



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)

Regular Meeting of Council Monday May 2nd, 2011

**AGENDA**

**1. ADOPT AGENDA.**

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

**3. MINUTES.**

- M-1-Minutes of Special meeting of Council, April 14<sup>th</sup>, 2011.
- M-2-Minutes of the Court of Revision of Council, April 18<sup>th</sup>, 2011
- M-3-Minutes of Regular meeting of Council, April 18<sup>th</sup>, 2011.
- M-4-Minutes of the Tourism Committee meeting, March 17<sup>th</sup>, 2011.

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

- BA-1-Climate Action Plan

**5. ORIGINAL CORRESPONDENCE.**

- C-1-Government of Canada-Canada's Citizenship Award
- C-2-Child Find BC-Proclamation for National Missing Children's Month and Missing Children's Day
- C-3-City of Pitt Meadows-Support for the LMTAC Discussion Paper
- C-4-NCLGA-Notice of Motion proposed change to NCLGA Bylaw Section 5
- C-5-NCLGA News Release-Local Government leaders to gather in Prince Rupert
- C-6-NCLGA-Connector
- C-7-Haida Gwaii Observer-Supporting Masset's 50<sup>th</sup> Anniversary through advertising

**6. GOVERNMENT.**

- G-1-Bylaw No. 386,2011-Financial Plan 2011-2015
- G-2-Bylaw No. 387,2011-Tax Rates 2011

**7. FINANCE.**

- F-1-Cheque list April 29th, 2011.

**8. NEW BUSINESS.**

- NB-1-Shops QA

**9. REPORTS & DISCUSSIONS.**

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

**ADJOURNMENT.**



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**Minutes of the special meeting of the Port Clements Council held Thursday April 14, 2011 in the Seniors Room.**

**Present**

Mayor Delves  
Councillor Cheer  
Councillor Gould  
Councillor Stewart  
Councillor Traplin

Clerk/Treasurer Heather Nelson-Smith  
Public

Mayor Delves called the meeting to order at 7:05pm

**1. ADOPT AGENDA**

Moved by Councillor Cheer, seconded by Councillor Stewart  
THAT the agenda be adopted as circulated.

**CARRIED**

**2. FINANCE**

**F-1-Financial Plan Presentation 2011-2015**

Bylaw No. 386, 2011 Financial Plan 2011-2015

The Clerk/Treasurer presented to the public the financial plan 2011-2015

Moved by Councillor Cheer, seconded by Councillor Stewart

THAT bylaw No. 386, 2011 Financial Plan 2011-2015 be read a first time.

**CARRIED**

**ADJOURNMENT**

Moved by Councillor Cheer

THAT the meeting be adjourned at 8:10pm

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Cory Delves,  
Mayor

---

Heather Nelson-Smith,  
Clerk/Treasurer

M-1



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**Minutes of the Court of Revision meeting of the Port Clements Council held Monday April 18, 2011 in the Council Chambers.**

**Present:**

Acting Mayor Cheer  
Councillor Gould  
Councillor Traplin

Clerk/Treasurer Heather Nelson-Smith  
Deputy Clerk/Treasurer Sharon Ferretti

Acting Mayor Cheer called the meeting to order at 7:20pm

**1. ADOPT AGENDA**

Moved by Councillor Gould, seconded by Councillor Traplin  
THAT the agenda be adopted as circulated.

**CARRIED**

**2. COMPLAINTS – none received**

**3. GOVERNMENT**

G-1-Certify Frontage Tax Assessment Roll for Water Purposes

Moved by Councillor Gould, seconded by Councillor Traplin

THAT Council certifies the Frontage Tax Assessment Roll for Water Purposes.

**CARRIED**

G-2-Certify Frontage Tax Assessment Roll for Sewer Purposes

Moved by Councillor Gould, seconded by Councillor Traplin

THAT Council certifies the Frontage Tax Assessment Roll for Sewer Purposes

**CARRIED**

G-3-Certify Parcel Tax Assessment Roll for PC East Sewer Purposes

Moved by Councillor Gould, seconded by Councillor Traplin

THAT Council certifies the Parcel Tax Assessment Roll for PC East Sewer Purposes.

**CARRIED**

G-4-Certify Parcel Tax Assessment Roll for PC East Water Purposes

Moved by Councillor Gould, seconded by Councillor Traplin

THAT Council certifies the Parcel Tax Assessment Roll for PC East Water Purposes

**CARRIED**

ADJOURNMENT

Moved by Councillor Gould

THAT the meeting be adjourned at 7:26pm.

---

Wally Cheer,  
Acting Mayor

---

Heather Nelson-Smith,  
Clerk/Treasurer



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**Minutes of the regular meeting of the Port Clements Council held Monday April 18, 2011 in the Council Chambers.**

**Present:**

Acting Mayor Cheer  
Councillor Gould  
Councillor Traplin

Clerk/Treasurer Heather Nelson-Smith  
Deputy Clerk/Treasurer Sharon Ferretti  
Press

Acting Mayor Cheer called the meeting to order at 7:30pm

**1. ADOPT AGENDA.**

ADD in camera 90-1-c  
C5 Prince Rupert NCLGA Resolution

Moved by Councillor Gould, seconded by Councillor Traplin  
THAT the agenda be adopted as amended.  
**CARRIED**

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

D-1-Masset, RCMP, performance plan, January-March 31, 2011.  
Sergeant MacDonald reported on the Performance Plan.

**3. MINUTES.**

M-1-Minutes of Special Meeting of Council, March 29<sup>th</sup>, 2011.  
Moved by Councillor Gould, seconded by Councillor Traplin  
THAT the minutes of March 29, 2011 be accepted.  
**CARRIED**

M-2-Regular Meeting of Council, April 4<sup>th</sup>, 2011.  
Moved by Councillor Traplin, seconded by Councillor Gould  
THAT the minutes of April 4, 2011 be accepted.  
**CARRIED**

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

**5. ORIGINAL CORRESPONDENCE.**

C-1-Vancouver Island Regional Library-From the Board Table.  
Moved by Councillor Gould, seconded by Councillor Traplin  
THAT the Vancouver Island Regional Library-From the Board Table be received and filed for information.  
**CARRIED**

M-3

C-2-Letter of resignation Cara Johnson from: Emergency Preparedness Committee, & Recreation Commission effective May 31<sup>st</sup>, 2011.

Moved by Councillor Gould, seconded by Councillor Traplin

THAT the Letter of resignation Cara Johnson from: Emergency Preparedness Committee, & Recreation Commission effective May 31<sup>st</sup>, 2011 be accepted and move forward with the requests from the letter.

**CARRIED**

C-3-Haida Gwaii Tourism Advisory Committee-letter of support for a walking tour map of Port Clements.

Moved by Councillor Traplin, seconded by Councillor Gould

THAT the VOPC provide a letter in support of the Haida Gwaii Tourism advisory committee for their Gwaii Trust application for \$15,000 towards a Walking Tour map of island communities.

**CARRIED**

C-4-CNIB-May 2011, as Vision Health Month.

Moved by Councillor Gould, seconded by Councillor Traplin

THAT the CNIB-May 2011, as Vision Health Month be received and filed for information.

**CARRIED**

C-5-Office of the Mayor City of Prince Rupert-letter NCLGA Resolution April 1, 2011 BC Ferries Route 10A.

Moved by Councillor Gould, seconded by Councillor Traplin

THAT the Office of the Mayor City of Prince Rupert-letter NCLGA Resolution April 1, 2011 BC Ferries Route 10A be supported.

**CARRIED**

## **6. GOVERNMENT.**

G-1-Bylaw of the Village of Port Clements respecting the Financial Plan 2011-2015, second & third reading.

Moved by Councillor Traplin, seconded by Councillor Gould

THAT Bylaw No. 386, 2011 Financial Plan 2011-2015 be read a 2<sup>nd</sup> and 3<sup>rd</sup> time.

