



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 3, 2012

AGENDA

1. ADOPT AGENDA.
 2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.
 3. MINUTES.
M-1-Regular meeting of Council Monday, November 19, 2012
 4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.
 5. ORIGINAL CORRESPONDENCE.
C-1-Letter from Greg & Betty Stewart
 6. GOVERNMENT.
G-1-Bylaw #397, 2012 Fire Inspection Policy
 7. FINANCE.
F-1-Cheque Listing November 28, 2012
F-2-Resolution supporting MIEDS funding application to NDI
 8. NEW BUSINESS.
NB-1-Report To Council – Casual Admin Staff
 9. ACTION ITEMS.
A-1-See attached
 10. REPORTS & DISCUSSIONS.
 11. QUESTIONS FROM THE PUBLIC & PRESS.
- ADJOURNMENT.



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

36 Cedar Avenue West
PO Box 198
Port Clements, BC
V0T1R0
OFFICE :250-557-4295
Public Works :250-557-4326
FAX :250-557-4568
Email : office@portclements.ca
Web : www.portclements.ca

Minutes of the regular meeting of the Port Clements Council held Monday November 19, 2012 in the Council Chambers.

Present:

Mayor Cheer
Councillor Gaspar
Councillor Gould
Councillor Falconbridge
Councillor Thomas

Clerk/Treasurer Kim Mushynsky

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

1. ADOPT AGENDA.

2012-325 - Moved by Councillor Falconbridge, seconded by Councillor Gould
THAT the agenda be adopted with the following additions – BA-2 Christmas Fund, C-5 Newsletter, NB-2 Gym Lighting.

CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

3. MINUTES.

M-1-Regular meeting of Council November 5, 2012

2012-326 - Moved by Councillor Gould, seconded by Councillor Falconbridge

THAT the minutes of the Regular Council meeting of November 5, 2012 be adopted as presented.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

BA-1 – Northern Residence response from Mr. Flaherty

2012-327 – Moved by Councillor Thomas, seconded by Councillor Falconbridge

THAT we receive and file.

CARRIED

2012-328 – Moved by Councillor Gould, seconded by Councillor Falconbridge

THAT we invite Masset, Queen Charlotte and the Regional District to support a response to Mr. Flaherty which requests that the concerns put forward by FCM be addressed by Mr. Flaherty. This letter is to be cc'd to Nathan Cullen, UBCM and FCM.

CARRIED

BA-2 – Christmas Fund

2012-329 – Moved by Councillor Falconbridge, seconded by Councillor Thomas

m-1

THAT we accept the breakdown for the Gwaii Trust Christmas allocation as presented.

CARRIED

5. ORIGINAL CORRESPONDENCE.

C-1 – Tides Canada Resolution

2012-330 – Moved by Councillor Gould, seconded by Councillor Gaspar

THAT we open this for discussion

CARRIED

2012-331 – Moved by Councillor Falconbridge, seconded by Councillor Gould

THAT Whereas: We believe that Canada should bet on a 21st century energy model, and accelerate its transition to a clean and renewable energy future to remain competitive in a fast-changing world; and

Whereas: We believe our leaders should work with industry and civil society organizations to leverage the economy we have today to create the new energy economy we want and need; and

Whereas: We believe any Canadian energy strategy must have a framework that prioritizes jobs and low carbon prosperity, eliminates energy waste, unleashes new energy innovation, fosters more livable communities, moves the nation forward on transportation, enables funding for the energy transition, and cleans up our existing energy supply;

THEREFORE BE IT RESOLVED that the Village of Port Clements supports moving towards a new energy vision for Canada.

CARRIED

C-2 – Update on Haida Gwaii Marine Use Planning – invitation to a public Meeting

2012-332 – Moved by Councillor Gould, seconded by Councillor Thomas

THAT we open this up for discussion.

CARRIED

2012-333 – Moved by Councillor Falconbridge, seconded by Councillor Gould

THAT we send Councillors Gould, Thomas and Falconbridge to this meeting and that the Administrator will advise of their attendance.

CARRIED

C-3 – Northern Health IMAGINE Grants

2012-334 – Moved by Councillor Thomas, seconded by Councillor Gould

THAT we open this up for discussion

CARRIED

2012-335 – Moved by Councillor Gould, seconded by Councillor Falconbridge

THAT we forward this information to the Clinic and the Seniors to see if they have any ideas.

CARRIED

C-4 – Quarterly Police Report

2012-336 – Moved by Councillor Falconbridge, seconded by Councillor Gaspar

THAT we accept the report as presented.

