

THE VILLAGE OF PORT CLEMENTS

Regular Meeting of Council, Tuesday, Aug 17th, 2009, 7:30pm

AGENDA

1. ADOPT AGENDA.

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

D-1-Hearing regarding #8 Tingley Street.

D-2-Sheri Disney-Haida Gwaii Success by 6.

D-3-RCMP introduction of newest member to the Masset force, Constable Trevor Shields.

3. MINUTES.

M-1-Minutes regular meeting Aug 4th, 2009.

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

BA-1-Tourism Report.

BA-2-Flight passes Air Canada & Pacific Coastal & BC Ferries.

5. ORIGINAL CORRESPONDENCE.

C-1-Catherine Nelson-copies of published books donated to the Village of Port Clements Woman Pioneers of the Queen Charlotte Islands/Haida Gwaii.

6. GOVERNMENT.

G-1-Purchasing Policy #3 Draft.

G-2-Employee Benefits Policy #4 Draft.

G-3-UBCM-Small talk forum 2009 topics of discussion.

G-4-Bursary 2009

7. FINANCE.

F-1-Cheque list Aug 14th, 2009.

8. NEW BUSINESS.

9. REPORTS & DISCUSSIONS.

R-1-Action Plan/Clerk Treasurer

10. QUESTIONS FROM THE PRESS.

ADJOURNMENT.

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

1 OF 1

REPORT TO COUNCIL

Date August 12, 2009

To: The Mayor and Council

From : Bylaw Enforcement Officer

Re: Nuisance Premises

This Department has received complaints regarding the nature of the nuisance at 8 Tingley Street, Port Clements, B.C. legally described as Lot 1, block 46, District Lot 746, Plan 1079, registered in the name of Marguerita Pidherney (deceased) C/O Judy Hadley, executor. The Building has numerous broken windows, open doors, hazardous staircase, and broken glass around the perimeter of the building.

A letter, copy enclosed, was forwarded to the executor of the property on July 1, 2009 requesting that the situation be remedied. A further inspection was made on August 5th, 2009 and nothing has been done.

I request therefore that the Council proceed to declare the building a nuisance with notice to the owner or occupier giving him or her 30 days to remedy the situation or the work will be done by the Municipality or by its authorized agents.

Respectfully submitted

A handwritten signature in black ink, appearing to read 'H. Nelson-Smith', written over a circular stamp or seal.

Heather Nelson-Smith
Bylaw Enforcement Officer

1 OF 1

**ORDER UNDER DIVISION 12 OF
PART 3 OF THE *COMMUNITY CHARTER***

The Council of the Village of Port Clements of British Columbia pursuant to Division 12 of Part 3 of the *Community Charter* hereby resolves that:

1. the Building located at 8 Tingley Street, Port Clements, British Columbia, legally described as Lot 1, Block 46, District Lot 746, Plan 1079, is hereby declared a nuisance; and
2. the owner/ occupier/tenant of the building is hereby ordered to take the following remedial action within 20 days of the receipt of notice of this Order:

That all windows and doors are boarded up to prevent entry to the premises and further vandalism, and that the exterior stair case is removed from the building.

AND BE IT FURTHER RESOLVED that the Clerk/Treasurer of the Village of Port Clements of British Columbia BE AND IS HEREBY AUTHORIZED in default of such remedial measures being undertaken by the owner/occupier/tenant, to carry out or have such work carried out and the expense charged to the owner/occupier/tenant. If unpaid on December 31 in the year in which the work is done, the expense shall be added to and form part of the taxes to be paid on the real property as taxes in arrears or be collected as a debt.

MOVED BY COUNCILLOR _____

SECONDED BY COUNCILLOR _____

DATED at the Village Office of Port Clements, B.C. this 17th day of August, 2009.

Certified a true copy this day of , 200__.

Corporate Officer

Subject: Next Village Council Meeting
From: Sheri Disney <s.disney@gmail.com>
Date: Mon, 30 Mar 2009 15:07:04 -0700
To: office@portclements.com

Hello Council Members for the Village of Port Clements

I was hoping to gain the attention of the Village Council members through one of your regular meetings.

Topics I would like to explore over a 15 - 20 minute span of time at one of your meetings include:

- EDI - Early Development Instrument: This is a research project conducted provincially, and now Federally that assesses a population's readiness for school at Kindergarten entry. I have become a trained facilitator for these info. sessions. We will have a very brief glance at the history of data sets that have been collected, the most recent vulnerabilities and how to read the maps.
http://www.earlylearning.ubc.ca/EDI/mapping_maps.html
- Success By 6 work on Haida Gwaii/ Queen Charlotte Islands.
- Imagination Library: a new All Island project to start May 2009. This project will send one book per month to every child on the island until their fifth birthday.

Thank you for your time and consideration. I look forward to meeting with the council, and updating everyone on these topics. Please contact me at this email address, or at the phone number below to confirm a date and time.

--

Sheri Disney
Success By 6 - Haida Gwaii
250.626.7902

D-1

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

Present:

Mayor Delves

Councillor Stewart

Councillor Traplin

Clerk/Treasurer Heather Nelson-Smith

Public Works Superintendent Pete Nelson-Smith

Press/Public

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

1. ADOPT AGENDA.

ADD- F-2 Sewage Lagoon Aerator

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

CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

D-1-Stephanie Fung, Sustainable Living Fair.

Postponed due to prior commitment

D-2-RCMP introduction of newest member Constable Trevor Shields.

Postponed due to prior commitment

3. MINUTES.

M-1-Minutes regular meeting July 20th, 2009.

It was moved by Councillor Stewart, seconded by Councillor Traplin to accept the minutes of July 20. 2009.

CARRIED

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

BA-1-Tourism Report.

Councillor Cheer and Councillor Hughes-McMullon not in attendance to speak on this.

BA-2-Flight passes Air Canada & Pacific Coastal.

It was moved by Councillor Stewart, seconded by Councillor Traplin to review all of the flights that Council and Staff would take and compare the savings for the next meeting.

CARRIED

BA-3-Shoreline Park Campground brochure.

It was moved by Councillor Stewart, seconded by Councillor Traplin to have staff print copies of the brochure as is for Cheri Brooks, Campground Attendant to hand out to all RV and Campground users.

CARRIED

m-1

BA-4-Crown Grant Offer.

It was moved by Councillor Traplin, seconded by Councillor Stewart to move the Crown Grant offer in regards to the Trail to an In Camera meeting pending full quorum to discuss.

CARRIED

BA-5-Large Wharf Fee Setting Bylaws.

Fees were explained to Mr. O'Brien and discussed fender pile works in lieu of payment.

It was moved by Councillor Traplin, seconded by Mayor Delves to have a compromise on the daily rate for barges so that it is more reasonable, pending documentation from Mr. O'Brien regarding the fees from other places his Company uses.

CARRIED

BA-6-Report to Council-Park Street Trailer.

It was moved by Councillor Stewart, seconded by Councillor Traplin contact all the service clubs to find out what to do with the trailer in conjunction with planning the new concession stands.

CARRIED

BA-7-Community Development Trust Transitional Assistance Program.

It was moved by Councillor Traplin, seconded by Councillor Stewart to write a letter to Minister Bill Bennett regarding the reduction to the Transitional Assistance Program and set up meeting with at the UBCM convention.

CARRIED

BA-8-Award Kitchen RFP.

It was moved by Councillor Stewart, seconded by Councillor Traplin to award the Community Kitchen, supply and install to Blackwater Excavating, in an amount not to exceed \$16,500.00 plus applicable taxes.

CARRIED

5. ORIGINAL CORRESPONDENCE.

C-1-UBCM, Call to Action-2009 Library Grant Freeze.

It was moved by Councillor Traplin, seconded by Councillor Stewart to write a letter to the Honourable Premier Campbell supporting the continuation of Library grants, emphasizing that without this assistance library services would be reduced.

