



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

36 Cedar Avenue West
PO Box 198
Port Clements, BC
V0T1R0
OFFICE :250-557-4295
Public Works :250-557-4326
FAX :250-557-4568
Email : office@portclements.ca
Web : www.portclements.ca

Regular Meeting of Council Monday September 20th, 2010

AGENDA

- 1. ADOPT AGENDA.**
- 2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.**
D-1-Dave Unsworth, D&E Towing, discuss Grid at Small Craft Harbours.
- 3. MINUTES.**
M-1- Regular Meeting of Council September 7th, 2010
M-2-Tourism Committee Minutes June 10th, 2010.
- 4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.**
BA-1-Request from Tourism Committee to obtain permission to investigate trail building opportunities in conservancies by contacting BC Parks.
- 5. ORIGINAL CORRESPONDENCE.**
C-1-Resorative Justice Week Nov 14th-21st, 2010 Reflections, Past, Present and Future.
C-2-Northern BC Tourism Association 2010 Annual General Meeting Board of Directors Election Ballot.
- 6. GOVERNMENT.**
G-1-Notice of disqualification of office.
G-1-Upcoming By Election.
G-3-Amend Bylaw #336, 2004 to enact Procedures for the meeting of Council and Committees in accordance with the Community Charter.
- 7. FINANCE.**
F-1-Cheque list September 17th, 2010.
- 8. NEW BUSINESS.**
- 9. REPORTS & DISCUSSIONS.**
R-1-Public Works report on completion of Soccer Field maintenance.
- 10. QUESTIONS FROM THE PUBLIC & PRESS.**

ADJOURNMENT.

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

D. & E. TOWING & SALVAGE LTD.

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

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

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

Attention HEATHER

Date SEPT 3 2010

Company VILAGE OF PORT CLEMENTS Fax # 250557 4568

Number of pages being transmitted ①

Message HI HEATHER

Sender

I GOT BACK FROM QLL A BIT LATE SO WISED YOU COULD YOU PUT ME ON THE AJENDA FOR THE NEXT MEETINGS TO DISCUS THE GRID I TALKED WITH ROBIN IN VANCOUVER + HE IS WILLING TO DISCUS A PROPOSAL WITH US

D. [Signature]

①-1



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REPORT TO COUNCIL

**Grid repairs
Delegation by Mr. Unsworth
September 14, 2010
Heather Nelson-Smith**

I spoke with Small Craft Harbour in regards to this request to use the Grid that Mr. Unsworth is making.

Please note that Small Craft has suggested that a proposal be made for the following:

1. What types of work is he planning on completing on his vessel while it is on the grid?

And

2. What works is he proposing to complete on the grid and its value?

Before administration can work with Mr. Unsworth on this we must ensure that there are no concerns with Environment Canada & Department of Fisheries in regards to the deleterious waste that could be entering the water ways, in addition there are also concerns that may have to be approved regarding any repairs to the facility.

It is recommended that Council request that Mr. Unsworth prepare a proposal to the administration of the Village and Small Craft Harbour for review and discussion.

Respectfully submitted,



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Minutes of the regular meeting of the Port Clements Council held Tuesday September 7, 2010 in the Council Chambers.

Present
Mayor Delves
Councillor Cheer
Councillor Stewart
Councillor Traplin

Clerk/Treasurer Heather Nelson-Smith
Press/Public

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

1. ADOPT AGENDA.

ADD- G-1 Teleconference provision in meeting procedure bylaw

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

CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

3. MINUTES.

M-1- Regular Meeting of Council August 16th, 2010

It was moved by Councillor Cheer, seconded by Councillor Stewart to accept the minutes of August 16, 2010.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

BA-1-Ditching across from Village Office.

It was moved by Councillor Cheer, seconded by Councillor Traplin to proceed with filling the ditch at Cedar Ave West across the street from the Village office entrance to facilitate additional parking.

CARRIED

BA-2-Fish Hatchery meeting.

Council requested that Staff meet with Patrick Fairweather to communicate concerns and request that the Salmon Enhancement prepare a proposal for Council for the future use of the fish hatchery in Port Clements. Council's concerns with the hatchery included Chlorination, water usage costs and conservation, cross contamination to the system and explanation of the benefits to the community and salmon population on the islands.

BA-3-Sani-Station wording.

It was moved by Councillor Stewart, seconded by Councillor Traplin to accept the wording of the Port Clements San-Station sign as it is written *"The use of this facility is complimentary for recreational vehicles only. All other users please see the Village office located at 36 Cedar Avenue West to arrange for payment for the use of the Community Water System. Thank you for your co-operation."*

CARRIED

5. ORIGINAL CORRESPONDENCE.

C-1-Vancouver Island Regional Library Annual Report, 2009.

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

CARRIED

It was moved by Councillor Cheer, seconded by Councillor Stewart to pen a letter to the Vancouver Island Regional Library commending their efforts in making the joint venture and the facility in the Port Clements Multi Purpose building a success.

CARRIED

C-2-Skeena-Queen Charlotte Regional District-Draft OCP for review.

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

CARRIED

C-3-MIEDS-Gwaii Trust Letter of support Special Initiatives in Education for approximately \$3900.00, to help cover cost for All islands Board Development workshop.

It was moved by Councillor Cheer, seconded by Councillor Stewart to write a letter in support if the Misty Isle Economic Development Society and their application to the Gwaii Trust under the Special Initiatives in Education program for \$3900.00 (three thousand nine hundred dollars) towards an all island board development workshop.