CARRIED

C-5 – Newsletter

2012-337 – Moved by Gould, seconded by Councillor Falconbridge

THAT we receive and file.

CARRIED

6. GOVERNMENT.

7. FINANCE.

F-1 – Cheque listing to November 15, 2012

2012-338 – Moved by Councillor Gould, seconded by Councillor Thomas

THAT we accept the cheque listing as presented.

CARRIED

F-2 – CIBC October 2012 Bank Statement

2012-339 – Moved by Councillor Falconbridge, seconded by Councillor Gaspar

THAT we accept the statement as presented

CARRIED

F-3 – NSCU October 2012 Bank Statement

2012-340 – Moved by Councillor Gaspar, seconded by Councillor Falconbridge

THAT we accept the statement as presented

CARRIED

8. NEW BUSINESS.

NB-1 – Report to Council Christmas Break

2012-341 – Moved by Councillor Gould, seconded by Councillor Gaspar

THAT we accept the recommendation for closure dates

CARRIED

NB-2 – Gym Lighting

2012-342 – Moved by Councillor Gaspar, seconded by Councillor Falconbridge

THAT we open this up for discussion

CARRIED

2012-343 – Moved by Councillor Gould, seconded by Councillor Falconbridge

THAT we forward the lighting concerns in regards to the gym to School District #50.

CARRIED

2012-344 – Moved by Councillor Falconbridge, seconded by Councillor Gaspar

THAT we make it a high priority to get proper lighting on the Highway 16/Dyson Street Corner

CARRIED

9. ACTION ITEMS:

See attached spreadsheet for Action items

10. REPORTS AND DISCUSSIONS.

Councillor Gould – SQCRD meeting this weekend

Councillor Thomas – Rod&Gun club AGM, Sport Fishing Advisory tomorrow, PNCIMA

Mayor Cheer – VIRL this weekend, BC Ferries mtg, mtg with Kevin Richter, Webinar regarding NDI, EPC mtg with BCEM, Nathan Cullen and Gary Coons

Councillor Gaspar – EPC mtg, planning a rec meeting

Councillor Falconbridge – EPC debrief

Administrator – Gwaii Trust election results, website hacking, Seeking clarification on letters to come out of recent EPC mtg (CBC issue and Cell phone issue).

2012-345 – Moved by Councillor Gould, seconded by Councillor Gaspar

THAT we move to in-camera session per CC 90(1)(c)

CARRIED

ADJOURNMENT.

2012-346 - Moved by Councillor Falconbridge, seconded by Councillor Gaspar

THAT the meeting be adjourned at 8:40pm

CARRIED

Wally Cheer,
Mayor

Kim Mushynsky,
Clerk/Treasurer

Greg & Betty Stewart
Box 254, 19 Yakoun Street
Port Clements, BC V0T 1R0
gstewart@qcislands.net

November 27, 2012

Hand-Delivered

WITHOUT PREJUDICE

Mayor & Council
Village of Port Clements

Dear Mayor & Council:

We are once again writing to you with respect to the hazardous state of the trailer and property at 21 Yakoun Street, Port Clements. A copy of our original letter dated February 22, 2012 is attached for your convenience.

In the early morning hours of November 22, 2012, another huge storm hit the Charlottes bringing with it extremely strong hurricane force plus winds. [This recent storm had very similar characteristics to that of the October 31, 2010 storm which had resulted in the carport roof of 21 Yakoun Street becoming a dangerous wooden sail and causing widespread damage to our home & property and to BC Hydro & Telus infrastructure - which involved several homes along Yakoun Street - as well as to JP Peerless' vehicle that was parked in his driveway on Yakoun Street.]

We were awakened by thumping and crunching noises coming from 21 Yakoun Street, but as it was dark, we could not see what was moving around. After I (Greg) went to work at about 7:00 am, Betty looked out the side door and took pictures with her camera (the flash illuminated the objects in the darkness). These noises that had awakened us earlier turned out to be a wooden palette falling down against our fence, a ladder falling sideways against Peter's porch, the screen door slamming closed repeatedly, buckets of sand, gravel & rocks falling over on the roof and a pile of aluminum siding being blown around Peter's yard as the rubber tire that had been placed on top of the pile was not heavy enough to secure it in place.

Betty heard some more noises (like something hitting the ground), so she opened the door again to see a couple of the buckets of rocks, sand & gravel laying in Peter's driveway .. the unsecured long boards that the fallen buckets had been sitting atop the roof were now closer to the edge of the roof. Another couple of strong gusts caused these particular boards and 2 more buckets to fall off the roof onto Peter's driveway.

