



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, January 6, 2014

AGENDA

1. ADOPT AGENDA.
 2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.
 3. MINUTES.
M-1-Regular meeting of Council Monday, December 16, 2013
 4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.
 5. ORIGINAL CORRESPONDENCE.
C-1-Minister of Energy and Mines, Bill Bennett – BC Hydro and LED Streetlight concerns
C-2-Centennial Committee's Action Plan for information purposes
 6. GOVERNMENT.
- FINANCE.
- F-1-Cheque Listing to January 2, 2014
7. NEW BUSINESS.
NB-1-Report To Council – Recreation Committee
NB-2-Report To Council – RFP for Audit Services
NB-3-Report To Council – Grant Writer Progress to Date
NB-4-Report To Council – Emergency Planning Coordinator
NB-5-Action Item from Centennial Committee
NB-6-Credit Card Payment options
 8. ACTION ITEMS.
A-1-See Attached
 9. REPORTS & DISCUSSIONS.
 10. QUESTIONS FROM THE PUBLIC & PRESS.
- ADJOURNMENT.



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Minutes of the Regular meeting of the Port Clements Council held December 16, 2013 in the Council Chambers.

Present:

Mayor Cheer
Councillor Gaspar
Councillor Gould
Councillor Falconbridge
Councillor Thomas

CAO Kim Mushynsky

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

1. ADOPT AGENDA.

2013-403 - Moved by Councillor Falconbridge, seconded by Councillor Gaspar
THAT the agenda be adopted with the following additions – add D-1 – RCMP, add D-2 Public Works, add G-5 – Deputy Mayor decision, add NB-4 – Advantage Quote, add NB-5 – AED Agreement, add NB-6 – BC Ferry update, add move to in-camera per CC 90-1-k.

CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

D-1 – Oral report – Sargent Blake Ward RCMP

Sargent Ward announced to Council that he is being promoted and will be leaving the Islands for 100 Mile House before the end of January. Council expressed their sadness for losing him and wished him well.

D-2 – Public Works Report

Sean gave an update on the Golden Spruce Trail project, the water leak and the search for a replacement truck.

2013-404 – Moved by Councillor Falconbridge, seconded by Councillor Gaspar

THAT Council authorize the Public Works Superintendent to offer a maximum of \$18,000.00 for the purchase of a 2006 F350 Ford 4X4 6L diesel truck.

CARRIED

3. MINUTES.

M-1 – Regular Meeting of Council Monday December 2, 2013

2013-405 – Moved by Councillor Falconbridge, seconded by Councillor Gaspar

THAT we accept the Regular Council meeting minutes from December 2, 2013 meeting as presented.

CARRIED

M-2 – Rec Commission Friday November 22, 2013

2013-406 – Moved by Councillor Falconbridge, seconded by Councillor Thomas

THAT we accept the Rec Commission minutes of November 22, 2013 as presented.

M-3 – Tourism Committee Thursday October 10, 2013

2013-407 – Moved by Councillor Falconbridge, seconded by Councillor Thomas

THAT we accept the Tourism committee minutes of October 10, 2013 as presented.

m-1

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

5. ORIGINAL CORRESPONDENCE.

C-1 –Community Gaming Grant application denied

2013-408 – Moved by Councillor Falconbridge, seconded by Councillor Thomas
THAT we open for discussion.

CARRIED

2013-409 – Moved by Councillor Gould, seconded by Councillor Gaspar

THAT we receive and file.

CARRIED

6. GOVERNMENT.

G-1 – Agreement between SQCRD and VOPC regarding garbage billing

2013-410 – Moved by Councillor Thomas, seconded by Councillor Gaspar

THAT we accept the terms of the agreement and authorize signing of the agreement.

CARRIED

G-2 – Bylaw #406, 2013 – Tourism Advisory Committee Bylaw – Reconsider & Adopt

2013-411– Moved by Councillor Gaspar, seconded by Councillor Falconbridge

THAT we reconsider and adopt Bylaw #406, 2013 – Tourism Advisory Committee.

CARRIED

G-3 – Bylaw #407, 2013 – Recreation Commission Bylaw – Reconsider & Adopt

2013-412 – Moved by Councillor Falconbridge, seconded by Councillor Gaspar

THAT we reconsider and adopt Bylaw #407, 2013 – Recreation Commission Bylaw.

