



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 January 17<sup>th</sup>, 2011

**AGENDA**

**1. ADOPT AGENDA.**

**2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.**

**3. MINUTES.**

M-1-Regular Meeting of Council December 20th, 2010

M-2-Minutes of Port Clements Tourism Committee November 10<sup>th</sup>, 2010.

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

BA-1-Shakeout BC Earthquake drill, January 26<sup>th</sup>, 2011 @ 10:00am.

**5. ORIGINAL CORRESPONDENCE.**

C-1-Moresby Island Management Committee-Gwaii Trust Major Contributions letter of support requesting \$70,000.00 -Sandspit Community Hall Renovations Project.

C-2-Ministry of Community, Sport & Cultural Development new Minister Stephanie Cadieux.

C-3-Statistics Canada census household survey will commence May 2011.

C-4-Coastal Community Network-Promoting sustainable economic and social well being of BC's coastal Communities, invoice for 2011.

**6. GOVERNMENT.**

G-1-Fire Protection Agreement fee 2011.

G-2-Bylaw No. 384, 2011 Records Retention and Disposal Bylaw.

G-3-BC Assessment Property Assessment Notices media release for property owners on Haida Gwaii.

G-4-Towns for Tomorrow extension.

G-5-Bylaw No. 385, 2011 revenue anticipation borrowing 2011.

G-6-Request for decision Education for staff Wastewater and Water.

G-7-Gwaii Trust Application Trail Extension Major Contributions \$30,000.00

**7. FINANCE.**

F-1-Cheque list January 14<sup>th</sup>, 2011.

F-2-Financial Planning Schedule.

**8. NEW BUSINESS.**

NB-1-Request for Direction for Public Works-placing of memorial benches in honour of past Port Clements Firemen Don Ward & Herb Hampton.

NB-2-Request for Direction for Firewood Cutting in Residential Zone

**9. REPORTS & DISCUSSIONS.**

**10. QUESTIONS FROM THE PUBLIC & PRESS.**

**ADJOURNMENT.**

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



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**Minutes of the regular meeting of the Port Clements Council held Monday December 20, 2010 in the Council Chambers.**

**Present:**

Mayor Delves  
Councillor Cheer  
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 7:30pm

**1. ADOPT AGENDA.**

**ADD G-5 Husby Forest Products Crown Land application file # 6405833**

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

**CARRIED**

**2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.**

**3. MINUTES.**

M-1-Regular Meeting of Council December 6th, 2010

It was moved by Councillor Cheer, seconded by Councillor Stewart to accept the minutes of December 6, 2010.

**CARRIED**

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

BA-1-Provincial Government news release: Signing of the Land Use Objectives Order.

Councillor Cheer reported that he attended the conference call on Friday prior to the announcement of the signing of the land use order. Council discussed the changes made to the document since the comment period in February.

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

**CARRIED**

**5. ORIGINAL CORRESPONDENCE.**

C-1-Port Clements Rangers requesting land to store Sea Can for emergency supplies.

It was moved by Councillor Cheer, seconded by Councillor Stewart to open the Port Clements Rangers requesting land to store Sea Can for emergency supplies for discussion.

*Amended*

It was moved by Councillor Cheer, seconded by Councillor Traplin to have staff prepare an agreement with the Fourth Canadian Ranger Patrol Group for placing their sea can on the Village's property by the water tower. The agreement must include that the Sea Container must be properly maintained, secured and be visually pleasing to the eye.

**CARRIED**

C-2-Teen Crisis Intervention Guide advertising.

It was moved by Councillor Cheer, seconded by Councillor Stewart to open the Teen Crisis Intervention Guide advertising for discussion.

*Amended*

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

**CARRIED**

C-3-Guide to Haida Gwaii 2011.

It was moved by Councillor Cheer, seconded by Councillor Traplin to renew the Port Clements advertisement in the Haida Gwaii Guide for 2011.

**CARRIED**

## **6. GOVERNMENT.**

G-1-Report-Office closure December 27<sup>th</sup>-31<sup>st</sup>, 2010 reopening January 3<sup>rd</sup>, 2011. Recommendation January 3<sup>rd</sup> Council meeting be cancelled and to resume meetings Monday, January 17<sup>th</sup>, 2011.

It was moved by Councillor Cheer, seconded by Councillor Stewart to accept staff recommendation to close the office for the Christmas Holidays December 27-31, 2010 and to cancel the first meeting in January, 2011.

**CARRIED**

G-2-Development of a Community Forest Corporation.

It was moved by Councillor Cheer, seconded by Councillor Stewart THAT Council supports engaging Brian Taylor of Bull, Houser & Tupper LLP, to prepare legal documents for a community forest corporation that would include as partners, the Village of Masset, the Village of Queen Charlotte, the Village of Port Clements and Rural areas D&E of the Skeena Queen Charlotte Regional District.

**CARRIED**

It was moved by Councillor Cheer, seconded by Councillor Stewart THAT the Misty Isles Economic Development Society be requested to pay the legal fees required for the preparation of the legal documents and incorporation of a community forest corporation that would include as partners the Village of Masset, the Village of Queen Charlotte, the Village of Port Clements and Rural areas D&E of the Skeena Queen Charlotte Regional District.

**CARRIED**

G-3-Towns for Tomorrow-Trails.

It was moved by Councillor Cheer, seconded by Councillor Stewart to apply to Towns for Tomorrow for the extension of the Trails in Port Clements.

**CARRIED**

G-4-Barge Feasibility.

It was moved by Councillor Stewart, seconded by Councillor Traplin to accept the Barge Feasibility as prepared by Moffatt and Nicol.

**CARRIED**

It was moved by Councillor Cheer, seconded by Councillor Traplin to have staff prepare a free crown grant application for Integrated Land Management Bureau for the acquisition of the site for the barge facility.

**CARRIED**

G-5- Husby Forest Products Crown Lands application file # 6405833

It was moved by Councillor Cheer, seconded by Councillor Stewart to prepare a letter to Integrated Land Management Bureau concerning sites 1, 2, 3 and 4 that there should be assurance of the right of passage for recreational users as the plans do not include a reference to the social impact.

**CARRIED**

It was moved by Councillor Stewart, seconded by Councillor Cheer to prepare a letter to Integrated Land Management Bureau concerning site 5 ensuring that the proposed log storage site not hamper the access to the dolphins owned by the Ministry of forests by users other than Husby Forest Products, and that there is no limitation of use of the area by recreational users.

**CARRIED**

**7. FINANCE.**

F-1-Cheque list December 17th, 2010.

It was moved by Councillor Traplin, seconded by Councillor Stewart to accept the cheque listing of December 17, 2010.

**CARRIED**

**8. NEW BUSINESS.**

**9. REPORTS & DISCUSSIONS.**

R-1-Public Works report-Danger tree assessment.

Public works Superintendent Pete Nelson-Smith reported to Council that the danger tree assessment has been completed and that there will be the removal of the trees that were identified as being imminent hazards.

**Councillor Stewart-** Reported that he will be off island for the holidays from December 23- 27, 2010.

**Councillor Traplin-** Had nothing to report

**Councillor Cheer-** Reported that he attended the conference call regarding the signing of the land use plan.

**Mayor Delves -** Shared a letter that was addressed to the Regional District form Rias Development regarding the container service being provided by the Landfill. His concern is that a public sector should not compete with the private sector as it is supported by tax dollars. Mayor Delves stated that the Regional District is preparing a policy to address these concerns.

-Attended a meeting with Maynard Angus , Prince Rupert port authority, regarding the Barge facility in Port Clements. He has been invited to the islands to speak with MIEDS and Mayor Delves invited him to talk to Council.

**Clerk/Treasurer-** Reported that the By Election will be held January 5<sup>th</sup> and 15<sup>th</sup>, 2011.

**10. QUESTIONS FROM THE PUBLIC & PRESS.**

**ADJOURNMENT.**

It was moved by Councillor Cheer, seconded by Councillor Stewart to adjourn the meeting at 9:06pm and go in camera under *Community Charter Section 90-1-c*.

**CARRIED**

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Cory Delves,  
Mayor

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Heather Nelson-Smith,  
Clerk/Treasurer

**Minutes of the regular meeting of the Port Clements Tourism Committee  
held Wednesday, November 10<sup>th</sup> 2010 in the Council Chambers**

Present

Chair Urs Thomas

Councillor Wally Cheer

Germain Vigneault

Deputy Clerk/Treasurer Jasmine Erin Ryland

Chair Urs Thomas called the meeting to order at 7:45pm.

1. **ADOPT AGENDA**

ADD NB-1- Tourism Advisory Board Update

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

**CARRIED**

2. **DELEGATES**

3. **MINUTES**

M-1- Minutes October 14<sup>th</sup> 2010

It was moved by Councillor Cheer, seconded by Germain Vigneault to accept the minutes as written.

**CARRIED**

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

BA-1- Council Update-Councillor Cheer

Councillor Cheer informed the committee that fallers are working on removing alders in the Sunset Park tent and trailer sites that have been falling down and causing danger in the windstorms. Removal of these problem trees are for clean up and to prevent other major blow downs.

There were about 30 TFL 60 maps left that Wally now has. The committee was wondering if there was a PDF copy somewhere.

BA-2- Tourism Committee Action Plan Review

Welcome to Port Clements Sign- Approval from highways was granted for the north and south ends of Port Clements. Pouring of the cement for the sign won't commence until early spring 2011 when the ground is softer and the weather isn't freezing.

"Beyond the Pavement" brochure and "Open for Business" flyer- These will be tackled after January 2011 after everyone has renewed their business licenses for the 2011 year.

Volunteer work on trails- Currently there is clean up happening on the Sunset Trail after the storms.



Plant and Tree Species signs on Sunset Trail- Ten signs will be put out at first to see how it goes and they will be finished and put out in 2011 at the same time that the Sunset Trail clean up begins for spring.

Golden Spruce Trail- Urs informed the committee that the Golden Spruce Trail isn't in too bad shape although there are a few treetops that had fallen in the storms. Urs will have a drafted letter to Lucy by next week regarding the conservancies.

#### BA-3- Trail Funding Proposal

Towns for Tomorrow have funding available for trails. They do not provide 100% funding so we will have to apply to Gwaii Trust for some more funding. The deadline for the proposal to Towns for Tomorrow is January 2011.

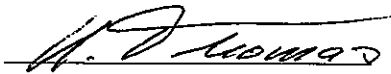
#### 5. ORIGINAL CORRESPONDENCE

#### 6. NEW BUSINESS

#### NB-1- Tourism Advisory Board update

Urs informed the Committee that there is an all island brochure being created.

Meeting was adjourned at 9:13pm



Urs Thomas  
Chair



Jasmine Erin Ryland  
Deputy Clerk/Treasurer



December 8, 2010

*A Message from the Premier*

As Premier of the province of British Columbia, I am pleased to join with Emergency Management BC to support Shakeout BC's province-wide earthquake drill on January 26, 2011.

No one can predict when an earthquake will strike, but we all must be ready to act immediately to protect ourselves and help others. I am pleased that this drill will include individuals and families, schools, businesses, local authorities and First Nations as well as many others. It will be a great way to practice what we have heard about and learned, and see if there are aspects of the drill that need our further attention.

On behalf of the people of British Columbia, I would like to thank all of those who have volunteered to organize the "Drop, Cover and Hold On" drill.

Sincerely,

Gordon Campbell  
Premier

BA-1



This is the Great British Columbia ShakeOut.  
You are joining thousands of British Columbians in the largest earthquake drill in Canadian history.

Right now, DROP, COVER and HOLD ON.

