



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 February 7th, 2011

AGENDA

1. ADOPT AGENDA.

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

D-1- RCMP Sgt. MacDonald

RFP-1- Water Treatment Upgrade Design and Tender

3. MINUTES.

M-1-Regular Meeting of Council January 17th, 2011

M-2-Minutes of Port Clements Recreation Commission November 25, 2010

M-3-Minutes of Port Clements Recreation Commission May 27, 2010

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

BA-1- Memorial Benches

BA-2- February Newsletter

5. ORIGINAL CORRESPONDENCE.

C-1- Round Table on Transportation Prince George March 3 & 4, 2011

C-2- Ministry of Finance- BizPal

C-3-Haida Health Hub Gwaii Trust request for support \$3000.00 Towards "We are Listening"

C-4- Canada Post-Reply regarding Postal Service to the Islands

C-5- FCM Workshop February 21st and 22nd

6. GOVERNMENT.

G-1-Chief Election Officer Results on 2011 By Election

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

G-3- Bylaw No. 385, 2011 revenue anticipation borrowing 2011.

G-4-2011 Committee Representation List

7. FINANCE.

F-1-Cheque list February 4th, 2011.

8. NEW BUSINESS.

9. REPORTS & DISCUSSIONS.

Council Action Plan

10. QUESTIONS FROM THE PUBLIC & PRESS.

ADJOURNMENT.

Report to Council

Pete Nelson-Smith

Jan 25, 2011

Water Treatment Upgrades

Resolution for Discussion:

To enlist the services of Opus DaytonKnight to design and tender for construction upgrades to the Village of Port Clements (Port Clements) with our Water Treatment upgrades as per the proposal attached. (\$66,720)

Background:

Under council direction, staff has pursued the development of the Port Clements treatment upgrades. Staff had Northern Health approve a preliminary concept as proposed by McElhanney Consulting Services Ltd. in 2005/2006. With this concept as a platform, Port Clements was able to attain funding for upgrades to the treatment plant.

In November of 2010, staff issued a Request for Proposal to interested firms for the final design of a suitable upgrade for our water treatment facilities. Four firms replied with proposals, McElhanney Consulting Services Ltd., Opus DaytonKnight, Associated Engineering and Conestoga-Rovers & Associates with L&M Engineering Ltd.

Summary of Recommendations:

Upon close review of the submitted RFPs, staff is recommending the services of Opus DaytonKnight.

Staff compared design cost, timelines, proposed project management/inspection costs and previous work experience for each of the firms. As all firm's proposals are of equal merit, our basis of choice came down to cost, timeline and history.

Opus DaytonKnight's design and tender upset cost is \$66,720, more than \$10,000 less than the second lowest bidder. Dates to final tender for construction ranged from 21 weeks (McElhanney) to 32 weeks (AE). Opus DaytonKnight proposed 22 weeks. Opus DaytonKnight history includes 3 projects on island that will give them the benefit of local knowledge including resources and any challenges unique to our locale. Proposed cost for construction management and inspection services, although not yet accounted for, was lowest for Opus DaytonKnight as well at \$105 p/h, highest being \$145 p/h.

Respectfully Submitted:

Pete Nelson-Smith
Public Works Superintendent

RFP-1

	McElhanney	Dayton&Knight	CRA/L&M	Associated Engineering
Design	\$162,357	\$66,720	\$77,277	\$108,500
Finish Date: Design to tender	21 wks	22 wks	23 wks	32 wks
site survey	\$4,566.00	No contingency	No contingency	No contingency
Alternative Ideas	No	Yes	Yes	Yes
Project Management	145 p/h + Disbursements	105 p/h + Disbursements	150p/h+ Disbursements	115p/h+ Disbursements
Inspections	145 p/h + Disbursements	Final Inspection by engineer @\$105 p/h + Disbursements	\$7,536.00	Final inspections by engineer @ \$115p/h +Disbursements
Comments	McElhanney has provided a cost for construction management \$190,570.00. The design phase of the proposal is considerably higher than the competitors.	Will meet weekly with staff via phone and/or email and monthly as the project progresses and as needed.	Will meet weekly with staff via phone and/or email and monthly as the project progresses and as needed.	Will meet weekly with staff via phone and/or email and monthly as the project progresses and as needed.



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Minutes of the regular meeting of the Port Clements Council held Monday January 17, 2011 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 C-5-Village of Masset Request for support Airport Improvements

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

CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

3. MINUTES.

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

It was moved by Councillor Cheer, seconded by Councillor Stewart to accept the minutes of Council December 20, 2010.

CARRIED

M-2-Minutes of Port Clements Tourism Committee November 10th, 2010.

It was moved by Councillor Cheer, seconded by Councillor Stewart to accept the Minutes of the Port Clements Tourism Committee November 10, 2010.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

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

This information was provided to Council as information

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.

It was moved by Councillor Cheer, seconded by Councillor Traplin to support the Moresby Management Committee's application to the Gwaii Trust under the major Contributions Program for \$70,000 towards upgrades to the Sandspit Community Hall.

CARRIED

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

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

CARRIED

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

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

CARRIED

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

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

CARRIED

6. GOVERNMENT.

G-1-Fire Protection Agreement fee 2011.

It was moved by Councillor Cheer, seconded by Councillor Traplin to set the Fire Protection for properties located outside the Village Boundaries at \$150.00 for the 2011 year.

CARRIED

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

It was moved by Councillor Cheer, seconded by Councillor Stewart to read Bylaw No. 384, 2011 Records Retention and Disposal a first time.

CARRIED

It was moved by Councillor Cheer, seconded by Councillor Stewart to read Bylaw No. 384, 2011 Records Retention and Disposal a second time.

CARRIED

It was moved by Councillor Cheer, seconded by Councillor Stewart to read Bylaw No. 384, 2011 Records Retention and Disposal a third time.

CARRIED

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

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

CARRIED

G-4-Towns for Tomorrow extension.

It was moved by Councillor Stewart, seconded by Councillor Traplin to direct staff to proceed with applying to the Towns for Tomorrow program for an extension to the Sewage Upgrade grant to October 31, 2011.

CARRIED

It was moved by Councillor Stewart, seconded by Councillor Traplin to direct staff to prepare a timeline for Council and a budget for the proposed additions to the Sewage Upgrade project.

CARRIED

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

It was moved by Councillor Stewart, seconded by Councillor Cheer to read Bylaw No. 385, 2011 revenue anticipation borrowing 2011 a first time.

CARRIED

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

It was moved by Councillor Cheer, seconded by Councillor Stewart to table the request for training for Public Works assistant to February after Strategic planning and before Gwaii Trust application deadline.

CARRIED

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

It was moved by Councillor Cheer, seconded by Councillor Stewart to apply to the Gwaii Trust under the major contributions program for the remaining \$30,000 of the \$100,000 budget for the Trail extension in Port Clements.

CARRIED

7. FINANCE.

F-1-Cheque list January 14th, 2011.

It was moved by Councillor Traplin, seconded by Councillor Stewart to accept the cheque listing of January 14, 2011.

CARRIED

F-2-Financial Planning Schedule.

Council reviewed the schedule. The commitment was made for the Strategy planning meeting February 3rd.

Council will review and let staff know if the schedule does not fit beyond the February 3rd meeting.

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.

No decision was made by Council as to where to place the benches; once a date is established for the family to arrive in Port Clements a location will be chosen.

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

While Council reviewed the staff report regarding the issue it was agreed that it was an economical means of receiving a winters supply of firewood, until a formal complaint is made the Council would not enforce against this practice given the following: the logs were deposited only on the property owners property, that the logs are dealt with in a timely manner and that people are respectful of the neighbours around them and the noise that will be created by this practice.

