, 2014

Wally Cheer, Mayor
Village of Port Clements
PO Box 198
Port Clements, BC
V0T 1R0
clerk@portclements.ca

RE: Invitation to Comment – Taan Response

Thank you for your letter dated June 20, 2014 (received via email) and your encouraging feedback regarding the recent Open House meetings. We appreciate your comments regarding improvements made in the area of public consultation and community involvement.

You raised three questions for our consideration which we would like to provide a response to:

1. Accident Investigation (Fatality 2013)

The investigation by WorkSafe BC is still on-going and Taan has not received any information or reports from them. Taan is not conducting our own investigation, as we did not want to interfere with the WorkSafe Investigation.

However, in the absence of a report, we have not been idle. We elected to bring an auditor from the BC Forest Safety Council within weeks following the incident to conduct an audit of Taan and our contractors to identify any gaps or areas needing improvement for our Corporate Management System (CMS), which includes procedures covering health, safety, environment and quality.

The auditors identified some recommendations for strengthening our CMS and its implementation. The auditors returned to Haida Gwaii in February 2014 to assess our implementation of the corrective actions and they determined that we had successfully implemented all of them.

Other action that Taan has taken includes:

- Taan made a corporate commitment to require all contractors to be SAFE certified by October 31, 2014 (registration was required by January 31, 2014) and has offered assistance as needed to ensure these milestones are met;
- Taan Organised BC Forest Safety Council Training sessions in Haida Gwaii and invited all contractors (the training was also open to the public) in January 2014, that included courses for Supervision, Investigations, etc. Several staff members also attended the training sessions;
- Strengthening of the contractor administration process (including awareness) to ensure that all required documentation and reviews are in place prior to hiring new contractors;
- Changes to the Incident Reporting procedures to require contractors to report all incidents and all close calls (previously only had to report significant incidents/ injuries); and
- A thorough review of all contractor safety programs was completed (for those not SAFE certified) to ensure adequacy and assisted contractors through the development of Job Safety Breakdowns for where they were needed by specific contractors.



2. Meeting with FSC Audit Team

The external audit by Rainforest Alliance is tentatively scheduled for the third week of September (2014). We have passed along your request to meet with them and they will be contacting you in early September to schedule a meeting.

3. Visual Quality/ Viewscapes in Masset Inlet

We understand there have been some past discussions with the Ministry of Forests, Lands and Natural Resource Operations as well as with Taan Planning staff after the article in the Observer last summer regarding concerns over visuals. We have also had some discussions with some Port Clements residents in the winter/ spring regarding some of their concerns, which included viewscapes.

We would be happy to set up a meeting with our Planning Manager (Jeff Mosher) to initiate some discussion. He is available the week of July 9th.

Sincerely,

A handwritten signature in black ink, appearing to read 'Berni Zimmermann', with a long horizontal line extending to the right.

Berni Zimmermann
Interim General Manager

Cc: Bob Brash, HaiCo Chief Operating Officer
Jeff Mosher, Taan Planning Manager

**VILLAGE OF PORT CLEMENTS
BY LAW #416, 2014**

An amendment to Bylaw 403, 2014 which establishes fees, rates and charges for municipal services, rentals and sales.

WHEREAS the Village of Port Clements has determined that it is prudent to allow for a charge for research time for historical information;

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

1. Fees set for Administrative Services as set out in Schedule A shall now include a \$28.00 per hour fee for research requested by the public for historical information. This fee is in addition to any photocopies or scanned and email charges related to the research results.

