



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

AGENDA
Regular Meeting of Council Monday July 6, 2015
COUNCIL CHAMBERS – 7pm

- 1. ADOPT AGENDA.**
- 2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**
- 3. MINUTES**
 - M-1- June 15, 2015 Regular Council meeting minutes
 - M-2 – June 29, 2015 Special Council meeting
- 4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
 - BA-1 – Donation Policy #11 for reconsideration
- 5. ORIGINAL CORRESPONDENCE**
 - C-1 – Edward Lowrie
 - C-2 – News Release – Islands Trust
 - C-3 – SQCRD – June 19 Board Meeting Highlights
 - C-4 – Port Clements Elementary School
 - C-5 – Sharon Ferretti Resignation
- 6. GOVERNMENT**
 - G-1 – Bylaw #427, 2015 – Borrowing in anticipation of revenue – reconsider & adopt
 - G-2 – Bylaw #428, 2015 – Establish Positions and Delegate Powers – 1st reading
- 7. FINANCE**
 - F1 – CIBC May Bank Statement
- 8. NEW BUSINESS**
 - NB-1 – Report to Council – Bylaw Enforcement Officer
 - NB-2 – Report to Council – Water Frontage Tax
 - NB-3 – Donation Request – Grid Roller
 - NB-4 – Report to Council – Fraud scam
 - NB-5 – UBCM Attendance for 2015
 - NB-6 – Business Façade application – Chris Bellamy
- 9. REPORTS & DISCUSSIONS**
- 10. ACTION ITEMS**
- 11. QUESTIONS FROM THE PUBLIC & PRESS**
 - Move to in-camera per Community Charter Section 90(1)(c)
- 12. ADJOURNMENT**



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Minutes of the regular meeting of the Port Clements Council held June 15, 2015 in Council Chambers.

Present:

Deputy-Mayor Daugert

Councillor Gaspar via teleconference

Councillor O'Brien Anderson

Deputy Clerk/Treasurer – Sharon Ferretti

No public in attendance

Absent: Councillor Cunningham, Mayor Gould

Deputy-Mayor Daugert called the meeting to order at 7:07p.m.

1. ADOPT AGENDA.

Add: C-2-Cedarview Church correspondence

2015-162 - Moved by Councillor Gaspar, seconded by Councillor O'Brien Anderson
THAT the agenda be adopted as amended.

CARRIED

The Annual General Report was presented and received.

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

3. MINUTES.

M-1 – June 1, 2015 Regular Council Meeting

2015-163 – Moved by Councillor Gaspar, seconded by Councillor O'Brien Anderson
THAT we accept the December 15, 2014 Regular Council meeting minutes as presented.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

5. ORIGINAL CORRESPONDENCE

C-1- Skeena Queen Charlotte Regional District Board Highlights

2015-164 – Moved by Councillor Gaspar, seconded by Councillor O'Brien Anderson
THAT we receive and file the Skeena Queen Charlotte Regional District Board Highlights.

CARRIED

C-2- Late Item - Cedarview Church Grant Request

2015-165-Moved by Councillor Gaspar, seconded by Councillor O'Brien Anderson
THAT Council grant Cedarview Church \$2,171.71 to cover the 2015 property taxes.

CARRIED

6. GOVERNMENT

G-1-Bylaw No. 427, 2015 to provide for the borrowing of money in anticipation of revenue 1st, 2nd, 3rd reading.
2015-166-Moved by Councillor O'Brien Anderson, seconded by Councillor Gaspar
THAT we do 1st, 2nd, 3rd reading for Bylaw No. 427, 2015 the borrowing of money in anticipation of revenue.

7. FINANCE

F-1-May Bank Statement for Northern Savings Credit Union
2015-167 – Councillor Gaspar, seconded by Councillor O'Brien Anderson
THAT we receive and file May Bank Statement for Northern Savings Credit Union.
CARRIED

8. NEW BUSINESS

9. ACTION ITEMS

A-1-No updates

10. REPORTS & DISCUSSIONS

Councillor Gaspar – nothing to report
Councillor O'Brien Anderson – NDI AGM meeting is the same time as UBCM, Canada Days Logger Sports and Beer Gardens
Deputy-Mayor Daugert – Canada Days dance - extra person needed at door, MIEDS meeting and met with BC Timber people
Deputy Clerk/Treasurer Ferretti – away June 26 – July 7 inclusive

11. QUESTIONS FROM THE PUBLIC & PRESS

ADJOURNMENT

2015-168 – Moved by Councillor O'Brien Anderson, seconded by Councillor Gaspar
THAT the meeting be adjourned at 7:25p.m.
CARRIED

Doug Daugert
Deputy-Mayor

Sharon Ferretti
Deputy Clerk/Treasurer



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Minutes of the Special meeting of the Port Clements Council June 29, 2015 in the Council Chambers.

Present:

Mayor Gould
Councillor Daugert

CAO – Kim Mushynsky

The meeting was scheduled for 4:15pm. We did not have quorum as of 4:15pm. In accordance with Procedural Bylaw #422, 2015, at 4:30pm when quorum was still not achieved the meeting was declared adjourned by the Administrator.


Kim Mushynsky - CAO

Village of Port Clements
Donations of Gifts Policy
Policy No. 11, 2015

Prepared by Deputy Clerk/Treasurer Sharon Ferretti
Adopted:

Policy: It is the policy of Council to provide a means for individuals, businesses or organizations to make donations of funds, outside structures and benches or plant items to the Village for the enhancement of the Village.

Background: From time to time the Village of Port Clements receives inquiries from various sources requesting to donate or bequeath to the Village on behalf of themselves or a deceased relative, benches or funds for the purchase and install as a special commemorative gift.

Goal: It is the goal of this policy to accept outside structures and benches, plant or monetary donations for the enhancement of the Village, and when deemed applicable, to clearly set out where the maintenance and responsibility of liability rests.

Objectives: To set guidelines for the acceptance of donations in the form of outside structures and benches, plant or monetary gift items, and to clarify the responsibility of any maintenance/upkeep of the donation.

1. To accept donations from donors in the form of outside structures and benches, plant or monetary value, who wish to contribute to the enhancement of the Village.
2. That the Village will take a picture of the donated item and record all information pertaining to the donation. This record is then to be submitted to the Port Clements Historical Society (museum) within thirty (30) days of the completed donation being installed for the Village's enjoyment.
3. That the Village is to provide an appropriate commemorative plaque, which at the time of deterioration of the donated item, will be removed and re-installed on the back of a pew at St. Mark's church.
4. That the Village is to issue an income tax receipt for all donations if requested.
5. That the donator be in consultation with the Village concerning installation of the item.
6. To limit the final decision on site location and the style of structure, bench or type of plant, to the Village.
7. To provide a line item in the Public Works Budget to provide funds to assist with the installation of the donated item to the Village under this policy.
8. That at the onset of needing repair or attention concerning unsightliness to include vandalism, and public safety the donator will be notified in writing by the Village of Port Clements, the notification to include a deadline date of not less than sixty days with action to be completed within thirty days by the donator to bring the item back to its original condition or it will be removed by the Village.
9. That the Village of Port Clements shall not be held liable in connection to the donated item as specified in Appendix 'A'.

