

THE VILLAGE OF PORT CLEMENTS
Regular Meeting of Council, January 19th, 2009

AGENDA

1. ADOPT AGENDA.
2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS
4. MINUTES

M-1-Minutes Regular Meeting of Council January 5th, 2009.

M-2-Minutes Special Meeting of Council January 12th, 2009.

5. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

BA-1-Wharf RFP's.

6. ORIGINAL CORRESPONDENCE

C-1-City of Terrace-Congratulations to new Council.

C-2-UNBC-Trust Fund Sparwood Avalanche Victims.

C-3-NCMA Convention-May 6-8th, Dawson Creek.

C-4-Ministry of Public Safety & Solicitor General-Response to Canadian Association of Home & Property Inspectors-Writing to provide factual information on proposed regulatory requirements:

7. GOVERNMENT

G-1-Bursary Application Policy #2.

G-2-Bylaw # 368, 2008 Establish fees and regulations for the use of the Port Clements Wharf.

G-3-Bylaw #369, 2009, Multi Purpose Building Rental Rates.

G-4-Fire Protection Agreement 2009.

8. FINANCE

F-1-Cheque list January 16th, 2009.

9. NEW BUSINESS

NB-1-Tentative opening of Multi-Purpose building April 4th, 2009.

NB-2-Grant applications.

10. REPORTS & DISCUSSIONS

R-1-Public Works Superintendent's report.

R-2-Action Plan

11. QUESTIONS FROM THE PRESS

ADJOURNMENT

**Minutes of the regular meeting of the Port Clements Council held Monday
January 5th, 2009 in the New Multi Purpose Building Council Chamebrs.**

Present:

Mayor Delves
Councillor Cheer
Councillor Stewart
Councillor Traplin

Clerk/Treasurer Heather Nelson-Smith

Press/Public

Mayor Delves invited all to the new building and called the meeting to order at 7:34pm

1. ADOPT AGENDA.

ADD- BA-1 Grant Proposals Sam Nath

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

CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS

4. MINUTES

M-1-Minutes Regular Meeting of Council December 8th, 2008.

It was moved by Councillor Cheer, seconded by Councillor Stewart to accept the minutes of December 8, 2008.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES & UNFINISHED
BUSINESS.

BA-1- Report from Sam Nath Regarding Grant Proposals

It was moved by Councillor Stewart, seconded by Councillor Traplin to table to the special meeting of January 12, 2009

CARRIED

6. ORIGINAL CORRESPONDENCE

C-1-Ministry of Community Development-Trees for Tomorrow Initiatives
funding.

It was moved by Councillor Stewart, seconded by Councillor Traplin to receive and file for information.

CARRIED

It was moved by Councillor Cheer, seconded by Councillor Stewart to apply to the Trees for Tomorrow for trees around the community.

CARRIED

C-2-Premier Campbell-Congratulations & Programs available in coming
months.

It was moved by Councillor Cheer, seconded by Councillor Stewart to receive and file for information.

CARRIED

C-3- MLA Gary Coons-Meeting request with new Council.

It was moved by Councillor Cheer, seconded by Councillor Stewart to advise MLA Coons that Council is wishing to have a meeting and to notify Council of dates available.

CARRIED

C-14-Guide to the Haida Gwaii/Queen Charlotte Islands 2009.

It was moved by Councillor Cheer, seconded by Councillor Stewart to refer writing the 1/8 page ad to the Tourism Committee with recommendations being brought forth to Council and pre pay the Observer for the booking.

CARRIED

C-15-C. Ulrich/Northern Health-Letter of Congratulations and look forward to working with Council in the near future.

It was moved by Councillor Stewart, seconded by Councillor Cheer to receive and file for information.

CARRIED

C-16-Truck Loggers Association Conference-Jan 13-16th, Westin Bayshore Hotel.

It was moved by Councillor Stewart, seconded by Councillor Cheer to receive and file for information.

CARRIED

C-17-David Suzuki Foundation-Species and Ecosystem Protection Act Endorsement.

It was moved by Councillor Cheer, seconded by Councillor Stewart to receive and file for information.

CARRIED

C-18-Nestle Waters Canada-Introduction of a possible pilot program to recycle plastic water & beverage bottles.

It was moved by Councillor Stewart, seconded by Councillor Cheer to receive and file for information.

CARRIED

C-19-NCMA-2009 Resolution submission Deadline, March 6th, 2009.

It was moved by Councillor Cheer, seconded by Councillor Stewart to table to the first meeting in February for Council consideration.

CARRIED

7. GOVERNMENT

G-1-Bursary Application Policy #2.

Table to next meeting with changes to the policy

8. FINANCE

F-1-Cheque list December 29th, 2008

It was moved by Councillor Traplin, seconded by Councillor Stewart to accept the cheque listing.

CARRIED

9. NEW BUSINESS

NB-1-Village Office, Community Hall

It was moved by Councillor Cheer, seconded by Councillor Stewart to advertise the Village Office for salvage removal and if unfavorable bids are received other options should be considered.

And

To advertise a request for proposal for interested community groups wishing to take over the operation, maintenance and operational costs of the Community Hall.

CARRIED

Minutes of the Special meeting of the Port Clements Council held Monday January 12, 2009 in the Council Chambers.

Present:

Mayor Delves
Councillor Cheer
Councillor Hughes-McMullon
Councillor Stewart
Councillor Traplin

Clerk/Treasurer Heather Nelson-Smith

Press/Public

Mayor Delves called the meeting to order at 7:30pm

1. ADOPT AGENDA.

ADD- C-1 Mayor Resigns

BA-6 Resource Centre

BA-7 Community Development transition for retirement fund.

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

CARRIED

C-1 Mayor Resigns

Mayor Delves brought forth news articles stating that he was resigning as mayor because of the recent shutdown. He stated that if he was going to resign that Council would be the first to know.

2. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

BA-1-Opening of RFP's-Wharf head re-decking

7 request for proposals were opened.

1. C and C Beachy Contracting	\$ 36,892.00
2. BJH Contracting	\$ 38,642.48
3. Blackwater excavation	\$49,210.00
4. Gamble Contracting	\$51,500.00
5. D&E Towing and Salvage	\$51,550.00
6. Eagle Crest Enterprises	\$22,000.00
7. Fictorie Construction Management	\$51,825.00

Council did discuss that is possible with the shut down that the village could employ people to do the works rather than contractors.