9. REPORTS & DISCUSSIONS.

Councillor Stewart-Had nothing to report

Councillor Traplin-Had nothing to report

Councillor Cheer- Reported that he attended the meeting with Council and MLA Coons.

-Attended the tourism committee meeting

Mayor Delves- Reported that he also attended the meeting with MLA Coons and brought up concerns with the inequity in the ferry fares.

- Will be attending the Regional District and North West Regional Hospital meetings.

Clerk/Treasurer- Reported on the turn out of the By Election

10. QUESTIONS FROM THE PUBLIC & PRESS.

ADJOURNMENT.

It was moved by Councillor Cheer, seconded by Councillor Traplin to adjourn the meeting at 8:45 pm and close the meeting in camera under Community Charter section 90-1-k.

CARRIED

Cory Delves,
Mayor

Heather Nelson-Smith
Clerk/Treasurer

Minutes of the regular meeting of the Port Clements Recreation Commission held Thursday November 25th, 2010 in the Council Chambers

Present

Chair Bev Lore

Cara Johnson

Cindy Hitchcock

Christine Schmitz

Deputy Clerk/Treasurer Jasmine Erin Ryland

Chair Bev Lore called the meeting to order at 7:40pm.

1. ADOPT AGENDA

It was moved by Cara Johnson, seconded by Cindy Hitchcock to accept the agenda as written.

CARRIED

2. DELEGATES

3. MINUTES

M-1- Minutes from October 7th 2010

It was moved by Cara Johnson, seconded by Cindy Hitchcock to accept the minutes as amended.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

BA-1- Breakfast with Santa

Cara will put up the posters. Bev will get the food together for the breakfast. Set up will be at 8:00am on the morning of Saturday December 11th. Breakfast will begin at 9:30am, Santa will come at 10:30am. Cara and Christine are doing crafts with the children in the playschool room. Cindy will contact Santa.

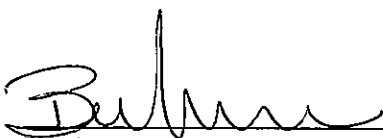
BA-2- Movies

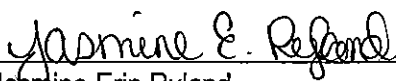
Cara will contact Julia about the December movie Alpha and Omega. It was decided to have the movie on Wednesday December 29th as a matinee starting at 4:00pm. There will be further discussion about the time after Cara contacts Julia.

5. ORIGINAL CORRESPONDENCE

6. NEW BUSINESS

It was moved by Cindy Hitchcock to adjourn the meeting at 8:20pm


Bev Lore
Chair


Jasmine Erin Ryland
Deputy Clerk/Treasurer

M-2

Minutes of the regular meeting of the Port Clements Recreation Commission held Thursday May 27th, 2010 in the Council Chambers

Present

Chair Bev Lore

Cara Johnson

Cindy Hitchcock

Councillor Foster

Deputy Clerk/Treasurer Jasmine Erin Ryland

Chair Bev Lore called the meeting to order at 7:31pm.

1. ADOPT AGENDA

ADD-BA-4- Room Darkening Blinds for Seniors Room

It was moved by Cara Johnson, seconded by Councillor Foster to accept the agenda as amended.

CARRIED

2. DELEGATES

3. MINUTES

M-1- Minutes from April 22nd 2010

It was moved by Cara Johnson, seconded by Cindy Hitchcock to accept the minutes as written.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

BA-1- July Movie-How to Train Your Dragon

On Friday July 9th, How to Train Your Dragon will be playing in the Seniors Room. Popcorn will not be ordered until the fall.

BA-2- Soccer Field

Chair Bev Lore reported on the current state of the soccer fields at the Community Park. There is moss all over the field and she would like Councillor Foster to report back to Council about possible works that could be done on the fields to bring them back to the good shape that they have been in the past. The track also is in bad shape.

M-3

BA-3- Canada Days

This year Canada Days will be June 25th and 26th. There will be no beer garden, dance, soccer tournaments, or helicopter rides this year. The celebration will begin on Friday night with the fishing derby and will continue through to Saturday evening.

Cara will talk to Lisa about organizing the base ball tournament.

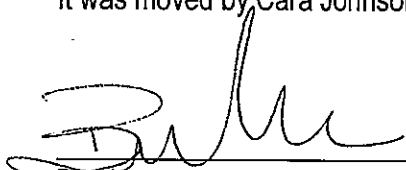
The mud bog society will be meeting before the next Canada Day planning meeting.

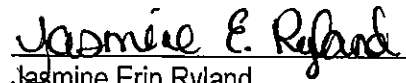
Wednesday June 16th at 7:30pm in the Council Chambers will be the next Canada Day planning meeting.

5. ORIGINAL CORRESPONDENCE

6. NEW BUSINESS

It was moved by Cara Johnson to adjourn the meeting at 8:40pm


Bev Lore
Chair


Jasmine Erin Ryland
Deputy Clerk/Treasurer

REQUEST FOR DIRECTION

Revisit

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

Recommendation: Place memorial bench(s) on head of wharf. **as the fire department has offered to absorb the cost, I just need a **where** in order to proceed.**

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.

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.

Submitted By: Pete Nelson-Smith

BA-1

Pete Nelson-Smith

From: Deb Cowie [deb46is@gmail.com]

Sent: January-19-11 3:37 PM

To: Pete Nelson-Smith

Subject: Memorial

Hi Pete,

Nice to get your email. My Mom and Dad will be very happy & proud. Thank you so much for working with me on this. I am very pleased that I could do this for them. I know how much the Islands ment to both of them.

Even tho my mom would sometimes refer to the Islands as the "ROCK" or "THIS GOD FORE SAKEN PLACE" Port Clements was her home for sure.

I would really appreciate if you did push for the Wharf. That is such a pretty area, for sure. But where ever is chosen will be ok with us. Now for a time line. We were thinking around the beginning of May to middle of May. If that works for you. We want the weather to be ok as we will be driving up. I am hoping to bring my brother and at least one of my sister's with me. How does that sound. Not enought time? We could come later if needed. End of May 1st of June.

Also Pete I would like it if you decide to do a brick wall if you could let me know and I would like to purchase a brick as well. If you could just keep me informed about this that would be great for sure. Once again Pete Thanks so much for all that you have done for me I really do appreciate it. Keep in touch and please extend my Thanks to the Village of Port on behalf of myself and Brother & Sisters.

Deb

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Meeting Schedule 2011

Meetings are scheduled on the first and third Monday of every month. Where there is a holiday Monday the meeting is moved to the Tuesday. The schedules of regular meetings are as follows:

January 17
February 7 & 21
March 7 & 21
April 4 & 18
May 2 & 16
June 6 & 20
July 4 & 18
August 2 & 15
September 6 & 19
October 3 & 17
November 7 & 21
December 5 & 19

Meetings are open to the public and are held in the Council Chambers lo-

cated in the Multi Purpose Building at 36 Cedar Ave West Port Clements, BC at 7:30 pm. Submissions of Correspondence and/or requests to appear as a delegation in front of Council must be made in writing three business days prior to the scheduled meeting.

Committees of Council Schedule
Port Clements Tourism Committee- 2nd Thursday of every month

Port Clements Emergency Committee- 3rd Thursday every quarter starting January 2011

Port Clements Recreation Commission- 4th Thursday of every month

Finance Meetings:

February 15, 17, 22 and 24

Business Licenses DUE!