CARRIED

G-4 – Bylaw #408, 2013 – Emergency Planning Committee Bylaw

2013-413 – Moved by Councillor Falconbridge, seconded by Councillor Gaspar

THAT we reconsider and adopt Bylaw #408, 2013 – Emergency Planning Committee Bylaw.

CARRIED

G-5 – Deputy Mayor for 2014

2013-414 – Moved by Councillor Gaspar, seconded by Councillor Gould

THAT we appoint Councillor Gould as Deputy Mayor from January 1 to June 30, 2014 and Councillor Thomas as Deputy Mayor from July 1 to December 31, 2014.

CARRIED

7. FINANCE.

F-1 – Cheque listing to December 11, 2013

2013-415 – Moved by Councillor Gaspar, seconded by Councillor Gould

THAT we accept the cheque listing.

CARRIED

F-2 – NSCU Gaming Fund Bank Statement for November 2013

2013-416 – Moved by Councillor Gaspar, seconded by Councillor Falconbridge

THAT we receive and file the November 2013 NSCU Gaming Fund bank statement.

CARRIED

F-3 – CIBC bank statement for November 2013

2013-417 – Moved by Councillor Falconbridge, seconded by Councillor Gaspar

THAT we receive and file the November 2013 CIBC bank statement.

F-4 – NSCU bank statement for November 2013

2013-418 – Moved by Councillor Falconbridge, seconded by Councillor Gaspar

THAT we receive and file the November 2013 NSCU bank statement

CARRIED

8. NEW BUSINESS.

NB-1 – Action item from Tourism Committee

2013-419 – Moved by Councillor Gaspar, seconded by Councillor Falconbridge

THAT we add the concept of a new brochure to our 2014 budget and strategic planning discussions.

CARRIED

NB-2 – Action item from Tourism Committee

2013-420 – Moved by Councillor Gaspar, seconded by Councillor Falconbridge

THAT Council approve the writing of a letter to BC Ferries, BC Tourism and MIEDS to encourage the promotion of Tourism.

CARRIED

Mayor Cheer turned the Chair over to Councillor Thomas and left the meeting at 8:05pm due to a conflict of interest for the next agenda item.

NB-3 – Centennial Pavilion proposition

2013-421 – Moved by Councillor Gaspar, seconded by Councillor Gould

THAT we open this item for discussion.

CARRIED

2013-422 – Moved by Councillor Falconbridge, seconded by Councillor Gould

THAT we accept the proposition as presented.

CARRIED

Mayor Cheer returned to the meeting at 8:15pm and resumed the Chair.

NB-4 – Advantage Quote (re 2104 calendars to celebrate Centennial)

2013-423 – Moved by Councillor Thomas, seconded by Councillor Gaspar

THAT we open this for discussion.

CARRIED

2013-424 – Moved by Councillor Falconbridge, seconded by Councillor Gaspar

THAT we approve this expenditure by the Centennial committee.

CARRIED

NB-5 – AED Agreement

2013-425 – Moved by Councillor Gould, seconded by Councillor Falconbridge

THAT we accept the donation of an AED unit that is set up for external placement, sign the agreement for the AED and thank the Heart and Stroke Foundation for the generous donation.

CARRIED

NB-6 – BC Ferry Update

2013-426 – Moved by Councillor Gould, seconded by Councillor Thomas

THAT the Village of Port Clements write a letter to the Premier and the Ministry of Transportation to request a meeting to discuss the ferry situation, further, that we make it clear in the letter that at a minimum we request any service cuts be delayed to at least April 2015 to allow all existing tourism packages to be attainable.

CARRIED

2013-427 – Moved by Councillor Thomas, seconded by Councillor Gould

THAT Council create a short-term BC Ferries working group to discuss and develop initiatives to address the impending service cuts.

CARRIED

All members of Council chose to be a part of this working group.

9. ACTION ITEMS:

10. REPORTS AND DISCUSSIONS.

Mayor Cheer – Centennial mtg, BC Ferries mtgs in Queen Charlotte & Masset, Tourism mtg.

Councillor Gaspar – Breakfast with Santa, GMDC AGM, Tourism mtg.

