

THE VILLAGE OF PORT CLEMENTS

Regular Meeting of Council, July 20th, 2009, 7:30pm

AGENDA

1. ADOPT AGENDA.

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

D-1-Randy O'Brien re: Wharfage fees & clearing of land in front of property.

T-1-Opening of Sealed RFP Community Kitchen.

3. MINUTES.

M-1-Minutes Regular meeting, July 6th, 2009.

M-2-Minutes Emergency meeting, May 28th, 2009.

M-3-Minutes Tourism meeting, July 9th, 2009

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

BA-1-Tourism Report.

BA-2-Terry Ingalls-Letter of Support for Visitor Information Booth to be located at 93 Bayview Drive.

BA-3-Request for Decision RFP to install Wastewater Lagoon Fencing.

BA-4-Flight passes Air Canada.

5. ORIGINAL CORRESPONDENCE.

C-1-Invitation by Naikun Wind to meet with Council, July 31st, 2009 in Port Clements.

C-2-BC Tourism-waiving Senior's room charge for meeting July 27th/09.

C-3-QCI Recreation Commission-Letter of support or in-kind donations to help with the BC Healthy Living Alliance, Social Action theatre project.

C-4-City of Merritt-UNBC Resolution for Consideration-Heavy Industry relief from municipal taxes to ensure continued operation.

6. GOVERNMENT.

G-1-2009 UBCM Convention registration, early bird registration before August 14th/09.

G-2-UBCM-Request to meet with Ministers at the 2009 UBCM.

7. FINANCE.

F-1-Cheque list July 17th, 2009.

8. NEW BUSINESS.

NB-1-Report to Council-Trailer Use by School District.
NB-2-Shoreline Park Campground Hunter policy.

9. REPORTS & DISCUSSIONS.

R-1-Action Plan
R-2-Public Works Report.
R-3-Report to Council-Wharf Repairs to Date.
R-4-Report to Council-Park Street Trailer.

10. QUESTIONS FROM THE PRESS.

ADJOURNMENT.

In Camera meeting to follow under Community Charter Section 90-1-c,e.

Council of The Village of Port Clements

July 16, 2009-07-16

I am requesting permission to attend the next meeting of Council, I believe that would be Monday, July 20th.

Two items I would like to discuss are wharfage fees and the clearing of land in front of my property.

Yours truly,

A handwritten signature in black ink, appearing to read "R.C. O'Brien". The signature is written in a cursive style with a long, sweeping underline.

R.C. O'Brien

D-1

Minutes of the regular meeting of the Port Clements Council held Monday July 6th, 2009 in the Council Chambers.

Present

Mayor Delves

Councillor Cheer

Councillor Hughes-McMullon

Councillor Stewart

Deputy Clerk/Treasurer Jasmine Erin Ryland

Public Works Superintendent Pete Nelson-Smith

Press/Public

Mayor Delves called to order at 7:35pm

1. ADOPT AGENDA.

ADD- F-4 Local Government Infrastructure and Finance

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

CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

3. MINUTES.

M-1-Minutes Regular meeting, June 1st, 2009.

It was moved by Councillor Cheer, seconded by Councillor Stewart to accept the minutes of June 1st, 2009.

CARRIED

M-2-Minutes Tourism meeting, May 28th, 2009.

It was moved by Councillor Cheer, seconded by Councillor Stewart to accept the notes of the Town Hall Meeting of May 28th, 2009.

CARRIED

M-3-Minutes Emergency Committee Meeting, April 30th, 2009.

M-4-Minutes Emergency Committee Meeting, May 28th, 2009.

M-5-Minutes Emergency Committee Meeting, June 18th, 2009.

It was moved by Councillor Hughes-McMullon, seconded by Councillor Stewart to adopt the April 30th, 2009 and June 18th, 2009 Emergency Committee meeting minutes and to strike the May 28th, 2009 Emergency Committee meeting minutes.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

BA-1-Ministry of Sustainable Resource Management-Crown Grant Offer.

It was moved by Councillor Cheer, seconded by Councillor Stewart to discuss the Ministry of Sustainable Resource Management Crown Land Grant Offer.

CARRIED

M-1

It was moved by Councillor Hughes-McMullon, seconded by Councillor Cheer to table to the next meeting.

CARRIED

BA-2-Tourism

Councillor Cheer and Councillor Hughes-McMullon will report at the July 20th, 2009 regular Council meeting.

BA-3-Public Works-Lagoon Fence RFP

It was moved by Councillor Hughes-McMullon, seconded by Councillor Stewart upon staffs' recommendations to award the Lagoon Fence RFP to RIAS with new materials

CARRIED

5. ORIGINAL CORRESPONDENCE.

C-1- Vancouver Island Regional Library-Response to letter sent requesting extended library hours in Port Clements.

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

CARRIED

C-2-Carey and Debbi Thwaites-Letter regarding clearing of Shoreline Park Trail.

Council did not discuss Carey and Debbi Thwaites' letter regarding the Shoreline Park Trail as the issue is being dealt with by lawyers.

C-3- Minister of State Western Economic Diversification-receipt of letter from Village sent February 26th, 2009.

It was moved by Councillor Hughes-McMullon, seconded by Councillor Stewart to receive and file for information.

CARRIED

C-4-Ministry of Environment-FYI response to receiving the Villages letter regarding recycling in BC.

