



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](mailto:office@portclements.ca)  
Web: [www.portclements.ca](http://www.portclements.ca)

**7:00 p.m. Regular Meeting of Council Monday November 21, 2016**

**AGENDA**

- 1. ADOPT AGENDA**
- 2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**
- 3. MINUTES**  
M-1 – November 7, 2016 Regular Council meeting minutes
- 4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
- 5. ORIGINAL CORRESPONDENCE**  
C-1 – Annual Brush Mowing Bayview Drive – C&C Beachy  
C-2 – FSC Controlled Wood Risk Assessment Public Consultation – Taan Forest
- 6. GOVERNMENT**
- 7. FINANCE**  
F-1 – Cheque Listing to November 15, 2016  
F-2 – NSCU October 2016 Bank Statement  
F-3 – CIBC October 2016 Bank Statement
- 8. NEW BUSINESS**  
NB-1 – NDIT Economic Development Grant for MIEDS
- 9. REPORTS & DISCUSSIONS**
- 10. ACTION ITEMS**  
A-1 – See attached Action Items List A16 – A33
- 11. QUESTIONS FROM THE PUBLIC & PRESS**
- 12. ADJOURNMENT**



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**Minutes of the regular meeting of the Port Clements Council held November 7, 2016 in Council Chambers.**

Present:

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

CAO Kim Mushynsky

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

**1. ADOPT AGENDA.**

2016-263 – Moved by Councilor Daugert, seconded by Councilor Gaspar  
THAT Council adopts the agenda adding C5 – FLNRO Proposed amendments to Map reserve and NB4 – NDIT grant for Bleachers.

**CARRIED**

**2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.**

D-1 – Community Forest Presentation on behalf of MIEDS by Keith Moore RPF

2016 -264 – Moved by Councilor Cunningham, seconded by Councilor Gaspar  
THAT Council receives this report.

**CARRIED**

**3. MINUTES.**

M-1 – October 17, 2016 Regular Council Meeting minutes

2016-265 – Moved by Councilor O'Brien Anderson, seconded by Councilor Gaspar  
THAT Council adopt the October 17, 2016 minutes as presented.

**CARRIED**

M-2 – October 13, 2016 Tourism Committee meeting minutes

2016-266 – Moved by Councilor Cunningham, seconded by Councilor Gaspar  
THAT Council adopts the October 13, 2016 Tourism Committee meeting minutes as presented.

**CARRIED**

**4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.**

UB-1 Port Clements/Queen Charlotte Bylaw Review RFP

2016-267 – Moved by Councilor Daugert, seconded by Councilor O'Brien Anderson  
THAT Council accept the bid from Van Hemert & Co and proceed with the Bylaw Review project.

**CARRIED**

## **5. ORIGINAL CORRESPONDENCE**

C-1 – Swilawild Sustainability Society

2016-268 – Moved by Councilor O'Brien Anderson, seconded by Councilor Cunningham

THAT Council receives this correspondence.

**CARRIED**

C-2 – PC Softball Team - bleachers

2016-268 – Moved by Councilor Daugert, seconded by Councilor O'Brien Anderson

THAT Council receives this correspondence.

**CARRIED**

C-3 – HGPAWS – request for letter of support

2016-268 – Moved by Councilor O'Brien Anderson, seconded by Councilor Cunningham

THAT Council receives the letter and directs staff to write a letter of support.

**CARRIED**

C-4 – Greg & Betty Stewart letter concerning Encroachment Policy draft

2016-269 - Moved by Councilor Cunningham, seconded by Councilor Daugert

THAT Council receives this correspondence.

**CARRIED**

C-5 – FLNRO – Proposed amendments to map reserves

2016-270 – Moved by Councilor Daugert, seconded by Councilor Gaspar

THAT Council receives this correspondence.

**CARRIED**

Council was further directed to provide any feedback to the Administrator by end of day Wednesday November 9<sup>th</sup> so that it can be forwarded to FLNRO on Thursday November 10<sup>th</sup> to meet their deadline for submissions.

