



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

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

AGENDA

1. ADOPT AGENDA.

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

D-1-Cpl Breckon – quarterly policing report to December 31, 2013

3. MINUTES.

M-1-Regular meeting of Council Monday, January 20, 2014

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

5. ORIGINAL CORRESPONDENCE.

C-1-Northern Development Initiative Trust 2014 Business Façade Improvement Program

C-2-Northern Development Initiative Trust Port Clements Weight Room Upgrade, and Community Halls and Recreation Facilities Program

6. GOVERNMENT.

FINANCE.

F-1-Cheque Listing to January 29, 2014

7. NEW BUSINESS.

NB-1-Report to Council – 2014 Training Opportunities

NB-2-Bylaw #403, 2014, to establish fees, rates, and charges for municipal services, rentals and sales, 3rd reading

8. ACTION ITEMS.

A-1-See Attached

9. REPORTS & DISCUSSIONS.

10. QUESTIONS FROM THE PUBLIC & PRESS.

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

ADJOURNMENT.

Masset Detachment



Quarterly Policing Report October 1st, 2013 to December 31st, 2013

Prepared By: Cpl. Glen BRECKON
Operations NCO
2014-01-07

INTRODUCTION

Please find a summary of the activities of the Masset RCMP Detachment for the period of October 1st to December 31st, 2013.

HUMAN RESOURCES

The Masset RCMP Detachment consists of 9 Regular Members, 2 Public Service Employees and 1 Casual Employee along with 7 guards. The detachment is currently at full strength however changes are currently underway with two promotional transfers. Further human resource changes will be coming this Spring and Fall as the detachment is scheduled to see up to five members transfer out by Fall. This will result in the detachment running short staffed for some periods of time as incoming / outgoing transfers and relocations take place.

In December 2013 Sgt. Blake WARD learned he was being promoted to Staff Sergeant as the Detachment Commander in charge of 100 Mile House Detachment. Sgt. WARD is expected to be leaving Masset around the middle of February 2014. It appears at this time that the Detachment Commander position for Masset will be filled by way of promotion. This process may take several months to complete. In the meantime Cpl. Glen BRECKON will take on the role of the acting Detachment Commander until a replacement is found.

Cst. Cory ABBOTT has recently been promoted to Corporal at the Terrace RCMP Detachment and is expected to transfer out of Masset in March / April 2014 to assume his new position.

Cst. Patrick HIGGINS has been transferred to Pond Inlet in the Nunavut Territory. A replacement has already been identified for Cst. HIGGINS. The incoming member is Cst. Matthew COXFORD and will be coming from Alexis Creek with his young family. Cst. Matthew ZUCCOLLO will also be transferring out of Masset this Spring, and no replacement has been identified yet.

Mrs. Kim WYLIE one of the detachment Public Service Employees will be off from the middle of January until the beginning of May. The Masset RCMP is working on a finding a temporary full time replacement to fill the void. The detachment is hoping to fill this position with a local resident.

Masset Detachment currently consists of the following positions. Each member filling those positions is listed below:

Detachment Commander:	Sgt. Blake WARD
Detachment Operations Supervisor:	Cpl. Glen BRECKON
Provincial Detachment Investigators:	Cst. Bryan SCHULTZ Cst. Cory ABBOTT Cst. Mathew ZUCCOLLO Cst. Patrick HIGGINS Cst. Cst. Martin SCHMIDT
First Nations Policing Investigators:	Cst. Chris KIENZLE Cst. Calvin AIRD
Detachment Services Assistants:	Mrs. Shirley KRICHELDORF Mrs. Kim WYLIE
Casual Employee:	Mrs. Karen MacKAY

DETACHMENT CHANGES

The new CCVE video system has been installed and is working. There are now approximately 30 cameras inside and outside the detachment which record 24 hours a day. The video is retained for two years before it is recycled. There is no access for RCMP members to alter / delete this video. The video can only be retrieved for viewing purposes and making digital copies. This CCVE system will provide great accountability to the Masset RCMP and detachment members are in favor of this as it tends to protect RCMP members from malicious complaints made in bad faith.

The detachment itself has seen some minor renovations inside including a man door between the two secure bays. The boat shed is complete except for some minor repair issues that need to be fixed. The RCMP boat, UTV and ATV's are currently being stored in the shed. An upgrade has also been made to the heating system for the boat shed and is working very well.

The new house on Trumpeter is almost complete, and is just awaiting some finishing work before it is completely finished and move in ready.

TRAINING

In October Cst. Bryan SCHULTZ attended Radar and Approved Screening Device Training in Terrace. These are two courses provided to new members to assist them in conducting traffic and impaired driving investigations.

In November Cst. Chris KIENZLE attended Police and Public Safety Instructor Training. This training allows the member to act as an instructor for Baton, OC Spray, Carotid Control and the RCMP Incident Management Intervention Model. These are mandatory training areas for the RCMP and having instructors on Haida Gwaii allows for timely re-certifications.

In December Cst. Calvin AIRD attended Immediate Action Rapid Deployment training. This training allows officers to respond in the case of an active shooter.

The detachment will be looking to send a member on the Intoximeter Course as the only trained operator Cst. HIGGINS is transferring. The intoximeter is the instrument used for blood/alcohol detection in impaired driving investigations.

FINANCIAL MANAGEMENT

The Masset RCMP is on track budget wise for the time being. There is money in the overtime budget which should be sufficient until the end of the year. Vehicles and court cases have proven costly to the detachment this year. Several of the Masset police vehicles have required some significant repairs this year. The detachment commander has been working with the Post Garage in an effort to replace these vehicles early to minimize further costly repairs. That said there are no vehicle replacements in place at this time. There have also been several costly court cases so far this year. The costs are associated to bring numerous police officers back to Masset for court appearances on multiple occasions. Court costs are hard to plan for as they are unforeseen and typically there is not much in the way of prior notice until the costs are incurred.