CARRIED

C-4-UBCM 2010 Resolutions-Port Clements, Hudson's Hope, Cellular Phone Coverage in Rural Communities.

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

CARRIED

C-5-Northern Health-Dr. Jago will be available at UBCM to discuss community health activities.

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

CARRIED

C-6-Green Party of BC-requesting to meet with you at the UBCM.

It was moved by Councillor Cheer, seconded by Councillor Stewart to have Mayor Delves meet with the Green Party of BC at the 2010 UBCM convention if he so wishes.

CARRIED

6. GOVERNMENT.

G-1-Attending meeting via Teleconference

It was moved by Councillor Stewart, seconded by Councillor Cheer to have staff draft an amendment to the procedure bylaw to include a provision for attendance to Council meetings via telephone.

CARRIED

7. FINANCE.

F-1-Cheque list September 3rd, 2010.

It was moved by Councillor Cheer, seconded by Councillor Traplin to accept the cheque listing of September 3rd, 2010.

CARRIED

8. NEW BUSINESS.

9. REPORTS & DISCUSSIONS.

Councillor Stewart- Reported that there was no boat mail this week, September 5th-9th.

-Requested that staff continue with the action plan portion of the agenda.

Councillor Traplin- Had nothing to report

Councillor Cheer- will be meeting with the Tourism committee to decide on the placement of the Welcome to Port Clements Sign at the south entrance.

Mayor Delves- Attended Karl Kulesha's service this past weekend.

- Will be at the UBCM at the end of the month and will not be back on island until October 25th.

Clerk/Treasurer- Will be away Friday September 10th and Friday September 17th.

10. QUESTIONS FROM THE PUBLIC & PRESS.

ADJOURNMENT.

It was moved by Councillor Stewart to adjourn the meeting at 8:20pm

Cory Delves,
Mayor

Heather Nelson-Smith,
Clerk/Treasurer

TOURISM COMMITTEE MEETING MINUTES
June 10, 2010

IN ATTENDANCE: Urs Thomas, Germain Vigneault, Wally Cheer

The meeting was called to order at 7:40 pm and the agenda was accepted with a motion by Wally Cheer, seconded by Germain Vigneault. The minutes of the meeting held May 13, 2010 were accepted by a motion by Wally Cheer and seconded by Germain Vigneault.

BA1: Councillor Cheer apprised the committee of recent council discussion and action regarding the community wharf, B.C. Ferries, concession stands, and discussed the need for forging ahead with a Village policy for dealing with flora and fauna on Village property and parks.

BA2: The Sunset Park cleanup activity was reviewed. It was hoped the Village would thank the volunteers who came out: Dan Bellis, Wayne Havard, Jim Mould, Penny Cheer, Marg and Tim Fennell. The Committee discussed the purchase of coffee mugs to distribute as a token of appreciation for efforts such as this. Perhaps, the next Village newsletter would be a good vehicle for this thank-you. Wally to discuss this with Village staff.

BA3: Canada Day activity at the wharf was discussed. Ann Decock will be asked to officially open the dock as the Rainbow Wharf just before the beginning of the fishing derby. Wally Cheer volunteered to cook hotdogs and will have a sign ready for the event. Germain Vigneault, who will be conducting the fishing derby, thought he would be able to supply cake. It is thought Heather will have a pavilion borrowed from Queen Charlotte available for the event.

Germain will contact Lana Wilhelm and Chris Marrs to see if they are available to run a table for the wharf questionnaire and Urs will draft a vision statement for people to consider.

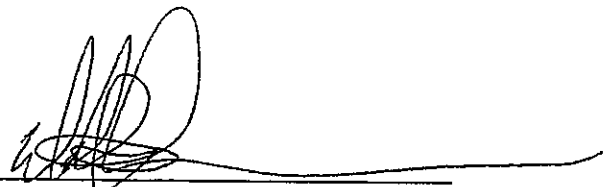
BA4: The Committee discussed the placement of the south-end 'Welcome to Port Clements' sign. The proposed changes by Dept. of Highways for change to the highway intersection and Dyson St. make that site unsuitable.

NB1: Wally Cheer motioned to receive and file the National Aboriginal Day ad invitation. Germain Vigneault seconded the motion.

With no further business, Germain Vigneault motioned to adjourn the meeting at 9:56 pm. The motion was seconded by Wally Cheer.



Urs Thomas, Chair



Wally Cheer, Councillor



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September 10th 2010

It was moved by Lana Wilhelm, seconded by Councillor Cheer to request Councils permission to investigate trail building opportunities in conservancies by contacting BC Parks.

CARRIED

Motion was made at the Thursday, September 9th 2010 Tourism Meeting.

Respectfully Submitted

Jasmine E. Ryland
Jasmine Erin Ryland

Deputy Clerk/Treasurer

BA-1



Reflexions Past, Present and Future

**RESTORATIVE
JUSTICE WEEK 2010**

WHEREAS, in the face of crime or conflict, restorative justice offers a philosophy and approach that views these matters principally as harm done to people and relationships; and

WHEREAS, restorative justice approaches strive to provide support and opportunities for the voluntary participation and communication between those affected by crime and conflict (victims, offenders, community) to encourage accountability, reparation and a movement towards understanding, feelings of satisfaction, healing and a sense of closure; and

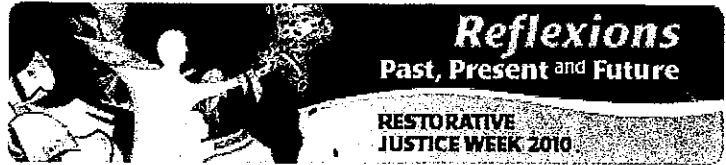
WHEREAS, this year's theme for Restorative Justice Week is "***Reflexions Past, Present and Future***", it is an opportunity to learn about restorative justice, educate and celebrate along with other communities across the country during the week.

