



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

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

7:00 p.m. Regular Meeting of Council Monday November 2, 2015

AGENDA

1. **ADOPT AGENDA.**
2. **PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**
D-1- Biomass update
3. **MINUTES**
M-1-October 19, 2015 Regular Council Meeting
4. **BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
5. **ORIGINAL CORRESPONDENCE**
C-1- MIEDS report
C-2- All Island Emergency Planning meeting Recap
6. **GOVERNMENT**
7. **FINANCE**
F-1-Cheque listing to October 28, 2015.
8. **NEW BUSINESS**
9. **REPORTS & DISCUSSIONS**
R-1-Report to Council – Community hall society
10. **ACTION ITEMS**
11. **QUESTIONS FROM THE PUBLIC & PRESS**
12. **ADJOURNMENT**



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Minutes of the regular meeting of the Port Clements Council held October 19, 2015 in Council Chambers.

Present:

Mayor Gould
Councillor Daugert
Councillor O'Brien Anderson
Councillor Cunningham
Councillor Gaspar

Deputy Clerk/Treasurer Danielle Dysserinck

Regrets: CAO Kim Mushynsky

Mayor Gould called the meeting to order at 7:00p.m.

1. ADOPT AGENDA.

2015-280 - Moved by Councillor Daugert, seconded by Councillor Gaspar
THAT the agenda be adopted.

CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

D-1: Port Clements Police Report- Sergeant Drouin

2015-281- Moved by Councillor Gaspar, seconded by Councillor Cunningham
THAT Council receives and files the police report.

CARRIED

3. MINUTES.

M-1-October 5, 2015 Regular Council Meeting

2015-281-Moved by Councillor Gaspar, seconded by Councillor Daugert
THAT Council accepts the October 5, 2015 Regular Council meeting minutes as presented.

CARRIED

M-2- January 22, 2015 Emergency Management Commission Meeting

2015-282- Moved by Councillor Gaspar, seconded by Councillor Cunningham
THAT Council accepts the January 22, 2015 Regular Council meeting minutes as presented.

CARRIED

M-3- October 1, 2015 Rec Commission Meeting

2015-283- Moved by Councillor Gaspar, seconded by Councillor O'Brien Anderson
THAT Council accepts the October 1, 2015 Rec Commission Meeting minutes as presented.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

5. ORIGINAL CORRESPONDENCE

C-1- Queen Charlotte Regional District board meeting
2015-284-Moved by Councillor Cunningham, seconded by Councillor Daugert
THAT Council receives and files the report.

CARRIED

C-2- All Island Emergency Planning meeting Recap
2015-285- Moved by Councillor Gaspar, seconded by Councillor Cunningham
THAT Council tables the January 22, 2015 Emergency Management Commission Meeting minutes until the next meeting.

CARRIED

C-3- MIEDS Business Walk Report
2015-286- Moved by Councillor Gaspar, seconded by Councillor Daugert
THAT Council receives and files the business walk report.

6. GOVERNMENT

G-1-Bylaw NO.430, 2015 reconsider and adopt
2015-287-Moved by Councillor Gaspar, seconded by Councillor O'Brien Anderson
THAT Council reconsiders and adopts Bylaw NO.430, 2015.

CARRIED

7. FINANCE

F-1-Cheque listing to October 14, 2015
2015-288- Moved by Councillor Cunningham, seconded by Councillor O'Brien Anderson
THAT Council receives and files the cheque listing to October 14, 2015.

CARRIED

F-2 September Bank Statement for Northern Savings Credit Union.
2015-289- Moved by Councillor Daugert, seconded by Councillor Cunningham
THAT Council receives and files the September Bank Statement for Northern Savings Credit Union.

CARRIED

F-3 Canadian Imperial Bank of Commerce September Bank statement.
2015-290- Moved by Councillor Cunningham, seconded by Councillor Gaspar.
THAT Council receives and files the Canadian Imperial Bank of Commerce September Bank statement.

CARRIED

8. NEW BUSINESS

9. ACTION ITEMS

A-1-No updates

10. REPORTS & DISCUSSIONS

R-1-Report to Council – NDIT Grants Business Façade & Grant Writer
2015-297- Moved by Councillor Gaspar, seconded Cunningham
THAT Council received and files the report.

CARRIED

2015-298-Moved by Councillor Daugert, seconded by Councillor Gaspar
THAT staff reapply to the Business façade program for the 2016 intake.

CARRIED

2015-299- Moved by Councillor Gaspar, seconded by Councillor Daugert
THAT staff reapply for a grant writer for the 2016 intake.

CARRIED

R-2-Report to Council – Gwaii trust Christmas
2015-300- Moved by Councillor Gaspar, seconded by Councillor O'Brien Anderson
THAT Council received and files the report.

