



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

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7:00 p.m. Regular Meeting of Council Monday, June 17, 2013

**AGENDA**

1. ADOPT AGENDA.

Village of Port Clements 2012 Annual Report

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

3. MINUTES.

M-1-Regular meeting of Council Monday, June 17, 2013

M-2-Meeting notes between Council and Port Clements Historical Society Members, May 21, 2013

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

5. ORIGINAL CORRESPONDENCE.

6. GOVERNMENT.

7. FINANCE.

F-1-Cheque Listing June 12, 2013

F-2-May bank statement for Northern Savings Credit Union

8. NEW BUSINESS.

NB-1- Bursary Application-Jasmine Furby

NB-2-Bursary Application-Kayla Scheck

NB-3- Grant request from Port Clements Historical Society

NB-4-Grant request from Cedarview Community Church

9. ACTION ITEMS.

10. REPORTS & DISCUSSIONS.

11. QUESTIONS FROM THE PUBLIC & PRESS.

ADJOURNMENT.



Village of Port Clements,  
British Columbia

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2012 Annual Report

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## MAYOR'S REPORT

2012 will, most likely, be remembered for the two earthquakes we experienced rather than anything else. Fortunately, our community escaped with no injuries and very little damage. Although we were not threatened with any consequence from the tremors, we were reminded of a need to be prepared for any emergency which may threaten our Village in the future. Using the lessons learned from the quakes, the emergency committee revamped our emergency plan to make us better prepared to meet any possible emergency situation.

Our Village administration is to be congratulated for preparing, editing, and finalizing a Community Plan. Our previous Community Plan was over 25 years old and did not have relevance to our community today. We now have a document which residents and business people, as well as prospective business people, can work with and make decisions to integrate with the vision for our community as a whole. I want to thank all those who participated in the process to create the Plan. Kim Mushynsky, our CAO, is also to be congratulated for pushing for funding to convert our streetlights to LED lighting. This will help reduce our carbon footprint and save the Village significant cost for street lighting.

Installation of our new water treatment plant was completed in March of 2012. It is mostly a computerized system for providing water to our town and, after working out some bugs, it is working well. Sean has been trying to refine the system to reduce the chlorine taste and smell to our water and I am confident he will find a balance with this while meeting Ministry of Environment guidelines.

Among the priorities Council had set for completion in 2012 there was the demolition of two derelict buildings and installation of fender pilings on the Rainbow Wharf. One derelict building was taken down and the other will be dealt with after the ownership issue is cleared up. The fender pilings were installed on the Wharf late in the year.

Throughout 2012, Council devoted a significant amount of time and energy to make the vision for a barge facility in Port Clements come closer to being a reality. We are committed to finding paths, overcoming obstacles, and forming partnerships in an effort to create the facility.

There were no new local tax hikes in 2012 and Council and staff worked to minimize expenditures to come under budget in most areas of the financial plan. Like households, our community has experienced cost increases over the last few years. Rather than increase property taxes Council elected to streamline the budget in order to absorb cost increases. We were and are committed to protecting the Village reserve accounts to ensure we can weather any future storms. As guardians of your tax dollars, we are also committed to being prudent in our decisions by always weighing cost against benefit and trying to maximize the return on dollars spent.

Going forward, I am personally excited about what the future can bring us. After several years of decline, I see evidence of our community once again becoming more vibrant and growing. We are becoming more diverse and, as a consequence, becoming more resilient and stable. Shortly, we will be able to celebrate the centennial of our community. We officially became Port Clements in 1914. Our history has experienced many cycles of boom and recession but through it all we remain a marvelous small community that provides us with a safe and healthy environment to live, raise a family or enjoy our retirement years.

I and all members of Council, as well as the Village office, are always available and easily approachable if you would like to discuss a problem or situation, wish to express your disagreement with a course of action taken by Council or simply to seek information. We welcome your input on all Village affairs. It has been a privilege and honor to serve as your Mayor. If, at any time, I can be of any assistance or you require any information, please feel free to contact me.

Finally, I would like to give a heartfelt thank you to all the volunteers who donated their time to the community and the people in our community during the past year as they have in previous years. Their efforts help make our town a better place to live and need to be applauded.

Mayor Wally Cheer

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## **Message from the Administrator**

On behalf of the staff of the Village of Port Clements I would like to thank you for taking the time to review our 2012 Annual Report.

2012 was a decent year for the community. We were able to complete a number of projects, such as the Water Treatment upgrade, and a major rewrite of our Official Community Plan and carry on business all without having to increase taxes, thanks in part to the Small community grant that we receive annually from the Provincial government. As well as projects around the community, staff were also able to get in some training during the year. Public works attended a seminar on hydrant maintenance and the Deputy Clerk attended a “Boot Camp for Municipal Finance Personnel”.

2012 was an interesting year with unusual challenges which included the threat of Tsunami Debris from Japan and the 7.8Mw earthquake in October which triggered our Emergency Plans for the first time in ages. The Village of Port Clements is grateful that there were no serious consequences as a result of the earthquake and it gave us a chance to really trouble shoot our Emergency plans and we continue to tweak it as needed.

Volunteerism continued to thrive in 2012 with things such as the Town clean-up, the Sunset Park Clean-up, movie nights and our gardeners who keep us “Blooming in Port Clements”. In addition we had some new volunteers for the Canada Day celebration and some new events emerged. The bird house competition was a great success with 10 entrants which are now on display at the entrance to the Sunset Wharf. And, if we are talking about volunteers, we can’t forget our Volunteer Fire Department who contribute hundreds of hours each year towards the safety of our community. Thank you to everyone who volunteers their time for the enrichment of the community.

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With everything that went on in 2012 we still managed to end the year with an overall surplus of \$1,153,510 – although \$1,008,686 of that was dedicated to the Water Treatment upgrade so \$144,824 was the actual increase overall.

Thank you for all your suggestions and input during 2012. Your help is continually needed for us all to be successful. We look forward to hearing from you in 2013.

Kim Mushynsky – Chief Administrative Officer

## Message from the Public Works Superintendent

2012 was a year of positive change for the Port Clements Public Works Department, transitioning to a new Public Works Superintendent and adjusting to a new, modernized water treatment system, with the end result being demonstrably cleaner water for the residents of the Village.

Public Works employs two permanent employees and one part time summer employee. As a new Superintendent, I was fortunate to have the support and excellent work ethic of Carey Thwaites as an assistant operator and a multi-skilled individual that I could rely on for his knowledge, punctuality and problem solving skills. Carey recently achieved his full certification in Small Water System operations and maintenance, placing in the top ten percentile for new operators. I was equally fortunate to have Quinlan Fennel as a summer student worker, whose enthusiasm towards hard work and problem solving sets him as an excellent role model for the youth in the Village.

Along with the daily operation and maintenance of infrastructure and grounds which keeps the village safe and maintains the quality of life for its residents, the Public Works Department was able to achieve some improvements of note. The condition and quality of the industrial road was upgraded in a sustainable manner considerably under budget. Sunset Park trail and campground received enhancement and improved safety. Repairs were affected on the wastewater system infrastructure ensuring its continued operation. We provided oversight of improvements to the Rainbow Wharf by contractor. Finally, a persistent undersea water leak at the Small Craft Harbour was located and repaired, increasing the pressure available and improving first line defence in the event of fire at the facility.

Integral to the operations of the Village of Port Clements and the quality of life here are the many efforts of volunteers in the community. Public Works remains indebted to the spirit of volunteerism and those individuals and companies that provide advice, assistance, materials and labour, beautifying and improving the Village for its residents and guests.