Ian Gould
Mayor

Sharon Ferretti
Deputy Clerk/Treasurer

Village of Port Clements
Donation of Gift(s) Form
Appendix A

Item(s) Donated:

Donation Made By:

Organization/Business/Individual

Representative/Contact Individual:

First and last name

Address and Contact Information:

Mailing address + phone/cell number(s)

Email:

As the representative/contact person for the above noted donation,

I _____ (individual's legal name) shall assume full responsibility for any maintenance/repair requirements as deemed necessary by the Village of Port Clements in keeping with beautification which includes vandalism, and public safety.

Date: _____

Donator/Representative's Signature

Village Of Port Clements

PORT CLEMENTS MAYOR ... 2015 June-16.

RECEIVED
JUNE 16/15 11:28 a.m.

THE REASON FOR THIS LETTER IS AGAIN
TO ASK FOUR YEARS IN A ROW NOW...
WHEN THE PROBLEM ALDER BESIDE
THE POST OFFICE WILL BE TAKEN DOWN
I'VE BEEN TOLD PERSONALLY BY THE
MAYOR IT WAS TO BE DEALT WITH
LAST YEAR. IT HAS DESTROYED MY -
PROPERTY / HOUSE / AND VEHICLE. NOW
MANY TIMES WILL I BE PROMISED
ONLY TO NEVER SEE ANY PRO-
DUCTION... I ALSO CANNOT USE MY
WOODSTONE FOR THE LAST TWO
YEARS BECAUSE OF THIS UNRESOLVED
+ PROMISED ISSUE... WHY HAVE SO
MANY OTHER PROJECTS TAKEN
PRIORITY OVER MINE, I PAY MY
TAXES TOO. ON TIME... I WANT
THE SERVICES AS A TAXPAYER

PROVIDED: WHATS THE ISSUE...

EDWARD LOWME
BOX 221
PORT CLEMENTS BC
VOT - RD

18 TINKLY STREET



News Release

200 - 1627 Fort Street Victoria BC V8R 1H8

Telephone 250.405.5151 FAX: 250.405.5155

Toll Free via Enquiry BC in Vancouver 604.660.2421. Elsewhere in BC 1.800.663.7867

information@islandstrust.bc.ca www.islandstrust.bc.ca

June 11, 2015

2015-11-IT

ISLANDS TRUST ASKS PROVINCE TO REDUCE FERRY FARES ON MINOR ROUTES BY 25%

VICTORIA — The Islands Trust Council is asking the Province of British Columbia to invest an additional \$11 to \$14 million annually for four years to reduce fares on all BC Ferries' minor routes. This request is timed to influence negotiations for BC Ferries' Coastal Ferry Services Contract from 2016 to 2020.

In May 2015, the Islands Trust hired Perrin Thorau & Associates, a public policy consulting firm with expertise in BC Ferries' markets, to calculate the cost of lowering fares on all minor ferry routes. The consultants built a model using recent BC Ferries operating results and fare information, allowing examination of how ridership will rebound in response to lower fares. The consultants calculated that an additional \$11 to \$14 million is needed annually to reduce fares by 25 per cent from today's prices, on all minor routes on B.C.'s coast.

"Ferry-dependent communities are struggling under the weight of ferry fares that have increased at a pace well above the rate of inflation," said Peter Luckham, Islands Trust Council Chair. "We have a constructive proposal. By strategically investing an additional \$11 to \$14 million annually, the Province can lower fares on BC Ferries' minor routes by 25 per cent. Affordable fares would attract more customers into the ferry system, bolster B.C.'s economy and result in increased provincial tax revenues - a win-win for everyone."

Since the enactment of the *Coastal Ferries Act* in 2003, fare increases on some minor routes have increased four to five times higher than inflation. The BC Ferry Commissioner has proposed an additional 1.9 per cent annual fare increase during BC Ferries' next four-year performance term.

For 10 years, the Islands Trust Council and local government partners have raised concerns that the fares for ferry-dependent communities have reached the tipping point where they are causing economic challenges and reducing ferry ridership.

"For years, we've heard clearly from our communities that ferry fare increases have been too steep and are causing hardship for coastal families and businesses. I appreciate the work that has been done to keep future fare increases lower than in the past, but remain concerned that present fares are unaffordable for our communities," said Luckham. "Current negotiations for a renewed Coastal Ferry Services Contract are a perfect opportunity for the government to invest in coastal communities. Our funding estimates give the Province credible information to make a sound investment decision. We believe a well-advertised drop in fares on the minor routes would help our communities bounce back and give us all time to work on longer-term solutions with the Province."

The Islands Trust is a federation of local government bodies representing 25,000 people living within the Islands Trust Area and another 10,000 non-resident property-owners. The Islands Trust is responsible for preserving and protecting the unique environment and amenities of the Islands Trust Area through planning and regulating land use, development management, education, cooperation with other agencies, and land conservation. The area covers the islands and waters between the British Columbia mainland and southern Vancouver Island. It includes 13 major and more than 450 smaller islands covering 5200 square kilometres.

-30-

CONTACT

Peter Luckham
Chair, Islands Trust Council
(250) 210-2553

Background:

Perrin Thorau & Associates May 2015 report: Calculating Investment Needed to Reduce BC Minor Routes Fares by 25%

→ I emailed this to Council June 23
paper copies available upon request

Preserving Island communities, culture and environment

Bowen, Denman, Hornby, Gabriola, Galiano, Gambier, Lasqueti, Mayne, N. Pender, Salt Spring, Satuma, S. Pender, Thetis



BOARD HIGHLIGHTS

June 19, 2015 Board Meeting

Delegations:

Steve Kietzmann, Senior Accountant for Carlyle Shepherd & Co. (auditors), presented the Board, via teleconference, the Regional District's audited financial statements for the period ended December 31, 2014.

Mr. Kietzmann stated he will be reporting an "unqualified audit" for the Regional District and explained that this is the highest level of assurance an audit can provide an organization.

The Chair thanked Mr. Kietzmann for his presentation.

Board Business:

1. The Board approved the Skeena-Queen Charlotte Regional District and Skeena-Queen Charlotte Regional Hospital District audited financial statements year-ended December 31, 2014.
2. The Board adopted its 2014 Statement of Financial Information.
3. The Board resolved to invite the B.C. Assessment Authority to appear before the Board as a delegation at a future meeting to discuss the property assessment process and discuss the use of market value as a mechanism to assess rural properties.
4. The Board received and supported recommendations from correspondence from the Village of Port Clements requesting that the Board support signing a letter to the Canada Revenue Agency to request that it review the fiscal fairness of designating Haida Gwaii as a Northern Residence Zone B.
5. The Board resolved to provide a letter of support to the Old Massett Village Council for the development of the Cape Fife – Accessible Trail and Longhouse Project.
6. The Board resolved to provide \$3,500 to the Sandspit Loggers Sports Day Committee for its annual celebration scheduled for July 21st, 2015.
7. The Board resolved to submit two resolutions – "Marine-Related Emergency Response Standards" and "LNG Siting Standards and Best Practices" - to the Union of B.C. Municipalities for consideration at the 2015 annual convention.
8. The Board motioned to provide funding to the Sandspit Emergency Preparedness Planners for the development of the Sandspit Emergency Evacuation Site project.

For complete details of the June 19th, 2015 Board meeting, the Agenda and Minutes are posted under "Quick Links" at www.sqcrd.bc.ca.



