



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

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

7:00 p.m. Regular Meeting of Council Monday December 15, 2014

AGENDA

1. ADOPT AGENDA.

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS

Delegate – Sue Couch: Awareness and questions re: Development of a Pest Management Plan

3. MINUTES

M-1-December 1, 2014 Regular Council Meeting

M-2-November 4, 2014 Centennial Committee Meeting

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

5. ORIGINAL CORRESPONDENCE

C-1-Skeena Queen Charlotte Regional District November 21st, 2014 Board Meeting Highlights

C-2-Tim and Marg Fennell Foreshore Park area fronting 276 Bayview Drive

6. GOVERNMENT

G-1-Appointment of Deputy Mayor

7. FINANCE

F-1-Cheque listing to December 10, 2014.

F-2-Northern Savings Credit Union November bank statement.

F-3-Canadian Imperial Bank of Commerce November bank statement.

8. NEW BUSINESS

9. REPORTS & DISCUSSIONS

R-1-Report to Council – Business Façade Improvement

R-2-Report to Council – Mail in Voting

10. ACTION ITEMS

A-1-See attached

11. QUESTIONS FROM THE PUBLIC & PRESS

Motion to adjourn to in camera meeting under *Community Charter* Section 90(1)(k).

12. ADJOURNMENT

Council Meeting
December 15th

Delegate

Sue Couch

- Questions

- Awareness

Development of a Pest Management Plan

Application #: FLNR-C and N-BC-2015

Applicant: Ministry of Forests, Lands and Natural Resource Operations
2000 S. Ospika Boulevard, Prince George, B.C. V2N 4W5

Agent: SMC Consulting, 1582 Lawrence Avenue, Penticton, B.C. V2A 3C1
Tel/Fax: (250) 492-6193, E-mail: smcconsulting@shaw.ca

The purpose of the proposed Pest Management Plan (PMP) is to manage invasive alien plants and/or noxious weeds on provincial Crown land in Central and Northern BC. The PMP applies to areas located within the Thompson-Nicola, Skeena-Queen Charlottes, Kitimat-Stikine, Bulkley-Nechako, Fraser-Fort George, Stikine, Peace River Regional Districts, and the Northern Rockies Regional Municipality. The PMP applies to areas located within the vicinity of the communities of Albreda, Valemount, McBride, Fort Nelson, Fort St. John, Dawson Creek, Chetwynd, Mackenzie, Prince Rupert, Terrace, Smithers, Vanderhoof, Prince George, Kitimat, Fort Fraser, Fort St. James, Burns Lake, Houston, Hazelton, Dease Lake, Atlin, and communities on Haida Gwaii.

The pest management methods proposed for use include manual, mechanical, cultural, and biological control, and the use of herbicides within the area to which the PMP applies. The common name and examples of the trade names of the herbicides proposed for use under this plan include: aminopyralid (Milestone), clopyralid (Lontrel), dicamba (Banvel), diflufenopyr (Overdrive), fluroxypyr (Sightline), glyphosate (Vantage Plus Max), imazapyr (Arsenal), mecoprop-p (Dyvel DX), metsulfuron methyl (Escort), picloram (Tordon 22K), 2,4-D (2,4-D Amine 600), and triclopyr (Garlon XRT). Selective application methods include: wick/wipe-on, injection, squirt bottle, cut surface, and foliar applications using backpack or vehicle mounted sprayer. The proposed duration of the PMP is from June 10, 2015 to June 10, 2020.

A draft copy of the proposed PMP and maps of the proposed treatment areas may be examined in detail at: Ministry of Forests, Lands and Natural Resource Operations (2000 S. Ospika Boulevard, Prince George, B.C. V2N 4W5); online at www.for.gov.bc.ca/hra/plants/pmp.htm, or by contacting the **Agent** listed above.

A person wishing to contribute information about a proposed treatment site, relevant to the development of the pest management plan, may send copies of the information to the applicant (c/o SMC Consulting, Agent, at the address listed above), within 30 days of the publication of this notice.



BRITISH
COLUMBIA

REDUCE  **R**

D-1



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

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

Minutes of the regular meeting of the Port Clements Council held December 1, 2014 in the Council Chambers.

Present:

Mayor Gould
Councillor Cunningham
Councillor Daugert
Councillor Gaspar (by teleconference)
Councillor O'Brien Anderson

CAO – Kim Mushynsky

2 members of the public in attendance

1. ADOPT AGENDA.

2014-386 - Moved by Councillor Cunningham, seconded by Councillor Daugert
THAT the agenda be adopted as presented.

CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

3. MINUTES.

M-1 – Regular Meeting of Council Monday November 17, 2014

2014-387 – Moved by Councillor Gaspar, seconded by Councillor Daugert
THAT we accept the November 17 Regular Meeting minutes as presented.

CARRIED

M-2 – Special Council Meeting Monday November 24, 2014

2014-388 – Moved by Councillor Gaspar, seconded by Councillor Daugert
THAT we accept the November 24 Special Council meeting minutes as presented.

