



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
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Web : www.portclements.ca

7:00 p.m. Regular Meeting of Council Monday, June 2, 2014

AGENDA

1. ADOPT AGENDA.
 2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.
 3. MINUTES.
 - M-1-Regular meeting of Council Monday, May 20, 2014
 - M-2-Regular meeting of Centennial Committee Tuesday, April 1, 2014
 - M-3-Port Rec Committee Thursday, May 1, 2014
 - M-4-Port Rec Committee – Canada Day, Friday, May 16, 2014
 - M-5-Park Management Committee – Monday, July 22, 2013
 4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.
 - BA-1-Email approval of letter of support – Gwii Trust Society
 5. ORIGINAL CORRESPONDENCE.
 - C-1-Benjamin Van der Beke - Alder Ave
 - C-2-Northern Development Initiative Trust – Policy Clarification
 6. GOVERNMENT.
 7. FINANCE.
 - F-1-Cheque Listing to May 28, 2014
 - F-2-March bank statement Canadian Imperial Bank of Commerce
 8. NEW BUSINESS.
 - NB-1-Report to Council – Public Works update
 9. ACTION ITEMS.
 - A-1-See Attached
 10. REPORTS & DISCUSSIONS.
 11. QUESTIONS FROM THE PUBLIC & PRESS.
- ADJOURNMENT.



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Minutes of the Regular meeting of the Port Clements Council held May 20, 2014 in the Council Chambers.

Present:

Mayor Cheer
Councillor Gaspar
Councillor Gould
Councillor Thomas

CAO – Kim Mushynsky

9 members of the public in attendance

Mayor Cheer called the meeting to order at 7pm

1. ADOPT AGENDA.

2014-166 - Moved by Councillor Gaspar, seconded by Councillor Thomas
THAT the agenda be adopted with the following changes – ratify recommendation from meeting with Community Hall Society, add BA-4 Time Capsule, add C-2 Letter from Greg & Betty Stewart.
CARRIED

2014-167 – Moved by Councillor Thomas, seconded by Councillor Gaspar
THAT the Village of Port Clements split up our share of the Gwaii Trust Community Events program funding as follows - \$500 to the Seniors for the 2014 Winter Games Event, \$1000 to the Canada Days Committee and \$1000 to the Community Hall Society.
CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

D-1 – In Memory of Joan Ann Allen

Mayor Cheer along with current and former Councillors spoke in recognition of Joan Ann Allen's service to the Village of Port Clements during her tenure as Mayor.

D-2 – RCMP 4th quarter report March 31, 2014

Constable Chris Kienzle introduced himself and presented the 4th quarter review to Council as well as bringing Council up to date on staff changes at the Masset Detachment.

3. MINUTES.

M-1 – Regular Meeting of Council Monday May 5, 2014

2014-168 – Moved by Councillor Thomas, seconded by Councillor Gould
THAT we accept the Regular Council meeting minutes from May 5, 2014 meeting as presented.
CARRIED

M-2 – Special Meeting of Council Monday May 12, 2014

2014-169 – Moved by Councillor Gaspar, seconded by Councillor Gould
THAT we accept the Special Council meeting minutes from May 12, 2014 meeting as presented.
CARRIED

M-3 – Tourism Committee Friday April 11, 2014

2014-170 – Moved by Councillor Gaspar, seconded by Councillor Gould

m-1

THAT we accept the Tourism Committee minutes from April 11, 2014 meeting as presented.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

BA-1 – AED Installation update

2014-171 – Moved by Councillor Thomas, seconded by Councillor Gaspar

THAT we install the AED outside, at the Cedar Street entrance to the multiplex building and that we instruct Public Works to determine a solution to the heating issue.

CARRIED

BA-2 – Golden Spruce Farms Followup

2014-172 – Moved by Councillor Gould, seconded by Councillor Thomas

THAT Council requests the Minister to confer the power to the Council for the Village of Port Clements (pursuant to Section 315.3 of the Local Government Act) to write off unpaid property taxes, plus applicable penalties and interest, of the following properties:

- Roll #20070030 \$1,145.92
- Roll #20070025 \$4,133.18

CARRIED

BA-3 – MaPP

2014-173 – Moved by Councillor Thomas, seconded by Councillor Gaspar

THAT we open this for discussion.

