



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

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

7:00 p.m. Regular Meeting of Council Monday December 21, 2015

AGENDA

1. ADOPT AGENDA.

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS

3. MINUTES

M-1-December 7, 2015 Regular Council Meeting

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

5. ORIGINAL CORRESPONDENCE

C-1- Skeena Queen Charlotte Regional District Board meeting highlights

C-2- Skeena Queen Charlotte Regional District name change

6. GOVERNMENT

7. FINANCE

F-1-Cheque listing to December 16, 2015.

F-2- Revenue and Expense review to December 31, 2015

F-3- CIBC Bank statements November 30, 2015

F-4- NSCU Bank Statements November 30, 2015

8. NEW BUSINESS

B-1- Garbage collection agreement with the Regional District

9. REPORTS & DISCUSSIONS

R-1-Report to Council – 2016 Strategic Planning

R-2-Report to Council- Office Network and IT Support Proposal

10. ACTION ITEMS

A-1- Follow up

11. QUESTIONS FROM THE PUBLIC & PRESS

12. ADJOURNMENT



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Minutes of the regular meeting of the Port Clements Council held December 7, 2015 in Council Chambers.

Present:

Mayor Gould
Councillor Daugert
Councillor Gaspar – via teleconference
Councillor Cunningham

CAO Kim Mushynsky
Deputy Clerk Danielle Dysserinc

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

1. ADOPT AGENDA.

2015-321 - Moved by Councillor Cunningham, seconded by Councillor Daugert
THAT the amended agenda be adopted. Amendments include the addition of C-2 – Letter from the College of Pharmacists and adding a moment of silence to remember Kathleen (Betty) Dalzell.

CARRIED

Mayor Gould asked for a moment of silence in remembrance of long term resident and historian Kathleen (Betty) Dalzell.

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

3. MINUTES.

M-1– November 16, 2015 Regular Council Meeting
2015-322-Moved by Councillor Daugert, seconded by Councillor Cunningham
THAT Council approve the November 16, 2015 Regular Council meeting minutes.

CARRIED

M-2 – November 19, 2015 Recreation Committee Meeting Minutes
2015-323 – Moved by Councillor Cunningham, seconded by Councillor Daugert
THAT Council receive the November 19, 2015 Recreation Committee Meeting minutes.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

5. ORIGINAL CORRESPONDENCE

C-1- BC Hydro – regarding meeting at UBCM
2015-324-Moved by Councillor Daugert, seconded by Councillor Cunningham
THAT we receive the letter from BC Hydro and table any decision pending the SQCRD review of the same letter at their December 12th meeting.

CARRIED

M-1

C-2 Letter from the College of Pharmacists

2015-325- Moved by Councillor Cunningham, seconded by Councillor Daugert
THAT Council receives the response letter from the College of Pharmacists.

CARRIED

6. GOVERNMENT

7. FINANCE

F-1-Cheque listing to December 1, 2015

2015-326- Moved by Councillor Cunningham, seconded by Councillor Daugert
THAT we receive and file the cheque listing to December 1, 2015.

CARRIED

8. NEW BUSINESS

NB-1 – 2016 Schedule of Council and committee meetings

2015-327 – Moved by Councillor Cunningham, seconded by Councillor Daugert
THAT Council approves the 2016 schedule of meetings as presented.

CARRIED

NB-2 – 2016 Committee Appointments

2015-328 – Moved by Councillor Daugert, seconded by Councillor Cunningham
THAT Council makes the following committee appointments for 2016:

Tourism committee – Ian Gould, Matt Gaspar

Emergency Preparedness committee – Christine Cunningham with Charleen O'Brien Anderson as the alternate

Recreation Committee – Charleen O'Brien Anderson with Matt Gaspar as the alternate

NDIT – Charleen O'Brien Anderson with Ian Gould as the alternate

SQCRD – Ian Gould with Doug Daugert as the alternate

Northern Health – Ian Gould with Doug Daugert as the alternate

MIEDS – Doug Daugert

Gwaii Tel – Christine Cunningham with Charleen O'Brien Anderson as the alternate

VIRL – Christine Cunningham with Charleen O'Brien Anderson as the alternate

RCMP Liaison – Kim Mushynsky

Community Futures – Urs Thomas with Doug Daugert as the alternate

Park Management Committee – Charleen O'Brien Anderson, Christine Cunningham

Deputy Mayor for 2016 – Doug Daugert

CARRIED

9. REPORTS & DISCUSSIONS

R-1 Report to Council – Fixed Asset Capitalization

2015-329 - Moved by Councillor Daugert, seconded by Councillor Cunningham.

THAT Council set the threshold for capitalization at \$5,000.00 for the Village of Port Clements for 2016 and subsequent years.

CARRIED

R-2 – Report to Council – Christmas hours and Bonuses for 2015

2015-330 – Moved by Councillor Cunningham, seconded by Councillor Daugert

THAT Council authorize the closure of the office December 25 to January 3 inclusive, returning to normal work hours on Monday January 4th and that staff be given a \$75 Christmas bonus.