CARRIED

M-3 – July 10, 2014 Tourism Committee Meeting

2014-389 – Moved by Councillor Gaspar, seconded by Councillor Cunningham
THAT we accept the July 10 Tourism Committee meeting minutes as presented.

CARRIED

M-4 – November 20, 2014 Rec Committee Meeting

2014-390 – Moved by Councillor Gaspar, seconded by Councillor O'Brien Anderson
THAT we accept the November 20 Rec Committee meeting minutes as presented.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

5. ORIGINAL CORRESPONDENCE.

C-1 – Cedarview Community Church Thank you

2014-391 – Moved by Councillor O'Brien Anderson, seconded by Councillor Daugert

M-1

THAT we receive and file this correspondence.

CARRIED

6. GOVERNMENT.

G-1 – 2015 Council and Committee Meeting Schedule

2014-392 – Moved by Councillor Cunningham, seconded by Councillor Daugert

THAT we approve the meeting schedule as presented.

CARRIED

7. FINANCE.

F-1 – Cheque listing to November 26, 2014

2014-393 – Moved by Councillor Daugert, seconded by Councillor O'Brien Anderson

THAT we receive and file the cheque listing.

CARRIED

8. NEW BUSINESS.

NB-1 – Report to Council – Imminent Funding Options

2014-394 – Moved by Councillor Daugert, seconded by Councillor O'Brien Anderson

THAT we receive the Administrator's report.

CARRIED

Direction given to look at what we might be able to do within the time constraints in regards to our water system, to look at a generator for the multiplex as an option and to consider new bleachers for the Community Park.

NB-2 – Report to Council – 2015 Grant Writer

2014-395 – Moved by Councillor Cunningham, seconded by Councillor O'Brien Anderson

THAT we table this discussion to a future date.

CARRIED

NB-3 – Northern Savings Credit Union Cheque Signing

2014-396 – Moved by Councillor O'Brien Anderson, seconded by Councillor Daugert

THAT Council authorize Mayor Gould, Councillors Cunningham, Daugert, Gaspar and O'Brien Anderson, CAO Mushynsky and Deputy Clerk Ferretti to be signing officers for the Village of Port Clements and that legal documents are to contain one staff and one Council member signature for proper authorization.

CARRIED

2014-397 – Moved by Councillor Cunningham, seconded by Councillor Daugert

THAT the Village of Port Clements:

1. Appoints CIBC, Prince Rupert Branch, as one of its bankers
2. The Authorized signing officers shall be Mayor, Councillors, CAO and Deputy Clerk
3. That two signatures are required being one from Mayor or Council and one from staff
4. That any of the signing officers, as well as any person authorized in writing by any of the signing officers, is authorized on behalf of the Village of Port Clements to make deposits with CIBC. The Village of Port Clements endorsement on any item deposited to an account may be made by means of a rubber stamp or any other device.
5. Definitions in this resolution
 - a) Account means each and every account the Village of Port Clements maintains from time to time with CIBC
 - b) Service means the Business Operating Account service or other account service, however named, offered from time to time by CIBC
 - c) Signing Authority means authority to do any of the following from time to time for or on behalf of the Village of Port Clements
 - i) sign or endorse any cheque, whether or not an overdraft is created in any account as a result
 - ii) provide any authority to any CIBC officer to accept and/or pay any and all drafts on behalf of the Village of Port Clements
 - iii) enter into any securities related transactions with CIBC
 - iv) borrow money or otherwise obtain credit from CIBC by way of loans, advances, overdrafts or otherwise; and give security over any or all of the Village's currently owned or after-acquired, real or personal, movable or immovable property to secure any such credit obtained by CIBC, and sign all documents necessary to do so

- v) sign any agreement with or authority to CIBC or any of its subsidiaries related to the Village's banking and financial service needs, whether generally or with regard to any particular transaction (including among other things account operation agreements, interest rate, foreign exchange and commodity-related banking agreements and CIBC's service agreements for centralized cash control, third party payments, electronic data interchange, money market trader and any other of CIBC's cash management services)
- vi) execute and deliver any application or agreement that CIBC may require with respect to any service and appoint any person(s) permitted to be appointed with respect to such service.

CARRIED

NB-4 – Appointments to Committees

2014-398 – Moved by Councillor O'Brien Anderson, seconded by Councillor Daugert

THAT the Village makes the following appointments:

Community Futures – Community Member Urs Thomas as the Representative
Councillor Daugert as the Alternate

Gwaii Tel – Councillor Cunningham as the Representative
Councillor O'Brien Anderson as the Alternate

MIEDS – Councillor Daugert as the Representative (MIEDS does not recognize alternates)

NDIT – Councillor O'Brien Anderson as the Representative
Mayor Gould as the Alternate

SQCRD – Mayor Gould as the Representative
Councillor Daugert as the Alternate

VIRL – Councillor Cunningham as the Representative
Councillor O'Brien Anderson as the Alternate

CARRIED

2014-399 – Moved by Councillor Cunningham, seconded by Councillor Daugert

THAT the Village makes the following appointments:

Rec Committee – Councillor O'Brien Anderson & Councillor Gaspar

Park Committee – Councillor O'Brien Anderson, Councillor Cunningham & Councillor Daugert

Tourism Committee – Mayor Gould, Councillor Gaspar

Emergency Planning Committee – Councillor Cunningham, Councillor Gaspar

CARRIED

Mayor Gould agreed to remain on the Centennial Committee until its wrap up in early 2015 and no appointments were made to the Barge Committee or the Small Craft Harbour committee as they are both dormant for an unknown period of time.

