



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

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

7:00 p.m. Regular Meeting of Council Tuesday, May 20, 2014

**AGENDA**

1. ADOPT AGENDA.
  2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.  
D-1-In Memory of Joan Ann Allen  
D-2-Cst. Chris Kienzle, RCMP Quarterly Policing Report
  3. MINUTES.  
M-1-Regular meeting of Council Monday, May 5, 2014  
M-2-Special meeting of Council Monday, May 12, 2014  
M-3-Tourism Committee Friday, April 11, 2014
  4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.  
BA-1-AED installation update  
BA-2-Golden Spruce Farms follow-up  
BA-3-MaPP
  5. ORIGINAL CORRESPONDENCE.  
C-1-Emergency Management British Columbia initiative
  6. GOVERNMENT.
  7. FINANCE.  
F-1-Cheque Listing to May 14, 2014  
F-2-April bank statement Northern Savings Credit Union  
F-3-April bank statement Canadian Imperial Bank of Commerce
  8. NEW BUSINESS.  
NB-1-Report to Council – Town Beautification  
NB-2-Report to Council – #6 Bayview Drive  
NB-3-Vancouver Island Regional Library extended hours 2015
  9. ACTION ITEMS.  
A-1-See Attached
  10. REPORTS & DISCUSSIONS.
  11. QUESTIONS FROM THE PUBLIC & PRESS.
- ADJOURNMENT.

# **Masset Detachment**



## **Quarterly Policing Report January 1st, 2014 to March 31st, 2014**

Prepared By: Cpl. Glen BRECKON  
Acting Detachment Commander  
2014-04-17

## INTRODUCTION

Please find a summary of the activities of the Masset RCMP Detachment for the period of January 1<sup>st</sup>, 2014 to March 31st, 2014.

## HUMAN RESOURCES

The Masset RCMP Detachment consists of 9 Regular Members, 2 Public Service Employees and 1 Casual Employee along with 7 guards.

The detachment is currently going through a changeover of regular members. This is due to natural transfers as well as three promotional transfers. This year will see up to 7 of 9 members transfer out. Currently the detachment has two vacant positions which are set to be filled in May. The detachment commander position is still in the process of being filled via a promotional competition. I do not know exactly when this position will be selected. The detachment commander position closed for applications on March 19, 2014.

Cpl. Glen BRECKON who has been in the Acting Detachment Commander role since Sgt. Blake WARD's departure will be leaving Masset on May 22, 2014 for his promotional transfer. His replacement as the Operations Supervisor is scheduled to be Cpl. Peter DIONNE who is currently the detachment commander for the Bella Coola Detachment.

Mrs. Kim WYLIE one of the Detachment Public Service Employees (PSE) will be off from the middle of January until the beginning of May. Masset detachment had a PSE term position to fill the void left by Mrs. WYLIE however no suitable candidates made it through the initial screening process. As Mrs. WYLIE will be returning shortly this term position will likely not be re-visited until the Fall of 2014.

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

Detachment Commander:	Vacant
Detachment Operations Supervisor:	Cpl. Glen BRECKON (Leaving May 22 <sup>nd</sup> )
Provincial Detachment Investigators:	Cst. Bryan SCHULTZ Vacant (Cst. Matt COXFORD arriving May 2014) Cst. Mathew ZUCCOLLO (Acting OPS NCO) Vacant (Cst. Jeremy RICKER arriving May 2014) Cst. Cst. Martin SCHMIDT
First Nations Policing Investigators:	Cst. Chris KIENZLE Cst. Calvin AIRD
Detachment Services Assistants:	Mrs. Shirley KRICHELDORF Mrs. Kim WYLIE
Casual Employee:	Mrs. Karen MacKAY

## DETACHMENT CHANGES

The detachment had a major overhaul of the fire alarm system in February / March. This is the only significant detachment change in the last several months.

## TRAINING

There is usually little in the way of training offered during the winter months. That said in March 2014 Cst. Calvin AIRD attended a course on Aboriginal Gang Reduction Strategies put on by the Canadian Police College.

Cst. Bryan SCHULTZ was scheduled to attend Intoximeter (Breathalyzer) training however the course was cancelled due to a lack of instructors. The detachment is still trying to get Cst. SCHULTZ on this training as the only trained Intoximeter operator in Masset (Cst. HIGGINS) transferred in April.

## **FINANCIAL MANAGEMENT**

The final budget totals are not in for the fiscal year however it appears that the Masset RCMP finished on budget or slightly over budget for the 2013-14 fiscal year.

## **ANNUAL PERFORMANCE PLAN**

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

### **I) REDUCE THE ABUSE OF DRUGS**

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

At the end of the fourth quarter we made our target in drug awareness presentations, but did not in our media release and street check initiatives. In regards to street checks we have determined that the reporting/recording system did not work as we had hoped, meaning it was not value added to our intelligence process. This initiative will not be carried over.

This quarter saw the DARE program taught by Cst. Calving AIRD and Cst. Bryan SCHULTZ successfully completed at Port Clements Elementary and Tahayghen Elementary. Congratulations go out to the students of both schools.

<b>Measure</b>	<b>From</b>	<b>To</b>	<b>Date</b>	<b>Data Source</b>	<b>Target Status</b>
# of drug awareness presentations per member	3	4	2014-03-31	PRIME/ Log sheet	6.28
Media releases on Drugs	0	12	2014-03-31	Media Admin File	10
# of targeted street checks /per member	0	40	2014-03-31	PRIME	18

### **II) CONTRIBUTE TO SAFE ROADS**

Road Safety continues to be an area where people would like to see more efforts placed. A number of people expressed concerns in regards to bike and pedestrian safety. Masset RCMP has responded by developing 3 initiatives which aim at increased traffic enforcement and

compliance. The first initiative is to track the number of provincial traffic offences – whether they are tickets or warnings, for each member with a goal of attaining 32 per member. The second initiative is to increase the number of high visibility checkstops focusing on specific items such as alcohol consumption, seatbelts, or driver's license and insurance. The target is to have each member participate in at least 3 checkstops per quarter or a total of 12 per member for the year. The final Road Safety initiative is for each member to conduct high visibility enforcement in speed zones or other identified problem traffic areas. Each member is to conduct 4 per quarter for a total of 16 for the year.

At the end of the year we did not meet our targets in all three areas even though we came close in some. It is my opinion that our target numbers may have been a touch high, and will be set to a more realistic level for the next year. The actual number of drivers on our roads and our capacity to conduct traffic enforcement are factors we need to consider when setting out targets. We are hoping to acquire some more vehicle mounted radar sets this year to allow us undertake more speed enforcement. All three of these initiatives are very good and contribute to road safety. These initiatives will be carried over into the next annual performance plan.

Measure	From	To	Date	Data Source	Target Status
Increase in provincial traffic offences per member	0	32	2014-03-31	PRIME	22.28
Increase the number of high visibility check stops per member	0	12	2014-03-31	LOG SHEET	10.42
Increase speed zone enforcement per member	0	16	2014-03-31	LOG SHEET	10.51

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

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

The Masset RCMP has an offender board which is updated regularly. This board contains the profiles of prolific offenders in the Masset Detachment area and provides awareness to members. In order to track this initiative, Masset RCMP continues to monitor the number of founded property crime offences and compare them to the same time period of the previous year. During the fourth quarter of 2013/14, founded property offences have remained the same as the previous year at 22. Founded offences are those in which an actual confirmed offence took place. For the entire 2013/14 year there was a 113 founded property offences which was up from 97 in 2012/13. This makes for yearly increase of **16.4%** from last year. In reviewing these files, the increase in property crimes is mostly in the area of thefts from unlocked vehicles and insecure residences. The Masset RCMP is undertaking to encourage people to lock their vehicles and residences.