Moving forward into 2013, we expect to overcome challenges in our wastewater infrastructure and resolve compliance issues with its permit with the Ministry of Environment, as well as extending the benefits of the modernized water treatment plant and its inherently cleaner water by detection of leaks and cleaning of the distribution system. With my first year as Public Works Superintendent already behind me, I continue to look forward to the daily challenges and the successful problem solving with a positive attitude and am thankful for the ongoing support of fellow workers, Residents, Clerk and Council.

Sean O'Donoghue  
Public Works Superintendent

## Masset RCMP 2012/13 Annual Report



Masset RCMP saw an increase in calls for service in the Village of Port Clements and surrounding areas over the last year. From April 1<sup>st</sup>, 2012 to March 31<sup>st</sup>, 2013, a total of 130 calls were made requesting Masset RCMP involvement as compared to 95 in the year 2011/12. These totals also include the self generated work conducted by the members while in the community. The self generated work by the Masset RCMP members greatly account for the increase in the Village of Port Clements calls. The members increased their probation and curfew check files from 7 in 2011/12 to 28 this last year. On the water, the members conducted 9 checks for compliance with the Canada Shipping Act, 2001 as compared to 4 in 2011/12. The area that increased which is of the greatest concern is in regards to Crimes against persons which went from 8 in 2011/12 to 14 in 2012/13. This category includes offences such as assaults, uttering threats and harassment. The investigations dealing with assaults went from 3 to 9 this last year, some of which are domestic related and some are in relation to the drug trade. Alcohol tends to be a common issue with all of these persons offences.

The Masset RCMP conducted some community consultation and has determined the priorities for 2013/14 to be: 1. Drug abuse (Community talks, media releases and targeted street checks); 2. Crime Reduction strategies (Property Crime and Curfew/ probation checks); and 3. Safe Roads (Traffic enforcement including bikes, Checkstops, and Speed Watch). We will be focusing our energies in these areas as requested through our consultation process.

We recognize the importance of marine safety and will be conducting Seasonal Policing related activities in regards to safe boating on the waterways within Masset RCMP's jurisdiction. Anyone requesting more information about safe boating is welcome to contact Masset RCMP or check out the Marine Safety website of Transport Canada.

Masset RCMP appreciates the support and assistance of Port Clements residents and would like to thank everyone. Your caring and concerned residents aid the RCMP in addressing public safety issues and help to make the Village of Port Clements one of the safest communities to live in. We look forward to continuing this service for many years to come. Anyone with any questions or concerns are welcome to contact Masset RCMP at 250-626-3991 and speak to myself or any one of the Masset RCMP officers.

Thank You,  
Blake WARD, Sgt.  
Masset RCMP Detachment Commander





## **Report on 2012 Objectives:**

Following is a list of the Main Priorities identified by Council and Staff when Strategic Planning for 2012.

#1 – Official Community Plan re-write – much of work was completed in 2012 and several public meetings were held – was adopted as Bylaw April 15, 2013

#2 – Barge Facility Concept – a lot of work and meetings were undertaken in 2012 to move this concept forward. A Crown Land Grant application was submitted to the Province and should be finalized before the end of summer 2013. A Business Case was completed by KPMG in late March 2013 and then presentation to Provincial & Federal agencies for funding options. A town hall meeting was held in April 2013. Council continues to make this a priority and work towards accomplishing this goal in whatever format that may eventually become.

#3 – Business Support – letter sent to business owners in March 2012 seeking feedback on how we might be of assistance to them. Although we had a limited response we still felt it was worthwhile to connect with the Business Community.

#4 – New Well – this issue was a roll forward from 2011 – prior to the upgrade of the water plant. However, with the new water system up and running, this no longer appears to be an imminent need – we may wish to put this up for annual review and bump it back up to a major priority if we see evidence of well failure in either of our existing wells.

#5 – Derelict Houses – we took on 2 run-down properties in 2012. 1 has been demolished and the other sold at tax sale with the potential new owners agreeing to demolish it as soon as ownership is permanent in October 2013.

#6 – Wharf Fender Piles – contract awarded in December 2012 – work completed January 2013.

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#7 – Tourism – No major plans undertaken in 2012 – work ongoing.

## **2013 Priority List:**

TR – Training INFR – Infrastructure REC – Recreation/Parks TOUR – Tourism/Beautification OTH - Other
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### **Administration Priorities:**

- TR - Train Sharon on Budget processes for 2013
- OTH - 100<sup>th</sup> Anniversary of the naming of Port Clements (2014) – applying for grants (now to June 30)
  - Correct digital Bylaw index/attachments
  - Re-establish Emergency Social Services network on island

### **Public Works Priorities:**

- INFR - Lagoon & Sewer Outfall major maintenance
  - Inspect Roof on Fire Department
  - Create forms for infrastructure review on each piece of equipment/property or building under municipal jurisdiction
  - Fire hydrant maintenance – maintain all hydrants before end of summer 2013
  - Leak detection – design a plan. Tied in with leak detection is pigging of the lines which should be done in 2013 to reap the full benefits of the water upgrade completed in 2012.
- REC - Upgrades/Improvements to hockey box and tennis court
  - Millennium Park tree topping project
- OTH - Integrated Pest Management – begin work on knotweed issue

### **Council Priorities – Short List**

- #1 – Barge Facility – presentation to Provincial & Federal agencies for funding options.
- #2 – Derelict Houses – identify 3 properties to work on in 2013.
- #3 – Small Craft Harbour – form a committee and formulate a plan(s) for SCH & surrounding area
- #4 – Tourism/Beautification – tourism committee to take the lead on initiatives
- #5 – Ambulance Station Upgrade – working with WSI to determine feasibility of moving this forward
- #6 – Marketing Port Clements to Seniors & Baby Boomers via magazine articles
- #7 – Community Park – identify and create costs & timeline for upgrades

### **Additional ongoing priorities:**

- TR - Community Engagement
- INFR - Change pipes to reservoir to reduce the probability of freezing
  - Cell Service – ongoing letter writing & pressure
  - Backup power for Multiplex
  - Rescue Truck – FD starting to fund raise for this
  - Farmer's Market building – could tie in with the bus shelter on Dyson/Bayview
  - Residential expansion plan
  - Remove water tower

Improved Signage

Wood Chipper

Pave & re-pave streets

Water meters

LED Street Lighting – proposal successful now need to tender project & work with BCHydro

Cemetery Upgrades – still working on ownership issues

**REC -** Maintenance to park infrastructure (such as a hockey box)

Trail Maintenance

Aerator for soccer field

**TOUR -** Beautification

Comprehensive waterfront improvement plan

**OTH -** No increase in tax rates for 2013

Senior's Care

Froese Subdivision cleanup



## Year ended December 31, 2012

### Elected Officials

<u>Name</u>	<u>Position</u>	<u>Remuneration</u>	<u>Expenses</u>	<u>Total per Official</u>
Cheer, Wally	Mayor	\$ 3,500.00	\$ 2,331.40	\$ 5,831.40
Thomas, Urs	Councillor	\$ 2,099.96	\$ 0.00	\$ 2,099.96
Gould, Norman	Councillor	\$ 2,099.96	\$ 120.00	\$ 2,219.96
Gaspar, Matt	Councillor	\$ 2,099.96	\$ 1,245.02	\$ 3,344.98
Falconbridge, Kazamir	Councillor	\$ 2,099.96	\$ 0.00	\$ 2,099.96
<b><u>TOTALS FOR ALL OFFICIALS</u></b>		<b><u>\$11,899.84</u></b>	<b><u>\$ 3,696.42</u></b>	<b><u>\$15,596.26</u></b>

