



The Village of  
**PORT CLEMENTS**  
*"Gateway to the Wilderness"*

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7:00 p.m. Regular Meeting of Council Monday, November 4, 2013

**AGENDA**

1. ADOPT AGENDA.

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

D-1-Masset Detachment 3<sup>rd</sup> Quarter Policing Report

3. MINUTES.

M-1-Regular meeting of Council Monday, October 21, 2013

M-2-Regular meeting of Small Craft Harbour Committee Monday, September 9, 2013

M-3-Regular meeting of Centennial Committee Thursday, September 26, 2013

M-4-Regular meeting of Centennial Committee Thursday, October 17, 2013

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

5. ORIGINAL CORRESPONDENCE.

6. GOVERNMENT.

G-1-Bylaw #405, 2013 – 1<sup>st</sup> reading.

G-2-Lease agreement – Hemlock Ave and Park, Port Clements, BC

7. FINANCE.

F-1-Cheque Listing October 16, 2013

8. NEW BUSINESS.

NB-1-Request To Council from Centennial Committee

NB-2-Request To Council from Port Clements' Seniors' Group

NB-3-Request To Council from Pat Johnson

9. ACTION ITEMS.

A-1-See Attached

10. REPORTS & DISCUSSIONS.

11. QUESTIONS FROM THE PUBLIC & PRESS.

Motion to adjourn to in camera meeting under *Community Charter* Section 90(1)(c).

ADJOURNMENT.

# **Masset Detachment**



## **Quarterly Policing Report July 1st, 2013 to September 30<sup>th</sup>, 2013**

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Prepared By: Cpl. Glen BRECKON  
Operations NCO  
2013-10-16

## INTRODUCTION

Please find a summary of the activities of the Masset RCMP Detachment for the period of July 1<sup>st</sup> to September 30<sup>th</sup>, 2013.

## HUMAN RESOURCES

The Masset RCMP Detachment consists of 9 Regular Members, 2 Public Service Employees and 1 Casual Employee along with 8 guards.

Summer is over, and the new members that transferred in over the Spring and Summer have had a chance to acclimatize to Haida Gwaii. Over the course of the summer the detachment was not at full strength. This was due to members taking their allotted vacation time, a vacancy in the schedule due to a transfer, and medical leave.

The detachment is now currently at full strength. Cst. Bryan SCHULTZ who was posted to Masset from the RCMP Training Academy in the Spring recently passed his Recruit Field Training and now fills the vacant spot left by Cst. Luc RIOUX. This will provide for better coverage to the communities.

This September a review of our shift schedule was done to see if there were areas we could improve service delivery. Our shift schedule was compared against the times our typical calls for service were received. As a result, we have decided to incorporate an evening shift from Monday through Wednesday. This means, when possible a member will start their shift in the afternoon instead of at night. This will not have a significant impact on coverage or the detachment budget. This was done to provide the members a better opportunity to become involved in community policing. This will also provide shift overlap which will allow for coordinated enforcement such as road checks, high visibility enforcement, etc.

This coming Spring will see the transfer in/out of at least two members as Cst. Patrick HIGGINS and Cst. Matthew ZUCCOLLO are scheduled to transfer out. In addition, Cst. Cory ABBOTT and his wife welcomed a new baby girl this summer born in Charlotte City in August.

Masset Detachment currently consists of the following positions and each member filling those positions is listed below:

Detachment Commander:	Sgt. Blake WARD
Detachment Operations Supervisor:	Cpl. Glen BRECKON
Provincial Detachment Investigators:	Cst. Bryan DOUGLAS Cst. Cory ABBOTT Cst. Mathew ZUCCOLLO Cst. Patrick HIGGINS Cst. Cst. Martin SCHMIDT
First Nations Policing Investigators:	Cst. Chris KIENZLE Cst. Calvin AIRD
Detachment Services Assistants:	Mrs. Shirley KRICHELDORF Mrs. Kim WYLIE
Casual Employee:	Mrs. Karen MacKAY

## DETACHMENT CHANGES

We are still waiting for the installation of our new Closed Circuit Video Equipment (CCVE). The install of this new system is planned for this fall and will more than quadruple the number of video cameras presently within Masset Detachment.

The Boat House is nearing completion and will be ready for use in the near future. The

Boat House will also house the detachment UTV / ATV's which will help clear up the lot and provide protection from the elements.

The Village of Masset has provided moorage space for the RCMP AWT (advanced water transport) at the Private Marina. This has been very much appreciated. The AWT was targeted with acts of vandalism several times over the summer while moored at the Government Wharf. It is nice to now have a secure location to dock the AWT. The AWT will likely spend more time out of the water and in the new boat shed during the winter months.

The new house on Trumpeter is also nearing completion and will be ready soon. We currently have one member in non-RCMP accommodation so it will be nice when this house is completed.

## **TRAINING**

I would like to congratulate Cst. Bryan SCHULTZ for successfully completing his Recruit Field Training. He will fill Cst. Luc RIOUX's position in the schedule which has been vacant since June 2013.

Cst. Calvin AIRD and Cst. Bryan SCHULTZ recently attended the Basic Water Transport Course as well as Drug and Alcohol Resistance Education Training (DARE). Cst. AIRD and Cst. SCHULTZ are both eager to begin DARE training in the local Elementary Schools. DARE is a great program and is designed to be taught to elementary school aged children.

Cst. Patrick HIGGINS and Cst. Cory ABBOTT attended Counter Terrorism Officer Training at the end of September in Terrace. The Northwest area is not immune from International and Domestic Terrorism. Terrorism can take on many forms, and can happen in a number of ways.

Cst. Cory ABBOTT and Cst. Matthew ZUCCOLLO attended PRIME supervisors training which provided them training to monitor the electronic investigational files in the absence of the NCO i/c or Operations NCO.

In the upcoming months we will be looking to have another member trained in the use of the Intoximeter breath testing machine (impaired driving tool), as well as having the new members trained in Radar (speeding offences), and the used of the Roadside Screening Device (alcohol detection). There are currently two members on Haida Gwaii who are able to train other members in the area of Judicial Authorizations (search warrants, etc.). It is hoped that in the next few months these members can provide in house Search Warrant training to RCMP members currently stationed in Haida Gwaii.

## **SEASONAL POLICING**

The Masset RCMP was approved for funding this year to conduct enhanced seasonal policing over the course of the summer. This funding was for use of the Masset AWT / UTV and ATV for patrols and enforcement.

Over the course of the summer, members conducted twelve marine patrols from Port Clements to Langara Island. Numerous vessels were checked including small pleasure craft, fishing charter vessels, and commercial fishing vessels. Members also conducted a Liquor Act inspection at the Queen Charlotte Lodge. These patrols resulted in over 22 files being created by the Masset RCMP. This resulted in several people being warned or charged under the Canada Shipping Act for various offences.

The Masset RCMP also conducted eight UTV/ATV patrols in the North Beach area. Members concentrated on looking for violations of the Fisheries and Liquor Act. Overall compliance was high. A few people were warned for minor infractions however no one was

charged with any offences.

Overall the seasonal policing initiative was a success. The high visibility of the RCMP on the water and on the parks/beaches definitely had a positive impact. An example of this is that over the course of the summer several vessels that were initially non-compliant were re-checked and found to be fully compliant.

### **FINANCIAL MANAGEMENT**

The Seasonal Policing budget was approved for \$10,000. The total spent was \$9,108.79, so well within budget. Now that the summer is over, an assessment of the overall detachment budget will take place. Overtime and Operational Readiness tend to increase in the summer as this is when members typically use their allotted vacation time. This summer was no exception. Masset detachment was also down a full position (Cst. Luc RIOUX) for the last quarter and overtime was incurred to fill in the gaps left in the schedule.

### **ANNUAL PERFORMANCE PLAN**

This last quarter saw the 2<sup>nd</sup> quarter of our 2013-14 Annual Performance Plan come to a close. This included our detachment priorities and initiatives. Throughout the months of Jan to Mar 2013, Sgt. WARD consulted with various communities and stakeholders and with input from North District and the Province of British Columbia, it was determined that this year's priorities for Masset Detachments would be: 1. Drug – Substance abuse, 2. Contribute to Safe Roads, 3. Crime Reduction – Reduce Property Crime by 5%, and 4. Respectful Workplace. The following are the 2013/14 priorities, initiatives and present target status at the end of the 2<sup>nd</sup> Quarter:

#### **I) REDUCE THE ABUSE OF DRUGS**

Three different initiatives were developed to target drug abuse within Northern Haida Gwaii. The first two initiatives focus on increasing the knowledge and awareness of illicit drugs and their abuse. The more information the general public have, the more prepared they are to take steps to reduce the drug abuse within our communities. The first initiative is to increase the number of drug presentation conducted by each member from 3 per member last year to 4 per member or a total of 28 for the detachment for the 2013/14 year. These presentations are to be conducted both in the schools and to any groups or organizations wanting to learn more about drugs and their effects. The second initiative is to provide monthly media releases containing drug issue content. These media releases may speak to recent investigations or focus on specific drug information. The third initiative is to conduct street checks on persons associated to known drug dealers and traffickers. This initiative requires the compilation of specific information such as names, addresses, and vehicles/ vessels. The goal is to have each member conduct street checks with the intent to gather more knowledge on the possible suspects. The checks would be tracked with the information shared amongst the entire detachment.