If you are conducting any business within Port Clements you **MUST** have a valid Business License.

With your \$30.00 Annual fee you will also receive advertising on our web site, if you choose.

If you need more information please call the Village office or check out our Business Licenses bylaw No. 141 on the website.

Village Office Hours:

Monday to Friday
9:00am to 1:00pm

USE WATER WISELY

Reduce, Repair, Retrofit

By following the three golden rules for the wise use of water, you can cut your water use nearly in half.

REDUCE: By making small changes to water use habits and by installing water saving devices, you can significantly reduce the amount of water you use.

REPAIR: Regularly check toilets, pipes and faucets for leaks and repair immediately. One small leak can waste thousands of litres of water per year. This also means ensuring that all taps are turned off and not running when not in use.

RETROFIT: Retrofit means adapting or replacing an older, less water efficient fixture or appliance with one of the many water saving devices now on the market.

~information Environment Canada~

Village of Port Clements

Volume 2 Issue 1

February 2011

Coming events

- QCI REC after school programs

RUGBY

Starts February 10 @ the Multiplex Field
4:30 - 5:45 every Thursday for 6 weeks
Ages 6-12, all skill levels welcome
Bring: Running shoes or cleats

Wilderness Adventure

Starts February 8 @ Multiplex Field
3:30 - 4:45 every Tuesday for 4 weeks
Ages 6-12
Bring: Shoes and clothing for playing outside!

www.qcirec.com to register.

- Aerobics Tues & Thurs 7-8 GYM

- Alternate Fitness Tues & Thurs 12:30-1:30 Seniors room

- Karate Kids 3:15-4:15 Mon & Wed Gym

- Karate Adult 7-8:30 Mon & Wed GYM

- Library Wii Party Every Second Wednesday starting Feb 23 6:30-7:30 Seniors Room

- Yoga Thursday Nights 6:30 Seniors room

(got something you want here? Email us!)

THE LEADER

SHAKE OUT BC January 26, 2011

On January 26, 2011 at 10:00 am the Village Staff and Port Clements Elementary joined 470,000 people in BC for the largest earthquake drill in BC history "Drop Cover and Hold On".

We hope that you and your family participated. If you didn't or just need more information on how to prepare your family, your home and yourself for an earthquake, please log onto

www.shakeoutbc.ca, or come into our office. We would be happy to provide you with emergency information.

While we have your attention, emergencies can happen at anytime, as we all know. Just a power outage can cause a great amount of grief. Ensure that you and your family are prepared for 72 hours. This means you should have enough water,

food and supplies for 3 days. Every home should have a first aid kit, flashlights and emergency supplies. If you need more information on how to prepare for 72 hours. Please visit www.getprepared.gc.ca



Results of the Port Clements By Election

124 people came out to vote on January 5th and 15th. What a great turnout!

The results of the election are as follows

Brian Blair with 13 votes,

Kazamir Falconbridge with 16 votes, Evelyn Robinson with 41 votes and Ian Gould with 54 votes. Councillor Gould took his oath of office on January 26, 2011 and his first regular meeting

of Council is February 7, 2011.

Don't forget 2011 is also an election year, if you would like any information, let us know.

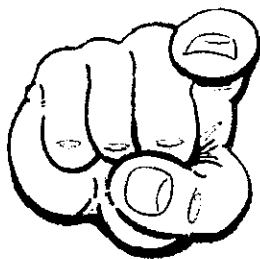
VOTE

BAD

WE NEED YOU!!!!

Do you think that events like Canada Days are fun? Do you think that seeing movies in town is a great way to spend a Friday night? Did You know that without volunteers these programs do not happen? That is why we are looking for energetic volunteers to help out on our Recreation Commission. The Rec. Commission meets the

4th Thursday of every month at 7:30 pm.
The Tourism Committee is also looking for persons to join and make recommendations to Council on the tourism activities in Port Clements. If you think you have a little time and some ideas, the Tourism Committee meets on the second Thursday of each month at 7:30pm



Call the office for more information.

Financial Planning

The Village Council will be discussing the financial plan for the current year and the next 4 years. Council encourages all residents to participate in how your tax dollars should be spent. Meetings are scheduled for

February 15th, 17th, 22 and 23rd at 7:00pm. Is there something you think Council should be considering? Do you have questions about how funds are being spent? Just want to feel like being

Money Money Money



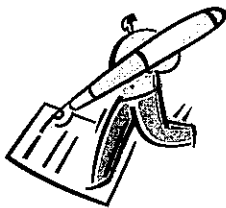
part of the process? Please come out and see what Council is doing.

Want to contribute??

We want to hear from people in town. If you have a good story you want to share please email them to office@portclements.ca. Articles or columns can be between 150 and 225 words.

topics of interest coming up... Community Dances, Valentines day, Easter, and Spring Break to name a few. Please refrain from slanderous comments and should you include personal infor-

mation about someone, ensure you have their permission.



SPRING CLEANING Thank You

With the spring and summer months upon us, many of us are thinking about cleaning up our homes and yards. The Landfill is open Monday to Friday 11-3 and the first Saturday of every month 11-3



Call 250-557-9339 for more information

Thanks to all those people that are now using the School Parking lots for picking up and dropping off their Children at the Port Clements Elementary school.
The Village is working at keeping Cedar Avenue West clear of traffic that can cause a delay in responding to a Fire Emergency. Please refrain from stopping on Cedar Avenue West and or blocking any access to the Fire Hall.

30km/h School Zone

Don't forget that school zones are in effect from 8:00am to 5:00pm Monday thru Friday. The maximum speed in any school zone is 30km/h.

Bayview Drive, Park Street, Cedar Ave West, and Tingley Street are all designated school zones, next time you come by check your speed.

Thanks



EMERGENCY CONTACT #'s

The Village office maintains a list of phone numbers for every property so that when we experience issues with water, sewer or anything else we do, we can quickly call and communicate the issue.

Recently we have found that we don't have contact information for some residents in the community and the message is left unheard. Please make sure that we know you are here,

we promise we will not sell or give out your information and it will only be used for situations regarding the services we provide to you.

In addition, when you are away, please make sure that you have someone tending to your property. It is very unfortunate when situations arise and we have no way of contacting property owners to notify of potential dangers, or damage.

The Village Public Works will also turn off your water should you be away for extended periods of time in the winter months.

Please do not hesitate to contact us by phone or email to let us know when your situations change.

Thanks

New Building Code Requirement

As previously announced, new BC Building Code requirements for high-efficiency plumbing fixtures come into effect on **October 3, 2011**. Please note that the new requirements will apply to building permit applications submitted **on or after** October 3, 2011.

Holiday Thank you

We would like to take the opportunity to thank those who worked hard to ensure that we all had a very Merry Holiday.
Thank you to O'Brien Road and Bridge for the tree at the corner of Dyson and Bayview, the power for the lights was donated by Phyllis Bragg; Thanks to the Cedarview Community Church for caroling; The Port Clements Recreation Commission for Hosting Breakfast with Santa; the Port Clements Seniors assoc. for the Seniors dinner; The businesses who participated in

the "Port Bucks" program, to all those people who shared their time with others, and the extra special generosity everyone showed this year. Thanks to the Gwaii Trust for your generous donation to our community to help make the Holidays a happy time for all.

If we missed you, we apologize.





2011 Northern Mayors' and Regional District Chairs' Roundtable on Transportation

It is our great pleasure to invite you to a roundtable discussion on transportation issues impacting northern British Columbia. The City of Prince George and the City of Fort St. John have been working in conjunction with the NCLGA to facilitate a discussion among civic leaders so as to better understand transportation concerns and priorities across the north. It is anticipated that any recommendations or outcomes of this facilitated discussion will be forwarded to the NCLGA AGM in Prince Rupert for further reflection and potential consideration.