DROP to the ground.

Take COVER under a sturdy piece of furniture.

HOLD ON until the shaking stops.

If you can't get under something, stay low and protect your head and neck using your arms.

Strong earthquakes may trigger tsunami.

If you are near the ocean during an earthquake, DROP, COVER, and HOLD ON,  
When the shaking stops quickly walk to high ground.

The shaking has stopped. Now count to 60 to allow objects near you time to stop moving.

Consider the following questions:

Are you Prepared!

Do you have an emergency kit stocked with enough food, water and supplies for everyone in your home?

Have you secured your belongings so they will not fall and injure you during a strong earthquake?

Do you have a plan to reunite with family if the phones are interrupted?

For more information on emergency preparedness visit the website [ShakeOutBC.ca](http://ShakeOutBC.ca)

Thank you for taking part in the Great British Columbia ShakeOut!

**Heather Nelson-Smith**

**From:** Hurst, Maurie SG:EX [Maurie.Hurst@gov.bc.ca]

**Sent:** January 11, 2011 4:17 PM

**Subject:** ShakeOut BC for North Coast/Haida Gwaii

Hello North Coast/Haida Gwaii Emergency Management Community!

You are amazing!!! Do you know that your region represents the fifth-highest number of participants in all the province, broken down by regional district boundaries? Thirty percent of all residents in the SQCRD, member municipalities and First Nation communities are registered to participate in the ShakeOut BC "drop, cover, and hold on" drill January 26<sup>th</sup>. Give yourselves a huge pat on the back for taking the time to ensure earthquake preparedness is such a big part of your lives, and encourage the other 70% to get online and register!

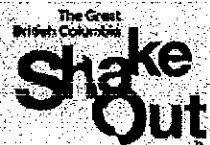
M. ☺

**Maurie L. Hurst, BA(Crim), MBA**  
Regional Manager, Northwest

**EMERGENCY MANAGEMENT BRITISH COLUMBIA**  
**Ministry of Public Safety and Solicitor General**  
1B - 3215 Eby Street  
Terrace BC V8G 2X8 CANADA  
[www.pep.bc.ca](http://www.pep.bc.ca)

Ph 250.615.4800 Fax 250.615.4817  
24 Hour Emergency Reporting 1.800.663.3456

**Join Us** January 26, 2011 Register Now!  
**for the Largest Earthquake Drill in Canadian History.**



<http://www.shakeoutbc.ca/index.htm>

BA-1

# Moresby Island Management Committee



**MIMC PO Box 33, Sandspit, B.C. V0T 1T0 Phone: 250-637-2466 Fax: 250-637-2460**

December 20, 2010

**Chief Councillors, Mayors and Council**

Village of Port Clements  
Old Masset Village Council  
Village of Massett  
Skidegate Band Council  
Village of Queen Charlotte

**Re: Request for Letters of Support - Sandspit Community Hall Renovation Project**

The Moresby Island Management Committee is writing to request a letter of support from your organization for the following project:

**Project Title:** Sandspit Community Hall Renovation Project

**Funding Program:** Gwaii Trust Major Contributions

**Funding Request:** \$70,000.00 Maximum.

**Confirmed/Leveraged Funding:** Approximately \$550,000.00 dependant on the final cost of pre-construction work.

**Application Due Date:** January 28, 2011

**Project Description:** This project will be administered in partnership with the Skeena-Queen Charlotte Regional District.

The Sandspit Community Hall Renovation will begin in March of 2011 and will be a major renovation of the Hall; however, due to budgetary constraints the project has been scaled back considerably.

A number of aspects have been cut out of the project including a sound proof room divider, the new Sandspit Community Office, exterior canopies, new furnishings, new kitchen appliances, and about half of the storage space.

This additional funding would allow for some of these aspects (canopies, furnishings, appliances, and additional storage space) to be included in the project.

**Project Merit/Need:** Community Halls are essential to the cultural and social wellbeing of our communities. From dances, to seniors dinners, from bizarre to first aid training, and from weddings to funerals, the Sandspit Community Hall has been the main gathering place in our community for over

three decades. Our community hall is in need of a major renovation and this funding will ensure that the gathering place is fully functional:

New furnishings (tables and chairs) will, where necessary, replace the current aged and cumbersome furniture; chairs and folding tables will be stored on trolleys in a storage room as opposed to the current practice of storing bulky furniture against the walls in the main hall, which reduces the functionality of the space.

Additional storage space will ensure that there is main level storage for chairs, and tables and mezzanine level storage available for the main user groups (Seniors & Youth), hall operations (parts, janitorial, supplies), and other MIMC functions (emergency preparedness, recreation, and the Sandspit water system). This funding will enable the storage space to be increased from 400 to 1000 sq. ft.

Exterior canopies will enable the location of food stalls with access to the food safe kitchen on the exterior of the building during outdoor events and will ensure that covered sidewalks (at the entrance and adjacent to disabled parking) are kept dry and clear of snow and ice. They will also add more aesthetic character to the current building.

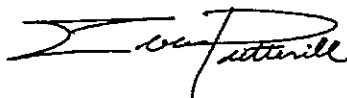
The renovation will see the installation of a 360 sq. ft. food safe kitchen including construction elements such as fire suppression, ducting, double-hinged doors, cabinets and cabinets. The additional funding will enable the purchase of basic kitchen appliances (double oven, griddle, dish washer etc.) and utensils to replace the aged and obsolete equipment in the current kitchen. The intent is to equip the kitchen with quality durable equipment, but to keep it basic and focus on functionality and food safety.

The entire project is minimalist in nature and focussed primarily on renovating aged building to ensure long life, low operating costs, energy efficiency, functionality, building code compliance, ease of use and accessibility. We are proud be utilizing green technologies such as rainwater collection, low flow plumbing fixtures, solar water heaters, spray foam super-insulation, air-to-air heat pumps, energy star appliances, recycled materials, and other green and smart technologies and practices throughout this renovation project.

If it is the will of your council to provide a letter of support to this important community project please ensure that it is addressed to the undersigned and sent as an email attachment to [MIMC@qcislands.net](mailto:MIMC@qcislands.net) in advance of Gwaii Trust's deadline of January 28, 2010.

Thank you for your time and consideration, if you have any questions about our project please contact Deena Wilson, Administrative Clerk, Sandspit Community Office at [MIMC@qcislands.net](mailto:MIMC@qcislands.net) or myself directly at [sqcrd.area.e.director@live.com](mailto:sqcrd.area.e.director@live.com) or 250-637-2466.

Regards,



**Evan Putterill**  
**Chair**  
**Moresby Island Management Committee**

**EP:dw**



Ref: 137400

December 10, 2010

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

Dear Mayor Delves and Councillors:

I would like to introduce myself as the new Minister of Community, Sport and Cultural Development. I am honoured to have been appointed to this important portfolio and am excited about the opportunities we have to further support our sustainable, active and culturally vibrant communities.

I am also grateful for the partnership our government enjoys with all communities in the province. Together, I know we will continue to build on this foundation for a stronger future for all British Columbians. I look forward to working with you and your community in the near future.

Sincerely,

A handwritten signature in black ink, appearing to read "Scadieux", written in a cursive style.

Stephanie Cadieux  
Minister

C-2



**Statistics Canada**

Western Region and Northern Territories  
300- 10158, 103rd Street NW  
Edmonton, Alberta  
T5J 0X6

**Statistique Canada**

Région de l'Ouest et territoires du Nord  
300- 10158, rue 103 N.-O.  
Edmonton (Alberta)  
T5J 0X6

December 21, 2010

Mayor Cory Delves  
Box 198  
Port Clements, BC V0T 1R0

Dear Mayor Delves,

I am pleased to inform you that the census and the new National Household Survey (NHS) will take place in May 2011. I am writing to seek your support in our campaign to promote awareness of these activities and to encourage the participation of all residents of Canada.

Census information is important for all communities and is vital for planning services such as schools, daycare, police services and fire protection. The NHS is needed to plan family services, housing, roads and public transportation, and skills training for employment.

Since the census and the NHS are essential sources of information about Canada and the people who live here, they must be complete and accurate. It is therefore imperative that everyone complete and return their questionnaires.

We would like to work with you and your municipality to ensure that residents understand the importance of completing the census and the NHS. Their participation is key to gathering the data that will generate information you need to plan, develop and evaluate your programs and services—including neighbourhood improvement programs, transportation services, and housing programs.

In the coming weeks, a member of our communications team will contact you to discuss ways in which we can work together. Should you have any questions, please feel free to contact Peter Liang, Census Communications Manager, by e-mail at [peter.liang@statcan.gc.ca](mailto:peter.liang@statcan.gc.ca) or by telephone at 604-658-8347.

Thank you in advance for considering this request to support the 2011 Census and the NHS.

Yours sincerely,

Lise Rivais  
Director  
Western Region and Northern Territories

**Canada**



## Coastal Community Network

The voice of British Columbia's coastal communities  
Energize the Network in 2011 | Consider | Act | Measure

December 31<sup>st</sup> 2010

Mayor Cory Delves  
Village of Port Clements  
Post Office Box 198  
Port Clements, BC  
CANADA V0T 1R0

Dear Mayor Delves & Members of Council:

In the past year, the Network has made progress in adapting our structure and participation in processes to respond to diminishing financial resources and operating without full time staff.

I am writing to secure your organization's contribution for 2011 so that we can transition our efforts into a more effective vehicle for issues and opportunities that you and your neighbours can agree on, to move forward on a Pacific Coast wide sustainable development charter and agenda.

The focus of the Network continues to be to promote the sustainable economic and social well being of BC's coastal communities. Many of us have been excluded from participating in private industry and senior government decision making processes. We need to align our interests to better serve the people we were elected to represent.

In the coming year, the Network will:

- ✓ Create new and effective vehicles for communication across jurisdictional lines through social media and other electronic means;
- ✓ Plan face to face meetings at events such as the FCM conference in Victoria in February, the AVICC, UBCM and NCLGMA, as well as community to community forums;
- ✓ Reconnect with staff from senior governments working on files that directly and indirectly affect your community's livability;
- ✓ Locate who will lead the new Ocean & Coastal Strategy for British Columbia;
- ✓ Collaborate with the Fraser Basin Council, Ocean Initiatives BC, Ocean Renewable Energy Group, and the Pacific North Coast Integrated Management process to ensure that your interests are communicated; and;
- ✓ Inspire Coastal Parliamentarians, BC's all-party, all-partisan group of MPs, Senators and MLAs, to bring our communities to work together on your behalf.

Please find an invoice for this year's fees enclosed with this letter.

Community on-going support is essential to our ability to provide a strong, representative voice for all of BC's coastal communities. Please contact myself at 250 720-2822 for further information.

On behalf of your peers and colleagues, I look forward to your reply and working with you again in 2011.