## **6. GOVERNMENT**

G-1 – Encroachment Policy No. 14, 2016

2016-271 – Moved by Councilor Daugert, seconded by Councilor Gaspar

THAT Council adopts the policy with the amendment to remove the reference to operational guidelines in the second last sentence of the policy.

**CARRIED**

## **7. FINANCE**

F-1 – Cheque Listing to October 31, 2016

2016-272 – Moved by Councilor Cunningham, seconded by Councilor Gaspar

THAT Council receives the Cheque Listing to October 31, 2016.

**CARRIED**

F-2 – NSCU September Bank Statement

2016-273 – Moved by Councilor Daugert, seconded by Councilor O'Brien Anderson

THAT Council receives this information.

**CARRIED**

F-3 – CIBC September Bank Statement

2016-274 – Moved by Councilor Gaspar, seconded by Councilor Cunningham

THAT Council receives this information

**CARRIED**

## **8. NEW BUSINESS**

NB-1 – Updated Emergency Preparedness Plan

2016-275 – Moved by Councilor Cunningham, seconded by Councilor Daugert

THAT Council adopts the updated Emergency Preparedness Plan.

**CARRIED**

**NB-2 – VIRL 2017 Appointments**

2016-276 – Moved by Councilor Daugert, seconded by Council Gaspar

THAT Councilor Cunningham be appointed as the VIRL Trustee for 2017 and Councilor O'Brien Anderson be appointed as the Alternate Trustee for VIRL for 2017.

**CARRIED**

**NB-3 – Gwaii Trust – 2016 Christmas Funding Application**

2016-277 – Moved by Councilor Gaspar, seconded by Councilor Cunningham

THAT Council approves the 2016 Gwaii Trust Christmas Program distribution as presented.

**CARRIED**

**NB-4 – NDIT Bleacher Funding application**

2016-278 – Moved by Councilor Daugert, seconded by Councilor Gaspar

THAT Council approves that application for \$15,000 to NDIT for funding for bleachers for the Community Park.

**CARRIED**

**9. REPORTS & DISCUSSIONS**

Mayor Gould – SQCRD mtg., Chevron Property, Danger Trees

Councilor Daugert – upcoming Community Hall & MIEDS meetings

Councilor Cunningham – seek community input for development of Dyson street property

Councilor O'Brien Anderson – creating a heritage tree directory for community, generator for emergency mgmt.

Council Gaspar – no report

CAO Mushynsky – Solar panel battery backup put to test on Friday and worked well, Canada 150 grant for fireworks for Canada Days, upcoming CAO & All Island Emergency Planning meetings

**10. ACTION ITEMS**

**11. QUESTIONS FROM THE PUBLIC & PRESS**

2016-279 – Moved by Councilor Gaspar, seconded by Councilor Daugert

THAT Council move to in-camera per the Community Charter Section 90(1)(e)

**CARRIED**

**ADJOURNMENT**

2016-280 – Moved by Councilor Daugert, seconded by Councilor Gaspar

THAT the meeting be adjourned at 9:50 pm.

**CARRIED**

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Ian Gould  
Mayor

---

Kim Mushynsky  
CAO

M-1

C. and C. Beachy Contracting Ltd.  
274 Bayview Drive  
Clements B.C.

Nov. 14/2016

To Mayor and council  
Village of Port Clements  
Box 198  
Port Clements B.C.  
V0T 1R0

To Mayor and Council,

I am asking for permission to do annual maintenance (brush mowing) of the clearing across the road in front of lots 272, 274, and 276 Bayview Drive. The work will be the same as last year. The work will be done in Dec., Jan. or Feb.

Sincerely



Craig Beachy



## FSC® Controlled Wood Risk Assessment Public Consultation

Taan Forest LP (Taan) is initiating public consultation of our FSC Controlled Wood Risk Assessment under the FSC-STD-40-005 Standard (FSC Trademark License: FSC® C104355).

The Risk Assessment is designed to ensure that Taan does not purchase logs or lumber from coastal BC from any of the following categories:

- a) Illegally harvested wood;
- b) Wood harvested in violation of traditional and civil rights;
- c) Wood harvested in forests where high conservation values are threatened by
- d) management activities;
- e) Wood harvested in forests being converted to plantations or non- forest use;
- f) Wood from forests in which genetically modified trees are planted.

