



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

36 Cedar Avenue West  
PO Box 198  
Port Clements, BC  
V0T1R0  
OFFICE: 250-557-4295  
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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 Tuesday, July 2, 2013

**AGENDA**

1. ADOPT AGENDA.
2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.
3. MINUTES.  
M-1-Regular meeting of Council Monday, June 17, 2013  
M-2-Barge Sub-Committee meeting Thursday, May 16, 2013  
M-3-Port Rec Commission meeting Thursday, May 30, 2013  
M-4-Port Rec Commission meeting Tuesday, June 18, 2013
4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.
5. ORIGINAL CORRESPONDENCE.
6. GOVERNMENT.
7. FINANCE.  
F-1-Cheque Listing June 26, 2013
8. NEW BUSINESS.  
NB-1- Report To Council – Gwaii Trust & Gwaii Forest Charitable Trust
9. ACTION ITEMS.  
A-1-See Attached
10. REPORTS & DISCUSSIONS.
11. QUESTIONS FROM THE PUBLIC & PRESS.

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ADJOURNMENT.



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**Minutes of the regular meeting of the Port Clements Council held Monday June 17, 2013 in the Council Chambers.**

**Present:**

Mayor Cheer  
Councilor Gaspar  
Councilor Gould  
Councilor Thomas – arrived at 7:15pm  
Councilor Falconbridge

CAO Kim Mushynsky

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

**1. ADOPT AGENDA.**

2013-182 - Moved by Councilor Falconbridge, seconded by Councilor Gould  
THAT the agenda be adopted with the following amendments – add NB 5 – appointments to Park Management and Centennial committees and to move to in-camera per CC Section 90(1)(k) prior to adjourning.  
**CARRIED**

**Village of Port Clements 2012 Annual General Meeting**

2013-183 – Moved by Councilor Falconbridge, seconded by Councilor Gaspar  
THAT we accept the Annual Report as presented.  
**CARRIED**

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

**3. MINUTES.**

M-1 – Regular Meeting of Council Monday June 3, 2013  
2013-184 – Moved by Councilor Gaspar, seconded by Councilor Falconbridge  
THAT we accept the minutes from the June 3, 2013 Regular Council meeting as presented.  
**CARRIED**

Mayor Cheer left the meeting at 7:25pm. Councilor Gould took the Chair.

M-2 – Meeting notes between Tourism Committee and Port Clements Historical Society – May 21, 2013  
2013-185 – Moved by Councilor Gaspar, seconded by Councilor Falconbridge  
THAT we accept the meeting notes from the May 21, 2013 between the Tourism Committee and Historical Society  
**CARRIED**

2013-186 – Moved by Councilor Gaspar, seconded by Councilor Falconbridge  
THAT Council approve the use of the Museum as the Information Centre for Port Clements for 2013/2014 with a \$500 budget which comes from the Tourism Budget.  
**CARRIED**

Mayor Cheer re-entered the meeting at 7:40pm and resumed Chair.

m-1

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

**5. ORIGINAL CORRESPONDENCE.**

**6. GOVERNMENT.**

**7. FINANCE.**

F-1 – Cheque Listing to June 12, 2013

2013-187 – Moved by Councilor Gaspar, seconded by Councilor Falconbridge  
THAT we accept the cheque listing as presented.

**CARRIED**

F-2 – NSCU May 2013 Bank Statement

2013-188 – Moved by Councilor Falconbridge, seconded by Councilor Gould  
THAT we accept the NSCU May 2013 Bank Statement as presented.

**CARRIED**

**8. NEW BUSINESS.**

NB-1 – Bursary Application – Jasmine Furby

2013-189 – Moved by Councilor Falconbridge, seconded by Councilor Gaspar  
THAT we open this item for discussion.

**CARRIED**

2013-190 – Moved by Councilor Falconbridge, seconded by Councilor Thomas  
THAT we table this decision until the Policy deadline of August 12, 2013

**CARRIED**

NB-2 – Bursary Application – Kayla Scheck

2013-191 – Moved by Councilor Falconbridge, seconded by Councilor Thomas  
THAT we table this decision until the Policy deadline of August 12, 2013.