At the end of the second quarter we are behind our target status in drug presentations. This will change however as Cst. AIRD and Cst. SCHULTZ have just returned from DARE training. School is back in session for the year as well which provides a good audience for drug presentations.

Measure	From	To	Date	Data Source	Target Status
# of drug awareness presentations per member	3	4	2014-03-31	PRIME/ Log sheet	0.85
Media releases on Drugs	0	12	2014-03-31	Media Admin File	6
# of targeted street checks /per member	0	40	2014-03-31	PRIME	9

## II) CONTRIBUTE TO SAFE ROADS

Road Safety continues to be an area where people would like to see more efforts placed. A number of people expressed concerns in regards to bike and pedestrian safety. Masset RCMP has responded by developing 3 initiatives which aim at increased traffic enforcement and compliance. The first initiative is to track the number of provincial traffic offences – whether they are tickets or warnings, for each member with a goal of attaining 32 per member. The second initiative is to increase the number of high visibility checkstops focusing on specific items such as alcohol consumption, seatbelts, or driver's license and insurance. The target is to have each member participate in at least 3 checkstops per quarter or a total of 12 per member for the year. The final Road Safety initiative is for each member to conduct high visibility enforcement in speed zones or other identified problem traffic areas. Each member is to conduct 4 per quarter for a total of 16 for the year.

At the end of the second quarter we are on track to meet our goals for the year. Check stops and high visibility enforcement should only increase as we progress into the school year and Christmas counter attack campaign.

Measure	From	To	Date	Data Source	Target Status
Increase in provincial traffic offences per member	0	32	2014-03-31	PRIME	11.71
Increase the number of high visibility checkstops per member	0	12	2014-03-31	LOG SHEET	2.57
Increase speed zone enforcement per member	0	16	2014-03-31	LOG SHEET	5.28

## III) CRIME REDUCTION STRATEGY – REDUCE PROPERTY CRIME – 5%

Masset's overall crime reduction strategy incorporates the Provincial Government's goal for the RCMP to reduce property crime within the province by 5%.

The Masset RCMP has an offender board which is updated regularly. This board contains the profiles of prolific offenders in the Masset Detachment area and provides awareness to members. In order to track this initiative, Masset RCMP continues to monitor the number of founded property crime offences and compare them to the same time period of the previous year. During this second quarter of 2013/14, founded property offences have fallen from 35 to 33. In reviewing these files, the only area of significant increase is in theft from motor vehicles (from 3

to 7 offences). In reviewing these files it was determined that the vehicles were targeted as they were unlocked. The thefts were of low monetary value and the crimes were of opportunity. Other property offences such as Break and Enters, thefts and mischief's have remained relatively the same as last year.

The second crime reduction initiative is to continue conducting probation and curfew compliance checks. Each member is to conduct checks for compliance with release conditions on various people within the communities. The goal is to have each member conduct 5 checks / quarter for a detachment total of 140 checks throughout the year. This quarter there was only a small number of people on conditions in Masset.

At the end of the second quarter we are on track to meet our goals. There were very few people on court ordered conditions for most of the second quarter. Accordingly, only so many checks can be conducted on each person. As a result of some recent investigations there are now more people on conditions in Masset. This will allow for more checks to be conducted.

Measure	From	To	Date	Data Source	Target Status
Reduction of property related crimes by 5% from last year	100 %	95%	2014-03-31	PRIME	-6.25%
Condition checks	0	140	2014-03-31	STAT SHEET	51

#### IV) RESPECTFUL WORKPLACE

Nationally, the RCMP has been in the media for various work related issues over the last few years and would like to take steps to address it. The Commissioner has requested the engagement of every employee in doing their part in ensuring the workplace is a respectful and enjoyable workplace for all. In order for Masset Detachment to ensure that their office meets the same criteria, Masset members will undertake a number of activities to increase their awareness of suitable workplace behavior. From remarks in a recent detachment survey, there is no concern of any mistreatment presently occurring within Masset Detachment, however all staff need to be made aware of potentially improper or inappropriate behavior and the steps to address it.

We held a detachment meeting in September 2013 in which Respectful Workplace was discussed amongst all employees. This was followed by a detachment social function.

Measure	From	To	Date	Data Source	Target Status
Increase awareness of suitable behavior in the workplace	0	100	2014-03-31	Survey	0

## **STATISTICS**

Overall the Masset RCMP has seen fewer calls for service this year as compared to last year. For the period of July 1<sup>st</sup> to September 30<sup>th</sup>, the Masset RCMP saw a noticeable drop in calls for service, down to 346 as compared to the same period in 2012/13 which was 445. This 22% drop in calls for service can be attributed to a variety of factors including RCMP initiatives, scoring of files, and environmental and economic conditions. The only areas seeing an increase were in “other federal statutes”, and criminal code traffic offences. The increase in calls for service in other areas (outside village limits) and “other federal statutes” can be attributed to the Seasonal Policing efforts this summer on the water and in the North Beach area. The increase in criminal code traffic offences is due to an increase in the number of complaints of impaired driving. This doesn’t necessarily mean that impaired driving is increasing, just that more people reported possible impaired drivers. The majority of the impaired driving complaints were unsubstantiated or unfounded. That said we encourage the public to report all suspected impaired drivers in an effort to make our roads safer. On the positive side crimes against persons and property crimes are down over the same period last year. Property crimes were noticeably high in the 1<sup>st</sup> Quarter this year however seem to have come back down in the 2<sup>nd</sup> Quarter.

Overall the summer season could be summed up as “steady” in relation to criminal code investigations requiring follow up investigation. That said there were no major policing incidents in the Masset detachment area in the 2<sup>nd</sup> Quarter.

The number of prisoners lodged in Masset cells during this reporting period also experienced a drop. From July 1<sup>st</sup> to September 30<sup>th</sup>, 2013, Masset RCMP lodged a total of 49 prisoners as compared to 62 in 2012/13. This equates to a decrease of 21%.

The calls for service were broken down as follows:

	<b><u>2012/13 (Q2)</u></b>	<b><u>2013/14 (Q2)</u></b>	<b><u>Difference</u></b>
Village of Masset	300	214	- 28.7 %
Old Massett (includes New Town)	63	40	- 36.5 %
Village of Port Clements	32	25	- 21.8 %
Other (Outside Village Limits)	50	67	+34.0 %

	<b><u>2012/13 (Q2)</u></b>	<b><u>2013/14 (Q2)</u></b>	<b><u>Difference</u></b>
Crimes against the Person	47	36	- 23.4 %
Crimes against Property	49	44	- 10.2 %
Other Criminal Code	51	28	- 45.1 %
Controlled Drug and Substance	9	5	- 44.5 %
Other Federal Statutes	29	39	+ 34.4 %
Provincial Statutes	86	66	- 23.3 %
Other	265	194	- 24.2 %
Traffic (C.C.C)	11	15	+ 36.3 %



## **COMMUNITY POLICING PROGRAMS**

Masset RCMP fully endorses community activities and continues to participate whenever possible, whether on duty or off, as noted below.

- The Caring Sharing Lunch - St. Johns Church in Old Massett.
- The Adult Drop In Program - the Elders Center in Old Massett.
- Being an active participant on the Coordination for Community Safety Committee.
- Being an active participant in the Healthy Communities Society which is the recognized Community Consultative Group designated through the Community Tripartite Agreement with Old Massett Village Council.
- Port Clements Canada Day Celebrations.
- Masset Harbour Days.
- Masset RCMP Detachment Open House.
- Indigenous Communities Safety Project.
- Haida Gwaii Recreation – Children’s Program.
- Vancouver Canucks visit to Haida Gwaii

## **SUMMER PROGRAMS**

Over the summer the Masset RCMP were involved in the following activities/programs:

- T’aalan Stl’ang Cultural Camp:
  - Cst. Calvin AIRD, Cst. Chris KIENZLE and Cst. Bryan SCHULTZ participated at various times for the duration of the camp.
  - RCMP AWT provided transport of people and goods to and from the camp.
- Gathering our Nations.
- Canoe Journey and Legacy Pole Raising.

The members thoroughly enjoyed their participation in these programs and brought back great stories and good memories. They all look forward to further involvement in the future.

## **YOUTH / SCHOOL LIAISON PROGRAM**

Below are the school liaisons officers to each school. The role of these officers is to try and bridge the gap between our youth and the RCMP members. Members are further encouraged to participate in after school programs and activities whenever possible.

### *School Liaison Program:*

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Chief Matthews School -	Cst. Chris KIENZLE/ Cst. Calvin AIRD
Tahayghen Elementary School -	Cst. Mathew ZUCCOLLO/ Cst. SCHMIDT
George M Dawson High School -	Cst. Bryan SCHULTZ / Cst. Cory ABBOTT
Port Clements Elementary School -	Cst. Patrick HIGGINS

Summer is over and the new school year is upon us so expect to see the liaison officers involved with various activities within the schools. Several of the members have their own children in the school and take part in school activities and initiatives currently.

## CONCLUSION

This last quarter saw the end of the traditionally busier summer season. As we progress into Fall and the 3<sup>rd</sup> Quarter of the Annual Performance Plan the communities can expect to see the members out conducting activities in relation to our performance plan initiative goals. This includes increased visibility of the members on the roads doing check stops, high visibility enforcement as well as in the local schools. The DARE program will be implemented in participating schools and is seen as a great initiative to help keep the youth of the community on track when it comes to making the right decisions around drugs and alcohol.

