



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 March 21, 2016**

**AGENDA**

**1. ADOPT AGENDA**

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

D-1- Cameron Bell

**3. MINUTES**

M-1- March 07, 2016 Regular Council Meeting

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

**5. ORIGINAL CORRESPONDENCE**

C-1- Community Hall Society

**6. GOVERNMENT**

G-1- VOPC Bylaw no. 431, 2016

**7. FINANCE**

F-1- Cheque listing to March 16, 2016

F-2- NSCU Statement to January 31, 2016

F-3- NSCU Statement to February 29, 2016

F-4- CIBC Statement to February 29, 2016

**8. NEW BUSINESS**

NB-1- Gwaii Trust – Vibrant Communities Program

**9. REPORTS & DISCUSSIONS**

R-1- Biomass Installation Review

R-2- Local Government Management Exchange Program

**10. ACTION ITEMS**

A-1- Follow up

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

**12. ADJOURNMENT**



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)

**Minutes of the regular meeting of the Port Clements Council held March 7, 2016 in Council Chambers.**

Present:

Mayor Gould  
Councilor Daugert  
Councilor Gaspar  
Councilor Cunningham

CAO Kim Mushynsky  
Deputy Clerk Glenda Saruga

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

**1. ADOPT AGENDA.**

2016-053 - Moved by Councilor Daugert, seconded by Councilor Cunningham  
THAT Council adopts the agenda as presented.

**CARRIED**

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

**3. MINUTES.**

M-1- February 15, 2016 Regular Council Meeting

2016-054-Moved by Councilor Gaspar, seconded by Councilor Cunningham

THAT Council approve the February 15, 2016 Regular Council meeting minutes as presented.

**CARRIED**

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

**5. ORIGINAL CORRESPONDENCE**

C-1 – SQCRD Board Meeting Recap

2016-055 – Moved by Councilor Cunningham, seconded by Councilor Gaspar

THAT Council receives the information.

**CARRIED**

C-2 – MFLNR – Survey Creek Area Road Deactivation

2016-056 – Moved by Councilor Gaspar, seconded by Councilor Cunningham

THAT Council open this item for discussion.

**CARRIED**

2016-057 – Moved by Councilor Daugert, seconded by Councilor Gaspar

THAT Council receives the information.

**CARRIED**

C-3 – BC Hydro response to concerns about inaccurate meter estimates

2016-058 – Moved by Councilor Cunningham, seconded by Councilor Gaspar

THAT Council receives the information.

**CARRIED**

## **6. GOVERNMENT**

G-1 – Crown Land Tenure Application (previously Golden Spruce Farms)

2016-059 – Moved by Councilor Daugert, seconded by Councilor Gaspar

THAT Council writes a letter of support for this application.

**CARRIED**

A further note on this subject, Council directed the Administrator to also write a letter expressing our concerns about the clean-up of this property and urging MFLNR to complete this soon.

## **7. FINANCE**

F-1-Cheque listing to March 2, 2016

2016 – 060 - Moved by Councilor Gaspar, seconded by Councilor Cunningham

THAT Council receives the cheque listing to March 2, 2016.

**CARRIED**

## **8. NEW BUSINESS**

## **9. REPORTS & DISCUSSIONS**

R-1 – EDO Report, MIEDS

2016-061 – Moved by Councilor Daugert, seconded by Councilor Gaspar

THAT Council receives this report.

**CARRIED**

R-2 – Report to Council – Telephone Charges

2016-062 – Moved by Councilor Daugert, seconded by Councilor Cunningham

THAT Council receives this report.

**CARRIED**

R-3 – Report to Council – Renewal of Ambulance Bay lease

2016-063 – Moved by Councilor Cunningham, seconded by Councilor Gaspar

THAT Council accept the recommendation for a request for a 2.3% increase in the lease rate.

**CARRIED**

Mayor Gould- MIEDS Strategic Planning, Tourism Mtg, Gwaii Trust Mtg,  
Councilor Gaspar – Concerns about BC Ferries cancelling two Thursday sailings in a row  
Councilor Daugert – MIEDS Strategic Planning, Community Hall Gwaii Trust application successful  
Councilor Cunningham – Tourism mtg, Gwaii Tel mtg on Wednesday, VIRL meeting next week  
CAO Mushynsky – update on Gwaii Trust applications and solar panel project.  
Deputy Saruga – Tourism mtg.

2016-064 – Moved by Councilor Gaspar, seconded by Councilor Cunningham

THAT Council writes a letter to BC Ferries stating our concerns about their decisions to cancel two weeks ferries in a row.

**CARRIED**

2016-065 – Moved by Councilor Gaspar, seconded by Councilor Cunningham

M-1

THAT Council authorize the administrator to apply for up to \$20,000 out of the Vibrant Communities fund to support the Playground equipment project which is authorized to move forward.

**CARRIED**

**10. ACTION ITEMS**

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

**ADJOURNMENT**

2016-066 – Moved by Councilor Cunningham, seconded by Councilor Gaspar

THAT the meeting be adjourned at 7:55pm.

**CARRIED**

---

Ian Gould  
Mayor

---

Kim Mushynsky  
CAO

RECEIVED  
2016/03/10  
DL  
20

**Port Clements Community Hall Society**

Box 525

Port Clements, V0J 1R0

10 March 2016

Village of Port Clements

Port Clements, BC

Mayor and Council;

The Community Hall Society would like to thank the Village for providing a \$1,500.00 grant in 2015. It helped us to purchase a new commercial refrigerator for the kitchen. As well, your assistance in many ways, such as grass cutting, obtaining and installing the Christmas lights, and most recently applying for grants has helped to keep this important part of our infrastructure alive.

For 2016 we respectfully request the \$1,500.00 grant be renewed. We wish to undertake repairs and upgrades outlined in our successful Gwaii Trust application, and the Society will be responsible for approximately \$9,000 in matching funds for this work, as well as our usual operating expenses.

In the nearly 7 years our Society has been operating the Hall, we have largely focused on providing social benefits to our residents. In addition, through booking outside groups, attracting people from other Communities on Haida Gwaii, and construction on the Hall, we have brought revenue to the Village. We look forward to continuing to provide these benefits to our town.

Sincerely



Douglas Daugert

Chair, Port Clements Community Hall Society

C-1

## **VILLAGE OF PORT CLEMENTS**

### **BYLAW NO. 431, 2016**

#### **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 2015 tax year are \$232,068.00 and the money remaining due from other governments is \$0 totaling \$232,068.00 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. 431, 2016".
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 thirty two thousand sixty eight dollars. (\$232,068.00), 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 CAO.
4. Bylaw #427, 2015 is hereby repealed.

READ A FIRST TIME THIS 21<sup>st</sup> Day of March, 2016.

READ A SECOND TIME THIS 21<sup>st</sup> Day of March, 2016.

READ A THIRD TIME THIS 21<sup>st</sup> Day of March, 2016.

RECONSIDERED AND FINALLY ADOPTED THIS     Day of     , 2016.

---

IAN GOULD  
MAYOR

---

KIM MUSHYNSKY  
ADMINISTRATOR

---

CERTIFIED A TRUE COPY OF VILLAGE OF  
Revenue Anticipation Borrowing Bylaw No. 431, 2016".