As civic leaders, it is important for us to understand what strategic investments are being, or should be made to help grow our economy. This roundtable discussion among Mayors and Regional District Chairs will also help to identify common concerns and ways in which we can better collaborate to overcome challenges. This collaborative leadership approach was clearly reflected in the effort to see electrification of Highway 37. If replicated in other areas of transportation, it will help us accelerate prosperity for the entire region.

We, as locally elected leaders, are at the forefront of decision making. Seeking innovative approaches and building stronger regional partnerships will help us create stronger cities and communities. This discussion is an outstanding opportunity for us to learn from one another and gain an understanding of what challenges we face and where the opportunities lie.

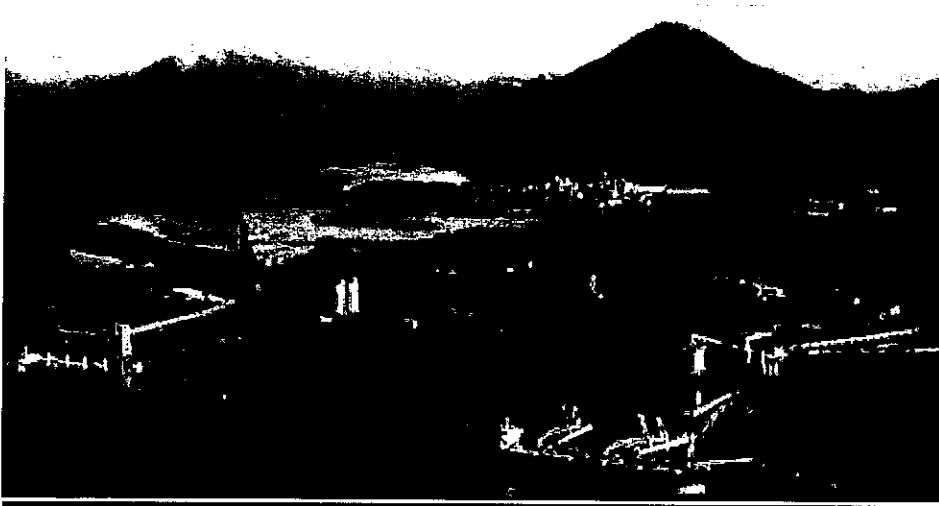
We are confident you will each leave this roundtable discussion with a better understanding of the key transportation issues and challenges facing northern British Columbia. We also believe you will leave enriched and inspired by the potential benefits of collaborative leadership.

Sincerely,

Dan Rogers, Mayor
City of Prince George
Official Host City - 2015 Canada Winter Games

Bruce Lantz, Mayor
City of Fort St. John
The Energetic City

C-1



2011

Northern Mayors' and Regional District Chairs' Roundtable on Transportation



Registration Package
Prince George Civic Centre
March 3 and 4, 2011

2011 Northern Mayors' and Regional District Chairs' Roundtable on Transportation

“A Working Session for Mayors and Regional District Chairs”

WHERE: Prince George Civic Centre
Room 208

WHEN: March 3 5:00 pm (est. – actual start time to be confirmed)
March 4 8:30 am – 5:00 pm

REGISTRATION FEE: \$ 250 per person – includes 'working reception' food service,
continental breakfast and lunch

CONTEXT STATEMENT:

In September 2002 the Northern Priorities Transportation Symposium was held in Prince George. Recommendations arising from the symposium concerning:

- Rail Service;
- Road Infrastructure;
- Air Transportation;
- Ports; and
- B.C. Ferries

were provided to the Government of British Columbia.

The overall message from the symposium was

“Investment in our transportation infrastructure needs to happen in the north and it needs to happen now. The state of our economy depends on it.

As municipal leaders, we are eager to work with the provincial government to find creative solutions that will bring much needed transportation infrastructure to our communities.”

Since the 2002 symposium recommendations were provided to government, strategic investment in transportation infrastructure projects in northern British Columbia has advanced significantly. The Northern Development Initiative Trust has also been formed.

As the north continues to direct provincial focus toward the “Northern Decade” agenda, we propose that a 2011 Northern Transportation Forum for mayors and regional district chairs be held in Prince George, March 3 and 4, 2011.

PURPOSE

- Examine infrastructure investment progress against those needs identified in 2002.
- Update the northern transportation needs with a strategic focus on the “Northern Decade” agenda including:
 - identification of policy concerns;
 - development of proposed priorities;
 - recommending solutions and policy positions; and
 - directing the results to the North Central Local Government Association (NCLGA) 2011 Conference to be held in Prince Rupert for further input.

PARTICIPANTS

Mayors, Regional District Chairs, and CAOs from the NCLGA region.

PROGRAMME OUTLINE

THEME: Observations on the “Northern Decade”
Priorities for Infrastructure and Connectivity

Thursday March 3rd

Working Reception

Keynote – Honourable Shirley Bond, Minister of Transportation

Facilitated discussion

A selection of canapés and hors d’oeuvres, and
a “No-host bar” will be available
following the working portion of the reception

Friday March 4th

Roundtable Discussion

Facilitator – Gary Ockenden

A continental breakfast and lunch will be provided

Welcome and opening remarks

Introductions and review of session objectives

Brief review of progress since 2002 Northern Priorities Transportation Symposium

Presentations and facilitated roundtable discussion on: Rail Service, Ports, Air Transportation,
Road Infrastructure, BC Ferries

Reports to plenary and discussion of possible solutions or actions for priorities

Review of proposed priorities and solutions

Next steps: Reporting from this session

Prepare for NCLGA conference (approach and required resolutions)

Pre-session background documents to be provided to participants:

- September 2002 “Northern Priorities Transportation Symposium” Report
- Omineca Beetle Action Coalition Policy Document

2011 Northern Mayors' and Regional District Chairs' Roundtable on Transportation

Registration and Payment Remittance Form

Delegate Name:	Title:
Organization:	
Address:	
City/Town:	Postal Code:
Email:	
Business Phone:	Fax:

Registration Fee: includes all sessions, reception on March 3rd, refreshment breaks, continental breakfast and lunch on March 4th

\$250 + HST \$30

Total enclosed: _____

Please make cheque payable to: City of Prince George

and note "Northern Transportation Roundtable" in memo field.

Payment and registration form may be mailed to: City of Prince George, Attn: Mayor's office
1100 Patricia Boulevard
Prince George, BC, V2L 3V9

Seating is limited and registrations will be processed in the order payment is received.
Cancellations must be provided in writing before February 18th, 2011. We will be unable to offer refunds after February 18th, 2011.

Accommodations: Delegates are free to choose from a variety of hotels and motels in Prince George. For your convenience, blocks are being held at:

The Coast Inn of the North

Superior Rooms (King or Queen bed) are available at \$118 / night + taxes
To reserve call 1-800 – 663 – 1144 and reference Mayors Transportation Roundtable

Ramada Hotel Downtown

Business Class Rooms (King bed) are available at \$110 / night + taxes
To reserve call (250) 563 – 0055 and reference Northern Mayors Transportation Forum



JAN 17 2011

230635

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

Dear Mayor and Councillors:

As Minister Responsible for Small Business, I am writing to urge you to consider joining the 89 local governments across the province which currently participate in BizPaL.

BizPaL is a simple, easy-to-use online tool that enables a prospective business owner to identify local, provincial, and federal licences and permits required to open a particular business in a specific location. The BizPaL service reduces the time spent in identifying requirements from a full day to about 15 minutes. This not only benefits business owners, it also results in increased compliance for local governments.