Respectfully  
Coastal Community Network

Mayor Ken McRae  
Chairman of the Board of Directors

C-4



### 2010 |2011 Coastal Community Network Board of Directors

Name   Term	Organization and Business Address	Officer   Title	Phone	Facsimile
<b>Ken McRae</b> Mayor	City of Port Alberni 4850 Argyle Street Port Alberni, B.C. CANADA V9Y 1V8	<b>Chairman of the Board of Directors</b> davina_sparrow@portalberni.ca Davina Sparrow EA	Bus (250) 720-2822 Cell (250) Res (250)	(250) 723-1003
<b>Al Huddleston</b> Regional Chair	Regional District of Mt. Waddington P.O. Box 729 – 2044 McNeill Road, Port McNeill, B.C. CANADA V0N 2R0	<b>Vice Chair of the Board of Directors</b> info@rdmw.bc.ca	Bus (250) 956-3301 Cell (250) Res (250)	(250) 956-3232
<b>Dario Coralazzoli</b> Councillor	District of Ucluelet Box 999 Ucluelet, B.C. CANADA V0R 3A0	<b>Secretary Treasurer, Board of Directors</b> pacificrim@ukeecable.net	Bus (250) 726-7728 Cell (250) 726-7806 Res (250) 726-2291	(250) 726-7335
<b>Dianne St. Jacques</b> Business Person	Fletchers Cove B&B P.O. Box 999 200 Main Street, Ucluelet, B.C. CANADA V0R 3A0	<b>Past Chair, Board of Directors</b> saints@alberni.net	Bus (250) 286-6102 Cell (250) 735-8683 Res (250) 286-4711	(250) 286-6103
<b>Tony Bennett</b> Electoral Area C Director Long Beach	Alberni Clayoquot Regional District 1420 Port Alberni Box 595 Ucluelet, BC CANADA V0R 3A0	<b>Director</b> tonben1@telus.net	Bus (250) 726-2727 Cell (250) Res (250) 726-1224	(250) 726-1225
<b>Patricia Edwards</b> Electoral Area E Director Beaver Creek	Alberni Clayoquot Regional District 7701 Beaver Creek Road Port Alberni, BC CANADA V9Y 8M9	<b>Director</b> pledwards@shaw.ca	Bus (250) 250 720-4515 Free (866) 870-4190 Cell (250) 720-1518 Res (250)	(250) 479-7104
<b>Mickey Flanagan</b> Chief Executive Officer	Keltic Seafoods Limited 8625 Glenview Road, Port Hardy, BC CANADA V0N 2P0	<b>Director</b> mickey@kelticseafoods.com	Bus (250) 949-8088 Cell (250) Res (250)	(250) 949-8825
<b>Les Sam</b> Chief Councillor	Tseshaht First Nation 5091 Mission Road Port Alberni, B.C. CANADA V9Y 8X9	<b>Director</b> les.sam@tseshaht.com Tanya Lucas	Bus (250) 724-1225 Cell (250) 720-7334 Res (250)	(250) 723-1327

For more information, presentations and updates please contact the Network's Consulting Economic Developer and Volunteer Administrator Patrick Nelson Marshall toll free at +1 877 595-85676 or at [patrick.marshall@capitaledc.com](mailto:patrick.marshall@capitaledc.com)



# Coastal Community Network

The voice of British Columbia's coastal communities  
**Energize the Network in 2011 | Consider | Act | Measure**

**TO:**

**Village of Port Clements**  
Post Office Box 198  
Port Clements, BC  
CANADA V0T 1R0

# 2011 SUBSCRIPTION

<b>DESCRIPTION</b>		<b>RATE</b>	<b>AMOUNT</b>
Valid January 1 <sup>st</sup> , 2011 through December 31 <sup>st</sup> , 2011 Subscription Type: Associate Population Used for Principle Type: Contact: Mayor Cory Delves		\$250	\$250
		HST	\$30
<b>Make all checks payable to:</b>		<b>TOTAL</b>	<b>\$280</b>

**Coastal Community Network**  
4341 Shelbourne Street  
Canada's Remembrance Road  
Victoria, British Columbia  
CANADA V8N3G4

Office: 250 595-8676  
Facsimile: 866 827-1524  
Toll Free: 877 595-8676  
Mailto: [patrick.marshall@capitaledc.com](mailto:patrick.marshall@capitaledc.com)  
Url: [www.coastalcommunitynetwork.ca](http://www.coastalcommunitynetwork.ca)



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

**REPORT TO COUNCIL**  
**Fire Protection Agreement 2011**  
**January 10, 2011**  
**Heather Nelson-Smith**

In the past Council resolved that the fire protection agreements would increase with taxation. As a general rule we are financially one year behind on the costs of fire protection agreements. As there was no tax increase in 2009 or 2010 the recommendation is as follows:

**To set the 2011 fire protection agreement at \$150.00 for the year and when the financial plan is set for 2011-2014, should there be a tax increase that amount will be reflected in the 2012 fire protection cost.**

Respectfully Submitted,

K-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

January 21st, 2010

**Subject: Fire Protection Agreement**

The Port Clements Volunteer Fire Department offers fire protection outside of the Village Boundaries, from Peregrine Road (North) to Eli Tingley Bridge (South).

At the Regular meeting of Council January 18th, 2010, the fee for fire protection was set at one hundred and fifty dollars (\$150.00) for the year 2010.

Council decided not to increase 2010 due to no tax increase in 2009. However, if Council should require a tax increase in 2010, you will notice the change in 2011.

If this is not paid and a fire should occur at your home, the fire department will respond at a cost of \$250.00 per hour (or the current charge of the Provincial Emergency Programs call out rate).

If you have any questions or concerns, please call the Village Office at (250)557-4295

Thank you  
Village of Port Clements

Heather Nelson-Smith  
Clerk/Treasurer

# VILLAGE OF PORT CLEMENTS

## BYLAW NO. 384, 2010

### Records Retention and Disposal Bylaw

**This bylaw may be cited as the Records Retention and Disposal Bylaw No. 384**

**Objective:** To ensure the corporate records of the Village of Port Clements are managed effectively and efficiently throughout their life cycle, from creation to final disposition.

To provide specific timelines for the active, semi-active and in active phases of all records

To ensure no corporate records are disposed of unless authorized to do so by the Clerk/Treasurer based on timelines.

To ensure any physical destruction carried out in accordance with the records retention policy is appropriate for the type of record involved.

**Policy:** All records created or maintained by Council, Village officers or employees in the course of their duties on behalf of the Village of Port Clements are maintained and retained in accordance with the *Records Management Manual for Local Government in British Columbia*.

#### **Definitions:**

A **document** is information consigned to a medium (i.e. a material support of any kind including paper, film and magnetic tape).

A **record** is any document made or received and maintained by an organization in pursuance of its legal obligations or the transaction of its business.

**Records of Village Council** are the minutes, bylaws and other records of the business of the Council and its committees, as articulated in Section 198 of the *Local Government Act*.

**Archives** are the non-current records of an organization or individual preserved because of their continuing or permanent administrative, financial, legal, evidentiary, informational or historical value.

The *Records Management Manual for Local Government in British Columbia* is both a records classification system and a records retention schedule. The system integrates these two key records management concepts into one comprehensive management plan for corporate records.

A **records classification system** is a plan for organizing records so they can be located when needed. A standardized, enterprise-wide classification system ensures that all members of the office are filing records in the same way and by common names, resulting in cost effective and efficient filing and information retrieval (in both paper and electronic environments), effective identification and secure management of vital records and systematic management of records throughout their life cycle.

**Final disposition** is the act of disposing of records that have reached the inactive phase of their life cycle, either through physical destruction of the records by recycling or confidential shredding or through transfer to the Clerk/Treasurer for selective or full retention.

**Full retention** means that all records classified by a particular classification code have archival value. Through records management and archives management the records are preserved in their

entirety and in an accessible format. Under the terms of full retention, the archivist responsible may destroy unnecessary duplicates, publications, waste and scrap materials, ephemera, and other items which are not an integral part of the record series.

**Procedure:**

1. The Clerk/Treasurer develops and reviews record retention and disposition for inclusion in the most recent *Records Management Manual for Local Governments in British Columbia* in collaboration with records creators. The Village Clerk, as the officer responsible for corporate administration is responsible for the final approval of all records retention and disposition.
2. Records are filed and transferred by designated staff.
3. When records reach the end of their active phase, they either are packed for storage in the Village's archive records, transferred to the Clerk/Treasurer for selective or full retention, or destroyed.
4. When records reach the end of their semi-active phase, they either are transferred to the Clerk/Treasurer for selective or full retention, or destroyed.

READ A FIRST TIME THIS      DAY OF , 2010.

READ A SECOND TIME THIS      DAY OF, 2010.

READ A THIRD 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  
VILLAGE OF PORT CLEMENTS  
FILES AND RECORDS RETENTION BYLAW NO. 384, 2010

Northwest Area Office  
4545 Lazelle Ave, Suite 100  
Terrace BC V8G 4E1

*BC Assessment*

Phone: 250-638-1116  
1-800-990-1116  
Fax: 250-638-0156  
Email: [northwest@bcassessment.ca](mailto:northwest@bcassessment.ca)  
Website: [www.bcasessment.ca](http://www.bcasessment.ca)

January 6, 2011

Mayor and council:

In the next few weeks, property owners will be receiving their individual Property Assessment Notices. As it is our responsibility to respond to inquiries and challenges from property owners, please refer any specific questions you may get from property owners to my office, and my staff will be pleased to serve them.

In order to help your staff respond to general inquiries, I have enclosed our backgrounder and media releases which cover some key points about BC Assessment, the 2011 Assessment Roll, and the assessment process. In addition, our website at [www.bcasessment.ca](http://www.bcasessment.ca) has much more helpful information, including all area news releases.

Our most popular online tool, called e-valueBC allows property owners to compare their assessment to similar properties, and to properties that have sold in their neighbourhood. This year, property owners will be able to view detailed property information, including number of bedrooms, baths and total square footage.

Whenever possible, we work with property owners to resolve assessment complaints. For property owners who remain unsatisfied with their assessment after speaking with us, we offer an online *Notice of Complaint (Appeal)* form (also available in hard copy), which is available during January. This convenient e-service allows property owners to apply for an independent review before a Property Assessment Review Panel. These panels, administered by the Ministry of Small Business and Revenue, will hear complaints between February 1 and March 15.

Please contact me if you would prefer to have a personal briefing. I would be pleased to meet with you to discuss details or answer questions you may have about the 2011 Assessment Roll.

Sincerely,

Colleen McCombe  
Deputy Assessor Northwest office  
Phone: 250-638-1116 x 246  
Toll-free: 1-800-990-1116  
Fax: 250-638-0156  
Email: [colleen.mccombe@bcassessment.ca](mailto:colleen.mccombe@bcassessment.ca)

cc: CFO

G-3

**For Immediate Release  
January 4, 2011**

## **ASSESSMENT NOTICES SENT TO PROPERTY OWNERS IN HAIDA GWAI**

### **Value of provincial assessment roll exceeds \$1 trillion for first time**

TERRACE – More than 3,200 property owners in Haida Gwaii can expect to receive their 2011 assessment notice in the next few days.

Assessments are the estimate of a property's market value as of July 1, 2010. This common valuation date ensures there is an equitable property assessment base for property taxation.

Real estate sales determine a property's value which is reported annually by BC Assessment on assessment notices. Local governments and other taxing authorities are responsible for property taxation and, after determining their own budget needs this spring, will decide their property tax rates based on the assessment roll for their jurisdiction.

"Most homes in Haida Gwaii are worth more on this year's assessment roll than they were on the 2010 assessment roll," said Colleen McCombe, Deputy Assessor. "Most home owners in Haida Gwaii will see either no change or modest increases ranging up to 10%.. Some waterfront properties, however, will see increases up to 20%."

Changes in property assessments reflect movement in the local real estate market and can vary greatly from property to property. When estimating a property's market value, BC Assessment's professional appraisers analyze current sales in the area, as well as considering other characteristics such as size, age, quality, condition, view and location.

Overall, the total of Haida Gwaii's assessment rolls increased from \$230 million last year to \$253 million this year. This growth reflects changing market values for many properties but also includes subdivisions, rezoning and new construction.

"Property owners who feel that their property assessment does not reflect market value as of July 1, 2010 or see incorrect information on their notice should contact the BC Assessment office indicated on their notice as soon as possible in January," said McCombe.