**CARRIED**

G-2-Tax Rate multiple review.

Moved by Councillor Gould, seconded by Councillor Traplin

THAT the Tax Rate multiple review recommendation be accepted.

**CARRIED**

G-3-Bylaw No. 387, 2011, levying of rates for Municipal, Hospital and Regional District for 2011.

Moved by Councillor Gould, seconded by Councillor Traplin

THAT Bylaw No. 387, 2011, levying of rates for Municipal, Hospital and Regional District for 2011 be read a 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> time.

**CARRIED**

G-4-Application for berthage at the Port Clements Large Wharf.

Moved by Councillor Gould, seconded by Councillor Traplin

THAT the Application for berthage by O'Brien & Fuerst logging be approved to April 29, 2011.

**CARRIED**

## **7. FINANCE.**

F-1-Cheque list April 15<sup>th</sup>, 2011.

Moved by Councillor Traplin, seconded by Councillor Gould

THAT the Cheque list April 15<sup>th</sup>, 2011 be accepted.

**CARRIED**

**8. NEW BUSINESS.**

**9. REPORTS & DISCUSSIONS.**

**Councillor Gould-** Had nothing to report.

**Councillor Traplin-** Had nothing to report.

**Clerk/Treasurer-** Audit complete.

**Acting Mayor Cheer-** Had nothing to report.

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

**ADJOURNMENT.**

Moved by Councillor Traplin, seconded by Councillor Gould

THAT the meeting is adjourned at 8:20pm and the meeting is closed under *Community Charter* section 90-1 c.

**CARRIED**

---

Wally Cheer,  
Acting Mayor

---

Heather Nelson-Smith,  
Clerk/Treasurer

**PORT CLEMENTS TOURISM COMMITTEE**  
**COMMITTEE MEETING MINUTES**  
**March 17, 2011**

Members Present: Germain Vigneault, Urs Thomas, Wally Cheer

The meeting was called to order at 7:40 p.m. and Wally Cheer motioned to accept the agenda which was seconded by Germain Vigneault and passed.

Wally Cheer motioned to accept the February 10, 2011 minutes. This motion was seconded by Germain Vigneault and passed.

**BA-1 - Council Update:** Wally Cheer gave the Committee an update of tourism related items from Council:

- The Minister of Transportation will be in Old Masset to discuss Islander concerns for BC Ferries fare hikes and other ferry concerns. Wally Cheer could not attend but perhaps another Committee member could attend.
- The Village ownership status of the cemetery was updated.
- The Committee was apprised of BC Parks work on the Golden Spruce Trail.
- The progress for erection of the Welcome to Port Clements sign was given to the Committee. Germain Vigneault and Wally Cheer volunteered to help with the erection.

**BA-2 – Trail Extension:** Motion made by Wally Cheer to receive and file, seconded by Germain Vigneault.

**BA-3 – Action Plan:**

- (a) Welcome to Port Clements sign discussed previously
- (b) Kiosk south of town discussed – procurement of plexiglass by Village administration was part of the discussion.
- (c) The Open for Business flyer and Beyond the Pavement brochure items were tabled again.
- (d) Details for cleanup of Sunset Park in May will be discussed at the April, 2011 meeting
- (e) Wally Cheer will talk to Garth Johnson about having WFP prepared a 4 x 8 ft map for mounting at Bayview Market Christmas Card board. The map will show lakes, rivers, mainline roads and Masset and Juskatla Inlets. The Committee will add tourist oriented sites on the map. Wally should try to also get a PDF file for the map.
- (f) The plant and tree species signs for the Sunset Trail are ready except for obtaining the plexiglass for the signs. The signs should be ready for installation during the park cleanup day.
- (g) Solar lighting for the Welcome to Port Clements sign tabled until the sign has been put up.

- (h) Wally Cheer told the Committee he had made little progress on the flora and fauna policy. He detailed some of the issues and difficulties with formalizing such a policy.

**BA-4 – Conservancies and Golden Spruce Trail:** Discussion

**BA-5 – Tourism Advisory Board Update:** Urs Thomas updated the Committee on developments from the Tourism Advisory Board.

With no further business, Germain Vigneault motioned to adjourn the meeting at 9:45 p.m. and this motion was seconded by Wally Cheer and duly passed.



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REPORT TO COUNCIL  
Climate Action Plan  
April 2011

**Purpose:**

The Village of Port Clements, Masset and Queen Charlotte partnered together to create a climate action plan that is unique to the islands and form a partnership. To fulfill the requirements of Bill 27 and the climate action charter that the Village of Port Clements signed in 2006.

**Background:**

Staff has met several times regarding the climate action plan and the website has been made available for us to review.

The main issue for the North Island is the Diesel Generation Power provided by BC Hydro. This method of power generation increases our carbon footprint. This is why when you look at the attached inventory you will see that our energy and GHG emissions are greater for electricity.

One of the issues that Council will have to consider in its policy decisions regarding this plan is the cost of our carbon off sets. With the value of our carbon offsets being set at the BC Emission Factor is considerably less costly at \$2030 in carbon offsets and the North Grid emissions factor is \$9990. Council will have to decide what the Village of Port Clements will be budgeting for future payments.

Another item to consider with the above is the contribution from other agencies in a revolving loan fund that will assist us in the future becoming carbon neutral. As per the attached, rather than contributing the money to the Pacific Carbon Trust, the Village would be investing their value with contributions from BC Hydro, Gwaii Trust and other potential agencies for use towards projects that bring us to carbon neutral. The more we contribute the more we receive in matching funds, means the closer we get to being carbon neutral.

Staff needs no direction at his time, these are items to consider and will be added to another upcoming agenda.

Please review the website and any questions that you have, please forward them to me so that I may be able to provide you with an answer from Sustainable Solutions. If you require the information in paper copy, please let me know and I will print the information.

Respectfully submitted,

BA-1

## Village of Port Clements Municipal GHG Inventory- 2009- Page 1

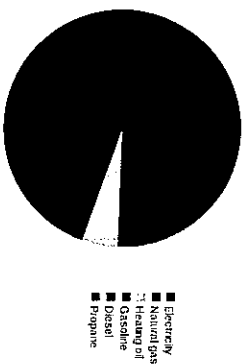
## Annual energy consumption by type, cost and GHG emissions

Energy Type	Energy Consumption (kWh)	GHG Emissions (tCO <sub>2</sub> e)	Annual Energy Cost (\$)
Electricity	435,922	329.3	\$9,899
Natural gas	0	0.0	\$0
Heating oil	30,703	7.1	\$2,104
Gasoline	104,708	22.6	\$7,208
Diesel	55,399	14.1	\$53
Propane	0	26.5	\$17,185
<b>Total</b>	<b>626,732</b>	<b>399.6</b>	<b>\$35,439</b>

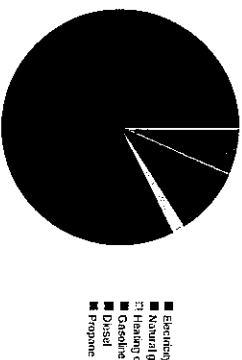
Prepared by:  
Sustainability Solutions Group  
www.sustainabilitysolutions.ca