I am proud to say that the current complement of members at the Masset detachment is a hard working, easy going, positive group that thoroughly enjoys living in Masset, and what Haida Gwaii has to offer. The current members work very well together which is only a benefit to the communities in which they serve.

As always, if you have any questions comments or concerns about anything please feel free to contact Sgt. Blake WARD, myself or any member for that matter. We look forward to discussing this Quarterly Report with you in the near future.

Thank you,

Cpl. Glen BRECKON  
Operations NCO  
Masset RCMP



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**Minutes of the Regular meeting of the Port Clements Council held October 21, 2013 in the Council Chambers.**

Present:

Mayor Cheer  
Councilor Gaspar  
Councilor Gould  
Councilor Falconbridge  
Councilor Thomas – arrived at 7:15pm

CAO Kim Mushynsky

Presenters – Barry Wijdeven, Sharon Ferretti, Sean O'Donoghue

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

**1. ADOPT AGENDA.**

2013-320 - Moved by Councilor Gaspar, seconded by Councilor Falconbridge  
THAT the agenda be adopted with the following amendments – add NB3 Funding resolutions  
**CARRIED**

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

D-1 – Barry Wijdeven – Gwaii Trust Representative – Graham Island Central  
Mr. Wijdeven gave a brief update on Gwaii Trust activities to date for 2013.

D-2 – Sharon Ferretti – GFOABC and MATI report  
Mrs. Ferretti gave a report on the training courses she attended in 2012 and 2013 and on the benefits derived from them.

**3. MINUTES.**

M-1 – Regular Meeting of Council Monday September 16, 2013  
2013-321 – Moved by Councilor Gaspar, seconded by Councilor Falconbridge  
THAT we accept the minutes from the October 7, 2013 Regular Council meeting as presented.  
**CARRIED**

M-2 – Tourism Committee meeting Thursday July 18, 2013  
2013-322 – Moved by Councilor Falconbridge, seconded by Councilor Gaspar  
THAT we accept the Tourism Committee minutes from the July 18, 2013 meeting as presented.  
**CARRIED**

M-3 – Tourism Committee meeting Thursday September 12, 2013

M-1

2013-323 – Moved by Councilor Falconbridge, seconded by Councilor Gaspar  
THAT we accept the Tourism Committee minutes from the September 12, 2013 meeting as presented.  
**CARRIED**

M-4 – Centennial Committee meeting Thursday September 5, 2013  
2013-324 – Moved by Councilor Gaspar, seconded by Councilor Falconbridge  
THAT we accept the Centennial Committee minutes from the September 5, 2013 meeting as presented.  
**CARRIED**

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

#### **5. ORIGINAL CORRESPONDENCE.**

C-1 – Alan Hooper – Auditor – resignation and the release of an RFP for a new auditor.  
2013-325 – Moved by Councilor Falconbridge, seconded by Councilor Gaspar  
THAT we receive and file the resignation.  
**CARRIED**

Council previously approved a plan to put the audit services out to tender for 2014, having reviewed the RFP package Council authorizes the Administrator to proceed accordingly.

C-2 – MIEDS 2013 annual report to NDIT  
2013-326 – Moved by Councilor Falconbridge, seconded by Councilor Gaspar  
THAT the Village of Port Clements approves the 2013 Report from MIEDS as presented and will send to NDIT for review and approval.  
**CARRIED**

C-3 – MIEDS 2014 request for funds from NDIT  
2013-327 – Moved by Councilor Gould, seconded by Councilor Gaspar  
THAT the Village of Port Clements supports the 2014 allocation of \$35,000.00 from the NDIT Economic Development Capacity Building Program to the Misty Isles Economic Development Society for economic development initiatives on Haida Gwaii.  
**CARRIED**

#### **6. GOVERNMENT.**

G-1 – Letter to Minister Bennett – BC Hydro and LED Streetlight concerns for Haida Gwaii  
2013-328 – Moved by Councilor Gould, seconded by Councilor Falconbridge  
THAT we sign the letter provided, to be sent to Minister Bennett, outlining the concerns of the communities on Haida Gwaii in regards to the LED Streetlight project.  
**CARRIED**

G-2 – Ditch Infill Policy No. 9, 2013  
2013-329 – Moved by Councilor Falconbridge, seconded by Councilor Gaspar  
THAT we approve the policy as presented.  
**CARRIED**

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#### **7. FINANCE.**

F-1 – Cheque listing to October 16, 2013  
2013-330 – Moved by Councilor Falconbridge, seconded by Councilor Gaspar  
THAT we receive and file the cheque listing.  
**CARRIED**

F-2 – NSCU August 2013 bank statement  
2013-331 – Moved by Councilor Falconbridge, seconded by Councilor Gaspar  
THAT we receive and file the August 2013 NSCU bank statement  
**CARRIED**

F-3 – NSCU September 2013 bank statement  
2013-332 – Moved by Councilor Falconbridge, seconded by Councilor Gaspar  
THAT we receive and file the September 2013 NSCU bank statement

**CARRIED**

F-4 – CIBC September 2013 bank statement

2013-333 – Moved by Councilor Gaspar, seconded by Councilor Gould  
THAT we accept the September 2013 CIBC bank statement as presented.  
**CARRIED**

F-5 – NSCU Gaming Fund September 2013 statement

2013-334 – Moved by Councilor Gaspar, seconded by Councilor Falconbridge  
THAT we accept the September 2013 NSCU Gaming Fund statement as presented  
**CARRIED**

F-6 – Revenue & Expense review for 3<sup>rd</sup> quarter ended September 30, 2013.

2013-335 – Moved by Councilor Falconbridge, seconded by Councilor Gaspar  
THAT we accept the 3<sup>rd</sup> quarter review as presented.  
**CARRIED**

## **8. NEW BUSINESS.**

NB-1 – Report to Council – Gwaii Trust Christmas Fund

2013-336 – Moved by Councilor Falconbridge, seconded by Councilor Gaspar  
THAT we proceed with the recommendation in the report.  
**CARRIED**

NB-2 – Report to Council – Public Works

2013-337 – Moved by Councilor Gould, seconded by Councilor Falconbridge  
THAT we accept the report provided by the Public Works Superintendent.  
**CARRIED**

NB-3 – Funding Resolutions

2013-338 – Moved by Councilor Gould, seconded by Councilor Falconbridge  
THAT we authorize the Administrator to apply to NDIT for the 2014 Business Façade funding program.  
**CARRIED**

2013-339 – Moved by Councilor Falconbridge, seconded by Councilor Gould

THAT we authorize the Administrator to apply to NDIT, Western Economic Diversification and Gwaii Trust for the Barge Facility project.  
**CARRIED**

2013-340 – Moved by Councilor Falconbridge, seconded by Councilor Gaspar

THAT we authorize the Administrator to apply to NDIT for upgrades to the gym and possibly the Community Park.  
**CARRIED**

## **9. ACTION ITEMS:**

## **10. REPORTS AND DISCUSSIONS.**

Mayor Cheer – Centennial mtg & tourism mtg.  
Council Gaspar – Centennial mtg & tourism mtg.  
Councilor Falconbridge – no report  
Councilor Thomas – no report  
Councilor Gould – SQCRD Mtg.  
Administrator – no report

2013-341 – Moved by Councilor Gaspar, seconded by Councilor Falconbridge

THAT we move to in-camera per Community Charter #90-1-k  
**CARRIED**

Councilor Falconbridge left the meeting at 8:40pm prior to moving into the in-camera session due to personal commitments.

**ADJOURNMENT.**

2013-342 - Moved by Councilor Gaspar, seconded by Councilor Gould  
THAT the meeting be adjourned at 10:00pm

**CARRIED**

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Wally Cheer,  
Mayor

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Kim Mushynsky,  
Clerk/Treasurer



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Minutes of the Small Craft Harbor Committee meeting held Monday September 9, 2013 in the Council Chambers.

**Present:**

Mayor Cheer  
Councilor Gould  
Councilor Gaspar  
Clerk/Treasurer Kim Mushynsky  
Oliver Bell – Public Representative

**Absent:** Councilor Falconbridge

Craig Beachy – public representative  
Dave Unsworth – public representative

Chairman Gaspar called the meeting to order at 6:40pm

**1. ADOPT AGENDA.**

Moved by Mayor Cheer, seconded by Councilor Gould  
THAT we adopt the agenda as presented.

**CARRIED**

**2. MINUTES.**

M-1 – August 12, 2013 SCH Committee Minutes

Moved by Mayor Cheer, seconded by Councilor Gould

THAT we adopt the August 12, 2013 SCH Committee Minutes as presented

**CARRIED**

**3. NEW & BUSINESS ARISING FROM THE MINUTES.**

NB-1 – Discuss last month's meeting with Christina Engels from the Department of Fisheries and Oceans

- The delegation going to UBCM are to report back to the October Small Craft Harbour committee meeting on the information session on derelict boats which is being held at UBCM.
- Administrator to email Marie at DFO to determine what a sufficient supply package for a harbor our size would be and then compare that to our current supplies and make an order to infill what is required.
- Public Works to paint loading zone at the Small Craft Harbour as soon as possible and install no parking signage there.

NB-2 – Ownership and liability issues regarding the grid at the Small Craft Harbour

- Public Works to put up "DO NOT USE" signage for the Grid as soon as possible

Moved by Mayor Cheer, seconded by Councilor Gould

THAT we refer the issue of the grid ownership to Council for direction.