ANNUAL PERFORMANCE PLAN

This last quarter saw the 3rd quarter of our 2013-14 Annual Performance Plan come to a close. This included our detachment priorities and initiatives. Throughout the months of Jan to

Mar 2013, Sgt. WARD consulted with various communities and stakeholders and with input from North District and the Province of British Columbia, it was determined that this year's priorities for Masset Detachments would be: 1. Drug – Substance abuse, 2. Contribute to Safe Roads, 3. Crime Reduction – Reduce Property Crime by 5%, and 4. Respectful Workplace. The following are the 2013/14 priorities, initiatives and present target status at the end of the 3rd Quarter:

I) REDUCE THE ABUSE OF DRUGS

Three different initiatives were developed to target drug abuse within Northern Haida Gwaii. The first two initiatives focus on increasing the knowledge and awareness of illicit drugs and their abuse. The more information the general public have, the more prepared they are to take steps to reduce the drug abuse within our communities. The first initiative is to increase the number of drug presentations conducted by each member from 3 per member last year to 4 per member or a total of 28 for the detachment for the 2013/14 year. These presentations are to be conducted both in the schools and to any groups or organizations wanting to learn more about drugs and their effects. The second initiative is to provide monthly media releases containing drug issue content. These media releases may speak to recent investigations or focus on specific drug information. The third initiative is to conduct street checks on persons associated to known drug dealers and traffickers. This initiative requires the compilation of specific information such as names, addresses, and vehicles/ vessels. The goal is to have each member conduct street checks with the intent to gather more knowledge on the possible suspects. The checks would be tracked with the information shared amongst the entire detachment.

At the end of the third quarter we are on track to meet are target in all areas but the total number of targeted street checks. The DARE program is being taught by RCMP members in Port Clements Elementary and Tahayghen Elementary. This is a weekly class presentation on drug and alcohol resistance education. We are currently in the process of planning a community drug presentation with the Healthy Communities Community Consultative Group. Media Releases on drugs will continue to be fanned out when appropriate.

Measure	From	To	Date	Data Source	Target Status
# of drug awareness presentations per member	3	4	2014-03-31	PRIME/ Log sheet	3.29
Media releases on Drugs	0	12	2014-03-31	Media Admin File	8
# of targeted street checks /per member	0	40	2014-03-31	PRIME	14

II) CONTRIBUTE TO SAFE ROADS

Road Safety continues to be an area where people would like to see more efforts placed. A number of people expressed concerns in regards to bike and pedestrian safety. Masset RCMP has responded by developing 3 initiatives which aim at increased traffic enforcement and compliance. The first initiative is to track the number of provincial traffic offences – whether they are tickets or warnings, for each member with a goal of attaining 32 per member. The second initiative is to increase the number of high visibility checkstops focusing on specific

items such as alcohol consumption, seatbelts, or driver's license and insurance. The target is to have each member participate in at least 3 checkstops per quarter or a total of 12 per member for the year. The final Road Safety initiative is for each member to conduct high visibility enforcement in speed zones or other identified problem traffic areas. Each member is to conduct 4 per quarter for a total of 16 for the year.

At the end of the quarter we are on track to meet most of our targets for the year. Check stops and high visibility enforcements were up significantly this quarter, specifically in December. This was expected as it was the Christmas drinking and driving counterattack campaign season.

Measure	From	To	Date	Data Source	Target Status
Increase in provincial traffic offences per member	0	32	2014-03-31	PRIME	17.71
Increase the number of high visibility checkstops per member	0	12	2014-03-31	LOG SHEET	9.43
Increase speed zone enforcement per member	0	16	2014-03-31	LOG SHEET	8

III) CRIME REDUCTION STRATEGY – REDUCE PROPERTY CRIME – 5%

Masset's overall crime reduction strategy incorporates the Provincial Government's goal for the RCMP to reduce property crime within the province by 5%.

The Masset RCMP has an offender board which is updated regularly. This board contains the profiles of prolific offenders in the Masset Detachment area and provides awareness to members. In order to track this initiative, Masset RCMP continues to monitor the number of founded property crime offences and compare them to the same time period of the previous year. During this third quarter of 2013/14, founded property offences have increased from 22 to 32. Founded offences are those in which an actual confirmed offence took place. In reviewing these files, the increase in property crime is in the area of thefts from unlocked vehicles. In response Masset RCMP have initiated the "Lockout Auto Crime" program which aims to educate people about locking their vehicles and removing valuables. Other property offences such as Break and Enters, thefts and mischief's have remained relatively the same as last year. On a positive note, 12 of the 32 founded property crimes this quarter were solved as opposed to 4 of 22 the year before.

The second crime reduction initiative is to continue conducting probation and curfew compliance checks. Each member is to conduct checks for compliance with release conditions on various people within the communities. The goal is to have each member conduct 5 checks / quarter for a detachment total of 140 checks throughout the year.

At the end of the third quarter we are slightly off track to meet our property crime target. We are also down on our target for number of conditions checks. As with the second quarter of 2013 there were still very few people on conditions in the Masset area, and thus only so many checks can be conducted. That said the purpose of this Crime Reduction Strategy is to hold prolific offenders accountable. In this regard Masset RCMP utilized offender board information

and conditions checks to have two prolific offenders removed from Haida Gwaii this quarter. These prolific offenders accounted for a significant amount of violence and property crime in Masset, and incidents of both have decreased since these prolific / chronic offenders have been removed from Haida Gwaii.

Measure	From	To	Date	Data Source	Target Status
Reduction of property related crimes by 5% from last year	100 %	95%	2014-03-31	PRIME	+45%
Condition checks	0	140	2014-03-31	STAT SHEET	73

IV) RESPECTFUL WORKPLACE

Nationally, the RCMP has been in the media for various work related issues over the last few years and would like to take steps to address it. The Commissioner has requested the engagement of every employee in doing their part in ensuring the workplace is a respectful and enjoyable workplace for all. In order for Masset Detachment to ensure that their office meets the same criteria, Masset members will undertake a number of activities to increase their awareness of suitable workplace behavior. From remarks in a recent detachment survey, there is no concern of any mistreatment presently occurring within Masset Detachment, however all staff need to be made aware of potentially improper or inappropriate behavior and the steps to address it.

In November Masset RCMP members completed a "leadicator" survey. The results of the survey were discussed at the detachment meeting held on December 4, 2013. The survey was designed to establish internal employee satisfaction within their place of employment.