1.1 Energy consumption by fuel type-2009



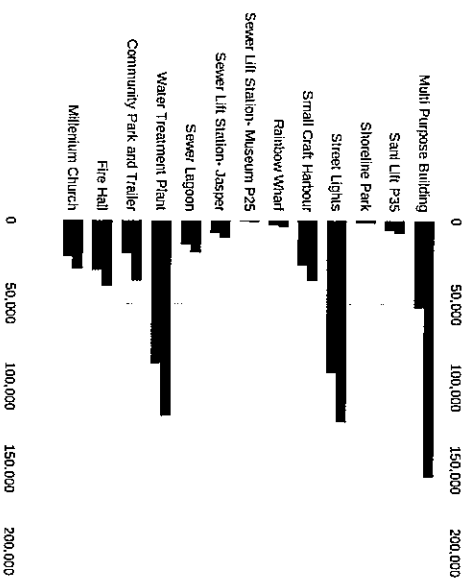
GHG emissions by fuel type-2009



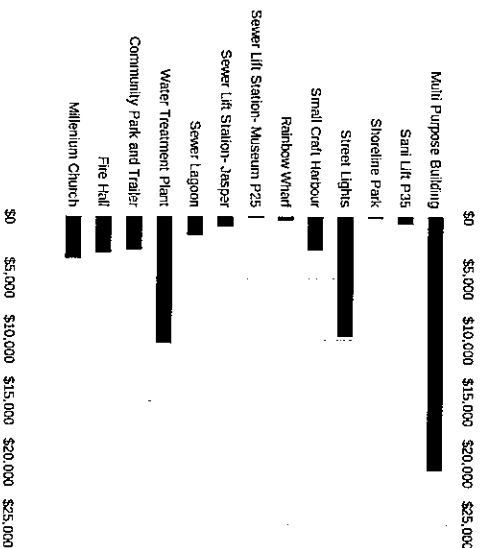
Energy costs by fuel type-2009



GHGs and energy by building



Energy cost by building



Village of Port Clements GHG Inventory- 2009- Page 2

Prepared by:  
Sustainability Solutions Group  
www.sustainabilitysolutions.ca



Annual energy costs by source

Source	Annual Energy Cost
Buildings	\$56,120
Municipal Fleet	\$6,980
Contracted Services	\$0
Municipal Travel	\$0
Offset costs	\$9,990
Total	\$63,100

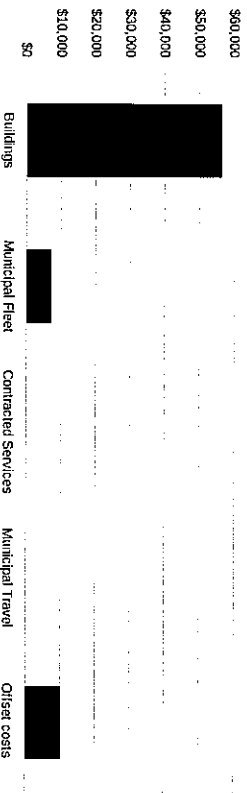
Annual GHG emissions by source

Source	GHG Emissions (tCO2e)
Buildings	362.9
Municipal Fleet	12.4
Contracted Services	14.7
Municipal Travel	9.6
Total	399.6

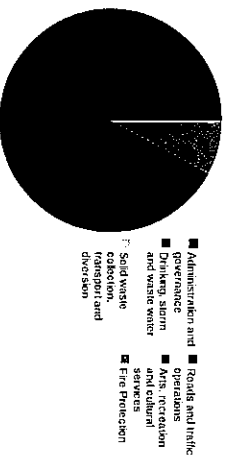
Annual GHG emissions by source



Energy costs- 2009



Annual GHG emissions by activity





# Haida Gwaii Revolving Energy Efficiency Fund

## Concept Overview

### 1. Justification:

Municipalities in BC have committed to making their operations carbon neutral by 2012 by signing the BC Climate Action Charter. In order to achieve carbon neutrality municipalities will purchase offsets. Offset projects are currently only available in other parts of BC, yet because of the GHG intensity of electricity generation on Haida Gwaii some of the best offset opportunities are available in BC are on the Islands.

Community economic development: Energy expenditures represent a major economic “leak” in rural economies. Increasing energy efficiency enables communities members to increase their discretionary income. A revolving loan fund will also create employment opportunities both in identifying loan opportunities and in completing retrofit projects.

Environmental effectiveness: The revolving loan concept leverages funds to generate multiple projects over time without drawing on core operations funding thus reducing more GHG emissions per dollar invested.

Social benefits: The fund is a mechanism that can help the community prepare for price shocks in the future and builds capacity in the community to reduce its reliance on offshore energy.

### 2. Objectives:

The objectives of the revolving loan fund are:

- reduce GHG emissions on Haida Gwaii
- achieve long-term financial savings from reduced energy consumption
- increase the implementation of energy efficient projects
- use streamlined accountability processes

### 3. Precedent:

The concept for this fund is based on the UK's Salix Finance, a non-profit company in the UK that makes energy efficiency loans to UK public institutions such as schools, universities and hospitals using ring-fenced revolving loans. The operating procedures for this fund can be adopted to the context of Haida Gwaii.

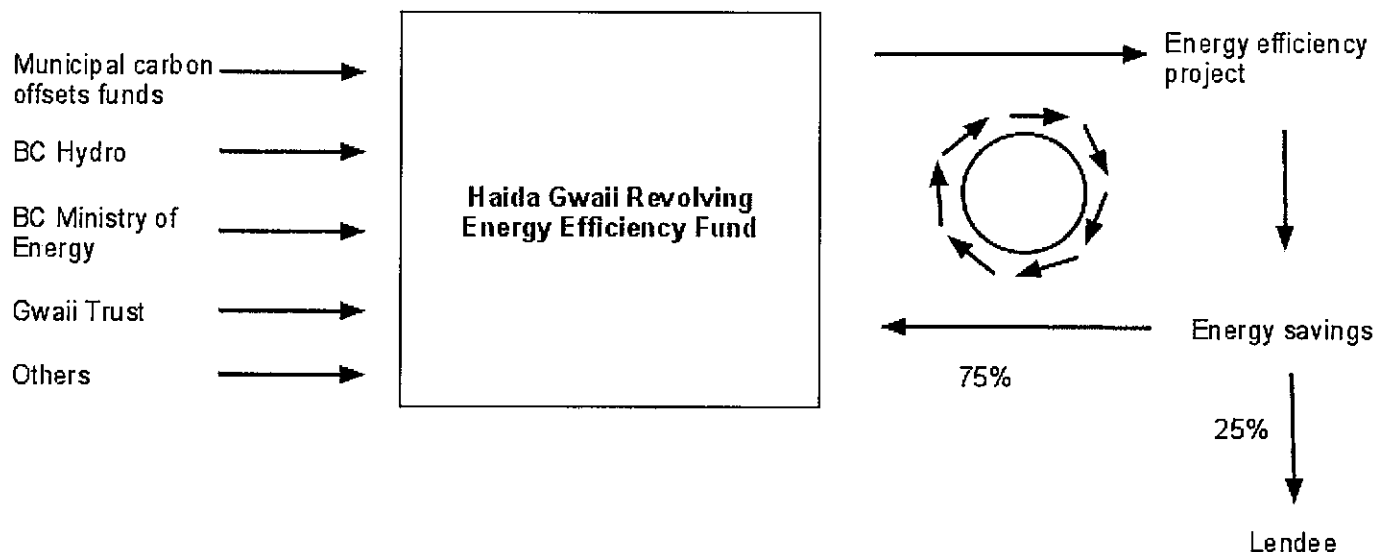
### 4. Functioning of the fund:

The fund will offer interest free loans for a range of energy efficiency projects including lighting upgrades, heating controls, insulation, voltage reduction, heating systems, building management systems and draft-proofing. 75% of the savings will be used to repay the loan and the remaining 25% will be kept by the client.



Once the loan has been repaid, the client will keep the ongoing savings. Clients may include municipalities, organisations, businesses or private individuals.

#### Potential capitalisation sources



#### 5. Capitalisation of the fund:

The fund will be capitalised through the annual offsets from the municipalities (~\$25,000 per annum). Additional potential sources of capitalisation include:

- BC Hydro
- BC Ministry of Energy
- Gwaii Trust
- Offset funds from other Provincial Ministries/Agencies on Haida Gwaii

While the fund can be managed at any level of capitalisation, a larger fund (~\$200,000) would allow for the development of more expertise and capacity around retrofitting on the Islands. It would also generate more GHG savings.

