

THE VILLAGE OF PORT CLEMENTS

7:00 p.m. Regular Meeting of Centennial Committee, December 17, 2013

AGENDA

1. ADOPT AGENDA.

2. MINUTES.

M-1-Regular meeting of Centennial Committee Tuesday, November 26, 2013

3. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

BA-1-Report from Council – Mayor Wally Cheer

BA-2-Centennial Sub Committee - pencil proof of Cartoon Map

BA-3-Map Drawings usage - with prior consent

BA-4-Action Plan Updates

BA-5-Draft Centennial Check List

4. ORIGINAL CORRESPONDENCE.

C-1-Canadian Forces response; Marie Ormiston

C-2-Quote information – Cartoon Map

5. GOVERNMENT.

6. NEW BUSINESS.

7. REPORTS & DISCUSSIONS.

ADJOURNMENT.

CENTENNIAL COMMITTEE
Minutes of the regular meeting of the Centennial Committee
Tuesday, November 26, 2013

Present:

Mayor Wally Cheer	Councillor Matt Gaspar	Councillor Gould
Angela Mielecki	Brigid Cumming	Burneta Decembrini
Joan Hein	Manzanita Snow	
Deputy Clerk/Treasurer Sharon Ferretti		

Mayor Wally Cheer called the meeting to order at 7:03 p.m.

1. ADOPT AGENDA.

Additions: BA-4-Calendar

It was moved by Councillor Matt Gaspar, seconded by Angela Mielecki
THAT the agenda be adopted as amended.

CARRIED

2. MINUTES.

M-1-Regular meeting of Centennial Committee Tuesday, October 29, 2013

It was moved by Councillor Matt Gaspar, seconded by Joan Hein
THAT the minutes be accepted as presented.

CARRIED

M-2-First Open House meeting notes of Centennial Committee Tuesday, November 5, 2013

It was moved by Angela Mielecki, seconded by Councillor Matt Gaspar
THAT the notes be accepted as presented.

CARRIED

3. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

BA-1-Report from Council – Counsellor Matt Gaspar

Counsellor Gaspar gave an update concerning the Pavilion. A meeting between Sean O'Donoghue, Counsellor Gaspar and Brian O'Hara will happen in Masset within the deadline of December 9, 2013. Any other interested parties are welcomed to attend the meeting as well.

BA-2- Action Plan

See attached.

BA-3-Centennial Sub Committee for Cartoon Map

The Committee agreed that the sub committee will comprise of Mayor Wally Cheer, Joan Hein, Brigid Cumming, and Sharon Ferretti.

It was further agreed that Mansanita Snow would produce a pencil copy to the Sub Committee by December 16th; with a final ink copy available December 20th or January 2, 2014 at the latest.

BA-4-Calendar

Brigid Cumming reported that the calendar would be ready for printing in a week's time making it available for January 1, 2014.

M-1

4. ORIGINAL CORRESPONDENCE

C-1-Reply from Rev. Peter Hamel

Brigid Cumming reported that Rev. Hamel has located an 'Order of Service' for the time period of 1914. It was discussed that the service would be at 2:00p.m., possibly lasting approximately 45 minutes to an hour, perhaps three or four hymns for service; with refreshments afterwards.

5. GOVERNMENT

6. NEW BUSINESS

NB-1-Ideas from the Open House gathering

The Committee agreed to add these ideas to the Action List under a separate heading to keep track.

7. REPORTS & DISCUSSIONS.

Next meeting is scheduled for Tuesday, December 17th at 7:00 p.m. in the Council Chambers.
Councillor Matt Gaspar motioned to adjourn at 8:50p.m.