### Employees

Employees over \$75,000.00	\$ 0.00	\$ 0.00	\$ 0.00
Employees under \$75,000.00 (all)	<u>\$198,387.99</u>	<u>\$ 5,804.27</u>	<u>\$204,192.26</u>
<b><u>GRAND TOTAL</u></b>	<b><u>\$210,287.83</u></b>	<b><u>\$ 9,500.69</u></b>	<b><u>\$219,788.52</u></b>



**Village of Port Clements**

**Consolidated Financial Statements**

**For the year ended December 31, 2012**





## **Independent Auditor's Report**

To the Mayor and Council of  
Village of Port Clements  
Port Clements, BC

I have audited the accompanying consolidated financial statements of the Village of Port Clements ("The Entity"), which comprise the consolidated statement of financial position as at December 31, 2012 and the consolidated statements of changes in municipal position, consolidated statement of operations, consolidated changes in net financial assets, and consolidated statement of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### *Management's Responsibility for the Consolidated Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditor's responsibility*

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I comply with ethical requirements and plan and perform an audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.



*Opinion*

In my opinion, the consolidated financial statements present fairly, in all material respects, the financial position of the Village of Port Clements as at December 31, 2012 and its results of operations, net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

May 10, 2013

A handwritten signature in black ink that reads 'Alan Hooper'.

Prince Rupert, BC



Exhibit 'A'

**Village of Port Clements  
Consolidated Statement of Financial Position  
As at December 31, 2012**

	General Operating Fund	Water Operating Fund	Sewer Operating Fund	Invested in Capital Assets	2012 Total	2011 Total
<b>Financial assets</b>						
Cash and term deposit (Note 2)	\$2,089,987	\$ -	\$ -	\$ -	\$2,089,987	\$1,753,865
Accounts receivable	2,467	-	-	-	2,467	6,633
GST Receivable	12,000	-	-	-	12,000	26,553
Land held for resale	34,974	-	-	-	34,974	32,646
Taxes receivable	127,906	-	-	-	127,906	111,729
	<u>2,267,334</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,267,334</u>	<u>1,931,426</u>
<b>Due from general fund</b>	<u>-</u>	<u>488,110</u>	<u>364,138</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>2,267,334</u>	<u>488,110</u>	<u>364,138</u>	<u>-</u>	<u>2,267,334</u>	<u>1,931,426</u>
<b>Liabilities</b>						
Accounts payable (Note 3)	30,915	-	-	-	30,915	55,093
Deferred revenue	211,335	-	-	-	211,335	224,783
	<u>242,250</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>242,250</u>	<u>279,876</u>
<b>Due to sewer/water fund</b>	<u>852,248</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>1,094,498</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>242,250</u>	<u>279,876</u>
<b>Net Financial Assets</b>	<u>1,172,836</u>	<u>488,110</u>	<u>364,138</u>	<u>-</u>	<u>2,025,084</u>	<u>1,651,550</u>
<b>Physical Assets</b>						
Prepaid expenses	19,082	-	-	-	19,082	11,554
Tangible capital assets (Note 4)	-	-	-	8,449,591	8,449,591	7,674,176
	<u>19,082</u>	<u>-</u>	<u>-</u>	<u>8,449,591</u>	<u>8,468,673</u>	<u>7,685,730</u>
<b>Accumulated surplus</b>	<u>\$1,191,918</u>	<u>\$ 488,110</u>	<u>\$ 364,138</u>	<u>\$8,449,591</u>	<u>\$10,493,757</u>	<u>\$9,337,280</u>
<b>Municipal Position</b>						
Unrestricted	\$1,171,694	\$ -	\$ -	\$ -	\$1,171,694	\$ 824,320
Internally restricted water operating	-	488,110	-	-	488,110	479,455
Internally restricted sewer operating	-	-	364,138	-	364,138	342,071
Invested in tangible capital assets	-	-	-	8,449,591	8,449,591	7,674,176
	<u>1,171,694</u>	<u>488,110</u>	<u>364,138</u>	<u>8,449,591</u>	<u>10,473,533</u>	<u>9,320,022</u>
Internally restricted reserves (Note 5)	<u>20,224</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>20,224</u>	<u>17,258</u>
<b>Accumulated surplus</b>	<u>\$1,191,918</u>	<u>\$ 488,110</u>	<u>\$ 364,138</u>	<u>\$8,449,591</u>	<u>\$10,493,757</u>	<u>\$9,337,280</u>

Approved by: \_\_\_\_\_ Mayor and Council

*[Signature]*  
Comptroller





Exhibit 'B'

**Village of Port Clements**  
**Consolidated Statement of Changes in Municipal Position**  
**For the year ended December 31, 2012**

	<b>General Operating Fund</b>	<b>Water Operating Fund</b>	<b>Sewer Operating Fund</b>	<b>General Capital Fund</b>	<b><u>2012</u> Total</b>	<b><u>2011</u> Total</b>
<b>Fund balances, beginning of year as previously stated</b>	\$ 871,306	\$ 533,860	\$ 344,163	\$ 7,674,176	\$ 9,423,505	\$ 9,252,099
Prior period adjustment (Note 8)	<u>(29,728)</u>	<u>(54,405)</u>	<u>(2,092)</u>	<u>-</u>	<u>(86,225)</u>	<u>(86,225)</u>
<b>Accumulated surplus, beginning of year</b>	<b>841,578</b>	<b>479,455</b>	<b>342,071</b>	<b>7,674,176</b>	<b>9,337,280</b>	<b>9,165,874</b>
Annual surplus (deficit)	<u>184,322</u>	<u>984,853</u>	<u>(12,699)</u>	<u>-</u>	<u>1,156,476</u>	<u>171,407</u>
	1,025,900	1,464,308	329,372	7,674,176	10,493,756	9,337,281
Transfer from water to capital	-	(1,008,686)	-	1,008,686	-	-
Amortization of property and equipment (Note 1c)	<u>166,018</u>	<u>32,488</u>	<u>34,766</u>	<u>(233,272)</u>	<u>-</u>	<u>-</u>
<b>Accumulated surplus, end of year</b>	<b><u>\$ 1,191,918</u></b>	<b><u>\$ 488,110</u></b>	<b><u>\$ 364,138</u></b>	<b><u>\$ 8,449,590</u></b>	<b><u>\$10,493,756</u></b>	<b><u>\$9,337,281</u></b>



Exhibit 'C'