Therefore, I, _____, do hereby
(Title and Name),

proclaim November 14 - November 21, 2010 as Restorative Justice Week in the

_____ of _____
(type of municipality) (name of municipality)

C-1



It gives me great pleasure to call upon all Mayors, Reeves, Councillors and community leaders from across Canada to **proclaim Restorative Justice Week 2010**. The Correctional Service of Canada (CSC) has been an active partner in the restorative justice community for more than a decade and has been proud to provide leadership to the annual celebration since 1996.

Restorative Justice Week 2010 will be held in Canada, and throughout the world, from **November 14th - 21st** for the purpose of sharing the concrete learning and results that have come from the growing experience of practitioners and stakeholders in the application of a restorative justice approach and processes.

The theme this year is **"Reflexions Past, Present and Future"**, which acknowledges the beginning of a new decade as a good time to reflect on the growth and achievements of the past; to take stock of the present; and to set new objectives for the future. In 2009, there were 164 towns and cities across Canada, representing almost 30% of the Canadian population, who proclaimed Restorative Justice Week. The provinces of British-Columbia, Manitoba, and Nova Scotia also proclaimed. You can see a list of the 2009 proclamations on our website at www.csc-scc.gc.ca/text/rj/rj2009/proc09-eng.shtml.

Things you could do as leaders in your community include the following:

- Declare / proclaim Restorative Justice Week 2010. **Our website hosts a printable version of the proclamation form: www.csc-scc.gc.ca/text/rj/rj2010/genproc-eng.shtml;**
- Host a town hall meeting to promote an awareness of how restorative justice is expressed in your communities;
- Promote an open, respectful dialogue in an effort to help members of your community deal with issues such as community safety and relationship deterioration caused by conflict, in order to nurture the healing process;
- Challenge your community partners to create a local planning committee for Restorative Justice Week 2010 activities;
- Invite a guest speaker from your community, who is involved in restorative justice, to share their perspectives.

Municipal participation in previous years has been a great success. This year, we hope to build on this success with your support. Please let us know if your city, town or village is planning an event or proclaiming Restorative Justice Week 2010. We would like to recognise your participation on our website and in our national report.

Please fax a copy of the proclamation or the minutes of the meeting declaring/proclaiming Restorative Justice Week 2010, as well as your contact information, to the attention of Manon Buck at (613) 943-2171.

Should you require someone to talk to your city council or if you would simply like more information, please contact CSC's Restorative Justice Division at RestorativeJustice@csc-scc.gc.ca.

Sincerely,

Don Head
Commissioner

Northern British Columbia Tourism Association
2010 Annual General Meeting
Board of Directors Election Ballot

Electoral District: Fraser Fort George Regional District

Nominees:

- Mary Jane Hannah – Ramada Prince George
- Aidan Kelly – Tourism Prince George
- Dr. Patrick T. Maher – Outdoor Recreation and Tourism Management Program,
University of Northern British Columbia

Electoral District: Peace River Regional District

Nominees:

- Bud Powell – City of Dawson Creek/Tourism Dawson Creek – Acclaimed

Electoral District: Kitimat Stikine Regional District

Nominees:

- Randy Halyk – District of Kitimat
- Graham Genge – Kermodei Tourism

Each member in good standing shall be entitled to one vote by a designated representative of the company. Please return ballots by mail, email or fax by 5:00 pm Friday, September 24, 2010.

Designated Representative:

Signature

Please print name

Company Name:

Director at Large positions: 1 one-year term and 2 two-year terms, commencing in October 2010.

Please Note: Nominations for director at large positions will be made from the floor at the annual general meeting, provided the person has consented. Voting for director at large positions will be conducted by members in good standing who are in attendance at the annual general meeting.

Northern British Columbia Tourism Association
1274 5th Av Prince George BC V2L 3L2
Phone 250-561-0432 Fax 250-561-0450
tracy@nbctourism.com www.nbctourismregion.com

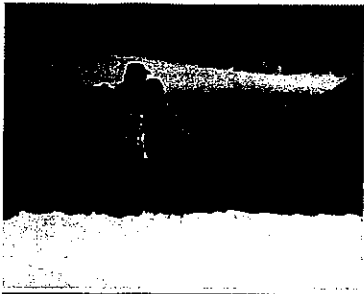
C-2

Director Nominee's Bios

Mary Jane Hannah Ramada Hotel Prince George

Mary Jane Hannah moved to Vancouver in 2004 from Sault Ste. Marie, Ontario. She has an extension back ground in Restaurant hospitality which began at a young age through her family business. Although hospitality has always been a passion and a hobby she became sole proprietor of a Local Dance School in Sault Ste Marie which she ran successfully for 6 years. Upon arriving in Vancouver she quickly picked up at her roots in the hospitality business at the Holiday Inn Vancouver Centre. Over the 5 years at the hotel she worked as a supervisor and Assistant Food and Beverage Manager, Front Desk Agent, Catering Manager, Reservations and Revenue Manager, Director of Sales and completed her term there as Assistant General Manager. In January 2010 Mary Jane accepted the position of General Manager at the Ramada Hotel Prince George. Arriving in Prince George mid March after fulfilling her duties for the Olympic contracts at the Vancouver hotel Mary Jane has been dedicated to working with her team to continually improve the quality of product and service standards at the hotel. Throughout her time in Vancouver Mary Jane dedicated some of her personal time to the Advisory Board for Vancouver Premier College for Tourism as well as chaired the Cooperative group for Holiday Inn and Holiday Inn Express Hotels in British Columbia. She currently sits on the board for the Prince George Accommodations Association and the Downtown Business Improvement Association.