READ A FIRST TIME THIS DAY OF JUNE, 2014

READ A SECOND TIME THIS DAY OF , 2014

READ A THIRD TIME THIS DAY OF , 2014

RECONSIDERED AND FINALLY ADOPTED THIS DAY OF , 2014

Wally Cheer,
Mayor

Kim Mushynsky,
Chief Administrative Officer

Certified to be a true copy of Bylaw
No. 416

G-1

SCHEDULE "A"

Attached to and forming part of Fee Setting Bylaw #416, 2014

ADMINISTRATIVE SERVICES

1. Copies of Minutes or Bylaws	\$ 0.25 per page
2. Photocopies – black – letter & legal	\$ 0.25 per page
- Tabloid	\$ 0.50 per page
Color – letter & legal	\$ 0.75 per page
- Tabloid	\$ 1.50 per page
Discount for over 25 copies	25%
3. Tax Search Certificates	\$10.00 per folio
4. Business Licenses	Per current Business License Bylaw
5. Commissioner for taking Oaths	\$ 5.00 per signature
6. Faxes sent	\$ 3.00 1 st page
a. Each additional page	\$ 0.50 per page
7. Faxes received	\$ 0.50 per page
8. Scan to email	\$ 3.00 per request (no page limit)
9. Research for Historical Data	\$28.00 per hour*

*any copies requested in relation to this research are additional

VILLAGE OF PORT CLEMENTS

BYLAW NO. 417, 2014

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

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

Whereas:

- A. The Village of Port Clements (the "Municipality") may not have sufficient money on hand to meet the current lawful expenditures of the Municipality;
- B. Section 177 of the Community Charter permits the Council, without any further approval, consent or assent to borrow money necessary to
 - (a) meet current lawful expenditures, and
 - (b) pay amounts required to meet the Municipality's taxing obligations in relation to another local government or other public body;
- C. The Municipality's outstanding debt for the purposes of Section 177 must not exceed the total of:
 - (a) the unpaid taxes for all purposes imposed during the current year (deemed to be 75% of all taxes imposed for all purposes in the preceding year), and
 - (b) the money remaining due from other governments.
- D. The unpaid taxes calculated as 75% of all taxes imposed for all purposes for the 2013 tax year are \$253,255.00 and the money remaining due from other governments is \$0 totaling \$253,255.00 the total representing the maximum amount that may be borrowed under this bylaw.

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

1. This Bylaw may be cited as "The Village of Port Clements Revenue Anticipation Borrowing Bylaw No. 417, 2014".
2. The Council is authorized to borrow upon the credit of the Municipality from the Canadian Imperial Bank of Commerce an amount or amounts not exceeding the sum of two hundred fifty three thousand two hundred and fifty five dollars. (\$253,255.00), as may be required and to pay interest thereon at the prime rate of the Canadian Imperial Bank of Commerce.
3. The form of obligation to be given as acknowledgment of the liability shall be a promissory note or notes, or an overdraft agreement bearing the corporate seal and signed by the Mayor and the Treasurer.

READ A FIRST TIME THIS Day of July, 2014.

READ A SECOND TIME THIS Day of July, 2014.

READ A THIRD TIME THIS Day of July, 2014.

RECONSIDERED AND FINALLY ADOPTED THIS ____Day of July, 2014.

WALLY CHEER
MAYOR

KIM MUSHYNSKY
ADMINISTRATOR

CERTIFIED A TRUE COPY OF VILLAGE OF
Revenue Anticipation Borrowing Bylaw No. 417, 2014".



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: Kim Mushynsky
Date: July 2, 2014
Re: **Telus Cell Service**

Background: November 2013 Doug Anastos and some technical representatives were on Haida Gwaii and met with members of Council regarding cell service in Port Clements. At that time they felt that this might be an achievable goal in 2014. On June 24th I had a teleconference with Mr. Anastos instigated by my inquiries regarding cell service and the upgrades that recently were announced by Telus for Masset. Mr. Anastos indicated that they would not be making the necessary upgrades to provide cell service in Port Clements for at least a couple more years. He indicated that there is not enough trunk space off the islands to support cell service in our area and the cost to upgrade this issue would be close to two million dollars. I encouraged Mr. Anastos to put these comments in writing but to date have not received anything written from him.

Recommendation: Network BC is a branch of the Provincial government responsible for getting broadband access to all residents of British Columbia. In addition they work on highway connectivity issues. I recommend that we write both Network BC and Telus indicating our displeasure of having our cell service needs bumped in priority.