Councillor Falconbridge – Breakfast with Santa
Councillor Thomas – Community Futures re: mural project, Fisheries mtg. in Prince Rupert
Councillor Gould – SQCRD, Centennial mtg, tourism mtg.
Administrator – BC Ferries Mtg in Masset

Councillor Thomas left the meeting at this point – 8:45pm

2013-428 – Moved by Councillor Falconbridge, seconded by Councillor Gaspar
THAT we move into an in-camera meeting per the Community Charter section 90(1)(k)
CARRIED

ADJOURNMENT.

2013-429 - Moved by Councillor Falconbridge, seconded by Councillor Gould
THAT the meeting be adjourned at 9:45pm
CARRIED

Wally Cheer,
Mayor

Kim Mushynsky,
Clerk/Treasurer

Kim Mushynsky

From: Minister, MEM MEM:EX <MEM.Minister@gov.bc.ca>
Sent: December-23-13 3:54 PM
To: 'clerk@portclements.ca'
Subject: BC Hydro and LED streetlight concerns

Ref.: 82303

Kim Mushynsky, BBA
Chief Administrative Officer
Village of Port Clements

Email: clerk@portclements.ca

Dear Kim Mushynsky:

Thank you for your October 28, 2013 email attaching the letter from the Villages of Masset, Port Clements and Queen Charlotte, the Skidegate Band Council, and the Skeena-Queen Charlotte Regional District regarding BC Hydro and LED streetlight concerns for Haida Gwaii.

The Province and BC Hydro share Haida Gwaii's priorities around energy conservation, and we are optimistic about the potential gains that can be made through the installation of newer technologies, such as LED street lights.

BC Hydro is actively exploring the feasibility of offering LED street lights to its customers under Rate Schedule 1701 (BC Hydro-owned street lights). With the maturing technology of LEDs and the dropping cost of units each year, BC Hydro is confident it will be able to offer this technology at or below the cost of high-pressure sodium units to all of its customers at some point in the future.

Regrettably, BC Hydro is unable to accept the offer from Haida Gwaii to fund the conversion of existing Rate Schedule 1701 lights to LEDs for the following reasons:

- BC Hydro is the owner of Rate Schedule 1701 street lights. Based on BC Hydro's understanding, the grant received by Haida Gwaii from the Gas Tax Fund may not be applicable to BC Hydro assets, as the grant appears to be aimed at infrastructure owned by the applicants, Haida Gwaii; and
- BC Hydro would have to maintain any lights converted to LED. At present, it has not established a purchasing specification, installation standard or a maintenance standard to support the sustainment of LED lights. Should the LED lights not perform as expected, BC Hydro would be compelled to reinstate high-pressure sodium units, which would result in added costs to its ratepayers.

BC Hydro is confident that the LED technology will be applied to street lights under Rate Schedule 1701 at some point in the future. Perhaps the best option at this point in time is to take a wait and see approach. While it may mean abandoning the Gas Tax Fund grant available for street lights at this time, the end result of utilizing the most energy-efficient street lighting will eventually be achieved.

Thank you, again, for writing.

Sincerely,

Bill Bennett
Minister of Energy and Mines

Village Of Port Clements Centennial Committee

Nov. 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	Response received from Marie Ormiston; unable to commit just yet to providing a vessel for Canada Days; consider a fly over request.	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	Canada Post will do for free; 6 weeks from start to finish Committee chose wharf + tree drawing.	In progress – Joan Hein
7	Bottled Water	Personalized labels commemorating Centennial Year	Council approved up to \$5,000 for two pallets. Need to design label. Will use Village logo & add to that.	In progress
9	Stage Design	Recreation Commission will be getting two quotes for design and costs	Meeting with Brian O'Hara for final approval of plans before deadline of Dec 9 th .	Nothing reported for Dec 17th
10	Parade Float	Decide on idea and design. - Pioneer Days - Saw Mills - Time Capsule approach: then & now; moving forward to present time; use dates - 3 motifs for date range; make exterior of flat bed look like a dock; have people fishing	Wally will check with Ben vanderBeke re: to scale carved Mosquito Bomber; when would need to start to meet our timeline	Need to narrow ideas down to 1-3
12	St. Mark's church service	Invitation mailed to Rev. Peter Hamel to perform service on January 25, 2014	Received a 'yes' response. An 'Order of Service' for 1914 will be used; 3-4 hymns; + refreshments afterwards.	✓
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 th Celebrations	Possible funding available	October 31 st good as kids are out + dark early enough; but concern is potentially unsafe weather conditions	Wally will check with Kim
15	Canada Post's 100 th Anniversary in Port Clements as well	Canada Post's float entry for Port's Canada Days parade 2014	Canada Post will not be entering a float.	✓
16	Cemetery	Tie in with 100 th Celebrations Memorial Wall established	Village needs to obtain ownership. Multiple year process is at a stand still.	