It was moved by Councillor Hughes-McMullon, seconded by Councillor Stewart to receive and file for information.

CARRIED

C-5-Thank you letter from Caitlin Furby.

It was moved by Councillor Hughes-McMullon, seconded by Councillor Stewart to receive and file for information.

CARRIED

6. GOVERNMENT

G-1-Gwaii Forest Society/Gwaii Trust Investments-Investment Strategy. Council discussed the Gwaii Trust Investments Strategy.

G-2-Motion to send Deputy Clerk/Treasurer to MATI in Victoria, August 9-14th, 2009.

It was moved by Councillor Hughes-McMullon, seconded by Councillor Stewart to send the Deputy Clerk/Treasurer to MATI in Victoria, August 9-14th, 2009.

CARRIED

G-3-Approval to accept Germain Vigneault to the Tourism Committee. It was moved by Councillor Cheer, seconded by Councillor Hughes-McMullon to approve the acceptance of Germain Vigneault to the Tourism Committee.

CARRIED

G-4-Approval to accept Jamie Delves, Cara Johnson, and Lyn McAlpine to the Emergency Committee.

It was moved by Councillor Hughes-McMullon, seconded by Councillor Cheer to approve the acceptance of Jamie Delves, Cara Johnson, and Lyn McAlpine to the Emergency Committee.

CARRIED

G-5-Agreement between the Village of Port Clements and The Board of School Trustees of School District #50.

It was moved by Councillor Cheer, seconded by Councillor Hughes-McMullon to accept the agreement for the Village of Port Clements and The Board of School Trustees of School District #50.

CARRIED

G-6-Summer Council Meetings.

Council did not discuss as we are having a regular Council meeting on July 20th,2009.

7. FINANCE.

F-1-Cheque list June 26th, 2009.

It was moved by Councillor Hughes-McMullon, seconded by Councillor Cheer to accept the cheque listing of June 26th, 2009.

CARRIED

F-2-Air Canada Flight Passes. Western Commuter Pass

30 flight credit for up to 8 people-\$6450.00,

4 flight credit to be used before October 17th/09 \$720.00.

Pacific Coastal Quik Pass-minimum deposit \$2000.00, valid for one year, can be used for employees, family, friends, or colleagues.

It was moved by Councilor Cheer, seconded by Councillor Hughes-McMullon to purchase a Western Commuter Pass through Air Canada.

CARRIED

F-3-Cedarview Community Church 2009 Grant in Aid.

It was moved by Councillor Cheer, seconded by Councillor Hughes-McMullon to provide the Cedarview Community Church with the \$1500.00 (fifteen hundred dollar) grant in aid.

CARRIED

F-4-Local Government Infrastructure and Finance.

It was moved by Councillor Cheer, seconded by Councillor Stewart to approve the Local Government Infrastructure and Finance statement.

CARRIED

8. NEW BUSINESS.

NB-1- Report to Council-Weight Room

It was moved by Councillor Cheer, seconded by Councillor Hughes-McMullon to give Council support to the Volunteer Fire Department and Queen Charlotte Island Recreation Commission to work together in getting a weight room.

CARRIED

9. REPORTS & DISCUSSIONS.

R-1-Action Plan

It was moved by Councillor Cheer, seconded by Councillor Hughes-McMullon to have Erin look at the assessed value of the Village of Port Clements trailer on Park Street and report back to Council.

CARRIED

R-2-Public Works Report to Council.

Councillor Stewart- Nothing to report

Councillor Hughes-McMullon- Received a letter from VIRL about community strategic planning on planning for more MPBCs

Councillor Cheer- Attended the VIRL meeting and it went well. Attended the June 10th/09 Tourism meeting.

Mayor Delves- Attended the Financial Plan Presentation on June 22nd. Will be attending Regional District Meetings next week.

10. QUESTIONS FROM THE PRESS.

ADJOURNMENT.

It was moved by Councillor Hughes-McMullon, seconded by Councillor Stewart to adjourn the meeting at 9:23pm.

CARRIED

Cory Delves
Mayor

Jasmine Erin Ryland
Deputy Clerk/Treasurer

Port Clements Emergency Committee May 28th, 2009
Port Clements Council Chambers

Present:

Roy Woolverton
Pete Nelson-Smith
Terry Mitchell

Debbie Delves-Administrative Assistant

The meeting was called to order at 7:40pm.

1. AGENDA

It was moved by Pete Nelson-Smith, seconded by Terry Mitchell to adopt the agenda as circulated.

CARRIED.

2. MINUTES

M-1-It was moved by Terry Mitchell, seconded by Pete Nelson-Smith to accept the Minutes of April 30th, 2009 as circulated.

CARRIED.

3. BUSINESS ARISING

BA-1-Emergency Preparedness Plan update of Contact List.

Reported that Debbie Delves has updated the contact list.

BA-2- Port Clements Emergency Plan verification of resources.

Motion to Table to next meeting.

BA-3-Community Wildfire Protection Plan.

Motion to Table to next meeting.

4. CORRESPONANCE

C-1-UNBC Fuel Management Community Adjustment Fund.

It was moved by Pete Nelson-Smith, seconded by Terry Mitchell to ask Council for support to employ workers for a short period of time to complete this task for fuel management around the community.