RFP's will be reviewed by staff and report back to Council at next meeting with recommendations

BA-2-Discussion of materials for the approach on Wharf head.

Council discussed options for the approach of the wharf, Until there is a facility to take on the commercial traffic the large doak is the only facility for loading and off loading in Port Clements.

Treated Douglas Fir is stronger and lasts longer in comparison to Cedar decking.

It was moved by Councillor Traplin, seconded by Councillor Stewart to have staff purchase treated Douglas fir for the approach.

It was also discussed to have a review done on widening the deck along the approach every fifty to sixty feet four feet to accommodate foot traffic if vehicles are on the wharf and for fishing. Council expressed desire to have Mayor Delves look into this.

BA-3- Grant application report-Sam Nath, Grant Writer.

It was moved by Councillor Cheer, seconded by Councillor Hughes-McMullon to apply to the Coast Sustainability Trust for the Concession Stands.

CARRIED



OFFICE OF THE MAYOR

January 2, 2009

*Mayor Cory Delves
Village of Port Clements
PO Box 198,
Port Clements, B.C. V0T 1R0*

Dear Mayor Delves,

I would like to extend my congratulations to you on your election to office. It will be a pleasure to work with you and your Council for the betterment of our respective communities in Northern BC over the next term. We have a great number of challenges ahead and I am confident that our inter-community ties will be a tremendous asset.

I hope to see you in Prince George at the Northern Economic Summit later this month, but if not, I will be in touch to discuss Invest Northwest and what we can do to further this mutually beneficial initiative.

Sincerely,

*Dave Pernarowski
Mayor*

3215 EBY STREET, TERRACE, B.C.
CANADA V8G 2X8
(250) 635-6311
FAX (250) 638-4777

UNION OF
BRITISH
COLUMBIA
MUNICIPALITIES

60-10551 SHELLBRIDGE WAY
RICHMOND, B.C. V6X 2W9
Ph (604) 270-8226 Fax (604) 270-9116
E-mail: ubcm@civinet.bc.ca

ATTENTION: MAYORS AND COUNCILS; CHAIRS AND REGIONAL DISTRICT BOARDS

JANUARY 5, 2009

Trust Fund Established for Sparwood Avalanche Victims

Dear Colleagues:

Many of you will be aware of the recent deaths of eight snowmobilers near the District of Sparwood. The 2000 people who attended the memorial service yesterday are an indication of how significant the loss of these lives is to the community and to our province.

I have written on behalf of the communities represented by UBCM to Mayor Wilks, expressing our deepest sorrow for the loss of life suffered by Sparwood and wishing strength to the Council and other leaders in the community as they support and care for the survivors.

Mayor Wilks responded by saying,

"Thank you so much for your thoughts and prayers at this tragic time. The citizens of Sparwood and especially the families of the victims are very appreciative. If you are able to, please extend our gratitude to all members of UBCM for their concern."

You can make a tangible response to this tragedy by **tabling this letter at your Council or Board** and publicizing to your citizens the following information on the trust funds established to help the families of those who died.

"In Trust – Sparwood Avalanche Victims"

Donations may be made into accounts listed below at the local branches of the following banks:

Royal Bank of Canada (RBC)
Transit: 5080
Branch: 003
Account: 5077425

Canadian Imperial Bank of Commerce (CIBC)
Transit: 03070
Branch: 010
Account: 7573138

Those who wish to donate by cheque may do so by making it payable to:

"In Trust – Sparwood Avalanche Victims", and mailing to:

District of Sparwood
P.O. Box 520
Sparwood, BC V0B 2G0

The relationship that binds us together as local governments in BC takes many forms, including support in times of need. I thank you in advance for your attention to our fellow community of Sparwood as it responds to this great loss.

Yours sincerely,



Robert Hobson, President

C-2

NORTH CENTRAL MUNICIPAL ASSOCIATION

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NCMA Conventions

2009 AGM & CONVENTION Dawson Creek

The 2009 NCMA Convention will be hosted by the
City of Dawson Creek.
 May 6th - 8th
South Peace Community Multiplex, Dawson Creek.
 Join us for our 54th Annual General Meeting & Convention!

CONVENTION REGISTRATION - *Coming Soon!*

The Convention Registration information will be posted soon.

ACCOMODATIONS IN DAWSON CREEK

Tourism Dawson Creek Website - Full List of Accomodations

Sponsorship Opportunities



Member of the Union of BC Municipalities

Powered by eNorthernBC

C-3

**BRITISH
COLUMBIA**

December 19, 2008

DEC 23 2008

Mr. Robert Hobson
President
Union of BC Municipalities
60 – 10551 Shellbridge Way
Richmond BC V6X 2W9

Dear Mr. Hobson:

It has come to my attention that Mr. Owen Dickie, President of the Canadian Association of Home and Property Inspectors (British Columbia), has written to all mayors and members of councils regarding his concerns with proposed regulations for home inspectors. I am writing to provide you with factual information on our proposed regulatory requirements.

The Province is committed to strengthening consumer protection for those who use home inspection services. Over the past few years, a great deal of consultation and research about the home inspection industry has been completed.

In our proposed model, home inspector licensing will be administered by the Business Practices and Consumer Protection Authority, an independent agency delegated responsibility for administering consumer protection legislation in the province. Every effort will be made to keep licence fees and added paperwork to a minimum.

British Columbia will not be authorizing low standards for home inspectors. We will be relying on professional home inspector associations to set and maintain high standards of qualifications for its members. We will want to see a level of training and supervised experience that gives reasonable assurance to consumers that the home inspector they hire is qualified to do the job.

With regard to regulating payday lenders, government is not allowing self-governance in this industry. Legislation on payday lenders was approved in the Legislature in 2007, and we are presently developing regulations which will require licensing of payday lenders. Licensing will be administered by the Business Practices and Consumer Protection Authority.

I would appreciate it if you would share this information with your members. I hope to be in a position to provide greater details of the regulatory framework in the new year.

C-4



MEMBER NOTICE

TO: Mayor and Council
Chair and Regional District Board

FROM: UBCM Secretariat

DATE: January 9, 2009

RE: **REGULATION OF HOME AND PROPERTY INSPECTION**

Attached is a copy of a letter from Solicitor General John Van Dongen that was forwarded to the UBCM outlining that the province is looking at proposed regulations for home inspectors.