Port Clements Elementary School
P.O. Box 288
Port Clements, B.C. V0T 1R0
Phone: (250) 557-4333
Fax: (250) 557-4406
Email: portoffice@sd50.bc.ca

To: Carmen Elduayen
MCFD Manager North West

June 20th, 2015

Our community is currently experiencing a shortage of skilled professionals to meet the mental health needs of our children and youth. As an elementary principal I witness children who exhibit self-harm, such as cutting, children who have suicidal thoughts, and children who experience anxiety or depression. It is the role of the school and the community to provide the support needed for our children to be safe and successful.

Recently, our Child and Youth Mental Health worker resigned due to workload. The current workload is approximately forty cases, which sadly translates into a system in which only the most at risk students are supported. Whenever possible, youth are seen by outside agencies – such as the outreach worker at the Haida Gwaii Society for Community Peace - as a net to attempt to meet all needs. Despite collaboration among outside agencies, we are unable to meet the mental health needs of our children.

Part of our challenge is being an isolated community. As such, it is also important to understand that an off-island psychiatrist, who prescribes medication to children and youth, may be less willing to do so in the absence of a Child and Youth Mental Health worker, or consistent doctor who is responsible for overseeing their care. Whether we find ourselves in a situation with medications being prescribed and no professional oversight, or no medication at all – both cases pose as a great risk to the wellbeing of our youth.

At best, our services are piecemeal and rely heavily on off island services. Our medical system in the north is a revolving door of locums, and two of our three addictions counselors are retiring or leaving with no one slated to replace them. There is no consistency of care and this puts our children at great risk.

I am pleading with the Ministry of Children and Family to consider assign two Child & Youth mental health workers as soon as possible. Educators and child-care workers on island do everything they can to meet the health care needs of our children, but the current services are far from adequate. A tragedy would fall on your hands.

I look forward to your prompt reply,

Verena Gibbs

Verena is looking for a letter of support from Council concerning this issue.

Acting Principal - Tahayghen Elementary
Principal – Port Clements Elementary

June 30, 2015

To: Kim Mushynsky
and Council

RE: Letter of Resignation

It is with mixed emotions that I am giving my notice of termination of employment with The Village of Port Clements.

I have accepted the position of Post Master with Canada Post for the Port Clements post office. My last day of employment at the Village office will be Thursday, July 16, 2015.

Respectfully,



Sharon Ferretti

VILLAGE OF PORT CLEMENTS

BYLAW NO. 427, 2015

A Bylaw of the Village of Port Clements to provide for the borrowing of money in anticipation of revenue.

The Council for the Village of Port Clements in open meeting assembled enacts as follows:

Whereas:

- A. The Village of Port Clements (the "Municipality") may not have sufficient money on hand to meet the current lawful expenditures of the Municipality;
- B. Section 177 of the Community Charter permits the Council, without any further approval, consent or assent to borrow money necessary to
 - (a) meet current lawful expenditures, and
 - (b) pay amounts required to meet the Municipality's taxing obligations in relation to another local government or other public body;
- C. The Municipality's outstanding debt for the purposes of Section 177 must not exceed the total of:
 - (a) the unpaid taxes for all purposes imposed during the current year (deemed to be 75% of all taxes imposed for all purposes in the preceding year), and
 - (b) the money remaining due from other governments.
- D. The unpaid taxes calculated as 75% of all taxes imposed for all purposes for the 2014 tax year are \$239,565.00 and the money remaining due from other governments is \$0 totaling \$239,565.00 the total representing the maximum amount that may be borrowed under this bylaw.

NOW THEREFORE, the Council for the Village of Port Clements in open meeting assembled, **ENACTS AS FOLLOWS:**

1. This Bylaw may be cited as "The Village of Port Clements Revenue Anticipation Borrowing Bylaw No. 427, 2015".
2. The Council is authorized to borrow upon the credit of the Municipality from the Canadian Imperial Bank of Commerce an amount or amounts not exceeding the sum of two hundred forty five thousand six hundred and forty five dollars. (\$239,565.00), as may be required and to pay interest thereon at the prime rate of the Canadian Imperial Bank of Commerce.
3. The form of obligation to be given as acknowledgment of the liability shall be a promissory note or notes, or an overdraft agreement bearing the corporate seal and signed by the Mayor and the Treasurer.
4. Bylaw #417, 2014 is hereby repealed.

READ A FIRST TIME THIS Day of June, 2015.

READ A SECOND TIME THIS Day of June, 2015.

READ A THIRD TIME THIS Day of June, 2015.

RECONSIDERED AND FINALLY ADOPTED THIS Day of , 2015.

IAN GOULD
MAYOR

KIM MUSHYNSKY
ADMINISTRATOR

CERTIFIED A TRUE COPY OF VILLAGE OF
Revenue Anticipation Borrowing Bylaw No. 427, 2015".

VILLAGE OF PORT CLEMENTS

BYLAW NO.428, 2015

A bylaw to Establish Officer Positions and Delegate Powers, Duties and Functions to Village of Port Clements Officers.

WHEREAS under the *Community Charter Sections 146-153*, Council may, by bylaw, establish officer positions in relation to powers, duties and functions;

AND WHEREAS Council wishes to establish officer positions, powers, duties and functions as allowed for under that authority;

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

PART 1 – GENERAL

1. Citation

This Bylaw may be cited as “Village of Port Clements Delegation Bylaw #428, 2015”.

2. Repeal

Bylaw #333, 2003 is hereby repealed.

PART 11 – ESTABLISHING OFFICER POSITIONS

3. Officer Positions

The following officer positions are hereby established:

- a) Chief Administrative Officer in accordance with Section 147 of the *Community Charter* such position will also include the responsibilities of Corporate Officer in accordance with Section 148 of the *Community Charter* and Financial Officer in accordance with Section 149 of the *Community Charter*.
- b) Deputy Clerk

4. Responsibilities

The duties of each Officer shall be:

a) The Chief Administrative Officer is assigned all powers, duties and functions specified in Section 147 of the *Community Charter* including, without limitation:

- i) overall management of the operations of the municipality;
- ii) ensuring that the policies, programs and other directions of the Council are implemented;
- iii) advising and informing the Council on the operation and affairs of the municipality.

In addition, the Chief Administrative Officer is also assigned all powers, duties and functions of the Corporate Officer as set out in Section 148 of the *Community Charter* including, without limitation:

- iv) ensuring the accurate minutes of the meetings of the Council and committees are prepared and that the minutes, bylaws and other records of the business of the Council and committees are maintained and kept safe;
- v) ensuring that access is provided to records of the Council and committees, as required by law or authorized by Council;
- vi) administering oaths and taking affirmations, affidavits and declarations required to be taken under any Act relating to municipalities;
- vii) certifying copies of bylaws and other documents, as required or requested;
- viii) accepting notices and documents that are required or permitted to be given to, served on, filed with or otherwise provided to the council or municipality;
- ix) keeping the corporate seal, if any, and having it affixed to documents as required.

In addition, the Chief Administrative Officer is also assigned all the powers, duties and functions of the Financial Officer as set out in Section 149 of the *Community Charter*, including without limitation:

- x) receiving all money paid to the municipality;
- xi) ensuring the keeping of all funds and securities of the municipality;
- xii) investing municipal funds, until required, in authorized investments;
- xiii) expending municipal money in the manner authorized by council;
- xiv) ensuring that accurate records and full accounts of the financial affairs of the municipality are prepared, maintained and kept safe;

xv) exercising control and supervision over all other financial affairs of the municipality.

