



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

36 Cedar Avenue West  
PO Box 198  
Port Clements, BC  
V0T1R0  
OFFICE: 250-557-4295  
Public Works: 250-557-4295  
FAX: 250-557-4568  
Email: [office@portclements.ca](mailto:office@portclements.ca)  
Web: [www.portclements.ca](http://www.portclements.ca)

7:00 p.m. Regular Meeting of Council Monday July 17<sup>th</sup>, 2017

**AGENDA**

1. **ADOPT AGENDA**
2. **PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**  
D-1 – Vibrant Communities Initiative Funding Allocation-Berry Wijdeven Gwaii Trust Dir.
3. **MINUTES**  
M-1 – July 3<sup>rd</sup>, 2017 Council Meeting Minutes
4. **BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**  
BA-1 – Museum Agreement between VOPC and the Port Clements Historical Society.
5. **ORIGINAL CORRESPONDENCE**  
C-1 – Bathymetry of Waters around Haida Gwaii – Village of Queen Charlotte  
C-2 – Request to Remove In Sunset Park Front View at 244 Bayview Drive – Wayne Nicol
6. **GOVERNMENT**  
G-1 – Bursary Application Policy Revision  
G-2 – Applications for Regular PCVFD Membership
7. **FINANCE**  
F-1 – Cheque Listing to June 12<sup>th</sup>, 2017  
F-2 – Revenue & Expense Report
8. **NEW BUSINESS**
9. **REPORTS & DISCUSSIONS**
10. **ACTION ITEMS**  
A-1 – See attached Action Items List
11. **QUESTIONS FROM THE PUBLIC & PRESS**  
  
Move to in-camera per Community Charter Section 90(1)(i)
12. **ADJOURNMENT**



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**Minutes of the regular meeting of the Port Clements Council held July 3, 2017 in Council Chambers.**

Bev Lore, Marilyn Bliss, Dave Dalzell and Joan Hein were in attendance for the public

**Present:**

Mayor Thomas  
Councilor O'Brien Anderson  
Councilor Stewart  
Councilor Dugert  
Councilor Cumming

CAO Kim Mushynsky

Mayor Thomas called the meeting to order at 7:00 p.m.

**1. ADOPT AGENDA.**

2017-167 – Moved by Councilor Dugert, seconded by Councilor Stewart  
THAT Council adopts the agenda as amended adding C8 – Rec Committee re: bleachers, C9 – PA System, and BA2 – Internet –  
Gwaii Communications  
**CARRIED**

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

**3. MINUTES.**

M-1 – June 19, 2017 Regular Council meeting minutes  
2017-168 - Moved by Councilor Dugert, seconded by Councilor Stewart  
THAT Council adopts the June 19, 2017 Council Meeting minutes amended to show Councilor Cumming was absent "with  
regrets".  
**CARRIED**

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

BA-1 – Building/Fire Inspection on Haida Gwaii – NCRD – including updated information – previously tabled  
2017-169 – Moved by Councilor Dugert, seconded by Councilor Cumming  
THAT Council supports the recommendation for a feasibility study into the Building/Fire Inspector position for Haida Gwaii.  
**CARRIED**

BA-2 – Gwaii Communications

2017-170 – Moved by Councilor Dugert, seconded by Councilor Stewart  
THAT Council invites Joe Lavoie to an upcoming Council meeting to discuss this issue.  
**CARRIED**

**5. ORIGINAL CORRESPONDENCE**

C-1 – June 16, 2017 NCRD Board Highlights  
2017-171 – Moved by Councilor Dugert, seconded by Councilor Stewart

THAT Council receives this report.

**CARRIED**

C-2 – Request for Tax Grant – Cedarview Community Church

2017-172 – Moved by Councilor Cumming, seconded by Councilor O'Brien Anderson

THAT Council approves this request.

**CARRIED**

C-3 – GT Vibrant Communities Fund Allocation – Berry Wijdeven

2017-173 – Moved by Councilor O'Brien Anderson, seconded by Councilor Stewart

THAT Council receives this correspondence.

**CARRIED**

2017-174 – Moved by Councilor Cumming, seconded by Councilor Stewart

THAT Council invites Gwaii Trust Director Wijdeven to the next Council meeting

**CARRIED**

C-4 – NSCU iPad installation

2017-175 – Moved by Councilor O'Brien Anderson, seconded by Councilor Cumming

THAT Council receives this correspondence.

**CARRIED**

C-5 – Request for fence restoration at Community Park – Chris Bellamy

2017-176 – Moved by Councilor O'Brien Anderson, seconded by Councilor Stewart

THAT Council receives this correspondence.

**CARRIED**

C-6 – Request for letter of support – H.E.R.O.S.

2017-177 – Moved by Councilor O'Brien Anderson, seconded by Councilor Daugert

THAT Council receives this correspondence.

**CARRIED**

2017-178 – Moved by Councilor Stewart, seconded by Councilor O'Brien Anderson

THAT Council writes a letter of support for the issue but exclude support for a Royal Commission.

**CARRIED**

C-7 – Request for support for GHES Post-Secondary Preparation Courses

2017-179 – Moved by Councilor O'Brien Anderson, seconded by Councilor Stewart

THAT Council commit to allocating \$500.00 to this program.

**CARRIED**

C-8 – Rec Committee letter about bleachers

2017-180 – Moved by Councilor Daugert, seconded by Councilor Cumming

THAT Council receives this correspondence.

**CARRIED**

C-9 – PA System

Council directed staff to have the grant writer look for funding for this, potentially for 2018, as we have higher priority issues for the Community Park that our current budget will go towards.

## **6. GOVERNMENT**

Councilor O'Brien Anderson left the meeting at 7:50pm due to a Conflict of interest for item G-1

G-1 – Bylaw #441, 2017 Amendment to fees for Small Craft Harbour and Wharf

2017-181– Moved by Councilor Daugert, seconded by Councilor Stewart

THAT Council reconsiders and adopts Bylaw #441, 2017.

**CARRIED**

M-1

Councilor O'Brien Anderson returned to the meeting at 7:52pm

**G-2 – Rescind Motion #2017-154 regarding donation to Skidegate Days**

Council discussed the most efficient way to procedurally address the change of the above referenced motion.

**2017-182 – Moved by Councilor Stewart, seconded by Councilor O'Brien Anderson**

THAT Council donates \$50 to Skidegate Days, potentially in a form similar to "Port Bucks" so that the money would be spent in Port Clements.

**CARRIED**

**G-3 – Museum agreement between the Village of Port Clements and the Port Clements Historical Society**

**2017-183 – Moved by Councilor O'Brien Anderson, seconded by Councilor Stewart**

THAT Council tables this agenda item.

**CARRIED**

## **7. FINANCE**

**F-1 – Cheque Listing to June 28<sup>th</sup>, 2017**

**2017-184 – Moved by Councilor O'Brien Anderson, seconded by Councilor Stewart**

THAT Council receives the cheque listing to June 28, 2017.

**CARRIED**

## **8. NEW BUSINESS**

## **9. REPORTS & DISCUSSIONS**

**R-1 – Sunset Park RV and Tent Site report – Kim Mushynsky**

**2017-185 – Moved by Councilor O'Brien Anderson, seconded by Councilor Stewart**

THAT Council receives the Sunset Park RV report

**CARRIED**

Mayor Thomas – Kudos on work being done as a follow up to the Tri-Council meeting

Councilor O'Brien Anderson – NDIT mtg, kudos for people who assisted her for Canada Days events in her absence

Councilor Daugert – Integrated Marine Advisory Committee, Community Hall dance

Councilor Stewart – Kudos on playground upgrade which was much enjoyed on Canada Days

Councilor Cumming – Kudos on Museum yarn bombing for Canada Days, upcoming Taan mtg. July 12

CAO Mushynsky – reflect kudos of everyone on great success of this year's Canada Days

## **10. ACTION ITEMS**

**A-1 – See attached Action Items List**

## **11. QUESTIONS FROM THE PUBLIC & PRESS**

## **ADJOURNMENT**

**2017-186 Moved by Councilor Daugert**

THAT the meeting be adjourned at 8:30 pm.