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

At the end of the 4<sup>th</sup> quarter we finished down on our target for number of conditions checks. Our target was 140 and we finished with 105. This is due mostly to the lack of people on conditions in Masset. Crown Counsel has also suggested to us that one check a week per offender is reasonable depending on the offender. We have found these conditions checks

highly effective in managing prolific offenders. We will continue with this initiative as a result. Over the year we had great success in dealing with some of our prolific offenders and holding them accountable using conditions checks.

Measure	From	To	Date	Data Source	Target Status
Reduction of property related crimes by 5% from last year	100 %	95%	2014-03-31	PRIME	+0%
Condition checks	0	140	2014-03-31	STAT SHEET	105

#### IV) RESPECTFUL WORKPLACE

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

As of the end of the fourth quarter there are no concerns in this area at the Masset detachment. This is an area that is monitored heavily by supervisors to ensure that the Masset detachment is a respectful workplace environment.

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

#### STATISTICS

Overall the Masset RCMP saw an increase in calls for service in the 4<sup>th</sup> quarter as compared to the 4<sup>th</sup> quarter of last year. For the period of January 1st to March 31<sup>st</sup>, 2014, the Masset RCMP had 310 calls for service as compared to the same period in 2013 which saw 277. This is an **11.9%** increase in calls over the same period in 2013. That said the 4<sup>th</sup> quarter of the 2013/14 fiscal year was the lowest quarter in call volume for the year. For the entire 2013/14 year there were 1326 calls for service which is down from 1461 in the 2012/13 year. This is a decrease of **9.2%**. There are not many significant statistical changes to report on this quarter. The only area seeing a noticeable increase was in "Provincial Statutes" from 53 in 2013 to 80 in 2014. This can be attributed to a higher number of intoxicated in public complaints from the previous year. Also of note the Village of Port Clements saw a drop in calls for service from 41 to 26 which is a decrease of 26.6 %.

The number of prisoners lodged in Masset cells during this reporting period also experienced a drop. From January 1st to March 31, 2014, Masset RCMP lodged a total of 28 prisoners as compared to 38 during the same period in 2013. This is a decrease of 26%.

The calls for service were broken down as follows:

	<u>2013 (Q4)</u>	<u>2014 (Q4)</u>	<u>Difference</u>
Village of Masset	178	213	+ 19.6 %
Old Massett (includes New Town)	47	52	+ 10.6 %
Village of Port Clements	41	26	- 36.6 %
Other (Outside Village Limits)	11	10	- 9.1 %

<u>Yearly Total:</u>	<u>2012/13</u>	<u>2013/14</u>	<u>Difference</u>
Village of Masset	974	863	- 11.4 %
Old Massett (includes New Town)	273	221	- 19.0 %
Village of Port Clements	129	105	- 18.6 %
Other (Outside Village Limits)	85	103	+ 21.1 %

	<u>2013 (Q4)</u>	<u>2014 (Q4)</u>	<u>Difference</u>
Crimes against the Person	27	26	- 3.7 %
Crimes against Property	29	34	+ 17.2 %
Other Criminal Code	49	32	- 34.7 %
Controlled Drug and Substance	7	6	- 14.3 %
Other Federal Statutes	2	3	+ 50.0 %
Provincial Statutes	53	80	+50.9 %
Other	161	168	+ 4.3 %
Traffic (C.C.C)	6	7	+16.6 %

### COMMUNITY POLICING PROGRAMS

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

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

### YOUTH / SCHOOL LIAISON PROGRAM

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

School Liaison Program:

Chief Matthews School -

Tahayghen Elementary School -

George M Dawson High School -

Port Clements Elementary School -

Cst. Chris KIENZLE/ Cst. Calvin AIRD

Cst. Mathew ZUCCOLLO/ Cst. SCHMIDT

Cst. Bryan SCHULTZ / Cst. Jeremy RICKER

Cst. Matthew Coxford will take over

**CONCLUSION**

This fourth quarter saw us finish our annual performance plan for the year. We met some of our targets however not all. There is always room for improvement. After consultation with the communities we have determined that our priorities will look similar to last year. We held a detachment meeting at the end of March to discuss these priorities. As a result we have updated some of our initiatives to best meet the priorities for this coming year.

There will be a number of personnel changes at the detachment in the coming months at the Masset RCMP Detachment; however this should be a seamless and streamlined transition. Core policing services will not be overly affected for any length of time, and the public can still expect a professional level of policing service from their RCMP detachment.

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

Thank you,

Cpl. Glen BRECKON  
Acting Detachment Commander  
Masset RCMP





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**Minutes of the Regular meeting of the Port Clements Council held May 5, 2014 in the Council Chambers.**

**Present:**

Deputy Mayor Gould  
Councillor Gaspar  
Councillor Falconbridge  
Councillor Thomas

CAO – Kim Mushynsky

1 member of the public in attendance

Deputy Mayor Gould called the meeting to order at 7pm

**1. ADOPT AGENDA.**

2014-155 - Moved by Councillor Falconbridge, seconded by Councillor Gaspar  
THAT the agenda be adopted with the following changes – in-camera tabled to the next Regular meeting and add NB-2 Gwaii Trust Proposal Writing Workshop.

**CARRIED**

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

**3. MINUTES.**

M-1 – Regular Meeting of Council Monday April 22, 2014

Councillor Thomas asked that his name be included in motion 2014-141 as the opposing vote.

2014-156 – Moved by Councillor Falconbridge, seconded by Councillor Gaspar

THAT we accept the Regular Council meeting minutes from April 7, 2014 meeting as amended.

**CARRIED**

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

**5. ORIGINAL CORRESPONDENCE.**

C-1 – Ministry of Transportation – proposed change to designation for Highway 16

2014-157 – Moved by Councillor Falconbridge, seconded by Councillor Gaspar

THAT we open this for discussion.

**CARRIED**

2014-158 – Moved by Councillor Thomas, seconded by Councillor Falconbridge

THAT we support the Highway designation.

**CARRIED**                      1 Abstained

**6. GOVERNMENT.**

G-1 – Bylaw #415, 2014 – Tax Rate Bylaw – 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> reading

2014-159 – Moved by Councillor Gaspar, seconded by Councillor Falconbridge

THAT we give 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> reading to Bylaw #415, 2014 the 2014 Tax Rate Bylaw.

**CARRIED**                                      1 Opposed – Councillor Thomas

m-1

As this Bylaw needs to be adopted prior to May 15, 2014 Council will hold a Special Meeting Monday May 12<sup>th</sup> at 6pm.

## **7. FINANCE.**

F-1 – Cheque listing to May 1, 2014

2014-160 – Moved by Councillor Falconbridge, seconded by Councillor Gaspar  
THAT we receive and file this information.

**CARRIED**

F-2 – 2013 Audited Financial Statement

2014-161 – Moved by Councillor Falconbridge, seconded by Councillor Gaspar  
THAT we approve the audited Financial Statement as presented.

**CARRIED**

F-3 – 1<sup>st</sup> Quarter Financial Results (January 1 – March 31, 2014)

Tabled to the next meeting

## **8. NEW BUSINESS.**

NB-1 – Report to Council – Newcombe Avenue Right of way clearing

2014-162 – Moved by Councillor Falconbridge, seconded by Councillor Gaspar  
THAT we open this for discussion.

**CARRIED**

2014-163 – Moved by Councillor Gaspar, seconded by Councillor Thomas

THAT we not approve the request at this time.

**CARRIED**

NB-2 – Gwaii Trust Proposal Writing Work Shop

2014-164 – Moved by Councillor Thomas, seconded by Councillor Gaspar  
THAT we receive and file this information.