#### 6. Fund management

The fund would be managed by an individual(s) on Haida Gwaii who would help facilitate the development of proposals, review proposals, inspect retrofit work and disburse funds. An external team would verify this individuals work.

#### 7. Loan Process



Step 1. A project proposal would be submitted including description, project cost, project duration, payback calculation, repayment proposal, GHG emissions reduction, assessment of achievability.

Step 2. Loan approval: The loan would be reviewed by an external team and the funds disbursed in an appropriate manner for the project.

Step 3. Retrofit: The retrofits would be completed by contractors on island and then is inspected by the Fund Manager.

Step 4. Calculation of savings: Minimum of 3 meter reading prior to the project and 18 following commissioning. The meter reading must be normalised for temperature conditions.

Detailed arrangements and documents such as the loan arrangement and project specification can be adapted from Salix's existing resources



CANADA'S  
CITIZENSHIP  
AWARD

April 8, 2011

Dear Sir/Madam:

I am pleased to announce the launch of **Canada's Citizenship Award 2011**. This award recognizes Canadians who dedicate themselves tirelessly to active citizenship in their communities. A successful nominee is a Canadian who demonstrates exemplary citizenship by assisting newcomers to successfully integrate into the Canadian family, or a Canadian who promotes active citizenship by putting into practice the rights and responsibilities of Canadian citizenship.

Recipients of Canada's Citizenship Award will be announced during Citizenship Week which takes place from October 17-23, 2011.

I encourage you to help make this award special and significant by promoting it within your network and with your stakeholders and partners. Enclosed are promotional posters and brochures including the nomination form. Information and nomination forms can be downloaded on-line at [www.cic.gc.ca/citizenshipaward](http://www.cic.gc.ca/citizenshipaward). Additional hard copies of the brochure and promotional posters can be ordered through CIC's distribution services at [servicesdedistribution@cic.gc.ca](mailto:servicesdedistribution@cic.gc.ca).

The deadline to submit nominations for this year's award is May 13, 2011.

Yours sincerely,



Raylene Baker  
Registrar of Canadian Citizenship

Attachment: Promotional package for Canada's Citizenship Award

# *Child Find*

## BRITISH COLUMBIA

*Serving British Columbia Since 1984*  
Provincial Toll Free: 1.888.689.3463 [www.childfindbc.com](http://www.childfindbc.com)

April 15, 2011

Dear Mayor and Councilors,

**Re: Proclamation for National Missing Children's Month and  
Missing Children's Day**

I write today on behalf of Child Find British Columbia. Child Find BC requests that your local government proclaim May as Missing Children's Month and May 25<sup>th</sup> as missing Children's Day.

Child Find BC provides "ALL ABOUT ME" ID Kits with child finger printing and photos, to at no cost to families and Child Find BC hosts these Child Find ID Clinics throughout BC. Child Find BC provides education, including public speakers, literature and tips for families to assist them in keeping all of our children safe.

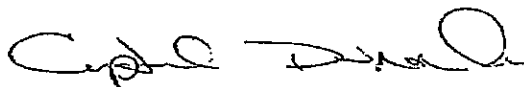
We recently sent the 2011 posters of missing children from across Canada to your offices. It is our hope that you have arranged for these posters to be placed at municipal facilities where children and families frequent. If you would like any additional posters they will be provided upon request.

We hope that you will raise this proclamation for consideration to your Council and your community at your next meeting.

The 2010 reports of missing children in Canada by province and circumstance will be released by the RCMP in the next few weeks. In 2009 over 10,000 cases of missing children were reported in British Columbia and over 50,000 cases in Canada. Through the support of municipal governments like yours we are able to educate and bring awareness to thousands of BC families on this important issue.

Thank you so much for your consideration of this request and your continuing commitment to Community Services in BC and the children and families of BC. If you have any questions regarding this request please contact the Child Find BC office at 1-888-689-3463.

Yours truly,



Crystal Dunahee  
President, Child Find BC

**Victoria Office**  
2722 Fifth Street, 208  
Victoria, BC V8T 4B2  
(250) 382-7311  
Fax (250) 382-0227  
Email:  
[childvicbc@shaw.ca](mailto:childvicbc@shaw.ca)

*"A charitable non-profit  
organization working with  
searching families and law  
enforcement to reduce the  
incidence of missing and  
exploited children."*

*A Missing Child is  
Everyone's  
Responsibility*



C-2

Your Letterhead here

**National Missing Children's Month and Missing Children's Day**

**WHEREAS** Child Find British Columbia, a provincial member of Child Find Canada is a non-profit, registered charitable organization, incorporated in 1984; **AND**

**WHEREAS** The Mandate of Child Find British Columbia is to educate children and adults about abduction prevention; to promote awareness of the problem of missing children, and to assist in the location of missing children; **AND**

**WHEREAS** Child Find has recognized Green as the colour of Hope, which symbolizes a light in the darkness for all missing children; **AND**

**WHEREAS** Child Find's annual Green Ribbon of Hope Campaign will be held in the month of May and May 25<sup>th</sup> is National Missing Children's Day; **AND**

**THEREFORE BE IT RESOLVED THAT**

I, (Mayors Name) of the (city, town, municipality), do hereby proclaim May as Child Find's Green Ribbon of Hope month and May 25<sup>th</sup> as National Missing Children's day. I urge our citizens to wear a green ribbon as a symbol of Hope for the recovery of all missing children; and to remain vigilant in our common desire to protect and nurture the youth of our Province.

\_\_\_\_\_  
Mayor

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of May, 2011



## *City of Pitt Meadows*

OFFICE OF THE MAYOR

April 20, 2011

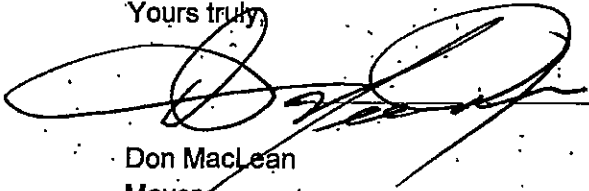
Honourable Mary Polak  
Minister of Aboriginal Relations and Reconciliation  
Room 325  
Parliament Buildings  
Victoria, BC V8V 1X4

Dear Minister Polak,

Council of the City of Pitt Meadows is writing to you today to offer our support for the LMTAC Discussion Paper: Local Government Issues and Interests on the First Nations Commercial and Industrial Development Act (FNCIDA) and the First Nations Certainty of Land Title Act (FNCILTA). The paper reflects very important issues that need to be addressed by the Federal and Provincial governments when implementing any agreement. As many of the issues identified in the discussion paper impact municipal governments and relations with our First Nation neighbours, it is imperative that the Federal and Provincial governments include municipalities in discussions when agreements under these two Acts are contemplated.

Council for the City of Pitt Meadows supports the efforts of our local First Nations to grow economically and build strong communities. As initiatives move forward, positive working relationships between municipalities and local First Nations are critical and the way to build relationships is to keep communications open and inclusive. Municipalities should be at the table when discussions are taking place about development on adjacent First Nation lands to ensure the building of strong relationships through communication - relationships which can contribute to the success of initiatives.

Yours truly,

  
Don MacLean  
Mayor

cc: Mayor Ralph Drew, Chair Lower Mainland Treaty Advisory Committee  
Randy Kamp, MP  
Michael Sather, MLA  
Union of British Columbia Municipalities

12007 Harris Road, Pitt Meadows, British Columbia V3Y 2B5

Phone: 604-465-5454 Fax: 604-465-2404

[www.pittmeadows.bc.ca](http://www.pittmeadows.bc.ca)

#87968v1

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## **MEMO**

**April 21, 2011**

**To: All NCLGA Members**

**From: President Mike Bernier and NCLGA Executive**

**Re: Notice of Motion – Proposed Change to NCLGA Bylaw Section 5**

At the April 2011 Executive Meeting a motion was passed to revisit the process for filling the positions of Regional Representatives on the NCLGA Board. This motion was passed in response to the ongoing confusion around the selection process for these positions.