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Urs Thomas  
Mayor

---

Kim Mushynsky  
Chief Administrative Officer



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**Museum Agreement**

**Between  
The Village of Port Clements  
And  
Port Clements Historical Society**

Whereas the Village of Port Clements Council passed a resolution at the August 12, 1985 meeting to allow the Port Clements Historical Society to build a Museum on Village land located on Block 35 of Plan 1079 PID#013-207-555.

And whereas no formal lease agreement was ever drawn up to cover off this agreement but the Village of Port Clements Council is supportive of the continuation of the operation of the Museum on municipal grounds.

Now therefore the Village of Port Clements and the Port Clements Historical Society enter into an agreement for the ongoing use of the lands upon which the Museum is currently situated and the rest of the block upon which the grounds of the Museum are located.

Following are the terms that will apply for this agreement:

1. The Land is registered in the name of the Village of Port Clements and the Village will retain ownership of the land. The Port Clements Historical Society shall have exclusive use of the lands as long as the Museum building and displays are located on those lands.
2. The Port Clements Historical Society will keep the Village apprised of any major changes planned for the building and grounds.
3. The Port Clements Historical Society will obtain renters liability insurance and name the Village of Port Clements as a covered party in this insurance.
4. The Port Clements Historical Society will also obtain building insurance for the Museum or make arrangements to compensate the Village of Port Clements for providing this insurance under their policy.
5. The Village of Port Clements will carry liability insurance on the grounds.
6. The Port Clements Historical Society will be responsible for all ongoing maintenance and repairs of any buildings or displays on the grounds or in buildings on this block.
7. Grounds keeping will be done by the Village of Port Clements

8. The Port Clements Historical Society will not interfere with the Village of Port Clements in making repairs to water or sewer lines which may run through or near the property. However, unless it is an emergency situation, the Village will notify the Port Clements Historical Society with reasonable time frames for when the work would be undertaken. Any other non-emergency issues that could impact landscaping or displays will be discussed and agreed upon between both parties before work proceeds.
9. Snow removal of the parking area is the responsibility of the Port Clements Historical Society.
10. The Village of Port Clements will not charge for sewer or water usage.
11. The Port Clements Historical Society will be responsible for utilities such as hydro, phone, heater fuel, garbage, etc.
12. The Port Clements Historical Society will be responsible for its own janitorial services.
13. There are no costs associated with the continuation of this agreement between the two parties.
14. This agreement can be revisited at the request of either party and shall terminate and the land and all improvements on it will revert to the Village of Port Clements if the Port Clements Historical Society ceases to exist.
15. The parties agree that if a dispute should arise for any reason regarding this agreement the matter will be referred to a third party for mediation. This third party shall be selected by mutual agreement of the parties and his/her rulings shall be binding on both parties.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2017

On behalf of the Village of Port Clements:

\_\_\_\_\_  
\_\_\_\_\_

On behalf of the Port Clements Historical Society:

\_\_\_\_\_  
\_\_\_\_\_

This section

Removed on the  
Request made the

Port Clements

Historical Society



The Village of  
**PORT CLEMENTS**  
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This agreement is entered into the 15 day of June, 2016 between:

The Village of Port Clements  
 PO Box 198 - #36 Cedar Avenue West  
 Port Clements, BC V0T 1R0  
 Hereafter referred to as the Lender

AND

The Port Clements Historical Society  
 PO Box 417 - #45 Bayview Drive  
 Port Clements, BC V0T 1R0  
 Hereafter referred to as the Borrower

The Lender agrees to loan the amount of four thousand dollars (\$4,000.00) to the Borrower at zero percent interest for a fifty nine month term commencing June 1, 2016 and terminating on or before March 31, 2021.

Repayment of the loan will be made in annual payments of eight hundred dollars (\$800.00) being due on or before August 31<sup>st</sup> of each of the first four years and before March 31<sup>st</sup> of 2021 or until paid in full. There will be no penalties for prepayment of this loan.

The Borrower is pledging all owned merchandise for the "St. Mark's Gift Shop" as collateral for this loan.

There will be a flat administrative fee of twenty five dollars (\$25.00) in any year when a payment is not made on or before August 31<sup>st</sup>.

This agreement contains the full terms of the agreement and no amendments can be made except in writing and signed by both parties.

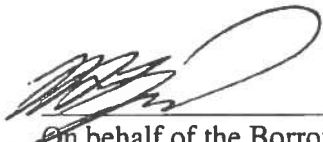
The Borrower will provide a signed copy of a motion from the Port Clements Historical Society acknowledging this agreement and giving the signer authorization to sign this agreement on their behalf. This motion will be attached to and form a part of this agreement.

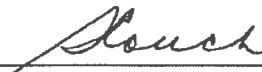


This agreement constitutes a legal, valid and binding obligation of the Borrower enforceable in accordance with its terms and conditions. This agreement shall be governed by and construed in accordance with the laws of British Columbia, Canada.

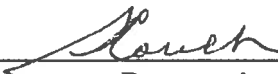
Neither party may assign its rights or obligations under this agreement to a third party.

This agreement was signed this 15 day of JUNE, 2016 in the Village of Port Clements by:


  
On behalf of the Borrower

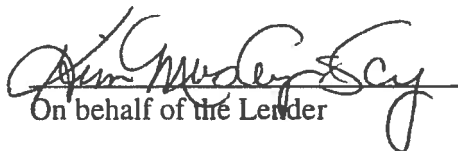
  
Witness as to Borrower's signature

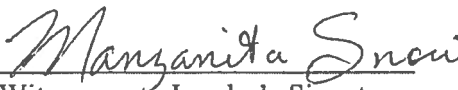
  
On behalf of the Borrower

  
Witness as to Borrower's signature

  
On behalf of the Lender

  
Witness as to Lender's Signature

  
On behalf of the Lender

  
Witness as to Lender's Signature

# Port Clements Historical Society

June 14, 2016

**Members Present:** Shel Fjaagesund, Joan Hein, Sue Couch, Linda Berston, Dale Rennie, Dave Unsworth  
**Shel called meeting to order** at 7:06

**Agenda:** Sue moved to adopt Agenda, Seconded by Linda. Agenda adopted.

**Minutes from previous meeting:** Discussion of Action List-that for reference purposes, it needs to be filed in the Minutes Book. Sue moved to accept amended Minutes, Seconded by Linda. Minutes from May 10th meeting accepted.

## Business arising

**Passport Program:** Leila Riddall says that the program will start on July 1<sup>st</sup>. The Museum is ready for visitors bearing Passports: Attendants have a stamp for validating at the Desk, For prizes we can hand out White Raven Post Cards. As alternative/additional gift-Port Clements Pins (Sue will pick some up from the Village office)

**New Keys for Museum Building :** As soon as Shawn Mushynsky is back from his other work & resumes his security lock business, the Museum will make an appointment.

**Rhododendrons:** Rhodos that were outside Juskatla discussed. We talked about where on Museum grounds to plant them, and of their needs as young transplants. Whether in shade or out in open, whether transplanted in summer or autumn, rhododendrons need to be monitored & cared for. Kai offered to bring to Museum grounds, a rooted shoot (about 4 ft high) from a purple Evans Farm Rhody (no firm date set- but sometime this year). Dale suggested a place for planting rhodos; Members present agreed that the area sounded good; it likely has pretty steady moisture from drainage and where they won't interfere with grass mowing.

**Grants – Joan:**

**Gaming Grant -We applied for \$10,000 this year (up from \$8,500 previous years)**

**Porch & Ramp funding requests:** Our application to Gwaii Trust for \$10,000 is approved.

For the required matching funds, we hope to apply for Business Façade Grant Program. This may or may not be possible- because Museum address (45 Bayview Dr) puts us behind priority list to those businesses closer to Town Centre. Deadline for this grant is Oct. 14.