9. ACTION ITEMS

10. REPORTS AND DISCUSSIONS.

Mayor Gould – no report

Councillor Gaspar – Rec mtg.

Councillor Daugert – no report

Councillor Cunningham – no report

Councillor O'Brien Anderson – request Village's permission to plant a live, full grown tree at the corner of Dyson and Bayview to be decorated annually as the Village Christmas tree

2014-400 Moved by Councillor Daugert, seconded by Councillor Cunningham

THAT in conjunction with direction by the Public Work Superintendent, O'Brien's be allowed to plant a full sized, living tree on the Village's lot on the corner of Dyson and Bayview and be permitted to decorate it annually for the Christmas season.

CARRIED

CAO – no report

ADJOURNMENT.

2014-401 - Moved by Councillor Cunningham, seconded by Councillor Daugert

THAT the meeting be adjourned at 9:50pm
CARRIED

Ian Gould,
Mayor

Kim Mushynsky,
CAO

Fireworks Finale

Deputy Clerk Ferretti advised the Committee that on October 16th a meeting between CAO Mushynsky, Council and Trevor Jarvis of Masset determined the safest location for the fireworks is the Community Park as opposed to the Rainbow Wharf. We will plan for a 7:00p.m. showing. Trevor Jarvis will have the final say as to whether the fireworks will be a go as it is his licence. If necessary to postpone due to weather conditions, the date will be the following evening until we are successful. The Ambulance and Firemen will be on hand. Perhaps request the Rangers to do security detail.

On October 20th, CAO Mushynsky sent letters to businesses requesting donations towards the fireworks. To date there has not been any response. Council has approved \$6,000.00; approximate costs of the fireworks is \$4,500.00 - \$5,000.00; Payment for Trevor Jarvis' services will be in the form of equipment he requires to do the display for our celebration, which he will become the owner of.

4. ORIGINAL CORRESPONDENCE

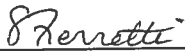
5. GOVERNMENT

6. NEW BUSINESS

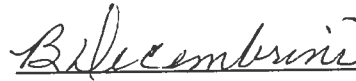
7. REPORTS & DISCUSSIONS.

ADJOURNMENT.

Joan Hein motioned to adjourn at 8:21p.m.



Sharon Ferretti, Deputy/Clerk Treasurer, Chair



Burneta Decembrini

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

#	ITEM	IMMEDIATE ACTION	RESOLVE	DONE?
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 Determine dates of school concert and other community parties Email invite to participants to form a Choir for the Christmas Carol service Date to be within the first week of December	Start in Sept
14	Fireworks for 100 th Celebrations	October 31 st good as kids are out + dark early enough; but concern is potentially unsafe weather conditions. Require licencing to do public display. Discussed having a family Halloween Party at the Firehall; prizes; apple bobbing + popcorn balls Plan B in case of bad weather to be first good weather night i.e. Nov 1 st	Purchase month in advance. Possibility of Corporate Sponsorship. Contact Masset Fire Chief i.e. details surrounding putting on a fireworks show using industrial grade; have firemen available.	September



BOARD HIGHLIGHTS

November 21st, 2014 Board Meeting

Delegations:

Ron Bedard, Vice President of the Port Edward Historical Society, addressed the Board with the 2014 year-end update on the North Pacific Cannery. Mr. Bedard, on behalf of the Port Edward Historical Society, presented the Board with a cheque valued at \$3,206 as final repayment of an outstanding loan.

Board Business:

1. The Board received correspondence from the City of Prince Rupert in regard to the North Coast's Need for Emergency Marine Response. In response to this correspondence, the Board offered its cooperation in forming a collaborative approach to address the need for increased information pertaining to emergency marine response.
2. The Board received correspondence from the Ministry of Forests, Lands and Natural Resource Operations in regard to secondary access roads on Haida Gwaii. The correspondence notes that the concerns surrounding access to these roads during an emergency situation will be addressed through the implementation of the *Natural Resource Road Act*.
3. Tim DesChamp, Recycling Operations Manager, addressed the Board in regard to the ongoing overflow issues at the Recycling Transfer Station. Mr. DesChamp noted that the transfer station will continue to be monitored to ensure that overflow issues are addressed.
4. Daniel Fish, Deputy Corporate Officer, addressed the Board in regard to the Skeena-Queen Charlotte Regional District 2014 Local Government Election Results. Results included a new Electoral Area "E" Director to take office, Bill Beldessi, as well as the passing of a referendum question to establish a service in Electoral Area "E" to support the operation of the Sandspit Community Hall.
5. The Board adopted the Skeena-Queen Charlotte Regional District Regional Recycling Fees and Charges Bylaw No. 587, 2014 and the Skeena-Queen Charlotte Regional District Freedom of Information Bylaw No. 590, 2014.