CARRIED.

m-2

5. NEW BUSINESS

NB-1-Terry Mitchell shared with the group how the Tlell Firefighters have in the fire trucks a list of all residents and any hazards that they might need to watch for. Fire access/perimeters, Street address, Family name, historical name ie: previous owner or landmark. Septic tank location, hydrants, site map of lot, propane tanks/oil tanks, location of wood sheds.

6. REPORTS AND DISCUSSIONS

Terry Mitchell: reported that BC Ambulance is giving a course this weekend May 30th, 2009 to train the Ambulance Crew on handling Swine Flu and upper respiratory infections. Terry will get the NW Fire Center contact information to Debbie for update on list.

Roy Woolverton: reported that he will continue to review the Port Clements Emergency Plan.

Pete Nelson-Smith: will review Emergency Equipment list and will try to bring up to date. Will talk to Marg Fennell re: joining the Emergency Committee, will also solicit for a Port Clements Volunteer Firefighter to represent the fire department.

Debbie Delves: will contact PEPP Maurie Hurst regarding her next visit to Port Clements and any possible courses that she could give the committee. Will contact Jamie Delves & Lynn McAlpine about the committee meeting and to join. Contact Chris Marrs, Wharfinger, see if he is still interested in attending the meetings. Will send out email to Masset RCMP, requesting a representative for the emergency meetings.

ADJOURNMENT

It was moved by Pete Nelson-Smith, seconded by Terry Mitchell to adjourn the meeting at 8:25pm.

Next meeting scheduled the last Thursday of each month-June 18th, 2009.

Roy Woolverton
Chair

Debbie Delves
Administrative Assistant

July 10, 2009

To: Port Clements Village Council

Regarding: Letter of Approval for Visitor Information Booth to be
Located at 93 Bayview Drive

Tourism season is very short and as the letter from Council is extremely important for our business, we have been unable to open the doors until we receive that letter.

Please add Terry Ingalls to the agenda at the next Village Council Meeting to discuss the recommendation of providing the letter of support.

- May 28 A vote was taken at the Tourism Committee Meeting to recommend to Council that the Museum be first on the list for the location of the Visitor Information Booth and 93 Bayview Drive be second on the list.
- June 1 Village Council Meeting where Terry asked for the two letters of support, one of which was for the Visitor Information Booth to be located at 93 Bayview Drive. As there was no recommendation from the Tourism Committee to the Village Council, it was then passed back to the Tourism Committee to make a recommendation.
- June 11 At the Tourism Committee Meeting, the minutes of the last meeting were reviewed and we saw that the vote from the Tourism Committee Meeting on May 28th had not been recorded.
The Committee heard from Terry and voted to recommend to Council that the Visitor Information Booth be located at 93 Bayview Drive. Thus we were expecting to receive approval for the letter at the next Council meeting.
- June 25 Village Council Meeting cancelled due to lack of Quorum. Terry visited the Village Office and requested to be informed as soon as a date for the next Council meeting was set.
- July 9 Terry attended Tourism Committee Meeting and was informed that there had been a Town Council Meeting July 6th.

It is very unexpected and disappointing be delayed this long when trying to obtain a simple letter of support.

Thank you


Terry C. Ingalls

BA-2

REQUEST FOR DECISION

Subject: RFP to install Wastewater Lagoon fencing

Recommendation: Award contract to Blackwater Excavation and Landscaping Ltd. based on Rias' decline of the offered contract and Blackwater's pricing given and date of completion.

PWS Comments: As there was only a \$74 difference between the bids and Blackwater was the next lowest bidder, it seems prudent to award to Blackwater.

Key Issues/Concepts Defined: Do we want to hire Blackwater? With which contractual parameters?

Same as previous Request

Relevant Policy: MOE Regulation requires a fence for public safety. An 8' fence would ensure the security and reduce risks of unwanted visitors.

Strategic Relevance: Enhancement to our wastewater facilities.

Desired Outcome(s): To have a fully fenced wastewater lagoon facility with little to no maintenance required that represents the Village of Port Clements care for existing facilities.

Response Options:

1. Draft contract with Blackwater to remove existing fence, landscape and erect perimeter fence using new fence material instead of Rias. \$16159

Implications of Recommendation:

General: We will meet regulations set out by MOE. Lagoon defence will be set by hindering either purposeful tampering or accidental wild life accidents from happening. Either one could prove environmentally and/or financially detrimental.

Organizational: No work load would be added to staff, except for consultation, by hiring Blackwater. A new fence would require little to no maintenance during it's first few years of service.

Financial: Only a \$74 difference between Rias' RFP and Blackwater's RFP.

Follow Up Action: Blackwater's start date is July 20th dependant on supply of new fence material. This is almost immediately.

Submitted By: Pete Nelson-Smith

Subject: NaiKun Wind - request for informal meeting with Mayor Delves and Councilors July 31
From: Chris Ashurst <cashurst@naikun.ca>
Date: Tue, 14 Jul 2009 14:11:32 -0700
To: office@portclements.com

Hello,

The Chairman of NaiKun Wind and other members of the Board will be visiting Haida Gwaii at the end of July with their partners and they have requested an opportunity to meet with Mayor Delves and Councilors for an informal discussion regarding the NaiKun Wind doing business on island.