Regional District: Fraser Fort George



Event Overview

Northern BC Tourism AGM & Workshops
October 4-5, 2010 in Prince George

MONDAY OCTOBER 4

- 7:00am – 8:30am NBCTA Board Meeting (Board and staff only)
- 8:00am – 8:30am Breakfast Buffet
- 8:30am – 8:40am Welcome by Master of Ceremonies,
Simon Ratcliffe of "Simon Sees"
- 8:40am – 9:10am Bottom Line Benefits of a Health & Safety Culture
go2 - The resource for people in Tourism
Did you know that many of BC's most successful companies are also top performers in workplace health and safety? Taking care of health and safety makes good business sense as it directly impacts your organizations bottom line. Plus, learn how The Certificate of Recognition Program (COR) can earn you rebates up to 15% on your WorkSafeBC premiums.
- 9:10am – 10:15am NBCTA Chief Executive Officer's Report: Anthony Everett
- Northern BC Tourism Activities Update:
- ♦ Jill Greenwood, Travel Trade;
 - ♦ Susan Hubbard, Travel Media;
 - ♦ Clint Fraser, Marketing
 - ♦ April Moi, Clint Fraser, & Jill Greenwood, Community Tourism
- 10:15am – 10:30am Morning Coffee Break
- 10:30am – 12:30pm Annual General Meeting
- 12:30pm – 1:15pm Lunch - Keynote Speaker,
Honourable Kevin Krueger
Minister of Tourism, Culture and the Arts

See other side
Revised on August 31, 2010



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September 9, 2010

Mayor and Council

RE: April 10, 2010 Municipal By Election

Pursuant to the provisions of the *Local Government Act*, this is to report that Mr. Stephen Foster, a candidate and Councillor elect for the April 10, 2010 By Election, has failed to file his Campaign Disclosure Statement with the undersigned within the required time period and is subject to the penalty prescribed in the *Act* being disqualification from being nominated for, elected to or holding office on a local government or a board of school trustees until after the next general local election (November 19, 2011).

A handwritten signature in black ink, appearing to read "Heather Nelson-Smith". The signature is fluid and cursive, with a large initial "H" and "N".

Heather Nelson-Smith
Clerk/Treasurer



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REPORT TO COUNCIL

**Upcoming By Election
September 14, 2010
Heather Nelson-Smith**

With the recent Council vacancy, staff has researched possible dates for the upcoming by election the date to hold the poll will be Saturday January 15th, 2011

With this date the Village Council will have to hold a **special meeting Wednesday October 27, 2010** to appoint myself as the Chief Election Officer and Jasmine Ryland as the Deputy Chief election officer. It is as of that date that the election clock begins to tick.

Respectfully submitted,

**VILLAGE OF PORT CLEMENTS
BYLAW 383, 2010**

A BYLAW TO AMEND BYLAW NO. 336, 2004 A BYLAW TO ENACT PROCEDURES FOR THE MEETING OF
COUNCIL AND COMMITTEES IN ACCORDANCE WITH THE COMMUNITY CHARTER

WHEREAS the Village of Port Clements is permitted by the *Community Charter of British Columbia* to establish provisions for meeting procedures within the Village of Port Clements.

AND WHEREAS the Village of Port Clements Council deems it necessary to provide for the attendance of Council at a Council meeting through teleconferencing.

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

Addition to **CALLING THE MEETING TO ORDER**

12 (3) Teleconference meetings

- (a) The preferred procedure for Council meetings is that all members be physically present at the Council meeting within the Village of Port Clements Council Chambers. However, physical presence will be waived when the member of Council is unable to attend due to not being in the vicinity of Port Clements.
- (b) A member of Council attending via conference call shall be deemed to be present at the meeting for all purposes.
- (c) In the event the Mayor participates electronically, the Deputy Mayor shall preside over the meeting.

(4) Teleconference Procedures

- (a) A Council member who cannot be physically present for a regularly scheduled meeting shall notify the Clerk at least 5 days prior to the scheduled time for the meeting of his/her intent to appear by telephonic means of communication.
- (b) The Clerk shall notify the members of Council three days prior to the scheduled time for the meeting of the members intending to appear by teleconference.
- (c) The means used to facilitate a teleconference meeting of the Council must enable each member appearing telephonically to clearly hear all other Council members, and members of the public attending the meeting as well as be clearly heard by all other members of Council and the public.
- (d) The Clerk shall note in the attendance record all Council members appearing telephonically.

1. This bylaw may be cited as "Meeting Procedure Amendment bylaw No. 383, 2010"

READ A FIRST TIME THIS _____ DAY OF _____, 2010

READ A FIRST TIME THIS _____ DAY OF _____, 2010

READ A FIRST TIME THIS _____ DAY OF _____, 2010

RECONSIDERED AND FINALLY ADOPTED THIS _____ DAY OF _____, 2010

Cory Delves,
Mayor

Heather Nelson-Smith,
Clerk/Treasurer

Certified to be a true copy of Bylaw
No. 383

G-3

Heather Nelson-Smith

From: Pete Nelson-Smith [publicworks@portclements.ca]
Sent: September 3, 2010 2:13 PM
To: 'Heather Nelson-Smith '
Subject: Task Completed: Soccer field

Pete Nelson-Smith

Public Works Superintendent
Village of Port Clements
Ph: 250.557.4326
Fx: 250.557.4568
www.portclements.ca
C:\Users\Alf\Pictures\VoPC.bmp

-----Original Task-----

Subject: Soccer field

Start date: Mon 07/06/2010
Due date: Tue 31/08/2010

Status: Completed
% Complete: 100%
Date completed: Fri 03/09/2010

Total work: 0 hours
Actual work: 0 hours

Requested by: Heather Nelson-Smith

BA-1- Councillor Foster-Recreation Commission update.