BC Assessment's website provides a listing of property assessments and sales to help property owners understand their property's market value and provide comparable sales information. Go to [www.bcassessment.ca](http://www.bcassessment.ca) and click on the **e-valueBC** link. Copies of neighbourhood assessments are also available at local area offices and most municipal halls and government agent's offices across the province.

"If a property owner is still concerned about their assessment after speaking to one of our appraisers, they may submit a Notice of Complaint (Appeal) by January 31, for an independent review by a Property Assessment Review Panel," said McCombe. The panels, independent of BC Assessment, are appointed annually by the Ministry of Community, Sport and Cultural Development, and meet between February 1 and March 15 to hear formal complaints.

The Northwest assessment office is located at 100-4545 Lazelle Avenue, Terrace. During the month of January, office hours are 8:30 a.m. to 5:00 p.m., Monday to Friday.

For the first time in British Columbia's history, the total value of all 1.9 million real estate properties on the provincial assessment roll has surpassed \$1 trillion. For more information on the 2011 assessment roll and regional and province-wide real estate market trends please visit [www.bcassessment.ca](http://www.bcassessment.ca) and click on the 2011 assessment roll information link.

-30-

**For More Information:**

Colleen McCombe  
Deputy Assessor  
BC Assessment  
Office Phone: (250) 638-1116 local 246  
Toll Free: 1 (800) 990-1116  
Cell Phone: (250) 631-7359



**2011 assessment roll – provincial facts and statistics:**

- For the first time in British Columbia's history, the value of all real estate on the annual provincial assessment roll has surpassed **\$1 trillion**.
- The actual (total) value of the 2011 assessment roll is \$1,043,127,129,141 an increase of eight per cent over the 2010 roll total value of \$970 billion.
- The taxable value of the 2011 assessment roll is \$908 billion, an increase of eight per cent over the 2010 taxable roll total value of \$841 billion.
- A total of 1,902,875 properties (folios) were valued for the 2011 roll, an increase of 19,206 properties – or one per cent - compared to 1,883,669 properties valued on the 2010 roll.
- BC Assessment is sending 2,066,261 assessment notices to British Columbia property owners, an increase of 5.5 per cent from last year's total of 1,957,440. (Note: Several properties have multiple owners who may each receive an assessment notice.)
- BC Assessment has estimated all 'non-market change', including new construction and development, at approximately \$14.6 billion, a slight increase of 3.9 per cent from the 2010 roll at \$14.1 billion.
- In British Columbia, 87.5 per cent of all properties are classified with some residential (Class 1) component. This equates to over \$800 billion of the value on the total provincial roll.
- BC Assessment's assessment roll provides the foundation for local and provincial taxing authorities to raise more than \$6.2 billion in property taxes each year. These taxes fund the many community services provided by local governments around the province, including the entire public school system.
- Over 98 per cent of property owners accept their property assessment without proceeding to a formal, independent review of their assessment. There are approximately 75 Property Assessment Review Panels (PARP) appointed and administered annually by the Ministry of Community, Sport and Cultural Development to hear formal complaints between February 1 and March 15. Details at [www.cd.gov.bc.ca/parp](http://www.cd.gov.bc.ca/parp)
- For graphs that show more details and year-to-year comparisons of these key statistics, go to the 2011 Roll link on the homepage of [www.bcassessment.ca](http://www.bcassessment.ca)

**More on Page 2**

**Key Notes:**

- Property assessment and taxation is a two-part process in B.C. First, BC Assessment estimates the market value of a property as of July 1 each year and sends the property owner an assessment notice in early January of the next year. Second, in the spring, the local taxing authority (provincial and local governments) sets tax rates that are applied to the property's assessed value to generate the property tax notice which is usually sent between May to July. Questions about property taxes should be directed to the local taxing authority.
- The real estate market creates the value and BC Assessment reports it. The *ad valorem* assessment system ensures a fair distribution of property taxes based on the market value of a property.
- Property owners who have moved, and those who have not received their 2011 assessment notice by mid-January should notify their local BC Assessment office.
- BC Assessment offers a variety of services on the website at [www.bcassessment.ca](http://www.bcassessment.ca), including:
  - News releases for all assessment regions and communities;
  - A variety of fact sheets, frequently asked questions and other resources for property owners;
  - Our most popular online tool, called e-valueBC, allows property owners to compare their assessment to similar properties and to properties that have sold in their neighbourhood. In January, property owners will be able to view detailed property information, including number of bedrooms, baths and total square footage;
  - e-valueBC expands the information available to the public about the market value of their property, allowing them to make more informed decisions. e-valueBC is available to the public year-round;
  - An online *Notice of Complaint (Appeal)* form is available during the month of January that allows property owners to request an independent review of the assessed value of their property; and,
  - January 31, 2011 is the deadline to file a formal appeal for an independent review by the Property Assessment Review Panel (PARP).

# factsheet



## **BC Assessment – Key Dates**

*BC Assessment*

### **Key Dates in the Annual Property Assessment Cycle**

#### **May 31— Forest Land Annual Return Deadline**

All annual returns for owners of land classed as managed forest land must be submitted to the assessment authority by this date.

#### **July 1 — Valuation Date**

The date actual (market) value of properties is determined for the purpose of assessment rolls.

#### **October 31 — Permissive Exemptions**

Deadline for municipalities and regional districts to pass bylaws granting permissive tax exemptions for certain properties. The bylaws authorizing exemption are considered by the councils or boards annually.

#### **Before October 31 — Roll Totals and Statistical Reports (Preview)**

Upon request, provide municipalities with yearly estimates of their tax base and the distribution of changes of value since the last roll by property class.

#### **October 31 — Farms**

Deadline for owners of farmed property to provide the assessor with farm applications, farm leases and owner certifications.

Owners are encouraged to apply by mid-year to give BC Assessment staff time to conduct a field inspection or request additional information.

Property already classed as farm land must continue to meet the regulated requirements in order to qualify for farm classification in the following year.

#### **October 31 — Physical Condition and Permitted Use**

The roll reflects the physical condition and permitted use (zoning) as of this date, except where substantial damage or destruction of the buildings occurs between October 31 and December 31.

#### **November 30 — Land Title and Survey Authority Records**

The assessor must use information contained in the records of the Land Title and Survey Authority as of November 30 for the year in which the assessment roll is completed.

#### **Mid-December — Input Cutoff Date**

All data collected by the area office must be processed by this date to ensure it is included in the assessment roll.

#### **December 31 — Assessment Rolls and Notices**

Assessment rolls and totals produced. Assessment notices mailed to property owners/agents. Assessment rolls and value totals are delivered to tax authority collectors as soon as possible after this date.

#### **December 31 — Changes in tax status, occupations of Crown property, location of manufactured homes or substantial damage or destruction to year-end**

##### **The roll reflects:**

- a) changes in tax status (exempt or taxable) occurring up to December 31
- b) changes in occupations of Crown property (Crown leases, licences, permits) occurring up to December 31
- c) movement of manufactured homes up to December 31
- d) substantial damage or destruction to buildings or manufactured homes between October 31 and December 31.

#### **January 31 — Property Assessment Review Panel (PARP) Deadline**

All persons wishing to request an independent review before a PARP must file their written notice of complaint with the assessor by this date.

#### **March 15 — Section 19(8) Application for Assessment Relief**

Residential properties that have been owned and occupied continuously for 10 years by the present owner can be

valued on the basis of their present residential use, although they may have a higher alternative use.

Examples would be single-family dwellings on land that is subdividable or zoned for apartment or commercial use. Eligible owners must apply annually. All applications must be received by this date.

**January 31 — Statutory Reports (Completed)**

BC Assessment provides the taxing jurisdiction and various other government bodies with the net taxable value totals based on the assessment roll for the current roll year.

**February/March — Previous Year's Statutory Reports**

Previous year's statutory reports are produced.

**February - March 15 — Property Assessment Review Panels (PARPs)**

PARPs sit at various times throughout this period to review assessments and to hear and decide upon requests for reviews brought before them.

**Mid-March — Statutory Reports**

Certain statutory reports produced from revised rolls for the current year must be completed by this date.

**March 31 — Revised Roll Production**

The revised roll, which incorporates the changes made through PARP decisions and assessor changes made by consent, is produced by this date.

**April — Grant Rolls**

Grant rolls are produced and forwarded to collectors to enable them to prepare billings to certain Crown organizations that pay a payment or grant-in-lieu of taxes.

**April 7 — PARP Decision Notices**

PARP decision notices must be sent out before this date.

**Mid-April — Revised Roll**

The revised roll (including PARP decisions, roll totals, and indices) is provided to collectors.

**Mid-April — Statutory Reports**

Remainder of statutory reports produced from revised rolls for the current year is distributed by this date.

**April 30 — Property Assessment Appeal Board (PAAB) Deadline**

A person must file an appeal to PAAB by this date. PAAB must promptly notify the assessor, affected municipalities and other parties about all appeals.

**Throughout the year — PAAB Hearings**

PAAB hearings can take place at any time during the year. Assessed owners have 21 days from receipt of a PAAB decision to appeal that decision to the Supreme Court of British Columbia. Appeals to the Supreme Court are permissible on a point of law only.

**Throughout the year — Supplementary Rolls and Notices**

Supplementary assessments are processed several times throughout the year. Notices are mailed each time to owners and rolls and adjusted totals are provided to affected collectors.

**Note:** The supplementary process provides the assessor with the means of correcting errors and omissions in the roll. The same appeal provisions that apply to the completed roll also apply to the supplementary roll (except that appeals are made through the following year's appeal process).

**When appropriate — Previous Year's Final Statutory Reports**

Previous year's final statutory reports are produced once outstanding PAAB decisions have been completed.

**Note:** The dates in this fact sheet are provided for your convenience and may be affected by legislative change. For further details and the current law, please refer to the *Assessment Act* by clicking on the web-link below:

[Assessment Act](#)

# BC Assessment

[www.bcassessment.ca](http://www.bcassessment.ca)

# 2011



## WHO WE ARE

BC Assessment is a provincial Crown corporation, governed by a Board of Directors and accountable to the Minister of Community and Rural Development.

## WHAT WE DO

The *Assessment Act* mandates BC Assessment to accurately value and classify all properties in British Columbia, producing assessments that are fair, equitable and uniform. There are approximately 1.9 million properties in the province.

## HOW WE ASSESS PROPERTY

BC Assessment estimates the value of most properties (e.g. homes) as of July 1 each year, based on market value. All property owners are mailed an Assessment Notice on December 31, 2010.



## HOW WE VALUE YOUR HOME

When estimating your property's assessed value, an appraiser considers factors such as size, age, shape, quality, condition and location. Views, local services, supply and

demand and current sales in the area may also influence your property's value. To find out more about how we assess properties, watch our video at [www.bcassessment.ca](http://www.bcassessment.ca).

## TAXES AND ASSESSMENTS... WHO DOES WHAT?

After we complete our assessments, we provide our data to taxing authorities (e.g., municipalities). They set tax rates based on their budget requirements and send property owners a tax notice in the spring of each year.

BC Assessment is not responsible for property taxation. Your municipality or taxing authority sets your property tax rate.



