

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

1. ADOPT AGENDA.

2. COMMITTEE OF THE WHOLE.

CW-1-Water Conservation
CW-2-Carbon Neutral Climate Action Charter.

3. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

P-1-Application for approval outside of zoning-Kathleen Dalzell.

4. MINUTES.

M-1-Minutes Regular meeting, May 4th, 2009.
M-2-Minutes Tourism meeting, May 1st, 2009.

5. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

BA-1-Tourism
BA-2-UBCM resolution deadline June 30,2009.
BA-3-Canada Post-response letter from the Village of Port Clements.
BA-4-Public Works-Hydro Geologist survey water system.
BA-5-Letter of Support for Colleen Beachy who has been nominated by the Village of Queen Charlotte as one of three people to carry the Olympic Torch.
BA-6-Town Hall Meeting May 21st, 2009.

6. ORIGINAL CORRESPONDENCE.

C-1-Prime Minister office-acknowledging receipt of letter regarding Port Clements.
C-2-Ministry of Transportation and Infrastructure-Concerns regarding Highway 16.
C-3-UNBC-approval for Community Kitchen equipment and furnishings.
C-4-Caitlin Furby-request for funding to go to a writer's camp in Penticton.
C-5-Haida Gwaii Sustainable Living Fair-request for letter of support to Gwaii Trust \$15,000.00.
C-6-Port Clements Historical Society-Letter of support for Gwaii Trust application for a heat pump for Museum.
C-7-QCI Recreation Commission-Social Action Workshop looking to house 6 people.

7. GOVERNMENT.

G-1-Roy Woolverton-Appointment of new Chair for Emergency Committee.

G-2-Approval for Heather Nelson-Smith to attend the LGMA in Nanaimo June 8th-12th, 2009.

G-3- New Legacy Application to Gwaii Trust flooring St.Marks Church + Paving stones for outside functions.

8. FINANCE.

F-1-Cheque list May 15th, 2009.

F-2-Alan Hooper, Chartered Accountant-Consolidated Financial Statement 2008.

9. NEW BUSINESS.

10. REPORTS & DISCUSSIONS.

R-1-Action Plan

R-2-Public Works Report to Council.

11. QUESTIONS FROM THE PRESS.

ADJOURNMENT.

In camera meeting to follow under Community Charter section 90-1-c.

On the Path to Carbon Neutral

Dawson Creek's Strategy for Achieving Carbon Neutrality

Committing to Carbon Neutral

Dawson Creek signed the B.C. Climate Action Charter in 2007 and is committed to being carbon neutral by 2012.

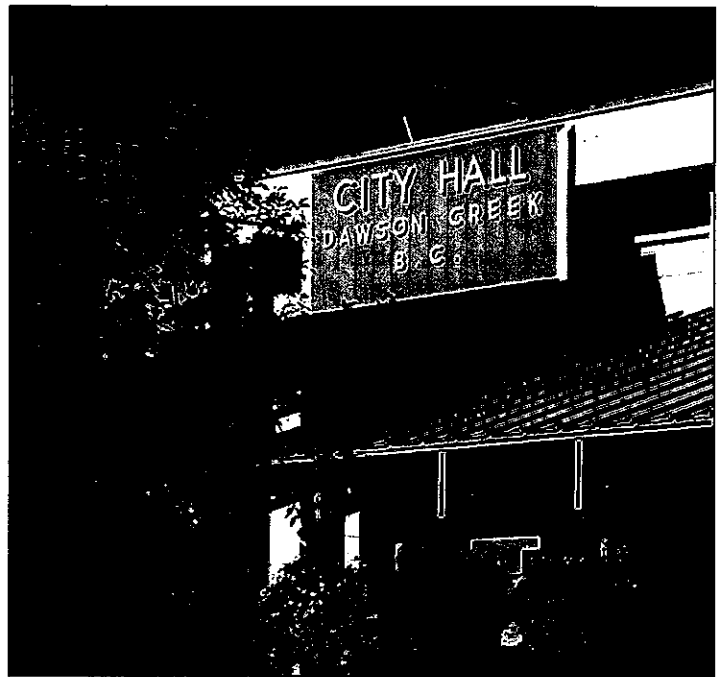
Being carbon neutral means two things:

1. Doing as much as possible to reduce our own greenhouse gas emissions.
2. Investing in projects that reduce emissions so that we can cancel out (or offset) any remaining emissions.

We are not alone in making the commitment to become carbon neutral. As of January 2009, 133 municipalities have signed the Climate Action Charter.

We recognize that these commitments, and the actions that need to stem from them, won't solve the climate crisis on their own. They are however, a series of small and positive steps that will hopefully kick-start B.C. on a path to a climate-friendly future.

We have already taken some of those steps, such as installing solar hot water heating on our buildings, and using smaller and more efficient vehicles where possible. These steps are just the beginning.



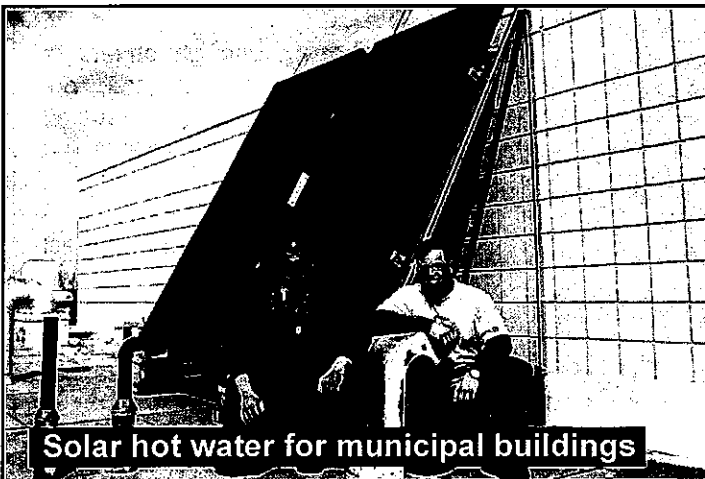
Doing Nothing is Not an Option

Climate change poses a massive threat to our communities, our economy, and our environment.

Climate change is caused by an increasing concentration of greenhouse gases in the Earth's atmosphere. These gases are coming from activities that burn fossil fuels, such as driving vehicles or generating electricity from natural gas. This ever-thickening layer of gases is trapping more of the sun's heat, warming the surface of the Earth, and leading to an increasingly uncertain climate.

If governments, communities, families, and businesses don't act decisively to reduce greenhouse gas emissions, the most severe impacts of climate change will become inevitable.

Dawson Creek is committed to achieving deep reductions in carbon emissions and to being part of the solution.



Solar hot water for municipal buildings

Joan Hein
c/o Box 164
Port Cements BC

The Village of Port Cements
Box 198
Port Cements, BC

May 11, 2009

To Whom It May Concern:

In regards to a letter received from the Village of Port Clements in regards to Application for Variance for 207 Williams Road.

This renovation will not affect the view from my property and in no way would affect the value of my property, so I am in favour of this Variance.

Council should be aware that although I do own lots 209 and 211 Bayview that are adjacent to 207 Williams Road, I am also co-owner of 207 Williams Road.

Yours truly,

Joan Hein

P-1

Kathleen Dalzell
207 Williams Rd
Port Clements, BC
V0T 1R0

The Village of Port Clements
Box 198
Port Clements, BC
V0T 1R0

May 4th, 2009

Re: Renovations to #207 Williams Rd. Port Clements.

Attention: Ms. Nelson-Smith, Clerk/Treasurer;

I would like to have some renovations done to the white cottage on my property located at 207 Williams Road, Port Clements. This building was my original residence prior to the Incorporation of the Village of Port Clements, at that time the other building was used as a guest cabin for family or friends. When the Municipality made sewer and water services available to properties bordering Alder Road, I moved into the red building to take advantage of these services. This left the white cottage for guests.

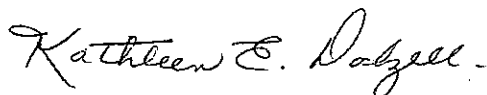
It is my understanding that the two dwellings on my properties contravenes the permitted uses Port Clements' Residential Urban Zone (R-1), "one two family dwelling or duplex", however, since both dwellings were in existence and in use prior to the incorporation of the Village, their use has been "Grandfathered". While the Grandfathering provides a temporary exemption from the Permit Use bylaw, it also has the potential to limit renovations.

I would like to renovate the White Cottage. The works would include; a new deck/sun room (8 foot x 14 foot) on the Northwest corner of the building; an 80 square foot addition extending four feet out from the existing outside wall. These renovations are required to make the cottage more comfortable for visiting family members.

My lot is large enough that in essence each dwelling sits on a plot equal to or larger than the Villages' minimum lot size. In addition each dwelling meets the minimum setbacks for a principal building. Therefore I would like to apply for a variance to the "Permitted Use" of one two family dwelling or duplex. In addition I request approval to alter the footprint of the "Grandfathered" White Cottage to enable the renovations to proceed.

Thank you for your attention to this matter and I would appreciate a response to this request as soon as possible.

Sincerely;



Kathleen Dalzell



The Village of
PORT CLEMENTS

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

Property Owner

At the regular meeting of the Port Clements Council Tuesday May 19th, 2009, Council will be reviewing the application for Variance on the property located at 207 Williams Road.

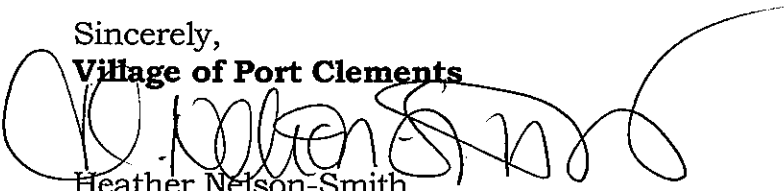
As a property owner within the 100 meter radius you are encouraged to voice concern or support for the following request:

The existing cottage on the property was grandfathered in 1984 when the zoning of Port Clements changed. The property owner wishes to ask Council for permission to add on a small deck and extend the living space and to continue to use this building as a secondary dwelling.

If you wish to make comment or support you can do so in the following ways: Attend the Council meeting at 7:30pm Tuesday May 19th, 2009 or write or email at the above addresses.

If you require further information please do not hesitate to contact me at the above phone numbers Monday through Friday 9:00am-1:00pm.

Sincerely,
Village of Port Clements



Heather Nelson-Smith
Clerk/Treasurer

**Minutes of the regular meeting of the Port Clements Council held
Monday May 4, 2009 in the Council Chambers.**

Present:

Mayor Delves

Councillor Cheer

Councillor Hughes-McMullon

Councillor Stewart

Clerk/Treasurer Heather Nelson-Smith

Press/Public

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

1. ADOPT AGENDA.

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

CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

D-1-Brigid Cumming-School bussing issue.

Brigid Cumming read a prepared letter to the Village Council regarding the recent article in the paper regarding the Masset Bus Service.

Ms. Cumming also clarified some mistruths that Council had been presented with.

Ms. Cumming also asked for an apology for the quote in the paper "they created the problem by given them a choice" stating that in her opinion Mayor Delves was calling the children who use the Charlotte service the "problem". Mayor Delves clarified that he was in no way insinuating that the children that use the service are the problem.

D-2-Brigid Cumming-Community Hall.

Brigid Cumming read a prepared letter to the Village Council regarding the Community Hall and the issues that she has with the fact that the Village Council is no longer operating the hall and is passing off the responsibility to another group.

3. MINUTES.

M-1-Minutes Regular meeting, April 20th, 2009.

M-2-Minutes Special meeting, April 23rd, 2009 Financial Plan 2009-2011.

M-3-Minutes Special meeting, April 23rd, 2009 Court of Revision.

It was moved by Councillor Cheer, seconded by Councillor Hughes-McMullon to accept the minutes of April 20, 2009; April 23, 2009; and of the April 23, 2009 Court of Revision.

CARRIED

m-1

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED.
BUSINESS.

BA-1-Gwaii Forest Society-Letter of support

It was moved by Councillor Cheer, seconded by Councillor Stewart to support the request to keep the Gwaii Forest doors open for business.

CARRIED

BA-2-Tourism

Councillor Cheer reported on the past meeting of the Tourism committee. The Committee talked about the possibility of having a BBQ at the sunset park for Canada Days.