VILLAGE OF PORT CLEMENTS

Cheque Listing For Council

Cheque #	Cheque Date	Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20130610	2013-12-12	Adele's Haida Gwaii Guest S	10-3-27-00-01	BusFacadePgm	PAYMENT BUSINESS FACADE PRGM PHAS	1,830.00	1,830.00
20130611	2013-12-12	DELMAS CO-OP	10-2-24-70-00 10-2-24-70-00 10-2-81-90-00	00220285F 00220935E NOV 2013	PAYMENT PAINT DRYWALL PRIMER+ROLL ROUND CROWN STAPLES SERVICE FEE	166.82 11.85 6.00	184.67
20130612	2013-12-12	ROCKY'S EQUIPMENT SAI	10-2-71-89-40	2801	PAYMENT TELESCOPIC POLE FOR SAW+S,	293.08	293.08
20130613	2013-12-17	Advantage Print and Design	10-2-72-50-10	ADV3452	PAYMENT 2014 CALENDARS CENTENNIAL	2,800.00	2,800.00
20130614	2013-12-17	BAYVIEW MARKET	10-2-75-00-00	SantaBreakfast	PAYMENT BREAKFAST WITH SANTA 2013	341.11	341.11
20130615	2013-12-17	DRIFTECH MECHANICAL S	30-2-41-30-40	9080	PAYMENT FORD F350 DIESEL MAINTENANC	310.24	310.24
20130616	2013-12-17	GOLDEN SPRUCE MOTEL	10-3-27-00-01	BusFacade2013	PAYMENT BUSINESS FACADE 2013	760.84	760.84
20130617	2013-12-17	Misty Cedar , Web Developr	10-2-12-11-20	411	PAYMENT 2 HRS COMPUTER MAINTENANC	150.00	150.00
20130618	2013-12-17	MUNICIPAL INFORMATION	10-2-12-11-20	20131710	PAYMENT FINAN SOFTWARE SUPPORT JA	294.11	294.11
20130619	2013-12-17	North Arm Transportation Lt	30-2-41-30-30	SI032060	PAYMENT FREIGHT VAN - MASSET	260.19	260.19
20130620	2013-12-17	Revenue Services of BC	10-3-73-90-00	FERRETTI MSP	PAYMENT MSP JAN - JUNE 2014	753.00	753.00
20130621	2013-12-17	SMILLIES B&B	10-3-27-00-01	BusFacPhase2	PAYMENT BUSINESS FACADE PHASE 2, 20	772.04	772.04
20130622	2013-12-20	A.L. CONDROTTE	10-4-00-00-00	1204	PAYMENT ROCK + SAND GLDN SPRUCE TF	1,575.00	1,575.00
20130624	2013-12-20	Revenue Services of BC	10-3-73-90-00	O'DONOGHUE	PAYMENT MSP JAN - JUNE 2014	831.00	831.00
20130625	2013-12-20	Stewart, McDannold, Stuart	10-2-12-10-50	65831	PAYMENT SEWER STAT RIGHT OF WAY	74.71	74.71
20130626	2013-12-20	Thomas, Urs	10-2-11-10-20 10-2-11-10-20	Aug15LegPole July30 QCHosp	PAYMENT MILEAGE-LEGACY POLE RAISIN MILEAGE-GRND BREAKING QCH	68.80 58.80	127.60
20130633	2013-12-20	RECEIVER GENERAL - CC	10-4-27-00-10	DEC 2013	PAYMENT CRA REMITTANCE DEC 2013	3,108.13	3,108.13
20130634	2013-12-23	Misty Isles Economic Develc	10-2-12-99-11	114	PAYMENT ECONOMIC DEV CAPACITY BLDG	35,000.00	35,000.00
20130635	2013-12-23	WEIGUM, SHIRLEY	10-2-12-14-10	14	PAYMENT JANITOR CONTRACT DEC 2013	1,100.00	1,100.00
20130636	2013-12-23	Adele's Haida Gwaii Guest S	10-3-27-00-01	BusFacPhase2	PAYMENT 2013 BUS FACADE PRGM PHASE	1,391.95	1,391.95
20130637	2013-12-23	Apple Electric Ltd.	10-2-34-00-70	19187	PAYMENT HEALTH CLINIC;SCH;SITE VISIT	154.56	154.56
20130638	2013-12-23	TRAN SIGN	10-2-34-00-70	In142938	PAYMENT 2 NO PARKING SIGNS	118.66	118.66
20130639	2013-12-24	A.L. CONDROTTE	10-4-00-00-00	1203	PAYMENT TRUCK HRS + LOADS GLDN SPF	1,522.50	1,522.50