CARRIED

2014-174 – Moved by Councillor Gaspar, seconded by Councillor Gould

THAT we submit the response circulated by the CAO to the MaPP panel with the amendment that we include wording to the effect that because this is such an extensive document we anticipate that ongoing consultation will continue before the document is finalized.

CARRIED

BA-4 – Time Capsule

2014-175 – Moved by Councillor Gaspar, seconded by Councillor Gould

THAT we open this for discussion.

CARRIED

2014-176 – Moved by Councillor Gaspar, seconded by Councillor Gould

THAT we purchase option #A the Composite Time Capsule with exterior measurements of 19.8 X 18.2 X 10.3 quoted at \$479.00 US plus shipping and taxes.

CARRIED

5. ORIGINAL CORRESPONDENCE.

C-1 – Emergency Management BC Initiatives

Mayor Cheer indicated that he would attend the upcoming meeting in Queen Charlotte and potentially Councillor Thomas. The CAO will ask the Emergency Planning Committee who from there wishes to attend and coordinate with the Mayor to ensure we have sufficient representation at this meeting.

C-2 – Email of concern from Greg & Betty Stewart

2014-177 – Moved by Councillor Thomas, seconded by Councillor Gould

THAT we open this for discussion.

CARRIED

2014-178 – Moved by Councillor Gould, seconded by Councillor Gaspar

THAT we communicate to the public that except for fires which meet regulations in private yards, any other requests to burn on public land be submitted to the Fire Department for authorization.

CARRIED

2014-179 – Moved by Councillor Gould, seconded by Councillor Thomas

THAT we give a written response to Greg & Betty Stewart.

CARRIED

6. GOVERNMENT.

7. FINANCE.

F-1 – Cheque listing to May 14, 2014

2014-180 – Moved by Councillor Gaspar, seconded by Councillor Gould
THAT we receive and file this information.

CARRIED

F-2 – NSCU Bank Statement for April 2014

2014-181 – Moved by Councillor Gaspar, seconded by Councillor Thomas
THAT we receive and file this information.

CARRIED

F-3 – CIBC Bank Statement for April 2014

2014-182 – Moved by Councillor Gaspar, seconded by Councillor Gould
THAT we receive and file this information

CARRIED

8. NEW BUSINESS.

NB-1 – Report to Council – Town Beautification

2014-183 – Moved by Councillor Gould, seconded by Councillor Gaspar
THAT we approve the recommendation to carry on with this program for 2014.

CARRIED

NB-2 – Report to Council - #6 Bayview Drive

2014-184 – Moved by Councillor Gould, seconded by Councillor Gaspar

THAT the Council for the Village of Port Clements, pursuant to Division 12 of Part 3 of the Community Charter, hereby resolve that:

1. The mobile home located at #6 Bayview Drive, Port Clements, British Columbia, legally described as Lot 5, Block 27, Plan 1079 is hereby declared a nuisance; and
2. The owner of the mobile home is hereby ordered to remove the mobile home and all garbage/debris from the lot.

AND BE IT FURTHER RESOLVED that the Administration for the Village of Port Clements BE AND IS HEREBY AUTHORIZED in default of such works to be undertaken by the owner, to carry out or have such work carried out and the expense charged to the owner. If this debt is unpaid as of December 31 of the year in which the work was undertaken, the expense shall be added to and form part of the taxes to be paid on the real property as taxes in arrears or be collected as a debt.

CARRIED

NB-3 – VIRL extended hours

2014-185 – Moved by Councillor Gould, seconded by Councillor Gaspar
THAT we open this for discussion.

CARRIED

2014-186 – Moved by Councillor Gould, seconded by Councillor Gaspar

THAT we proceed with application to Vancouver Island Regional Library for extended hours for the Port Clements Library Branch for 2015.

CARRIED

9. ACTION ITEMS:

10. REPORTS AND DISCUSSIONS.

Councillor Gaspar – Rec mtg, Centennial mtg, Tourism mtg, Special Council mtg.

Councillor Gould – SQCRD Mtg this weekend, Centennial mtg, Tourism mtg, Special Council mtg.

Councillor Thomas – Fisheries mtgs, upcoming mtgs – Community Futures, Gwaii Tel & NDIT.

Mayor Cheer – Centennial mtg, Tourism mtg, Special Council mtg, Fan Tour this Friday, Town clean up this weekend.