Respectfully submitted:



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: Kim Mushynsky
Date: June 23, 2014
Re: **Haida Gwaii Geographic Response Planning Workshop**

Background: The MaPP process held a two day workshop on the topic of Geographic Response Planning (GRP) on June 17 & 18 and I attended on June 18 on behalf of Port Clements. There was an assortment of local and off island government representatives at the meeting – missing and needed was representation from the Federal Ministries of Transportation and DFO (including Coast Guard). I previously forwarded everyone a copy of the power point presentation done by Stafford Reid who was hired by the Province to provide this training workshop in all the MaPP regions. The funding that supported the MaPP project to date has been extended to October 31 of this year. There may be a follow up meeting on GRP in the fall. There will be a “drop-box” available early in July with an assortment of documents related to our discussions which I can provide access to for anyone interested. Mainly this meeting just brought to our attention the many gaps, short-falls and unresolved issues with our current Marine Emergency Planning situation. It also elaborated on the complexities of concurrent and overlapping jurisdictions within coastal waters (Federal versus Provincial). One thing I found interesting is that Transport Canada has named several areas on Haida Gwaii as places of Refuge to be considered if a ship is requiring assistance. A place of refuge is defined as “*a place where a ship in need of assistance can take action to enable it to stabilize its condition and reduce the hazards to navigation, and to protect human life and the environment*”. The areas identified are places like Tasu Inlet, Shields Bay, Luxana Bay, etc. which are extremely remote and inaccessible and seem like odd choices except for perhaps beaching or simply to get out of weather and thereby avoid further potential issues. I think that confirming these areas as suitable and then creating GRP for those areas would be a good first task for this committee. However, everyone at the table acknowledged that without full buy-in by Federal agencies this will be a long drawn out process with little or no financial resources to drive it. While not a waste of time (as the discussions were interesting) I am not sure that my presence was of any value to Port Clements or the group that was meeting.



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: Kim Mushynsky
Date: June 20, 2014
Re: **Biomass Heating Project**

Background: Biomass heating for the multiplex and fire hall were part of the 2014 Financial Plan Bylaw #414, 2014 in the following manner: \$200,000 budgeted for 2014 with \$100,000 of that coming from NDIT and \$100,000 of that coming from our Gas Tax funding. \$50,000 budgeted for 2015 which would all come from Gas Tax funding. NDIT has agreed in principal to fund \$98,400 of our project – final approval will happen in early July. Council requested a report in regards to amounts/sources of funds and next steps for this project to move forward in a timely manner.

NDIT Funding most likely available	\$ 98,400.00
Gas Tax funds currently available	<u>\$133,481.00</u>
Funding available	\$231,881.00*

*additional funding in the amount of \$65,186 for Gas Tax funds will be allocated to Port Clements by the Province before December 31, 2014 bringing this amount to \$297,067.00.

Estimated cost of project per March 2014 estimate provided by Wunderlin Consulting \$181,632. Based on our total budgeted amount of \$250,000 this means that the cost estimate could be incorrect to a magnitude of 137% before we would exceed our budgeted amount. However, not included in the budget is the renovations that would have to occur to our metal shed in order for the biomass fuel to be stored there – specifically the staff costs to move materials in the shed to a new location or to dispose of them if that is the decision, nor the cost of perhaps needing to build a new storage shed if we can't find homes for what we wish to keep that is currently stored there. There is quite a bit of manual work that would need to happen for this shed to be converted.