At about 10:15 am, another huge wind gust blew 4 more boards off the roof, landing on Peter's porch. Another 2 buckets also fell onto the porch, and 2 more tipped over, causing the contents to be blown down onto Peter's porch.

The noise of gravel hitting the tin roof of Peter's small addition caused Betty to look outside once again. She discovered that one of the buckets on the roof was tipped over and the contents were being blown down onto Peter's porch and tin roof, and some of the contents were being blown as far as our steps. At about 11:00 am, another huge wind gust blew another 4 boards and the 2 remaining buckets off of the lane-side of Peter's trailer. This time, however, these 4 boards (10-12' long) became wooden missiles which we believe may have bounced off the top of the Peter's pile of wood that is stacked close to the window on our house closest to the lane, before impacting the side of our house at the 2nd window from the end of our house. Betty heard what sounded like glass breaking (which we have now determined to be a mirror that had fallen off the wall when the house was hit by the lumber). Once Betty calmed down, she had a look at what had hit the house and found the boards up against the side of our house, an impact crease in the aluminum siding was now noticeable below the window and wood splinters were discovered to be embedded on the lane-side of the window frame between the frame and the aluminum siding.

It should also be noted that we do not have Peter's phone number and apparently it is unlisted. Betty had attempted to call the Village Office twice that morning (even though the power was out, she figured that the Village would have a regular telephone that would be used during power failures), but no one answered. Betty had been in contact with Marion Gaspar who also had concerns about the roof on Peter's trailer. Marion also called the Village Office and got no answer, before she finally left an urgent message on the Public Works answering machine. Marion called Kim Nemanishen who lives next door to where Peter lives and asked her if she could get a message to Peter about what was happening to his trailer. Betty also spoke with Ken McKay who lives on the other side of Peter's property and he also expressed his concerns about the rest of the old roof blowing off towards our house plus he relayed his concerns about the aluminum siding blowing all over the place which could be dangerous to anyone out and about if they were struck by a piece of it. Ken told Betty that he also saw some of the objects get blown off of Peter's roof.

Peter finally arrived at his property near noon and proceeded to clean up the wood that had hit our house. All he said to Betty was that he "was sorry and that this would never happen again" and that he "thought he had done everything right". I (Greg) encountered the master planner of this "Mickey Mouse Roof Repair" (Peter Bookmyer) who was attempting to clean up the mess when I stopped in to check on my wife and home. Peter tried to explain to me how he had done everything he could do to prevent this from happening, and then attempted to promise to me that it would not happen again.

I sternly expressed to Peter what my opinion of his repair was, including pointing out that the ropes that had been put over the roof after the windstorm of 2010 weren't even tied and/or tight.

I then carried on with my job which was removing trees off the highway in order to try and keep our transportation corridor open. All the while my terrified wife, having suffered through the windstorm in 2010, and the recent 7.7 earthquake, and living in constant fear of everything flying off Peter's roof, was now witness to the failure of his handiwork. Once again she sat in our cold, dark home (our generator would not run) watching Peter put everything back up on the roof, setting it up for another attack on our home.

My wife is now living in actual terror about the roof next door and the materials holding it down. Yesterday afternoon, she had the opportunity to ask Peter why he put the buckets back on the roof and he replied that he hadn't done this and that she was just telling stories. She replied that we have pictures and videos to prove this. The section of roof where the buckets and planks had blown off and hit our house is now covered once again by buckets & planks.

We have not had time to closely inspect for damage, but aside from the impact crease in our siding and the wood splinters lodged beside the window frame, I think (hope) that we may have dodged the bullet this time. This does nothing, however, to ease our minds.

It was just a week or two prior to this recent storm that Betty had called the Village Office and spoken to Sharon (Kim was away this particular week) about whether Peter Bookmyer had acquired a building permit to cover the alterations he was making to the trailer. Betty mentioned the buckets of rocks (22-Litre Pails) being placed on the roof and the tarp & wood being added. Sharon told Betty that as far as she knew, Peter did not have a building permit, but did say she would get Sean to have a look at what Peter was doing. Prior to this, we had received a letter dated October 16, 2012 from the Village Office, in response to our request for an update on our concerns with 21 Yakoun Street, which stated that "Technically, #21 Yakoun Street is not abandoned or part of an unresolved estate, nor is there anything currently in contravention of a Village of Port Clements Bylaw. We will continue conversations with the owner in regards to his plans for the property".