CARRIED

Mayor Gould- FLNRO presentation, Parks mtg, Gwaii Trust mtg.

Councillor Gaspar – no report

Councillor Daugert – MIEDS mtgs, FLNRO presentation

Councillor Cunningham – Community Hall concert upcoming, playground equipment application, internet update

CAO Mushynsky – FLNRO presentation, All Island Emergency Planning mtg, biomass update, brief introduction of server proposal which will be on December 21st agenda, discussion around long term stays at the Sunset RV Park.

M-1

Deputy Clerk Dysserinck – FLNRO presentation, All Island Emergency Planning mtg.

10. ACTION ITEMS

2015-331 – Moved by Councillor Cunningham, seconded by Councillor Daugert
THAT Council directs the Administrator to write a letter to Mr. Unsworth regarding the unsightly debris that is on his property on Bayview, and probably encroaching on the Highways right of way, and ask that it be removed. This item is to be added to the 2016 Strategic Planning agenda as well as placed on the action item list.

CARRIED

11. QUESTIONS FROM THE PUBLIC & PRESS

2015-332 – Moved by Councillor Cunningham, seconded by Councillor Gaspar
THAT Council move to an in-camera meeting per Community Charter Section 90(1)(g) at 8:25pm

CARRIED

ADJOURNMENT

2015-333 – Moved by Councillor Gaspar, seconded by Councillor Cunningham
THAT the meeting be adjourned at 9:10pm.

CARRIED

Ian Gould
Mayor

Kim Mushynsky
CAO

M-1



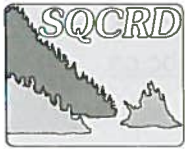
BOARD HIGHLIGHTS

November 20, 2015 Board Meeting

Board Business:

1. The Board received correspondence from the Vancouver Island Regional Library (VIRL) requesting that the SQCRD appoint a member to the VIRL Board for 2016. The Board appointed Director Beldessi to serve as Director to the VIRL Board for a second year.
2. The Board supported a proposed municipal name change from the Skeena-Queen Charlotte Regional District to the "North Coast Regional District" and directed staff to begin consulting with the various Regional District stakeholders on the proposed name change.
3. The Board accepted an application for consideration for a proposed zoning and official community plan bylaw amendment to rural Graham Island and have directed staff to bring forward bylaw amendments for consideration before a public hearing is scheduled.
4. The Misty Isles Economic Development Society (MIEDS) presented the Board with the results of its recent Business Walks project that was completed the week of October 5th throughout Haida Gwaii communities. The project included visits to over 90 businesses to gain a better understanding of the successes, challenges and opportunities of business on Haida Gwaii.
5. The Board resolved to send correspondence to the Minister Responsible for Fisheries and Oceans to address the closure of the Prince Rupert Canadian Fishing Company processing facility and the granting of community development quotes on salmon fishers.
6. The Board resolved to hold a special meeting on December 12th, 2015 at 10:00AM in Prince Rupert to begin Round 1 of its 2016 – 2020 Five-Year Financial Planning discussions.

For complete details of the November 20th, 2015 Board meeting, the Agenda and Minutes are posted under "Quick Links" at www.sqcrd.bc.ca.



SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

14 – 342 3rd Avenue West Prince Rupert, BC V8J 1L5

Phone: (250) 624-2002 Fax: (250) 627-8493

Website: www.sqcrd.bc.ca

December 1, 2015

Village of Port Clements
PO Box 198
36 Cedar Avenue West
Port Clements, B.C. V0T 1R0

Attention: Village of Port Clements Council

Dear Council:

Re: Skeena-Queen Charlotte Regional District Municipal Name Change to the North Coast Regional District

I am writing today on behalf of the Board of the Skeena-Queen Charlotte Regional District with regard to its desire to change the Skeena-Queen Charlotte Regional District's municipal name to the **North Coast Regional District**.

As you may be aware, In December 2009, under the leadership of Premier Gordon Campbell, the Province announced the renaming of the Queen Charlotte Islands to Haida Gwaii. The announcement was made in conjunction with the signing of a reconciliation protocol with the Council of the Haida Nation. The adoption of Bill 18-2010 (the *Haida Gwaii Reconciliation Act*) by the B.C. Legislature formalized the name change.

Since the formalization of Haida Gwaii's name change in 2010, there has been much discussion at the Skeena-Queen Charlotte Regional District Board table to explore alternative naming options to reflect the current geographic landscape of our region and to align with geographic naming conventions of regional districts throughout the province. To that end, the **North Coast Regional District** has been proposed as an alternative municipal name.

The Board is requesting that your Council provide feedback on the proposed name change from the Skeena-Queen Charlotte Regional District to the **North Coast Regional District** by February 1, 2015.