Tourism Committee is to prepare a budget for the BBQ and submit to Council for approval, and staff is to look into the possibility of using the UBCM grant towards this function.

Germain is going to be talking to Heather about coordination with the village requirements and the web page.

BA-3-Permission for Mr. & Mrs. O'Brien to remove Alders & Brush along
Shoreline Park in front of home.

It was moved by Councillor Stewart, seconded by Councillor Cheer to approve the request of Mr. and Mrs. O'Brien to remove the alders and salmon berry bushes on the trail directly in front of their property at 268 Bayview drive for the 2009 season, before work commences on the trail they must notify the office.

CARRIED

BA-4-Strategic Planning Session-Gordon McIntosh available June 14th,
2009.

Mayor Delves will talk to Mr. McIntosh and report back to Council at the next meeting.

BA-5-Bloomin in Port Clements.

It was moved by Councillor Cheer, seconded by Councillor Hughes-McMullon to accept the recommendation to continue with the Bloomin' in Port Clements for the 2009 year, with \$100.00 contribution towards plants and the voting taking place on the Canada Day weekend.

CARRIED

5. ORIGINAL CORRESPONDENCE.

C-1-Haida Gwaii Tourism Association membership renewal.

It was moved by Councillor Hughes-McMullon, seconded by Councillor Stewart to renew the membership with the Haida Gwaii Tourism Association.

Withdrawn

It was moved by Councillor Cheer, seconded by Councillor Stewart to table the Haida Gwaii Tourism Association membership renewal for staff to research the value of the membership to Port Clements.

CARRIED

C-2-Canada Post-response to letter to Canada Post from Port Clements. It was moved by Councillor Cheer, seconded by Councillor Stewart to work with the other municipalities while at the NCMA to brainstorm how to deal with the Canada Post situation together.

CARRIED

C-3-Ambulance Paramedics of BC-Letter of support for deterioration of the BC Ambulance Service.

It was moved by Councillor Hughes-McMullon, seconded by Councillor Stewart to encourage the Provincial Government to return to the table with a mediator to ensure that Ambulance services are not reduced.

CARRIED

C-4-United Way-Financial support for research in the north regarding social challenges, on island May 12th for meeting with council if available.

It was moved by Councillor Hughes-McMullon, seconded by Councillor Cheer to table the United Way-Financial support for research in the north regarding social challenges, on island May 12th for meeting with council for further information.

CARRIED

C-5-BC Ambulance Superintendent, Executive Director for Northern BC touring the islands and would like to meet with Council May 6th between 10 & 2 if available. Making presentation to Terry Mitchell at the school on the day.

Councillor Cheer should be able to attend

C-6-Northern Haida Gwaii Hospital & Health Centre-Pole raising, May 18th, 2009.

6. GOVERNMENT.

G-1-Sewer Frontage Bylaw #370, 2009.

It was moved by Councillor Cheer, seconded by Councillor Hughes-McMullon to reconsider and finally adopt Sewer Frontage Bylaw #370, 2009.

CARRIED

G-2-Water Frontage Bylaw #371, 2009.

It was moved by Councillor Hughes-McMullon, seconded by Councillor Stewart to reconsider and finally adopt Water Frontage Bylaw 371, 2009.

CARRIED

G-3-Bylaw #373 Financial Plan for years 2009-2013.

It was moved by Councillor Cheer, seconded by Councillor Hughes-McMullon to reconsider and finally adopt Financial Plan 2009-2013 Bylaw 373, 2009.

CARRIED

G-4-Bylaw #374, 2009 Levying of rates for Municipal, Hospital and Regional District purposes for the year 2009.

It was moved by Councillor Hughes-McMullon, seconded by Councillor Stewart to reconsider and finally adopt Tax Rate bylaw 374, 2009.

CARRIED

7. FINANCE.

F-1-Cheque list May 1st, 2009.

It was moved by Councillor Cheer, seconded by Councillor Stewart to accept the cheque listing of May 1, 2009.

CARRIED

8. NEW BUSINESS.

NB-1-M. Gaspar-Letter of concern, derelict building on #8 Tingley Street. It was moved by Councillor Hughes-McMullon, seconded by Councillor Cheer to table sending a letter to the executor and probate lawyer until staff can find out the information regarding putting the demolition on to the land as a lien.

CARRIED

It was moved by Councillor Hughes-McMullon, seconded by Councillor Cheer to write a letter to Mr. Gaspar and Ms. Shantz thanking them for their letter of concern and that Council shared this concern as well and that Council is looking into rectifying the issue of the property located at 8 Tingley Street.

CARRIED

It was moved by Councillor Hughes-McMullon, seconded by Councillor Cheer to have staff amend the Unsightly premises bylaw to allow for the Village to close up or board up buildings on a property for safety and unsightly reasons.

CARRIED

9. REPORTS & DISCUSSIONS.

R-1-Action Plan

R-2-Public Works Report to Council.

It was moved by Councillor Stewart, seconded by Councillor Hughes-McMullon to have the Public Works Superintendent prepare and issue requests for proposals for the fencing around the lagoon with the following options 1. Re-use old fencing material. 2. Use new fencing material. 3. The use of cedar posts and 4. Brush out around the lagoon to prevent future blow downs.

CARRIED

Councillor Stewart-Attended the Emergency meeting.

Councillor Cheer- Attended tourism meeting.

Councillor Hughes-McMullon- Attended tourism meeting.

Mayor Delves- Had nothing to report.

It was moved by Councillor Stewart, seconded by Councillor Hughes-McMullon to continue the meeting past 10:00pm.

CARRIED

10. QUESTIONS FROM THE PRESS.

ADJOURNMENT.

It was moved by Councillor Hughes-McMullon to adjourn the meeting at 10:21pm.

Cory Delves,
Mayor

Heather Nelson-Smith,
Clerk/Treasurer

TOURISM COMMITTEE MEETING MINUTES

May 1, 2009

IN ATTENDANCE:	Urs Thomas	Lorette Smillie	Ian Gould
	Bev Lore	Wally Cheer	Germaine Vigneault
	Naureen Hughes-McMullon		Terry

The meeting was called to order at 7:07 pm and Wally Cheer motioned to adopt the amended agenda, seconded by Ian Gould. Wally Cheer motioned to accept the minutes of the March 12, 2009 meeting and this was seconded by Ian Gould.

DELEGATES:

Bev Lore spoke to the Committee of progress towards planning for Canada Day celebrations. The Committee asked if a bar-b-que at the Sunset Park would fit into planned activities and Bev said it would. It was thought a 5:30 to 8:00 p.m. timeframe would work best. Because Committee activity needs blessing of Council, Wally Cheer motioned this be taken to Council for approval and ask Council for funding, if needed, for the activity. The motion was seconded by Ian Gould. Bev mentioned the rec committee is looking for ideas for Canada Day activities. Geo-caching or a scavenger hunt was mentioned as an activity for teenagers. Bev mentioned the celebration does need more teenager type activities. The rec committee is meeting on May 6 to discuss planning.

MINUTES:

Ian Gould motioned to accept the minutes of the March 12, 2009 meeting and this was seconded by Wally Cheer.

BUSINESS ARISING:

BA1: Wally Cheer briefly outlined Council activities on the tourism front

BA2: The Committee examined Ministry of Transportation sign. There was consensus that both signs were needed with the Ministry attraction sign posted first. Apparently, this sign would be provided at no cost. This sign should be followed the directional sign which would have to be purchased. Both signs were thought to be needed to properly inform highway traffic and direct the traffic into our community. Urs Thomas will investigate the feasibility and cost of signs. B&B signs for our community were discussed. Because Accommodation BC has to approve B&Bs before signs can be erected, Naureen Hughes-McMullon would contact them to find out requirements and when they would have someone on island to inspect our B&Bs. The discussion moved to the problem people have when, while on the net, getting info about Port Clements' attractions and accommodations. A general discussion about advertising signs in and around our community took place. Bev Lore suggested a commercial board be created at the site of the Christmas card outside the Bayview Market. Perhaps the high school could be approached about building a suitable board. If this was created, who would provide the custodial task? The value of advertising at the kiosk south of town was discussed. Currently, there is only one advertiser but she reported getting patrons as a result of the sign.

BA3: Urs Thomas showed the Committee a draft of the advertisement to be submitted to Northword magazine. The draft was thought to be an inviting and effective one and everyone approved of it.

BA4: The Committee briefly discussed the work bee for cleaning up Sunset Park. Co-ordination with Village repair and maintenance plans for the Park is needed to make the work bee effective.

BA5: Surfing, as a tourist activity was discussed. Although Port Clements has no nearby surfing sites, it is central to North Beach, East Beach and Rennell Sound. Surfing could be promoted but it was thought it could not be promoted as a primary activity for tourists to Port Clements.

m-2

BA6: Germain Vigneault updated the Committee on progress of the webpage. He told the Committee of some of the technology issues he is faced with. A general discussion about what Committee members perceived to be important in the website design ensued. The Committee agreed the next step is for Germain to sit down with Heather Nelson-Smith to discuss Village requirements for the site.

NEW BUSINESS:

Boat Owners as potential tourists was discussed. Once again, garbage disposal in the dock area was discussed. It was asked if council members could take a request to Council for bear proof container(s) for the area (perhaps with a recycling bin attached).

Several Committee members have heard of a European film group wanting to do a documentary on the Golden Spruce trail. Will the current economic recession affect this project? Urs Thomas has a contact and he will try to find out the status of this project.

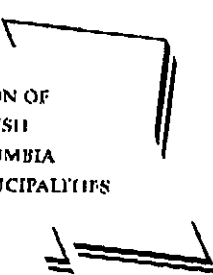
ACTION PLAN:

ITEM	ACTION	RESOLVE	COMPLETED?
Welcome To Port Clements Sign	Preliminary discussion only		No
Clean up and trail repair at Sunset Park	Because this needs to be done in the immediate future, plans need to be formulated now and Committee members can do so by e-mail	The Committee has planned this for the weekend of May 23-24	No
Kiosk to the south of town	It is believed clean up of the kiosk can be at the same time as the Sunset Park trail repair work bee	Nelson-Smith told Chris Marrs the Village does not have paint on hand for this. Paint will have to be purchased	No
Bar-B-Qs at Sunset Park	If the bar-b-que on Canada Day is a success, then plans to hold them on a regular basis	Await Canada Day event, to gauge response	No
Canada Day Festivities	The Committee will conduct a bar-b-q at Sunset Park. Geo-cache hunt or scavenger hunt activity to be considered	Ask Council for permission to go ahead with this. With permission, menu and cost need to be determined	No
Kumdis Trail	Committee members to investigate the trail		No
B&B Signs	Bed and Breakfasts require approval by Accommodation BC who then authorize the signs		No

ACTION PLAN:

ITEM	ACTION	RESOLVE	COMPLETED?
'Beyond the Pavement' Brochure	In preparation		No
'Open for Business' flyer	Work in progress		No
Phase 1 and Phase 2 trails	Work in progress		No
Boat Launch Facility	Work in progress		No
Commercial Advertising Board	Check feasibility of installing an advertising board on posts outside Bayview Market		No

With no further business, a motion was made to adjourn the meeting at 9:46 p.m. and was seconded and passed.



UNION OF
BRITISH
COLUMBIA
MUNICIPALITIES

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10551 Shellbridge Way
Richmond
British Columbia
Canada V6X 2W9
604.270.6226
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ubcm@civicnet.bc.ca

IMPORTANT NOTICE - UBCM RESOLUTIONS

TO: UBCM MEMBERS

FROM: Mayor Sharon Gaetz, Chair
UBCM Resolutions Committee

DATE: 20 March 2009

RE: 2009 RESOLUTIONS PROCESS

The following information is designed to assist members to prepare 2009 resolutions, and to clarify how the UBCM Resolutions Committee categorizes resolutions for consideration at the annual UBCM Convention.

I urge all elected officials and staff to review the attached information.

DRAFTING RESOLUTIONS

Resolutions should follow the *Resolution Template and Guidelines on Preparing Resolutions for UBCM* appended to this memo as **Attachment A**. Well-drafted resolutions will follow the *Gold Star Resolutions Criteria* appended as **Attachment B**. Please consult these documents in preparing your resolutions, and feel free to contact UBCM staff for advice or assistance with drafting resolutions. The above is also available on the UBCM website [www.civicnet.bc.ca] under the Resolutions & Policy tab.

