



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

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

7:00 p.m. Regular Meeting of Council Monday, October 21, 2013

AGENDA

1. ADOPT AGENDA.

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

D-1-Barry Wijdeven – update on Gwaii Trust

D-2-Sharon Ferretti – GFOABC and MATI report

3. MINUTES.

M-1-Regular meeting of Council Monday, October 7, 2013

M-2-Regular meeting of Tourism Committee Thursday, July 18, 2013

M-3- Regular meeting of Tourism Committee Thursday, September 12, 2013

M-4- Regular meeting of Centennial Committee Thursday, September 5, 2013

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

5. ORIGINAL CORRESPONDENCE.

C-1-Alan K Hooper, Chartered Accountant letter of resignation

C-2-Misty Isles Economic Development Society's Annual 2013 NDIT Report

C-3-Misty Isles Economic Development Society's Annual NDIT Report for 2014 Allocation

6. GOVERNMENT.

G-1-Letter to Minister Bill Bennett – BCHydro and LED Streetlight concerns for Haida Gwaii

G-2-Ditch Infill Policy No. 09, 2013

7. FINANCE.

F-1-Cheque Listing September 12, 2013

F-2-Northern Savings Credit Union bank statement August 2013

F-3-Northern Savings Credit Union bank statement September 2013

F-4-Canadian Imperial Bank of Commerce bank statement September 2013

F-5-Northern Savings Credit Union Gaming Funds bank statement September 2013

F-6-Revenue and Expense Review 3rd Quarter ended September 2013

8. NEW BUSINESS.

NB-1-Report To Council – Gwaii Trust Christmas

NB-2-Report To Council – Public Works

9. ACTION ITEMS.

A-1-See Attached

10. REPORTS & DISCUSSIONS.

11. QUESTIONS FROM THE PUBLIC & PRESS.

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

ADJOURNMENT.



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Minutes of the Regular meeting of the Port Clements Council held October 7, 2013 in the Council Chambers.

Present:

Mayor Cheer
Councilor Gaspar
Councilor Gould

CAO Kim Mushynsky

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

1. ADOPT AGENDA.

2013-294 - Moved by Councilor Gaspar, seconded by Councilor Gould

THAT the agenda be adopted with the following amendments – add C-7 Request for services to VIRL, bump part of NB5 to the delegation slot and move to in-camera per CC-90-1-g.

CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

Dave Unsworth appeared before Council to discuss the issue of ownership of the two grids located at the Small Craft Harbour. Mr. Unsworth indicated that he did not own the large grid; he felt that it was owned by Small Craft Harbours, but he did own the small grid. Council directed the Administrator to get, in writing, confirmation from Small Craft Harbours on their opinion on ownership of these assets and report back to Council.

3. MINUTES.

M-1 – Regular Meeting of Council Monday September 16, 2013

2013-295 – Moved by Councilor Gaspar, seconded by Councilor Gould

THAT we accept the minutes from the September 16, 2013 Regular Council meeting as presented.

CARRIED

M-2 – Rec Committee meeting Thursday September 5, 2013

2013-296 – Moved by Councilor Gaspar, seconded by Councilor Gould

THAT we accept the Rec Committee minutes from the September 5, 2013 meeting as presented.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

BA-1 – Location approval for memorial bench for Ernie Chapman

2013-297 – Moved by Councilor Gould, seconded by Councilor Gaspar

THAT Council approve the bench placement on the second level of the bird tower. Council directed the Administrator to write a letter to Decembrini's advising them of this decision and requiring that they liaison with the Public Works Administrator in regards to the bench construction standards and size.

CARRIED

BA-2 – Community Hall Discussion

2013-298 – Moved by Councilor Gould, seconded by Councilor Gaspar

m-1

THAT we open this for discussion.

CARRIED

2013-299 – Moved by Councilor Gould, seconded by Councilor Gaspar

THAT the Council refrain from any further discussions about this topic until formally advised by the Community Hall Society that they are seeking our assistance in some manner .

CARRIED

5. ORIGINAL CORRESPONDENCE.

C-1 – MIEDS Tourism Report for August 2013

2013-300 – Moved by Councilor Gould, seconded by Councilor Gaspar

THAT we further this correspondence to the tourism committee.

CARRIED

C-2 – Request for Proclamation for Waste Reduction Week in Canada

2013-301 – Moved by Councilor Gould, seconded by Councilor Gaspar

THAT we receive and file this correspondence.

CARRIED

C-3 – Doctors letter to Jennifer Rice re BCAS issues in rural BC

2013-302 – Moved by Councilor Gaspar, seconded by Councilor Gould

THAT we write a letter to the Ministry of Health in regards to ambulance service issues in rural, remote communities and cc the letter to BCAS and APBC.

CARRIED

C-4 – Request for Proclamation for Foster Family Month

2013-303 – Moved by Councilor Gould, seconded by Councilor Gaspar

THAT we receive and file this correspondence.

CARRIED

C-5 – Office of the Mayor of District of Stewart

2013-304 – Moved by Councilor Gaspar, seconded by Councilor Gould

THAT we receive and file this correspondence.

CARRIED

C-6 – Ken and Sharon Antonenko

2013-305 – Moved by Councilor Gaspar, seconded by Councilor Gould

THAT we open this for discussion.

CARRIED

2013-306 – Moved by Councilor Gould, seconded by Councilor Gaspar

THAT we forward this correspondence to the Park Management committee.

CARRIED

C-7 – VIRL request for extended Library hours

2013-307 – Moved by Councilor Gaspar, seconded by Councilor Gould

THAT we make an application to VIRL to extend the library hours in Port Clements to include Saturdays.

CARRIED

6. GOVERNMENT.

G-1 – Clinic Rental Analysis – Request for Proposal

2013-308 – Moved by Councilor Gould, seconded by Councilor Gaspar

THAT we support the recommendation of the Administrator as presented in the report.

CARRIED

7. FINANCE.

8. NEW BUSINESS.

NB-1 – Adele’s Haida Gwaii Guest Suites Business Façade Application

2013-309 – Moved by Councilor Gaspar, seconded by Councilor Gould

THAT we approve the application to a maximum of \$1,830.00 in matched funds under the Business Façade program.

CARRIED

NB-2 – Report to Council – Muniware training

2013-310 – Moved by Councilor Gould, seconded by Councilor Gaspar

THAT we approve the recommendations made by the Administrator in the report to Council.

CARRIED

NB-3 – Report to Council – Community to Community Facilitated Meeting

2013-311 – Moved by Councilor Gould, seconded by Councilor Gaspar

THAT we open this for discussion.

CARRIED

2013-312 – Moved by Councilor Gould, seconded by Councilor Gaspar

THAT we support the recommendation to spend up to a maximum of \$500.00 with the hopes that the process will improve the Protocol process so it works efficiently going forward.

CARRIED

NB-4 – Report to Council – Grant Writer Progress to date

2013-313 – Moved by Councilor Gould, seconded by Councilor Gaspar

THAT we receive the report as presented.

CARRIED

NB-5 – Small Craft Harbour Issues

2013-314 – Moved by Councilor Gould, seconded by Councilor Gaspar

THAT we open this for discussion.

CARRIED

2013-315 – Moved by Councilor Gould, seconded by Councilor Gaspar

THAT we send a letter to Mr. Jehns asking him to remove the bus from the Small Craft Harbour parking lot immediately.

CARRIED

2013-316 – Moved by Councilor Gould, seconded by Councilor Gaspar

THAT we direct Public Works to fix the “dip” issue at the top of the boat launch as soon as possible and leave the other concerns for consideration in the 2014 budgeting process.

CARRIED

NB-6 – Signage at the Small Craft Harbour

2013-317 – Moved by Councilor Gould, seconded by Councilor Gaspar

THAT we prepare signage for the Small Craft Harbour addressing the rules of the dock.

CARRIED

NB-7 – Boat Launch

This item was already addressed under NB-5.

9. ACTION ITEMS:

10. REPORTS AND DISCUSSIONS.

Mayor Cheer – UBCM & Protocol Mtg.

Council Gaspar – UBCM

Councilor Gould – SQCRD Mtg.

Administrator – UBCM & Emergency Social Services Training October 5 & 6

2013-318 – Moved by Councilor Gaspar, seconded by Councilor Gould

THAT we move to in-camera per Community Charter #90-1-g

CARRIED

ADJOURNMENT.

2013-319 - Moved by Councilor Gaspar, seconded by Councilor Gould

THAT the meeting be adjourned at 9:10pm

CARRIED

Wally Cheer,
Mayor

Kim Mushynsky,
Clerk/Treasurer

PORT CLEMENTS TOURISM COMMITTEE
Minutes of the regular meeting of the Port Clements Tourism Committee
Thursday, July 18, 2013

Present:

Chair Councillor Matt Gaspar

Mayor Wally Cheer

Councillor Ian Gould

Angela Mielecki

Joan Hein

Brigit Cumming

Deputy Clerk/Treasurer Sharon Ferretti

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

1. ADOPT AGENDA

Additions: BA-6-Tourist Amenities on TFL 16

It was moved by Mayor Cheer, seconded by Councillor Gould to adopt the agenda as amended.

CARRIED

2. DELEGATES

3. MINUTES

Minutes April 25, 2013

It was moved by Councillor Gould, seconded by Mayor Cheer to adopt the minutes as presented.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

BA-1: Council update

- Concerning Golden Spruce Trail - BC Parks going ahead with upgrades but ongoing maintenance is still undetermined.

BA-2-Tourist Information Centre Update and needs

- Wally and Brigit presented the update, further suggesting canvassing businesses for their brochures, maybe having a large map outside for tourists' use when the museum is closed, and considering having a hand held radio set up at the museum to check logging road traffic; the cost being approximately \$600 - \$800.
- Haida Canoe (s) need the overgrowth cleaned up and the signage exposed.
- Will look at opening the museum an hour earlier (10:00 a.m.) in 2014.
- Need information or a brochure indicating places to eat, and/or have a coffee, which serve local seafood i.e. crab, and the hours of operation.

BA-3-Firm up decision on signage

It was moved by Councillor Gould, seconded by Mayor Cheer to draw funding from the Tourism Committee for the proposed signs.

DISCUSSION

This item will be moved to Council for a resolution.

It was moved by Councillor Gould, seconded by Angela Mielecki to appoint Mayor Cheer to explore options for signage and to purchase the signs, working with the Deputy Clerk/Treasurer.

DISCUSSION

CARRIED

BA-4-Memorial Benches and picnic tables

Wally reported there are maintenance issues; benches at the dock look neglected; one at the park needs some landscaping repairs at the front as the land has slid away.

It was moved by Mayor Cheer, seconded by Councillor Gould to urge the community to maintain memorial benches and picnic tables as required.

CARRIED

BA-5- Action Plan – see attached

BA-6- Tourist Amenities on TFL 16

- Can't get to tourist attractions i.e. Haida Canoe; four lakes need to be more developed.
- Put plan together and approach TAAN Forest Products to give tourists more things to do in Port Clements outlying areas.

Wally will approach TAAN Forest Products requesting to be a 'good corporate citizen'. Wally will report back at next Tourism Committee meeting.

5. ORIGINAL CORRESPONDENCE

C-1-Alana Cardinal tourism suggestions

Input was given concerning the individual items listed.

It was moved by Councillor Gould, seconded by Mayor Cheer to approach Council on the purchase of a key pad lock for St. Mark's church.

CARRIED

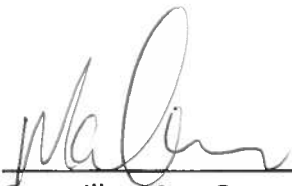
C-2-Bob Fincham re: Golden Spruce

It was acknowledged that there is a need to attend to the golden spruce at the Memorial Park as it is not looking too healthy.

6. NEW BUSINESS

Adjournment

Meeting was adjourned by Councillor Gaspar at 9:00p.m.