Following this process, it is the Skeena-Queen Charlotte Regional District's intent to seek approval of the electors for the proposed name change through an alternative approval process in accordance with section 86 of the *Community Charter*.

C-2

VILLAGE OF PORT CLEMENTS

Cheque Listing For Council

2015-Dec-16
11:43:16AM

Cheque #	Cheque Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
150584	2015-12-03	A.L. CONDROTTE	1276	PAYMENT HAUL SAND FROM WATT LAKE	525.00	525.00
150585	2015-12-03	BIG RED	15314	PAYMENT WEEKLY CONTAINER SERVICE	283.76	283.76
150586	2015-12-03	C. AND C. BEACHY CONTRACTING LTD	10193	PAYMENT BIOMASS TRENCH DIGGING	5,360.25	5,360.25
150587	2015-12-03	Charlotte Island Tire	20151203	PAYMENT TIRES	523.31	523.31
150588	2015-12-03	PORT AIR CARGO	VOPC1115	PAYMENT DELIVERY FROM ROCKYS	21.00	21.00
150589	2015-12-07	BC HYDRO	20151207	PAYMENT BC HYDRO BILL	10,163.13	10,163.13
150590	2015-12-07	CIBC VISA	20151207	PAYMENT VISA VILL	28.41	28.41
150591	2015-12-07	Mushynsky, Kim	20151207	PAYMENT TRAVEL TO QUEEN CHARLOTTE	73.84	73.84
150592	2015-12-07	Northern Communications	32318-12012015	PAYMENT FIRE DISPATCH	163.07	163.07
150593	2015-12-07	Sea Force	444-4227	PAYMENT RAINBOW WHARF INSPECTION	8,783.25	8,783.25
150594	2015-12-07	CIBC VISA	20151103	PAYMENT VISA BILLS	158.11	158.11
150600	2015-12-10	BEACHY, COLLEEN	20151210	PAYMENT CHRISTMAS PURCHASES REIME	578.68	578.68
150601	2015-12-10	DELMAS CO-OP	177023	PAYMENT PRESSURE WASHER PARTS	28.38	28.38
150602	2015-12-10	TELUS COMMUNICATIONS INC.	20151210	PAYMENT TELUS BILL	1,321.43	1,321.43
150603	2015-12-10	UNION OF BC MUNICIPALITIES	UBCM-528	PAYMENT PLANNERS AND CALENDARS	35.65	35.65
150605	2015-12-15	Chown Enterprises Inc.	562834	PAYMENT KEYS	10.50	10.50
150606	2015-12-15	FAST First Aid & Survival Technologies Ltd	070829	PAYMENT FIRST AID SUPPLIES	425.25	425.25
150607	2015-12-15	FEDERATION OF CANADIAN MUNICIPALITIES	2016-2017	PAYMENT MEMBERSHIP INVOICE	160.48	160.48
150608	2015-12-15	Lidstone & Company, Barristers and Solicitors	11790	PAYMENT LEGAL EXPENSES	901.20	901.20
150609	2015-12-15	MUNICIPAL INFORMATION SYSTEMS INC	20151588	PAYMENT MUNIWARE SUPPORT	305.98	305.98
150610	2015-12-15	MUNICIPAL INSURANCE ASSOCIATION	26882	PAYMENT MIA INVOICE	8,031.00	8,031.00
150611	2015-12-15	SMILLIES B&B		PAYMENT		457.21

F-1

VILLAGE OF PORT CLEMENTS

Cheque Listing For Council

2015-Dec-16
11:43:16AM

Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
150611	2015-12-15	SMILLIES B&B	20151215	2015 BUSINESS FACADE PROGF	457.21	457.21
150612	2015-12-15	Angela's Place-Social Cafe & Fuel Station	20151215	PAYMENT FUEL	470.91	470.91
150613	2015-12-15	BIRDS EYE CONTRACTING	161	PAYMENT SUNSET TRAIL FIX	262.50	262.50
150614	2015-12-15	Nedco-Div of Rexel Canada Electrical Inc.	3303528	PAYMENT BIOMASS EQUIPMENT	170.94	170.94
150615	2015-12-15	RUSHWORTH Electrical services INC	505725	PAYMENT BIOMASS EQUIPMENT	2,335.52	2,335.52
150616	2015-12-15	WESTPOINT AUTOMOTIVE	832-226460	PAYMENT FIRE DEPARTMENT EQUIPMENT	92.99	92.99