**CARRIED**

Moved by Mayor Cheer, seconded by Councilor Gould

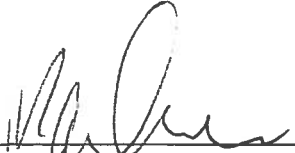
THAT we refer the issue of the abandoned bus owned by Terry Jehns at the Small Craft Harbour parking lot to Council for direction.

**CARRIED**

M-2

Moved by Mayor Cheer, seconded by Councilor Gould  
THAT we refer the issue of ramp repairs to Council for direction.  
**CARRIED**

**ADJOURNED –7:45pm**



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Matt Gaspar  
Councilor/Chair



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Kim Mushynsky,  
CAO



**CENTENNIAL COMMITTEE**  
**Minutes of the regular meeting of the Centennial Committee**  
**Thursday, September 26, 2013**

**Present:**

Mayor Wally Cheer	Burneta Decembrini
Joan Hein	Brigid Cumming
Angela Mielecki	Betty Stewart
Sue Couch	
Deputy Clerk/Treasurer Sharon Ferretti	

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

**1. ADOPT AGENDA.**

Additions: BA-1a-Recreation Commission Report

It was moved by Joan Hein, seconded by Burneta Decembrini  
THAT the agenda be adopted as amended.

**CARRIED**

**2. MINUTES.**

M-1-Regular minutes of Centennial Committee Thursday, September 5, 2013

It was moved by Burneta Decembrini, seconded by Joan Hein  
THAT the minutes be accepted as presented.

**CARRIED**

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

BA-1a- Recreation Commission Report

Angela Mielecki reported that the Commission is getting two quotes for stage design and costs.

BA-1- Ideas List – Choosing 5 or 6 Events  
See attached.

Seniors Winter Games will be hosted by Port Clements and will be held in March 2014 as a one or two day event. Seniors Week will be in June. March and June are the two months that the Seniors group can participate in the 100<sup>th</sup> Celebrations. Will require some funding. Burneta Decembrini will bring proposal to the next Centennial Committee meeting.

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BA-2-Canada Post Commemorative Stamp

Determine if there are any costs involved.

Mayor Cheer to approach Canada Post concerning entering a float in our Canada Days parade.

BA-3-Grant Funding update

BA-4-Action Plan

See attached.

4. ORIGINAL CORRESPONDENCE

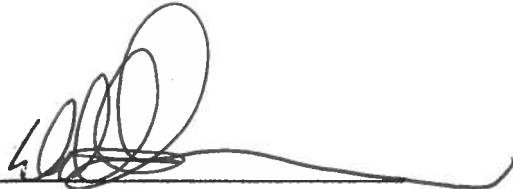
5. GOVERNMENT

6. NEW BUSINESS

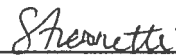
NB-1-Scheduling two open house meetings in October – ideas from the public at large  
Community involvement will be sought after towards the end of October.  
Need to have a profile prepared for public to respond to. Arrange an informal setting of a number  
of tables, with Committee Members at each table taking notes concerning input provided.

7. REPORTS & DISCUSSIONS.

Next meeting to be held Thursday, October 17<sup>th</sup> at 7:00 p.m.  
Burneta Decembrini motioned to adjourn at 9:10p.m.



Mayor Wally Cheer, Chair



Sharon Ferretti, Deputy/Clerk Treasurer

## Ideas for Centennial Celebrations 2014

- Needed NOW: Invest in a 'good' float /traveling road show attending other events and parades on island to create awareness of 2014 activities - NEED idea for float - Pictures of past floats will be brought in.
  - Needed NOW: calendar with pictures and events dated/noted on the calendar – in progress
  - Crossword Puzzle for the 1<sup>st</sup> quarter 2014 Newsletter to go out with the Utility billing – puzzle is in progress.
    - Contests to get the kids involved
  - Order hand held paper flags to hand out – Sharon to check on costs
  - Banner depicting historical reason for celebrations – 'Coca Cola' will do free
  - Create link from Historical Society to Village website – completed
  - World War II Commemorative Project – tie in with Remembrance Day, November 11, 2014 - Contact the school to get kids involved i.e. turn 'line drawings' into colouring books
    - Create a wall display for Multiplex hallway
  - St. Mark's church 100 years old as well; Peter Hamil interested in holding a service January 25, 2014 – invitation on Village letterhead to be sent.
  - St. Marks's church: Christmas Carol service in 2014 – Contact Nancy O'Higgins or Mavis Marks on Choir availability for December 2014.
  - St. Marks's church: Renewal of wedding vows
  - Marking Heritage properties – Joan Hein provided a list
  - Canada Days – Museum set up a booth
  - Canada Days – parade prize for best Centennial Entry - Coordinate with Recreation Commission
    - Send reminders in preceding months
  - Cartoon style map - Mazanita Snow to work on map
    - Need to determine costs
    - Committee to have Input
  - Canada Post cancel stamp - Design i.e. same as current lapel pin?
- 
- Bottled Water with Port Clements' logo – information made available for next meeting
  - Chain saw carvers – send to Recreation Commission
  - Time Capsule completion with help from children – Sharon to check minutes from 1999, 2000, and 2001
  - Make Port Clements more inviting at the Hwy 16/Dyson St turn-off - signage
  - Expand the use of the area at Dyson St & Bayview Dr

### Table Until Next Meeting:

- Treasure Hunt / Geocaching – Family event possibly part of Canada Days
- Wharf is 100 years old as well

**Village Of Port Clements Centennial Committee  
Action Plan 2013**

#	ITEM	IMMEDIATE ACTION	RESOLVE	DONE?
2	Armed Forces Group at UBCM	Talk with the group while at the UBCM	For Canada Days will bring vessel + do recruitment. Baseball game between crew & Port guys	
5	Crossword Puzzle	To be published in a newsletter for 2014. Possibly have prize for first correct submission; submitted by deadline date	Brigid currently working on	In progress
6	Postage Cancel Stamp	Have a commemorative Canada Post cancel stamp produced	Contact Canada Post re: details and process	Wally
7	Bottled Water	Personalized labels commemorating Centennial Year	Obtain pricing and design criteria	From Kim
8	Idea List	Gather ideas shared at first Centennial Committee Meeting	List was summarized and re-organized.	
9	Stage Design	Recreation Commission will be getting two quotes for design and costs	Bring quotes to next meeting	Angela
10	Parade Float	Pictures to be brought in of past floats	Decide on good float idea that can appear at all island events for 2014	Joan
11	Paper Flags	Determine costs of having Village's flag created	Information to be brought to next meeting	Sharon
12	St. Mark's church service	Invitation mailed to Rev. Peter Hamel to perform service on January 25, 2014	Possible response by next meeting	Sharon
13	St. Mark's Choir service	Contact Nancy O'Higgins and/or Mavis Marks	Available for December 2014 to do a Christmas Carol service	
14	Fireworks for 100 <sup>th</sup> Celebrations	Possible funding available	Look into funding availability Decide best date to do fireworks display	
15	Canada Post's 100 <sup>th</sup> Anniversary in Port Clements as well	Canada Post's float entry for Port's Canada Days parade 2014	Check with Canada Post	Wally

**CENTENNIAL COMMITTEE**  
**Minutes of the regular meeting of the Centennial Committee**  
**Thursday, October 17, 2013**

Present:

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

Mayor Wally Cheer called the meeting to order at 7:03 p.m.

1. ADOPT AGENDA.

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

**CARRIED**

2. MINUTES.

M-1-Regular minutes of Centennial Committee Thursday, September 26, 2013

It was moved by Councillor Matt Gaspar, seconded by Joan Hein THAT the minutes be accepted as presented.

**CARRIED**

3. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

BA-1a- Recreation Commission Report

Angela Mielecki reported that the Commission is getting two quotes for stage design and costs.

BA-1- Ideas List

Tourism Celebration at St. Mark's church re: draw on Tourism industry, i.e. sermon that is related to that time period.

It was moved by Councillor Ian Gould, seconded by Councillor Matt Gaspar

THAT to move to the Tourism Committee to decide on an event/activity with St. Mark's church for the 2014 Celebration year.

**CARRIED**

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BA-2-Action Plan

See attached.

BA-3-Heritage Properties

Brochure – contact MIEDS for digital format of walking tour.

BA-4-Seniors Funding Proposal

Centennial Committee will be able to respond once information is received from other sources.

4. ORIGINAL CORRESPONDENCE


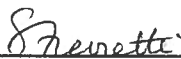
5. GOVERNMENT

6. NEW BUSINESS

NB-1-Scheduling two open house meetings in October – ideas from the public at large  
Tentatively scheduled for Thursday, November 7, 2013 at 7:00p.m.

7. REPORTS & DISCUSSIONS.

Next meeting tentatively scheduled for Monday, October 28<sup>th</sup> at 7:00 p.m.  
Councillor Matt Gaspar motioned to adjourn at 9:05p.m.