# VILLAGE OF PORT CLEMENTS

Page 1 of 1

## Cheque Listing For Council

2016-Mar-16  
11:44:23AM

| Cheque # | Cheque Date | Vendor Name                       | Invoice #      | Invoice Description                  | Invoice Amount | Cheque Amount |
|----------|-------------|-----------------------------------|----------------|--------------------------------------|----------------|---------------|
| 160120   | 2016-03-04  | BC BOILER SERVICES LTD            | 00001853       | PAYMENT<br>BIOMASS PROJECT           | 36,750.00      | 36,750.00     |
| 160121   | 2016-03-04  | BC HYDRO                          | 2016-02-22     | PAYMENT<br>FEB 2016 POWER BILL       | 6,334.89       | 6,334.89      |
| 160122   | 2016-03-04  | BLUE CROSS                        | 339132         | PAYMENT<br>MARCH 2016 PREMIUMS       | 1,028.12       | 1,028.12      |
| 160123   | 2016-03-04  | Board of School Trustees          | 1516-058       | PAYMENT<br>OPERATING EXPENSES        | 5,331.52       | 5,331.52      |
| 160124   | 2016-03-04  | C. AND C. BEACHY CONTRACTING LTD  | 10216          | PAYMENT<br>BIOMASS PROJECT           | 173.25         | 173.25        |
| 160125   | 2016-03-04  | CIBC VISA                         | FEB2016        | PAYMENT<br>BASECAMP                  | 28.74          | 28.74         |
| 160126   | 2016-03-04  | LOCAL GOVT MGMT ASSOC. OF BC      | 2016RENEWAL    | PAYMENT<br>2016 MEMBERSHIP           | 50.00          | 50.00         |
| 160127   | 2016-03-04  | MUNICIPAL INFORMATION SYSTEMS INC | 20152106       | PAYMENT<br>UTILITY AND TAX PAPER     | 303.00         | 303.00        |
| 160128   | 2016-03-04  | Northern Communications           | 32318-03012016 | PAYMENT<br>FIRE DISPATCH             | 163.07         | 163.07        |
| 160129   | 2016-03-04  | NORTHERN HEALTH AUTHORITY         | 201704900      | PAYMENT<br>PC COMMUNITY WATER SYSTEI | 150.00         | 150.00        |
| 160130   | 2016-03-08  | BIG RED                           | 15542          | PAYMENT<br>WEEKLY CONTAINER SERVICE  | 283.76         | 283.76        |
| 160131   | 2016-03-08  | Iridia, Medical                   | 16-0507        | PAYMENT<br>AED REPLACEMENT PADS      | 84.84          | 84.84         |
| 160132   | 2016-03-08  | ROOTHAM SERVICES GROUP INC.       | 2168           | PAYMENT<br>BIOMASS PROJECT           | 7,680.96       | 7,680.96      |
| 160133   | 2016-03-08  | UNION OF BC MUNICIPALITIES        | D-4266         | PAYMENT<br>UBCM DUES                 | 660.45         | 660.45        |

**Total 59,022.60**

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

F-1



## STATEMENT OF ACCOUNTS

PO Box 94  
Masset BC V0T 1M0

MASSET BRANCH 250-626-5231

MEMBER NUMBER ~~XXXXXXXXXX~~

STATEMENT DATE January 31, 2016

PAGE 1 of 10

Village Of Port Clements  
PO BOX 198  
Port Clements BC V0T 1R0

39

### DEMAND ACCOUNTS

| Date               | Description  | Number | Withdrawals | Deposits | Balance    |
|--------------------|--|--------|-------------|----------|------------|
| <b>Business 75</b> |  |        |             |          |            |
| 31Dec2015          | Balance Forward  |        |             |          | 233,264.03 |
| 01Jan2016          | Clearing Cheque  | 381379 | 2,335.52    |          | 230,928.51 |
| 01Jan2016          | Clearing Cheque  | 381379 | 8,031.00    |          | 222,897.51 |
| 04Jan2016          | Pre-Authorized Credit - PROVINCE OF B.C                            |        |             | 742.67   | 223,640.18 |
| 05Jan2016          | Clearing Cheque  | 150623 | 56.38       |          | 223,583.80 |
| 05Jan2016          | Clearing Cheque  | 150614 | 170.94      |          | 223,412.86 |
| 05Jan2016          | Clearing Cheque  | 150613 | 262.50      |          | 223,150.36 |
| 05Jan2016          | Clearing Cheque  | 150631 | 1,175.00    |          | 221,975.36 |
| 06Jan2016          | Clearing Cheque  | 150609 | 305.98      |          | 221,669.38 |
| 06Jan2016          | Clearing Cheque  | 150630 | 2,770.35    |          | 218,899.03 |
| 07Jan2016          | Pre-Authorized Credit - SCHOOL DISTRICT 50                         |        |             | 1,075.78 | 219,974.81 |
| 07Jan2016          | Clearing Cheque  | 150607 | 160.48      |          | 219,814.33 |
| 07Jan2016          | Clearing Cheque  | 150606 | 425.25      |          | 219,389.08 |
| 07Jan2016          | Clearing Cheque  | 150611 | 457.21      |          | 218,931.87 |
| 08Jan2016          | Withdrawal   | 22     | 4,229.30    |          | 214,702.57 |
| 08Jan2016          | Bill Payment CIBC VISA 4503386141757010 Vendor Confirmation: 35927 | 810626 | 108.23      |          | 214,594.34 |
| 08Jan2016          | Deposit  |        |             | 3,436.89 | 218,031.23 |
| 08Jan2016          | Pre-Authorized Debit - Municipal Pensi                             |        | 1,005.06    |          | 217,026.17 |
| 08Jan2016          | Clearing Cheque  | 150608 | 901.20      |          | 216,124.97 |
| 11Jan2016          | Clearing Cheque  | 160010 | 3,606.75    |          | 212,518.22 |
| 12Jan2016          | Clearing Cheque  | 160026 | 1,537.20    |          | 210,981.02 |
| 12Jan2016          | Clearing Cheque  | 160022 | 1,760.00    |          | 209,221.02 |
| 12Jan2016          | Clearing Cheque  | 160006 | 5,644.09    |          | 203,576.93 |
| 13Jan2016          | Clearing Cheque  | 160023 | 11.20       |          | 203,565.73 |
| 13Jan2016          | Clearing Cheque  | 160008 | 283.76      |          | 203,281.97 |
| 13Jan2016          | Clearing Cheque  | 150612 | 470.91      |          | 202,811.06 |
| 14Jan2016          | Clearing Cheque  | 160007 | 600.00      |          | 202,211.06 |
| 15Jan2016          | Bill Payment BC Hydro 2328675 Vendor Confirmation: 589698          | 101895 | 5,778.46    |          | 196,432.60 |

continued...

**Our Haida Gwaii  
branch hours  
are changing**

Effective March 21, 2016, our hours will be:

**Masset**

Monday - Thursday: 10:00am - 3:00pm

Friday: 10:00am - 5:00pm

Saturday & Sunday: Closed

**Queen Charlotte**

Monday - Friday: 10:00am - 5:00pm

Saturday & Sunday: Closed

www.northsave.com

Printed on 40% Post Consumer Fibre



The Credit Union Deposit Insurance Corporation of British Columbia, a government corporation, protects 100% of all credit union deposits. Credit union equity shares and investments such as mutual funds or RRSP equity plans are not covered by deposit insurance.

If your MasterCard® or Member Card® debit card is lost or stolen call us immediately, 24 hours a day.  
For calls originating within Canada and continental USA, please call 1-800-LOST111  
For calls originating outside of Canada or continental USA, call (306) 566-1276 (collect).