UBCM has been made aware of information that you may have received from an organization related to the regulation of property and home inspections. We have not been approached by this organization regarding this recent issue or had any discussions with them.

UBCM policy on the regulation of home and property inspection, based on a resolution (B55) adopted at the 2005 UBCM Convention, is that "the Province be urged to join with other provinces in investigating the regulation of qualified 'home inspectors' and to implement those regulations as soon as possible."

**VILLAGE OF PORT CLEMENTS
BY LAW #368, 2008**

A BYLAW TO ESTABLISH FEES AND REGULATIONS FOR THE USE OF
THE PORT CLEMENTS WHARF

A bylaw to establish fees, rates, charges and regulations for use of the Port Clements Wharf

WHEREAS the Village of Port Clements is permitted by the *Local Government Act of British Columbia* to establish fees, rates and charges for providing the use of the Port Clements Wharf.

NOW THEREFORE the Council of the Village of Port Clements in open meeting assembled enacts as follows:

1. This bylaw may be cited as "Port Clements Wharf Fees for Use Bylaw No. 368, 2009"

READ A FIRST TIME THIS ___ DAY OF _____, 2009

READ A SECOND TIME THIS ___ DAY OF _____, 2009

READ A THIRD TIME THIS ___ DAY OF _____, 2009

RECONSIDERED AND FINALLY ADOPTED THIS ___ DAY OF _____, 2009

Cory Delves,
Mayor

Heather Nelson-Smith,
Clerk/Treasurer

Certified to be a true copy of Bylaw
No. 368

**VILLAGE OF PORT CLEMENTS
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READ A SECOND TIME THIS ___ DAY OF _____, 2009

READ A THIRD TIME THIS ___ DAY OF _____, 2009

RECONSIDERED AND FINALLY ADOPTED THIS ___ DAY OF _____, 2009

Cory Delves,
Mayor

Heather Nelson-Smith,
Clerk/Treasurer

Certified to be a true copy of Bylaw
No. 368

**VILLAGE OF PORT CLEMENTS
BY LAW #369, 2009**

MULTI PURPOSE BUILDING RENTAL RATES

A bylaw to establish fees, rates and charges for Municipal Building/Property

WHEREAS the Village of Port Clements is permitted by the *Local Government Act of British Columbia* to establish fees, rates and charges for providing the rental of buildings.

NOW THEREFORE the Council of the Village of Port Clements in open meeting assembled enacts as follows:

1. This bylaw may be cited as "Multi Purpose Building Rental Rates Schedule 'A'

READ A FIRST TIME THIS _____ DAY OF _____, 2009

READ A SECOND TIME THIS _____ DAY OF _____, 2009

READ A THIRD TIME THIS _____ DAY OF _____, 2009

RECONSIDERED AND FINALLY ADOPTED THIS _____ DAY OF _____, 2009

Cory Delves,
Mayor

Heather Nelson-Smith,
Clerk/Treasurer

Certified to be a true copy of Bylaw
No. 369

SCHEDULE "A"

Attached to a forming Bylaw No. 369 MULTI PURPOSE BUILDING RENTAL RATES

Building Rates to be charges from time of exclusive use to checkout.

Damage Deposit may be requested at the discretion of the Village Office Staff.
Damage deposit will be returned upon approval of Village Staff and return of building key(s) by renter.

The following municipal building rental rates apply:

SENIORS ROOM, PLAYSCHOOL ROOM OR COUNCIL CHAMBERS
For all functions

\$25.00 per hour up to 6 hours
\$150.00 Full Day 6 hours and beyond
\$100.00 Damage Deposit

It is understood that the Village of Port Clements Council will not impose a charge to the Port Clements Tiny Tots Society, the Port Clements Seniors Association or School District 50 with the understanding between all parties that when there is a potential for revenue that preference will be given to paying groups.

For the following groups using the SENIORS ROOM, PLAYSCHOOL ROOM OR COUNCIL CHAMBERS the following rental rates will be in effect at the Village Staff's Discretion:

- Registered Charities (with proof of registration)
- Youth Groups
- Groups Conducting family orientated functions open to all age groups

\$20.00 Per Hour up to 3 hours
\$75.00 Full day 3 hours and beyond
\$100.00 Damage Deposit

Community Kitchen rates

Flat rate charge \$75.00 per day
Damage Deposit \$100.00

Village of Port Clements

Bursary Application Policy

Policy No. 02, 2009

Prepared by Clerk/Treasurer Heather Nelson-Smith

Adopted: _____ by Mayor and Council

Replaces all prior Bursary Application Policies

Objective: To set guidelines for the issue of Bursaries to Graduating Students living in Port Clements

Policy: The Village of Port Clements will issue on an annual basis two \$500.00 bursaries one for each high school on island and only available to students residing in Port Clements. Total Budget for each year \$1000.00.

Where there are no applicants living within the boundaries of Port Clements the bursaries shall be extended to graduates that attend high school on island, and whose parents pay property taxes in Port Clements.

Procedure:

AUTHORITY

1. Clerk/Treasurer shall identify, for inclusion in the Annual Budget, funds for two bursaries. In the case where bursaries are not expended the funds will be held in a restricted reserve account in the event that more applications are considered in the future, with a limit of \$2500.00 at any time in the reserve account.

GENERAL

2. Students wishing to receive a bursary are to complete the attached form with Proof of acceptance to an accredited post secondary institution.
3. Bursary applications are due to the office annually by the second Monday of August at 1:00pm.
4. Where there are more applicants than funds the bursaries will be awarded based on grade point average.
5. When there are more bursaries than the current budget Council may, by resolution access Bursary Reserve fund and allocate, only if there are funds available.

Cory Delves,
Mayor

Heather Nelson-Smith,
Clerk/Treasurer

FIRE PROTECTION AGREEMENT

WHEREAS Part 2, Section 13 of the Community Charter, for the opportunity to offer fire protection services to properties outside of municipal boundaries.

Therefore the Village of Port Clements enters into an agreement with _____ to provide fire-fighting protection to the building and properties located at Lot _____, Plan _____, District Lot 747 Queen Charlotte Land District from January 1 to December 31, 2009 for a fee of \$150.00 (One Hundred and Fifty Dollars).