**CARRIED**

Mayor Cheer departed the meeting at 7:45pm and Councilor Gould took over Chair.

NB-3 – Grant Request from Port Clements Historical Society

2013-192 – Moved by Councilor Gaspar, seconded by Councilor Falconbridge  
THAT we provide funding to the Port Clements Historical Society in the amount of \$2,800.00.

**CARRIED**

Mayor Cheer returned to the meeting at 7:50pm and resumed Chairing the meeting.

NB-4 – Grant request from Cedarview Community Church

2013-193 – Moved by Councilor Falconbridge, seconded by Councilor Gaspar  
THAT we provide funding to the Cedarview Community Church in the amount of \$1,443.79.

**CARRIED**

NB-5 – Appointments to Park Management and 2014 Centennial Celebration Committees

The following appointments were made:

To the Park Management committee, which is expected to be concluded within a six month period, Mayor Cheer and Councilors Thomas, Gould, Gaspar and Falconbridge. The first meeting of this committee will be Tuesday July 2, 2013 at 5:30pm in Council Chambers.

To the 2014 Centennial Celebration Committee, which is expected to operate for one year, Mayor Cheer and Councilors Gaspar and Gould. The 2014 Centennial Celebration Committee is expected to liaison with both the Recreation Commission and the Tourism Committee.

**9. ACTION ITEMS:**

**10. REPORTS AND DISCUSSIONS.**

Councilor Falconbridge – Soccer tournament a success

Councilor Thomas – PNCIMA Open House, NDIT

Mayor Cheer – RCMP mtg, Barge mtg with Mr. Tapp, MIEDS, VIRL, Protocol mtg tomorrow

Council Gaspar – Rec committee mtg, RCMP Mtg, budget question regarding Community Park upgrades

Councilor Gould – SQCRD mtg this weekend, RCMP mtg, Barge mtg with Mr. Tapp

Administrator – NDIT Business Façade funding approved, ESSD training in New Westminster.

2013-194 Moved by Councilor Gaspar, seconded by Councilor Falconbridge

THAT we move to an in-camera meeting per CC Section 90(1)(k) at 8:25pm

**CARRIED**

**ADJOURNMENT.**

2013-195 - Moved by Councilor Gaspar, seconded by Councilor Falconbridge

THAT the meeting be adjourned at 9:05pm

**CARRIED**

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Wally Cheer,  
Mayor

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Kim Mushynsky,  
Clerk/Treasurer



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**Minutes of the Barge Sub-Committee meeting of the Port Clements Council held Thursday May 16, 2013 in the Council Chambers**

Present:

Mayor Cheer  
Councilor Gould  
Councilor Thomas  
Councilor Gaspar

CAO Kim Mushynsky

Heather Adel – MIEDS via teleconference

Mayor Cheer called the meeting to order at 4:35pm

M-1 – April 25, 2013 Barge Sub Committee Minutes

Moved by Councilor Gould, seconded by Councilor Gaspar

THAT we accept the minutes of the April 25, 2013 Barge Committee meeting as presented.

CARRIED

NB-1 – Communications with Provincial Government now that election is over

Mayor Cheer will draft a letter to the team he and Heather met with in March to address as many of their concerns as we have answers to to date and to impress upon them the need for seed money to continue moving this project forward and get answers to some of the remaining questions.

NB-2 – Norm Tapp's upcoming meeting in early June with Barge Sub-committee

Discussion around clarifying which of Mr. Tapp's companies he is representing when addressing the Committee. Agreement to keep Solutions table apprised of any changes that may occur as a result of our ongoing work towards the barge facility and seeking private investment to continue with same. Discussed whether a "Land Use Agreement" might be applicable with Norm Tapp if he chooses to move forward before we have our funding in place.

Meeting adjourned at 5:30pm.

Wally Cheer,  
Mayor

Kim Mushynsky,  
Chief Administrative Officer

Minutes of the Port Rec Committee Meeting – May 30, 2013.

Meeting called to order at 7:30pm.