Finally, the Chief Administrative Officer also has the following general responsibilities:

- be conversant with all pertinent statutes and regulations and keep up to date on their amendments;
- prepare timely annual plans and supplementary budgets for the efficient operation of the municipality;
- draft, or cause to be drafted, bylaws, tender documents, request for proposals, public notices and other such necessary documents and letters as required;
- ensure the operation of an efficient filing system for municipal documents;
- act as the principal contact and intermediary between the municipality and the public, other governments and entities dealing with the municipality;
- the CAO may delegate portions of his/her authority to appropriate staff but can not relinquish overall responsibility for results nor accountability to the Mayor and Council for the performance of his/her duties;
- assist in planning municipal hosted events or dignitaries' visits;
- oversee and approve the review, updating and maintenance of the municipalities website and other social media services;
- supervise the preparation of Council agendas;
- provide advice to Council or its committees;
- act as approving officer as defined by the Land Titles Act of BC;
- seek legal and accounting advice per budget limitations or as approved by Council;
- perform or support the person performing the duties of the Emergency Operations Centre Coordinator;
- oversee the Freedom of Information and Protection of Privacy legislation for the municipality;
- perform the duties of tax collector;
- supervise the preparation and maintenance of personnel files of municipal employees and ensure annual performance appraisals are completed;
- ensure a safe and efficient work space;
- hire casual labour as required and permitted by the budget;
- identify to Council staff training requirements;
- plan and prepare for job succession;

- supervise the Public Works Superintendent
- whatever additional powers, duties and functions assigned by Council.

b) The Deputy Clerk's position will include, but not be limited to, the powers, duties and functions outlined below:

- report directly to the CAO;
- perform secretarial/receptionist duties;
- be a liaison between the municipality, the public and other levels of government and business contacts in a courteous and effective manner;
- perform regular office functions;
- operate an efficient filing system;
- be proactive in regards to problem solving and conflict management;
- promote and reflect a philosophy of teamwork;
- be proficient in the operation of computer software used by the municipality;
- assume the responsibilities of the CAO when required;
- in the absence of the CAO consult with the Mayor on matters requiring immediate direction;
- keep accurate and timely accounts payable, accounts receivable, payroll and account reconciliations;
- maintain a working knowledge of the bylaws and policies of the municipality;
- assist in the preparation of financial statements and budget documents;
- be knowledgeable about accepted practices of bookkeeping;
- ensure that accurate records and full accounts of the financial affairs of the municipality are prepared, maintained and kept safe;
- prepare tax and utility searches as required;
- prepare tax reports and process tax notices;
- bill for water, sewer and garbage and other accounts receivable;
- issue and keep records of all business licenses and gym memberships;
- administer all employee benefits;
- exercise whatever additional powers and discharge whatever additional duties and functions assigned by the CAO.

PART 111 - DELEGATION OF AUTHORITY

5. Delegation for purchasing

Council hereby delegates the authority to contract, sign agreements or licenses or purchase goods and services on behalf of the Village of Port Clements, subject to the following limitations:

- a) For the Chief Administrative Officer – up to \$25,000.00
For the Deputy Clerk – up to \$5,000.00.
For the Public Works Superintendent – up to \$10,000.00
- b) All expenditures are subject to the availability of funds contained within the financial plan.
- c) Council may, by resolution, authorize limits greater than those set out in “a” above for specific projects or for specific time periods.

Read a first time this day of , 2015

Read a second time this day of , 2015

Read a third time this day of , 2015

Reconsidered and finally adopted this day of , 2015

Ian Gould – Mayor

Kim Mushynsky – CAO

CERTIFIED A TRUE COPY OF VILLAGE OF
PORT CLEMENTS ESTABLISHING OFFICER POSITIONS
NO. 428, 2015



CIBC Account Statement

VILLAGE OF PORT CLEMENTS

For May 1 to May 31, 2015

The names shown are based on our current records, as of June 4, 2015.
This statement does not reflect any changes in account holders and
account holder names that may have occurred prior to this date.

Account number
93-00813

Branch transit number
00180

Account summary

Opening balance on May 1, 2015		\$33,909.53
Withdrawals	-	4,083.95
Deposits	+	10,157.65
Closing balance on May 31, 2015	=	\$39,983.23

Contact information

1 800 465 CIBC (2422)

Contact us by phone for questions
on this update, change of personal
information, and general inquiries,
24 hours a day, 7 days a week.

TTY hearing impaired
1 800 465 7401

Outside Canada and the U.S.
1 902 420 CIBC (2422)

www.cibc.com

Transaction details

Date	Description	Withdrawals (\$)	Deposits (\$)	Balance (\$)
May 1	Opening balance			\$33,909.53
May 1	DEBIT MEMO May 01, 2015 Municipal Pensi	1,353.18		32,556.35
	DEBIT MEMO CHARGE FOR APR CIBC EFT SERVICE CHARGE	39.00		32,517.35
May 4	CREDIT MEMO INT @ 0.1000% CIBC-AUTOMATED INTEREST SYSTEM		2.45	32,519.80
May 5	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		60.00	32,579.80
May 11	CREDIT MEMO CREDIT UNION CENTRAL OF B.C. CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		317.25 1,020.64	32,897.05 33,917.69
May 12	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		537.75	34,455.44

(continued on next page)

CIBC Account Statement

May 1 to May 31, 2015

Account number: 93-00813

Branch transit number: 00180

Transaction details (continued)

Date	Description	Withdrawals (\$)	Deposits (\$)	Balance (\$)
May 12	Balance forward			\$34,455.44
May 13	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		179.25	34,634.69
May 14	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		400.00	35,034.69
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		983.26	36,017.95
May 15	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		1,035.74	37,053.69
	DEBIT MEMO May 15, 2015 Municipal Pensi	1,348.32		35,705.37
May 19	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		179.25	35,884.62
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		286.50	36,171.12
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		220.00	36,391.12
May 20	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		317.25	36,708.37
May 21	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		428.81	37,137.18
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		496.50	37,633.68
May 22	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		200.00	37,833.68
May 25	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		1,871.77	39,705.45
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		279.25	39,984.70
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		200.00	40,184.70
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		140.00	40,324.70
May 26	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		28.57	40,353.27
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		251.25	40,604.52
May 27	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		179.00	40,783.52
May 28	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		543.16	41,326.68
May 29	DEBIT MEMO May 29, 2015 Municipal Pensi	1,343.45		39,983.23
	Closing balance			\$39,983.23



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Web : www.portclements.ca

REPORT TO COUNCIL

Author: Kim Mushynsky
Date: June 8, 2015
Re: Bylaw Enforcement Officer

Background: Council has expressed an interest in having a Bylaw Enforcement officer for our community. In May the Administrator met with other island communities to ascertain the level of interest in hiring an "all island" Bylaw Enforcement officer (which, in theory, would give them enough work for it to be almost full-time) but the general consensus was that this was not something the rest of the communities felt had good value. At the June 1st Regular Council meeting this information was passed along and Council directed Administration to look into the costs to train someone local and potentially have an "on-call" Bylaw Enforcement officer. Below is the information gathered.

