



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, June 3, 2013

AGENDA

1. ADOPT AGENDA.
  2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.
  3. MINUTES.  
M-1-Regular meeting of Council Tuesday, May 21, 2013  
M-2-Public meeting of Council re: Zoning Bylaw changes Tuesday, May 21, 2013  
M-3-Barge Sub-Committee meeting Thursday, April 25, 2013
  4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.
  5. ORIGINAL CORRESPONDENCE.  
C-1-Letter of Support – Clapp Basin access road Rennel Sound  
C-2-Canadian Heritage Funding Application
  6. GOVERNMENT.
  7. FINANCE.  
F-1- Cheque Listing May 29, 2013  
F-2-Financial Statements December 31, 2012
  8. NEW BUSINESS.  
NB-1- Report to Council – #21 Yakoun Street  
NB-2- Website Re-creation  
NB-3-Travel and Per Diem Expense Policy Council and Staff  
NB-4-2014 NCLGA – Fort St. John
  9. ACTION ITEMS.  
A-1-See attached
  10. REPORTS & DISCUSSIONS.
  11. QUESTIONS FROM THE PUBLIC & PRESS.
- ADJOURNMENT.



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**Minutes of the regular meeting of the Port Clements Council held Tuesday May 21, 2013 in the Council Chambers.**

Present:

Mayor Cheer  
Councilor Thomas  
Councilor Falconbridge  
Councilor Gaspar  
Councilor Gould

CAO Kim Mushynsky

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

**1. ADOPT AGENDA.**

2013-147 - Moved by Councilor Falconbridge, seconded by Councilor Gaspar  
THAT the agenda be adopted with the following amendments – add M4 – Rec Minutes April 11, 2013, NB2 – NDIT Representative, in-camera per CC Section 90-1-g.

**CARRIED**

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

**3. MINUTES.**

M-1 – Regular Meeting of Council Monday May 6, 2013

2013-148 – Moved by Councilor Gaspar, seconded by Councilor Falconbridge  
THAT we accept the minutes from the May 6, 2013 Regular Council meeting as presented.

**CARRIED**

M-2 – Special Council Meeting – May 13, 2013

2013-149 – Moved by Councilor Gaspar, seconded by Councilor Falconbridge  
THAT we accept the minutes from the May 13, 2013 Special Council meeting as presented.

**CARRIED**

M-3 – Emergency Planning Committee Meeting – January 17, 2013

2013-150 – Moved by Councilor Falconbridge, seconded by Councilor Gaspar  
THAT we accept the minutes from the January 17, 2013 Emergency Planning Committee meeting as presented.

**CARRIED**

M-4 – Rec Committee Meeting – April 11, 2013

2013-151 – Moved by Councilor Gaspar, seconded by Councilor Falconbridge  
THAT we accept the minutes from the April 11, 2013 Rec Committee Meeting as presented

**CARRIED**

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

**5. ORIGINAL CORRESPONDENCE.**

m-1

C-1 – Greater Massett Food Bank Letter of Support  
2013-152 - Moved by Councilor Gaspar, seconded by Councilor Falconbridge  
THAT we receive and file this information.

**CARRIED**

C-2 – Tsunami Debris Coordinating Committee Letter of Support  
2013-153 – Moved by Councilor Falconbridge, seconded by Councilor Gaspar  
THAT we support this application.

**CARRIED**

## **6. GOVERNMENT.**

G-1 – Bylaw #402, 2013 – Zoning Amendment Bylaw  
2013-154 – Moved by Councilor Gould, seconded by Councilor Falconbridge  
THAT we do 3<sup>rd</sup> reading for Bylaw #402, 2013

**CARRIED**

2013-155 – Moved by Councilor Gould, seconded by Councilor Falconbridge  
THAT we reconsider and adopt Bylaw #402, 2013

**CARRIED**

G-2 – Bylaw #399, 2013 – Development and Temporary Use permits  
2013-156 – Moved by Councilor Falconbridge, seconded by Councilor Gaspar  
THAT we Reconsider and Adopt Bylaw #399, 2013

**CARRIED**

## **7. FINANCE.**

F-1 – Cheque Listing to May 15, 2013  
2013-157 – Moved by Councilor Falconbridge, seconded by Councilor Gaspar  
THAT we accept the cheque listing as presented.

