



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](mailto:office@portclements.ca)  
Web: [www.portclements.ca](http://www.portclements.ca)

7:00 p.m. Regular Meeting of Council Monday March 23, 2015

AGENDA

**1. ADOPT AGENDA.**

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

D-1-MIEDS Presentation – Cameron Bell

**3. MINUTES**

M-1-March 2, 2015 Regular Council Meeting

M-2-February 18, 2015 Tourism Committee Meeting

M-3-December 17, 2014 Centennial Committee Meeting

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

**5. ORIGINAL CORRESPONDENCE**

C-1-RCMP Sergeant Drouin's response to 'Posting Extension request'.

C-2-Request for support for Nathan Cullen's Bill C-628, An Act to Defend the Pacific Northwest.

**6. GOVERNMENT**

G-1-Bylaw No.420, 2015 to provide for various procedures for the conduct of local government elections and assent voting, Reconsider & Adopt.

G-2-Bylaw No.421, 2015 to repeal Bylaws #127, 130, 198, 201, 207, 222, 233, 241, 262, 332, 346, 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Readings

G-3-Apply to Supreme Court for an order under Community Charter Section 129, subsection (5)

**7. FINANCE**

F-1-Cheque listing to February 25, 2015.

F-2-Canadian Imperial Bank of Commerce February bank statement

F-3-Northern Savings Credit Union February bank statement

F-4-Chief Administrative Office attending LGMA Conference in Prince George, June 16-18, 2015.

F-5-Report to Council – Janitorial Contract

**8. NEW BUSINESS**

NB-1-Application for regular membership in Port Clements Volunteer fire Brigade – Aaron Cunningham

NB-2-Application for regular membership in Port Clements Volunteer fire Brigade – Jesse Myles

NB-3-Renewal of existing agreement – Permission for Land Use for Canadian Rangers' Sea Container storage

## **9. ACTION ITEMS**

A-1-See attached

## **10. REPORTS & DISCUSSIONS**

R-1-Report to Council – Public Works

R-2-Report to Council – Deputy Clerk/Treasurer on LGMA Webinar: Municipal – Audited Annual Financial Statements

## **11. QUESTIONS FROM THE PUBLIC & PRESS**

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

## **ADJOURNMENT**



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**Minutes of the regular meeting of the Port Clements Council held March 2, 2015 in the Council Chambers.**

Present:

Deputy Mayor Daugert  
Councillor Gaspar  
Councillor Cunningham  
Councillor O'Brien Anderson

CAO – Kim Mushynsky

1 member of the public in attendance

**1. ADOPT AGENDA.**

**Meeting was called to order at 7:00pm**

2015-056 - Moved by Councillor Gaspar, seconded by Councillor O'Brien Anderson  
THAT the agenda be adopted with the following additions – C2 – Letter for Support for Village of Queen Charlotte and C3 – Letter of Support for Youth Art Show.

**CARRIED**

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

**3. MINUTES.**

M-1 – Regular Meeting of Council Monday February 16, 2015

2015-057 – Moved by Councillor O'Brien Anderson, seconded by Councillor Gaspar  
THAT we accept the February 16, 2015 Regular Meeting minutes as present.

**CARRIED**

M-2 – Tourism Committee Minutes from January 27, 2015

2015-058 – Moved by Councillor Cunningham, seconded by Councillor O'Brien Anderson  
THAT we accept the January 27, 2015 Tourism Committee minutes as presented.

**CARRIED**

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

**5. ORIGINAL CORRESPONDENCE.**

C-1 – SQCRD Board Highlights

2015-059 – Moved by Councillor Gaspar, seconded by Councillor O'Brien Anderson  
THAT we receive and file this information.

**CARRIED**

C-2 – Letter of Support – Village of Queen Charlotte

2015-060 – Moved by Councillor Gaspar, seconded by Councillor O'Brien Anderson  
THAT we provide a letter of support for the Queen Charlotte Youth Centre.

**CARRIED**

C-3 – Letter of Support – Island Youth Art Show

m-1

2015-061 – Moved by Councillor Gaspar, seconded by Councillor O'Brien Anderson  
THAT we provide a letter of support for the Island Youth Art Show.

**CARRIED**

## **6. GOVERNMENT.**

G-1 – Bylaw #420 – Election procedures

2015-062 – Moved by Councillor Gaspar, seconded by Councillor Cunningham  
THAT we have 2<sup>nd</sup> and 3<sup>rd</sup> readings for this Bylaw.

**CARRIED**

## **7. FINANCE.**

F-1 – Cheque listing to February 25, 2015

2015-063 – Moved by Councillor Gaspar, seconded by Councillor O'Brien Anderson  
THAT we receive and file the cheque listing.

**CARRIED**

## **8. NEW BUSINESS.**

NB-1 – Report to Council – 2015 Grant Writer

2015-064 – Moved by Councillor Gaspar, seconded by Councillor O'Brien Anderson  
THAT we open this for discussion.

**CARRIED**

2015-065 – Moved by Councillor Gaspar, seconded by Councillor O'Brien Anderson

THAT Council authorizes staff to proceed with an application to Northern Development Initiative Trust for Grant Writer funds.

**CARRIED**

2015-066 – Moved by Councillor Gaspar, seconded by Councillor Cunningham

THAT Council directs the Administrator to develop a policy in conjunction with MIEDS and the other Municipalities in regards to the joint grant writer proposition and bring this information back to Council for final approval.

**CARRIED**

## **9. ACTION ITEMS**

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

Councillor Cunningham – no report

Councillor O'Brien Anderson – no report

Deputy Mayor Daugert – no report

CAO Mushynsky – no response from Mr. Tom Stewart, who picked up his registered letter February 10, 2015, Council authorized Administrator to proceed with demolition.

2015-067 - Moved by Councillor Gaspar, seconded by Councillor O'Brien Anderson

THAT we move to in-camera per Community Charter Section 90-1-c

**CARRIED**

## **ADJOURNMENT.**

2015-068 - Moved by Councillor Cunningham, seconded by Councillor Gaspar

THAT the meeting be adjourned at 8:30pm

**CARRIED**

**PORT CLEMENTS TOURISM COMMITTEE**  
**Minutes of the regular meeting of the Port Clements Tourism Committee**  
**Wednesday, February 18, 2015**

**Present:**

Acting Chair Mayor Ian Gould            Joan Hein  
Cameron Bell - MIEDS  
Deputy Clerk/Treasurer Sharon Ferretti

**Regrets:** Angela Mielecki

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

**1. ADOPT AGENDA**

It was moved by Joan Hein, seconded by Cameron Bell  
THAT we adopt the agenda as presented.

**CARRIED**

**2. DELEGATES**

**3. MINUTES**

M-1-Minutes January 27, 2015

It was moved by Joan Hein, seconded by Cameron Bell  
THAT we adopt the January 27, 2015 meeting minutes as presented.

**CARRIED**

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

BA-1- Council update

Mayor Gould advised that the coloured version of the cartoon map has been completed.

BA-2-Final Ad Proof re: Guide to Haida Gwaii deadline February 20, 2015

Council's suggested edits were received. Other edits were discussed by the Committee. Admin staff was directed to send via email, the edited proof to Council for approval in time for the deadline submission of Friday, February 20, 2015.

**5. ORIGINAL CORRESPONDENCE.**

**6. NEW BUSINESS.**

NB-1-Selection of Committee Chair

This item was tabled until the next meeting of March 12<sup>th</sup>.

**7. ACTION PLAN**

A-1-See attached.

Addition of "Long Term Ideas" to be indicated at the bottom. Item #4 to be moved to this section, and items #10 & #11 to be added to this section.

## 8.REPORTS & DISCUSSIONS

In general discussion in was suggested the Committee request a \$5,000.00 budget. Walking Tour maps in PDF form available at the museum by Tourists very popular. Concerning the Committee's 2015 mandate, suggested the focus be on how to attract "on island" traffic into Port Clements.

Next meeting set for Thursday, March 12<sup>th</sup>.

Adjournment

Meeting was adjourned by Joan Hein at 8:45p.m.