Councillor Matt Gaspar, Acting Chair



Sharon Ferretti, Deputy/Clerk Treasurer

	Village Of Port Clements Tourism Committee Action Plan 2013			
#	ITEM	IMMEDIATE ACTION	RESOLVE	DONE?
1	Sunset Trail & Park Campground Signs	3' x 2' Directional Sign i.e. Tenting & RV sites 4 x 4 size	Emailing wording for signs to get approval from Council	
2	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	Need mock ups prepared to submit to Nathan Voogd, Area Manager for Roads, for approval before moving ahead on construction.	
3	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.	Can use mid parking lot at Sunset Trail for parking concerns. Maybe tie into 100 th Celebration	
	ITEM	LONG TERM ACTION		
1	Coffee Book / DVD	Coffee Book more costly; a single coffee book approx \$200 +; reduces with quantity; more involved project than perhaps DVD. Probably sell 40 or so. DVD's cheaper + easier; could have one with pictures as opposed to video. Needs to be organized.	-Make funding applications now for DVD project: \$15,000-\$20,000 costs. -Gwaii Trust funding possible -Grant Writer possibly assist -Take to 100 th Anniversary Committee	Early Fall 2013
2	Google Ad Works/ Twitter	2013	2013	Long Term
3	Port Visitor Center - Fan Tour	have staff actually paddle the Justkatla Inlet	Challenges getting other staff in the other centres to actually do.	
4	Port Clements brochures targeting Long Term High End Clients	Langara Fishing Lodge and West Coast Fishing Club-Rick Grange; Rick Borin - Charlotte; West Coast Adventures - Haida	Long Term - 5 years Immediate: Need to redo Port's brochures in time to promote 100 th Anniversary	Long Term 2018

PORT CLEMENTS TOURISM COMMITTEE

Minutes of the regular meeting of the Port Clements Tourism Committee

Thursday, September 12, 2013

Present:

Chair Councillor Matt Gaspar

Mayor Wally Cheer

Councillor Ian Gould

Angela Mielecki

Wayne Nicol

Deputy Clerk/Treasurer Sharon Ferretti

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

1. ADOPT AGENDA

Additions: BA-9-WWII Mosquito Bomber funding process

It was moved by Councillor Gould, seconded by Mayor Cheer to adopt the agenda as amended.

CARRIED

2. DELEGATES

3. MINUTES

M-1-Minutes July 18, 2013

It was moved by Mayor Cheer, seconded by Councillor Gould to adopt the minutes as presented.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

BA-1: Council update

- Golden Spruce Trail – Sean getting a list of local (includes Masset and Queen Charlotte) of local labour. Possibility of purchasing/leasing a skidsteer.

It was moved by Mayor Cheer, seconded by Councillor Gould

THAT we table the discussion on how to interact with the community for Tourism ideas.

CARRIED

BA-2-Status of plan to approach Taan Forest Products

- Need clear list of ideas first
- Taan doing a Community presentation in November
- Andrew Merilees still doing some guided tours on Golden Spruce Trail

BA-3-Haida Canoe (s) overgrowth cleaned up; signage exposed

- Noticed in July has been cleaned up by Taan

BA-4-Museum open an hour earlier for 2014 re: 100th Celebrations

- If museum is open an extra hour throughout the summer it means an extra \$1500 which would come from the Tourism budget. 500 per month of new people visiting museum.
- Hopeful for more tourist traffic.

BA-5- Outside structure/Board for map at museum

- 4' x 8' size; material and man power required – approach O'Briens re: donating materials
- Request approval from Tourism Committee to cover costs for the sign.

It was moved by Councillor Gould, seconded by Angela Mielecki
THAT Mayor Cheer may move ahead on costs for the structure/board.

CARRIED

BA-6- Time table for installation of newly acquired signs

- Signs are ready to be put up; consider putting a cover at top to direct rain away. The installs will be prioritized; leaving up for two months and taken down for the winter.

BA-7-Canvassing businesses for their brochures; local menus

- First step is to make sure Community knows we have an information centre.
- Put in the newsletter going out the next (fourth) quarter.

BA-8-Action Plan – please see attached

BA-9-WWII Mosquito Bomber funding process

- \$5,000 available; what do we want to do with it?
- Ideas: Relief mural on Spruce slab
Backdrop Cenitaph with spruce arch with plaque on side
Reproduce pictures and mount in St. Mark's church re: a lot paid with their lives

It was moved by Councillor Gould, seconded by Angela Mielecki
THAT if the application has to be submitted in the Village's name we give back to the Historical Society the funding for WWII project.

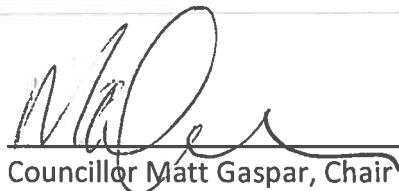
CARRIED

5. ORIGINAL CORRESPONDENCE

6. NEW BUSINESS

Adjournment

Meeting was adjourned by Councillor Gould at 9:05p.m.



Councillor Matt Gaspar, Chair



Sharon Ferretti, Deputy/Clerk Treasurer

Village Of Port Clements Tourism Committee Action Plan 2013			
#	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	Have Visitor Centre staff actually paddle the Justkatla Inlet.	Organize to get word out to Island information centres. Set up to do in April/May
			Dec 2013 Jan 2014
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.
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.	Wayne Nicol working on design idea. Maybe tie into 100 th Celebration
	ITEM	LONG TERM ACTION	
1	Calendar	Ian Gould and possibly Merewyn Nicol to work on.	Angela Mielecki to research costs if do a small run.
2	Zipline	Possible location: Golden Spruce Trail or The Narrows at Kumdis	\$100,000 to build and train Liability issues Need kayaks, first aid, life jackets, ets.
3	Coffee Book / DVD	Coffee Book more costly; a single coffee book approx \$200 +; reduces with quantity; more involved project than perhaps DVD. Probably sell 40 or so. DVD's cheaper + easier; could have one with pictures as opposed to video. Needs to be organized.	-Make funding applications now for DVD project: \$15,000-\$20,000 costs. -Gwaii Trust funding possible -Grant Writer possibly assist -Take to 100 th Anniversary Committee
	~ Don't have the	expertise. Quantity is an issue. ~ ~	Early Fall 2013
4	Google Ad Works/ Twitter	2013	2013 Long Term
5	Port Clements brochures targeting Long Term High End Clients	Langara Fishing Lodge and West Coast Fishing Club-Rick Grange; Rick Borin - Charlotte; West Coast Adventures - Haida	Long Term - 5 years Immediate: Need to redo Port's brochures in time to promote 100 th Anniversary
			Long Term 2018

CENTENNIAL COMMITTEE
Minutes of the regular meeting of the Centennial Committee
Thursday, September 5, 2013

Present:

Mayor Wally Cheer	Councillor Matt Gaspar
Councillor Ian Gould	Councillor Kazamir Falconbridge
Bunny Decembrini	Joan Hein
Brigit Cumming	Manzanita Snow
Betty Stewart	
Deputy Clerk/Treasurer Sharon Ferretti	

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

1. ADOPT AGENDA

Additions: NB-4-Ideas from Manzanita Snow

It was moved by Councillor Matt Gaspar, seconded by Councillor Falconbridge to adopt the agenda as amended.

CARRIED

It was agreed that Mayor Wally Cheer would be the Chair for the Centennial Committee.

2. NEW BUSINESS

NB-1-Set meeting dates.

It was agreed to meet again on Thursday, September 26, 2013, at 7:00p.m. in Council Chambers. At that meeting it will be determined how often to meet as we move forward.

NB-2-Agenda items to be submitted three business days prior to meeting

Submission deadline for agenda items will be the Monday before when meetings are held on Thursdays.

NB-3-Provide email contact information

A listing of email addresses and phone numbers were obtained and will be made available to the committee members.

NB-4-Ideas from Manzanita Snow

1. Cartoon style map
2. Adopt a third world village
3. Family oriented Mardi Gras Parade; possibly a fund raiser
4. Giant Mural Project; location: Museum Grounds; approximate costs: \$35,000
5. Make Port Clements more inviting at the Hwy 16/Dyson St turn-off
6. Expand the use of the area at Dyson St & Bayview Dr
7. Man made lake
8. Public dock area with wading pool in middle; floats located away from industrial dock area

3. ORIGINAL CORRESPONDENCE

C-1-Funding information-Brigid Cumming

General research for funding ideas were presented:

- Port Clements' connection to the Mosquito bombers; possible tie in with November 11, 2014 service.
- Include WWI and more on WWII.
- Talk to Armed Forces group at UBCM.

m-4

Sharon is to pass on Brigid's researched funding information to Judy Hadley the Grant Writer re: deadlines are close on a couple.

Wally Cheer, Ian Gould, Sharon Ferretti, and Brigid Cumming will meet at the Museum on Tuesday, September 10th at 6:30p.m. to understand the rules and application for funding, and brainstorm ideas.

C-2-Event ideas – Betty Stewart

- St. Mark's church is 100 years old in 2014 as well.
- Make more accessible
- Peter Hamil interested in holding a service on January 25, 2014 which is the church's anniversary date.
- St. Mark's capacity is 75 people
- Wedding Vow renewal ceremony
- Christmas Carol service in 2014

General Discussion:

- Eli Tingley – heritage property
- 16 pieces of property that are 100 years or older
- March 19th is the Village's Centennial date; December 31st is the Incorporation date.
- Wharf is 100 years old
- During Canada Days mud bog event is a heavy draw
- Museum could set up a booth
- Parade prize for best millennium float
- Have year round events

Travelling road show for other events needed NOW to create awareness of our year round activities

Create a calendar with pictures from Ian Gould and events dated/noted on the calendar. i.e. July 1964 Port Clements got electric power and 15 street lights were turned on for the first time.

Check with Community Hall Society for schedule of events to avoid double booking.

First week in June is Seniors' Week.

C-3-Event Idea – Sharon Ferretti

Crossword Puzzle to go in a newsletter in 2014

Brigid working on it.

General Discussion:

- Consider updating Port Clements' flag
- Perhaps get paper flags to give out
- Decide on 5 or 6 key events throughout the year
- Have contests to get the kids involved
- Postage Stamp with the mosquito bomber on it
- Bottled water with personalized label
- Chain saw carvers


Need something to indicate the historical reason for the celebration:

- Banner
- Global BC – Saturday & Sunday small community excerpt
- Link from Historical Society to the Village website
- Invest in a good float that can go into all parades
- Attend other events on island
- Do a wall display in hallway at the Multiplex
- Contact school for kids' involvement re: show them the history of Port Clements in the museum

Sharon to check with Ministry to determine if Port Clements has an official bird, flag, mammal, etc.

Sharon to email list of ideas to allow time for committee members to decide on which ones to do for our celebrations.

Betty Stewart motioned to adjourn at 8:25p.m.



Mayor Wally Cheer, Chair

Sharon Ferretti, Deputy/Clerk Treasurer



October 4, 2013

Kim Mushynsky
The Village of Port Clements
P.O. Box 198
Port Clements, BC
V0T 1R0

Dear Kim:

I am writing this letter of resignation for the Audit of the Village of Port Clements, because I no longer have the time needed to do the audit due to my increased workload during the period of February 1st to April 30th when I am unable to leave the office for any length of time. I apologize for not giving you more notice.

If you have any queries regarding the above, please do not hesitate to contact me.

Yours truly,

A handwritten signature in black ink that reads 'Alan Hooper'.

Alan K. Hooper
Chartered Accountant

Enclosures

AKH/rmw



Request for Proposal

Annual Audit Services

October 22, 2013

TABLE OF CONTENTS

1. Introduction.....	3
1.1 Background.....	3
2. Terms and Conditions.....	3
2.1 Selection Criteria.....	4
2.1.1 Mandatory Criteria.....	4
2.1.2 Desirable Criteria.....	4
2.2 RFP Timeframe.....	4
2.3 General Conditions.....	4
2.4 Signature and Seal.....	5
2.5 Preparation Costs.....	5
2.6 Termination of Services.....	5
3. Project Scope.....	5
3.1 General.....	5
3.2 Range of Services.....	5
4. The Proposal.....	6
4.1 General.....	6
4.2 Cost and Time Estimates.....	6
4.3 Acknowledgement and Understanding.....	7
4.4 Acceptance of Proposal and Award of Contract.....	7
5. Appendix A: 2011 Audited Financial Statements	8
6. Appendix B: 2012 – 2016 Financial Plan Bylaw.....	9
7. Appendix C: Desirable Criteria.....	10

1. INTRODUCTION

The Village of Port Clements is seeking proposals from interested parties for the provision of the annual audit services for the fiscal years 2013-2015 inclusive. Subject to satisfactory performance of the services by the successful firm, the term may be extended, if mutually agreeable, for an additional two (2) year period.