For complete details of the November 21st, 2014 Board meeting, the Agenda and Minutes are posted under "Quick Links" at www.sqcrd.bc.ca.

C-1

Tim & Marg Fennell

276 Bayview Drive

P.O Box 297

Attn: Village of Port Clements Mayor and Council

Dec 8 2014

Re: Foreshore Park area fronting 276 Bayview Drive.

I understand that approval has been given to a private uplands owner to continue activities in the riparian zone fronting the Yakoun Estuary. I find the cutting down of the various shrubs and bushes on and around the stumps visually unappealing not to mention the negative impacts to wild life.

I have no problem with a height limit being maintained on the shrubs and bushes to accommodate the view. But do have a problem with how the stumps are left exposed and how the shrubs and berry bushes are not left to naturalize the foreshore.

The result of this annual mowing is to leave a mowed area that is very difficult to move across as the many sharp stubs are all that is left of the bushes. If a child ran and tripped in this area and impaled themselves on one of these sharp stubs, who would be liable the village or the individual who did the cutting?

When we originally bought 276 Bayview Drive. The foreshore was naturalized with mostly shrubs and berry bushes. About 5 years ago the recipient of this recent approval , cut down most of the evergreens and all the shrubs and bushes, exposing the stumps and eliminating any wildlife habitat values. Our children witnessed the result, watching wood duck chicks being picked off by predators before reaching the water, due to lack of cover.

Does this approval apply to only the foreshore fronting the individuals uplands lot or does this approval apply to foreshore fronting other upland owners?

Does this management fit with parks legislation? Does this approval fit with a overall plan for the park ?

If one individual is given authority to do what they want on public park land, how is the Village of Port Clements going to deny other upland owners the right to implement there individual visions for park management. What if the owners of 276 Bayview want to plant shrubs to hide the stumps, would that be approved and then the shrubs cut down by next uplands owner?

I would request that this approval be rescinded until a park plan is approved. I think the different visions of individuals have to fit with all uplands owners as well as Best Management Practices for water front parks.

Thanks,

Tim & Marg Fennell

C-2

VILLAGE OF PORT CLEMENTS

Cheque Listing For Council

2014-Dec-10
2:04:00PM

Cheque #	Cheque Date	Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
140521	2014-11-24	TLELL FIREFIGHTERS	10-2-12-99-30	GTChristmas	PAYMENT GT CHRISTMAS FUND	3,000.00	3,000.00
140527	2014-11-28	BC HYDRO	10-2-12-11-70 10-3-22-00-00	112007725361 112007725361	PAYMENT 21 JASPER ST APTS OCT 15-NOV GST	321.25 16.06	337.31
140528	2014-11-28	Ferretti, Sharon	10-2-24-90-10 10-3-22-00-00	Vacuum Vacuum	PAYMENT VACUUM CLEANER FOR WEIGH GST	56.13 2.62	58.75
140529	2014-11-28	LAND TITLE AND SURVEY A	10-2-12-11-70	Salter Property	PAYMENT 2ND FILING SALTER TAX SALE	125.73	125.73
140530	2014-11-28	RECEIVER GENERAL - CCR/	10-4-27-00-10	NOV2014	PAYMENT CCRA REMIT NOVEMBER	3,966.80	3,966.80
140531	2014-11-28	WEIGUM, SHIRLEY	10-2-12-14-10 10-2-71-21-20 10-2-71-21-11 10-2-71-89-00	27 27 27 27	PAYMENT JANITORIAL NOVEMBER JANITORIAL NOVEMBER JANITORIAL NOVEMBER JANITORIAL NOVEMBER	462.00 253.00 242.00 143.00	1,100.00
140532	2014-11-28	XEROX CANADA LTD.	10-2-12-11-30 10-3-22-00-00	F46722039 F46722039	PAYMENT USAGE FEES SEPT 30-NOV 12 GST	191.28 8.94	200.22
140533	2014-11-28	Snow, Manzanita	10-2-72-50-10	ArtWorkCentenr	PAYMENT CARTOON MAP ART WORK PUR	800.00	800.00
140534	2014-11-28	HARBOUR AUTHORITY ASS	10-2-34-00-70	HbrAuthSeminar	PAYMENT REGISTRATION-HAABC ANNUAL	275.00	275.00
140535	2014-11-28	LAND TITLE AND SURVEY A	10-2-12-11-70	Falcon2012Tax	PAYMENT FINALIZATION 2012 TAX SALE F/	79.22	79.22
140536	2014-11-28	Stewart, McDannold, Stuart	10-2-12-10-50 10-3-22-00-00	68418 68418	PAYMENT SEWER STAT RIGHT OF WAY LE GST	17.66 0.83	18.49
140537	2014-11-28	Stupka, Christina	10-2-34-00-70	HbrAuthSem	PAYMENT AIR FARE+HOTEL HAABC SEMIN	1,070.75	1,070.75
140538	2014-12-01	C. AND C. BEACHY CONTRA	10-2-12-99-30 10-3-22-00-00 10-2-12-99-30 10-3-22-00-00	00251854E 00251854E SantaGifts SantaGifts	PAYMENT TOYS BREAKFAST WITH SANTA GST TOYS BREAKFAST WITH SANTA GST	970.43 45.35 57.76 2.70	1,076.24
140539	2014-12-05	BLUE CROSS	10-4-27-00-30	220627	PAYMENT DECEMBER BENEFIT PREMIUM	1,335.37	1,335.37
140540	2014-12-05	PORT CLEMENTS HISTORIC	10-2-11-10-00	CheerMemorian	PAYMENT DONATION OF MAYOR CHEER'S	875.00	875.00
140541	2014-12-05	VILLAGE OF PORT CLEMEN	10-2-24-90-10 10-2-31-00-00 10-2-12-11-00 10-2-75-00-00 10-2-12-11-00 10-2-12-11-60	PettyCashDec PettyCashDec PettyCashDec PettyCashDec PettyCashDec PettyCashDec	PAYMENT painter's tape lawn rake 2 library keys Santa Breakfast+Movie nights Chambers clock batteries Postage	10.25 27.27 10.00 86.15 5.77 16.09	158.99