**CARRIED**

## **9. ACTION ITEMS:**

Councillor Thomas requested that the Park Management Committee be added to the Action Item List

## **10. REPORTS AND DISCUSSIONS.**

Councillor Gaspar – Rec mtg, upcoming Leggo Movie

Councillor Gould – SQCRD Mtg, Gwaii Trust Mtg.

Councillor Thomas – MaPP mtgs.

Councillor Falconbridge – FD drill at the SCH, ambulance busy

CAO – we have been turned down for funding for a summer student and for the pavilion project, advised Council of the upcoming Mother's Day Brunch being put on by the Seniors.

## **ADJOURNMENT.**

2014-165 - Moved by Councillor Falconbridge, seconded by Councillor Gaspar

THAT the meeting be adjourned at 7:35pm

**CARRIED**

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Ian Gould,  
Deputy Mayor

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Kim Mushynsky,  
CAO



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**Minutes of the Special meeting of the Port Clements Council held May 12, 2014 in the Council Chambers.**

Present:

Mayor Cheer  
Councillor Gaspar  
Councillor Gould

CAO – Kim Mushynsky

no members of the public in attendance

Mayor Cheer called the meeting to order at 6pm

**1. ADOPT AGENDA.**

Moved by Councillor Gaspar, seconded by Councillor Gould

THAT the agenda be adopted with the following changes – BA-1 – MaPP process, NB-1 – Joan Ann Allen, NB-2 – Canada Post.  
**CARRIED**

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

**3. MINUTES.**

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

BA-1 – MaPP Process

With the extension of the response deadline to May 21<sup>st</sup> this item will be placed on the May 20<sup>th</sup> agenda based on specific feedback received by Council prior to end of day May 14<sup>th</sup>.

**5. ORIGINAL CORRESPONDENCE.**

**6. GOVERNMENT.**

G-1 – Bylaw #415, 2014 – Tax Rate Bylaw – Reconsider & Adopt

Moved by Councillor Gaspar, seconded by Councillor Gould

THAT we reconsider and adopt Bylaw #415, 2014 the 2014 Tax Rate Bylaw.  
**CARRIED**

**7. FINANCE.**

F-1 – 1<sup>st</sup> Quarter Financial Results (January 1 – March 31, 2014)

Moved by Councillor Gaspar, seconded by Councillor Gould

THAT we receive and file this report.

**CARRIED**

**8. NEW BUSINESS.**

NB-1 – Joan Ann Allen

Mayor Cheer advised of the passing of former Mayor Joan Ann Allen. A small ceremony will be included in the May 20<sup>th</sup> Council agenda under delegates for remembrance of her services to the community.

m-2

NB-2 – Canada Post

Mayor Cheer advised that we should soon be getting formal notification of some changes to hours at our Post Office.

**9. ACTION ITEMS:**

**10. REPORTS AND DISCUSSIONS.**

Councillor Gaspar – Tourism mtg.

Councillor Gould – Centennial mtg.

Mayor Cheer – no report

CAO – no report

**ADJOURNMENT.**

Moved by Councillor Gaspar, seconded by Councillor Gould

THAT the meeting be adjourned at 6:45pm

**CARRIED**

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Wally Cheer,  
Mayor

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Kim Mushynsky,  
CAO

**PORT CLEMENTS TOURISM COMMITTEE**  
**Minutes of the regular meeting of the Port Clements Tourism Committee**  
**Friday, April 11, 2014**

Present:

Chair Councillor Matt Gaspar  
Angela Mielecki

Mayor Wally Cheer  
Deputy Clerk/Treasurer Sharon Ferretti

Chair Councillor Gaspar called the meeting to order at 7:00 p.m.

**1. ADOPT AGENDA**

**ADDITIONS:** BA-5-Logging view  
BA-6-Frisbee Golf

It was moved by Mayor Cheer, seconded by Angela Mielecki to adopt the agenda as amended.  
**CARRIED**

**2. DELEGATES**

**3. MINUTES**

M-1-Minutes March 13, 2014

It was moved by Mayor Cheer, seconded by Angela Mielecki to adopt the minutes as presented.  
**CARRIED**

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

BA-1- Council update-Mayor Cheer  
Nothing to report.

BA-2-Sunset Park Clean-up Sunday, May 4<sup>th</sup>

Councillor Gaspar to look into lining up certified fallers to have on site. Committee members will personally approach the community to encourage a bigger turnout for the clean up. Materials needed: tools and particular landscaping product to come from Public Works.

BA-3-Brochure Discussion – Councillor Gould  
Tabled to next meeting.

BA-4-Action Plan

See attached.

The Rainbow Wharf sign will be installed the weekend of 12<sup>th</sup>-13<sup>th</sup>. The Sunset Park sign will be installed during the park clean up day.

BA-5-Logging View

Councillor Gaspar brought up concerns about the corridor logging along the Tlell stretch, specifically the negative impact on the esthetics from a Tourist's perspective. Discussed sending a letter to Taan; also discussed meeting with the Ministry of Forest in the late summer or early fall. Tabled to next meeting.

BA-6-Frisbee Golf

Angela Mielecki described Frisbee golf as being similar to a maze. You have a trail through the woods and you throw a Frisbee into a marked spot i.e. bullseye. Possible location in Port Clements would be wooded area surrounding parameter of the Community Park.

5. ORIGINAL CORRESPONDENCE.

6. NEW BUSINESS.

NB-1-Port's Tourist Information Centre needs direction from Tourism Committee

It was discussed as to what the Tourism Committee wants the museum attendants to tell visitors. The attendants' current scope is museum related. The Village office will email the museum of current activities i.e. soccer, etc. Mayor Cheer will discuss with the museum attendants about creating an insert that would serve practical use.

NB-2-Update Tourism Plan


The Committee discussed the importance of having a Tourism Development Action Plan re: accessing future funding. The current one was a result of a survey sent out to residents in 2008. The updated one should be designed to entice people to invest in Port Clements. The Plan has to be achievable and make economic sense. The Committee will have a strategy meeting to come up with a Plan that is 4-5 pages. The process is as follows:

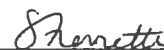
Determine Vision; Steps to Achieve Plan; Goals for what you want; List current assets; List future assets; and state How you're going to get there.

Next meeting to be Thursday, May 8, 2014.

Adjournment

Meeting was adjourned by Angela Mielecki at 8:45p.m.