F-2

Village Of Port Clements

## STATEMENT OF ACCOUNTS

PO Box 94  
Masset BC V0T 1M0

**MASSET BRANCH** 250-626-5231

**MEMBER NUMBER** [REDACTED]

**STATEMENT DATE** January 31, 2016

**PAGE** 2 of 10

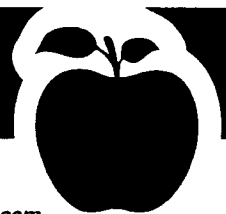
| Date               | Description  | Number  | Withdrawals | Deposits | Balance    |
|--------------------|--|---------|-------------|----------|------------|
| <b>Business 75</b> |  |         |             |          |            |
| 15Jan2016          | Bill Payment Credit Union MasterCard<br>5527497140094880 Vendor Confirmation: 590400 | 101958  | 1,860.50    |          | 194,572.10 |
| 15Jan2016          | Bill Payment Telus Communications 2285720649<br>Vendor Confirmation: 591401          | 102029  | 1,320.59    |          | 193,251.51 |
| 15Jan2016          | Deposit  |         |             | 1,832.54 | 195,084.05 |
| 15Jan2016          | Clearing Cheque  | 160025  | 694.58      |          | 194,389.47 |
| 18Jan2016          | Clearing Cheque  | 160005  | 315.00      |          | 194,074.47 |
| 18Jan2016          | Clearing Cheque  | 160021  | 438.76      |          | 193,635.71 |
| 18Jan2016          | Clearing Cheque  | 160014  | 835.83      |          | 192,799.88 |
| 18Jan2016          | Clearing Cheque  | 160009  | 1,028.12    |          | 191,771.76 |
| 18Jan2016          | Clearing Cheque  | 9000160 | 11,691.54   |          | 180,080.22 |
| 19Jan2016          | Clearing Cheque  | 160024  | 36.79       |          | 180,043.43 |
| 19Jan2016          | Clearing Cheque  | 381379  | 53.76       |          | 179,989.67 |
| 19Jan2016          | Clearing Cheque  | 150618  | 1,195.86    |          | 178,793.81 |
| 20Jan2016          | Incoming Interac Email Money Transfer  | 2016012 |             | 85.00    | 178,878.81 |
| 20Jan2016          | Clearing Cheque  | 160038  | 800.00      |          | 178,078.81 |
| 21Jan2016          | Clearing Cheque  | 160028  | 25.00       |          | 178,053.81 |
| 21Jan2016          | Clearing Cheque  | 160029  | 3,000.00    |          | 175,053.81 |
| 22Jan2016          | Withdrawal   | 22      | 5,342.91    |          | 169,710.90 |
| 22Jan2016          | Deposit  |         |             | 1,853.75 | 171,564.65 |
| 22Jan2016          | Clearing Cheque  | 160048  | 1,500.00    |          | 170,064.65 |
| 25Jan2016          | Pre-Authorized Debit - Municipal Pensi   |         | 1,005.06    |          | 169,059.59 |
| 26Jan2016          | Clearing Cheque  | 160017  | 183.75      |          | 168,875.84 |
| 26Jan2016          | Clearing Cheque  | 381379  | 207.20      |          | 168,668.64 |
| 26Jan2016          | Clearing Cheque  | 160012  | 865.20      |          | 167,803.44 |
| 27Jan2016          | Transfer in from 643734 Masset cheq  |         |             | 250.00   | 168,053.44 |
| 27Jan2016          | Clearing Cheque  | 160031  | 41.43       |          | 168,012.01 |
| 27Jan2016          | Clearing Cheque  | 160019  | 275.00      |          | 167,737.01 |
| 27Jan2016          | Clearing Cheque  | 160057  | 400.15      |          | 167,336.86 |
| 29Jan2016          | Deposit  |         |             | 3,320.64 | 170,657.50 |
| 31Jan2016          | Credit Interest  |         |             | 164.67   | 170,822.17 |
| 31Jan2016          | Monthly Service Fee  |         | 55.00       |          | 170,767.17 |

continued...

# A LESSON IN SMART SAVINGS

**Save the smart way and get 6 months free chequing!**

Learn how at [www.northsave.com](http://www.northsave.com)



[www.northsave.com](http://www.northsave.com)

Printed on 40% Post Consumer Fibre

The Credit Union Deposit Insurance Corporation of British Columbia, a government corporation, protects 100% of all credit union deposits. Credit union equity shares and investments such as mutual funds or RRSP equity plans are not covered by deposit insurance.

If your MasterCard® or Member Card® debit card is lost or stolen call us immediately, 24 hours a day.  
For calls originating within Canada and continental USA, please call 1-800-LOST111  
For calls originating outside of Canada or continental USA, call (306) 566-1276 (collect).

F-2

Village Of Port Clements

## STATEMENT OF ACCOUNTS

PO Box 94  
Masset BC V0T 1M0

**MASSET BRANCH** 250-626-5231

**MEMBER NUMBER** ~~XXXXXXXXXX~~

**STATEMENT DATE** January 31, 2016

**PAGE** 3 of 10

| Date | Description | Number | Withdrawals | Deposits | Balance |
|------|-------------|--------|-------------|----------|---------|
|------|-------------|--------|-------------|----------|---------|

### Business 75

|                                       |  |                  |                  |  |
|---------------------------------------|--|------------------|------------------|--|
| <b>Total Withdrawals and Deposits</b> |  | <b>75,258.80</b> | <b>12,761.94</b> |  |
|---------------------------------------|--|------------------|------------------|--|

Number of Cheques 39

### Membership Shares

|           |                 |  |  |  |       |
|-----------|-----------------|--|--|--|-------|
| 31Dec2015 | Balance Forward |  |  |  | 38.37 |
|-----------|-----------------|--|--|--|-------|

|                                       |  |            |            |  |
|---------------------------------------|--|------------|------------|--|
| <b>Total Withdrawals and Deposits</b> |  | <b>.00</b> | <b>.00</b> |  |
|---------------------------------------|--|------------|------------|--|

### Business Simply Savings

|           |                 |  |  |  |            |
|-----------|-----------------|--|--|--|------------|
| 31Dec2015 | Balance Forward |  |  |  | 409,097.01 |
|-----------|-----------------|--|--|--|------------|

|           |                 |  |  |        |            |
|-----------|-----------------|--|--|--------|------------|
| 31Jan2016 | Credit Interest |  |  | 330.08 | 409,427.09 |
|-----------|-----------------|--|--|--------|------------|

|                                       |  |            |               |  |
|---------------------------------------|--|------------|---------------|--|
| <b>Total Withdrawals and Deposits</b> |  | <b>.00</b> | <b>330.08</b> |  |
|---------------------------------------|--|------------|---------------|--|

### TERM DEPOSITS

| Date | Description | Withdrawals | Deposits | Balance |
|------|-------------|-------------|----------|---------|
|------|-------------|-------------|----------|---------|

#### Term 7: 12 - 60 Month Term -

|           |                 |  |  |            |
|-----------|-----------------|--|--|------------|
| 31Dec2015 | Balance Forward |  |  | 260,865.56 |
|-----------|-----------------|--|--|------------|

Start 13Feb2013 - Rate 2.1500% - NextInt 13Feb2016 - Matures 13Feb2016

#### Term 10: 3 Year Harvest Term -

|           |                 |  |  |            |
|-----------|-----------------|--|--|------------|
| 31Dec2015 | Balance Forward |  |  | 773,415.00 |
|-----------|-----------------|--|--|------------|

Start 21Nov2013 - Rate 3.6500% - NextInt 21Nov2016 - Matures 21Nov2016

#### Term 12: 12 - 60 Month Term -

|           |                 |  |  |            |
|-----------|-----------------|--|--|------------|
| 31Dec2015 | Balance Forward |  |  | 304,800.00 |
|-----------|-----------------|--|--|------------|

|           |                 |  |          |            |
|-----------|-----------------|--|----------|------------|
| 04Jan2016 | Credit Interest |  | 2,458.44 | 307,258.44 |
|-----------|-----------------|--|----------|------------|

Start 04Jan2016 - Rate 1.0500% - NextInt 04Jan2017 - Matures 04Jul2017

continued...