CARRIED

Mayor Gould- Export Tax meeting
Councillor O'Brien Anderson –ducks unlimited dinner
Councillor Daugert – November 7, jamboree
Councillor Cunningham- house warming, internet concerns
Councillor Gaspar- Rec meeting
Deputy Clerk/Treasurer Dysserinct – Blue Dot

11. QUESTIONS FROM THE PUBLIC & PRESS

ADJOURNMENT

2015-278– Moved by Councillor Gaspar
THAT the meeting be adjourned at 8:15 p.m.

CARRIED

Ian Gould
Mayor

Danielle Dysserinct
Deputy Clerk/Treasurer



October 7, 2015

To: MIEDS Board of Directors

From: Cameron Bell, Economic Development Officer

Re: EDO Report

Office Location

The GwaiiTel Board has passed a motion to sign a rental agreement with MIEDS at \$375/month. Cameron will develop the rental agreement with GwaiiTel staff that outlines what services are included in the rent.

Tourism

NBCTA and Funding

Cameron attended the Northern BC Tourism Association AGM and Conference last week. The new Co-op Marketing Program from Destination BC is open to Consortiums (groups of communities), such as MIEDS. The application process is substantially more detailed than the current Community Tourism Opportunities funding process, including alignment with provincial branding, measurable impacts of visitation, and private sector participation in our marketing initiatives. Our application, and marketing efforts, could be strengthened by partnering with other businesses and organizations on Haida Gwaii, such as HaiCo. Cameron would like to explore these partnership opportunities. The funding application is due before the end of 2015.

Recommendation: That MIEDS staff contact other businesses and governments to discuss marketing partnership opportunities.

Marketing

Staff are still working on the Marketing Plan. We recently submitted our ad for the 2016 Northern BC Travel Guide, and will continue to identify effective advertising opportunities and purchase ads in the coming months. We will be awarding a promotional video production contract this month. Our social media following continues to grow, and we are exploring new tools such as hashtags. We are considering another "Win a Trip to Haida Gwaii" contest, although there are concerns about staff capacity and business donation fatigue.



Visitor Exit Survey

Initial analysis of the survey results have confirmed some existing knowledge while also providing insight into areas of improvement and new tourism opportunities on Haida Gwaii. Cameron presented the survey findings at the Tourism Forum in September, and will present these slides at the Board meeting. The slides are available through the MIEDS website. We are still evaluating how best to disseminate the results of this research, including whether or not to distribute the raw data. Board discussion on how staff should approach information-sharing would provide guidance on this and future research projects.

Tourism Forum

The Tourism Forum was an excellent opportunity for islands-wide tourism stakeholders to discuss trends, opportunities, and needs on Haida Gwaii. Approximately 35 people attended, including government staff, business owners, and potential future entrepreneurs. The survey results were very well-received, and attendees expressed appreciation for MIEDS' work on Go Haida Gwaii and social media. The event was generally positive and presentation content covered broad themes. There was minimal discussion of a Destination Management Organization, Visitor Info Centre alignment, or other contentious topics.

Love Haida Gwaii

Mary Lou continues to sign up new businesses, post on the Love Haida Gwaii Facebook page, and plan for the upcoming Trade Show (October 18th at the Queen Charlotte Community Hall). Over 40 businesses have already signed up for tables. In the future, we hope to limit Trade Show tables exclusively to Love Haida Gwaii businesses. However, we have space to accommodate a few non-Love Haida Gwaii businesses at this event. Community Futures will be offering an accounting/bookkeeping workshop in the morning.

Business Walks

Business Walks are taking place in each community this week. The plan document was distributed on October 5. We are working with economic development staff from Old Massett and Skidegate to conduct Business Walks in the Haida communities. Shaun Cormier, an NDIIT intern, is assisting us with planning and conducting the walks, as well as compiling and analyzing data in the coming weeks. Preparing and conducting for these walks is a substantial staff time commitment, and should provide a valuable opportunity to build relationships and collect information. We look forward to seeing the results, and discussing how best to engage businesses through walks or other initiatives in the future.



Grant Writer

Alissa continues to work with the municipalities and local NFPs to apply for grant funding.

Recent projects include:

- Assisting Port Clements with the forthcoming Gwaii Trust community allocation
- HG Arts Council – Application to BC Arts Council
- Queen Charlotte Thrift Shop Society – building expansion financing
- Edge of the World Festival – Application to Canadian Heritage fund
- UBCM – rewriting application to fund solar panels instead of street lights
- Planning a Social Enterprise workshop with CFDC is scheduled for October 14th, 2015. MIEDS board members may be interested in attending this workshop
- Requirement for airport grant not met
- Approved for the Event Host BC grant for the 2015 Tlell Fall Fair

Upcoming Projects:

- Masset and Queen Charlotte will be applying for NDIT Economic Diversification Infrastructure Program on the next intake, November 15th, 2015
- QC Harbour Authority – Infrastructure improvements
- Grant writing workshop to support NFPs

Alissa has also been contacted by private companies requesting grant writing support. We will not be providing assistance to for-profit entities at this time, although it is a potential opportunity as fee-for-service revenue.

