



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

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

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

AGENDA

1. ADOPT AGENDA.

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

3. MINUTES.

M-1-Regular meeting of Council Monday, September 16, 2013

M-2-Regular meeting of Rec Committee Thursday, September 5, 2013

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

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

BA-2-Community Hall discussion

5. ORIGINAL CORRESPONDENCE.

C-1-Misty Isles Economic Development Society's Haida Gwaii Tourism Report August 2013

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

C-3-Letter to Jennifer Rice - BC Ambulance Service in Rural Communities

C-4-Proclamation of Foster Family Month

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

C-6-Ken and Sharon Antonenko

6. GOVERNMENT.

G-1- Clinic Rental Analysis – Request for Proposal

7. FINANCE.

8. NEW BUSINESS.

NB-1-Request for Motion to approve Adele's Haida Gwaii Guest Suites Business Façade application.

NB-2-Report To Council – Muniware Training

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

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

NB-5-For Council Consideration – Small Craft Harbour Issues

NB-6-Signage at Small Craft Harbour

NB-7-Boat Launch

9. ACTION ITEMS.

A-1-See Attached

10. REPORTS & DISCUSSIONS.

11. QUESTIONS FROM THE PUBLIC & PRESS.

ADJOURNMENT.



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Minutes of the regular meeting of the Port Clements Council held Monday, September 16, 2013 in the Council Chambers.

Present:

Acting Mayor, Councillor Thomas
Councillor Gould
Councillor Falconbridge
Deputy Clerk/Treasurer Sharon Ferretti

Regrets:

Mayor Cheer
Councillor Gaspar

Acting Mayor, Councillor Thomas called the meeting to order at 7:00 p.m.

1. ADOPT AGENDA.

2013-284 Moved by Councillor Falconbridge, seconded by Councillor Gould
That the agenda be adopted with the following amendments – add F-3 Resolution to open account with Northern Savings Credit Union, and NB-2 Community Hall discussion.
CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

D-1-Ronald and Burneta Decembrini
2013-285 Moved by Councillor Falconbridge, seconded by Councillor Gould
That the request to place a Memorial Bench for Ernie Chapman be supported in principle with the location to be determined upon the return of all Council members from the UBCM.
CARRIED

3. MINUTES.

M-1-Regular meeting of Council Tuesday, September 3, 2013
2013-286 Moved by Councillor Falconbridge, seconded by Councillor Gould
THAT we accept the minutes from the September 3, 2013 Regular Council meeting as presented.
CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

5. ORIGINAL CORRESPONDENCE.

6. GOVERNMENT.

7. FINANCE.

F-1-Cheque Listing September 11, 2013

2013-287 Moved by Councillor Falconbridge, seconded by Councillor Gould

THAT we accept the cheque listing as presented.

CARRIED

F-2- August bank statement Northern Savings Credit Union

2013-288 Moved by Councillor Falconbridge, seconded by Councillor Gould

THAT we receive and file the August bank statement for Northern Savings Credit Union.

CARRIED

F-3- Resolution to open an account with Northern Savings Credit Union

2013-289 Moved by Councillor Gould, seconded by Councillor Falconbridge

THAT we approve opening a separate bank account specific for 'Gaming Funds' with Northern Savings Credit Union.

CARRIED

8. NEW BUSINESS.

NB-1- Request for Motion to approve Yakoun River Inn Business Façade application

2013-290 Moved by Councillor Falconbridge, seconded by Councillor Gould

THAT we approve the Yakoun River Inn Business Façade application to a maximum of \$1,361.50 (total upgrade \$2,723.00).

CARRIED

NB-2-Community Hall Discussion

2013-291 Moved by Councillor Falconbridge, seconded by Councillor Gould

THAT we open this up for discussion.

2013-292 Further moved by Councillor Gould, seconded by Councillor Falconbridge

THAT we table this discussion until the next council meeting.

CARRIED

9. ACTION ITEMS.

10. REPORTS & DISCUSSIONS.

Acting Mayor, Councillor Thomas – NDI meeting with Joel

Councillor Falconbridge – nothing to report

Councillor Gould – Gwaii Trust meeting

Deputy Clerk/Treasurer – nothing to report

CARRIED

11. QUESTIONS FROM THE PUBLIC & PRESS.

ADJOURNMENT.

2013-293 Moved by Councillor Falconbridge, seconded by Councillor Gould

THAT the meeting be adjourned at 7:30 p.m.

CARRIED

Minutes of the Port Rec Committee Meeting – September 5, 2013

Meeting called to order at 7:30pm

Attended by – Bev Lore, Matt Gaspar, Sean O’Donoghue, Corrina Hornidge,
Angela Mielecki and Marilyn Bliss

Minutes of the July 9, 2013 were read and adopted by Marilyn, seconded by Bev.

- 1 – Movie Night – QC Rec will be advising us as to the dates for monthly movies.
- 2 – Halloween – The Port firemen will do this event at the firehall.
- 3 – Tentative date for the Breakfast with Santa is Dec 14 at the Multiplex.
- 4 – Pavillion – Brian O’Hara (structural engineer) from Masset has been contacted and emailed us a tentative plan for this. He will be off island and not returning until Sept 20th.

We had lots of discussion on the placing of the pavilion and have a tentative plan for the area beside the playground and just below the present parking lot – where we used the flat decks that we had for the last Canada day music.

MOTION – To approve spending up to \$600.00 for Brian O’Hara to provide 3 options for rough cost of building a pavilion at the Community Park.