Measure	From	To	Date	Data Source	Target Status
Increase awareness of suitable behavior in the workplace	0	100	2014-03-31	Survey	0

STATISTICS

Overall the Masset RCMP has seen fewer calls for service this year as compared to last year. For the period of October 1st to December 31st 2013, the Masset RCMP had 348 calls for service as compared to the same period in 2012 which was 363. This is a 4.3% drop in calls over the same period in 2012. To put it in perspective this 3rd of 2013 quarter saw more calls for service than the 2nd quarter (Summer) of 2013 at 346.

There are two areas seeing significant change. The first is the 116% increase in calls for service in "Other" areas. This increase is almost completely in the Tow Hill area and is mostly property related offences. The second area is a significant decrease in "Other Criminal Code" files. This can be attributed to the fact that the Masset RCMP no longer creates a call for service when doing a condition check. Crimes against persons are down 27.6% which is a positive sign. Crimes against persons included assaults, robberies and sexual offences.

The number of prisoners lodged in Masset cells during this reporting period also

experienced a drop. From October 1st to December 31st, 2013, Masset RCMP lodged a total of 33 prisoners as compared to 42 during the same period in 2012. This is a decrease of 21.4%.

The calls for service were broken down as follows:

	<u>2012 (Q3)</u>	<u>2013 (Q3)</u>	<u>Difference</u>
Village of Masset	252	221	- 12.3 %
Old Massett (includes New Town)	66	59	- 10.6 %
Village of Port Clements	27	29	+ 7.4 %
Other (Outside Village Limits)	18	39	+116.0 %

	<u>2012 (Q3)</u>	<u>2013 (Q3)</u>	<u>Difference</u>
Crimes against the Person	29	19	- 27.6 %
Crimes against Property	35	47	+34.3 %
Other Criminal Code	85	28	- 67.1 %
Controlled Drug and Substance	14	8	- 42.9 %
Other Federal Statutes	5	8	+ 60 %
Provincial Statutes	65	70	+ 7.7 %
Other	191	213	+11.5 %
Traffic (C.C.C)	12	11	- 8.3 %

COMMUNITY POLICING PROGRAMS

Masset RCMP fully endorses community activities and continues to participate whenever possible, whether on duty or off, as noted below.

- The Caring Sharing Lunch - St. Johns Church in Old Massett.
- The Adult Drop In Program - the Elders Center in Old Massett.
- Being an active participant on the Coordination for Community Safety Committee.
- Being an active participant in the Healthy Communities Society which is the recognized Community Consultative Group designated through the Community Tripartite Agreement with Old Massett Village Council.
- Remembrance Day Celebrations
- Indigenous Communities Safety Project.
- Haida Gwaii Recreation – Children's Program.

Over the Christmas Season members took part in numerous dinners and community events and were proud to wear their Red Serge to serve the communities breakfast and dinner on a number of occasions.

YOUTH / SCHOOL LIAISON PROGRAM

Below are the school liaisons officers to each school. The role of these officers is to try and bridge the gap between our youth and the RCMP members. Members are further encouraged to participate in after school programs and activities whenever possible.

School Liaison Program:

Chief Matthews School -

Tahayghen Elementary School -

George M Dawson High School -

Port Clements Elementary School -

Cst. Chris KIENZLE/ Cst. Calvin AIRD

Cst. Mathew ZUCCOLLO/ Cst. SCHMIDT

Cst. Bryan SCHULTZ / Cst. Cory ABBOTT

Cst. Patrick HIGGINS

CONCLUSION

This third quarter saw us over the Christmas Holidays and into a new year. This coming quarter will see a change in detachment command however business should remain as usual for the Masset RCMP Detachment, and residents should expect a high level of police service from their RCMP members.

Overall calls for service remain down, however property crimes have risen. We hope through education that we can see a decrease in these crimes of opportunity. The positives we see from this are that we are solving a large number of these property crimes, and successfully employing crime reduction strategies to remove prolific offenders from the communities.

As always, if you have any questions comments or concerns about anything please feel free to contact Sgt. Blake WARD, myself or any member for that matter. We look forward to discussing this Quarterly Report with you in the near future.

Thank you,

Cpl. Glen BRECKON
Operations NCO
Masset RCMP



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Minutes of the Regular meeting of the Port Clements Council held January 20, 2014 in the Council Chambers.

Present:

Mayor Cheer
Councillor Gaspar
Councillor Gould
Councillor Falconbridge
Councillor Thomas – arrived at 7:30pm

CAO Kim Mushynsky

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

1. ADOPT AGENDA.

2014-016 - Moved by Councillor Falconbridge, seconded by Councillor Gaspar
THAT the agenda be adopted with the following additions – C-4 Sandspit Fire Department letter of support, NB-4 Action item – Centennial committee and NB-5 Worker's Memorial.
CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

3. MINUTES.

M-1 – Regular Meeting of Council Monday January 6, 2014
2014-017 – Moved by Councillor Gaspar, seconded by Councillor Falconbridge
THAT we accept the Regular Council meeting minutes from January 6, 2014 meeting as presented.
CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

5. ORIGINAL CORRESPONDENCE.

C-1 –Robert Hux, Committee for the Republic of Canada
2014-018 – Moved by Councillor Gaspar, seconded by Councillor Gould
THAT we receive and file.
CARRIED

C-2 – Letter of Support request – Tlell Fall Fair
2014-019 – Moved by Councillor Gaspar, seconded by Councillor Falconbridge
THAT we send a letter of support stating our priority.
CARRIED

C-3 – Letter of Support request – Village of Queen Charlotte
2014-020 – Moved by Councillor Gould, seconded by Councillor Gaspar
THAT we send a letter of support stating our priority.
CARRIED

C-4 – Letter of Support request – Sandspit Volunteer Fire Department

m-1

2014-021 – Moved by Councillor Gould, seconded by Councillor Gaspar
THAT we send a letter of support stating our priority.

CARRIED

6. GOVERNMENT.

7. FINANCE.

F-1 – CIBC December 2013 Bank Statement

2014-022 – Moved by Councillor Falconbridge, seconded by Councillor Gaspar
THAT we receive and file the CIBC December 2013 bank statement.

CARRIED

F-2 – NSCU December 2013 Bank Statement

2014-023 – Moved by Councillor Falconbridge, seconded by Councillor Gaspar
THAT we receive and file the NSCU December 2013 bank statement.