The Justice Institute of BC has a two part program for Bylaw Enforcement education known as the Bylaw Compliance, Enforcement and Investigative Skills Certificate. The courses are offered in a blend of online and in-class delivery. The course has a six week online portion (ie: Bylaw101 is being offered with a start date of Dec. 7, 2015 and a completion date which includes in-class time of February 5, 2016) followed by a three day in-class portion that takes place at their campus in New Westminster.

Costs for this break down as follows:

Registration fee for Bylaw101	\$1,201.49
Round trip airfare to Vancouver for in-class portion	\$ 521.06
Mileage and ferry costs to Sandspit	\$ 109.60
Hotel, meals, transit for 3 days of classes	<u>\$ 856.00</u>
Sub-total	\$2,688.15 X 2 = \$5,376.30

Bylaw102 has the same registration fees and time requirements as Bylaw101 so the price is simply doubled. To allow for incidentals or airfare increases I would budget for total cost of \$5,750.00 for this training. This is also assuming no "pay" for the person's training time is factored into this.

The position would basically be "on-call" but for budget purposes I would expect that at maximum we would be looking at 6-8 hours per month. Based on a budget of \$25/hour this would equate to approximately \$2,400.00 per year.

If Council trained someone for this position, and made it a contract position so that hours and days of week could be completely flexible dependent on the needs of the community, I would recommend that they contemplate a 4-5 year contract to have sufficient time to recoup the costs of the training.

As a thought, we do not currently have a Wharfinger for the Rainbow Wharf or the Small Craft Harbour. We used to have one but did not fill this position when Mr. Marrs left. This could potentially be something that was combined with the Bylaw Enforcement piece to increase the work load. Between the two docks this used to be budgeted at \$1,600.00 per year.

The success of this would be very dependent on the personality of the person who undertook the contract.

Respectfully submitted:

A handwritten signature in blue ink, reading "Ann Murphy-Loy". The signature is written in a cursive style with a large initial "A" and a long, flowing "y" at the end.



\$1,201.49 is
Registration Fee.

Justice Institute of British Columbia COURSE OUTLINE

Course Code:	BYLAW101
Course Title:	Bylaw Compliance, Enforcement, and Investigative Skills
Prerequisite Courses:	None
School:	School of Social and Community Justice
Division/Academy/Centre:	Centre for Counselling and Community Safety
Previous Course Code & Title:	None
Course First Offered:	September 2011

# of Credits:	3.0
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Course Description:

This course is designed for new and experienced British Columbia bylaw officers as well as those considering a career in the field. The course provides the fundamental knowledge and skills required to function effectively in the role of a local government bylaw officer in British Columbia. You will examine relevant legislation, as well as the legal authority, powers, and duties of a bylaw officer. Various compliance and enforcement measures/options will be explored, including issues surrounding interpretation of bylaws. Attributes and qualities of an effective investigator will be discussed by analyzing the fundamental issues and challenges associated with conducting investigations including evidence collection, documentation, and presentation of evidence in legal and non-legal proceedings. Emphasis is placed on developing skills and knowledge to enhance your ability to defuse emotionally charged situations and to manage your own personal safety and the safety of others. To guide your approach towards and involvement with the public, you will gain a better understanding of issues connected to diversity, mental health, and homelessness.

The course uses a blend of online learning and in-class delivery.

Course Goal(s):

To enhance learners' knowledge, skills, and understanding of bylaw compliance and enforcement procedures British Columbia and to address issues, concerns, and challenges faced by BC bylaw officers so they can function effectively in their role.

Learning Outcomes:

Upon successful completion of this course, you will be able to:

1. Explain the legal basis of a bylaw officer's authority, powers, and status as peace officer and describe the regulation of local government.
2. Examine bylaw enforcement options (in court and out of court) including authority, procedures, and penalties.
3. Distinguish between information, evidence, and exhibits and identify challenges in evidence gathering, collection and documentation.

4. Apply proper note-taking procedures and explain the implications of the *Freedom of Information and Protection of Privacy Act* on personal information.
5. Follow guidelines for writing an effective report and discuss the importance of organizing documentation and maintaining a thorough investigative case file.
6. Follow guidelines for presenting evidence in legal and non-legal proceedings.
7. Interpret bylaws and apply legislation to address specific bylaw-related issues.
8. Examine challenges with enforcement options (out of court and in court), practices, policing, and monitoring compliance with orders.
9. Discuss the importance of promoting diversity and working collaboratively with other departments and external agencies in the community.
10. Demonstrate a high level of self-awareness in dealing with people who are mentally ill and/or homeless.
11. Examine best practices in resolving challenges and issues surrounding professionalism and ethics.
12. Identify your own conflict styles and approaches and analyze advantages and disadvantages of different conflict styles.
13. Discuss effective communication skills and use asserting and listening skills appropriately to set limits on objectionable behaviour.
14. Respond to pressure, apply a model for defusing hostility, and propose strategies to gain compliance from a resistant person.
15. Examine issues around bylaw officers' personal safety and the safety of others
16. Reflect on practices and identify areas for further improvements.

Course Topics/Content:

- Legislation and Regulations for Bylaw Officers
 - Canadian Legal System – Individual rights, criminal and civil proceedings, BC Court system
 - Local government policies and procedures
 - Legal authority of a bylaw officer; status as peace officer
 - Bylaw enforcement options – out of court (seeking voluntary compliance, direct enforcement, remedial action orders, notice on title and Adjudication-Bylaw Forums)
 - Bylaw enforcement options - in court (MTI, Injunctions and Consent Orders)
- Investigative Skills for Bylaw Officers
 - Evidence-gathering techniques
 - Note-taking procedures
 - Report-writing skills
 - Building and maintaining an enforcement file
 - Evidence presentation in court

- Application of Enforcement Measures and Community Engagement
 - Key issues and challenges re: legislation, governance and regulatory context, including legal authority, powers, duties, peace officer status, individual rights, local government regulatory context, enforcement options, in-court and out-of-court options, evidence collection and documentation
 - Interpretation of bylaws
 - Compliance monitoring by writing timely and effective compliance letters
 - Monitoring compliance with orders
 - Contempt of court
 - Community engagement and working effectively in the community:
 - Working in collaboration with community agencies
 - Diversity
 - Issues related to developmental challenges and mental illness
 - Issues related to homelessness
 - Trends and issues in the bylaw field of practice, professionalism and ethics
 - Skills enhancement/development through reflections and simulations
- Conflict Resolution and Personal Safety for Bylaw Officers
 - Conflict approaches and conflict styles
 - Communicating in conflict
 - Managing emotions
 - Personal safety

Text and Resource Materials:

Required:

The course makes extensive use of federal and BC statutes and regulations. While learners are not expected to know all of the statutes and regulations, they are expected to know the statutes and regulations that apply to the role of a bylaw officer and where to find them for future reference.

All resources will be available online or in class and learners will be provided with pre-reading materials online as part of the preparation for the face-to-face session.

A computer with Internet access is required.

Recommended: N/A

Course Level:

X	First Year		Second Year		Third Year		Fourth Year
	Graduate		Other (describe): Professional Path				

Equivalent Course(s) within the JIBC: N/A

Class Delivery Methods:

Delivery Methods	Class Option A (Hours)	Class Option B (Hours)	Class Option C (Hours)	Class Option D (Hours)
Classroom/Lecture/Discussion	14			
Simulation/Lab	7			
Practicum/Fieldwork				
Online	21			
Correspondence				
Total Class Hours	42			

Comments on Delivery Methods:

Learners are required to complete the online component within six weeks and attend a 3-day, face-face-session.