Moved by Sean, seconded by Corrina – All in favour – agreed.

Following this we will then contact each other via email with ideas for pavilion appearance in order to give Brian a drawing so that he can then give us some rough costs.

Once we get some ideas we will call a meeting to decide a way to go. We would like this project to be a ‘legacy’ for Port Clements.

Meeting adjourned at 9:00pm


Bev Lore


Marilyn Bliss

September 10, 2013

Request for Council:

By Dez and Bunny Decembrini on behalf of Patricia Buholzer - Ernie Chapman's daughter

Memorial Bench for Ernie Chapman

Location: somewhere on Sunset Park trail or

Bird Watching tower *← preference to Ocean view*

100 % Donated by: Patricia Buholzer (Ernie's daughter)

- Bench
- Plaque
- installation

Time line: to be determined once received approval

Haida Gwaii Tourism August 2013 Report

Misty Isles Economic Development Society is pleased to report on the progress of our 2013 Haida Gwaii Tourism projects.

We have developed and are in the process of implementing a multi-media promotion of Haida Gwaii as a visitor destination. The promotion focuses on a 'Win a Trip to Haida Gwaii' contest.

The response from local stakeholders and BC Ferries, was extremely supportive allowing us to offer two 4-day trips for two to Haida Gwaii. The two trip packages include return passage to Prince Rupert on BC Ferries, 4 nights' accommodation, restaurant and gift shop certificates, Haida Heritage Centre passes and sporting equipment loans for a day at the beach. Details of the contest and prizes will be posted on our website www.gohaidagwaii.ca in early September. The contest draw will be made mid-October, 2013.

The regional promotional campaign includes: newspapers in Northern BC, CFTK-TV and CJFW Radio ads throughout the month of September. We will be promoting the contest with Facebook ads, posts on our Facebook page, Twitter and the website.

We are promoting seasonal activities on Haida Gwaii this year through our 3 SOAR Magazine ads (Pacific Coastal Airlines). The full page ads feature paddleboarding, river fishing and surfing in various locations on Graham Island. Our half page Northern BC Travel Guide ad features a scene at the Sandspit marina.

We are working with Spark Design on a number of website improvements. These include a new 'look' for our accommodation and restaurant pages. The new pages will now feature multiple photographs for each business, a brief description and a list of special features.

Our social media efforts have demonstrated a significant increase in online visitor traffic as follows:

- Facebook followers – a 609% increase since January 2013
- Twitter followers – a 37% increase since January 2013
- Haida Gwaii Blog – a 77% increase since January 2013 (averaged 1,400 views per month in 2012 to an average of 3,723 views per month in 2013)

These efforts at promoting Haida Gwaii as a visitor destination are proving successful in increasing the public's awareness of the islands. We have been receiving significant increases in the numbers of phone calls and email requests for 2013 and 2014 Haida Gwaii trip planning information. We are looking forward to working with our local tourism stakeholders and an even busier tourism season in 2014.

Waste Reduction Week in Canada



August 16, 2013

Re Proclamation Request

Canada will celebrate its thirteenth annual National Waste Reduction Week from October 21st through October 27th, 2013.

Each year the Recycling Council of British Columbia (RCBC) organizes BC's involvement in observing this important week. We would like to ask all municipal councils in BC and all Regional Districts to officially declare October 21st-27th, 2013 as Waste Reduction Week in their communities.

Waste Reduction Week is intended to raise awareness about waste and its environmental and social impacts. The theme of Waste Reduction Week, "Too Good to Waste", is meant to draw attention to the richness and diversity of the natural world and the importance of working towards ecological sustainability through waste avoidance and resource conservation.

Please join RCBC in proclaiming October 21st-27th, 2013 as National Waste Reduction Week!

For more information please visit the national website at www.wrwcanda.com.

Kind regards,

Jessie Christophersen
Information Services Assistant
Recycling Council of British Columbia
jessie@rcbc.ca
604.683.6009 (ext. 317)



September 16, 2013

Ms Jennifer Rice
818 3rd Ave West
Prince Rupert, BC V8J 1M6
Fax: 250 624-7737
jennifer.rice.mla@leg.bc.ca

Re: BC Ambulance service in rural communities

Dear Ms Rice:

We are writing to ask for your attention and advocacy for improved BC Ambulance service to rural communities.

The current BC Ambulance policy and wage structure may serve urban areas well but it leaves rural communities struggling to staff their ambulance service, with predictable consequences of recurrent lack of adequate paramedic service.

Here on Haida Gwaii, due to our widely-spaced population, there are four ambulance units. All of them suffer from chronic shortages of staff, resulting in many days each year when they are not able to provide service. BC Ambulance has said that if there is no ambulance available, one will be sent from the nearest available ambulance unit. This results in upwards of an hour wait for ambulance arrival. Not infrequently, patients and families feel it necessary to resort to transporting the critically ill person to hospital. As one could imagine, this involves unsafe driving, transportation of injured patients without spinal precautions, and inadequate monitoring of ill patients by trained staff en route. Those who wait for the ambulance face inordinate wait times, whether to hospital or to the airport or helipad for med-evac to a higher level of care.