If you could please pass along this invitation to meet on Friday July 31, that would be very much appreciated.

Mr. Michael Burns and his traveling companions are intending to have lunch at Patio Zone Restaurant around noon. If the Mayor or Councilors are available to meet then or perhaps following lunch, that would be perfect. They intend to continue traveling down to the Haida Heritage Centre some time in the afternoon.

Please let me know if the Mayor and Councilors are interested.

cheers,
Chris Ashurst

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Chris Ashurst
Office Manager
Haida Gwaii Energy Centre / NaiKun Wind Development Inc.
Tel: 250-626-6003 Fax: 250-626-6034
E-mail: cashurst@naikun.ca
Web: www.naikun.ca

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Subject: Meeting Space - July 27th

From: Anneli Rosteski <annelidavey@gmail.com>

Date: Wed, 15 Jul 2009 09:30:15 -0700

To: Debbie Delves <debbie@portclements.com>

CC: Heather Nelson-Smith <heather@portclements.com>, Travis Glasman <bigfoot@qcislands.net>

Good Morning Debbie

We are looking for meeting space for the Community Tourism Foundations (CTF) program for the evening of Monday, July 27th. BC Tourism is hosting the meeting and are in need of donated space.

Usually the meetings are held at the Heritage Centre but we are hoping to have this one in Port Clements. We would also be having dinner brought in.

Would the village be willing to forego charging room costs for this very important meeting?

Let me know, thanks Debbie! Anneli

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QCI Recreation Commission

July 15th 2009

To Whom It May Concern;

QCI Rec. and BCHLA (BC Healthy Living Alliance) are attempting a second round of submissions to fund the Social Action theatre project. We are looking for letters of support from previous partners and new partners that can offer in-kind or monetary support. One initiative of the Social Action project is to network and create island wide partnerships

An example of an in-kind donation would be if a worker from your agency would be interested in attending the Train the Trainers session (dates of session have not been determined) or your agency had a space where the group could train or present a performance.

Although a set date for the Train the Trainers session has yet to be determined the project will take place at a mid-island location to ensure ease of access participants. However, any and all performances will take place at separate locations island wide.

Please read the description provided below and let us know if your group would be interested in partnering or providing any in-kind or other support.

If it is at all possible please let us know if you will be able to partner or offer a donation, in-kind or other, by Friday, July 17th. Letters of support may follow.

The Haida Gwaii Social Action Theatre extension project application is the result of the initial project community workshop series and community engagement events, and represents the culmination of voices expressed in that process. Social Action Theatre proved itself to be an amazing vehicle for opening community wide dialogue about difficult issues and providing an effective invitation to create solutions. The initial project was always intended as a means of community engagement to lead into a second project, and the group will be further trained to conduct the whole Social Action Theatre process in Train-the-Trainers sessions as part of the initial project. This extension project will support the creation of an autonomous network of Social Action Theatre practitioners on Haida Gwaii that will be able to self-sustain and offer this powerful vehicle for community engagement in perpetuity for the communities and health and

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social service agencies on Haida Gwaii. Within the context of the extension project, three to six Social Action Theatre engagement events will be facilitated on Haida Gwaii addressing the Three Pillars of Healthy Eating, Active Living, and Tobacco Reduction, also identifying the underlying social determinants that make Haida Gwaii residents vulnerable to unhealthy habits. We feel this project is needed because there is considerable stasis in communities regarding the social determinants of health and Social Action Theatre is a fantastic way to open the conversation about why the health challenges exist and can have solutions. The project is needed to bridge that gap between elders and youth, service providers and Haida and non Haida.

Thank you for your support and we look forward to hearing back from you. You can contact us at the phone number or email address printed below.

Sincerely;

Julia Brobbel
QCI Recreation Coordinator

PO Box 187 Masset, BC V0T 1M0 Phone: 250-626-5652 Toll Free: 1-888-557-4418 Fax: 250-626-5653