Total 41,671.75

*** End of Report ***

F-1

VILLAGE OF PORT CLEMENTS

REVENUE AND EXPENSE REVIEW

ESTIMATE TO DEC. 31, 2015

	2015 <u>Actual</u>	2015 <u>Budget</u>	2014 <u>Actual</u>
<u>GENERAL REVENUES:</u>			
Municipal Property Tax	\$126,022	\$126,000	\$125,322
Payment in Lieu of Taxes	\$7,371	\$6,600	\$7,440
Sale of Services	\$14,500 <small>Sale of property</small>	\$8,965	\$28,307
Revenue Own Sources	\$102,000 <small>wharf</small>	\$90,795	\$101,475
Rentals - Multi-purpose Bldg.	\$12,800 <small>RV Park</small>	\$13,400	\$14,178
Unconditional Grant	\$396,388	\$382,000	\$250,351
Conditional Grants	\$61,500	\$65,750	\$139,478
Transfer from Reserves	\$0	\$0	\$0
Collection for Others	<u>\$183,236</u>	<u>\$191,810</u>	<u>\$190,391</u>
<u>TOTAL REVENUE - GENERAL</u>	<u>\$903,817</u>	<u>\$885,320</u>	<u>\$856,942</u>
<u>GENERAL EXPENSES:</u>			
Legislative Expenses	\$45,500	\$47,100	\$27,974
General Administration	\$202,000	\$214,250	\$185,909
Fire Department	\$38,750	\$40,250	\$47,271
Emergency Services	\$750	\$750	\$468
Common Services	\$20,750	\$23,050	\$24,086
Wharf	\$28,500	\$30,400	\$3,991
Small Craft Harbour	\$7,500 <small>refund on</small>	\$16,300	\$11,564
Roads	\$43,750 <small>maint. Work</small>	\$45,750	\$35,899

Environmental Health & Devel.	\$1,750	\$4,580	\$12,417
Parks & Recreation	\$39,000	\$42,250	\$45,750
MPBC Operating	\$45,500	\$45,200	\$50,976
Debt Services	\$1,500	\$2,500	\$1,640
Grants	\$65,000	\$65,000	\$67,500
Collection Others	\$183,236	\$192,310	\$190,391
Amortization	<u>\$185,000</u>	<u>\$185,000</u>	<u>\$169,240</u>
<u>TOTAL EXPENSES</u>	<u>\$908,486</u>	<u>\$954,690</u>	<u>\$875,076</u>
<u>NET LOSS - GENERAL</u>	<u>-\$4,669</u>	<u>-\$69,370</u>	<u>-\$18,134</u>

	<u>2015</u> <u>ACTUAL</u>	<u>2015</u> <u>BUDGET</u>	<u>2014</u> <u>ACTUAL</u>
<u>WATER REVENUES:</u>			
Fees & Taxation	\$106,875	\$106,660	\$104,221
Grants	\$66,215	\$65,000	<u>\$65,000</u>
<u>TOTAL WATER REVENUE</u>	<u>\$173,090</u>	<u>\$171,660</u>	<u>\$169,221</u>
<u>WATER EXPENSES:</u>	<u>\$188,015</u>	<u>\$186,800</u>	<u>\$177,070</u>
<u>NET LOSS WATER</u>	<u>-\$14,925</u>	<u>-\$15,140</u>	<u>-\$7,849</u>
<u>SEWER REVENUE</u>	<u>\$68,055</u>	<u>\$67,316</u>	<u>\$65,037</u>
<u>SEWER EXPENSES</u>	<u>\$71,766</u>	<u>\$74,441</u>	<u>\$75,750</u>
<u>NET LOSS SEWER</u>	<u>-\$3,711</u>	<u>-\$7,125</u>	<u>-\$10,713</u>
<u>NET LOSS VOPC</u>	<u>-\$23,305</u>	<u>-\$91,635</u>	<u>-\$36,696</u>



CIBC Account Statement

VILLAGE OF PORT CLEMENTS

For Nov 1 to Nov 30, 2015

Account number

[REDACTED]

Branch transit number

[REDACTED]

The names shown are based on our current records, as of December 2, 2015. This statement does not reflect any changes in account holders and account holder names that may have occurred prior to this date.

Account summary

Opening balance on Nov 1, 2015		\$106,341.72
Withdrawals	-	6,033.04
Deposits	+	6,662.91
Closing balance on Nov 30, 2015	=	\$106,971.59

Your authorized overdraft limit: \$189,510.00

Contact information

☎ 1 800 465 CIBC (2422)

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

TTY hearing impaired

1 800 465 7401

Outside Canada and the U.S.

1 902 420 CIBC (2422)

🌐 www.cibc.com

Transaction details

Date	Description	Withdrawals (\$)	Deposits (\$)	Balance (\$)
Nov 1	Opening balance			\$106,341.72
Nov 2	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		100.00	106,441.72
	DEBIT MEMO CHARGE FOR OCT CIBC EFT SERVICE CHARGE	39.00		106,402.72
Nov 3	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		142.14	106,544.86
Nov 4	DEBIT MEMO SETTLEMENT: 0004 CIBC DATA CENTRE: 00	5,994.04		100,550.82
Nov 6	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		359.10	100,909.92
Nov 9	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		50.00	100,959.92
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		358.50	101,318.42

(continued on next page)

CIBC Account Statement

Nov 1 to Nov 30, 2015

Account number: [REDACTED]