### **Public Review & Comment**

The review and comment period is open to the Public and First Nation communities from November 3, 2016 to December 15, 2016:

Email: Jillene West [jill@zimmfor.com](mailto:jill@zimmfor.com)

**Or Mail:**

**Taan Forest LP**

Attention: Jill West

PO Box 1384

Skidegate, BC V0T 1S1

The Risk Assessment is available at [www.taanforest.com/](http://www.taanforest.com/) (News Page).

If you are unable to access the Taan website, or would like to request printed copies to review, please contact Jillene West at [jill@zimmfor.com](mailto:jill@zimmfor.com) or 250-203-0190

### **Dispute Resolution**

Taan is required to maintain mutually agreed to Dispute Resolution Procedures (DRP) for situations where agreement is unable to be reached through consultation. The DRP can be located on the Taan website (under 'FSC Management Plan' on the Protecting Our Land webpage).

# VILLAGE OF PORT CLEMENTS

## Cheque Listing For Council

Cheque #	Cheque Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
160528	2016-11-04	BAYVIEW MARKET	20161026	PAYMENT REC COMMISSION CONCESSION	187.95	187.95
160529	2016-11-04	BIG RED ENTERPRISES	16171	PAYMENT OCTOBER CONTAINER SERVICE	283.76	283.76
160530	2016-11-04	C. AND C. BEACHY CONTRACTING LTD	10278	PAYMENT TRAIL EXTENSION CONSTRUCT	17,955.00	17,955.00
160531	2016-11-04	CIBC VISA	20161021	PAYMENT NORTON ANTIVIRUS	100.79	100.79
160532	2016-11-04	Northern Communications	32318-11012016	PAYMENT PCVFD FIRE DISPATCH	171.55	171.55
160533	2016-11-04	ROOTHAM SERVICES GROUP INC.	2319	PAYMENT BIOMASS ELECTRICAL PERMIT	377.00	377.00
160534	2016-11-04	SHAROON SERVICES	1036	PAYMENT BIOMASS INSUL. WALL & GAZEE	5,417.73	5,417.73
160535	2016-11-04	SKIDEGATE INLET CONSTRUCTION LTD.	4346	PAYMENT CRUSHED ROCK	802.20	802.20
160536	2016-11-04	Stewart McDannold Stuart	74117	PAYMENT CEMETARY LANDS - ACQUISITIC	1,806.13	1,806.13
160537	2016-11-04	Terratek Energy	20161017	PAYMENT SOLAR PANEL PROJECT	131,617.50	131,617.50
160538	2016-11-04	UNION OF BC MUNICIPALITIES	UBCM-680	PAYMENT UBCM WALL CALENDARS	35.65	35.65
160539	2016-11-04	XEROX CANADA LTD.	L20108103	PAYMENT COPIER LEASE RENEWAL	483.59	483.59
160545	2016-11-10	Decock, Ruby	20161027 20161107	PAYMENT MILEAGE MILEAGE FOR PARCEL DELIVER	49.92 44.98	94.90
160546	2016-11-10	EOCP	ONL-201600883	PAYMENT EOCP DUES	73.50	73.50
160547	2016-11-10	HAIDA GWAI FOREST PRODUCTS	2430	PAYMENT BIOMASS PELLETS	858.82	858.82
160548	2016-11-10	Jolicoeur, Gilbert	20161105	PAYMENT LABOUR	765.00	765.00
160549	2016-11-10	MCELHANNEY	2311 052777	PAYMENT WATER SYSTEM STUDY	20,354.26	20,354.26
160550	2016-11-10	Parser, Barb	20161107	PAYMENT GWAI TRUST ELECTION TRAINI	42.00	42.00
160551	2016-11-10	Parser, Dale	20161107	PAYMENT GWAI TRUST ELECTION TRAINI	42.00	42.00
160552	2016-11-10	Skeena Queen Charlotte Regional District	20161108	PAYMENT 4TH QUARTER 2016 GARBAGE E	13,986.00	13,986.00