The face-to-face modules are experiential and participatory and include a variety of small group work, discussions, simulations, and large group discussion/lecture.

Course Grading System:

X	Letter Grades		Percentage		Pass/Fail
	Complete/Incomplete		Attendance Only		

Passing Grade:	
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Evaluation Activities and Weighing:

Final Exam	%	Assignments	45%	Project	%	Capstone Project	%
Midterm Exam	%	Portfolio	%	Participation	10%	Other	%
Quizzes/Test	45%	Simulations	%	Practicum	%	TOTAL	100%

Comments on Evaluation Activities and Weighing:

Learners will take a quiz at the end of the online modules and complete an in-class assignment at the end of each instructional day.

100% attendance in all classes required.

Active contribution in large and small group discussions expected.

Must complete all activities.

\$1,201.49 is
Registration Fee.

Justice Institute of British Columbia
COURSE OUTLINE

Course Code:	BYLAW102
Course Title:	Bylaw Compliance, Enforcement and Investigative Skills – Level 2
Prerequisite Courses:	BYLAW 101 – Level 1, or EP209
School:	School of Community and Social Justice
Division/Academy/Centre:	Centre for Counselling and Community Safety
Previous Course Code & Title:	None
Course First Offered:	September 2012

# of Credits:	3.0
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Course Description:

Building on the learning in Bylaw Compliance, Enforcement and Investigative Skills Level 1, students in this blended course will further enhance their knowledge, skills and abilities in the complexities of local government regulatory work. You will acquire a deeper knowledge and awareness of legislation, enhance your skills in drafting and amending bylaws as well as applying for and executing warrants, acquire advanced and complex investigative skills, including effective interviewing techniques and increase your awareness of enforcement options, with a particular focus on direct enforcement and adjudication. You will focus on the importance of discretion in decision-making and deepen your awareness of collaborative intent and intervention skills. The value of community maintenance initiatives and sound public relations will be emphasized, and you will refine the interviewing and public speaking skills integral to your success in the bylaw enforcement field. As in Level 1, officer safety and self-care will be stressed throughout.

Course Goal(s):

To enhance students' knowledge and skills and continue to develop their professional expertise to respond to current trends and issues in the regulatory enforcement field of practice.

Learning Outcomes:

Upon successful completion of this course, you will be able to:

1. Apply legislation, review and amend existing bylaws and draft new bylaws to address specific bylaw-related issues in the community.
2. Interpret the legislation applicable to Bylaw Enforcement for "Special" Inspectors, in particular Property Use Inspectors.
3. Investigate complex bylaw-related issues, such as business licensing, animal control, prohibited substance grow-op, graffiti, noise and untidiness
4. Present evidence in non-legal proceedings including reports for violation notices going to adjudication.
5. Outline the court processes – prosecution and injunction; build a case file and present evidence in a legal action.
6. Outline procedures for collecting fees, fines and charges.

7. Discuss effective strategies for dealing with community safety initiatives.
8. Demonstrate the integration of collaborative intent and intervention skills to work effectively with individuals, groups and agencies
9. Outline the importance of self-care including stress management and officer safety.
10. Engage in self/peer assessment and reflection and identify areas for further improvements.

Course Topics/Content:

- Drafting policies, and bylaws – including communicating with council (consultation and implementation)
- Advanced investigative skills for bylaw officers
 - Entry warrants
 - Interviewing skills
 - Collaboration skills
- Investigate complex complaints
 - Business licensing
 - Animal control
 - Property Use
 - Untidiness
 - Prohibited substance (grow-op)
- Court processes and evidence presentation in court
- Collecting fees, fines and charges
- Theories of community maintenance
- Bylaw enforcement for special inspectors – Property Use
- Collaborative intent and intervention skills
- Officer safety, and self-care

Text and Resource Materials:

Required:

All resources will be available online or in class. A computer with Internet access is required.

Recommended: N/A

Course Level:

	First Year		Second Year		Third Year		Fourth Year
	Graduate		Other (describe): Professional Path				

Equivalent Course(s) within the JIBC: N/A

Class Delivery Methods:

Delivery Methods	Class Option A (Hours)	Class Option B (Hours)	Class Option C (Hours)	Class Option D (Hours)
Classroom/Lecture/Discussion	21			
Simulation/Lab				
Practicum/Fieldwork				
Online	21			
Correspondence				
Total Class Hours	42			

Comments on Delivery Methods:

This course uses a blend of online learning and in class delivery. Learners will have 7 weeks to complete the online component of the course prior to attending the 3-day, face-to-face session.

Face-to-face modules are experiential and participatory and include a variety of small group work, discussions, simulations, and large group discussion/lecture.

Course Grading System:

Letter Grades	X	Percentage	Pass/Fail
Complete/Incomplete		Attendance Only	

Passing Grade:	C (60%)
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Evaluation Activities and Weighing:

Final Exam	%	Assignments	90%	Project	%	Capstone Project	%
Midterm Exam	%	Portfolio	%	Participation	%	Other	%
Discussions / Journals	10%	Simulations	%	Practicum	%	TOTAL	100%

Comments on Evaluation Activities and Weighing:

Learners must complete all assignment requirements.

100% attendance in all classes is required.

Active contribution in large and small group discussions is expected.

Students must receive 60% on evaluation component to successfully complete the course.



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REPORT TO COUNCIL

Author: Kim Mushynsky
Date: June 22, 2015
Re: **2015 Water Frontage Tax**

Background: In September 2014 Council passed Bylaw #412 which was to increase Water frontage from \$2.01 per foot to \$2.15 per foot and was to come in to effect January 1, 2015. This change resulted from the 2014 Strategic Planning and budget sessions. In January 2015 I changed the rate in the Bylaw/Frontage Maintenance area in our accounting software shown on attachment A. In May 2015 the tax bills were printed and mailed. I didn't realize until I was reviewing our financial results to the end of May that our water frontage revenue was lower than budget (actual revenue \$49,959 versus our budget of \$52,500 – difference of \$2,541). Now actual expenses or revenues do not often exactly equal a budget but frontage tax is fairly stable and should have been extremely close to the budget so I began investigating. Unfortunately all the tax bills had already been mailed out. I contacted Muniware to ask why the frontage did not calculate properly given that I had changed the frontage cost in the maintenance screen as per the software instructions. Upon further investigation with Muniware staff it became apparent that neither Water nor Sewer frontage tax had been set up properly when they were initially set up in 2002 and because we have not had a frontage tax increase since 2002 this problem had never been identified. What should have happened is that each property was assigned a frontage size (how many feet) and then that field would refer back to the frontage amount shown on attachment A and the system would figure out how much frontage to charge. However, what actually was done is that the final amount of frontage per the Bylaw in effect in 2002 was entered into the annual payment spot and so this was a fixed amount and the software system did not have the capability to acknowledge changes to the per foot amount for frontage (see the difference between attachments B – what it looked like before I corrected the error and attachment C – now showing the correct amount for the annual payment – a difference of \$7.00 for this particular folio which is fairly representative of what the increase is for most residents).