Email: qcirec@gmail.com Website: www.qcirec.com

Subject: FW: Resolution for Consideration

From: "Maxine Koppe" <nrthcent@telus.net>

Date: Wed, 15 Jul 2009 12:32:50 -0700

To: "Bernice Crowe \ (E-mail)" <bcrowe@cariboord.bc.ca>, "Bonnie Bailey" <bbailey@city.pg.bc.ca>, "Cariboo RD \ (E-mail)" <sburich@cariboord.bc.ca>, "City of Dawson Creek \ (E-mail)" <admin@dawsoncreek.ca>, "City of Ft. St. John \ (E-mail)" <dhunter@fortstjohn.ca>, "City of Prince Rupert \ (E-mail)" <cityhall@princerupert.ca>, "City of Quesnel \ (E-mail)" <lmamic@city.quesnel.bc.ca>, "City of Terrace \ (E-mail)" <cityhall@city.terrace.bc.ca>, "District of 100 Mile House \ (E-mail)" <cevans@dist100milehouse.bc.ca>, "District of Chetwynd \ (E-mail)" <d-chet@gochetwynd.com>, "District of Fort St. James" <kevin@fortstjames.ca>, "District of Houston \ (E-mail)" <doh@houston.ca>, "District of Kitimat \ (E-mail)" <wmcclellan@city.kitimat.bc.ca>, "District of Mackenzie \ (E-mail)" <judi@district.mackenzie.bc.ca>, "District of Stewart \ (E-mail)" <info@districtofstewart.com>, "District of Taylor \ (E-mail)" <tjohnston@districtoftaylor.com>, "District of Tumbler Ridge \ (E-mail)" <tradmin@dtr.ca>, "District of Vanderhoof \ (E-mail)" <clerk@district.vanderhoof.ca>, "District of Wells \ (E-mail)" <townhall@district.wells.bc.ca>, "Donna Law" <dlaw@dist100milehouse.bc.ca>, "Northern Rockies Regional Municipality" <hcosman@northernrockies.org>, "RD Bulkley Nechako \ (E-mail)" <inquiries@rdbn.bc.ca>, "RD Kitimat Stikine \ (E-mail)" <info@rdks.bc.ca>, "Skeena Queen Charlotte RD \ (E-mail)" <jholland@sqcrd.bc.ca>, "Town of Smithers \ (E-mail)" <general@town.smithers.bc.ca>, "Village of Fraser Lake \ (E-mail)" <village@fraserlake.ca>, "Village of Granisle \ (E-mail)" <garchambault@villageofgranisle.ca>, "Village of Hazelton \ (E-mail)" <info@village.hazelton.bc.ca>, "Village of Massett \ (E-mail)" <masset@island.net>, "Village of McBride \ (E-mail)" <mcbride@mcbride.ca>, "Village of Port Clements \ (E-mail)" <portclem@qcislands.net>, "Village of Queen Charlotte \ (E-mail)" <office@queencharlotte.ca>, "Village of Telkwa \ (E-mail)" <info@telkwa.com>, "Village of Valemount \ (E-mail)" <villvale@valemount.com>

Please see attached resolution from the City of Merritt.

Thank you,

Maxine

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

From: Ruth Tolerton [mailto:rtolerton@merritt.ca]

Sent: Wednesday, July 15, 2009 12:25 PM

To: ubcm@civicnet.bc.ca; akblg@shaw.ca; efraser@civicnet.bc.ca; nrthcent@telus.net; alislater@shaw.ca

Subject: Resolution for Consideration

To: UBCM, SILGA, AKBLG, VICC, LMLGA, NCMA:

The City of Merritt requests consideration by UBCM and its area associations, the following resolution

**HEAVY INDUSTRY
MILL RATE**

8.12

THAT the following resolution be forwarded to Union of BC Municipalities government associations for consideration:

"Heavy industry in British Columbia, both in mining and forestry, is struggling to remain competitive in world markets hit heavily by the economic down turn. In

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addition to the challenges of a faltering world economy, these industries are further challenged by high cost of extraction for low return and diminishing resources such as forestry decimated by pine beetle. Many of these industries are located in municipalities where that industry is the economic driver and major provider of employment in the community. Industrial shutdown in such a community can pose a threat to the continued viability of that community.

THEREFORE WHEREAS heavy industry is demanding relief from municipal taxes to ensure continued operation;

AND WHEREAS many municipalities economically rely heavily on the continued operation of those heavy industries both as a source of taxation revenue and job provision within the community;

NOW BE IT RESOLVED that the Provincial Government be requested to determine an equitable solution that will allow for taxation relief for heavy industry without shifting the taxation burden to residents and business or causing operational hardship to local government."



July 8, 2009

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

Dear Mayor Delves and Councillors:

I am pleased to know that this year's UBCM Convention will be focusing on British Columbia as *A Province of Champions*.

As we confront a changing world with global economic challenges, British Columbians continue to show innovation and receive accolades for our collective efforts and initiatives focused on keeping our province strong. Through working together with communities and building partnerships, we have come a long way; but there is an awful lot to do in the years ahead.

I will look forward to seeing you at the Convention, and my caucus colleagues and I look forward to working with you to make your community an even better place to live.

If you would like to request a meeting with a Minister on a specific issue during this year's convention, please fill out the on-line form at www.corporate.gov.bc.ca/UBCM/. The invitation code is **MeetingRequest2009**. If you have any questions, please contact my UBCM Meeting Request Coordinator, Katherine Bergen at 604-775-1600.

I look forward to seeing you at the 2009 UBCM Convention.

Sincerely,

Gordon Campbell
 Premier

ps: Please join us at the annual Provincial Government Reception on Wednesday, September 30th at the Vancouver Convention Centre.



G-1



2009 UBCM Convention ANNUAL BANQUET Reserved Seating Process

Attention: CORPORATE ADMINISTRATORS

The opportunity to book reserved seating for the 2009 UBCM Annual Banquet at the Vancouver Convention & Exhibition Centre (VCEC) is once again being offered. The convention banquet will take place on Thursday, October 1, 2009.

Please read the following information carefully, then complete the "Annual Banquet Reserved Seating Request" form following this page.