CARRIED

C-2-MLA Gary Coons, available for meetings at UBCM.

It was moved by Councillor Stewart, seconded by Councillor Traplin to have staff set up meeting with MLA Coons at the UBCM Convention in Vancouver 2009.

CARRIED

C-3-Minister Shirley Bond-Response to letter sent to Minister Falcon with concerns of the resurfacing of Highway 16.

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

CARRIED

6. GOVERNMENT.

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

Mayor Delves and Councillor Hughes-McMullon will be attending the UBCM convention.

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

Meet with Minister Bell through RD

Meet with Gary Coons

Meet with Bill Bennett

Seating to be done by Mayor Delves and Councillor Hughes-McMullon.

G-3-Purchasing Policy #3 Draft.

It was moved by Councillor Stewart, seconded by Councillor Traplin to table until full Quorum.

CARRIED

G-4-Employee Benefits Policy #4 Draft.

It was moved by Councillor Stewart, seconded by Councillor Traplin to table until full Quorum.

CARRIED

G-5-Public Works Waste Water course.

It was moved by Councillor Stewart, seconded by Councillor Traplin to approve the sending of the Public Works Superintendent to the Wastewater Collection Course.

CARRIED

7. FINANCE.

F-1-Cheque list July 31st, 2009.

It was moved by Councillor Traplin, seconded by Councillor Stewart to accept the cheque listing of July 31, 2009

CARRIED

F-2 Lagoon Aerator

It was moved by Councillor Stewart, seconded by Councillor Traplin to accept the recommendation of staff and purchase the aerator for the sewage lagoon.

CARRIED

8. NEW BUSINESS.

9. REPORTS & DISCUSSIONS.

R-2-Public Works Report.

Councillor Stewart- Had nothing to report

Councillor Traplin- Had nothing to report

Mayor Delves- Will be attending the NDI meeting on August 21st in Terrace.

Clerk/Treasurer – Will be meeting with QCI recreation tomorrow regarding the gym in Port Clements and the equipment that needs to be purchased with the active communities grant.

10. QUESTIONS FROM THE PRESS.

ADJOURNMENT.

It was moved by Councillor Stewart to adjourn the meeting at 9:36 pm

Cory Delves,
Mayor

Heather Nelson-Smith,
Clerk/Treasurer



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

REPORT TO COUNCIL

Author: Debbie Delves
Date: August 14th, 2009
Subject: Canada West & Pacific Coastal Quik Pass, BC Ferries.

Canada West Passes - 30 flight passes

This pass will cost the Village \$8800.00 plus \$440.00 GST. The flight pass is valid for 12 months from its date of purchase. All unused flight credits remaining beyond this period will be forfeited. A \$50.00 booking fee per direction plus taxes applies to booking changes and cancellations. There are no airport taxes or hidden fees associated with the purchase of these tickets. The only stipulation is that you do your traveling in one day per pass ie: Sandpit – Vancouver-Victoria. You can choose to leave from say Nanaimo – Vancouver-Sandspit on another pass returning.

Locations: Sandspit and all airports that Air Canada flies into within BC, Alberta, Saskatchewan, Manitoba, NWT & Yukon.

Total travel for the remainder of 2009/2010 airline tickets would cost \$11,861.15 if the tickets were purchased individually. Purchasing the flight passes for \$8800.00 would save the Village around \$3000.00.

All passenger's must be signed up with an aeroplane number & password to travel. For those that do not have a card signing up can take up to 48 hrs to get confirmation from Air Canada.

BA-2

Pacific Coastal, Quik Pass. With the purchase of the passes, you will need to deposit \$2000.00. You can use the Quik Pass to book anywhere within the Pacific Coastal network. The holder of the account can allow anyone to travel on this account. This is valid for one year from date of purchase. When the amount get down below what a flight will cost we will need to deposit \$2000.00 or more, to purchase more tickets.

Locations: Anahim Lake, Bella Bella, Bella Coola, Campbell River, Comox, Cranbrook, Kamloops, Masset, Port Hardy, Powell River, Trail, Vancouver, Victoria & Williams Lake.

Travel would include the following conventions & courses 2009/2010:
NCMA, UBCM, MATI, VIRL, LGMA, WASTE WATER.

NCMA Smithers, travel via ferry 3 people	\$ 1200.00
UBCM Whistler, travel to Vancouver flight x 3 people	\$ 2480.10
MATI, Vancouver, travel via flight	\$ 600.00
VIRL Nanaimo, four flights per year	\$3802.40
LGMA, Whistler, travel to Vancouver	\$ 600.00
Waste Water Terrace, Travel via ferry	\$ 400.00
TOTAL	\$ 9082.50
MINUS FERRY TRAVEL -	<u>\$ 1600.00</u>
	\$ 7482.50

Respectfully submitted,

Debbie Delves

Village of Port Clements

Purchasing Policy

Policy No. 03, 2009

Prepared by Clerk/Treasurer Heather Nelson-Smith

Adopted: _____ 2009 by Mayor and Council

Replaces all prior Contracting out Policies

Objective: To set guidelines for the procurement of goods and services for the Village.

Policy: For works and services approved within the financial plan the following procedures are hereby set forth.

Procedure:

AUTHORITY

1. The Clerk/Treasurer and Public Works Superintendent are hereby appointed by Council as the "purchasers" of the Municipality purchase goods and services within the scope of this policy only.
2. The Purchasing Department may only expend within the approval of the financial plan.

GENERAL

3. CONTRACTING WORKS

Contacting out for works valued at \$5000.00 or less (excluding taxes)

Selection of a contractor for works within the Village will be made based on the following criteria:

- a) Contractor **MUST** possess a valid business license in Port Clements.
- b) Contractor **MUST** have equipment listed with the Village (appendix A)
- c) Contractor **MUST** have evidence of successful performance for similar works.
- d) Contractor **MUST** not have any delinquent accounts owed to the Village.
- e) Contractor **MUST** have current WCB coverage and Liability insurance (Appendix B)

Contractors will be selected from the registration Appendix "A" based on the following:

- a) Equipment and experience suitability
- b) First on list
- c) Time frame of works

Where there are works where multiple Contractors can be used and rotated for ease of work completion each contractor will not be paid in excess of \$5000.00 (excluding taxes)

4. Contracting out for works valued at \$5000.00 to \$10,000.00 (excluding taxes) shall be done in the following means:

Written Quotations:

The Purchasing Department shall obtain a minimum of three written quotations from local Contractors and are subject to the following criteria:

- a) Contractor **MUST** possess a valid business license in Port Clements.
- b) Contractor **MUST** have equipment listed with the Village (appendix A)
- c) Contractor **MUST** have evidence of successful performance for similar works.

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G-1

- d) Contractor **MUST** not have any delinquent accounts owed to the Village.
- e) Contractor **MUST** have current WCB coverage and Liability insurance (Appendix B)

Quotations will be evaluated based on the following:

- a) Price
- b) Equipment and experience and suitability
- c) Time frame of works

Contracting for works valued in excess of \$10,000.00 shall be done in the following means:

Tender

The Tender process is utilized when specifications and conditions to contract are known. The contract is built into the tender document.

Tenders will be evaluated on but not limited to the following:

- i) The lowest of any price may not necessarily be accepted.
- ii) Local preference will be given within 15% of the lowest bid
- iii) **MUST** have evidence of successful performance for similar works.
- iv) **MUST** not have any delinquent accounts owing to the Village.

OR

Request for Proposal

Requests for proposals are used for the purchase of goods, services, equipment and materials. R.F.P.'s are utilized when there are no specifications to work with, or when the Village is searching the marketplace for new and innovative ideas and has made a decision not to use specifications. A contract is formed after the successful proposal has been selected.