## HOW CAN I CHECK THAT MY ASSESSMENT IS ACCURATE, COMPARE ASSESSMENTS OR VIEW PROPERTY SALES?

**STEP 1:** Go to [www.bcassessment.ca](http://www.bcassessment.ca)

**STEP 2:** Click on "e-valueBC – compare assessments online" on the home page.

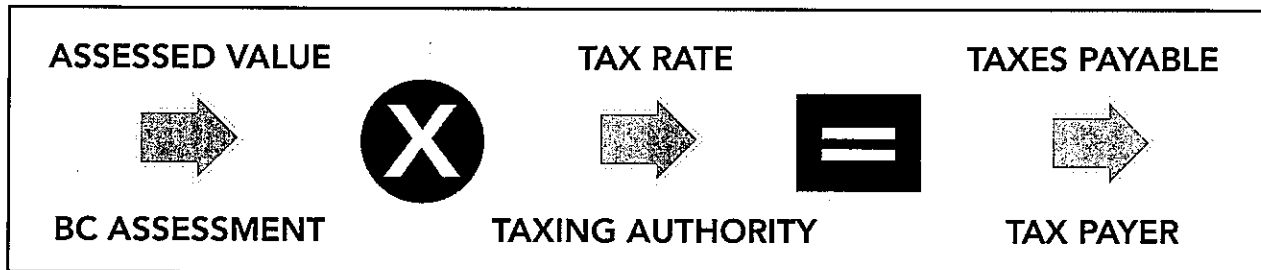
**STEP 3:** Select your property, and view other property values in your neighbourhood, or anywhere in B.C.

If you don't have access to a computer, please call or visit the assessment office noted on the front page of your Assessment Notice. Staff will be pleased to share information about your property file with you.

## WILL MY TAXES GO UP IF MY ASSESSMENT DOES?

An assessment increase does not necessarily mean your property taxes will increase. Properties with assessment increases above the average for their taxing authority (e.g. municipality) may notice a proportionally higher percent change in property taxes.

Those with increases below the average may see a lower than average change. Contact your municipality or taxing authority if you have questions about your property tax.



## WHAT IF I DISAGREE WITH MY ASSESSMENT?

Please call BC Assessment first (your office is noted on the front page of your Assessment Notice). We may be able to resolve your concern.

Property owners who disagree with their property assessment can file a formal request for an independent review (appeal) by the province's Property Assessment Review Panel. For more information on this process, refer to the back page of your Assessment Notice, or visit: [www.cd.gov.bc.ca/parp](http://www.cd.gov.bc.ca/parp)

## ONLINE COMPLAINT/APPEAL FORM

A convenient way to appeal your property assessment – visit [www.bcasessment.ca](http://www.bcasessment.ca).

### epost™

Go green. Save paper. Get your next Assessment Notice delivered to you online using this free web-based service from Canada Post – visit [www.epost.ca](http://www.epost.ca).

## CONVENIENT ACCESS

The toll-free phone number, fax and email address for your assessment office is noted on the front page of your Assessment Notice, on [www.bcasessment.ca](http://www.bcasessment.ca) and in your local telephone directory.

## LANGUAGES

We aim to serve our customers in their native language wherever possible. We have staff who speak and write several languages to assist customers.



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Supporting responsible use  
of forest resources  
[www.fsc.org](http://www.fsc.org) Cert no. SW-COC-002439  
© 1996 Forest Stewardship Council



## 2011 Property Assessment Notice

This Notice provides you with an estimate of your property value, its classification and your entitlement to exemptions from taxation, if any apply. For most properties, the value is based on sales in your area. Property values are determined by local real estate market conditions.

<b>PROPERTY DESCRIPTION</b>	
This is a general description of your property for assessment purposes.* For additional information, please contact your assessment office noted below.	
<b>IMPORTANT DATES</b>	
<b>July 1, 2010</b> – Assessed value is estimated as of this date for most types of properties.  <b>October 31, 2010</b> – Assessed value typically reflects the property's physical condition and permitted use as of this date.	
<b>ADDITIONAL INFORMATION</b>	
Visit <a href="http://www.bcasassessment.ca">www.bcasassessment.ca</a> to check your assessment, compare assessments and view property sales.  Please refer to the enclosed Assessment Insert for more information about property assessments and their relation to property taxes.	

YOUR ASSESSMENT OFFICE FOR THIS PROPERTY IS:

THE OWNER/LESSEE OF THIS PROPERTY IS:

### QUESTIONS? CONTACT US

If you have questions about your 2011 property assessment, please call your assessment office. If you still disagree with your assessment after talking with an appraiser, you can file a formal appeal.


During January, offices will be open 8:30a.m. to 5:00p.m. Monday through Friday.

### DEADLINE FOR FILING A COMPLAINT IS JANUARY 31, 2011

The Notice of Complaint (Appeal) form is available at [www.bcasassessment.ca](http://www.bcasassessment.ca). Or **mail**, **fax** or **deliver** your written request for review to your assessment office.

Mailed-in requests must be postmarked by **January 31, 2011**.

\* Before using information in the Property Description box for non-assessment purposes please verify records with the Land Title and Survey Authority of British Columbia ([www.ltsa.ca](http://www.ltsa.ca)).



## DEADLINE FOR FILING A NOTICE OF COMPLAINT (APPEAL) IS JANUARY 31, 2011

Please contact your assessment office if you have questions.

Every effort has been made to provide you with an accurate assessment of your property. However, please contact your assessment office if you have any concerns. If an error has occurred, and agreement is reached between the parties, BC Assessment will assist you to correct the error.

If you still disagree with your assessment, you may file a Notice of Complaint (Appeal) form, available online at [www.bcasessment.ca](http://www.bcasessment.ca). Filing a Notice of Complaint (Appeal) form will result in the independent review process outlined below.

### PROPERTY ASSESSMENT REVIEW PANEL — THE INDEPENDENT REVIEW PROCESS

#### What is a Property Assessment Review Panel?

- There are about 75 independent property assessment review panels appointed by the provincial government to review property assessments.
- A three-member panel from your local area will give you a fair and impartial hearing.

#### What can be reviewed by the Property Assessment Review Panel?

- the owner/lessee information
- the value of your property as of July 1, 2010
- the classification of your property
- the application of tax exemptions, if any, to your property

#### What can't be reviewed?

- property taxes and tax rates

#### The following information must be included about the property for which you are requesting a review:

- the assessment roll number
- your reason for requesting a review
- the property description (i.e., address)
- your full name
- your mailing address
- your home and business phone numbers
- a statement clarifying whether or not you are the owner of the property in question
- if you appoint an agent, the full name of the agent and the agent's business phone number

#### Who can apply for an independent review of a property assessment?

- An owner or lessee of a property and/or any interested third party.

#### What happens after you request a review?

- You should begin preparing the evidence that you wish to present to the Property Assessment Review Panel in support of your position.

- BC Assessment may contact you to review the property file and discuss your concern.
- BC Assessment may arrange to re-inspect the property.
- You will be notified of the date and location of your review hearing.
- Once you receive your Notice of Hearing, you must contact the BC Assessment office shown on the Notice to schedule a time for your hearing.

#### What happens at a hearing of the Property Assessment Review Panel?

- Hearings will be held between February 1 and March 15, 2011.
- Both you and BC Assessment will be given an opportunity to provide evidence, and ask questions, in regards to your complaint.
- If you are requesting a review concerning the value of your property, you must provide evidence regarding your position for the panel to consider. You will have the opportunity to ask questions regarding your assessment. Please note that the burden of proof rests with the complainant.

#### Where can I get more information to help me prepare for my hearing?

A step-by-step guide to the property assessment complaint process has been developed to assist in preparing for your residential property assessment complaint.

- This guide can be found online at [www.cd.gov.bc.ca/parp](http://www.cd.gov.bc.ca/parp)
- To have a copy of this guide mailed to you, please call toll-free 1-877-356-9313 or email a request to [parp@gov.bc.ca](mailto:parp@gov.bc.ca)
- To obtain information regarding property assessment and the complaint and appeal process, please call the information line toll-free at 1-877-356-9313 for a selection of recorded important information
- Information can also be found on the BC Assessment web-site at [www.bcasessment.ca](http://www.bcasessment.ca) or at your assessment office.

Wherever words or expressions used in this notice differ from the wording of the legislation, the legislation shall prevail.



# BC Assessment





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

**REPORT TO COUNCIL**  
**Extension: Towns for Tomorrow funding**  
**January 10, 2011**  
**Heather Nelson-Smith**

The towns for tomorrow program sewage treatment upgrade included in its application the following:

New Aerator, 2 emergency generators and electrical conversion for the generator. A total cost of \$124,000.00

The Village has completed the purchase and install of the aerator and the purchase of the emergency generator. The Village still has to install the electrical conversion for the generator. Total spent \$69,063

I have spoken with the funding leader for our area and have been told that we will not be penalized for spending less of the funding and that we can ask for an amendment to the project for a much needed upgrade to the power supply at the sani-stations when adapting the generators to meet our needs. As well, if there are funds available the Village can ask for an amendment to allocate funds for the repairs to the sewage outfall.

After this discussion with the funding agency, the province announced the extension to October 2011. We have been encouraged to proceed with an application for an extension so that the Village can utilize these funds.

**Financial Implications:**

If we do not apply for the extension the Village will have to pursue other funding opportunities or use own revenues to complete additional works to the sewage system.

No cost to the Village to apply for extension

**Recommendation:**

**To apply with the following resolution for the extension to the funding:**

Moved by  
Seconded by

**WHEREAS the federal and provincial governments will make a one-time extension of the deadline for funding of projects under the Infrastructure Stimulus Fund from March 31, 2011 to October 31, 2011;**

G-4

**AND WHEREAS** all funding from the Government of Canada and the Province of British Columbia will cease after October 31, 2011;

**AND WHEREAS** the Port Clements has asked the provincial government for an extension to October 31, 2011 for the following project(s):

<b>Project Number</b>	<b>Project Title</b>	<b>Total Eligible Cost</b>	<b>Federal Contribution</b>	<b>Provincial Contribution</b>
<b>30187</b>	<b>Sewage Treatment Facility Upgrade</b>		<b>\$41,142</b>	<b>\$57,600</b>

**THEREFORE BE IT RESOLVED THAT** the Port Clements attests that it will continue to contribute its share of the required funding for the aforementioned project(s);

**AND BE IT FURTHER RESOLVED THAT** actual claims for all eligible costs incurred by March 31, 2011, for the aforementioned project(s) must be and will be submitted no later than April 15, 2011 to the Province;

**AND BE IT FURTHER RESOLVED THAT** Port Clements will ensure that the project(s) will be completed.

[CARRIED]

Respectfully Submitted,

## Towns for Tomorrow / Infrastructure Stimulus Fund

---

**Ministry of Community, Sport  
and Cultural Development**

**Tel:** 250 387-4060

**Fax:** 250 356-1873

**Physical Address**

**Mailing Address**

4-800 Johnson Street

PO Box 9838 STN PROV GOVT

Victoria, BC V8W 1N3

Victoria, BC V8W 9T1

**Website:** [Infrastructure Stimulus Fund](#)

December 30, 2010

Ms. Heather Nelson-Smith  
Chief Administrative Officer  
Village of Port Clements  
36 Cedar Avenue West  
Port Clements, BC V0T 1R0

Dear Ms. Nelson-Smith:

**Re: Towns for Tomorrow and Infrastructure Stimulus Fund (ISF)  
Project #30187 - Sewage Treatment Facility Upgrade**

---

Since the announcement of the Economic Action Plan (EAP) in January 2009, the provincial and federal governments have worked together to rapidly launch stimulus funding for construction-ready infrastructure projects that could be completed by March 31, 2011. Your Towns for Tomorrow project was successful in receiving funding from the Infrastructure Stimulus Fund (ISF). While the vast majority of projects will be completed by the deadline, on December 2, 2010, the Government of Canada announced a one-time extension to the construction deadline for infrastructure projects under four Economic Action Plan stimulus programs. I am writing today concerning the process to obtain an extension under the Infrastructure Stimulus Fund. The March 31, 2011 deadline is now extended to October 31, 2011.