Recommendation: The cost to rebill all the residents (printing, envelopes, postage and staff time), along with the resulting confusion and frustration it would cause as a large percentage of residents have already paid their taxes, is not worth the \$2,541 in revenue we have lost due to this mistake. I therefore recommend that we amend the Water Frontage Revenue line of the Water Fund Budget (line 5, general ledger account # 3-01-49-0000) from \$52,500 to \$49,960. I have corrected all the accounts for both water and sewer so the Water Frontage tax will be correct when the 2016 taxes are run and if any changes are made to either water or sewer frontages in the future this problem will not occur again.

Respectfully submitted:

A handwritten signature in black ink, reading "Devin Mushynsky". The signature is written in a cursive, flowing style with a large initial 'D' and a long, sweeping underline.

(A)

MiniWare - Bylaw / Frontage Maintenance

VILLAGE OF PORT CLEMENTS

MUNWARE MOMENTUM

Application Menu

- Business License System
- Animal License System
- General Ledger System
- Accounts Payable System
- Accounts Receivable System
- Cemetery System
- Payroll System
- Project Costing
- Purchase Orders
- Gravel System
- Physical Assets & Equipment Costing
- Database Utilities
- Inquiries
 - Central Name
 - Accounts Payable
 - Accounts Receivable
 - General Ledger
 - Payroll
 - Tax
 - Utility
 - Physical Assets

Sort A-Z Sort Z-A Apply Filter Remove Filter Find Window Help

Bylaw / Frontage Maintenance

Filter By By Law List

Bylaw 171 Start Year 2009

Description Water Frontage End Year 9999

Frontage Cost \$2.15 Number of Years 7991

Flank Cost \$0.00 Count 317

Principal \$0.00 Interest Rate 0.0000%

Interest \$0.00 Payment Date

Total \$0.00 Payment Amount

Collected-To-Date \$0.00 GI Number 301490000

Re Calculate

Add

Save

Delete

Cancel

BARGAIN: a transaction which each party thinks he has cheated the other.

User: cao Logout

VOPC 5GHz 2

[Tax] [Internet access] [Tools]

10:18 AM

2015-06-09

Frontage cost amount was changed in January 2015 but did not flow through to individual tax accounts due to an incorrect set up when the Bylaws were initially set up in Munware approx 2002.

(B)

MuniWare - Bylaw / Frontage Maintenance

VILLAGE OF PORT CLEMENTS

MUNWARE
MOMENTUM

Application Menu

- Business License System
- Animal License System
- General Ledger System
- Accounts Payable System
- Accounts Receivable System
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 - Central Name
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 - Accounts Receivable
 - General Ledger
 - Payroll
 - Tax
 - Utility
 - Physical Assets

Sort A-Z Sort Z-A Apply Filter Remove Filter Find Window Help

Bylaw / Frontage Maintenance

Filter By By Law List

Bylaw Frontages

Customer Name	[REDACTED]	Annual Payment	\$100.50
Roll Number	20021083	Paid-To-Date	\$703.50
Frontage Size	0.00	Total Cost	\$0.00
Flank Size	0.00		
Prepaid	<input checked="" type="checkbox"/>		

Add
Save
Delete
Cancel

BARGAIN: a transaction which each party thinks he has cheated the other

Before.
Note → nothing shown in

User: cao Logout

VOPC 5GHz 2
[Tax] [Internet access] [Process]

12:16 AM
2015-06-09

frontage size → a
"fixed" amount set
up in annual payment

C

MunWare - Bylaw / Frontage Maintenance

VILLAGE OF PORT CLEMENTS

MUNWARE
MOMENTUM

Application Menu

- Business License System
- Animal License System
- General Ledger System
- Accounts Payable System
- Accounts Receivable System
- Cemetery System
- Payroll System
- Project Costing
- Purchase Orders
- Gravel System
- Physical Assets & Equipment Costing
- Database Utilities
- Inquiries
 - Central Name
 - Accounts Payable
 - Accounts Receivable
 - General Ledger
 - Payroll
 - Tax
 - Utility
 - Physical Assets

Sort A-Z Sort Z-A Apply Filter Remove Filter Find Window Help

Bylaw / Frontage Maintenance

Filter By By Law List

Bylaw Frontages

Customer Name	Roberts, James Gec	Annual Payment	\$107.50
Roll Number	20021083	Paid-To-Date	\$703.50
Frontage Size	50.00	Total Cost	\$859.032.50
Flank Size	0.00		
Prepaid	<input type="checkbox"/>		

Add
Save
Delete
Cancel

BARGAIN: a transaction which each party thinks he has cheated the other.

After.

Note → now the annual

User: cao Logout

VOPC 5GHz: 2
[Tax Internet access process]

10:19 AM
2015-06-09

payment amount is linked to the frontage size so any changes in the Bylaw amount will automatically be translated to all the individual tax accounts.



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DONATION REQUEST

Author: Kim Mushynsky

Date: June 23, 2015

Re: Grid Roller

The Museum has requested Council donate the Grid Roller that is situated across from the Lagoon on the Industrial Park Road to the Museum for an exhibit. I have asked around to find out more information about this piece of machinery. As best I can determine, it originally belonged to MacMillan Bloedel and was gifted to the Village Office over a decade ago. Public Works has not indicated an interest in keeping it for Village use. The Museum has indicated that they will take ownership as is and be responsible for moving it to their site.

As this is an asset of the Village's I will need a motion from Council if you wish to donate it to the Museum.

Respectfully submitted:



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REPORT TO COUNCIL

Author: Kim Mushynsky

Date: June 26, 2015

Re: **Fraud Scam**

Background: On Tuesday June 23, 2015 the Village received a call from a woman who was inquiring about the validity of a cheque she had received (Alberta area code). She gave me the date of the cheque, the amount, her name and the bank (Northern Savings Credit Union). I confirmed that this was not one of our cheques, however all the information she had given me was accurate including that it was signed by Ian Gould. I asked her if she could get me a copy of it for investigative purposes but she never did get that information to me. On Wednesday June 24 we received a similar call from another person who did forward a scanned copy of the cheque to us along with a Kijiji ad they had responded to that resulted in this cheque coming to them. At this point we advised the Credit Union and the RCMP that some sort of scam seemed to be happening. On Thursday June 25 & Friday June 26 we continued to get calls from individuals as well as banks across Canada who were seeing these cheques and were suspicious as to their authenticity. In addition to NSCU there were also cheques drawn on our CIBC account in Prince Rupert. Both NSCU and CIBC have taken security measures to ensure these cheques do not actually come out of our accounts and are working with the RCMP both here and in other jurisdictions to share information. Although concerning, no harm has come to the Village as a result of this – simply inconvenience. No action is required from Council, this is simply for informational purposes.

Respectfully submitted:



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UBCM Budget Analysis

Author: Kim Mushynsky

Date: June 30, 2015

Re: **2015 UBCM**

Council currently has \$11,900 left in the 2015 budget for travel – which encompasses UBCM.