Work in progress:

Attached is an email from Angus Wilson on behalf of School District #50. As stated, if the costs exceed existing costs the Board will not be interested in buying biomass heat from the Village. Mr. Wilson, in our discussion, wished Council to remember that even if 100% of the heat provided for the building changed to biomass (which is unlikely to be the case although it is anticipated that the biomass heat would replace 90-95% of the propane consumed) there would still be some fixed costs with maintaining the existing propane heating system which needs to be included in the overall equation of costs to heat the building. For example **(these numbers are not factual)** if it currently averages \$1000 per month to heat the building and it would cost \$150 per month to maintain the propane system then the cost for biomass needs to AT MINIMUM be less than \$850 per month and should actually come in under \$700 per month to truly make the Board interested in this proposal. The District heating report estimates a savings of 70% per annum on heating costs so hopefully that will mean that there should be no problem with biomass heat meeting the threshold set by the School District. The report by Mr. Wunderlin used the new price for propane in his calculation so the recent increase in propane costs has already been factored into these numbers.

A letter was sent to Haida Gwaii Forest products on June 19, 2014 requesting a contract for pricing that was fixed for a minimum one year period of December 1, 2014 to November 30, 2015 to assist in our pricing estimates to supply to the School District.

Mr. Wunderlin has provided a quote and timeline for preparation of the specifications for the Biomass Boiler system which would be the basis for our tender documents. His quote is \$1200 with a timeline of one week to produce the document.

Next steps:

1. Put out a tender package for the boiler system – publish July 8/9th and run for 5 weeks, so a closing date of August 13th. A decision will then need to be made by Council based on the information received. If we have a satisfactory bidder the order can be placed by August 22nd with an anticipated arrival date of around November 22, 2014.
2. If not already sourced, find a competent person, who is not interested in bidding on the RFP for the biomass system, to create a tender package for the design, engineering & supervision phase. Councillor Thomas is working with Telkwa to see if we can utilize/redraft their RFP for our purposes.
3. Create and put out an RFP for the design, engineering & supervision of the project. This package would need to be ready for publishing by July 21 with a 5 week posting so a closing date of August 25th. A decision of Council for the successful proposal would then need to be made by September 2nd. Equipment required for the project (pipes and other specialty items) would then need to be ordered immediately with actual ground breaking work to begin by mid-October to be ready for the November arrival of the boiler system.
4. Public information session happening July 14th to let community know about the project.

5. Finalize contract with Abfam (or other supplier if necessary) for the biomass fuel – to be completed before end of July 2014.
6. Public Works to work on emptying/re-organizing the shed for renovations to happen during month of August – potentially require additional staffing for this process so that other duties do not fall behind.

Respectfully submitted:

Kim Mushynsky

From: Angus Wilson <awilson@sd50.bc.ca>
Sent: June-19-14 10:04 AM
To: 'Kim Mushynsky'
Subject: Biomass

Hi Kim,

As per our discussion this morning, SD50 is agreeable to purchasing biomass heat from the Village of Port Clements in principle. The obvious caveat is of course if the cost exceeds our current costs it will not be palatable to the board of education. Please contact me as this possibility develops.

Cheers

Angus

Village of Port Clements

36 Cedar Avenue West, Port Clements, BC, V0T 1R0

DRAFT

Request for Proposals

Supply of Containerized 100 kw Biomass Boiler with Wood Fuel Extraction System for
Village of Port Clements District Heating Project

Contact:

Kim Mushynsky – BBA
Chief Administrative Officer
Village of Port Clements
Box 198
Port Clements, BC
V0T 1R0
cao@portclements.ca
[250-557-4295](tel:250-557-4295)

Table of Contents

- 1. Overview 3
- 2. Process..... 3
 - 2.1 Enquiries..... 3
 - 2.2 Closing Date 3
 - 2.3 Late Responses..... 4
- 3. Review and Selection 4
 - 3.1 Review Committee 4
 - 3.2 Review and Selection 4
- 4. Requirements 4
 - 4.1 Mandatory Administrative Requirements 4
 - 4.2 Technical Requirements..... 4
 - Mandatory (see also Appendix B & C, Basic Layout & Hydronic Schematic)..... 4
 - Desirable 6
 - Options..... 6
- 5. Requested Documentation 6
- 6. Criteria 7
 - Points Available..... 7
- Appendix A - Suggested Response Covering Letter 8
- Appendix B Basic Layout of Containerized Boiler System 9
- Appendix C Hydronic Schematic 10

1. Overview

The Village of Port Clements (the Owner) has approved the implementation of a biomass district heating system with an operational target date of December 22, 2014. The purpose of this Request for Proposals (RFP) is to select a supplier of a containerized biomass boiler system and its associated fuel extraction equipment, plus commissioning and training. The equipment is to be delivered by November 22, 2014.