1. The following pre-registration system is **optional** and shall be open to all attending the Annual Banquet. We suggest that to obtain your preference of seating area or to ensure a block of seats, you complete the reserved seating form and return it to UBCM as soon as possible.
2. Those municipalities and regional districts who wish to pre-register banquet seating as a group **must** designate a **group leader** to organize the seating requirements of his/her party. Please have **only** this group leader completely fill out the reserved seating form and submit it with all convention registrations and payment. **[It is suggested that the Municipal or Regional District Corporate Administrator or designate be appointed to complete this task.]**
3. Delegates who wish to pre-register individually can do so by following the same instructions.
4. On the Annual Banquet Reserved Seating Request form (pg. 2), the "group leader" should identify each of the following:
 - (i) Name of Municipality, Regional District or Organization,
 - (ii) Number of Banquet Seats Requested (**Tables seat 10**)
 - (iii) Provide a List of Each Delegate and Partner Attending the Banquet
 - (iv) Preferred Seating Location - Selection from one of four areas:
(1) Front Left, (2) Front Right, (3) Back Left, (4) Back Right
5. A **second seating choice** location should be identified or UBCM will use its discretion in assigning banquet seating.
6. Table and seat assignment will be based upon the **date banquet registration has been received provided payment for convention registrations have also been received** by UBCM. All attempts will be made to provide first or second choices. Groups larger than the per-table maximum (**10**) will be seated in close proximity. UBCM reserves the right to allocate seating beyond those choices provided by corporate administrators when necessary.
7. All requests and changes for reserved seating must be received by **4:30 pm, September 18 in writing** (faxes accepted for changes only). Changes after this date must be completed at the UBCM Registration Office located in the VCEC foyer by Wednesday, September 30.
8. For those who pre-register, the assigned table number will appear on the reverse of their name badges, enclosed in delegate registration packages.
9. Those who register for the banquet after September 18 and those who chose not to pre-register will be instructed to visit the UBCM Registration Office located in the VCEC foyer by September 30 for table assignment.
10. A large grid map of the banquet hall and table set-up will be made available at the UBCM Registration Office on-site at PTCC to display exact table locations.

VILLAGE OF PORT CLEMENTS

Cheque Listing For Council With GL Numbers

Cheque	Date	Name	Expense GL Number	Invoice	Description	Invoice Amount	Cheque Amount
20090482	2009-07-06	BIG RED			PAYMENT		226.41
			10-2-71-21-15	10381	CONTAINER SERVICE FOR JUNE 09	226.41	
20090483	2009-07-06	C. AND C. BEACHY CONTRACTING LTD			PAYMENT		2,814.00
			10-2-12-72-05	04I	LOADING TOP SOIL AT MPBC	105.00	
			10-2-34-00-20	06I	MACHINE AT WHARF	504.00	
			10-2-34-00-20	07I	MACHINE ON WHARF	840.00	
			10-2-12-72-05	08I	TOP SOILING MOVE MPBC	210.00	
			30-2-41-40-00	09I	WATER LEAK ON YAKOUN	525.00	
			10-2-71-89-00	10I	MACHINE CLEAN UP AT COMM PARK	367.50	
			10-2-32-31-00	11I	GRADING AND PUTTING UP SIGNS	125.00	
			10-2-72-50-10	11I	GRADING AND PUTTING UP SIGNS	125.00	
			10-3-22-00-00	11I	GRADING AND PUTTING UP SIGNS	12.50	
20090484	2009-07-06	ROCKY'S EQUIPMENT SALES LTD.			PAYMENT		30.97
			10-2-32-31-00	36053	CHAIN OILS	14.87	
			10-2-34-00-20	36053	CHAIN OILS	25.95	
			10-2-34-00-20	36053	CHAIN OILS	(40.95)	
			10-2-71-89-00	36053	CHAIN OILS	14.86	
			10-2-71-89-30	36053	CHAIN OILS	14.86	
			10-3-22-00-00	36053	CHAIN OILS	1.38	
20090485	2009-07-06	SKEENA FUELS LTD.			PAYMENT		199.15
			10-2-31-90-00	11575	GAS	66.38	
			30-2-41-40-10	11575	GAS	66.38	
			40-2-42-90-60	11575	GAS	66.39	
20090486	2009-07-06	TRIPLE D. INDUSTRIAL SERVICES LTD.			PAYMENT		175.84
			10-2-71-89-10	07-06-09	FLOWERS FOR GARDENS AROUND VIL	175.84	
20090487	2009-07-06	HYLAND FRASER, FRASER FOREST CO			PAYMENT		3,560.76
			10-2-34-00-20	2009-005	WHARF HANDRAIL INSTALLATING	3,437.26	
			10-3-22-00-00	2009-005	WHARF HANDRAIL INSTALLATING	123.50	
20090488	2009-07-06	Northern BC Tourism Association			PAYMENT		510.30
			10-2-12-11-50	A10	NORTHWORD JUNE 2009 1/2 PG AD	510.30	
20090489	2009-07-09	AARON-MARK SERVICES LTD.			PAYMENT		485.88
			10-2-34-00-20	2014186	MATERIALS FOR WHARF	56.99	
			10-2-34-00-20	2014187	MATERIALS FOR WHARF	171.00	
			10-2-34-00-20	2014192	MATERIALS FOR WHARF	187.34	
			10-2-71-89-10	2014390	RUBBER HOSE FOR WATERING	70.55	
20090490	2009-07-09	CEDARVIEW CHURCH			PAYMENT		1,500.00
			10-2-11-10-50	07-07-09	GRANT IN AID FOR CHURCH	1,500.00	
20090491	2009-07-09	CORPORATE EXPRESS			PAYMENT		47.25
			10-2-12-11-40	22891239	STAMP AND STAPLES	47.25	
20090492	2009-07-09	NORTHERN LABS LTD.			PAYMENT		142.80
			40-2-42-90-50	491048	TESTING SAMPLES FOR SEWER	142.80	
20090493	2009-07-09	PORT AIR CARGO/GWAIL NEST			PAYMENT		30.03
			10-2-24-80-00	VPC0609	PICK UP FOR WATER AND TSHIRTS PC	15.01	
			30-2-41-20-00	VPC0609	PICK UP FOR WATER AND TSHIRTS PC	15.02	
20090494	2009-07-09	BC ROAD BUILDERS			PAYMENT		35.00
			10-2-32-31-00	2009-2010	EQUIPMENT RENTAL RATES GUIDE	35.00	
20090495	2009-07-09	Integrated Land Management Bureau, Minis			PAYMENT		105.00
			10-2-12-10-30	6406894	MODIFICATION AGREEMENT LICENSE	105.00	
20090496	2009-07-09	Ministry of Agriculture and Lands			PAYMENT		105.00
			10-2-12-10-30	635284	MODIFICATING AGREEMENT LICENCE	105.00	