We have 3 rooms currently booked for the Westin Bayshore from Sunday Sept 20 to Thursday Sept 24 inclusive. The cost for these 3 rooms will be approximately \$4,100 with taxes. When I checked today round trip airfare from Sandspit was \$490.00 per person. Therefore with 3 people attending this cost would be \$1,470.00. There would be some meal costs incurred as well as taxi/transit/ferry/sundry budgeted for \$1,000.00. Registration for UBCM is approximately \$750 per person. Therefore total cost for 3 people to attend UBCM is approximately \$8,820.00. Based on this ratio we can accommodate a maximum of 4 people attending UBCM based on our 2015 budget and that would mean we have no funds left in the budget for any other travel.

I am looking for confirmation of who will be attending UBCM this year so that airfare and hotels (if additional necessary) can be booked and I can request meetings with whatever Ministries Council deems prudent. Once all our meeting times have been confirmed, and once each person attending has reviewed the UBCM itinerary and made decisions on which sessions they wish to attend, I will create customized itineraries for each individual attending along with an information package relevant to the scheduled meetings.

Downtown Port Clements Façade Improvement Program: Grant Application

Applicant Information

Applicant Name: Chris Bellamy (BIGLID STUDIOS)
Mailing Address: 44 BAYVIEW
Postal Code: V0T 1R0 Phone: 250-557-4729
Building Address: 44 BAYVIEW, PORT CLEMENTS
Email: slappyheythere@gmail.com

If you are applying as the tenant of a building, please provide the following information and attach a letter of consent from the owners stating that you are allowed to make these changes to the building.

Owner's Name: _____
Address: _____
Postal Code: _____ Phone: _____

Project Description

1. Describe the proposed project: (attach any extra sheets, photos, designs, samples, Etc.)

The project is to improve the outward appearance
of my business. This will be accomplished
via new paint. The building will also
be getting some improved signage, but

due to costs that will be
a project for next year

2. Planned Start Date: June 8/2015
3. Planned Completion Date: June 20 (painting portion only)
4. Estimated Total Project Cost: _____
5. Project Cost Components (Estimates): (Actual)

	<u>Labour</u>	<u>Materials</u>
<u>Design</u>	\$	\$
<u>Mechanical</u>	\$	\$
<u>Electrical</u>	\$	\$
<u>Structural</u>	\$ 2890.00	\$ 839.58
<u>Other</u>	\$	\$
		3729.58

Applicant Checklist:

- ☒ Property taxes paid
- ☒ Utility taxes paid
- ☒ License fees paid
- ☒ Required permit applications completed
- ☒ Building Owner Authorization

Attach to application:

- ☒ Photos of existing conditions
- ☒ Detailed specifications and associated costs
- ☒ Cost estimates from contractors
- ☒ Drawings
- ☒ Material and colour samples

Terms and Conditions

I, Chris Bellamy, of BIGLID STUDIOS (44 BAYVIEW) have
(Applicant) (Business/Building)

Read the complete application and concur with and give my consent to the work proposed in the application.

I assume all responsibility for obtaining appropriate architectural drawings, building permits and inspections where applicable and for the hiring of contractors as necessary.

I will display signage to promote the Downtown Port Clements Façade Improvement Program on the exterior of the building during construction, and for two months following completion of the project.

I agree not to involve the Village of Port Clements in any legal action between myself and any contractors, estimators, employees, workers or agents arising from or out of the façade improvement project.

I give my consent to the Village of Port Clements Review Committee to make any inquiries required to confirm that the improvements implemented are in accordance with expected standards.

Payment of approved grants will be made upon the applicant providing the Review Committee proof of final completion of the proposed improvements along with verification of expenditures.

Signature(s): Chris Bellamy

Date: JUNE 15/2015

Application received by: _____

Date Received: _____

AARON MARK SERVICES LTD.
706 OCEANVIEW DRIVE PO BOX 7
VILLAGE OF QUEN CHARLOTTE BC
PHONE: 250-559-4417 FAX: 250-559-4418

NO. 1121267

CASH SALE

06/03/15 12:36 001
RT 0001 100004407

CASH

06/03/15

SHIP RUTH BELLAMY
TO:

S-1
P-151
C-6 ADRIENNE HUSBA
A-1 JASON GOETZING
W-6 ADRIENNE HUSBA
C-1 P-1

CUST#: 1.000C DEL DATE:06/03/15 TERMS: NET - CASH

L#	QTY	DESCRIPTION	CATALOG	UNITS	PRICE	AMOUNT
1	5	40 ENT ST SOLID BASE 1 3.79L	K640-1X-001	A	54.99 EA	274.95 GP
2	5	ECO FEE	1LECOFEE	A	.50 EA	2.50 GP
3	1	40 ENT SEMI-GLOSS BASE 4 4.00L	K6324X-001	A	28.00 EA	28.00 GP
4	1	ECO FEE 100ML TO 1L	25LECO	A	.25 EA	.25 GP

PAID BY: VISA 342.39

SUBTOTAL 305.70
G.S.T. 15.29
P.S.T. 21.40
TOTAL 342.39

THANK YOU FOR SHOPPING AT A.M.S.
15% RESTOCKING FEE, NO RETURNS AFTER 7 DAYS
NO RETURNS ON SALE ITEMS

AARON-MARK SERVICE LTD
706 HIGHWAY 33
QUEEN CHARLOTTE BC

CARD *****8147
CARD TYPE VISA
DATE 2015/06/03
TIME 5559 12:36:26
RECEIPT NUMBER
C84113560-001-002-205-0
PURCHASE
TOTAL

\$342.39

VISA CREDIT
A0000000031010
BF5FE98443FA484F
0080008000-E800
80BA142BB500B1BF
0080008000-F800

APPROVED

AUTH# 088418
THANK YOU

01-027

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

LIKE US ON FACEBOOK

AARON MARK SERVICES LTD.
706 OCEANVIEW DRIVE PO BOX 7
VILLAGE OF QUEEN CHARLOTTE BC
PHONE: 250-559-4417 FAX: 250-559-4418

NO. 1121613

CASH SALE

06/10/15 09:46 001
RT 0001 100004407

CHRIS BELLAMEY
BOX 157
PORT CLEMENTS
BC

S-1
P-151
C-6 ADRIENNE HUSBA
A-1 JASON GOETZING
W-6 ADRIENNE HUSBA
C-1 P-1

COST#: 1365.000B

TERMS: NET 15

250-557-4729

L#	QTY	DESCRIPTION	CATALOG	UNITS	PRICE	AMOUNT
1	8	AD EXT ST SOLID BASE 1 3/4"	K640-LV-002	EA	54.99	439.92 GF
2	8	11 TO 51 ECO FEE	11ECOFEE	EA	.50	4.00 GF

PAID BY: VISA 497.19

THANK YOU FOR SHOPPING AT A.M.S.
15% RESTOCKING FEE, NO RETURNS AFTER 7 DAYS
NO RETURNS ON SALE ITEMS

	SUBTOTAL	443.92
D	G.S.T.	22.20
D	P.S.T.	31.07
	TOTAL	497.19

AARON-MARK SERVICE LTD
706 HIGHWAY 33
QUEEN CHARLOTTE BC

CARD *****8147
CARD TYPE VISA
DATE 2015/06/10
TIME 09:46:43
RECEIPT NUMBER
M84113560-001-002-398-0
PURCHASE
TOTAL

\$497.19

APPROVED

AUTH# 091950
THANK YOU

01-027

CARDHOLDER WILL PAY
CARD ISSUER ABOVE AMOUNT
PURSUANT TO CARDHOLDER
AGREEMENT.

CARDHOLDER COPY

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