This tool is quick and easy to implement in your community. There is no cost to the local government, other than approximately two hours of municipal staff time. Staff of the Ministry work with your staff to ensure all of your municipal information displayed on BizPaL is current and accurate, and oversee the maintenance of the BizPaL tool.

At both the local and provincial levels, small business is a key driver of our economy. In fact, 98 per cent of businesses in the province are small businesses, providing over one million jobs in all regions. This represents 57 per cent of private sector jobs in British Columbia. The continued economic and social well-being of our communities relies heavily on the growth and success of small businesses. It is therefore important that all levels of government work together to create an environment in which small business prospers. BizPaL provides a unique opportunity to do so.

.../2

C-2



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

January 27, 2011

Haida Health Hub
PO Box 452
Masset, BC
V0T1M0

Dear Ms Williams

Re: Letter of Support for Funding Application to Gwaii Trust
For We are listening, Inclusive strategic planning for sustainable youth services
on Haida Gwaii

We are pleased to support the Haida Health HUB in their funding application to the Gwaii Trust under the Major Contributions program in the amount of \$3,000.00 towards the we are listening, Inclusive strategic planning for sustainable youth services on Haida Gwaii

We feel that this is a worthwhile project and we wish you luck on your application.

Sincerely,
Village of Port Clements

Heather Nelson-Smith
Clerk/Treasurer

VOTED BY EMAIL

CHEER	YAY
GOULD	YAY
Traplin	YAY
Delves	YAY.

C3

Haida Health Hub

Contact: Harmony Williams, Haida Health Hub Outreach Worker

Box 452, Masset, BC V0T 1M0

Phone: 250-626-5489 (cell) 250-622-9989

E-mail: harmondywilliams@hotmail.com

January 20, 2011

Re: We Are Listening. Inclusive Strategic Planning for Sustainable Youth Services on Haida Gwaii. A proposal to the Gwaii Trust Society's Major Infrastructure Program (Island Wide Governance) submitted by the Haida Health Hub. Deadline: January 28th, 2011

To Whom It May Concern,

The Haida Health Hub is a consultation process happening on Haida Gwaii with a focus on Youth Wellness. This began in October 2010. Through this process we have identified a lack of capacity and involvement in our youth populations on island. As well, youth have identified a need to increase engagement at all levels: youth; parents; community; government.

In order to address this issue and support our youth to become active members in the decision making of their services, we are submitting a proposal to the Gwaii Trust Society's Major Infrastructure Fund, under Island-wide governance initiatives, to support the development of an inclusive youth strategy. We are requesting matching funding of \$3000.00 to cover travel, food and facility rental expenses.

This is a 3-month project that will focus on youth engagement and participation in creating a vision for youth services on Haida Gwaii. The project involves the development of local youth councils who will meet weekly to develop a strategic plan. As well, there will be monthly joint meetings to share and co-ordinate their work. A major component of this program is the creation of a Haida Gwaii Youth Steering Committee whom will provide support and guidance to the youth. Upon successful approval of our application, I will follow up with an invitation to your organization to participate in this process.

I realize that this request is coming with little notice. I am willing to follow up with a presentation at your next meeting

I would be happy to discuss in further detail or answer any questions you may have at any time. Please contact me at 250-626-5489 or 250-622-9989 at your earliest convenience.

Thank you and I look forward to hearing from you!

Sincerely,

Harmony Williams
Haida Health Hub Outreach Worker

*President and
Chief Executive Officer
Canada Post Corporation*

*Président –
directeur général
Société canadienne des postes*

JAN 10 2011

MS. JASMINE E. RYLAND
DEPUTY CLERK/TREASURER
THE VILLAGE OF PORT CLEMENTS
PO BOX 198
PORT CLEMENTS BC V0T 1R0

Dear Ms. Ryland:

Thank you for your letter, further to previous correspondence, regarding mail delivery to the Queen Charlotte Islands. I regret that the Council is disappointed in my response of October 26. I assure you that we are committed to meeting our delivery service commitments to the residents of the Queen Charlotte Islands.

As you know, we use the regular BC Ferries services for the transportation of mail. In addition, every month all government services cheques are delivered via air transport, weather conditions and capacity permitting. We will also continue to monitor mail delivery to the Islands very closely, and we will implement our regular contingency plan to send all other Lettermail™ and Priority Courier™ and Xpresspost™ items by air when necessary. As you are aware, this plan takes effect during bad weather conditions, primarily in winter, when the BC Ferries are delayed more than 24 hours and there is uncertainty as to the next scheduled crossing.

As I mentioned previously, Canada Post has reviewed the possibility of transporting mail to the Islands through Pacific Coastal Airlines, but after analysis we have determined that using Pacific Coastal on a regular basis is not a practical option for our company.

Again, thank you for writing. I regret that my response cannot be more favourable to Council's request at this time, but we will continue to monitor service performance to ensure we meet our commitments to Canadians living in the Queen Charlotte Islands.

Yours sincerely,



Stewart Bacon

C4



Federation of Canadian Municipalities

Fédération canadienne des municipalités

24, rue Clarence Street
Ottawa, Ontario
CANADA K1N 5P3

Tel./Tél. : 613-241-5221
Fax/Télec. : 613-241-7440

www.fcm.ca

**President
Président**

Director Hans Cunningham
Regional District of
Central Kootenay, British Columbia

**First Vice-President
Premier vice-président**

Councillor Berry Vrbancic
Kitchener, Ontario

**Second Vice-President
Deuxième vice-présidente**

Councillor Karen Leibovici
Edmonton, Alberta

**Third Vice-President
Troisième vice-président**

Maire Claude Dauphin
Arrondissement de Lachine,
Ville de Montréal (Québec)

**Chief Executive Officer
Chef de la direction**

Brock Carlton
Ottawa, Ontario

**Past President
Président sortant**

Mayor Basil Stewart
Summerside,
Prince Edward Island

Dear Guests,

You are cordially invited to participate in a workshop on Municipal – First Nations relationships and service agreements, as part of the Federation of Canadian Municipalities' (FCM) Community Infrastructure Partnership Program (CIPP). The one and a half day workshop will be hosted at the Queen Charlotte Community Center in the Eric Ross Room, and will take place from 1pm – 5pm on February 21st and from 9am – 4:30pm February 22nd, 2011.

CIPP is a new program run by FCM and Indian and Northern Affairs Canada (INAC), with the Assembly of First Nations (AFN) as a member of the steering committee. The program is working to help facilitate positive relationships and service agreements between First Nations and adjacent municipalities across Canada. It will highlight the opportunities and benefits of creating mutually beneficial service agreements, particularly those pertaining to water and wastewater infrastructure. The main deliverable of the program has been the creation of a toolkit which provides information highlighting best practices, case studies, service agreement templates, checklists, and other useful resources for the use of both First Nations governments and municipal governments as they move forward working together. With the completion of the toolkit, CIPP is now hosting a number of Partnership Training Workshops across Canada, presenting and discussing the toolkit, strengthening relationships and sharing information as it relates to community infrastructure and service agreements.

The Haida Gwaii Workshop will be a chance for CIPP to discuss service agreements and First Nations – Municipal relationships in a local context and provide practical tools to help communities reach their goals. If you have any specific questions about CIPP, the workshop, or the toolkit, please do not hesitate to contact CIPP.

Refreshments will be provided on February 21st and a light breakfast and a lunch will be provided on February 22nd, therefore please let us know if you have any allergies or other dietary restrictions so we can do our best to accommodate your needs.