\_\_\_\_\_  
Mayor Ian Gould,  
Acting Committee Chair



\_\_\_\_\_  
Sharon Ferretti,  
Deputy Clerk/Treasurer

<b>Village Of Port Clements Tourism Committee Action Plan February 2015</b>				
<b>#</b>	<b>ITEM</b>	<b>IMMEDIATE ACTION</b>	<b>RESOLVE</b>	<b>DONE?</b>
<b>1</b>	Ground Work done before bring tourists in	Signs drawing people in; maybe place in pull-out spots; locate mostly on highway south of Port to catch people driving in north direction	Ensure approvals in place before proceeding with construction. Nathan Voogd, Area Manager for Roads.	
<b>3</b>	Website/Blog	Marilou Shroeder – MIEDS has been doing the Port Clements blog. Successful in terms of interest shown; Tweets & Hits are high numbers. Councillor Ian Gould will act as coordinator to stay on top of things; he will take it to Mary Lou. Challenge in getting an individual with available time. Requires a 3-5 paragraph submission + a picture to go with each paragraph.	Councillor Gaspar will contact Alan Lore concerning taking on this task.  Tie in with brochure once work on that in 2015.  NEED A STRATEGY DEvised	2015
<b>6</b>	Google Ad Works/ Twitter	-Ian prepared to look into for Centennial -Twitter needs someone on it constantly		
<b>7</b>	Port Clements brochures	New brochure for Port Clements specific for Centennial and/or for general promotional use *Request has been put forward to Council to consider in budget meetings. *Request for ideas from community on facebook	- Get more quotes: 3 way fold; 8.5 x 11; 1000/2500/5000 colour copies - Get a design prepped. "Lure" brochure - Promote Golden Spruce Trail - Link to website + FBook addresses included in brochure. Costs may be covered through NDI \$15,000 Community Innovation.	2015
<b>9</b>	Tourist Access to St. Mark's	Keypad lock prices range \$95 - \$209 \$300 approved; status of purchase to be determined.	At July 10, 2014's meeting was tabled to 2015. Lock compatibility issues. CAO/Public Works	2015
<b><u>LONG TERM IDEAS</u></b>				
<b>4</b>	Maze at entrance of Sunset Trail	Need a design Do in increments to keep costs minimal Need to find funding to build; then need funding to maintain. *Maybe can hire students	Get a design approved for 2014; move forward 2015. Federal Gov't offering good deal for hiring students *project could take 3 years or so to complete	
<b>10</b>	Picnic table/area on museum grounds			
<b>11</b>	Map signage installed on museum grounds			

**CENTENNIAL COMMITTEE**  
**Minutes of the Regular meeting of the Centennial Committee**  
**Wednesday, December 17, 2014**

Present:

Mayor Ian Gould	Councillor Matt Gaspar	Angela Mielecki
Joan Hein	Burneta Decembrini	
Craig Beachy, Fire Chief	Sean O'Donoghue, Superintendent Public Works, Fireman	
Aaron Cunningham, 4 <sup>th</sup> Canadian Rangers Patrol	Sharon Ferretti, Deputy Clerk/Treasurer	

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

**1. ADOPT AGENDA.**

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

**CARRIED**

**2. MINUTES.**

M-1-Regular meeting of Centennial Committee Tuesday, December 2, 2014

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

**CARRIED**

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

BA-1-Report from Council

Nothing to report.

BA-2-Action Plan

Fireworks Finale

If need to be cancelled a public notice will be put on Facebook, and posted at Bayview Market, Angela's Place, and at the Yakoun River Inn.

Security for fence line, hang glow sticks on fence as 4<sup>th</sup> Canadian Rangers Patrol are currently not active. If need to cancel, office staff will phone Aaron Cunningham as well as email.

Fire truck situated near Trevor; Firemen assisting with lighting the fireworks.

Port Clements Volunteer Fire Department running a free concession. Lower gate/parking area will be closed except to the elderly and handicapped.

Office staff to contact BC Ambulance's Unit Chief to make them aware of the event.

**4. ORIGINAL CORRESPONDENCE**

**5. GOVERNMENT**

**6. NEW BUSINESS**

**7. REPORTS & DISCUSSIONS.**

Choir Sing-A-Long was a great success!

Final meeting to be last week of January/first week of February 2015.

**ADJOURNMENT.**

Councillor Matt Gaspar motioned to adjourn at 7:45p.m.



Ian Gould, Mayor



Sharon Ferretti, Deputy/Clerk Treasurer



**Village Of Port Clements Centennial Committee  
December 17<sup>th</sup> Action Plan 2014**

#	ITEM	IMMEDIATE ACTION	RESOLVE	DONE?
14	Fireworks for 100 <sup>th</sup> Celebrations	<p>Too late to order fireworks in time for October 31<sup>st</sup> New date will be December 31<sup>st</sup> at 7:00p.m.</p> <ul style="list-style-type: none"> <li>- Fireworks ordered</li> <li>- Book services of licenced fireworks person</li> <li>- Contact Ambulance, and Fire Department to be on hand for evening</li> <li>- Letters sent for Corporate Sponsorship</li> </ul>	<p>Council approved \$6,000.00 for purchase of fireworks. Trevor Jarvis booked to set fireworks; payment in form of equipment he will then own. To date, no response concerning Corporate sponsorship.</p>	Dec 31 <sup>st</sup>



Royal Canadian Mounted Police  
Gendarmerie royale du Canada

Security Classification/Designation

**Non-sensitive**

Stephan J. Drouin, Sergeant  
Detachment Commander  
Masset RCM Police (BC)

Your File

Mayor Ian Gould  
Village of Port Clements

Our File

2015-03-02

Dear Mr. Mayor

**Posting extension request**

I am writing to you to acknowledge receipt of your letter dated February 26, 2015 regarding the above noted request. I wish to thank you for your interest in engaging this very important issue. As the local commander for the Village of Port Clements's police force, I also share in your desire to build on our effectiveness and efficiencies. To that end, as your request is beyond the sphere of my local authority, I have directed your letter to the attention of the "E" Division (BC) North District Commander, Chief Superintendent Rob Booth.

In the interim, I remain available to Port Clements on local endeavors aimed at providing the best policing services possible. Should you have any questions, please do not hesitate to contact me at 250-626-3991 or email [steph.drouin@rcmp-grc.gc.ca](mailto:steph.drouin@rcmp-grc.gc.ca).

Yours truly,

Stephan J. DROUIN, Sergeant  
Royal Canadian Mounted Police (BC)  
Detachment Commander  
Masset, BC

C-1

**nathan cullen**

MEMBER OF PARLIAMENT // SKEENA-BULKLEY VALLEY



February 20, 2015

Dear Village of Port Clements Council,

I am writing to ask for your support for my Bill C-628, *An Act to Defend the Pacific Northwest*, which I tabled in Parliament in September. This bill will protect BC's pristine North Coast from the threat of oil supertankers and the Northern Gateway pipeline and supertanker project. A vote on this important bill is expected at the end of March, and I am writing to seek your help to spread the word.

Over the past year, I have toured across British Columbia from Prince George to Powell River, from Kamloops to Kitimat, talking to thousands of Canadians about our coast and how we can protect it from the devastation of a diluted bitumen supertanker spill. Our campaign has been a strong success, and we are gaining momentum.

As we approach this crucial vote, I am seeking your help in signing as many names to this campaign as possible from across British Columbia to show Conservatives MP's from BC that our numbers are great – and that how they choose to vote on Bill C-628 will be remembered when voters go to the polls in the October election.

Attached you will find a copy of the backgrounder on the *Act to Defend the Pacific Northwest*, as well as a copy of our petition which I encourage you to share widely with your friends, family, and colleagues. You can also sign on digitally and download the petition at [www.takebackourcoast.ca](http://www.takebackourcoast.ca).

We all share a stake in protecting our beautiful coast. It is my hope that you'll join me in this important initiative before Canada's Parliament.

Best wishes,

A handwritten signature in black ink, appearing to read 'N. Cullen'.

