



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

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

7:00 p.m. Regular Meeting of Council Monday November 3, 2014

AGENDA

- 1. ADOPT AGENDA.**
- 2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**
- 3. MINUTES**
M-1- October 20, 2014 Regular Council Meeting
- 4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
- 5. ORIGINAL CORRESPONDENCE**
- 6. GOVERNMENT**
- 7. FINANCE**
F1- Cheque listing to October 28, 2014.
- 8. NEW BUSINESS**
NB-1 – Report to Council – Christmas Hours and Bonuses for 2014
- 9. REPORTS & DISCUSSIONS**
- 10. ACTION ITEMS**
A-1-See attached
- 11. QUESTIONS FROM THE PUBLIC & PRESS**

- 12. ADJOURNMENT**



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Minutes of the regular meeting of the Port Clements Council held October 20, 2014 in the Council Chambers.

Present:

Councillor Gould – appointed to be Chair
Councillor Falconbridge
Councillor Gaspar

CAO – Kim Mushynsky

3 members of the public in attendance

Councillor Gould called the meeting to order at 7:10pm

1. ADOPT AGENDA.

2014-353 - Moved by Councillor Falconbridge, seconded by Councillor Gaspar
THAT the agenda be adopted with the following amendment – additional information for NB-2 Biomass project.
CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

3. MINUTES.

M-1 – Regular Meeting of Council Monday October 6, 2014
2014-354 – Moved by Councillor Falconbridge, seconded by Councillor Gould
THAT we accept the October 6, 2014 Regular Council meeting minutes as presented.
CARRIED

M-2 – Minutes of the October 3, 2014 Rec Committee
2014-355 – Moved by Councillor Gaspar, seconded by Councillor Falconbridge
THAT we accept the October 3, 2014 Rec Committee meeting minutes as presented.
CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

BA-1 – Shelter for Ambulance – follow up
2014-356 – Moved by Councillor Falconbridge, seconded by Councillor Gaspar
THAT we open this for discussion.
CARRIED

2014-357 – Moved by Councillor Falconbridge, seconded by Councillor Gaspar
THAT we approve the request for the erection of a temporary shelter for the ambulance.
CARRIED

5. ORIGINAL CORRESPONDENCE.

C-1 – SCQRD Meeting Highlights
2014-358 – Moved by Councillor Falconbridge, seconded by Councillor Gaspar
THAT we receive and file this information.
CARRIED

M-1

C-2 – Legislative Assembly – UBCM follow up
2014-359 – Moved by Councillor Falconbridge, seconded by Councillor Gaspar
THAT we receive and file this information.

CARRIED

6. GOVERNMENT.

7. FINANCE.

F-1 – NSCU September Bank Statement
2014-360 – Moved by Councillor Falconbridge, seconded by Councillor Gaspar
THAT we receive and file the September NSCU bank statement.

CARRIED

F-2 – September CIBC Bank Statement
2014-361 – Moved by Councillor Gaspar, seconded by Councillor Falconbridge
THAT we receive and file the September 2014 CIBC Bank Statement.

CARRIED

F-3 – 3rd Quarter Revenue & Expense Report
2014-362 – Moved by Councillor Falconbridge, seconded by Councillor Gaspar
THAT we receive and file the 3rd quarter revenue & expense report.

CARRIED

8. NEW BUSINESS.

NB-1 – Report to Council – Gwaii Trust Christmas Fund
2014-363 – Moved by Councillor Falconbridge, seconded by Councillor Gaspar
THAT we receive and file this information – however that we stay at \$25/household for Port Bucks with the option of people donating their Port Bucks back to the Village Office for Christmas lighting if they wish.

CARRIED

NB-2 – Report to Council – Biomass project management
2014-364 – Moved by Councillor Gaspar, seconded by Councillor Falconbridge
THAT Council approve the recommendation to obtain the Engineering design first.

CARRIED

2014-365 – Moved by Councillor Gaspar, seconded by Councillor Falconbridge
THAT we receive and file the Report to Council on the biomass management situation.

CARRIED

Council took a 5 minute recess at 7:45pm to read the late add from Deputy Mayor Thomas on the biomass project.
Council reconvened at 7:50pm.

Council expressed their disappointment with Deputy Mayor Thomas wishing to re-introduce a document that had already incurred public censor and were concerned with his actions as Deputy Mayor.

2014-366 - Moved by Councillor Gould, seconded by Councillor Gaspar
THAT Council appoint Kazimir Falconbridge to carry out the duties of Deputy Mayor for the remainder of the term.

CARRIED

2014-367 – Moved by Councillor Gaspar, seconded by Councillor Falconbridge
THAT we receive and file Urs's email request and the CAO email response to that request.

CARRIED

NB-3 – Report to Council – Jasper Apartments
2014-368 – Moved by Councillor Gaspar, seconded by Councillor Falconbridge
THAT Council approve the recommendation to put the Jasper Apartments up for sale by auction as soon as title is officially transferred.