Note, that if this agreement is not signed and returned to the Village Office along with payment of the fee, the Port Clements Fire Department will respond to a fire on your property, however there will be a charge of \$250.00 per hour for this response (or the current charge of the Provincial Emergency Program).

The Village of Port Clements maintains the option to give priority to a fire within the Village boundaries in cases of simultaneous fires inside and outside the Village of Port Clements.

This agreement must be renewed prior to January 31 of each year.

Applicant

Date

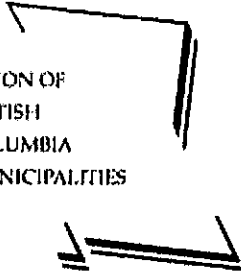
Fire Chief

Date

Chief Administrator

Date

UNION OF
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COLUMBIA
MUNICIPALITIES



Important Information for Local Governments

To: Local Governments and Boards of Education

From: UBCM Local Government Program Services

Date: December 15, 2008

**RE: SCHOOL COMMUNITY CONNECTIONS PROGRAM
STRENGTHENING THE CONNECTION – SECOND INTAKE NOW AVAILABLE**

The Union of BC Municipalities and BC School Trustees Association are pleased to announce the launch a second intake of the "Strengthening the Connection" School Community Connections (SCC) funding program originally launched in May 2008.

The program is designed to support areas of common interest for Boards of Education and Local Governments such as early learning, physical activity opportunities and healthy eating options.

Projects must address shared school/community priorities and be supported by both a board of education and local government. Up to 3 grants of \$8,000 are available within each School District and the deadline for applications is March 31, 2009. If the total number of applications from across BC exceeds funding available, preference will be given to applicants that have not previously received funding through the Strengthening the Connection Program.

Administration of this funding program is being provided by the Union of BC Municipalities. The program and application guide is available on the School Community Connections website at www.schoolconnections.ca. It is also available on the UBCM website at www.civicnet.bc.ca. Look under Programs and Services, then Local Government Program Services, then School Community Connections.

For further information please contact Sue Clark, Program Officer at sclark@civicnet.bc.ca or by phone at 250-356-0876.

**Please make copies of this circular & distribute to
Council/Board Members & Staff**

Catalyst for Opportunities

Northern Development is an independent regional economic development corporation focused on stimulating economic diversification and job creation in central and northern British Columbia, a region that is strategically located, and offers a resource-rich economy with many competitive advantages and incentives for business.

As the leading economic development agency in the region, Northern Development will be the catalyst to inject \$2 billion every decade into communities within the region to realize their economic potential. The corporation supports community economic development initiatives with funding for economic diversification infrastructure, feasibility studies, marketing, capacity building, grant writing, community halls, recreational facilities, and community foundations.

Northern Development directly incents private business to create new jobs throughout the region vi \$30 million in dedicated funding to support capital investment and new job training in central and northern BC.

The corporation operates seven Trust Accounts with funding focused on ten primary investment areas: agriculture, economic development, energy, forestry, mining, olympic opportunities, pine be recovery, small business, tourism, and transportation.

Northern Development was established in 2005 as Northern Development Initiative Trust, an initiat of the Province of British Columbia that is independently governed by a board of thirteen regionally-based directors.

NORTHERN EXPOSURE

"Northern BC offers affordable serviced industrial land at less than 10% of the cost than that availa in the BC Lower Mainland or other major Canadian centres. Additionally, residential housing prices are reasonably priced with an average of \$175,000 across the communities in the North."

Grant Writing Support

Program Overview

The **Grant Writing Support** program provides all municipalities and regional districts within the Northern Development Initiative Trust region with a \$7,500 grant from the Cross Regional Account hire a writer/researcher to prepare grant applications to any and all funding agencies or government programs.

Features and Benefits of the program include:

- Up to 75% of the wages for a four month grant writer/researcher based in the local community
- Additional capacity to respond to non-profit group requests for grant application research and writing.
- Timely response to applications for funding and simple annual reporting.
- Free webcast Grant Writing Seminars for grant writers hired under this program or any local government, First Nations, non-profit groups or individuals
- Increased success accessing financial grants for community and non-profit groups.
- Increased economic development capacity in small and rural communities

Objectives

- To incent small communities to hire grant writer staff and increase the grant monies flowing in the central and northern BC economy.
- To train 1,000 individuals across the region in Grant Writing Seminars by 2020.

Apply For Funding

Prior to submitting an application for funding, please review the Application Guide and following documents in detail. Please note that only complete Application Forms will be considered.

- [Application Guide](#) (100 KB PDF)

Application Letters should be signed and provided in hard copy Northern Development:

Mail: 301-1268 Fifth Avenue, Prince George, BC V2L 3L2

Economic Diversification Infrastructure

Program Overview

The **Economic Diversification Infrastructure** program provides municipalities, regional districts, First Nations and non-profit groups funding via Northern Development's six (6) principal Trust Accounts: the Regional Development Accounts (Cariboo-Chilcotin/Lillooet, Northeast, Northwest, and Prince George), the Pine Beetle Recovery Account, and the Cross Regional Account. As Northern Development's primary community economic development funding program, projects that serve to diversify local and regional economies are eligible for infrastructure and capital investment funding.

Features and Benefits of the program include:

- Supports the diversification of local and regional economies through infrastructure and capital investment support
- Funding is available via six (6) different Northern Development Accounts, providing applicants with the flexibility to select the Account and application process that best suits the project
- Funding is accessible to any municipality, regional district, First Nation and non-profit group in the region, even those organizations located in small communities and rural areas
- A time sensitive approval process for complete and well documented applications

Objective

To support the construction of infrastructure throughout the region that directly diversifies the economy.

Apply For Funding

Prior to submitting an application for funding, please review the Application Guide and following documents in detail. Please note that only complete Application Forms will be accepted.

- [Application Guide](#) (432 KB PDF)
- [Application Form](#) (Adobe Reader 8+ required – 344 KB PDF)

Complete Application Forms with all required attachments should be provided electronically to Northern Development by email. Facsimile or paper copies are not preferred, but can be accepted for required attachments:

Email: info@northerndevelopment.bc.ca

Fax: 250-561-2563

Mail: 301-1268 Fifth Avenue, Prince George, BC V2L 3L2

Community Halls and Recreation Facilities

Program Overview

The **Community Halls and Recreation Facilities** program provides municipalities, regional district First Nations and non-profit groups with a one-time \$30,000 grant from a Regional Development Account to improve or expand existing facilities, in order to increase the number of events held annually in the community, contributing to service sector revenues in the local economy.