Mayor Wally Cheer, Chair

Sharon Ferretti, Deputy/Clerk Treasurer

**Village Of Port Clements Centennial Committee
Action Plan 2013**

#	ITEM	IMMEDIATE ACTION	RESOLVE	DONE?
2	Armed Forces Group at UBCM	Talk with the group while at the UBCM For Canada Days will bring vessel + do recruitment. Baseball game between crew & Port guys	Wally sent an email; waiting for response.	In progress - Wally
5	Crossword Puzzle	To be published in a newsletter for 2014. Possibly have prize for first correct submission; submitted by deadline date	Brigid currently working on	In progress
6	Postage Cancel Stamp	Have a commemorative Canada Post cancel stamp produced	Two drawings were presented; will check with Canada Post re: actual dimensions and guidelines.	In progress – Joan Hein
7	Bottled Water	Personalized labels commemorating Centennial Year	Angela obtained quote from Ripple FX Water Inc. Motion made to put before Council at Dec 2 nd 's meeting for approval of purchase.	Pending – Council approval
9	Stage Design	Recreation Commission will be getting two quotes for design and costs	Meeting with Brian O`Hara for final approval of plans before deadline of Dec 9 th .	Matt Gaspar Sean O`Donoghue + interested parties
10	Parade Float	Decide on idea and design. - Pioneer Days - Saw Mills -Time Capsule approach: then & now; moving forward to present time; use dates	Needs to be ready in time for Hospital Days in Queen Charlotte-early June 2014. Need to design, build in removable parts for storage purposes. Bring Port Clements` Centennial to Qn Charlotte + Masset: June - Aug	
12	St. Mark's church service	Invitation mailed to Rev. Peter Hamel to perform service on January 25, 2014	Received a `yes` response. An `Order of Service` for 1914 will be used; 3-4 hymns; + refreshments afterwards.	✓
13	St. Mark's Choir service	- Contact Nancy O`Higgins and/or Mavis Marks for December 2014 to do a Christmas Carol service - Approach Kazamir re: school kids music program	Check availability closer to December 2014	- Pending - Wally
14	Fireworks for 100 th Celebrations	Possible funding available	October 31 st good as kids are out + dark early enough; but concern is potentially unsafe weather conditions	Wally will check with Kim
15	Canada Post's 100 th Anniversary in Port Clements as well	Canada Post's float entry for Port's Canada Days parade 2014	Canada Post will not be entering a float.	✓
16	Cemetery	Tie in with 100 th Celebrations Memorial Wall established	Village needs to obtain ownership. Multiple year process is at a stand still.	

**Village Of Port Clements Centennial Committee
Action Plan 2013**

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13	St. Mark's Choir service	- Line up participants for December 2014 to do a Christmas Carol service - Approach Principal of PCES re: Kazamir & school kids music program	Check availability closer to December 2014	
14	Fireworks for 100 th Celebrations	Possible funding available	October 31 st good as kids are out + dark early enough; but concern is potentially unsafe weather conditions	Wally will check with Kim
16	Cemetery	Tie in with 100 th Celebrations Memorial Wall established	Village needs to obtain ownership. Multiple year process is at a stand still.	
17	Time Capsule	School participation Community input for ideas as to what to place in the capsule	School requested a letter from Mayor Wally Cheer Post request for ideas on Village's facebook.	Wally/Sharon

2014 Centennial Celebrations CHECK LIST

<u>IDEA</u>	<u>TIMELINE/DUE BY</u>	<u>CO-ORDINATION</u>	<u>FOLLOW-THROUGH</u>	<u>CONTACT</u>
Calendar 2014	.December 2013			Brigid
Crossword Puzzle Pavilion	1st week of Feb 2014 Dec 9th 2013 / June 2014	appear in newsletter for 1st quarter utility mailing-Feb 2014 Approval of plans	contest: submission deadline	Brigid Matt/Sean
St. Mark's church service	January 25th		Bulletins prepared	Brigid
St. Mark's church service	January 25th		Cleaning of church + turning on heat	Village office
St. Mark's church service	January 25th		Refreshments organized	
Tourist Info Placemat	March 2014 - Tourist Season	possibly have a kids' colouring contest; determine which one we'll use	Judging/Decision in timely manner	Manzanita/Sub Comm.
Water Bottle-customized labels	.Dec 2013 -- Jan 2014	Council Approval - Angela ordering - arrange shipping via barge	Ordering + shipping arrangements	Angela
Media invite - radio				Wally/Sharon
Media invite - letter to MLA				Wally/Sharon
Media - Global small town segment	March ~ April ~ May 2014	submit pictures and info concerning Port Clements and Centennial year	Submit in advance with intent to appear in advance of Canada Days	
Armed Forces presence		possibly April 2014 - shuttle from Port Clements to large ship		Wally/Sharon
Armed Forces presence		possibly a fly pass for Canada Days 2014		Wally/Sharon
Time Capsule		Facebook request for community input		Sharon/Kim
Time Capsule		Letter from Mayor requesting school participation		Wally/Sharon
Canada Days - float				
Canada Days - museum exhibit				
Seniors' Winter Games				Bunny
Seniors' Week				Bunny
Remembrance Day	.November 11, 2014		Bulletins prepared	
Choir Service	.December 2014		Installation	Wally
Banner(s) - supplied by Coca Cola				
WWII Commemorative Project		school participation		
WWII - Mosquito Bomber connection to Port		Grant Application approval		
WWII - Mosquito Bomber connection to Port		display created and presented on Pavilion wall		

2014 IDEA REMOVED

Parade float entry by Canada Post
Memorial Wall at Cementary

contacted but declined entering a float
ownership process by Village at a stand still

BA-5

Sharon Ferretti

From: Marie.Ormiston@forces.gc.ca
Sent: November-28-13 10:55 AM
To: deputy@portclements.ca
Cc: James.Webb@forces.gc.ca
Subject: Canadian Forces

Hi Sharon it was good to touch base with you in regards to the Mayor Cheer's request for a Royal Canadian Navy ship to visit the Village of Port Clements. Our fleet schedulers have been made aware of the request and are examining how they could fit a port visit into current and future operations. I will let you know if and when this can be arranged.