VILLAGE OF PORT CLEMENTS

Cheque Listing For Council

Cheque #	Cheque Date	Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20130640	2013-12-24	NYEHOLT, RICHARD			PAYMENT		50.00
			10-2-12-99-30	LightCompet	3RD PLACE CHRISTMAS LIGHTS	50.00	
20130641	2013-12-24	O'BRIEN, GLORIA			PAYMENT		75.00
			10-2-12-99-30	Light Compet	2ND PLACE CHRISTMAS LIGHTS	75.00	
20130642	2013-12-24	TRAUTMAN, PATRICK			PAYMENT		100.00
			10-2-12-99-30	Lights Compet	1ST PLACE CHRISTMAS LIGHTS	100.00	
<hr/>							
20130643	2013-12-24	MINISTER OF FINANCE			PAYMENT		156.00
			10-2-12-10-50	SmClmsCrt	CRT FILING FEE-TOM STEWART	156.00	
<hr/>							
20130644	2013-12-24	Haida Gwaii SPCA, c/o Shar			PAYMENT		225.00
			10-1-71-10-00	SPCA.2013	SEASON'S GREETINGS BILLBOA	165.00	
			10-1-71-10-10	SPCA.2013	SEASON'S GREETINGS BILLBOA	40.00	
			10-2-75-00-00	SPCA.2013	SEASON'S GREETINGS BILLBOA	20.00	
<hr/>							
20130645	2013-12-31	BLUE CROSS			PAYMENT		996.21
			10-3-73-90-00	JAN 2014	MONTHLY PREMIUMS	996.21	
20130646	2013-12-31	BRITISH COLUMBIA LIFE 8			PAYMENT		371.25
			10-3-73-90-00	91963	MONTHLY PREMIUMS	371.25	
20130647	2013-12-31	C2C CONTRACT SERVICE			PAYMENT		1,925.00
			10-2-12-10-15	2013-105	GRANT WRITING 2013	1,925.00	
20130648	2013-12-31	I COMPASS TECHNOLOGI			PAYMENT		100.80
			10-2-12-11-30	13098.	OVERPYMT OF ORIGINAL INV AF	(84.00)	
			10-3-73-90-00	14098	JAN RENEWAL	184.80	
20130649	2013-12-31	LOCAL GOVT MGMT ASSC			PAYMENT		299.25
			10-3-73-90-00	JAN 2014	MEMBERSHIP RENEWAL 2014	299.25	
20130650	2013-12-31	MUNICIPAL INSURANCE A			PAYMENT		7,806.00
			10-3-73-90-00	23815	INSURANCE + CASUAL LEGAL S	7,806.00	
20130651	2013-12-31	Revenue Services of BC			PAYMENT		627.50
			10-3-73-90-00	THWAITES MSF	MSP JAN-JUN 2014	627.50	
20130652	2013-12-31	Thwaites, Carey			PAYMENT		125.50
			10-3-73-90-00	MSP Jan 2014	REIMBURSE FOR JAN PAYMENT	125.50	
<hr/>							
20140001	2014-01-02	Haida Gwaii Trader, Shellen			PAYMENT		325.00
			10-2-12-11-50	1127.	50% REMAINING BALANCE AD P	325.00	
20140002	2014-01-02	QCISLANDS NET			PAYMENT		11.20
			10-2-24-70-00	FireHall2014	UNRESTRICTED WIRELESS EMF	11.20	
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20140005	2013-12-31	Snow, Manzanita			PAYMENT		250.00
			10-2-72-50-10	CentMap2014.	1ST PYMT CENTENNIAL MAP	250.00	
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20140006	2014-01-02	Bell, Jessica			PAYMENT		18,000.00
			11-3-53-30-00	Truck Jan 2014.	PUBLIC WORKS TRUCK	18,000.00	

Total 85,197.10

*** End of Report ***

Report from Port Rec Committee.