Just after 9:00 am on Monday, November 26, 2012, Betty called the Village Office and reported the situation of November 22, 2012 to Kim Mushynsky. Kim indicated that it seemed that Peter had been co-operating and providing updates, the latest one being that he was going to tarp the roof for the winter and would be putting a new roof on next year. Peter did not tell Kim or the Village Office that loose planks and buckets of rocks, gravel, etc. would be placed on top of the tarp to hold it down. Kim indicated that perhaps Mr. Bookmyer had misled the Village Office about his plans.

[Ownership of the building & property at 21 Yakoun Street has changed hands 3 times since 2010 (Roland Baueriss who abandoned the property, resulting in it going up for tax sale in September, 2010 .. Craig Beachy buying it on tax sale about a month before the damaging storm of October, 2010 .. and then Craig selling it to Peter Bookmyer soon after the tax sale became final. It should be noted that at the time we wrote our first letter on February 22, 2012, we were unaware that Mr. Beachy had sold the property.]

We must do everything we can in our power to protect our home and property, which includes making our Village Council aware of our concerns. We would hope that the Village of Port Clements would perform due diligence in ensuring that the dangers and hazards brought to their attention are addressed and dealt with via the Village Bylaws and the Community Charter. It should also be noted that our Insurance Company has expressed concern regarding this situation.

While the Village Office states that there are no Bylaw contraventions occurring at 21 Yakoun Street, under the circumstances, surely the Village of Port Clements has some empowerment via the "Community Charter - Division 12 — Remedial Action Requirements"?

The Village has also indicated that it only intends to deal with 2 problematic properties at a time. The 2 properties (one of which has now been demolished) that the Village is dealing with appear to fall under the term "Nuisance". The term "Hazardous" appears to apply to 21 Yakoun Street, a term which falls within Division 12 of the Community Charter.

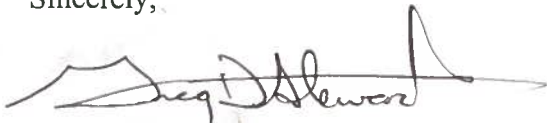
In light of the hurricane force winds of November 22, 2012 and the subsequent failure of the alleged repairs to the roof of 21 Yakoun Street, the materials which impacted against our home are proof that our concerns regarding the **POTENTIAL FOR FURTHER DAMAGES FROM FLYING DEBRIS** as outlined in our February 22, 2012 letter were not unfounded.

This brings into question the lack of due diligence by the homeowner of 21 Yakoun Street and the failure by the Village of Port Clements to fully enact any applicable Bylaws or applicable sections of the Community Charter which empower the Village to take steps to remedy and mitigate this very serious potential threat to our home and person, and to other neighbouring homes and persons.

We respectfully request that the Village take all steps within their power to remedy this situation in a timely manner. If it is discovered that the Village has no ability to mitigate the situation, we respectfully request to be notified of this in writing in a timely manner, so that we can consider other legal remedy.

Please note that some photos taken throughout the storm of Nov. 22, 2012 were e-mailed to Kim at the Village Office on Nov. 28, 2012 for Council's information.

Sincerely,



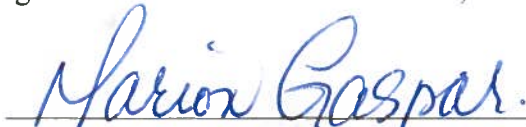
Greg D. Stewart



Elizabeth ("Betty") J. Stewart

We, the undersigned, have read the above letter and mutually agree with the concerns raised regarding the situation at 21 Yakoun Street, Port Clements, BC

Signed



Marion Gaspar - 30 Tingley Street, Port Clements, BC



Ken McKay - 22 Yakoun Street, Port Clements, BC

Attachment

Greg & Betty Stewart
Box 254, 19 Yakoun Street
Port Clements, BC V0T 1R0
gstewart@qcislands.net

February 22, 2012

COPY

via E-Mail to clerk@portclements.ca

Mayor & Council
Village of Port Clements

Dear Mayor & Council:

We are writing with respect to the unsightly and hazardous state of the trailer and property at 21 Yakoun Street, Port Clements. **THE KEY ISSUES ARE UNSIGHTLY PREMISES; FERREL CAT ENVIRONMENT; AIRBORNE HEALTH HAZARD; DANGERS TO CHILDREN IN THE NEIGHBOURHOOD; POTENTIAL FOR FURTHER DAMAGES FROM FLYING DEBRIS; AND UNCONTROLLED ENCROACHING VEGETATION.**