  
Councillor Matt Gaspar, Chair

  
Sharon Ferretti, Deputy Clerk/Treasurer

Village Of Port Clements Tourism Committee Action Plan 2014				
#	ITEM	IMMEDIATE ACTION	RESOLVE	DONE?
1	Ground Work done before bring tourists in	Signs drawing people in; maybe place in pull-out spots; locate mostly on highway south of Port to catch people driving in north direction	Wayne Nicol will speak with Nathan Voogd, Area Manager for Roads, for approval before moving ahead on construction.	
2	Port Visitor Center - Fan Tour	-be organized & prepare in a timely manner - choose a day when Yakoun Inn open; treat guests to lunch afterwards - do the paddle; show what else Port has, etc. i.e. Government Dock, Rainbow Wharf	- Request \$200 from Council Wally will send letters/invites end of March re: numbers for luncheon - wait until info centres have hired their staff. Do in April/May Luncheon; transport; kayaks; Invite MaryLou of MIEDS	Apr/May
3	Website/Blog	Marilou Shroeder – MIEDS has been doing the Port Clements blog. Successful in terms of interest shown; Tweets & Hits are high numbers. Councillor Ian Gould will act as coordinator to stay on top of things; he will take it to Mary Lou. Challenge in getting an individual with available time. Requires a 3-5 paragraph submission + a picture to go with each paragraph.	Councillor Gaspar will contact Alan Lore concerning taking on this task.	
4	Maze at entrance of Sunset Trail	Need a design Do in increments to keep costs minimal Need to find funding to build; then need funding to maintain. *Maybe can hire students	Get a design approved for 2014; move forward 2015. Federal Gov't offering good deal for hiring students *project could take 3 years or so to complete	
5	Golden Spruce Trail	Upgrades ready in time for 100 <sup>th</sup> Celebrations	Grand Opening decision passed onto Council. Mayor Cheer will contact BC Parks re: their grand opening date.	
6	Google Ad Works/ Twitter	-Ian prepared to look into for Centennial -Twitter needs someone on it constantly	Ian to report on	
7	Port Clements brochures	New brochure for Port Clements specific for Centennial and/or for general promotional use *Request has been put forward to Council to consider in budget meetings. *Request for ideas from community on facebook	- Get more quotes - Fall 2014 - Get a design prepped. - Get a quote from Advantage Printers. 3 way fold; 8.5 x 11; 1000/2500/5000 colour copies - Promote Golden Spruce Trail	For 2015
8	Integrate St. Mark's in Centennial	Ian suggested a service be held in August 2014; tie in with music festival and fall fair/farmer's market	Service idea cancelled and made into a function. Historical Society interested in doing this task. Keypad lock prices range \$95 - \$209	
9	Northword Magazine	Article and/or small ad to be submitted in the April/May and/or June/July issues	1/3 page \$650. Ad highlighting Canada Days and 100 <sup>th</sup> + picture to be submitted for June/July issue – Wally and Sharon	

## Council Update

Originally an AED was donated to the Village of Port Clements and a decision was made to install it outside at the Cedar Avenue entrance to the multiplex. Before the box could be installed we had a recall order on the unit due to the heating element in the storage box. The manufacturer has confirmed that they WILL NOT be replacing the heating unit so it can no longer be considered for external mounting.

Therefore, I request Council authorization to install the unit inside the Multiplex, in the hallway near the entrance to the Senior's Room. This will give access to anyone using the multiplex building and be quite visible.

Thank you.

A handwritten signature in cursive script, appearing to read "Ann Mudysey".





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 : office@portclements.ca  
Web : www.portclements.ca

May 21, 2014

Lauren Kerr, Financial Officer  
Local Government, Infrastructure and Finance  
Ministry of Community, Sport and Cultural Development  
4<sup>th</sup> Floor, 800 Johnson Street  
PO Box 9838 Stn Prov Govt  
Victoria, BC V8W 9T1

Dear Ms. Kerr:

Re: Write-Off Unpaid Property Taxes

Council, at their regular meeting on Tuesday May 20, 2014 passed the following motion requesting permission from the Minister of Community, Sport and Cultural Development (Minister) to write off un-paid property taxes.

*"THAT Council requests the Minister to confer the power to the Council for the Village of Port Clements (pursuant to Section 315.3 of the Local Government Act) to write off unpaid property taxes, plus applicable penalties and interest, of the following properties:*

- Roll No. 20070030 \$1,145.92
- Roll No. 20070025 \$4,133.18"

CARRIED #

Additional background information has been included for consideration. For any additional information, please contact the undersigned at 250-557-4295

Sincerely,

Kim Mushynsky – CAO  
Village of Port Clements



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

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

## REPORT TO COUNCIL

Author: Kim Mushynsky

Date: January 23, 2014

Re: **Tax Write Off**

COPY

---

Background: When preparing for the 2012 Tax Sale I noticed that the Golden Spruce Farms folios (#20070025 & 20070030) were delinquent. As these were properties under a lease and not fee simple owned property they were not allowed to go through the tax sale process. Never having dealt with an issue like this I began a dialogue with the Agricultural Land Reserve to seek assistance in how to handle this situation as these folios are a part of the Agricultural Land Reserve. These discussions began in September 2012. By the end of 2012 there had been no resolution through my conversations with the ALR and the Public Trustees had taken over this account. I spoke with them in January 2013 to determine if they would be clearing up the outstanding taxes. After several months of investigation on their part, in July of 2013 they officially advised me that they would not be paying any of the outstanding taxes on these accounts and that I was to proceed with whatever action the Village needed to take. At this point, August 2013, I wrote a letter to the Minister of Forest, Lands and Natural Resources asking him to cancel the lease on these properties before the end of October so that they would no longer appear on our tax roll as taxable properties and therefore we would not accrue any further debt on their behalf in 2014. The Ministry responded fairly quickly to my letter to gather more information. In mid-January I contacted BC Assessment, the School Tax Office, our lawyer and our financial advisor, Lauren Kerr, from the Ministry of Culture, Sport and Community Development to alert everyone to the fact that I did not want to have to tax these folios for 2014 and to seek a solution before tax rates and taxes were actually done for 2014 (late April).

I have attached the response from the lawyer in regards to what our next steps are and what our recovery rights are. I have also attached a spreadsheet showing the amounts and how they are broke out for both of these folios. Of the total debt accrued of \$8,675.74, the only amount we are fairly certain of recovering is the School Tax amount of \$1,193.99. We may be eligible for the Police Tax portion as that is also administered by the School Tax department but I have no confirmation of that. I will also be requesting that the Regional District grant us a credit for their portion, which amounts to \$381.27, but they may not honor our request.

At this point this is an information only Report as the final outcome of this situation is not known yet. We will need to request an Order of Council under Section 315.3 of the Local Government Act (copy attached) for permission to write off the taxes and cancel these folios.

This has implications for our 2014 budget as we are going to have to absorb this loss in 2014.

COPY

Respectfully submitted:



May 2, 2014

His Worship Wally Cheer  
Mayor of the Village of Port Clements  
Box 198  
Port Clements BC V0T 1R0

Dear Mayor Cheer and Councillors:

On March 11, 2014, I announced a province-wide earthquake preparedness consultation, to be chaired by Mr. Henry Renteria (the Chair), former director of California's Office of Emergency Services.

The goal of this consultation is to improve British Columbians' preparedness for a disastrous seismic event. At the end of the year, the Chair will provide my Ministry with a report that will include priority recommendations for improving earthquake preparedness.

In British Columbia, emergency management is a responsibility that is shared among all levels of government, community organizations, First Nations, not-for-profit agencies, academic institutions, families and individuals. Over the next few months, the Chair will consult with a wide range of stakeholders and agencies, through a variety of methods. As part of this exercise, consultation meetings will be held in selected communities, focused primarily on local authorities and First Nations representatives.

This month, Emergency Management British Columbia (EMBC) officials will be sending an invitation to you, and your staff, to participate in these meetings. EMBC will provide specific details about the sessions and will work with your staff to identify appropriate participants from your community.

Enhancing earthquake preparedness is a priority activity for my Ministry, and for EMBC. A long-term plan for enhancing our province's preparedness is currently under development, and input from stakeholders through this consultation, will be key to refining this plan and informing

.../2

Ministry of  
Justice

Office of the  
Minister of Justice  
and Attorney General

Mailing Address:  
PO Box 9044 Stn Prov Govt  
Victoria BC V8W 9E2

Telephone: 250-387-1866  
Facsimile: 250-387-6411

email: [JAG.Minister@gov.bc.ca](mailto:JAG.Minister@gov.bc.ca)  
website: [www.gov.bc.ca/justice](http://www.gov.bc.ca/justice)

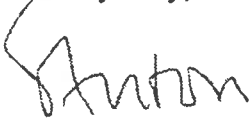
C-1

His Worship Wally Cheer  
May 2, 2014  
Page 2

long-term preparedness priorities. Thus, I encourage you to participate in this initiative and to provide feedback as the process unfolds.

We are grateful for this opportunity to work with you to ensure that British Columbians are as prepared as possible for disasters such as a catastrophic earthquake. Thank you for your support.