It was moved by Councillor Foster, seconded by Councillor Stewart to request that staff look into further information on soccer field maintenance and come back with recommendations on what the Village will have to do further to keep the moss down.

CARRIED

Staff had crew of grade 6/7 rake up all previously thatched moss from the soccer field earlier this year. We changed the fertilizer from previous years to help in the removal of moss and an increased growth of grass. We also plan to overseed this fall and again in the spring, weather providing. There is no quick fix for moss, just a steady lawn maintenance regiment that has not been seen in previous years.

R-1

VILLAGE OF PORT CLEMENTS

Cheque Listing For Council With GL Numbers

Cheque	Date	Name	Expense GL Number	Invoice	Description	Invoice Amount	Cheque Amount
20100492	2010-09-07	AARON-MARK SERVICES LTD.			PAYMENT		2,291.95
			10-2-12-99-65	2019143	WASHERS CONCESSION STANDS	52.48	
			10-2-12-99-65	2019156	FLASHING AND SCREWS	2,132.03	
20100493	2010-09-07	BIG RED			PAYMENT		241.51
			10-2-71-21-15	11127	AUGUST CONTAINER SERVICE	230.19	
20100494	2010-09-07	BLUE CROSS			PAYMENT		342.76
			10-4-29-00-00	Sept2010	SEPTEMBER BENEFITS	342.76	
20100495	2010-09-07	BRITISH COLUMBIA LIFE & CASUALTY C			PAYMENT		267.77
			10-4-27-00-30	Sept2010	SEPTEMBER INSURANCE	267.77	
20100496	2010-09-07	BROOKS, CHERI			PAYMENT		341.00
			10-2-71-89-30	august2010	AUGUST 2010 SUNSET PARK	341.00	
20100497	2010-09-07	C. AND C. BEACHY CONTRACTING LTD			PAYMENT		1,176.00
			10-2-32-31-00	01L	DIG OUT CULVERT FROESE	160.12	
			30-2-41-40-00	02L	WATER LEAK AT SALTERS	427.00	
			30-2-41-40-00	03L	PUMP HOUSE LOOKING FOR LEAK	533.75	
20100498	2010-09-07	FAST FUELS SERVICES LTD			PAYMENT		272.78
			30-2-41-40-10	168254	FIRE PUMP FUEL	259.99	
20100499	2010-09-07	HITCHCOCK, CINDY			PAYMENT		159.00
			10-2-75-00-00	09-03-10	REC COMM MOVIE BLINDS	144.45	
			10-3-22-00-00	09-03-10	REC COMM MOVIE BLINDS	7.10	
			10-3-22-00-01	09-03-10	REC COMM MOVIE BLINDS	7.45	
20100500	2010-09-07	NELSON SMITH, PETER			PAYMENT		271.95
			10-2-32-31-00	22	AUGUST TRUCK KILOMETRES	259.20	
20100501	2010-09-07	O'BRIEN ROAD & BRIDGE MAINTENANC			PAYMENT		525.00
			10-2-34-00-70	8592	BARGING FROM SHY'S TO PORT	525.00	
20100502	2010-09-07	PORT AIR CARGO			PAYMENT		32.03
			10-2-32-31-00	VPC0810	DELIVERY FROM ROCKYS & SEAPLANE	15.26	
			30-2-41-20-00	VPC0810	DELIVERY FROM ROCKYS & SEAPLANE	15.27	
20100503	2010-09-07	WESTERN FOREST PRODUCTS			PAYMENT		52.53
			10-3-22-00-00	2-71510227	GST ON ROCK INVOICE	52.53	
20100504	2010-09-07	XEROX			PAYMENT		130.57
			10-2-12-11-30	G41481702	AUGUST COPIES	124.45	
20100505	2010-09-15	COASTAL PROPANE			PAYMENT		109.76
			10-2-71-89-20	100414	TANK RENTAL AT CHURCH	104.61	
20100506	2010-09-15	DELMAS CO-OP			PAYMENT		32.46
			10-2-12-10-30	00220424A	Service Fee	3.00	
			10-2-12-99-65	00220424A	NAILS FOR CONCESSION STANDS	26.76	
			10-3-22-00-00	00220424A	GST	1.32	
			10-3-22-00-01	00220424A	PST	1.38	
20100507	2010-09-15	GAS PLUS II			PAYMENT		634.63
			10-2-12-99-65	VPC0810	FUEL	14.85	
			10-2-24-80-10	VPC0810	FUEL	231.29	
			10-2-32-31-00	VPC0810	FUEL	12.50	
			10-2-71-89-30	VPC0810	FUEL	12.50	
			30-2-41-30-40	VPC0810	FUEL	153.44	
			30-2-41-30-40	VPC0810	FUEL	13.41	
			40-2-42-90-70	VPC0810	FUEL	13.42	
			40-2-42-90-70	VPC0810	FUEL	153.45	
20100508	2010-09-15	MUNICIPAL INFORMATION SYSTEMS IN			PAYMENT		557.04