**Total 195,455.33**

\*\*\* End of Report \*\*\*

F-1

# STATEMENT OF ACCOUNTS

PO Box 94  
Masset BC V0T 1M0

MASSET BRANCH 250-626-5231

MEMBER NUMBER [REDACTED]

STATEMENT DATE October 31, 2016

PAGE 1 of 9

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

## DEMAND ACCOUNTS

Date	Description	Number	Withdrawals	Deposits	Balance
<b>Business 75</b>					
30Sep2016	Balance Forward				247,221.70
03Oct2016	Pre-Authorized Credit - PROVINCE OF B.C			742.67	247,964.37
03Oct2016	Withdrawal	22	5,158.47		242,805.90
03Oct2016	Clearing Cheque	160472	50.22		242,755.68
03Oct2016	Clearing Cheque	160467	84.84		242,670.84
03Oct2016	Pre-Authorized Debit - Municipal Pensi		1,023.76		241,647.08
03Oct2016	Bill Payment Pacific Blue Cross - Group 89874 Vendor Confirmation: 948255	608215	87.99		241,559.09
03Oct2016	Clearing Cheque	160474	118.38		241,440.71
03Oct2016	Clearing Cheque	160462	1,050.00		240,390.71
03Oct2016	Clearing Cheque	160461	8,646.40		231,744.31
03Oct2016	Clearing Cheque	160415	13,918.50		217,825.81
05Oct2016	Clearing Cheque	160454	745.21		217,080.60
05Oct2016	Pre-Authorized Credit - ELAVON MERCH SVCS			50.00	217,130.60
06Oct2016	Clearing Cheque	160479	58.24		217,072.36
06Oct2016	Clearing Cheque	160296	70.21		217,002.15
06Oct2016	Clearing Cheque	160489	1,050.00		215,952.15
06Oct2016	Pre-Authorized Credit - SCHOOL DISTRICT 50			3,397.72	219,349.87
11Oct2016	Clearing Cheque	160452	600.00		218,749.87
12Oct2016	Clearing Cheque	160475	2,294.05		216,455.82
14Oct2016	Withdrawal	22	5,620.06		210,835.76
14Oct2016	Clearing Cheque	160487	80.05		210,755.71
14Oct2016	Clearing Cheque	160453	745.21		210,010.50
14Oct2016	Deposit			7,019.65	217,030.15
17Oct2016	Clearing Cheque	160488	5,904.06		211,126.09
17Oct2016	Pre-Authorized Debit - Municipal Pensi		1,023.76		210,102.33
17Oct2016	Bill Payment Credit Union MasterCard 5527497140094880 Vendor Confirmation: 412689	611755	1,947.51		208,154.82
17Oct2016	Bill Payment Telus Communications 2285720649 Vendor Confirmation: 413390	611815	1,300.25		206,854.57

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** October 31, 2016  
**PAGE** 2 of 9

Date	Description	Number	Withdrawals	Deposits	Balance
<b>Business 75</b>					
17Oct2016	Bill Payment BC Hydro 2328675 Vendor Confirmation: 413891	611865	2,395.82		204,458.75
19Oct2016	Clearing Cheque	160496	115.50		204,343.25
19Oct2016	Clearing Cheque	160501	163.81		204,179.44
19Oct2016	Clearing Cheque	160490	280.00		203,899.44
20Oct2016	Clearing Cheque	160493	407.00		203,492.44
20Oct2016	Clearing Cheque	160503	750.00		202,742.44
20Oct2016	Clearing Cheque	160450	1,195.86		201,546.58
26Oct2016	Clearing Cheque	160505	749.66		200,796.92
26Oct2016	Clearing Cheque	160497	38.07		200,758.85
26Oct2016	Clearing Cheque	160499	4,808.68		195,950.17
27Oct2016	Transfer in from 643734 Masset cheq			250.00	196,200.17
28Oct2016	Withdrawal	22	5,884.63		190,315.54
28Oct2016	Clearing Cheque	160494	283.76		190,031.78
28Oct2016	Clearing Cheque	160500	1,463.56		188,568.22
31Oct2016	Pre-Authorized Debit - Municipal Pensi		1,055.89		187,512.33
31Oct2016	Clearing Cheque	160502	171.55		187,340.78
31Oct2016	Clearing Cheque	160491	7,035.00		180,305.78
31Oct2016	Deposit Re NSCU community Banking in Port Oct 28 float			915.00	181,220.78
31Oct2016	Credit Interest			178.30	181,399.08
31Oct2016	Monthly Service Fee		55.00		181,344.08
<b>Total Withdrawals and Deposits</b>			<b>78,430.96</b>	<b>12,553.34</b>	