F-1

VILLAGE OF PORT CLEMENTS

Cheque Listing For Council

2014-Dec-10
2:04:00PM

Cheque		Vendor Name	General	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date		Ledger				
140541	2014-12-05	VILLAGE OF PORT CLEMEN	10-2-81-90-20	PettyCashDec	CanadaPost envelope	(0.23)	158.99
			10-2-81-90-20	PettyCashDec	GeneralReceipts	(0.01)	
			10-2-81-90-20	PettyCashDec	Petty Cash Box shortage	(0.47)	
			10-3-22-00-00	PettyCashDec	GST	4.17	

Total 14,477.87

*** End of Report ***

STATEMENT OF ACCOUNTS

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

PO Box 94
Masset BC V0T 1M0


MASSET BRANCH 250-626-5231
MEMBER NUMBER 56440
STATEMENT DATE November 30, 2014
PAGE 1 of 10

40

DEMAND ACCOUNTS

Date	Description	Number	Withdrawals	Deposits	Balance
Business 75					
31Oct2014	Balance Forward				399,864.72
01Nov2014	Deposit			1,183.72	401,048.44
01Nov2014	Clearing Cheque	140476	1,100.00		399,948.44
01Nov2014	Clearing Cheque	140456	50.61		399,897.83
01Nov2014	Clearing Cheque	140468	162.50		399,735.33
03Nov2014	Pre-Authorized Credit - PROVINCE OF B.C			742.67	400,478.00
03Nov2014	Clearing Cheque	140472	5,487.66		394,990.34
04Nov2014	Clearing Cheque	140477	8.67		394,981.67
04Nov2014	Clearing Cheque	140470	321.54		394,660.13
05Nov2014	Clearing Cheque	140466	56.37		394,603.76
06Nov2014	Clearing Cheque	140462	278.40		394,325.36
06Nov2014	Clearing Cheque	140463	333.36		393,992.00
06Nov2014	Clearing Cheque	140454	500.00		393,492.00
07Nov2014	Deposit			13,694.56	407,186.56
10Nov2014	Clearing Cheque	140471	100.00		407,086.56
10Nov2014	Clearing Cheque	140379	691.29		406,395.27
10Nov2014	Clearing Cheque	180964	908.15		405,487.12
10Nov2014	Clearing Cheque	140484	1,000.00		404,487.12
12Nov2014	Clearing Cheque	140474	256.52		404,230.60
12Nov2014	Clearing Cheque	140469	294.11		403,936.49
12Nov2014	Clearing Cheque	140475	3,378.00		400,558.49
13Nov2014	Clearing Cheque	140479	186.68		400,371.81
14Nov2014	Bill Payment Telus Communications 2285720649 Vendor Confirmation: 706989	115962	1,375.67		398,996.14
14Nov2014	Bill Payment BC Hydro 2328675 Vendor Confirmation: 738913	110237	4,086.94		394,909.20
14Nov2014	Bill Payment CIBC VISA 4503386141757010 Vendor Confirmation: 739515	110264	15.06		394,894.14
14Nov2014	Bill Payment CIBC VISA 4503386141757010 Vendor Confirmation: 750019	111685	100.00		394,794.14
14Nov2014	Deposit			4,998.27	399,792.41

continued...



During the holiday season, our thoughts turn gratefully to our members and neighbours, who have made our success possible. And in this spirit, the Directors and staff at Northern Savings say simply, but sincerely,

thanks and best wishes for a peaceful and happy holiday season.