Request for Proposals will be evaluated on but not limited to the following:

- i) The lowest of any price may not necessarily be accepted.
- ii) Local preference will be given within 15% of the lowest bid
- iii) **MUST** have evidence of successful performance for similar works.
- iv) **MUST** not have any delinquent accounts owing to the Village.

All Tenders and RFP's will be opened by Council, reviewed by staff and approved by Council, not necessarily in the same meeting.

5. PURCHASING GOODS

Where possible the Village will endeavor to shop locally, where items can not be purchased in Port Clements the next closest Village on the Island shall be requisitioned.

a) Direct Acquisition:

Goods that have an estimated cost up to but not exceeding \$5,000.00 may be purchased directly from a local supplier by the Purchasing Department or by an employee who has authorization to expend funds.

b) Telephone Quotations:

Goods that have an estimated cost between \$5,000.00 and \$10,000.00 shall be sourced by the Purchasing Department by obtaining a minimum of three telephone quotations when possible.

c) Written Quotations:

Goods that have an estimated cost between \$10,000.00 and \$20,000.00 the Purchasing Department shall obtain a minimum of three written quotations.

d) Public Tenders:

Public Tenders will be used when the purchase is expected to exceed a cost of \$20,000.00. The Tender process is utilized when specifications and conditions to contract are known. The contract is built into the tender document.

The Village Council reserves the right to revert to the written quotation clause where it is not possible to purchase capital items locally such as motors and pumps for the water distribution system and sewer system and time is of the essence.

e) Requests for Proposals:

Requests for proposals are used for the purchase of goods that are expected to exceed \$20,000.00. R.F.P.'s are utilized when there are no specifications to work with, or when the Village is searching the marketplace for new and innovative ideas and has made a decision not to use specifications. A contract is formed after the successful proposal has been selected. The Village Council reserves the right to revert to the written quotation clause where it is not possible to purchase certain items locally such as motors and pumps for the water distribution system and sewer system and time of the essence.

Cory Delves,
Mayor

Heather Nelson-Smith,
Clerk/Treasurer

APPENDIX "B"

GENERAL MINIMUM INSURANCE REQUIREMENTS

1.) Valid WCB coverage for the entire scope of the works for the term of the contract.

2.) A) Comprehensive General Liability Insurance and Non Owned Automobile Liability Insurance covering bodily injury, property damage and loss of use thereof. The policy shall also provide coverage for:

- i) Loss of damage resulting from fire.**
- ii) Unlicensed and specially licensed vehicles**
- iii) Contractual liability covering the contractors liability under any agreement with the Village of Port Clements.**
- iv) Contingent liability for work sublet;**
- v) Products and completed operations;**
- vi) Loss of use of tangible property which has not been physically injured or destroyed;**
- vii) Fire fighting expenses including the cost of water bombers incurred or authorized by others.**

B) Motor Vehicle Liability Insurance covering all the contractor's licensed vehicles (owned or leased)

The minimum limit of liability for sections A & B of paragraph 2 are as follows:

- a) \$2,000,000.00 inclusive of general liability insurance and non-owned automobile insurance**
- b) \$2,000,000.00 inclusive of motor vehicles liability insurance.**

If the contractors policy is subject to a sub-limit of insurance for fire fighting expense coverage, the limit of such insurance must not be less than \$100,000.00.

APPENDIX "A"
CONTRACTOR REGISTRATION LIST

DATE: _____ DATE: _____
(submitted) (received-VoPC only)

CONTRACTOR'S BUSINESS NAME:

PRINCIPAL CONTACT:

MAILING ADDRESS:

Office Phone: (____) _____
Home Phone: (____) _____
Fax Number: (____) _____
E-mail Address: _____
Office Hours: _____
WCB Number: _____
Liability Insurance Policy
 Name of Insurer _____
 Policy Number _____

EQUIPMENT LIST

Machine (Make & Model)	Year Built	Type & Function	Attachments Available	Capacity

ADDITIONAL COMMENTS:

The undersigned certifies that the information contained herein is truthful and accurate. Signed and deliver by or on behalf of the contractor (or by an authorized agent of the contractor if a corporation)

Signature

Print Name

Village of Port Clements

Employee Benefits Policy

Policy No. 04, 2009

Prepared by Deputy Clerk/Treasurer Jasmine Erin Ryland

Adopted: _____ by Mayor and Council

Replaces all prior Employee Benefits Policies

Policy statement:

PREAMBLE:

The Village of Port Clements will provide the following benefits to its employees.

DEFINITIONS:

"Immediate family" shall mean the spouse, child, parent, guardian, sibling, grandchild or grandparent of an employee, and any person who lives with an employee as a member of the employee's family as per the Employment Standards Act.

POLICY:

1. **Health and Welfare**

- a. The Village will pay the percentage indicated of the monthly premium of the following benefit plans. Employee entitlement will be after three (3) months of employment, and will always be subject to the terms and conditions of the Plans and carrier requirements. The Village's liability is limited to arranging the Plans and paying the applicable premiums. The Village is not liable for any failure or refusal of coverage by a third party for any reason.

i.	Extended Health Plan:	100% Village
ii.	Dental Plan:	50% employee/50% Village
iii.	Group Life Insurance:	50% employee/50% Village
iv.	Accidental Death & Dismemberment	100%Village
v.	Short Term Disability	50% employee/50% Village
vi.	Long Term Disability	100% Village
vii.	MSP	100% Village

2. **Superannuation Plan**

- a. The Village agrees to participate in the Pension (Municipal) Plan. The employee's entitlement to pension shall be in accordance with the Superannuation Plan, subject to the terms and conditions of the Plan. Regular fulltime employees with a minimum of 24 hours per week shall enroll at 6 months and must enroll at 1 year.

3. **Sick Days**

- a. An employee is not entitled to receive benefits under this section for injury or sickness while working for any other employer, while self-employed or while on layoff.

Travis A - 7

- b. Each employee is entitled to 6 calendar working days as sick days. Any remaining sick days at the end of the year the employee will be compensated half of the remaining days.
- c. The terms and provisions of extended sick leave benefits shall be as regulated under British Columbia Life and Casualty insurance benefits.

4. **Pregnancy/Parental Leave**

- a. Employees shall be entitled to the full Pregnancy/Parental Leave coverage provided to unionized employees under section 50 in the Employment Standards Act.

5. **Leave for Birth of Child**

- a. The partner shall be granted two (2) days off with pay for the birth of his/her child.

6. **Leave for Adoption of Child**

- a. An employee shall be granted three (3) consecutive days off with pay for the adoption of his/her child. An employee shall also be entitled to the Parental Leave provisions of this Policy.

7. **Bereavement & Compassionate Care Leave**

An employee is entitled to up to 3 days of paid leave on the death of a member of the employee's immediate family.

8. **Jury Duty/Witness Leave**

Employees shall be entitled to Jury duty/Witness leave under sections 55 and 56 in the Employment Standards Act.

9. **General Leave of Absence**

- a. Leave of absence, without pay, may be granted by a Department Head to an employee requesting such leave, for good and sufficient cause. Such leave request shall be in writing, and the Department Head's reply shall be in writing and state the conditions of the return to work. Continuation of benefits may be arranged and may include the employee paying the premiums, for leave exceeding one (1) month's duration.

10. **Annual Vacation**

Each employee will be entitled to 4% vacation pay or 2 weeks vacation from 1 to 5 years and Officers and Management will be entitled to 6% vacation pay or 3 weeks vacation from 1 to 5 years. Increases will be of 2% after 5 years and continuing thereafter as per Part 7 under the Employment Standard Act.

11. **Overtime**

An employee is entitled to overtime as per under Part 4 in the Employment Standards Act.

12. **Other**

Length of probation, salary and other items not covered by this Policy shall be set by the Clerk/Treasurer and/or Council.