**CARRIED**

F-2 – CIBC April 2013 Bank Statement  
2013-158 – Moved by Councilor Gaspar, seconded by Councilor Falconbridge  
THAT we receive and file the bank statement.

**CARRIED**

F-3 – NSCU April 2013 Bank Statement  
2013-159 – Moved by Councilor Gaspar, seconded by Councilor Falconbridge  
THAT we receive and file the bank statement.

**CARRIED**

## **8. NEW BUSINESS.**

NB-1 – Report from Public Works Superintendent  
Superintendent reported on Grounds keeping – started and going well, Summer Student – start in one week, Industrial Park Road – waiting to get graded and then fill potholes, Sewer – pipe weights constructed and waiting for installation, Drinking Water office coming to Port Clements mid-June, Flow meter notified us of a leak in the system and we were able to identify and fix within 3 days, Sunset park open, Clinic building in desperate need of paint, Fire Hall roof in good repair (inspected), PW truck has significant mechanical issues which are going to be expensive to remediate. Mr. O'Donoghue offered a variety of options to address this issue.

Council gave direction to PW Superintendent to create an itemized report of vehicle options and costs and bring that back to Council as soon as possible.

NB-2 – NB-2 – NDIT Representative  
2013-160 – Moved by Councilor Falconbridge, seconded by Councilor Gaspar  
THAT we change our 2013 NDIT appointment to make Councilor Thomas our representative and Councilor Gould the alternate.

**CARRIED**

9. **ACTION ITEMS:** Directed the Administrator to advise the RCMP that Tuesday June 11<sup>th</sup> or Thursday June 13<sup>th</sup> work for us for a Community Meeting as well as request a draft of the meeting content for Council review and to get back to Council ASAP.

**10. REPORTS AND DISCUSSIONS.**

Mayor Cheer – met with Ministry of Transportation, Town Hall mtg & barge committee mtg.

Councilor Falconbridge – Emergency Planning mtg & Special Council mtg

Council Gaspar – Rec committee mtg, barge committee mtg.

Councilor Thomas – Town Hall mtg & barge committee mtg.

Administrator – Town Hall mtg, barge committee mtg, liability seminar in Vancouver, hired Melissa Campbell under Get Youth Working program, discuss possibility of putting old generator up for tender.

2013-161 Moved by Councilor Gaspar, seconded by Councilor Falconbridge

THAT we keep the old generator as a backup.

CARRIED

Council directed PW Superintendent to create a written report on the current generators in inventory, their uses, and the possible uses and costs to modify for useage, the old generator that was discussed in motion 2013-161.

2013-162 – Moved by Councilor Falconbridge, seconded by Councilor Gaspar

THAT we move to in-camera per CC 90-1-g at 8:35pm.

CARRIED

**ADJOURNMENT.**

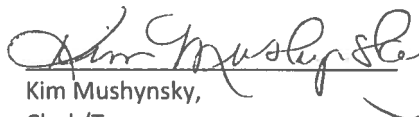
2013-163 - Moved by Councilor Gaspar, seconded by Councilor Gould

THAT the meeting be adjourned at 9:20pm

CARRIED

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Wally Cheer,  
Mayor



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Kim Mushynsky,  
Clerk/Treasurer



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**Minutes of the Public meeting regarding Zoning Bylaw changes held Tuesday May 21, 2013 in the Council Chambers at 6:30pm.**

Present:

Mayor Cheer  
Councilor Thomas  
Councilor Falconbridge  
Councilor Gaspar  
Councilor Gould

CAO Kim Mushynsky

Mayor Cheer called the meeting to order at 6:40pm

No public were present at 6:30pm and no letters were received by the office prior to this meeting date to be included in the discussion. One member of the public popped in around 6:45pm to seek clarification on the point under discussion and it was explained that the Bylaw amendment proposed to add "home based businesses" to areas zoned Multi-family ONLY if they actually contained a single family dwelling on them. The resident was satisfied with this and left. Having no input from the public the matter was deemed uncontested and the meeting was concluded.