Yours very truly,

A handwritten signature in black ink, appearing to read "Anton". The signature is written in a cursive, flowing style.

Suzanne Anton QC  
Attorney General  
Minister of Justice

pc: Ms. Kim Mushynsky, Chief Administrative Officer

## 2014 Earthquake Preparedness Consultation

### Written Feedback

The Earthquake Preparedness Consultation, initiated by the provincial government, is collecting input from stakeholders across British Columbia regarding how British Columbians can become more prepared for a catastrophic earthquake.

The Chair, Henry Renteria, will be providing recommendations to the provincial government, by December 31, 2014, based on this stakeholder input. While these recommendations will be delivered to the provincial government, preparedness is a shared responsibility between all stakeholders, including the public, all levels of government, non-governmental organizations, and the private sector. Thus, these recommendations are expected to consider actions by a wide variety of agencies and stakeholders.

A dedicated e-mail account has been created to allow interested stakeholders to provide written input to the Chair about issues, challenges, and recommendations regarding improving BC's preparedness for a catastrophic earthquake. Please submit written responses to [Earthquake.Consultation@gov.bc.ca](mailto:Earthquake.Consultation@gov.bc.ca).

Name of Organization: \_\_\_\_\_

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

Position/ Title: \_\_\_\_\_

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

Email address: \_\_\_\_\_

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

The questions below are intended to provide a framework for written submissions, but respondents may choose to provide additional information.

1. In your opinion, is your community adequately prepared for a catastrophic earthquake?
  - a) If not, what would you say are the top three preparedness gaps or challenges?
  - b) What specific recommendations would you offer to address these gaps or challenges?

2. In your opinion, is British Columbia as a whole adequately prepared for a catastrophic earthquake?
  - a) If not, what would you say are the top three preparedness gaps or challenges?
  - b) What specific recommendations would you offer to address these gaps or challenges?
3. Given the importance of individual and family preparedness for disasters such as a catastrophic earthquake, are there specific recommendations you could offer for increasing the public's preparedness?
4. Are there key policy issues which should be addressed by governments as part of enhancing British Columbians' preparedness for a catastrophic earthquake? (e.g. legislative or regulatory changes, changes to land use planning policies, changes to financial compensation provisions, industry regulation, etc.). If so, what are the top issues, and what recommendations would you offer?
5. How can alignment of disaster preparedness plans and activities between different governments, agencies and stakeholders be enhanced?
6. To ensure that progress and successes to date on enhancing earthquake preparedness in British Columbia are recognized, are there particular projects or best practices that should be acknowledged and built upon?
7. Is there additional information or perspective you would like to bring to the Chair's attention?

## **Earthquake Preparedness Consultation 2014 Backgrounder**

On March 25, the Auditor General of British Columbia released the report titled “Catastrophic Earthquake Preparedness” which focuses on Emergency Management BC’s (EMBC’s) planning and reporting with respect to this eventuality. The report includes nine recommendations to government. The Ministry of Justice has accepted all nine of the Auditor General’s recommendations and action is being taken to address the recommendations. (See the recommendations and the Ministry of Justice’s responses in the Auditor General’s full report <http://www.bcauditor.com/pubs>).

However, it is worth noting that the Auditor General’s report focuses only on one part of British Columbia’s emergency management system – EMBC. In British Columbia, emergency management is a shared responsibility between the public, all levels of government, and numerous stakeholders. Thus, enhancing British Columbia’s preparedness for a catastrophic earthquake will necessarily involve all parties.

On March 11, it was announced that during the April to July timeframe, there will be extensive consultation with British Columbia stakeholders regarding issues, priorities, and opportunities in the area of catastrophic earthquake preparedness. These consultations will culminate in a report, with recommendations, to the BC Government by the end of the year. Henry Renteria, former Director of California’s Office of Emergency Services, will lead this consultation.

The following link provides a news release and project Terms of Reference, etc: (<http://www.newsroom.gov.bc.ca/2014/03/earthquake-consultation-to-improve-public-safety.html> ). Please feel free to share this news release and the terms of reference with other interested stakeholders.

Work is currently underway to identify the specific stakeholders that the Chair will reach out to. Geographically, the consultation will be focussed on areas at highest risk for catastrophic earthquake, but input from stakeholders across BC is welcomed.

The earthquake preparedness consultation is just one line of effort within EMBC that is contributing to enhanced preparedness for a catastrophic earthquake. There are essentially three lines of enhanced effort in this regard, in addition to ongoing EMBC activities that contribute to catastrophic event preparedness:

1. The earthquake preparedness consultation chaired by Henry Renteria (discussed above). Do not hesitate to contact the project lead for the earthquake preparedness consultation, Cameron Lewis (250-952-5040 or [cameron.lewis@gov.bc.ca](mailto:cameron.lewis@gov.bc.ca)) if you have any questions.
2. A public education campaign focused on earthquake preparedness, to be launched this summer. This campaign will be a joint effort between EMBC and Government Communications and Public Engagement (GCPE) within the provincial government.



Planning for this campaign is underway. Stakeholder organizations who may wish to provide input regarding development of this public education campaign, or may have existing materials to share can contact EMBC's public education coordinator, Kim Fournier ([kim.fournier@gov.bc.ca](mailto:kim.fournier@gov.bc.ca) or 250-952-4914).


3. Development of a specific long term plan for enhancing catastrophic earthquake preparedness in BC. This represents a continuation of EMBC's planning efforts and will be incorporated as a key goal in EMBC's overall Strategic Plan (Spring 2014).

With respect to point #1 above, the Earthquake Preparedness Consultation, from April through July 2014, there will be extensive consultations with stakeholders regarding issues, priorities and opportunities in the area of preparations for catastrophic seismic events. This will assist in the development of recommendations for the Chair's final report.

Questions regarding this consultation initiative can be directed to the EMBC project lead, Cameron Lewis (250-952-5040 or [Cameron.Lewis@gov.bc.ca](mailto:Cameron.Lewis@gov.bc.ca)).

Earthquake Preparedness Consultation: COMMUNITY SESSIONS – Locations and Venues

May – July 2014

Date	Time	Location	Venue	Groups	Size	RSVP by
May	27 Tues	Nelson/ Kamloops/ etc.	Conference Call	Local Govt & First Nations staff reps.	Four (4) representative maximum per local authority or First Nation	May 20, 2014
	28 Wed	Prince George/ Ft St. John/ Fraser Ft. George/etc.	Conference Call			May 20, 2014
		1:00 - 3:00 pm	Cariboo/Bella Coola/ etc.			Conference Call
29 Thurs	10:00 - noon	Kelowna	Coast Capri Hotel 1171 Harvey Avenue, Kelowna			May 20, 2014
<hr/>						
June	17 Tues	Terrace	Best Western 4553 Greig Avenue, Terrace,	Local Govt & First Nations staff reps.	 Four (4) representative maximum per local authority or First Nation	May 27, 2014
	18 Wed	Prince Rupert	Prince Rupert Hotel 118 - 6th St. Prince Rupert			May 27, 2014
		19 Thurs	Queen Charlotte			Eric Ross Room Charlotte Community Centre 134 Bay Street

- RSVP to [Emergency.Consultation@gov.bc.ca](mailto:Emergency.Consultation@gov.bc.ca) by session RSVP date listed in table above.