SUBMITTING RESOLUTIONS

Local governments are invited to submit council- or board-approved resolutions **prior to June 30, 2009**, for consideration at the Annual UBCM Convention. Resolutions must be submitted in both print and electronic form to the attention of Reiko Tagami, Information & Resolutions Coordinator [rtagami@civicnet.bc.ca]. Attach background information to each resolution to assist the Resolutions Committee in its consideration of resolutions prior to Convention. Please see **Attachment C** for detailed instructions on submitting resolutions.

Members are encouraged to submit resolutions first to Area Associations for consideration at spring annual meetings. The *UBCM Annual Report and Resolutions Book* indicates whether or not a resolution has been *endorsed*, *not endorsed* or *not presented* to the respective Area Association. Resolutions endorsed by Area Associations are conveyed automatically to UBCM for consideration. The only circumstance when a resolution not presented to an Area Association should come to UBCM would be if the resolution addresses an issue arising after the Area Association resolutions deadline or annual meeting.

Please make copies of this notice and distribute to Council / Board Members / Staff.

RA - 2

Area Association resolutions deadlines for 2009 were as follows:

Association of Kootenay and Boundary Local Governments (AKBLG):	February 20
Association of Vancouver Island and Coastal Communities (AVICC):	February 27
Southern Interior Local Government Association (SILGA):	March 2
North Central Municipal Association (NCMA):	March 6
Lower Mainland Local Government Association (LMLGA):	March 27

Please contact your Area Association for details on resolution submission procedures at the regional level. Area Association contact information is available on the UBCM website [www.civicnet.bc.ca] under the "Local Govt Links & Info" tab.

RESOLUTIONS CATEGORIZATION:

Following the **June 30, 2009** resolutions deadline, the UBCM Resolutions Committee meets to review, categorize and make recommendations on all resolutions. Resolutions are divided into three main categories, summarized below. Please see **Attachment C** for details on resolutions categorization.

Section A resolutions address new and/or priority issues with broad application for local government as a whole.

Section B is divided into three parts:

- Part I: resolutions in keeping with established UBCM policy
- Part II: resolutions on new issues or issues considered previously but not endorsed
- Part III: resolutions addressing matters outside the jurisdiction of local government

Section C is divided into three parts:

- Part I: resolutions referred to policy papers and / or special sessions at Convention
- Part II: resolutions referred to similar resolutions in the Resolutions Book
- Part III: resolutions regional in nature, thus referred to Area Associations.

RESOLUTIONS CONSIDERATION:

Section A and B resolutions are introduced for debate in the order in which they appear in the *Annual Report and Resolutions Book*. Part BI resolutions are considered as a block, though voting delegates may withdraw resolutions from the BI block for individual consideration. Similarly, in the event of time constraints, the Chair may introduce a motion to adopt the recommendations for Part BIII resolutions as a block, with delegates having the option to withdraw resolutions from the block for individual consideration. Please see **Attachment C** for details on resolutions consideration.

Section C resolutions are not admitted for debate.

In order to ensure the opportunity to debate all Section A and B resolutions, UBCM delegates are respectfully requested to limit repetitive debate, and refrain from pulling resolutions from the BI or BIII block unless they disagree with the recommendation in question or wish to make a substantive amendment.

LATE RESOLUTIONS:

Late resolutions may be submitted to UBCM up to Friday noon on September 25, 2009. Resolutions addressing urgent issues arising since the June 30, 2009 deadline may be recommended for emergency consideration at Convention. All others will be entered automatically into the resolutions cycle for the following year. Please see **Attachment C** for details on late resolutions.

RESOLUTIONS ADMITTED OFF THE FLOOR:

A delegate may introduce a resolution from the floor of Convention. To be considered, the resolution requires assent from a three-fifths majority of the delegates present. The Resolutions Committee requests sponsors of such resolutions to distribute print copies to the plenary. Please see **Attachment C** for details on resolutions admitted off the floor.

DELEGATE FEEDBACK FROM THE 2008 CONVENTION:

The Resolutions Committee thanks all delegates who took the time to provide UBCM with feedback on the 2008 resolutions sessions. All suggestions and comments were considered by the Committee at its March 2009 meeting. The Committee will shortly release a separate member circular in order to address delegate feedback and to suggest ways for members to maximize the efficiency and effectiveness of the resolutions process.

Thank you, on behalf of the Resolutions Committee and the UBCM Executive, for taking the time to review these materials in preparation for the 2009 UBCM Convention. I look forward to seeing you all in September, and I encourage you to contact our staff in the meantime if you have any questions about the UBCM resolutions process.

Contact: Reiko Tagami, Information & Resolutions Coordinator

Email: rtagami@civicnet.bc.ca

Tel: 604.270.8226 ext. 115

ATTACHMENT A

RESOLUTION TEMPLATE

SHORT TITLE

Sponsor's Name

WHEREAS the quick brown fox jumped over the lazy dog;

AND WHEREAS the lazy dog does not enjoy games of leapfrog;

Note the specific
punctuation.

THEREFORE BE IT RESOLVED that the quick brown fox will refrain from jumping over the lazy dog.

[A second "enactment" clause, if absolutely required:]

AND BE IT FURTHER RESOLVED that the quick brown fox will in future invite a different partner for games of leapfrog, such as the hopping kangaroo or the flying squirrel.

Draft your resolutions according to the above template.

*Note the maximum two "WHEREAS" and "BE IT RESOLVED" clauses,
specific punctuation, capitalization and sentence structure.*

Craft your resolution to be as readable as possible within these guidelines.

GUIDELINES ON PREPARING RESOLUTIONS FOR UBCM

INTRODUCTION

Below are guidelines to be used in the preparation of a resolution for the UBCM.

THE CONSTRUCTION OF A RESOLUTION

All resolutions consist of a preamble and an enactment. The **preamble** *describes the issue* and the **enactment** *outlines the action* being requested. A resolution should answer three questions:

- What is the problem?
- What is causing the problem?
- What is the best way to solve the problem?

Preamble:

The **preamble** commences with "WHEREAS", and is a concise paragraph about the nature of the problem or the reason for the request. It answers the first two questions above, stating the problem and its cause, and should outline, clearly and briefly, the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. If explaining the problem requires more than two clauses, then provide supporting documents to describe the problem more fully. Do not add extra clauses.

Enactment:

The **enactment** begins with the words "THEREFORE BE IT RESOLVED", and is a concise paragraph meant to convey the resolution's intent. It answers the third question above, suggesting the best way to solve the problem. The enactment should propose a specific action by UBCM.

Keep the enactment as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

HOW TO DRAFT A RESOLUTION FOR UBCM

1. *Address one specific subject in the text of the resolution.*

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if the issues it addresses are too complex for them to understand quickly.

2. *Use simple, action-oriented language and avoid ambiguous terms.*

Explain the background briefly and state the desired action clearly. Delegates can then consider the resolution without having to parse complicated text or vague concepts.

3. *Provide factual background information.*

Even a carefully constructed resolution may not clearly indicate the problem or the action being requested. Provide factual background information to ensure that the "intent" of the resolution is understood.

Two types of background information help to clarify the "intent" of a resolution:

i. *Supplementary Memo:*

A brief, one-page memo from the author, which outlines the background that led to the presentation and adoption of the resolution by the local government.

ii. *Council/Board Report*

A report on the subject matter, presented to council or board in conjunction with the resolution. If it is not possible to send the entire report, then extract the essential background information and submit it with the resolution.

Resolutions submitted without adequate background information will not be considered until the sponsor has been consulted and has provided documentation outlining the intent of the resolution.

4. *Construct a brief, descriptive title.*

A title assists to identify the intent of the resolution and eliminates the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution.

For ease of printing in the *Annual Report and Resolutions Book* and for clarity, the title should be no more than three or four words.

5. *Check legislative references for accuracy.*

Where necessary, identify:

- the correct jurisdictional responsibility
(the name of the responsible ministry or department at the provincial or federal level)
- the correct legislation, including the title of the act or regulation

6. *Focus on issues that are province-wide.*

The issue identified in the resolution should be relevant to other local governments across the province. This will support productive debate and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC municipalities and regional districts.

ATTACHMENT B

GOLD STAR RESOLUTIONS CRITERIA

- 1) Resolution must be properly titled.
- 2) Resolution must employ clear, simple language.
- 3) Resolution must clearly identify problem, reason and solution.
- 4) Resolution must have two or fewer recital (WHEREAS) clauses.
- 5) Resolution must have a short, clear, stand-alone enactment (THEREFORE) clause.
- 6) Resolution must focus on a single subject, must be of local government concern province-wide and must address an issue that constitutes new policy for UBCM.
- 7) Resolution must include appropriate references to policy, legislation and regulation.
- 8) Resolution must be submitted to relevant Area Association prior to UBCM.

*Please visit the UBCM website to access a list of
Gold Star award winners, and their resolutions, from 2003 onward.*

www.civicnet.bc.ca → Resolutions & Policy → Gold Star Resolutions

ATTACHMENT C

PROCEDURES FOR SUBMITTING RESOLUTIONS TO UBCM

1. DEADLINE FOR RESOLUTIONS

All resolutions must be received in the UBCM office by **June 30, 2009**.

The deadline is set in section 14(a) of the UBCM Bylaws.

2. SUBMISSION TO AREA ASSOCIATIONS

UBCM encourages all members to submit their resolutions to their respective Area Association for consideration prior to Convention. The Annual Report and Resolutions Book will indicate whether or not the resolution has been *endorsed, not endorsed or not presented* to the Area Association.

If your Area Association deadline has passed, resolutions can be submitted directly to UBCM before the June 30, 2009 deadline.

3. SUBMISSION REQUIREMENTS

Resolutions submitted to the UBCM for consideration shall be submitted as follows:

- one print copy of the resolution and one electronic copy of the resolution
- UBCM **must** receive a print copy of each resolution by mail **prior to June 30, 2009**
- background documentation must accompany each resolution, explaining the nature of the issue

Please email the electronic copy of each resolution to Reiko Tagami, Information and Resolutions Coordinator [rtagami@civicnet.bc.ca].

4. RESOLUTIONS COMMITTEE CONSIDERATION

UBCM policy provides for the separation of resolutions into **three** sections. The following guidelines shall be used in determining the appropriate section in which a resolution shall be placed:

- a. **SECTION A** shall contain resolutions of importance to local government that have not previously been debated at the Convention.
- b. **SECTION B** shall be divided into three parts:

Part I – Resolutions to be Considered as a Block

- previously considered and endorsed resolutions
- resolutions in keeping with the UBCM policy
- other major previously approved policy papers / documents

Part II and Part III – Resolutions for Individual Consideration

- resolutions on topics not previously considered
- resolutions considered previously but not endorsed
- topics of local or regional significance
- topics of national significance and recommended, as appropriate, for consideration by FCM

The resolutions committee has discretion to classify these resolutions as:

Part II: issues that are considered to be within the jurisdiction of local government

Part III: issues that are considered to be outside the jurisdiction of local government

Part II and Part III resolutions that have not been debated by the Convention will be referred automatically to the Executive for appropriate action, and the sponsors advised of the Executive action. A recommended decision for each resolution is printed in the *Annual Report and Resolutions Book*, and the Executive will base their decisions on these recommendations.

SECTION B resolutions will be considered only after debate on all **SECTION A** resolutions has been completed.

SECTION B resolutions will be dealt with on the Convention floor in the order in which they appear in the Resolutions Book.

- c. **SECTION C** shall contain resolutions that have been consolidated or grouped together and that will not be discussed on the floor of Convention.

The Resolutions Committee combines resolutions on similar or related topics wherever possible. This is done in three ways.

- i. Similar resolutions may be consolidated or grouped together, and referred to a single resolution in **SECTION A** or **B**.
- ii. Resolutions pertaining to the same topic area may be incorporated into a policy paper or report that will be discussed at Convention.
- iii. Resolutions may be referred to other sessions at Convention for discussion. The recommendations arising from discussion at those sessions will come forward to the floor of Convention on Friday. At that time, the full membership will have an opportunity to consider the recommendations.

SECTION C may also contain resolutions referred to Area Associations due to being regional in nature.

5. RESOLUTIONS RECEIVED AFTER THE DEADLINE

Resolutions received after June 30, 2009 will not be printed in the *Annual Report and Resolutions Book* and can only be admitted for debate by special motion during Convention. The process for handling resolutions received after the deadline is outlined below.