This Request for Proposal (RFP) outlines the basic requirements of the Village of Port Clements (Village) for the services to be provided by the firm, herein referred to as the Firm.

1.1 Background

The Village is governed by a 5 member council. The annual operating budget is approximately \$1 million. The municipality's revenues consist largely of taxes from its residents and businesses, user fees, fees for services and government transfers.

As at December 31, 2012 the Village of Port Clements had approximately \$2.0 million in accumulated surplus and \$8.4 million in Capital Assets.

To assist in the preparation of the proposal, the following additional information is provided:

- Village of Port Clements 2012 Annual Financial Statements (Appendix A)
- Village of Port Clements 2013 – 2017 Financial Plan Bylaw (Appendix B)

2. TERMS AND CONDITIONS

All submissions related to this RFP are to be directed to the following person. Information obtained from any other source is not official and should not be relied upon. Inquiries and responses will be recorded and may be distributed to all Firms.

Kim Mushynsky
Chief Administrative Officer

Village of Port Clements, PO Box 198
Port Clements BC VOT 1R0
(250) 557-4295
cao@portclements.ca
Fax (250) 557-4568

2.1 Selection Criteria

2.1.1 Mandatory Criteria

- Organizations must provide a proposal signed by a person authorized to sign on behalf of the Firm
- The proposal must be received by Friday, November 22, 2013 at 1:00 PM Pacific Standard Time
- Signed electronic copies in PDF format will be accepted
- Signed proposals sent by facsimile will be accepted
- Proposals should be clearly marked with the name of the Firm
- It is the Firm's sole responsibility to ensure their submission is received when, where and how it is specified in the RFP. The Village is not responsible for lost, misplaced or incorrectly delivered submissions

2.1.2 Desirable Criteria

Proposals meeting all of the mandatory criteria will be further assessed against desirable criteria. The desirable criteria are outlined in Appendix D: Desirable Criteria

2.2 RFP Timeframe

The following timetable outlines the anticipated schedule for the RFP process. The timing and the sequence of events resulting from this RFP may vary and shall ultimately be determined by the Village.

Event	Anticipated Date
Request for Proposal issued	October 22, 2013
Request for Proposal closes	November 22, 2013

Upon completion of the evaluation, a report will be prepared for consideration by Village Council containing a recommendation to appoint an audit firm. Should Council resolve to accept the recommendation, the successful Firm will be contacted in writing of the award. The award will be for an initial three (3) year appointment term with annual reviews carried out in each of these years by Village staff. Subject to satisfactory performance of the services by the successful Firm, as determined by the Village at its sole discretion, the term may be extended for an additional two (2) year period.

2.3 General Conditions

The Village is subject to the provisions of the Freedom of Information and Protection of Privacy Act (The Act). Proprietary information can be protected under the Act (Section 21) which deems disclosure harmful to business interests of a third party. Please clearly mark only the pages of your proposal that you consider to fall under this protection with "Confidential". However, please be advised that should there be a dispute regarding the protection of this information, the final decisions is made by the British Columbia Information and Privacy Commissioner.

Late proposals will not be accepted and will be returned to the Firm.

2.4 Signature and Seal

Proposals shall be submitted under the signature of individuals authorized to sign such proposals and commit the Firm to perform the services contemplated in the Village's RFP. The Corporate Seal of the Firm should be affixed where appropriate in the proposal submission.

2.5 Preparation Costs

All costs associated with the preparation and submission of a proposal shall be borne solely by the Firm.

2.6 Termination of Services

Notwithstanding the provisions of the Community Charter respecting the termination of a Firm, either party may terminate audit services as described, upon 30 days written notice.

3. PROJECT SCOPE

3.1 General

In compliance with the Community Charter, Council must appoint an auditor (or audit firm) for audit services; however, other firms may be used for other financial services if it is deemed more advantageous or appropriate to do so. The Village, therefore, expressly reserves the right, at its sole discretion, to use other financial services and financial firms.

3.2 Range of Services

The range of audit services required to be performed by the Firm shall include, but not be limited to, the following:

- a) Performing an annual audit in accordance with Canadian generally accepted auditing standards and the provisions of the Community Charter;
- b) An audit opinion on the consolidated financial statements and the supplementary information on the financial position and operating results of the individual funds of the Village;
- c) Attending meeting(s) with Village staff for the planning and review of both the audit process and the financial statements;
- d) Attend a Council meeting, which could include teleconference, to present and report on the audited financial statements; and
- e) Responding to and discussing with Village staff, any accounting, auditing or tax related issues arising during the contracted period of audit services.

Financial statements for the Village of Port Clements, which will conform to Public Sector Accounting Board requirements, will be prepared by Village staff complete with working papers. Electronic working papers will be prepared in Muniware (exported to excel) and financial statements in Muniware (exported to excel). Additional information will be provided as necessary.

Submission of electronic working papers to the auditor will be determined annually at a mutually agreed upon date (usually on or before February 28th). The auditor's dates on-site will be at mutually agreed times. The audited financial statements must be finalized and received one week before they are considered by Council pursuant to the provisions of the Community Charter. The latest date for completion of the draft audited financial statements will be April 20th.

4. THE PROPOSAL

4.1 General

The proposal should include the following information, in a format easy to identify:

- a) The legal name of the audit firm, local address, telephone, name of the contact person and e-mail address;
- b) The location of the office from which the audit services are to be performed and the number of partners, managers and other professional staff employed at that office;
- c) A full description of the range of services provided by the local office;
- d) Identification of the partner, managers and supervisors who will be assigned to the Village audit, together with their qualifications and professional certifications;
- e) A list of current and prior government audit clients, including the number of years of service on each and the name and telephone number of a contact who can provide the Village with a reference;
- f) A description of experience with up-to-date Public Sector Accounting Board requirements;
- g) Experience in providing additional services to government and a description of the nature of such services; and
- h) Confirmation of WCB and insurance coverage.

4.2 Cost and Time Estimates

Proposals shall contain the following additional time and cost information:

- An estimate of the total number of person hours required to complete the audit;
- Hourly billing rates for each category of staff;
- Additional costs or disbursement charges and fees;

-
- An all-inclusive, maximum price for full audit services for each of the fiscal years of 2013 to 2015;
 - Proposed audit schedule
 - Details on innovative ways to reduce audit fee, reduce internal staffing time or improve quality of financial information; and
 - Pricing structure for special projects.

4.3 Acknowledgement and Understanding

In submitting a proposal, the Firm acknowledges and agrees that it has read, understood and agreed to all terms and conditions described in this document.

4.4 Acceptance of Proposal and Award of Contract

In submitting a proposal, the Firm acknowledges and agrees that the Village is not bound to accept the lowest priced or any proposal of those submitted.

APPENDIX A: 2012 Audited Financial Statements

APPENDIX B: 2013 – 2017 Financial Plan Bylaw

APPENDIX C: Desirable Criteria

Criteria	Weighting (of 100 %)
Firm Profile	15%
Qualifications	35%
Methodology	50%

The points will be awarded within the following categories:

Component	Criteria
Firm Profile	Local, Regional or National Firm Office Location and the number of professional staff employed
Qualifications	Previous experience with similar audit engagements including the names and numbers of client contact Identify the professional staff that will work on the audit including a brief resume for each Clarity of work plan (time table) and reporting requirements
Methodology	Quality of proposal and proposed work Proposed Audit fee and hourly rates for additional services Innovation

NOTE: Any additional information that is pertinent to the audit, and not noted above, should be included in the proposal and may be considered.



October 7, 2013

To: The Board of Directors
From: Heather Adel, Economic Development Officer
Re: Annual NDIT Reporting

Background

With year end approaching we will be turning our focus to our annual funding from NDIT. This year NDIT has requested that all reporting and funding requests be submitted by November 8, 2013.

The attached is the annual report that will be sent to NDIT to claim the 2013 funds.

Please review the report and forward me any questions. The form is not yet available on the NDIT web site so this is a word document with all the same questions on it. The budget is also attached to this email.

Recommendation

To complete the submission each community must include a resolution that states the following:

"That the (Community) approves the 2013 Report as presented and will send to NDIT for review and approval."

Please forward the above resolution once your respective council has approved.

Report NDIT 2013

MIEDS on behalf of Port Clements

Box 652 Queen Charlotte BC V0T 1S0

250-559-8050

edo@mieds.ca

www.mieds.ca

Heather Adel

Economic Development Officer

Economic Development Spending Budget – \$122,500 Actual \$122,500

Briefly describe the additional economic development activities that the Economic Development Capacity Building grant allowed your community to pursue in 2013:

Port of Haida Gwaii – the Port of Haida Gwaii is a project that made great strides in 2013 and will continue to be a focus for 2014. Post UBCM the Village of Port Clements and MIEDS worked to obtain funding to assist in the development of a comprehensive business plan. That was achieved and a meeting was scheduled with ADM's and Executive staffers to present the business case and to determine next steps. Village of Port Clements continues to investigate options, which would see this port become a reality. MIEDS supports the Village of Port Clements in its efforts.

Provide a unified voice for islanders – MIEDS did submit a formal response to the BC Ferries call for feedback. The paper did provide three options for BC Ferries to consider, which could have resulted in the ability to lower fares. MIEDS continues to provide consistent messaging in its destination marketing campaigns. Lastly MIEDS participated on the Regional Workforce Round table bringing the island issues to the forefront.

Forestry License to Cut – MIEDS and BCTS spent quite a bit of time working to develop a new business contract which would be more advantageous to the communities.

Social Media Presence – MIEDS social media efforts have demonstrated a significant increase in online visitor traffic as follows: Facebook followers have increased over 600% since January 2013. Twitter followers increased almost 40% since January 2013. Haida Gwaii Blog increased in views approximately 80% since January 2013.

Please comment on the positive benefits that Northern Development EDCB program has created in your community.

The EDCB program allows the islands to have an Economic Development Officer and an administration person, which provided support to the communities collectively as well as individually.

Briefly describe the collaborative project you and your partners pursued:

The operationalization of the Community Forest Agreement was the project that all communities worked collaboratively on. We worked with our forestry consultants to create a project initiation document, which could have led to a business model. Unfortunately BCTS and the Province were not able to come through with the funding; however, it is back on the agenda for 2014.

MIEDS was able to obtain the services of a law firm and accounting firm to start the development of a legal structure to operationalize the community forest.