F-1

VILLAGE OF PORT CLEMENTS
Cheque Listing For Council With GL Numbers

Page 2 of 2
 2010-Sep-16
 11:22:48 AM

Cheque	Date	Name	Expense GL Number	Invoice	Description	Invoice Amount	Cheque Amount
20100508	2010-09-15	MUNICIPAL INFORMA	10-2-12-11-20	20100631	AUGUST SUPPORT	278.52	557.04
			10-2-12-11-20	20100969	OCTOBER 2010 SUPPORT	278.52	
20100509	2010-09-15	NORTH PACIFIC SEAPLANES LTD.	30-2-41-20-00	014932	PAYMENT WATER SAMPLES	20.97	22.00
20100510	2010-09-15	OBSERVER PUBLISHING CO. LTD.	10-2-12-11-50	10050	PAYMENT NH MEETING AD	29.89	31.36
20100511	2010-09-15	ROCKY MOUNTAIN Phoenix	10-2-24-70-00	IN004622	PAYMENT REPAIRS PCVFD EQUIP	1,472.54	1,544.96
20100512	2010-09-15	Inlet Networking Computer Services	10-2-11-10-30	0111	PAYMENT NETWORKING CONNECTION TROUBLE	15.00	60.00
			10-2-12-11-30	0111	NETWORKING CONNECTION TROUBLE	15.00	
			10-4-12-90-00	0111	NETWORKING CONNECTION TROUBLE	30.00	
Total						9,097.06	



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

36 Cedar Avenue West
PO Box 198
Port Clements, BC
V0T1R0
OFFICE :250-557-4295
Public Works :250-557-4326
FAX :250-557-4568
Email : office@portclements.ca
Web : www.portclements.ca

LATE ITEMS ADDED TO AGENDA

Heather Nelson-Smith

From: Jenn Dolen - MIEDS Project Coordinator [coordinator@mieds.ca]
Sent: September 10, 2010 1:56 PM
To: 'Heather Nelson-Smith '
Subject: Letter of support

Hi Heather,

MIEDS is again applying to the Gwaii Trust program "Culture as it Relates to Tourism" for approximately \$14,000 for marketing and advertising Haida Gwaii to match a 50% Community Tourism grant from Tourism BC. A total of approximately \$28,000 will be sought (half requested from Gwaii Trust) for a media kit and advertising which will include:

- a local video production highlighting winter activities on the island and thereby promoting off season and shoulder season visitation
- B-roll film of winter scenes available for media personnel
- An online retrieval system of digital assets (photographs and B-roll film) that travel writers can access for their stories
- 20 fact sheets for the media kit that give travel writers information on various unique aspects of our islands
- Photograph solicitation, editing and organizing for tourism purposes.
- \$8,000 (half requested from Gwaii Trust) for advertising purposes in various tourism magazines promoting Haida Gwaii, our website www.goHaidaGwaii.ca and using the brand package and racking our Haida Gwaii canoe bookmark on BC Ferry routes.

This new application to Gwaii Trust is only changed by taking out the "Simon Sees" Video Production and is submitted again due to a unfortunate error in Gwaii Trust directors not receiving all the attachments in the last application. We were wondering if we can submit the letter of support sent to us from Port Clements council for the last application but if you can decrease the amount to approximately \$14,000. The next application date for this program is September 24th.

Thank you,
 Jenn



Jenn Dolen ~ Project Coordinator

box 652, Queen Charlotte, BC V0T 1S0
 tel: 250-559-8050 fax: 250-559-8055

e-mail: coordinator@mieds.ca www.mieds.ca

Heather Nelson-Smith

From: Cory Delves [c.delves@portclements.ca]
Sent: September 20, 2010 1:26 PM
To: 'Heather Nelson-Smith'
Subject: FW: Medical Stay Unit Information

From: Szabo, Angela [mailto:Angela.Szabo@northernhealth.ca]
Sent: September 20, 2010 11:48 AM
To: c.delves@portclements.ca
Cc: Gordon-Payne, Sheila
Subject: Medical Stay Unit Information

Hello Mr. Delves,

Please find attached a copy of a recent letter including embedded documents sent to the working group members; a small group of us who met on Haida Gwaii in July to discuss possible solutions to sustaining the medical stay program. We decided to meet on Haida Gwaii as this was the area where we received concern and request to sustain the medical stay program. The members of the working group are: Carol Kulesha, Barry Pages, Lauren Brown (Skidegate Band), Michelle Brown (Old Masset Band), Patrick Moores (NH Site Manager), Lisa White (Old Masset Village Council), Angela Szabo (NH HCC Manager) and Sheila Gordon Payne (NH Health Services Administrator).

We had invited a Port Clements council member to participate but unfortunately no one was available.

The letter is a summary of the topics and resulting actions from the meeting of the working group in July.

- embedded attachment one: medical stay unit utilization stats of the last year by month and day of week and by apartment or townhouse
- embedded attachment two: letter to BC Housing requesting a further reduction in rent to reduce our expenses in operating the medical stay program. At this time I would like to request the support of council in having yourself sign the attached letter to BC Housing requesting a reduced rental rate for the medical stay units we are currently operating. All members of the working group have signed it at this time - any support you are able to provide would be appreciated. The letter once signed can be returned to me by fax at 250-622-6373
- embedded attachment three is a budget document. Column titled 2009/2010 shows the current budget for the medical stay program. Column 2010/11 shows the anticipated budget for 2010/2011. Column titled 10/11 Budget on HG meeting shows the proposed budget after discussions on HG in July. Area marked Note provide a descriptive of the budget line
- embedded attachment four identifies the possible approaches discussed at our July meeting on HG

More recently the working group met again by tele conference two weeks back with the following discussion:

- NH in our current budget climate is required to have a balanced budget for all program areas including the medical stay program. Currently we are operating the medical stay units

2010-09-20

Medical Stay unit - late item - C-4

with a \$14,000 deficit. If we continue status quo NH will incur a \$34,966 deficit by March 31, 2010 our fiscal year end.