The intent of the change that will be put before you at the May AGM and Convention is to:

1. Provide clarity to the wording of the existing bylaw.
2. Ensure Regional Representatives are selected by the region which they serve.

The Executive also wishes to recommend a selection process to assist Regional Districts in making an appointment to the NCLGA Board. By asking Regional Districts to adopt a common selection process the organization would ensure a consistent approach to nomination procedures across the NCLGA region.

Please refer to the attached report which details both the proposed bylaw changes and recommended procedure for electing Regional Representatives to the NCLGA Board.

Thank you for your consideration.

A handwritten signature in black ink, appearing to read "Mike Bernier", is written over a horizontal line.

Mayor Mike Bernier  
NCLGA President

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# **NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION**

## **Report**

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**To: NCLGA Membership**

**From: NCLGA Executive  
Mayor Mike Bernier, President**

**Date: April 20, 2011**

**Re: Proposed change to NCLGA Bylaws**

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### **NOTICE OF MOTION**

**MOVED THAT the NCLGA Bylaw Part 5 – Section 24 – Item 4(iii) be amended to read as follows:**

(4) The composition of the fourteen (14) Directors shall be appointed or elected subject to the following:

(iii) one representative as appointed by each Regional District area shall be a Director;

**This wording shall replace:**

(iii) one representative from each Regional District area shall be a Director;

**Please note:** for clarity, the full wording of Part 5 - Section 24 has been provided as **Appendix "A"** to this report.

## **RATIONALE**

The current wording of Part 5 – Section 24 (iii) is open to interpretation as it does not clearly state whether Regional Representatives are *elected* or *appointed* to the position. At recent AGM's this has resulted in the practice of having all delegates voting on who would provide the best representation at a regional level.

## **BACKGROUND**

Since the early 2000's there have been a number of discussions around "regional representation" on the NCLGA Board. When the board composition was originally developed the intent was to ensure that each geographic area covered by a Regional District be represented at the Board table. This bylaw was developed to ensure that, when an elected board is not well balanced geographically, it is still well informed when deliberating issues that will have an impact throughout the NCLGA Region.

## **RECOMMENDED SELECTION PROCESS FOR APPOINTEES**

By providing a recommended selection process for Regional District representation on the NCLGA Executive, the organization hopes to ensure a consistent approach to nomination procedures throughout the NCLGA Region. The deadline for submitting the names of Regional Representative Appointees will be consistent with the nomination deadline for all elected positions.

- *Each Regional District will be responsible for appointing a representative to the NCLGA Board.*
- *Any local government elected official from within the Regional District boundaries may put their name forward to that Regional District to be considered as the NCLGA regional representative. (The elected official does not necessarily have to be on the Regional District board, but may be from a municipality within the Regional District boundaries.)*
- *The Regional District Board will develop criteria for selection of their NCLGA representative that ensures knowledgeable representation.*
- *The Regional District Board will appoint their NCLGA representative based on the set criteria that it has developed and submit the information to the NCLGA by the prescribed deadline.*
- *In the event that the regional representative position becomes vacant during the term, the Regional District will be responsible for appointing a substitute for the remainder of the current NCLGA term of office.*

**Appendix A – NCLGA Constitution and Bylaws: Part 5 – Section 24:**

- 24.(1) the President, Vice President and one or more other persons are the Directors of the Society.
- (2) The number of Directors must be nine (9) until after the first Annual General Meeting at which time the number of directors shall be fourteen (14) or a greater number determined from time to time at a general meeting.
- (3) A person is eligible to be a director if they are an elected official from an NCLGA local government member
- (4) The composition of the fourteen (14) Directors shall be appointed or elected subject to the following:
- (i) the immediate Past President shall be a Director;
  - (ii) the President, Vice-President and 2<sup>nd</sup> Vice-President (to be elected from the members' delegates at large) shall each be a Director;
  - (iii) one representative from each Regional District area shall be a Director; and;
  - (iv) all remaining vacancies in the directorship shall be elected from the members' delegates at large.



**FOR MORE INFORMATION CONTACT**  
Maxine Koppe, Executive Director  
North Central Local Government Association  
Phone: 250-564-6585 / Fax: 250-564-6514  
Prince George, BC E-mail: [mkoppe@nclga.ca](mailto:mkoppe@nclga.ca)

Mayor Mike Bernier, NCLGA President  
Phone: 250-719-7080  
Dawson Creek, BC E-mail: [mayorbernier@dawsoncreek.ca](mailto:mayorbernier@dawsoncreek.ca)

## NEWS RELEASE

April 26, 2011

### Local Government Leaders to Gather in Prince Rupert

The North Central Local Government Association (NCLGA) will hold its 56th Annual General Meeting and Convention in Prince Rupert from May 11<sup>th</sup> – 13<sup>th</sup>, 2011. Over 250 delegates are expected to attend representing local governments from 100 Mile House to the Yukon border and Valemount to Haida Gwaii. The theme of the conference this year is “A Rainbow of Opportunities”.

“I am so pleased that Prince Rupert is hosting our Convention this year” said NCLGA President Mike Bernier, “We don’t have many coastal members in our Association, so this is a real treat for us to visit a coastal community, and at the same time enjoy the strong lineup of speakers and presenters we have lined up to focus on some of the key issues facing local governments across Northern BC”.

Keynote speakers for the event are Bruce Vincent, a third generation logger from Libby, Montana who is currently serving as President of Communities for a Great Northwest, and former Prince Rupert resident Dr. John S. MacDonald, Chairman and CEO of Day4 Energy Inc. and current Chancellor of UNBC. Other speakers will cover a variety of topics including Mining, Health Care, Carbon Credits, Sustainability Planning, Food Security, and Grow Ops. Once again this year, Northern Health will hold individual meetings with NCLGA Members at the event, and the Northern Medical Programs Trust will hold their AGM in Prince Rupert to coincide with the NCLGA AGM.

NCLGA Convention Committee Chair Dave MacDonald, the Mayor of Port Edward says “I have enjoyed working with NCLGA and the City of Prince Rupert to plan the convention, and I am really looking forward to hosting the Welcome Reception at the North Pacific Cannery in Port Edward.”

“The Convention is a great opportunity to showcase Prince Rupert, as many NCLGA communities are exporting products from their mines and mills, as well as agricultural products to global markets through Prince Rupert,” stated Mayor Jack Mussallem.

The Village of Masset is celebrating their 50<sup>th</sup> anniversary since incorporation this year, and will receive special recognition during the conference. Several other communities are celebrating special milestones and will be recognized as well including the Villages of Fraser Lake, Hazelton, and Granisle, the Districts of Mackenzie, Port Edward, Tumbler Ridge, and Vanderhoof, the Town of Smithers, and Bulkley Nechako Regional District.

NCLGA members will be debating over 50 resolutions on issues that affect northern communities and rural areas. Resolutions endorsed at the meeting will be forwarded to the appropriate Ministries as well as to the Union of BC Municipalities for consideration at their Annual Convention in September. Resolutions and the Convention Agenda may be viewed on the NCLGA website at: <http://www.nclga.ca/conventions.asp>

Registration is available online at: <http://www.civicinfo.bc.ca/event/nclga2011.asp>

# NCLGA CONNECTOR

## NCLGA CONVENTION INFORMATION MAY 11-13, 2011 PRINCE RUPERT

Registration for the 56th NCLGA AGM & Convention is available online through CivicInfo:

[www.civicinfo.bc.ca/event/nclga2011.asp](http://www.civicinfo.bc.ca/event/nclga2011.asp)

The delegate registration fee includes all sessions, meals, and social events. In fact, the only event that is an added cost is the golf tournament!