CARRIED

F-3 – NSCU December 2013 Gaming Account Statement

2014-024 – Moved by Councillor Falconbridge, seconded by Councillor Gaspar
THAT we receive and file the NSCU December 2013 Gaming Account Statement

CARRIED

F-4 – Cheque Listing to January 15, 2014

2014-025 – Moved by Councillor Falconbridge, seconded by Councillor Gaspar
THAT we accept the cheque listing as presented.

CARRIED

8. NEW BUSINESS.

NB-1 – Bylaw 403, 2014 – A Fee Setting Bylaw

2014-026 – Moved by Councillor Falconbridge, seconded by Councillor Gaspar
THAT we do first and second reading of this Bylaw.

CARRIED

NB-2 – BC Mayor's Caucus

2014-027 – Moved by Councillor Gould, seconded by Councillor Gaspar
THAT we open this for discussion.

CARRIED

2014-028 – Moved by Councillor Gould, seconded by Councillor Gaspar
THAT we receive and file this information.

CARRIED

NB-3 – Action item from Tourism Committee

2014-029 – Moved by Councillor Gaspar, seconded by Councillor Gould
THAT we open this for discussion.

CARRIED

2014-030 – Moved by Councillor Falconbridge, seconded by Councillor Gaspar
THAT we approve the request as presented.

CARRIED

NB-4 – Action item – Centennial Committee

2014-031 – Moved by Councillor Gould, seconded by Councillor Gaspar
THAT we open this for discussion.

CARRIED

2014-032 – Moved by Councillor Falconbridge, seconded by Councillor Gaspar
THAT we approve the request as presented.

CARRIED

NB-5 – Workers Memorial

2014-033 – Moved by Councillor Gaspar, seconded by Councillor Gould

THAT we open this for discussion.

CARRIED

Motion put forward by Councillor Gould to move this item to a budget meeting – no one seconded it – the motion died.

2014-034 – Moved by Councillor Falconbridge, seconded by Councillor Gould

THAT we proceed with the project assuming the Mayor obtains sufficient funding.

CARRIED

9. ACTION ITEMS:

The CAO reported that BC Emergency Health Services indicated that we are not on their priority list for at least 2 years in regards to our ambulance bay. In light of this, Action item A24 will be removed from the list.

10. REPORTS AND DISCUSSIONS.

Mayor Cheer – tourism mtg, St. Mark’s Church cleanup, logging seminars, VIRL

Councillor Gaspar – tourism

Councillor Falconbridge – SCH discussion, appointed DOSH representative for BCAS

Councillor Thomas – NDIT

Councillor Gould – SCH discussion, tourism

Administrator – SCH discussion, upcoming ESS, Strategic Planning, EPC and Barge meetings next week

ADJOURNMENT.

2014-035 - Moved by Councillor Gaspar, seconded by Councillor Falconbridge

THAT the meeting be adjourned at 8:00pm

CARRIED

Wally Cheer,
Mayor

Kim Mushynsky,
Clerk/Treasurer



January 10, 2014

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CONFIDENTIAL

Village of Port Clements
PO Box 198; 36 Cedar Avenue W.
Port Clements, BC V0T 1R0

Attention: Mayor Wally Cheer

Dear Mayor Cheer:

**Subject: 2014 Business Façade Improvement Program
Northern Development Project Number 3318 50**

The Northern Development Initiative Trust Corporation was created by the Province to be a catalyst for central and northern BC, to grow a strong diversified economy by stimulating sustainable economic growth through strategic and leveraged investments.

I am pleased to advise you that the Village of Port Clements' Business Façade Improvement application has been approved up to \$20,000 from the Northwest Regional Development Account. This approval is for the 2014 calendar year ending December 31, 2014.

Funding under the 2014 Business Façade Improvement program is provided as a reimbursement upon Northern Development's receipt of reporting documents. A complete final report is due by January 31, 2015. The Business Façade Improvement program reporting form can be found on Northern Development's website at <http://www.northernddevelopment.bc.ca/funding-programs/community-infrastructure/business-facade-improvement/>. As this program is intended to be a continuous program, formal approval of subsequent year applications are subject to receipt and review of complete reporting from the previous year's project by Northern Development staff.

We wish you every success with the Village of Port Clements' Business Façade Improvement project and we look forward to seeing the results have a positive impact on the local economy.

Sincerely,


Janine North
Chief Executive Officer

C: Urs Thomas, Councillor, Village of Port Clements and Regional Advisor, Northwest Regional Advisory Committee
Kim Mushynsky, Chief Administrative Officer, Village of Port Clements

C-1

Building a
Stronger North

January 10, 2014

CONFIDENTIAL

Village of Port Clements
PO Box 198; 36 Cedar Avenue W.
Port Clements, BC V0T 1R0

Attention: Mayor Wally Cheer

Dear Mayor Cheer:

**Subject: Port Clements Weight Room Upgrade
Community Halls and Recreation Facilities Program
Northern Development Project Number 3299 50**

The Northern Development Initiative Trust Corporation was created by the Province to be a catalyst for central and northern BC, to grow a strong diversified economy by stimulating sustainable economic growth through strategic and leveraged investments.

I am pleased to advise you that the Community Halls and Recreation Facilities application from the Village of Port Clements for a grant towards the 'Port Clements Weight Room Upgrade' project was approved up to \$3,024 from the Northwest Regional Development Account, subject to confirmation of other funding sources.

This approval is open for a period of twelve months from the date of this letter, within which we expect all funding sources to be secured, a contract entered into with Northern Development and the project commenced.

Please advise us when the subjects listed above have been confirmed and our staff will work with you to develop a contract and communication opportunities. It is important to note that expenditures prior to both parties signing a contract will not be reimbursed.

We wish you every success in your project and look forward to seeing the results have a positive impact on the local economy.