# Audit Confirmation

As part of our routine year-end audit procedures, our external auditors from the accounting firm KPMG LLP, have requested that you compare this statement to your own records. Please advise Jenna Siddle, via fax at: 604.691.3031 of any discrepancies.

[www.northsave.com](http://www.northsave.com)

Printed on 40% Post Consumer Fibre



F-2

Village Of Port Clements

## STATEMENT OF ACCOUNTS

PO Box 94  
Masset BC V0T 1M0

**MASSET BRANCH** 250-626-5231

**MEMBER NUMBER** ~~XXXXXX~~

**STATEMENT DATE** January 31, 2016

**PAGE** 4 of 10

| Date   | Description     | Withdrawals | Deposits | Balance    |
|--|-----------------|-------------|----------|------------|
| <b>Term 14: Short Term GSP (30 - 364 Days) -</b>                       |                 |             |          |            |
| 31Dec2015  | Balance Forward |             |          | 250,000.00 |
| Start 10Jul2015 - Rate 0.7500% - NextInt 08Jul2016 - Matures 08Jul2016 |                 |             |          |            |
| <b>Term 15: Short Term GSP (30 - 364 Days) -</b>                       |                 |             |          |            |
| 31Dec2015  | Balance Forward |             |          | 135,722.21 |
| Start 01Dec2015 - Rate 0.5000% - NextInt 06Mar2016 - Matures 06Mar2016 |                 |             |          |            |
| <b>Term 16: 3 Year Harvest Term -</b>                                  |                 |             |          |            |
| 31Dec2015  | Balance Forward |             |          | 11,424.93  |
| Start 01Nov2015 - Rate 1.0000% - NextInt 01Nov2016 - Matures 01Nov2018 |                 |             |          |            |

| Assets                   | Canadian Dollars    | US Dollars |
|--------------------------|---------------------|------------|
| Chequing                 | 170,767.17          | .00        |
| Savings                  | 409,427.09          | .00        |
| Terms                    | 1,738,686.14        | .00        |
| Registered Plans         | .00                 | .00        |
| Shares                   | 38.37               | .00        |
| <b>Total Assets</b>      | <b>2,318,918.77</b> | <b>.00</b> |
| Liabilities              | Canadian Dollars    | US Dollars |
| Line of Credit           | .00                 | .00        |
| Over limit LOC/overdraft | .00                 | .00        |
| Loans                    | .00                 | .00        |
| Mortgage                 | .00                 | .00        |
| <b>Total Liabilities</b> | <b>.00</b>          | <b>.00</b> |
|                          | <b>.00</b>          | <b>.00</b> |

Over limit Lines of Credit / Overdrafts interest rate is 24.0000

continued...

www.northsave.com

Printed on 40% Post Consumer Fibre



The Credit Union Deposit Insurance Corporation of British Columbia, a government corporation, protects 100% of all credit union deposits. Credit union equity shares and investments such as mutual funds or RRSP equity plans are not covered by deposit insurance.

If your MasterCard® or Member Card® debit card is lost or stolen call us immediately, 24 hours a day.  
For calls originating within Canada and continental USA, please call 1-800-LOST111.  
For calls originating outside of Canada or continental USA, call (306) 566-1276 (collect).

F-2

Village Of Port Clements  
PO BOX 198  
Port Clements BC V0T 1R0

## STATEMENT OF ACCOUNTS

PO Box 94  
Masset BC V0T 1M0

MASSET BRANCH 250-626-5231

MEMBER NUMBER ~~XXXXXXXXXX~~

STATEMENT DATE February 29, 2016

PAGE 1 of 10

31

### DEMAND ACCOUNTS

| Date               | Description                             | Number | Withdrawals | Deposits  | Balance    |
|--------------------|---|--------|-------------|-----------|------------|
| <b>Business 75</b> |   |        |             |           |            |
| 31Jan2016          | Balance Forward                         |        |             |           | 170,767.17 |
| 31Jan2016          | Credit Interest                         |        |             |           |            |
|                    | Reversed 01Feb2016                      |        | 164.67      |           | 170,602.50 |
| 31Jan2016          | Monthly Service Fee                     |        |             |           |            |
|                    | Reversed 01Feb2016                      |        |             | 55.00     | 170,657.50 |
| 28Jan2016          | Entered 01Feb2016 Clearing Cheque       | 160037 | 51.87       |           | 170,605.63 |
| 28Jan2016          | Entered 01Feb2016 Clearing Cheque       | 160018 | 62.05       |           | 170,543.58 |
| 28Jan2016          | Entered 01Feb2016 Clearing Cheque       | 160045 | 424.54      |           | 170,119.04 |
| 28Jan2016          | Entered 01Feb2016 Clearing Cheque       | 160036 | 3,185.70    |           | 166,933.34 |
| 29Jan2016          | Entered 02Feb2016 Clearing Cheque       | 150602 | 35.65       |           | 166,897.69 |
| 29Jan2016          | Entered 02Feb2016 Clearing Cheque       | 160034 | 305.98      |           | 166,591.71 |
| 29Jan2016          | Entered 02Feb2016 Clearing Cheque       | 160055 | 571.20      |           | 166,020.51 |
| 29Jan2016          | Entered 02Feb2016 Clearing Cheque       | 160046 | 5,905.35    |           | 160,115.16 |
| 31Jan2016          | Credit Interest                         |        |             | 163.70    | 160,278.86 |
| 31Jan2016          | Monthly Service Fee                     |        | 55.00       |           | 160,223.86 |
| 31Jan2016          | Adjusted balance forward                |        |             |           | 160,223.86 |
| 01Feb2016          | Pre-Authorized Credit - PROVINCE OF B.C |        |             | 742.67    | 160,966.53 |
| 02Feb2016          | Clearing Cheque                         | 160035 | 163.07      |           | 160,803.46 |
| 03Feb2016          | Clearing Cheque                         | 160050 | 48.32       |           | 160,755.14 |
| 03Feb2016          | Clearing Cheque                         | 150569 | 145.00      |           | 160,610.14 |
| 03Feb2016          | Clearing Cheque                         | 160058 | 543.81      |           | 160,066.33 |
| 03Feb2016          | Clearing Cheque                         | 160052 | 2,338.88    |           | 157,727.45 |
| 04Feb2016          | Clearing Cheque                         | 160061 | 715.14      |           | 157,012.31 |
| 04Feb2016          | Clearing Cheque                         | 160059 | 1,150.00    |           | 155,862.31 |
| 04Feb2016          | Clearing Cheque                         | 160066 | 1,175.00    |           | 154,687.31 |
| 04Feb2016          | Clearing Cheque                         | 160049 | 3,185.00    |           | 151,502.31 |
| 04Feb2016          | Clearing Cheque                         | 160056 | 3,788.27    |           | 147,714.04 |
| 04Feb2016          | Clearing Cheque                         | 160051 | 17,581.73   |           | 130,132.31 |
| 05Feb2016          | Withdrawal                              | 22     | 5,062.92    |           | 125,069.39 |
| 05Feb2016          | Pre-Authorized Debit - Municipal Pensi  |        | 1,202.93    |           | 123,866.46 |
| 09Feb2016          | Night Deposit                           |        |             | 69,921.27 | 193,787.73 |

continued...