December 15, 2013.

Re – Breakfast with Santa.

The Port Clements Rec Committee would like to thank Gwaii Trust for the contribution of funds for this yearly event.

This success and joyous occasion for all our children brings brightness and happiness for all.

Thank you to the Village of Port Clements for their contributions.

We would also thank all the many volunteers – with them it would not be possible –

Our hats to off to the shoppers – Corrina, Marilyn and Kim.

To the wrappers – Corrina, Sharon H., Sue, Marissa and Marilyn.

Especially to our master chefs – Matt Gaspar, Bev and Angela.

And the kitchen elves – Sue and Marilyn.

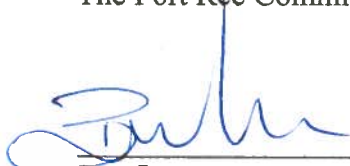
The elves in the craft room – Corrina and Marissa

A huge huge thanks goes to SANTA who was able to makes this event for the delight of many happy cheers and wide smiles.

We also thank all the parents who attended and helped out where they could in the clean up under the direction of Sean.

Thanks from all,

The Port Rec Committee


Bev Lore


Marilyn Bliss

NB-1



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REPORT TO COUNCIL

Author: Kim Mushynsky
Date: December 20, 2013
Re: **RFP for Audit Services**

Background: Port Clements issued a Request for Proposal in regards to the 2013-2015 auditing services for the Village of Port Clements. We received 3 responses to this RFP. The responses are as follows:

Company Name	2013	2014	2015	Travel extra
McAlpine & Co	\$13,975	\$14,250	\$14,750	Yes
Vohora & Co	\$12,500	\$12,500	\$12,500	No
A.W. Vandermeer	\$ 5,700	\$ 5,200	\$ 5,200	No

Recommendation: I recommend we contract the services of A.W. Vandermeer & Associates for a 3 year term for the auditing services for the Village of Port Clements. Audrey currently provides auditing services for the Village of Masset so she is familiar with Municipal accounting and with doing business on Haida Gwaii.

Respectfully submitted:



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REPORT TO COUNCIL

Author: Kim Mushynsky
 Date: December 20, 2013
 Re: **Grant Writer Progress to date**

Background: In May the Village of Port Clements hired Judy Hadley as our Grant Writer after approval for funding from Northern Development Initiative Trust. The grant is for a maximum of 400 hours and requires that the writer apply for a minimum of \$200,000 in grants in the 2013 calendar year.

Here is a recap of the work done and the hours paid for 2013:

Success by Six	\$ 4,000.00	Done	Successful
NDI Community Hall	\$ 18,954.00	Done	Successful
Success by Six	\$ 5,000.00		submitting early January
GT Community Hall	\$ 10,000.00		submitting early January
BC Gaming – Fire Dept.	\$ 30,000.00	Done	Declined
Museum digitization	\$ 10,000.00		in progress
Millenium Podium	\$ 50,000.00	Submitted	Pending – March 2014
Barge Facility – NDI	\$250,000.00	Submitted	Pending – January 2014
Museum Expansion	\$150,000.00		In progress
Community Hall washroom upgrade)	\$ 5,000.00		In progress (re: Gwaii Trust for wheelchair
Trails		researched – no suitable funding found	
BioMass Heating		researched – no funding application started	

Total applied to date \$532,954.00

Total hours paid for 2013 = 297 which equals \$7,425

All requirements were met with less hours than approved, it remains to be seen what the total dollars received were as a result of this position.