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VILLAGE OF PORT CLEMENTS

Cheque Listing For Council With GL Numbers

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2009-Jul-17
9:43:35 AM

Cheque	Date	Name	Expense GL Number	Invoice	Description	Invoice Amount	Cheque Amount
20090505	2009-07-13	CANADIAN FREIGHTWAYS LTD.	10-2-34-00-20	382-230590	PAYMENT SKID OF MATERIALS FOR WHARF	85.29	85.29
20090506	2009-07-13	DELMAS CO-OP	10-2-34-00-20 10-2-12-10-30	83459E May-June0	PAYMENT WASHER/BOLTS FOR WHARF MAY 09 AND JUNE 09 MONTHLY SERVIC	81.83 6.00	87.83
20090507	2009-07-13	MUNICIPAL INFORMATION SYSTEMS IN	10-2-12-11-20	20090520	PAYMENT UPGRADE PROPERTY TAX NOTICE	735.00	735.00
20090508	2009-07-13	OBSERVER PUBLISHING CO. LTD.	10-2-75-00-00	2659	PAYMENT CANADA DAY THANK YOU'S FROM REC	55.86	55.86
20090509	2009-07-13	PACIFIC COASTAL AIRLINES	30-2-41-20-00 10-2-24-80-00 10-3-22-00-00	905-001853 905-002069 905-002069	PAYMENT WATER TESTS DELIVERY DELIVERY OF TSHIRTS DELIVERY OF TSHIRTS	36.00 220.15 11.00	267.15
20090510	2009-07-13	RIAS DEVELOPMENT LTD.	10-2-34-00-20 10-2-71-89-00 10-3-22-00-00	648 648 648	PAYMENT BINS AT WHARF AND WORK AT COMM BINS AT WHARF AND WORK AT COMM BINS AT WHARF AND WORK AT COMM	2,650.00 3,967.50 330.88	6,948.38
20090511	2009-07-13	VANCOUVER ISLAND REGIONAL LIBRAR	10-2-84-20-00	07-07-09	PAYMENT 2009 THIRD QUARTER	2,689.00	2,689.00
20090512	2009-07-13	VIP COURIER CORPORATION	30-2-41-20-00	165375	PAYMENT WATER SAMPLES DELIVERY	28.07	28.07
20090513	2009-07-13	GORDON A. McINTOSH INC	10-2-11-10-10	9069	PAYMENT STRATEGIC PLANNING WORKSHOP	1,590.00	1,590.00
20090514	2009-07-17	A.L. CONDROTTE	10-2-32-37-20	1068	PAYMENT BAYVIEW DITCHING DUMP TRUCK	1,937.25	1,937.25
20090515	2009-07-17	GARY'S LOCK & SECURITY SHOP LTD.	10-2-71-89-00 10-2-71-89-30 10-3-22-00-00 30-2-41-40-00 40-2-42-90-50	9559 9559 9559 9559 9559	PAYMENT NEW LOCKS FOR PWORKS NEW LOCKS FOR PWORKS NEW LOCKS FOR PWORKS NEW LOCKS FOR PWORKS NEW LOCKS FOR PWORKS	134.86 134.85 25.27 134.85 134.86	564.69
20090516	2009-07-17	MUNICIPAL INFORMATION SYSTEMS IN	10-2-12-11-20	20090624	PAYMENT AUGUST 2009 SUPPORT	278.52	278.52
20090517	2009-07-17	NORTH PACIFIC SEAPLANES LTD.	40-2-42-90-50	029263	PAYMENT SEWER TESTING	20.00	20.00
20090518	2009-07-17	SPEEDEE	10-2-12-11-40	989124-0	PAYMENT JASMINE ERIN RYLAND BUSINESS CAR	202.43	202.43

Total 31,965.98



The Village of
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REPORT TO COUNCIL

To: Mayor & Council

From: Heather Nelson-Smith

Date: July 3, 2009

Re: **Trailer Use by School District**

Ken Campbell, Secretary Treasurer of School District 50 has requested the use of the Park Trailer for a one month period for a contractor who will be facilitating the training and removal of the asbestos in the old school. The district is willing to pay rent for this usage. The school district no longer has available housing in Port Clements. This usage would most likely be in September 2009.