CARRIED

9. ACTION ITEMS:

10. REPORTS AND DISCUSSIONS.

Councillor Gould – SCQRD mtg, discussed Port Clements as a “Regional Centre” for Emergency Planning on Graham Island
Councillor Falconbridge – discussed Emergency Planning and the “Shake Up” exercise
Councillor Gaspar – no report
CAO – no report

ADJOURNMENT.

2014-369 - Moved by Councillor Falconbridge, seconded by Councillor Gaspar
THAT the meeting be adjourned at 8:20pm
CARRIED

Ian Gould,
Acting Chair

Kim Mushynsky,
CAO

VILLAGE OF PORT CLEMENTS

Cheque Listing For Council

2014-Oct-28
12:47:27PM

Cheque #	Cheque Date	Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
140425	2014-09-26	CORPORATE EXPRESS	10-2-12-11-00 10-3-22-00-00	36580473 36580473	PAYMENT SCHEDULE WALL CALENDAR GST	23.21 1.08	24.29
140426	2014-09-26	Fink Machine Inc.	10-3-22-00-00 11-3-53-25-00	1704 1704	PAYMENT GST DOWN PYMT ON PYROT 100 KW	2,946.43 63,053.57	66,000.00
140427	2014-09-26	Haida Gwaii Trader, Shellene '	10-2-12-11-50	1478	PAYMENT AD PACKAGE 1 YR AUG 2014-20	162.50	162.50
140428	2014-09-26	WEIGUM, SHIRLEY	10-2-12-14-10 10-2-71-21-11 10-2-71-21-20 10-2-71-89-00	25 25 25 25	PAYMENT JANITOR CONTRACT SEPTEMBE JANITOR CONTRACT SEPTEMBE JANITOR CONTRACT SEPTEMBE JANITOR CONTRACT SEPTEMBE	462.00 242.00 253.00 143.00	1,100.00
140441	2014-10-14	BEACHY, ELI	10-4-00-00-00 10-2-12-11-70	TaxSale TaxSale	PAYMENT REFUND TAX SALE PROCEEDS Interest per annum 6%	1,277.51 3.36	1,280.87
140442	2014-10-14	LAND TITLE AND SURVEY A	10-2-12-11-70	EvansProperty	PAYMENT TAX SALE	79.22	79.22
140443	2014-10-14	BEACHY, CRAIG	10-4-00-00-00 10-2-12-11-70	TaxSale TaxSale	PAYMENT REFUND TAX SALE PROCEEDS Interest per annum 6%	5,000.00 13.15	5,013.15
140444	2014-10-14	LAND TITLE AND SURVEY A	10-2-12-11-70	KomadinaPrope	PAYMENT Tax Sale Finalized	79.22	79.22
140445	2014-10-14	LAND TITLE AND SURVEY A	10-2-12-11-70	SalterProperty	PAYMENT Tax Sale Finalized	79.22	79.22
140452	2014-10-14	BIG RED	10-2-71-21-15	14221	PAYMENT WEEKLY CONTAINER RATE	253.58	253.58
140453	2014-10-14	BLUE CROSS	10-4-27-00-30	205841	PAYMENT SEPT PREMIUMS	1,317.64	1,317.64
140454	2014-10-14	Fennell, Reina	10-2-11-10-50	Bursary2014	PAYMENT BURSARY AWARD 2014	500.00	500.00
140455	2014-10-14	Stupka, Christina	10-2-71-89-30 10-2-71-89-30	ParkOct 14 ParkOct 6	PAYMENT PARK ATTENDANT FEES PARK ATTENDANT	100.00 200.00	300.00
140456	2014-10-14	XEROX CANADA LTD.	10-2-12-11-30 10-3-22-00-00	G46555726 G46555726	PAYMENT USAGE FEES AUG 31-SEPT 30 GST	48.35 2.26	50.61
140462	2014-10-28	Angela's Place-Social Cafe & I	10-2-24-80-10 40-2-42-90-60 30-2-41-40-10 10-2-31-90-00	SEPT2014 SEPT2014 SEPT2014 SEPT2014	PAYMENT REG GAS + MARKED DIESEL REG GAS + MARKED DIESEL REG GAS + MARKED DIESEL REG GAS + MARKED DIESEL	71.97 41.29 82.57 82.57	278.40
140463	2014-10-28	BAYVIEW MARKET	10-2-75-00-00 10-3-22-00-00	MovieNightsOC MovieNightsOC	PAYMENT REC COMM CANDY FOR MOVIE GST	318.58 14.78	333.36