# VILLAGE OF PORT CLEMENTS

## Cheque Listing For Council

2014-May-14  
3:39:41PM

Cheque		Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date						
140166	2014-04-22	BC HYDRO			PAYMENT		6,392.11
			40-2-42-90-40	March	HYDRO BILL JAN - MARCH	237.10	
			10-2-34-00-40	March	HYDRO BILL JAN - MARCH	1,940.11	
			10-2-24-70-10	March	HYDRO BILL JAN - MARCH	628.50	
			10-2-19-00-00	March	HYDRO BILL JAN - MARCH	193.63	
			10-2-34-00-15	March	HYDRO BILL JAN - MARCH	39.31	
			10-2-32-50-00	March	HYDRO BILL JAN - MARCH	1,098.80	
			30-2-41-50-00	March	HYDRO BILL JAN - MARCH	1,969.29	
			10-3-22-00-00	March	GST	285.37	
140167	2014-04-22	CIBC VISA			PAYMENT		1,810.85
			10-2-12-10-20	MarchStm	MIA + MATI courses	247.12	
			10-3-22-00-00	MarchStm	GST	140.51	
			10-2-12-11-60	MarchStm	Postage	63.00	
			10-2-12-10-25	MarchStm	MATI registration	2,500.00	
			10-2-12-11-30	MarchStm	Basecamp	22.81	
			10-2-12-11-30	MarchStm	Norton	111.99	
			10-2-12-11-30	MarchStm	Netfirms Credit	(13.89)	
			10-4-00-00-00	MarchStm	VISA credit balance	(1,260.69)	
140168	2014-04-22	CORPORATE EXPRESS			PAYMENT		237.65
			10-2-12-11-00		PAPER, ENVELOPES, TAPE, SHEE	227.04	
			10-3-22-00-00		GST	10.61	
140169	2014-04-22	DELMAS CO-OP			PAYMENT		696.22
			10-2-71-21-00	00227739E	TOILET AND ITEMS FOR COMM	304.30	
			10-3-22-00-00	00227739E	GST	14.22	
			10-2-71-21-00	00227935E	VALVE ANGLE	0.54	
			10-3-22-00-00	00227935E	GST	0.03	
			10-2-71-21-00	00228611F	CHROME GRAB BAR, BATH FAN	286.10	
			10-3-22-00-00	00228611F	GST	13.37	
			10-2-71-21-00	00228831F	MIRROR + PAPER HOLDER	68.46	
			10-3-22-00-00	00228831F	GST	3.20	
			10-2-81-90-00	5213-4 March	MARCH SERVICE FEE	6.00	
140170	2014-04-22	Greater Masset Development			PAYMENT		262.50
			30-2-41-40-00	5152	SHELVING + MISC ITEMS	262.50	
140171	2014-04-22	MasterCard, CUETS FINANCI			PAYMENT		181.19
			10-2-12-25-00	March 2014	Delivered 6 cases bottled water Ce	181.19	
140172	2014-04-22	NORTHERN LABS LTD.			PAYMENT		112.35
			30-2-41-20-00	90084	WATER TESTING	112.35	
140173	2014-04-22	O'Donoghue, Sean			PAYMENT		986.56
			40-2-42-30-00	BCWWA2014	PER DIEMS	986.56	
140174	2014-04-22	XEROX CANADA LTD.			PAYMENT		483.59
			10-2-12-11-30	L10544030	QTRLY PYMT 10 OF 20	462.00	
			10-3-22-00-00	L10544030	GST	21.59	
140182	2014-05-06	BIG RED			PAYMENT		253.58
			10-2-71-21-15	13807	WKLY CONTAINER SERVICE API	241.50	
			10-3-22-00-00	13807	GST	12.08	
140183	2014-05-06	C. AND C. BEACHY CONTRA			PAYMENT		525.00
			10-2-32-37-20	10044	PARK ST-PULL ALDERS, CLEAN	262.50	
			10-2-71-89-00	10044	PARK ST-PULL ALDERS, CLEAN	262.50	
140184	2014-05-06	DEREX EQUIP. LTD.			PAYMENT		1,842.75
			10-2-32-37-10	2014006	EXCAVATING APR 13 - 17 & 22NI	1,701.00	
			30-2-41-40-01	2014007	WATER LINE TINGLEY, EXCAVA	141.75	
140185	2014-05-06	DRIFTECH MECHANICAL SE			PAYMENT		210.56
			10-2-24-70-20	9319	1980 INTN'L FIRE TRUCK CVIP/P,	201.16	
			10-3-22-00-00	9319	GST	9.40	

F-1

# VILLAGE OF PORT CLEMENTS

## Cheque Listing For Council

2014-May-14  
3:39:41PM

Cheque #	Cheque Date	Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
140186	2014-05-06	MASSET SERVICES	10-2-12-25-00 10-3-22-00-00	3352 3352	PAYMENT LOAD 2 PALLETS WATER 3:00A.I GST	150.00 6.25	156.25
140187	2014-05-06	MUNICIPAL INFORMATION S	10-2-12-11-20	20140020	PAYMENT SUPPORT-FINANCE SOFTWARE	294.11	294.11
140188	2014-05-06	North Arm Transportation Ltd.	10-2-12-25-00	SI033610	PAYMENT 2 PALLETS WATER, VAN TO MAS	381.78	381.78
140189	2014-05-06	OMEGA COMMUNICATIONS	10-2-24-80-00 10-3-22-00-00	252303 252303	PAYMENT TELEPHONE INTERCONNECT P/ GST	2,275.89 106.35	2,382.24
140190	2014-05-06	PORT CLEMENTS HISTORIC	10-2-11-10-50	APR 2014	PAYMENT PER APR 22ND COUNCIL MEETII	2,800.00	2,800.00
140191	2014-05-06	RANCH FEEDS	10-2-71-89-00 10-3-22-00-00 10-2-71-21-12	28543 28543 28543	PAYMENT GRASS SEED + LAWN & GARDEI GST GRASS SEED + LAWN & GARDEI	304.73 24.00 304.73	633.46
140192	2014-05-06	Stewart, McDannold, Stuart	10-2-12-10-50 10-3-22-00-00	66776 66776	PAYMENT GENERAL LEGAL MATTERS GST	334.20 15.66	349.86
140193	2014-05-06	WEIGUM, SHIRLEY	10-2-12-14-10	18	PAYMENT APRIL JANITORIAL SERVICE	1,100.00	1,100.00
140194	2014-05-06	WESTPOINT AUTOMOTIVE	10-2-32-90-00 10-3-22-00-00	832-186722 832-186722	PAYMENT OIL FILTERS FOR MF TRACTOR GST	37.54 1.75	39.29
140195	2014-05-06	XEROX CANADA LTD.	10-2-12-11-30 10-3-22-00-00	F45923780 F45923780	PAYMENT USAGE MARCH 10 - APRIL 15 20 GST	53.25 2.49	55.74
140203	2014-05-13	Board of School Trustees	10-2-71-21-15 10-2-71-21-10	1314-105 1314-105	PAYMENT Graydon + Rootham Services propane	2,155.03 11,043.42	13,198.45
140204	2014-05-13	DELMAS CO-OP	10-2-71-89-00 10-3-22-00-00 10-2-81-90-00	00231423E 00231423E 00231423E	PAYMENT DECK SCREWS + NAILS GST Service Fee April	22.32 1.04 6.00	29.36
140205	2014-05-13	RECEIVER GENERAL - CCR/	10-4-27-00-10	APRIL 2014	PAYMENT CRA REMIT APRIL 2014	4,573.24	4,573.24
140206	2014-05-13	RENCO	40-2-42-90-60 30-2-41-40-10 10-2-31-90-00 10-2-24-80-10	APRIL 2014 APRIL 2014 APRIL 2014 APRIL 2014	PAYMENT FUEL PURCHASES FUEL PURCHASES FUEL PURCHASES Fire Dept	91.11 182.22 182.22 387.59	843.14
140207	2014-05-13	SKEENA QUEEN CHARLOTT	10-4-23-44-00 10-4-23-44-01 10-1-53-20-10	2 QTR 2014 2 QTR 2014 2 QTR 2014	PAYMENT Residential commercial admin fees	14,112.00 432.00 (909.00)	13,635.00
140208	2014-05-13	VANCOUVER ISLAND REGIC	10-2-84-20-00	2nd QtrLvy2014	PAYMENT 2ND QTR LEVY 2014	3,378.00	3,378.00
140209	2014-05-13	VILLAGE OF PORT CLEMEN	10-3-10-10-00	Trnsf to CIBC	PAYMENT 2014 SCHOOL TAX PAYMENTS	50,000.00	50,000.00