Nathan Cullen, MP  
Skeena--Bulkley Valley



## *Bill C-628 An Act to Defend the Pacific Northwest* **BACKGROUND**

**Background:** The *Act to Defend the Pacific Northwest* is a bill designed to fully and finally stop the Enbridge Northern Gateway pipeline in its tracks. The bill will also change the work of the National Energy Board toward a process that respects communities and First Nations, and puts Canadian energy security first. Inspired, in part, by the experience of Northwest BC and our fight against the Enbridge Northern Gateway pipeline, Nathan's bill would legislate immediate protection for BC's pristine North Coast from the threat of oil tankers, while addressing key concerns raised by the poor process that led the Conservative government to approve the pipeline. Stephen Harper's Conservatives have shut out communities and First Nations from the conversation, and failed to look at the long-term economic and environmental impacts of runaway "rip-and-ship" development.

**North Coast tanker ban:** Nathan's bill would finally ban supertankers from transporting oil across the North Coast of British Columbia for the first time in history. This region is one of the most environmentally, culturally and historically important areas in our country – and some of the most difficult waters in the world, with waves up to 26 metres high and winds up to 185km/h. This bill is also an opportunity for all Members of Parliament, especially those from British Columbia, to stand up against Enbridge's pipeline and to Ottawa's bullying tactics to send 11,000 supertankers through these sensitive and important waters.

**Making the NEB more accountable:** The Harper government has taken away the voice of the people who will be most impacted by pipeline projects in Canada. Thousands of people wrote letters and testified before the Northern Gateway joint review panel, municipalities and the province of British Columbia formally declared their opposition, and 130 First Nations signed a declaration opposing Northern Gateway, only to have their views virtually ignored by the Harper Conservatives. Nathan's bill would make the National Energy Board more accountable for ensuring adequate consultation occurs between the federal government and First Nations, provincial and municipal governments, and local communities impacted by a proposed project – and for ensuring the concerns raised by Canadians are reflected in the Board's final decisions. Bill C-628 will complement the significant Supreme Court decisions that have strengthened rights and title for First Nations people.

**Energy security:** Review panels assessing pipeline proposals are not presently required to consider the impacts of projects on jobs and energy security in Canada. Exporting raw bitumen, as is the case under the Northern Gateway proposal, does not only mean shipping our raw resources to foreign jurisdictions with weaker environmental standards. It also means shipping out potential tax revenues, as well as Canadian jobs and energy security. Bill C-628 would give the National Energy Board a mandate to assess the impacts of proposed pipelines on employment in Canada's upgrading and refining sectors, and ask it to consider whether a pipeline project will add value to natural resources in Canada as part of its public interest criteria. Bill C-628 also complements Nathan's advocacy for a stronger green economy, and the NDP's commitments to implementing a "polluter-pay" model, putting a price on carbon, and eliminating the \$1.3 billion subsidy to the oil industry.



# VILLAGE OF PORT CLEMENTS

## BYLAW NO.420, 2015

### **A bylaw to provide for various procedures for the conduct of local government elections and assent voting.**

WHEREAS under the *Local Government Act*, Council may, by bylaw, determine various procedures and requirements to be applied to the conduct of local government elections and assent voting;

AND WHEREAS Council wishes to establish voting procedures and requirements under that authority;

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

#### **1. ADVANCE VOTING OPPORTUNITIES**

- a) In accordance with Section 97(3) of the *Local Government Act*, a second advance voting opportunity will not be held.

#### **2. MAIL BALLOT VOTING**

- a) As authorized under Section 100 of the *Local Government Act*, voting may be done by mail for those electors who meet the criteria in paragraph (b)
- b) The following electors are permitted to vote by mail ballot:
  - i) those persons who have a physical disability, illness or injury that affects their ability to vote at another voting opportunity;
  - ii) persons who expect to be absent from Port Clements on general voting day AND for advance voting;
- c) The following procedures for voting MUST apply:
  - i) sufficient records will be kept by the Chief Elections officer so that challenges of the

elector's right to vote may be made in accordance with the intent of Section 116 of the *Local Government Act*;

- ii) a person exercising the right to vote by mail under the provisions of Section 100 may be challenged in accordance with, and on the grounds specified in Section 116 of the *Local Government Act*, until 4:30pm two days before general voting day.

d) The following application procedure must be adhered to:

- i) Following the Declaration of Election by vote but at least 14 days prior to the General voting date, a person wishing to vote by mail ballot shall submit an "Application to Vote by Mail" to the Chief Elections officer (exhibit A).
- ii) Upon receipt of an "Application to Vote by Mail" the Chief Elections Officer or designate shall, as soon as ballot packages are available but no later than 10 days prior to General voting date, make available to the applicant a mail ballot package.
- iii) Record the name, residential address, and in the case of a non-resident property elector, the address of the property in relation to which they are voting, for the "vote by mail" applicant and, upon request, make available for inspection the list containing said information.
- iv) Completed mail in ballots MUST BE received by the Chief Elections Officer or designate by 8pm on the general voting day. **The Village of Port Clements is not responsible for mail delivery problems which delay the receipt of the mail in ballot.**
- v) To vote using a mail ballot, the elector shall mark the ballot in accordance with the instructions contained in the mail ballot package provided. After marking the ballot the elector shall place the ballot in the secrecy envelope provided and seal the envelope. They then place the secrecy envelope in the certification envelope and complete and sign the certification printed on the envelope and then seal the certification envelope. Finally the certification envelope is

placed in the outer envelope which is then sealed and mailed or delivered to the Chief Elections Officer or designate at the address specified so that it is received no later than 8pm on general voting day.

- vi) Upon receipt the Chief Elections Officer or designate shall record the date of receipt and open the outer envelope to examine the certification envelope. If satisfied as to the identity and entitlement to vote of the elector, and that the requirements of Section 55 of the *Local Government Act* have been fulfilled shall mark the certification envelope as accepted, open it in the presence of at least one other person and place the secrecy envelopes into a ballot box.
- vii) If the Chief Election Officer or designate is not satisfied with the identity of the elector, or if the envelope is received after 8pm on general election date, the certification envelope shall remain unopened and the envelope will be marked rejected noting the reason for rejection and the ballot shall not be counted in the election. Unopened envelopes shall be subject to the provisions of Section 150(6) of the *Local Government Act* with regards to their destruction.
- viii) Where, upon receiving a mailed in ballot, the Chief Elections Officer or designate determines that another person by the same name has voted, the provisions of Section 117 of the *Local Government Act* shall apply, so far as applicable.

### **3. RESOLUTION OF TIE VOTE(S) AFTER JUDICIAL RECOUNT**

- a) In the event of a tie vote after a judicial recount, the tie vote will be resolved by conducting a lot in accordance with Section 141 of the Local Government Act.

This Bylaw may be cited for all purposes as the "Elections and Asset Voting Bylaw #420, 2015".

Bylaw #251, 1993 is hereby repealed.



Read a first time this 2nd day of February , 2015

Read a second time this 2nd day of March , 2015

Read a third time this 2nd day of March. , 2015

Reconsidered and finally adopted this day of , 2015

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Ian Gould – Mayor

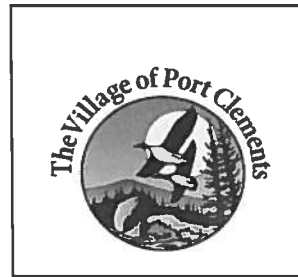
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Kim Mushynsky – CAO

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CERTIFIED A TRUE COPY OF VILLAGE OF  
PORT CLEMENTS ELECTIONS PROCEDURE BYLAW  
NO. 420, 2015

# APPLICATION TO VOTE BY MAIL



**Instructions:** 1. Complete this form and deliver by hand, mail, fax or scan to email to the Village of Port Clements at PO Box 198, Port Clements, BC V0T 1R0  
Fax: 250-557-4568 or email: [cao@portclements.ca](mailto:cao@portclements.ca)

2. If your application is filled out correctly the Village of Port Clements will send you a mail ballot package at least 10 days prior to General Voting Date. Due to mail challenges on Haida Gwaii, the earlier the application is received the better. **The Village of Port Clements WILL NOT be responsible for mail delays.**

3. **You are responsible for ensuring that your completed ballot is received by the Village of Port Clements before 8pm on General Voting Day.**

4. For more information please call the Chief Administrative Officer at 250-557-4295 or email [cao@portclements.ca](mailto:cao@portclements.ca)

I, \_\_\_\_\_,  
(Name of Elector – Please print)

Of \_\_\_\_\_,  
(Residential Address of Elector – Please print)

Or \_\_\_\_\_,  
(For Non-resident electors, the address of the real property to which elector is voting)

Request that I receive a ballot to vote by mail, under the provisions of Section 100 of the *Local Government Act*. I hereby declare that I am:

- 18 years of age or older as of General Election date; **AND**
- A Canadian Citizen; **AND**
- A resident of the Village of Port Clements for at least the past 30 days **OR** a non-resident owner of real property in the Village of Port Clements for at least the past 30 days; **AND**
- A resident of British Columbia for at least the past 6 months; **AND**
- Not disqualified by law from voting in an election.