CAO – ESS mtg tomorrow, EPC mtg on Thursday, tax bills will be in mail by end of this week.

ADJOURNMENT.

2014-187 - Moved by Councillor Thomas, seconded by Councillor Gaspar
THAT the meeting be adjourned at 8:20pm

CARRIED

Wally Cheer,
Mayor

Kim Mushynsky,
CAO

CENTENNIAL COMMITTEE
Minutes of the regular meeting of the Centennial Committee
Tuesday, April 1, 2014

Present:

Mayor Wally Cheer	Councillor Matt Gaspar	Joan Hein
Councillor Ian Gould	Susan Couch	Deputy Clerk/Treasurer Sharon Ferretti

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

1. ADOPT AGENDA.

It was moved by Joan Hein, seconded by Susan Couch
THAT the agenda be adopted as presented.

CARRIED

2. MINUTES.

M-1-Regular meeting of Centennial Committee Tuesday, March 4, 2014

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

CARRIED

3. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

BA-1-Report from Council

Mayor Cheer had nothing to report.

BA-2-Action Plan updates

It was moved by Councillor Gould, seconded by Councillor Gaspar

THAT we authorize Mayor Cheer to do research on and purchase a plaque for the Centennial time capsule, in the amount of up to \$300.00.

Suggested items to be placed in the capsule were: Canada post item with the Centennial cancel stamp, empty customized water bottle, Centennial picture and Seniors' Winter Games pictures and article from the Observer.

4. ORIGINAL CORRESPONDENCE

5. GOVERNMENT

6. NEW BUSINESS

NB-1-Official Birthday March 19th event discussion

All reports were positive, and it was viewed that there wasn't anything to take away from it concerning doing future events differently.

NB-2-Seniors Winter Games report

It was reported that Bunny and Dez Decembrini deserve a huge pat on the back for their impressive efforts that made these games the success they were.

NB-3-Calendars and Lapel Pins distribute to island museums and info centres

Office staff will contact the various museums and info centres in neighbouring communities to avoid cold calls concerning selling our Centennial Calendars and including a free Port Clements lapel pin.

NB-4-Custom Labeled Bottled Water

It was moved by Councillor Gould, seconded by Councillor Gaspar

THAT we request Council to approve selling the customized labeled bottled water at a cost of \$0.90 cents per bottle.

CARRIED

NB-5-Cartoon pad maps

Office staff reported the maps were ready at the printers. Arrangements were being made to have them picked up by a Port resident currently on the mainland.

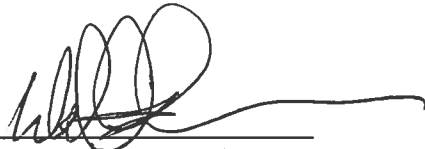
7. REPORTS & DISCUSSIONS.

Councillor Gaspar inquired as to the Museum's inventory of butt rigging and possible set up
Mayor Cheer reported enjoying a good time at both the Centennial Birthday Party and the Seniors' Winter Games

Deputy Clerk Ferretti mentioned we received four completed crossword puzzles by the due date of March 19th; and the article in the Haida Gwaii Guide highlighting our Centennial was done well.

Next meeting will be held Tuesday, May 6, 2014.

Councillor Gaspar motioned to adjourn at 8:43p.m.