Misty Isles Econ Dvpt Society
Fund Allocation Detail 01/01/2013 to 13/09/2013

Date	Description	Source	JE#	Amount	Cumulative
NDIT 2013					
5210	Economic Dvpt Officer				
15/01/2013	Jan 1-15, 2013, Ceridian	Cash	J504	3,125.00	3,125.00
31/01/2013	Jan 16-31, 2013, Ceridian	Cash	J506	3,125.00	6,250.00
15/02/2013	Feb 1-15, 2013, Ceridian	Cash	J508	3,125.00	9,375.00
28/02/2013	Feb 16-28, 2013, Ceridian	Cash	J510	3,125.00	12,500.00
15/03/2013	March 2013, Ceridian	Cash	J512	3,125.00	15,625.00
31/03/2013	March 16-31, 2013, Ceridian	Cash	J514	3,125.00	18,750.00
15/04/2013	Apr 1-15, 2013, Ceridian	Cash	J26	3,125.00	21,875.00
30/04/2013	Apr 16-30, 2013, Ceridian	Cash	J27	3,125.00	25,000.00
15/05/2013	May 1-15, 2013, Ceridian	Cash	J28	3,125.00	28,125.00
31/05/2013	May 16-31, 2013, Ceridian	Cash	J29	3,125.00	31,250.00
15/06/2013	June 1-15, 2013, Ceridian	Cash	J55	3,125.00	34,375.00
30/06/2013	June 16-30, 2013, Ceridian	Cash	J56	3,125.00	37,500.00
15/07/2013	July 1-15, 2013, Ceridian	Cash	J57	3,125.00	40,625.00
31/07/2013	July 16-31, 2013, Ceridian	Cash	J58	3,125.00	43,750.00
15/08/2013	Aug 1-15, 2013, Ceridian	Cash	J93	3,125.00	46,875.00
31/08/2013	Aug 16-31, 2013, Ceridian	Cash	J94	3,125.00	50,000.00
				50,000.00	
5211	Admin Assistant				
15/01/2013	Jan 1-15, 2013, Ceridian	Cash	J504	1,701.86	51,701.86
31/01/2013	Jan 16-31, 2013, Ceridian	Cash	J506	1,701.86	53,403.72
15/02/2013	Feb 1-15, 2013, Ceridian	Cash	J508	1,701.86	55,105.58
28/02/2013	Feb 16-28, 2013, Ceridian	Cash	J510	1,701.86	56,807.44
15/03/2013	March 2013, Ceridian	Cash	J512	1,701.86	58,509.30
31/03/2013	March 16-31, 2013, Ceridian	Cash	J514	1,701.86	60,211.16
15/04/2013	Apr 1-15, 2013, Ceridian	Cash	J26	1,701.86	61,913.02
30/04/2013	Apr 16-30, 2013, Ceridian	Cash	J27	1,701.86	63,614.88
15/05/2013	May 1-15, 2013, Ceridian	Cash	J28	1,701.86	65,316.74
31/05/2013	May 16-31, 2013, Ceridian	Cash	J29	1,701.86	67,018.60
15/06/2013	June 1-15, 2013, Ceridian	Cash	J55	1,701.86	68,720.46
30/06/2013	June 16-30, 2013, Ceridian	Cash	J56	1,701.86	70,422.32
15/07/2013	July 1-15, 2013, Ceridian	Cash	J57	1,701.86	72,124.18
31/07/2013	July 16-31, 2013, Ceridian	Cash	J58	1,701.86	73,826.04
15/08/2013	Aug 1-15, 2013, Ceridian	Cash	J93	1,701.86	75,527.90
31/08/2013	Aug 16-31, 2013, Ceridian	Cash	J94	1,701.86	77,229.76
				27,229.76	
5215	GYW Employee				
15/01/2013	Jan 1-15, 2013, Ceridian	Cash	J504	704.58	77,934.34
04/03/2013	Feb Extra, Ceridian	Cash	J530	576.76	78,511.10
				1,281.34	
5217	Employers Expense				
15/01/2013	Jan 1-15, 2013, Ceridian	Cash	J504	397.74	78,908.84
31/01/2013	Jan 16-31, 2013, Ceridian	Cash	J506	351.53	79,260.37
15/02/2013	Feb 1-15, 2013, Ceridian	Cash	J508	351.53	79,611.90
28/02/2013	Feb 16-28, 2013, Ceridian	Cash	J510	351.53	79,963.43
04/03/2013	Feb Extra, Ceridian	Cash	J530	29.29	79,992.72
15/03/2013	March 2013, Ceridian	Cash	J512	351.53	80,344.25
31/03/2013	March 16-31, 2013, Ceridian	Cash	J514	351.53	80,695.78
15/04/2013	Apr 1-15, 2013, Ceridian	Cash	J26	351.53	81,047.31
30/04/2013	Apr 16-30, 2013, Ceridian	Cash	J27	351.53	81,398.84
15/05/2013	May 1-15, 2013, Ceridian	Cash	J28	351.53	81,750.37
31/05/2013	May 16-31, 2013, Ceridian	Cash	J29	351.53	82,101.90

Misty Isles Econ Dvpt Society
Fund Allocation Detail 01/01/2013 to 13/09/2013

Date	Description	Source	JE#	Amount	Cumulative
15/06/2013	June 1-15, 2013, Ceridian	Cash	J55	351.53	82,453.43
30/06/2013	June 16-30, 2013, Ceridian	Cash	J56	351.53	82,804.96
15/07/2013	July 1-15, 2013, Ceridian	Cash	J57	351.53	83,156.49
31/07/2013	July 16-31, 2013, Ceridian	Cash	J58	351.53	83,508.02
15/08/2013	Aug 1-15, 2013, Ceridian	Cash	J93	351.53	83,859.55
31/08/2013	Aug 16-31, 2013, Ceridian	Cash	J94	279.78	84,139.33
				5,628.23	
5440	WCB Expense				
03/05/2013	2012, WorkSafe BC	CUETS MC	J8	114.33	84,253.66
5610	Fees, Memberships, Legal				
15/01/2013	Jan 1-15, 2013, Ceridian	Cash	J504	23.45	84,277.11
31/01/2013	Jan 16-31, 2013, Ceridian	Cash	J506	21.60	84,298.71
15/02/2013	Feb 1-15, 2013, Ceridian	Cash	J508	21.60	84,320.31
28/02/2013	Feb 16-28, 2013, Ceridian	Cash	J510	21.60	84,341.91
04/03/2013	Feb Extra, Ceridian	Cash	J530	21.55	84,363.46
14/03/2013	March 14, 2013, Economic Dvpt As...	CUETS MC	J532	100.00	84,463.46
15/03/2013	March 2013, Ceridian	Cash	J512	21.60	84,485.06
31/03/2013	March 16-31, 2013, Ceridian	Cash	J514	21.60	84,506.66
15/04/2013	Apr 1-15, 2013, Ceridian	Cash	J26	20.25	84,526.91
30/04/2013	Apr 16-30, 2013, Ceridian	Cash	J27	20.25	84,547.16
15/05/2013	May 1-15, 2013, Ceridian	Cash	J28	46.50	84,593.66
31/05/2013	May 16-31, 2013, Ceridian	Cash	J29	20.25	84,613.91
15/06/2013	June 1-15, 2013, Ceridian	Cash	J55	20.25	84,634.16
30/06/2013	June 16-30, 2013, Ceridian	Cash	J56	20.25	84,654.41
15/07/2013	July 1-15, 2013, Ceridian	Cash	J57	20.25	84,674.66
31/07/2013	July 16-31, 2013, Ceridian	Cash	J58	21.30	84,695.96
15/08/2013	Aug 1-15, 2013, Ceridian	Cash	J93	21.30	84,717.26
31/08/2013	Aug 16-31, 2013, Ceridian	Cash	J94	21.30	84,738.56
				484.90	
5615	Advertising, Promotion, Website				
14/02/2013	016B, Sparkdesign	859	J520	1,100.00	85,838.56
02/08/2013	Aug 2013, QCIslands Net	917	J85	106.99	85,945.55
				1,206.99	
5640	Prof Dvpt				
02/05/2013	April 25, 2013, Heather Adel	887	J6	915.13	86,860.68
03/05/2013	Apr 11, 2013, Destination Develop...	CUETS MC	J9	46.87	86,907.55
20/05/2013	May 18, 2013, Economic Dvpt Ass...	CUETS MC	J48	535.00	87,442.55
14/08/2013	July 13, 2013, NWCC	CUETS MC	J97	119.00	87,561.55
				1,616.00	
5685	Insurance				
16/04/2013	0170706, Axis Insurance Manager I...	883	J3	838.00	88,399.55
19/06/2013	30310, Key West Insurance	898	J41	745.00	89,144.55
				1,583.00	
5695	Office Equipment				
02/03/2013	Dell Mar 1, 2013, Mary Lou Von Ni...	866	J516	1,601.19	90,745.74
08/03/2013	Jan-March 2013, Heather Adel	867	J518	2,967.97	93,713.71
				4,569.16	
5700	Office Supplies				
08/03/2013	Jan-March 2013, Heather Adel	867	J518	151.74	93,865.45
10/06/2013	June 2013, Mary Lou Schroeder	895	J39	11.19	93,876.64
19/07/2013	July 3-08 / 13, Mary Lou Von Niess...	910	J108	125.61	94,002.25
31/07/2013	June 26, 2013, Mary Lou Schroeder	905	J78	17.99	94,020.24

Misty Isles Econ Dvpt Society

Fund Allocation Detail 01/01/2013 to 13/09/2013

Date	Description	Source	JE#	Amount	Cumulative
14/08/2013	July/Aug 2013, Mary Lou Von Nies...	924	J102	51.91	94,072.15
				358.44	
5770	Copies/ Postage				
16/04/2013	Apr 16, 2013, Mary Lou Schroeder	884	J4	83.19	94,155.34
31/07/2013	June 26, 2013, Mary Lou Schroeder	905	J78	29.85	94,185.19
14/08/2013	July/Aug 2013, Mary Lou Von Nies...	924	J102	78.76	94,263.95
				191.80	
5780	Telephone/Fax/Internet				
08/01/2013	Jan 2013, QCIslands Net	852	J534	52.00	94,315.95
05/03/2013	March, Hootsuite Media	CUETS MC	J536	7.08	94,323.03
08/03/2013	Jan-March 2013, Heather Adel	867	J518	719.85	95,042.88
01/04/2013	April 2013, QCIslands Net	875	J1	52.00	95,094.88
20/04/2013	April 2013, Telus	882	J2	106.70	95,201.58
02/05/2013	April 25, 2013, Heather Adel	887	J6	245.05	95,446.63
03/05/2013	April 2013, Hootsuite Media	CUETS MC	J7	7.04	95,453.67
03/05/2013	Apr 25, 2013, Priority Conferencing	CUETS MC	J11	111.72	95,565.39
07/05/2013	May 2013, Hootsuite Media	CUETS MC	J45	6.97	95,572.36
27/05/2013	May 2013, Telus	889	J33	104.98	95,677.34
03/06/2013	June 2013, QCIslands Net	892	J36	163.80	95,841.14
19/06/2013	June 2013, Telus	899	J42	105.17	95,946.31
30/06/2013	June 2013, Hootsuite Media	CUETS MC	J59	7.13	95,953.44
19/07/2013	July 2013, Telus	911	J63	124.22	96,077.66
02/08/2013	Aug 2013, QCIslands Net	917	J85	111.28	96,188.94
14/08/2013	Aug 2013, Telus	920	J88	101.85	96,290.79
14/08/2013	Aug 2013, Hootsuite Media	CUETS MC	J95	7.30	96,298.09
				2,034.14	
5782	Meetings & Functions				
03/05/2013	April 2013, 37Signals-Charge.com	CUETS MC	J13	24.96	96,323.05
14/05/2013	May 2013, 37Signals-Charge.com	CUETS MC	J47	24.97	96,348.02
14/06/2013	June 2013, 37Signals-Charge.com	CUETS MC	J61	25.11	96,373.13
14/07/2013	July 12, 2013, 37Signals-Charge.c...	CUETS MC	J99	25.59	96,398.72
				100.63	
5789	Travel				
08/03/2013	Jan-March 2013, Heather Adel	867	J518	860.08	97,258.80
31/03/2013	March 2013, Heather Adel	871	J522	2,277.38	99,536.18
31/03/2013	March 15, 2013, Mary Lou Von Nie...	874	J538	0.75	99,536.93
02/05/2013	April 25, 2013, Heather Adel	887	J6	92.12	99,629.05
10/06/2013	June 2013, Mary Lou Schroeder	895	J39	195.12	99,824.17
12/06/2013	June 12, 2013, Guy Kimola	894	J38	126.88	99,951.05
16/07/2013	June 5, 2013, Air Canada	CUETS MC	J60	653.25	100,604.30
31/07/2013	June 16-July 23, Guy Kimola	914	J82	332.80	100,937.10
14/08/2013	2013-102, Guy Kimola	921	J89	126.88	101,063.98
26/08/2013	Aug 22, 2013, Kevin Church	930	J114	49.92	101,113.90
28/08/2013	Aug 28, 2013, Spencer Hornoi	931	J115	49.92	101,163.82
				4,765.10	
5790	Rent/Utilities				
01/01/2013	Jan 2013, Westfam Holdings Ltd	Cash	J524	1,000.00	102,163.82
01/02/2013	Feb 2013, Westfam Holdings Ltd	Cash	J526	1,000.00	103,163.82
01/03/2013	March 2013, Westfam Holdings Ltd	Cash	J528	1,000.00	104,163.82
01/04/2013	April 2013, Westfam Holdings Ltd	Cash	J68	1,100.00	105,263.82
01/05/2013	May 2013, Westfam Holdings Ltd	Cash	J66	900.00	106,163.82
29/05/2013	Apr/May 2013, BC Hydro	890	J34	148.84	106,312.66