CALL FOR ISSUES DEADLINE-- August 21st

TO: Mayor and Council
Villages and Small Communities

FROM: Mayor Roland Stanke, Small Community Representative
Village of Clinton

DATE: August 5, 2009

RE: **SMALL TALK FORUM 2009**

UNION OF
BRITISH
COLUMBIA
MUNICIPALITIES

Suite 60
10551 Shellbridge Way
Richmond
British Columbia
Canada V6X 2W9
604.270.8226
Fax: 604.270.9116
ubcm@vancouber.bc.ca

As your Small Community Representative I wish to alert you to the upcoming UBCM Convention, specifically the Small Talk Forum on Tuesday September 29th at the Vancouver Convention and Exhibition Centre.

Our aim is to continue to improve on this informative and ever popular session now entering its 20th year. A few months ago, President Hobson sent a memo to all UBCM members advising that the Tuesday Forums will be changed slightly. Each of the forums will meet Tuesday morning, and the discussion will focus primarily on two issues – youth engagement and economic development. While these two issues will see significant discussion time, we would like to continue to allocate a small amount of time to other issues that you wish to bring forward. We encourage you to come prepared with information related to your issue, or solutions to issues facing other communities.

We propose to focus our morning break time on the best practices and success stories again this year. This is an opportunity for communities to share information about their positive experiences. For instance, is your community undertaking a project or initiative that you think would be valuable to share with other small communities? Here is your chance to chat with colleagues over coffee and tell your story.

Attached you will find a Small Talk Forum response form. Please use it to tell us about issues of importance to your community and if applicable, we would also like to know about a unique project or success story. We will distribute the list of issues to small communities in advance of the session and will endeavour to answer some of these questions ahead of time.

We hope that you will be able to take part and encourage you to submit your issues and success stories for the 2009 Small Talk Forum.

Please distribute this memo to Mayor and Council

CALL FOR ISSUES DEADLINE– August 21st**2009 UBCM Convention
SMALL TALK FORUM****Tuesday September 29, 2009
(morning)****We would like to talk about:****TOPIC#1 (EXPLAIN) :**

TOPIC#2 (EXPLAIN) :

BEST PRACTICE / SUCCESS STORY (IF APPLICABLE) :

**We will share the list of issues in advance of the session and attempt to find answers to
some issues so we can streamline discussion at the Forum.**

Please have someone from your community present to introduce the issue.

NAME:

POSITION:

LOCAL GOVERNMENT:

TEL:

 E-MAIL:

Please fax back to the UBCM office at 604 270 9116 by August 21, 2009.

Appendix "A" to Policy 02-2009
Bursary Application Form

Name: Jed Zimmerman

Address: P.O. Box 184, Pod Clements, B.C.

Phone: (250) - 557-4287

Graduating High School:

George M. Dawson

Grade Point Average:

(3.9) - 10, 11 and 12 - just grade 12 - (3.83)

Post Secondary Institution attending:

University of Northern British Columbia

Concentration:

BA - English/History

Reasons for applying for Bursary:

I'm applying for this bursary to supplement ~~my~~ the
cost of Education and living. Without the help of
bursaries it is not likely I will have sufficient
funds, as the work situation is slow.

Jed Zimmerman
Applicant Signature

Date: June 1st/2009

Jedidiah Zimmerman
36 Yakoun
PO Box 184
Port Clements, BC V0T 1R0
Canada

28-Nov-2008

Student ID: 230087271
2009 September Semester

Dear Jedidiah,

Congratulations on becoming a UNBC student! I am pleased to offer you admission to the University of Northern British Columbia. This offer is based on the self-declared grades you submitted on your Application for Undergraduate Admission.


To remain eligible for admission, you must meet graduation requirements, successfully complete the 5 grade 12 courses required for admission, and maintain a minimum overall average of 65% in those courses. Should you not meet these requirements, your offer of admission may be withdrawn. Please note: Due to recent changes in the BC Ministry of Education's high school graduation requirements, UNBC requires high school grades for admissions purposes where provincial exams are optional.

Please find Residence Applications at <http://www.unbc.ca/housing/> and Awards Applications at <http://www.unbc.ca/finaid/>. If you are unable to download these forms, please contact the Office of the Registrar at the address above and we will mail you a copy. As a first-year, first entry student, you are guaranteed a place in residence if you apply by March 1, 2009.

Registration information is available on the back of this letter. If you are unable to access this information on-line, please call (250) 960-6300 or email registrar-webreg@unbc.ca to have a registration package mailed to you. Please note at the time of registration a \$100 non-refundable tuition deposit is required for each semester of registration; this deposit will be applied toward your tuition fees. If you need assistance planning your courses, see the on-line course selection tutorial at www.unbc.ca/advising or contact Academic Advising at (250) 960-6340, or by e-mail at advising@unbc.ca.

I look forward to seeing you and wish you success in your studies.

Sincerely,


Anita Gill
Admissions Officer
anita@unbc.ca

Please notify your school of your intention to participate in the Early Admission Process. Your school will notify the Ministry of Education who in turn will inform UNBC directly in May of your interim marks, and again in July of your final marks.

Appendix "A" to Policy 02-2009
Bursary Application Form

Name: Graden Hitchcock

Address: Box 281 Port Clements, BC
VOY 1R0

Phone: 250 557 2020

Graduating High School:
GM Dawson

Grade Point Average:
3.92

Post Secondary Institution attending:

Summit Pacific Bible College 2010/11

Concentration:

BA in Youth Leadership

Reasons for applying for Bursary:

I am applying for this bursary, mostly because
anything that will take a chunk out of college tuition
is a very good thing to apply for! Affording Post
Secondary is hard, especially when your career
choice puts student loans out of question. (Being
a youth pastor isn't exactly a super high paying
job!)

Thank you very much for considering me,
and have a very amazing day full of
excitement and adventure!

yours truly,

Graden Hitchcock

Applicant Signature

Date: June 07 / 2009

Appendix "A" to Policy 02-2009
Bursary Application Form

Name: Hayden

Address: Box 108 Roland Road 26
Port Clements B.C. V5T 1R0

Phone: 250-557-4433

Graduating High School:

George M. Dawson

Grade Point Average:

3.7

Post Secondary Institution attending:

University of Victoria

Concentration:

BUSINESS

Reasons for applying for Bursary:

See attached Essay

Hayden Whiting
Applicant Signature
Date: August 1st

Dear Councillors and Honourable Mayor of Port Clements:

Greetings, I (Hayden Waring) am writing in regards to the Port Clements Post Graduate Bursary for 2009. I have graduate this year at the age of sixteen and I plan to attend the University of Victoria in the fall. I have lived in Port Clements my whole life, and been an active member of the community for many years. From a young age I have participated in community plays and the soccer league. I have attended the local church, the local school, ran away from the local dogs, pushed the local kids on the local swings and so on and so on. Port Clements has left a positive impact on my life and I will always be proud to have grown up here.

Through my years I have travelled overseas and visited a diverse range of countries and I have discovered that Q.C.I is a unique and blessed place. Within it Port Clements is a treasure. The close knit community and safe atmosphere of Port Clements is something which many other places lack. No matter where I travel or go I will never find another place like home. Please consider me for the Port Clements Bursary so I may have another chance to miss this place.

Thank you for your time and consideration.

Hayden Waring.



PO Box 3025 STN CSC
Victoria BC V8W 3P2
Canada
Tel (250) 721-8121 Fax (250) 721-6225
Web: registrar.uvic.ca/undergrad

**University
of Victoria**

**Undergraduate
Admissions**

June 11, 2009

Hayden Waring
PO Box 108
Port Clements BC
V0T 1R0

**Student Number: V00711042
Faculty: Social Sciences**

Dear Hayden,

On behalf of the University of Victoria, I am pleased to offer you **conditional** admission beginning in September 2009. Congratulations on your academic achievement!