**Our Haida Gwaii  
branch hours  
are changing**

Effective March 21, 2016, our hours will be:

#### Masset

Monday - Thursday: 10:00am - 3:00pm

Friday: 10:00am - 5:00pm

Saturday & Sunday: Closed

#### Queen Charlotte

Monday - Friday: 10:00am - 5:00pm

Saturday & Sunday: Closed

www.northsave.com

Printed on 40% Post Consumer Fibre



The Credit Union Deposit Insurance Corporation of British Columbia, a government corporation, protects 100% of all credit union deposits. Credit union equity shares and investments such as mutual funds or RRSP equity plans are not covered by deposit insurance.

If your MasterCard® or Member Card® debit card is lost or stolen call us immediately, 24 hours a day.  
For calls originating within Canada and continental USA, please call 1-800-LOST111.  
For calls originating outside of Canada or continental USA, call (306) 566-1276 (collect).

F-3

Village Of Port Clements

## STATEMENT OF ACCOUNTS

PO Box 94  
Masset BC V0T 1M0

**MASSET BRANCH** 250-626-5231

**MEMBER NUMBER** ~~788-1000~~

**STATEMENT DATE** February 29, 2016

**PAGE** 2 of 10

| Date               | Description   | Number  | Withdrawals | Deposits | Balance    |
|--------------------|---|---------|-------------|----------|------------|
| <b>Business 75</b> |   |         |             |          |            |
| 09Feb2016          | Clearing Cheque   | 160063  | 73.32       |          | 193,714.41 |
| 09Feb2016          | Clearing Cheque   | 160053  | 336.00      |          | 193,378.41 |
| 09Feb2016          | Clearing Cheque   | 160082  | 2,064.10    |          | 191,314.31 |
| 10Feb2016          | Incoming Interac Email Money Transfer   | 2016021 |             | 976.76   | 192,291.07 |
| 10Feb2016          | Clearing Cheque   | 160081  | 2,187.13    |          | 190,103.94 |
| 10Feb2016          | Clearing Cheque   | 160054  | 3,071.39    |          | 187,032.55 |
| 10Feb2016          | Clearing Cheque   | 160078  | 3,750.00    |          | 183,282.55 |
| 11Feb2016          | Bill Payment BC Hydro 2328675 Vendor Confirmation: 822798                         | 608145  | 3,959.59    |          | 179,322.96 |
| 11Feb2016          | Bill Payment CIBC VISA 4503386141757010 Vendor Confirmation: 823799               | 608219  | 29.20       |          | 179,293.76 |
| 12Feb2016          | Deposit   |         |             | 2,533.95 | 181,827.71 |
| 12Feb2016          | Clearing Cheque   | 160074  | 238.76      |          | 181,588.95 |
| 15Feb2016          | Charge Back   | 28      | 200.00      |          | 181,388.95 |
|                    | Service Charge  |         | 6.50        |          | 181,382.45 |
| 15Feb2016          | Bill Payment Credit Union MasterCard 5527497140094880 Vendor Confirmation: 791541 | 601477  | 14,479.31   |          | 166,903.14 |
| 15Feb2016          | Bill Payment Telus Communications 2285720649 Vendor Confirmation: 792342          | 601521  | 1,310.47    |          | 165,592.67 |
| 15Feb2016          | Clearing Cheque   | 160013  | 23.13       |          | 165,569.54 |
| 16Feb2016          | Pre-Authorized Credit - PROVINCE OF B.C   |         |             | 966.96   | 166,536.50 |
| 16Feb2016          | Clearing Cheque   | 160079  | 420.00      |          | 166,116.50 |
| 16Feb2016          | Clearing Cheque   | 160062  | 900.00      |          | 165,216.50 |
| 16Feb2016          | Clearing Cheque   | 160076  | 721.35      |          | 164,495.15 |
| 17Feb2016          | Clearing Cheque   | 381379  | 1,238.57    |          | 163,256.58 |
| 17Feb2016          | Clearing Cheque - Blue Cross  | 160075  | 1,028.12    |          | 162,228.46 |
| 17Feb2016          | Clearing Cheque   | 160047  | 150.00      |          | 162,078.46 |
| 19Feb2016          | Withdrawal  | 22      | 5,571.32    |          | 156,507.14 |
| 19Feb2016          | Pre-Authorized Credit - SCHOOL DISTRICT 50  |         |             | 501.00   | 157,008.14 |
| 19Feb2016          | Pre-Authorized Debit - Municipal Pensi  |         | 1,361.51    |          | 155,646.63 |
| 19Feb2016          | Clearing Cheque   | 160067  | 483.59      |          | 155,163.04 |
| 20Feb2016          | Deposit   |         |             | 6,379.74 | 161,542.78 |

continued...

|                               |  |  |   |
|-------------------------------|--|--|---|
| <b>In-Branch Voting</b>       | Prince Rupert and Terrace: April 20 – 22<br>Queen Charlotte: April 21 – 23 |  |   |
| <b>Membership Meetings</b>    | Masset, Branch Lobby<br>Wednesday, April 27 – 7:00pm                       | Queen Charlotte, Branch Lobby<br>Thursday, April 28 – 7:00pm | Terrace, Branch Lobby<br>Monday, May 2 – 7:00pm |
| <b>Annual General Meeting</b> | Prince Rupert, Crest Hotel<br>Wednesday, May 4 – 7:00pm                    |  |   |



F-3

Village Of Port Clements

## STATEMENT OF ACCOUNTS

PO Box 94  
Masset BC V0T 1M0

MASSET BRANCH 250-626-5231

MEMBER NUMBER ~~XXXXXXXXXX~~

STATEMENT DATE February 29, 2016

PAGE 3 of 10

| Date                                  | Description  | Number | Withdrawals       | Deposits         | Balance    |
|---------------------------------------|--|--------|-------------------|------------------|------------|
| <b>Business 75</b>                    |  |        |                   |                  |            |
| 22Feb2016                             | Clearing Cheque  | 160080 | 163.07            |                  | 161,379.71 |
| 22Feb2016                             | Clearing Cheque  | 160103 | 5,103.63          |                  | 156,276.08 |
| 23Feb2016                             | Pre-Authorized Credit - PROVINCE OF B.C                |        |                   | 770.00           | 157,046.08 |
| 23Feb2016                             | Clearing Cheque  | 160088 | 3,520.00          |                  | 153,526.08 |
| 24Feb2016                             | Clearing Cheque  | 160020 | 60,500.00         |                  | 93,026.08  |
| 25Feb2016                             | Clearing Cheque  | 160107 | 162.50            |                  | 92,863.58  |
| 26Feb2016                             | Pre-Authorized Credit - SCHOOL DISTRICT 50             |        |                   | 97.44            | 92,961.02  |
| 27Feb2016                             | Transfer in from 643734 Masset cheq                    |        |                   | 250.00           | 93,211.02  |
| 29Feb2016                             | Pre-Authorized Credit - TAAN FOREST LIMITED PARTNERSHI |        |                   | 30.00            | 93,241.02  |
| 29Feb2016                             | Credit Interest  |        |                   | 115.21           | 93,356.23  |
| 29Feb2016                             | Monthly Service Fee                                    |        | 55.00             |                  | 93,301.23  |
| <b>Total Withdrawals and Deposits</b> |  |        | <b>160,969.64</b> | <b>83,503.70</b> |            |