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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 April 25, 2013 in the Council Chambers**

Present:

Mayor Cheer  
Councilor Gould  
Councilor Thomas

CAO Kim Mushynsky

Heather Adel – MIEDS

Mayor Cheer called the meeting to order at 3:00pm

M-1 – April 18, 2013 Barge Sub Committee Minutes

Moved by Councilor Gould, seconded by Councilor Thomas

THAT we accept the minutes of the April 18, 2013 Barge Committee meeting as presented.

CARRIED

BA-1 – Public Meeting May 7<sup>th</sup>

The committee discussed and recommended some changes and additions to the 3 one page documents that will be hand outs for the Public meeting.

BA-2 – Next Steps

After discussion, the next steps were identified as follows:

1. Apply to NDIT, by May 10, through the Economic Diversification Infrastructure program for funds to complete Engineered drawings of the facility and prepare tender documents
2. Meet with CHN to update them on our progress
3. Over the next six months begin conversations and develop partnerships with local and off island stakeholders

Meeting adjourned at 4:50pm.

Wally Cheer,  
Mayor

Kim Mushynsky,  
Clerk/Treasurer

**Kim**

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**From:** Claudette Lavoie <claudettel.lavoie@gmail.com>  
**Sent:** May-22-13 10:42 PM  
**To:** cao@portclements.ca  
**Subject:** Letter request from Clapp Basin

**Hi Kim, Here is the letter as discussed. Claudette**

**CLAPP BASIN RECREATIONAL SOCIETY**

**Box 506. Queen Charlotte**

**Haida Gwaii, BC VoT 1So**

To: Port Clements Council Date: May 22,2013

Re: ClappBasin access road Rennel Sound

The Clapp Basin Recreational Society is made up of residents from every community on Haida Gwaii. The Society was formed in order to present a united front to negotiate with the owners of the property that borders the bottom of Rennel Sound Hill and Clapp Basin(3km south).

We are being told that we will not be able to access Clapp Basin along the road for much longer.

Clapp Basin is the only safe boat-launching ramp on the west coast of Haida Gwaii. The Forest Service has plans to build a boat launch at the bottom of the Rennel Sound Hill. Our Society has looked at the proposed site and deemed it unsuitable for emergency situations due to the daily afternoon westerly winds plus the seasonal storms.

Our Society is currently drawing up a proposal to the owners of the road which will include liability insurance and maintenance of the road with our equipment ensuring that there will not be any cost to the owners. The Society has received support from the Department of Fisheries and Oceans, the RCMP, the Coast Guard Auxiliary, the Queen Charlotte Village Council, Skidegate Band Council, the Port Clements Village Council.

The Society members and our supporters are all concerned about being able to deal with emergency situations. First and foremost is our collective concern for boater safety.

We hope that all of the letters of support will convince the owners to continue to allow access to the Clapp Basin recreation site.

Thank you for considering supporting this request.

Yours truly,

Jack Armstrong,

Vice President

Clapp Basin Recreational Society

250.559.8999 armstrongs@haidagwaii.ca





Canadian  
Heritage

Patrimoine  
canadien

File Number: VPC-7215

May 15, 2013

RECEIVED  
May 27/13

Ms. Kim Mushynsky  
Chief Administrative Officer  
Village of Port Clements  
P.O. Box 198  
Port Clements, BC  
V0T 1M0

Dear Ms. Mushynsky,

**Re: Celebrate Canada Funding Application**

Your request for financial assistance under the Celebrate Canada Program for the "2013 Canada Day Celebration" project was considered by the Department of Canadian Heritage. All eligible proposals are evaluated to determine how well they address the Celebrate Canada Program objectives, priorities and other criteria set forth in the Funding Application Form and the Guide for Applicants.

I regret to inform you that, following a review of your application for assistance, we are unable to fund your project for the following reason:

Due to the volume of applications, we were unable to support all requests received. Priority was given to those proposals that best satisfied the Program's objectives and demonstrated a capacity to achieve expected outcomes. Additionally, priority was given to Canada Day activities taking place on July 1, 2013.