**Total 107,844.83**

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



**STATEMENT OF ACCOUNTS**

PO Box 94  
Masset BC V0T 1M0

MASSET BRANCH 250-626-5231

MEMBER NUMBER 56440

STATEMENT DATE April 30, 2014

PAGE 1 of 7

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

**DEMAND ACCOUNTS**

Date	Description	Number	Withdrawals	Deposits	Balance
<b>Business 75</b>					
31Mar2014	Balance Forward				463,975.57
01Apr2014	Pre-Authorized Credit - PROVINCE OF B.C			742.67	464,718.24
01Apr2014	Clearing Cheque	2014011	1,536.46		463,181.78
01Apr2014	Cheque Deposit Laramie Shier			327.90	463,509.68
01Apr2014	Clearing Cheque	2014011	294.11		463,215.57
02Apr2014	Clearing Cheque	2014013	901.05		462,314.52
02Apr2014	Clearing Cheque	2014013	1,100.00		461,214.52
02Apr2014	Clearing Cheque	2014012	5,000.00		456,214.52
03Apr2014	Clearing Cheque	2014011	2,613.36		453,601.16
04Apr2014	Clearing Cheque	2014013	25.00		453,576.16
04Apr2014	Clearing Cheque	2014013	37.27		453,538.89
04Apr2014	Clearing Cheque	2014013	2,577.10		450,961.79
05Apr2014	Deposit			19,484.65	470,446.44
07Apr2014	Bill Payment BC Hydro 2328675 Vendor Confirmation: 101794	517921	6,392.11		464,054.33
07Apr2014	Bill Payment CIBC VISA 4503386141757010 Vendor Confirmation: 103596	518043	1,810.85		462,243.48
08Apr2014	Clearing Cheque	140147	371.91		461,871.57
08Apr2014	Clearing Cheque	140146	943.14		460,928.43
09Apr2014	Bank Confirmation A.W. Vandermeer & Associates		25.00		460,903.43
09Apr2014	GstTax		1.25		460,902.18
09Apr2014	Clearing Cheque	2014012	1,250.00		459,652.18
11Apr2014	Clearing Cheque	140149	220.50		459,431.68
11Apr2014	Clearing Cheque	140150	6,050.31		453,381.37
15Apr2014	Pre-Authorized Credit - SCHOOL DISTRICT 50			1,000.00	454,381.37
15Apr2014	Clearing Cheque	140151	3,990.00		450,391.37
17Apr2014	Deposit			5,113.98	455,505.35
17Apr2014	Deposit			2,439.65	457,945.00
17Apr2014	Clearing Cheque	140148	280.00		457,665.00
20Apr2014	Transfer in from 604207 Masset cheq			54.65	457,719.65
23Apr2014	Deposit			1,342.16	459,061.81

continued...



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**1.95%** For the first year of a 5 year fixed rate mortgage

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# NORTHERN SAVINGS

CREDIT UNION

Village Of Port Clements

## STATEMENT OF ACCOUNTS

PO Box 94  
Masset BC V0T 1M0

MASSET BRANCH 250-626-5231

MEMBER NUMBER 56440

STATEMENT DATE April 30, 2014

PAGE 2 of 7

Date	Description	Number	Withdrawals	Deposits	Balance
<b>Business 75</b>					
23Apr2014	Clearing Cheque	140160	405.76		458,656.05
23Apr2014	Clearing Cheque	140165	1,933.04		456,723.01
25Apr2014	Clearing Cheque	2014010	105.00		456,618.01
25Apr2014	Clearing Cheque	140163	408.40		456,209.61
25Apr2014	Clearing Cheque	140162	576.45		455,633.16
25Apr2014	Clearing Cheque	2014013	1,000.00		454,633.16
25Apr2014	Clearing Cheque	140171	181.19		454,451.97
29Apr2014	Clearing Cheque	2014012	203.40		454,248.57
29Apr2014	Clearing Cheque	140158	253.58		453,994.99
29Apr2014	Clearing Cheque	140164	1,380.96		452,614.03
29Apr2014	Clearing Cheque	140161	1,500.00		451,114.03
29Apr2014	Clearing Cheque	140169	696.22		450,417.81
30Apr2014	Credit Interest			375.34	450,793.15
30Apr2014	Monthly Service Fee		55.00		450,738.15
<b>Total Withdrawals and Deposits</b>			<b>44,118.42</b>	<b>30,881.00</b>	

### Number of Cheques 28

### Membership Shares

31Mar2014	Balance Forward				37.70
<b>Total Withdrawals and Deposits</b>			<b>.00</b>	<b>.00</b>	

### Business Simply Savings

31Mar2014	Balance Forward				534,326.20
30Apr2014	Credit Interest			548.97	534,875.17
<b>Total Withdrawals and Deposits</b>			<b>.00</b>	<b>548.97</b>	

continued...

## Travelling?

To avoid any inconveniences with your debit card, don't forget to notify us before you travel abroad. Call your branch or email us at [info@northsave.com](mailto:info@northsave.com) with your travel plans.



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

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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).



Village Of Port Clements

# STATEMENT OF ACCOUNTS

PO Box 94  
Masset BC V0T 1M0

MASSET BRANCH	250-626-5231
MEMBER NUMBER	56440
STATEMENT DATE	April 30, 2014
PAGE	3 of 7

## TERM DEPOSITS

Date	Description	Withdrawals	Deposits	Balance
<b>Term 4: Short Term GSP (30 - 364 Days) -</b>				
31Mar2014	Balance Forward			11,183.08
30Apr2014	Credit Interest		84.26	11,267.34
Start 30Apr2014 - Rate 1.0000% - NextInt 30Jan2015 - Matures 30Jan2015				
<b>Term 7: 12 - 60 Month Term -</b>				
31Mar2014	Balance Forward			255,375.00
Start 13Feb2013 - Rate 2.1500% - NextInt 13Feb2015 - Matures 13Feb2016				
<b>Term 10: 3 Year Harvest Term -</b>				
31Mar2014	Balance Forward			750,000.00
Start 21Nov2013 - Rate 1.1000% - NextInt 21Nov2014 - Matures 21Nov2016				

continued...



## ALL MEMBERS

...if you have a mortgage or loan against your home or rental property where Northern Savings holds the security you are required to have adequate insurance in place. Northern Savings should be identified as the mortgage holder with loss payable to the Credit Union. Property taxes are due annually and always make sure you sign your Home Owner's grant if the home is your primary residence.

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

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# STATEMENT OF ACCOUNTS

PO Box 94  
Masset BC V0T 1M0

Village Of Port Clements

<b>MASSET BRANCH</b>	250-626-5231
<b>MEMBER NUMBER</b>	56440
<b>STATEMENT DATE</b>	April 30, 2014
<b>PAGE</b>	4 of 7

<b>Assets</b>	<b>Canadian Dollars</b>	<b>US Dollars</b>
Chequing	450,738.15	.00
Savings	534,875.17	.00
Terms	1,016,642.34	.00
Registered Plans	.00	.00
Shares	37.70	.00
<b>Total Assets</b>	<b>2,002,293.36</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...







# CIBC Account Statement

VILLAGE OF PORT CLEMENTS

For Apr 1 to Apr 30, 2014

The names shown are based on our current records, as of May 5, 2014. This statement does not reflect any changes in account holders and account holder names that may have occurred prior to this date.