Bringing a partner along? There is a separate registration for them. The base fee includes all of the evening meals and social events. There are some great activities that partners can take part in. Visit the registration page and check it out. (There are modest fees associated with these extra events.)

The Convention Agenda, and other Convention related information is available online at the NCLGA website: [www.nclga.ca/conventions.asp](http://www.nclga.ca/conventions.asp)



## NCLGA CONSTITUTION UPDATE

An advance Notice of Motion has been sent to the NCLGA members to advise that there will be a Motion for an update to our Bylaws at the upcoming AGM.

The recommended change is in regards to how the Regional Representatives are elected to the NCLGA board. If passed, each Regional District will be responsible for appointing a representative for their area. The person chosen must be an elected local government official from within the Regional District boundaries, but not necessarily a Director on the RD Board, (they may be from a municipality located within the RD boundaries).

## NCLGA RESOLUTIONS DATABASE

The North Central Local Government Association maintains a searchable online database of all of the resolutions that have been debated by our membership since 1999.

<http://www.nclga.ca/resolutions.asp>

If you are wondering if a topic has been covered previously click on the "Resolutions Archive" and then "Search Text". Responses from Provincial and Federal Ministries are included with the Resolution that the correspondence is affiliated with.

## PRESIDENT'S CORNER

No. 95 May 2011

This is my final column as the NCLGA President and as they say, "Time flies when you're having fun." That has certainly been the case for me over this last year, and I am happy to take the opportunity to give some thanks, some praise, and some best wishes.

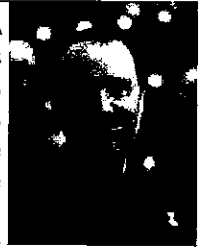
First though, as you are all aware, we will be meeting in just a few weeks in Prince Rupert, and I know as you read through the list of speakers you will be excited to take part of this year's convention. Your Resolutions Committee and Executive have received all the resolutions that have come forward. I know they will create some debate, but more importantly, will give us a solid foundation to work from as the NCLGA continues to represent you, and lobby on your behalf. We will be starting off the resolutions sessions by seeking your support for an amendment to our bylaws. I believe you will find that it will help to simplify our election process. We will then carry on to the resolutions drafted by the Executive; which we would ask for your endorsement, and then to the Member resolutions.

I have had the pleasure of meeting with the other Area Associations and their Presidents and I must say that the NCLGA is very well respected in the Province as one of the best run groups, with the most informative and well organized AGM's. This is when I give full credit to our staff, Maxine and Karen. For those that have had the pleasure of being on the Executive, you will not doubt agree that if it was not for these ladies, we would surely be lost. They manage our office, organize our AGM, and basically make us look good. (which some of us need more than others)

I would like to thank the current Executive that I have had the pleasure to work with this term. Because the NCLGA covers over half of the Province, our issues and concerns can vary extremely and because of that your Executive has had some lively but always respectful debate. We have strived to make the right decisions that will help you as our members.

I want to thank everyone who has put their names forward for the NCLGA 2011/2012 Executive and I wish you the best of luck. I know that this next year will be even better with the enthusiasm shown! One thing that is exciting about moving to Past President, is that I finally don't have to campaign for a position. It has been eventful and sometimes a little crazy this past year, but I want to thank everyone for giving me the opportunity to serve as President of the greatest Area Association in the Province!

See you in Prince Rupert...



**CIVICINFO - ANNUAL GENERAL MEETING  
PENTICTON TRADE & CONVENTION CENTRE**



The CivicInfo BC Society Annual General Meeting will be held on May 17, 2011 at 4:00pm, at the Penticton Trade and Convention Centre. The meeting will last approximately 30 minutes, with light refreshments served following the meeting.

Anyone from a BC Local Government or related organization is welcome to attend the AGM. Each Local Government Member of the CivicInfo BC Society may have one vote at the meeting. Voting cards will be distributed to authorized individuals at the door.

Copies of CivicInfo's Annual Report will be distributed at the meeting. Electronic copies may be obtained in advance by email from: [info@civicinfo.bc.ca](mailto:info@civicinfo.bc.ca) The AGM will take place during the Annual Convention of the Local Government Management Association (LGMA) of BC.

**TranspoNorth JUNE 16-18 PRINCE GEORGE**

The TranspoNorth Conference and job fair will be celebrating 100 years of transportation in BC. Air freight, ocean transport, trucking, railroading, passenger service and pipelining will be part of the event. [www.transponorth.com](http://www.transponorth.com)



**COUNCILLOR PETER KUT  
VILLAGE OF POUCE COUPE  
1934-2011**

Councillor Peter Kut passed away on April 7, 2011 in Spirit River, Alberta. He was 77 years of age. Peter was first elected to council in the Village of Pouce Coupe in 2002, and was serving in his 4th term. He and his wife Gerta retired to Pouce Coupe from Baytree, Alberta where he was born and raised. Peter was a life-long farmer. He volunteered with numerous organizations and enjoyed restoring old tractors and vehicles. We extend our condolences to Peter's family, his wife Gerta, two sons and grandchildren.

**MEASURING UP THE NORTH AWARD  
SELECTION COMMITTEE**

Thank you to the Selection Committee for a job well done:

**Mayor Mike Bernier**, NCLGA President  
**Pat Harris**, BC Paraplegic Association  
**Theresa Healy**, Northern Health  
**Laurie Ringaert**, former MUTN Project Director  
**Emese Szucs**, SPARC BC  
**Winnie Yu**, Ministry of Health

Winners will be announced at the NCLGA Convention in Prince Rupert in May! Thank You for your nominations!



**MINING TRAINING PROGRAM - SMITHERS**

Northwest Community College in Smithers has been providing training for the minerals industry workforce in Northern BC communities since 2004.

A partnership with the Smithers Exploration Group and the Province has developed courses and programs that target the minerals industry. Support from the Province has been in the \$1.6 million dollar range. This year 58 students will take part in the Workforce Exploration Skills Training program, and will spend 7 weeks at a mining training camp outside of Smithers. Students graduate with job-ready skills, and more than 70% of those students have found employment in the industry. About three quarters of program participants are Aboriginal. For more information visit: <http://sem.nwcc.bc.ca/>



**VILLAGE OF BURNS LAKE & BURNS LAKE BAND  
SIGN HISTORIC FULL SERVICE AGREEMENT**



History was made in Burns Lake in April when the Burns Lake Band and the Village of Burns Lake signed the first ever Full Service Agreement between the two parties. Burns Lake Band Reserve residents will receive all municipal services that Village taxpayers currently receive including water, sewer, garbage collection, animal control, fire protection, and more. The agreement will cover services for 2011 and a long term Full Service Agreement will be negotiated later this fall.





## 2011 NCLGA Golf Tournament

*Wednesday, May 11<sup>th</sup>, 2011  
Prince Rupert Centennial Golf Course  
523 9<sup>th</sup> Avenue West*

*This will be a 9 hole scramble that could leave you scrambling for an umbrella, rain gear or sun glasses, so dress for the weather. Situated at the base of Mount Hays you will experience our lush and beautiful course along with numerous sightings of Prince Rupert wildlife. Cart/Club rentals are extra and available at the Pro Shop.*

- |                          |   |
|--------------------------|---|
| ⌘ 9 hole scramble        | ⌘ Tee-time 9:30 am                          |
| ⌘ \$35.00 per person     | ⌘ Rentals extra                             |
| ⌘ Express lunch provided | ⌘ Refreshment Kiosk on 6 <sup>th</sup> Hole |

*To register for this once in a life time golfing experience, please contact before May 6<sup>th</sup>, 2011:*

*Allan Scott at 250.627.0961 or [allan.scott@princerupert.ca](mailto:allan.scott@princerupert.ca)  
Tanya Ostrom at 250.627.0991 or [tanya.ostrom@princerupert.ca](mailto:tanya.ostrom@princerupert.ca)*



# PARTNERS PROGRAM

WEDNESDAY, MAY 11<sup>th</sup>, 2011



## NCLGA Golf Tournament

Everyone is welcome to attend this memorable 9 hole scramble that could leave you scrambling for an umbrella, rain gear or sun glasses, so dress for the weather. Situated at the base of Mount Hays you will experience our lush and beautiful course along with numerous sightings of Prince Rupert wildlife. Cart/Club rentals are extra and available at the Pro Shop.