There are important conditions governing the extension for the completion of infrastructure projects funded under the ISF. Projects will be granted an extension if they have started and incurred eligible costs by March 31, 2011. Additionally, any costs incurred after October 31, 2011, will not be considered an eligible cost by either the provincial or federal government.

For those projects seeking an extension, we will require, no later than **January 14, 2011**, a submission that includes the following:

- The reasons for requesting the extension and the revised project completion date;
- A financial forecast for the project with estimated costs to be incurred up to March 31, 2011 and will be incurred from April 1, 2011 to October 31, 2011;
- A detailed construction schedule for the completion of the project, signed by an engineer; and
- A council or board resolution committing to finish the project and accepting responsibility for any costs incurred beyond the October 31, 2011 date.

.../2

Canada



BRITISH  
COLUMBIA  
The Best Place on Earth

A standardized project extension form, a draft council resolution and a solemn declaration concerning the construction schedule are attached for your convenience. **Please email all required documents to [Infra@gov.bc.ca](mailto:Infra@gov.bc.ca) by January 14, 2011.** If you do not require an extension, please notify us by the same due date.

We will be requesting a bi-monthly update on the progress of those projects being extended. In addition, final reports for all projects being extended under the program, covering eligible costs incurred up to October 31, 2011, must be submitted to the Province of British Columbia no later than **December 31, 2011.**

Notification of approvals will be sent out by February 28, 2011. If you have any further questions regarding the project extension approval process, please contact Chris Jensen by email at [Chris.Jensen@gov.bc.ca](mailto:Chris.Jensen@gov.bc.ca) or telephone at: 250-356-8737.

I appreciate your continued cooperation in working together to ensure the successful implementation of the ISF.

Sincerely,

A handwritten signature in black ink, appearing to read 'Glen Brown', with a horizontal line extending to the right.

Glen Brown  
Executive Director  
Local Government Infrastructure and Finance Division

Attachments

## REQUEST FOR EXTENSION OF PROJECT COMPLETION DATE

Name of Applicant:

Project Title:

Project No:

Check one box only.

☐ An extension is not required. Project will be complete by March 31, 2011.

OR

☐ An extension is required. Project will be complete on \_\_\_\_\_ (Day/Month/Year)  
(must be between April 1, 2011 to October 31, 2011)

### CASH FLOW

Total amount of costs incurred per fiscal year	COST INCURRED			
	Applicant	Provincial	Federal	Total Project Cost
April 1, 2009 to March 31, 2010	\$	\$	\$	\$
April 1, 2010 to March 31, 2011	\$	\$	\$	\$
April 1, 2011 to October 31, 2011	\$	\$	\$	\$
Total		\$57,600	\$41,142	

Please explain why an extension is required (attach a separate page, if necessary):

### Additional Required Documentation Checklist:

- ☐ Have you attached a detailed construction schedule signed by an engineer?
- ☐ Have you attached a Council/Board Resolution committing to finish the project, and accepting responsibility for any costs incurred beyond October 31, 2011?

Requested By:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

<b>Signature:</b> _____	<b>Date:</b> _____
-------------------------	--------------------

Please email all documents to: [infra@gov.bc.ca](mailto:infra@gov.bc.ca)

Preference is to receive forms via email. If this is not possible, then forms can be submitted by fax or mail to:

Ministry of Community, Sport and Cultural Development  
Local Government Infrastructure and Finance Division  
4<sup>th</sup> Floor - 800 Johnson Street  
PO Box 9838 STN PROV GOVT  
Victoria, BC V8W 9T1  
Tel: 250 387-4060; Fax: 250 356-1873

**MOTION TO REQUEST AN EXTENSION FOR INFRASTRUCTURE PROJECTS  
UNDER CANADA'S ECONOMIC ACTION PLAN**

Moved by  
Seconded by

**WHEREAS** the federal and provincial governments will make a one-time extension of the deadline for funding of projects under the Infrastructure Stimulus Fund from March 31, 2011 to October 31, 2011;

**AND WHEREAS** all funding from the Government of Canada and the Province of British Columbia will cease after October 31, 2011;

**AND WHEREAS** the (municipality/organization) has asked the provincial government for an extension to October 31, 2011 for the following project(s):

[list of project(s)]

Project Number	Project Title	Total Eligible Cost	Federal Contribution	Provincial Contribution
30187	Sewage Treatment Facility Upgrade		\$41,142	\$57,600

**THEREFORE BE IT RESOLVED THAT** the (municipality/organization) attests that it will continue to contribute its share of the required funding for the aforementioned project(s);

**AND BE IT FURTHER RESOLVED THAT** actual claims for all eligible costs incurred by March 31, 2011, for the aforementioned project(s) must be and will be submitted no later than April 15, 2011 to the Province;

**AND BE IT FURTHER RESOLVED THAT** (municipality/organization) will ensure that the project(s) will be completed.

[CARRIED]

## SOLEMN DECLARATION CONCERNING THE CONSTRUCTION SCHEDULE

In the matter of the Agreement entered into between name of government, and name of the Ultimate Recipient, represented by name of individual (title) on date.

I, name of engineer, a Professional Engineer duly licensed in the Province of province do solemnly certify as follows:

That I have assessed that the construction schedule for Project project title (and project number) is reasonable.

That, in my professional opinion, the Project will meet the timelines as detailed in the attached construction schedule.

Declared at \_\_\_\_\_ (city), in the Province of British Columbia this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Name, Title



## B.C. Towns for Tomorrow Program

### Quarterly Progress Report

As detailed in the contribution agreement (contract) between the Province and the grant recipient, the Province requires a Quarterly Progress Report be submitted at the end of each quarter (ending March, June, September, and December) until the project is complete. Even if construction has not started, complete this form in full and submit it to the Ministry. For further information, or assistance, please contact the Local Government Infrastructure and Finance Division. Please note that information collected in this form is subject to provincial freedom of information legislation. Thank you.

Telephone: 250-387-4060 Fax: 250-356-1873 Email: [infra@gov.bc.ca](mailto:infra@gov.bc.ca)

#### Section I – Project Information

Recipient Name:	Village of Port Clements
Project Title:	Sewage Upgrade
Project No.:	

Reporting ☐ 1st Qtr. (April 1<sup>st</sup> to June 30<sup>th</sup>)  
 Period: ☐ 2nd Qtr. (July 1<sup>st</sup> to September 30<sup>th</sup>)  
 (select one) ☒ 3rd Qtr. (October 1<sup>st</sup> to December 31<sup>st</sup>)  
☐ 4th Qtr. (January 1<sup>st</sup> to March 31<sup>st</sup>)

#### Section II – Project Progress

<b>Construction Status:</b> <input type="checkbox"/> Has not started (est. start date) <input type="checkbox"/> Is in progress (date started) <input type="checkbox"/> Was completed (date completed)  <b>Estimated completion date:</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Year</th> <th>Month</th> <th>Day</th> </tr> </thead> <tbody> <tr> <td>2009</td> <td>8</td> <td>1</td> </tr> <tr> <td>2010</td> <td>10</td> <td>31</td> </tr> </tbody> </table>	Year	Month	Day	2009	8	1	2010	10	31	<b>Construction Progress:</b> <input type="checkbox"/> Ahead of schedule <input checked="" type="checkbox"/> On target <input type="checkbox"/> Behind schedule <input type="checkbox"/> Funding signage up at site
Year	Month	Day									
2009	8	1									
2010	10	31									

Percentage construction complete as of the end of this quarter 66 % complete

Please provide a brief description of the project progress since the previous Quarterly Progress Report. If this is the first Report being submitted, then briefly describe progress since the date of application. The description should reference attached photographs that show current progress. Photographs should be submitted with your Quarterly Progress Report electronically, if possible. Each photograph should have a numbered label that details the direction being viewed, the major items in view and the date the photograph was taken. Photograph reports can be submitted in either Word® or PDF® formats. Please submit with this Quarterly Progress Report any draft or final designs that have not previously been submitted to the Ministry.

The generator has been delivered and the electrical is to take place in early 2011

If ahead or behind schedule, please provide brief explanation:

If you require additional space, please attach further information to this report.

Are there any outstanding issues? If so, please explain.

### Section III – Cash Flow Projections by Fiscal Year

Using the start and end dates in your agreement, please estimate, to the nearest dollar, the amount of grant funding the province has re-imbursed on claims for past fiscal years, and the amount of grant funding forecast for the province to re-imburse on claims for each future fiscal year. Enter combined Federal and Provincial grant amounts if project is a Federal/Provincial/Municipal cost sharing project, or Provincial grant amounts if project is a Provincial/Municipal cost sharing project. Adjustments are expected as the project progresses. This information assists with government cash flow planning and updates are appreciated.

Fiscal Year Ending	Estimated Grant Funding Cash Flow: includes paid and billable claims for each year	
2008-Mar-31		
2009-Mar-31		
2010-Mar-31	\$ 69,063	
2011-Mar-31	\$ 54,937	
<b>TOTAL Grant Funding Cash Flow</b>	<b>\$ 124,000</b>	<b>"Total Grant Funding Cash Flow" and "Total Grant Funding Awarded" must be equal to each other</b>
<b>TOTAL Grant Funding Awarded</b>	<b>\$ 124,000</b>	

### Section IV – Milestones

#### Groundbreaking:

Are you planning on having a groundbreaking ceremony?	no
If yes, when? (yyyy-Mon-dd)	

#### Opening ceremony:

Are you planning on having an opening ceremony?	no
If yes, when? (yyyy-Mon-dd)	

#### Other Event:

Description of Other Event	no
If known, please provide the planned date for a special event (yyyy-Mon-dd)	

If there are any additional comments regarding milestones or event planning, please provide them here:

If you require additional space, please attach further information to this report.