### Number of Cheques 39

### Membership Shares

|                                       |                 |  |            |            |       |
|---------------------------------------|-----------------|--|------------|------------|-------|
| 31Jan2016                             | Balance Forward |  |            |            | 38.37 |
| <b>Total Withdrawals and Deposits</b> |                 |  | <b>.00</b> | <b>.00</b> |       |

### Business Simply Savings

|                                       |                 |  |            |               |            |
|---------------------------------------|-----------------|--|------------|---------------|------------|
| 31Jan2016                             | Balance Forward |  |            |               | 409,427.09 |
| 29Feb2016                             | Credit Interest |  |            | 309.03        | 409,736.12 |
| <b>Total Withdrawals and Deposits</b> |                 |  | <b>.00</b> | <b>309.03</b> |            |

continued...

Strengthening our members, organization and communities through cooperative financial services.

www.northsave.com

www.northsave.com

Printed on 40% Post Consumer Fibre



F-3

Village Of Port Clements

## STATEMENT OF ACCOUNTS

PO Box 94  
Masset BC V0T 1M0

**MASSET BRANCH** 250-626-5231

**MEMBER NUMBER** ~~XXXXXX~~

**STATEMENT DATE** February 29, 2016

**PAGE** 4 of 10

### TERM DEPOSITS

| Date   | Description     | Withdrawals | Deposits | Balance    |
|--|-----------------|-------------|----------|------------|
| <b>Term 7: 12 - 60 Month Term -</b>                                    |                 |             |          |            |
| 31Jan2016  | Balance Forward |             |          | 260,865.56 |
| 13Feb2016  | Credit Interest |             | 5,608.61 | 266,474.17 |
| Start 13Feb2016 - Rate 1.5000% - NextInt 13Feb2017 - Matures 13Feb2019 |                 |             |          |            |
| <b>Term 10: 3 Year Harvest Term -</b>                                  |                 |             |          |            |
| 31Jan2016  | Balance Forward |             |          | 773,415.00 |
| Start 21Nov2013 - Rate 3.6500% - NextInt 21Nov2016 - Matures 21Nov2016 |                 |             |          |            |
| <b>Term 12: 12 - 60 Month Term -</b>                                   |                 |             |          |            |
| 31Jan2016  | Balance Forward |             |          | 307,258.44 |
| Start 04Jan2016 - Rate 1.0500% - NextInt 04Jan2017 - Matures 04Jul2017 |                 |             |          |            |
| <b>Term 14: Short Term GSP (30 - 364 Days) -</b>                       |                 |             |          |            |
| 31Jan2016  | Balance Forward |             |          | 250,000.00 |
| Start 10Jul2015 - Rate 1.0000% - NextInt 08Jul2016 - Matures 08Jul2016 |                 |             |          |            |
| <b>Term 15: Short Term GSP (30 - 364 Days) -</b>                       |                 |             |          |            |
| 31Jan2016  | Balance Forward |             |          | 135,722.21 |
| Start 01Dec2015 - Rate 0.5000% - NextInt 06Mar2016 - Matures 06Mar2016 |                 |             |          |            |
| <b>Term 16: 3 Year Harvest Term -</b>                                  |                 |             |          |            |
| 31Jan2016  | Balance Forward |             |          | 11,424.93  |
| Start 01Nov2015 - Rate 1.0000% - NextInt 01Nov2016 - Matures 01Nov2018 |                 |             |          |            |

continued...

[www.northsave.com](http://www.northsave.com)

Printed on 40% Post Consumer Fibre



The Credit Union Deposit Insurance Corporation of British Columbia, a government corporation, protects 100% of all credit union deposits. Credit union equity shares and investments such as mutual funds or RRSP equity plans are not covered by deposit insurance.

If your MasterCard® or Member Card® debit card is lost or stolen call us immediately, 24 hours a day.  
For calls originating within Canada and continental USA, please call 1-800-LOST111  
For calls originating outside of Canada or continental USA, call (306) 566-1276 (collect).

F-3



Village Of Port Clements

## STATEMENT OF ACCOUNTS

PO Box 94  
Masset BC V0T 1M0

**MASSET BRANCH** 250-626-5231

**MEMBER NUMBER** ~~XXXXXXXXXX~~

**STATEMENT DATE** February 29, 2016

**PAGE** 5 of 10

| <b>Assets</b>            | <b>Canadian Dollars</b> | <b>US Dollars</b> |
|--------------------------|-------------------------|-------------------|
| Chequing                 | 93,301.23               | .00               |
| Savings                  | 409,736.12              | .00               |
| Terms                    | 1,744,294.75            | .00               |
| Registered Plans         | .00                     | .00               |
| Shares                   | 38.37                   | .00               |
| <b>Total Assets</b>      | <b>2,247,370.47</b>     | <b>.00</b>        |
| <b>Liabilities</b>       | <b>Canadian Dollars</b> | <b>US Dollars</b> |
| Line of Credit           | .00                     | .00               |
| Over limit LOC/overdraft | .00                     | .00               |
| Loans                    | .00                     | .00               |
| Mortgage                 | .00                     | .00               |
| <b>Total Liabilities</b> | <b>.00</b>              | <b>.00</b>        |
|                          | <b>.00</b>              | <b>.00</b>        |

Over limit Lines of Credit / Overdrafts interest rate is 24.0000

continued...



5.3



## CIBC Account Statement

VILLAGE OF PORT CLEMENTS

For Feb 1 to Feb 29, 2016

Account number

~~98888888~~

Branch transit number

00180

The names shown are based on our current records, as of March 2, 2016. This statement does not reflect any changes in account holders and account holder names that may have occurred prior to this date.

### Account summary

|  |          |                     |
|--|----------|---------------------|
| Opening balance on Feb 1, 2016         |          | \$106,257.57        |
| Withdrawals                            | -        | 39.00               |
| Deposits                               | +        | 6,110.07            |
| <b>Closing balance on Feb 29, 2016</b> | <b>=</b> | <b>\$112,328.64</b> |

Your authorized overdraft limit: \$189,510.00

### 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](http://www.cibc.com)

### Transaction details

| Date         | Description                  | Withdrawals (\$) | Deposits (\$) | Balance (\$)        |
|--------------|------------------------------|------------------|---------------|---------------------|
| <b>Feb 1</b> | <b>Opening balance</b>       |                  |               | <b>\$106,257.57</b> |
| Feb 1        | CREDIT MEMO                  |                  | 50.00         | 106,307.57          |
|              | CREDIT UNION CENTRAL OF B.C. |                  |               |                     |
|              | DEBIT MEMO                   | 39.00            |               | 106,268.57          |
|              | CHARGE FOR JAN               |                  |               |                     |
|              | CIBC EFT SERVICE CHARGE      |                  |               |                     |
| Feb 3        | CREDIT MEMO                  |                  | 60.00         | 106,328.57          |
|              | CREDIT UNION CENTRAL OF B.C. |                  |               |                     |
| Feb 9        | CREDIT MEMO                  |                  | 400.00        | 106,728.57          |
|              | CREDIT UNION CENTRAL OF B.C. |                  |               |                     |
| Feb 10       | CREDIT MEMO                  |                  | 179.25        | 106,907.82          |
|              | CREDIT UNION CENTRAL OF B.C. |                  |               |                     |
| Feb 11       | CREDIT MEMO                  |                  | 200.00        | 107,107.82          |
|              | CREDIT UNION CENTRAL OF B.C. |                  |               |                     |
|              | CREDIT MEMO                  |                  | 537.75        | 107,645.57          |
|              | CREDIT UNION CENTRAL OF B.C. |                  |               |                     |