Should you wish to discuss this decision, please feel free to contact Monica Christ, Program Officer, by telephone at (604) 666-7242 by email at [monica.christ@pch.gc.ca](mailto:monica.christ@pch.gc.ca)

Sincerely,

Derick McNeil  
A/Director, Programs  
Western Region

C-2

Canada

# VILLAGE OF PORT CLEMENTS

## Cheque Listing For Council

2013-May-29  
2:25:56PM

Cheque #	Cheque Date	Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
						<b>Batch #</b>	<b>4884</b>
20130228	2013-05-15	ALAN K HOOPER INC			PAYMENT		4,928.77
			10-2-12-10-40	AH-741-9091	AUDIT 2013	4,928.77	
20130229	2013-05-15	BIG RED			PAYMENT		253.58
			10-2-71-21-15	12909	WEEKLY CONTAINER SERVICE	253.58	
20130230	2013-05-15	C. AND C. BEACHY CONT			PAYMENT		735.00
			10-2-71-89-30	622	WORK AT SHORELINE PARK + S	735.00	
20130231	2013-05-15	CHEER, JOHN WALLACE			PAYMENT		695.15
			10-2-11-10-20	Mayors' Caucus	MAYORS' CAUCUS APRIL 25-MA'	695.15	
20130232	2013-05-15	DATAMARK SYSTEMS			PAYMENT		178.62
			10-2-12-11-00	124790	LASER CHEQUE PAPER	178.62	
20130233	2013-05-15	MUNICIPAL INFORMATION			PAYMENT		288.34
			10-2-12-11-20	20130401	FINANCE SOFTWARE SUPPORT	288.34	
20130234	2013-05-15	Mushynsky, Kim			PAYMENT		1,109.35
			10-2-12-10-25	Risk Mgmt	RSK MGMT SEMINAR MAY 8-11,	1,109.35	
20130235	2013-05-15	OBSERVER PUBLISHING C			PAYMENT		173.25
			10-2-12-11-50	15405	TOWN HALL MEETING	57.75	
			10-2-12-11-50	15428	PUBLIC MEETING - BARGE	115.50	
20130236	2013-05-15	TELUS COMMUNICATIONS			PAYMENT		1,524.75
			30-2-41-50-00	APR 2013	W S + Pumphouse	227.03	
			10-2-71-21-15	APR 2013	P Wks Afterhrs + MPBC	540.57	
			10-2-24-70-10	APR 2013	Firehall	550.11	
			40-2-42-90-40	APR 2013	W S	68.40	
			10-3-22-00-00	APR 2013	GST	68.11	
			10-3-22-00-01	APR 2013	PST	70.53	
20130237	2013-05-15	XEROX CANADA LTD.			PAYMENT		74.39
			10-2-12-11-30	G44689540	USAGE FEES APRIL 2013	74.39	
						<b>Batch #</b>	<b>4894</b>
20130238	2013-05-21	ClearTech industries Inc.			PAYMENT		108.43
			30-2-41-20-00	529625 SJC	CHLORINE	97.98	
			10-3-22-00-00	529625 SJC	GST	4.90	
			10-3-22-00-01	529625 SJC	PST	5.55	
20130239	2013-05-21	CORPORATE EXPRESS			PAYMENT		274.12
			10-2-71-21-20	32813271	Wide Broom-MPBC Janitorial	17.90	
			10-2-24-90-10	32813271	Spray Bottles-Weightroom	8.93	
			10-2-12-11-00	32813271	2 Calculators-Office	247.29	
20130240	2013-05-21	DELMAS CO-OP			PAYMENT		27.99
			10-2-71-89-00	2094	PEAT MOSS FOR COMM PARK	27.99	
20130241	2013-05-21	PORT AIR CARGO			PAYMENT		21.00
			30-2-41-20-00	VPC0413	COOLER DEL FROM INLAND AIR	21.00	
20130242	2013-05-21	RENCO			PAYMENT		428.71
			10-2-11-10-30	1304 01	Catering	63.00	
			40-2-42-90-60	1304 01	Gas	69.65	
			30-2-41-40-10	1304 01	Gas	139.30	
			10-2-31-90-00	1304 01	Gas	139.30	
			10-3-22-00-00	1304 01	GST	17.46	
20130243	2013-05-21	Stewart, McDannold, Stuart			PAYMENT		171.57
			10-2-12-10-50	64180	TAX SALE REDEMPTION PERIOD	171.57	
20130244	2013-05-21	WESTERN CANADA FIRE I			PAYMENT		254.10
			10-2-24-70-00	6470	PORTABLE FIRE EXTINGUISHER	254.10	