No upkeep whatsoever has been done on this property since former owner, Rolly Bauereiss, moved away in 2008-2009. The trees and brush are overgrown and encroaching into our yard - which makes it very frustrating for us as we have had the brush, etc. cleared off the front of our property on 2 occasions in the last 5 years, but the encroaching brush from 21 Yakoun is promoting the spread of undesirable vegetation onto our property. Last summer, there was a noticeable increase in the wasp population in our area due to the habitat provided by the overgrown & uncontrolled vegetation in the front yard of 21 Yakoun. This is of great concern to us due to Betty's allergy to bees & wasps. This overgrowth has also greatly impacted our view from our front yard looking out towards Sunset Park. The trailer has been slowly shifting over the last couple of years and all of the skirting on the front of the trailer had fallen away. This has left part of the trailer open underneath which poses a potential danger for children playing in the area who may be tempted to explore the building.

On October 31, 2010, during a major storm, the carport that had been built onto this abandoned trailer broke away, flew through the air, first hitting our trailer and ripping out the hydro meter and hydro & telephone lines from our home, snapped our antenna mast, as well as scattering debris on our property and broke fenceposts on our property and along the property line, then sailed through the air, breaking off the hydro pole in front of our house, before hitting the ground and sliding across Yakoun Street to finally rest in the driveway of JP Peerless (and hitting his pick-up truck). Very fortunately, some young children trick or treating down Yakoun Street had just left the impacted part of the street minutes before this event occurred. Suffice it to say, we went without power & telephone for nearly a week.

As mentioned above, Rolly Bauereiss was the former owner of the property and trailer at 21 Yakoun Street, before it went up for tax sale in September, 2010. Craig Beachy was the successful bidder. Rolly was apparently contacted by the Village Office about the damage to his trailer and damages that were subsequently caused by his carport roof, but as he had moved back to Ontario, he had no money and didn't want anything to do with the trailer & property (thus the property had gone for tax sale).

We had been keeping any eye on the trailer & property from early 2009 on for Rolly, as at one point our daughter was going to rent it from Rolly for a while (which never happened). After the storm, we had serious concerns about the rest of the roof blowing off and hitting our trailer and as the tax sale had not quite been completed, Craig Beachy kindly came and threw ropes over the roof to try and cinch it down until the tax sale was completed in 2011 and the trailer & property truly would become his. When Rolly's son arrived to remove some of Rolly's salvageable personal effects & appliances from the trailer, we had the opportunity to have a look inside the trailer and discovered that the floor had caved in by the side door, the floor & carpeting were soaking wet, everything inside was covered in active black mould, there were mushrooms growing inside the trailer - and that was just the beginning of the damage. The panelling on the walls and the ceiling tiles were bulging from water damage and as the windows had all been left open, the smell of cat urine was and is very evident.

In speaking with Craig Beachy, he had indicated that he would do some yard work/clearing and hadn't decided at that point (by the summer of 2011), whether he was going to sell the whole works or try and fix the place up. So far, Craig hasn't done any outside clean-up - he may have hauled some junk away from inside but the yard remains the same. We have had several storms since 2010 and we note that the siding is slowing being torn away on the opposite side of this trailer - the siding is fairly light and can travel quite a distance in a good wind, making this very hazardous. The remaining part of the roof appears to be collapsing down as the ropes don't look quite as tight as they were before and no tarps were ever placed over the roof to protect any remaining salvageable portion of the trailer's roof from the elements. Several cats have been seen going into and coming out from under the trailer as well as going in and out of the trailer through open windows. We are concerned that this is going to turn into yet another "hang-out" for ferrel cats, which has been a problem in Port Clements in the past. It is also unnerving to imagine the mould spores that blow directly into our house from this trailer when the wind is blowing in the right direction. If we were in the city, this site would probably be considered a bio-hazard and would be encapsulated in a containment tent, demolished and hauled away properly.

It has been 16 months since the devastating & disruptive event of Halloween 2010, and nothing has been done to address any of the issues referenced above. We are requesting that Council enforce any applicable by-laws to address these issues and thank Council for their prompt attention to this matter.

We have discussed this matter with other nearby residents who have mutual concerns, but have not approached them for their support in writing.