- a. Resolutions submitted following the expiry of the regular deadline shall comply with all other submission requirements and be forwarded to the UBCM by the Friday noon preceding the start date of the Annual Convention [September 25, 2009].
- b. Resolutions received after the June 30, 2009 deadline shall be examined by the Resolutions Committee and shall be separated into the following categories:
 - **Emergency** resolutions recommended to be placed before the Convention for Plenary discussion.
 - **Late** resolutions not recommended to be admitted for Plenary discussion.
- c. Resolutions may be deemed **emergency** in nature only if the topic is such that it has arisen since the regular deadline date for submission of resolutions.
- d. **Emergency** resolutions shall be discussed only after all **SECTION A** resolutions printed in the Resolutions Book have been debated, but not before the time printed in the Convention Program.

6. RESOLUTIONS PROCEDURES

The membership has adopted a number of procedures to improve policy sessions and increase the time available for debate. These procedures will continue in 2009:

- a. **SECTION B** resolutions will be introduced to the floor as a block, and then discussion will commence on each of the resolutions. It is not necessary to move and second introduction to the floor for each individual resolution.

This procedure increases the time available for debate by removing the requirement to have each SECTION B resolution moved for consideration.

- b. A category of **emergency** resolutions has been established. **Emergency** resolutions address issues that have emerged after the June 30, 2009 deadline and may be recommended to be admitted for debate. **Late** resolutions not classified as emergency are not admitted for debate and are carried over automatically to the next year's resolutions cycle, starting with consideration by the appropriate Area Association.

The membership has agreed that for resolutions submitted after the June 30 deadline, only matters of urgency are appropriate for debate. Referring late resolutions not classified as emergency to the next year's resolutions cycle ensures that these issues are not lost and gives the broader membership an opportunity to consider the resolutions.

- c. Previously considered and endorsed resolutions are placed into **SECTION B – Part I** and moved as a block to avoid repetitive debate on issues that continue to be brought forward and endorsed each year. Individual resolutions may be withdrawn from the block for discussion.

7. OTHER MATTERS AFFECTING RESOLUTIONS HANDLING

The Resolutions Committee has indicated that it will:

- adhere strictly to the *Guidelines on Preparing Resolutions for UBCM* and will make every effort to ensure that sponsors' resolutions are clear and concise
- endeavour to consider all resolutions submitted (as per guidelines) during the time allocated at the 2009 Convention

Sponsors should be prepared to speak to their resolutions on the Convention floor, because the resolutions will not be read aloud to the delegates.

Resolutions should address topics that are of local government concern province-wide.

Members should be aware that the above policies are not exhaustive but are in addition to the UBCM Bylaws and to the "Conference Rules and Procedures for Handling of Resolutions" that are adopted each year by the Convention.

Moya Greene
President and
Chief Executive Officer
Canada Post Corporation

Présidente –
directrice générale
Société canadienne des postes

APR 15 2009

MS. HEATHER NELSON-SMITH
CLERK/TREASURER
THE VILLAGE OF PORT CLEMENTS
PO BOX 198
PORT CLEMENTS BC V0T 1R0

Dear Ms. Nelson-Smith:

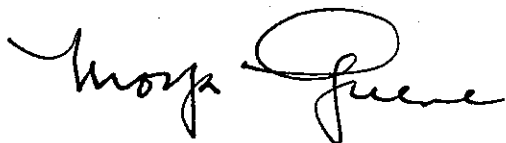
I am writing in reply to your letter, on behalf of Mayor Cory Delves and the Council of the Village of Port Clements, which is further to previous correspondence, regarding mail delivery to the Queen Charlotte Islands.

I regret that the Mayor and Council are dissatisfied with the explanations we have provided regarding the changes to postal service. Following Air Canada's decision to cancel its service agreement with us, we made arrangements with another air carrier to deliver mail. Unfortunately, this carrier does not service all communities and areas across the country, including the Queen Charlotte Islands. We are not in a position to use an additional airline to deliver mail specifically to the Queen Charlotte Islands. For example, Pacific Coastal Airlines, the airline you mention, does not land at the airport close to our post office. We would have to truck our mail from that community to the post office, thus incurring additional costs.

We remain committed to providing residents and businesses on the Queen Charlotte Islands with efficient and reliable mail delivery, using the BC Ferry services. We have been monitoring our delivery service very closely. Recent testing shows that we are meeting our remote delivery standards from Vancouver and other areas in British Columbia of eight business days for regular parcel mail, five business days for Priority Courier™ and Xpresspost™ items, and six business days for Lettermail™. We will continue to conduct random service tests and to monitor this situation. We ask that anyone who experiences service outside these delivery standards to call our Customer Service representatives at 1-800-267-1177 and report the incident.

Thank you for the opportunity to address this matter again. Canada Post is mandated to be a financially self-sufficient organization, and we must ensure our business operations are conducted in a responsible and cost-efficient manner.

Yours sincerely,



BA-3

Report to Council

Pete Nelson-Smith

Apr 23, 2009

Water Treatment Upgrades Step 1

Resolution for Discussion:

To enlist the services of Rob Tamaki, PEng via PSTurje Civil Engineering (PSTurje) to help the Village of Port Clements (Port Clements) in the initial stages of our Water Treatment upgrades as per the proposal attached. (\$4889) - *Passed*

To accept the recommendation of Rob Tamaki, PEng to commission the services of hydro geologists from Piteau Associates Engineering (Piteau) to assess our aquifer and water supply as per proposal attached. (\$6300) – *Council asked that I get cost estimates from other hydro geologists before we proceed with Piteau.*

Background:

Under council direction, staff has pursued the development of the Port Clements water distribution and treatment upgrades. Staff met with Rob Tamaki, PEng whilst working on our Fire Booster Pump.

Mr. Tamaki agreed to do some preliminary work for Port Clements for a fee not exceeding \$5000. Mr. Tamaki is proposing to provide us with direction for the first steps necessary in completing the grant, including procurement of hydro geologists. Mr. Tamaki is familiar with our water system and the hydro geologists he recommends have done previous studies for Port Clements in 1997.

Piteau has substantial background information on our aquifer and water supply that decreases the budget over another company having to start from scratch. – *I conferred with Rob Tamaki, PEng and received recommendations of 2 other hydro geological companies to get cost from. Kala Ground Water estimated a cost between \$5000 - \$8000 but could not establish a set price without having our background information. Golder Associates was contacted and could not give an estimate without further background information. With this, I maintain my recommendation in going with Piteau Assoc. Engineering and their background knowledge of Port Clements ground water.*

Staff needs professional guidance to full all obligations of our water treatment upgrade grant. Once initial steps can be established, staff can proceed tendering further engineering and consultant recommendations.

BA-4

Heather Nelson-Smith

From: Gordon McIntosh [ga.mcintosh@shaw.ca]
Sent: May 14, 2009 10:03 PM
To: 'Heather Nelson-Smith'
Cc: midivers@telus.net
Subject: RE: June 14, 2009

Hi Heather

The reason I am even able to do the session is because my wife and I already have plans to visit QC with Gord Howie and his wife before I go to PR for sessions starting on Monday. So I am actually squeezing in this session from the time my wife leaves to fly home to Victoria to the time I go to PR Monday morning, otherwise I would have been on a 4:00 flight to PR on Sunday

So no, I cannot start at 9:00 but I will endeavour to start as early as possible, so let me know if we are still a go and I will talk to my wife about me not being at the airport when she leave so we can start earlier.

Gordon McIntosh, President
Local Government Leadership Institute
10245 Tsaykum Road
North Saanich, British Columbia
Canada V8L 0A2
Tel: (250) 655-7455
Cell: (250) 881-0761
Fax: (250) 655-7330
Email: gmcintosh@lglinstitute.com

From: Heather Nelson-Smith [mailto:heather@portclements.com]
Sent: May-14-09 1:03 PM
To: ga.mcintosh@shaw.ca
Subject: June 14, 2009

Hi Gord,
Is it possible for us to arrange for a ride for your wife that we can start earlier in the morning say 9 am ??
And we can find you accommodations for the Sunday night, would you also like to stay here with your wife on Saturday night as well?
Please let me know what suits your needs
Heather

Heather Nelson-Smith

*Clerk/Treasurer
Village of Port Clements
Phone (250) 557-4295
Fax (250) 557-4568
www.portclements.com*

Heather Nelson-Smith

From: GORDON MCINTOSH [ga.mcintosh@shaw.ca]
Sent: May 12, 2009 3:25 PM
To: Debbie & Cory
Cc: heather@portclements.com
Subject: Re: Port Clements
Importance: High
Follow Up Flag: Follow up
Due By: May 13, 2009 12:00 AM
Flag Status: Flagged

Hi Cory & Heather

Here is a proposal for the session (includes an agenda).

We can determine the exact start time depending on getting my wife to the airport it would be 2:00 or 3:00 to 9:30.

It would be good to have a long list of items in response to the following question:

"What do you think are the significant issues and opportunities facing the organization and community?"

I would need a place to stay on Sunday evening and a way to get to the airplane Monday morning.

----- Original Message -----

From: Debbie & Cory <midivers@telus.net>

Date: Tuesday, May 12, 2009 8:47 am

Subject: Port Clements

To: ga.mcintosh@shaw.ca

> If the offer is still available we would like to take you up on the
> opportunity to for a workshop while you are on the Charlottes.

>

> I believe the date was June 14th, with you flying to Prince

> Rupert June

> 15th. Please confirm.

>

>

>

> Cory

>

>

Email to: midivers@telus.net

May 10, 2009

Mayor Cory Delves
Port Clements

Dear Mayor C. Delves

RE: ORGANIZATIONAL WORKSHOP SERVICES

It is critical for Council and administration to continually work at developing and maintaining a strategic focus to ensure everyone is on the same page. I have conducted 800 sessions throughout Canada and overseas *"to help elected officials and staff to make a leadership difference in local government"*. My workshops use contemporary concepts connected to the realities of local government to produce very high participant satisfaction, useful products and practical tools for organizational follow up.

The session - **Are We on the Same Page?** (Attachment 1) enables participants to identify a common set of strategic priorities for attention by:

- Exploring short listed **strategic topics** facing the organization & community
- Applying criteria to determine **Council priorities**
- Establishing **action plans** that pass the reality check to implement priorities
- Determining **operational strategies** and **longer term objectives**
- Ensuring organizational/governance **capacity** to achieve the strategic directions

Deliverables include: *a 'One page' Strategic Priorities Chart, Priority Setting Criteria, Council Priorities Work Program, Operational Strategies, Organizational Improvement Work Program, and Priority Setting Guidelines*

My successful **Canada-wide experience** (Attachment 2 & 3) involving 90,000 elected officials and staff in throughout Canada and overseas provides you with assurance that you will receive good value from your organization's investment. Attention is provided to both the process and outcomes to ensure that the Workshop is both enjoyable and productive to ensure that the session is valued by your Council and Management Group.

I understand the value of your organization's expectations for the success of a Workshop and offer you the following regarding your recommendation of my services for this project:

- extensive consulting experience in the area of **local government effectiveness**;
- **successful Canada-wide** workshops for elected, advisory and/or staff members;
- **30 years managerial experience** in most aspects of local government;
- a focus on **current realities** to favourably impact day-to-day activities;
- an expertise in **solution seeking processes** with applied solutions;
- **"hands-on" experiences** to maximize participant involvement; and
- **Workshop documentation** for follow-up action by your organization.

For budgeting purposes, my professional rates are \$1,750 per day for facilitation and \$950 for technical work, and the costs for services are as follows:

- **Workshop Facilitation** – preparation & facilitation (1 days) **\$1,500**
 - Staff session – 1 day
 - Board Session – 2 days
- **Expenses as required:** accommodation, air flight to Prince Rupert, & typing @ \$22/hour.
- **Free follow-up advice** (2 hours telephone consultation). *I want your organization to be successful in its follow-up to the Workshop.*
- **Document Workshop outcomes** as a follow up action plan **\$400**

The client is required to provide the facility and equipment for the Workshop and to copy the participant package provided by the facilitator. I am confident that you and your organization will realize value through my services and I look forward to the opportunity to work with you and your organization.

Yours truly,

Gordon A. McIntosh – MA, CLGM

Attachments: 1. Priority Setting Agenda
 2. Profile
 3. BC Client References

Are We on the Same Page?