The Owner is looking for a cost-effective, technologically advanced and proven product that is easy to operate and reliable and can serve as a reference installation for similar projects – both public and private – within the Village and the region.

The completed project should prove the technical and economic viability of small-scale biomass district heating systems, reduce operating cost for both the Owner and the connected heating energy customers and encourage the production and distribution of suitable biomass fuel.

The feasibility study has determined that the best location for the containerized boiler equipment is located next to an existing storage shed which would contain the fuel storage equipment and infrastructure.

All building construction and modifications are the responsibility of the Owner.

The Owner is proposing to choose a qualified supplier by August 22, 2014

Based on the review of the RFP Responses, the Owner intends to identify up to 3 qualified Suppliers. One of the Respondents may be selected to enter into a Contract(s) for the provision of the equipment and services. The Owner reserves the right to not award this RFP. The Owner is not responsible for any costs incurred in providing this RFP.

2. Process

This RFP may be viewed and obtained at the Village of Port Clements municipal office or downloaded directly from the Village of Port Clements at www.portclements.ca. This RFP will also go on www.civicinfo.bc.ca.

2.1 Enquiries

All enquiries related to this RFP are to be directed to the contact person. Information obtained from any other source is not official and should not be relied upon.

2.2 Closing Date

RFP Closing - Responses must be received before 4:00 pm, British Columbia time, on August 13, 2014. Emailed submissions are encouraged. We suggest that the proponents check with the Owner whether the transmitted submission has been received.

Responses delivered by fax will not be considered by the Owner.

Mailed or delivered responses and their sealed envelopes should be clearly marked with the name and address of the Respondent. Emailed responses should state in their subject line – **Containerized Biomass Boiler**.

2.3 Late Responses

Responses received after 4pm on August 13, 2014 will be considered late and will not be considered or evaluated.

3. Review and Selection

3.1 Review Committee

Review of Responses will be by a committee formed by the Owner and may include employees and consultants of the other stakeholders and the Province.

3.2 Review and Selection

The review committee will check Responses against the mandatory criteria. Responses not meeting all mandatory criteria will be rejected without further consideration. Responses that do meet all the mandatory criteria will then be assessed and scored against the desirable criteria. The Owner may interview one or more of the Respondents and the results of the interviews may form part of the evaluation and selection process.

4. Requirements

4.1 Mandatory Administrative Requirements

The following are mandatory requirements. Responses not clearly demonstrating that they meet them will receive no further consideration during the qualifications review process.

- a) The Response must be received at the Village of Port Clements, 36 Cedar Avenue West, Port Clements, BC, V0T 1R0 by 4pm, August 13, 2014.
- b) The Response must be in English and must not be sent by facsimile. Preferred method of submission is by email or in person. The Response should include a signed cover letter similar to the cover letter set out below in Appendix A.

4.2 Technical Requirements

Mandatory (see also Appendix B & C, Basic Layout & Hydronic Schematic)

- ▲ Containerized 100 kw (output) biomass boiler. (Slight variations from rated output are allowable and will be considered.)
- ▲ Boiler must be installed in a new 20 foot hi-cube standard shipping container in neutral colour. The container floor is to be of steel only (NOT steel plate over plywood!) No container insulation is required.

The container must have one additional (beside the container's swing doors) standard access door of at least 3 foot width.