F-1

VILLAGE OF PORT CLEMENTS

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2014-Oct-28
12:47:27PM

Cheque		Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date						
140464	2014-10-28	Black Press Group Ltd.	10-2-12-13-00	32365542	PAYMENT TAX SALE + ELECTION ADS	908.15	908.15
140465	2014-10-28	Community Futures	11-3-53-25-00	1110-457	PAYMENT CONTRACT WORK JULY + AUG 2	700.00	700.00
140466	2014-10-28	DELMAS CO-OP	30-2-41-40-01 10-3-22-00-00 10-2-81-90-00	00244925F 00244925F SEPT STMT	PAYMENT BALL VALVE, BRASS PLUG, CRIM GST SERVICE FEE	48.12 2.25 6.00	56.37
140467	2014-10-28	Haida Gwaii Forest Products C	10-2-52-00-00 10-3-22-00-00	0835 0835	PAYMENT 1 X 10 RC Q, 1 X 10 RC SELECT GST	32.37 1.51	33.88
140468	2014-10-28	Haida Gwaii Trader, Shellene '	10-2-12-11-50	1479 A	PAYMENT AD PACKAGE AUG 2014 - AUG 20	162.50	162.50
140469	2014-10-28	MUNICIPAL INFORMATION S	10-2-12-11-20	20141092	PAYMENT FINANCE SOFTWARE SUPPORT	294.11	294.11
140470	2014-10-28	Pete the Electrician	30-2-41-40-00 40-2-42-90-50	281 2014 281 2014	PAYMENT LOOK OVER PLANNED BIOMASS LOOK OVER PLANNED BIOMASS	160.77 160.77	321.54
140471	2014-10-28	Port Clements Community Hal	10-2-12-13-00	2014-05	PAYMENT HALL RENTAL OCT 27 'ALL CANE	100.00	100.00
140472	2014-10-28	RECEIVER GENERAL - CCRV	10-4-27-00-10	OCT2014	PAYMENT CCRA REMITTANCE FOR OCT 20	5,487.66	5,487.66
140473	2014-10-28	Skeena Mobile Audiolab Inc.	10-2-31-00-00	492278	PAYMENT HEARING TESTS SEPT 23 + 25, 2	67.20	67.20
140474	2014-10-28	Stewart, McDannold, Stuart	10-2-12-10-50 10-3-22-00-00 10-2-12-10-50 10-3-22-00-00	68155 68155 68156 68156	PAYMENT TAX SALE QUESTIONS GST BYLAW ENFORCEMENT QUESTI GST	53.50 2.50 191.55 8.97	256.52
140475	2014-10-28	VANCOUVER ISLAND REGIC	10-2-84-20-00	4th QtrLvy2014	PAYMENT 4TH QTR LEVY 2014	3,378.00	3,378.00
140476	2014-10-28	WEIGUM, SHIRLEY	10-2-12-14-10 10-2-71-21-11 10-2-71-21-20 10-2-71-89-00	26 26 26 26	PAYMENT JANITORIAL CONTRACT JANITORIAL CONTRACT JANITORIAL CONTRACT JANITORIAL CONTRACT	462.00 242.00 253.00 143.00	1,100.00
140477	2014-10-28	WESTPOINT AUTOMOTIVE	10-2-24-80-00 10-3-22-00-00	832-198434 832-198434	PAYMENT NGK - V-POWER PLUG GST	8.28 0.39	8.67
140478	2014-10-28	XEROX CANADA LTD.	10-2-12-11-30 10-3-22-00-00	L12659752 L12659752	PAYMENT CONTRACT QTRLY PYMT 12 OF GST	462.00 21.59	483.59
140479	2014-10-28	Zee Medical Canada Corp. c/	30-2-41-40-01 10-2-71-89-00 10-2-24-80-00 10-3-22-00-00	0160016430 0160016430 0160016430 0160016430	PAYMENT FIRST AID KIT SUPPLY UPDATE FIRST AID KIT SUPPLY UPDATE FIRST AID KIT SUPPLY UPDATE GST	44.59 44.59 89.18 8.32	186.68

Total 90,396.93

*** End of Report ***



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REPORT TO COUNCIL

Author: Kim Mushynsky
Date: October 27, 2014
Re: **Christmas Hours and Bonuses for 2014**

Background: Historically the office is closed between Christmas and New Year's with staff having the option of coming in to work or taking vacation time for those days. Also historically, Council has given a Christmas bonus to staff members.

Recommendation: I recommend that the office be closed to the public December 29, 30, 31 and January 2nd and re-open for normal hours on Monday January 5th. Further, that staff determine how they want to handle these hours – off with or without pay or worked. Finally, I recommend that we once again give a Christmas bonus to staff. Traditionally that amount had been \$75/employee.

Respectfully submitted:

ACTION ITEMS

<u>#</u>	<u>Date</u>	<u>Description</u>	<u>Lead</u>	<u>Follow up</u>
A16	15-10-2012	Bus Shelter	Staff	Expression of Interest posted Oct. 29 responses to be reviewed Nov. 17
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	Engineering requests sent out Oct. 22 responses to be reviewed Nov. 17
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	Thomas	Finalize park management plans before end of October 2014