**Community Enabling Access Grant** has July 26 deadline

**Heritage Legacy Fund Program -** We will see if Porch & Ramp Project or Pavilion Roof Project meet qualifications for applying .

Discussion- Whether to start the Porch & Ramp project before receiving answers to our grant applications

**Summer Painting & Refurbishing outside artifacts –** Joan said we now have \$6,000 budgeted for balance of this fiscal year. She asked that we keep in mind as already committed, payroll costs for Kaia Berstrom; she worked very well last year & said she will work this summer. Dale will contact manufacturers of the paint (paint that we regularly use); he will ask about desirability of using primer. Dave related his experiences with paints for metal surfaces.

**Summer workers:** Teena Oishi is hired as Assistant Attendant. She is working 1 day per week now while finishing up her current commitments & will be working 4 day per week starting July. Dale will try to get Jay Oishi for sandblasting.

**St. Marks Church & Gift Shop -Joan:** Lorette, Kelly, Sue & Joan put in huge efforts. They used their ingenuity & imaginations--restrained by prior retail experiences. They put in mega hours since a whole diverse host of things needed to be in place--redecorating (no small task!), ordering inventory, arranging for consignments & developing a record system , getting display racks/tables, setting up debit/credit machine and too many other to list, of other necessary

BA-1

preparations. They accelerated their plans to have June 1st Opening (previously planned for July.) Sean, Dale & others helped as they could. Their efforts bore fruit, as St Mark's Gift Shop is off to excellent start. Gross income has been much above Treasurer Joan's projection (\$1,946 for first week). As a mostly empty church, St Marks' had laid constant demand on the town. Having the place in steady use, should be a help rather than further drain on our Municipality's resources. Some Museum members expressed reservations about having tax dollars used to help one particular retail business in Port Clements.

**Moved that we accept for signing, a contract with Village of Port Clements for loan of \$4,000.00 for set up costs for St. Marks Church & Gift Shop. Moved by Sue Couch. Seconded by Dave Unsworth. Motion passed by majority.**

Also decision by majority that President Shel Fjaagesund and Director Dave Unsworth will sign the said contract and that Sue couch will witness their signatures.

**Museum Grounds Project** -Dale: Fence posts are in & straightened, the fence is in. Grass seeding is done. Don Robinson has not yet sent in the bill for his excavator work.

**Expressions of Thanks** -Linda: We now have ready, books to give to Al Condrotte for thanking him for constant and excellent help freely given to the Museum for many, many, many years. Linda had discussed this (in confidence) with Marion, and found out what were the best "Thank You"s for Al. Joan had purchased on her trip and Brigid had added to the pile and there are four books: *Amazing Flight & Flyers* by Shirley S. Mackenzie, *No Numbered Runway - Float Plane Pioneers on the West Coast* by Jack Schofield, *New Perspectives on the Gold Rush* - Royal BC Museum, ed. Kathryn Bridge, and 2015 edition of renowned *Alaska Travel Planner- the Milepost*. Kal will write a note to say it is from all of us at the Museum and Linda is asked to make sure that this "Thank You!" get to Al.

Discussion that we haven't received an expected bill from Don yet.

**Brochures:** After receiving our comments on her Draft Brochure (April meeting) Brigid has been busy during work time with Visitors & busy with Grant Applications on her volunteer time. The members at meeting were anxious to have the final brochure in hand, as we are paying for Brochure display space on BC Ferries.

**Port Museum Articles for the Observer:** Deferred to future meeting

#### **New Business:**

**Letter of Support for Tourism Committee**

**Moved that we send a Letter of Support to the Port Clements Tourism Committee in their efforts to bring Dr. John Colton to Port Clements in order for him to develop and submit to the Village of Port Clements Five to Ten Year Plan for developing Tourism to our Village.**

**Moved by Joan Hein. Seconded by Sue Couch. Motion passed by majority.**

**Canada Day:** Discussion. Most members said that their time already committed to max.

#### **Reports:**

Treasurer's Report is filed along with these Minutes

Historical Co-ordinator's Report is also filed. Joan told us of the highlights. Upon his retirement, beloved Island Veterinarian, Dr Don Richardson was looking over old files. He found a very interesting set of letters. When Betty Dalzell was doing research for her books, she had corresponded with Don's grandmother.

Shel is willing to donate an old Black & White TV. It is in a wooden cabinet and is in excellent shape. There was discussion about place for display--at first here was reaction that the

Museum is pretty full, and then a good suggestion was made that pleased everyone.

**Move to Adjourn --Made by Sue. Meeting adjourned at 8:20**



BA-1



July 7, 2017

Canadian Hydrographic Service  
Department of Fisheries and Oceans  
137 Bay Street, PO Box 99  
Queen Charlotte, BC V0T 1S0

**Re: Bathymetry of Waters around Haida Gwaii**

The local governments of Haida Gwaii have been working together on emergency preparedness related to our tsunami risk, which is considered the highest in Canada.

We have been in contact with Tania Lado Insua, PhD, Ocean Analytics Program Manager with the Oceans Network Canada regarding inundation mapping to help our communities to understand the implications of sea level rise and the risks posed by tsunamis.

We have been able to partner with the Ministry of Forests, Lands and Natural Resource Operations (FLNRO) and the Council of the Haida Nation to access LiDAR data for our communities, however, we also need bathymetry of the waters around Haida Gwaii. Our understanding is that at this point bathymetry has focused on the Gwaii Haanas National Park Reserve and the west coast of the archipelago.

As the bathymetry would be required in order for us to apply for funding to conduct an inundation mapping project, I am writing to inquire if the Canadian Hydrographic Service has any plans to complete the bathymetry of our area, and if so to express our support for moving forward with this as soon as possible.

In the interim, we would appreciate being kept informed of your plans for any new bathymetry around the waters of Haida Gwaii.

Yours truly,

Greg Martin  
Mayor

**cc:** Peter Lantin, President, Council of the Haida Nation  
Ken Rae, Chief Councillor, Old Massett Village Council  
Billy Yovanovich, Chief Councillor, Skidegate Band Council  
Andrew Merilees, Mayor, Village of Masset  
Urs Thomas, Mayor, Village of Port Clements  
Barry Pages, Chair, North Coast Regional District  
Tania Lado Insua, PhD, Ocean Analytics Program Manager, Oceans Network Canada

Village council

Port Clements

7 June 2017

Removal of trees restricting water front views at 244 Bayview.