- ▲ The container must have a properly sized combustion air opening.
- ▲ The container must contain a 2000 litre insulated buffer tank rated at 15 psi or more with a PRV rated at 120% of nominal boiler output or more and automatic air vent and a drain valve at the top of the tank.
- ▲ All piping is uninsulated 2" standard steel pipe.
- ▲ All components isolated by ball valves.
- ▲ Thermostatic or motorized 3 way valve for return temperature control installed.
- ▲ Three capped supply and return connections on the distribution manifold.
- ▲ An appropriately sized expansion tank for the 2000 litre buffer tank, the boiler content plus 800 litres for external piping. (Extrol SX110-F or similar).
- ▲ Feeder tank (Axiom SF100 or similar).
- ▲ Circulator between boiler and buffer tank (Grundfos UPS 32-40/4 or similar).
- ▲ Pressure relief valves, low-water cutoffs and temperature hi-limits installed.
- ▲ Exhaust stack sized according to manufacturer's recommendation ready for installation.
- ▲ Electrical panel within the container must be ready for external connection. All container internal wiring must be completed.
- ▲ Final commissioning must be offered by a manufacturer trained technician. Operator training must be offered at the same time. It is estimated that commissioning and training will require 5 working days.
- ▲ Rated energy output of 100kw based on wood chip moisture content of less than 20%.
- ▲ Capability to use biomass fuel with a moisture content of up to 30%.
- ▲ Capability to use wood chips sizes G30 and G50, according to OENORM M7133.
- ▲ Capability to use wood pucks of up to 70 mm diameter and standard wood pellets.
- ▲ Automatic fuel supply from storage bunker to combustion chamber.
- ▲ Automatic ignition system.
- ▲ Automatic ash extraction.
- ▲ Automatic return temperature controls (thermostatic or motorized 3-way valve).
- ▲ Remote monitoring and full operation via internet.

- ⚡ Overheating prevention during power outages.
- ⚡ Meets requirements as outlined by the BC Safety Authority.
- ⚡ A 4 meter rotary fuel extraction system is delivered and ready for installation. A single low angle auger (or a combination of two augers) is designed to feed the boiler. The container is located 1 meter from the outer edge of the fuel storage area (see also Appendix B). The feed auger and sweep drive must be of appropriate length depending on the exact location of the boiler.

Desirable

- ⚡ Overall efficiency of 88% based on LHV or 82% based on HHV
- ⚡ Total particulate emissions of 25mg/MJ output or less
- ⚡ Carbon monoxide emissions of 50ppm or less.
- ⚡ Output modulation of 25% to 100%
- ⚡ Maximum operating pressure of 2 bar or higher
- ⚡ Maximum operating temperature of 90°C or higher
- ⚡ Automatic heat exchanger cleaning system

Note: The Proponent is advised to point out special technical features that may differentiate their product from alternatives.

Options

Proponents are allowed to propose different options, ie: two or more boilers with a combined output of 100 kw, alternative fuel extraction systems, various combustion systems (moving grate, retort, etc.).

All proposed options must be costed separately and the Proponent should highlight advantages and disadvantages.

5. Requested Documentation

1. Response Covering Letter (Appendix A)
2. Letter stating the quoted cost (delivered to Port Clements, BC) for equipment, commissioning and training, taxes shown.
3. Letter stating warranty and technical support policies
4. Sketch or drawing of proposed 100 kw containerized boiler system
5. Sales brochure

6. Operations Manual
7. Installation Manual
8. Emission and Efficiency Test¹
9. List of three similar reference installations

Note: If more than one option is proposed, clearly state cost for each option.

Responses meeting all the above mandatory requirements will be further assessed against the desirable criteria so as to be able to assess the Respondent's abilities, expertise and experience as well as its approach to successfully provide the necessary equipment and services.

6. Criteria

Points Available

Cost of Equipment including commissioning & training **60**

All costs are fob Port Clements, in Canadian dollars, taxes shown.

Technical Features of Proposed Solution **20**

Desirable features and special features mentioned by the Proponent, support policies and warranties are considered.