BC Ambulance trains local people to be basic life support paramedics at the Emergency Medical Responder (EMR) level. They are expected to take unpaid time out of their lives and jobs for this training. Then BC Ambulance offers these people \$2/hour to be on-call for ambulance calls. While on-call, they must stay within range of cell phone or pager (a very limited range here), and must have a job that doesn't mind them leaving at a moment's notice, or they cannot work another job. When they are taking overnight call, they must have a day job that they can do while sleep-deprived or that they can cancel if they are called out at night. One can easily imagine that such jobs are hard to come by, and that even the wage paid by BC Ambulance in the event of a call-out would not make up for work missed at a their usual job. Additionally, these paramedics must serve a minimum number of on-call hours and maintain a minimum number of patient contacts in order to retain their ambulance certification, so it is impossible for them to do paramedic call on a very sporadic basis when they have time off from a regular job. The bottom line is that being a rural ambulance attendant does not provide a living wage, but basically presents obstacles to more consistent wages and employment elsewhere. This is the core reason for our constant ambulance service difficulties here.

BC Ambulance officials state in the media that BCAS provides the same level of care across the province; however, there are very few "paramedics" (primary care paramedics/PCP) on Haida Gwaii (five or fewer). PCP is the minimum level required to work in any BC Ambulance urban station, yet BCAS only trains new hires in rural areas to the emergency medical responder/EMR level (basically the same level as occupational first aid level 3). There is a huge difference between EMR and PCP levels, as EMR paramedics are licensed to administer life-saving medications, start IVs, and insert breathing tubes if needed; EMRs cannot do these things. BCAS no longer pays for PCP training except for a few exceptions, and it is impossible for most people to afford to take almost a year of training without pay, let alone pay nearly \$10,000 for the training, to face no return on investment due to low BCAS wages in rural areas. The bottom line is that most paramedics with the level of training expected in urban British Columbia must leave rural BC in order to make a living, again leaving rural BC with a lower level of care. As mentioned previously, due to the pay structure, rural ambulance services are unable to maintain staffing even at the bare minimum level of training, much less at the level expected in the rest of British Columbia.

Haida Gwaii is not alone in these concerns; Stewart, Fort Nelson, Dease Lake, and Tumbler Ridge have also raised this issue in recent years, with no solution in sight.

We are asking for your assistance to see that residents of rural BC get basic safe, reliable ambulance coverage. The BC Ambulance structure that currently exists does not provide this.

Sincerely,

Dr Andrea Wilhelm

Dr Lawrence Fawcett

Dr James Chrones

Dr Caroline Shooner

Dr Michele Leslie

Dr Gordon Horner

Dr Tracy Morton

Dr Peter Lake

Physicians

Northern Haida Gwaii Hospital and Health Centre, Masset, and
Queen Charlotte General Hospital, Queen Charlotte
Haida Gwaii

Sharon Ferretti

From: MCF Correspondence Management MCF:EX
<MCF.CorrespondenceManagement@gov.bc.ca>
Sent: September-30-13 3:10 PM
To: 'office@portclements.ca'
Subject: Letter from the Honourable Stephanie Cadieux

Ref: 213407

His Worship Mayor Wally Cheer and Council
Village of Port Clements
E-mail: office@portclements.ca

Dear Mayor Cheer and Council:

I am pleased to once again announce the proclamation of Foster Family Month. For the past 23 years British Columbia has taken the month of October to celebrate the remarkable contributions that foster families make each and every day of the year.

With approximately 8,100 children- and youth-in-care across the province, our communities rely on foster parents to support children and youth with a broad range of needs. Foster parents help make our communities stronger by providing the foundation a child needs to develop and grow into a confident adult. There is no doubt about it, fostering can be a challenging job. That is why I encourage you to support and recognize foster families in your community as it is vital to show them their efforts are valued and appreciated.

The Ministry of Children and Family Development (MCFD) has created an information kit, including printable posters and fact sheets, to help raise awareness of fostering in your community. To access this information please open the following link at the MCFD Web site: <http://www.mcf.gov.bc.ca/foster/ffm.htm>. We encourage you to recognize Foster Family Month in any way possible. Even simple messages posted on signs in your community and recreation centres and/or your municipal hall are greatly appreciated.

On behalf of the Government of British Columbia and its citizens, I thank you for your recognition and support of foster families in your communities.

Sincerely,

ORIGINAL SIGNED BY

Stephanie Cadieux
Minister of Children and Family Development



DISTRICT OF STEWART

Office of the Mayor

September 25, 2013

Your Worship and Council,

I would like to take this opportunity to write and offer my thanks to everyone for the honour and privilege of re-electing me to the UBCM Executive Board as the Small Communities Representative.

I undertake this job very seriously and will be diligent to ensure that our communities' voice is heard. Also, I want to let you know how proud I was for our small communities – winners of Community Excellence Awards:

LEADERSHIP & INNOVATION

Biodiversity Conservation WINNER: District of TOFINO
Conservation of the Tofino Wha-nah-jus Hilth-hoo-is Mudflats

PARTNERSHIPS

WINNER: CARIBOO Regional District
ESKET'EMC First Nation
City of WILLIAMS LAKE
District of 100 MILE HOUSE
City of QUESNEL
District of WELLS
Remembering, Recovering, and Reconciling -
St. Joseph's Mission Residential School Commemorative Project

While small and rural communities can face certain challenges, they also have unique community spirit. Across BC, there are many small and rural community success stories that provide inspiration and guidance to all communities, regardless of size. We are small but mighty, remember?!

As your Small Communities Representative, I want you to know that you may always reach out to me with any comments, questions, or concerns. I will be happy to bring your ideas or issues forward and help track down answers to questions you might have.