Branch transit number: [REDACTED]

Transaction details (continued)

Date	Description	Withdrawals (\$)	Deposits (\$)	Balance (\$)
Nov 9	Balance forward			\$101,318.42
	CREDIT MEMO		200.00	101,518.42
	CREDIT UNION CENTRAL OF B.C.			
	CREDIT MEMO		60.00	101,578.42
	CREDIT UNION CENTRAL OF B.C.			
Nov 10	CREDIT MEMO		500.00	102,078.42
	CREDIT UNION CENTRAL OF B.C.			
	CREDIT MEMO		937.75	103,016.17
	CREDIT UNION CENTRAL OF B.C.			
Nov 12	CREDIT MEMO		712.60	103,728.77
	CREDIT UNION CENTRAL OF B.C.			
Nov 17	CREDIT MEMO		358.50	104,087.27
	CREDIT UNION CENTRAL OF B.C.			
Nov 18	CREDIT MEMO		700.00	104,787.27
	CREDIT UNION CENTRAL OF B.C.			
Nov 19	CREDIT MEMO		253.65	105,040.92
	CREDIT UNION CENTRAL OF B.C.			
Nov 20	CREDIT MEMO		358.50	105,399.42
	CREDIT UNION CENTRAL OF B.C.			
Nov 23	CREDIT MEMO		179.25	105,578.67
	CREDIT UNION CENTRAL OF B.C.			
	CREDIT MEMO		317.25	105,895.92
	CREDIT UNION CENTRAL OF B.C.			
Nov 26	CREDIT MEMO		100.17	105,996.09
	CREDIT UNION CENTRAL OF B.C.			
	CREDIT MEMO		317.00	106,313.09
	CREDIT UNION CENTRAL OF B.C.			
Nov 27	CREDIT MEMO		300.00	106,613.09
	CREDIT UNION CENTRAL OF B.C.			
	CREDIT MEMO		179.25	106,792.34
	CREDIT UNION CENTRAL OF B.C.			
Nov 30	CREDIT MEMO		179.25	106,971.59
	CREDIT UNION CENTRAL OF B.C.			
	Closing balance			\$106,971.59



NORTHERN SAVINGS
CREDIT UNION

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

STATEMENT OF ACCOUNTS

PO Box 94
Masset BC V0T 1M0

MASSET BRANCH 250-626-5231

MEMBER NUMBER [REDACTED]

STATEMENT DATE November 30, 2015

PAGE 1 of 10

DEMAND ACCOUNTS

Date	Description	Number	Withdrawals	Deposits	Balance
Business 75					
31Oct2015	Balance Forward				254,053.91
31Oct2015	Credit Interest				
	Reversed 03Nov2015		254.97		253,798.94
31Oct2015	Monthly Service Fee				
	Reversed 03Nov2015			55.00	253,853.94
30Oct2015	Entered 03Nov2015 Clearing Cheque	150526	37.50		253,816.44
30Oct2015	Entered 03Nov2015 Clearing Cheque	150505	669.19		253,147.25
31Oct2015	Credit Interest			254.93	253,402.18
31Oct2015	Monthly Service Fee		55.00		253,347.18
31Oct2015	Adjusted balance forward				253,347.18
02Nov2015	Pre-Authorized Credit - PROVINCE OF B.C			742.67	254,089.85
02Nov2015	Bill Payment Credit Union MasterCard 5527497140094880 Vendor Confirmation: 387583	780721	14,923.02		239,166.83
02Nov2015	Outgoing Interac Email Money Transfer	2015110	1,444.20		237,722.63
	Service Charge		1.50		237,721.13
03Nov2015	Clearing Cheque	150524	39.90		237,681.23
03Nov2015	Clearing Cheque	150527	390.98		237,290.25
03Nov2015	Clearing Cheque	150513	966.23		236,324.02
04Nov2015	Clearing Cheque	150516	100.92		236,223.10
04Nov2015	Clearing Cheque	150523	107.82		236,115.28
04Nov2015	Clearing Cheque	150496	119.18		235,996.10
04Nov2015	Clearing Cheque	150508	149.80		235,846.30
04Nov2015	Clearing Cheque	150510	1,337.88		234,508.42
05Nov2015	Clearing Cheque	150540	1,500.00		233,008.42
06Nov2015	Bill Payment CIBC VISA 4503386141757010 Vendor Confirmation: 792368	694258	158.11		232,850.31
06Nov2015	Bill Payment BC Hydro 2328675 Vendor Confirmation: 793171	694371	2,513.93		230,336.38
06Nov2015	Bill Payment BC Hydro 2328675 Vendor Confirmation: 793973	694439	2,612.29		227,724.09
06Nov2015	Deposit			1,497.72	229,221.81

continued...

Help spread the joy

Support your local food bank by signing up for e-Statements.