**Village of Port Clements**  
**Consolidated Statement of Operations**  
**For the year ended December 31, 2012**

	General Operating Fund (Schedule '1')	Water Operating Fund (Schedule '2')	Sewer Operating Fund (Schedule '3')	<u>2012</u> Total	<u>2011</u> Total
<b>Revenue</b>					
Taxes	\$ 124,868	\$ 49,430	\$ 35,672	\$ 209,970	\$ 212,318
Payments in lieu of taxes	7,137	-	-	7,137	6,910
Services	7,497	-	-	7,497	9,615
Revenue from own sources	64,897	47,717	24,721	137,335	134,880
Multi purpose building rental	12,344	-	-	12,344	13,760
Unconditional grants	539,009	-	-	539,009	439,937
Conditional grants	14,012	979,670	-	993,682	224,594
Collections for other agencies	202,659	-	-	202,659	206,945
	<u>972,423</u>	<u>1,076,817</u>	<u>60,393</u>	<u>2,109,633</u>	<u>1,248,959</u>
<b>Expenditures</b>					
Amortization of tangible capital assets	166,018	32,488	34,766	233,272	230,754
Legislative	33,473	-	-	33,473	28,428
General administration	166,224	-	-	166,224	173,997
Protective services	45,577	-	-	45,577	35,325
Emergency services	236	-	-	236	-
Common services	16,592	-	-	16,592	15,842
Wharf	2,419	-	-	2,419	1,390
Small Craft Harbour	5,786	-	-	5,786	23,310
Roads	41,418	-	-	41,418	64,146
Environmental health	1,410	-	-	1,410	1,575
Environmental development	524	-	-	524	886
Parks and recreation	30,914	-	-	30,914	41,981
Cultural buildings and facilities	4,109	-	-	4,109	3,614
Multi-Purpose Building	58,389	-	-	58,389	47,888
Fiscal services - debt service	1,689	-	-	1,689	1,012
Capital expenditures	13,274	-	-	13,274	53,138
Taxes levied - other governments	203,015	-	-	203,015	207,668
Other	-	59,476	38,326	97,802	146,598
	<u>791,067</u>	<u>91,964</u>	<u>73,092</u>	<u>956,123</u>	<u>1,077,552</u>
Annual operating surplus (deficit)	181,356	984,853	(12,699)	1,153,510	171,407
Gain on disposal of capital asset	2,966	-	-	2,966	-
Annual surplus (deficit)	<u>\$ 184,322</u>	<u>\$ 984,853</u>	<u>\$ (12,699)</u>	<u>\$ 1,156,476</u>	<u>\$ 171,407</u>



Exhibit 'D'

**Village of Port Clements**  
**Consolidated Statement of Changes in Net Financial Assets**  
**For the year ended December 31, 2012**

	<u>2012</u>	<u>2011</u>
Annual Surplus (Deficit)	\$ 1,156,476	\$ 171,407
Amortization of tangible capital assets	233,272	230,754
Gain on sale of tangible capital assets	<u>(2,966)</u>	<u>-</u>
	<u>1,386,782</u>	<u>402,161</u>
Use (acquisition) of supply inventory	-	8,875
Use (acquisition) of prepaid expenses	<u>(7,528)</u>	<u>(3,226)</u>
	<u>(7,528)</u>	<u>5,649</u>
<b>Investing activity</b>		
Proceeds on disposal of capital assets	2,966	-
Acquisition of property and equipment	<u>(1,008,686)</u>	<u>(138,637)</u>
	<u>(1,005,720)</u>	<u>(138,637)</u>
Change in net financial assets	373,534	269,173
Net financial assets, beginning of year	<u>1,651,550</u>	<u>1,382,378</u>
Net financial assets, end of year	<u>\$ 2,025,084</u>	<u>\$ 1,651,551</u>



Exhibit 'E'

**Village of Port Clements  
Consolidated Statement of Cash Flows  
For the year ended December 31, 2012**

	<u>2012</u>	<u>2011</u>
<b>Operating activities</b>		
Cash receipts from Government grants, donations and fundraising	\$ 2,084,174	\$ 1,424,979
Cash paid to suppliers and employees	<u>(742,332)</u>	<u>(848,235)</u>
	<u>1,341,842</u>	<u>576,744</u>
<b>Investing activity</b>		
Proceeds on disposal of tangible capital assets	2,966	-
Acquisition of property and equipment	<u>(1,008,686)</u>	<u>(138,637)</u>
Increase (decrease) in cash	336,122	438,107
Cash at beginning of year	<u>1,753,865</u>	<u>1,315,758</u>
Cash at end of year	<u>\$ 2,089,987</u>	<u>\$ 1,753,865</u>



**Village of Port Clements**  
**Notes to the Consolidated Financial Statements**  
**December 31, 2012**

**1. Significant accounting policies**

The preparation of these consolidated financial statements requires management to make estimates and assumptions that affect the reported amounts in the financial statements and the disclosure of contingent liabilities. Areas requiring significant estimation are post-employment benefits, compensated absences and termination benefits. Actual results as determined by future events may affect these estimates. The consolidated financial statements have, in management's opinion, been properly prepared within reasonable limits of materiality in accordance with Canadian generally accepted accounting principles, as prescribed by the Public Sector Accounting Board ("PSAB") of the Canadian Institute of Chartered Accountants.

The significant account policies are summarized below:

**(a) Fund accounting**

The resources and operations of the Village have been segregated for accounting purposes into the following funds:

**General operating fund**

The purpose of the general operating fund is to reflect the operating activities, administration and debt servicing functions of the Village, not including sewer and water.

**Water operating fund**

The purpose of the water operating fund is to reflect the operating activities, administration and debt servicing functions of the Village, related to the water system.

**Sewer operating fund**

The purpose of the sewer operating fund is to reflect the operating activities, administration and debt servicing functions of the Village, related to the sewer system.

**Tangible capital asset fund**

The purpose of the tangible capital asset fund is to reflect tangible capital assets and the related financing and equity therein.

**(b) Basis of presentation**

The consolidated financial statements reflect the assets, liabilities, revenues and expenditures, and changes in fund balances and the financial position of the reporting entity which comprises all the organizations that are accountable for the administration of their financial affairs and resources to the Council and are owned or controlled by the Village.



**Village of Port Clements**  
**Notes to the Consolidated Financial Statements-continued**  
**December 31, 2012**

**Note 1 - continued**

**(c) Tangible capital assets**

Tangible capital assets are recorded at cost on acquisition, or market value when contributed. Amortization is calculated on a straight line basis at the following rates, buildings 25 years, automotive and other equipment 10 years, fire department equipment 20 years, infrastructure 40 years. Amortization is charged against operations.

**2. Cash and short term investments**

	<u><b>2012</b></u>	<u><b>2011</b></u>
General Revenue Fund		
Cash	\$1,960,611	\$1,638,078
Term deposit	11,091	-
Harbour Account		
Municipal finance authority	<u>118,285</u>	<u>115,787</u>
	<u><u>\$2,089,987</u></u>	<u><u>\$1,753,865</u></u>

**3. Accounts payable**

	<u><b>2012</b></u>	<u><b>2011</b></u>
Accounts payable - general	\$ 29,641	\$ 49,421
Payroll trust amounts	<u>1,274</u>	<u>5,672</u>
	<u><u>\$ 30,915</u></u>	<u><u>\$ 55,093</u></u>



**Village of Port Clements**  
**Notes to the Consolidated Financial Statements-continued**  
**December 31, 2012**

**4. Tangible capital assets**

Tangible capital assets consist of the following:

	Cost/Contributed Amount	Accumulated Amortization	Net 2012	Net 2011
Land	\$ 349,954	\$ -	\$ 349,954	\$ 349,954
Buildings	3,636,754	465,907	3,170,847	3,272,744
Automotive	19,334	9,667	9,667	11,600
Fire department equipment	465,285	92,781	372,504	397,060
Office equipment	19,594	9,797	9,797	11,756
Tools & equipment	70,248	8,781	61,467	63,223
Parks & Recreation	1,012,218	125,787	886,431	911,587
Roads and Sidewalks	350,386	43,798	306,588	315,347
Water system	2,207,504	141,972	2,065,532	1,089,334
Sewer system	1,390,634	173,829	1,216,805	1,251,571
	<u>\$ 9,521,911</u>	<u>\$ 1,072,319</u>	<u>\$ 8,449,592</u>	<u>\$ 7,674,176</u>

**5. Internally restricted reserves**

	<u>2012</u>	<u>2011</u>
Building fund reserve	\$ 4,261	\$ 4,295
Latecomers' fee reserve	9,369	9,369
Fire department reserve	3,000	-
Planning fund reserve	<u>3,594</u>	<u>3,594</u>
	<u>\$ 20,224</u>	<u>\$ 17,258</u>

These internally restricted amounts are not available for other purposes without approval of the mayor and council.