Thank you again,

Sincerely,

Galina Durant
UBCM Small Communities Representative

RECEIVED
Sept. 9/13

From:

Ken and Sharon Antonenko
258 Bayview Drive
Port Clements, B.C.
250 - 557 - 2029

1-250-563-4770 - Prince George
antonenko@shaw.ca

To: Village of Port Clements
P.O. Box 198
Port Clements, B.C.
VOTIRO

To Mayor and Council:

We attended the Aug 6. council meeting and thanks for listening to our feedback and concerns.

As stated, we started coming to the Charlottes when the first B.C. ferry came over in the early 1980's. As we kept coming every year, we decided that a home base on the Islands would be one of our dreams come true. Over time, Bayview Drive became our #1 choice and when 258 came up for sale, we bought it 7 years ago. The two main reasons were the spectacular view and Port Clements is centrally located.

As we listened through the council meeting, some of the conversation dovetailed with what we wanted to say. It included improving the quality of life in Port through better business opportunities and increased tourism. The "off the record" conversations we had, after the council meeting adjourned, was also informative and enjoyable.

Through my business career, I was involved in numerous provincial and National committees and boards. One was a director, for 14 years, on a marketing board with the primary focus on advertising and promotion. The guiding principle was: Identify Basic strengths and use them. I encourage the Mayor and Council to take a walk out on the dock and take a slow drive

down Bayview Drive. The view of the bay and mountains is truly spectacular, where you can see them.

From our perspective, 3 areas undermine this asset and there is one common reason: ALDERS.

① Campground: Most important thing missing is the view. I am led to believe that traffic is okay but useage is not.

② Trail: Conditions and useage are declining. Foot traffic is primarily on Bayview and not on the trail. We walk the trail when we are in port and have not met anyone on it to date. As the alders continue to grow, it will be more closed in, slippery in places, is starting to smell and deteriorate to the point that the village may take on an un-wanted liability.

③ Lots: # 256 - 258 - 262 - 264 have lost their view of the Bay and will soon lose their view of the Mountains.

Currently, Bayview Drive offers satisfaction, where you can see the view, and disappointment where you can't. We recognize the demographics and understand the difficulty of trying to please everyone because we owned a large business for many years.

To Clarify: THE ALDERS ARE THE BIGGEST ISSUE!

Expense is a major consideration. Getting a quote, hopefully from one of the local contractors, could be one of the starting points we hope that this feedback will be given serious consideration as your "Plan" is developed this fall.

Respectfully,

Ken & Sharon Antonenko

P.S.

I talked with Sean O'Donoghue after the regular meeting and took a look at the trucks: i.e. Fire truck, first response etc. All are Fords and kept very clean. My entire working career was with 2 Ford dealerships, one that we owned for 16 years, and I offered Sean, contact sources for technical information if he ever needs it. Ken.

Clinic Rental Analysis:

The lease for the clinic expires on March 31, 2014. The Ministry of Citizen's Services and Open Government has requested a proposal be put forward by the Village of Port Clements for a 5 year renewal of the lease.

5 year expense analysis:

2009 \$ 4,249 main portion of this due to boiler repairs

2010 \$15,898 main portion due to the replacement of the roof on the clinic

2011 \$ 947 minor repairs and maintenance issues

2012 \$ 525 minor repairs and maintenance issues

2013 \$ 6,800 estimate (\$1554 actual to Sept. 1) mainly due to plan to paint exterior in fall of 2013 and major work on topping, falling & limbing trees around clinic in September 2013 as a precautionary measure due to aging trees.

Total anticipated expenditure over 5 year period \$28,419. There are no major repairs anticipated for 2014/2015.

The property is zoned Business and was assessed at 126,200 for 2013. We lose revenue of \$1371/annum for taxes and frontage by holding on to the property rather than selling it.

Gross revenue for prior 5 year lease (690/month for 60 months) \$41,400

Net revenue averaged \$2,596 per year for previous 5 year lease.

- 1. Based on this information I recommend that we renew at \$705/month for the next 5 years which represents a 2.5% increase in rent.**

In preliminary discussions with the province they are amenable to the rent increase as indicated and to some wording changes around responsibilities of each party in the lease. Once Council has approved the rent increase an updated lease document will be sent for final approval and signing.

On September 26th via an email poll the Adele's Haida Gwaii Guest Suites Business Façade application was approved and requires to be made official via a motion at a Regular Council meeting.

THAT we approve the Adele's Haida Gwaii Guest Suites Business Façade application to a maximum of \$1,830.00 (total upgrade \$3,660.00).

Sent to Council via
mail Sept. 9 @ 1pm.

Downtown Port Clements Façade Improvement Program: Grant Application

Applicant Information

Applicant Name: Adele Kupp
Mailing Address: Po Box 143
Postal Code: VOT1R0 Phone: 557-6800
Building Address: 101 Bayview
Email: AdeleKupp¹²³@gmail.com
adeleKupp123

If you are applying as the tenant of a building, please provide the following information and attach a letter of consent from the owners stating that you are allowed to make these changes to the building.