Mayor Wally Cheer, Chair



Sharon Ferretti, Deputy/Clerk Treasurer

**Village Of Port Clements Centennial Committee
April Action Plan 2014**

#	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
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 . FUNDING notification will be in early April	
10	Parade Float	Decide on idea and design. FLOAT IDEA: Evolution of logging 'time line' of tree and equipment. Possible Funding from Community Futures + Gwaii Trust Wally, Ian & Matt to get together to work out the idea. Ben van der Beke re: to scale carved Mosquito Bomber; Would not be ready in time for Canada Days.	Hospital Days in Queen Charlotte- June 21 + 22, 2014. Committee thought too much time is involved in the float being in the other parades to result in any additional benefit to our Centennial. Still working out the finer details of the float.	Pending
13	St. Mark's Choir service	<ul style="list-style-type: none"> - Line up participants for December 2014 to do a Christmas Carol service - Approach Principal of PCES re: Kazamir & school kids music program 	Check availability closer to December 2014	September
14	Fireworks for 100 th Celebrations	Funding available only if the fireworks are done on July 1 st itself. In our area it is not dark enough until quite late. October 31 st good as kids are out + dark early enough; but concern is potentially unsafe weather conditions. Require licencing to do public display.	Purchase month in advance. Possibility of Corporate Sponsorship. Consider using non-industrial grade; have firemen available. Discussed having a family Halloween Party at the Firehall; Period Costumes; prizes; apple bobbing + popcorn balls	Pending
16	Cemetery	Tie in with 100 th Celebrations establish a Memorial Wall as a wrap up to the 2014 year. Village needs to obtain ownership of cemetery.	Council budgeting money to obtain ownership in 2015. Multiple year process has been at a stand still.	
17	Time Capsule	School and Community Groups, in conjunction with Centennial Working Group, will complete this project. Timeline suggested is May 2014. Large container size measuring 22" w x 28.5" deep. Need a bronze plaque to withstand vandalism. Letters have been prepared and sent. Wally located a couple of containers that will work. Probably double-contain items i.e. moisture. Possible vacuum seal items.	Mayor Cheer looking into purchase of a plaque, and will build a concrete lid with a loop on top. To be opened at the 150 th Celebration in 2064. Mayor Cheer to follow up with school concerning date to seal the capsule.	
19				

PORT REC COMMITTEE – CANADA DAY

MAY 1 – MEETING - ATTENDED BY Bev, Sean, Matt, Angela, Sue and Marilyn

Time – 7:00pm – held at Community Park

Review Canada day –

Friday – Germain has under control

Saturday - Marion Adams will be the marshall
Dave Logan – looking after ball games
Alan/Gerry – looking after soccer
Ken Mckay – Music
Doug Daugert – beer gardens
Brock Storey – Community Hall dance
Children’s games – Angela and Marissa
Photos – BJ

Sunday - boat race, final of bird house competition and mud bog

Action - Judging – Ask Ruth Bellamy and new pastor
Park clean up and washrooms – Sean
Scoreboard – Matt and Sean
Volleyball court – need net – sand and posts
Face painting – Marilyn will see Credit union in Masset
Pedal bikes – Matt will see Wolfgang
Photo costumes – Sue and Marilyn
Camera – backdrop needed for photos – clean up area
Qcl rec and Parks Canada – Bev
Advertising – posters – contacting those for concessions – Village Office
Parking – contact Rangers

Next meeting – during movie nite – May 16.

Bev Lore


Marilyn Bliss

May 16, 2014

PORT REC COMMITTEE – CANADA DAY

Attended by – Matt, Angela, Corrina and Marilyn

Time - 7:15pm – Community kitchen

Reviewed agenda for Canada Day

Friday – Germain has under control

Saturday – firemen will do their concession – breakfast and lunch

Marshall – Marion Adams

Ball games – Dave Logan

Soccer – Alan and Gerry

Music – Ken McKay

Beer gardens – Doug Daugert

Community hall dance – Brock Storey

Volleyball – Al Condrotte will be bringing the sand as soon as a bit drier on field.

Children's games – Angela and Marissa

They have sumo suits, bouncy house arranged. Looking to have fish pond.

Photos – Matt has asked BJ to be photographer – Marilyn and Sue borrowed a couple of costumes and the committee were okay with this idea.

QCI Rec and Parks Canada have been contacted by Bev.

Sunday – boat race in the morning approx 10:00am and mud bog in afternoon.

MOTION – To spend \$500.00 on 10 pedal car rentals for 2 days – June 28 and 29 by Angela

Seconded by Corrina

All were in favour and Matt will look after this project.

Suggested to have an entry fee and rides for approx 20 minutes.

ACTION - Rangers for parking – **Matt** to see Aaron Cunningham

Face painting – **Corrina** – to contact Child Center – Alysha regarding face painting and having the babysitters helping in the children's area.

Photos – we will need - 8 x 11 glossy photo paper and printer ink

Costumes – and backdrop– **Marilyn** and **Sue** need assistance with this setting up.

Volley ball posts – **Matt** to check with O'Briens.

Clean up park & washrooms – **Sean**

Advertising/posters – Village office

Next meeting – June 9 – 7:00pm council chambers

****note – because of this length of time – It was decided that we check in with each other thru emails.

***Navy ship will be at the Rainbow Wharf July 1 to 3 and possible ball game with the crew.

_Bev Lore

Marilyn Bliss *M. Bliss*



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Minutes of the Park Management Committee meeting held Monday July 22, 2013 in the Council Chambers.