F.V

www.northsave.com

Printed on 40% Post Consumer Fibre



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-LOST1111. For calls originating outside of Canada or continental USA, call (306) 566-1276 (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 November 30, 2014
PAGE 2 of 10

Date	Description	Number	Withdrawals	Deposits	Balance
Business 75					
14Nov2014	Deposit			38,621.97	438,414.38
14Nov2014	Pre-Authorized Credit - SCHOOL DISTRICT 50			480.00	438,894.38
14Nov2014	Clearing Cheque	140465	700.00		438,194.38
17Nov2014	Bill Payment Credit Union MasterCard 5527497140094880 Vendor Confirmation: 231897	855575	814.94		437,379.44
17Nov2014	Clearing Cheque	140455	300.00		437,079.44
17Nov2014	Clearing Cheque	140496	420.00		436,659.44
18Nov2014	Clearing Cheque	140504	21.03		436,638.41
18Nov2014	Clearing Cheque	140467	33.88		436,604.53
18Nov2014	Clearing Cheque	140505	150.00		436,454.53
18Nov2014	Clearing Cheque	140498	210.56		436,243.97
18Nov2014	Clearing Cheque	140491	232.72		436,011.25
18Nov2014	Clearing Cheque	140478	483.59		435,527.66
18Nov2014	Clearing Cheque	140495	7,786.59		427,741.07
19Nov2014	Clearing Cheque	140485	50.00		427,691.07
19Nov2014	Clearing Cheque	140473	67.20		427,623.87
20Nov2014	Transfer in from 604207 Masset cheq			54.65	427,678.52
20Nov2014	Clearing Cheque	140499	100.00		427,578.52
20Nov2014	Clearing Cheque	140507	386.05		427,192.47
21Nov2014	Clearing Cheque	140493	253.58		426,938.89
21Nov2014	Clearing Cheque	140506	831.79		426,107.10
22Nov2014	Deposit			7,980.98	434,088.08
25Nov2014	Transfer in from 7071111 Masset cheq			72.00	434,160.08
25Nov2014	Clearing Cheque	140494	1,335.37		432,824.71
25Nov2014	Clearing Cheque		12.96		432,811.75
25Nov2014	Clearing Cheque	140497	466.63		432,345.12
25Nov2014	Clearing Cheque	140503	500.00		431,845.12
26Nov2014	Clearing Cheque	140514	189.00		431,656.12
26Nov2014	Clearing Cheque	140520	1,270.10		430,386.02
29Nov2014	Deposit			3,226.91	433,612.93
30Nov2014	Credit Interest			344.14	433,957.07
30Nov2014	Monthly Service Fee		55.00		433,902.07

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

Printed on 40% Post Consumer Fibre



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-LOST1111. For calls originating outside of Canada or continental USA, call (305) 566-1276 (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 November 30, 2014
PAGE 3 of 10

Date	Description	Number	Withdrawals	Deposits	Balance
Business 75					
Total Withdrawals and Deposits			37,362.52	71,399.87	
Number of Cheques 40					
Membership Shares					
31Oct2014	Balance Forward				37.70
Total Withdrawals and Deposits			.00	.00	
Business Simply Savings					
31Oct2014	Balance Forward				403,952.83
05Nov2014	Transfer in from 7310006 Masset sav			62.37	404,015.20
30Nov2014	Credit Interest			415.08	404,430.28
Total Withdrawals and Deposits			.00	477.45	

TERM DEPOSITS

Date	Description	Withdrawals	Deposits	Balance
Term 4: Short Term GSP (30 - 364 Days) -				
31Oct2014	Balance Forward			11,267.34
Start 30Apr2014 - Rate 1.0000% - NextInt 30Jan2015 - Matures 30Jan2015				
Term 7: 12 - 60 Month Term -				
31Oct2014	Balance Forward			255,375.00
Start 13Feb2013 - Rate 2.1500% - NextInt 13Feb2015 - Matures 13Feb2016				
Term 10: 3 Year Harvest Term -				
31Oct2014	Balance Forward			750,000.00
21Nov2014	Credit Interest		8,250.00	758,250.00
Start 21Nov2013 - Rate 2.0000% - NextInt 21Nov2015 - Matures 21Nov2016				
Term 11: Short Term GSP (30 - 364 Days) -				
31Oct2014	Balance Forward			133,481.29
Start 06May2014 - Rate 1.0000% - NextInt 31Dec2014 - Matures 31Dec2014				
Term 12: 12 - 60 Month Term -				
31Oct2014	Balance Forward			300,000.00
Start 04Jul2014 - Rate 1.6000% - NextInt 04Jul2015 - Matures 04Jan2016				

Continued...

www.northsave.com

Printed on 40% Post Consumer Fibra



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).

Village Of Port Clements

STATEMENT OF ACCOUNTS

PO Box 94
Masset BC V0T 1M0

MASSET BRANCH 250-626-5231
MEMBER NUMBER 56440
STATEMENT DATE November 30, 2014
PAGE 4 of 10

Assets	Canadian Dollars	US Dollars
Chequing	433,902.07	.00
Savings	404,430.28	.00
Terms	1,458,373.63	.00
Registered Plans	.00	.00
Shares	37.70	.00
Total Assets	2,296,743.68	.00
Liabilities	Canadian Dollars	US Dollars
Line of Credit	.00	.00
Over limit LOC/overdraft	.00	.00
Loans	.00	.00
Mortgage	.00	.00
Total Liabilities	.00	.00
	.00	.00

Over limit Lines of Credit / Overdrafts interest rate is 24.0000

continued...

www.northsave.com

Printed on 40% Post Consumer Fibre



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).