Owner's Name: _____
Address: _____
Postal Code: _____ Phone: _____

Project Description

1. Describe the proposed project: (attach any extra sheets, photos, designs, samples, Etc.)

Sept. 3
emailed to village office

Adele's Haida Gwaii Guest Suites

Port Clements Grant Application

Proposed project description:

1. To paint the exterior of 101 Bayview Drive, including fascia boards. The area is 2,000 square feet. A gallon of paint covers 150 square feet, so the project will require 6 gallons of paint, at \$60.00 per gallon = 360.00. Cindy Storry has agreed to paint the building for 3 days work, 8 hours a day, at \$25.00 per hour. (see note in separate email).
2. To dismantle rotting garbage structure and replace with decking which will accommodate garbage tins underneath and storage for yard tools on the deck.
3. To dismantle and replace rotting porch on side of building and extend it to join decking with tool shed.
4. To upgrade existing side door which is broken, ill fitting and lacks a doorknob.

Estimated Costs:

1. Paint for 2000 square feet of exterior – 6 gallons @ \$60.00= \$360.00. Paint equipment- \$50.00.

Labor – 3 days at \$25 per hour = \$600.00.

Total for paint + \$960.00

2. Purchase a custom door - \$1200.00 plus installation. (D R Myles)

3. Porch deck, stairs and tool shed – \$1,500.00 including labour and materials..

Estimate for first stage of project– approximately \$3,660.00.

Thank you for your consideration,

Adele Kupp, MSW



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REPORT TO COUNCIL

Author: Kim Mushynsky
Date: September 13, 2013
Re: **Muniware Training**


Background: Muniware is the accounting and data base software we use for all our municipal activities (tax, utilities, payables, payroll, receivables, etc.). Neither Sharon nor I have ever received formal training on this software but are learning as we use it. We have had a lot of challenges with this software – some are software related and some are operator knowledge related. Muniware puts on a training seminar once every 2-3 years. This training seminar is usually in Edmonton as that is very close to their head office. This year they are offering training November 13 & 14. Due to travel arrangements this would mean we would have to close the office from November 12-15 (already closed Monday November 11 for Remembrance Day) or have Judy work alone for those 4 mornings. The approximate cost for airfare, registration and hotels for the two of us to attend would be \$2800.00. We have \$3600.00 left in this year's training budget for Admin. I have been investigating the cost of switching to a different software package as I have been that unhappy with this one. However, I also acknowledge that a significant portion of this problem could be due to lack of training. An intensive, class-based training session with other Municipal users who probably experience similar challenges would be an excellent way to receive the training we need and therefore determine for certain whether or not we need to look at switching software. From my investigations to date, it would definitely be less expensive and disruptive if we could satisfactorily stay with the same software.

Recommendation: I recommend that Sharon and I attend the training function and that Judy work 8:30-11:30 Tuesday to Friday (12 hours total) and that we sign the office 3 weeks in advance that we will only be open until 11:30 that week due to training.

Respectfully submitted:

Kim

From: MuniWare <chris@muniware.ccsend.com> on behalf of MuniWare
<shelleym@muniware.com>
Sent: August-30-13 11:46 AM
To: clerk@portclements.ca
Subject: Alberta / British Columbia 2013 User Group




MuniWare
Momentum

Alberta / British Columbia 2013 User Group

When
Wednesday November 13, 2013
at 8:00 AM MST
-to-
Thursday November 14, 2013 at
3:00 PM MST
[Add to Calendar](#)

Where
Executive Royal Inn Hotel
10010 178 St
Edmonton, AB T5S1T3



Driving Directions

Dear Heather,
It is finally here!!!

The registration for the 2013 Alberta / British Columbia User Group - November 13 & 14, 2013

We have two full days of learning, information gathering, and fun! This year we are planning on highlighting most of the modules as well as special sessions. Some of the special sessions will include:

Year End
We shall provide a checklist outlining items you want to have prepared for your auditor. Then will explain the best place to get the information from your software to help you work with your auditor - this will save the municipality time and money.

Month End
We have month end procedures that ensure you are in balance and give you tips of things to look for when you do not balance.

Tips and Techniques
This is a favorite session - as we give users better ways to use the software - highlight short cuts - ways to clean up data

and tools to analyze data. And so much more!

The cost is \$370 - which includes two breakfast, two lunches and dinner with entertainment. If more than one person registers from a municipality, the first registration is \$370 but after the first employee the cost is \$333 for any additional employees.

Here is what some past participants said:

"Very well done!"

"Great job!!"

"Thanks for the great info! Enjoyed seeing everyone again!"

"The entertainment was excellent!"

"Love your User Group Meeting!"

"Overall really enjoyed conference!"

To register click on the link below. After you register will receive a confirmation email - and it will include information for booking your accommodations at the Royal Executive Inn Hotel.

[Get more information](#)

[Register Now!](#)

[I can't make it](#)

If you have any questions and/or suggestions, please contact the office.

Thank you for taking the time to review this and looking forward to seeing you at the 2013 User Group in November!

Have a wonderful long weekend!

Sincerely,

Shelley Marsh
MuniWare
shelleym@muniware.com
780-939-4000

[Forward e-mail](#)

 SafeUnsubscribe™



This email was sent to clerk@portclements.ca by shelleym@muniware.com |
[Update Profile/Email Address](#) | Instant removal with [SafeUnsubscribe™](#) | [Privacy Policy](#).
MuniWare | Box 3021 | Morinville | Alberta | T8R 1R9 | Canada

Passenger Type **Adult**

Air Transportation Charges

Departing Flight - Tango **284.00**

Return Flight - Tango **284.00**

Surcharges 36.00

Taxes, Fees and Charges

Canada Airport Improvement Fee 25.00

Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) 32.16

Air Travellers Security Charge (ATSC) 14.25

Total airfare and taxes before options (per passenger) **675.41**

Number of passengers 2

Grand Total - Canadian dollars **\$1350.82**

View



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REPORT TO COUNCIL

Author: Kim Mushynsky
Date: September 9, 2013
Re: **Community to Community Facilitated Meeting**

Background: Per the attached budget and application, the Regional District is applying for funding for a facilitated meeting in 2014 to help the island communities work towards better and more productive all island communication and processes. She requires commitment from each community for \$500 for the costs and a letter of support for the application process. I believe that anything which would promote better lines of communication, mutual aid and co-operation for Haida Gwaii is a worthwhile attempt. This issue is time sensitive as the application for funding needs to be in prior to October 11, 2013.