F-4

www.northsave.com

Printed on 40% Post Consumer Fibre





NORTHERN SAVINGS
CREDIT UNION

Village Of Port Clements

STATEMENT OF ACCOUNTS

PO Box 94
Masset BC V0T 1M0

MASSET BRANCH 250-626-5231

MEMBER NUMBER [REDACTED]

STATEMENT DATE November 30, 2015

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Date	Description	Number	Withdrawals	Deposits	Balance
Business 75					
06Nov2015	Deposit			17.80	229,239.61
06Nov2015	Deposit			8,243.74	237,483.35
06Nov2015	Deposit			625.75	238,109.10
06Nov2015	Clearing Cheque	150514	3,239.96		234,869.14
10Nov2015	Clearing Cheque	150543	162.50		234,706.64
12Nov2015	Pre-Authorized Debit - Municipal Pensi		1,042.18		233,664.46
13Nov2015	Withdrawal	22	5,739.20		227,925.26
13Nov2015	Deposit			6,025.12	233,950.38
13Nov2015	Clearing Cheque	150494	133.68		233,816.70
13Nov2015	Clearing Cheque	150536	200.00		233,616.70
13Nov2015	Clearing Cheque	150550	3,273.75		230,342.95
16Nov2015	Clearing Cheque	150542	283.76		230,059.19
16Nov2015	Clearing Cheque	150529	737.02		229,322.17
16Nov2015	Clearing Cheque	150538	3,130.00		226,192.17
18Nov2015	Charge Back - 901 Chq # 080 J Wendel Piggott	28	500.00		225,692.17
	Service Charge		6.50		225,685.67
18Nov2015	Clearing Cheque	150539	105.10		225,580.57
18Nov2015	Clearing Cheque	150528	1,311.45		224,269.12
18Nov2015	Clearing Cheque	150544	72,754.50		151,514.62
19Nov2015	Clearing Cheque	15055	53.39		151,461.23
20Nov2015	Deposit			7,049.84	158,511.07
20Nov2015	Pre-Authorized Credit - SCHOOL DISTRICT 50			501.00	159,012.07
20Nov2015	Clearing Cheque	150534	163.07		158,849.00
20Nov2015	Clearing Cheque	150537	814.54		158,034.46
23Nov2015	Incoming Interac Email Money Transfer	2015112		766.97	158,801.43
24Nov2015	Bill Payment Telus Communications 2285720649				
	Vendor Confirmation: 566812	801350	1,364.64		157,436.79
24Nov2015	Clearing Cheque	150533	299.99		157,136.80
25Nov2015	Clearing Cheque	150575	1,175.00		155,961.80
25Nov2015	Clearing Cheque	150566	1,200.00		154,761.80
26Nov2015	Pre-Authorized Debit - Municipal Pensi		1,042.18		153,719.62
26Nov2015	Clearing Cheque	150565	21.00		153,698.62

continued...

Travelling?

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



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Village Of Port Clements

STATEMENT OF ACCOUNTS

PO Box 94
Masset BC V0T 1M0

MASSET BRANCH 250-626-5231

MEMBER NUMBER

STATEMENT DATE November 30, 2015

PAGE 3 of 10

Date	Description	Number	Withdrawals	Deposits	Balance
Business 75					
27Nov2015	Withdrawal	22	4,731.88		148,966.74
27Nov2015	Transfer in from 643734 Masset cheq			250.00	149,216.74
30Nov2015	Credit Interest			163.81	149,380.55
30Nov2015	Monthly Service Fee		55.00		149,325.55
Total Withdrawals and Deposits			130,922.71	26,194.35	

Number of Cheques 29

Membership Shares

31Oct2015	Balance Forward				38.37
Total Withdrawals and Deposits			.00	.00	

Business Simply Savings

31Oct2015	Balance Forward				408,448.27
30Nov2015	Credit Interest			318.93	408,767.20
Total Withdrawals and Deposits			.00	318.93	

TERM DEPOSITS

Date	Description	Withdrawals	Deposits	Balance
Term 4: Short Term GSP (30 - 364 Days) - Closed 01Nov2015				
31 Oct2015	Balance Forward			11,352.23
01 Nov2015	Credit Interest		72.70	11,424.93
01 Nov2015	Transfer out to term 16 Payout	11,424.93		.00
Stat 01Nov2015 - Rate 0.7500% - NextInt 02Aug2016 - Matures 02Aug2016				
Term 7: 12 - 60 Month Term -				
31 Oct2015	Balance Forward			260,865.56
Stat 13Feb2013 - Rate 2.1500% - NextInt 13Feb2016 - Matures 13Feb2016				

continued...

Strengthening our members, organization and communities through cooperative financial services.