CIBC Account Statement

VILLAGE OF PORT CLEMENTS

For Nov 1 to Nov 26, 2014

The names shown are based on our current records, as of December 2, 2014. 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 Nov 1, 2014		\$38,192.80
Withdrawals	-	14,003.56
Deposits	+	5,015.93
Closing balance on Nov 26, 2014	=	\$29,205.17

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 (\$)
Nov 1	Opening balance			\$38,192.80
Nov 3	DEBIT MEMO CHARGE FOR OCT CIBC EFT SERVICE CHARGE	77.38		38,115.42
Nov 5	CREDIT MEMO INT @ 0.2500% CIBC-AUTOMATED INTEREST SYSTEM		9.27	38,124.69
Nov 6	CREDIT MEMO FUNG LOY KOK IN		40.00	38,164.69
Nov 7	CREDIT MEMO CREDIT UNION CENTRAL OF B.C. CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		150.00 340.35	38,314.89 38,655.04
Nov 10	CREDIT MEMO CREDIT UNION CENTRAL OF B.C. CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		300.00 833.80	38,955.04 39,788.84

(continued on next page)

F-3

CIBC Account Statement

Nov 1 to Nov 26, 2014

Account number: 93-00813

Branch transit number: 00180

Transaction details (continued)

Date	Description	Withdrawals (\$)	Deposits (\$)	Balance (\$)
Nov 10	Balance forward			\$39,788.84
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		484.50	40,273.34
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		60.00	40,333.34
Nov 12	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		156.01	40,489.35
	DEBIT MEMO SETTLEMENT: 0109 CIBC DATA CENTRE: 00	6,095.68		34,393.67
Nov 13	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		602.00	34,995.67
Nov 14	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		448.00	35,443.67
Nov 17	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		722.00	36,165.67
Nov 21	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		348.00	36,513.67
	DEBIT MEMO Nov 21, 2014 Municipal Pensi	1,389.24		35,124.43
Nov 24	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		246.00	35,370.43
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		276.00	35,646.43
Nov 26	DEBIT MEMO SETTLEMENT: 0110 CIBC DATA CENTRE: 00	6,441.28		29,205.17
	Closing balance			\$29,205.17



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: December 10, 2014
Re: **Business Façade Improvement**

Background: NDIT has a 50% funding program to support economic development by encouraging the private sector to undertake business façade improvements. This means that private businesses could undertake specified façade improvements and get 50% of the eligible costs refunded to them by NDIT, but administered by the Village of Port Clements. If we wish to participate, an application should be submitted before the end of 2014 with the work to be done and reported on by December 31st of 2015. If we wish to be considered for 2015 we need a Council resolution to submit to NDIT. Port Clements took part in this program in 2013 when it was a brand new program and had pretty good participation by local businesses. We took part in the program again in 2014 but had zero participation. We have three businesses who have talked to me within the last month to say they are interested in the program but were just unable to get organized for the 2014 season and would like to see it available again in 2015. There are minimal costs to the Village for this program – some Administrative time, supplies, postage and advertising costs as well as some Council time to review approvals for applications from businesses.

Recommendation: I recommend that Council make a motion to support the application to Northern Development Initiative Trust for the Business Façade Improvement grant for the 2015 fiscal year. However, if we do not get reasonable participation in 2015 for this program we should probably not pursue it any further.

Respectfully submitted:

R-1



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: December 10, 2014
Re: Mail in Voting

Background: The province passed legislation allowing for Municipalities to put policies in place for mail in voting under specific circumstances for the 2011 Municipal election. Prior to the 2014 election I checked to see how many small municipalities (population under 1000) had passed Bylaws and set up procedures for this practice and only found 2 municipalities who decided to do this. I found that several Regional Districts have decided to do this but SQCRD does not have this in effect currently. One of the two small municipalities who have decided to offer this option is Radium Hot Springs who have a large "absentee" landowner population. There are costs involved in adding this option for Municipal elections – specifically supplies, postage and Administrative time. I have attached the procedures adopted by Radium Hot Springs. I have also reviewed procedures from one city and one Regional District and I find them to all be quite similar. The redundancy of envelopes (3 for every vote) is a privacy requirement related to the regulations around mail in voting. For the 2014 Port Clements election I had 2 people inquire about the ability to mail in their vote before the election and 1 person make a request after the election for us to have this procedure in place for the next election. Although the next scheduled Municipal election isn't for another 4 years, we may want to consider whether we wish to proceed with this option so that it is in place should a By-election become necessary anytime in the next 4 years as Bylaws related to elections need to be adopted approximately 4 months in advance of the actual election.