Recommendation: Council make a motion to support this funding application with a letter of support and commitment to spend up to a maximum of \$500.00 of our 2014 budget on this meeting.

Respectfully submitted:

Haida Gwaii C2C Budget 2014

Expenditures	C2C Funding Request	Applicant Contribution
Event Organization - staff support 4 days @\$300 per day		\$ 1,200
Dinner - 35 x \$30	\$ 525	\$ 525
Snacks / Freshments	\$ 175	\$ 175
Facility Rental	\$ 300	\$ 300
Facilitator	\$ 3,000	
Travel	\$ 1,000	\$ 1,000
Preparation of materials - staff support 2 days @ \$300		\$ 600
Final Report Preparation - staff support 2 days @ \$300		\$ 600
Wrap up - staff support 1 days @ \$300		\$ 300
Contingency		\$ 300
Total	\$ 5,000	\$ 5,000

Funding requested:

UBCM - C2C	\$	5,000
SQCRD - cash	\$	1,250
SQCRD - In Kind	\$	750
Village of Queen Charlotte	\$	500
Village of Port Clements	\$	500
Village of Masset	\$	500
Old Massett	\$	500
Skidegate	\$	500
Council of Haida Nations	\$	500
	<u>\$</u>	<u>10,000</u>



FIRST NATIONS SUMMIT

Regional Community to Community Forum Program

E-mail: lgps@ubcm.ca

Mail: 525 Government Street, Victoria, BC, V8V 0A8

2013/14 (Fall) APPLICATION FORM

Please complete and return this by **October 11, 2013** for forums to be held before March 31, 2014. Thank you in advance for your co-operation. Please type directly in this form or print and complete. Use additional space or pages wherever required.

Questions? Contact UBCM at lgps@ubcm.ca or (250) 356-5134.

Applicant Information

Applicant: Skeena-Queen Charlotte Regional District

Complete Mailing Address: 100 - 1st Ave East.
Prince Rupert, BC V8J 1A6

Contact Person: Joan Merrick

Position: Chief Administrative Officer

Phone: 250-624-2002 ext23

E-mail: jmerrick@sqcrd.bc.ca

1. DESCRIPTION. Please provide a description of the proposed event. If more than one event is proposed, please include a rationale for multiple events and a description of each event.

The event will be a one day forum held on Haida Gwaii and will include a professional facilitator to aid in moving the group forward in consensus. The focus of the event will be to strengthen relationships, build stronger links between the communities, and identify opportunities for future collaboration and joint action.

2. OBJECTIVES. Please describe what you hope the forum will achieve.

Although there has been a protocol agreement in place on Haida Gwaii for many years the communities struggle to meet regularly because of lack of support and resources for organizing the meetings. The objective of this event will be to identify the best way to move forward and to develop a plan in how the protocol meetings can be organized in order to ensure continued commitment and involvement by all the communities.

3. PROPOSED PARTICIPANTS. Please attach an additional page if required.

- First Nation(s): Skidegate Band; Old Massett Band; Council of Haida Nations
- Local Government(s): Village of Masset; Village of Queen Charlotte; Village of Port Clements; Skeena-Queen Charlotte Reg. Dist. Electoral Areas D & E
- Other Participants: Other agency reps depending on agenda topics

4. DATE(S). Please note: funding will not be advanced until date is set and provided to UBCM.

Proposed date is February 26th, 2014

5. INTENDED OUTCOMES & DELIVERABLES (e.g. plans for future meeting dates, future joint action/collaboration, next steps, etc.)

The proposed outcome is a detailed action plan for future protocol meetings including identifying the resources needed to support the protocol process.

6. COMMUNICATION PLANS. Applicants must identify which of the following strategies will be utilized to meet the C2C Forum Program communication requirement:

- Report at meeting of full band council, municipal council and/or regional district board.
- Posting of event materials on respective websites and UBCM website.
- Release of news release and/or reports to the media.
- Other:

7. CONFIRMATION OF PARTNERS.

Please attach written confirmation from each invited local government and/or First Nation that their elected officials have agreed to attend the planned C2C Forum. Confirmation can be in the form of a letter or e-mail. A council/board or band resolution is not required. Written confirmations can be submitted after the application, but are needed in order for grant approval and before funding will be advanced.

8. BUDGET. Amount of Request: \$5,000

Please review 'Information on the Budget' in Section 4 of the Program & Application Guide and attach a budget in the same format as the sample budget.

9. REPEAT APPLICANTS ONLY.

Date of Last Forum: N/a

Progress: Please describe any improvements in the First Nation/local government relationship since your last C2C event and how the proposed event would build on the results of previous forums.

Please send the completed Application Form and all required attachments as an e-mail attachment to Local Government Program Services (UBCM) at lgps@ubcm.ca.