Present:

Mayor Cheer
Councilor Gould
Councilor Gaspar
Councilor Thomas
Councilor Falconbridge

Clerk/Treasurer Kim Mushynsky

Chairman Cheer called the meeting to order at 5:00pm

1. ADOPT AGENDA.

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

CARRIED

2. MINUTES.

3. NEW & BUSINESS ARISING FROM THE MINUTES.

NB-1 – Introductions and Review of Draft Plan

For next meeting get a breakdown of costs for last two years for Sunset park by category and note any significant upcoming maintenance issues.


Get a map of the "as built" layout of the park prepared by Public Works. Get everyone an 11 X 17 of the google map area of the park and of the Zoning Map area of the park.

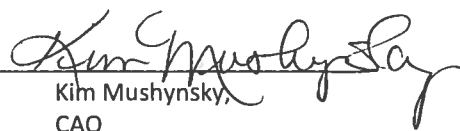
Mention the CMT and location in the "Introduction" portion of the Draft Plan. Double space the next draft to allow for notes when reviewing it.

NB-2 – Moving forward

Given our priorities right now, and the summer vacation schedule, the next meeting of this committee will happen after UBCM.

ADJOURNED – 6:00pm


Wally Cheer
Mayor/Chair


Kim Mushynsky,
CAO



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May 27, 2014

To: Gwaii Trust Society

Re: Community Hall Society

The Village of Port Clements is supportive of the Community Hall Society's funding application to Gwaii Trust for the replacement of the roof on the Community Hall. The Community Hall is an historic building in our community which has been maintained and operated by a dedicated group of volunteers since 2009. The roof is past its prime and a new roof with proper insulation will help in reducing operation costs, reducing future maintenance issues and resulting in a greener building.

Thank you for your consideration of their funding application.

Sincerely,

Kim Mushynsky – CAO
Village of Port Clements

BA-1

Kim Mushynsky

From: Benjamin Van der Beke <bvdb2001@msn.com>
Sent: May-28-14 6:49 AM
To: kim mushynsky
Subject: Alder ave. take 2..

To Kim and council,

I am writing in regards to alder street, which runs along the side of my property and is 66' wide road right-of-way. On this road right of way there is a complete homestead consisting of a house, half which has fallen down, a couple out-buildings, 5 vehicles, boat trailer, engines, and the list goes on. the deceased owner, walked away from it in the early to mid '80's and the property has gone derelict ever since. since moving here we have been staring at this "eye sore" and want to clean it up and turn it into a green space and a divide between the rumoured logging out of the property just south of us. East of us has been logged out and still looks terrible, this "forgotten property" is also in very close proximity to rennie creek, a coho stream that the elementary school comes to on a regular basis.

I am asking your permission to clean up this road right of way, properly and responsibly, and restore this area to it's natural beauty. I am requesting your assistance in regards to the proper disposal of the house, which is entirely on road right of way, My intent is to clear the vehicles and metal to the wreckers, I have been in contact with Paul Melney about this, and he is willing. Any leftover garbage would go to the dump I am seeking a letter of permission to end the delay of the clean up of this liability. we've been staring at it for almost 7 years.

Thank you, and all the best.

Benjamin Van der Beke

Subject:**POLICY CLARIFICATION – ECONOMIC DEVELOPMENT
CAPACITY BUILDING AND GRANT WRITING SUPPORT
PROGRAMS**Background:

Northern Development staff have received requests from a few communities to provide additional clarification on the eligibility requirements for the 'Economic Development Capacity Building' and 'Grant Writing Support' programs. The following information summarizes the existing program policies with the additional policy clarification highlighted in yellow.

Economic Development Capacity Building Program

Economic Development Capacity Building funding is provided annually to boost economic development capacity in municipalities and regional districts throughout central and northern British Columbia.

This program provides up to a \$50,000 rebate annually to each municipality and regional district in Northern Development's service region. At least \$5,000 of the annual funding must be used to fund a collaborative economic development project with another municipality, regional district, First Nations band, tourism or industry association.

Eligible organizations

- Municipalities
- Regional districts

Eligible costs

The following costs are eligible for funding support if they are focused on economic development activities in Northern Development's service area.