**Village of Port Clements**  
**Notes to the Consolidated Financial Statements-continued**  
**December 31, 2012**

**6. Contingent liability**

The municipality and its employees contribute to the Municipal Pension Plan (Plan), a jointly trustee pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of benefits. The pension plan is a multi-employer contributory pension plan. Basic pension benefits provided are defined. The plan has about 173,000 active members and approximately 63,000 retired members. Active members include approximately 35,000 contributors from local governments.

Every three years an actuarial valuation is performed to assess the financial position of the Plan and the adequacy of Plan funding. The most recent valuation as at December 31, 2009 indicated an unfunded liability of \$1,024 million for basic pension benefits. The next valuation will be as at December 31, 2012 with results available in 2013. Defined contribution plan accounting is applied to the Plan as the Plan exposes the participating entities to actuarial risks associated with the current and former employees of other entities, with the result that there is no consistent and reliable basis for allocating the obligation, Plan assets and cost to individual entities participating in the Plan.

The Village of Port Clements paid \$11,026 for employer contributions to the plan in fiscal 2012.

**7. Financial instruments**

The municipality's financial instruments consist of cash and term deposits, accounts and taxes receivable, grants receivable, and accounts payable. Unless otherwise noted, it is management's opinion that the municipality is not exposed to significant interest, currency or credit risks arising from these financial instruments. The fair value of these financial instruments approximate their carrying values.

**8. Prior period adjustment**

During the year The Village determined that, although it was important to keep track of inventory internally to prevent theft, it was not meaningful or efficient to carry the inventory on the balance sheet, as it consists of left over parts from projects, the value is difficult to determine and they don't intend on reselling it. The effect of this adjustment was to reduce prior years non-financial assets by \$86,225 and the operating surplus by \$86,225.





Schedule 'I'

**Village of Port Clements**  
**General Operating Fund - Statement of Operations**  
**For the year ended December 31, 2012**

	<u>2012</u> <u>Actual</u>	<u>2012</u> <u>Budget</u>	<u>2011</u> <u>Actual</u>
<b>Revenue</b>			
Taxes	\$ 124,868	\$ 127,360	\$ 124,865
Payments in lieu of taxes	7,137	6,875	6,910
Services	7,497	11,250	9,615
Revenue from own sources	64,897	57,530	60,843
Multi-Purpose Building Rental	12,344	13,600	13,760
Unconditional grants	539,009	387,000	389,940
Conditional grants	14,012	121,675	56,940
Collections for other agencies	<u>202,659</u>	<u>206,610</u>	<u>206,945</u>
	<u>972,423</u>	<u>931,900</u>	<u>869,818</u>
<b>Expenditures</b>			
Amortization of tangible capital assets	166,018	154,895	166,018
Legislative	33,473	33,650	28,428
General administration	166,224	181,955	173,997
Protective services	45,577	38,750	35,325
Emergency services	236	750	-
Common services	16,592	17,000	15,842
Wharf	2,419	10,600	1,390
Small Craft Harbour	5,786	10,850	23,310
Roads	41,418	68,250	64,146
Environmental health	1,410	1,600	1,575
Environmental development	524	3,500	886
Parks and recreation	30,914	43,050	41,981
Cultural buildings and facilities	4,109	-	3,614
Multi-Purpose Building operating	58,389	51,750	47,888
Fiscal services - debt service	1,689	1,500	1,012
Capital expenditures	13,274	139,000	53,138
Taxes levied - other governments	<u>203,015</u>	<u>206,610</u>	<u>207,668</u>
	<u>791,067</u>	<u>963,710</u>	<u>866,218</u>
<b>Excess of revenues over expenses</b>			
<b>(Exhibit 'C')</b>	<u>\$ 181,356</u>	<u>\$ (31,810)</u>	<u>\$ 3,600</u>



Schedule '2'

**Village of Port Clements  
Water Operating Fund - Statement of Operations  
For the year ended December 31, 2012**

	<u>2012</u> <u>Actual</u>	<u>2012</u> <u>Budget</u>	<u>2011</u> <u>Actual</u>
<b>Revenue</b>			
Taxes	\$ 49,430	\$ 48,000	\$ 52,953
Revenue from own sources	47,717	52,600	49,106
Conditional grants	<u>979,670</u>	<u>943,750</u>	<u>167,654</u>
	<u>1,076,817</u>	<u>1,044,350</u>	<u>269,713</u>
<b>Expenditures</b>			
Capital expenditures	-	943,750	-
Amortization of tangible capital	32,488	35,400	29,970
Other - operating expenses	<u>59,476</u>	<u>62,350</u>	<u>57,605</u>
	<u>91,964</u>	<u>1,041,500</u>	<u>87,575</u>
<b>Excess of revenues over expenses (Exhibit 'C')</b>	<u>\$ 984,853</u>	<u>\$ 2,850</u>	<u>\$ 182,138</u>



Schedule '3'

**Village of Port Clements  
Sewer Operating Fund - Statement of Operations  
For the year ended December 31, 2012**

	<b><u>2012</u> Actual</b>	<b><u>2012</u> Budget</b>	<b><u>2011</u> Actual</b>
<b>Revenue</b>			
Taxes	\$ 35,672	\$ 33,000	\$ 34,501
Revenue from own sources	24,721	26,536	24,932
Unconditional grants	-	-	49,997
	<u>60,393</u>	<u>59,536</u>	<u>109,430</u>
<b>Expenditures</b>			
Amortization of tangible capital assets	34,766	15,036	34,766
Other - operating expenses	<u>38,326</u>	<u>47,580</u>	<u>88,994</u>
	<u>73,092</u>	<u>62,616</u>	<u>123,760</u>
<b>Excess of revenues over expenses (Exhibit 'C')</b>	<u>\$ (12,699)</u>	<u>\$ (3,080)</u>	<u>\$ (14,330)</u>



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

36 Cedar Avenue West  
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OFFICE :250-557-4295  
Public Works :250-557-4326  
FAX :250-557-4568  
Email : office@portclements.ca  
Web : www.portclements.ca

**Minutes of the regular meeting of the Port Clements Council held Monday June 3, 2013 in the Council Chambers.**

Present:

Mayor Cheer  
Councilor Gaspar  
Councilor Gould

CAO Kim Mushynsky

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

**1. ADOPT AGENDA.**

2013-164 - Moved by Councilor Gould, seconded by Councilor Gaspar  
THAT the agenda be adopted with the following amendments – add M4 – Rec Minutes May 16, 2013, NB5 – Bandstand power issues, discussion about water chlorination under Section 10 - Reports.

**CARRIED**

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

**3. MINUTES.**

M-1 – Regular Meeting of Council Monday May 21, 2013

2013-165 – Moved by Councilor Gaspar, seconded by Councilor Gould

THAT we accept the minutes from the May 21, 2013 Regular Council meeting as presented.

**CARRIED**

M-2 – Public Meeting re: Zoning Bylaw Changes – May 21, 2013

2013-166 – Moved by Councilor Gaspar, seconded by Councilor Gould

THAT we accept the minutes from the May 21, 2013 Public Zoning Bylaw Meeting.