If you submit by e-mail, hardcopies and/or additional copies of the application are not required. Please submit your application as either a Word or PDF file(s) and note "Regional C2C Forum" in the subject line.



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

REPORT TO COUNCIL

Author: Kim Mushynsky
Date: September 10, 2013
Re: **Grant Writer Progress to date**

Background: In May the Village of Port Clements hired Judy Hadley as our Grant Writer after approval for funding from Northern Development Initiative Trust. The grant is for 400 hours and requires that the writer apply for a minimum of \$200,000 in grants in the 2013 calendar year.

To Date: Here is a recap of the work done to date by Judy and the hours paid

Success by Six	\$ 4,000.00	Done	Successful
NDI Community Hall	\$ 18,954.00	Done	Successful
Success by Six	\$ 5,000.00		Almost complete
GT Community Hall	\$ 10,000.00		Almost complete
BC Gaming – Fire Dept.	\$ 30,000.00		Submitted
Museum digitization	\$ 10,000.00		in progress
Millenium Podium	\$ <u>25,000.00</u>		Not started

Total applied to date \$102,954.00

Total hours paid to August 15, 2013 = 109 hours \$944 grant dollars/hour paid

Total maximum hours = 400 Total required applications = \$200,000

Therefore there are 291 hours left available to complete the applications noted above and an additional \$97,046.00 in applications. There is approximately 3.5 months left in which to accomplish this.

Respectfully submitted:



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FOR COUNCIL CONSIDERATION

Author: Kim Mushynsky
Date: September 10, 2013
Re: **Small Craft Harbour Issues**

The following issues were referred to Council for a decision on what action should be taken:

1. What should be done about Terry Jehns abandoned bus at the Small Craft Harbour parking area?
2. Does Council feel the state of the boat launch is such that it requires repairs and if yes do they recommend them for 2013 (we have approximately \$1100 left in the 2013 budget for repairs) or do they feel they should be included in the 2014 budget?
3. We need to formalize the issue of ownership of the grids at the Small Craft Harbour for liability reasons. How do we wish to proceed with this issue?

In considering issue #3 be advised that Small Craft Harbours has made it clear in their recent visit that they claim no ownership of this addition although they did provide some of the funding for it and as recently as 2006 did indicate that if we solved the ownership issue they would consider funding some repairs to the grid (which did not happen). The ownership issue is important because of liability issues. The question is whether it belongs to the Village of Port Clements or Mr. Unsworth. At least one of the grids was built in 1987 with some funding provided by Small Craft Harbour (September 16, 1987 Regular Council minutes) and some funding from North Island Camp and it was built by Mr. Unsworth. Perhaps the other was built in 1991 (see attached correspondence between Mr. Unsworth and Council). At the November 17, 2008 and October 4, 2010 Regular Council meetings Mr. Unsworth petitioned Council for permission to fix the grids and in lieu he would have free berthage at the Small Craft Harbour.

I have given this information to Mr. Unsworth in advance of this meeting to allow him to put together his version of events and any paperwork which supports this. Mr. Unsworth will have a maximum of 15 minutes for discussion of this issue at which time discussion will be restricted exclusively to Council who may, at their discretion, ask specific questions of Mr. Unsworth.

MOVED BY ALDERMAN QUINN AND SECONDED BY ALDERMAN O'BRIEN THAT A NOTICE BE PLACED IN THE OBSERVER STATING THAT THE ADVERTISEMENT IN THE SEPTEMBER 17th EDITION OF THE OBSERVER WHICH LISTED PROPERTY BELONGING TO DAN AND KELLY DUBE AS BEING SUBJECT TO SALE BECAUSE OF OUTSTANDING DELINQUENT TAXES WAS INCLUDED IN ERROR. THE VILLAGE APOLOGIZES FOR ANY EMBARRASMENT OR INCONVIENCE THIS MAY HAVE CAUSED

Carried

MINUTES

Sept 16/87

MOVED BY ALDERMAN DESILETS AND SECONDED BY ALDERMAN QUINN THAT THE MINUTES OF SEPTEMBER 16, 1987 REGULAR MEETING OF COUNCIL BE ADOPTED AS CIRCULATED.

Carried

BUSINESS ARISING

Water and Sewer Services Port Harcourt

The clerk reviewed project cost estimates with Council.

MOVED BY ALDERMAN DESILETS AND SECONDED BY ALDERMAN QUINN THAT COPIES OF THE SERVICING ESTIMATES BE MAILED TO EACH AFFECTED OWNER. THEY ARE TO BE ASKED TO REPLY WHETHER OR NOT THEY APPROVE OF THE WORK BEING DONE FOR THE ESTIMATED COST.

Carried

Small Craft Harbour

- Small Craft Harbours Branch have agreed to:
1. Supply the pilings for the two four pile dolphins required; Langara Lodge is to pay for the driving of same;
 2. Small Craft Harbors will contribute \$5000. towards the construction of the grid. The balance is to be paid by Central Coast Charters.

D&E Towing has been authorized to complete the work. An estimate as to the work to be done and time frame when it is to be completed is to be drawn up for signature of D&E Towing and authorized signatures of the Village.

Charge Langara

MOVED BY ALDERMAN QUINN AND SECONDED BY ALDERMAN O'BRIEN THAT LANGARA LODGE BE INFORMED THAT THE BERTHAGE WILL BE REDUCED TO SINGLE WIDTH CHARGE.

Carried

Note: Langara Lodge is to be asked to change their committment letter for driving of pilings to read for labor and equipment.