- Staff salary funding to support economic development officer position(s)
 - Up to \$45,000 to support dedicated economic development officer position(s)
 - Up to \$22,500 to support a combined position where the economic development portion is at least 50% of the workload e.g., Economic Development/Deputy Corporate Officer, Economic Development/Planning Officer, Economic Development/Grant Writing. A copy of the job description specifying the % of time allocated to each of the combined roles must be provided to Northern Development to be eligible for the rebate
- Operational costs (directly supporting a separate economic development office)
- Economic development projects including collaborating with another municipality, regional district, First Nations band or tourism or industry association (may not be combined with other Northern Development funding programs)
- Costs associated with hosting Northern Development interns during community work placements

- Consulting and/or contracting fees

Ineligible costs

- Municipal or regional district operational costs
- Remuneration of elected officials
- Salary costs for combined Chief Administrative Officer/Economic Development and Chief Financial Officer/Economic Development positions
- Salary costs for local government staff that are not dedicated to economic development or where economic development is less than 50% of the total workload for a combined position
- Hospitality costs including meals or alcohol, lodging, clothing and uniforms and all giveaways
- Regular website maintenance and website hosting (other than Small Town Love website hosting)
- Memberships (other than the Economic Development Association of B.C.)
- Postage (including direct mail campaigns), phone, office space rental and photocopying
- Purchases of equipment or tools
- Project cost overruns
- In-kind labour or materials (volunteer labour is encouraged but cannot be considered as a cash-equivalent expense)
- Costs incurred in time periods outside the year approved for funding support

Grant Writing Support Program

The **Grant Writing Support** program provides up to \$8,000 in rebate funding each year to support the employment of a locally based grant writer. The funding is provided to municipalities, regional districts, First Nations bands and incorporated improvement districts in the Trust's service region.

Eligible grant writers must prepare funding applications to agencies, foundations and government programs, and must be under the direct supervision of a local or band government administration.

The Trust provides a total of \$432,000 in annual rebate funding to support grant writing positions across central and northern B.C. each year.

Features and benefits of the program:

- The rebate covers up to 76% of a grant writer's wages for four months or 400 hours of employment for a grant writer position based in the local community each year
- The program creates additional capacity for a community to pursue its funding priorities and respond to local non-profit requests for grant application research and writing
- The program increases a community' or non-profit group's success accessing financial grants to pursue its strategic priorities
- Grant funding support generates increased economic development capacity for municipalities, regional districts, incorporated improvement districts and First Nations
- Northern Development provides timely response to funding applications and rebate claims for communities and non-profits that wish to access funding through the program
- [Interactive web-based grant writing training](#) is available on-demand from Northern Development's website to assist new grant writers throughout the region. The Trust also provides community grant writing workshops on an on-demand basis

Eligible organizations

- Municipalities
- Regional districts
- Incorporated improvement districts
- First Nations

Eligible grant writing positions

The following types of grant writing positions are eligible for Northern Development rebate funding

- Dedicated full-time, part-time or on-demand grant writer (staff or contract position)
- Additional hours for an existing part-time staff member where the grant writing portion of the job is at least 30% of the total workload. A copy of the job description specifying the % of time allocated to each of the combined roles must be provided to Northern Development to be eligible for the rebate
- A new combined staff position where the grant writing portion is at least 30% of the total workload e.g., Grant Writing/Deputy Corporate Officer, Grant Writing/Economic Development, Grant Writing/Planning Officer. A copy of the job description specifying the % of time allocated to each of the combined roles must be provided to Northern Development to be eligible for the rebate

Funding terms

Municipalities, regional districts, incorporated improvement districts, and First Nations bands may apply for one \$8,000 grant rebate each calendar year to fund a grant writer position

Job creation

Grant writing support funding must contribute towards the equivalent of at least four months or 400 hours of verified full-time equivalent grant writer employment through contract or direct hire

Northern Development staff will update and replace the application guides for both the 'Economic Development Capacity Building' and 'Grant Writing Support' programs on the Northern Development website.