Misty Isles Econ Dvpt Society

Fund Allocation Detail 01/01/2013 to 13/09/2013

Date	Description	Source	JE#	Amount	Cumulative
01/06/2013	June 2013, Westfam Holdings Ltd	Cash	J70	900.00	107,212.66
13/07/2013	May/June 2013, BC Hydro	915	J83	104.29	107,316.95
				6,153.13	
5890	Repairs/Maintenance				
02/05/2013	April 2013, Skye Williams	886	J5	84.00	107,400.95
29/05/2013	May 2013, Skye Williams	891	J35	84.00	107,484.95
31/07/2013	June 2013, Skye Williams	906	J79	84.00	107,568.95
02/08/2013	July 2013, Skye Williams	919	J87	84.00	107,652.95
19/08/2013	Aug 2013, Skye Williams	929	J113	84.00	107,736.95
				420.00	
5892	Misc				
14/08/2013	Aug 9, 2013, Carol Kulesha	923	J91	28.26	107,765.21
5894	GST Expense				
29/05/2013	Apr/May 2013, BC Hydro	890	J34	6.96	107,772.17
03/06/2013	June 2013, QCIslands Net	892	J36	7.28	107,779.45
				14.24	
5907	AGM				
19/06/2013	15628, Observer Publishing	896	J40	55.00	107,834.45
19/06/2013	Form 11 AGM 2012, Minister of Fin...	901	J44	25.00	107,859.45
26/06/2013	20130134, Village of Port Clements	902	J52	75.00	107,934.45
26/06/2013	June 19, 2013, Rubber Boots and ...	903	J53	120.00	108,054.45
26/06/2013	June 19, 2013, Carol Kulesha	904	J54	73.32	108,127.77
31/07/2013	June 26, 2013, Mary Lou Schroeder	905	J78	60.78	108,188.55
				409.10	
5909	HGB2B				
10/05/2013	May 10, 2013, Economic Dvpt Ass...	CUETS MC	J46	63.00	108,251.55
31/05/2013	2013, Webs Com	CUETS MC	J50	21.13	108,272.68
14/08/2013	July 11, 2013, Webs Com	CUETS MC	J98	106.91	108,379.59
				191.04	
5919	Tourism				
31/05/2013	May 2013, Facebook Ads	CUETS MC	J49	40.37	108,419.96
10/06/2013	2013-101, Guy Kimola	893	J37	833.00	109,252.96
19/06/2013	SOAR 1, Mary Lou Schroeder	900	J43	916.66	110,169.62
31/07/2013	2013 13-0016284, Certified Folder ...	913	J81	1,433.82	111,603.44
14/08/2013	2013-102, Guy Kimola	921	J89	125.00	111,728.44
14/08/2013	2013-103, Guy Kimola	922	J90	833.00	112,561.44
14/08/2013	June July 2013, Facebook Ads	CUETS MC	J96	509.89	113,071.33
14/08/2013	July/Aug 2013, Mary Lou Von Nies...	924	J102	916.50	113,987.83
19/08/2013	Aug 19, 2013, Jennifer Bailey	928	J112	500.00	114,487.83
28/08/2013	2013-306, Pr Rupert Northern View	932	J116	4,833.14	119,320.97
				10,941.38	
5920	GwaiiTel Expenditures Paid by ...				
13/07/2013	GwTel20130146, Village of Port Cl...	916	J106	130.00	119,450.97
19/07/2013	July 3-08 / 13, Mary Lou Von Niess...	910	J108	24.28	119,475.25
31/07/2013	GwaiiTel 2013, Receiver General	908	J110	165.00	119,640.25
02/08/2013	Form 7 2013, Minister of Finance	918	J104	15.00	119,655.25
14/08/2013	July/Aug 2013, Mary Lou Von Nies...	924	J102	240.00	119,895.25
17/08/2013	July 2013, Lidstone & Company	926	J111	604.75	120,500.00
				1,179.03	
5936	Invest Northwest				
16/07/2013	1104, Terrace Economic Developm...	909	J65	2,000.00	122,500.00

Misty Isles Econ Dvpt Society**Fund Allocation Detail 01/01/2013 to 13/09/2013**

<u>Date</u>	<u>Description</u>	<u>Source</u>	<u>JE#</u>	<u>Amount</u>	<u>Cumulative</u>
Total NDIT 2013				<u>122,500.00</u>	



October 7, 2013

To: The Board of Directors
From: Heather Adel, Economic Development Officer
Re: Annual NDIT Reporting

Background

This year NDIT has requested that all reporting and funding requests be submitted by November 8, 2013. The attached is the NDIT Funding Application form for each community.

The Regional District stated last year that they prefer to submit their own forms and reports. This is fine with MIEDS as long as MIEDS is determining what course we will take over the year. I assume that the SQCRD will be applying half of the funding to the islands and half to the main land. I have still provided a copy of the funding application for the SQCRD Areas D and E to support the Regional District Administrator.

It is my understanding then, that MIEDS will submit applications for the three communities and that SQCRD will submit their own application. If this is not the case please provide a resolution to mimic the one below.

Please review the funding application and forward me any questions.

Recommendation

To complete the submission each community must include a resolution that states the following:

"That the (Community) supports the 2014 allocation of 35,000 (17,500 for Regional District) from the NDIT Economic Development Capacity Building Program to the Misty Isles Economic Development Society for economic development initiatives on Haida Gwaii."

Please forward the above resolution once your respective council has approved.

Adobe Reader 8.0+ is required to complete this application form.

If you are using an earlier version, you will not be able to save any information you enter into the form.

Adobe Reader is a free download available at: <http://www.adobe.com/products/acrobat/readstep2.html>



1. Applicant Profile

Community name (municipality or regional district):

MIEDS for Port Clements

Address (street, city, postal code):

Box 652 Queen Carlotte, BC V0T 1S0

Telephone:

250-559-8050

Fax:

Email:

edo@mieds.ca

Website (URL):

www.mieds.ca

2. Primary Contact Information

Primary contact (for this application):

Heather Adel

Position/title:

Economic Development Officer

Complete the following only if different from the above community contact information:

Address (street, city, postal code):

Email:

Telephone:

Fax:

3. Economic Development Priorities

Briefly describe the economic development goals you will be focused on this year:

As per MIEDS 3 Year Economic Development Strategy the following three goals will be focused on:

1. To increase collaboration and communication within industry and between governments
2. To increase employment and employability of islanders
3. To decrease barriers to development.

Outline the activities that will be undertaken to achieve these goals:

Haida Gwaii Business to Business Website - Grow the database of skilled workers on Haida Gwaii. Increase membership on the site and look to identify larger jobs where MIEDS can match employers and employees

Release second Forestry License to Cut - Put a substantial portion of remaining FLTC volume to a Category 2 sale in efforts to get islander working and support secondary manufacturing

Community Forest - MIEDS continues to work on behalf of member communities to establish a CFA that is beneficial to the communities

Grow Destination awareness - Partnering with Northern BC Tourism enhancing destination awareness using social media and joint marketing

Port of Haida Gwaii - Support VPC in establishing and island owned container port

4. Economic Development Collaboration

Applicants may collaborate with another municipality, regional district, First Nations band, tourism or industry association on economic development projects and initiatives. Please outline any specific projects or initiatives that will be undertaken this year.

Partner(s):	Concise description of collaborative project or initiative:	Amount (\$):
Village of Queen Charlotte	Advancing the development of an operationalized community forest	\$ 5000
Village of Masset	Advancing the development of an operationalized community forest	\$ 5000
SQCRD Areas D & E	Advancing the development of an operationalized community forest	\$ 2500
Village of Port Clements	Advancing the development of an operationalized community	\$ 5000
		\$
		\$
COLLABORATIVE PROJECTS SUB-TOTAL:		\$ 0

5. Economic Development Budget

Please outline all anticipated expenses in the municipality's or regional district's annual economic development budget. For the purposes of calculating the incremental economic development funding request, please do not include collaborative projects that you have identified in Section 4.

Economic development activity description:	Budget/proposed amount for each economic development activity:
Economic development salary (if applicable)	
Job title(s): <u>Economic Development Officer</u>	\$ 75000
<u>Administrative Assistant/Social Media Manager</u>	\$ 40000
Travel	\$ 5000
MIEDS Office Administration	\$ 2500
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$ 0
	TOTAL LOCAL GOVERNMENT ECONOMIC DEVELOPMENT BUDGET *

*** Required attachment: municipal or regional district economic development budget for the year of this application.**

Please refer to the Economic Development Capacity Building application guide for eligible and ineligible costs.

6. Attachments

Please list all documents attached to this application:

Document name:

1) Required: **municipal or regional district economic development budget for the year of this application**

2)

3)

4)

30000

-1

7. Total Funding Request

35000

A maximum annual grant of \$35,000 is available under the Economic Development Capacity Building program per municipality or regional district. Based on the information provided within this application, the breakdown of the funding request is as follows:

		Amount (\$):
	Collaborative funding:	\$ 0
0		
	Economic development funding:	\$ 0
35000		
	TOTAL FUNDING REQUEST:	\$ 0

8. Authorization and Agreement to Reporting Requirements

I AFFIRM THAT the information in this application is accurate and complete, and that the project proposal, including plans and budgets, is fairly presented. I agree that once funding is approved, any change to the project proposal will require prior approval of Northern Development Initiative Trust (Northern Development).

I also agree to submit reporting materials as required by Northern Development, and where required, financial accounting for evaluation of the activity funded by Northern Development. I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act.

I agree to publicly acknowledge funding and assistance by Northern Development.

I authorize Northern Development to make any enquiries of such persons, firms, corporations, federal and provincial government agencies/departments and non-profit organizations operating in my organization's field of activities, to collect and share information with them, as Northern Development deems necessary, in order to reach a decision on this application, to administer and monitor the implementation of the project and to evaluate their results after project completion.

I agree that information provided in this application form may be shared with the appropriate regional advisory committee(s), board of directors, and consultants.

If approved for economic development capacity building funding, our organization agrees to:

1. Provide reporting on the impacts of economic development activities for the year of this application.
2. Provide financial reporting using Northern Development's reporting form, including a project/economic development ledger demonstrating costs were incurred with invoice copies for amounts over \$5,000.

Name:

Organization signing authority

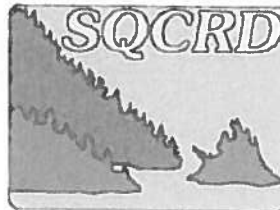
Title:

Date:

9. Submitting Your Application

Completed funding application forms should be provided electronically to Northern Development by email.

Email info@northernddevelopment.bc.ca



September 4, 2013

To: Minister Bill Bennett

Re: BCHydro and LED Streetlight concerns for Haida Gwaii

Please be advised that Haida Gwaii received grant funding from the Gas Tax Fund to upgrade the Streetlights in Masset, Port Clements, Skidegate and Queen Charlotte to LED lighting in the amount of \$627,250.00. This project has a deadline of October 31, 2014. Haida Gwaii north obtains its electricity exclusively via diesel generation and Haida Gwaii south is a split between hydro and diesel generation. Reducing our energy consumption by switching streetlights to LED fixtures is an extremely positive step towards both reducing our Municipal carbon footprints and BCHydro's carbon footprint, because we are not part of the provincial grid their carbon footprint is larger on Haida Gwaii then elsewhere in BC. It is also financially advantageous to BCHydro, because of the cost to BCHydro to produce electricity on Haida Gwaii, that they support activities here that save energy. I believe it is actually BCHydro's mandate to support ways to save energy.

There are two problems which are preventing this valuable project moving forward.

1. BCHydro does not have a rate in place for 1701 (Hydro owned) Streetlights which are LED
2. BCHydro does not have a process in place whereby they can accept the fixtures from us.

Manufacturers give kilowatt consumption specifications with their fixtures. The current rate for 1701 Streetlights is based on an assumed consumption rate with daylight hours factored in. Is it really that difficult to create a new rate for LED lights? Even if Hydro erred on the side of caution for a year or two, while more data becomes available, it should still be possible to make a fairly accurate estimate based on information currently available.

We have funding in place to cover both the purchase and the installation of the LED Streetlight fixtures. We are committed to working with Hydro to ensure that we purchase the LED Streetlights which meet all their technical requirements. This is a win/win situation; we can't see a downside to either party. We are not asking for funding of any form from BCHydro, just for their approval to allow us to buy them new LED Streetlights.

This initiative is a wonderful example of communities coming together for the benefit of the environment. It would be disastrous to have it be defeated by bureaucratic delays. We realize that in the scheme of things, even with the communities of Haida Gwaii coming together, we are still an insignificant number when compared to BCHydro's key accounts. However, this initiative still represents a real effort by communities to try and become Carbon Neutral, a status that the BC Government has mandated us to get to, and every little bit helps.

We hope that you will see the benefits of making this project a reality in a timely manner. If you require additional clarification please contact Kim Mushynsky, CAO, Village of Port Clements at 250-557-4295 or cao@portclements.ca as she is the lead on the funding application.