Recommendation: That MIEDS staff explore options for fee-for-service Grant Writing and other social enterprise options, and present recommendations to the Board before further action.

Community Forest

Introduction to Mark Salzl

Mark is our new contact in FLNRO working on the CF. Tyler Peet has left FLNRO recently and there is not a permanent replacement for his position yet. Mark will be joining the meeting and sharing some information about the MPS structure and requirements.

Update on CHN perspective

The revised MoU was circulated on September 15th. Additional discussion with CHN leadership is needed to finalize the document. Peter Lantin and Trevor Russ are interested in meeting with the MIEDS leadership again on October 28, 29, or 30.



Cameron met with Nick Reynolds last week to continue planning. Nick would like to work with several experienced economists in the province to develop a proposal that shows how MPS data can be provided by entities other than BCTS. MIEDS could contribute a portion of the cost of this report if the Board feels that this is in our best interest.

Our timeline over the coming months and years will be affected by the upcoming Timber Supply Review and revised AAC determination. The TSR will likely take place in early or mid-2016, and could provide a good opportunity for the CF tenure to be allocated. The AAC determination would happen after the TSR, meaning that the CFA would probably be signed in 2017 at the earliest.

Recommendation: That MIEDS schedule a meeting with CHN leadership, and evaluate how best to be involved in CHN efforts to develop alternative MPS structures.

Numbered Company – Ownership and Taxes

The Village of Queen Charlotte has requested a legal opinion to identify options for the numbered company structure, and the relationship between MIEDS and the municipalities. The quote from the legal firm exceeded the amount provided for free to municipalities, and MIEDS will be contributing to the cost of this information (\$500) from our Community Forest budget (\$10,000, largely unspent this year). This legal advice will be relevant and useful to all MIEDS member communities.

We have not yet received the response from the lawyer, and need to reply to the CRA next week. We may be able to request an additional extension, but it is likely that the numbered company will need to pay income tax for last year. Based on profit of ~\$35,000 last year, the company would owe ~\$4,000 in taxes. We should be able to change the structure of the company before the end of this fiscal year.

ALL ISLAND EMERGENCY PLANNING MEETING RECAP
THURSDAY APRIL 16, 2015 3:30PM
COUNCIL CHAMBERS – VILLAGE OF PORT CLEMENTS

Attending: Kim Mushynsky (Village of Port Clements EPC), Robert Ells (Sandspit EPC & Transportation Canada), Sue Couch (Village of Port Clements ESS), Marilyn Bliss (Village of Port Clements ESS), John Short (Masset Northern Health), Trevor Jarvis (Village of Masset EPC), Lori Wiedeman (Village of Queen Charlotte EPC), Larry Duke (Village of Queen Charlotte EPC), Corinne Precourt (Sandspit EPC), Manzanita Snow (Village of Port Clements ESS), Margaret Fennell (Village of Port Clements ESS), Stephan Druin (Masset RCMP), Ryan Brown (Village of Port Clements EPC), Aaron Cunningham (Village of Port Clements EPC)

EPC – stands for Emergency Planning Committee

Invited but unable to attend: Eileen Hayles (Old Massett Health Centre), Karen Mellor (SQCRD CAO), Chris Ashurst (Tow Hill Representative and Coast Guard Auxiliary), Lisa Kendall (Skidegate Health Centre), Cecil Brown (Old Massett Village Council), Harmonie Blais (Port Clements BCAS), Don Smillie (Port Clements BCAS), Maurie Hurst (Terrace – EMBC Northwest).

Suggested to be invited to the next meeting: Mike Racz (SQCRD Area D Representative), Mike Richardson (Tlell Fire Department)

Attendees introduced themselves and identified what organization they belonged to. Each organization was then allowed some time to explain what they were currently working on and what their priorities were for 2015. There was some general discussion on what value a committee of this nature may be and on whether we should continue with future meetings. The following are items of general consensus that came out of the meeting:

- We should hold meetings twice per year – once in November to plan an island wide training schedule for the following year and then notify EMBC accordingly and once in April/May to plan a training event to hold either as an all island event or that rolls from community to community.
- We should try and get EOC Essentials annually as this is the back-bone for other EMBC courses.
- We should notify people at least 3 months in advance of training dates so that they can plan for staffing so people can attend.
- We should consider including youth representation in our groups
- We should determine whether membership in BC Association for Emergency Managers is a worthwhile resource to become associated with.
- We should determine if the entire island can be considered as one group for the \$3500/year fee for the mass notification system that Queen Charlotte is currently investigating and if so if this is a worthwhile financial investment.
- We should create a contact list and update it at each meeting (done and attached to this recap).