Account number  
93-00813

Branch transit number  
00180

## Account summary

Opening balance on Apr 1, 2014		\$55,577.83
Withdrawals	-	23,128.82
Deposits	+	4,380.98
<b>Closing balance on Apr 30, 2014</b>	<b>=</b>	<b>\$36,829.99</b>

## 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 (\$)
Apr 1	Opening balance			\$55,577.83
Apr 1	DEBIT MEMO CHARGE FOR MAR CIBC EFT SERVICE CHARGE	64.68		55,513.15
Apr 2	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		518.10	56,031.25
	DEBIT MEMO SETTLEMENT: 0093 CIBC DATA CENTRE: 00	5,631.71		50,399.54
	CHEQUE 57202879 20140122	525.00		49,874.54
Apr 3	CREDIT MEMO INT @ 0.2500% CIBC-AUTOMATED INTEREST SYSTEM		3.10	49,877.64
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		134.11	50,011.75
Apr 4	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		60.00	50,071.75

(continued on next page)

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**CIBC Account Statement**

Apr 1 to Apr 30, 2014  
 Account number: 93-00813  
 Branch transit number: 00180

**Transaction details (continued)**

Date	Description	Withdrawals (\$)	Deposits (\$)	Balance (\$)
Apr 4	Balance forward			\$50,071.75
	DEBIT MEMO	1,209.75		48,862.00
	Apr 04, 2014			
	Municipal Pensi			
	CHEQUE 57317350 20140124	25.00		48,837.00
Apr 8	CREDIT MEMO		130.20	48,967.20
	CREDIT UNION CENTRAL OF B.C.			
	CHEQUE 55382486 20140123	525.00		48,442.20
Apr 11	DEBIT MEMO 00180	25.00		48,417.20
	CR RATE RPT FEE(CR CHECK S/C)			
	180/12			
	CORRECTION 00180		25.00	48,442.20
	DEBIT MEMO 00180	25.00		48,417.20
	BANK CONFIRMATION S/C REF #			
	180/12			
Apr 14	CREDIT MEMO		35.00	48,452.20
	CREDIT UNION CENTRAL OF B.C.			
Apr 15	DEBIT MEMO	5,726.37		42,725.83
	SETTLEMENT: 0094			
	CIBC DATA CENTRE: 00			
Apr 16	CREDIT MEMO		675.47	43,401.30
	CREDIT UNION CENTRAL OF B.C.			
Apr 17	DEBIT MEMO	1,231.11		42,170.19
	Apr 17, 2014			
	Municipal Pensi			
	CHEQUE 54335032 20140120	875.00		41,295.19
Apr 23	CREDIT MEMO		200.00	41,495.19
	CREDIT UNION CENTRAL OF B.C.			
Apr 28	CREDIT MEMO		2,600.00	44,095.19
	CREDIT UNION CENTRAL OF B.C.			
Apr 29	CHEQUE 53093454 20140121	525.00		43,570.19
Apr 30	DEBIT MEMO	6,740.20		36,829.99
	SETTLEMENT: 0095			
	CIBC DATA CENTRE: 00			
	<b>Closing balance</b>			<b>\$36,829.99</b>

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**Important:** This statement will be considered correct if you do not report errors, omissions or irregularities in entries and balances to CIBC in writing within 30 days from last date of the statement period covered by a previously issued regular statement where such period included the date the entry was, or should have been, posted.

This rule does not apply to improper credits to your account. Your rights under your business account operation agreement to verify and notify CIBC of account errors, omissions or irregularities do not apply to this statement which is for information or replacement purposes only.

**\*Foreign Currency Conversion Fee:**

If you withdraw foreign currency from a bank machine located outside Canada, you are charged the same conversion rate CIBC is required to pay plus an administration fee, which is disclosed in the CIBC's current *Business Account Service Fees* brochure, a copy of which is available at any CIBC branch in Canada (this is in addition to any transaction fee applicable to the withdrawal and the network fee).

<sup>TM</sup> Trademark of CIBC

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

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

## REPORT TO COUNCIL

Author: Kim Mushynsky

Date: May 13, 2014

Re: Town Beautification

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Background:

For 5 years we have had a "Blooming in Port Clements" program each summer. The costs of this program come out of our beautification budget which is \$2500.00 for 2014. We have approximately 10 volunteers who look after local gardens and then the gardens are judged as a part of the Canada Days Celebration and prizes are awarded.

10 gardens – each volunteer receives \$100.00 for bedding plants/supplies	\$ 1,000.00
1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> prizes for best gardens (voted on at Canada Day)	\$ 175.00
Misc.	\$ 175.00

<b>Total cost of program</b>	<b>\$1350.00</b>
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Recommendation:

Proceed with program for 2014.

Respectfully submitted:

NB-1



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

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

## REPORT TO COUNCIL

Author: Kim Mushynsky  
Date: May 6, 2014  
Re: #6 Bayview Drive

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Background: In July 2013 we began the process of declaring this property a nuisance. It took some time for notification to be received by Mr. Stewart as he would not accept the Registered letters that were sent to him in this regard. Mr. Stewart was finally served with the papers the end of October 2013. Mr. Stewart never responded. From a conversation Mr. O'Donoghue had in mid-November there was some thought that the trailer might be removed but this has not come to pass. The original order to Mr. Stewart was for him to:

1. Remove the pressurized tanks from the front lawn
2. Secure/cover all the broken windows and repair the skirting around the mobile home.

At this point, given the deteriorating state of the mobile, I feel that we should move forward with requesting demolition of the mobile home and clearing of the lot of all debris. As we have had no response from the owner I feel we should move forward with the necessary paperwork to begin this action at our earliest possible convenience.

Recommendation: I recommend the following motion:

The Council for the Village of Port pursuant to Division 12 of Part 3 of the Community Charter hereby resolve that:

1. The mobile home located at #6 Bayview Drive, Port Clements, British Columbia, legally described as Lot 5, Block 27, Plan 1079, is hereby declared a nuisance; and
2. The owner of the mobile home is hereby ordered to remove the mobile home and all garbage/debris from the lot.

AND BE IT FURTHER RESOLVED that the Administration of the Village of Port Clements BE AND IS HEREBY AUTHORIZED in default of such works to be undertaken by the owner, to carry out or have such work carried out and the expense charged to the owner. If this debt is unpaid as of December 31, 2014 the expense shall be added to and form part of the taxes to be paid on the real property as taxes in arrears or be collected as a debt.

Respectfully submitted:

NB-2

## Request formal Direction from Council

Late in 2013 Wally, in a verbal report regarding the Vancouver Island Regional Library, commented on his desire to see the hours at the Port Clements library extended. The VIRL Board have a formal application process in regards to requests such as this. If we wish to be considered for extended hours in 2015 we need to advise them before the end of May 2014 so that it gets in the queue for their analysis of changes for 2015.

I am looking for either a motion in support of requesting that VIRL consider extending hours at the Port Clements public library for 2015 or a motion to receive and file in which case no further action will be taken.

## ACTION ITEMS

<u>#</u>	<u>Date</u>	<u>Description</u>	<u>Lead</u>	<u>Follow up</u>
A16	15-10-2012	Bus Shelter	Cheer	Build shelter at corner of Dyson & Bayview
A21	15-07-2013	Drainage concern at far end between Park & Tingley	Gaspar	Develop a plan for addressing this issue
A25	28-01-2014	Biomass heating system for Multiplex	Administrator	Get agreements in place with School District
A26	17-02-2014	Historic Councillor Plaque(s)	Gould	Design and create the necessary plaque(s) to mount ingraved plates from 1975 forward
A27	05-05-2014	Park Management Committee	Thomas	Finalize park management plans before end of October 2014