Upon accepting the invitation, please register online at <http://cippworkshophaidagwaii.eventbrite.com>. After registration is completed, you will receive an agenda for the day.

Sincerely,

Suzanne Moccia
Program Manager



Since 1901
Depuis 1901

VILLAGE OF PORT CLEMENTS

BALLOT ACCOUNT

Multi Purpose Building Senior's Room 36 Cedar Ave West
Advance Poll January 5, 2011
Poll Day January 15, 2011

Councillor

Number of valid votes cast:

BALIR, Brian

13

FALCONBRIDGE, Kazamir

16

GOULD, Ian

54


ROBINSON, Evelyn

41

TOTAL

124

(1) Number of ballots received for use		<u>500</u>
(2) Ballots without objection	<u>124</u>	
(3) Ballots accepted subject to objection under S. 130	<u>0</u>	
(4) Ballots rejected without objection	<u>0</u>	
(5) Ballots rejected subject to objection under S. 130	<u>0</u>	
(6) Spoiled ballots that were replaced under S. 118	<u>0</u>	
(7) Number of ballots given to the electors (2+3+4+5+6)	<u>124</u>	
(8) Unused ballots	<u>376</u>	
(9) Number of ballots added under S.127(3)	<u>0</u>	
(10) Number of ballots not accounted for	<u>0</u>	
(11) TOTAL (7+8+9+10) NOTE: No. 1 & No. 11 must agree.		<u>500</u>


Presiding Election Official

THIS FORM MUST BE COMPLETED IN DUPLICATE.

Place one copy in the ballot box and return one copy to the Chief Election Officer

G-1

THE VILLAGE OF PORT CLEMENTS
PRELIMINARY ELECTION RESULTS

LOCAL BY ELECTION

	BLAIR	FALCONBRIDGE	GOULD	ROBINSON
Advance Voting Opportunity: January 5 th , 2011 MULTI PURPOSE BUILDING 36 Cedar Ave West	3	1	8	5
Advance Voting Opportunity: January 15, 2011 MULTI PURPOSE BUILDING 36 Cedar Ave West	10	15	46	36
TOTAL NUMBER OF VALID VOTES CAST	13	16	54	41

These preliminary results are based on the ballot accounts prepared at each of the above mentioned voting places and are subject to determination of official election results by the Chief Election Officer.


Chief Election Officer

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 17 DAY OF , 2010.

READ A SECOND TIME THIS 17 DAY OF, 2010.

READ A THIRD TIME THIS 17 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

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".

COMMITTEE REPS LIST 2011

MAYOR ALTERNATE: 1ST Quarter: **WALLY CHEER**
2nd Quarter: **GREG STEWART**
3rd Quarter: **CAM TRAPLIN**
4th Quarter: **IAN GOULD**

NORTHERN DEVELOPMENT INITIATIVE: **CORY DELVES**

SQCRD BOARD: **CORY DELVES**
Alternate: **GREG STEWART**

REGIONAL NORTHERN HEALTH: **CORY DELVES**
HEALTHCARE MASSET: Volunteers from Community

RECREATION COMMISSION: **IAN GOULD**

MIEDS- **CORY DELVES**

EMERGENCY COMMITTEE: **GREG STEWART**

GWAI TEL: **GREG STEWART**
Alternate: **GERMAIN VIGNEAULT**

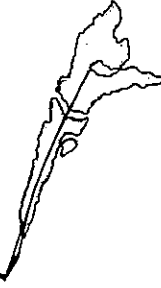
VIRL: (Vancouver Island Regional Library): **WALLY CHEER**
Alternate: **CORY DELVES**

TOURISM COMMITTEE: **WALLY CHEER**

RCMP LIASON: **CAM TRAPLIN**

COMMUNITY FUTURES: ?

Haida Gwaii Community Futures



November 15, 2010

To: Village of Port Clements

Attention: Heather Nelson-Smith

Re: Board Appointment

With the resignation of Brock Storry as a board member with HGCF, we are asking that the Port Clements Council consider the nomination of a replacement.

Your Council's nomination is very important to the success of HGCF in achieving its goal to assist communities and residents in their responsibility to establish a vibrant future for Haida Gwaii. Ideally the Board needs broad representation from individuals with backgrounds in one or more of business, education/training, community development, human development, art and culture, sustainable resource management to name a few key areas.

The individual nominated needs to have the time to participate, as an unpaid volunteer, in regular Board and Committee meetings and in strategic planning sessions. The individual will be interested in:

- communicating with and developing ongoing networks of groups and individuals to have a broad understanding of your community's visions and ideas for achieving a high quality of life on Haida Gwaii.
- contributing to the development of a diversified, sustainable and healthy Islands community that will improve opportunities for all residents.
- creating an environment on the Islands that supports sustainable business and community development.
- providing opportunities for the Islands' people to expand their business capacity and skills.
- supporting the establishment and expansion of small business and social enterprise.

If you have any questions or concerns please do not hesitate to contact our office.

Sincerely,

Art Lew
General Manager

AL:km

G-1

Action Items

<input checked="" type="checkbox"/>	Meeting Date	Description	Due Date	Date Comple...
<input checked="" type="checkbox"/>	Mon 2011-0...	F-2-Financial Planning Schedule.	Thu 2011-02-03	None
<input checked="" type="checkbox"/>	Mon 2011-0...	G-6-Request for decision Education for staff Wastewater and...	Mon 2011-02-14	None
<input checked="" type="checkbox"/>	Mon 2011-0...	NB-1-placing of memorial benches	Fri 2011-02-04	None
<input checked="" type="checkbox"/>	Mon 2011-0...	Sewage Upgrade Timeline and cost	Thu 2011-02-17	None
<input checked="" type="checkbox"/>	Mon 2011-0...	Bylaw 385 Final Adoption	Mon 2011-02-21	None
<input checked="" type="checkbox"/>	Mon 2011-0...	Bylaw 385 3rd reading	Mon 2011-02-07	None
<input checked="" type="checkbox"/>	Mon 2011-0...	Bylaw 384 Final Adoption	Mon 2011-02-07	None
<input checked="" type="checkbox"/>	Mon 2010-1...	Barge Facility Crown Lands Application	Tue 2011-05-31	None
<input checked="" type="checkbox"/>	Mon 2009-0...	develop a policy for future Alder and Salmonberry removal o...	Thu 2011-06-30	None
<input checked="" type="checkbox"/>	Mon 2010-12-20	G-5-Husby Forest Products Crown Lands-application file # 6405833	Fri 2010-12-31	Wed 2010-12-22
<input checked="" type="checkbox"/>	Mon 2010-12-20	G-1 Port Clements Rangers requesting land to store Sea Can for emergency supplies.	Thu 2010-12-23	Thu 2010-12-23
<input checked="" type="checkbox"/>	Mon 2011-01-17	NB-2 Request for Direction for Fireweed-Cutting in Residential Zone	Mon 2011-01-17	Wed 2011-01-19
<input checked="" type="checkbox"/>	Mon 2011-01-17	TFT apply for extension on sewage upgrade grant	Tue 2011-01-18	Wed 2011-01-19
<input checked="" type="checkbox"/>	Mon 2011-01-17	G-1 Moresby Island Management Committee Gwaii Trust Major Contributions letter of support requesting	Fri 2011-01-28	Wed 2011-01-19
<input checked="" type="checkbox"/>	Mon 2010-12-20	G-3 Guide to Haida Gwaii 2011.	Mon 2010-12-20	Wed 2011-01-19
<input checked="" type="checkbox"/>	None	Sewage Upgrade Timeline and cost	Thu 2011-02-17	Thu 2011-01-27
<input checked="" type="checkbox"/>	Mon 2011-01-17	G-1 Fire Protection Agreement fee 2011.	Mon 2011-01-31	Thu 2011-01-27



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

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

LATE ITEMS ADDED TO AGENDA

Masset Detachment



**Quarterly Policing Report
October 1, 2010 - December 31, 2010**

**Prepared by: Sgt. Grant A. MacDONALD
Detachment Commander**

INTRODUCTION

Please find enclosed a summary of the activities of the Masset RCMP Detachment encompassing the period of October 1, 2010 to December 31, 2010.