(continued on next page)

F-4

**CIBC Account Statement**

Feb 1 to Feb 29, 2016

Account number: [REDACTED]

Branch transit number: 00180

**Transaction details (continued)**

| Date   | Description                                 | Withdrawals (\$) | Deposits (\$) | Balance (\$) |
|--------|---|------------------|---------------|--------------|
| Feb 11 | Balance forward                             |                  |               | \$107,645.57 |
| Feb 12 | CREDIT MEMO<br>CREDIT UNION CENTRAL OF B.C. |                  | 179.25        | 107,824.82   |
| Feb 15 | CREDIT MEMO<br>CREDIT UNION CENTRAL OF B.C. |                  | 138.00        | 107,962.82   |
|        | CREDIT MEMO<br>CREDIT UNION CENTRAL OF B.C. |                  | 533.82        | 108,496.64   |
| Feb 16 | CREDIT MEMO<br>CREDIT UNION CENTRAL OF B.C. |                  | 317.25        | 108,813.89   |
| Feb 17 | CREDIT MEMO<br>CREDIT UNION CENTRAL OF B.C. |                  | 717.50        | 109,531.39   |
| Feb 18 | CREDIT MEMO<br>CREDIT UNION CENTRAL OF B.C. |                  | 180.00        | 109,711.39   |
|        | CREDIT MEMO<br>CREDIT UNION CENTRAL OF B.C. |                  | 179.25        | 109,890.64   |
| Feb 19 | CREDIT MEMO<br>CREDIT UNION CENTRAL OF B.C. |                  | 358.25        | 110,248.89   |
| Feb 22 | CREDIT MEMO<br>CREDIT UNION CENTRAL OF B.C. |                  | 100.00        | 110,348.89   |
|        | CREDIT MEMO<br>CREDIT UNION CENTRAL OF B.C. |                  | 179.25        | 110,528.14   |
|        | CREDIT MEMO<br>CREDIT UNION CENTRAL OF B.C. |                  | 717.00        | 111,245.14   |
| Feb 23 | CREDIT MEMO<br>CREDIT UNION CENTRAL OF B.C. |                  | 465.75        | 111,710.89   |
| Feb 24 | CREDIT MEMO<br>CREDIT UNION CENTRAL OF B.C. |                  | 179.25        | 111,890.14   |
| Feb 29 | CREDIT MEMO<br>CREDIT UNION CENTRAL OF B.C. |                  | 358.50        | 112,248.64   |
|        | CREDIT MEMO<br>CREDIT UNION CENTRAL OF B.C. |                  | 80.00         | 112,328.64   |
|        | Closing balance                             |                  |               | \$112,328.64 |

F-4



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

36 Cedar Avenue West  
PO Box 198  
Port Clements, BC  
V0T1R0  
Phone :250-557-4295  
FAX :250-557-4568  
Email : cao@portclements.ca  
Web : www.portclements.ca

File #0230-02-03-2016

DRAFT – TO BE DISCUSSED AT MARCH 21, 2016 COUNCIL MEETING

To: Gwaii Trust

Re: Vibrant Communities Program

While we are very pleased that Gwaii Trust announced the Vibrant Communities program at the end of 2015, when we began to really look at it for implementation in 2016 several challenges came to light.

It was originally thought that this funding would be for municipal purposes, a thought that was supported by the program release which spoke very clearly about infrastructure. We have since been advised that this money is for municipalities and not-for-profits and that apparently it will cover core funding, which is rarely ever funded, making it extremely valuable to not-for-profits. We have also noted that while Old Massett and Skidegate each received a set amount, Graham Island North, Central and South are required to share their amounts with the unincorporated areas within their respective geographic areas decreasing the amount available to those communities and thereby reducing the equity of this program.

This information creates challenges which need to be resolved.

1. If the Municipalities are to decide whether the funding is used for our purposes or not-for-profit purposes this puts us in a conflict of interest position. While we may not get legally called on this situation, it definitely has the potential to create hard feelings within the community and leaves us vulnerable to a lawsuit. As we already know in Port Clements, it costs a lot of money to defend yourself, even if you are eventually proven correct, because Conflict of Interest for Municipalities is a Supreme Court issue and can't be decided by a lesser means. It also negates one of the attractions of year over year funding. One of the values of secured funding is that it allows Municipalities to attempt to leverage other funding. However if it is unknown from year to year whether the funding will go to the Municipality or a not-for-profit then this usefulness has been taken away.

NB-1

2. The funding split in the three Graham island areas has not been predetermined. While Port Clements has traditionally split the Christmas Fund with Tlell in a 30/70 split this very split has now been called into question as to its accurateness which can happen when more money is involved. In addition there has been concern raised about "who" the governing body is for the various unincorporated areas on Haida Gwaii which further confounds where permission is to be sought.

Here are some of our thoughts on increasing the functionality of this funding program.

1. Allot \$250,000/year to each of the communities (Old Massett, Masset, Port Clements, Skidegate, Queen Charlotte AND the Regional District). This arrangement eliminates problem #2 because it clearly delineates by community and makes the Regional District, which is the governing body for the unincorporated areas, responsible for their own projects and not involved in municipal projects. The Regional District can then determine what format their approvals will take (whether by geographic area or as a total or whatever scheme they settle upon). This may be able to be accomplished without changing your budget as you have some funding left over from the recent Major Infrastructure call which can be reallocated. Alternatively, if there are not enough remaining funds from Major Infrastructure, you could simply change your budget. The Trust has never been overly concerned in the past about changing its budget mid-stream.
2. Have Gwaii Trust be the authorizing body for the applications, which resolves part of the concern in #1 above, and, further, if you really wish to make this available to not-for-profits, make a hard split by dollar or percentage so everyone is clear from the start what they are annually entitled to, so that the year over year guaranteed funding once again has the value it should.

Thank you for considering our concerns. We hope that a quick resolution can occur as Port Clements has a project in the wings which we would really like to finish before mid-May.

Sincerely,

Mayor Gould – Village of Port Clements

NB-1

## Kim Mushynsky

---

**From:** Carla Lutner <carla.lutner@gwaiitrust.com>  
**Sent:** March-14-16 4:56 PM  
**To:** Kim Mushynsky  
**Subject:** RE: Vibrant Communities

Hi Kim, I did bring the concerns that were expressed about the Vibrant Communities fund to the Executive on Thursday evening and again in person at the Saturday Board meeting. The Executive have asked that the communities concerns be put into a letter authorized by the Councils to be considered further by the Board or section thereof. (as opposed to staff to staff)

Thank you,

Carla

Sent from Mail for Windows 10

**From:** Kim Mushynsky  
**Sent:** March 14, 2016 1:32 PM  
**To:** [carla.lutner@gwaiitrust.com](mailto:carla.lutner@gwaiitrust.com)  
**Subject:** Vibrant Communities

Carla:

Do we have any further direction in regards to the Vibrant Communities program as a result of the Executive meeting?