**Total 11,247.12**

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



May 10, 2013

Village of Port Clements  
PO Box 198  
Port Clements BC  
V0T 1R0

Dear Council Members:

We have been engaged to audit the financial statements of Village of Port Clements for the year ending December 31, 2012.

Canadian generally accepted auditing standards require that we communicate at least annually with you regarding all relationships between the company and ourselves that, in our professional judgment, may reasonably be thought to bear on our independence.

In determining which relationships to report, the standards require us to consider relevant rules and related interpretations prescribed by the ICABC and applicable legislation, covering such matters as:

- (a) Holding a financial interest, either directly or indirectly, in a client;
- (b) Holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- (c) Personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- (d) Economic dependence on a client; and
- (e) Provision of services in addition to the audit engagement.

We have prepared the following comments to facilitate our discussion with you regarding independence matters arising since June 2012.

We are aware of the following relationships between the village and ourselves that, in our professional judgment, may reasonably be thought to bear on our independence.

We are not aware of any relationships between the village and ourselves that, in our professional judgment, may reasonably be thought to bear on our independence, that have occurred from May 2012 to March 2013.



Canadian generally accepted standards for audit engagements requires that we confirm our independence to management or persons having oversight responsibility for the financial reporting process in the context of the Rules of Professional Conduct of the Institute of Chartered Accountants of BC. Accordingly, we hereby confirm that we are independent with respect to the company within the meaning of the Rules of Professional Conduct of the Institute of Chartered Accountants of BC as of March 5, 2013.

This report is intended solely for the use of the, board of directors, management and others within the village and should not be used for any other purposes.

Yours truly,

**ALAN K. HOOPER INC.**

Alan K. Hooper  
Chartered Accountant

Village of Port Clements

Per: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Council Member

Per: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Council Member



**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	<u>2012</u> Total	<u>2011</u> 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	<u>127,906</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>127,906</u>	<u>111,729</u>
	<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	<u>211,335</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>211,335</u>	<u>224,783</u>
	<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)	<u>-</u>	<u>-</u>	<u>-</u>	<u>8,449,591</u>	<u>8,449,591</u>	<u>7,674,176</u>
	<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	<u>-</u>	<u>-</u>	<u>-</u>	<u>8,449,591</u>	<u>8,449,591</u>	<u>7,674,176</u>
	1,171,694	488,110	364,138	8,449,591	10,473,533	9,320,022
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





Exhibit 'B'

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

	General Operating Fund	Water Operating Fund	Sewer Operating Fund	General Capital Fund	<u>2012</u> Total	<u>2011</u> Total
<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>2012</u>	<u>2011</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>\$2,089,987</u>	<u>\$1,753,865</u>

**3. Accounts payable**

	<u>2012</u>	<u>2011</u>
Accounts payable - general	\$ 29,641	\$ 49,421
Payroll trust amounts	<u>1,274</u>	<u>5,672</u>
	<u>\$ 30,915</u>	<u>\$ 55,093</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	3,594	3,594
	<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. Define 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 '1'

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

	<u>2012</u> Actual	<u>2012</u> Budget	<u>2011</u> Actual
<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>			
(Exhibit 'C')	<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> Actual	<u>2012</u> Budget	<u>2011</u> Actual
<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

	<u>2012</u> Actual	<u>2012</u> Budget	<u>2011</u> Actual
<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</b> <b>(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  
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: May 23, 2013  
Re: **#21 Yakoun Street**

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Background: Council had complaints during 2012 about the safety of the roof of this building culminating in Kootenay Engineering coming to Port Clements in mid-December 2012 and inspecting the premises. Mr. O'Hara of Kootenay Engineering indicated that the temporary measures should hold until June of 2013 but that permanent repairs or removal were in order. In early 2013 an error on record at Land Titles delayed the transfer of title to the new owner, delaying this work order. In early May 2013 the title issue was resolved. On May 22, 2013 a Registered Letter was sent to the new owner giving a brief history of the events to date and indicating that immediate repairs were necessary. The letter further indicated that Council would be considering declaring the building a hazard per section 73 (1) of the Community Charter and imposing remedial action per section 73 (2) of the Community Charter at the June 3<sup>rd</sup> meeting. Such declaration, when factoring in the timeline for appeals by the owner, would result in the Village being in a position to undertake remedial action ourselves, by Council order, following the August 6, 2013 Regular meeting.