**CARRIED**

M-3 – Barge Sub-committee Meeting April 25, 2013

2013-167 – Moved by Councilor Gaspar, seconded by Councilor Gould

THAT we accept the minutes from the April 25, 2013 Barge Sub-committee meeting as presented.

**CARRIED**

M-4 – Rec Committee Meeting – May 16, 2013

2013-168 – Moved by Councilor Gaspar, seconded by Councilor Gould

THAT we accept the minutes from the May 16, 2013 Rec Committee Meeting as presented

**CARRIED**

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

**5. ORIGINAL CORRESPONDENCE.**

Mayor Cheer stepped down as Chair at 7:10pm and Councilor Gaspar assumed Chair

C-1 – Clapp Basin Request for Letter of Support

M-1

2013-169 - Moved by Councilor Gould, seconded by Mayor Cheer  
THAT we send a letter of support to the Clapp Basin.

**CARRIED**

Mayor Cheer resumed chair at 7:15pm

C-2 – Canadian Heritage Fund – declined funding application  
2013-170 – Moved by Councilor Gaspar, seconded by Councilor Gould  
THAT we open this for discussion.

**CARRIED**

2013-171 – Moved by Councilor Gaspar, seconded by Councilor Gould  
THAT we form an Ad Hoc Committee to handle the 100<sup>th</sup> Anniversary details for 2014 and invite Seniors and the School to be a part of the organization.

**CARRIED**

## **6. GOVERNMENT.**

## **7. FINANCE.**

F-1 – Cheque Listing to May 29, 2013  
2013-172 – Moved by Councilor Gould, seconded by Councilor Gaspar  
THAT we accept the cheque listing as presented.

**CARRIED**

F-2 – Financial Statements for year ended December 31, 2012  
2013-173 – Moved by Councilor Gaspar, seconded by Councilor Gould  
THAT we accept the Financial Statements as presented.

**CARRIED**

2013-174 – Moved by Councilor Gould, seconded by Councilor Gaspar  
THAT we put out a call for proposals for our 2013 Yearend Audit.

**CARRIED**

## **8. NEW BUSINESS.**

NB-1 – Report to Council - #21 Yakoun Street  
2013-175 – Moved by Councilor Gould, seconded by Councilor Gaspar  
THAT we accept the recommendations as presented.

**CARRIED**

NB-2 – Website Re-creation  
2013-176 – Moved by Councilor Gaspar, seconded by Councilor Gould  
THAT we open this up for discussion.

**CARRIED**

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2013-177 – Moved by Councilor Gould, seconded by Councilor Gaspar  
THAT we go with Misty Cedar Services for the re-creation of our Website to a maximum of \$4800.00.

**CARRIED**

NB-3 – Travel and Per Diem Expense Policy for Council and Staff  
2013-178 – Moved by Councilor Gould, seconded by Councilor Gaspar  
THAT we accept the amended sections 10 & 18 forming a part of Policy #01, 2008 as presented.

**CARRIED**

NB-4 – 2014 NCLGA – Fort St. John  
2013-179 – Moved by Councilor Gaspar, seconded by Councilor Gould  
THAT we receive and file this information.

**CARRIED**

NB-5 – Bandstand Electrical issues

Administrator to work with Rec Commission Chair and Public Works to determine if/how this project goes forward.

**9. ACTION ITEMS:**

2013-180 – Moved by Councilor Gaspar, Seconded by Councilor Gould

THAT Council select 2 members to work with Administration on the Draft Sunset Park Management Plan

**CARRIED**

**10. REPORTS AND DISCUSSIONS.**

Mayor Cheer – met with Ministry of Ec Dev, Open House re: invasive species, VIRL on the 15<sup>th</sup>, MIEDS on the 5, town cleanup

Council Gaspar – Rec committee mtg, Town Cleanup, Small Craft Harbour first meeting

Councilor Gould – SQCRD mtg – Prince Rupert expansion plans a major item of discussion

Administrator – UVic 2 year professional development, MATI in August for Sharon, Mtg with RCMP, ESS training June 10-14, new Facebook page for Canada Days.

There was a brief discussion on concerns around the chlorination of town water. As this is a regulatory issue beyond the scope of Municipal government it was suggested that it might be a topic for UBCM next year.

**ADJOURNMENT.**

2013-181 - Moved by Councilor Gould, seconded by Councilor Gaspar

THAT the meeting be adjourned at 8:45pm

**CARRIED**

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Wally Cheer,  
Mayor

---

Kim Mushynsky,  
Clerk/Treasurer



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Notes from the May 21, 2013 Meeting between Council and Port Clements Historical Society  
Members

Present:

Councilor Gaspar  
Brigid Cummings –PCHS  
Clint Tauber – PCHS

Councilor Gould  
Joan Hein – PCHS  
Kim Mushynsky - VOPC

The meeting was called to order at 6:00pm

There was general discussion about what was meant by having the Museum become the Tourism Centre and what, if any, changes were expected by the Village of Port Clements of the Port Clements Historical Society in taking this on. Discussion revealed that neither side anticipated that much change would happen on a practical side from what already happens because tourists already stop there and ask questions.

Brigid provided some statistical information about visitors to the museum over the last several years – average around 1400-1500 visitors per year, the majority of which are tourists.

The Museum will be open 11am-4pm 7 days per week from June 1 to September 15, 2013 which was satisfactory as far as Village of Port Clements representatives were concerned.

The changes that were anticipated are that the Historical Society may move the desk at the entrance a bit to allow for more standing room as you enter the building. The Village of Port Clements would create signage for the exterior of the building and also work to improve signage along the Highway. The Historical Society would pull out a brochure rack they have and determine whether it would be suitable for racking brochures for on island businesses and organizations – we would not charge racking fees. The Village of Port Clements needs to work with Telus to get a listing for "Visitor Information" in the 2014 phone book with the Museum's phone number. The Village of Port Clements will also purchase an answering machine for the Museum which will indicate that they have reached the Museum **and** the Visitor Information Centre and inform callers of their hours of operation.

Any other changes that may come to light will be discussed between the two parties as they occur. The understanding being that this change should not put any financial burden on the Museum that they were not already covering.