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STATEMENT OF ACCOUNTS

Village Of Port Clements

PO Box 94
Masset BC V0T 1M0

MASSET BRANCH 250-626-5231

MEMBER NUMBER ██████████

STATEMENT DATE November 30, 2015

PAGE 4 of 10

Date	Description	Withdrawals	Deposits	Balance
Term 10: 3 Year Harvest Term -				
31 Oct 2015	Balance Forward			758,250.00
21 Nov 2015	Credit Interest		15,165.00	773,415.00
Start 21 Nov 2013 - Rate 3.6500% - Next Int 21 Nov 2016 - Matures 21 Nov 2016				
Term 12: 12 - 60 Month Term -				
31 Oct 2015	Balance Forward			304,800.00
Start 04 Jul 2014 - Rate 1.6000% - Next Int 04 Jan 2016 - Matures 04 Jan 2016				
Term 13: Short Term GSP (30 - 364 Days) -				
31 Oct 2015	Balance Forward			67,556.46
Start 10 Feb 2015 - Rate 0.8500% - Next Int 31 Dec 2015 - Matures 31 Dec 2015				
Term 14: Short Term GSP (30 - 364 Days) -				
31 Oct 2015	Balance Forward			250,000.00
Start 10 Jul 2015 - Rate 0.7500% - Next Int 08 Jul 2016 - Matures 08 Jul 2016				
Term 15: Short Term GSP (30 - 364 Days) -				
31 Oct 2015	Balance Forward			135,455.01
Start 01 Dec 2015 - Rate 0.5000% - Next Int 06 Mar 2016 - Matures 06 Mar 2016				
Term 16: 3 Year Harvest Term -				
31 Oct 2015	Balance Forward			.00
01 Nov 2015	Transfer in from term 4 Payout		11,424.93	11,424.93
Start 01 Nov 2015 - Rate 1.0000% - Next Int 01 Nov 2016 - Matures 01 Nov 2018				

continued...

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THIS AGREEMENT made this ____ day of _____, 2015.

BETWEEN:

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

14-342 3rd Avenue West,
Prince Rupert, BC V8J 1L5

(hereafter called the "SQCRD")

AND:

The VILLAGE OF PORT CLEMENTS

PO Box 198
Port Clements, BC
V0T 1R0
Street Address: 36 Cedar Avenue West
(hereafter called the "Village")

WHEREAS the SQCRD provides Islands Solid Waste services on Haida Gwaii;

AND WHEREAS the Village has agreed to collect User Fees, on behalf of the SQCRD, from property owners within the Village boundary to pay for the service;

NOW THIS AGREEMENT WITNESSETH the parties agree as follows:

1. The SQCRD will pay a Collection Handling Charge of \$1.50 per month to the Village for each User Fee billed;
2. In return for the Collection Handling Charge the Village will be responsible for:
 - a) Issuing quarterly billings, on behalf of the SQCRD, for the User Fee specified in Bylaw # 276 and subsequent amendments, to all applicable properties within the boundary of the Village;
 - b) Receiving customer inquiries related to the User Fee and handling complaints in accordance with policies set out by the SQCRD;
 - c) Providing a full accounting (Statement of Account) quarterly;
 - d) Providing a reconciliation of the customer list quarterly.

B-1

3. Statement of Accounts and Remittances:

- a) A Statement of Account is to be supplied by the Village to the SQCRD no later than the 10th of January, April, July and October for the previous quarter billing;
- b) The Statement of Account will document the total number of User Fee assessed, and adjustments to previous billings;
- c) The Village will pay the User Fees collected on behalf of the SQCRD upon submission of the Statement of Account.

4. Unless otherwise amended this agreement will be in force until December 31, 2016.

IN WITNESS whereof the parties hereto have executed this agreement on the day and year first above written.

Kim Mushynsky, Chief Administrative Officer
Village of Port Clements

Doug Chapman, Chief Administrative Officer
Skeena-Queen Charlotte Regional District

B-1



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: December 15, 2015
Re: **2016 Strategic Planning**

Background: A lot of ideas around grant applications were suggested at the December 7th Council meeting. The deadline for the Gwaii Trust Major Infrastructure applications is tentatively set as January 23, 2016. In anticipation of the Village of Port Clements submitting multiple applications to this fund, and the time requirements to put together a grant application even when using a grant writer, I am requesting that we hold our annual Strategic Planning session early this year. I propose a 6 hour session on Saturday January 9th with the potential for a 3 hour follow up on Monday January 11th if we do not finish on Saturday. The budget meeting schedule will begin in early February based on the information that comes out of Strategic Planning and I will provide a budget meeting schedule once we are finished with Strategic Planning. Given that I will be training a new staff member the office activities will be less efficient than in previous year's so I need to allow some extra time.

Recommendation: I recommend that we hold a Strategic Planning session on Saturday January 9th from 10am – 4pm and at the conclusion of that meeting determine whether we should also hold a follow up/finalization meeting on Monday January 11th from 6-9pm.