Janine North
Chief Executive Officer
Northern Development Initiative Trust

VILLAGE OF PORT CLEMENTS

Cheque Listing For Council

2014-May-28
3:21:10PM

Cheque #	Cheque Date	Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
140210	2014-05-23	A.W. Vandermeer & Associate	10-2-12-10-40	2797	PAYMENT AUDIT	5,985.00	5,985.00
140211	2014-05-23	AARON-MARK SERVICES LT	10-2-71-21-00 10-3-22-00-00	1-2044019 1-2044019	PAYMENT COMMUNITY HALL BATHROOM GST	66.31 3.10	69.41
140212	2014-05-23	BC HYDRO	40-2-42-90-40 10-2-71-89-30 10-2-32-50-00 10-3-22-00-00	MAR 2014 MAR 2014 MAR 2014 MAR 2014	PAYMENT sewer sunset park Street Lights GST	853.11 29.17 1,098.80 92.67	2,073.75
140213	2014-05-23	BLUE CROSS	10-4-27-00-30	MAY 2014	PAYMENT monthly premiums	1,315.05	1,315.05
140214	2014-05-23	CHEER, JOHN WALLACE	10-2-71-89-30 10-3-22-00-00	ParkCleanUp ParkCleanUp	PAYMENT LUNCH FOR VOLUNTEERS-PARI GST	117.77 0.35	118.12
140215	2014-05-23	CIBC VISA	10-2-12-11-30 40-2-42-30-00 40-2-42-10-10 10-2-24-90-10 10-3-22-00-00 10-2-72-50-10 10-2-12-11-60	APRIL2014 APRIL2014 APRIL2014 APRIL2014 APRIL2014 APRIL2014 APRIL2014	PAYMENT BaseCamp BCWWA course fees BCWWA membership WeightRm flooring Home Depot GST Canada Post Canada Post	22.52 840.00 35.00 1,556.46 72.73 26.04 6.51	2,559.26
140216	2014-05-23	Ferretti, Sharon	10-2-12-10-25	MATI	PAYMENT TAXI + FERRY RECEIPTS	81.95	81.95
140217	2014-05-23	Lidstone & Company, Barrister	10-2-12-10-50 10-3-22-00-00	7952 7952	PAYMENT LIABILITY BURST PIPES,UPDATE GST	269.74 0.50	270.24
140218	2014-05-23	MasterCard, CUETS FINANCI.	10-2-12-25-00 10-2-12-10-10 30-2-41-30-20 40-2-42-90-20 10-2-31-00-10 10-2-11-10-20 10-2-24-70-20 10-3-22-00-00	APRIL2014 APRIL2014 APRIL2014 APRIL2014 APRIL2014 APRIL2014 APRIL2014 APRIL2014	PAYMENT Advantage Print + Design WCB WCB WCB WCB WCB WCB WCB GST	786.45 192.43 64.15 64.15 64.15 29.93 12.82 36.75	1,250.83
140219	2014-05-23	PORT CLEMENTS SENIORS	10-2-12-32-00	GTCommEvts	PAYMENT COMMUNITY EVENTS PROGRAM	500.00	500.00
140220	2014-05-23	ROCKY'S EQUIPMENT SALE	10-2-71-21-00 10-2-71-89-00 10-2-71-89-20 10-2-71-89-30 10-2-71-89-50 10-2-32-31-00 10-3-22-00-00	3746 3746 3746 3746 3746 3746 3746	PAYMENT STIHL TRIMMER+GREASE+LINE STIHL TRIMMER+GREASE+LINE STIHL TRIMMER+GREASE+LINE STIHL TRIMMER+GREASE+LINE STIHL TRIMMER+GREASE+LINE STIHL TRIMMER+GREASE+LINE STIHL TRIMMER+GREASE+LINE GST	96.01 192.02 96.01 96.01 96.01 384.05 44.87	1,004.98
140221	2014-05-23	Stewart, McDannold, Stuart	10-2-12-10-50 10-3-22-00-00	67025 67025	PAYMENT LEGAL ADVICE-GENERAL MATTI GST	137.83 6.45	144.28
140222	2014-05-23	Stuck On Designs, a div of Ke	10-2-11-10-30 10-3-22-00-00	19198 19198	PAYMENT ENGRAVED PLATES - COUNCIL PST	99.05 4.90	103.95
140223	2014-05-23	TELUS COMMUNICATIONS I	10-2-71-21-15 40-2-42-90-40	APR 2014 APR 2014	PAYMENT MPBC UTILITIES SEWER	611.57 74.95	1,630.88