Recommendation: I recommend that Council declare the roof of this premises a hazard per Section 73(1) of the Community Charter and that Council order remedial action in the effect of Removal or Repair to BC Building Code Standards the roof of this structure per Section 73(2) of the Community Charter, and that the owner be so notified.

Respectfully submitted:



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 V0T1R0  
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 Public Works :250-557-4326  
 FAX :250-557-4568  
 Email : office@portclements.ca  
 Web : www.portclements.ca

## REPORT TO COUNCIL

Author: Kim Mushynsky  
 Date: May 29, 2013  
 Re: **Website Re-creation**

Background: On May 11, 2013 our website was shut down because it had been hacked and damaged. On May 14<sup>th</sup> the site was restored but unfortunately with January 2012 data because our more recent backups were corrupted. Germain Vigneault, who designed and has been maintaining our website since 2009, indicated that we needed to upgrade our website software to reduce the likelihood of future attacks but that the Joomla update, which is the software currently used (Open Source software), would require a total rebuild of our site as the update has too many changes so we couldn't "port" our information from one platform to the next. Mr. Vigneault also advised that he is looking to decrease his workload so is not interested in rebuilding and maintaining our website going into the future. I have obtained two quotes regarding the rebuild of our site. They are somewhat challenging to compare but I have done my best to do so in this report.

	<u>Spark Design</u>	<u>Misty Cedar Services</u>
Support Local Business	No	Yes
Corporation versus Individual	Corporation	Individual**
Content Management System	Expression Engine	Wordpress
CMS features	Private – costs	Open Source – free
Open Source vs Private	More Secure	No Costs
Planning/Design/Implementation	\$3750.00	\$4350.00*
CMS Software	\$ 399.00	N/C
Upgrades we should have		
Banner	\$ 170.00	Incl.
Photo Gallery	\$ 425.00	Incl.
Events Calendar	\$ 170.00	Incl.
Estimated Total Costs	\$4914.00	\$4350.00
Timeline to going live	8 weeks	7 weeks

\*I have used the higher cost as it represents more closely a thorough design stage for the website development closer to what Spark has quoted on.

\*\*The matrix of Corporate versus Individual is included because there are some additional risks associated with going with an individual that are not part of the corporate scenario such as sickness/death, career/lifestyle changes. However there is also potential for benefits in this individual scenario due to where the individual currently lives and therefore potential for quicker turn-around time in event of a problem with the site.

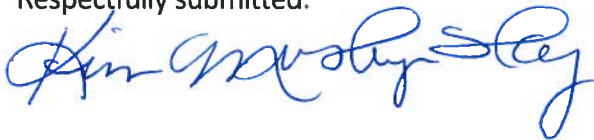
Examples of Websites done by Misty Cedar: [www.edgefestival.com](http://www.edgefestival.com), [www.hcfss.bc.ca](http://www.hcfss.bc.ca), [www.haidahealth.ca](http://www.haidahealth.ca)

Examples of Websites done by Spark: [www.districtoftaylor.com](http://www.districtoftaylor.com), [www.visitprincerupert.com](http://www.visitprincerupert.com), [www.smithers.ca](http://www.smithers.ca)

Part of the cost difference between the two proposals is that Spark tends towards resale software versus open source software that Misty Cedar uses. The differences between open source and retail software basically lie in who “owns” and “maintains” them. Retail has a specific ownership which implies a desire to provide ongoing upgrades and warranty for their product as they are profit motivated to provide a safe/user friendly product. Open Source is software that is developed and maintained in a public/collaborative manner at no cost by anyone in the industry who wishes to be a part of that software evolution. Open Source, although unusual from a profit mentality, is a very common occurrence in the computer software industry.