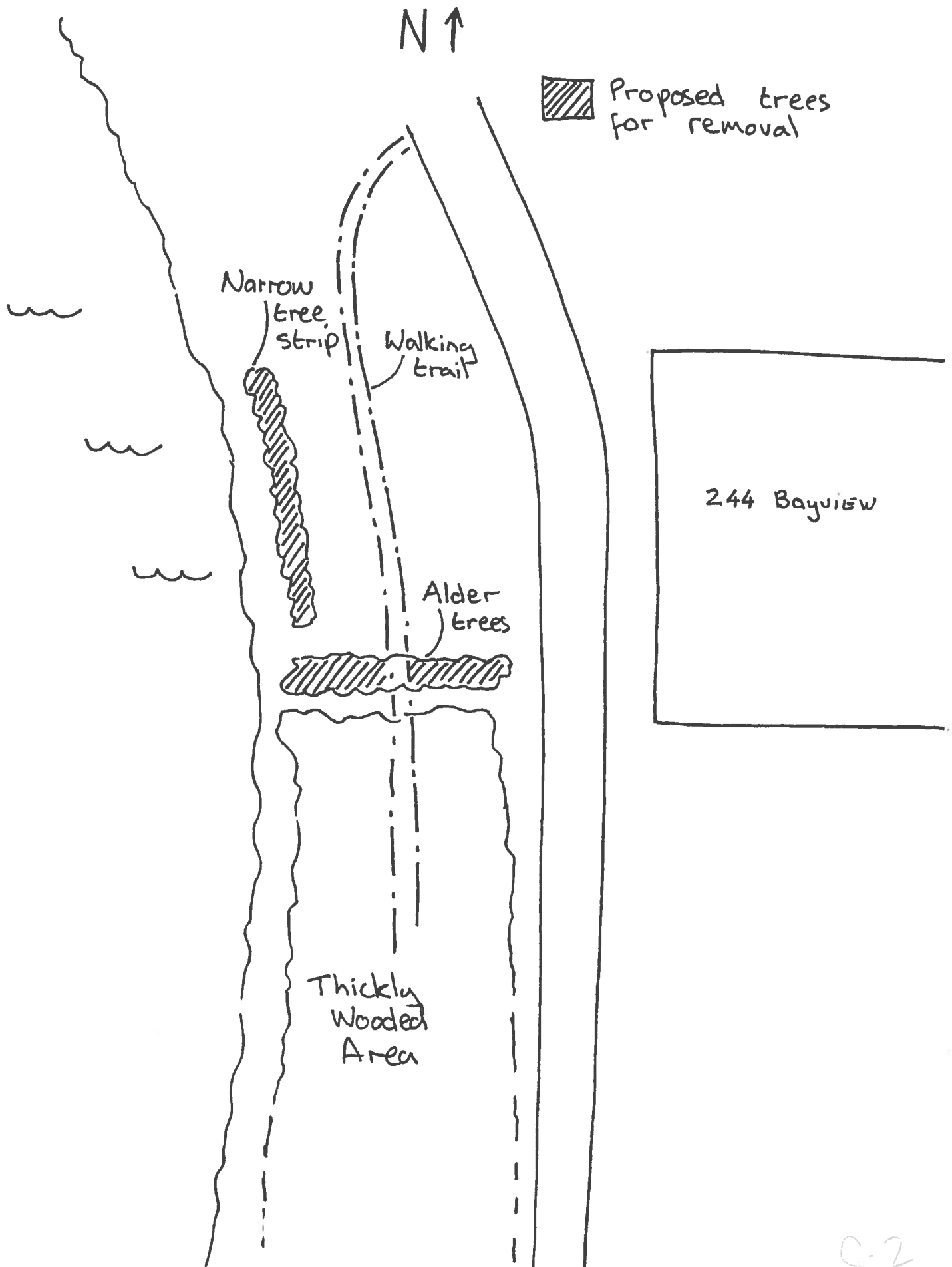
I would like to request permission to remove the Alder trees restricting our waterfront view.

Additionally I would like to request permission to remove the spruce and hemlock trees that too, are restricting our waterfront views. These are not trees in the thickly wooded area in front of the property adjacent to me, but rather the single tree width row of trees on the western most portion of the waterfront property, directly in front of my property.

Many thanks

Wayne Nicol

244 Bayview drive



# **Village of Port Clements**

## **Bursary Application Policy**

### **Policy No. 02, 2009**

Prepared by Clerk/Treasurer Heather Nelson-Smith

Adopted: February 2<sup>nd</sup>, 2009 by Mayor and Council

Amendment: October 6, 2014 by CAO Kim Mushynsky

Last Reviewed: July 4, 2017

Next Review Date: May 2019

**Objective:** To set guidelines for the issue of Bursaries to Graduating Students living in Port Clements

**Policy:** The Village of Port Clements will issue on an annual basis two \$500.00 bursaries. Total Budget for each year \$1000.00.

Bursaries will be extended to graduates that attend high school on Island, and whose parents/legal guardians live in Port Clements.

### **Procedure:**

### **AUTHORITY**

1. Clerk/Treasurer shall identify, for inclusion in the Annual Budget, funds for two bursaries. In the case where bursaries are not expended the funds will be held in a restricted reserve account in the event that more applications are considered in the future, with a limit of \$2500.00 at any time in the reserve account.

### **GENERAL**

2. Students wishing to receive a bursary are to complete the attached form with Proof of application to an accredited post-secondary institution. Follow up proof of acceptance will be required before funds are released.
3. Bursary applications are due to the office annually by the first Monday of July at 1:00pm.
4. Where there are more applicants than funds the bursaries will be awarded based on grade point average.
5. When there are more bursaries than the current budget Council may, by resolution access Bursary Reserve fund and allocate, only if there are funds available.

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Urs Thomas,  
Mayor

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Kim Mushynsky,  
CAO

G-1

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

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Graduating High School:

\_\_\_\_\_

Grade Point Average:

\_\_\_\_\_

Post Secondary Institution attending:

\_\_\_\_\_

Concentration:

\_\_\_\_\_

Reasons for applying for Bursary:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

Date: \_\_\_\_\_



G-2

- I am willing to undergo training such as necessary to make me an efficient firefighter. I understand that failure to undergo required training could result in my being suspended or expelled from the Brigade. I have read the*

APPLICATION FOR REGULAR MEMBERSHIP IN  
PORT CLEMENTS VOLUNTEER FIRE BRIGADE

G-2

1. NAME Marcus de Zwager
2. ADDRESS Port Clements
3. LENGTH OF TIME AT PRESENT ADDRESS 9 months PHONE NO. \_\_\_\_\_
4. PREVIOUS ADDRESS (if less than 5 years at present address) \_\_\_\_\_
5. AGE \_\_\_\_\_ MARITAL STATUS \_\_\_\_\_
6. PRESENT EMPLOYER Richard Nycholt
7. ADDRESS His house PHONE NO. 559 2002
8. NATURE OF EMPLOYMENT Carpenter
9. WILL YOUR EMPLOYER ALLOW YOU TO ATTEND FIRE CALLS DURING WORKING HOURS ?  
YES ☒ NO ☐
10. ARE YOU ON SHIFT WORK ? YES \_\_\_\_\_ NO ☒
11. EDUCATION: ELEMENTARY \_\_\_\_\_ HIGH ☒ COLLEGE \_\_\_\_\_
12. MILITARY SERVICE: ARMY \_\_\_\_\_ NAVY \_\_\_\_\_ AIR FORCE \_\_\_\_\_
13. ABILITY TO DRIVE: CAR ☒ TRUCK ☒ OTHER VEHICLES Forklift, moped, eyecl.
14. HAVE YOU EVER BEEN A MEMBER OF A FIRE DEPARTMENT, COMPANY OR BRIGADE ?  
YES \_\_\_\_\_ NO ☒ Class 4
15. IF YES, WHEN \_\_\_\_\_ WHERE \_\_\_\_\_ NO, OF YEARS SERVICE \_\_\_\_\_
16. HAVE YOU EVER HAD FIRE FIGHTING TRAINING ? NO ☒ YES, PLEASE DESCRIBE \_\_\_\_\_
17. DO YOU HOLD A CURRENT FIRST AID CERTIFICATE YES \_\_\_\_\_ NO ☒  
CERTIFICATE NO. \_\_\_\_\_ EXPIRY DATE \_\_\_\_\_
18. ARE YOU PHYSICALLY FIT ? YES ☒ NO \_\_\_\_\_ PLEASE STATE DATE OF LAST  
GENERAL MEDICAL EXAMINATION 2015
19. DO YOU HAVE ANY PHYSICAL LIMITATIONS? YES \_\_\_\_\_ NO ☒  
STATE \_\_\_\_\_
20. SPECIAL ABILITIES \_\_\_\_\_
21. I AM WILLING TO UNDERGO TRAINING SUCH AS NECESSARY TO MAKE ME AN EFFICIENT  
FIREFIGHTER. I UNDERSTAND THAT FAILURE TO UNDERGO REQUIRED TRAINING COULD  
RESULT IN MY BEING SUSPENDED OR EXPELLED FROM THE BRIGADE.
23. I HAVE READ THE VILLAGE OF PORT CLEMENTS FIRE DEPARTMENT BY-LAW AND I WILL  
ABIDE BY ITS CONDITIONS.