Sincerely,

Greg & Betty Stewart
250-557-4760

Village of Port Clements
BYLAW # 397, 2012
FIRE INSPECTION POLICY

WHEREAS under section 26(1) of the BC Fire Services Act a municipal council must provide for a regular schedule of inspection of hotels and other public buildings in the municipality that is realistic and reasonable considering the resources of the PC-VFD and,

WHEREAS under section 522(1)(a)(i) of the Local Government Act a council may, by bylaw, authorize the Fire Chief to inspect premises for conditions that may cause a fire or increase the danger of fire or increase the danger to persons,

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

1. DEFINITIONS

- Hotel includes an apartment house, a boarding house or any other building, except a private dwelling, where lodging is provided
- Public building includes a factory, warehouse, store, school, town hall, office building, theatre and any other building other than a private dwelling
- Local Assistant in a municipality that maintains a fire department includes the fire chief and persons authorized in writing by the fire chief to exercise the powers of a local assistant

2. AUTHORITY

- The policy for inspection of all hotels and public buildings by the Fire Chief and Fire Department personnel is made in principle by the Village of Port Clements and carried out by order of the Fire Chief
- The owner of a premise within the Village of Port Clements is required by law to submit to the regular fire inspection of such a premise. Authority to enter premises is specifically granted to the Local Assistant under provisions of the BC Fire Services Act.

3. FREQUENCY

- Hotels shall be inspected once every eighteen (18) months or more if deemed necessary by the Fire Chief
- All other public buildings shall be inspected once every two (2) years or more if deemed necessary by the Fire Chief

4. ORDERS

- If the Fire Chief finds conditions that exist in or upon a building or property which, in his or her opinion, constitutes a hazard to life and or property, he or she may make such

order to ensure proper compliance with the BC Fire Services Act and in particular, but without limiting the generality of the foregoing, he or she may:

- Make the owner, occupier or lessee of the building or property such recommendations as he or she deems necessary to correct the contravention or to ensure compliance with the BC Fire Services Act
- Make such orders as deemed necessary with respect to any of the matters referred to in this Bylaw, the Building Code or the BC Fire Services Act
- An order made under this Bylaw shall be in writing and shall be directed to either the owner, occupier or lessee of the building or property.
- An order made under this Bylaw shall be served by:
 - Delivering or causing to be delivered to the person to whom it is directed
 - Sending by registered mail to the last known address of the property owner

5. EFFECTIVE DATE

- This Bylaw shall be deemed in effect upon adoption.

The Village of Port Clements Fire Inspection Bylaw #319, 2001 is hereby repealed.