### Section V – Contact Information

Report Completed by:	Heather Nelson-Smith
Title:	Clerk/Treasurer
Telephone No.:	250-557-4295
Email:	clerk@portclements.ca
Date:	12-Oct-10

Please email completed Progress Reports and supporting photograph reports to: [infra@gov.bc.ca](mailto:infra@gov.bc.ca)

We require Quarterly Progress Reports to be submitted electronically, if this is not possible, then hardcopies can be mailed to:

**Ministry of Community and Rural Development**  
Infrastructure and Finance Division  
PO Box 9838 Stn Prov Govt  
Victoria BC V8W 9T1

# VILLAGE OF PORT CLEMENTS

## G/L TRANSACTION TRIAL BALANCE

2010-01-01 To 2010-12-31 Fiscal Year 2010

Page 1 of 1

2011-Jan-04

11:26:25 AM

<u>GL Number</u>		<u>Account Type</u>		<u>Description</u>	<u>Opening YTD</u>
40-2-42-20-35		Revenue Sewer Operati		Sewage upgrade TFT	0.00
Date	Reference	Batch	Type Name	Description	Amount
2010-02-01	SAN-00213	3318	AP SANITHERM INC.	TURBO SURFACE AERATOR-SEWER U	\$29,617.60
2010-02-09	SAN-00214	3324	AP SANITHERM INC.	CONTROL PANEL TURO AIRE-SEWER	\$6,981.75
2010-04-15	018 2010	3418	AP PETE THE ELECTRICIAN	SEWAGE LAGOON AND LIFT STATION	\$1,369.58
2010-05-11	22K	3442	AP C. AND C. BEACHY CON	SEWER PUMP/CLEAN UP SCRAP WOO	\$50.00
2010-05-11	18K	3442	AP C. AND C. BEACHY CON	AIRATOR/PUMP AT PUMP STATION	\$250.00
2010-06-08	25K	3484	AP C. AND C. BEACHY CON	PUT PUMP IN LAGOON	\$110.00
2010-06-22	181-4121	3500	AP SEA FORCE	REPORTING AND DRAFTING FOR BAR	\$750.00
2010-09-28	10126	3610	AP OBSERVER PUBLISHING	RFP TRAILER GENERATOR	\$141.19
2010-12-02	10-48	3682	AP RIDGELINE MECHANICAL	EMERGENCY POWER BACKUP SEWE	\$29,792.40
				Net Change	69,062.52
				Closing YTD	69,062.52

## **VILLAGE OF PORT CLEMENTS**

### **BYLAW NO. 385**

#### **A Bylaw of the Village of Port Clements to provide for the borrowing of money in anticipation of revenue.**

The Council for the Village of Port Clements in open meeting assembled enacts as follows:

Whereas:

- A. The Village of Port Clements (the "Municipality") does not have sufficient money on hand to meet the current lawful expenditures of the Municipality;
- B. Section 177 of the Community Charter permits the Council, without any further approval, consent or assent to borrow money necessary to
  - (a) meet current lawful expenditures, and
  - (b) pay amounts required to meet the Municipality's taxing obligations in relation to another local government or other public body;
- C. The Municipality's outstanding debt for the purposes of Section 177, must not exceed the total of:
  - (a) the unpaid taxes for all purposes imposed during the current year (deemed to be 75% of all taxes imposed for all purposes in the preceding year), and
  - (b) the money remaining due from other governments.
- D. The unpaid taxes calculated as 75% of all taxes imposed for all purposes for the 2010 tax year are \$241,815.00 and the money remaining due from other governments is \$0 totaling \$241,815.00 the total representing the maximum amount that may be borrowed under this bylaw.

**NOW THEREFORE**, the Council for the Village of Port Clements in open meeting assembled, **ENACTS AS FOLLOWS:**

1. This Bylaw may be cited as "The Village of Port Clements Revenue Anticipation Borrowing Bylaw No. 385, 2011".
2. The Council is authorized to borrow upon the credit of the Municipality from the Canadian Imperial Bank of Commerce an amount or amounts not exceeding the sum of two hundred forty one thousand eight hundred and fifteen dollars. (\$241,815.00), as may be required and to pay interest thereon at the prime rate of the Canadian Imperial Bank of Commerce.
3. The form of obligation to be given as acknowledgment of the liability shall be a promissory note or notes, or an overdraft agreement bearing the corporate seal and signed by the Mayor and the Treasurer.

READ A FIRST TIME THIS \_\_\_\_ Day of \_\_\_\_, 2011.

READ A SECOND TIME THIS \_\_\_\_ Day of \_\_\_\_, 2011.

READ A THIRD TIME THIS \_\_\_\_ Day of \_\_\_\_, 2011.

RECONSIDERED AND FINALLY ADOPTED THIS \_\_\_\_ Day of \_\_\_\_, 2011.

\_\_\_\_\_  
CORY DELVES  
MAYOR

\_\_\_\_\_  
HEATHER NELSON-SMITH  
CLERK/TREASURER

\_\_\_\_\_  
CERTIFIED A TRUE COPY OF VILLAGE OF  
Revenue Anticipation Borrowing Bylaw No. 385, 2011".

# REQUEST FOR DECISION

**Subject:** Water and Wastewater Operations

**Recommendation:** Allow Roman Busshoff to attend Small Water Systems and Small Wastewater Systems in Parksville April 4 – April 8, 2011.

**PWS Comments:** Having another employee with working knowledge of both small water systems and wastewater systems will help avoid potential failure and increase maintenance not only in my absence but as well during regular daily checks.

---

**Key Issues/Concepts Defined:** Do we want to send Roman to Parksville for education?

**Strategic Relevance:** To have an educated operator to maintain facilities at current levels and potential increases in the superintendent's absence and increase the employee's understanding of the systems for day to day workings.

**Desired Outcome(s):** To have an educated employee to see to the needs of our water and wastewater facilities.

**Response Options:**

1. Send Roman Busshoff to Parksville for the April 4-5 Small Water Systems course at \$525 and the Small Wastewater Systems course Apr 6-7 at \$525. Total cost \$2814

---

**Implications of Recommendation:**

**General:** There will be a better understanding for Roman of how the Port Clements water and wastewater systems function and better solutions to any issues that may arise with the system. This course will also benefit Roman in helping Pete to identify better maintenance strategy and aiding in equipment repair.

<b><u>Financial:</u></b> Parksville: Course -	\$1050
Travel Costs/Hotel/Incidentals -	\$1764
Total -	\$2814

**Follow Up Action:** Better prepared for when eligible to take certification.

---

**Submitted By:** Pete Nelson-Smith

G-6

# VILLAGE OF PORT CLEMENTS

## Cheque Listing For Council With GL Numbers

Page 1 of 2

2011-Jan-14

9:14:17 AM

Cheque	Date	Name	Expense GL Number	Invoice	Description	Invoice Amount	Cheque Amount
20110007	2011-01-10	AARON-MARK SERVICES LTD.	10-2-24-70-00	2020393	PAYMENT FIREHALL WINDOWS	2,129.34	2,234.06
20110008	2011-01-10	BIG RED	10-2-71-21-15	11333	PAYMENT DEC2010 CONTAINER	230.19	241.51
20110009	2011-01-10	C. AND C. BEACHY CONTRACTING LTD	10-2-32-37-20	39L	PAYMENT PARK AND DITCH WORK	133.44	1,708.00
			10-2-71-89-00	39L	PARK AND DITCH WORK	133.44	
			10-2-71-89-30	39L	PARK AND DITCH WORK	133.44	
			30-2-41-40-00	43L	HADLEY CURB STOP	106.75	
			10-2-32-37-00	46L	PLOW SNOW & SAND	213.50	
			10-2-32-37-00	47L	PLOW SNOW & SAND	640.50	
			10-2-32-37-00	48L	PLOW SNOW AND SAND	266.87	
20110010	2011-01-10	ClearTech industries Inc.	30-2-41-40-00	445309 SJ	PAYMENT SODIUM HYPOCHLORITE	397.11	416.64
20110011	2011-01-10	DELMAS CO-OP	10-2-71-89-00	00230729E	PAYMENT WATER AND PARK SUPPLIES	16.94	150.14
			30-2-41-10-00	00230729E	WATER AND PARK SUPPLIES	22.41	
			10-2-12-99-30	00231437E	PUBLIC WORKS SUPPLIES	20.49	
			10-2-12-99-65	00231437E	PUBLIC WORKS SUPPLIES	39.64	
			10-2-24-70-00	00231437E	PUBLIC WORKS SUPPLIES	17.49	
			10-2-71-89-00	00231437E	PUBLIC WORKS SUPPLIES	11.97	
			10-3-22-00-00	00231437E	PUBLIC WORKS SUPPLIES	4.73	
			10-3-22-00-01	00231437E	PUBLIC WORKS SUPPLIES	4.96	
			30-2-41-30-30	00231437E	PUBLIC WORKS SUPPLIES	6.58	
			10-2-81-90-00	dec302010	DEC SERVICE FEE	3.00	
20110012	2011-01-10	GAS PLUS II	10-2-12-99-30	dec31	PAYMENT PORT BUCKS	120.00	245.00
			10-2-31-90-00	VPC1210	COMMON FUEL	125.00	
20110013	2011-01-10	NELSON-SMITH, HEATHER	10-2-12-99-30	46	PAYMENT TOTES FOR XMAS LIGHTS	24.42	26.88
			10-3-22-00-00	46	TOTES FOR XMAS LIGHTS	1.20	
			10-3-22-00-01	46	TOTES FOR XMAS LIGHTS	1.26	
20110014	2011-01-10	NORTHERN LABS LTD.	30-2-41-20-00	87610	PAYMENT WATER SAMPLES	266.87	384.16
			40-2-42-90-50	87624	WASTEWATER SAMPLE	99.28	
20110015	2011-01-10	RECEIVER GENERAL - CCRA	10-4-27-00-10	DEC2010	PAYMENT DEC 2010 DEDUCTIONS	5,167.52	5,167.52
20110016	2011-01-10	YAKOUN RIVER INN	10-2-12-99-30	12312010	PAYMENT PORT BUCKS	120.00	120.00
20110017	2011-01-10	QCI SPCA-Dorothy Garrett, Branch Manage	10-2-12-99-30	dec31st	PAYMENT PORT BUCKS SPCA DONATION	20.00	20.00
20110018	2011-01-10	BC HYDRO	10-2-32-31-00	2440	PAYMENT CEDAR AVE STREETLIGHT	522.01	547.68
20110019	2011-01-10	BEACHY MECHANICAL	30-2-41-30-40	01-03-11	PAYMENT SERVICE PW TRUCK	193.67	203.20
20110020	2011-01-10	BLUE CROSS	10-4-27-00-30	Jan2011	PAYMENT JAN 2011 REMITTANCE	374.15	374.15
20110021	2011-01-10	BRITISH COLUMBIA LIFE & CASUALTY C	10-4-27-00-30	Jan2011	PAYMENT JAN 2011 INSURANCE	242.61	242.61
20110022	2011-01-10	LOCAL GOVT MGMT ASSOC. OF BC			PAYMENT		308.00

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# VILLAGE OF PORT CLEMENTS

## Cheque Listing For Council With GL Numbers

Page 2 of 2

2011-Jan-14

9:14:17 AM

Cheque	Date	Name	Expense GL Number	Invoice	Description	Invoice Amount	Cheque Amount
20110022	2011-01-10	LOCAL GOVT MGMT	10-2-12-10-30	2011	2011 MEMBERSHIP	293.56	308.00
20110023	2011-01-10	PORT AIR CARGO	10-2-12-13-00	VPC1210	PAYMENT PICK UP BALLOTS FROM NPSEAPLANE	16.01	16.80
20110024	2011-01-10	QCISLANDS NET	10-2-12-11-10	2011	PAYMENT VIRTUAL DOMAIN ANNUAL FEE	10.67	11.20
20110025	2011-01-10	SPEEDEE	10-2-12-13-00	413630-0	PAYMENT BALLOTS	271.57	284.93
20110026	2011-01-10	Yellow Pages Group	10-2-12-11-30	10-4207435	PAYMENT 2011 PHONE BOOK ADVERTISEMENT	34.01	35.68
<b>Total</b>						<b>12,738.16</b>	





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

**REPORT TO COUNCIL**  
**Financial Planning 2011-2014**  
**January 10, 2011**  
**Heather Nelson-Smith**

Attached, is a tentative schedule for the 2011 financial planning.

The first meeting to commence will be a strategic planning and priority setting for the current year. Thursday February 3, 2011~ this is an in camera meeting~.

There is a provision on the schedule for a Committee of the Whole meeting on Monday February 7<sup>th</sup>, 2011 in case there are items not discussed on the 3<sup>rd</sup>. This meeting can be omitted if it is not necessary.

In past years we have reviewed the budget in 2 meetings, but I have made a provision for 5 in case they are needed. If additional ones are needed they can be added at Councils request.

All of the subsequent meetings are all public.

The public consultation will be scheduled for the second meeting is April and the final adoption of the budget must be made by May 13, 2011.

If the dates attached do not work, please let me know.