I further declare that I am entitled to vote by mail for the following reason(s) (check at least one):

- I have a physical disability, illness or injury that affects my ability to vote at one of the voting opportunities for this election; **AND/OR**
- I expect to be absent from the Village of Port Clements at the time of the advance voting opportunity **AND** on General Election Day.

I request that you provide me a mail ballot package as follows (**check only one**):

- Keep it at the Municipal office for me to pick up; **OR**
- Mail it to my residential address; **OR**
- Mail it to the following address:

\_\_\_\_\_  
Signature of Elector

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

**VILLAGE OF PORT CLEMENTS**

**BYLAW NO. 421, 2015**

**A Bylaw of the Village of Port Clements to repeal Bylaws #127, 130, 198, 201, 207, 222, 233, 241, 262, 332, 346 .**

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

**WHEREAS:**

- A. The Village of Port Clements (the "Municipality") deems it desirable and necessary to repeal Bylaw Numbers ; 127 – Tax Exemption Bylaw, 130 – Additional Municipal Officers Bylaw, 198 – Economic Development Advisory Bylaw, 201 – Interest Rate Setting Bylaw, 207 – Economic Development Advisory Amendment Bylaw, 222 – Tax Sale Reserve Fund Establishment Bylaw, 233 – Economic Development Advisory Amendment Bylaw, 241 – Garbage Dump Establishment Bylaw, 262 – Amendment to Garbage Dump Establishment Bylaw, 332 – Public Works Commission Bylaw, 346 – Multipurpose Building Construction Committee Bylaw;

**NOW THEREFORE**, the Council for the Village of Port Clements in open meeting assembled, **ENACTS AS FOLLOWS:**

1. This Bylaw may be cited as "The Village of Port Clements Repeal Bylaw No. 421, 2015". This Bylaw repeals the following Bylaws:
- a) #127 Tax Exemption Bylaw
  - b) #130 Additional Municipal Officers Bylaw
  - c) #198 Economic Development Advisory Bylaw
  - d) #201 Interest Rate Setting Bylaw
  - e) #207 Economic Development Advisory Amendment Bylaw
  - f) #222 Tax Sale Reserve Fund Establishment Bylaw
  - g) #233 Economic Development Advisory Amendment Bylaw
  - h) #241 Garbage Dump Establishment Bylaw
  - i) #262 Amendment to Garbage Dump Establishment Bylaw
  - j) #332 Public Works Commission
  - k) #346 Multipurpose Building Construction Committee Bylaw

READ A FIRST TIME THIS Day of , 2015.

READ A SECOND TIME THIS Day of , 2015.

G-2

READ A THIRD TIME THIS        Day of        , 2015.

RECONSIDERED AND FINALLY ADOPTED THIS    Day of        , 2015.

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IAN GOULD  
MAYOR

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KIM MUSHYNSKY  
ADMINISTRATOR

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CERTIFIED A TRUE COPY OF VILLAGE OF  
Bylaw to Repeal Outdated Bylaws No. 421, 2015".

## **Back up information to Bylaw #421, 2015**

Listed below are the reasons for repealing the bylaws listed in Bylaw #421. Basically it is a housekeeping issue. Most of the Bylaws that this Bylaw references can be found on our website in case you wish to review the exact wording/purpose of the old bylaw. Bylaws #127, 198, 207 and 233 are not on the website. I expect that when the Bylaws were initially being set up on our website the person doing the work realized that although these bylaws had never formally been repealed, they were no longer valid bylaws. If you wish to see the wording for any of these bylaws I can either email them to you or you can come into the office and view the original documents.

#127 – This Bylaw from 1982 (about granting a tax exemption to Cedarview Church) was replaced by Bylaw #252 which had a built in expiry date of 2003.

#130 – This Bylaw from 1982 was creating the position of Deputy Clerk in the office but it was replaced by Bylaw #333.

#198 – This Bylaw from 1988 was to create an Economic Development Commission. It was replaced by Bylaw #349.

#201 – This Bylaw from 1989 was to establish an interest rate for latecomer fees. This issue has already been concluded.

#207 – This bylaw from 1989 was an amendment to Bylaw #198 which is replaced by Bylaw #349.

#222 – This Bylaw from 1990 was to establish a reserve fund from tax sale proceeds. It references sections of the local Government Act which were repealed over a decade ago so it has reference flaws. In addition, this issue is now covered by the Community Charter.

#233 – This Bylaw from 1991 was an amendment to Bylaw #198 which is replaced by Bylaw #349.

#241 – This Bylaw from 1994 was to establish a dump service. We no longer operate a dump this is now the Regional District's responsibility so the bylaw is no longer applicable.

#262 – This Bylaw from 1994 was to set fees for the dump service hence it is no longer applicable.

#332 – This Bylaw from 2003 was to establish a Public Works Commission. The activities outlined in this bylaw are no longer in effect.

#346 – This Bylaw from 2004 was to establish the Multipurpose Building Committee. This task is complete so this committee is no longer required.

Section 129 of the *Community Charter* allows the Village to apply for an order from the court if there is a loss of quorum due to disclosure of conflict:

129

...

(4) The municipality may apply to the Supreme Court for an order under subsection (5) if, as a result of section 100 [*disclosure of conflict*], the number of council members who may discuss and vote on a matter falls below

(a) the quorum for the council, or

(b) the number of council members required to adopt the applicable bylaw or resolution.

(5) On an application under subsection (4), the court may

(a) order that all or specified council members may discuss and vote on the matter, despite sections 100 [*disclosure of conflict*] and 101 [*restrictions on participation*], and

(b) make the authority under paragraph (a) subject to any conditions and directions the court considers appropriate.

(6) An application under subsection (4) may be made without notice to any other person.

We would be pleased to seek an order from the B.C. Supreme Court on behalf of Council, which will allow a vote on this matter to proceed.