This offer is conditional upon receipt of the required documentation and meeting the minimum standards **as outlined on the reverse of this letter**. To view your status and any outstanding items on the admission checklist, login to MyStatus at www.uvic.ca/mystatus. Incomplete checklist items may affect your ability to register in some courses, your transfer credit evaluation, and/or fee assessment. If you have questions about the information provided in this letter, please contact Undergraduate Admissions as soon as possible.

In recognition of your outstanding academic achievement, we are pleased to offer you a \$1000 scholarship and priority date for early registration. If your admission average is at least 90%, you may be eligible for additional scholarship funding. A separate letter containing further information will be sent to you by Student Awards & Financial Aid.

On-campus accommodation is guaranteed to all new Year 1 students who are offered admission directly from secondary school. **Several conditions need to be completed before June 30 in order to take advantage of this opportunity.** Please visit the housing website at <http://housing.uvic.ca>.

The faculty, staff and students of UVic hope that you will find your studies here both challenging and rewarding.

Yours truly,

Leona Locke
Admission Officer
(250) 721-8948
Email: llocke@uvic.ca

Please see reverse

VILLAGE OF PORT CLEMENTS

Cheque Listing For Council With GL Numbers

Page 1 of 1
2009-Aug-14
9:15:46 AM

Cheque	Date	Name	Expense GL Number	Invoice	Description	Invoice Amount	Cheque Amount
20090538	2009-08-06	BIG RED			PAYMENT		226.41
			10-2-71-21-15	10429	CONTAINER SERVICE FOR JULY 09	226.41	
20090539	2009-08-06	BROOKS, CHERI			PAYMENT		341.00
			10-2-71-89-30	JULY2009	SUNSET PARK CONTRACT	341.00	
20090540	2009-08-06	C. AND C. BEACHY CONTRACTING LTD			PAYMENT		2,630.25
			30-2-41-40-00	16I	REPLACE CURB STOPS	262.50	
			10-2-32-37-20	18I	DITCH M&B SUBDIVISION	404.25	
			10-2-71-89-40	18I	DITCH M&B SUBDIVISION	404.25	
			10-2-32-37-20	19I	DITCHING M&B SUBDIVISION	462.00	
			10-2-71-89-40	19I	DITCHING M&B SUBDIVISION	462.00	
			10-2-32-37-20	20I	DITCHING M&B SUBDIVISION	317.63	
			10-2-71-89-40	20I	DITCHING M&B SUBDIVISION	317.62	
20090541	2009-08-06	CANADIAN FREIGHTWAYS LTD.			PAYMENT		120.44
			10-2-32-31-00	371-365945	PACKAGE FROM TRANS SIGNS	120.44	
20090542	2009-08-06	CERTIFIED FOLDER DISPLAY SERVICE			PAYMENT		553.52
			10-2-72-50-10	09-0011712	PORT CLEMENTS FLYERS ON BC FERR	553.52	
20090543	2009-08-06	DELMAS CO-OP			PAYMENT		193.08
			10-2-71-89-10	87695E	BONEMEAL FOR TREES	103.02	
			10-2-71-89-10	87735F	SUPPLIES FOR TREE PLANTING	90.06	
20090544	2009-08-06	HUCKLEBERRY HOME AND GARDEN CA			PAYMENT		211.50
			10-2-71-89-10	110	LANDSCAPING AND TREE PLANTING	211.50	
20090545	2009-08-06	MUNICIPAL INFORMATION SYSTEMS IN			PAYMENT		278.52
			10-2-12-11-20	20090055	MAY 2009 SUPPORT	278.52	
20090546	2009-08-06	ROCKY'S EQUIPMENT SALES LTD.			PAYMENT		680.41
			10-2-32-31-00	36403	EAR MUFFS/FACE SHIELD/SHAFT TRIM	216.60	
			10-2-71-89-00	36403	EAR MUFFS/FACE SHIELD/SHAFT TRIM	216.62	
			10-2-71-89-30	36403	EAR MUFFS/FACE SHIELD/SHAFT TRIM	216.62	
			10-3-22-00-00	36403	EAR MUFFS/FACE SHIELD/SHAFT TRIM	30.57	
20090547	2009-08-06	SKEENA FUELS LTD.			PAYMENT		434.24
			10-2-31-90-00	11697	FUEL	75.42	
			30-2-41-40-10	11697	FUEL	179.41	
			40-2-42-90-60	11697	FUEL	179.41	
20090548	2009-08-06	TRIPLE D. INDUSTRIAL SERVICES LTD.			PAYMENT		98.56
			10-2-71-89-10	62	RODOS & ASTILEPES FOR GARDENS	98.56	
20090549	2009-08-06	PETER C. BROOKFIELD			PAYMENT		840.00
			40-2-42-90-50	090731	SEWER CONSULTATION	840.00	
20090550	2009-08-06	RYLAND, JASMINE			PAYMENT		377.00
			10-2-12-10-20	MATII	MATI I TRAVEL EXPENSES	377.00	
20090551	2009-08-07	BLACKWATER EXCAVATION			PAYMENT		6,000.00
			40-2-42-90-50	0111	SEWER LAGOON PARTS	6,000.00	

Total 19,549.14

5-1



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

REPORT TO COUNCIL

Author: Heather Nelson-Smith
Date: August 10, 2009
Re: **Clerk's Report August 17, 2009**

With respect to the action plan here are the items that we are currently working on:

The Application to Northern Development Trust for the feasibility study for the barge facility. I have contacted Seaforce and they are preparing a quotation in which we can use to apply for the funds from NDI, their timeline for this is August 17th, and applications are due September. The one thing Council will have to consider is that NDI will provide \$1.50 to every \$2.50 we contribute, Council would need to consider if we are paying for the remainder ourselves or applying for further funding from another source.

The Contacting of Service clubs for the future of the Park Trailer and placement of the Concession Stands, will have to occur in September when groups are back on island.

There is a draft newsletter attached for Council consideration.

In regards to the Trail Application, Price Waterhouse has received the application and is reviewing. At the LGMA Conference it was said that they have received so many applications that they are delayed in awarding.

Gwaii Trust applications are fast going to be coming due, and Errol Winter has notified me that the Major Contributions program may change a little this year with a 1/3 contribution instead of 100%. We had planned on applying for the cover all (mentioned below) and the Rescue truck for the fire department. Please give some thought on items that Council may be concerned about.

In regards to applications we have heard from The province in regards to the cover all for the park tennis courts and hockey rink and have asked us if we will have the funding for the 1/3 portion, meaning we apply to Gwaii Trust (which he has been told is quite possible at 1/3) but we have to come up with the other third. This amount would be approximately \$200,000 is Council prepared to fund this from our reserves or budget?

R-1

● Page 2

The Multi Purpose Building, as mentioned at the last meeting came in under budget, we had expected to take approximately \$280,000 from reserves to cover the cost plus \$100,000 from water reserves for the pump house. We will now only be taking the amortization amount from reserves on the water system, leaving the water reserve healthy. The general reserve will only be reduced by \$90,000 instead of \$280,000.

Erin attended the MATI 1 Foundations this past week and will prepare a report to Council on her session for the next meeting.

I will be attending the last installment of my Courses in September and October, with graduation occurring at the end of the October session. I will be completing with a certificate in Local Government Administration.

The Community Kitchen items have been purchased and it expected to be delivered in 2 weeks with installment occurring shortly thereafter.

In regards to the review of the Large Wharf fees and Barges, I received the costs from Mr. O'Brien on Thursday August 13, 2009 and they are attached, will review for the next meeting.

Julia Brobbel and my self have been working on the gym plan and are working on equipment pricing now and should be prepared to use the active communities grant soon. We are anticipating having the gym open in November.