Sincerely,


Janine North
Chief Executive Officer

c: Urs Thomas, Councillor, Village of Port Clements and Regional Advisor, Northwest Regional
Advisory Committee
Kim Mushynsky, Chief Administrative Officer, Village of Port Clements

C-2

VILLAGE OF PORT CLEMENTS

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Cheque Listing For Council

2014-Jan-30
9:38:53AM

Cheque #	Cheque Date	Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20140024	2014-01-17	Nedco-Div of Rexel Canada EI	10-2-24-70-00	1016121	PAYMENT 4 FT LAMPS + BULBS ECO FEES	2,116.71	2,116.71
20140025	2014-01-17	CIVIC INFO BC	10-2-11-10-40	2014010	PAYMENT 2014 MEMBERSHIP	136.50	136.50
20140026	2014-01-17	KEY WEST INSURANCE SER	10-2-34-00-20	33102	PAYMENT VILLAGE WHARF	1,250.00	1,250.00
20140027	2014-01-17	Misty Cedar , Web Developme	10-2-12-11-20 10-2-12-11-20	417 423	PAYMENT COMPUTER SUPPORT FIX EMAIL SPAM INFECTION	75.00 150.00	225.00
20140028	2014-01-17	MUNICIPAL INFORMATION S	10-2-12-11-20	20131882	PAYMENT FEB 2014 FIN SOFTWARE SUPP(294.11	294.11
20140029	2014-01-17	OBSERVER PUBLISHING CC	10-2-12-11-50	16491	PAYMENT 2014 COUNCIL MEETING DATES	110.25	110.25
20140030	2014-01-17	VANCOUVER ISLAND REGIC	10-2-84-20-00	1st QtrLevy2014	PAYMENT 2014 1ST QTR LEVY	3,378.00	3,378.00
20140036	2014-01-27	BLUE CROSS	10-4-27-00-30	FEB 2014	PAYMENT MONTHLY PREMIUMS	996.21	996.21
20140037	2014-01-27	Board of School Trustees	10-2-71-21-15 10-2-71-21-10	1314-066 1314-066	PAYMENT Graydon Security Propane	62.90 3,035.54	3,098.44
20140038	2014-01-27	BRITISH COLUMBIA LIFE & C	10-4-27-00-30	93752	PAYMENT FEB 2014 BENEFIT PREMIUMS	373.37	373.37
20140039	2014-01-27	DEREX EQUIP. LTD.	10-3-27-00-01	2013023.	PAYMENT EXCAVATING GSTRAIL 45.5 HRS	4,299.75	4,299.75
20140040	2014-01-27	HARBOUR AUTHORITY ASSI	10-2-11-10-40	783	PAYMENT ANNUAL DUES	150.00	150.00
20140041	2014-01-27	Nyeholt, Richard	10-3-27-00-01	903806	PAYMENT POWER SAW GSTRAIL 2 HRS	84.00	84.00
20140042	2014-01-27	OBSERVER PUBLISHING CC	10-2-12-11-50	16577	PAYMENT VEHICLES FOR SALE AD	115.50	115.50
20140043	2014-01-27	RECEIVER GENERAL - CCR/	10-4-27-00-10	JAN 2014	PAYMENT CCRA REMIT JAN 2014	3,559.31	3,559.31
20140044	2014-01-27	ROCKY MOUNTAIN Phoenix	10-2-24-80-00 10-3-22-00-00	IN78414 IN78414	PAYMENT SCISSOR CLAMP+HYDRANT BAC GST	1,027.60 48.10	1,075.70
20140045	2014-01-27	XEROX CANADA LTD.	10-2-12-11-30 10-2-12-11-30 10-3-22-00-00	F45582919 L09483860 L09483860	PAYMENT USAGE FEES DEC 1 - JAN 10, 20 LEASE PYMT 9 OF 20 GST	82.56 462.00 21.59	566.15
20140046	2014-01-27	Offsetters Clean Technology Li	10-2-12-14-31	237417	PAYMENT OFFSET PURCHASE FOR 2013 E	1,085.70	1,085.70
20140047	2014-01-27	Stewart, McDannold, Stuart	10-2-12-10-50 10-3-22-00-00	66074 66074	PAYMENT SEWER RIGHT OF WAY gst	35.29 1.65	36.94
20140048	2014-01-27	ULINE Canada Corporation	30-2-41-40-01	1292221	PAYMENT HANDHELD LABELER + 1" TAPE	76.06	318.48

F-1

VILLAGE OF PORT CLEMENTS

Page 2 of 2

Cheque Listing For Council

2014-Jan-30
9:38:53AM

Cheque		Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date						
20140048	2014-01-27	ULINE Canada Corporation	40-2-42-90-50	1292221	HANDHELD LABELER + 1" TAPE	76.06	318.48
			10-2-24-70-00	1292221	HANDHELD LABELER + 1" TAPE	76.06	
			10-3-22-00-00	1292221	GST	14.24	
			10-2-32-90-00	1292221	HANDHELD LABELER + 1" TAPE	76.06	

Total 23,270.12

*** End of Report ***



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: January 29, 2014
Re: **2014 Training Opportunities**

Background: I attended the Municipal Insurance Association training seminar in 2013 and found it extremely useful and educational. They are offering the seminar again this year on April 24 & 25 in Vancouver. Through our grant fund with MIA this course is completely free (registration, airfare, hotel and meals covered). There is also a MATI (Municipal Administration Training Institute) course being offered at Bowen Island April 27-May 2nd. We have a unique opportunity to send Sharon to attend both of these and have the airfare covered off via the MIA seminar. The MATI course – Advanced Communication Skills for Local Government Professionals – costs \$2,500 which is all inclusive of registration, accommodations and meals for the week. There is one hitch in this plan in that I am on vacation April 9-27. However, I am back on island on the 24th so I can plan to be at work on the 25th. This means, with Sharon leaving on the 23rd, that Judy would have to cover the 23 & 24 by herself. Sharon can apply for partial funding for this course through Gwaii Trust Mature Student program and I have tasked her with looking for any other funding options.

Recommendation: I recommend that we approve Sharon to attend these two back to back events. I also attended the MATI Advanced Communication course several years ago and felt that it was a very interesting and worthwhile event.

Respectfully submitted:

MATI

Advanced Communication Skills for Local Government Professionals

**April 27 – May 2, 2014
Bowen Island, BC**

A partnership between Capilano University and
the Local Government Management Association of BC.



MATI.



LGMA

MUNICIPAL ADMINISTRATION
TRAINING INSTITUTE



2014 MATI ADVANCED COMMUNICATION SKILLS

Learn to be a More Effective Communicator

- Deal effectively with upset staff, managers, council, unions, and the public or outside organizations.
- Focus on the issue when handling difficult conversations.
- Give senior team members feedback about their performance and work expectations.
- Manage defensiveness – yours and theirs.
- Mediate workplace conflicts.
- Handle service delivery complaints.
- Address below standard staff performance so that improvement occurs.
- Facilitate discussion around sensitive issues and community concerns.