WORKSHOP (Priority Setting)

Date: 4:30 to 9:00 p.m., Wednesday - May 27, 2009 (dinner provided)

8:30 a.m. to 4:00 p.m. Thursday 0 may 28 (lunch provided)

Location:

Participants: Board and Senior Staff

Facilitator: Gordon A. McIntosh, MA, CLGM

POTENTIAL ACTIVITIES

GETTING STARTED

- | | |
|--|---------------------|
| 1. Workshop Overview | <i>Presentation</i> |
| 2. Participants' Aims & Confirm Agenda | <i>Round Table</i> |

THE BIG PICTURE – Council's vision operationalized it as a 'score card'

1.0 VISION CHECK UP

- | | |
|---|---------------------|
| 1. A Community Score Card | <i>Presentation</i> |
| 2. Regional Growth Strategy | <i>Presentation</i> |
| 3. Develop Success Indicators for the Community | <i>Group Work</i> |
| 4. 'What is Working Well' and 'Areas for Attention' | <i>Plenary</i> |

Deliverables: Community Score Card & Assessment

2009 PRIORITIES – critical areas for political and administrative action

2.0 WHAT'S ON FIRST BASE?

- | | |
|--|---------------------------------------|
| 1. Identify Issues/Opportunities | <i>Round Table</i> |
| 2. Determine Strategic Topics List | <i>Group Ranking & Discussion</i> |
| 3. Determine Expectations and Options (for strategic topics) | <i>Discussion</i> |
| 4. Establish Preliminary Council Priorities | <i>Discussion</i> |

Deliverables: Issues/Opportunities List Focus Areas & Strategic Topics List, Strategic Priorities Chart, and draft Council Priority Work Program

THE ORGANIZATION ITSELF – maximize effectiveness to be strategic

3.0 DESCRIBING EXPECTATIONS

- | | |
|--|---------------------|
| 1. An Organizational Score Card | <i>Presentation</i> |
| 2. Assess internal strengths and weaknesses | <i>Round Table</i> |
| 2. Identify Organizational Improvement Targets | <i>Discussion</i> |

Deliverables: Organizational Success Indicators and Improvement Targets

NEXT STEPS

- | | |
|----------------------------------|---------------------|
| 1. Workshop Outcomes Summary | <i>Presentation</i> |
| 2. Workshop Follow-up & Feedback | <i>Round Table</i> |

Deliverable: Workshop Follow-up Action List



PROFILE FOR GORDON A. MCINTOSH

Gordon has over 30 years of senior management, educator and consultancy roles in the public sector. As President of the Local Government Leadership (LGL) Institute, he provides organizational development, strategic facilitation and leadership training services. He has conducted 700 workshops involving 80,000 elected and appointed officials on topics such as:

- **Strategic Planning** – establishing short term priorities and longer term directions;
- **Effective Governance** – improving decision making and role clarity;
- **Service Capacity** – determining essential and discretionary services;
- **Organizational Effectiveness** – seeking structural and process improvements;
- **Leadership Development** – developing competency models for organizational success;
- **Team Building** – facilitating shared values and success indicators; and
- **Cooperative Relations** – nurturing rural, urban and aboriginal shared services.

Gordon received the Professional Award of Excellence and served as the Local Government Management Association President. His managerial positions cover the corporate, community development and human service functions of local government. As the Islands Trust Executive Director, he worked with a 26 member Council serving the 470 Gulf Islands in the Georgia Basin.

His current part-time Doctoral program at the University of Victoria focuses on leadership competencies. His graduate and advanced studies were in public administration and local government. Current faculty roles include the Universities of Alberta, Victoria and Royal Roads.

He was raised in Ottawa where he received athletic awards for his water polo pursuits. Gordon enjoys cycling and time with his wife Diane at their cottage on Saturna Island.

The **Local Government Leadership (LGL) Institute** is dedicated to "*helping civic officials make a leadership difference in local government throughout Canada and overseas*". The key features of the highly interactive LGL programs and customized workshops are:

- **LGL Coaches** – use of trained peers to facilitate group discussions;
- **LGL Tool Kit** – practical aids for implementation and coaching others;
- **LGL Challenges** – 'real life' case studies for application of concepts; and
- **LGL Competency Profile** – for need assessment and structured learning.

The LGL Institute has delivered programs in every region of Canada as well as Palestine, Africa and the Philippines. It has developed twenty-five core modules suitable for conference sessions, executive workshops and customized leadership programs such as:

- **The Political/Administrative Interface** – improving Council/staff relations;
- **The 'Capacity Box'** – making choices with limited resources;
- **"What is on First base?"** – priority setting with result-oriented action plans;
- **Solution Seeking Model** – solving problems for sustainable decisions; and
- **Performance Leadership** – facilitating and coaching for results.

10245 TSAYKUM ROAD, NORTH SAANICH, BC, CANADA V8L 0A2
TEL.: (250) 655-7455 OR EMAIL: gmcintosh@lglinstitute.com

10245 TSAYKUM ROAD, NORTH SAANICH, BC, CANADA V8L 0A2
 TEL.: (250) 655-7455 OR EMAIL: gmcintosh@lglinstitute.com

RECENT CLIENT REFERENCES (BC)

- | | |
|---|----------------------|
| CITY of SURREY
[Murray Dinwoodie, CAO (604) 916-2231]
<i>Focus: Priority Setting, City Manager Criteria & Governance Success</i> | Mayor Dianne Watts |
| CITY of PENTICTON
[Leo den Boer, City Manager (250) 490- 42407]
<i>Focus: Priority Setting, Governance Success & Service Capacity Review</i> | Mayor Jake Kimberley |
| POWELL RIVER REGIONAL DISTRICT
[Frances Ladret, CAO (250) 490- 4000]
<i>Focus: Priority Setting, Service/Organizational Review, and Roles & Responsibilities</i> | Chair Colin Palmer |
| CITY of WILLIAMS LAKE
[Alberto deFeo, CAO (250) 490- 4000]
<i>Focus: Priority Setting, Leadership Development, Service Review & Governance Success</i> | Mayor Scott Nelson |
| ALBERNI CLAYOQUOT REGIONAL DISTRICT
[Bob Harper, CAO (250) 720-2705]
<i>Focus: Priority Setting, Service/Organizational Review & Economic Development</i> | Chair Hira Chopra |
| DISTRICT OF PITT MEADOWS
[Jake Rudolph, CAO (604) 465-5454]
<i>Focus: Priority Setting and Roles & Responsibilities</i> | Mayor Don MacLean |
| CARIBOO REGIONAL DISTRICT
[Janis Bell, Administrator (250) 392-3351]
<i>Focus: Priority Setting, Governance, Leadership Development & Regional Cooperation</i> | Chair Jon Wolbar |
| CITY of TRAIL
[David Perehudoff, City Manager (250) 342-1262]
<i>Focus: Priority Setting</i> | Mayor Dieter Boggs |
| VILLAGE of KASLO
[Chris Prosser, CAO (250) 342-9281]
<i>Focus: Priority Setting, Economic Development & Governance Success</i> | Mayor Jim Holland |
| DISTRICT of INVEMERE
[Chris Prosser, CAO (250) 342-9281]
<i>Focus: Priority Setting, Economic Development & Governance Success</i> | Mayor Mark Smigelsky |
| CITY of PRINCE RUPERT
[Gord Howie, CAO (250) 627-0931]
<i>Focus: Regional Cooperation & Leadership Development</i> | Mayor Herbert Pond |
| CARIBOO REGIONAL DISTRICT
[Janis Bell, CAO (250) 392-3351]
<i>Focus: Priority Setting, Leadership Development & Governance Success</i> | Chair Jon Wolbers |

Office of the
Prime Minister



Cabinet du
Premier ministre

Ottawa, Canada K1A 0A2

April 21, 2009

Ms. Heather Nelson-Smith
Clerk/Treasurer
The Village of Port Clements
P.O. Box 198
Port Clements, British Columbia
V0T 1R0

Dear Ms. Nelson-Smith:

On behalf of the Right Honourable Stephen Harper, I would like to acknowledge receipt of your correspondence regarding the community of Port Clements.

Please be assured that your comments have been carefully noted. I have taken the liberty of forwarding your correspondence to the Honourable Lynne Yelich, Minister of State (Western Economic Diversification), so that she may be made aware of your concerns.

Thank you for writing to the Prime Minister.

Yours sincerely,

A handwritten signature in cursive script that reads "M. Bourque".

M. Bourque
Executive Correspondence Officer



APR 27 2009

His Worship
Mayor Cory Delves
Village of Port Clements
PO Box 198
Port Clements BC V0T 1R0

Reference: 178755

Dear Mayor Delves:

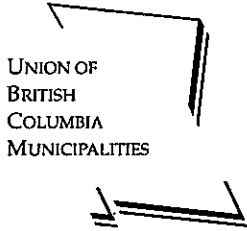
Re: Highway 16

I am writing in response to your letter of March 11, 2009, addressed to the Minister of Transportation and Infrastructure, expressing the Village of Port Clements' concerns regarding Highway 16 in Haida Gwaii.

As a provincial election has been called, the Minister is not in a position to respond at this time. Please be assured that you will receive a detailed response following the election.

Yours truly,

Peter Milburn
Deputy Minister



Administration provided
by UBCM

Funding provided by
Province of B.C.



For program
information, visit

www.civicnet.bc.ca
under
Programs & Services

Local Government
Program Services

LGPS Secretariat

Municipal House
525 Government Street
Victoria, BC, V8V 0A8

Phone: (250) 356-5134
Fax: (250) 356-5119

Local Government Program Services

...programs to address provincial-local government shared priorities

April 30, 2009

Mayor Delves and Council
Village of Port Clements
Box 198
Port Clements, BC, V0T 1R0

RE: 2008 School Community Connections – Strengthening the Connection

Dear Mayor and Council,

Thank you for your application under the second intake of the 2008 School Community Connections program. We have received and reviewed the following applications:

- Port Clements community kitchen equipment and furnishings (\$8,000).

I am pleased to advise that we have approved these applications in the amount of \$8,000.00.

A cheque in the amount of \$6,000.00, representing 75% of the total approved funding, will be forwarded shortly under separate cover. The balance will be available upon completion of a satisfactory final report.

Please note, final reports are due within 30 days of the completion of your projects (as identified in the application).

The School Community Connections Program is a partnership between the BC School Trustees Association and the Union of British Columbia Municipalities. Funding has been provided through the provincial Ministry of Education.

We wish you every success with your project. If you have any questions or concerns, please feel free to contact Local Government Program Services at (250) 356-5134 or lgps@civicnet.bc.ca.

Sincerely,



Danyta Welch
Policy & Program Officer

cc: *Heather Nelson Smith, Clerk/Treasurer, Village of Port Clements*
Jodi Olstead, BC School Trustees Association
Paige Macfarlane, Assistant Deputy Minister, Ministry of Education

Heather Nelson-Smith

From: christine lowrie [christinelowrie@hotmail.com]

Sent: May 10, 2009 10:17 AM

To: cdelves@portclements.com; wcheer@portclements.com; n.hughesmcmullon@portclements.com; g.stewart@portclements.com; c.traplin@portclements.com; heather@portclements.com

Subject: Sponsorship for Caitlin Furby

To whom this concerns,

I Caitlin Furby have won a writing contest and I am looking for funding to go on this trip to Penticton to a writers camp, I am very excited being the only one on the Queen Charlotte Islands that won. I am enclosing a letter for funding please let me know if you are able to support my trip in any way. The Masset Lions Club have already donated a portion of my plane fare to Penticton. I look forward to your response as I will be leaving on June 24, 2009.

Thanks,

Caitlin Furby

One at a time or all at once? Get updates from your friends in one place.

Penticton Writers and Publishers
4011 Finnerty Road, Penticton British Columbia V2A 8W2
250.492.0620 (p) 250.490.8711 (f)
www.penwriters.com

The Village of Port Clements, Mayor and Councillors
Port Clements, British Columbia, BC
V0T 1R0

April 4, 2009

To Whom It May Concern:

Dear Members,

Our group, the Penticton Writers and Publishers, has been mentoring young writers for many years, through contest, workshops, anthologies, classroom visits and writing camps.