[Signature]

Feb 3, 2016  
DATE

APPLICATION FOR REGULAR MEMBERSHIP IN  
PORT CLEMENTS VOLUNTEER FIRE BRIGADE

Bylaw No. 91

G-2

1. Name DEREK POTTER Phone
2. Address                      Box #
3. Length of time at current address
4. Previous Address (if less than 5 years at current address)
5. Birthdate
6. Present Employer                       
Address                      Phone number                       
Nature of employment                       
Will your employer allow you to attend Fire Calls during working hours                       
Are you on shift work
7. Education: Highschool                      College or University
8. Class of Drivers License 5
9. Have you ever been a member of a Fire Department, Company or Brigade NO  
If yes: When                       
Where                      No. of years
10. Have you ever had Fire Fighting Training (No)  
Yes, please describe
11. Do you have a current First Aid Ticket? NO  
Certificate No.                      Expiry date
12. Physically fitness GOOD  
Date of last Physical examination 1 YEAR
13. Do you have any physical limitations NO
14. Special Abilities or Training HEAVY EQUIPMENT OPERATOR

I am willing to undergo training such as necessary to make me an efficient firefighter. I understand that failure to

## Bylaw No. 91

G-2

- I am willing to undergo training such as necessary to make me an efficient firefighter. I understand that failure to*

# VILLAGE OF PORT CLEMENTS

F-1  
Page 1 of 2

## Cheque Listing For Council

2017-Jul-12  
3:04:02PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice	Cheque
Cheque #	Date				Amount	Amount
170286	2017-06-21	Angela's Place-Social Cafe & Fuel Station	2017-31-05	PAYMENT GAS AND DIESEL	298.37	298.37
170287	2017-06-21	Board of School Trustees	1617-130 1617-132	PAYMENT GRAYDON MAY 2017 PROPANE AND HYDRO -- MAY	31.45 3,628.00	3,659.45
170288	2017-06-21	Cumming, Elizabeth	2017-06-19	PAYMENT ELIZABETH INTERNSHIP ORIENT	332.04	332.04
170289	2017-06-21	DAVE'S BACKHOE SERVICES LTD.	3248 3264	PAYMENT CONCRETE & CEMENT TRUCK SCREENED PEA GRAVEL AND D	1,864.80 1,200.15	3,064.95
170290	2017-06-21	GRAND & TOY LIMITED	2017-05-31b	PAYMENT OFFICE SUPPLIES- INK, STICKY	265.56	265.56
170291	2017-06-21	HAIDA GWAIL FOREST PRODUCTS	2017-05-31c 2017-06-08	PAYMENT BLEACHERS BLEACHERS	1,464.91 5,373.76	6,838.67
170292	2017-06-21	Logan, Anne	2017-06-19	PAYMENT REC COMMISSION YARN BOMBI	300.00	300.00
170293	2017-06-21	MUNICIPAL INFORMATION SYSTEMS INC	20170502	PAYMENT MUNIWARE SUPPORT	309.04	309.04
170294	2017-06-21	PACIFIC BLUE CROSS	490905	PAYMENT PREMIUM INVOICE FOR JULY 20	1,208.43	1,208.43
170295	2017-06-21	RECEIVER GENERAL - CRA	2017-06-20	PAYMENT REVENUE CANADA CPP, EI AND	5,092.21	5,092.21
170296	2017-06-21	TELUS COMMUNICATIONS INC.	20170430	PAYMENT TELUS PHONE BILL	1,730.13	1,730.13
170297	2017-06-26	FLETCHER, JESSIE	2017-06-20	PAYMENT CATERING	400.00	400.00
170300	2017-06-26	WEIGUM, SHIRLEY	031819	PAYMENT JUNE CONTRACT JANITOR SER'	1,050.00	1,050.00
170307	2017-07-04	HABERMANN, WOLFGANG	20170704	PAYMENT PEDAL BIKES - CANADA DAYS	1,000.00	1,000.00
170308	2017-07-04	IRIDIA MEDICAL	17-1010	PAYMENT PEDIATRIC DEFIB PADS	168.49	168.49
170309	2017-07-04	Jim West Signs Ltd., Sign Shop	4019	PAYMENT VIDEO SURVEILLANCE SIGN	98.40	98.40
170310	2017-07-04	Logan, David	20170628	PAYMENT REIMBURSEMENT FOR SOFTBA	84.42	84.42
170311	2017-07-04	MasterCard, CUETS FINANCIAL	20170630 - C 20170630- D	PAYMENT CREDIT CARD PAYMENT CREDIT CARD PAYMENT	768.97 1,709.41	2,478.38
170312	2017-07-04	Minister of Finance	104270030	PAYMENT MSP ACT # X36036002206	450.00	450.00
170313	2017-07-04	Northern Communications	32318-07012017	PAYMENT FIRE DISPATCH SERVICES	171.83	171.83
170314	2017-07-04	STANDBRIDGE, DAVID	20170701	PAYMENT CANADA DAY UMP SERVICES	150.00	150.00
170315	2017-07-04	SHAROON SERVICES	REPL-170299 REPL-170299	Replacement Cheque Replacement Cheque	11,296.53	11,296.53
170316	2017-07-11	BC HYDRO	400002838850	PAYMENT MAR 25-31 & APR 1- MAY 25 2017	4,199.40	4,199.40
170317	2017-07-11	Bell-Brown, Cliff	20170710	PAYMENT CAMPGROUND ATTENDANT FEE	980.00	980.00
170318	2017-07-11	BIG RED ENTERPRISES	16762	PAYMENT WEEKLY CONTAINER SERVICE I	283.76	283.76

# VILLAGE OF PORT CLEMENTS

Page 2 of 2

## Cheque Listing For Council

2017-Jul-12  
3:04:02PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice	Cheque
Cheque #	Date				Amount	Amount
170319	2017-07-11	Board of School Trustees	1617-140	GRAYDON INV#343631	31.45	31.45
170320	2017-07-11	C. AND C. BEACHY CONTRACTING LTD	10351	PAYMENT JUNE 14,2017 GADE PARKING LC	231.00	231.00
170321	2017-07-11	CERTIFIED FOLDER DISPLAY SERVICE CANAD/	16-0018990	PAYMENT BCF- NORTHERN PKG. 10/11	557.97	557.97
170322	2017-07-11	CUMMING, JOHN	20170706	PAYMENT PAYOUT/REIMBURSEMENT FOR	1,301.33	1,301.33
170323	2017-07-11	Haida Gwaii Consumers CO-OP Assoc. Ltd.	00228064E 00229542E 00230173E 20170630	PAYMENT SM CONCRETE CRACK FILLER 3 SM CONCRETE CRACK FILLER ELECTRICAL TAPE, COUPLINGS SERVICE CHARGES	32.66 48.33 130.49 6.00	217.48
170324	2017-07-11	PORT CLEMENTS VOLUNTEER FIRE DEPARTME	171	PAYMENT 1 DAY HALL RENTAL JUNE 20 20	150.00	150.00
170325	2017-07-11	SHAROON SERVICES	1052	PAYMENT GREEN ROOFING MATERIALS	313.50	313.50
170326	2017-07-11	Silvertip Promotions & Signs	185168	PAYMENT TRAFFICE SIGN, REFLECTIVE &	140.00	140.00
170327	2017-07-11	TELUS COMMUNICATIONS INC.	20170628	PAYMENT TELUS JUNE 2017	1,368.89	1,368.89
170328	2017-07-11	WESTPOINT AUTOMOTIVE	832-266581	PAYMENT GREASE GUN & DEXRON VI FOF	80.33	80.33
170329	2017-07-11	WORKERS' COMPENSATION BOARD	013166174	PAYMENT 2017 QUARTERLY PAYROLL APF	922.02	922.02
170330	2017-07-11	XEROX CANADA LTD.	F51005188	PAYMENT WORKCENTRE TRAY 4, COPIES	158.31	158.31