Recommendation: Even with this analysis, I believe we are not fully able to compare apples to apples. However, given that they are similar on cost and time and that we were okay with using Open Source for our initial website I am going to tentatively recommend that we support a local business rather than an off island business. **However, I strongly recommend that you all review the website examples from both proposals and be prepared to discuss this more robustly at the Council meeting.**

Respectfully submitted:

A handwritten signature in blue ink, appearing to read "Ain...". The signature is fluid and cursive, written over the typed name "Ain...".

# **Village of Port Clements**

## **Travel and Per Diem Expense Policy Council and Staff Policy No. 01, 2008**

Prepared by Clerk/Treasurer Heather Nelson-Smith  
Amended by Administrator Kim Mushynsky

Adopted: June 23, 2008 by Mayor and Council  
Amendment adopted:

Replaces all prior Council and Staff expense policies and bylaws.

**Objective:** To set guidelines for the reimbursement of expenses for authorized travel by Council Members and Staff.

**Policy:** Council members and Staff will be reimbursed for travel expenses according to the following Procedure.

### **Procedure:**

#### **AUTHORITY**

1. Clerk/Treasurer shall identify, for inclusion in the Annual Budget, funds for Council and Employee attendance at training sessions, seminars, conferences, etc.
2. Requests for attendance at training sessions, seminars, conferences, etc. shall include a copy of the program and estimated cost to the Village and specifically identify the benefits that will be derived by attending the event.

#### **GENERAL**

3. All travel must be pre-authorized by the Mayor or Clerk/Treasurer if there is provision in the financial plan for the expense already approved by Council.
4. All travel expense claims for a month are to be submitted using the Expense & Cheque Requisition Form by the end of the following month.
5. All claims for out of pocket expenses (other than per km travel and per diem claims) require submission of original receipts.

#### **TRAVEL**

6. Economy airfare will be reimbursed at actual cost.
7. Use of private automobiles will be reimbursed at the rate specified in Appendix 'A'.
8. Should a person wish to drive instead of fly, the maximum amount reimbursed will be the total of the equivalent economy airfare and mileage to and from the airport.



9. Expenses for parking, rides on ferries (for vehicle, driver and one passenger), taxi, shuttle bus or public transportation necessary for completion of Village business will be reimbursed at actual cost.
10. Travel arrangements must be calculated to minimize costs and the amount of time away. Any extra days off island that are due to personal issues will not be considered for compensation per article #18.
11. Car rental may be used where: it is necessary to meet time schedules; it is cheaper than other methods of travel; or it is the only way to reach destination.
12. The size of the car rented shall be consistent with the number of people using it and the most economical method of rental available shall be used.

### **ACCOMMODATION**

13. Lodging will be reimbursed at actual cost. Hotel/Motel accommodation chosen shall be in the medium price range when available.
14. Hotel costs may include business telephone charges.
15. Council and staff travelling outside the region and using private accommodation (such as a home of a friend or relative) shall be reimbursed at the rate in Appendix 'A'

### **PER DIEM/MEAL ALLOWANCE/WAGES**

16. A per diem will be paid when Council members and employees are required to be away from the municipality for a full day or half day attending a convention, a meeting, course or other approved municipal business. The per diem shall be at the rate specified in Appendix 'A'.
17. Where, for unavoidable reasons, actual expenses exceed the allowance specified herein, Council may approve reimbursement of actual expenses upon submission of receipts and a satisfactory explanation as to why the expenses were incurred and could not be avoided.
18. Overtime incurred while travelling or due to attendance at training, convention, meetings, etc. is not an allowable expense. Staff will be reimbursed at their normal daily hours of work for approved events off island for weekday events. Straight time, at the lessor of the normal daily rate or actual time incurred will be paid for weekend events.

### **TRAVEL ADVANCES**

19. Travel advances may be issued based on the estimated cost of travel, meals and hotels.
20. Advance claims shall be submitted to the Administrator at least two working days prior to the cheque being required.
21. The employee shall submit a claim for actual expenses on return from the travel. The advance will be subtracted from the claim total. If the final claim is less than the advance, the employee will repay the excess amount.