Experience of Proponent

Experience of the proponent with similar installations, References **20**

TOTAL POINTS AVAILABLE **100**

¹ The Owner is aware that emissions and efficiency depend not only on the equipment but also on the fuel quality and the skill and dedication of the operator. We only require assurances and documentation that the noted target numbers are achievable with good quality fuel and a competent operator.

Appendix A - Suggested Response Covering Letter

Letterhead or Respondent's name and address

Date:

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

Attention: Kim Mushynsky

*Subject: Supply of 100 kw Containerized Biomass Boiler with Wood Chip Extraction
System for Village of Port Clements District Heating Project*

The enclosed Response is submitted in response to the above-referenced DHS Project.

We have carefully read and examined the Information for Respondents and have conducted such other investigations as were prudent and reasonable in preparing the Response. We are authorized to submit this Response on behalf of the Respondent.

Yours truly,

Signature

Name:

Title:

Telephone Number:

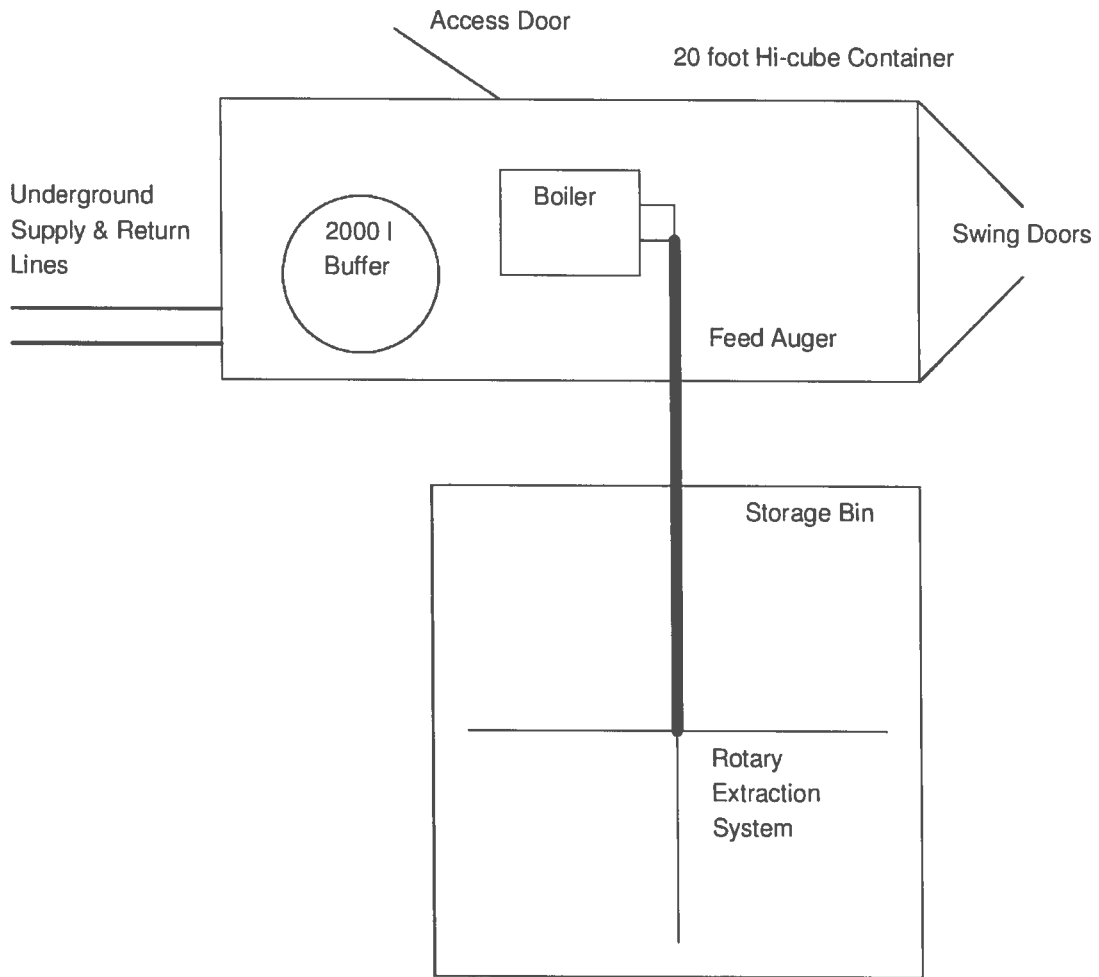
e-mail address:

Legal name of Respondent:

Date:

Appendix B Basic Layout of Containerized Boiler System

Appendix B
Port Clements - Biomass Heating System
Basic Layout

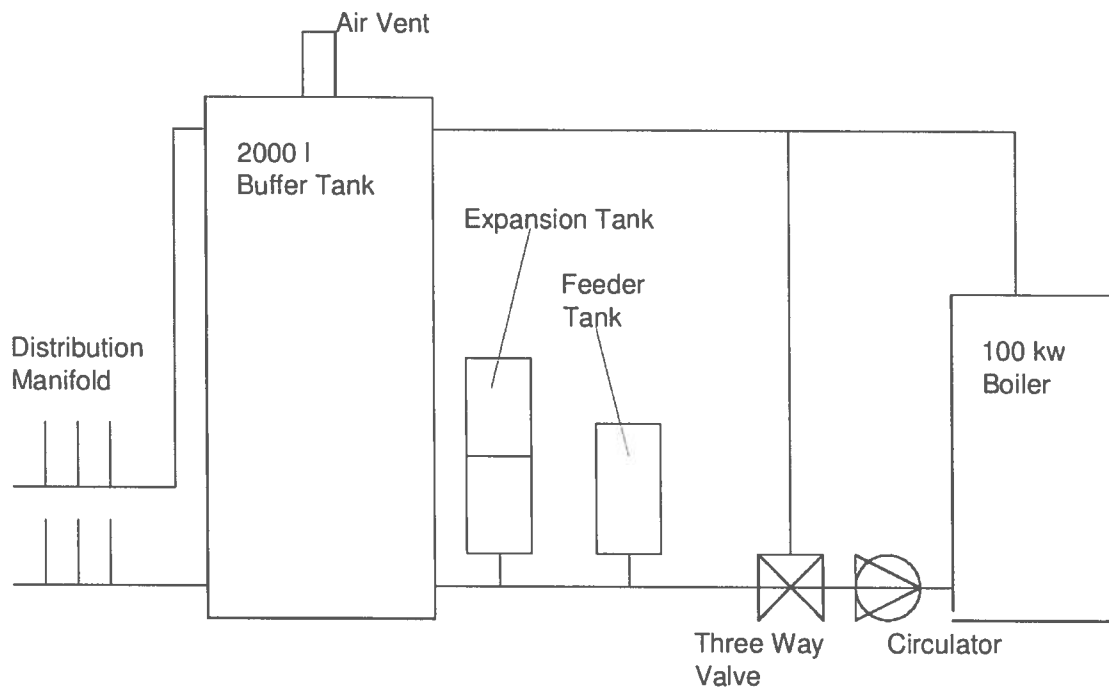


Appendix C Hydronic Schematic

Appendix C Port Clements - Biomass Heating System Hydronic Schematic

2" Supply Line

2" Return Line



ACTION ITEMS

<u>#</u>	<u>Date</u>	<u>Description</u>	<u>Lead</u>	<u>Follow up</u>
A16	15-10-2012	Bus Shelter	Cheer	Build shelter at corner of Dyson & Bayview
A21	15-07-2013	Drainage concern at far end between Park & Tingley	Gaspar	Develop a plan for addressing this issue
A25	28-01-2014	Biomass heating system for Multiplex	Administrator	RFP's out before end of July
A26	17-02-2014	Historic Councillor Plaque(s)	Gould	Design and create the necessary plaque(s) to mount ingraved plates from 1975 forward
A27	05-05-2014	Park Management Committee	Thomas	Finalize park management plans before end of October 2014