READ A FIRST TIME THIS 3RD DAY OF DECEMBER, 2012

READ A SECOND TIME THIS DAY OF

READ A THIRD TIME THIS DAY OF

RECONSIDERED AND ADOPTED THIS DAY OF

Mayor Wally Cheer

CAO Kim Mushynsky

Certified a true copy of Bylaw #397, 2012

VILLAGE OF PORT CLEMENTS

Cheque Listing For Council

2012-Nov-28
3:06:59PM

Cheque #	Cheque Date	Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
						Batch #	4615
20121288	2012-11-19	Eagle Transit Ltd.	40-2-42-90-50	8645	PAYMENT 3 PIECES FROM PORT V. O. TO C	28.59	30.00
						Batch #	4616
20121289	2012-11-19	Eagle Transit Ltd.	40-2-42-90-50	8675	PAYMENT 1 ENVELOPE PORT V.O. TO PRE	14.30	15.00
						Batch #	4617
20121290	2012-11-19	Bliss, Marilyn	10-2-12-99-30	Sr's GT Christ	PAYMENT SR'S CHRISTMAS MEAL GT DON	1,200.00	1,200.00
						Batch #	4618
20121291	2012-11-19	DELMAS CO-OP	10-2-24-90-10	00289005E	PAYMENT weightroom repairs	23.74	24.91
20121292	2012-11-19	GOVERNMENT FINANCE C	10-3-73-90-00	2174	PAYMENT FEES FOR 2013	186.81	196.00
20121293	2012-11-19	JANITORS WAREHOUSE	10-2-12-11-40	130548	PAYMENT 3M 17" BLACK POLISHER PAD	91.19	95.67
20121294	2012-11-19	LOCAL GOVT MGMT ASSC	10-3-73-90-00	2013DUES	PAYMENT 2013 MEMBERSHIP RENEWAL	293.56	308.00
20121295	2012-11-19	MUNICIPAL INFORMATION	10-2-12-11-20	20121229	PAYMENT SUPPORT DEC 2012	290.24	304.51
20121296	2012-11-19	NORTH PACIFIC SEAPLAN	40-2-42-90-50	014144	PAYMENT 1 BOX	28.59	96.00
			30-2-41-20-00	015978	1 SMALL COOLER	20.97	
			30-2-41-20-00	028403	1 COOLER	20.97	
			30-2-41-20-00	028414	1 SMALL COOLER	20.97	
20121297	2012-11-19	SKEENA QUEEN CHARLO	10-4-23-44-00	3rd QTR	PAYMENT Residential	14,616.00	28,842.00
			10-4-23-44-01	3rd QTR	Commercial	432.00	
			10-1-53-20-10	3rd QTR	Admin Fees	(627.00)	
			10-4-23-44-00	4th QTR	Residential	14,616.00	
			10-4-23-44-01	4th QTR	Commercial	432.00	
			10-1-53-20-10	4th QTR	Admin Fees	(627.00)	
20121298	2012-11-19	TELUS COMMUNICATIONS	40-2-42-90-40	Oct 2012	PAYMENT water / sewer	66.88	1,490.91
			10-2-24-70-10	Oct 2012	firehall	547.06	
			10-2-71-21-15	Oct 2012	P Wks after hrs / MPBC	521.15	
			30-2-41-50-00	Oct 2012	w / s + Pumhouse	219.40	
			10-3-22-00-01	Oct 2012	PST	69.87	
			10-3-22-00-00	Oct 2012	GST	66.55	
20121299	2012-11-19	TLELL FIREFIGHTERS	10-2-12-99-30	Tlell FF GT Chr	PAYMENT TLELL FIRE FIGHTERS GT CHRI	3,000.00	3,000.00
20121300	2012-11-19	XEROX CANADA LTD.	10-2-12-11-30	F44075952	PAYMENT USAGE CHARGES OCT 10-NOV	71.78	75.31
						Batch #	4619
20121301	2012-11-19	Ferretti, Sharon	10-2-12-10-00	GT election	PAYMENT GWAIL TRUST ELECTION	510.00	510.00
20121302	2012-11-19	Mushynsky, Kim	10-2-12-10-00	GTelection	PAYMENT GWAIL TRUST ELECTION	480.00	480.00
						Batch #	4625
20121304	2012-11-21	VILLAGE OF PORT CLEME	10-2-12-13-00	P Cash Nov 201	PAYMENT GT election meals	2.28	197.71
			10-2-12-13-00	P Cash Nov 201	GT election meals	61.91	
			10-2-12-13-00	P Cash Nov 201	GT election meals	1.00	
			10-2-75-00-00	P Cash Nov 201	Rec Comm-movies	31.75	
			10-2-12-11-60	P Cash Nov 201	postage	68.97	
			10-2-12-11-00	P Cash Nov 201	office supplies	17.35	
			10-2-81-90-20	P Cash Nov 201	till short	0.46	
			10-3-22-00-01	P Cash Nov 201	PST	7.09	
			10-3-22-00-00	P Cash Nov 201	GST	6.90	

F-1

VILLAGE OF PORT CLEMENTS

Cheque Listing For Council

2012-Nov-28
3:06:59PM

Cheque #	Cheque Date	Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
						Batch #	4628
20121305	2012-11-21	Bennett, Cheryl			PAYMENT		560.00
			10-2-71-21-11	Nov 20 2012	HALF MONTH CLEANING HOURS	123.20	
			10-2-12-14-10	Nov 20 2012	HALF MONTH CLEANING HOURS	235.20	
			10-2-71-21-20	Nov 20 2012	HALF MONTH CLEANING HOURS	128.80	
			10-2-71-89-00	Nov 20 2012	HALF MONTH CLEANING HOURS	72.80	
						Batch #	4634
20121311	2012-11-28	Skogstad, Judy			PAYMENT		675.00
			10-2-12-11-30	Nov 21 2012	OCP CONSULTING SERVICES O	675.00	

Total 38,101.02

*** End of Report ***

We need a resolution from Council to support the MIEDS funding application to NDI for \$20,000 to go towards the Business Case Study for the Barge Facility.

Recommended wording of the motion:

THAT the Village of Port Clements supports the funding proposal submitted by Misty Isles Economic Development Society (MIEDS) to Northern Development Initiative Trust (NDIT) for \$20,000 towards the cost of a Business Case Study regarding the Barge Facility project in Port Clements.



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 : cao@portclements.ca
Web : www.portclements.ca

REPORT TO COUNCIL

Author: Kim Mushynsky

Date: November 26, 2012

Re: Casual Admin Staff

Background:

In 2011 the staff contingent in the office was decreased from 3 people working 85 hours per week (which consisted of 25 for the office clerk, 25 for the Deputy and 35 for the Administrator) to 2 people working 70 hours per week (which consists of 35 each for the Deputy and Administrator). In addition to the loss of hours was the loss of flexibility experienced when you drop from 3 staff down to 2.