CORRESPONDENCE

Ambulance

Request for ambulance

48002
D. & E. TOWING & SALVAGE LTD.

- Marine Towing & Salvage
- General Contracting
- Marine Construction
- Ramp Barge
- Crane Barge

P.O. Box #301, Port Clements, B.C. V0T 1R0

office (604) 557-4222
night (604) 557-4542
fax (604) 557-4776

July 15/91

The Mayor and Council
Village of Port Clements
P O Box # 198
Port Clements B C
VOT 1R0

Dear Mayor and Council;

Geoff Ray, Pat Doyle and I are willing to construct a boat grid between the wharf approach and the breakwater situated about where the Virginia was sitting.

We will supply the materials and labour in exchange for free use of the grid for all three of us in perpetuity.

This would afford you revenue from other users with no outlay of Village funds.


David Unsworth



The Village of
PORT CLEMENTS

48002
P.O. Box 198
Port Clements, B.C.
V0T 1R0
Phone: (604) 557-4295
Fax: (604) 557-4568

July 18, 1991

D&E Towing & Salvage Ltd.
Box 301
Port Clements, B.C.
V0T 1R0

Dear David Unsworth:

re: proposed boat grid at small craft harbour.

To follow up in writing on the conversation that we had at the dock on July 17, council has considered your proposal to build a grid at the small craft harbour.

At the July 15th meeting, council passed a motion that would allow the following:


- the building of a grid at the small craft harbour with all costs to be paid by yourself, Pat Doyle, and Geoff Ray;
- unlimited use of the grid for ten years, commencing July 31, 1991, for boats owned by yourself, Pat Doyle, and Geoff Ray;
- when the grid is not in use by yourself, Pat Doyle, or Geoff Ray, the village would have the right to rent space on the grid for a fee set by the village.

During our conversation, you mentioned that ten years is not sufficient time for the three parties involved in building the grid to recover their expenses. If this is the case, you may want to approach council and suggest a time frame more acceptable to you and the others.

If an agreement on the time frame can be reached, another matter which would need to be cleared up is who would be responsible for maintaining the grid over the life of the agreement.

Once you have had time to consider this letter, would you get back to me with your reply.

Yours Truly:


Jukka Efraimsson
Clerk Treasurer.

Minutes of the regular meeting of the Port Clements Council held Monday November 17, 2008 in the Council Chambers.

Present:

Mayor Delves

Councillor Cheer

Councillor Storry

Councillor Thomas

Clerk/Treasurer Heather Nelson-Smith

Press/Public

Mayor Delves called the meeting to order at 7:34pm

1. ADOPT AGENDA.

ADD-C-4 Wildlife act

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

CARRIED

2. COMMITTEE OF THE WHOLE.

3. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS

D-1-Dave Unsworth-Small Craft Harbours.

Mr. Unsworth states that SCH has no money to fix the wharf and told him to come to Council to talk about having it fixed. What he would like to do is make the grid two rows longer at one side and one foot lower, the inner to make two rows longer and one foot lower. States that SCH has done this in the past before as well as the Village has done this in the past.

Drawing was provided.

Stated that the one side would be \$15000.00

Wants to only get the wharfage for free and have SCH give it to them

Additional information from small craft harbours. Something that

It was moved by Councillor Cheer, seconded by Councillor Storry to table the upgrade to the grid at the small craft for further information from Small Craft Harbours.

CARRIED

4. MINUTES

M-1-Minutes Regular Meeting of Council November 3rd, 2008

It was moved by Councillor Thomas, seconded by Councillor Cheer to accept the minutes of November 3, 2008.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

BA-1-Active Communities Grant.

It was moved by Councillor Cheer, seconded by Councillor Storry to apply to the Active Communities pursue the purchase of fitness equipment for the community.

CARRIED



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Minutes of the regular meeting of the Port Clements Council held **Monday October 4, 2010** in the Council Chambers.

Present

Acting Mayor Stewart

Councillor Cheer

Councillor Traplin

Clerk/Treasurer Heather Nelson-Smith

Acting Mayor Stewart called the meeting to order at 7:30pm

1. ADOPT AGENDA.

ADD- C-5 Letter from Ms. Fennell regarding changes to the Port Clements Clinic

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

CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

D-1-D. Unsworth-Port Clements Grid.

Mr. Unsworth approached Council with the idea of repairing the grid at the small craft harbour in lieu of payment for berthage. He estimates a cost of \$20,000 to complete the works. Council requested that he provide both Council and Small Craft Harbours with a proposal for both the proposed works on the grid and the works he is intending to do on his vessel for approval.

T-1-Opening of sealed tenders for Park Street trailer.

Two bids were received.

1. Boulder bay Contracting Ltd – Purchase price \$6000.00

2. Mathew Martin – Purchase price \$3250.00

It was moved by Councillor Cheer, seconded by Councillor Traplin to accept the bid from Boulder Bay Contracting for \$6000.00 less the \$2000.00 site clean up fee a total purchase price of \$4000.00 (four thousand dollars).

CARRIED

3. MINUTES.

M-1- Regular Meeting of Council September 20th, 2010

It was moved by Councillor Cheer, seconded by Councillor Traplin to accept the minutes of September 20, 2010.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

BA-1-Port Clements Draft News letter.

It was moved by Councillor Cheer, seconded by Councillor Traplin to accept the distribution of the October 2010 Newsletter as drafted.

CARRIED

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	Gould	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.