Respectfully submitted,

Action Items

<input checked="" type="checkbox"/> Start Date	Subject
<input checked="" type="checkbox"/> Tue 2009-08-04	contact all the service clubs to find out what to do with the trailer in conjunction with pla...
<input checked="" type="checkbox"/> Tue 2009-08-04	have a compromise on the daily rate for barges so that it is more reasonable, pending do...
<input checked="" type="checkbox"/> Tue 2009-08-04	to move the Crown Grant offer in regards to the Trail to an In Camera meeting pending f...
<input checked="" type="checkbox"/> Tue 2009-08-04	to review all of the flights that Council and Staff would take and compare the savings for...
<input checked="" type="checkbox"/> Mon 2009-06-01	apply to the Northern Development Initiative Trust for a feasibility study on the possibility...
<input checked="" type="checkbox"/> Mon 2009-06-01	review and table the Employee Benefit Policy. Aug Agenda
<input checked="" type="checkbox"/> Mon 2009-06-01	review and table the Purchasing and Contracting out policy Aug Agenda
<input checked="" type="checkbox"/> Mon 2009-06-01	develop a policy for future Alder and Salmonberry removal on any property the Village is i...
<input checked="" type="checkbox"/> Mon 2009-06-01	table the creation of a facebook page to the September 21, 2009 meeting to allow Queen...
<input checked="" type="checkbox"/> Fri 2009-05-22	Stephanie Fung re sustainable-will be attending the Aug 3rd meeting as delegation
<input checked="" type="checkbox"/> Tue 2009-08-04	accept the recommendation of staff and purchase the generator-
<input checked="" type="checkbox"/> Tue 2009-08-04	approve the sending of the Public Works Superintendent to the Wastewater Collection Course-
<input checked="" type="checkbox"/> Mon 2009-08-17	have staff set up meeting with MLA Coons at the UBCM Convention in Vancouver 2009-
<input checked="" type="checkbox"/> Tue 2009-08-04	supporting the continuation of library grants, emphasizing that without this assistance library services would be reduced-
<input checked="" type="checkbox"/> Tue 2009-08-04	award the Community Kitchen supply and install to Blackwater Excavating, in an amount not to exceed \$16,500.00 plus applicable taxes-
<input checked="" type="checkbox"/> Wed 2009-08-05	write a letter to Minister Bill Bennett regarding the reduction to the Transitional Assistance Program and set up meeting with at the UBCM convention-
<input checked="" type="checkbox"/> Tue 2009-08-04	have staff print copies of the brochure as-is for Cheff Brooks, Campground Attendant to hand out to all RV and Campground users-
<input checked="" type="checkbox"/> Mon 2009-07-20	to request a proposal for purchase and removal of trailer, leaving the site reasonably clear- Changed Aug 4
<input checked="" type="checkbox"/> Mon 2009-07-20	have staff make up a brochure for Cheff to distribute to campers-
<input checked="" type="checkbox"/> Mon 2009-07-20	decline the School Districts request to rent the 36 Park Street Trailer-
<input checked="" type="checkbox"/> Mon 2009-07-20	send Mayor Belves and any available Councillors to the UBCM Convention in Vancouver Councillor Hughes McMillon
<input checked="" type="checkbox"/> Mon 2009-07-20	write a letter of support for the UNBC Heavy Industry relief from municipal taxes to ensure continued operation-

Action Items

<input checked="" type="checkbox"/> Start Date	Subject
<input checked="" type="checkbox"/> Mon-2009-07-13	write a letter of support for the QCI Recreation Commission's BC Healthy Living Alliance Social Action theatre project
<input checked="" type="checkbox"/> Mon-2009-07-27	BC Tourism unable to waive the senior's room charge for their meeting on July 27th, 2009
<input checked="" type="checkbox"/> Mon-2009-07-20	send Mayor Delves and any available Councillors to meet with Naikan Wind on July 31st, 2009.
<input checked="" type="checkbox"/> Mon-2009-07-20	award the Lagoon Fence RFP to Blackwater Excavation and landscaping in the amount of \$16,159.00 (sixteen thousand, one hundred and fifty nine).
<input checked="" type="checkbox"/> Mon-2009-07-20	write a letter of support for Terry Ingalls Visitor Information booth at 93 Bayview Drive.
<input checked="" type="checkbox"/> Mon-2009-07-27	bring information about the new barge fees to the next Council meeting.
<input checked="" type="checkbox"/> Mon-2009-07-06	look at the assessed value of the Village of Port Clements trailer on Park Street and report back to Council.
<input checked="" type="checkbox"/> Mon-2009-07-06	give Council support to the Volunteer Fire Department and Queen Charlotte Island Recreation Commission to work together in getting a weight room to approve the Local Government Infrastructure and Finance statement
<input checked="" type="checkbox"/> Mon-2009-07-06	provide the Cednaview Community Church with the \$1500.00 (fifteen hundred dollar) grant in aid.
<input checked="" type="checkbox"/> Mon-2009-07-06	to purchase a Western Commuter Pass through Air Canada. Next agenda
<input checked="" type="checkbox"/> Mon-2009-07-06	accept the agreement for the Village of Port Clements and The Board of School Trustees of School District #50.
<input checked="" type="checkbox"/> Mon-2009-07-06	approve the acceptance of Jamie Delves, Cara Johnson, and Lyn McAlpine to the Emergency Committee.
<input checked="" type="checkbox"/> Mon-2009-07-06	approve the acceptance of Germain Vigneault to the Tourism Committee.
<input checked="" type="checkbox"/> Mon-2009-07-06	send the Deputy Clerk/Treasurer to MATT in Victoria, August 9-14th, 2009.
<input checked="" type="checkbox"/> Mon-2009-06-01	have Port Clements put on the list as supporting the keeping public ownership of Ridley terminal
<input checked="" type="checkbox"/> Mon-2009-06-01	apply to the Community Adjustment Fund for Fuel Management to assist the Village in dealing with the wildfire threat of overgrowth within the community
<input checked="" type="checkbox"/> Mon-2009-06-01	to let Jason Roberge know that at this time it is not being considered as a rental and that Council is looking to see if the trailer will be kept as an asset.
<input checked="" type="checkbox"/> Mon-2009-06-01	look at the Park trailer and see if it is still useful to keep as an asset. Pete will prepare report for July.
<input checked="" type="checkbox"/> Mon-2009-06-01	authorize the current clearing of salmonberries and Alders in front of a portion of 268 Bayview and a portion of 266 Bayview, at this time no additional clearing...
<input checked="" type="checkbox"/> Mon-2009-06-01	Get inventory of derelict vehicles and this was forwarded to regional district now have on file
<input checked="" type="checkbox"/> Mon-2009-06-01	write a letter to the Skeena Queen Charlotte Regional District stating that they have a responsibility to deal with derelict vehicles and what plans are being made...