Thank you for your assistance.

Sincerely:

Village of Masset

Village of Port Clements

Village of Queen Charlotte



Skidegate Band Council

Skeena Queen Charlotte Regional District

CC: BC Hydro – Dave Mosure
BC Hydro – Rick Truong

Village of Port Clements

Ditch Infill Policy

Policy No. 09, 2013

Prepared by Kim Mushynsky - CAO

Adopted:

Policy statement:

PREAMBLE:

This policy documents the circumstances and general process requirements for homeowners wishing to alter ditches adjacent to their property. The purpose of this is to allow the Village of Port Clements to consider the requests from Residents while maintaining proper drainage and safety standards. This policy only applies to Village roads, therefore Bayview Drive is exempted from the Policy as Highways has their own procedural requirements for ditches.

DEFINITIONS:

Ditch – a natural or artificial watercourse ranging from a depression, or swale, to an open channel that conveys water runoff from both public and private properties.

Ditch alteration – the addition of earthworks, landscaping works and/or pipes to a ditch system which eliminates a defined ditch system.

Ditch Infill – the replacement of a ditch with a culvert covered by earth and sod.

Drainage Basin – the extent of the area served by a ditch system.

Swale – a shallow grassed drainage channel with gently sloping sides

POLICY:

1. All ditch alteration requests must be submitted to the Public Works department in writing with a drawing delineating the limits of the ditch alteration.
2. Adjacent property owners will be made aware of the application and given an opportunity to comment on the request.
3. Public Works will determine the material requirements and any particulars unique to the property in question (such as catch basin installation, culvert size, etc.). The homeowner will be informed in writing of these requirements. If there is other work beyond the normal scope of ditch alteration (such as hydrant adjustment) these additional costs will be charged out separately.
4. Public Works reserves the right to deny any ditch alteration request.
5. An appeal to a denial from Public Works would be made to Council.
6. In addition to the specifications given to the homeowner under #2, the homeowner and the contractor responsible for the work shall provide public liability and property damage insurance not less than \$2,000,000 and shall name the Village of Port Clements as an Additional insured. The homeowner shall be responsible for traffic control while the work is being done. All work shall conform with WCB and OHS requirements. A fully refundable damage deposit in the amount of \$1000.00 shall be required before work can commence. The deposit will be returned within 90 days of completion of the work. The deposit may be used to correct deficiencies or finish work if required.
7. After approval Public Works must be called to inspect the site at two stages; first inspection is prior to backfilling to verify connections and ensure quality standards and the second inspection will be to verify completion of the project. Failure to adhere to the inspection schedule will result in forfeiture of the damage deposit.
8. Applicants are responsible for the purchase and installation of all approved materials required to complete the job.

Wally Cheer,
Mayor

Kim Mushynsky,
CAO

VILLAGE OF PORT CLEMENTS

Page 1 of 2

Cheque Listing For Council

2013-Oct-16
1:32:13PM

Cheque #	Cheque Date	Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20130448	2013-09-16	MasterCard, CUETS FINAN			PAYMENT		762.30
			10-2-11-10-20	AUG 31 2013	MASTERCARD STMT AUG 2013	762.30	
20130449	2013-09-16	TELUS COMMUNICATIONS			PAYMENT		1,542.04
			10-2-71-21-15	AUG 2013	AUG PHONE BILL	606.21	
			30-2-41-50-00	AUG 2013	AUG PHONE BILL	250.24	
			40-2-42-90-40	AUG 2013	AUG PHONE BILL	75.63	
			10-2-24-70-10	AUG 2013	AUG PHONE BILL	609.96	
20130473	2013-10-04	BC HYDRO			PAYMENT		5,082.31
			40-2-42-90-40	SEPT 2013	Sewer	997.45	
			10-2-34-00-40	SEPT 2013	SCH	360.82	
			10-2-24-70-10	SEPT 2013	Firehall	528.48	
			10-2-19-00-00	SEPT 2013	Trailer	55.20	
			10-2-34-00-15	SEPT 2013	Govt Dock	93.69	
			10-2-71-89-30	SEPT 2013	Sunset Park	36.49	
			10-2-32-50-00	SEPT 2013	Street Lights	1,026.92	
			30-2-41-50-00	SEPT 2013	Pumphouse	1,441.04	
			10-3-22-00-01	SEPT 2013	PST	315.23	
			10-3-22-00-00	SEPT 2013	GST	226.99	
20130474	2013-10-04	BIG RED			PAYMENT		253.58
			10-2-71-21-15	13287	WEEKLY CONTAINER SERVICE I	253.58	
20130475	2013-10-04	BLUE CROSS			PAYMENT		996.21
			10-4-27-00-30	OCT 2013	BEN PREMIUMS OCT 2013	996.21	
20130476	2013-10-04	Board of School Trustees			PAYMENT		7,665.08
			10-2-71-21-15	1314-007	Graydon + BC Hydro	556.27	
			10-2-71-21-10	1314-007	Coastal Propane	1,334.96	
			10-2-71-21-25	1314-007	Sch Protect Progm	5,546.88	
			10-3-22-00-01	1314-007	PST	132.38	
			10-3-22-00-00	1314-007	GST	94.59	
20130477	2013-10-04	BRITISH COLUMBIA LIFE &			PAYMENT		370.60
			10-4-27-00-30	86675	PREMIUMS OCT 2013	370.60	
20130478	2013-10-04	CIBC VISA			PAYMENT		208.99
			10-2-12-11-30	SEPT 2013	BASECAMP	21.23	
			10-2-11-10-20	SEPT 2013	UBCM meals	164.66	
			30-2-41-20-00	SEPT 2013	Inland Air delivery	22.00	
			10-3-22-00-00	SEPT 2013	GST	1.10	
20130479	2013-10-04	CORPORATE EXPRESS			PAYMENT		1,021.54
			10-2-24-90-10	33411728	BROOM FOR WEIGHTROOM/FIR	12.77	
			10-2-12-11-40	33677034	Janitorial MultiPurpose	174.20	
			10-2-24-90-00	33677034	Fire Dept Janitorial	129.41	
			10-2-12-11-00	33677034	Office Supplies	215.43	
			10-2-12-11-00	33687748	rubber finger tips	3.34	
			10-2-72-50-10	33687748	PRINTER,TELEPHONE, INK FOR	255.13	
			10-2-72-50-10	33771143	CANON PRINTER FOR MUSEUM	231.26	
20130480	2013-10-04	NORTHERN LABS LTD.			PAYMENT		111.30
			40-2-42-90-50	89632	Qtrly Effluent test	111.30	
20130481	2013-10-04	OBSERVER PUBLISHING (PAYMENT		283.50
			10-2-12-11-70	16065	TAX SALE NOTICE 2013	141.75	
			10-2-12-11-70	16089	TAX SALE NOTICE 2013	141.75	
20130482	2013-10-04	RECEIVER GENERAL - CC			PAYMENT		4,333.43
			10-4-27-00-10	SEPT 2013	CRA REMITTANCE SEPT 2013	4,333.43	
20130483	2013-10-04	RENCO			PAYMENT		1,234.28
			30-2-41-50-00	Sept 2013	Fire Pump	248.56	
			40-2-42-90-60	Sept 2013	Sewer	147.37	
			30-2-41-40-10	Sept 2013	Water	294.75	
			10-2-31-90-00	Sept 2013	Comm Services	294.75	
			10-2-24-80-10	Sept 2013	Fire Dept	248.85	
20130484	2013-10-04	Stupka, Christina			PAYMENT		200.00
			10-2-71-89-30	OCT 4 2013	CAMPGROUND ATTENDANT 2 W	200.00	
20130485	2013-10-04	WEIGUM, SHIRLEY			PAYMENT		1,100.00
			10-2-12-14-10	11	JANITOR CONTRACT SEPTEMBE	462.00	
			10-2-71-21-20	11	JANITOR CONTRACT SEPTEMBE	253.00	
			10-2-71-21-11	11	JANITOR CONTRACT SEPTEMBE	242.00	
			10-2-71-89-00	11	JANITOR CONTRACT SEPTEMBE	143.00	

F-1

VILLAGE OF PORT CLEMENTS

Page 2 of 2

Cheque Listing For Council

2013-Oct-16

1:32:13PM

Cheque #	Cheque Date	Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20130486	2013-10-04	XEROX CANADA LTD.	10-2-12-11-30	G45107198	PAYMENT USAGE FEES	70.06	70.06
20130487	2013-10-11	BAYVIEW MARKET	10-2-75-00-00 10-2-25-00-00 10-3-22-00-00	639208 639208 639208	PAYMENT MOVIE CANDY ESS TRAINING LUNCH GST	59.36 75.58 3.70	138.64
20130489	2013-10-11	C2C CONTRACT SERVICE	10-2-12-10-15	2013-103	PAYMENT 79 HRS GRANT WRITING AUG 15	1,975.00	1,975.00
20130490	2013-10-11	COASTAL PROPANE	10-2-72-91-00	130400	PAYMENT TANK RENTAL ST. MARK'S CHURCH	109.76	109.76
20130491	2013-10-11	Gaspar, Matthew	10-2-11-10-20	UBCM 2013	PAYMENT UBCM TRAVEL + MEAL PER DIE	132.11	132.11
20130492	2013-10-11	LAND TITLE AND SURVEY	10-2-12-11-70	TaxSale2013+1	PAYMENT FINALIZE TAX SALE 2012PROCE	97.20	97.20
20130493	2013-10-11	MORNEAU SHEPELL	10-2-24-70-20	VANH-201308-0	PAYMENT VOL FIRE DEPT 'ON DUTY' COVE	902.00	902.00
20130494	2013-10-11	MUNICIPAL INFORMATION	10-2-12-11-20 10-2-12-10-25	20131108 MUNIWARE TR	PAYMENT FINANCE SOFTWARE SUPPORT NOV MUNIWARE TRNG CAO+DE	288.34 738.15	1,026.49
20130495	2013-10-11	Mushynsky, Kim	10-2-11-10-20	UBCM	PAYMENT UBCM TRAVEL + MEAL PER DIE	68.00	68.00
20130496	2013-10-11	XEROX CANADA LTD.	10-2-12-11-30	G45186413	PAYMENT USAGE FEES AUG 31 - SEPT 30	70.47	70.47
20130497	2013-10-11	ZEE MEDICAL SERVICE C	10-2-12-11-00 30-2-41-30-30 10-2-24-80-00 30-2-41-30-30 10-3-22-00-00	0160229068 0160229068 0160229068 0160229068 0160229068	PAYMENT PlaySchool Water Treatment Firehall Public Works GST	19.89 12.43 70.52 64.82 8.39	176.05
20130504	2013-10-16	BONANZA CREEK CONTR.	10-2-31-00-00 10-3-22-00-00 10-2-12-11-30	0252 re-issue 0252 re-issue 0252 re-issue	PAYMENT TREE TOPPING GST stop payment fee	2,550.00 127.50 (20.00)	2,657.50
20130505	2013-10-16	CORPORATE EXPRESS	10-2-12-11-00	33725803	PAYMENT CUSTOM STAMP	41.43	41.43
20130506	2013-10-16	DELMAS CO-OP	30-2-41-40-00 30-2-41-40-00 10-2-81-90-00	00215350F 00215790E SEPT 2013	PAYMENT TAPS+SHOPVAC FILTER+BIT PRESS GAUGE+PRESSURE SWI SERVICE FEE SEPT 2013	68.68 62.47 6.00	137.15
20130507	2013-10-16	DRIFTECH MECHANICAL S	10-2-24-80-00	8963	PAYMENT FIRE TRUCK CVIP + DECAL	210.56	210.56
20130508	2013-10-16	MasterCard, CUETS FINAN	10-2-11-10-20	SEPT 2013	PAYMENT 12 USB FLASH DRIVES	179.06	179.06
20130509	2013-10-16	MUNICIPAL INFORMATION	10-2-12-11-20	20131273	PAYMENT FINANCE SOFTWARE SUPPORT	288.34	288.34
20130510	2013-10-16	Stupka, Christina	10-2-71-89-30	Oct 11 2013	PAYMENT FINAL PYMT 2013 CAMP ATTENC	300.00	300.00
20130511	2013-10-16	TELUS COMMUNICATIONS	10-2-71-21-15 40-2-42-90-40 30-2-41-50-00 10-2-24-70-10	SEPT 2013 SEPT 2013 SEPT 2013 SEPT 2013	PAYMENT SEPT PHONE BILL SEPT PHONE BILL SEPT PHONE BILL SEPT PHONE BILL	607.24 75.63 250.25 611.26	1,544.38
20130512	2013-10-16	VANCOUVER ISLAND REG	10-2-84-20-00	4th QTR Levy	PAYMENT 2013 4TH QUARTER TAX LEVY	3,252.00	3,252.00