On July 5 – 10, 2009 we will welcome young writers to the first British Columbia Youth Write Camp for 8-18 year old writers. Last fall, we hosted a writing contest, inviting BC schools to encourage their students to enter for a chance to attend this camp. We had a tremendous response and invited 133 young writers from across our province to be a part of this initial camp.

Only one young student from your area, sixteen-year-old Caitlin Furby, entered the contest and won the favour of our three judges, who gave Caitlin the chance to attend the camp. The five-day camp workshops are offered to the young writers free of charge, there is a \$100 fee towards meals. The visiting writers will be billeted with local families, whose children will also be at the camp.

I am hoping that literacy is one of your mandates. With this in mind, I'm writing to ask for your help. Can your village sponsor young Caitlin, by helping her with her travel expenses to get to the camp? I have asked Caitlin to check into the cost of her travel to Penticton and present you with her findings.

The local Rotary and Kiwanis Clubs have been great supporters of our young writers in the past and are sponsoring several of the students coming from their areas, to this year's camp. My hope is that you too can help Caitlin fulfill her dream of attending this year's camp.

Please contact me if you need to know any other details. Please check our website to learn about all we do. Thank you for taking this request into consideration.

Sincerely,
Yasmin John-Thorpe – Camp organizer – yasiel@shaw.ca

May 11th, 2009

Re: Request for Letter of Support for the Haida Gwaii Sustainable Living Fair

Dear Mayor Delves and Council,

I am writing to request a letter of support from The Village of Port Clements for the Haida Gwaii Sustainable Living Fair. This letter would comprise part of our application for funding from the Gwaii Trust Legacy Program, the deadline of which is May 29th 2009.

In Haida Gwaii our Community has largely been built upon the extractive industries of fisheries and forestry, and relies heavily on imported food and material goods to meet our daily needs. While Islanders are aware that the current situation is unsustainable and leading to the degradation of our land, air and waters, we have yet to develop a collective strategy to work towards sustainability.

The Sustainable Living Fair is a response to this critical situation. It is a locally grown initiative that will engage all the islands communities to come together to share ideas and learn new skills for sustainable livelihood. The planning process includes representatives from various sectors and community organizations and contributes to building an all-islands approach to problem solving for sustainability. Through the Fair, we hope that participants will:

1. Gain new knowledge that we can directly apply to our daily lives to increase our sustainability
2. Dialogue with each other about critical barriers and potential opportunities that we face
3. Develop new skills that will enable and empower us to make changes

The Sustainable Living Fair will be held at the Haida Heritage Centre at Kaay Llnagaay, October 16-18th 2009. The Fair is a first step of many towards encouraging our islands communities to move towards a more sustainable livelihood. We hope that The Village of Port Clements supports this endeavour and can provide us with a letter of support to Gwaii Trust. The total Fair budget is \$60,000, and we are applying to Gwaii Trust for \$15,000.

Thank you for your consideration, and please contact us should Council request a presentation by the Fair Planning Team.

Sincerely,

Stephanie Fung
Coordinator
Sustainable Living Fair
559.8454

Jacques Morin
Chair
Sustainable Living Fair Planning Team

C-5

PORT CLEMENTS HISTORICAL SOCIETY

P. O. Box 417, Port Clements, B. C., V0T 1R0

Phone No. (250)557-4576

The Village of Port Clements
P. O. Box 198
Port Clements, B. C.
V0T 1R0

Dear Mayor Delves and Councilors

Thank-you for the grant you recently provided to us. It will help us continue to make the museum viable, successful and an asset to our community.

The Historical Society is submitting a grant application to Gwaii Trust for financial assistance to purchase and install a heat pump in the museum. A heat pump will control the humidity in the building year around and, as a result, will protect our artifacts from undo deterioration over the years. It will also provide temperature control, cooling in the summer and heating in the winter. We hope it will also provide us with some savings with heating costs for the museum building.

We are asking the Village to support our application by providing us with a letter of support to attach to our grant application.

Thank-you

Yours truly



Clint Tauber,
President,
Port Clements Historical Society

C-6

FUJITSU MINI-SPLIT

Don's Appliance Repair
Fujitsu Authorized Technician
P.O. Box 98 Tlell B.C.
V0T1Y0
250-557-4788 fx same

May 13/2009

Port Clements Historical Society

Quote for Heat pump and installation at Museum;

Halcyon 24RLQ Fujitsu Mini - Split Heat Pump	\$ 5,774.40
Line set , disconnect switch, cement pad, insulating rubber	330.00
Labour 6 hrs @ 60/ hr	360.00
Freight	172.00
Sub Total	\$ 6,636.40
P.S.T (excluding heat pump)-	23.10
G.S.T.	331.82
Total	\$ 6,991.32

This quote is good for 30 days

(note ; the increase price of heat pump is due to weak Canadian dollar)

Subject: Social Action Theater
From: QCI Recreation Commission <qcirec@gmail.com>
Date: Wed, 13 May 2009 13:42:14 -0700
To: debbie@portclements.com

Hi Debbie,

I am looking for accommodation for a group called the Street Spirits headed by Andrew Burton, Mental Health and Addictions from Prince George. There will be seven of them in total, but we have some billeting already set up for a couple of the members. We were looking for a place that we could house the rest of the group during their stay and the Village owned trailer at the ball park was mentioned. When the funding was applied for the accommodation was placed as "in kind" with the majority of the funding going towards food, hall rentals, travel and payment to the Street Spirits. Essentially what is going to happen is June 2nd the group arrives via ferry, and from June 3-6 there is a Community Workshop (teaching us the method of Social Action Theatre) bringing people in from all over the island (majority from QC and Masset) for four days with a performance in Port Clements on June 7. I wanted the Workshop to happen in Port Clements because it only made sense to have this mid-island and for a period of 5-6 days there will be people using Bayview Market to shop, Gas Plus for food/gas, Patio Zone for lunch etc.... I thought the influx of people would boost Port if only for a moment.

Thank you for considering my request.

--

Julia Brobbel
QCI Recreation Coordinator

Toll Free Phone: 1-888-557-4418
Phone: 250-626-5652
Fax: 250-626-5653

C-7



The Village of
PORT CLEMENTS

P.O. Box 198
Port Clements, B.C.
V0T 1R0
Phone: (250) 557-4295
Fax: (250) 557-4568
E-mail: portclem@qcislands.net

May 1st, 2009

Port Clements Emergency Committee

Appointment of New Chair Position:

Please be advised that at the April 30th, 2009, Emergency Committee Meeting, it was passed unanimously by committee members to nominate Roy Woolverton to become the new chair of the Emergency Committee replacing Pierre Pelletier that has moved off island. Mr. Woolverton has accepted this nomination.

At this time we request that council approves his appointment to the Emergency Committee Chair position.

Sincerely,
Village of Port Clement

Debbie Delves
Administrative Assistant

VILLAGE OF PORT CLEMENTS

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Cheque Listing For Council With GL Numbers

2009-May-15

						11:09:45 AM
Cheque	Date	Name	Expense GL Number	Invoice	Description	Invoice Amount
20090296	2009-05-06	AARON-MARK SERVICES LTD.				
			10-2-34-00-20	2013353	PAYMENT	
			10-2-34-00-20	2013457	WHARF SUPPLIES	37.46
					NAILS FOR WHARF	895.89
20090297	2009-05-06	C. AND C. BEACHY CONTRACTING LTD				
			10-2-34-00-20	38H	PAYMENT	
			10-2-32-31-00	39H	WHARF WORK	525.00
			10-2-34-00-20	44H	GRADING PARKING LOTS	157.50
			10-2-34-00-20	46H	WHARF PHASE 2	2,415.00
			10-2-12-11-75	47H	WHARF PHASE 2	1,575.00
			10-2-12-72-05	47H	GRAVEL LOADS	400.00
			10-3-22-00-00	47H	GRAVEL LOADS	300.00
					GRAVEL LOADS	35.00
20090298	2009-05-06	GAS PLUS II				
			10-2-24-80-10	VPC0409-02	PAYMENT	
			10-3-22-00-00	VPC0409-02	FUEL FOR PICK UP AND FD	160.08
			30-2-41-30-40	VPC0409-02	FUEL FOR PICK UP AND FD	94.60
			40-2-42-90-70	VPC0409-02	FUEL FOR PICK UP AND FD	7.33
					FUEL FOR PICK UP AND FD	28.58
					FUEL FOR PICK UP AND FD	29.57
20090299	2009-05-06	PENSION CORPORATION				
			10-4-27-00-20	04-2009	PAYMENT	
					PENSION FOR APRIL 2009	844.54
20090300	2009-05-06	RECEIVER GENERAL - CCRA				
			10-4-27-00-10	04-2009	PAYMENT	
			10-4-27-00-60	Apr09	PAYROLL DEDUCTIONS APRIL 09	6,084.11
					REMITTANCE FOR APRIL 09	768.82
20090301	2009-05-06	STEWART, GREG				
			10-2-11-10-20	04-17-09	PAYMENT	
					PEP W/S ATTENDED	65.17
20090302	2009-05-07	BIG RED				
			10-2-71-21-15	10265	PAYMENT	
			10-3-22-00-00	10265	CONTAINER SERVICE MPBC APRIL 09	215.63
					CONTAINER SERVICE MPBC APRIL 09	10.78
20090304	2009-05-07	CORPORATE EXPRESS				
			10-2-12-11-00	22483310	PAYMENT	
			10-2-12-11-00	22508335	GLASS CLEANER FOR OFFICE	5.47
			10-2-12-11-00	22508335	OFFICE SUPPLIES	381.05
			10-2-75-00-00	22508335	OFFICE SUPPLIES	167.72
			10-3-22-00-00	22508335	OFFICE SUPPLIES	167.72
			30-2-41-30-30	22508335	OFFICE SUPPLIES	36.31
					OFFICE SUPPLIES	60.54
20090305	2009-05-07	IMPERIAL OIL				
			10-3-22-00-00	27554666	PAYMENT	
			30-2-41-40-10	27554666	GENERATOR	7.37
			10-3-22-00-00	27554668	GENERATOR	147.43
			30-2-41-10-25	27554668	PUMPHOUSE FUEL	18.55
			10-2-19-00-00	27596831	PUMPHOUSE FUEL	397.55
			10-3-22-00-00	27596831	TRAILER FUEL	367.39
					TRAILER FUEL	17.14
20090306	2009-05-07	RANCH FEEDS				
			10-2-71-21-15	25626	PAYMENT	
			10-2-71-89-00	25626	LAWN FERTILIZER	179.70
			10-3-22-00-00	25626	LAWN FERTILIZER	210.00
					LAWN FERTILIZER	19.49
20090307	2009-05-07	ROCKY'S EQUIPMENT SALES LTD.				
			10-2-34-00-20	35444	PAYMENT	
					SUPPLIES FOR WHARF	45.87
20090308	2009-05-07	SKEENA FUELS LTD.				
			10-2-12-99-60	11348	PAYMENT	
					FUEL PUBLIC WORKS TRUCK	98.07