**Number of Cheques 28**

**Membership Shares**

30Sep2016	Balance Forward				38.37
<b>Total Withdrawals and Deposits</b>			<b>.00</b>	<b>.00</b>	

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

STATEMENT DATE October 31, 2016

PAGE 3 of 9

Date	Description	Number	Withdrawals	Deposits	Balance
<b>Business Simply Savings</b>					
30Sep2016	Balance Forward				401,876.75
31Oct2016	Credit Interest			324.25	402,201.00
	<b>Total Withdrawals and Deposits</b>		<b>.00</b>	<b>324.25</b>	

## TERM DEPOSITS

Date	Description	Withdrawals	Deposits	Balance
<b>Term 7: 12 - 60 Month Term -</b>				
30Sep2016	Balance Forward			266,474.17
Start 13Feb2016 - Rate 1.5000% - NextInt 13Feb2017 - Matures 13Feb2019				
<b>Term 10: 3 Year Harvest Term -</b>				
30Sep2016	Balance Forward			773,415.00
Start 21Nov2013 - Rate 3.6500% - NextInt 21Nov2016 - Matures 21Nov2016				
<b>Term 12: 12 - 60 Month Term -</b>				
30Sep2016	Balance Forward			307,258.44
Start 04Jan2016 - Rate 1.0500% - NextInt 04Jan2017 - Matures 04Jul2017				
<b>Term 16: 3 Year Harvest Term -</b>				
30Sep2016	Balance Forward			11,424.93
Start 01Nov2015 - Rate 1.1000% - NextInt 01Nov2017 - Matures 01Nov2018				
<b>Term 17: Short Term GSP (30 - 364 Days) -</b>				
30Sep2016	Balance Forward			56,044.28
Start 10Jun2016 - Rate 0.7500% - NextInt 31Dec2016 - Matures 31Dec2016				
<b>Term 18: 12 - 60 Month Term -</b>				
30Sep2016	Balance Forward			325,000.00
Start 30Jun2016 - Rate 1.0000% - NextInt 30Jun2017 - Matures 30Jun2017				

continued...



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# STATEMENT OF ACCOUNTS

PO Box 94  
Masset BC V0T 1M0

MASSET BRANCH 250-626-5231

MEMBER NUMBER [REDACTED]

STATEMENT DATE October 31, 2016

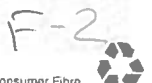
PAGE 4 of 9

[REDACTED]  
Village Of Port Clements

Assets	Canadian Dollars	US Dollars
Chequing	181,344.08	.00
Savings	402,201.00	.00
Terms	1,739,616.82	.00
Registered Plans	.00	.00
Shares	38.37	.00
<b>Total Assets</b>	<b>2,323,200.27</b>	<b>.00</b>
Liabilities	Canadian Dollars	US Dollars
Line of Credit	.00	.00
Over limit LOC/overdraft	.00	.00
Loans	.00	.00
Mortgage	.00	.00
<b>Total Liabilities</b>	<b>.00</b>	<b>.00</b>
	<b>.00</b>	<b>.00</b>

Over limit Lines of Credit / Overdrafts interest rate is 24.0000

continued...





# CIBC Account Statement

VILLAGE OF PORT CLEMENTS

For Oct 1 to Oct 31, 2016

The names shown are based on our current records, as of November 3, 2016. This statement does not reflect any changes in account holders and account holder names that may have occurred prior to this date.