Total 38,541.36

*** End of Report ***

STATEMENT OF ACCOUNTS

PO Box 94
Masset BC V0T 1M0

MASSET BRANCH 250-626-5231

MEMBER NUMBER 56440

STATEMENT DATE August 31, 2013

PAGE 1 of 4

Village Of Port Clements
Box 198
Port Clements BC V0T 1R0

31

DEMAND ACCOUNTS

Date	Description	Number	Withdrawals	Deposits	Balance
Business 75					
31Jul2013	Balance Forward				869,328.37
01Aug2013	Pre-Authorized Credit - PROVINCE OF B.C			1,302.00	870,630.37
01Aug2013	Clearing Cheque	2013034	2,066.24		868,564.13
01Aug2013	Clearing Cheque	2013032	253.58		868,310.55
01Aug2013	Clearing Cheque	2013036	967.18		867,343.37
01Aug2013	Clearing Cheque	2013034	22,604.01		844,739.36
02Aug2013	Clearing Cheque	2013035	288.34		844,451.02
02Aug2013	Clearing Cheque	2013037	644.40		843,806.62
02Aug2013	Clearing Cheque	2013036	1,500.00		842,306.62
02Aug2013	Clearing Cheque	2013036	3,252.00		839,054.62
06Aug2013	Pre-Authorized Credit - SCHOOL DISTRICT 50			517.02	839,571.64
07Aug2013	Pre-Authorized Credit - PROVINCE OF B.C			1,045.00	840,616.64
07Aug2013	Clearing Cheque	2013034	6.54		840,610.10
07Aug2013	Clearing Cheque	2013036	200.00		840,410.10
07Aug2013	Clearing Cheque	2013038	200.00		840,210.10
08Aug2013	Clearing Cheque	2013038	168.00		840,042.10
08Aug2013	Clearing Cheque	2013038	716.94		839,325.16
08Aug2013	Clearing Cheque	2013038	1,100.00		838,225.16
08Aug2013	Clearing Cheque	2013037	4,429.16		833,796.00
09Aug2013	Deposit			18,063.51	851,859.51
09Aug2013	Deposit			35,747.70	887,607.21
13Aug2013	Pre-Authorized Credit - PROVINCE OF B.C			275.00	887,882.21
13Aug2013	Pre-Authorized Credit - CANADA			19,652.25	907,534.46
13Aug2013	Clearing Cheque	2013028	44.68		907,489.78
13Aug2013	Clearing Cheque	2013037	371.95		907,117.83
13Aug2013	Clearing Cheque	2013028	844.70		906,273.13
13Aug2013	Clearing Cheque	2013037	1,048.68		905,224.45
13Aug2013	Clearing Cheque	2013038	2,300.00		902,924.45
13Aug2013	Clearing Cheque	2013037	5,447.96		897,476.49
16Aug2013	Deposit			2,763.93	900,240.42

continued...

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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 August 31, 2013

PAGE 2 of 4

Date	Description	Number	Withdrawals	Deposits	Balance
Business 75					
20Aug2013	Transfer in from 604207 Masset cheq			54.65	900,295.07
20Aug2013	Clearing Cheque	2013040	9,786.33		890,508.74
21Aug2013	Clearing Cheque	2013039	37.79		890,470.95
21Aug2013	Clearing Cheque	2013040	53.72		890,417.23
21Aug2013	Clearing Cheque	2013040	73.16		890,344.07
21Aug2013	Clearing Cheque	2013039	1,548.87		888,795.20
21Aug2013	Clearing Cheque	2013040	1,915.00		886,880.20
21Aug2013	Clearing Cheque	2013039	6,540.00		880,340.20
23Aug2013	Deposit			6,356.04	886,696.24
23Aug2013	Clearing Cheque	2013037	590.42		886,105.82
28Aug2013	Clearing Cheque	2013039	465.26		885,640.56
28Aug2013	Clearing Cheque	2013039	322.42		885,318.14
30Aug2013	Deposit			4,585.91	889,904.05
30Aug2013	Pre-Authorized Credit - SCHOOL DISTRICT 50			430.80	890,334.85
31Aug2013	Credit Interest			744.97	891,079.82
31Aug2013	Monthly Service Fee		55.00		891,024.82
Total Withdrawals and Deposits			69,842.33	91,538.78	

Number of Cheques 31


Membership Shares

31Jul2013	Balance Forward				37.04
Total Withdrawals and Deposits			.00	.00	

Business Simply Savings

31Jul2013	Balance Forward				762,914.78
31Aug2013	Credit Interest			809.94	763,724.72
Total Withdrawals and Deposits			.00	809.94	

continued...



ALL MEMBERS

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Village Of Port Clements

STATEMENT OF ACCOUNTS

PO Box 94
Masset BC V0T 1M0

MASSET BRANCH 250-626-5231

MEMBER NUMBER 56440

STATEMENT DATE August 31, 2013

PAGE 3 of 4

TERM DEPOSITS

Date	Description	Withdrawals	Deposits	Balance
Term 4: Short Term GSP (30 - 364 Days) -				
31Jul2013	Balance Forward			11,183.08
Start 29Jul2013 - Rate 1.0000% - NextInt 30Apr2014 - Matures 30Apr2014				
Term 7: 12 - 60 Month Term -				
31Jul2013	Balance Forward			250,000.00
Start 13Feb2013 - Rate 2.1500% - NextInt 13Feb2014 - Matures 13Feb2016				
Term 8: 12 - 60 Month Term -				
31Jul2013	Balance Forward			250,000.00
Start 13Feb2013 - Rate 1.7500% - NextInt 13Feb2014 - Matures 13Feb2014				
Term 9: Short Term GSP (30 - 364 Days) -				
31Jul2013	Balance Forward			65,752.39
Start 07May2013 - Rate 1.0000% - NextInt 31Dec2013 - Matures 31Dec2013				

Assets	Canadian Dollars	US Dollars
Chequing	891,024.82	.00
Savings	763,724.72	.00
Terms	576,935.47	.00
Registered Plans	.00	.00
Shares	37.04	.00
Total Assets	2,231,722.05	.00
Liabilities	Canadian Dollars	US Dollars
Line of Credit	.00	.00
Over limit LOC/overdraft	.00	.00
Loans	.00	.00
Mortgage	.00	.00
Total Liabilities	.00	.00
	.00	.00

Over limit Lines of Credit / Overdrafts interest rate is 24.0000

continued...

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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 56440

STATEMENT DATE September 30, 2013

PAGE 1 of 5

33

DEMAND ACCOUNTS

Date	Description	Number	Withdrawals	Deposits	Balance
Business 75					
31Aug2013	Balance Forward				891,024.82
03Sep2013	Pre-Authorized Credit - PROVINCE OF B.C			724.50	891,749.32
04Sep2013	Clearing Cheque	2013040	712.92		891,036.40
06Sep2013	Deposit			7,773.97	898,810.37
06Sep2013	Bill Payment BC Hydro 2328675 As per cheque #20130435	2066998	1,150.15		897,660.22
06Sep2013	Bill Payment CIBC VISA 4503386141757010 As per cheque #20130437	2066998	6,638.44		891,021.78
10Sep2013	Cheque Deposit Jasper Lodge RE: 20022210 T			5,001.00	896,022.78
10Sep2013	Clearing Cheque	2013041	975.00		895,047.78
10Sep2013	Clearing Cheque	2013042	2,940.00		892,107.78
10Sep2013	Clearing Cheque	2013043	3,048.62		889,059.16
10Sep2013	Clearing Cheque	2013042	1,350.00		887,709.16
11Sep2013	Pre-Authorized Credit - PROVINCE OF B.C			461.54	888,170.70
12Sep2013	Clearing Cheque	2013043	324.99		887,845.71
12Sep2013	Clearing Cheque	2013044	995.40		886,850.31
12Sep2013	Clearing Cheque	2013043	1,520.00		885,330.31
12Sep2013	Clearing Cheque	2013044	28,934.00		856,396.31
13Sep2013	Clearing Cheque	2013042	11.41		856,384.90
13Sep2013	Clearing Cheque	2013041	349.87		856,035.03
13Sep2013	Clearing Cheque	2013041	943.32		855,091.71
13Sep2013	Clearing Cheque	2013042	1,128.75		853,962.96
13Sep2013	Clearing Cheque	2013044	1,488.32		852,474.64
13Sep2013	Clearing Cheque	2013043	302.39		852,172.25
16Sep2013	Clearing Cheque	2013042	3,800.28		848,371.97
17Sep2013	Deposit			3,225.75	851,597.72
17Sep2013	Clearing Cheque	2013043	253.58		851,344.14
17Sep2013	Clearing Cheque	2013044	273.86		851,070.28
17Sep2013	Clearing Cheque	2013044	465.58		850,604.70
17Sep2013	Clearing Cheque	2013042	570.89		850,033.81
17Sep2013	Clearing Cheque	2013044	800.00		849,233.81

continued...



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Village Of Port Clements

STATEMENT OF ACCOUNTS

PO Box 94
Masset BC V0T 1M0

MASSET BRANCH 250-626-5231

MEMBER NUMBER 56440

STATEMENT DATE September 30, 2013

PAGE 2 of 5

Date	Description	Number	Withdrawals	Deposits	Balance
Business 75					
18Sep2013	Clearing Cheque	2013039	200.00		849,033.81
18Sep2013	Clearing Cheque	2013044	288.34		848,745.47
18Sep2013	Clearing Cheque	2013043	400.00		848,345.47
18Sep2013	Clearing Cheque	2013044	515.16		847,830.31
18Sep2013	Clearing Cheque	2013042	4,166.20		843,664.11
20Sep2013	Transfer in from 604207 Masset cheq			54.65	843,718.76
20Sep2013	Clearing Cheque	2013043	37.50		843,681.26
20Sep2013	Clearing Cheque	2013042	193.09		843,488.17
20Sep2013	Clearing Cheque	2013042	500.00		842,988.17
20Sep2013	MasterCard Debit - UEI WATER PROGRAM		52.47		842,935.70
23Sep2013	Clearing Cheque	2013042	80.00		842,855.70
23Sep2013	Clearing Cheque	2013044	762.30		842,093.40
23Sep2013	Clearing Cheque	2013044	1,542.04		840,551.36
24Sep2013	Transfer out to 7310006 Masset equity		25.00		840,526.36
24Sep2013	Deposit			2,549.93	843,076.29
24Sep2013	Money Transfer - Incoming FT 2619229 Jesse Falconbridge	FT26192		800.00	843,876.29
24Sep2013	Misc Debit Transaction MTS FEE		5.00		843,871.29
24Sep2013	Clearing Cheque	2013042	839.55		843,031.74
30Sep2013	Credit Interest			708.61	843,740.35
30Sep2013	Monthly Service Fee		55.00		843,685.35
Total Withdrawals and Deposits			68,639.42	21,299.95	

Number of Cheques 33

Membership Shares

31Aug2013	Balance Forward				37.04
Total Withdrawals and Deposits			.00	.00	

continued...

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Village Of Port Clements

STATEMENT OF ACCOUNTS

PO Box 94
Masset BC V0T 1M0

MASSET BRANCH 250-626-5231

MEMBER NUMBER 56440

STATEMENT DATE September 30, 2013

PAGE 3 of 5

Date	Description	Number	Withdrawals	Deposits	Balance
Business Simply Savings					
31Aug2013	Balance Forward				763,724.72
30Sep2013	Credit Interest			784.65	764,509.37
	Total Withdrawals and Deposits		.00	784.65	

TERM DEPOSITS

Date	Description	Withdrawals	Deposits	Balance
Term 4: Short Term GSP (30 - 364 Days) -				
31Aug2013	Balance Forward			11,183.08
Start 29Jul2013 - Rate 1.0000% - NextInt 30Apr2014 - Matures 30Apr2014				
Term 7: 12 - 60 Month Term -				
31Aug2013	Balance Forward			250,000.00
Start 13Feb2013 - Rate 2.1500% - NextInt 13Feb2014 - Matures 13Feb2016				
Term 8: 12 - 60 Month Term -				
31Aug2013	Balance Forward			250,000.00
Start 13Feb2013 - Rate 1.7500% - NextInt 13Feb2014 - Matures 13Feb2014				
Term 9: Short Term GSP (30 - 364 Days) -				
31Aug2013	Balance Forward			65,752.39
Start 07May2013 - Rate 1.0000% - NextInt 31Dec2013 - Matures 31Dec2013				

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.