Respectfully submitted:

NB-3



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REPORT TO COUNCIL

Author: Kim Mushynsky
Date: December 23, 2013
Re: **Emergency Planning Coordinator**

Background: Jane Wilson resigned as Emergency Planning Coordinator for the Village of Port Clements effective December 31, 2013. Council and the Emergency Planning Committee were canvassed for names for a potential replacement. Through discussions it was decided that two people jointly holding this position gave the most security to the community (provided coverage when one of them was on vacation or simply out of town when an event occurred). A letter was sent out to 5 individuals identified asking them if they would be willing to volunteer for this position. 2 individuals have indicated that they are willing to jointly take over this position. I have met with each of these individuals and talked about the position, the resources and training we can commit to the position, and how we envision the joint responsibility working (similar to the Mayor and Deputy Mayor situation where one will be lead and the other will be the alternate).

Recommendation: I recommend that Council designate Aaron Cunningham and Lisa Gyorgy as joint Emergency Planning Coordinators for the Village of Port Clements effective immediately.

Respectfully submitted:



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

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**ACTION ITEM FROM
CENTENNIAL COMMITTEE**

Date: December 18, 2013

Submitted by: Sharon Ferretti

At the December 18, 2013 meeting of the Centennial Committee a motion was duly passed THAT we use the wharf and Golden Spruce tree drawing for the cancel stamp, and that we start the process with Canada Post, and that we forward to Council for information purposes.



NB-5

Credit Card Payment options:

E-Commerce Account (set up on our website) – takes credit cards only

\$104 one time set up fee
\$16.00 per month
Average 1.95% fee per transaction

Virtual terminal (set up on front computer) – takes credit cards only

\$104 one time set up fee
\$16.00 per month
Average 1.95% per transaction

Regular terminal –takes credit & debit cards

\$25.00 one time set up fee
\$40.00 per month
Average 1.95% per transaction except for debit card which is \$0.05 per transaction regardless of transaction amount.

Paypal

Similar to E-commerce in that it is connected to our website and only takes credit cards (our customers would not have to have a paypal account to use this – they can just use their credit card).

\$10 per month for basic account (they also have a \$35/month pro account but I can't see needing this)
2.9% per transaction fee plus \$0.30 per transaction fee

The next chart analyses these options assuming the following data, which was arbitrarily picked based on how often we get asked if we accept credit cards. Once we offer this service, however, we could see use pickup because it is available. The 1.95% per transaction average is due to the fact that each card and each type of card within a card type have transaction fees which vary from 1.8-2.1% depending on the card company and the features of the card (ie: a card which has no perks such as reduced interest costs or airmiles would have a 1.8% per transaction fee whereas a card with a lot of options would have a 2.1% fee – I assume that we will have more 2.1% cards than 1.8% cards so the actual percentage will probably be a bit higher than 1.95% used in the examples).

January to May	3 transactions per month with an average value of \$165.00 per transaction
June to July	10 transactions per month with an average value of \$450.00 per transaction
August to December	4 transactions per month with an average value of \$250.00 per transaction

Cost Analysis	Set up	Monthly	Jan-May fee	June-July fee	Aug-Dec fee	Total Ann. Cost	per transaction
E-Commerce*	\$104.00	\$192.00	\$48.26	\$175.50	\$97.50	\$617.26	\$11.22
Regular Terminal	\$25.00	\$480.00	\$48.26	\$175.50	\$97.50	\$826.26	\$15.02
Paypal Account	\$0.00	\$120.00	\$76.28	\$267.00	\$151.00	\$614.28	\$11.17

Total transactions per year 55 (average 4.6 per month) I think this is a generous average but once the service is available the demand for it may increase

*E-Commerce and Virtual terminal have the same costs

We can't "charge" people for using a credit card but we can charge an "online" fee or we can say that we discount for cash - however we can't actually discount taxes owing so

Using this analysis it is apparent that a regular terminal would be eliminated right off which means we could not accept debit cards. There is not enough of a difference between e-commerce and paypal to make it significant

If we charged \$10 per transaction for the convenience of having an online payment option we would cover most of our costs in the first year and be ahead in the second year assuming this service fee did not deter usage.

ACTION ITEMS

<u>#</u>	<u>Date</u>	<u>Description</u>	<u>Lead</u>	<u>Follow up</u>
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	Investigate building an ambulance station	Administrator	Nov. 1 letter sent to Ministry to open discussion Follow up phone call Dec. 9