Time:	9:30 am	Place:	523 - 9 <sup>th</sup> Avenue West
Cost:	\$35.00 per person - Rentals Extra		

THURSDAY, MAY 12<sup>th</sup>, 2011

## Seafood Cooking with Adrienne

Adrienne Johnston is the owner of Cow Bay Café. This unique waterfront café is located in the heart of Cow Bay, overlooking the harbor. Adrienne creates amazing cuisine with only the freshest ingredients. Watch while she prepares fresh local seafood and taste the end results! When you return home you can dazzle your family and friends with your new cooking abilities.

Time:	9:00 am - 11:00 am	Place:	20 Cow Bay Road
Minimum No.:	6 people	Limit:	12 people
Cost:	\$40.00		

## Museum of Northern BC Tour

From the traditional seasonal rounds to the contemporary artistic productions of First Nations, this one hour interpretive tour guides you through the rich history of the North Coast Tsimshian. The Museum's extensive collection forms the basis of this tour by introducing visitors to some of the many diverse aspects of First Nations history including daily lifestyle, the hosting of great feasts and the creation of renowned works of art.

Time:	12:00 pm - 1:15 pm	Place:	100 - 1 <sup>st</sup> Avenue West
Minimum No.:	6 people	Limit:	20 people
Cost:	\$7.00		

Web Site: [www.museumofnorthernbc.com](http://www.museumofnorthernbc.com)

## Lush Lunch, Wine Pairing 101 & Mixology

Start your afternoon off with a fabulous lunch in the Lush Lounge at Chances Gaming Centre. You will be enchanted by the beauty of the Pacific Ocean, delighted by your amazing lunch and leave as a Sommelier or Mixologist! Come for the food, stay for the fun!

Time:	1:30 pm - 3:30 pm	Place:	240 - 1 <sup>st</sup> Avenue West
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# PARTNERS PROGRAM

Minimum No.: 6 people  
\*Cost: \$40.00

Limit: 20 people

Web Site: [www.chances.ca](http://www.chances.ca)

\*This fee includes \$20 for lunch and one glass of wine or a martini

**FRIDAY, MAY 13<sup>th</sup>, 2011**

## Sushi by Makiko

Have you always wanted to make sushi at home, but don't know how? Then this is something you can't pass up - learn how to make it from an Authentic Japanese sushi maker at Opa Sushi Bar! You'll start off by using the freshest ingredients, learn how to cook sushi rice, and then master the technique of making your favorite rolls. Don't miss out on this fun and excellent experience. Who knows maybe you will become sushi connoisseurs!

Time:	10:00 am - 12:00 pm	Place:	34 Cow Bay Road
Minimum No.:	6 people	Limit:	12 people
Cost:	\$40.00		

## Butze Rapids Park & Trail

After many days and nights of eating and drinking fine food, it is time for a little exercise. This is one of the more popular trails and natural scenic sites in the Prince Rupert area. The hiking loop trail should take no longer than 2 hours to complete and it is an interpretive hike through old growth forest, trekking across bogs and wetlands. The trail is very well maintained and fun for all ages. Bring your camera as you will enjoy exploring the forested eco systems and watching the impressive tidal rapids.

Time:	1:00 pm - 3:30 pm	Place:	TBA
Minimum No.:	6 people	Limit:	20 people
Cost:	n/c but must register		

## H2O Adventure

You can't visit Prince Rupert without stepping aboard H2O's 29 foot zodiac to observe marine life in their natural habitat. This Transport Canada Safety Certified vessel will take you around our beautiful City and then out to Lucy Island in search of seals, sea lions, porpoises and whales. The only request this tour company has is that you sit back, and enjoy the salty sea air as you enjoy an experience that will surely be the highlight of your trip to Prince Rupert.

Time:	12:30 pm - 3:30 pm	Place:	Atlin Terminal
Minimum No.:	7 people	Limit:	12 people
Cost:	\$112.00		

Web Site: [www.h2oadventure.com](http://www.h2oadventure.com)

**Please register with Civic Info for any of these awesome Partner Programs.**

**REGISTRATION DEADLINE: May 6<sup>th</sup>, 2011**

# **Haida Gwaii OBSERVER**

PO Box 205 • Queen Charlotte, BC • V0T 1S0  
250 559-4680 • fax 250 559-8433 • [observer@haidagwaii.ca](mailto:observer@haidagwaii.ca)  
[www.haidagwaiiobserver.com](http://www.haidagwaiiobserver.com)

April 27, 2011

Mayor and Council  
Village of Port Clements  
Port Clements BC

Dear Mayor Delves and Council:

On May 19, The Observer will be publishing a special supplement to help celebrate Masset's 50<sup>th</sup> anniversary as an incorporated village.

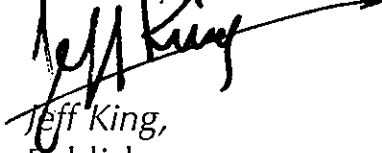
This will be a 12 or 16 page insert to The Observer, outlining Masset then and now, pointing out some of the changes incorporation has brought, with reminiscences of various long-term residents about Masset in 1961, 2011, and the intervening years.

Such supplements are always supported by advertising, and I'd like to see the Village of Port Clements advertise, sending a positive message to Masset.

Rates are the same as for the Observer (rate card attached) and our deadline is Wednesday, May 11.

If you have any questions, I'd be delighted to answer them.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff King", with a long horizontal stroke extending to the right.

Jeff King,  
Publisher,  
Haida Gwaii OBSERVER

C-7

# Masset is 50

## Masset celebrates half a century this year

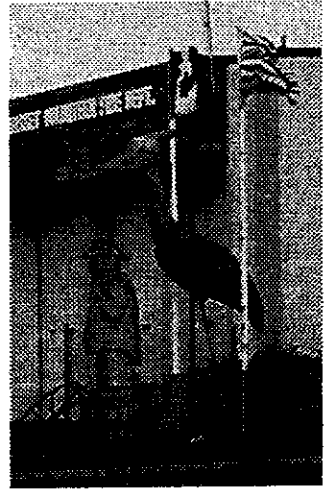


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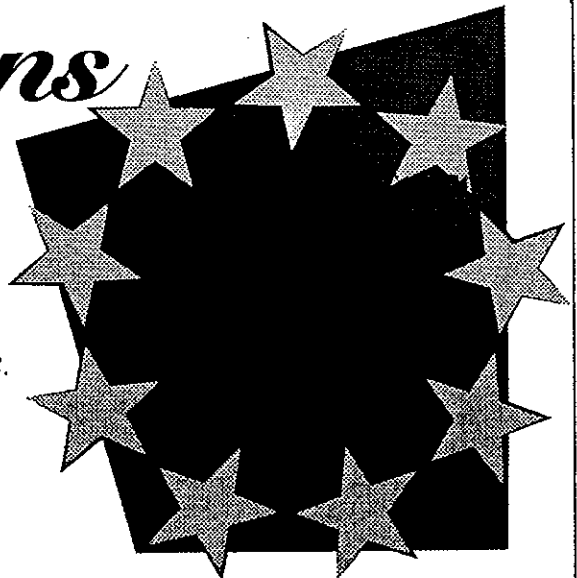
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# *Congratulations*

to the  
Village of Masset

*Hope you have many more fifties in the future.*

Fred Smith  
Fishing Co. Ltd



~~Queen Charlotte Islands~~  
**OBSERVER**  
Every Thursday

**Display advertising rates**

Full page	385	350
1/2 page	199	189
1/3 page	135	125
1/4 page	105	99
1/8 page	55	50
1 col inch	14.00	13.75