Respectfully submitted:

January 2016

DRAFT MEETING SCHEDULE RE: STRATEGIC PLANNING & BUDGETS

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 Regular Council Mtg. 7pm	5	6	7	8	9 Strategic Planning 10am-4pm
10	11 Strategic Planning 6pm-9pm	12	13	14 Tentative Tourism Mtg.	15	16
17	18 Regular Council Mtg. 7pm	19	20	21 Tentative Emergency Planning Mtg.	22	23
24/31	25	26	27 Kim Away	28	29	30

B-1

Office network and IT Support Proposal for the Village of Port Clements

Dated November 23, 2015

for Dec 21, 2015 Agenda.

Purpose

The goal of this proposal is to replace aging computer equipment in the office and restructure how the office does it's work.

Currently the VoPC staff share working documents via email to each other and many workstations have different versions of the same document. Muniware is also operating out of one of these workstations, which in the passed has been impacted by viruses and a key logger representing a potentially serious breach of security and privacy.

Under the proposed new network the VoPC staff will store documents centrally on a server and thus only 1 version of a document would ever exist. Additionally, Muniware would be properly setup and run from the server. This server would have multiple hard drives for data redundancy and be backed up daily to an external hard drive.

New operational model

The new Workstations would be part of a Windows Domain controlled by the new Server. This would allow a user to move from their primary computer to another computer in the office and maintain their working environment through roaming profiles. This would prove to be a huge asset and prevent loss of staff productivity in the event of hardware failure.

User data would be stored redundantly across multiple hard disks on the server. In the event of a hard drive failure the drive can be replaced and the other drives would regenerate that data. This enterprise storage solution ensures that your data is protected. In addition to this layer of protection, all of that data is regularly synchronized to an external hard drive, which can be taken out of the office and stored in a secure location providing the office with a level of disaster protection as well.

Muniware would also operate out of the new Server and it's data be protected in the same way.

New components

The Village of Port Clements would acquire the following new hardware:

4 Dell Optiplex AIO Workstations operating Windows 7 Professional

Dell PowerEdge 320 Server

4 APC BackUPS ES Batteries for the new Workstations

1 APC Power Saving BackUPS for the server

3 Seagate Backup Plus 2TB External Hard Drives

Software licensing for NovaBACKUP 17.2 Business Essentials

Installation time

An estimated 40 hours of time between 2 people (20 hours each) over the course of a weekend and an additional 10 hours of post installation support and training.

IT Support

A large component of this proposal is ongoing and proactive support to maintain and ensure peak workstation performance and ensure the integrity and security of the Server and it's data. This would also include a provision for maintaining the VoPC Web Server and Web Site to ensure that security, updates, and functionality of the page are always at optimum levels.

2-hours of monthly maintenance after hours would be performed to ensure that all updates are in place on the computers, that the backups are operating. Each workstation would have remote support assistance software installed on it to ensure rapid response to any user problems regardless of where I am geographically.

Estimated hardware costs

4 Dell Optiplex 9030 AIO Upgrade RAM to 8GB Upgrade Storage to 256GB SSD Upgrade Wireless A/C and Bluetooth	\$ 6956.00
--	------------

Server

Configured Dell PowerEdge T320 Server	\$ 4039.00
---------------------------------------	------------

4 APC BackUPS ES To protect the new workstations	\$ 319.96
---	-----------

1 APC Power Saving BackUPS To protect the server	\$ 229.99
---	-----------

3 Seagate Backup Plus 2TB External Hard Drives	\$ 449.97
--	-----------

NovaBACKUP 17.2 Business Essentials To automate server backups	\$ 719.94
---	-----------

Estimated Labour Costs

40 man hours for installation	\$ 3000.00
10 hours of post installation support and training	\$ 750.00
Muniware Installation by Muniware Technicians	\$ 600.00

Monthly IT Support

This fee would be billed annually on December 1st of each year. The fee per year would be \$1800.00 (\$ 150/month)

Annual IT Support fees (amount pro-rated by 2-months assuming a February installation)	\$ 1500.00
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No Taxes apply to the Labour Rate or IT Support	\$ 18564.86
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ACTION ITEMS

<u>#</u>	<u>Date</u>	<u>Description</u>	<u>Lead</u>	<u>Follow up</u>
A16	15-10-2012	Bus Shelter	Staff	Councillor O'Brien Anderson expressed an interest in perhaps taking this on as a project
A21	15-07-2013	Drainage concern at far end between Park & Tingley include Yakoun Lane in drainage issue	Gaspar	Develop a plan for addressing this issue
A25	28-01-2014	Biomass heating system for Multiplex	Administrator	System should be operational by January 31, 2016
A26	17-02-2014	Historic Councillor Plaque(s)	Administrator	Ordered plaques Nov. 19, should be in place in Council Chambers by Jan. 1, 2016
A27	05-05-2014	Park Management Committee	Administration	Finalize park management plans after results from questionnaire have been reviewed. Early October 2015
A29	19-10-2015	Research into playground equipment upgrades	Administration	2016 Strategic Planning process
A30	19-10-2015	Mural for Community Hall (Community Futures)	Administration	2016 Strategic Planning process