  
\_\_\_\_\_  
Mayor Wally Cheer, Chair  
\_\_\_\_\_  
Sharon Ferretti, Deputy/Clerk Treasurer

## Centennial Celebrations Ideas 2014

January: Church Service and Tea

March: Seniors' Winter Games

June: Seniors' Week

June/July 1<sup>st</sup>: Canada Days

August/Sept: Possibly Tourists' event at St. Mark's

October: Possibly fire works

November: Remembrance Day

December: Christmas Carol Service

- FLOAT: Invest in a 'good' float /traveling road show attending other events and parades on island to create awareness of 2014 activities - NEED idea for float - Pictures of past floats will be brought in.
- CALENDAR: include pictures and events dated/noted on the calendar – in progress
- CROSSWORD PUZZLE: 1<sup>st</sup> quarter 2014 Newsletter to go out with the Utility billing – puzzle is in progress.  
- Contests to get the kids involved
- BANNER depicting historical reason for celebrations – 'Coca Cola' will do free
- World War II Commemorative Project – tie in with Remembrance Day, November 11, 2014 - Contact the school to get kids involved i.e. turn 'line drawings' into colouring books  
- Create a wall display for Multiplex hallway
- BROCHURE: noting Heritage properties
- CARTOON STYLE MAP - Mazanita Snow to work on map; Need to determine costs; Committee to have Input
- CANADA POST CANCEL STAMP
- Time Capsule completion with help from children – Sharon to check minutes from 1999, 2000, and 2001
- Make Port Clements more inviting at the Hwy 16/Dyson St turn-off - signage
- Expand the use of the area at Dyson St & Bayview Dr
- Fireworks – October 31<sup>st</sup> good as kids are out + dark early enough; but concern is potentially unsafe weather conditions

### St. Mark's church:

- St. Mark's church 100 years old as well; Peter Hamil interested in holding a service January 25, 2014 – invitation sent October 10, 2013.
- St. Mark's church: Christmas Carol service in 2014 – closer to December 2014, contact Nancy O'Higgins or Mavis Marks on Choir availability for December 2014.
- World War II Commemorative Project – tie in with Remembrance Day, November 11, 2014

### Canada Days weekend:

- Canada Days – Museum set up a booth
- Canada Days – parade prize for best Centennial Entry - Coordinate with Recreation Commission  
- Send reminders in preceding months
- Bottled Water with Port Clements' logo – information made available for next meeting
- Order hand held paper flags to hand out – Sharon to check on costs

### Table Until Next Meeting:

- Treasure Hunt / Geocaching – Seniors Week – possibly tie in with car rally

### Table Until Public Consultation:

- Wharf is 100 years old as well

**Village Of Port Clements Centennial Committee  
Action Plan 2013**

#	ITEM	IMMEDIATE ACTION	RESOLVE	DONE?
2	Armed Forces Group at UBCM	Talk with the group while at the UBCM	For Canada Days will bring vessel + do recruitment. Baseball game between crew & Port guys	In progress - Wally
5	Crossword Puzzle	To be published in a newsletter for 2014. Possibly have prize for first correct submission; submitted by deadline date	Brigid currently working on	In progress
6	Postage Cancel Stamp	Have a commemorative Canada Post cancel stamp produced	Bring outlines of St. Mark's, Golden Spruce, and Raven	In progress
7	Bottled Water	Personalized labels commemorating Centennial Year	Obtain pricing and design criteria	Angela
9	Stage Design	Recreation Commission will be getting two quotes for design and costs	Bring quotes to next meeting	Matt
10	Parade Float	Pictures to be brought in of past floats	- Pioneer Days - Saw Mills - Time Capsule approach: then & now; moving forward to present time; use dates	Pics – Joan
11	Paper Flags	Determine costs of having Village's flag created	Information to be brought to next meeting	Sharon
12	St. Mark's church service	Invitation mailed to Rev. Peter Hamel to perform service on January 25, 2014	Possible response by next meeting	Brigid/Sharon
13	St. Mark's Choir service	- Contact Nancy O'Higgins and/or Mavis Marks for December 2014 to do a Christmas Carol service - Approach Kazamir re: school kids music program	Check availability closer to December 2014	- Pending - Wally
14	Fireworks for 100 <sup>th</sup> Celebrations	Possible funding available	October 31 <sup>st</sup> good as kids are out + dark early enough; but concern is potentially unsafe weather conditions	
15	Canada Post's 100 <sup>th</sup> Anniversary in Port Clements as well	Canada Post's float entry for Port's Canada Days parade 2014	Check with Canada Post	Wally
16	Cemetery	Tie in with 100 <sup>th</sup> Celebrations	Committee to think about using for our 100 <sup>th</sup> Celebrations	



**VILLAGE OF PORT CLEMENTS**

**BYLAW NO.405, 2013**

**Respecting an Amendment to The Financial Plan for the  
Years 2013-2017 Bylaw #401, 2013**

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

1. Schedule A attached hereto and made a part of this bylaw is hereby adopted and comprises the Amended Financial Plan for the Village of Port Clements for the years 2103 – 2017 ending December 31, 2017.
2. This Bylaw may be cited for all purposes as “The Amended Financial Plan for the years 2013-2017 - Bylaw #405, 2013”.

READ A FIRST TIME THIS 4<sup>th</sup> DAY OF NOVEMBER, 2013.

READ A SECOND TIME THIS

READ A THIRD TIME THIS

RECONSIDERED AND FINALLY ADOPTED THIS

\_\_\_\_\_  
WALLY CHEER  
MAYOR

\_\_\_\_\_  
KIM MUSHYNSKY  
CLERK/TREASURER

\_\_\_\_\_  
CERTIFIED A TRUE COPY OF VILLAGE OF  
PORT CLEMENTS AMENDED FINANCIAL PLAN, BYLAW NO. 405, 2013

General Fund

	2013 Budget	2014 Budget	2015 Budget	2016 Budget	2017 Budget
Property Tax	125000	125100	125100	125100	125100
Payments in Lieu	6645	6800	6800	6800	6800
Sales of Services	18265	9290	9315	9340	9365
Revenue from own Sources	62280	60430	60630	60830	61130
Unconditional Transfers	400000	400000	400000	400000	400000
Conditional Transfers	46025	46025	46025	46025	46025
Multi-purpose Building Revenue	12850	12850	12850	12900	13000
Transfer from Reserves	33115	0	2624	3819	5258
Collections for Other Agencies	206710	211710	211710	211710	211710
<b>Total Revenues</b>	<b>910890</b>	<b>872205</b>	<b>875054</b>	<b>876524</b>	<b>878388</b>
Legislative Expenses	34800	34800	39300	36300	36300
General Administration	190900	193736	195564	197934	197848
Fire Department	40650	41150	41900	42650	43400
Emergency Services	1650	750	750	750	750
Common Services	22000	20000	20000	20000	20000
Wharf Services	27500	7500	10500	10500	10500
Small Craft Harbour	7850	7850	7850	7850	7850
Roads	49450	48950	49950	50450	50950
Environment Health	1830	1830	1830	1830	1830
Environmental Development	2000	2100	2200	2300	2500
Parks and Recreation	35500	36000	36000	36000	36000
Fiscal Services	2500	1500	1500	1500	1500
Contribution to Reserves	0	9079	0	0	0
Capital Expenses	67000	45000	45000	45000	45000
Multi-purpose building expenses	54050	54750	55500	56250	56750
Amortized asset contribution	166000	155000	155000	155000	155000
Taxes levied for other Agencies	207210	212210	212210	212210	212210
<b>Total Expenses</b>	<b>910890</b>	<b>872205</b>	<b>875054</b>	<b>876524</b>	<b>878388</b>
<b>Surplus/(Deficit)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

	2013	2014	2015	2016	2017
	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b>Water Fund</b>					
Fees & Taxation	97000	97185	97185	97185	97185
Transfer from Reserve					
Grants	<u>40000</u>	<u>40000</u>	<u>40000</u>	<u>40000</u>	<u>40000</u>
<b>Total Revenues</b>	<b><u>137000</u></b>	<b><u>137185</u></b>	<b><u>137185</u></b>	<b><u>137185</u></b>	<b><u>137185</u></b>

Operating Expenses	60750	61000	62600	63100	63700
Capital Expenses	0	0	0	0	0
Contribution to Reserves	4235	4170	2570	2070	1470
Contribution to Amortization	<u>72015</u>	<u>72015</u>	<u>72015</u>	<u>72015</u>	<u>72015</u>
<b>Total Expenses</b>	<b><u>137000</u></b>	<b><u>137185</u></b>	<b><u>137185</u></b>	<b><u>137185</u></b>	<b><u>137185</u></b>
<b>Surplus/(Deficit)</b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>

2013 2014 2015 2016 2017  
 Budget Budget Budget Budget Budget

**Sewer Fund**

Fees & Taxation	61816	61816	61816	61816	61816
Transfer from Reserves	10000	0	0	0	0
Grants	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

<b>Total Revenues</b>	<b><u>71816</u></b>	<b><u>61816</u></b>	<b><u>61816</u></b>	<b><u>61816</u></b>	<b><u>61816</u></b>
Operating Expenses	56780	43600	41600	42100	42600
Capital Expenses	0	0	0	0	0
Contribution to Reserves	0	3180	5180	4680	4180
Contribution to Amortization	<u>15036</u>	<u>15036</u>	<u>15036</u>	<u>15036</u>	<u>15036</u>

<b>Total Expenses</b>	<b><u>71816</u></b>	<b><u>61816</u></b>	<b><u>61816</u></b>	<b><u>61816</u></b>	<b><u>61816</u></b>
<b>Surplus/(Deficit)</b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>