Next meeting is therefore planned for November 2015 and we can decide the actual date and hosting community closer to the date. The Village of Port Clements has offered to be a permanent host and keeper of documents if that is the groups' wish.

VILLAGE OF PORT CLEMENTS

Cheque Listing For Council

2015-Oct-28
9:54:45AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
150504	2015-10-15	Black Press Group Ltd.	32673998	PAYMENT TAX SALE ADD AND PAPER COS	450.58	450.58
150505	2015-10-15	COASTAL PROPANE	50828	PAYMENT FIREHALL PROPANE	669.19	669.19
150506	2015-10-15	COPPER BAY CONCRETE	0031	PAYMENT CONCRETE FOR BIOMASS	4,785.48	4,785.48
150507	2015-10-15	CORPORATE EXPRESS	39498677	PAYMENT SELF INKING STAMP	41.43	41.43
150508	2015-10-15	Hager lock and alarm	233008	PAYMENT REKEYING	149.80	149.80
150509	2015-10-15	PORT AIR CARGO	VOPC0915	PAYMENT DELIVERY FROM INLAND AIR TC	21.00	21.00
150510	2015-10-15	TELUS COMMUNICATIONS INC.	20151015	PAYMENT TELUS BILL	1,337.88	1,337.88
150511	2015-10-15	URECON	20151015	PAYMENT PIPING FOR BIOMASS	16,290.84	16,290.84
150512	2015-10-15	XEROX CANADA LTD.	L16889579	PAYMENT XEROX MACHINE	483.59	483.59
150513	2015-10-22	Stewart, McDannold, Stuart	71133 71134 71135	PAYMENT GENERAL MATTERS REAL ESTATE SEWER STATUTORY RIGHT OF W	315.02 199.93 451.28	966.23
150514	2015-10-26	ClearTech industries Inc.	639224	PAYMENT WATER TESTING EXPENSES	3,239.96	3,239.96
150515	2015-10-26	WEIGUM, SHIRLEY	20151026	PAYMENT JANITOR SERVICE OCTOBER	1,175.00	1,175.00
150516	2015-10-26	XEROX CANADA LTD.	F48160160	PAYMENT COPIES SEPT 2-OCT8	100.92	100.92
150517	2015-10-27	Beachy, Colleen				
150518	2015-10-27	Mushynsky, Kim L				
150519	2015-10-27	O'Donoghue, Sean P				
150520	2015-10-27	Bishop, Laura M				
150521	2015-10-27	Wallace, Terry				
150522	2015-10-27	Dysserinct, Danielle				
150523	2015-10-27	AARON-MARK SERVICES LTD.	20151027	PAYMENT BUILDING SUPPLIES	107.82	107.82
150524	2015-10-27	BD engine brake inc	20151027	PAYMENT PUBLIC WORKS TRUCK	39.90	39.90
150525	2015-10-27	Brown, Ryan	20151027	PAYMENT CABLES FOR PROJECTOR	83.69	83.69
150526	2015-10-27	DELMAS CO-OP	20151027	PAYMENT CLINIC GUTTER REPAIR	37.50	37.50

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VILLAGE OF PORT CLEMENTS

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Cheque Listing For Council

2015-Oct-28
9:54:45AM

Cheque				Invoice	Cheque	
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount
150527	2015-10-27	EMCO CORPORATION		PAYMENT		390.98
			2801355-00	PRESSURE TEST ASSEMBLY	348.48	
			2801355-01	PRESSURE TEST ASSEMBLY	42.50	

Total 35,880.93

*** End of Report ***

F-1

Port Clements Community Hall Society

Box 525

Port Clements, BC V0T 1R0

Mayor and Council

Village of Port Clements

Port Clements, BC V0T 1R0

Dear Mayor and Council,

On November 7 the Port Clements Community Hall Society will be hosting a family dinner with entertainment, open to all residents of Port Clements. There will be no formal charge for this event, but donations to the hall will be encouraged. Later in the evening we will host a fundraising licensed dance.

As Council has budgeted for a grant to the hall, we would like to request that a portion of this money be made available for food and entertainment expenses, based on receipts submitted to the Village Office. Expenses for the dinner event are expected to be about \$1000 to \$1500.

We are looking forward to both the family event and the dance, and would appreciate your assistance in our efforts to keep our community strong and happy.

Sincerely,

Doug Daugert

Chair, Port Clements Community Hall Society

h-1
CDA