Attended by – Bev Lore, Matt Gaspar, Sean O'Donoghue, Marissa Jones, Betty Stewart and Marilyn Bliss

Minutes of the May 16, 2013 were read and adopted by Bev, Seconded by Matt

Canada Day preparation –

Friday – Fishing derby – Germain has this looked after.

Saturday –

Firemen – looking after concession.

Parade – Rec committee will put this together.

Ball games – Dave Logan has this arranged.

Soccer games – Alan Lore and Gerry Whittle – have this arranged.

Children's games – Marissa has volunteers and arranging this.

Music – Ken working on getting performers.

Flea Market – Betty Stewart – has this arranged and it will be on Saturday from noon to 5pm.

Loggers sports – Charlene and Gloria are looking into this.

Bird house competition – advertising going out for this.

Beer Gardens – Community Hall – Doug Daugert arranging.

Sunday –

Mud bog – firemen will run this event.

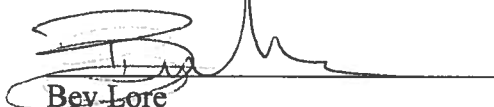
Canoe race – Wally Cheer arranging.

**ACTION –**

1. Contact Jane Wilson for times for the Rangers to look after parking.
2. Ken – will need cords and mikes for the music.
3. Power to the stage.
4. Put up netting around ball area and/or volunteers to catch the over the fence balls.
5. Scoreboard for ball games.
6. Old concession area needs boards/tables. Matt will clean up, wash out and paint.
7. Village office has put out requests and advertising on facebook – any response yet?
8. Marissa looking for dunk tank – has the volunteers for this.
9. Grounds have been worked on regarding clearing areas and filling holes.
10. Do we have stage for this year?
11. Need parade judges and volunteers – Marion Adams will help. We still do not have a theme.
12. Permits? Tarps?

Next Meeting – **June 18 – 7:00pm** at the multiplex

Meeting adjourned at 8:40pm

  
Bev Lore

  
Marilyn Bliss

Minutes of the Port Rec Committee Meeting – June 18, 2013.

Meeting called to order at 7:15pm

Attended by – Bev Lore, Matt Gaspar, Sean O'Donoghue, Marissa Jones and Marilyn Bliss.

Minutes of the May 30, 2013 were read and adopted by Marilyn, seconded by Sean.

We discussed the action items and all items have been attended to with a few still a work in progress regarding the grounds.

The old concession has been given a painting inside and out.

The new concession has been cleaned up

The power box is now available for the stage.

The grounds will have holes filled and cleaned up.

Marissa has a number of children's events planned for Saturday and Sunday.

We will be using 2 flat decks for the stage – tarps will need to be put up.

The permit for the parade has been approved.

Parade judges and volunteers are being arranged.

All monies raised thru sponsors and concessions will be given to the Village for expenses that arise.

**MOTION –**

To approve development costs up to \$5000.00 to come from the Recreation Committee budget.

By Sean

Seconded by Marissa

Discussion for this took place

All in favour – Yes

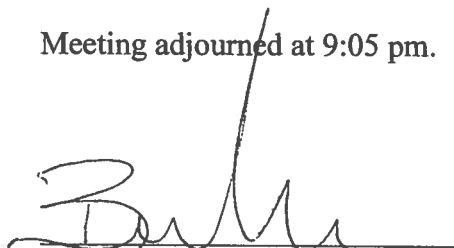
Motion - passed


A schedule regarding the events of Friday, Saturday and Sunday was put into time order.

A list of sponsors and volunteers will be put together for thank-you's.

Next meeting – **June 25 – 7:00pm** at the multiplex

Meeting adjourned at 9:05 pm.

