

THE VILLAGE OF PORT CLEMENTS

Regular Meeting of Tourism Committee, June 12, 2014 7:00 p.m.

AGENDA

1. ADOPT AGENDA.
 2. DELEGATES.
 3. MINUTES.
M-1-Regular meeting May 8, 2014
M-2-July 1st Navy Visit, May 29, 2014
 4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.
BA-1- Council Update-Mayor Cheer
BA-2-Lock for St. Mark's church
BA-3- July 1st Navy visit
BA-4-Action Plan
 5. ORIGINAL CORRESPONDENCE.
 6. NEW BUSINESS.
- ADJOURNMENT.

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PORT CLEMENTS TOURISM COMMITTEE
Minutes of the regular meeting of the Port Clements Tourism Committee
Thursday, May 8, 2014

Present:

Chair Councillor Matt Gaspar
Councillor Ian Gould
Angela Mielecki
Deputy Clerk Sharon Ferretti

Absent: Mayor Cheer

Chair Councillor Gaspar called the meeting to order at 7:03p.m.

1. ADOPT AGENDA

It was moved by Councillor Gould, seconded by Angela Mielecki to adopt the agenda as amended.

CARRIED

2. DELEGATES

3. MINUTES

M-1- Minutes of April 11, 2014

It was moved by Angela Mielecki, seconded by Councillor Gould to adopt the minutes as presented.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

BA-1- Council update-Mayor Cheer

Mayor Cheer absent.

BA-2-Sunset Park Clean-up debrief

Signage installed; 21 volunteers showed up to help including 3 children; Awesome time; Firewood got split & put in firewood shed; very impressed with how clean the trail was.

BA-3- Port's Tourist Information Centre needs direction from Tourism Committee

Will follow-up with the museum concerning the status of the map on display outside.

BA-4-Strategy Meeting to update Tourism Plan

Include cost concerning future assets in the plan. Put some time into an updated one; table until Fall 2014 to be ready in 2015.

BA-5-Brochure Discussion - Ian Gould

Do a page under MIEDS Facebook link. Have in the brochure a website that people can go to for current information. Website to highlight RVing; Golden Spruce Trail; create a sense of community - Bird Watching tower, Bayview Market, Gas Station, Rainbow Wharf - something that gives a sense of intimacy and provokes people to want to come here.

BA-6-Action Plan
See attached.

5. ORIGINAL CORRESPONDENCE.


6. NEW BUSINESS.

7. REPORTS

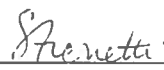
Ian: Have five or six, 13.5" x 18" Cartoon Maps enlarged at a mapping office. Have kids colour them. Enlarge to 21 1/3" x 28".

Angela: provided pictures of Frisbee Golf. Table to New Business.

Angela Mielecki motioned to adjourn at 8:47p.m.



Councilor Matt Gaspar, Chair



Sharon Ferretti, Deputy Clerk/Treasurer

Village Of Port Clements Tourism Committee Action Plan May 2014				
ITEM	IMMEDIATE ACTION	RESOLVE	DONE?	
1	Ground Work done before bring tourists in	Signs drawing people in; maybe place in pull-out spots; locate mostly on highway south of Port to catch people driving in north direction	Ensure approvals in place before proceeding with construction. Nathan Voogd, Area Manager for Roads.	
2	Port Visitor Center - Fan Tour	-be organized & prepare in a timely manner - choose a day when Yakoun Inn open; treat guests to lunch afterwards - do the paddle; show what else Port has, etc. i.e. Government Dock, Rainbow Wharf	- Request \$200 from Council Wally will send letters/invites end of March re: numbers for luncheon - wait until info centres have hired their staff. Do in April/May Luncheon; transport; kayaks; Invite MaryLou of MIEDS Friday, May 23rd Timing per tide table. Include Golden Spruce Trail. Provide lunch.	Apr/May
3	Website/Blog	Marilou Shroeder – MIEDS has been doing the Port Clements blog. Successful in terms of interest shown; Tweets & Hits are high numbers. Councillor Ian Gould will act as coordinator to stay on top of things; he will take it to Mary Lou. Challenge in getting an individual with available time. Requires a 3-5 paragraph submission + a picture to go with each paragraph.	Councillor Gaspar will contact Alan Lore concerning taking on this task. Tie in with brochure once work on that in the Fall 2014.	
	Maze at entrance of Sunset Trail	Need a design Do in increments to keep costs minimal Need to find funding to build; then need funding to maintain. *Maybe can hire students	Get a design approved for 2014; move forward 2015. Federal Gov't offering good deal for hiring students *project could take 3 years or so to complete	
5	Golden Spruce Trail	Upgrades ready in time for 100 th Celebrations	Grand Opening decision passed onto Council. Mayor Cheer will contact BC Parks re: their grand opening date.	
6	Google Ad Works/ Twitter	-Ian prepared to look into for Centennial -Twitter needs someone on it constantly	Ian will have a report in February	
7	Port Clements brochures	New brochure for Port Clements specific for Centennial and/or for general promotional use *Request has been put forward to Council to consider in budget meetings. *Request for ideas from community on facebook	- Get more quotes - Fall 2014 - Get a design prepped. - Get a quote from Advantage Printers. 3 way fold; 8.5 x 11; 1000/2500/5000 colour copies - Promote Golden Spruce Trail	FALL 2014 For 2015
8	Integrate St. Mark's in Centennial	Ian suggested a service be held in August 2014; tie in with music festival and fall fair/farmer's market	Service idea cancelled and made into a function. Historical Society interested in doing this task. Keypad lock prices range \$95 - \$209 \$300 approved; status of purchase to be determined. Have a barbeque day.	
9	Northword Magazine	Article and/or small ad to be submitted in the April/May and/or June/July issues	Ad submitted for the June/July issue; waiting for proof for final approval.	