I would like to take this opportunity to direct you to the Royal Canadian Air Force's public request website <http://www.airshows.forces.gc.ca> . If you go to the menu on the left under Organizer's Resources you will see Event Request, this will take you to a new window where you can register a new account. Once you've created an account you can request a flypast on any given date.

Let me know if you have any difficulty or questions with it.

Marie Ormiston

Community Liaison Officer | Officier - Liaison avec la collectivité Maritime Forces Pacific | Forces maritimes du Pacifique
Royal Canadian Navy | La Marine royale canadienne PO Box 17000 Stn Forces | CP 17000 Succ Forces Victoria, BC V9A
7N2 marie.ormiston@forces.gc.ca Telephone | Téléphone : 250-363-7669 Facsimile | Télécopieur : 250-363-2049



Quote 00659

Advantage

PRINT AND DESIGN

**Village Of Port Clements
Sharon**

Date: December-12 2013

Cartoon Map Quote 11 x 17

Your Reference:

GST#: 829076645

Qty	Details	Our Price	Extension
1,000	11 X 17 Black and White, Front and Back, padded in 100's	0.38	375.00
2,500	11 X 17 Black and White, Front and Back, padded in 100's	0.33	825.00
5,000	11 X 17 Black and White, Front and Back, padded in 100's	0.30	1,500.00
1,000	11 X 17 Colour Front and Black Back, padded in 100's	0.51	510.00
2,500	11 X 17 Colour Front and Black Back, padded in 100's	0.45	1,125.00
5,000	11 X 17 Colour Front and Black Back, padded in 100's	0.40	2,000.00

Subtotal: 6,335.00
GST: 316.75
PST: 443.45
Total Quoted: \$7,095.20

C-2



Quote 00660

Advantage

PRINT AND DESIGN

**Village of Port Clements
Attn: Sharon**

Date: December-12 2013

Larger Sized Cartoon Maps

Your Reference:

GST#: 829076645

Qty	Details	Our Price	Extension
1,000	17.5 x 22.5 OR 15.5 x 24 - colour front, black back, padded in 100's	2.00	2,000.00
2,500	17.5 x 22.5 OR 15.5 x 24 - colour front, black back, padded in 100's	1.50	3,750.00
5,000	17.5 x 22.5 OR 15.5 x 24 - colour front, black back, padded in 100's	1.00	5,000.00
1,000	17.5 x 22.5 OR 15.5 x 24 - black front and back, padded in 100's	1.50	1,500.00
2,500	17.5 x 22.5 OR 15.5 x 24 - black front and back, padded in 100's	1.10	2,750.00
5,000	17.5 x 22.5 OR 15.5 x 24 - black front and back, padded in 100's	0.75	3,750.00

Subtotal: 18,750.00
GST: 937.50
PST: 1,312.50
Total Quoted: ~~21,000.00~~

Sharon Ferretti

From: Kim <KimB@speedee.ca>
Sent: December-16-13 10:16 AM
To: office@portclements.ca
Subject: Custom Map

Good Morning Sharon

Stephanie in our copy centre has passed your inquiry for a quotation for custom maps on to me in the print shop.

I do have several questions before I can provide a quotation.

1. Will the file for printing be supplied camera ready? (If not and you want us to set, I will require further information as to what you are supplying us with. Electronic photographs, hard copy etc.)
2. Will the ink bleed off the page? (Will the ink go right to the edge of the paper, no white space)
3. Your fax reads colour. Is that full colour or for example all blue ink, so that it would be one colour of ink, not multiple?
4. Are the maps single sided or double sided?
5. Paper Stock – Do you want a gloss or matte paper? I would guess that you want a text weight paper not card stock, is this correct?
6. Glued in pads at the top? How many do maps per pad, 50 or 100?
7. Is there a time frame for delivery?
8. On your fax one size is 11" x 16" – did you mean 11" x 17" which is a common paper size or does it need it to be 11" x 16"?

If it is more convenient for you to discuss in person on the phone I can be reached at 1-800-667-4556

Thank you,

Kim Brown

Printing Division
Speedee - Terrace
Ph. 250-635-7181
Fx. 250-638-1467
TF. 1-800-667-4556

December 10, 2013

Dear Sharon:

Thanks for contacting Vistaprint regarding pads of cartoon Maps.

While we do not currently offer this product, I am happy to pass your comments along to our product development team to see if these products can be offered in the future.

I am sorry that we are not able to fulfill your needs at this time, but we look forward to assisting you in the future.

Sincerely,

Chanice Hibbert
Customer Service Representative

Original Message:

Date Sent: 12/9/2013 18:13

Do you produce pads of cartoon maps? We are looking for quotes for the following sizes and quantities, for both black & white copies, and then colour copies. 17.5" x 22.5" ; 15.5" x 24" ; 11" x 16" Quantity minimum of 1000 sheets to maximum 5000 sheets; also please include a quote of 3000 sheets. Many thanks, Sharon