Thanks,

*Kim Mushynsky, BBA*  
*Chief Administrative Officer*  
Village of Port Clements  
Box 198  
Port Clements, BC  
V0T 1R0  
Phone: 250-557-4295  
Fax: 250-557-4568

*This message is intended only for the use of the individual or entity to whom it is addressed and may contain information (including all attachments) that is privileged, confidential and exempt from disclosure. If you are not the intended recipient, please notify the sender immediately and delete the original and any copies of this message. Please do not print, copy, disseminate, or otherwise use this information. Thank you.*

# BIOMASS INSTALLATION REVIEW

|   | Canadian Western<br>Mechanical Original | CWM blended<br>with VOPC | VOPC<br>General | VOPC with<br>local project manager |
|---|---|--------------------------|-----------------|------------------------------------|
| Mobilize & demobilize                         | \$20,000                                | \$14,000                 | \$0             | \$5,000                            |
| Bonding & security                            | \$5,000                                 | \$5,000                  | \$0             | \$5,000                            |
| Operations & Maintenance Manuals              | \$2,000                                 | \$2,000                  | \$2,000         | \$2,000                            |
| Sea Can levelling pad                         | \$14,000                                | \$8,000                  | \$8,000         | \$8,000                            |
| Mechanical - internal piping                  | \$6,000                                 | \$6,000                  | \$6,000         | \$6,000                            |
| Mechanical - outside piping                   | \$150,000                               | \$75,000                 | \$54,000        | \$54,000                           |
| Mechanical - multiplex                        | \$23,000                                | \$23,000                 | \$30,000        | \$30,000                           |
| Mechanical - firehall                         | \$13,000                                | \$13,000                 | \$10,000        | \$10,000                           |
| Electrical - instrumentation, conduit, cables | \$150,000                               | \$150,000                | \$50,000        | \$50,000                           |
| Management fee and labourers                  | \$0                                     | \$0                      | \$20,000        | \$50,000                           |
| Electrical - start-up testing & commissioning | \$10,000                                | \$10,000                 | \$10,000        | \$10,000                           |
| Fuel Feed Building                            | \$15,000                                | \$15,000                 | \$15,000        | \$15,000                           |

|  |           |           |           |           |
|--|-----------|-----------|-----------|-----------|
| Total before taxes                         | \$408,000 | \$321,000 | \$205,000 | \$245,000 |
| Contingency based on estimated risk factor | \$20,400  | \$25,700  | \$51,250  | \$49,000  |
| Money already spent to Aug. 31, 2015       | \$135,055 | \$135,055 | \$135,055 | \$135,055 |

**Total estimated cost for project**                      **\$563,455**                      **\$481,755**                      **\$391,305**                      **\$429,055**

Actual costs as of Feb. 29, 2016                      \$309,300

Estimated outstanding costs yet to be paid                      \$65,640

**Total Project Costs**                      **\$374,940**

**UNDER BUDGET**                      **-\$54,115**

Motion 2015-258 approved proceeding with Option D - VOPC with local project manager.



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

36 Cedar Avenue West  
PO Box 198  
Port Clements, BC  
V0T1R0  
OFFICE :250-557-4295  
Public Works :250-557-4326  
FAX :250-557-4568  
Email : office@portclements.ca  
Web : www.portclements.ca

## REPORT TO COUNCIL

Author: Kim Mushynsky  
Date: March 15, 2016  
Re: **Local Government Management Exchange Program**

---

Background: Each year the Local Government Management Association of BC (LGMA) in conjunction with the New Zealand Society of Local Government Managers (SOLGM) facilitate a professional exchange program for Municipal Administrators. An administrator from a BC Municipality spends two weeks as a guest at a Municipality in New Zealand and vice versa. The program exists to provide a forum for the exchange of skills, competencies and knowledge and enhance the career development of each of the participants. Interested Administrators must submit a proposal which outlines their learning objectives, areas of interest, how they will share the knowledge gained from the exchange with other BC Administrators and identifies how this experience will support their own professional development. The successful candidate will then spend two weeks in New Zealand as a guest of a Municipality there in September 2016 and then that Municipality will send a guest to the candidates' community for two weeks in May 2017. Travel is covered by LGMA and SOLGM and the candidates will stay in the home of their counterparts.

Included with the application is a resolution from Council verifying that they support the application and that they will grant the Administrator time off with pay to participate in this event. If the Municipality wishes to undertake any additional activities related to this exchange that must be spelled out in the application.

Deadline for the applications is April 22, 2016.

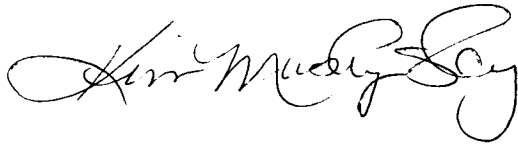
Costs to the Municipality will include two weeks' time off with pay for the Administrator in September as well as acknowledging that for two weeks the following May the Administrator will be spending a significant amount of time with the visiting Administrator which would impact their duties. There may be some travel costs associated with visiting other communities on Haida Gwaii with the visiting Administrator. Attendance at the 2017 LGMA conference is mandatory – however annual attendance at this event is something that is already in the Administrator's contract so that is not an additional expense. The Administrator will personally incur the cost of housing and feeding the visiting person.

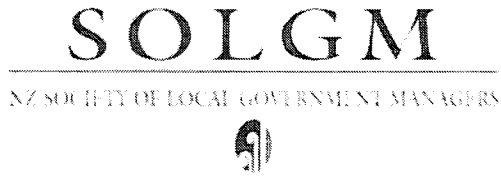
R-2



Request: I request permission from Council to enter my name in the 2016 Overseas Management Exchange Program.

Respectfully submitted:

A handwritten signature in cursive script, appearing to read "Kim M. B. Lee". The signature is fluid and elegant, with the first name "Kim" being the most prominent.



## 2016/17 OVERSEAS MANAGER EXCHANGE PROGRAM

### Certificate of Employing Local Government

*Please attach completed certificate to application.*

I hereby certify that L. Kim Mushynsky - CAO  
is making this application with the full knowledge and approval of this Council, and if  
selected no objection will be offered to absence from duty for the period of the 2016/17  
Manager Exchange.

In addition to leave with pay, the Council offers the following support additional to that being  
provided by LGMA (please detail):

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Signed ..... Date .....  
Mayor / Chairperson / Chief Executive

R-2

## **ACTION ITEMS**

| <b><u>#</u></b> | <b><u>Date</u></b> | <b><u>Description</u></b>  | <b><u>Lead</u></b> | <b><u>Follow up</u></b>  |
|-----------------|--------------------|--|--------------------|--|
| A16             | 15-10-2012         | Bus Shelter  | Staff              | Councillor O'Brien Anderson expressed an interest in perhaps taking this on as a project |
| A21             | 15-07-2013         | Drainage concern at far end between Park & Tingley include Yakoun Lane in drainage issue | Gaspar             | Develop a plan for addressing this issue   |
| A26             | 17-02-2014         | Historic Councillor Plaque(s)  | Administrator      | Some plaques up - more as time permits   |
| A27             | 05-05-2014         | Park Management Committee  | Administration     | Finalize park management plans after results from questionnaire have been reviewed.      |
| A30             | 19-10-2015         | Mural for Community Hall (Community Futures)   | Administration     | 2016 Strategic Planning process  |