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PORT CLEMENTS TOURISM COMMITTEE
Minutes of the July 1st Navy Visit - the Port Clements Tourism Committee
Thursday, May 29, 2014

Present:

Chair Councillor Matt Gaspar
Mayor Wally Cheer
Councillor Ian Gould
Angela Mielecki
Marissa
Deputy Clerk Sharon Ferretti

7:03p.m.

No agenda.

NB-1-Canadian Navy visit July 1st

Administration to cost out the following:

Community Park - Barbeque
- Sports activity
- Couple hundred crabs

Museum Tour -

Large Bus Rental - approx. 3 days

- Eagle Transit - Charlotte 559-4461
- Mayor Andrew Merilees, Masset 626-3995

Kayak Rentals - Alan Lore 557-4602

Walk-about Town - Yakoun River Inn

Food & Beverage expenses.

Paddle Cars - keep past Canada Days weekend.

Logging Processing Tour - Stump to dump.

NB-2-Golden Spruce Trail Grand Re-Opening

2:00p.m. Friday, June 27th; 1-2 hours ceremony. Advertise in Observer thanking all contributors & inviting a rep of their companies. Wheelchair accessible now. Real acknowledgement of logging companies past who left that area. Direct them to see the Golden Spruce sapling in town. Have coffee and cake; attendance by Public Works crew. Invite Government brass, etc. Have ribbon cutting - golden plus golden scissors.

BC Parks Signage - part of the advertising. Putting a new bulletin board out there.


Mayor Cheer requested & received the Committee's blessing to move forward on approaching Craig Pausen concerning the Grand Opening.

Mayor Cheer will touch base with the CAO concerning budget lines to cover the Navy visit.

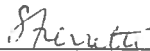
Councillor Gaspar has received the Committee's blessing to report to Council the Navy visit and the Grand Opening of the Golden Spruce Trail.

How soon to advertise to the public? Observer

Mayor Cheer motioned to adjourn at 8:20p.m.



Councillor Matt Gaspar, Chair



Sharon Ferretti, Deputy Clerk/Treasurer

Sharon Ferretti

From: Kim Mushynsky <cao@portclements.ca>
Sent: June-09-14 2:52 PM
To: w.cheer@portclements.ca; Ian Gould; Matt Gaspar
Cc: Sharon Ferretti; Public Works
Subject: Keypad for St. Marks

It has been determined that it is unlikely that a keypad lock will integrate with our existing panic hardware at St. Mark's. We are required to have panic hardware inside because it is a public building. The brand/series of panic hardware that exists in there right now is not listed as compatible with any keypad system currently on the market. We could risk ordering the keypad that is compatible with the most similar panic hardware brand/series to the one we have but there is no guarantee that it will work and it costs about \$750 (freight and taxes) so it would be an expensive mistake. Alternately, if the issue is simply a secure way to give people access to a key to the building, we could put a keypad lockbox on the church and then give tourists the code to the lockbox. Inside the lockbox would be a key to the facility which they use and replace the key back in the lockbox. This option is quite inexpensive and the combination on the lockbox can be changed easily enough to ensure security. The downside of this option is that someone could accidentally (or intentionally) keep the key rather than replacing it in the lockbox and then we would be forced to rekey the church lock. We may be able to get around this by securing the key in the lockbox with a chain or something along that line so it would not be taken accidentally for sure.

Alternately, we could bypass the existing locking mechanism altogether (ie: leave it "unlocked") and install a separate deadbolt keypad that we could set up for use in the summer and then revert to our existing system for winter. I do not know the building code so I am uncertain about how/if this option impacts that or not.

Kim Mushynsky - BBA

**Chief Administrative Officer
Village of Port Clements
Box 198
Port Clements, BC
V0T1R0
250-557-4295**



Village Of Port Clements Tourism Committee Action Plan June 2014				
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BA-4