Sincerely,

LIDSTONE & COMPANY

  
Carrie Moffatt  
Associate  
moffatt@lidstone.info



# VILLAGE OF PORT CLEMENTS

## Cheque Listing For Council

2015-Mar-18  
10:09:54AM

Cheque #	Cheque Date	Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
150106	2015-02-26	BC HYDRO			PAYMENT		3,875.30
			40-2-42-90-40	NovJan 2015	HYDRO BILL	17.89	
			10-2-34-00-15	NovJan 2015	HYDRO BILL	50.75	
			10-2-32-50-00	NovJan 2015	HYDRO BILL	1,197.81	
			10-2-34-00-40	NovJan 2015	HYDRO BILL	1,682.36	
			10-2-24-70-10	NovJan 2015	HYDRO BILL	522.07	
			10-2-19-00-00	NovJan 2015	HYDRO BILL	231.42	
			10-3-22-00-00	NovJan 2015	GST	173.00	
150107	2015-02-26	Board of School Trustees			PAYMENT		2,880.45
			10-2-71-21-15	1415-074	MPBC UTILITIES	29.95	
			10-2-71-21-10	1415-074	MPBC UTILITIES	2,714.00	
			10-3-22-00-00	1415-074	GST	136.50	
150108	2015-02-26	CIBC VISA			PAYMENT		24.36
			10-2-12-11-30	Jan 2015	BaseCamp	24.36	
150109	2015-02-26	MasterCard, CUETS FINANCI.			PAYMENT		2,699.67
			10-2-12-10-10	Jan 2015	WCB	298.08	
			10-3-22-00-00	Jan 2015	GST	41.64	
			10-4-12-90-00	Jan 2015	KMS Tools MCard	988.65	
			10-2-12-11-30	Jan 2015	Geek Storage	74.08	
			10-2-12-11-60	Jan 2015	Postage	85.65	
			10-3-27-00-01	Jan 2015	Air Canada-VIRL Cunningham	747.25	
			30-2-41-30-20	Jan 2015	WCB	99.36	
			40-2-42-90-20	Jan 2015	WCB	99.36	
			10-2-31-00-10	Jan 2015	WCB	99.36	
			10-2-11-10-30	Jan 2015	WCB	46.36	
			30-2-41-10-00	Jan 2015	LeeValley Gift Certificate-Thwaites	100.00	
			10-2-24-70-20	Jan 2015	WCB	19.88	
150110	2015-02-26	TELUS COMMUNICATIONS I			PAYMENT		1,358.25
			10-2-24-70-10	Feb 2015	FEB PHONE BILL	366.01	
			10-2-71-21-15	Feb 2015	FEB PHONE BILL	624.93	
			10-3-22-00-00	Feb 2015	GST	60.73	
			30-2-41-50-00	Feb 2015	FEB PHONE BILL	250.13	
			40-2-42-90-40	Feb 2015	FEB PHONE BILL	56.45	
150111	2015-02-26	WEIGUM, SHIRLEY			PAYMENT		1,100.00
			10-2-12-14-10	32	FEB JANITORIAL SERVICES	462.00	
			10-2-71-21-11	32	FEB JANITORIAL SERVICES	242.00	
			10-2-71-21-20	32	FEB JANITORIAL SERVICES	253.00	
			10-2-71-89-00	32	FEB JANITORIAL SERVICES	143.00	
150117	2015-03-05	Angela's Place-Social Cafe & I			PAYMENT		308.85
			40-2-42-90-60	Jan 2015	REG DIESEL + REG GAS	61.77	
			30-2-41-40-10	Jan 2015	REG DIESEL + REG GAS	123.54	
			10-2-31-90-00	Jan 2015	REG DIESEL + REG GAS	123.54	
150118	2015-03-05	BC HYDRO			PAYMENT		2,382.98
			10-3-22-00-00	Nov-Jan 2015	GST	106.48	
			40-2-42-90-40	Nov-Jan 2015	HYDRO BILL	1,043.69	
			10-2-71-89-30	Nov-Jan 2015	HYDRO BILL	35.00	
			10-2-32-50-00	Nov-Jan 2015	HYDRO BILL	1,197.81	
150119	2015-03-05	BIG RED			PAYMENT		253.58
			10-2-71-21-15	14610	WEEKLY CONTAINER RATE	253.58	
150120	2015-03-05	BLUE CROSS			PAYMENT		1,041.82
			10-4-27-00-30	243176	BENEFIT PREMIUMS	1,041.82	
150121	2015-03-05	C. AND C. BEACHY CONTRA			PAYMENT		677.25
			10-2-32-31-00	10113	FEB 16+19 OLD FOUNDATION;FE	388.50	
			40-2-42-90-50	10113	FEB 16+19 OLD FOUNDATION;FE	288.75	
150122	2015-03-05	CIBC VISA			PAYMENT		26.02

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# VILLAGE OF PORT CLEMENTS

## Cheque Listing For Council

2015-Mar-18  
10:09:54AM

Cheque #	Cheque Date	Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
150122	2015-03-05	CIBC VISA	10-2-12-11-30	Feb 2015	Basecamp	26.02	26.02
150123	2015-03-05	Lavoie's Family Farm	10-2-34-00-20	04	PAYMENT REMOVE LOGS FROM WHARF	210.00	210.00
150124	2015-03-05	MINISTER OF FINANCE, ENV	40-2-42-10-10	EMI189305	PAYMENT Sewer Permit	457.62	457.62
150125	2015-03-05	Misty Isles Economic Developr	10-2-12-99-11	250	PAYMENT NDIT ECONOMIC DEV CAPACITY	50,000.00	50,000.00
150126	2015-03-05	Nedco-Div of Rexel Canada EI	10-2-32-90-00 10-2-34-00-20 10-3-22-00-00 10-2-71-89-30 10-2-34-00-20 10-3-22-00-00 30-2-41-40-00 10-3-22-00-00 10-2-32-90-00 10-3-22-00-00 30-2-41-40-00 10-3-22-00-00	1285429 1285429 1285429 1285429 1305750 1305750 1305751 1305751 3017117 3017117 3020425 3020425	PAYMENT STEM W/SLIDER, WOODSCREW STEM W/SLIDER, WOODSCREW GST STEM W/SLIDER, WOODSCREW INSULATED STAPLES 1/4 HEIGH GST CED1 CABLE ENTRY COVER RE' GST AAAA BATTERY CARD OF 2 GST FAST-ACT GLASS FUSE GST	24.03 48.05 5.61 48.06 9.20 0.43 9.38 0.44 19.56 0.91 14.66 0.69	181.02
150127	2015-03-05	PUROLATOR	10-2-34-00-20 30-2-41-40-00 30-2-41-40-00	426401202 426534259 426674108	PAYMENT 3RD PARTY NEDCO 3RD PARTY-ALWAYS ON, BATTE 3RD PARTY SMITH CAMERON PI	31.14 65.50 27.74	124.38
150128	2015-03-05	RECEIVER GENERAL FOR C	10-2-24-70-20	5012184	PAYMENT STATION RENEWAL RADIO AUTI	270.00	270.00
150129	2015-03-05	ROOTHAM SERVICES GROU	10-2-25-00-00	1936	PAYMENT LABOUR: LOAD TEST OF BLDG F	210.00	210.00
150130	2015-03-05	Smith Cameron Process Solut	30-2-41-40-00 10-3-22-00-00 30-2-41-40-00 10-3-22-00-00 31-3-53-00-00 10-3-22-00-00	3510100 3510100 3510482 3510482 3510488 3510488	PAYMENT MECHANICAL SHAFT SEAL GST PUMP, WETTED PARTS, ANSI FL GST PUMP END, CI/SS FITTED, ANSI I GST	267.50 12.50 1,800.81 84.15 4,574.25 213.75	6,952.96
150131	2015-03-05	UNION OF BC MUNICIPALITI	10-2-11-10-40	D-4069	PAYMENT ANNUAL DUES	651.00	651.00
150132	2015-03-16	Black Press Group Ltd.	10-2-12-11-50	32481990	PAYMENT LEGAL NOTICE, PINK SHIRT DAY	246.54	246.54
150133	2015-03-16	CDC Contracting	40-2-42-90-50	667845	PAYMENT LOAD + DEL 3 TRUCK LDS CONC	945.00	945.00
150134	2015-03-16	COASTAL PROPANE	10-2-24-70-10 10-3-22-00-00	150090 150090	PAYMENT ANNUAL RENT FIRE HALL TANK GST	158.36 7.40	165.76
150135	2015-03-16	CORPORATE EXPRESS	10-2-12-11-00 10-3-22-00-00 10-2-71-89-00 10-2-71-89-30 10-2-12-71-10	37944025 37944025 37944025 37944025 37944025	PAYMENT OFFICE SUPPLIES GST garbage bags garbage bags garbage bags	320.10 17.68 19.40 19.39 19.40	395.97
150136	2015-03-16	Lidstone & Company, Barrister	10-2-11-10-30 10-3-22-00-00	10084-099. 10084-099.	PAYMENT CONFLICT OF INTEREST, WRITE GST	578.69 27.07	605.76
150137	2015-03-16	MasterCard, CUETS FINANCI	10-2-81-90-00 10-3-22-00-00	Feb2015 Feb2015	PAYMENT Interest Charges GST	61.59 91.51	2,120.99