Capital Projects

	2013 <u>Budget</u>	2014 <u>Budget</u>	2015 <u>Budget</u>	2016 <u>Budget</u>	2017 <u>Budget</u>
General					
Barge Facility	0	10000000	0	0	0
Water					
New Well	0	0	0	0	0
Sewer					
Sewage Upgrade	0	0	0	0	0
<b>Total Capital Projects</b>	<b>0</b>	<b>10000000</b>	<b>0</b>	<b>0</b>	<b>0</b>

In regards to Bylaw #405, 2013 the changes from the original budget are as follows:

1. Sale of service revenue has been decreased to acknowledge that one of the lots put up for sale remains unsold as of October 17, 2013 when the amending Bylaw was drafted
2. By virtue of the net effect of the changes, the amount transferred from reserves to make this a balanced budget has been amended.
3. Emergency services budget has been increased to acknowledge the purchase of equipment for the new space created above the fire department.
4. Common services budget has been increased (with an offsetting decrease in another area of public works wages) to acknowledge the redirection of public works activities for 2013 amongst the multiple budget lines which their salaries are coded to.
5. Roads budget has been decreased (this is the offset mentioned in item #4) to ensure that overall wages expense for Public Works for 2013 has not been increased merely shifted between accounts.
6. Fiscal services has been increased to acknowledge that we did not adequately budget for the service fees of keeping two bank accounts operational. The increase in service fees has been more than compensated for by the interest revenues we are earning.
7. Capital expenditures have been increased to reflect additional work done on the barge facility project.
8. Amortization expense was increased – it appears that this was under budgeted – this non-capital expense will be discussed with auditors when the 2013 yearend is being finalized.

There were no budget changes for either the Water or the Sewer Funds.

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	A	B	E	F	G	H	I	J	K
	Account #	Description	2012	2012	2013	2014	2015	2016	2017
1		<b>UPDATED FEB. 27-13</b>							
2	10-1-11-00-00	Property Tax - Municipal	124868	124865	125000	125100	125100	125100	125100
3		<b>TOTAL TAXES</b>	<b>124868</b>	<b>124865</b>	<b>125000</b>	<b>125100</b>	<b>125100</b>	<b>125100</b>	<b>125100</b>
4									
5	10-1-21-00-00	Grant in Lieu - Federal	1205	1650	1206	1300	1300	1300	1300
6	10-1-24-00-00	Grant in Lieu - Hydro	4256	3500	3831	3800	3800	3800	3800
7	10-1-27-00-00	Grant in Lieu - Telus	1676	1725	1608	1700	1700	1700	1700
8		<b>TOTAL PAYMENT IN LIEU OF TAXES</b>	<b>7137</b>	<b>6875</b>	<b>6645</b>	<b>6800</b>	<b>6800</b>	<b>6800</b>	<b>6800</b>
9									
10									
11	10-1-41-10-10	Sales - Faxes	106	100	100	100	100	100	100
12	10-1-41-10-00	Sales - Photocopies	125	150	150	150	150	150	150
13	10-1-41-10-20	Sales - Tax Searches & Commissioner	785	550	700	725	750	775	800
14	10-1-42-10-00	Misc. - Fire Protection Agreement	600	750	650	650	650	650	650
15	10-1-44-10-00	Sales - Garbage Tags	76	100	65	65	65	65	65
16	10-1-71-10-00	Misc. Rec Commission Revenue	3665	6000	4000	4000	4000	4000	4000
17	10-1-12-99-99	Sales - Village Property	0	0	9000	0	0	0	0
18	10-1-32-10-00	Taxes - School Tax Admin Fee	2140	2100	2100	2100	2100	2100	2100
19	10-1-53-10-20	Rental -Weight Room	1620	1500	1500	1500	1500	1500	1500
20		<b>TOTAL SALES OF SERVICE</b>	<b>9117</b>	<b>11250</b>	<b>18265</b>	<b>9290</b>	<b>9315</b>	<b>9340</b>	<b>9365</b>
21									
22	10-1-51-20-00	Sales - Business Licenses	1290	1200	1200	1200	1200	1200	1200
23	10-1-53-10-10	Rental - Gym	613	500	500	500	500	500	500
24	10-1-53-10-30	Rental - Ambulance	6600	6200	6600	6600	6600	6600	6600
25	10-1-53-10-50	Rental - St. Mark's Church	255	500	250	350	450	550	750
26	10-1-53-10-70	Rental - Shoreline Park RV	1727	1200	1750	1800	1900	2000	2100
27	10-1-53-10-80	Rental - CBC Site	1008	900	1000	1000	1000	1000	1000
28	10-1-53-20-00	Rental - Clinic	8280	8280	8280	8280	8280	8280	8280
29	10-1-53-20-10	Garbage Admin	2592	2500	2500	2500	2500	2500	2500
30	10-1-56-10-00	Property Tax Penalties	10830	8000	8500	8500	8500	8500	8500
31	10-1-56-10-10	Property Tax Arrears Interest	1264	1000	1200	1200	1200	1200	1200
32	10-1-56-10-15	Delinquent Tax Interest	902	1000	1000	1000	1000	1000	1000
33	10-1-59-90-40	MIA Dividends	1250	1000	1000	1000	1000	1000	1000
34	10-1-59-90-00	Interest Revenue	11522	3000	11000	10000	10000	10000	10000
35		Rainbow Wharf Revenue	4753	9500	4500	4500	4500	4500	4500
36	10-1-59-90-10	Small Craft - Electricity Revenue	2340	1250	2000	2000	2000	2000	2000
37	10-1-59-90-20	Small Craft - Fee for Use	9674	11500	11000	10000	10000	10000	10000
38		<b>TOTAL REVENUE FROM OWN SOURCES</b>	<b>64900</b>	<b>57530</b>	<b>62280</b>	<b>60430</b>	<b>60630</b>	<b>60830</b>	<b>61130</b>
39									
40	10-1-53-10-11	MPBC Library Revenue	9600	10200	9600	9600	9600	9600	9600
41	10-1-53-10-12	MPBC Space rental	3222	3400	3250	3250	3250	3300	3400
42		<b>TOTAL MULTI PURPOSE BUILDING RENTAL</b>	<b>12822</b>	<b>13600</b>	<b>12850</b>	<b>12850</b>	<b>12850</b>	<b>12900</b>	<b>13000</b>
43									
44	10-1-62-10-00	Grants - Small Community Protection	539009	387000	400000	400000	400000	400000	400000

	A	B	E	F	G	H	I	J	K
Account #	Description	2012	2012	2013	2014	2015	2016	2017	
45	<b>TOTAL UNCONDITIONAL TRANSFERS</b>	<b>539009</b>	<b>387000</b>	<b>400000</b>	<b>400000</b>	<b>400000</b>	<b>400000</b>	<b>400000</b>	
46	Misc. - NSF & Sundry Charges	25	25	25	25	25	25	25	
47	Misc. - Donations	2010	150	500	500	500	500	500	
48	Miscellaneous	1977	2500	500	500	500	500	500	
49	Grants - GT - Christmas	10000	10000	10000	10000	10000	10000	10000	
50	Emergency Planning Grant								
51	GT Concession Stand Revenue	0	0	0	0	0	0	0	
52	Coast Sustainability Trust Concession Stands	0	0	0	0	0	0	0	
53	NDI Proposal Writer	0	0	0	0	0	0	0	
54	TFT Trail	0	55000	0	0	0	0	0	
55	GT Trail	0	19000	0	0	0	0	0	
56	UBCM WFPF	0	0	0	0	0	0	0	
57	NDI Economic Development funding	35000	35000	35000	35000	35000	35000	35000	
58	Small Craft Projects	0	0	0	0	0	0	0	
59	<b>TOTAL UNCONDITIONAL TRANSFERS</b>	<b>49012</b>	<b>121675</b>	<b>46025</b>	<b>46025</b>	<b>46025</b>	<b>46025</b>	<b>46025</b>	
60	Transfers From Reserves	0	26100	33150	0	0	0	0	
61	Transfer from Deferred Revenue	0	0	0	0	0	0	0	
62	Sign install	0	0	0	0	0	0	0	
63	Transfer from planning reserve	0	0	0	0	0	0	0	
64	Industrial road	0	0	0	0	0	0	0	
65	boat launch amm fund	0	0	0	0	0	0	0	
66	<b>TOTAL RESERVES</b>	<b>0</b>	<b>26100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
67	Taxes - School Residential	84135	88000	85000	90000	90000	90000	90000	
68	Taxes - School Non-residential	31661	32500	32500	32500	32500	32500	32500	
69	Taxes - SQCRD	31588	30500	31000	31000	31000	31000	31000	
70	Taxes - Regional Hospital	2244	2500	2500	2500	2500	2500	2500	
71	Taxes - NW Regional Hospital	24085	23000	25000	25000	25000	25000	25000	
72	Taxes - Police	14257	16000	15000	15000	15000	15000	15000	
73	Taxes - BCAA	2175	2300	2200	2200	2200	2200	2200	
74	Taxes - MFA	6	10	10	10	10	10	10	
75	Taxes - VIRL	12508	11800	13500	13500	13500	13500	13500	
76	<b>TOTAL COLLECTIONS FOR OTHER AGENCIES</b>	<b>202659</b>	<b>206610</b>	<b>206710</b>	<b>211710</b>	<b>211710</b>	<b>211710</b>	<b>211710</b>	
77	<b>Total Revenue</b>	<b>1009524</b>	<b>955505</b>	<b>877775</b>	<b>872205</b>	<b>872430</b>	<b>872705</b>	<b>873130</b>	