Recommendation: I request Council either makes a decision at this meeting whether or not to allow for mail-in voting, or, if more time for consideration or additional information is required, that Council adds this issue to the action item list.

Respectfully submitted:

R-2

Village of Radium Hot Springs

Mail Ballot Voting Procedures

The following procedures are established pursuant to Election Procedure Bylaw No. 380, 2011.

(a) Authorization

- (i) Voting and registration may be done by mail for those electors who meet both the criteria found in Section 49, and Section 100 (2) of the *Local Government Act*.
- (ii) As per Section 100 (2) of the *Local Government Act* the following electors are permitted to register to vote by mail and to vote by mail ballot:
 - (1) those persons who have a physical disability, illness or injury that affects their ability to vote at another voting opportunity, and
 - (2) persons who expect to be absent from the Village of Radium Hot Springs on general voting day and at the times of all advance voting opportunities.

(b) Application Procedure

- (i) During the period commencing with the declaration of election by voting and ending at 4:00 pm on the Thursday immediately preceding general voting day, a person wishing to vote by mail ballot shall submit an 'Application to Vote by Mail' to the Chief Election Officer.
- (ii) Upon receipt of an 'Application to Vote by Mail', the Chief Election Officer or designate shall, between the time printed mail ballot packages are available and 4:00 pm on the Thursday immediately preceding general voting day:
 - (1) make available to the applicant a mail ballot package as specified in Section 100(7) of the *Local Government Act*, together with an application for elector registration as specified in Section 55 of the *Local Government Act*. Pursuant to Section 100 (1) the *Local Government Act* and to the authority delegated under Section 100 (4) (b) of the *Local Government Act*, elector registration will be permitted, for the purposes of mail ballot voting only, until 8 pm on general voting day.
 - (2) 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.

(c) Voting Procedure

- (i) To vote using a mail ballot, the elector shall mark the ballot in accordance with the instructions contained in the mail ballot package provided by the Chief Election Officer.
- (ii) After marking the ballot, the elector shall:
 - (1) place the ballot in the secrecy envelope provided and seal the secrecy envelope;
 - (2) place the secrecy envelope in the certification envelope, and complete and sign the certification printed on such envelope, and then seal the certification envelope;
 - (3) place the certification envelope, together with a completed elector registration application, if required, in the outer envelope, and then seal the outer envelope;

- (4) mail, or have delivered, the outer envelope and its contents to the Chief Election Officer at the address specified so that it is received no later than the close of voting on general voting day.

(d) Ballot Acceptance or Rejection

- (i) Upon receipt of the outer envelope and its contents, the Chief Election Officer or designate shall record the date of receipt and open the outer envelope to examine the certification envelope and the elector registration application, if applicable, and if satisfied as to the identity and entitlement to vote of the elector, the completeness of the certification, and that the requirements of Section 55 of the *Local Government Act* have been fulfilled shall mark the certification envelope as "accepted", open the certification envelope in the presence of at least one other person, and place the secrecy envelope into a ballot box specified for such purpose, where such secrecy envelopes were received from persons whose right to vote using a mail ballot has not been challenged, or where such challenge has been resolved and the challenged person permitted to vote.

(ii) Where upon receipt of an outer envelope:

(1) the Chief Election Officer is not satisfied as to the identity of the elector whose ballot is enclosed, or;

(2) the application for registration as an elector has not been completed in accordance with Section 55 of the *Local Government Act*,

the certification envelope shall remain unopened and the Chief Election Officer shall mark the envelope as "rejected", note the reasons for the rejection, and the ballot shall not be counted in the election.

(e) Challenge of Elector

- (i) A person exercising the right to vote under the provisions of this Bylaw may be challenged in accordance with and on the grounds specified in Section 116 of the *Local Government Act*, until such time as the certification envelope is marked "accepted" by the Chief Election Officer or designate.
- (ii) The provisions of Section 116(2) to (5) inclusive of the *Local Government Act* shall apply where a challenge of an elector using a mail ballot has been made.

(f) Elector's Name Already Used

- (i) Where, upon receiving a request for a mail ballot, the Chief Election Officer determines that another person has voted or has already been issued a mail ballot in the elector's name, the provisions of Section 117 of the *Local Government Act* shall apply, so far as applicable.

(g) Replacement of Spoiled Ballot

- (i) Where an elector unintentionally spoils a mail ballot before returning it to the Chief Election Officer, the elector may request a replacement ballot by advising the Chief Election Officer or designate of the ballot spoilage and by mailing or otherwise delivering by any appropriate means, the spoiled ballot package in its entirety to the Chief Election Officer or designate.
- (ii) The Chief Election Officer shall, upon receipt of the spoiled ballot package, record such fact, and provide a replacement mail ballot package pursuant to Section 118 of the *Local Government Act*.

Prepared by:

Mark Read
Chief Elections Officer
Village of Radium Hot Springs

Date

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	Gaspar	Develop a plan for addressing this issue
A25	28-01-2014	Biomass heating system for Multiplex	Administrator	Decision made on engineering Nov. 24 will update at the Dec. 15 Council mtg.
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

A-1