# VILLAGE OF PORT CLEMENTS

## Cheque Listing For Council

2015-Mar-18

10:09:54AM

Cheque		Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date						
150137	2015-03-16	MasterCard, CUETS FINANCI	10-2-12-25-00	Feb2015	Centennial Comm wrap up	38.08	2,120.99
			10-2-12-11-60	Feb2015	postage coil of 100	85.00	
			10-2-34-00-70	Feb2015	Alum Diam Grip Chan	932.51	
			10-2-12-10-25	Feb2015	LGMA Webiinar-FinanStmts	295.00	
			10-2-12-11-30	Feb2015	GEEK Storage	76.66	
			30-2-41-20-00	Feb2015	Water Samples x 4	91.44	
			40-2-42-30-00	Feb2015	MIA Risk Mgmt Seminar	449.20	
150138	2015-03-16	MUNICIPAL INFORMATION S	10-2-12-11-00	20141942	PAYMENT UTILITY INVOICE PAPER 1 CASE	119.06	119.06
150139	2015-03-16	NORTHERN HEALTH AUTHC	30-2-41-90-20	CMS201604440	PAYMENT HEALTH PERMIT OPERATING FE	150.00	150.00
150140	2015-03-16	O'BRIEN ROAD & BRIDGE M	10-2-32-37-00	05403	PAYMENT 1 METRE OF SALT	283.55	296.80
			10-3-22-00-00	05403	GST	13.25	
150141	2015-03-16	ROCKY MOUNTAIN Phoenix	10-2-24-60-10	IN87434	PAYMENT 20=PLATE-AUTO-4"X10" -REGUL	550.00	575.75
			10-3-22-00-00	IN87434	GST	25.75	
150142	2015-03-16	WESTERN CANADA FIRE PF	10-2-24-70-00	7672	PAYMENT inspection fire extinguisher	84.63	423.15
			10-2-52-00-00	7672	inspection fire extinguisher	84.63	
			30-2-41-40-00	7672	INSPECTION FIRE EXTINGUISHE	84.63	
			10-2-34-00-70	7672	INSPECTION FIRE EXTINGUISHE	84.63	
			10-2-71-89-45	7672	INSPECTION FIRE EXTINGUISHE	84.63	
150143	2015-03-16	XEROX CANADA LTD.	10-2-12-11-30	G47185955	PAYMENT USAGE FEES JAN 31-FEB28	34.05	35.64
			10-3-22-00-00	G47185955	GST	1.59	

**Total 81,765.93**

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



# CIBC Account Statement

VILLAGE OF PORT CLEMENTS

For Feb 1 to Feb 28, 2015

The names shown are based on our current records, as of March 4, 2015. This statement does not reflect any changes in account holders and account holder names that may have occurred prior to this date.

**Account number**  
93-00813

**Branch transit number**  
00180

## Account summary

Opening balance on Feb 1, 2015		\$34,593.61
Withdrawals	-	8,615.39
Deposits	+	6,422.37
<b>Closing balance on Feb 28, 2015</b>	<b>=</b>	<b>\$32,400.59</b>

## 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 (\$)
Feb 1	Opening balance			\$34,593.61
Feb 2	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		110.00	34,703.61
	DEBIT MEMO CHARGE FOR JAN CIBC EFT SERVICE CHARGE	64.26		34,639.35
Feb 3	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		359.80	34,999.15
Feb 4	CREDIT MEMO INT @ 0.2300% CIBC-AUTOMATED INTEREST SYSTEM		6.97	35,006.12
	DEBIT MEMO SETTLEMENT: 0115 CIBC DATA CENTRE: 00	5,862.10		29,144.02
Feb 5	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		50.00	29,194.02
Feb 6	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		1,000.00	30,194.02

(continued on next page)

# CIBC Account Statement

Feb 1 to Feb 28, 2015  
 Account number: 93-00813  
 Branch transit number: 00180

## Transaction details (continued)

Date	Description	Withdrawals (\$)	Deposits (\$)	Balance (\$)
Feb 6	Balance forward			\$30,194.02
	DEBIT MEMO Feb 06, 2015 Municipal Pensi	1,363.95		28,830.07
Feb 10	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		533.85	29,363.92
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		676.50	30,040.42
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		179.25	30,219.67
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		537.75	30,757.42
Feb 11	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		670.50	31,427.92
Feb 12	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		179.25	31,607.17
Feb 16	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		537.75	32,144.92
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		175.00	32,319.92
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		371.50	32,691.42
Feb 17	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		72.00	32,763.42
Feb 19	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		179.25	32,942.67
Feb 20	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		179.25	33,121.92
	DEBIT MEMO Feb 20, 2015 Municipal Pensi	1,325.08		31,796.84
Feb 23	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		286.50	32,083.34
Feb 26	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		138.00	32,221.34
Feb 27	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		179.25	32,400.59
	<b>Closing balance</b>			<b>\$32,400.59</b>

# STATEMENT OF ACCOUNTS

PO Box 94  
Masset BC V0T 1M0

**MASSET BRANCH** 250-626-5231  
-----  
**MEMBER NUMBER** 56440  
-----  
**STATEMENT DATE** February 28, 2015  
-----  
**PAGE** 1 of 9  
-----

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

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## DEMAND ACCOUNTS

Date	Description	Number	Withdrawals	Deposits	Balance
<b>Business 75</b>					
31Jan2015	Balance Forward				395,383.67
02Feb2015	Pre-Authorized Credit - PROVINCE OF B.C			742.67	396,126.34
02Feb2015	Clearing Cheque	150058	162.50		395,963.84
02Feb2015	Clearing Cheque	150029	211.00		395,752.84
02Feb2015	Clearing Cheque	150023	405.52		395,347.32
02Feb2015	Clearing Cheque	150067	1,100.00		394,247.32
03Feb2015	Clearing Cheque	150057	33.53		394,213.79
03Feb2015	Clearing Cheque	150059	150.00		394,063.79
03Feb2015	Clearing Cheque	150026	171.03		393,892.76
04Feb2015	Clearing Cheque	150033	84.00		393,808.76
04Feb2015	Clearing Cheque	150062	864.00		392,944.76
05Feb2015	Clearing Cheque	150056	136.50		392,808.26
06Feb2015	Deposit			4,157.35	396,965.61
06Feb2015	Clearing Cheque	150030	12.93		396,952.68
06Feb2015	Clearing Cheque	150035	48.21		396,904.47
06Feb2015	Clearing Cheque	150060	299.99		396,604.48
06Feb2015	Clearing Cheque	150061	3,754.98		392,849.50
11Feb2015	Bill Payment BC Hydro 2328675 Vendor Confirmation: 384421	628529	3,875.30		388,974.20
11Feb2015	Bill Payment CIBC VISA 4503386141757010 Vendor Confirmation: 384922	628593	24.36		388,949.84
11Feb2015	Transfer out to term 13		67,556.46		321,393.38
11Feb2015	Clearing Cheque	150064	483.59		320,909.79
11Feb2015	Bill Payment Telus Communications 2285720649 Vendor Confirmation: 904221	626735	1,358.25		319,551.54
11Feb2015	Clearing Cheque	150066	299.25		319,252.29
11Feb2015	Clearing Cheque	150027	1,042.75		318,209.54
11Feb2015	Pre-Authorized Credit - CANADA			5,993.94	324,203.48
11Feb2015	Pre-Authorized Credit - SCHOOL DISTRICT 50			1,058.46	325,261.94
11Feb2015	Deposit			4,325.87	329,587.81
11Feb2015	Clearing Cheque	150019	1,014.75		328,573.06

continued...