This course will help you tackle these challenges and more!

Enhance Your Knowledge and Skills

- Improve communication and negotiation skills with hands-on practice and professional feedback.
- Learn about communications planning and how to manage issues effectively with the public and media
- Understand principles and best practices for communicating with diverse populations
- Apply principles and practices for effective council-staff relations.
- Learn key practices for more effective public consultation.

Learn from the Best of Them!

One-on-One Access to Local Government Leaders

- Work side-by-side in small groups with senior local government leaders to discuss conflict situations and how to resolve them.
- Learn strategies for success from local government leaders.
- Network with faculty and peers to share experience and solutions.

Receive Professional Feedback from a Registered Psychologist who works closely with Local Government Professionals

- Receive personal, executive coaching from Registered Psychologist, **Gerrie Waugh**, of Capilano University.



Program Objectives

This course is designed to provide local government professionals with an opportunity to participate in communication skill based training to strengthen their individual and team performance. Managing change, collaborating and navigating difficult conversations are essential communications competencies which local government professionals must demonstrate daily. This course will assist participants to become more effective in these areas.

Time and Place

The 2014 session of MATI Advanced Communication Skills will start at 4:00 p.m. on Sunday, April 27 at Bowen Lodge, Bowen Island. The course will run all week, with participants living "in residence" at scenic Bowen Lodge. For more information about Bowen Lodge, see: www.bowenislodelodge.com The program will end at 10:30 am on Friday May 2 so that participants can depart on the mid-morning ferry from Bowen Island. Note that it is a 20 minute ferry trip from Bowen Island to Horseshoe Bay in West Vancouver.



2014 MATI ADVANCED COMMUNICATION SKILLS

The Sessions

SUNDAY EVENING

Communication Essentials

Tom MacDonald, former Executive Director, LGMA, and MATI AC Mentor and **Gerrie Waugh**, Psychologist and Instructor, Capilano University will kick off the week.

- Learn questioning and feedback skills
- Improve assertiveness; give and take skills
- Manage defensiveness; yours and theirs

MONDAY MORNING

Resolving Conflict Skills

Gerrie Waugh, Psychologist and Instructor, will lead this session focusing on the steps of conflict resolution in difficult conversations including effective listening techniques.

- Link listening techniques to issue-focused conversations
- Identify and respond to community needs
- Handle internal and external complaints

MONDAY AFTERNOON

Coaching Skills

Gerrie Waugh, Psychologist and Instructor, will lead this session focusing on guiding staff performance, mentoring and promoting employee excellence.

- Practice mentoring techniques to develop staff for present and future needs

TUESDAY MORNING

Resolving Conflict Skills – Application

Tom MacDonald, former Executive Director, LGMA, and MATI AC Mentor, **Elsie Lemke**, CAO, District of Peachland and MATI Chair, and **Allison McNeil**, Instructor, Capilano University join **Gerrie Waugh** for an interactive session with students to practice skill application.

TUESDAY AFTERNOON

More Effective Council-Staff Relations

Elsie Lemke, CAO, District of Peachland, **Wayne Baldwin**, Mayor and former CAO, City of White Rock, and **Allison Habkirk**, Town Planner and former Mayor, District of Central Saanich, and **Daron Jennings**, Councillor, Bowen Island Municipality will bring their expertise and insights to this key topic.

- Learn to work effectively with elected officials
- Understand roles and manage priorities

WEDNESDAY MORNING

Negotiating Skills

Gerrie Waugh, Psychologist and Instructor, will lead an interactive session focusing on developing situational skills for different negotiation scenarios.

- Focus on interests, not positions
- Concentrate on issues, not individuals
- Explore solutions which satisfy mutual interests



2014 MATI ADVANCED COMMUNICATION SKILLS

The Sessions (continued)

WEDNESDAY AFTERNOON

Communication Planning, Issues Management and Media Relations

Jan Enns, Communications Consultant and Trainer helps you apply key planning steps to ensure successful communications with stakeholders, the general public and your own organization. Planning is key to ensuring success in communications with stakeholders, the general public and internally. Lead by an expert in the field, this session will also give you the knowledge and tools you need to be successful and liaise effectively with the media.

WEDNESDAY EVENING

Leaders Roundtable

Interact with senior local government leaders while discussing challenging communication issues. **Tom MacDonald**, former Executive Director, LGMA, MATI AC Mentor, pulls together an all-star team including **Mark Brown**, Former CAO, Town of Qualicum Beach, **Paul Gipps**, Deputy CAO, District of Mission, **Allison Habkirk**, Town Planner and former Mayor, District of Central Saanich, **Elsie Lemke**, CAO, District of Peachland and **Carol Mason**, CAO, Metro Vancouver.

THURSDAY MORNING

Communicating with Diverse Populations

An experienced team comprised of **Baldwin Wong**, Multicultural Planner, **Anne Nickerson**, Director, Equal Employment Opportunity Program, **Barb Pearce**, Director, Special Projects, City of North Vancouver and Constable **Phillippa Adams**, Patrol Division, Vancouver Police Department, will focus on giving participants tools they need to deal more effectively with diverse populations in BC communities, including potential use of social media for outreach.

THURSDAY AFTERNOON

Public Consultation Skills

Ted Townsend, Senior Manager, Corporation Communications and **Mike Redpath**, Senior Manager, Parks, City of Richmond will lead this key session focusing on building consensus with stakeholder groups, solving problems around sensitive issues and making local government more accessible to the public. This session will also refer to current practice by local governments in their use of social media.

- Learn about facilitation techniques for committees, Council and staff meetings
- Understand how to solve problems around sensitive issues and community concerns
- Discuss ways to make local government more accessible to the public

FRIDAY MORNING

MATI Advanced Communication Skills Wrap-Up

Participant teams will present demonstrations of what they learned at MATI AC and the graduation ceremony will be held. Participants and faculty will take the mid-morning ferry from Bowen Island.



REGISTRATION

University Credit Option

As with the other MATI courses offered by Capilano University in partnership with LGMA, participants will have the option of enrolling in the program as a 3-credit Capilano University course, PADM 205. This course may be used as an elective toward the Professional Certificate, Advanced Certificate and Diploma in Local Government Administration and Local Government Leadership Development Certificate at Capilano University and as credit toward the Provincial Board of Examiners' Certification.