ADJOURNED at 6:30pm

---

PCHS Representative

---

VOPC Representative

M-2

# VILLAGE OF PORT CLEMENTS

Page 1 of 2

## Cheque Listing For Council

2013-Jun-12  
2:09:05PM

Cheque #	Cheque Date	Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
						<b>Batch #</b>	<b>4902</b>
20130252	2013-05-30	BLUE CROSS	10-4-27-00-30	JUNE 2013	PAYMENT		890.64
					BENEFIT PREMIUMS MAY 2013	890.64	
20130253	2013-05-30	BRITISH COLUMBIA LIFE &	10-4-27-00-30	79710	PAYMENT		334.82
					BENEFIT PREMIUMS JUNE 2013	334.82	
20130254	2013-05-30	ISLANDS SOLID WASTE	10-2-71-89-10	309010	PAYMENT		1,252.00
					DUMPSTERS TOWN CLEAN UP 2	1,252.00	
20130255	2013-05-30	Lioudmila's Garden	10-2-71-89-10	77	PAYMENT		540.60
			10-2-71-89-10	78	FROESE BLOOMIN PURCHASE	110.24	
			10-2-71-89-10	91	FROESE BLOOMIN PURCHASE	110.24	
			10-2-71-89-10	93	WELLS BLOOMIN PURCHASE	110.24	
			10-2-71-89-10	96	THOMAS BLOOMIN PURCHASE	110.24	
					GAJDACSI BLOOMIN PURCHASE	99.64	
20130256	2013-05-30	Port Clements Community H	10-2-12-99-08	2013-101	PAYMENT		100.00
					HALL RENTAL MAY 7 2013	100.00	
20130257	2013-05-30	RECEIVER GENERAL - CC	10-4-27-00-10	MAY 2013	PAYMENT		4,218.22
					CRA REMITTANCE MAY 2013	4,218.22	
20130258	2013-05-30	XEROX CANADA LTD.	10-2-12-11-30	A44571937	PAYMENT		1.90
					XEROX ERROR-ADJMT TO CORF	1.90	
						<b>Batch #</b>	<b>4905</b>
20130259	2013-05-30	JOHNSON, GERRY	30-2-41-40-00	MAY 2013	PAYMENT		230.18
					Gyproc Sheets	230.18	
20130260	2013-05-30	VILLAGE OF PORT CLEME	10-2-12-11-60	Petty Cash May	PAYMENT		148.65
			10-2-75-00-00	Petty Cash May	Utility + Overweights	47.46	
			10-2-12-99-08	Petty Cash May	Port Rec Movie Nights	0.54	
			10-2-71-89-00	Petty Cash May	Public Meeting	15.19	
			30-2-41-40-00	Petty Cash May	Supplies	45.00	
			30-2-41-20-00	Petty Cash May	Supplies	15.00	
			10-3-22-00-00	Petty Cash May	Water Testing delivery	22.00	
			10-2-81-90-20	Petty Cash May	GST	3.45	
					Till Short	0.01	
						<b>Batch #</b>	<b>4917</b>
20130261	2013-06-05	BC HYDRO	40-2-42-90-40	MAY 2013	PAYMENT		6,407.31
			10-2-34-00-40	MAY 2013	Sewer,Lagoon,Lift Stns	1,052.19	
			10-2-24-70-10	MAY 2013	Wharf, SCH Floats	1,353.55	
			10-2-19-00-00	MAY 2013	Firehall	541.27	
			10-2-34-00-15	MAY 2013	trailer	38.81	
			10-2-71-89-30	MAY 2013	Govm't dock	6.76	
			10-2-32-50-00	MAY 2013	Sunset Park	31.25	
			30-2-41-50-00	MAY 2013	Street lights	1,026.92	
			10-3-22-00-01	MAY 2013	pumphouse Tingley	1,674.93	
			10-3-22-00-00	MAY 2013	PST	403.41	
					GST	278.22	
20130262	2013-06-05	BIG RED	10-2-71-21-15	12983	PAYMENT		253.58
					WEEKLY CONTAINER SERVICE I	253.58	
20130263	2013-06-05	CIBC VISA	10-2-12-11-60	MAY 2013	PAYMENT		2,395.41
			10-3-22-00-00	MAY 2013	Postage	465.86	
			10-2-12-11-30	MAY 2013	GST	108.29	
			10-2-12-10-25	MAY 2013	BaseCamp	20.81	
			10-2-81-90-00	MAY 2013	MATI - August 2013	1,700.00	
					Interest Charged	100.45	
20130264	2013-06-05	Inlet Networking Computer S	10-2-12-11-20	009	PAYMENT		120.00
					WEBSITE RESTORATION,CRYST	120.00	
20130265	2013-06-05	Stupka, Christina	10-2-71-89-30	MAY 2013	PAYMENT		200.00
					SUNSET PARK ATTENDANT	200.00	
20130266	2013-06-05	WEIGUM, SHIRLEY	10-2-12-14-10	01	PAYMENT		590.00
			10-2-71-21-11	01	JANITOR SERVICE MAY 14-30 +	247.80	
			10-2-71-21-20	01	JANITOR SERVICE MAY 14-30 +	129.80	
			10-2-71-89-00	01	JANITOR SERVICE MAY 14-30 +	135.70	
					JANITOR SERVICE MAY 14-30 +	76.70	
						<b>Batch #</b>	<b>4927</b>
20130291	2013-06-12	NORTHERN LABS LTD.			PAYMENT		112.35

F-1



# VILLAGE OF PORT CLEMENTS

Page 2 of 2

## Cheque Listing For Council

2013-Jun-12  
2:09:05PM

Cheque #	Cheque Date	Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20130291	2013-06-12	NORTHERN LABS LTD.	40-2-42-90-50	89373	TESTING	112.35	112.35
20130292	2013-06-12	OBSERVER PUBLISHING C	10-2-12-11-50	15604	PAYMENT	115.50	115.50
20130293	2013-06-12	PORT AIR CARGO	10-2-71-89-40	VPC0513	SECTION 98 CC INSERTION	21.00	21.00
20130294	2013-06-12	RENCO	10-2-24-80-10		PAYMENT		888.49
			40-2-42-90-60	MAY 2013	DELIVERY FROM ROCKY'S	300.00	
			30-2-41-40-10	MAY 2013	FUEL PURCHASES	117.71	
			10-2-31-90-00	MAY 2013	FUEL PURCHASES	235.39	
20130295	2013-06-12	ROCKY'S EQUIPMENT SAI	10-2-71-89-40	1407	FUEL PURCHASES	235.39	825.72
20130296	2013-06-12	TELUS COMMUNICATIONS	10-2-71-21-15		PAYMENT	825.72	1,523.96
			30-2-41-50-00	MAY 2013	REPAIR+SERVICE+OIL+FILTER	594.26	
			40-2-42-90-40	MAY 2013	PAYMENT	249.91	
			10-2-24-70-10	MAY 2013	MAY TELEPHONE BILL	75.29	
					MAY TELEPHONE BILL	604.50	

**Total 21,170.33**

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

## STATEMENT OF ACCOUNTS

PO Box 94  
Masset BC V0T 1M0

MASSET BRANCH 250-626-5231

MEMBER NUMBER 56440

STATEMENT DATE May 31, 2013

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Village Of Port Clements  
Box 198  
Port Clements BC V0T 1R0

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### DEMAND ACCOUNTS

Date	Description	Number	Withdrawals	Deposits	Balance
<b>Business 75</b>					
30Apr2013	Balance Forward				512,024.55
01May2013	Pre-Authorized Credit - PROVINCE OF B.C			1,302.00	513,326.55
01May2013	Clearing Cheque	2013018	78.34		513,248.21
02May2013	Clearing Cheque	2013019	280.34		512,967.87
02May2013	Clearing Cheque	2013020	629.67		512,338.20
03May2013	Deposit			33,830.30	546,168.50
07May2013	Deposit			1,916.75	548,085.25
07May2013	Clearing Cheque	2013019	18,230.99		529,854.26
07May2013	Clearing Cheque	2013019	35,000.00		494,854.26
08May2013	Clearing Cheque	2013019	200.84		494,653.42
08May2013	Clearing Cheque	2013020	486.08		494,167.34
09May2013	Clearing Cheque	2012021	309.01		493,858.33
09May2013	Clearing Cheque	2013020	3,724.85		490,133.48
09May2013	Clearing Cheque	2013020	531.95		489,601.53
13May2013	Clearing Cheque	2013021	112.00		489,489.53
13May2013	Clearing Cheque	2013021	334.82		489,154.71
13May2013	Clearing Cheque	2013019	890.64		488,264.07
13May2013	Clearing Cheque	2013021	5,844.31		482,419.76
13May2013	Clearing Cheque	2013022	82.18		482,337.58
14May2013	Clearing Cheque	2013021	4,102.41		478,235.17
17May2013	Deposit			1,248.04	479,483.21
17May2013	Deposit			2,904.19	482,387.40
17May2013	Clearing Cheque	2013021	11.10		482,376.30
21May2013	Clearing Cheque	2013022	30.00		482,346.30
21May2013	Clearing Cheque	2013023	1,109.35		481,236.95
21May2013	Clearing Cheque	2013023	1,524.75		479,712.20
22May2013	Deposit			2,132.77	481,844.97
22May2013	Clearing Cheque	2013022	4,928.77		476,916.20
23May2013	Clearing Cheque	2013023	695.15		476,221.05
23May2013	Clearing Cheque	2013023	735.00		475,486.05

continued...