VILLAGE OF PORT CLEMENTS

Cheque Listing For Council

2014-May-28
3:21:10PM

Cheque		Vendor Name	General	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date		Ledger				
140223	2014-05-23	TELUS COMMUNICATIONS	30-2-41-50-00	APR 2014	WATER	252.44	1,630.88
			10-2-24-70-10	APR 2014	FIREHALL	619.04	
			10-3-22-00-00	APR 2014	GST	72.88	
140224	2014-05-23	Thomas, Urs			PAYMENT		69.09
			10-2-11-10-20	MAY 22 2014	GWAI TEL MTG - MILEAGE	69.09	

Total 17,176.79

*** End of Report ***



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CIBC Account Statement

VILLAGE OF PORT CLEMENTS

For Mar 1 to Mar 31, 2014

Account number
93-00813

Branch transit number
00180

The names shown are based on our current records, as of May 15, 2014.
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 Mar 1, 2014		\$16,275.47
Withdrawals	-	13,958.28
Deposits	+	53,260.64
Closing balance on Mar 31, 2014	=	\$55,577.83

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 (\$)
Mar 1	Opening balance			\$16,275.47
Mar 3	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		200.00	16,475.47
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		227.29	16,702.76
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		163.95	16,866.71
	DEBIT MEMO CHARGE FOR FEB CIBC EFT SERVICE CHARGE	64.54		16,802.17
Mar 5	CREDIT MEMO INT @ 0.2500% CIBC-AUTOMATED INTEREST SYSTEM		2.91	16,805.08
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		163.95	16,969.03
	DEBIT MEMO SETTLEMENT: 0091 CIBC DATA CENTRE: 00	5,316.28		11,652.75

(continued on next page)

CIBC Account Statement

Mar 1 to Mar 31, 2014

Account number: 93-00813

Branch transit number: 00180

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Transaction details (continued)

Date	Description	Withdrawals (\$)	Deposits (\$)	Balance (\$)
Mar 5	Balance forward			\$11,652.75
Mar 6	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		163.95	11,816.70
	CHEQUE 55400609 20130606	510.98		11,305.72
Mar 7	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		60.00	11,365.72
	DEBIT MEMO Mar 07, 2014 Municipal Pensi	1,247.32		10,118.40
Mar 10	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		175.00	10,293.40
Mar 11	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		13.24	10,306.64
Mar 14	TRANSFER 00140 FROM: 00140/80-61939 ST. ANNS AND ISLAND HIGHWAY		138.95	10,445.59
Mar 17	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		40.00	10,485.59
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		253.95	10,739.54
Mar 19	DEBIT MEMO SETTLEMENT: 0092 CIBC DATA CENTRE: 00	5,593.29		5,146.25
Mar 20	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		163.95	5,310.20
Mar 21	DEBIT MEMO Mar 21, 2014 Municipal Pensi	1,225.87		4,084.33
Mar 24	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		163.95	4,248.28
Mar 25	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		547.50	4,795.78
Mar 26	DEPOSIT		50,000.00	54,795.78
Mar 27	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		327.90	55,123.68
Mar 28	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		255.20	55,378.88
Mar 31	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		35.00	55,413.88
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		163.95	55,577.83
	Closing balance			\$55,577.83

CIBC Account Statement

Mar 1 to Mar 31, 2014

Account number: 93-00813

Branch transit number: 00180

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Important: This statement will be considered correct if you do not report errors, omissions or irregularities in entries and balances to CIBC in writing within 30 days from last date of the statement period covered by a previously issued regular statement where such period included the date the entry was, or should have been, posted.

This rule does not apply to improper credits to your account. Your rights under your business account operation agreement to verify and notify CIBC of account errors, omissions or irregularities do not apply to this statement which is for information or replacement purposes only.

***Foreign Currency Conversion Fee:**

If you withdraw foreign currency from a bank machine located outside Canada, you are charged the same conversion rate CIBC is required to pay plus an administration fee, which is disclosed in the CIBC's current *Business Account Service Fees* brochure, a copy of which is available at any CIBC branch in Canada (this is in addition to any transaction fee applicable to the withdrawal and the network fee).

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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
A25	28-01-2014	Biomass heating system for Multiplex	Administrator	Get agreements in place with School District
A26	17-02-2014	Historic Councillor Plaque(s)	Gould	Design and create the necessary plaque(s) to mount ingraved plates from 1975 forward
A27	05-05-2014	Park Management Committee	Thomas	Finalize park management plans before end of October 2014