Heather Nelson-Smith

Action Items

<input checked="" type="checkbox"/> Start Date	Subject
<input checked="" type="checkbox"/> Mon-2009-06-01	write a letter requesting the Council of the Haida Nations permission and support to develop a trail along right of way on the industrial road to the Kimsis River.
<input checked="" type="checkbox"/> Mon-2009-06-01	submit the trail application to the Community development trust.
<input checked="" type="checkbox"/> Mon-2009-06-01	The information regarding the Tourism Info Centre is to be added to the ☐☐Tourism committee meeting of June 11, 2009. ☐☐
<input checked="" type="checkbox"/> Mon-2009-06-01	write a letter to NSCU supporting the NSCU AITM machine in Port Clements at Terry and Kane Ingalls property at 93 Bayview Drive.
<input checked="" type="checkbox"/> Mon-2009-06-01	refer the Request for Proposals for the sewage lagoon fence to the Public Works Superintendent to summarize and report back to Council with recommendation.
<input checked="" type="checkbox"/> Mon-2009-06-01	Call Sandra about the Air Canada flights.
<input checked="" type="checkbox"/> Fri-2009-05-22	Call Lawyer re Piddarney Property.
<input checked="" type="checkbox"/> Fri-2009-05-29	Unsignify Premises bylaw.
<input checked="" type="checkbox"/> Fri-2009-05-29	Purchasing policy.
<input checked="" type="checkbox"/> Fri-2009-05-22	write a letter to the VFRU finance committee to allow for an increase in the 2010 budget to for Saturday openings to make it more accessible to residents and v...
<input checked="" type="checkbox"/> Fri-2009-05-22	approve the Clerk/Treasurer to attend the local Government Management Association Conference June 9 to June 12th, 2008.
<input checked="" type="checkbox"/> Fri-2009-05-22	grant the use of the trailer for those dates. With an agreement with the QCI Recreation Commission and group that any damage will be the responsibility of th...
<input checked="" type="checkbox"/> Fri-2009-05-22	Traplin to write a letter of support to the Port Clements Historical Society's application to Gwaii Trust for a heat Pump under the legacy program.
<input checked="" type="checkbox"/> Fri-2009-05-22	write a letter of support to the Haida Gwaii Sustainable Living Fair request to Gwaii Trust for \$45,000.00.
<input checked="" type="checkbox"/> Fri-2009-05-22	have Caitlin Furdy come to the office and perhaps village staff could find something for her to do that would earn funding and to provide her with a letter of su...
<input checked="" type="checkbox"/> Fri-2009-05-22	-to purchase appliances and issue a RFP for the community connections grant e building and installation of cupboards and Counter tops--
<input checked="" type="checkbox"/> Fri-2009-05-19	write a letter of support to Colleen Beatty supporting her request to carry the torch for the 2010 Olympics on the Islands.
<input checked="" type="checkbox"/> Fri-2009-05-19	schedule the services of Gordon McIntosh for June 14th as his schedule allows and to look after all related expenses.
<input checked="" type="checkbox"/> Tue-2009-05-19	enlist the services of Piteau Consulting hydro geologist in two phases 1. To assess the water sup...
<input checked="" type="checkbox"/> Tue-2009-05-19	support the petition that Mayor Kulresha of Queen Charlotte is preparing for Canada Post on behalf of Port Clements.
<input checked="" type="checkbox"/> Tue-2009-05-19	to allow the renovations to occur on the grandfathered building located at 200 Bayview drive with the stipulation that if the property should change hands that...
<input checked="" type="checkbox"/> Tue-2009-05-19	Re: Haida Gwaii Sustainable Living Fair Request for Support Letter

PORT CLEMENTS LEADER

August 2009

Town Hall Meeting

The Village Council hosted 22 residents of the Community at the first Town Hall meeting in May. Some of the topics included; Tourism, Infrastructure, Parks, web page, and communications. To obtain notes from this meeting please visit our web site or enquire at the Village Office for a copy.

The residents in attendance stated that they would like to see more town hall meetings occurring regularly, Council would like to announce the next one being **September 24, 2009 at 7:00 pm**. We hope to see you there.

Strategic Planning

In June Council met with Gordon McIntosh from the Local Government Leadership Academy to set priorities for Port Clements. While these priorities are ever changing, depending on the needs, some objectives of Council are to obtain a feasibility Study for a Barge facility in Port Clements; Community Planning; Water System Upgrade; Bayview Sewer expansion Consultation.

Council Meetings

The Port Clements Council meets every first and third Monday of every month at 7:30 pm.

Anyone can attend these meetings and they are held in the Multi Purpose Building located at 36 Cedar Ave West.

Agendas are posted on the Friday prior to a meeting at the Post office, the Village office and the web site.

If you wish to add an item to an agenda or be a delegation at a meeting, please bring in your request in writing no later than 1:00 pm the Thursday before a meeting.

Future News Letters

Think the newsletter needs some work? Want to help out to make it better? We are looking for some innovative ideas and columns that can make our news letter shine and also make publication every quarter. In the past we have had newsletters that had advertisements in them, photos and editorials. Please let the Village Office know if you have ideas and or want to donate some time to the project. Call Erin @ 250-557-4295 or email ideas to e.ryland@portclements.com

THANK YOU

Council would like to thank our volunteers that helped to make the town beautiful this year!

To our Bloomin Winners: Evelyn Robinson, Linda Gajdasci and Jane Wilson. Also a special thank you to Florida Froese, Ted Lowrie, Stan Thomas and Anne Wells. GREAT JOB!!!!

The Sunset Park Clean up was a huge Success thanks for all of your help in getting the park ready for the community. A special Thanks to Craig Beachy, Wally Cheer, Roman Daenzeer, Ian Gould, Chris Marrs, Elaine Nyeholt, Richard Nyeholt, Don Robinson, Stan Thomas and Urs Thomas. GREAT JOB!!!!!!

Wharf Repairs

As we draw to the end of the Wharf Project, Council would like to draw attention to the works completed there. The Village Council undertook the works on the re-decking in house and was able to hire 12 local residents and enlisted the services of 7 local contractors.

At the fishing derby Canada day weekend it was hard not to enjoy the newly restored wharf to the fullest. Thanks to all that made the wharf an asset to our community for the future!

Office Hours and Services

Please note that the Village office is open Monday through Friday 9:00am to 1:00pm and closed statutory holidays.

The Village offers Commissioning services, we are not Notaries, but we do witness signatures for land title transfers, oaths and affidavits. Please ensure to ask the agency requiring the witness if a "commissioner for taking oaths and affidavits" is able to witness. Don't forget 2 pieces of identification.

Committees of Council and other Groups

Please contact the office to find out when the following groups are meeting

Recreation Commission, Tourism Committee and Emergency Committee, public are always welcome at committee meetings.

Council has also been considering groups of people to take care of Remembrance Day and Christmas. If you are interested please let the Office know.

INVOICE

90698

*** S & R S A W M I L L S L T D. ***
** CUSTOM SAWING **
* CYPRESS SPRUCE HEMLOCK & FIR *

18887 - 98th A Ave
Surrey, B.C.
V4N 4E1

(604)-888-0022
FAX -888-1804
GST# R104979380

O'Brien & Fuerst Logging
P.O. Box 293 Hwy 16 West
Port Clements, BC V0T 1R0

May 4 2009

COPY

Our charge for 1 day ramp rental April 29/09 to load equipment onto a barge.

	volume units	price	amount
Ramp Rental April 29/09	1.000 Days	750.00	750.00
Man+Forklift April 28-29/09	3.000 Hours	80.00	240.00
Goods & Services Tax	990.00 subtotal	0.05	49.50
			<u>\$ 1,039.50</u>

Terms: Net 15 days ADI.

Van. load



DELTA TUG & BARGE LTD.

8081 RIVER ROAD, DELTA, B.C. V4G 1B4
PHONE: (604) 940-8184 • FAX: (604) 940-6440

To: O'BRIEN & FUERST LOGGING LIMITED
PO BOX 293, HWY 16 WEST
PORT CLEMENTS, BC V0T 1R0

Invoice #: 9881
Invoice Date: 07/31/2009
Customer ID: OBRLOG-00

Ship Via: None

Job Description:
#09-911 RAMP USE

<u>Item</u>	<u>Details</u>	<u>Amount</u>
1	RAMP FEE	500.00
2	FORKLIFT - UNLOAD TRUCK & PLACE MATERIAL ON BARGE	60.00

Sub-Total \$560.00

GST # 868876236 28.00

Invoice Total \$588.00

Terms: Net 30 days (or as per contract), 2% per month interest charged on all overdue accounts.
Goods are carried "on deck" unless specifically noted otherwise hereon. The Hague-Visby rules shall not apply.

Notice - The above noted services are entirely at our customer's risk and you should arrange your own insurance for all risks. The above noted services are supplied on contract and subject to the contractual conditions set out on the reverse hereof, which contractual conditions relieve us of all liability.