International Institute of Municipal Clerks (IIMC)

The IIMC grants the professional designation known as Certified Municipal Clerk (CMC). To earn the CMC designation, you must have the education and pertinent experience required by the IIMC. In terms of educational requirements, each of Capilano University's Local Government Program courses (including all Capilano MATI courses) are accepted by the IIMC towards the CMC designation when taken for credit. MATIs offered through Capilano University each provide 30 points of the total required 60 IIMC points. For more details on Capilano University courses and IIMC requirements, contact Alison McNeil at Capilano University (amcneil@capilanou.ca) and visit the IIMC website at www.iimc.com.

How to Register

To apply for attendance at MATI Advanced Communication Skills, please go to the special CivicInfo website below and **apply by February 28, 2014. After this date, please contact Alison McNeil to inquire about space availability.**

Register at:

<http://www.civicinfo.bc.ca/event/2014/mati-communications.asp>

Alison McNeil, MATI AC Coordinator will contact you by telephone on or before February 28, 2014 to confirm details of your registration.

Fees

The fee per participant is \$2,500 (plus \$125 GST). This is an all-inclusive fee, which will cover tuition, course materials, accommodation, all meals and refreshment breaks, and all special recreational activities. The fee can be paid on-line by credit card at the time of registration or by sending a cheque for \$2,625 to:

Local Government Management Association of BC
Financial & Program Administration
620 View Street, 7th Floor Central Bldg.,
Victoria, BC V8W 1J6

Refund Policy

Refunds will be processed until February 28, 2014 subject to a \$50 LGMA administration fee. After February 28, no refunds are provided; however, registration may be transferable to another qualified candidate.



FUNDING ASSISTANCE AND FACULTY

Board of Examiners Certificates and Scholarships

MATI AC participants will be eligible for a scholarship from the provincial UBCM Commemorative Scholarship fund. Those interested in a scholarship may apply by submitting a scholarship application to the Board of Examiners. Application forms are available on-line from the Board of Examiners website at:
http://www.cscd.gov.bc.ca/lgd/gov_structure/board_examiners/index.htm

If you are working towards certification from the Board of Examiners, please note that MATI AC, when taken as a credit course, will be accepted as an Elective for the Provincial Board of Examiners' certification. For this reason, the Board will award credit students with higher scholarships than non-credit students.

For further information on the Board of Examiners please visit the Board of Examiners' website or contact **Deanna Battle** at deanna.battle@gov.bc.ca or 250-356-0954.



MATI Advanced Communication Skills Guest Faculty

Elsie Lemke	Chief Administrative Officer, District of Peachland, MATI AC Chair
Tom MacDonald	Former Executive Director, Local Government Management Association of BC, MATI AC Mentor
Phillippa Adams	Constable-Patrol Division, Vancouver Police Department
Wayne Baldwin	Mayor and former CAO, City of White Rock
Mark Brown	Former CAO, Town of Qualicum Beach
Jan Enns	Communications Consultant and Trainer, Jan Enns Communications
Paul Gipps	CAO, Fraser Valley Regional District
Allison Habkirk	Former Mayor, District of Central Saanich; Educator and Planner
Daron Jennings	Councillor, Bowen Island Municipality
Carol Mason	CAO, Metro Vancouver
Alison McNeil	Instructor and Chair, School of Public Administration, Capilano University
Anne Nickerson	Director, Equal Opportunity Program, City of Vancouver
Barb Pearce	Director, Special Projects, City of North Vancouver
Mike Redpath	Senior Manager, Parks, City of Richmond
Ted Townsend	Senior Manager, Corporate Communications, City of Richmond
Gerrie Waugh	Registered Psychologist and Instructor, Capilano University
Baldwin Wong	Multicultural Social Planner, City of Vancouver

If you have any questions, please contact:

Alison McNeil, MATI Program Coordinator
Chair, Local Government Programs, Capilano University
Cedar Building Room 322
2055 Purcell Way, North Vancouver, BC, V7J 3H5
Phone: 604-990-7907
Cell: 604-314-7185
Fax: 604-990-7878
Email: amcneil@capilanou.ca
www.capilanou.ca/local-govt/



RISK MANAGEMENT CONFERENCE

Fairmont Waterfront Hotel, Vancouver

April 24 & 25, 2014

Conference Chair: Ms. Lindsay Nilsson, Legal Counsel & Risk Management Coordinator, MIABC

Day 1: Thursday, April 24th

9:00 am – 10:30am

The General Principals of Risk Management – A Recap

- ❖ Identify
- ❖ Assess & Prioritize
- ❖ Finance
- ❖ Monitor

10:45am - 12noon

The Benefits of Data Mapping

12noon - 1:00pm

Lunch

1:00pm - 2:30pm

MIABC Property Insurance 101

2:45pm - 4:00pm

Advanced Topics in Loss Control and Risk Assessment

5:30pm – 7:00pm

Welcome Reception

Day 2: Friday, April 25th

9:00am – 10:00am

Contractual Risk Transfer – Insurance and Beyond

10:00am – 10:30am

MIABC's Casual Legal Advice Program Update

10:45am – 12noon

Insurance Coverage for User Groups and Volunteers

12noon – 1:00pm

Lunch

1:00pm – 2:30pm

Case Studies and Questions/Discussion

2:30pm

Conference Adjourns

**TO REGISTER PLEASE COMPLETE THIS FORM
AND RETURN BY FAX TO 604-683-6244
OR BY EMAIL TO: lnilsson@miabc.org**

OR BY MAIL TO: Lindsay Nilsson, MIABC, #390 – 1050 Homer Street, Vancouver, BC V6B 2W9

Seating is limited. Please register early. Registration deadline is Monday March 24, 2014

Conference Registration Fee is \$200/person – includes: all course material, breakfast, lunch, coffee breaks each day and Welcome Reception.

****THIS CONFERENCE HAS BEEN PRE-APPROVED BY MIABC FOR RISK MANAGEMENT GRANT FUNDING**
(REGISTRATION FEE, TRAVEL & ACCOMMODATION COSTS MAY BE REIMBURSED UPON COMPLETION OF CONFERENCE)**

Name: _____ **Position:** _____

Municipality: _____

Address: _____

Phone: _____ **Fax:** _____

Email: _____

Payment: ☐ Cheque Enclosed ☐ Please deduct \$200 from our MIABC Risk Management Grant account to be used for registration fee.