	A	B	E	F	G	H	I	J	K
	Account #	Description	2012	2012	2013	2014	2015	2016	2017
81	10-2-11-10-00	Council Remuneration	12298	13000	13000	13000	14500	14500	14500
82	10-2-11-10-10	Council Training Expense	1817	3000	0	0	3000	0	0
83	10-2-11-10-20	Council Travel	11212	12000	13000	13000	13000	13000	13000
84	10-2-11-10-30	Council Benefits Expense	1030	950	1000	1000	1000	1000	1000
85	10-2-11-10-40	Council Membership Expense	1678	1700	1800	1800	1800	1800	1800
86	10-2-11-10-50	Grants Awarded	5438	6000	6000	6000	6000	6000	6000
87	10-2-11-10-50	<b>TOTAL LEGISLATIVE EXPENSES</b>	<b>33473</b>	<b>36650</b>	<b>34800</b>	<b>34800</b>	<b>39300</b>	<b>36300</b>	<b>36300</b>
88									
89									
90	10-2-12-10-00	Administrative Wages	96971	97000	104300	106386	108514	110684	112898
91	10-2-12-10-10	Administrative Benefits	24946	20385	25850	26000	26000	26000	26000
92	10-2-12-10-15	NDI Grant Proposal Writer	69	6500	4000	4000	4000	4000	4000
93	10-2-12-10-20	Administrative Travel	2791	3000	3000	0	3000	3000	0
94	10-2-12-10-25	MATI	458	400	650	650	650	650	650
95	10-2-12-10-30	Membership Fees	5000	5000	5000	5000	5000	5000	5000
96	10-2-12-10-40	Audit & Accounting Expense	4324	6500	8000	6000	6000	6500	6500
97	10-2-12-10-50	Legal Expense	3705	3800	4000	4000	4000	4000	4000
98	10-2-12-11-00	Office Supplies	998	500	1000	1000	1000	1000	1000
99	10-2-12-11-10	Website Fees	5440	4500	5000	5000	5000	5000	5000
100	10-2-12-11-20	Computer Software Expenses	4200	5000	4000	4100	4200	4300	4400
101	10-2-12-11-30	Administrative Operating Costs	378	500	500	500	500	500	500
102	10-2-12-11-40	Supplies	1700	2500	2500	2500	2500	2500	2500
103	10-2-12-11-50	Advertising	1534	1900	1600	1600	1700	1800	1900
104	10-2-12-11-60	Postage Expense	415	500	500	500	500	500	500
105	10-2-12-11-70	Misc. - Tax Sale Expenses	0	0	0	5000	1000	0	0
106	10-2-12-13-00	Elections Expense	5106	4215	6000	6000	6000	6000	6000
107	10-2-12-14-10	Janitorial Contract	12102	14200	13000	13500	14000	14500	15000
108	10-2-12-14-30	General Insurance Expense	2000	2000	2000	2000	2000	2000	2000
109		Climate action plan							
110		<b>TOTAL ADMINISTRATION</b>	<b>172137</b>	<b>178400</b>	<b>190900</b>	<b>193736</b>	<b>195564</b>	<b>197934</b>	<b>197848</b>
111									
112	10-2-24-60-00	FD - Training	2546	3000	3000	3000	3000	3000	3000
113	10-2-24-60-10	FD - Fire Fighters	0	500	500	500	500	500	500
114	10-2-24-70-00	FD - Repairs & Maintenance	9202	7500	7600	7700	7800	7900	8000
115	10-2-24-70-10	Fire hall Utilities	13341	12250	13250	13500	14000	14500	15000
116	10-2-24-70-20	FD - License & Insurance	4171	4000	3500	3500	3500	3500	3500
117	10-2-24-80-00	FD - Equipment	11526	7500	7500	7500	7500	7500	7500
118	10-2-24-80-10	FD - Fuel	1281	700	1500	1500	1500	1500	1500
119	10-2-24-90-00	Fire hall Janitorial	3059	2500	3250	3400	3550	3700	3850
120	10-2-24-90-10	Weight Room	451	500	550	550	550	550	550
121		<b>TOTAL FIRE DEPARTMENT</b>	<b>45577</b>	<b>38450</b>	<b>40650</b>	<b>41150</b>	<b>41900</b>	<b>42650</b>	<b>43400</b>
122									
123	10-2-25-00-00	Misc. - Emergency Committee	161	750	1650	750	750	750	750





	A	B	E	F	G	H	I	J	K
Account #	Description	2012	2012	2013	2014	2015	2016	2017	
140	Small Craft Harbour - Wharfinger Expense	695	1000	0	0	0	0	0	
141	Small Craft Harbour - Hydro Expense	3495	5000	4000	4000	4000	4000	4000	
142	Small Craft Harbour - Insurance Expense	0	1350	1350	1350	1350	1350	1350	
143	Small Craft Harbour - Legal Expenses	0	1000	500	500	500	500	500	
144	Small Craft Harbour - Maintenance	1595	2500	2000	2000	2000	2000	2000	
145	Small Craft Capital (paid for by Small craft)	0							
146	<b>TOTAL SMALL CRAFT HARBOUR</b>	<b>5785</b>	<b>10850</b>	<b>7850</b>	<b>7850</b>	<b>7850</b>	<b>7850</b>	<b>7850</b>	
147									
148	Common Services - Fuel	2045	3000	3000	3000	3000	3000	3000	
149	Street Maintenance	10369	18000	12000	12500	13000	13500	14000	
150	Street Sanding	7195	9000	6500	6500	7000	7000	7000	
151	Hydro - Street Lights	12988	8400	12000	12000	12000	12000	12000	
152	Equipment Maintenance	2264	3000	2500	2500	2500	2500	2500	
153	Public Works's Truck Insurance	1298	750	1200	1200	1200	1200	1200	
154	Brushing Operating Expense	1933	5000	4000	4000	4000	4000	4000	
155	Industrial Road Maintenance	3192	18000	5000	4000	4000	4000	4000	
156	Ditching	134	3000	2500	2500	2500	2500	2500	
157	Public Works Truck	664	0	750	750	750	750	750	
158	<b>TOTAL ROADS</b>	<b>42082</b>	<b>68150</b>	<b>49450</b>	<b>48950</b>	<b>49950</b>	<b>50450</b>	<b>50950</b>	
159									
160	Garbage Tags / Dumpster Fees	0	100	80	80	80	80	80	
161	Common Services - Garbage Expense	1410	1500	1750	1750	1750	1750	1750	
162	<b>TOTAL ENVIRONMENTAL HEALTH</b>	<b>1410</b>	<b>1600</b>	<b>1830</b>	<b>1830</b>	<b>1830</b>	<b>1830</b>	<b>1830</b>	
163									
164	Clinic R&M	524	1000	1000	1000	1000	1000	1000	
165	Ambulance R&M	0	2500	1000	1100	1200	1300	1500	
166	<b>TOTAL ENVIRONMENTAL DEVELOPMENT</b>	<b>524</b>	<b>3500</b>	<b>2000</b>	<b>2100</b>	<b>2200</b>	<b>2300</b>	<b>2500</b>	
167									
168	Community Hall Grounds Keeping	440	500	500	500	500	500	500	
169	Park O & M	7221	7000	8000	8000	8000	8000	8000	
170	Beautification	2324	2500	2500	2500	2500	2500	2500	
171	Millennium Park O & M	915	2500	2500	2500	2500	2500	2500	
172	Sunset Park O & M	6587	8500	7500	7500	7500	7500	7500	
173	Recreation Commission	2149	10000	6000	6000	6000	6000	6000	
174	Museum Grounds Keeping	719	750	1000	1000	1000	1000	1000	
175	Cemetery	584	2000	1000	1000	1000	1000	1000	
176	Tourism	1920	5500	5500	5500	5500	5500	5500	
177	Entrance Sign Install	1750	1800						
178	Community Public Washrooms	323	0	500	500	500	500	500	
179	St Mark's	439	0	500	1000	1000	1000	1000	
180	<b>TOTAL PARKS, RECREATION AND TOURIS</b>	<b>25371</b>	<b>41050</b>	<b>35500</b>	<b>36000</b>	<b>36000</b>	<b>36000</b>	<b>36000</b>	
181									
182	MPBC Utilities	14440	11100	15000	15000	15000	15000	15000	





Ref: (L5353)

October 22, 2013

Ms. Kim Mushynsky  
Village of Port Clements  
37A Cedar Avenue W.  
P.O. Box 198  
Port Clements, BC V0T 1R0

Dear Ms. Mushynsky

**Subject: L5353 – 1,546 square feet of space located at  
Hemlock Avenue and Park, Port Clements, BC**

The enclosed Standard Form Lease agreement, has been prepared in duplicate for your approval and signature.

Please fully execute, and have the Landlord execute before returning both documents to this office at your earliest convenience, in order that this matter may be formally completed. Please **do not date** the Standard Form Lease.

One set of completely executed documents will be sent to you for your records.

Thank you. We look forward to hearing from you soon.