The strategic priorities of the RCMP continues to be Aboriginal Communities, Economic Integrity, Organized Crime, Terrorism and Youth. Our performance in focusing on these strategic priorities are accomplished through prevention and education, intelligence gathering, conducting investigations, protection and enforcement. Masset Detachment continues to pride itself on the relationship we share with our Clients/Partners/Stakeholders in the delivery of policing services. This can evidenced through police support for community based initiatives over the past twelve months towards enhanced public safety.

Statistically, Masset Detachment had 1,744 calls for service in 2010 as compared to 1,692 in 2009. Also, Masset Detachment held 305 prisoners in custody in 2010 as compared to 306 in 2009. Alcohol continues to be the significant root cause leading to calls for service for police in Masset. In 2010, 35.1% of all calls for service involved alcohol. Exactly how prevalent is alcohol in our community you ask? In 2010, the average alcohol concentration of prisoners willing to provide a breath sample prior to placement in cells was 243 mg%. To put this in context, if a person were stopped being the driver of a motor vehicle, this is over 3x's the legal limit.

Effective September 20, 2010, legislative changes have made British Columbia the leading jurisdiction in Canada pertaining to consequences associated to drinking and driving. This legislation enables police to more effectively keep people safe when on the highways throughout the Province. During the first three months of the new drinking and driving legislation, Masset RCMP issued a total of three (3) three day Immediate Roadside Suspensions. Police wish to remind the public that if one plans to drink any amount of alcohol, they should have a plan in place to be able to get home safely.

During this quarter (Q3), Masset Detachment responded to 409 calls for service and lodged 67 prisoners. This compares to 409 calls for service and 86 prisoners during the same period in 2009. Overall, calls for service remained the same while the prisoners declined by 22 % in the third quarter compared to the same period in 2009.

	<u>2009/10 (Q3)</u>	<u>2010/11 (Q3)</u>	<u>Difference</u>
Village of Masset	67.7%	74.6%	+6.9%
Old Massett (includes New Town)	27.5%	19.3%	-8.2%
Village of Port Clements	4.8%	6.1%	+1.3%

HUMAN RESOURCES

Masset Detachment consists of nine (9) Regular Members, two (2) Public Service Employees, one (1) Casual Employee and seven (7) guards.

During this quarter, Masset Detachment ran two vacancies. The first vacancy was run from September 23rd to November 4th, 2010 with the departure of Cst. Ryan CHAPLIN to Langley Detachment and the arrival of Cst. Amy MURRAY from Burns Lake Traffic Services. The second vacancy has been run since the departure of Cst. Don McINTOSH to Campbell River Detachment on November 25th and will not be filled until mid January 2011 with the arrival of Cst. Chad GRAVELLE from Boston Bar Detachment. Finally, Cst. Graham HOLMES has been transferred to Shawnigan Lake Detachment. To date, no replacement has been named to replace Cst. HOLMES and it is likely the position will not be filled until after April 1, 2011.

In an effort to off set shortages within the Detachment support staff for training, annual leave and medical, a request to extend Mrs. Karen MacKAY another contract for 2011 was submitted to the North District Officer in Charge. This request was supported and will enable Masset Detachment to utilize Mrs. MacKAY for up to ninety (90) days during 2011.

A business case continues to remain before the Province of British Columbia seeking two (2) additional Regular Members and one (1) Public Service Employee.

Masset Detachment consists of the following positions and Members filling each:

Detachment Commander - Sgt. Grant A. MacDONALD

Detachment Operations Supervisor - Cpl. Andrew BAYLIS

Provincial Detachment Investigators - Cst. Darrin MEIER
Cst. Amy MURRAY
Cst. Keihin HERAULT
Cst. (Vacant) - To be filled by Cst. Chad GRAVELLE
Cst. (Vacant)

First Nations Policing Investigators - Cst. Trevor SHIELDS
Cst. Ryder BIRTWISTLE

Public Service Employees - Mrs. Fran REDICK
Mrs. Kim WYLIE

Casual Employee - Mrs. Karen MacKAY

TRAINING

During this quarter there were several training opportunities afforded Members of Masset Detachment.

Training offered during this quarter included:

- All Members of Masset Detachment received training on the new Immediate Roadside Prohibition (IRP) legislation pertaining to consequences associated to drinking and driving.
- One (1) of our Junior Members attended an Interview & Interrogation course at Pacific Region Training Center.
- One (1) Senior Member attended a Supervisor Forum at Pacific Region Training Center with over 150 other RCMP officers from throughout B.C.
- One (1) Member attended Operational Skills Training at Pacific Region Training Center.
- One (1) Junior Member attended a Search Warrant Drafting course in Prince George.
- The two (2) First Nations Policing Members attended annual training at the Pacific Region Training Center.
- One (1) Public Service Employee attended an Operational Assistance course at the Pacific Region Training Center.
- Four (4) Members attended an All Terrain Vehicle (ATV) course in Masset.
- All Members of Masset Detachment attended training on the Incident Management Intervention Model (IMIM).
- One (1) Member and One (1) Public Service Employee participated in a Management Review of Prince Rupert Detachment

FINANCIAL MANAGEMENT

The total operating budget for Masset Detachment for 2010/2011 is \$116,600. and is broken down Provincially (\$95,100) and Federally (21,500). Presently, Masset Detachment is operating within budget and is not experiencing any pressures at this time.

YOUTH / SCHOOL LIAISON PROGRAM

Youth continues to be a strategic priority for the RCMP and Masset Detachment. Throughout this quarter, Members and their families attended and supported many community based youth activities.

With school now in full session, Members of the Masset RCMP continue to dedicate and commit

valuable time to youth understanding that they are the most precious nature resource we have. Activities supported through school based programs includes commencement of the WITS Program (anti bullying) to Kindergarten to Grade 3, delivering talks on Halloween Safety, Bike Safety, Street Safety and Respect, delivery of breakfast program, playing volleyball against school teams, refereeing indoor soccer tournament, participating in berry picking, participation in litter cleanup project along highway and delivery of Identification Kits to Strong Start Program.

In support of the RCMP on Haida Gwaii developing a Community Prevention and Education Continuum (CPEC) , Members from the RCMP Drug and Organized Crime Awareness Section (DOCAS) from Cranbrook, Vancouver and Prince Rupert returned to Masset and met with important community partners who have committed to delivering a component of the CPEC to students from Kindergarten to Grade 12.

CPEC is a philosophically different way to approach prevention in communities. It is not a program but rather a way of thinking, a compilation of components that come together to propel a change in beliefs, promote greatness, develop assets, and engage the community in a common goal. As we continue to move forward through the 2010/2011 school year, we will begin to deliver some of the components that will begin the shift from *changing behavior* to **changing beliefs** within our youth.

Cst. Trevor SHIELDS accompanied two (2) First Nations youth and one (1) Elder to a Conference sponsored by the Department of Fisheries and Oceans in partnership with the Royal Canadian Mounted Police. The Conference was held in Chase and afforded local youth to network with other youth from around the Province. The youth also participated in a Canoe Journey.