Respectfully Submitted,

F2

# February 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3 7:00pm Strategic Planning In-Camera	4	4
6	7 Committee of the Whole 7:00pm+ Council 7:30	8	9	10	11	12
13	14	15 7:00 pm Budget Water	16	17 7:00 pm Budget Sewer	18	19
20	21 Council 7:30pm	22 7:00 pm Budget General	23	24 7:00 pm Budget General	25	26
27	28					

Proposed Finance Calendar 2011

F.2

# March 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	4
6	7 Council 7:30	8	9	10	11	12
13	14	15	16	17	18	19
20	21 Council 7:30	22 7:00 Budget recap	23	24	25	26
27	28	29	30	31		

Proposed Finance Calendar 2011

# April 2011

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
					1	2
3	4 Council 7:30	5	6	7	8	9
10	11	12	13	14	15	16
17	18 Council 7:00 + public meeting financial	19	20	21	22	23
24	25	26	27	28	29	30
31						

# May 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 7:30 Council 3 <sup>rd</sup> reading financial plan	3	4	5	6	7
8	9	10	11	12	13 Financial plan and tax rates MUST be adopted	14
15	16 7:30 Council	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

# REQUEST FOR DIRECTION

**Subject:** Don and Mary Ward/ Herb and Sandra Hampton Memorial

**Recommendation:** Place memorial bench(s) on head of wharf.

**PWS Comments:** As we have discussed pedestrian and tourist enhancement for the wharf, I believe this would make a great addition and encourage people to spend more time on the wharf. There are areas we could place a bench out of the way of industrial traffic.

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**Key Issues/Concepts Defined:** Deb Cowie (formerly Debbie Ward) has requested a memorial of some sort be put in Port Clements to honour her parents, Don and Mary Ward. Her suggestion was a bench placed somewhere on or near the wharf. Don Ward was a founding member of the Port Clements Volunteer Fire Department and remained in service until they left. The Port Clements Volunteer Fire Department has agreed to make payment toward the bench, as well as any other deceased inaugural members if the families desire. The family of Herb and Sandra Hampton have been contacted and are also interested in the idea.

**Strategic Relevance:** The Village of Port Clements has honoured citizens in the past with memorial benches and plaques placed at St. Mark's Church/Memorial Park. A bench on the wharf head would encourage people to sit at the end and enjoy the view.

**Response Options:**

1. Allow the placement of a memorial bench(s) similar to those at St. Mark's on the head of the wharf
- 

**Implications of Recommendation:**

**General:** The St. Mark's benches have required little maintenance over the last ten years, aside from annual pressure washing. Upon receipt of a bench, I cannot foresee installation taking a great deal of time.

**Organizational:** Public Works Department

**Financial:** Deb Cowie indicated she would help with the plaque. As stated previously, the PCVFD has agreed to take on some financial responsibility for the memorial. Bench ends, without wood slats are roughly \$375ea.

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**Submitted By:** Pete Nelson-Smith

NB-1

## Village of Port Clements

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**From:** "Deb Cowie" <deb46is@gmail.com>  
**Date:** December-21-10 4:43 PM  
**To:** <office@portclements.ca>  
**Subject:** information  
To whom this may concern:

I am writing to seek information from the town as to what I can do. My parents were residents there for many years. You might remember the name. Don and Mary Ward, anyhow we lost my Dad last April here in Nanaimo. What I was wondering if there is anything thing that I could purchase through the village in a memorial for my parents. My Dad was born and raised in Port and we have already delivered my mom back to the islands after she passed in 1997. My Dad's last wish was to go back home. I and my siblings are planning a trip up in the spring to make Dad's wish happen. I would like to get a plaque or park bench or something in honour of my parents. If anyone could e-mail me back and advise me on what options I have it would be greatly appreciated.

Thanks so much look forward to hearing from you  
Deborah Cowie (Debbie Ward)

My e-mail is [Deb46is@gmail.com](mailto:Deb46is@gmail.com)

My home address is 251 Derby place, Nanaimo, B.C. v9r-6h3

(Don Ward)  
\* Wandy was a longtime firefighter + was born + raised in Port.

# REQUEST FOR DIRECTION

**Subject:** Firewood Cutting in residential zone

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**Key Issues/Concepts Defined:** Public Works was approached in regards to owners in the residential area being allowed to have a logging truck bring raw logs to their property for the intent of cutting them into firewood. Upon discussion with the Clerk/Treasurer regarding a bylaw addressing this, there was none found. Public Works has received no less than three verbal complaints about the unsightliness and noise involved with this practice. According to practitioners, this is a highly cost effective and convenient way of obtaining fire wood.

**Strategic Relevance:** Bylaw #46, as attached, Unsightly Premises. Nothing specific on this issue. With focus being on Village beautification, do we want to continue to allow full logs to be placed on residential front yards?

**Response Options:**

1. Continue to allow this practice.
2. Amend Bylaw #46 to encompass this issue
3. Place time/volume restrictions on this practice.
4. Designate a place in the village for this practice.

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**Implications of Recommendation:**

**General:** 1) More residents take advantage of this practice, effectively saving time and money personally. More sawdust, noise and waste on residential properties.  
2) Amending the bylaw can create other issues in the future for other "items" to be added as an amendment.  
3) People will potentially not follow the time or volume restrictions which will place more work on the administration department.  
4) Added waste for Public Works staff to deal with

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**Submitted By:** Pete Nelson-Smith

NB-2



THE VILLAGE OF PORT CLEMENTS

BY-LAW NO. 46

Being a by-law to Regulate Untidy and Unsightly Premises within the limits of the Village of Port Clements.

WHEREAS it is deemed necessary and expedient to regulate untidy and unsightly premises and require the owners or occupier of real property or their agents, to remove therefrom any accumulation of filth, discarded materials, rubbish, brush, noxious weeds or other weeds and for providing that in default of such removal the Municipality by its workmen and others, may enter and effect such removal at the expense of the person so defaulting.

NOW THEREFORE the Council of the Village of Port Clements in open meeting assembled in pursuance of Section 870 of the "Municipal Act" enacts as follows:

1. No person or persons shall accumulate or permit to cause to accumulate filth, discarded materials, including disused or stripped automobiles and parts, or rubbish, brush, noxious weeds of any kind on his or their premises or the premises that he or they occupy
2. The owners and occupiers of real property and their agents shall take every measure necessary to remove such accumulated filth, discarded materials and rubbish of every kind from their premises or the premises which they occupy or represent.
3. The Council shall appoint by resolution, such of its officers and employees as it may deem necessary as inspectors to enter upon premises within the Municipality during reasonable hours to inspect the said premises and determine whether there is any accumulation of filth, discarded materials or rubbish on the said premises.
4. In the event that the Inspector determines that there is a violation of this By-law, he shall notify the owner or occupier of the real property that in his opinion there is an accumulation of filth, discarded materials or rubbish on the said premises and the Inspector shall designate the material that he considers an accumulation aforesaid to the owner or occupier and forthwith file a report with the Municipal Clerk. He shall also advise the owner or occupier that in the event of the said owner or occupier disputes the determination of the Inspector he should do so by a written objection letter to the Municipal Clerk specifying his objection and providing reason why he disputes the determination that there is an accumulation of filth, discarded material, or rubbish of the said premises.
5. No person or persons in the process of clearing or causing to be cleared their own property shall push or cause to be pushed such debris as rocks, stumps, rubbish, etc. over their own property line onto the adjoining property or adjoining road allowances, boulevards etc.
6. Upon receipt from the Inspector, the Municipal Clerk shall give notice to the owner or occupier of real property to remove therefrom the said accumulation within fourteen days from the date of the said written notice and also stating that in the event that the said owner or occupier shall not remove the said accumulation, the Municipality may then enter upon the premises and effect such removal at the expense of the said owner or occupier, and in default of payment, that the said charge shall be added to the taxes payable in respect of the real property aforesaid. In the event that the owner or occupier files a notice of objection as above provided the Municipal Clerk will refer the same to the Inspector for a further inspection. The Inspector shall then re-examine the premises and make a second report and should the Inspector still designate that there is a accumulation of filth, discarded material, or rubbish on the said premises the Municipal Clerk shall forward a second notice advising the owner or occupier of this determination and demanding the removal as aforesaid and advising that if the owner/occupier is still not in agreement with the designation he may appeal to the Village Council for relief within fourteen (14) days of receipt of notice.

Upon expiration of the notice provided by the Municipal Clerk, the Inspector shall again examine the premises and in the event that the accumulation has not been removed, he shall immediately report to the Municipal Clerk who may order the removal of the said accumulation under the supervision of the Inspector and in the event the costs shall be charged to the occupier in the possession of the premises by service of a bill to him by registered mail, and in the event it is not paid by December 31st of that year, it shall be added to form part of the taxes in respect of the real property as taxes arrears. In the event of failure of payment of the said charge as aforesaid, the Municipal Clerk by authority of this by-law shall direct the Collector to add the charge to the taxes for that year.

8. Notwithstanding the right of the Municipality to remove the said accumulation of filth, discarded materials or rubbish of any kind, it shall be an offence against this by-law for an owner or occupier of real property to permit his property to remain untidy or unsightly and upon conviction of accumulating filth, discarded material or rubbish of any kind contrary to this by-law. Any Justice of the Peace or other Court which convicts any person, pursuant to Section 232, Subsection 1 of the "Municipal Act" being Chapter 255 of the Statutes of British Columbia, 1960 as amended, of an offence against this by-law is hereby authorized to impose a fine or penalty not exceeding One Hundred Dollars (\$100.00) upon such person for each day or part of a day upon which such offence was committed.
9. This by-law shall be known and cited for all purposes as "Regulations of Untidy and Unsightly Premises By-law No. 46, 1979."

READ A FIRST TIME THIS 15th day of February, 1979.

READ A SECOND TIME THIS 15th day of February, 1979.

READ A THIRD TIME THIS 12th day of March, 1979.

RECONSIDERED AND FINALLY ADOPTED THIS 12th day of March, 1979.

CERTIFIED a true copy of  
by-law No. 46 cited as  
"A by-law to Regulate Untidy  
and Unsightly Premises  
within the limits of the  
Village of Port Clements,  
1979."

CLERK

MAYOR

CLERK

A true copy of By-Law No. 46  
registered in the office of the Inspector  
of Municipalities this 27th day of  
March 1979.

Deputy Inspector of Municipalities



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](mailto:office@portclements.ca)  
Web : [www.portclements.ca](http://www.portclements.ca)

# LATE ITEMS ADDED TO AGENDA

# VILLAGE OF MASSET

PO Box 68 (1686 Main Street) Masset, BC V0T 1M0

Phone (250) 626-3995 Fax (250) 626-3968

E-Mail: vom@mhtv.ca Website: www.massetbc.com

17 January, 2011

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

Re: Gwaii Trust Major Contributions Application

The Village of Masset is requesting your support for our application to the Major Contributions fund in the amount of \$200,000 as part of our new Airport Terminal Project.

This project will see us build a new airport terminal that will replace the current conglomeration of trailers and additions that do not meet the building or fire codes and are inadequate for the purpose of an air terminal. The new facility will have over 5500 sq. ft. of useable space that will allow for better flow of arrivals and departures, have a proper baggage claim area and a separate freight area. The facility will also be more user friendly with ground level entrances for people with disabilities and people carrying large bags.

The total budget for this project is \$2,010,000 and the other sources of funding for this project include Village of Masset reserves a pending application to Towns for Tomorrow and an application to Northern Trust. This contribution from Gwaii Trust would allow construction to begin and proceed to lockup even if the other two applications are not approved.

Please contact me directly if you require any additional information about this project.

Sincerely,

Trevor Jarvis  
Chief Administrative Officer

late item. C-5