Yours truly,

Brent Morgan, Lease Manager  
Lease Services  
Shared Services BC  
Cellular: (778) 349-0289

BM/IL

Enclosure: (2)

G-2

**Kim**

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**From:** Morgan, Brent MTIC:EX <Brent.Morgan@gov.bc.ca>  
**Sent:** October-30-13 2:43 PM  
**To:** 'Kim'  
**Cc:** Low, Linda MTIC:EX  
**Subject:** RE: Clinic lease

Hi Kim, see below in Red. Brent

**Brent Morgan** | Lease Manager | Leasing Services | Shared Services BC  
*Ph:* 250-565-6685 | *e:* [Brent.Morgan@gov.bc.ca](mailto:Brent.Morgan@gov.bc.ca) | *m:* 203-1577-7<sup>th</sup> Ave Prince George BC V2L3P5 [www.accommodationandrealstate.gov.bc.ca](http://www.accommodationandrealstate.gov.bc.ca)



**REAL ESTATE  
OPERATIONS**  
A BRANCH of SHARED SERVICES BC

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**From:** Kim [<mailto:clerk@portclements.ca>]  
**Sent:** Wednesday, October 30, 2013 2:27 PM  
**To:** Morgan, Brent MTIC:EX  
**Subject:** Clinic lease

Brent:

I have received the rental agreement and just want to clarify a couple of issues – on schedule C it indicates that the tenant will do the premises janitorial and bear the costs for this but then there is a schedule J outlining the janitorial service so I just want to be clear that the Village of Port Clements will not be doing any janitorial for his building. That is correct schedule J only comes into effect if on schedule C the LL was responsible for the janitorial so no need to worry about that. In addition on schedule C it indicates that lamp and tube replacements will be done and paid for by the tenant but then in schedule K it indicates under section 2 that we will clean, maintain and install new tubes so there is a conflict between these two schedules. Same as above if the LL is responsible in Schedule C then SK would apply. Finally, in schedule K section 8 it refers to security, and says “where warranted, a manned service” but there would be no circumstance in which we would ever envision providing manned security for the premises. Just stroke it out and initial and that is OK with me. ‘where warranted’ would be have to be negotiated and it wouldn’t happen here for sure. Sorry for being nitpicky but I just want to ensure that we are clear on responsibilities for this contract. No Problem glad you asked and infact actually read the lease document. Hope it didn’t put you to sleep. ☺ Brent

Thanks for clarification.

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*Kim Mushynsky – BBA*  
*Chief Administrative Officer*  
Village of Port Clements  
Phone (250) 557-4295  
Fax (250) 557-4568  
[www.portclements.ca](http://www.portclements.ca)  
*Check us out on Facebook!*

# VILLAGE OF PORT CLEMENTS

## Cheque Listing For Council

2013-Oct-30  
2:14:29PM

Cheque #	Cheque Date	Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20130504	2013-10-16	BONANZA CREEK CONTR.	10-2-31-00-00	0252 re-issue	PAYMENT		2,657.50
			10-3-22-00-00	0252 re-issue	TREE TOPPING	2,550.00	
			10-2-12-11-30	0252 re-issue	GST	127.50	
					stop payment fee	(20.00)	
20130505	2013-10-16	CORPORATE EXPRESS	10-2-12-11-00	33725803	PAYMENT		41.43
20130506	2013-10-16	DELMAS CO-OP	30-2-41-40-00	00215350F	CUSTOM STAMP	41.43	
			30-2-41-40-00	00215790E	PAYMENT		137.15
			10-2-81-90-00	SEPT 2013	TAPS+SHOPVAC FILTER+BIT	68.88	
					PRESS GAUGE+PRESSURE SWI	62.47	
					SERVICE FEE SEPT 2013	6.00	
20130507	2013-10-16	DRIFTECH MECHANICAL S	10-2-24-80-00	8963	PAYMENT		210.56
20130508	2013-10-16	MasterCard, CUETS FINAN	10-2-11-10-20	SEPT 2013	FIRE TRUCK CVIP + DECAL	210.56	
20130509	2013-10-16	MUNICIPAL INFORMATION	10-2-12-11-20	20131273	PAYMENT		179.06
20130510	2013-10-16	Stupka, Christina	10-2-71-89-30	Oct 11 2013	12 USB FLASH DRIVES	179.06	
20130511	2013-10-16	TELUS COMMUNICATIONS	10-2-71-21-15	SEPT 2013	PAYMENT		288.34
			40-2-42-90-40	SEPT 2013	FINANCE SOFTWARE SUPPORT	288.34	
			30-2-41-50-00	SEPT 2013	PAYMENT		300.00
			10-2-24-70-10	SEPT 2013	FINAL PYMT 2013 CAMP ATTEN	300.00	
					PAYMENT		1,544.38
					SEPT PHONE BILL	607.24	
					SEPT PHONE BILL	75.63	
					SEPT PHONE BILL	250.25	
					SEPT PHONE BILL	611.26	
20130512	2013-10-16	VANCOUVER ISLAND REG	10-2-84-20-00	4th QTR Levy	PAYMENT		3,252.00
					2013 4TH QUARTER TAX LEVY	3,252.00	
20130513	2013-10-22	Stewart, McDannold, Stuart	10-2-12-10-50	65331	PAYMENT		591.36
20130514	2013-10-22	VILLAGE OF PORT CLEME	10-4-00-00-00	OCT 16 2013	SEWER STAT. RIGHT OF WAY	591.36	
20130515	2013-10-22	XEROX CANADA LTD.	10-2-12-11-30	L08420031	PAYMENT		50,000.00
					TRANSFER FROM NSCU CHEQU	50,000.00	
					PAYMENT		483.59
					LEASE PYMT 8 OF 20	483.59	

**Total 59,685.37**

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

## Request to Council

The Centennial Committee is requesting approval from Council to contract Manzanita Snow to do a Port Clements' Cartoon map as part of the 100<sup>th</sup> Anniversary Celebrations. This map will serve as a positive and strong addition to our Tourist season highlighting the community and its 100<sup>th</sup> Year.

October 21, 2013

Manzanita Snow  
250-557-8579

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### Cartoon Map

Size: 11" x 17"

Submit in Black & White (to be printed on coloured paper by Village of Port Clements)

Minimum charge of \$800.00 covers:

- Drawing
- Planning
- Research

Manzanita has 12.5 years of cartoon experience with the newspaper.

Thought the map should include at least the following:

- History
- Flora & Fauna
- Things to do in Port Clements
- Golden Spruce
- White Raven

### Will require from the Centennial Committee:

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- Guidelines on places to be indicated on map.
- Where to go with this map.
- Would like to include some 'soft' humour.
- How much artistic freedom allowed?
- Printing schedule i.e. date for preparation sketches, and distribution date of maps i.e. Canada Days?

Preparation sketches will be made available after agreement reached to utilize Manzanita's services.

Manzanita will be available for the next month at least.

NB-1

**PORT CLEMENTS WINTER GAMES  
SATURDAY MARCH 22<sup>ND</sup> 2014**

**Budget required as follows to date.**

Community Hall	\$225.00
School gym 5 hours @ \$10.00	\$50.00
Luncheon catered- \$8.00 per person x 100	\$800.00
Coffee, Tea, bottled Water	\$500.00
Students to serve plus setup and final clean up	\$400.00
Travel Assistance	\$600.00
Supplies for games	\$20.00
Medak(gold silver copper)	\$170.00
OFFICE Supplies	
Ink for Computer	
Paper required for Posters, Letters, score Keepers	
Stamps, Envelopes, Ink Markers, etc.	\$200.00
Stick on tags Pins	\$100.00
Advertise Observer	\$100.00
<b>TOTAL</b>	<b>\$3165.00</b>

  
Bunny (Burneta) Decembrini  
Port Clements Seniors

**Please note**

Requests for funds have been made to the following institutions with no response to date.

Northern Savings Credit Union Masset and Queen Charlotte  
Masset Village Council, Queen Charlotte Village Council

Many of the items above not used for games  
will be carried over to the seniors week 1<sup>st</sup>-7<sup>th</sup> 2014

 Request for funds will be made to Gwaii Trust as well.



To Port Clements Village Council

I have a couple of quick and easy to fix requests:

First, when you are looking at cutting down alder trees, for all the same reasons as the other citizens have stated, could you please cut down the alders at the post office.

Possibly a lovely spot for Ernie's bench?

More importantly, we need a loading zone on the small craft harbour. A safe place for loggers, tourists and tax payers to load and unload at the dock.

One medical emergency made us realize how hard it can be to climb through 2 boats to get on the dock.

I understand enforcement would be an issue, but I believe a can of red paint and possibly a couple of signs with an explanation of expectations, could go a long way to getting the dock back to a safe place, for everyone.

Thanks for taking time to read this,  
and Thank you all for representing and serving our community

Pat Johnston  
15 Tingley St.

557-4766

Also, my offer to do the painting of the dock is still open.

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NB-3

10/22/2013

## ACTION ITEMS

<u>#</u>	<u>Date</u>	<u>Description</u>	<u>Lead</u>	<u>Follow up</u>
A1	05-12-2011	Motion to hold town hall mtgs. to engage public	Falconbridge	Consider a fall 2013 (not month of Nov) open meeting with minimal fixed agenda more of a brainstorming session
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
A24	06-08-2013	Build car port for ambulance	Falconbridge	Office to investigate and have a report back to Council before yearend.
A25	07-10-2013	Signage for Small Craft Harbour	Administrator	Craft wording and get a sign made up for SCH in regards to rules of the dock