School Liaison Program:

Chief Matthews School -	Cst. SHIELDS and Cst. BIRTWISTLE
Tahayghen Elementary School -	Cst. Amy MURRAY
George M Dawson High School -	Cst. Keihin HERAULT
Port Clements Elementary School -	Cst. Darrin MEIER

2008-09 School Year Visits (end of Dec. 09)

Chief Matthews School - 29
Tahayghen Elementary School - 53
George M Dawson High School - 14
Port Clements Elementary School - 9

2009-10 School Year (end of Dec. 10)

Chief Matthews School - 19
Tahayghen Elementary School - 32
George M Dawson High School - 11
Port Clements Elementary School - 10

ANNUAL PERFORMANCE PLAN

D) TRAFFIC SAFETY

Measure	From	To	Date	Data Source	Target Status
# of Checkstops (Per Member)	4	12	2010-12-31	PRIME	6
# of Violation Tickets and Warnings (Per Member)	43	45	2010-12-31	PRIME	13.7

ii) REDUCE ALCOHOL ABUSE

Measure	From	To	Date	Data Source	Target Status
# of Street Checks (Per Member)	0	45	2010-12-31	PRIME	5
# of Impaired Driving Charges and Roadside Suspensions (Per Member)	7	5	2010-12-31	PRIME	1

iii) REDUCE DRUG ABUSE

Measure	From	To	Date	Data Source	Target Status
# of CDSA Seizures (Per Member)	0	3	2010-12-31	PRIME	2
# of Drug Presentations (Per Member)	1	2	2010-12-31	PRIME	0

iv) ENHANCE POLICE/COMMUNITY RELATIONS

Measure	From	To	Date	Data Source	Target Status
# of Community events attended (Per Member)	0	3	2010-12-31	MIS	5
# Attend Elected Officials meeting in each community (Per Member)	0	1	2010-12-31	MIS	0

v) CRIME REDUCTION STRATEGY - PROLIFIC OFFENDERS

Measure	From	To	Date	Data Source	Target Status
# Identify and Target Prolific Offenders	0	2	2010-12-31	PRIME	2
# Identify and Target High Risk Offenders VIR/Other	0	2	2010-12-31	PRIME	0

COMMUNITY POLICING PROGRAMS

The RCMP commits to delivering a culturally sensitive and responsive police service to meet the needs of the communities we serve. This is evidenced through various community based programs supported by the RCMP Masset Detachment over the past quarter by attending:

MASSET

- Remembrance Day Ceremony - Masset & Tahayghen Elementary
- Royal Canadian Legion - Fish Fry
- Dixon Entrance Maritime Museum Christmas Social
- Lions Telethon - manning the telephones, updating the bidding board and emceeing
- Masset Christmas Concert - Howard Phillips Community Hall
- Tahayghen Elementary School Christmas Concert
- Tahayghen Elementary School Santa's Breakfast
- Entering the RCMP boat in the Sail Past

- Red Serge on Christmas Day at the Northern Haida Gwaii Hospital visiting patients and Staff
- Soup Kitchen held each Saturday at the Old Fire Hall
- Department of National Defence - Soldiers Christmas Dinner
- International Volunteer Day - Presentation of Certificate of Appreciation to community volunteer associated to the Healthy Communities Society
- Played Santa at the Northern Haida Gwaii Hospital Kids Christmas party
- Christmas caroling on Christmas Eve to patients at the Northern Haida Gwaii Hospital

OLD MASSETT

- Funeral services for Lee EDGARS (DRAGER), Henry WILSON, Bunnie WEIR and Dean EDGARS
- Haida Health Center Breakfast Program
- Sharing & Caring Lunch held each Tuesday in St. Johns Church
- Adult Drop In Program at the Elders Center
- Youth Breakfast Program in the Community Hall
- Haunted House & Kids Halloween Party
- Walk for the Cure
- Attended 95th birthday for Elder in the Northern Haida Gwaii Hospital
- Chief Matthews School - Christmas Concert
- Attend regular church service at St. Johns Church
- Played Santa and assisted organizers as photographer at the kids Christmas Party
- Played Santa and sang Christmas carols at the Adult Drop In Christmas lunch with the Elders
- Career Fair
- National Aboriginal Addictions Awareness Week - attended Community Dinner
- National Aboriginal Addictions Awareness Week - participated in Cribbage Tournament at Haida Rose Café
- National Aboriginal Addictions Awareness Week - participated in the "Walk for Sobriety"
- Attended in Red Serge at the 25th Anniversary of Lyall Island celebrations
- Attended Old Massett Village Council Christmas party
- Christmas caroling on Christmas Eve at select homes within the community
- Attend and support Christmas Classic as a fan cheering on local teams

Port Clements

- Remembrance Day Ceremony
- Volunteer supervisor at the Youth Center
- Steering Committee member on Ducks Unlimited Fund-raiser

- Attended Port Clements Christmas Concert
- Volunteered at Santa's Breakfast
- Donated cookware to the Youth Group
- Attend Cedarview Community Church
- Attend Seniors Christmas luncheon and game afternoon

Recognizing that listening is an important component to communication, during the past quarter, the RCMP met with various *Client/Partners/Stakeholders* including:

- ★ The Coordination for Community Safety Committee consisting of various government and non government agencies
- ★ Ministry of Transportation & Infrastructure - District Operations Manager
- ★ Department of National Defence - Detachment Commander and staff
- ★ School District #50, QCI Recreation and the Village of Port Clements - 2010 Sport Legacy Funding
- ★ Public Safety Canada and Old Massett Village Council - Issues related to Aboriginal Policing Services in Old Massett
- ★ Royal Canadian Legion, Canadian Rangers, Department of National Defence - Remembrance Day Planning
- ★ Emergency Planning Committee - Village of Masset, Old Massett Village Council & Village of Port Clements
- ★ Healthy Communities Society - being an active participant in the Healthy Communities Society which is the recognized Community Consultative Group designated through the Community Tripartite Agreement with Old Massett Village Council
- ★ Haida Gwaii Community Prevention & Education Continuum [CPEC] - Canadian Legion, School District #50, Healthy Communities Society & Northern Savings Credit Union
- ★ Northern Haida Gwaii Hospital and Health Center - Site Administrator
- ★ Corrections Canada and Restorative Justice

RANTS & RAVES

- ✓ Guard Supervisor, Karen **McKAY**, received the Canadian Corps of Commissionaires Commandants Award for exemplary service
- ✓ Cst. Trevor **SHIELDS** received a Certificate of Appreciation from RCMP "E" Division Aboriginal Policing Services for outstanding service to his community
- ✓ **KUDOS** to the *Northern Savings Credit Union*, the *Royal Canadian Legion Branch 244* and the *Healthy Communities Society* for their **commitment** to delivering a component of the Community Prevention and Education Continuum

The Members and Employees of the Masset RCMP continue to place the highest priority on public trust and public accountability. As we move into 2011, on behalf of all our Members and Employees, I would like to wish each of the citizens in the communities we serve, the very best. Over the next three months, the Masset RCMP will be conducting consultations with our communities to identify the priorities for the 2011/2012 Annual Performance Plan. If you are not a part of an elected body, or involved in a community group which in the past has been consulted in the development of the Annual Performance Plan, *I invite you to be part of these important consultations* by giving me a call at (250) 626-3991 to provide input to where you feel police should dedicate its resources in the coming year in the area of public safety.

How'aa
Merci Beaucoup
Thank you