## Our members get MORE!

As a Northern Savings Credit Union member, you get to share in the organization's success! Dividends for 2014 will be paid out to members' accounts in March. The rate for these shares are:

Class A Equity Shares = 1.75%      Class B Equity Shares = 2.75%

*It pays to be a member of Northern Savings Credit Union!*



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**NORTHERN SAVINGS**  
CREDIT UNION

Village Of Port Clements

**STATEMENT OF ACCOUNTS**

PO Box 94  
Masset BC V0T 1M0

**MASSET BRANCH** 250-626-5231  
-----  
**MEMBER NUMBER** 56440  
-----  
**STATEMENT DATE** February 28, 2015  
-----  
**PAGE** 2 of 9  
-----

Date	Description	Number	Withdrawals	Deposits	Balance
<b>Business 75</b>					
13Feb2015	Clearing Cheque	150068	4,574.38		323,998.68
16Feb2015	Clearing Cheque	150086	2,656.50		321,342.18
17Feb2015	Incoming Interac Email Money Transfer	2015021		784.61	322,126.79
17Feb2015	Clearing Cheque	150070	4,129.87		317,996.92
18Feb2015	Clearing Cheque	150084	253.58		317,743.34
18Feb2015	Clearing Cheque	150083	300.00		317,443.34
18Feb2015	Clearing Cheque	150091	880.00		316,563.34
20Feb2015	Withdrawal	22	5,359.60		311,203.74
20Feb2015	Deposit			2,372.94	313,576.68
20Feb2015	Clearing Cheque	150087	421.21		313,155.47
20Feb2015	Clearing Cheque	150085	717.87		312,437.60
20Feb2015	Clearing Cheque	150063	3,130.00		309,307.60
20Feb2015	Clearing Cheque	150090	3,603.11		305,704.49
25Feb2015	Clearing Cheque	150089	82.14		305,622.35
26Feb2015	Pre-Authorized Credit - CANADA POST CORP.			717.00	306,339.35
26Feb2015	Clearing Cheque	150088	254.75		306,084.60
27Feb2015	Deposit			52,646.30	358,730.90
27Feb2015	Clearing Cheque	150032	892.50		357,838.40
27Feb2015	Credit Interest			263.04	358,101.44
28Feb2015	Monthly Service Fee		55.00		358,046.44
<b>Total Withdrawals and Deposits</b>			<b>110,399.41</b>	<b>73,062.18</b>	

**Number of Cheques 31**

**Membership Shares**

31Jan2015	Balance Forward				37.70
<b>Total Withdrawals and Deposits</b>			<b>.00</b>	<b>.00</b>	

continued...

*"When is the right time to **save** for my retirement?"*

**The time is now.**

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or visit your local branch.

[www.northsave.com](http://www.northsave.com)

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If your MasterCard® or Member Card® debit card is lost or stolen call us immediately, 24 hours a day. For calls originating within Canada and continental USA, please call 1-800-LOST111. For calls originating outside of Canada or continental USA, call (306) 566-1275 (collect).

Village Of Port Clements

# STATEMENT OF ACCOUNTS

PO Box 94  
Masset BC V0T 1M0

MASSET BRANCH 250-626-5231  
MEMBER NUMBER 56440  
STATEMENT DATE February 28, 2015  
PAGE 3 of 9

Date	Description	Number	Withdrawals	Deposits	Balance
<b>Business Simply Savings</b>					
31Jan2015	Balance Forward				405,282.80
28Feb2015	Credit Interest			341.99	405,624.79
	<b>Total Withdrawals and Deposits</b>		<b>.00</b>	<b>341.99</b>	

## TERM DEPOSITS

Date	Description	Withdrawals	Deposits	Balance
<b>Term 4: Short Term GSP (30 - 364 Days) -</b>				
31Jan2015	Balance Forward			11,352.23
Start 30Jan2015 - Rate 0.8500% - NextInt 01Nov2015 - Matures 01Nov2015				
<b>Term 7: 12 - 60 Month Term -</b>				
31Jan2015	Balance Forward			255,375.00
13Feb2015	Credit Interest		5,490.56	260,865.56
Start 13Feb2013 - Rate 2.1500% - NextInt 13Feb2016 - Matures 13Feb2016				
<b>Term 10: 3 Year Harvest Term -</b>				
31Jan2015	Balance Forward			758,250.00
Start 21Nov2013 - Rate 2.0000% - NextInt 21Nov2015 - Matures 21Nov2016				
<b>Term 11: Short Term GSP (30 - 364 Days) -</b>				
31Jan2015	Balance Forward			134,355.32
Start 31Dec2014 - Rate 1.2500% - NextInt 27Aug2015 - Matures 27Aug2015				
<b>Term 12: 12 - 60 Month Term -</b>				
31Jan2015	Balance Forward			300,000.00
Start 04Jul2014 - Rate 1.6000% - NextInt 04Jul2015 - Matures 04Jan2016				
<b>Term 13: Short Term GSP (30 - 364 Days) -</b>				
31Jan2015	Balance Forward			.00
10Feb2015	Transfer in from cheq to term		67,556.46	67,556.46
Start 10Feb2015 - Rate 0.8500% - NextInt 31Dec2015 - Matures 31Dec2015				

continued...



## ALL MEMBERS

...if you have a mortgage or loan against your home or rental property where Northern Savings holds the security you are required to have adequate insurance in place. Northern Savings should be identified as the mortgage holder with loss payable to the Credit Union. Property taxes are due annually and always make sure you sign your Home Owner's grant if the home is your primary residence.

[www.northsave.com](http://www.northsave.com)

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Village Of Port Clements

## STATEMENT OF ACCOUNTS

PO Box 94  
Masset BC V0T 1M0

MASSET BRANCH 250-626-5231  
MEMBER NUMBER 56440  
STATEMENT DATE February 28, 2015  
PAGE 4 of 9

Assets	Canadian Dollars	US Dollars
Chequing	358,046.44	.00
Savings	405,624.79	.00
Terms	1,532,379.57	.00
Registered Plans	.00	.00
Shares	37.70	.00
<b>Total Assets</b>	<b>2,296,088.50</b>	<b>.00</b>
Liabilities	Canadian Dollars	US Dollars
Line of Credit	.00	.00
Over limit LOC/overdraft	.00	.00
Loans	.00	.00
Mortgage	.00	.00
<b>Total Liabilities</b>	<b>.00</b>	<b>.00</b>
	<b>.00</b>	<b>.00</b>

Over limit Lines of Credit / Overdrafts interest rate is 24.0000

continued...

[www.northsave.com](http://www.northsave.com)

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The Credit Union Deposit Insurance Corporation of British Columbia, a government corporation, protects 100% of all credit union deposits. Credit union equity shares and investments such as mutual funds or RRSP equity plans are not covered by deposit insurance.

If your MasterCard® or Member Card® debit card is lost or stolen call us immediately, 24 hours a day. For calls originating within Canada and continental USA, please call 1-800-LOST111. For calls originating outside of Canada or continental USA, call (306) 566-1276 (collect).



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

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

## REPORT TO COUNCIL

Author: Kim Mushynsky  
Date: March 4, 2015  
Re: **Janitorial Contract**

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**Background:** In 2014 we entered into a two year Janitorial Contract with Shirley Weigum which concludes in August 2016. The contract is for a flat monthly price based on a list of duties outlined in the contract. Recently there has been a change in usage in the Multiplex (increase in hours for the Vancouver Island Regional Library – specifically being open on Saturdays) which is resulting in approximately 1.25 hours per week more work for Shirley due to increased cleaning requirements (washrooms and hallways). The contract has a clause that says \$20/hour for additional work but that was anticipated to cover unusual one off events not something that is going to happen consistently for the remainder of her contract.

**Recommendation:** In light of this material change in her work I recommend that we amend her monthly contract fee from \$1100/month to \$1175/month to the end of the contract.

Respectfully submitted:



APPLICATION FOR REGULAR MEMBERSHIP IN  
PORT CLEMENTS VOLUNTEER FIRE BRIGADE

1. Name ARON CUNNINGHAM Phone 250-557-2009

2. Address 10 FROESE SUB. PORT CLEMENTS B.C. Box # 238

3. Length of time at current address 6 YEARS

4. Previous Address (if less than 5 years at current address) \_\_\_\_\_

5. Birthdate JAN-22/1977

6. Present Employer SELF EMPLOYED

Address AS ABOVE Phone number AS ABOVE

Nature of employment CARPENTER

Will your employer allow you to attend Fire Calls during working hours YES

Are you on shift work NO

7. Education: Highschool ✓, College or University TRADE SCHOOL

8. Class of Drivers License 5, 6 + AIR BRAKES

9. Have you ever been a member of a Fire Department, Company or Brigade NO

If yes: When \_\_\_\_\_

Where \_\_\_\_\_ No. of years \_\_\_\_\_

10. Have you ever had Fire Fighting Training No YES

Yes, please describe 5100 FOREST FIRE FIGHTING

11. Do you have a current First Aid Ticket? NO

Certificate No. OFA 3 Expiry date FEB - 2013

12. Physically fitness YUP

Date of last Physical examination 2011

13. Do you have any physical limitations NO

14. Special Abilities or Training CANADIAN RANGER

*I am willing to undergo training such as necessary to make me an efficient firefighter. I understand that failure to undergo required training could result in my being suspended or expelled from the Brigade. I have read the By-law of Port Clements Fire Department By-law and I will abide by its conditions.*