Features and Benefits of the program include:

- A time sensitive approval process for complete and well documented applications
- Supports the sustainability and expansion of local community infrastructure to host events which increase tourism revenues.
- Flexible consideration of donated time and labour by business and volunteers.
- Northern Development funding is accessible to all rural areas that would not usually have an opportunity to apply for funding for a larger economic development infrastructure project.

Objectives

- To improve the sustainability and event hosting capacity of community halls and recreation facilities that indirectly generate revenues for the hospitality service sector.
- To provide a program that benefits the local economies of small communities and rural areas central and northern British Columbia.

Apply For Funding

Prior to submitting an application for funding, please review the Application Guide and following documents in detail. Please note that only complete Application Forms will be accepted.

- [Application Guide](#) (412 KB PDF)
- [Application Form](#) (Requires Adobe Reader 8.0+ – 298 KB PDF)

Complete Application Forms with all required attachments should be provided electronically to Northern Development by email. Facsimile or paper copies are not preferred, but can be accepted for required attachments:

Email: info@northerndevlopment.bc.ca

Fax: 250-561-2563

Mail: 301-1268 Fifth Avenue, Prince George, BC V2L 3L2

Community Foundations

Program Overview

The **Community Foundation Funding** program provides all municipalities or regional district electoral areas with up to \$50,000 from a Regional Development Account in matched funding to assist with establishment of a dedicated endowment within a registered community foundation over a two year period.

Features and Benefits of the program include:

- Every dollar raised within the community is matched by Northern Development up to \$50,000 over a two year period, yielding a potential endowment account value of \$100,000
- The Community Foundation endowment account will provide grants to non-profit societies for community and social enhancement within the community area, in perpetuity
- Local decision making within the Community Foundation framework meets local social and cultural needs
- Developing another source of long-term funding to maintain local wealth within the community and create positive economic and social outcomes

Objective

To assist all municipalities and regional district electoral areas in the Northern Development Initiative Trust region of central and northern British Columbia in building an endowment fund that supports local social, cultural and environmental needs via local decision making.

Apply For Funding

Prior to submitting an application for funding, please review the Application Guide and following documents in detail. Please note that only complete Application Forms will be considered.

- [Application Guide](#) (114 KB PDF)

Application Letters should be signed and provided in hard copy to Northern Development by mail

Mail: 301-1268 Fifth Avenue, Prince George, BC V2L 3L2

Feasibility Studies or Marketing

Program Overview

The **Feasibility Studies or Marketing** program provides municipalities, regional districts, First Nations and non-profit groups such as industry associations with a grant up to a \$20,000 for:

- A feasibility study that will demonstrate a strong business case for an infrastructure project that is aligned with Northern Development's Economic Diversification Infrastructure funding program that will diversify and provide direct measurable economic benefits to the local or regional economy, or;
- Development and implementation of a marketing program that will increase revenues within the region

The Feasibility Studies or Marketing program is funded from an appropriate Regional Development Account (Cariboo-Chilcotin/Lillooet, Northeast, Northwest, and Prince George), unless:

- The feasibility study or marketing initiative meets the unique requirements for accessing the Pine Beetle Recovery Account (see Schedule B of the Application Form), or;
- The project is a feasibility study for economic diversification infrastructure that has an anticipated capital cost in excess of \$20 million and would provide direct economic benefits more than one region. In that case, a feasibility study application may be made to the Cross Regional Account (see Schedule C of the Application Form).

Features and Benefits of the program include:

- Provides grant funding for development of a comprehensive business case to support an application to Northern Development's Economic Diversification Infrastructure program, and, capital cost financiers, or;
Provides grant funding to support marketing initiatives that directly increase revenue generation within the local or regional economies of central and northern British Columbia
- Preference is given to feasibility studies that are expected to result in strong job creation and substantial new revenue creation for the industry sector, community or region
- Funding is not considered as "stacked" by provincial or federal funding programs
- Funding disbursements can match the phases of the marketing program or feasibility study ensure that small municipalities (under 2,000 people) or non-profit groups are assisted with cash flow
- Results of projects are made publicly available to assist other communities and groups undertaking similar initiatives
- Time sensitive approval process for complete and well documented applications

Objectives

- To assess the business case and feasibility for economic diversification infrastructure
- To market assets and products within the region in order to increase local revenues generated from outside the region

Apply For Funding

Prior to submitting an application for funding, please review the Application Guide and following documents in detail. Please note that only complete Application Forms will be accepted.

- [Application Guide](#) (290 KB PDF)
- [Application Form](#) (Requires Adobe Reader 8.0+ – 321 KB PDF)

Complete Application Forms with all required attachments should be provided electronically to Northern Development by email. Facsimile or paper copies are not preferred, but can be accepted for required attachments:

Email: info@northerndevelopment.bc.ca

Fax: 250-561-2563

Mail: 301-1268 Fifth Avenue, Prince George, BC V2L 3L2

VILLAGE OF PORT CLEMENTS

Cheque Listing For Council With GL Numbers

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2009-Jan-16
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Cheque	Date	Name	Expense GL Number	Invoice	Description	Invoice Amount	Cheque Amount
20090009	2009-01-08	PACIFIC COASTAL AII	30-2-41-40-00	177558	DELIVERIES WATER SAMPLES/HYDRO	84.69	88.92
20090010	2009-01-08	Patio Zone Restaurant	10-2-12-99-30	12-31-08	PAYMENT PORT BUCKS PATIO ZONE	20.00	20.00
20090011	2009-01-08	VILLAGE OF PORT CLEMENTS	10-2-12-99-30	12-31-08	PAYMENT PZ PORT BUCKS TOWARDS BUSINESS	30.00	30.00
20090012	2009-01-08	CORPORATE EXPRESS	10-2-12-11-00	21561644	PAYMENT OFFICE SUPPLIES-LABELS, CARTRIDG	80.60	80.60
20090013	2009-01-08	MUNICIPAL INSURANCE ASSOCIATION	10-2-12-14-30	16551	PAYMENT 2009 ASSESSMENT INSURANCE	8,165.00	8,165.00
20090014	2009-01-08	QCISLANDS NET	10-2-12-11-10	2009-01-02	PAYMENT ANNUAL INTERNET FEE	224.00	224.00
20090015	2009-01-08	BLUE CROSS	10-4-27-00-30	01-01-09	PAYMENT DENTAL AND EHG BLUE CROSS	253.08	253.08
20090016	2009-01-08	BRITISH COLUMBIA LIFE & CASUALTY C	10-4-27-00-30	01-01-09	PAYMENT GROUP DEDUCTIONS BC LIFE	355.91	355.91
20090017	2009-01-08	TREASURES IN TIME & MY FAVORITE FI	10-2-12-99-30	01-08-2008	PAYMENT PORT BUCKS TREASURES IN TIME	50.00	50.00
20090018	2009-01-08	ABFAM ENTERPRISES LTD	10-2-34-00-20 10-2-12-72-05	7036 7037	PAYMENT PST ON WOOD SUPPLIED FOR WHARF YELLO CEDAR MPBC	3,830.40 112.07	3,942.47
20090019	2009-01-08	BELYEA, ALFRED	10-2-32-31-00	Dec 18, 20	PAYMENT PURCHASE OF TOOLS FOR VILLAGE FR	1,400.00	1,400.00
20090020	2009-01-08	KWUNA GRAPHICS	10-2-11-10-50	579883	PAYMENT GOING AWAY FOR ALF BELYEA	168.00	168.00
20090028	2009-01-12	Board of School Trustees	30-2-41-10-25 10-2-12-72-05 10-2-12-72-05 10-3-22-00-00 10-3-22-00-00	01-09-049 12-22-08 12-22-08 12-22-08 12-22-08	PAYMENT DARYL FISH'S PAY MPBC SIGNIFICANT COSTS MPBC SIGNIFICANT COSTS MPBC SIGNIFICANT COSTS MPBC SIGNIFICANT COSTS	1,144.77 116,743.42 (17,798.55) 8,905.51 (1,637.38)	107,357.77
20090029	2009-01-12	DELMAS CO-OP	10-2-24-70-00 10-2-34-00-20 10-2-71-21-00 10-3-22-00-00 10-2-12-72-05 10-2-34-00-20 10-2-12-99-30 10-2-12-72-05	67161F 67161F 67161F 67161F 67790E 67790E 67791A 68509E	PAYMENT CHRISTMAS LIGHTS CHRISTMAS LIGHTS CHRISTMAS LIGHTS CHRISTMAS LIGHTS MPBC AND WHARF TOOLS FOR WHARF FOR CHRISTMAS LIGHTS MPBC EXPENSES	57.60 254.45 9.08 15.01 584.09 41.41 (4.48) 64.94	1,022.10
20090030	2009-01-12	JANITORS WAREHOUSE	10-2-12-11-40	108223	PAYMENT CLEANING SUPPLIES	1,586.14	1,586.14
20090031	2009-01-12	VIP COURIER CORPORATION	10-3-22-00-00 30-2-41-20-00	153489 153489	PAYMENT WATER TESTING WATER TESTING	1.33 26.50	27.83
20090033	2009-01-15	CIVIC INFO BC	10-2-11-10-40	2009102	PAYMENT COUNCIL MEMBERSHIP 2009	107.10	107.10
20090034	2009-01-15	JANITORS WAREHOUSE	10-3-22-00-00 10-4-12-90-00	108230 108230	PAYMENT REIMBURSE FROM NAUREEN HUGHS M REIMBURSE FROM NAUREEN HUGHS M	9.37 200.54	452.41

VILLAGE OF PORT CLEMENTS

Cheque Listing For Council With GL Numbers

Cheque	Date	Name	Expense GL Number	Invoice	Description	Invoice Amount	Cheque Amount
20090001	2009-01-08	AARON-MARK SERVICES LTD.			PAYMENT		243.91
			10-2-32-31-00	2011789	STREETS	35.53	
			10-2-12-72-05	2011871	MULTI PURPOSE CONSTRUCTION	208.38	
20090002	2009-01-08	BAYVIEW MARKET			PAYMENT		810.00
			10-2-12-99-30	12-31-08	PORT BUCKS REDEEMED BM	750.00	
			10-2-12-99-30	12-31-2008	REC PORT BUCKS	60.00	
20090003	2009-01-08	BIG RED			PAYMENT		371.31
			10-2-34-00-70	10051	WEEK CONTAINER SERVICE	215.63	
			10-2-71-21-01	10051	WEEK CONTAINER SERVICE	138.00	
			10-3-22-00-00	10051	WEEK CONTAINER SERVICE	17.68	
20090004	2009-01-08	C. AND C. BEACHY CONTRACTING LTD			PAYMENT		4,882.50
			10-2-32-37-20	12-05-08	MACHINE USAGE/DITCHING	900.00	
			10-3-22-00-00	12-05-08	MACHINE USAGE/DITCHING	45.00	
			10-2-32-37-20	12-08-08	DITCHING YAKOUN	250.00	
			10-3-22-00-00	12-08-08	DITCHING YAKOUN	12.50	
			10-2-34-00-20	12-09-08	WHARF NOVEMBER 28/08	100.00	
			10-3-22-00-00	12-09-08	WHARF NOVEMBER 28/08	5.00	
			10-2-34-00-20	12-10-08	WHARF NOVEMBER 28/08	350.00	
			10-3-22-00-00	12-10-08	WHARF NOVEMBER 28/08	17.50	
			10-2-34-00-20	12-19-08	WHARF NOVEMBER 28/08	150.00	
			10-3-22-00-00	12-19-08	WHARF NOVEMBER 28/08	7.50	
			10-2-32-37-00	12-25-08	SANDING STREETS	450.00	
			10-3-22-00-00	12-25-08	SANDING STREETS	22.50	
			10-2-32-37-00	12-27-08	SANDING STREETS	350.00	
			10-3-22-00-00	12-27-08	SANDING STREETS	17.50	
			10-2-32-37-00	12-28-08	SANDING STREETS	700.00	
			10-3-22-00-00	12-28-08	SANDING STREETS	35.00	
			10-2-32-37-00	12-29-08	SANDING STREETS	450.00	
			10-3-22-00-00	12-29-08	SANDING STREETS	22.50	
			10-2-32-37-00	12-30-08	STREET SANDING	250.00	
			10-3-22-00-00	12-30-08	STREET SANDING	12.50	
			10-2-32-37-00	12-31-08	STREET SANDING	700.00	
			10-3-22-00-00	12-31-08	STREET SANDING	35.00	
20090005	2009-01-08	GAS PLUS II			PAYMENT		736.02
			10-2-12-99-30	12-31-08	REC PORT BUCKS	30.00	
			10-2-12-99-30	12-31-2008	PORT BUCKS REDEEMED GAS PLUS	210.00	
			10-2-24-80-10	VPC1208	FUEL FOR VILLAGE TRUCK AND FIRE T	188.57	
			10-2-31-90-00	VPC1208	FUEL FOR VILLAGE TRUCK AND FIRE T	283.83	
			10-3-22-00-00	VPC1208	FUEL FOR VILLAGE TRUCK AND FIRE T	23.82	
20090006	2009-01-08	HITCHCOCK, CINDY			PAYMENT		43.09
			10-2-12-99-30	12-31-08	PC REC XMAS WITH SANTA	42.27	
			10-3-22-00-00	12-31-08	PC REC XMAS WITH SANTA	0.82	
20090007	2009-01-08	MARRS, CHRISTOPHER			PAYMENT		1,206.80
			10-2-34-00-30	12-2008	SMALL CRAFT HARBOUR-CHRIS MARR	1,149.33	
			10-3-22-00-00	12-2008	SMALL CRAFT HARBOUR-CHRIS MARR	57.47	
20090008	2009-01-08	O'BRIEN ROAD & BRIDGE MAINTENANC			PAYMENT		662.55
			10-2-32-31-00	05221	GRADING	189.30	
			10-2-32-37-10	05221	GRADING	441.70	
			10-3-22-00-00	05221	GRADING	31.55	
20090009	2009-01-08	PACIFIC COASTAL AIRLINES			PAYMENT		88.92
			10-3-22-00-00	177558	DELIVERIES WATER SAMPLES/HYDRO	4.23	