In 2012, when vacations were taken by either of the Admin staff it meant that the remaining person had to work alone (on a couple of days a casual was able to be brought in). This dramatically reduces productivity and is an inefficient use of time. This also means that we are somewhat vulnerable if one staff member were to become sick or injured and unable to work for an extended period of time because we would not have a trained and available person able to pick up some of the slack.

Recommendation:

I propose that we advertise to hire a casual admin person. This person would receive training over a period of months by having them work a fixed schedule of 3 four hour shifts per month (my preference would be three Fridays per month from 9am-1pm as one of their tasks would be cashing up which is generally done on a Friday and this date is preferable over Mondays as there are less Stats on Fridays). In addition to this minor fixed schedule this person would also be expected to provide additional relief when either the Deputy or Administrator was on any type of leave that exceeded 2 consecutive days. This plan allows some security in the long run as we would have backup trained in the event of an unexpected incident. This plan also provides some audit assurances because there would be an improved split of duties in regards to checks and balances (ie: the person who is receipting cash would not be the same person doing the cash-up which is a traditional method of internal control for fraud prevention).

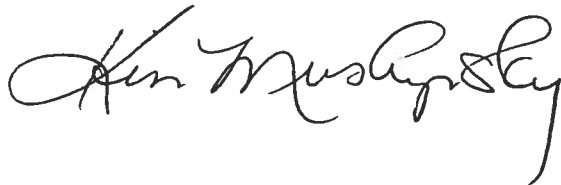
NB-1

A breakdown of costs for this proposal is as follows:

12 hours/month for 12 months at \$14.00/hour	\$2,016.00
Basic employee costs (EI, CPP, WCB)	\$ 170.00
200 hours/year vacation coverage at \$14.00/hour	\$2,800.00
Basic employee costs (EI, CPP, WCB)	\$ 236.00
Buffer for extra hours and/or increased hourly rate	<u>\$ 578.00</u>
Total annual cost	<u>\$5,800.00</u>

At this point I request Council's approval to advertise for this position and then, based on the response, interview and choose an appropriate candidate. As this process will take us into the New Year we would not need a change in the 2012 budget for this and it would become a line item for the 2013 budgeting process.

Respectfully submitted:





The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

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

EXAMPLE

Expression of Interest in Casual/On-call Administration Work

The Village of Port Clements is looking for resumes from individuals who would be interested in providing holiday relief and on-call work in the Administration office as needed. This person would be required to be comfortable with computers and have experience with the Microsoft Office Suite (Word, Excel, Publisher, Power Point) as well as general office competencies such as using fax, photocopier, multi-line phone system, cashing up/cash handling and public relations.

We would consider having this person work three four hour shifts monthly (twelve hours per month) in order to receive training and keep their familiarity and skill level up and in addition be available throughout the year to provide additional hours, as needed, when one of the office staff were on vacation or other form of leave.

If you are interested please mail, email or drop off your resume at the Administration Office attention Kim Mushynsky prior to January 5, 2013. Short-listing and interviews will be done in January with the expectation that work would commence February 4, 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	Will consider after OCP process concluded
A2	20-02-2012	Facilitate mtg between Industrial Road Users	Thomas	Discussions started but now on hold until barge facility formalized
A3	20-02-2012	Tree Removal at Sunset Park (committee??)	Falconbridge	Will hold a Town Hall Mtg to discuss
A10	20-02-2012	ATM in Port Clements	Administrator	no business case for NSCU to install - prohibitive ongoing costs
A12	16-07-2012	Canada Days discussion/preparation 2013	Gaspar	January. 2013
A13	23-07-2012	Official Community Plan Rewrite	Administrator	2nd Mtg. held Nov. 28th
A14	01-10-2012	VOPC Land Sale	Administrator	Set price & develop sales strategy for empty lots
A15	15-10-2012	Form Small Craft Harbour Ad Hoc Committee	Gould	create terms of reference, goals & timelines
A16	15-10-2012	Bus Shelter	Cheer	Build shelter at corner of Dyson & Bayview
A17	19-11-2012	Correction to Next Newsletter	Administrator	Correct Port Bucks & Discharge of firearms information in Feb 2013 Newsletter
A18	19-11-2012	Response letter to Flaherty re Northern Allowance	Administrator	Awaiting support from Masset, QC & SQCRD Then will send letter jointly
A19	19-11-2012	Lighting Hwy 16 & Dyson	All	That we determine best route to get proper lighting back on this stretch of road

A-1