**Total 51,382.34**

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

F-1

# VILLAGE OF PORT CLEMENTS

## General Revenue & Expense

Description	2016 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Budget
<b>Taxes</b>				
Property Tax - Municipal	(127,101.47)	(127,048.98)	(127,000.00)	(127,000.00)
* TOTAL Taxes	(127,101.47)	(127,048.98)	(127,000.00)	(127,000.00)
<b>Payment in Lieu of Taxes</b>				
Grant in Lieu - Federal	0.00	0.00	0.00	(1,300.00)
Grant in Lieu - Hydro	0.00	0.00	0.00	(4,700.00)
Grant in Lieu - Telus	(1,437.61)	(1,405.41)	0.00	(1,500.00)
* TOTAL Payment in Lieu of Taxes	(1,437.61)	(1,405.41)	0.00	(7,500.00)
<b>Sales of Service</b>				
Sales - Faxes	(109.60)	(200.50)	(120.00)	(250.00)
Sales - Photocopies	(258.95)	(349.25)	(300.00)	(600.00)
Sales - Tax Searches & Commissioner	(360.00)	(495.00)	(225.00)	(450.00)
Misc. - Fire Protection Agreement	(300.00)	(600.00)	(450.00)	(450.00)
Sales - Garbage Tags	(28.00)	0.00	0.00	(50.00)
Rec Commission Revenue	(2,868.50)	(865.45)	(525.00)	(4,000.00)
Sales - Village Property	0.00	0.00	0.00	0.00
Taxes - School Tax Admin Fee	0.00	0.00	0.00	(2,100.00)
Rental -Weight Room	(1,655.00)	(1,741.25)	(1,450.00)	(1,850.00)
* TOTAL Sales of Service	(5,580.05)	(4,251.45)	(3,070.00)	(9,750.00)
<b>Revenue From Own Sources</b>				
Sales - Business Licenses	(1,440.00)	(1,440.00)	(1,200.00)	(1,400.00)
Rental - Gym	0.00	0.00	0.00	0.00
Rental - Ambulance	(3,325.00)	(3,378.00)	(3,300.00)	(6,600.00)
Dog Tag Revenue	0.00	(510.00)	0.00	0.00
Rental - St. Marks Church	0.00	0.00	0.00	(100.00)
Rental - Shoreline Park RV	(3,008.50)	(2,682.50)	(2,930.00)	(6,000.00)
Rental - CBC Site	0.00	0.00	0.00	(900.00)
Rental - Clinic	(4,243.80)	(4,243.80)	(4,200.00)	(8,400.00)
Garbage Admin	(1,845.00)	(1,858.50)	(1,750.00)	(3,500.00)
Property Tax Penalties	0.00	0.00	0.00	(6,000.00)
Property Tax Arrears Interest	(460.64)	(663.72)	(600.00)	(1,200.00)
Deliquent Tax Interest	(61.52)	(189.93)	(300.00)	(600.00)
MIA Dividends	0.00	0.00	0.00	0.00
Interest Revenue	798.12	(3,597.33)	(3,000.00)	(40,000.00)
Small Craft - Electricity Revenue	(2,935.00)	(4,898.95)	(3,500.00)	(6,500.00)
Small Craft - Fee for Use	(5,287.06)	(19,301.39)	(10,250.00)	(20,000.00)
Large Wharf fee for use	(682.08)	(3,109.74)	(3,400.00)	(6,500.00)
Biomass Recovery	0.00	(6,371.75)	(5,000.00)	(10,000.00)
* TOTAL Revenue From Own Sources	(22,490.48)	(52,245.61)	(39,430.00)	(117,700.00)
<b>Multi Purpose Building Rental</b>				
MPBC Library Revenue	(6,035.00)	(4,250.00)	(4,250.00)	(10,200.00)
MPBC Space rental	(1,079.30)	(1,053.81)	(1,340.00)	(2,750.00)
* TOTAL Multi Purpose Building R	(7,114.30)	(5,303.81)	(5,590.00)	(12,950.00)

F-2

# VILLAGE OF PORT CLEMENTS

## General Revenue & Expense

Description	2016 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Budget
<b>Unconditional Transfers</b>				
Grants - Small Community Protection	(375,682.00)	(386,064.00)	(375,000.00)	(375,000.00)
* TOTAL Unconditional Transfers	(375,682.00)	(386,064.00)	(375,000.00)	(375,000.00)
<b>Conditional Transfers</b>				
Misc. - NSF & Sundry Charges	(41.61)	0.00	0.00	(25.00)
Misc. - Donations	(15.60)	0.00	(50.00)	(100.00)
Miscellaneous	(40.00)	(1,482.22)	(200.00)	(500.00)
Grants - Misc.	(98,623.00)	(51,106.00)	0.00	0.00
Grants - GT - Christmas	0.00	0.00	0.00	(10,000.00)
Grants - GT - Community Events Program	(5,000.00)	(5,000.00)	(5,000.00)	(5,000.00)
Economic Dev. Fund	(50,000.00)	(50,000.00)	(50,000.00)	(50,000.00)
SCH- Funding	0.00	0.00	0.00	0.00
Community Works Fund Cond.Transfer	0.00	0.00	0.00	0.00
* TOTAL Conditional Transfers	(153,720.21)	(107,588.22)	(55,250.00)	(65,625.00)
<b>Reserves</b>				
Transfers From Reserves	0.00	0.00	0.00	0.00
* TOTAL Reserves	0.00	0.00	0.00	0.00
<b>Collections for Other Agencies</b>				
Taxes - School Residential	(80,338.63)	(79,476.66)	(80,000.00)	(80,000.00)
Taxes - School Non-residential	(33,841.24)	(30,661.86)	(34,000.00)	(34,000.00)
Taxes - SQCRD	(30,042.57)	(29,941.23)	(30,000.00)	(30,000.00)
Taxes - Regional Hospital	762.40	0.00	0.00	0.00
Taxes - NW Regional Hospital	(14,235.43)	(23,630.31)	(15,000.00)	(15,000.00)
Taxes- Police	(15,852.02)	(13,006.72)	(15,000.00)	(15,000.00)
Taxes - BCAA	(1,829.83)	(1,566.79)	(2,000.00)	(2,000.00)
Taxes - MFA	(6.06)	(6.18)	(10.00)	(10.00)
Taxes - VIRL	(12,740.50)	(13,125.63)	(13,000.00)	(13,000.00)
* TOTAL Collections for Other Ag	(188,123.88)	(191,415.38)	(189,010.00)	(189,010.00)
** Total Revenues	(881,250.00)	(875,322.86)	(794,350.00)	(904,535.00)



# VILLAGE OF PORT CLEMENTS

## General Revenue & Expense

Description	2016 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Budget
<b>Legislative Expenses</b>				
Council Remuneration	8,500.00	6,750.00	8,500.00	17,000.00
Council Training Expense	0.00	0.00	1,000.00	2,000.00
Council Travel	(17.03)	347.70	500.00	9,000.00
Council Benefits Expense	102.08	213.10	370.00	750.00
Council Membership Expense	1,595.73	1,866.72	1,700.00	1,700.00
Council Grants Awarded	4,541.04	4,440.85	5,000.00	8,500.00
Centennial Celebration Expense	0.00	0.00	0.00	0.00
* TOTAL Legislative Expenses	14,721.82	13,618.37	17,070.00	38,950.00
<b>General Administration</b>				
Administrative Wages	43,880.75	44,558.92	53,800.00	109,000.00
Administrative Benefits	10,147.30	12,015.73	13,300.00	26,000.00
Administrative Travel	123.07	0.00	1,200.00	1,800.00
Membership Fees	637.62	468.50	650.00	650.00
Audit & Accounting Expense	8,000.00	8,000.00	8,000.00	8,000.00
Legal Expense	2,052.05	865.14	2,500.00	5,000.00
Office Supplies	899.40	953.84	940.00	1,700.00
Website Fees	1,846.33	2,226.39	2,400.00	2,400.00
Computer Software Expenses	2,597.46	2,185.24	2,000.00	3,800.00
Administrative Operating Costs	1,372.88	1,562.77	1,720.00	4,000.00
Supplies	172.01	0.00	120.00	300.00
Advertising	766.13	1,399.42	1,150.00	1,850.00
Postage Expense	726.95	986.06	1,000.00	1,500.00
Misc. - Tax Sale Expenses	1.78	0.00	0.00	350.00
Elections Expense	0.00	3,453.72	5,000.00	5,000.00
Custodian's Wages	2,961.00	2,867.00	3,000.00	6,000.00
General Insurance Expense	12,924.33	9,856.00	12,600.00	16,500.00
Climate action plan	0.00	0.00	0.00	0.00
Training	0.00	1,367.70	1,500.00	1,500.00
NDI Grant Proposal Writer	0.00	0.00	0.00	2,500.00
* TOTAL General Administration	89,109.06	92,766.43	110,880.00	197,850.00