- The working group agreed to have Carol Kelusha draft a proposal to Gwaii Trust to explore opportunities for assistance to the medical stay program to reduce costs for islanders. Angela will provide statistical information & budget information for the draft. Draft will be circulated for approval by the working group.
- NH in an effort to reach a balanced budget with the medical stay program will be increasing the rates of the medical stay units by 100%
- the current contractor has agreed to remain on board at the 2010/11 salary rate the working group agreed to charge a minimal amount for cable as cost recovery
- Working group agreed to advertise the medical stay units widely to increase utilization and to include that the medical stay units in the time not widely used for medical travel (Thurs - Sun) can be used for personal use however priority will be medical reasons
- Lauren Brown & Michelle Brown attended meetings this same week with FNIHB and will report back on any opportunity for funding assistance
- We will review at period end December 31, 2010 the impact to budget and status of revenue recovery and report back to working group

I am currently working on a re development of the medical stay pamphlet including increased rates and information about booking for personal use and am speaking with our coastal communities and Prince Rupert sharing with them the updates on work being done to sustain the medical stay program. Once the pamphlet is complete later this week we will be sharing the information contained in this email with the community of Haida Gwaii through your Observer and pamphlet distribution.

Please let me know if you have any questions or concerns. The week of September 26th I will be on Haida Gwaii and available at any time to meet to discuss the medical stay units or any other Home & Community Care project, if you would like.

Angela Szabo R.P.N., A.D.P.N.

Northern Health Authority
Home & Community Care Manager
West Cluster, Prince Rupert & Haida Gwaii
250-622-6313

No virus found in this incoming message.

Checked by AVG - www.avg.com

Version: 9.0.851 / Virus Database: 271.1.1/3147 - Release Date: 09/19/10 23:35:00

August 25, 2010

BC Housing

I have been asked to write this letter on behalf of rural communities that come to Prince Rupert for required medical care or appointments.

For more than 10 years (prior to Northern Health NH) and (Prince Rupert Regional Hospital PRRH) has provided low cost housing for those requiring treatment or appointments in Prince Rupert. The largest users of this program at this time are the residents of Haida Gwaii.

Earlier this year a decision was made to end this Medical Stay Program due to the associated costs, prioritization of funding, and the now available accommodation in Prince Rupert. What we heard loudly from the communities was that it is not only accommodation they seek but the home experience of having an apartment while here.

After meeting with the affected communities, NH has committed to work with them in an attempt to make the apartments a break even program. To that end, we will be increasing the daily, weekly and monthly rents (by 100%) and are considering limiting cable service and other amenities. Despite this it will be difficult to reach break even point.

As a result this group respectfully requests a reduction in the rental rate per apartment that NH currently pays. If there is a time when BC Housing is in need of these apartments we could then review the current status of the Medical stay unit program, the current budget and whether the program is sustainable.

Your partnership and participation in trying to keep this service alive would be deeply appreciated by all of the communities noted below.

Respectfully,

_____	_____	Village of Queen Charlotte
Name	Title	
_____	_____	Masset
Name	Title	
_____	_____	Old Masset
Name	Title	
_____	_____	Skidegate
Name	Title	
_____	_____	Port Clements
Name	Title	
_____	<u>Health Service Administrator, Prince Rupert Haida Gwaii</u>	Northern Health
Name		

Dear Medical Stay Unit Working Group Members;

July 9, 2010 a group of us met on Haida Gwaii to discuss the Medical Stay program in Prince Rupert and options for making this program sustainable for our communities. It was agreed at this meeting that the group participating would represent a core working group whose purpose is to develop a next steps approach to our goal of sustainment. Northern Health expressed the need for the program to operate with a balanced budget while the working group expressed the need to find solutions to sustaining the program for its population on Haida Gwaii.

The following items were reviewed by the working group:

- Statistics of communities served by the program, recognizing Haida Gwaii as the main user group
- Revenues and expenses with input provided on potential areas of savings and revenue opportunity
- Ideas suggested at the smaller meetings chaired by Sheila Gordon-Payne in June were prioritized with suggested next step actions

At the conclusion of the working session the following items were prioritized for follow up and action:

- Increase all rates to generate additional revenue
- Increase utilization through advertisement
- Reduce expenditures where possible
- Request to BC Housing to consider a possible reduction of rental rate to support sustainment of Medical Stay program
- Investigate additional funding sources through Gwaii Trust (Carol Kulesha)
- Investigate additional funding sources through FNIHB (Lauren Brown)
- Report back on utilization by day of week and month (Angela Szabo)



Utilization Stats



B.C. Housing Letter



Budget Proposals



Solutions Haida Gwaii
Meeting June

At this time agreement on these items is required to move forward with the proposed changes to the Medical Stay program:

- Sign and return to me before September 3, 2010 the attached request to BC Housing requesting an additional rent reduction for the Medical Stay apartments
- Immediately extend existing Medical Stay contractor agreement from October 1, 2010 to December 31, 2010
- Effective September 30, 2010 provide 30 days notice to stakeholders of rate increase to start October 1, 2010
- Effective October 1, 2010 increase rates by 100% to \$50.00 per day, \$280 per week and \$900 per month. At the current utilization rate revenue will double.
- Immediately update pamphlets with increased rates and request working group members to disseminate within their communities and stakeholder groups to increase utilization of apartments
- Reduce expenditures where possible by sustaining current contractor rate & continuing to offset telecommunications costs regionally through Northern Health. Agreement is required to either maintain or cancel existing cablevision services resulting in a further expenditure reduction of \$1200.00 annually
- Carol can you please report back on the timeline for submissions to the Gwaii Trust for additional funding to offset Medical Stay expenses
- Lauren can you please report back on any opportunity with FNIHB to request additional funding to offset expenditures of the Medical Stay program and/or to increase revenue
- Please see summary of utilization by day of week as requested

The contract for Medical Stay apartments is in place until September 31, 2010 and we are accepting reservations until this date.

To ensure continued service beyond September 31, 2010 it is imperative you respond to me before September 3, 2010 as to whether you would like to approve the above action items by email or schedule a quick teleconference.

I look forward to hearing from you.

Angela Szabo R.P.N., A.D.P.N.
Manager, Home & Community Care, West Cluster
Angela.szabo@northernhealth.ca
250-622-6313 (office)
250-622-6373 (fax)

September 20, 2010

Dear Medical Stay Unit Working Group Members;

September 10, 2010 a group of us met by tele-conference to provide updates of action items from our July meeting. Lauren Brown was not able to join us as she was in meetings in Vancouver and Lisa White was unavailable.

Discussion and Decision were made on the following pertaining to the Medical Stay Program (MSP):

Budget

- Reviewed 2010/11 budget post last meeting as previously provided
- Contractor has agreed to contract extension at 2010/11 budgeted rate
- Northern Health reiterated the need for a balanced budget
- Current deficit \$14,000, projected to year end at current status is \$34, 966
- Northern Health confirmed the need to increase rates by 100 % to support a balanced budget. Additional revenue will still be required to break even. New rates: \$52/day, \$294/ week & \$925/ month (includes cable cost)
- Working Group suggested and agreed to include minimal cost to rate for cable cost recovery as well as to advertise Thurs - Sunday personal use of medical stay as days of week with least utilization. Primary focus will continue to be medical visits, stays including dentist
- Angela will update pamphlets with increased rates, speak to coastal communities and contractor to advise of increase to go into effect with 30 days notice
- Angela will advertise MSP in Observer and next Village Voice once notification has been given to all parties re: rate increase and usage change to include personal use
- Budget status will be reviewed first of January 2011 to assess impact of changes above and subsequent action items required for balanced budget

BC Housing Letter

- Received from all except Port Clements
 - Angela spoke w/ Mayor Delves and has forwarded BC Housing letter including all embedded documents and summary of meeting as sent to working group last month
 - Mayor Delves will share with Council and request agreement to sign BC Housing letter
 - Once all letters received will forward to BC Housing
-

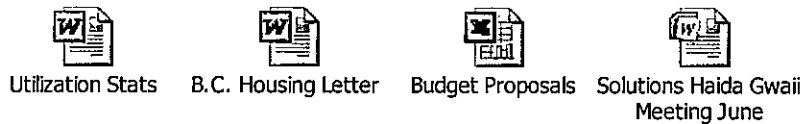
Gwaii Trust

- Mayor Kelusha reported back on Gwaii Trust opportunity
- Working Group agreed to submitting application for funding
- Mayor Kelusha to draft application with supporting documentation from Angela
- Mayor Pages will circulate completed application to north end of island for support while Mayor Kelusha will to south end of island

FNIHB

Lauren & Michelle will be requested to report back on any funding opportunity from FNIHB

Embedded Documents from last update for reference:



Please let me know if there are any errors or omissions.

I look forward to hearing from you.

Angela Szabo R.P.N., A.D.P.N.
Manager, Home & Community Care, West Cluster
Angela.szabo@northernhealth.ca
250-622-6313 (office)
250-622-6373 (fax)

Prince Rupert Medical Stay Units – Utilization 2009/10 Fiscal Year

NOTES:

- Townhouse greatest utilization occurred in February followed by March
- Apartment greatest utilization occurred in October, January & February
- Townhouse least utilization occurred in July followed by December
- Apartment least utilization occurred in April followed by August
- Greatest utilization of townhouses and Apartments coincided with maternal stays
- Utilization is impacted by flight and ferry cancellations, surgical Cancellations and/or specialist holidays/absences

Day of Week	Townhouse(s) Utilization as %	Apartment Utilization as %	Average Utilization as % across week
Monday	75	70	
Tuesday	81	50	
Wednesday	75	79	
Thursday	72	65	
Friday	68	55	
Saturday	68	53	
Sunday	66	53	
Average	72%	61 %	67 %

NOTES:

- Hartley Bay had the greatest average length of stay for maternity
- Skidegate & Port Clements the least
- Masset had the greatest amount of maternal stays
- Queen Charlotte City had the greatest amount of short stay or general patient visits

Community	General Patient Visit	Maternity Patient Visit	Average length of stay - maternity
Q. Charlotte	37	0	
Masset	36	10	18 days
Sandspit	18	0	
Skidegate	15	2	16 days
Port Clements	6	0	
Tlell	15	0	
Port Simpson	8	9	16 days
Kitkatla	6	7	17 days
Smithers	2	0	
New Hazelton	1	0	
Kitimat	1	0	
Terrace	1	0	
Hartley Bay	0	1	36 days