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2009-May-15

							11:09:45 AM
Cheque	Date	Name	Expense GL Number	Invoice	Description	Invoice Amount	Cheque Amount
20090309	2009-05-07	SKEENA QUEEN CHARLOTTE REG'L DIST.			PAYMENT		12,656.00
			10-1-53-20-10	1stquarter0	1ST QUARTER GARBAGE BILLING	(626.00)	
			10-4-23-44-00	1stquarter0	1ST QUARTER GARBAGE BILLING	11,523.00	
			10-4-23-44-01	1stquarter0	1ST QUARTER GARBAGE BILLING	858.00	
			10-4-23-44-02	1stquarter0	1ST QUARTER GARBAGE BILLING	901.00	
20090315	2009-05-13	A.L. CONDROTTE			PAYMENT		876.75
			10-2-71-21-15	1057	LANDSCAPING/CRUSHED ROCK MPBC	876.75	
20090316	2009-05-13	AARON-MARK SERVICES LTD.			PAYMENT		67.38
			10-2-34-00-20	2013507	SUPPLIES FOR WHARF	67.38	
20090317	2009-05-13	BEACHY MECHANICAL			PAYMENT		595.13
			10-2-32-31-00	051109	DRILL BIT WELDED AND PW TRUCKS	180.31	
			10-2-34-00-20	051109	DRILL BIT WELDED AND PW TRUCKS	26.35	
			10-3-22-00-00	051109	DRILL BIT WELDED AND PW TRUCKS	27.84	
			30-2-41-30-40	051109	DRILL BIT WELDED AND PW TRUCKS	180.31	
			40-2-42-90-70	051109	DRILL BIT WELDED AND PW TRUCKS	180.32	
20090318	2009-05-13	BROOKS, CHERI			PAYMENT		11.16
			10-2-71-21-20	05-12-09	JANITOR SUPPLIES	10.67	
			10-3-22-00-00	05-12-09	JANITOR SUPPLIES	0.49	
20090319	2009-05-13	DELVES, CORY			PAYMENT		427.13
			10-2-11-10-20	05-11-09	MAYORS RENTAL CAR NCMA	427.13	
20090320	2009-05-13	UNION OF BC MUNICIPALITIES			PAYMENT		16.80
			10-2-12-11-30	N-07265	NET.WORK.BOOKS 2009	16.80	
20090321	2009-05-13	VIP COURIER CORPORATION			PAYMENT		27.83
			30-2-41-20-00	161227	WATER TESTING DELIVERY	27.83	
20090322	2009-05-13	Fraser Forest Consulting Ltd.			PAYMENT		3,559.92
			10-2-34-00-20	2009-003	WHARF APPROACH REDECKING	3,433.17	
			10-3-22-00-00	2009-003	WHARF APPROACH REDECKING	126.75	
20090326	2009-05-13	Fennel, Q			REC COMM CONSTRUCTION ON BLEACHERS	85.00	85.00
			10-2-75-00-00	REPL-	REC COMM CONSTRUCTION ON BLEACHERS	85.00	
20090327	2009-05-13	Melney, Daniel			REC COMM CONSTRUCTION BLEACHERS	270.00	270.00
			10-2-75-00-00	REPL-	REC COMM CONSTRUCTION BLEACHERS	270.00	
20090328	2009-05-13	Waring, Hayden			REC COMM CONSTRUCTION ON BLEACHERS	357.50	357.50
			10-2-75-00-00	REPL-	REC COMM CONSTRUCTION ON BLEACHERS	357.50	
20090329	2009-05-15	AARON-MARK SERVICES LTD.			PAYMENT		108.60
			10-2-72-50-10	2013547	PAINT FOR KIOSK SIGN	108.60	
20090330	2009-05-15	COASTAL PROPANE			PAYMENT		492.24
			10-2-24-70-10	40678	FUEL FOR FIRE HALL	468.70	
			10-3-22-00-00	40678	FUEL FOR FIRE HALL	23.54	
20090331	2009-05-15	MUNICIPAL INFORMATION SYSTEMS INC			PAYMENT		278.52
			10-2-12-11-20	20090231	JUNE 2009 SUPPORT	278.52	
20090332	2009-05-15	PACIFIC COASTAL AIRLINES			PAYMENT		36.00
			30-2-41-20-00	INV00461	PICK UP OF WATER SAMPLES	36.00	
20090333	2009-05-15	XEROX			PAYMENT		668.64
			10-2-12-11-30	L10362146	CONTRACT PAYMENT XEROX MACHINE	668.64	
Total						52,063.35	

Village of Port Clements
Consolidated Financial Statements
December 31, 2008

ALAN K. HOOPER INC.
Chartered Accountant

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**Village of Port Clements
Consolidated Financial Statements
December 31, 2008
Index**

Auditor's Report

Exhibit 'A'	Consolidated Statement of Financial Position
Exhibit 'B'	Consolidated Statement of Changes in Fund Balances
Exhibit 'C'	Consolidated Statement of Operations
Exhibit 'D'	Consolidated Statement of Changes in Financial Position

Notes to the Consolidated Financial Statements

Schedule '1'	General Operating Fund - Statement of Operations
Schedule '2'	Water Operating Fund - Statement of Operations
Schedule '3'	Sewer Operating Fund - Statement of Operations

ALAN K. HOOPER INC.
Chartered Accountant

Auditor's Report

To the Mayor and Council of
Village of Port Clements
Port Clements, BC

I have audited the statement of financial position of Village of Port Clements as at December 31, 2008 and the statements of operations and changes in fund balances, and changes in financial position for the year then ended. These financial statements are the responsibility of the municipality's management. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with Canadian generally accepted auditing standards. These standards require that I plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In my opinion, these financial statements present fairly, in all material respects, the financial position of the municipality as at December 31, 2008 and results of operations for the year then ended in accordance with Canadian generally accepted accounting principles.

May 5, 2009

253 - 3rd Avenue West
Prince Rupert, BC V8J 1L2
Tel (250) 627-5495 Fax (250) 627-5497 Toll Free 1-877-212-0022
Email: akhooper@citytel.net
Alan K. Hooper, CA

**Village of Port Clements
Consolidated Statement of Financial Position
As at December 31, 2008**

	General Operating Fund	Water Operating Fund	Sewer Operating Fund	Invested in Capital Assets	2008 Total	2007 Total
Financial assets						
Cash and portfolio investments (Note 3)	\$ 918,023	\$ -	\$ -	\$ -	\$ 918,023	\$ 1,110,747
Accounts receivable	416,676	-	-	-	416,676	182,415
GST Receivable	159,023	-	-	-	159,023	30,864
Taxes receivable	67,155	-	-	-	67,155	113,517
Grants receivable	2,001	-	-	-	2,001	12,273
Other - receivables	1,922	-	-	-	1,922	-
Land held for resale	19,623	-	-	-	19,623	19,623
	<u>1,584,423</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,584,423</u>	<u>1,469,439</u>
Due from general fund	<u>-</u>	<u>339,404</u>	<u>294,292</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>1,584,423</u>	<u>339,404</u>	<u>294,292</u>	<u>-</u>	<u>1,584,423</u>	<u>1,469,439</u>
Liabilities						
Accounts payable	459,886	-	-	-	459,886	262,003
Deferred revenue (Note 4)	18,611	-	-	-	18,611	310,485
	<u>478,497</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>478,497</u>	<u>572,488</u>
Due to sewer/water fund	<u>633,696</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>1,112,193</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>478,497</u>	<u>572,488</u>
Net Financial Assets	<u>472,230</u>	<u>339,404</u>	<u>294,292</u>	<u>-</u>	<u>1,105,926</u>	<u>896,951</u>
Physical Assets						
Inventory of supplies	23,000	34,550	10,750	-	68,300	68,300
Prepaid expenses	13,461	-	-	-	13,461	9,289
Property and equipment (Note 5)	-	-	-	7,512,560	7,512,560	5,513,246
	<u>36,461</u>	<u>34,550</u>	<u>10,750</u>	<u>7,512,560</u>	<u>7,594,321</u>	<u>5,590,835</u>
Net Position	<u>\$ 508,691</u>	<u>\$ 373,954</u>	<u>\$ 305,042</u>	<u>\$ 7,512,560</u>	<u>\$ 8,700,247</u>	<u>\$ 6,487,786</u>
Municipal Position						
Unrestricted	\$ 475,711	\$ -	\$ -	\$ -	\$ 475,711	\$ 249,510
Internally restricted water operating	-	373,954	-	-	373,954	330,625
Internally restricted sewer operating	-	-	305,042	-	305,042	243,372
Invested in physical assets	-	-	-	7,512,560	7,512,560	5,513,246
	475,711	373,954	305,042	7,512,560	8,667,267	6,336,753
Internally restricted reserves (Note 6)	32,980	-	-	-	32,980	151,033
MFA debt reserve fund	-	-	-	-	-	-
Fund balances	<u>\$ 508,691</u>	<u>\$ 373,954</u>	<u>\$ 305,042</u>	<u>\$ 7,512,560</u>	<u>\$ 8,700,247</u>	<u>\$ 6,487,786</u>

Approved by: _____ Mayor and Council

**ALAN K. HOOPER INC.
Chartered Accountant**

Village of Port Clements
Consolidated Statement of Changes in Fund Balances
For the year ended December 31, 2008

	General Operating Fund	Water Operating Fund	Sewer Operating Fund	Invested in Capital Assets	<u>2008</u> Total	<u>2007</u> Total
Fund balances, beginning	\$ 249,510	\$ 330,625	\$ 243,372	\$ 5,513,246	\$ 6,336,753	\$ 5,825,378
Net revenue	2,452,260	37,763	40,083	-	2,530,106	257,579
Capital grants used to acquire capital assets (Note 2)	-	-	-	-	-	<u>230,097</u>
	<u>2,701,770</u>	<u>368,388</u>	<u>283,455</u>	<u>5,513,246</u>	<u>8,866,859</u>	<u>6,313,054</u>
Payment on debenture principal and related transfers	-	-	-	-	-	-
MFA actuarial adjustment (Note 8)	-	-	-	-	-	18,421
Transfer to reserves	(27,153)	5,566	21,587	-	-	5,278
Amortization of property and equipment	-	-	-	(199,592)	(199,592)	-
Interfund transfers used to acquire capital assets	<u>(2,198,906)</u>	<u>-</u>	<u>-</u>	<u>2,198,906</u>	<u>-</u>	<u>-</u>
Fund balances, end	<u>\$ 475,711</u>	<u>\$ 373,954</u>	<u>\$ 305,042</u>	<u>\$ 7,512,560</u>	<u>\$ 8,667,267</u>	<u>\$ 6,336,753</u>

ALAN K. HOOPER INC.
Chartered Accountant

**Village of Port Clements
Consolidated Statement of Operations
For the year ended December 31, 2008**

	General Operating Fund (Schedule '1')	Water Operating Fund (Schedule '2')	Sewer Operating Fund (Schedule '3')	2008 Total	2007 Total
Revenue					
Taxes	\$ 121,645	\$ 51,133	\$ 38,445	\$ 211,223	\$ 212,059
Payments in lieu of taxes	7,312	-	-	7,312	7,296
Services	8,683	-	-	8,683	8,451
Revenue from own sources	225,451	52,293	27,106	304,850	217,508
Revenue from Multi-Purpose Building	2,110,832	-	-	2,110,832	-
Unconditional grants	344,887	-	16,715	361,602	293,948
Conditional grants	78,453	-	-	78,453	62,838
Collections for other agencies	181,052	-	-	181,052	166,498
Transfers from reserves/surplus	<u>72,158</u>	<u>-</u>	<u>-</u>	<u>72,158</u>	<u>-</u>
	<u>3,150,473</u>	<u>103,426</u>	<u>82,266</u>	<u>3,336,165</u>	<u>968,598</u>
Expenditures					
Legislative	24,961	-	-	24,961	39,537
General administration	165,226	-	-	165,226	181,008
Protective services	35,604	-	-	35,604	28,086
Emergency services	-	-	-	-	13,311
Common services	14,890	-	-	14,890	16,054
Wharf	155,095	-	-	155,095	60,075
Small Craft Harbour	5,823	-	-	5,823	5,876
Roads	45,704	-	-	45,704	31,162
Environmental health	-	-	-	-	-
Environmental development	1,445	-	-	1,445	3,253
Parks and recreation	46,508	-	-	46,508	51,831
Cultural buildings and facilities	3,717	-	-	3,717	4,105
Multi-Purpose Building	-	-	-	-	-
Fiscal services - debt service	355	-	-	355	372
Capital expenditures	17,107	-	-	17,107	8,856
Taxes levied - other governments	181,778	-	-	181,778	167,095
Other	<u>-</u>	<u>65,663</u>	<u>42,183</u>	<u>107,846</u>	<u>100,398</u>
	<u>698,213</u>	<u>65,663</u>	<u>42,183</u>	<u>806,059</u>	<u>711,019</u>
Excess (deficiency) of revenues over expenses	<u>\$ 2,452,260</u>	<u>\$ 37,763</u>	<u>\$ 40,083</u>	<u>\$ 2,530,106</u>	<u>\$ 257,579</u>

**ALAN K. HOOPER INC.
Chartered Accountant**

Village of Port Clements
Consolidated Statement of Changes in Financial Position
For the year ended December 31, 2008

	<u>2008</u>	<u>2007</u>
Operating activities		
Cash receipts from Government grants, donations and fundraising	\$ 883,426	\$ 1,040,338
Cash paid to suppliers and employees	<u>(950,119)</u>	<u>(641,670)</u>
	<u>(66,693)</u>	<u>398,668</u>
Financing activities		
Repayment of long-term debt	-	(11,217)
Capital grants	<u>2,072,873</u>	<u>329,281</u>
	<u>2,072,873</u>	<u>318,064</u>
Investing activity		
Acquisition of property and equipment	<u>(2,198,904)</u>	<u>(230,097)</u>
Increase (decrease) in cash	(192,724)	486,635
Cash at beginning of year	<u>1,110,747</u>	<u>624,112</u>
Cash at end of year	<u>\$ 918,023</u>	<u>\$ 1,110,747</u>

Village of Port Clements
Notes to the Consolidated Financial Statements
December 31, 2008

1. Purpose of the organization

The Village of Port Clements is a municipality and provides general government, water, sewer and related services to the residents of Port Clements, B.C.