Options:
Keeping in mind this is a benefit to both parties.

1. Allow the school district to use the trailer for one month with the following provisions:

A rental charge of \$_____ per month with a security deposit of half of that amount.

2. Decline the request to use the trailer.

Respectfully Submitted,

NB-1



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REPORT TO COUNCIL

Author: Erin Ryland
Date: July 15th, 2009
Re: **Wharf Repairs to Date**

Attached is a spreadsheet of all expense on the wharf up to July 10, 2009. The total is \$144,835.29 leaving approximately \$14,918.21 for touch ups. Also attached is a list of the remaining tasks to be done to the wharf.

Respectfully Submitted

R-3

LABOUR

Name	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	TOTAL
Daryl	596.27	596.28	655.47	655.46	514.04	514.04	755.9	755.9	5043.36
Kaz	478.3	478.3	912.09	912.09	253.65	1027.95	0	0	4062.38
Ryan	0	596.28	655.47	655.46	485.98	485.98	747.5	747.5	4374.17
Matt	0	0	0	0	0	650.81	0	0	650.81
Brian	0	0	0	607.51	140.11	0	0	0	747.62
Scott	0	0	0	0	0	0	747.5	747.5	1495
Jessica	0	0	0	0	0	0	359.2	359.2	718.4
TOTAL	1074.57	1670.86	2223.03	2830.52	1393.78	2678.78	2610.1	2610.1	17091.74

	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	TOTAL
Daryl	460.84	460.85	0	301.85	301.85	657.98	657.99	2841.36
Ryan	0	0	0	358.08	358.09	0	0	716.17
Brian	0	0	0	0	278.41	0	128.77	407.18
Sheldon	0	0	0	0	716	615.87	615.86	1947.73
Jessica	0	0	0	222.65	222.65	588.93	588.93	1623.16
Greg	0	0	0	0	0	0	239.59	239.59
TOTAL	460.84	460.85		882.58	1877	1862.78	2231.14	7775.19

CONTRACTORS

Name	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Total
C&C Beachy	682.5	577.5	1680	1050	500	2300	1500)	8290
RIAS									
Blackwater	131.25	0	0	1874.25	0	0	0	0	2005.5
Hyland Fraser	831.6	831.6	831.6	831.6	889.98	889.98	889.98	889.98	6886.32
Echo Bay									
Rental	128.35	128.35	128.35	128.36	107.2	107.2	107.2	107.2	942.21
TOTAL									18124.03

	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16	TOTAL
C&C Beachy	1250	0	0	0	0	0	480	800	2530
RIAS								2650	2650
Beachy Mech	120.47	0	26.35	0	23.14	0	0	0	169.96
Hyland Fraser	3433.17	0	0	0	0	0	0	3437.26	6870.43
Echo Bay									
Rental	122.62	122.62	122.62	122.63	173.87	173.88	173.88	387.88	1400
TOTAL	4926.26	122.62	148.97	122.63	197.01	173.88	653.88	7275.14	13620.39

MATERIALS

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Total
Tools and Supplies	2539.83	272.89	203.74	82.7	143.07	66.92	100.76	1329.57	4739.48
Shy's	0	0	0	0	0	68104.96	9870	0	77974.96
TOTAL									82714.44

	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16	TOTAL
Tools and Supplies	2255.93	1997.99	64.37	577.18	577.17	218.36	1682.64	271.28	7644.92
Abfam	230.09	0	0	0	6398.17	0	717.97	0	7346.23
Chris Marrs	705	0	0	1341.2	0	0	0	0	2046.2
Pacific Bolts	3063.14	0	1189.31	0	0	0	0	0	4252.45
Broadwater Industries	0	0	0	0	0	0	3156.5	0	3156.5
TOTAL	6254.16	1997.99	1253.68	1918.38	6975.34	218.36	5557.11	271.28	24446.3

Remaining Works For Wharf

Handrail posts – Hyland ordered 40 new bolts for the handrail posts. These were needed in areas where there was two stringers nursed together.

Cleats – Hyland ordered the necessary bolts for the cleats. Most of the old bolts were cut at the dock and need to be removed from below to install the new bolts.

Ladders – Two of the old bolts were bent to a point they could not be reinstalled. Hyland ordered two replacement bolts.

Wooden handrails – There is one nook to be completed and 2 to 3 section of top rail

Aluminum handrails – The flat bar has to be welded to the installed sections. There are two remaining pieces that can be cut and shortened to fill in some of the larger openings especially behind the power box.

Miscellaneous – The aluminum handrails vibrate in the wind. A centre support may be needed to reduce the vibration or the life of the rails may be shortened. We may want to install some chains between the larger openings. If this is the case, we need some form of bracket welded to the handrails to hang the chains on.

I (Hyland) believe that is everything. With that being said, I (Hyland) estimate we need two labourers for two days and Craig's boat for one. As for the aluminum welding, I think he can install the flat bar in a day. Shortening the two remaining sections shouldn't take more than a couple of hours and these can be installed within the two days the labourers are working.



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REPORT TO COUNCIL

Author: Erin Ryland
Date: July 15th, 2009
Re: 36 Park Street Trailer

The assessed tax value of the trailer located at 36 Park Street is \$30,100.00 according to 2008 Assessment Roll.

Respectfully Submitted.

R-4