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VILLAGE OF PORT CLEMENTS

Cheque Listing For Council With GL Numbers

Cheque	Date	Name	Expense GL Number	Invoice	Description	Invoice Amount	Cheque Amount
20090034	2009-01-15	JANITORS WAREHOL	10-2-12-11-40	108231	CLEANING SUPPLIES FOR NEW BUILDI	242.50	452.41
20090035	2009-01-15	OBSERVER PUBLISHING CO. LTD.	10-2-11-10-40	01-01-09	PAYMENT OBSERVER SUBSCRIPTION RENEWAL	75.00	75.00
20090036	2009-01-15	TRAPLIN, COLIN	10-2-11-10-20	08-15-12	PAYMENT TAXI FARE NEWLY ELECTED	10.00	10.00
20090037	2009-01-15	Appleton, Ted	10-2-34-00-20 10-3-22-00-00	0112008-1 0112008-1	PAYMENT CONTRACT MANAGEMENT SUPPORT/E CONTRACT MANAGEMENT SUPPORT/E	3,805.00 184.00	3,989.00
20090038	2009-01-15	Board of School Trustees	30-2-41-10-25	01-09-062	PAYMENT SCOTT HORNIDGES WAGES FOR PUMP	31.45	31.45
20090039	2009-01-15	COASTAL PROPANE	10-2-12-14-20 10-3-22-00-00 10-2-24-70-10 10-3-22-00-00	12-02-08 12-02-08 Dec 02-08 Dec 02-08	PAYMENT FUEL FOR OFFICE FUEL FOR OFFICE FIRE HALL FUEL FIRE HALL FUEL	793.21 39.66 793.12 39.66	1,665.65

Total 148,367.31

Council Action Plan			
Date	Action	Completed	Comment
21-Jul	write policy for bursaries in future	√	On next agenda
18-Aug	add town paving in Port Clements to the action plan for the upcoming year to include works in the Village with Highways for the 2009 year.		Sam is researching for a grant
18-Aug	add the logo as an action item to be looked at a later date.		At Dec 1 meeting Betty Stewart offered to look at logo,
01-Dec	have staff develop a fee setting bylaw for the wharf for vessels and vehicle traffic and a fee setting bylaw for the boat launch by December 31, 2008	√	Draft will be on Janaury 19th meeting. Although a fee setting bylaw for the boat launch is not possible. Boat launches are available in communities as a service and it will be difficult to govern this on a fee basis.
08-Dec	have any member of council and members to the Tourism Committee who are interested in attending the Ocean Forum Workshop in Skidegate	√	Tourism meeting january 22nd
05-Jan	apply to the Trees for Tomorrow for trees around the community		
05-Jan	advise MLA Coons that Council is wishing to have a meeting and to notify Council of dates available	√	wil get back to us on schedule
	write a letter in support of the Edge of the World Music Festival with an offer to enter into discussion regarding provide a permanent facility at the Port Clements community park	√	done
	forward the Tourism funding announcement to the tourism Committee for recommendation to Council on spending the funds	√	meeting jan 22
	to set up meeting with UNBC community development institute	√	
	write a letter in support of the Alterna Energy All wood fibre energy project with the same focus as the letter for Naikun.	√	
	refer writing the 1/8 page ad to the Tourism Committee with recommendations being brought forth to Council and pre pay the Observer for the booking.	√	
	C-19-NCMA-2009 Resolution submission Deadline, March 6th, 2009. It was moved by Councillor Cheer, seconded by Councillor Stewart to table to the first meeting in February for Council consideration		

R-1

Public Works Report to Council

Pete Nelson-Smith

Jan 18, 2009

Report for weeks Dec 18, 2008 – Jan 18, 2009

Attn: Mayor and Council,

As the newly appointed Public Works Superintendent, I would like to submit to you an update of the Public Works progress over the last couple of weeks.