Account number  
[REDACTED]

Branch transit number  
[REDACTED]

## Account summary

Opening balance on Oct 1, 2016		\$168,919.67
Withdrawals	-	39.00
Deposits	+	1,488.25
<b>Closing balance on Oct 31, 2016</b>	<b>=</b>	<b>\$170,368.92</b>

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](http://www.cibc.com)

## Transaction details

Date	Description	Withdrawals (\$)	Deposits (\$)	Balance (\$)
Oct 1	Opening balance			\$168,919.67
Oct 3	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		200.00	169,119.67
	DEBIT MEMO CHARGE FOR SEP CIBC EFT SERVICE CHARGE	39.00		169,080.67
Oct 4	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		179.00	169,259.67
Oct 5	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		189.25	169,448.92
Oct 11	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		400.00	169,848.92
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		130.00	169,978.92
Oct 21	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		105.00	170,083.92

(continued on next page)

CIBC Account Statement

Oct 1 to Oct 31, 2016

Branch transit number: [REDACTED]

Transaction details (continued)

Date	Description	Withdrawals (\$)	Deposits (\$)	Balance (\$)
Oct 21	Balance forward			\$170,083.92
Oct 31	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		185.00	170,268.92
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		100.00	170,368.92
	<b>Closing balance</b>			<b>\$170,368.92</b>

**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: Kim Mushynsky  
Date: November 15, 2016  
Re: NDIT requirements via MIEDS

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**Background:** Each year we apply to NDIT for an Economic Development Grant as well as for the past two years we have applied for the Grant Writer Grant, which we have used jointly with the other Municipalities. As part of the application process for these two grants we need a motion by Council to approve the applications.

Recently at an all island CAO meeting we discussed the option of applying for an intern for 2017 which would be made available to all of the Municipalities should they have a special project they wish to undertake in the year but the overall cost of this person (above the grant amount provided by NDIT) would be borne by MIEDS as well as leadership and management would fall to MIEDS in the periods when this person wasn't working directly with one of the Municipalities. It was also discussed that we are going to try and determine if any local youth are graduating from a post-secondary institute this year and would like to come back to the island because it would be better to target someone who is familiar with the islands than a graduating student who has never been here. In order to proceed we would also need a motion from Council to apply for funding for an intern based on the following criteria:

1. The Intern would be an employee of MIEDS in regards to their "home" and who will also be responsible for overall governance, management, coordination and costs.
2. The Intern would be available to each of the Municipalities for special projects throughout the year on a first come first served basis at no additional cost to the Municipality.

**Recommendation:** I recommend the following motions:

1. For the Economic Development Grant (\$50,000 annually which is given to MIEDS for their operational funding) and which there is no cost to the Municipality:

**MOVED THAT** the Village of Port Clements approve an application to Northern Development Initiative Trust for the 2017 Economic Development Grant

AND THAT the funding received through this process is designated for MIEDS for 2017 operational costs.

2. For the Grant Writer (\$8,000 per Municipality from NDIT which would be given to MIEDS to hire an island wide Grant Writer and \$2,500 which would come from each Municipality):

MOVED THAT the Village of Port Clements approve an application to Northern Development Initiative Trust for the 2017 Grant Writer Grant

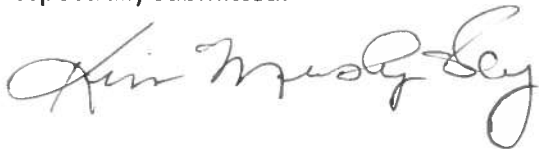
3. For the 2017 Intern project (a \$35,000 grant which will require an additional \$10,000 of funding from the recipient which would technically be MIEDS on behalf of the three Municipalities) which would have no financial impact for the Village:

WHEREAS local governments can make application to receive a \$35,000 grant from the Northwest Regional Development account to host an intern under the Local Government Management Internship Program;

AND WHEREAS local governments wishing to host an intern are expected to show their commitment to the vision and goals of the Local Government Management Internship Program by committing sufficient financial and staffing resources to host an intern and by providing training and exposure opportunities for an intern;

THEREFORE BE IT RESOLVED that the Village of Port Clements Council support the joint application to host a Local Government Management Intern.

Respectfully submitted:

A handwritten signature in cursive script, appearing to read "Kim Mundy".

## 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	Councillor O'Brien Anderson expressed an interest in perhaps taking this on as a project
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	Review & create plan for entire municipality Heenan Tree Services is planned to be on HG early 2017