 Signature \_\_\_\_\_ Date MARCH 26, 2014

NB-1

FOR DEPARTMENT USE	
Fire Chief's Recommendation _____	Probation period complete _____
Appointed by Council: Date _____	Clerk _____
	Signature _____

APPLICATION FOR REGULAR MEMBERSHIP IN  
PORT CLEMENTS VOLUNTEER FIRE BRIGADE

- 1. Name Jesse Myles Phone 250 557 2420
- 2. Address #46 Tingley St. Box # 324
- 3. Length of time at current address 9 Yrs.
- 4. Previous Address (if less than 5 years at current address) #7 Tingley St.
- 5. Birthdate Dec 12/75
- 6. Present Employer Boulder Bay Contracting Ltd.  
 Address Same Phone number \_\_\_\_\_  
 Nature of employment Faller  
 Will your employer allow you to attend Fire Calls during working hours yes  
 Are you on shift work no
- 7. Education: Highschool X, College or University \_\_\_\_\_
- 8. Class of Drivers License 5
- 9. Have you ever been a member of a Fire Department, Company or Brigade No  
 If yes: When \_\_\_\_\_  
 Where \_\_\_\_\_ No. of years \_\_\_\_\_
- 10. Have you ever had Fire Fighting Training No # 5 100  
 Yes, please describe \_\_\_\_\_  
 \_\_\_\_\_
- 11. Do you have a current First Aid Ticket? yes OFA LV1 UTE  
 Certificate No. \_\_\_\_\_ Expiry date \_\_\_\_\_
- 12. Physically fitness \_\_\_\_\_  
 Date of last Physical examination \_\_\_\_\_
- 13. Do you have any physical limitations \_\_\_\_\_  
 \_\_\_\_\_
- 14. Special Abilities or Training \_\_\_\_\_

I am willing to undergo training such as necessary to make me an efficient firefighter. I understand that failure to undergo required training could result in my being suspended or expelled from the Brigade. I have read the By-law of Port Clements Fire Department By-law and I will abide by its conditions.

[Signature] Date Feb 5/14  
Signature

NB-2

FOR DEPARTMENT USE	
Fire Chief's Recommendation _____	Probation period complete _____
Appointed by Council: Date _____	Clerk _____
	Signature _____

Permission for Land Use

Renewal of existing agreement

The Village of Port Clements as the owner, give permission to British Columbia Detachment – 4 CRPG to use the property located at:

#24 Park Street in Port Clements, BC as a storage location for a Sea Container for the exclusive use of the Canadian Rangers.

This renewal of the original agreement is for a five year term commencing January 31, 2013 and ending January 30, 2018.

A reminder of the conditions originally set down by the Village of Port Clements Council:

- That the container be maintained and secure at all times
- That the container be kept clean and visibly appealing as it is highly visible

This agreement may be renewed with the approval of both the property owner and the Canadian Rangers – BC Det at the end of this agreement period. All questions about the Sea Container, its nature, intended use, risks or hazards, have been discussed with the Land Owner to my satisfaction.

As the property owner, I agree to notify BC Det – 4 CRPG of any change in land ownership, development, or use 90 days prior to the change in status.

---

On behalf of the Village of Port Clements

Date

NB-3

file 890-20-15

## ACTION ITEMS

<u>#</u>	<u>Date</u>	<u>Description</u>	<u>Lead</u>	<u>Follow up</u>
A16	15-10-2012	Bus Shelter	Staff	Nov. 17 Council directed staff to research a solution as there were no expressions of interest from the public to build a shelter
A21	15-07-2013	Drainage concern at far end between Park & Tingley include Yakoun Lane in drainage issue	Gaspar	Develop a plan for addressing this issue
A25	28-01-2014	Biomass heating system for Multiplex	Administrator	Decision made on engineering Nov. 24 boiler expected to be here by early April 2015
A26	17-02-2014	Historic Councillor Plaque(s)	Gould	Design and create the necessary plaque(s) to mount ingraved plates from 1975 forward Slated for completion before yearend
A27	05-05-2014	Park Management Committee	Administration	Finalize park management plans after new Council has had a chance to review
A28	15-12-2014	Mail in Voting	Administration	Prepare a Bylaw and procedure for mail in voting before end of March 2015

# **Public Works Report to Council**

March 16, 2015

## **Sewer**

- No emergencies or out of the ordinary maintenance to report.
- Had a site visit at the sewage lagoon with Tom Robinson, P Eng., of Associated Engineering, who is working on a federally funded feasibility study of Old Masset and Skidegate's sewage facilities, in specific about the effect of possible desludging of their lagoons. Tom will do some preliminary work including Port Clements facility in this study.
- There has been no report back on the progress of the application for transitional authorization submitted to the Effluent Regulatory Reporting Information System in compliance with the Wastewater Systems Effluent Regulations.

## **Community Park**

- Awaiting guidance from Rec commission and council as to what upgrades to carry forward with this year. Signage and improvements to the playground are most likely. Oldest bleachers, which are a hazard, are being removed.

## **Millennium Park & St. Marks**

- Nothing major planned except for standard spring cleaning. PW would like direction from tourism committee and council regarding keypad entry. (Old action item)

## **Shoreline Park and Sunset Campground**

- A major water leak was located in Sunset Park underneath a pedestrian bridge. Water to the RV side has been shut down and signage has been put in place. To be repaired before campground opens. Small possibility that bridge or bridge approaches will need to be rebuilt after the repair.
- Spring cleanup has commenced with chipping and cleanup of winter blow down in campsite and trail. The one snowstorm this winter created more than average mess.

## **Streets (Industrial Road)**

- PW will continue to maintain the road by spot filling potholes as required. A grading has been requested, subject to availability of local contractor's equipment schedule.
- Small amount of machine brushing of alders and ditching is still required.

## **Staff**

- Currently transitioning from having an experienced and knowledgeable, certified assistant to a new hire. Much of the duties of the previous Public Works Assistant now has to be 'relearned' by both myself and the new assistant, Oliver Bell.
- Hoping for an equivalent amount of funding this spring and summer so as to aid in placing a summer student to help out with grounds keeping and other projects.

## **Water**

- Verbal review of recent boil water notice, conditions leading up to this event and actions taken to rescind and prevent any similar event in the future.

- Progress on a start to a pigging program have been delayed due to BWN, Public Works is working towards beginning this program. Verbal discussion of risks and possible benefits, as well as a longer range plan.

### Biomass Project

- Currently assisting engineers with finalizing a formal site plan for the placement of the container and fuel feed system, as well as critical underground locates before the commencement of any trenching or ground disturbance.
- Consensus indicates that the final location of the finished project will be located 'somewhere' on the site of the old municipal office.

## Report to Council

March 5, 2015

Prepared by: Sharon Ferretti  
Deputy Clerk/Treasurer

### LGMA Webinar: Municipal - Audited Annual Financial Statements

This webinar was presented by NG Consulting. It consisted of four afternoon sessions totalling six hours of training. Attention is drawn to the fact that Municipal Accounting is about services and redistribution of wealth – NOT about making money. The presenter defined the purpose and meaning of the statements referencing “PSAB” (Public Sector Accounting Board) and “GAAP” (Generally Accepted Accounting Principles); clarifying the need for the Auditor’s approach to be through application of “professional judgement” based on the specifics of the municipality.

Explanation was given to details such as how to interpret the numbers in relation to determining the overall state of a municipality, drawing attention to the variables that affect the overall picture. An understanding was given as to what could make up certain line items i.e. ‘Investment Income’, and that interpretation of assets is represented as financial and non-financial. Other areas discussed were Notes, Tangible Capital Assets, Amortization, and the appropriate areas to present both summarized information and expanded information.

In summary, the following was covered:

- Audit Report
- Statement of Financial Position or Balance Sheet
- Statement of Operations
- Schedules and Financial Notes
- Municipal Accounting Formula:  $Assets = Liabilities + Accumulated Surplus$

It is my opinion that this webinar was a beneficial investment in training, as it provided informative details that aided in connecting my current knowledge base in municipal accounting.