Water:

- Detected/repared 3 major water leaks
- Ordered replacement valve for media filter
- Found/mapped curb stop for Block 37/Lot 4 (School District House)
- General maintenance (hydrant flushing, tank cleansing, etc)
- Water samples
- Searched for curb stop at Block 49, Lot 2 with no luck. Obtained permission from owner to dig and locate curb stop to prevent flooding

Sewer:

- Worked with Sam Nath to obtain quotes from different distributors to upgrade our lagoon aerator
- Obtained quotes to fence in lagoon (requirement by law)
- Located/marked man holes along Bayview Dr. for O'Brien's grading crew
- Manhole inspections through Ryland Road

Common Services:

- Snow removal from sidewalks at all municipal buildings on all snow fall days
- De-icing on sidewalks at all municipal buildings
- Put together rough plan and am getting pricing from Fictorie Construction Management for mezzanine/storage in blue shed to help organize Village inventory

Streets:

- Snow removal by C&C Beachy on snow days
- De-icing and sanding of streets using salt and sand with tractor and spreader
- Ordered repair of flare from Bayview Dr. – museum lift station by C&C Beachy

Wharf:

- Installed cross bracing to new piles

R-1

Small Craft Harbour:

- Discovered taps open fully. Apparently pipe was frozen. Need to install heat tape onto taps and drain cock at bottom to prevent future freezing.
- One small craft resident has plugged 30A plug into our 20A receptacle causing one to burn out. Another resident is using a 14 Gauge extension cord and our bi-law requires a minimum of 12 Gauge. Satellite dish has still not been removed.
- Bull board at bottom of ramp was broken in half. I temporarily fixed it and ordered 3 new bull boards from Chris Marrs for replacement and spares.

Community Park:

- Loaned out hose/fittings to local group to develop an ice rink during cold snap. Excellent results. Many nights of great hockey play
- Removed cement forms from recently poured sidewalks

Shoreline Park:

- Opened gates at RV site to open access to Bird Tower
- Removed cement forms on recently poured firewood pad.

Clinic:

- Made up deficiency list, plan to paint upon approval of colors

I have also drafted up a “to do” and dream list (attached) for all aspects of public works. Input, discussion and ideas are welcomed.

Pete Nelson-Smith
Public Works Superintendent.

WATER TREATMENT PLANT/WATER

MAINTENANCE:

- BI-WEEKLY TANK CLEANSING
- NEW DOORS
- PROPER CATWALK IN TREATMENT PLANT
- RE-ROOF OFFICE SIDE
- ORDER NEW PIGS
- COVER/REPLACE EXPOSED "BLUE BRUTE" BY WATER RESERVOIRS
- PIG LINES (ONCE YEARLY)
- CLEAN/DISINFECT STORAGE TANKS (ONCE YEARLY)
- INSTALL WATER USAGE METER
- FIRE HYDRANT MAINTENANCE
- MAPPING OF SHUT OFFS/CURB STOPS

PROJECTS:

- TREATMENT PLANT UPGRADES – REPLACE OLD LINES WITH NEW?
- FIRE BOOSTER PUMP INSTALLED AND PUT ONLINE.

STREETS

MAINTENANCE:

- DITCHING
- MOWING DITCHES/SHOULDERS
- SWEEPING
- UPGRADE SIGNAGE
- ALDER REMOVAL
- SNOW/ICE REMOVAL
- PAINT LINES
- GRADING NON-PAVED ROADWAYS

PROJECTS:

- FLARE INTO INDUSTRIAL ROAD
-

SMALL CRAFT HARBOUR

MAINTENANCE:

- PRESSURE WASHING DECK
- PAINT RAILS
- FIX WATER SYSTEM TO RUN ALL YEAR (INSULATE TO AVOID FREEZING)
- PROPER CAPS FOR FIRE ACCESS PORTS
- LIGHTING
- EXPANDED METAL ON CATWALK
-

PROJECTS:

SHORELINE PARK

MAINTENANCE:

- ALDER/DANGER TREE REMOVAL
- WEED WHACK
- GRADE AND/OR HARROW PATHS AND PARKING
- GRADE PARKING LOT
- PRESSURE WASH GAZEBO
- PRESSURE WASH BIRD TOWER
- FINISH FIRE WOOD BOX
- MAINTAIN FIRE WOOD SUPPLY
- PAINT GATES
- UPDATE SIGNAGE

PROJECTS:

-

FIRE HALL

MAINTENANCE:

- PAINTING EXTERIOR
- FIX STAIRCASE TO BASEMENT

PROJECTS:

- SET UP BAY/OFFICE FOR AMBULANCE
- PAVE AND PUT THROUGH WAY BY FIRE TRUCK BAYS

SEWER

MAINTENANCE:

- DAILY MONITORING
- QUARTERLY SAMPLES SENT OUT
- MONTHLY VOLUME AVERAGES OF EFFLUENT
-

PROJECTS:

- NEW AERATOR/POWER POLE/CONTROLS
- FENCE IN LAGOON

COMMUNITY PARK

MAINTENANCE:

- ALDER REMOVAL (INCLUDING BMX AND MUD BOG AREA)
- FERTILIZE/AERATE BASEBALL/SOCCER FIELD 2X YEARLY
- GRADE AND/OR HARROW RUNNING TRACK
- GRADE PARKING LOT
- EAVE'S TROUGHS ON BATHROOMS
- FENCE IN MAINTENANCE YARD
- FENCE IN WELL #2
- FIX/REPLACE "TOT-LOT" EQUIPMENT
- FIX/REPLACE TENNIS NET/BASKETBALL HOOPS
- REPLACE BASEBALL SCORE SIGN
- MOWING/WEED EATING
- ORGANIZE/JUNK OUT SUPPLIES UP AT PARK

PROJECTS:

- CONCESSION STANDS
- RE-SURFACE TENNIS COURT
- RE-SURFACE HOCKEY BOX

COMMON SERVICES

MAINTENANCE:

- MOWING/WEED WHACKING
- SNOW REMOVAL
- PAINTING
- UPDATING/MAINTAINING PUBLIC WORKS RECORDS
-
-

PROJECTS:

- INSTALL AN OFFICE/MEZZANINE IN BLUE SHED (AKA WHARF SHED)
FICTORIE CONSTRUCTION MANAGEMENT PUTTING TOGETHER
COST ESTIMATE.
- FENCE IN MUNICIPAL YARD
- FINISH AUTO-CAD MAPPING
- PUT PARKING LOT IN BY OLD VILLAGE OFFICE