22. The employee will repay the advance in full if a claim has not been submitted in respect of the advance within 30 days of the date of the advance.

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Wally Cheer,  
Mayor

---

Kim Mushynsky,  
Administrator

## Sharon Ferretti

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**Subject:** FW: NCLGA Convention 2014

**From:** Karen Marshall [<mailto:kmarshall@nclga.ca>]

**Sent:** May-27-13 12:09 PM

**Subject:** NCLGA Convention 2014

Greetings from the 2014 NCLGA Convention Committee

As you are likely aware by now, the NCLGA Convention will be held in Fort St. John, BC in 2014. Below you will find some advanced information you may find useful such as convention dates, accommodation information and travel information.

Should you have any questions at this time you can contact Karin Carlson in Fort St. John or Karen Marshall at the NCLGA office.

Fort St. John Mayor and Council look forward to hosting your visit next year.

**Dates:** May 7-9, 2014

**Convention Hotel:** Pomeroy Hotel & Conference Centre

Room booking code: "North Central Government Conference – Karin Carlson" **There are still rooms available under this code.**

11308 Alaska Road  
250.262.3233 or 1.866.618.3233  
[www.pomeroyhotel.com](http://www.pomeroyhotel.com)

**Additional Accommodations** ([click here to view a map of Fort St John](#))

**Quality Inn Grande (1.5 km to convention hotel)**

9830 100 Avenue  
250.787.0521 or 1.800.663.8312  
[www.qualityinnnortherngrand.com](http://www.qualityinnnortherngrand.com)

**Stonebridge Hotel (2.0 km to convention hotel)**

9223 100 Street  
250.263.6880 or 1.888.419.4657  
[www.stonebridgehotel.ca](http://www.stonebridgehotel.ca)

**Pomeroy Inn and Suites (2.8 km to convention hotel)**

9320 Alaska Road  
250.262.3030 or 1.888.264.3030  
[www.pomeroygroup.ca](http://www.pomeroygroup.ca)

**Super 8 (2.6 km to convention hotel)**

9500 Alaska Road  
250.785.7588 or 1.866.828.8885

## **Transportation Information:**

### **Air**

Fort St John Regional Airport (XYJ)  
250.787.0426  
[www.fsairport.com](http://www.fsairport.com)

### **Air Canada**

reservations: 1.888.247.2262  
[www.aircanada.com](http://www.aircanada.com)  
Direct daily service to and from Vancouver.

### **Central Mountain Air**

reservations: 1.888.865.8585  
[www.flycma.com](http://www.flycma.com)  
Service to Edmonton and Calgary; Fort  
Nelson; Prince George and points west,  
Kamloops, and Kelowna.

### **North Cariboo Air**

Quotes: 1.866.359.6222 or 250.787.0311  
[www.flynca.com](http://www.flynca.com)  
Air charter services to and from  
Fort St. John.

### **WestJet**

reservations: 1.888.wesTJeT (937.8538)  
[www.westjet.com](http://www.westjet.com)  
Direct daily service to and from Vancouver  
and Calgary (starting June 24, 2013)

### **Bus**

Greyhound Canada  
250.785.6695  
reservations: 1.800.661.8747  
10355 101 Avenue  
[www.greyhound.ca](http://www.greyhound.ca)

## **Contact Information**

### **NCLGA Office Contact Information**

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205-155 George Street  
Prince George, BC V2L 1P8  
Direct: 250.564.6585  
[kmarshall@nclga.ca](mailto:kmarshall@nclga.ca)

### **Local Contact Information**

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Fort St John, BC V1J 3Z5  
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[kcarlson@fortstjohn.ca](mailto:kcarlson@fortstjohn.ca)

## 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
A3	20-02-2012	Tree Removal at Sunset Park (committee??)	Falconbridge	Should be separate from above mtg.
A16	15-10-2012	Bus Shelter	Cheer	Build shelter at corner of Dyson & Bayview
A19	15-04-2013	RCMP Community Meeting	Council	Determine a meeting date in early June and advise Sgt. Ward