Hotel Accommodation

The *Fairmont Waterfront Hotel* is offering a **special rate of \$199/night** (single or double) + taxes for delegates. To book your accommodation, please go to <https://resweb.passkey.com/go/miabc> to book online or by phone at 604-691-1820 or 1-800-441-1414. When making your reservation by phone, mention that you are attending the ***MIABC Risk Management Conference*** to receive the special conference rate.

****The \$199 rate is only available until March 24, 2014. Please book early as space is limited****

**VILLAGE OF PORT CLEMENTS
BY LAW #403, 2014**

A Bylaw to establish fees, rates and charges for municipal services, rentals and sales.

WHEREAS the Village of Port Clements is permitted by the Community Charter, Section 194 to establish fees, rates and charges for providing administrative services, the rental of buildings and equipment and sale of miscellaneous items;

NOW THEREFORE the Council of the Village of Port Clements in open meeting assembled enacts as follows:

1. Fees set for Administrative Services will be as set out in Schedule A
2. Fees set for Public Works Services will be as set out in Schedule B
3. Fees set for building rental rates will be as set out in Schedule C
4. Fees set for the rental of equipment & Misc will be as set out in Schedule D
5. This bylaw may be cited as "Fee Setting Bylaw #403, 2014"
6. Bylaws No. 335 "A bylaw to establish fees, rates and charges for Municipal services, rentals and sales" and No. 360 "A Bylaw to Amend Schedule D of Bylaw 335" and No. 369 "Municipal Building Rate Bylaw" are hereby repealed.

READ A FIRST TIME THIS 20th DAY OF JANUARY, 2014

READ A SECOND TIME THIS 20th DAY OF JANUARY, 2014

READ A THIRD TIME THIS 3rd DAY OF FEBRUARY, 2014

RECONSIDERED AND FINALLY ADOPTED THIS DAY OF , 2014

Wally Cheer,
Mayor

Kim Mushynsky,
Chief Administrative Officer

Certified to be a true copy of Bylaw
No. 403

SCHEDULE "A"

Attached to and forming part of Fee Setting Bylaw #403, 2014

ADMINISTRATIVE SERVICES

1. Copies of Minutes or Bylaws	\$ 0.25 per page
2. Photocopies – black – letter & legal	\$ 0.25 per page
- Tabloid	\$ 0.50 per page
Color – letter & legal	\$ 0.75 per page
- Tabloid	\$ 1.50 per page
Discount for over 25 copies	25%
3. Tax Search Certificates	\$10.00 per folio
4. Business Licenses	Per current Business License Bylaw
5. Commissioner for taking Oaths	\$ 5.00 per signature
6. Faxes sent	\$ 3.00 1 st page
a. Each additional page	\$ 0.50 per page
7. Faxes received	\$ 0.50 per page
8. Scan to email	\$ 3.00 per request (no page limit)

SCHEDULE "B"

MUNICIPAL SERVICES

1. Utilities (monthly user fees)	Per current Utility Bylaw
2. Water/Sewer Installations	Material+freight+labour+taxes Plus 15% administration fee
3. Utilities turned on	\$50.00 during normal business hours \$50.00 plus wages after working hours
4. Utilities turned off	\$20.00 during normal business hours \$20.00 plus wages after working hours
5. Public Works Services	Material+freight+labour Plus 15% administration fee
6. Culvert Installation	Material+freight+labour Plus 15% administration fee
7. Zoning & OCP Amendments	Per current Zoning & OCP Amendment Bylaw

SCHEDULE "C" BUILDING RENTAL RATES

Building Rates to be charges from time of exclusive use to checkout.

Damage Deposit may be requested at the discretion of the Village Office Staff.
Damage deposit will be returned upon approval of Village Staff and return of building key(s) by renter.

The following municipal building rental rates apply:

SENIORS ROOM, PLAYSCHOOL ROOM OR COUNCIL CHAMBERS
For all functions

\$25.00 per hour up to 6 hours
\$150.00 Full Day 6 hours and beyond
\$100.00 Damage Deposit

It is understood that the Village of Port Clements Council will not impose a charge to the Port Clements Tiny Tots Society, the Port Clements Seniors Association, the Board of School Trustees of School District No.50, MIEDS or VIRL with the understanding between all parties that when there is a potential for revenue that preference will be given to paying groups.

For the following groups using the SENIORS ROOM, PLAYSCHOOL ROOM OR COUNCIL CHAMBERS the following rental rates will be in effect at the Village Staff's Discretion:

- Registered Charities (with proof of registration)
- Youth Groups
- Groups Conducting family orientated functions open to all age groups

\$20.00 Per Hour up to 3 hours
\$75.00 Full day 3 hours and beyond
\$100.00 Damage Deposit

Community Kitchen rates

Flat rate charge \$75.00 per day
Damage Deposit \$100.00

SCHEDULE "D"
EQUIPMENT RENTAL AND MISCELLANEOUS

Item	Rental Rate	Damage Deposit
Tables	\$10/table/day	\$10/table
Chairs	\$2/chair/day	\$5/chair
Cotton Candy Machine	\$0.50/cone	\$50
Pop Machine	\$20.00/day	\$50
Coffee urn	\$7.50/day	\$25
Santa Claus Suit	\$25	\$25 if suit returned Clean and in good Repair
Saleable items such as Maps, souvenirs, supplies, Etc.	Cost + freight + taxes + 20% unless otherwise set by Council by motion at a Regular Meeting	
Audio Equipment In Senior's Room	\$5/hour or \$30/day	N/A

ACTION ITEMS

<u>#</u>	<u>Date</u>	<u>Description</u>	<u>Lead</u>	<u>Follow up</u>
A16	15-10-2012	Bus Shelter	Cheer	Build shelter at corner of Dyson & Bayview
A21	15-07-2013	Drainage concern at far end between Park & Tingley	Gaspar	Develop a plan for addressing this issue
A25	28-01-2014	Biomass heating system for Multiplex	Thomas	Look for funding and determine proper product for our application and get agreements in place with School District.