INVOICE

90698

*** S & R S A W M I L L S L T D. ***
** CUSTOM SAWING **
* CYPRESS SPRUCE HEMLOCK & FIR *

18887 - 98th A Ave
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Van. load

RECEIVED



DELTA TUG & BARGE LTD.

8081 RIVER ROAD, DELTA, B.C. V4G 1B4
PHONE: (604) 940-8184 • FAX: (604) 940-6440

To: O'BRIEN & FUERST LOGGING LIMITED
PO BOX 293, HWY 16 WEST
PORT CLEMENTS, BC V0T 1R0

Invoice #: 9881
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TOTAL P.01



The Village of
PORT CLEMENTS

P.O. Box 198
Port Clements, B.C.
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REPORT TO COUNCIL

Author: Heather Nelson-Smith
Date: July 27, 2009
Re: Large Wharf Fee Setting Bylaw

Further to the Council meeting of July 20, 2009 regarding the concern with the rates set by Council regarding the usage of the large wharf.

The rates set forth in front of Council were based on conversations and research into the other coastal communities that have barges loading and off loading. I spoke with the harbour authority president regarding rates and fee structures and the difference between those rates. I was given upon this research a benchmark of a per square foot rate for barges as they generally are offloading as much square footage as they have floor space, thus creating an increase in traffic weight. The rates started at \$0.40 per square meter to \$.80.

Some items of interest that were expressed to me were the concerns with some places having very low fees and the rate of recovery on those docks are very low, thus they are paying more in inspections than they are recovering in fees.

Also another discovery made when looking into this fee structure is that we have a very long wharf with a larger fee for inspection plus not to mention our remoteness to get some one here, I factored this into the \$.60 per square meter.

Ted Appleton, the Village's engineer on the substructure of the project advised Council that depending on the usage it would determine the rate of inspection, meaning if we allow larger vehicles to access the wharf the inspection rate can be as much as every 3 years, and if you reduce the load limit this changes by 2 years. Each inspection costs approximately \$12,000 not including any repairs that may have to be done.

We have a user that has expressed usage of 4 times per year bringing the fee to \$3823.44

Vessels not unloading or offloading have a rate per meter for the length of the vessel, if a barge were to tie up after loading and or offloading this rate would apply monthly at 12.20 per meter or daily at 2.20 per meter not exceeding what the cost would be monthly.

BA-5

July 29, 2009

Fees we have paid to D&E Towing for the following: Rates based on 2007 tender

Install:

Pile	\$1445.00
Cap	\$7400.00 includes material
Brace	\$570.00

Materials:

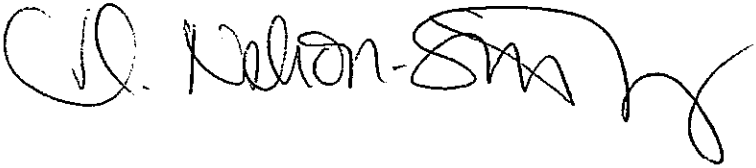
Braces	\$83.25 per lineal meter (each one cost \$470.00)
Pile	\$121.87 per lineal meter (Range from \$1100 to \$1900 per pile)

None of these prices include MOB or DEMOB

At the very end of the dock the cost for a pile material and install is \$3400.00 Plus tax and MOB

As for the question regarding coast guard, they will pay and their rate of pay is \$50.00 per day.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "C. Nelson-Smith", followed by a large, stylized flourish or "X" mark.

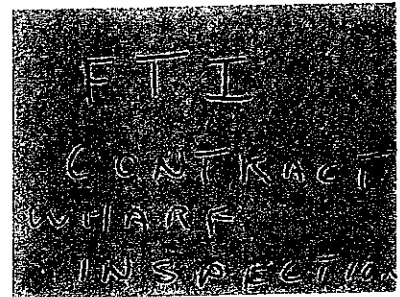
Service Agreement
Wharf Inspection
Contract Number 2992-D

Between

Owner Village of Port Clements

And

Consultant Foreshore Technologies Inc.



1.0 Services

The Consultant is to complete the following tasks:

- 1) Sonic test all bearing piles in the ex-Transport Wharf at Port Clements B.C.(as per FTI proposal 2992-D)
- 2) Review repair items and check to see if repairs were completed (in the past) and note deficiencies.
- 3) Prepare a report on all of the findings.

Payment will be on a lump sum basis of \$12,050.00.

Additional work may be authorized such as coring and plugging timbers . These costs will be charged as per the attached fee and equipment rate schedule.

2.0 Commencement and Completion

- .1 The Consultant shall commence work as soon as possible.
- .2 Time is of the essence.

3.0 Permits, Certificates, Laws and Ordinances

- .1 The Consultant shall, at his own expense, procure all permits, certificates and licenses required of him by law for the execution of his work under this contract. The Consultant shall comply with all Federal, Provincial or Municipal laws, ordinances or rules and regulations relating to the performance of his work and in force during the duration of this contract.
- .2 The Consultant is required to give all required notices, comply with all local, municipal, provincial, and federal laws, ordinances, codes, by-laws, rules and regulations relating to the work.

- .3 All disposable materials are to be disposed of in an environmentally acceptable manner.

4.0 Insurance and WCB Coverage

- .1 Consultant is to provide proof of all necessary insurance and WCB coverage before commencing the work. Consultant shall maintain a minimum of \$2,000,000 (two million dollars) Commercial General Liability Insurance.
- .2 All work to be performed within WCB guidelines.

Work is to be completed by November 30, 2006 The work must be coordinated with the owner's representative to ensure cooperation with other consultants. A minimum of three days notice will be given by the owner when work can take place.

Owner Terry Mc Mullan Date October 19, 2006

Consultant K. J. L. Date OCTOBER 19, 2006

SCHEDULE OF FEES AND RATES

<u>Personnel</u>	<u>Per Hour</u>	<u>Per Day</u>	<u>Equipment</u>	<u>Per Day</u>
Principal	\$106.25	\$850.00	PEER System	\$750.00
Project Coordinator	\$93.75	\$750.00	Dive Equipment	\$300.00
Principal/Diver	\$106.25	\$850.00	Underwater Still Camera	\$100.00
Biologist/Diver	\$93.75	\$750.00		
Inspector/Diver	\$87.50	\$700.00	Project materials charged at cost plus 10%.	
Standby Diver	\$70.00	\$560.00		
Tender	\$58.75	\$470.00	Overtime Rates:.....	
A/W Inspector/Technician	\$58.75	\$470.00	>8 hrs &/or Saturday - 1½ x above rates;	
Wood Treatment Specialist	\$85.00	\$680.00	>12 hrs &/or Sunday - 2 x above rates.	
Draftsperson	\$58.75	\$470.00		
Administrative	\$40.00	\$340.00		

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

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

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

RECONSIDERED AND FINALLY ADOPTED THIS 2nd DAY OF MARCH, 2009

Heather Nelson-Smith,
Clerk/Treasurer

Certified to be a true copy of Bylaw
No. 368

Appendix "A"
Attached to By Law No. 368, 2009
FEES AND REGULATIONS FOR THE USE OF
THE PORT CLEMENTS WHARF

Berthage Fees for Barges:

Rates are based on area- Length x Width = Square area

Daily - \$.60 per Square Meter

Note: Barges loading and offloading must advise the Village office Monday through Friday 9:00am to 1:00pm 48 hours in advance of their intent to use the wharf for these purposes.

A charge of \$150.00 will be levied upon the user for weekend call outs.

Vessels

Monthly- \$12.20 per meter

Daily- \$2.20 per meter

Hydro for all vessels	Daily	Monthly
110V 15/20 A Service	\$3.00	\$38.00
220V 20A Service	\$5.00	\$60.00