  
Bev Lore

  
Marilyn Bliss

# VILLAGE OF PORT CLEMENTS

## Cheque Listing For Council

2013-Jun-26  
1:40:24PM

Cheque #	Cheque Date	Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
						<b>Batch #</b>	<b>4927</b>
20130291	2013-06-12	NORTHERN LABS LTD.			PAYMENT		112.35
			40-2-42-90-50	89373	TESTING	112.35	
20130292	2013-06-12	OBSERVER PUBLISHING (			PAYMENT		115.50
			10-2-12-11-50	15604	SECTION 98 CC INSERTION	115.50	
20130293	2013-06-12	PORT AIR CARGO			PAYMENT		21.00
			10-2-71-89-40	VPC0513	DELIVERY FROM ROCKY'S	21.00	
20130294	2013-06-12	RENCO			PAYMENT		888.49
			10-2-24-80-10	MAY 2013	FUEL PURCHASES	300.00	
			40-2-42-90-60	MAY 2013	FUEL PURCHASES	117.71	
			30-2-41-40-10	MAY 2013	FUEL PURCHASES	235.39	
			10-2-31-90-00	MAY 2013	FUEL PURCHASES	235.39	
20130295	2013-06-12	ROCKY'S EQUIPMENT SAI			PAYMENT		825.72
			10-2-71-89-40	1407	REPAIR+SERVICE+OIL+FILTER	825.72	
20130296	2013-06-12	TELUS COMMUNICATIONS			PAYMENT		1,523.96
			10-2-71-21-15	MAY 2013	MAY TELEPHONE BILL	594.26	
			30-2-41-50-00	MAY 2013	MAY TELEPHONE BILL	249.91	
			40-2-42-90-40	MAY 2013	MAY TELEPHONE BILL	75.29	
			10-2-24-70-10	MAY 2013	MAY TELEPHONE BILL	604.50	
						<b>Batch #</b>	<b>4934</b>
20130297	2013-06-18	C2C CONTRACT SERVICE			PAYMENT		450.00
			10-2-12-10-15	2013-100	18 HRS GRANT WRITING JUNE 3	450.00	
20130298	2013-06-18	DEREX EQUIP. LTD.			PAYMENT		519.75
			30-2-41-40-00	2013006	EXCAVATION WORK	284.50	
			40-2-42-90-50	2013006	EXCAVATION WORK	235.25	
20130299	2013-06-18	EMCO CORPORATION			PAYMENT		380.13
			30-2-41-40-00	2854722-00	CSA 200 SERV TUBE+ TEE 110	380.13	
20130300	2013-06-18	MUNICIPAL INFORMATION			PAYMENT		288.34
			10-2-12-11-20	20130586	FINANCE SOFTWARE SUPPORT	288.34	
20130301	2013-06-18	O'Donoghue, Sean			PAYMENT		90.00
			10-2-11-10-30	DEC 2012	RE-ISSUE OF CHEQUE	90.00	
20130302	2013-06-18	PORT CLEMENTS HISTOR			PAYMENT		2,800.00
			10-2-11-10-50	JUNE 2013	GRANT	2,800.00	
20130303	2013-06-18	REVENUE SERVICES OF E			PAYMENT		723.00
			10-4-27-00-30	FERRETTI	MSP PREMIUMS JULY-DEC 2013	723.00	
20130304	2013-06-18	Stupka, Christina			PAYMENT		200.00
			10-2-71-89-30	JUNE 2013	SUNSET PARK ATTENDANT	200.00	
20130305	2013-06-18	XEROX CANADA LTD.			PAYMENT		344.57
			10-2-12-11-30	F44814423	USAGE FEES APR 30-JUNE 5	344.57	
						<b>Batch #</b>	<b>4937</b>
20130306	2013-06-19	Revenue Services of BC			PAYMENT		798.00
			10-4-27-00-30	MUSHYNSKY	MSP PREMIUM JULY-DEC 2013	798.00	
						<b>Batch #</b>	<b>4949</b>
20130320	2013-06-26	BLUE CROSS			PAYMENT		890.64
			10-4-27-00-30	JULY 2013	BENEFIT PREMIUMS JULY 2013	890.64	
20130321	2013-06-26	CORPORATE EXPRESS			PAYMENT		328.71
			10-2-12-11-00	33020441	KEY TAGS+BATTERIES+TONER	244.99	
			10-2-71-21-20	33054323	STRONG GRB BAGS+PUSH PINS	79.26	
			10-2-12-11-00	33054323	STRONG GRB BAGS+PUSH PINS	4.46	
20130322	2013-06-26	Lioudmila's Garden			PAYMENT		541.95
			10-2-71-89-10	83	LOWRIE JR BLOOMIN PURCHAS	107.52	
			10-2-71-89-10	84	WELLS BLOOMIN PURCHASE	224.00	
			10-2-71-89-10	89	PAT JOHNSON BLOOMIN PURCH	98.43	
			10-2-71-89-10	95	LINDA GAJDACSI BLOOMIN PUR	112.00	
20130323	2013-06-26	Misty Cedar , Web Developr			PAYMENT		2,000.00
			10-2-12-11-10	351	DEP FOR RE-DEV OF PORTCLEM	2,000.00	
20130324	2013-06-26	RECEIVER GENERAL - CC			PAYMENT		4,731.89
			10-4-27-00-10	JUNE 2013	CRA REMITTANCE JUNE 2013	4,731.89	