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Village Of Port Clements

STATEMENT OF ACCOUNTS

PO Box 94
Masset BC V0T 1M0

MASSET BRANCH 250-626-5231

MEMBER NUMBER 56440

STATEMENT DATE September 30, 2013

PAGE 4 of 5

Assets	Canadian Dollars	US Dollars
Chequing	843,685.35	.00
Savings	764,509.37	.00
Terms	576,935.47	.00
Registered Plans	.00	.00
Shares	37.04	.00
Total Assets	2,185,167.23	.00
Liabilities	Canadian Dollars	US Dollars
Line of Credit	.00	.00
Over limit LOC/overdraft	.00	.00
Loans	.00	.00
Mortgage	.00	.00
Total Liabilities	.00	.00
	.00	.00

Over limit Lines of Credit / Overdrafts interest rate is 24.0000

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CIBC Account Statement

VILLAGE OF PORT CLEMENTS

For Sep 1 to Sep 30, 2013

Account number
93-00813

Branch transit number
00180

The names shown are based on our current records, as of October 8, 2013. 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 Sep 1, 2013		\$44,248.44
Withdrawals	-	15,849.13
Deposits	+	5,217.98
Closing balance on Sep 30, 2013	=	\$33,617.29

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)

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Transaction details

Date	Description	Withdrawals (\$)	Deposits (\$)	Balance (\$)
Sep 1	Opening balance			\$44,248.44
Sep 3	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		72.00	44,320.44
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		150.00	44,470.44
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		163.95	44,634.39
	DEBIT MEMO CHARGE FOR AUG CIBC EFT SERVICE CHARGE	64.82		44,569.57
Sep 4	DEBIT MEMO SETTLEMENT: 0078 CIBC DATA CENTRE: 00	5,686.05		38,883.52
	DEBIT MEMO Sep 04, 2013 Municipal Pensi	1,199.18		37,684.34

(continued on next page)

F-4

CIBC Account Statement**Sep 1 to Sep 30, 2013****Account number: 93-00813****Branch transit number: 00180****Transaction details (continued)**

Date	Description	Withdrawals (\$)	Deposits (\$)	Balance (\$)
Sep 4	Balance forward			\$37,684.34
Sep 5	CREDIT MEMO INT @ 0.2500% CIBC-AUTOMATED INTEREST SYSTEM		9.32	37,693.66
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		463.95	38,157.61
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		187.20	38,344.81
Sep 6	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		163.95	38,508.76
	DEBIT MEMO Sep 06, 2013 Municipal Pensi	1,169.66		37,339.10
Sep 9	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		159.03	37,498.13
Sep 16	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		163.95	37,662.08
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		200.00	37,862.08
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		140.00	38,002.08
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		186.04	38,188.12
Sep 17	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		170.00	38,358.12
Sep 18	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		337.15	38,695.27
	DEBIT MEMO SETTLEMENT: 0079 CIBC DATA CENTRE: 00	5,701.48		32,993.79
	TRANSFER 02540 FROM: 08910/74-47531 CROWN ISLE BANKING CENTRE		72.00	33,065.79
Sep 20	DEBIT MEMO Sep 20, 2013 Municipal Pensi	1,190.84		31,874.95
Sep 23	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		200.00	32,074.95
	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		313.95	32,388.90
	TRANSFER 00140 FROM: 00140/80-61939 ST. ANNS AND ISLAND HIGHWAY		163.95	32,552.85
Sep 25	CREDIT MEMO CREDIT UNION CENTRAL OF B.C.		230.00	32,782.85

(continued on next page)

CIBC Account Statement

Sep 1 to Sep 30, 2013

Account number: 93-00813

Branch transit number: 00180

Transaction details (continued)

Date	Description	Withdrawals (\$)	Deposits (\$)	Balance (\$)
Sep 25	Balance forward			\$32,782.85
	CREDIT MEMO		432.60	33,215.45
	CREDIT UNION CENTRAL OF B.C.			
Sep 26	CREDIT MEMO		496.77	33,712.22
	CREDIT UNION CENTRAL OF B.C.			
Sep 27	CREDIT MEMO		200.00	33,912.22
	CREDIT UNION CENTRAL OF B.C.			
	CREDIT MEMO		512.17	34,424.39
	CREDIT UNION CENTRAL OF B.C.			
Sep 30	CREDIT MEMO		30.00	34,454.39
	CREDIT UNION CENTRAL OF B.C.			
	CHEQUE 59350080 20130456	837.10		33,617.29
	Closing balance			\$33,617.29

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.

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NORTHERN SAVINGS

CREDIT UNION

STATEMENT OF ACCOUNTS

PO Box 94
Masset BC V0T 1M0

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05463

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

MASSET BRANCH	250-626-5231
MEMBER NUMBER	7310006
STATEMENT DATE	September 30, 2013
PAGE	1 of 3

DEMAND ACCOUNTS

Date	Description	Number	Withdrawals	Deposits	Balance
Business Pay-As-You-Go					
31Aug2013	Balance Forward				.00
30Sep2013	Monthly Service Fee		7.00		-7.00
	Total Withdrawals and Deposits		7.00	.00	

Membership Shares

31Aug2013	Balance Forward				.00
24Sep2013	Transfer in from 56440 Masset cheq			25.00	25.00
	Total Withdrawals and Deposits		.00	25.00	

Assets	Canadian Dollars	US Dollars
Chequing	.00	.00
Savings	.00	.00
Terms	.00	.00
Registered Plans	.00	.00
Shares	25.00	.00
Total Assets	25.00	.00
Liabilities	Canadian Dollars	US Dollars
Line of Credit	.00	.00
Over limit LOC/overdraft	7.00	.00
Loans	.00	.00
Mortgage	.00	.00
Total Liabilities	7.00	.00
	.00	.00

continued...

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NSCR00Q02E (12/09)

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VILLAGE OF PORT CLEMENTS

REVENUE AND EXPENSE REVIEW

3r Quarter ended September 30, 2013

	2013	2013	2012
	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>
<u>GENERAL REVENUES:</u>			
Municipal Property Tax	\$125,132	\$125,000	\$124,867
Payment in Lieu of Taxes	\$8,120	\$6,645	\$7,138
Sale of Services	\$16,243	\$16,377	\$8,195 *increase due to sale of property \$8493
Revenue Own Sources	\$58,243	\$49,464	\$47,246 *increase due to interest & moorage
Rentals	\$8,850	\$9,630	\$9,772
Unconditional Grant	\$251,920	\$250,000	\$539,009
Conditional Grants	\$484	\$525	\$3,648
Transfer from Reserves	\$0	\$0	\$0
Collection for Others	<u>\$196,697</u>	<u>\$206,710</u>	<u>\$202,659</u>
<u>TOTAL REVENUE - GENERAL</u>	<u>\$665,689</u>	<u>\$664,351</u>	<u>\$942,534</u>
<u>GENERAL EXPENSES:</u>			
Legislative Expenses	\$22,976	\$27,043	\$25,914
General Administration	\$139,059	\$141,688	\$133,294 *website costs up in 2013
Fire Department	\$24,611	\$30,436	\$29,699
Emergency Services	\$1,613	\$750	\$87
Common Services	\$12,887	\$15,247	\$14,993
Wharf	\$21,399	\$25,193	\$1,165 * wharf repairs (piles)
Small Craft Harbour	\$6,405	\$5,847	\$3,683 *Hydro
Roads	\$31,437	\$37,011	\$27,221 *brushing

Environmental Health & Devel.	\$1,697	\$2,811	\$1,778
Parks & Recreation	\$28,355	\$30,375	\$22,576 *Park
MPBC Operating	\$23,263	\$41,750	Rec & Tourism \$35,312
Debt Services	\$1,247	\$747	\$1,246
Capital	\$21,144	\$9,000	\$3,097 *barge
Collection Others	\$186,722	\$202,969	\$174,615
Amortization	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<u>TOTAL EXPENSES</u>	<u>\$522,815</u>	<u>\$570,867</u>	<u>\$474,680</u>
<u>NET INCOME - GENERAL</u>	<u>\$142,874</u>	<u>\$93,484</u>	<u>\$467,854</u>

	2013 <u>ACTUAL</u>	2013 <u>BUDGET</u>	2012 <u>ACTUAL</u>
<u>WATER REVENUES:</u>			
Fees & Taxation	\$85,666	\$84,700	\$84,800
Grants	\$33,864	\$20,000	<u>\$932,385</u>
<u>TOTAL WATER REVENUE</u>	<u>\$119,530</u>	<u>\$104,700</u>	<u>\$1,017,185</u>
<u>WATER EXPENSES:</u>	<u>\$42,896</u>	<u>\$45,105</u>	<u>\$1,055,330</u>
<u>NET INCOME/LOSS WATER</u>	<u>\$76,634</u>	<u>\$59,595</u>	<u>-\$38,145</u>

<u>SEWER REVENUE</u>	<u>\$54,018</u>	<u>\$52,091</u>	<u>\$54,484</u>
<u>SEWER EXPENSES</u>	<u>\$27,366</u>	<u>\$38,225</u>	<u>\$26,085</u> *R&M
<u>NET INCOME SEWER</u>	<u>\$26,652</u>	<u>\$13,866</u>	<u>\$28,399</u>
 <u>NET INCOME VOPC</u>	 <u>\$246,160</u>	 <u>\$166,945</u>	 <u>\$458,108</u>



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

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

REPORT TO COUNCIL

Author: Kim Mushynsky
Date: October 15, 2013
Re: **Gwaii Trust Christmas**

Background: We receive \$10,000 per year from Gwaii Trust for Graham Central Christmas events. Based on the average of the past 3 years the money has been allocated as follows:

- \$ 1200 – to Senior's for their Seniors Christmas supper and celebration
- \$ 3000 – to Tlell for their community celebration
- \$ 3400 – to Port Clements residents in the form of Port Bucks*
- \$ 900 – Rec Committee for Breakfast with Santa events & misc.
- \$ 900 – Gift Certificates for various uses
- \$ 600 – Decorations (lights for wharf, tree for Multiplex, etc.)

\$10000

*Historically Port Bucks have been \$20/household and the number redeemed has been on the rise – 155 in 2010, 162 in 2011 and 184 in 2012.

We have also considered having a Christmas lights contest but have not managed to co-ordinate early enough to make that a reality.

The amounts to Tlell and the Seniors are fixed figures.

Recommendation: I suggest we continue with the same concept for 2013 but increase the household amount for Port Bucks to \$25.00/household. I also suggest that \$225 of the amount for decorations be redirected to a Christmas Light competition for 1st, 2nd & 3rd prizes and that we advertise this as soon as possible to allow people time to acquire and get their decorations up. I suggest an ad hoc group judge this event the weekend of December 14-15 and report the results at the December 16th Council meeting.

Respectfully submitted:

Public Works Report to Council

Monday Oct. 21st, 2013

Water:

- Reservoir cleaning and line flushing
- Hydrant maintenance and leak detection

Sewer:

- Action on MOE review and request for lagoon assessment

Small Craft Harbour

- Electrical maintenance
- Lighting
- Small Craft Harbour's recommendations

Shoreline Park

- Bird tower
- Campground

Community Park:

- Towards centennial

Streets:

- Industrial road maintenance

Brushing

- Millennium park

Equipment

- Old generator
- Public works truck

ACTION ITEMS

<u>#</u>	<u>Date</u>	<u>Description</u>	<u>Lead</u>	<u>Follow up</u>
A1	05-12-2011	Motion to hold town hall mtgs. to engage public	Falconbridge	Consider a fall 2013 (not month of Nov) open meeting with minimal fixed agenda more of a brainstorming session
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
A24	06-08-2013	Build car port for ambulance	Falconbridge	Office to investigate and have a report back to Council before yearend.
A25	07-10-2013	Signage for Small Craft Harbour	Administrator	Craft wording and get a sign made up for SCH in regards to rules of the dock