# VILLAGE OF PORT CLEMENTS

## General Revenue & Expense

Description	2016 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Budget
<b>Fire Department</b>				
FD - Training	1,500.00	718.90	1,300.00	4,000.00
FD - Fire Fighters	0.00	0.00	0.00	500.00
FD - Repairs & Maintenance	1,464.11	2,663.02	2,900.00	6,500.00
Firehall Utilities	5,523.83	4,778.35	4,400.00	8,000.00
FD - License & Insurance	1,544.84	3,893.80	3,600.00	3,600.00
FD - Equipment	6,766.55	2,374.44	4,000.00	8,000.00
FD - Fuel	62.86	522.34	500.00	1,000.00
Firehall Janitorial	1,542.97	1,318.31	1,390.00	2,800.00
Weight Room	522.20	765.55	550.00	1,000.00
* TOTAL Fire Department	18,927.36	17,034.71	18,640.00	35,400.00
<b>Emergency Services</b>				
Emergency Committee	627.57	221.70	375.00	750.00
* TOTAL Emergency Services	627.57	221.70	375.00	750.00
<b>Common Services</b>				
Common Services - Wages	7,484.06	7,520.55	9,000.00	18,000.00
Common Services - Benefits	2,305.97	2,599.36	2,450.00	4,500.00
Training - Public Works General	0.00	0.00	500.00	1,000.00
Misc. - PW Shed Utilities	630.37	323.21	500.00	1,000.00
Common Services - Misc	381.10	139.55	375.00	750.00
* TOTAL Common Services	10,801.50	10,582.67	12,825.00	25,250.00
<b>Wharf</b>				
Wharf - Wages	100.37	134.58	200.00	500.00
Wharf - Benefits	25.82	44.74	40.00	100.00
Wharf Insurance	1,170.00	1,300.00	1,250.00	1,250.00
Wharf Hydro	549.80	103.04	310.00	650.00
Wharf - Maintenance	5,722.36	746.55	3,300.00	8,000.00
* TOTAL Wharf	7,568.35	2,328.91	5,100.00	10,500.00
<b>Small Craft Harbour</b>				
Small Craft Harbour- Wharfing Expense	0.00	0.00	0.00	0.00
Small Craft Harbour - Hydro Expense	5,605.04	4,854.56	4,300.00	7,800.00
Small Craft Harbour- Insurance Expense	0.00	0.00	0.00	0.00
Small Craft Harbour - Legal Expenses	0.00	236.08	250.00	500.00
Small Craft Harbour- Maintenance	3,533.49	2,968.28	3,500.00	6,000.00
Boat Launch and parking lot	0.00	0.00	0.00	0.00
* TOTAL Small Craft Harbour	9,138.53	8,058.92	8,050.00	14,300.00

# VILLAGE OF PORT CLEMENTS

## General Revenue & Expense

Description	2016 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Budget
<b>Roads</b>				
Common Services - Fuel	259.99	256.63	500.00	1,000.00
Street Maintenance	4,303.10	4,407.55	5,300.00	10,000.00
Street Sanding	0.00	5,146.89	2,000.00	4,000.00
Hydro - Street Lights	6,213.92	5,198.70	6,970.00	14,000.00
Tools & Equipment	3,739.68	3,137.31	2,500.00	5,000.00
Public Work's Truck Insurance	0.00	1,489.00	1,000.00	1,000.00
Brushing Operating Expense	1,367.82	0.00	1,000.00	2,500.00
Industrial Road Maintenance	747.18	704.04	2,000.00	4,000.00
Ditching	600.96	159.45	2,000.00	4,000.00
Public Works Truck	757.84	231.04	320.00	800.00
<b>* TOTAL Roads</b>	<b>17,990.49</b>	<b>20,730.61</b>	<b>23,590.00</b>	<b>46,300.00</b>
<b>Environmental Health</b>				
Garbage Tags / Dumpster Fees	185.00	0.00	80.00	80.00
Common Services - Garbage Expense	126.41	0.00	200.00	500.00
<b>* TOTAL Environmental Health</b>	<b>311.41</b>	<b>0.00</b>	<b>280.00</b>	<b>580.00</b>
<b>Environmental Development</b>				
Clinic R&M	522.21	2,225.40	2,600.00	3,000.00
Ambulance O&M	107.28	524.95	600.00	1,500.00
<b>* TOTAL Environmental Development</b>	<b>629.49</b>	<b>2,750.35</b>	<b>3,200.00</b>	<b>4,500.00</b>
<b>Parks &amp; Recreation</b>				
Community Hall Grounds Keeping	265.92	152.25	500.00	1,000.00
Community Park O & M	5,782.68	9,063.09	8,300.00	10,000.00
Beautification	2,622.80	200.47	2,000.00	4,000.00
Millenium Park O & M	633.72	2,531.04	2,000.00	3,000.00
Sunset Park O & M	6,692.87	11,546.40	11,600.00	15,000.00
Recreation Commission	3,460.90	1,903.96	3,800.00	8,000.00
Museum Grounds keeping	1,103.56	1,549.65	1,000.00	2,000.00
Cemetary	3,440.60	0.00	300.00	2,500.00
Entrance Sign Install	0.00	0.00	0.00	0.00
Old Water tower removal	0.00	0.00	0.00	0.00
Tourism Expense	1,071.52	2,349.00	2,750.00	6,000.00
Community Park Washrooms	0.00	232.79	100.00	250.00
St. Mark's Expense	34.66	0.00	150.00	350.00
<b>* TOTAL Parks &amp; Recreation</b>	<b>25,109.23</b>	<b>29,528.65</b>	<b>32,500.00</b>	<b>52,100.00</b>
<b>MPBC Operating Expenses</b>				
MPBC Utilities	5,992.13	7,709.41	4,900.00	10,000.00
MPBC Fuel	9,947.83	10,951.30	5,650.00	8,500.00
MPBC Insurance	2,773.44	3,081.60	3,100.00	5,900.00
Library o+m	1,551.00	1,397.00	1,500.00	3,000.00
MPBC Grounds keeping	3,567.51	3,520.87	4,000.00	6,000.00
MPBC Janitorial	1,828.79	1,743.25	1,500.00	3,000.00
Biomass Expenses	4,762.06	11,750.67	9,500.00	10,000.00
<b>* TOTAL MPBC Operating Expenses</b>	<b>30,422.76</b>	<b>40,154.10</b>	<b>30,150.00</b>	<b>46,400.00</b>