F-1



# VILLAGE OF PORT CLEMENTS

## Cheque Listing For Council

2013-Jun-26  
1:40:24PM

<u>Cheque #</u>	<u>Cheque Date</u>	<u>Vendor Name</u>	<u>General Ledger</u>	<u>Invoice #</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>	<u>Cheque Amount</u>
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Total 18,574.00

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



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## REPORT TO COUNCIL

Author: Kim Mushynsky  
Date: June 25, 2013  
Re: **Gwaii Trust & Gwaii Forest Charitable Trust**

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Background: There are two issues that require a position from Council on.

1. Gwaii Trust – currently the Major Infrastructure program is completely competition based. Several years ago a lump sum was awarded to each community and then the communities were tasked with determining what projects would get funding from that lump sum. We need to determine whether Council is happy with the status quo of a completely competition based Major Infrastructure Program or if we would like to recommend that they develop a process where a fixed amount was awarded to each community annually with the balance being open for competition, or if they want to go with strictly an allocation per community and scrap the competition piece of the Major Infrastructure program altogether.
2. Gwaii Forest Charitable Trust (GFCT) – this fund is currently dormant so that the principal can grow. However, we are at a point where the fund could be operational again and therefore a decision needs to be reached as to how we would like to see this fund operate going into the future. 4 options were presented to Council in January 2013 – a quick recap of those options are:
  - a. GFCT is managed by a committee (much the same as the arts committee makes policy and allocates that piece of the Gwaii Trust Fund). This option minimizes the costs of allocating the funds (administrative costs/overhead) and keeps a degree of control over the GFCT with Gwaii Trust who are the Trustees of the GFCT.
  - b. GFCT hires an independent agency to administer the allocation/policy piece. This option will cost more than option a) but will mean that Gwaii Trust staff will not need to spend as much time on GFCT issues as they would under option a).

- c. GFCT attempt, through legal channels, to break the original trust deed and thereby change the trust's purpose to something that is easier/more efficient to deal with. Since this option was put forward it has been determined that there is very little chance of successfully breaking the deed however there is a strong possibility that the GFCT could be amended to become a registered charity – this would mean that GFCT could only fund charitable projects.
- d. There was not a 4<sup>th</sup> idea put forward but simply an invitation for the communities to either create a totally new option or to meld the first 3 into something that they felt worked best.

Recommendation: I recommend that Council hold a Committee of the Whole meeting before the end of August to discuss the Gwaii Trust Major Infrastructure Program and the Gwaii Forest Charitable Trust to determine what our position is on each of these issues. This position could then be brought forward as a motion at the September 3<sup>rd</sup>, 2013 Regular Council meeting so that we were ready for the October 1, 2013 Protocol Meeting.

Respectfully submitted:

## ACTION ITEMS

<u>#</u>	<u>Date</u>	<u>Description</u>	<u>Lead</u>	<u>Follow up</u>
A1	05-12-2011	Motion to hold town hall mtgs. to engage public	Falconbridge	Consider a fall 2013 open meeting with minimal fixed agenda - just brainstorming
A16	15-10-2012	Bus Shelter	Cheer	Build shelter at corner of Dyson & Bayview