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5 year fixed rate mortgage

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For calls originating within Canada and continental USA, please call 1-800-LOST111.  
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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 May 31, 2013

PAGE 2 of 5

Date	Description	Number	Withdrawals	Deposits	Balance
<b>Business 75</b>					
24May2013	Deposit			12,852.34	488,338.39
24May2013	Clearing Cheque	2013023	173.25		488,165.14
27May2013	Clearing Cheque	2013023	74.39		488,090.75
27May2013	Clearing Cheque	2013023	178.62		487,912.13
28May2013	Clearing Cheque	2013023	288.34		487,623.79
28May2013	Clearing Cheque	2013021	577.50		487,046.29
29May2013	Clearing Cheque	2013024	21.00		487,025.29
29May2013	Clearing Cheque	2013022	253.58		486,771.71
29May2013	Clearing Cheque	2013023	274.12		486,497.59
29May2013	Clearing Cheque	2013024	27.99		486,469.60
30May2013	Clearing Cheque	2013024	171.57		486,298.03
30May2013	Clearing Cheque	2013023	108.43		486,189.60
30May2013	Clearing Cheque	2013024	254.10		485,935.50
31May2013	Credit Interest			420.11	486,355.61
31May2013	Monthly Service Fee		55.00		486,300.61
Total Withdrawals and Deposits			82,330.44	56,606.50	

### Number of Cheques 35

### Membership Shares

30Apr2013	Balance Forward				37.04
Total Withdrawals and Deposits			.00	.00	

### Business Simply Savings

30Apr2013	Balance Forward				826,255.02
07May2013	Transfer out to term 9		65,752.39		760,502.63
31May2013	Credit Interest			820.89	761,323.52
Total Withdrawals and Deposits			65,752.39	820.89	

Continued...

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(for iPhone, iPad and iPod)

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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	May 31, 2013
PAGE	3 of 5

### TERM DEPOSITS

Date	Description	Withdrawals	Deposits	Balance
<b>Term 4: Short Term GSP (30 - 364 Days) -</b>				
30Apr2013	Balance Forward			11,091.16
Start 27Oct2012 - Rate 1.1000% - NextInt 29Jul2013 - Matures 29Jul2013				
<b>Term 7: 12 - 60 Month Term -</b>				
30Apr2013	Balance Forward			250,000.00
Start 13Feb2013 - Rate 2.1500% - NextInt 13Feb2014 - Matures 13Feb2016				
<b>Term 8: 12 - 60 Month Term -</b>				
30Apr2013	Balance Forward			250,000.00
Start 13Feb2013 - Rate 1.7500% - NextInt 13Feb2014 - Matures 13Feb2014				
<b>Term 9: Short Term GSP (30 - 364 Days) -</b>				
30Apr2013	Balance Forward			.00
07May2013	Transfer in from sav fax request to short term		65,752.39	65,752.39
Start 07May2013 - Rate 1.0000% - NextInt 31Dec2013 - Matures 31Dec2013				

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** May 31, 2013

**PAGE** 4 of 5

<b>Assets</b>	<b>Canadian Dollars</b>	<b>US Dollars</b>
Chequing	486,300.61	.00
Savings	761,323.52	.00
Terms	576,843.55	.00
Registered Plans	.00	.00
Shares	37.04	.00
<b>Total Assets</b>	<b>1,824,504.72</b>	<b>.00</b>
<b>Liabilities</b>	<b>Canadian Dollars</b>	<b>US Dollars</b>
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...

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Appendix "A" to Policy 02-2009  
**Bursary Application Form**

Name: Jasmine Furby

Address: Port Clements BC V0T 1B0  
Box 518

Phone: 250-557-8533

Graduating High School:

Queen Charlotte Secondary School

Grade Point Average:

82%

Post Secondary Institution attending:

Thompson River University - Kamloops

Concentration:

Medical Lab Assistant

Reasons for applying for Bursary:

The reason I'm applying for this bursary is because the cost of tuition for the course of a medical lab assistant is high. The course also requires me to do training in a high paced laboratory somewhere off island of my choosing. The training will be financially difficult on my own so any funding will be put to very good use frugally. After the program I plan to return to the island and work as a Lab assistant to whichever job opening presents itself.

Jasmine Furby

Applicant Signature

Date: June 5<sup>th</sup> 2013

**Appendix "A" to Policy 02-2009  
Bursary Application Form**

Name: Kayla Scheck

Address: 187 Bayview Drive  
PO Box 249, VOTIRO, Port Clements, B.C.  
Phone: 1-250-557-4351

Graduating High School: Queen Charlotte Secondary School 2013

Grade Point Average: 85%

Post Secondary Institution attending:  
Kwantlen Polytechnic University in Richmond  
Concentration:  
General Arts

**Reasons for applying for Bursary:**

I have applied and accepted into Kwantlen to help build my portfolio to go into graphic design at Uvic. I have applied for funding through Massey Band for my first year but I will have to continue saving up for my other courses in 2015. This bursary will help me with pursuing my career and I am very thankful for this funding opportunity.

Kayla Schenk  
Applicant Signature  
Date: June 10th, 2013



# PORT CLEMENTS HISTORICAL SOCIETY

P. O. Box 417, Port Clements, B. C., V0T 1R0 Phone No. (250) 557-4576

May 31, 2013

Village of Port Clements  
P. O. Box 198  
Port Clements, B. C.  
V0T 1R0

Dear Village Council

Port Clements Historical Society is grateful for Village financial support in the past and hopes to be a recipient of your support again in 2013. Your support is vital to keeping our museum operational. As you are aware, the museum is an integral part of our community and previous grants from the Village have enabled us to be open throughout the year. Our paid attendance last year was 1,509. This was a decrease from previous years but attendance YTD in 2013 is substantially more than previous years which, we hope, promises to give us a busy summer.

We are continually striving to make the Port Clements museum more historically relevant and vital to keeping the Island's and our local history alive as well as continually maintaining existing exhibits in a good viewing condition. We did not accomplish maintenance goals for last year and this has left us with substantial catch-up work this year. We hope funding applications will bear fruit and allow for an aggressive plan to complete needed maintenance work this year.

We will employ two local people as desk attendants this summer and, additionally, hope to employ one and a half people to work on needed maintenance projects during the summer.

We are asking the Village for a grant of \$2,800.00 which is the amount granted the last three years and which will help us remain operational and effective.

Yours truly,

Wally Cheer,  
Treasurer,  
Port Clements Historical Society

NB-3



COPY

**Cedarview Community Church**

167 Bayview Drive,  
Port Clements, B.C.  
V0T 1R0

June 12, 2013

The Village of Port Clements  
P.O. Box 198  
Port Clements, B. C.  
V0T 1R0

Dear Councillors:

RE: Property Tax Grant

We are requesting a grant for \$1,443.79 to cover the 2013 Property Taxes again this year.

The Church is an integral part of this community and we need your consideration in this matter.

Thank you:

Cedarview Community Church Board

Represented by:

Pastor John Cann

\_\_\_\_\_

Board Member:

\_\_\_\_\_