# VILLAGE OF PORT CLEMENTS

## General Revenue & Expense

Description	2016 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Budget
<b>Debt Services</b>				
Bad Debts Expense	0.00	0.00	0.00	500.00
General Service Charges	470.00	944.57	770.00	1,500.00
Till Over/Short	(0.95)	(22.39)	0.00	0.00
* TOTAL Debt Services	469.05	922.18	770.00	2,000.00
<b>Contributions to Reserves</b>				
Transfer to/from Reserves	0.00	0.00	0.00	0.00
* TOTAL Contributions to Reserve	0.00	0.00	0.00	0.00
<b>Grants &amp; Misc.</b>				
Concession Stands	0.00	0.00	0.00	0.00
Feasability	0.00	0.00	0.00	0.00
NDI Economic Dev Fund	50,000.00	50,000.00	50,000.00	50,000.00
Trail Extension	0.00	0.00	0.00	0.00
GT - Community Events Program	3,000.00	3,000.00	3,000.00	5,000.00
Misc. - GT - Christmas	0.00	0.00	0.00	10,000.00
* TOTAL Capital Expenses	53,000.00	53,000.00	53,000.00	65,000.00
<b>AMMORTIZED ASSET</b>				
Amortized Asset Expense	0.00	0.00	0.00	132,000.00
* TOTAL AMMORTIZED ASSET	0.00	0.00	0.00	132,000.00
<b>Taxes Levied-Other Gov't</b>				
Taxes - SQCRD	0.00	0.00	0.00	30,000.00
Taxes - VIRL	6,370.00	6,564.00	6,500.00	13,000.00
Taxes-Police	0.00	0.00	0.00	15,000.00
Taxes - School Residential	0.00	0.00	0.00	80,000.00
Taxes - School Non-residential	0.00	0.00	0.00	34,000.00
Taxes - Regional Hospital	0.00	0.00	0.00	0.00
Taxes - NW Regional Hospital	0.00	0.00	0.00	15,000.00
Taxes - BCAA	0.00	0.00	0.00	2,000.00
Taxes - MFA	0.00	0.00	0.00	10.00
PILT's For Others	0.00	0.00	0.00	500.00
* TOTAL Taxes Levied-Other Gov't	6,370.00	6,564.00	6,500.00	189,510.00
** TOTAL Expenses	285,196.62	298,261.60	322,930.00	861,390.00
Surplus	(596,053.38)	(577,061.26)	(471,420.00)	(43,145.00)

F-2

# VILLAGE OF PORT CLEMENTS

## Water Operating Revenue & Expense

Description	2016 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Budget
<b>Fees &amp; Taxation Revenue</b>				
Water User Charges	(28,619.33)	(28,745.07)	(28,000.00)	(56,000.00)
Water - Miscellaneous	(98.49)	(70.00)	0.00	0.00
Water Frontage Tax	(53,259.80)	(53,367.30)	(53,000.00)	(53,000.00)
Water Parcel Tax (Ryland Road)	0.00	0.00	0.00	0.00
Water - Past Due Interest Revenue	(395.92)	(289.85)	(1,000.00)	(2,000.00)
Contributions From Capital Reserves	0.00	0.00	0.00	0.00
* <b>TOTAL Fees &amp; Taxation Revenue</b>	<b>(82,373.54)</b>	<b>(82,472.22)</b>	<b>(82,000.00)</b>	<b>(111,000.00)</b>
<b>Grants</b>				
Gwaii Trust Grants	0.00	0.00	0.00	0.00
Community Work's Fund	0.00	0.00	0.00	(65,000.00)
MRIF Water Treatment	0.00	0.00	0.00	0.00
GT Water Treatment	0.00	0.00	0.00	0.00
* <b>TOTAL Grants</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(65,000.00)</b>
** <b>Total Revenues</b>	<b>(82,373.54)</b>	<b>(82,472.22)</b>	<b>(82,000.00)</b>	<b>(176,000.00)</b>
<b>Expenses</b>				
Water - Repairs & Maintenance Plant	137.86	6,442.14	4,400.00	5,500.00
Water-Repairs & Maintenance Distribution	4,060.04	562.39	1,500.00	3,000.00
Water - Fuel	260.00	256.66	600.00	1,200.00
Water - Maintenance Benefits	1,957.41	2,115.19	3,000.00	5,400.00
Water - Maintenance Wages	7,453.17	8,004.28	10,300.00	22,000.00
Water - Testing Expense	65.72	328.99	500.00	1,000.00
Water - Utilities Expense	5,649.00	5,713.00	7,880.00	17,500.00
Water - Administration Charges	1,500.00	3,455.01	8,450.00	9,950.00
Water - Supplies	526.97	0.00	400.00	1,000.00
Water - Licensing	0.00	150.00	150.00	1,250.00
Public Work's Truck	496.64	1,834.58	800.00	800.00
Water Treatment Upgrade	0.00	0.00	0.00	0.00
Pump House	0.00	0.00	0.00	0.00
Training - Water	0.00	0.00	500.00	1,000.00
* <b>Total Expenses</b>	<b>22,106.81</b>	<b>28,862.24</b>	<b>38,480.00</b>	<b>69,600.00</b>
<b>Contribution to Reserves</b>				
Cont. To Water Capital Reserve	0.00	0.00	0.00	0.00
Ammortized asset expense	0.00	0.00	0.00	26,000.00
* <b>TOTAL Contribution to Reserves</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>26,000.00</b>
<b>Total Expenses</b>				
** <b>Total Expenses</b>	<b>22,106.81</b>	<b>28,862.24</b>	<b>38,480.00</b>	<b>95,600.00</b>
<b>Surplus</b>	<b>(60,266.73)</b>	<b>(53,609.98)</b>	<b>(43,520.00)</b>	<b>(80,400.00)</b>

F-2

# VILLAGE OF PORT CLEMENTS

## Sewer Operating Revenue & Expense

Description	2016 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Budget
<b>Fees &amp; Taxation Revenue</b>				
Sewer - User Charges	(15,897.50)	(16,054.25)	(15,500.00)	(31,000.00)
Sewer - Frontage Tax	(36,179.80)	(36,179.80)	(36,120.00)	(36,120.00)
Sewer - Parcel Tax - PC East	(1,316.00)	(1,316.00)	(1,316.00)	(1,316.00)
Sewer - Interest on Past Due Accounts	0.00	0.00	0.00	0.00
Sewer - Government Grant	0.00	0.00	0.00	0.00
Transfers From Province	0.00	0.00	0.00	0.00
GT - Rural Subdivision Extension	0.00	0.00	0.00	0.00
Sewer - Reserve/Surplus	0.00	0.00	0.00	0.00
Transfer from reserves	0.00	0.00	0.00	0.00
<b>** TOTAL Fees &amp; Taxation</b>	<b>(53,393.30)</b>	<b>(53,550.05)</b>	<b>(52,936.00)</b>	<b>(68,436.00)</b>
<b>Expenses</b>				
Sewer - Administration Charges	1,500.00	1,500.00	1,500.00	3,000.00
Sewer - Licenses & Permits	457.62	457.62	425.00	850.00
Sewer - Maintenance Salaries	7,286.48	3,993.70	7,000.00	15,000.00
Sewer - Benefits	2,034.54	1,117.48	1,875.00	3,750.00
Sewer - Utilities Expense	2,809.39	1,690.28	3,175.00	7,350.00
Sewer - Repairs & Maintenance	802.65	2,234.87	2,250.00	4,500.00
Sewer - Fuel	129.99	128.34	300.00	650.00
Training - Sewer	0.00	400.00	500.00	1,000.00
Public Work's Truck	313.62	376.49	300.00	600.00
<b>* TOTAL Operating Expenses</b>	<b>15,334.29</b>	<b>11,898.78</b>	<b>17,325.00</b>	<b>36,700.00</b>
<b>Contributions to Reserves</b>				
Contribution to Sewer Capital Reserves	0.00	0.00	0.00	0.00
<b>* TOTAL Contributions to Reserves</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Debenture Expenses</b>				
Sewer - Debenture	0.00	0.00	0.00	0.00
Sewer - Interest Expense	0.00	0.00	0.00	0.00
Amortized assest expense	0.00	0.00	0.00	18,000.00
<b>* TOTAL Debenture Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>18,000.00</b>
<b>** TOTAL Expenses</b>	<b>15,334.29</b>	<b>11,898.78</b>	<b>17,325.00</b>	<b>54,700.00</b>
<b>Surplus</b>	<b>(38,059.01)</b>	<b>(41,651.27)</b>	<b>(35,611.00)</b>	<b>(13,736.00)</b>

## ACTION ITEMS

<u>#</u>	<u>Date</u>	<u>Description</u>	<u>Lead</u>	<u>Follow up</u>
A30	06-09-2016	Weight Room Upgrades	Administration	Questionnaire going out regarding equipment use. Bench Arrived - Needs Assembly Grant Writer to look for opportunities