2. Significant accounting policies

The consolidated financial statements of the Village of Port Clements are the representations of management prepared in accordance with local government accounting standards established by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants.

(a) Reporting entity

The consolidated financial statements reflect the assets, liabilities, revenues and expenditures, and changes in fund balances and the financial position of the reporting entity which comprises all the organizations that are accountable for the administration of their financial affairs and resources to the Council and are owned or controlled by the Municipality.

(b) Accrual accounting

The accrual method of accounting is used. The accrual of interest on long-term debt to the end of the fiscal period has not been included in these financial statements.

(c) Portfolio investments

The investments are recorded at cost.

(d) Property and equipment

Property and equipment are recorded at cost. Amortization is calculated on a straight line basis at the following rates, buildings 25 years, automotive and other equipment 10 years, fire department equipment 20 years, infrastructure 40 years.

(e) Foreign currency

Liabilities denominated in U.S. currency are translated into Canadian dollars at the rate of exchange in effect as at December 31st. Gains and losses resulting from this translation are credited or charged to expense of the appropriate operating fund.

(f) Capital grants

Capital grants are taken into income when received. The amount of the capital grants received in the current year was \$2,072,873 (2007 - \$230,097).

ALAN K. HOOPER INC.
Chartered Accountant

Village of Port Clements
Notes to the Consolidated Financial Statements
December 31, 2008

3. Cash and portfolio investments

	<u>2008</u>	<u>2007</u>
General Revenue Fund		
Cash	\$ 819,323	\$ 776,402
Cash - building fund	132	43,807
Wharf Facility Fund		
Term deposits and investment	<u>98,569</u>	<u>290,538</u>
	<u>\$ 918,024</u>	<u>\$1,110,747</u>

4. Deferred revenue

The municipality entered into a contribution agreement with the Government of Canada in November 2001, whereby the municipality received \$388,000, to be applied to expenditures directly related to the operation of the port lands and facilities. The term of the agreement is for five years. The project was completed during the year.

The following grants have been included in deferred revenue until they can be used:

	December 31, 2007	Net Change 2008	December 31, 2008
Grant for soccer field	\$ 3,486	\$ (3,486)	\$ -
UBCM Tourism	10,854	(10,854)	-
Transport Canada	148,650	(148,650)	-
MPBC Building	45,460	(45,460)	-
UBCM - water treatment plant	62,244	(43,633)	18,611
Community Works	<u>39,791</u>	<u>(39,791)</u>	<u>-</u>
	<u>\$ 310,485</u>	<u>\$ (291,874)</u>	<u>\$ 18,611</u>

ALAN K. HOOPER INC.
Chartered Accountant

Village of Port Clements
Notes to the Consolidated Financial Statements
December 31, 2008

5. Property and equipment

	<u>2008</u>	<u>2007</u>
Parks and playgrounds	\$ 959,705	\$ 947,866
Buildings and trailer	2,944,317	765,571
Fire protection equipment	495,285	486,964
Equipment and tools	70,248	70,248
Small craft harbour	43,241	43,241
Sanitation	9,273	9,273
Automotive equipment	19,334	19,334
Community Centre equipment	3,302	3,302
Roads	350,386	350,386
Zoning plans	16,292	16,292
Water system	1,060,181	1,060,181
Sewer system	1,390,634	1,390,634
Land	349,954	349,954
Accumulated amortization	(199,592)	-
	<u>\$ 7,512,560</u>	<u>\$ 5,513,246</u>

6. Internally restricted reserves

	<u>2008</u>	<u>2007</u>
Building fund reserve	\$ 4,295	\$ 50,190
Latecomers' fee reserve	22,157	22,157
Community hall renovation reserve	-	19,000
Soccer field reserve	-	3,924
Planning fund reserve	6,529	6,529
Land reserve	-	49,234
	<u>\$ 32,981</u>	<u>\$ 151,034</u>

These internally restricted amounts are not available for other purposes without approval of the mayor and council.

ALAN K. HOOPER INC.
Chartered Accountant

Village of Port Clements
Notes to the Consolidated Financial Statements
December 31, 2008

7. Contingent liability

The municipality and its employees contribute to the Municipal Pension Plan (Plan), a jointly trustee pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of benefits. The pension plan is a multi-employer contributory pension plan. Basic pension benefits provided are defined. The plan has about 150,000 active members and approximately 54,000 retired members. Active members include approximately 32,000 contributors from local governments.

Every three years an actuarial valuation is performed to assess the financial position of the Plan and the adequacy of Plan funding. The most recent valuation as at December 31, 2006 indicated a surplus of \$438 million for basic pension benefits. The next valuation will be as at December 31, 2009 with results available in 2010. The actuary does not attribute portions of the surplus to individual employers. The Village of Port Clements paid \$11,026 for employer contributions to the plan in fiscal 2008.

8. MFA actuarial adjustments

An annual actuarial adjustment, calculated on income earned on the invested principal repayments, reduces the principal on the long-term debt.

9. Financial instruments

The municipality's financial instruments consist of cash, short term investments, accounts and taxes receivable, grants receivable, accounts payable and long term debt. Unless otherwise noted, it is management's opinion that the municipality is not exposed to significant interest, currency or credit risks arising from these financial instruments. The fair value of these financial instruments approximate their carrying values.

10. Measurement uncertainty

Management is required to make estimates and assumptions that affect the reported amounts in the financial statements and the disclosure of contingent liabilities. The consolidated financial statements have, in management's opinion, been properly prepared within reasonable limits of materiality and within the framework of the significant accounting policies summarized below.

Village of Port Clements
General Operating Fund - Statement of Operations
For the year ended December 31, 2008

	<u>2008</u> Actual	<u>2008</u> Budget	<u>2007</u> Actual
Revenue			
Taxes	\$ 121,645	\$ 122,417	\$ 120,017
Payments in lieu of taxes	7,312	7,311	7,296
Services	8,683	17,993	8,451
Revenue from own sources	225,451	209,676	137,103
Revenue from Multi-Purpose Building	2,110,832	2,668,429	-
Unconditional grants	344,887	344,887	276,769
Conditional grants	78,453	61,149	54,830
Collections for other agencies	181,052	181,048	166,498
Transfers from reserves/surplus	<u>72,158</u>	<u>320,540</u>	<u>-</u>
	<u>3,150,473</u>	<u>3,933,450</u>	<u>770,964</u>
Expenditures			
Legislative	24,961	41,500	39,537
General administration	165,226	202,888	181,008
Protective services	35,604	46,430	28,086
Emergency services	-	750	13,311
Common services	14,890	30,000	16,054
Wharf	155,095	183,925	60,075
Small Craft Harbour	5,823	7,150	5,876
Roads	45,704	65,900	31,162
Environmental health	-	330	-
Environmental development	1,445	5,500	3,253
Parks and recreation	46,508	64,300	51,831
Cultural buildings and facilities	3,717	16,624	4,105
Multi-Purpose Building	-	3,050,356	-
Fiscal services - debt service	355	6,400	372
Capital expenditures	17,107	29,300	8,856
Taxes levied - other governments	<u>181,778</u>	<u>182,097</u>	<u>167,095</u>
	<u>698,213</u>	<u>3,933,450</u>	<u>610,621</u>
Excess of revenues over expenses (Exhibit 'C')	<u>\$2,452,260</u>	<u>\$ -</u>	<u>\$ 160,343</u>

ALAN K. HOOPER INC.
Chartered Accountant

Village of Port Clements
Water Operating Fund - Statement of Operations
For the year ended December 31, 2008

	<u>2008</u> Actual	<u>2008</u> Budget	<u>2007</u> Actual
Revenue			
Taxes	\$ 51,133	\$ 203,999	\$ 51,660
Revenue from own sources	52,293	-	52,964
Unconditional grants	<u>-</u>	<u>125,591</u>	<u>830</u>
	<u>103,426</u>	<u>329,590</u>	<u>105,454</u>
Expenditures			
Capital expenditures	-	236,090	-
Other - operating expenses	<u>65,663</u>	<u>93,500</u>	<u>61,753</u>
	<u>65,663</u>	<u>329,590</u>	<u>61,753</u>
Excess of revenues over expenses			
(Exhibit 'C')	<u>\$ 37,763</u>	<u>\$ -</u>	<u>\$ 43,701</u>

ALAN K. HOOPER INC.
Chartered Accountant

Village of Port Clements
Sewer Operating Fund - Statement of Operations
For the year ended December 31, 2008

	<u>2008</u> Actual	<u>2008</u> Budget	<u>2007</u> Actual
Revenue			
Taxes	\$ 38,445	\$ 66,487	\$ 40,382
Revenue from own sources	27,107	-	27,442
Unconditional grants	16,715	6,791	16,349
Conditional grants	<u>-</u>	<u>-</u>	<u>8,008</u>
	<u>82,267</u>	<u>73,278</u>	<u>92,181</u>
Expenditures			
Capital expenditures	-	6,791	-
Other - operating expenses	42,183	44,900	38,645
Contributions to capital reserve	<u>-</u>	<u>21,587</u>	<u>-</u>
	<u>42,183</u>	<u>73,278</u>	<u>38,645</u>
Excess of revenues over expenses (Exhibit 'C')	<u>\$ 40,084</u>	<u>\$ -</u>	<u>\$ 53,536</u>

ALAN K. HOOPER INC.
Chartered Accountant

Meeting d	Resolution	Comple	Comments
16-Feb	Draft purchasing policy		After deadlines, expect by June 1, 2009 agenda
	table the UBCM Resolutions to closer to the June 30th deadline.		May 19th meeting
	table the purchase of Port Clements Pins to the townhouse meeting		
04-May	Tourism Committee is to prepare a budget for the BBQ and submit to Council for approval		
	Germain is going to be talking to Heather about coordination with the village requirements and the web page.		
	approve the request of Mr. and Mrs. O'Brien to remove the alders and salmon berry bushes on the trail directly in front of their property at 268 Bayview drive for the 2009 season, before work commences on the trail they must notify the office.	√	
	Strategic Planning Session-Gordon McIntosh available June 14th, 2009. Mayor Delves will talk to Mr. McIntosh and report back to Council at the next meeting.	√	On May 19th agenda
	accept the recommendation to continue with the Bloomin' in Port Clements for the 2009 year, with \$100.00 contribution towards plants and the voting taking place on the Canada Day weekend.	√	
	to table the Haida Gwaii Tourism Association membership renewal for staff to research the value of the membership to Port Clements.		Waiting for call back
	to work with the other municipalities while at the NCMA to brainstorm how to deal with the Canada Post situation together.		On May 19th agenda for direction
	to encourage the Provincial Government to return to the table with a mediator to ensure that Ambulance services are not reduced.	√	
	table the United Way-Financial support for research in the north regarding social challenges, on island May 12th for meeting with council for further information		Information sent out via email. Meeting will be rescheduled when the group reports back as to when they will be on island after the ferry cancelation last week
	Ambulance meeting		Councillor Cheer and heather attended.
	table sending a letter to the executor and probate lawyer until staff can find out the information regarding putting the demolition on to the land as a lien.		All information has been sent to lawyer and she will report back when she is available.
	write a letter to Mr. Gaspar and Ms. Shantz thanking them for their letter of concern and that Council shared this concern as well and that Council is looking into rectifying the issue of the property located at 8 Tingley Street.	√	
	have staff amend the Unsightly premises bylaw to allow for the Village to close up or board up buildings on a property for safety and unsightly reasons.		After deadlines, expect by June 1, 2009 agenda
	prepare and issue requests for proposals for the fencing around the lagoon with the following options 1. Re-use old fencing material. 2. Use new fencing material. 3. The use of cedar posts and 4. Brush out around the lagoon to prevent future blow downs.	√	

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