New  
advertisers  
prepayment  
or  
approved  
credit

Tear sheets provided with display ads

**Deadline NOON Monday for Thursday publication**

- two colour-\$120 surcharge
- to insert flyers 12¢ each

*Agency line rate \$1.25 gross • Electronic format-PDF only*

**Classified ads-\$10.00 first 20 words, 30¢ each additional word**  
Classifieds are posted to [www.qciobserver.com](http://www.qciobserver.com) every week

**250-559-4680 or [observer@qcislands.net](mailto:observer@qcislands.net)**



**VILLAGE OF PORT CLEMENTS**

**BYLAW NO.386, 2011**

**A Bylaw of the Village of Port Clements  
Respecting the Financial Plan for the Years 2011-2015**

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

1. Schedule "A" attached hereto and made a part of this bylaw is hereby adopted and comprises the Financial Plan for the Village of Port Clements for the years 2011 through 2015, ending December 31, 2015.
2. This bylaw may be cited for all purposes as the "Financial Plan Bylaw No. 386, 2011".

READ A FIRST TIME THIS 14<sup>th</sup> DAY OF APRIL, 2011

READ A SECOND TIME THIS 18<sup>th</sup> DAY OF APRIL, 2011

READ A THIRD TIME THIS 18<sup>th</sup> DAY OF APRIL, 2011

RECONSIDERED AND FINALLY ADOPTED THIS 2<sup>nd</sup> DAY OF MAY, 2011

---

CORY DELVES  
MAYOR

---

HEATHER NELSON-SMITH  
CLERK/TREASURER

---

CERTIFIED A TRUE COPY OF VILLAGE OF  
PORT CLEMENTS FINANCIAL PLAN, BYLAW NO. 386, 2011

G-1

## Schedule "A"

## General Fund

	2011 Budget	2012 Budget	2013 Budget	2014 Budget	2015 Budget
Property Tax- Municipal	124,865	127,362	129,910	132,508	135,158
Payments in Lieu	7,113	7,113	7,113	7,113	7,113
Sales of Services	12,028	12,028	12,028	12,028	12,028
Revenue From Own Sources	50,530	51,130	51,130	51,130	51,130
Unconditional Transfers	406,000	406,000	406,000	406,000	406,000
Conditional Transfers	186,933	39,025	39,025	39,025	39,025
Multi Purpose Building Revenue	14,700	14,700	14,700	14,700	14,700
Transfers From Reserves	100,493	0	0	0	0
Collections for Other Agencies	193,936	193,309	193,309	193,309	193,309
<b>Total Revenues</b>	<b>1,096,598</b>	<b>850,667</b>	<b>853,215</b>	<b>855,813</b>	<b>858,463</b>
Legislative Expenses	35,300	40,300	35,300	35,300	35,300
General Administration	190,450	182,650	181,580	183,547	189,551
Fire Department	46,250	46,250	46,250	46,250	46,250
Emergency Services	10,750	750	750	750	750
Common Services	19,000	19,000	19,000	19,000	19,000
Wharf Services	10,400	10,400	10,400	10,400	10,400
Small Craft Harbour	27,224	9,350	9,350	9,350	9,350
Roads	92,300	58,800	58,800	58,800	58,800
Environmental Health	2,080	1,080	1,080	1,080	1,080
Environmental Development	6,000	6,000	6,000	6,000	6,000
Parks and Recreation	68,600	39,100	39,100	39,100	39,100
Cultural Buildings and Facilities					
Fiscal Services	1,400	1,400	1,400	1,400	1,400
Contributions to Reserves	0	19,382	28,000	28,631	25,277
Capital Expenses	179,012	10,000	10,000	10,000	10,000
Multi Purpose Building Expenses	58,000	57,000	57,000	57,000	57,000
Amortized asset contribution to reserve	154,896	154,896	154,896	154,896	154,896
Taxes Levied for Other Agencies	194,936	194,309	194,309	194,309	194,309
<b>Total Expenses</b>	<b>1,096,598</b>	<b>850,667</b>	<b>853,215</b>	<b>855,813</b>	<b>858,463</b>
<b>Surplus/ (Deficit)</b>	<b>0</b>	<b>0</b>	<b>-0</b>	<b>0</b>	<b>0</b>

**"Schedule A"**

**Water Fund**

	<b>2011 Budget</b>	<b>2012 Budget</b>	<b>2013 Budget</b>	<b>2014 Budget</b>	<b>2015 Budget</b>
Fees & Taxation	<u>98,566</u>	102,000	111,815	111,815	111,815
Grants	1,102,343	40,000	40,000	40,000	40,000
<b>Total Revenues</b>	<b>1,200,909</b>	<b>142,000</b>	<b>151,815</b>	<b>151,815</b>	<b>151,815</b>
Operating Expenses	77,300	79,800	79,800	79,800	79,800
Capital Expense	1,062,432	0	0	0	0
Contribution to Reserves/Amortized assets	61,177	62,200	72,015	72,015	72,015
<b>Total Expenses</b>	<b>1,200,909</b>	<b>142,000</b>	<b>151,815</b>	<b>151,815</b>	<b>151,815</b>
<b>Surplus/ (Deficit)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**"Schedule A"**

**Sewer Fund**

	<b>2011 Budget</b>	<b>2012 Budget</b>	<b>2013 Budget</b>	<b>2014 Budget</b>	<b>2015 Budget</b>
Fees & Taxation	<u>59,316</u>	61,956	61,956	61,956	61,956
Grants & Transfers	62,086	0	0	0	0
<b>Total Revenues</b>	<b>121,402</b>	<b>61,956</b>	<b>61,956</b>	<b>61,956</b>	<b>61,956</b>
Operating Expenses	52,000	46,920	46,920	46,920	46,920
Capital Expenses	54,366	0	0	0	0
Contribution to Reserves/Amortized assets	15,036	15,036	15,036	15,036	15,036
Debenture	0	0	0	0	0
<b>Total Expenses</b>	<b>121,402</b>	<b>61,956</b>	<b>61,956</b>	<b>61,956</b>	<b>61,956</b>
<b>Surplus/ (Deficit)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**"Schedule A"**

	<b>2011 Budget</b>	<b>2012 Budget</b>	<b>2013 Budget</b>	<b>2014 Budget</b>	<b>2015 Budget</b>
<b>Capital Projects</b>					
<b>General</b>					
Fire Department Equipment	7,500	7,500	7,500	7,500	7500
Concession Stands	40,012	0	0	0	0
Trail extension	94000				
Entrance sign install	3000				
Public Works Truck	12500				
<b>Water</b>					
Water System Upgrade	1,062,432.00				
<b>Sewer</b>					
Lift Station					
Sewage Upgrade	54,366				



## VILLAGE OF PORT CLEMENTS

### BYLAW NO. 387, 2011

Being a bylaw for the levying of rates for Municipal, Hospital and Regional District purposes for the year 2011.

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

1. The following rates are hereby imposed and levied for the year 2011:
  - a) For all lawful general purposes of the municipality on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in column "A" of the schedule attached hereto and forming a part hereof.
  - b) For Vancouver Island Regional Library purposes on the assessed value of land and improvements taxable for general municipal purposes, rates and appearing in Column "B" of the Schedule attached hereto and forming a part hereof.
  - c) For Skeena-Queen Charlotte Regional Hospital purposes on the assessed value of land and improvements taxable for Hospital purposes, rates and appearing in Column "C" of the Schedule attached hereto and forming a part hereof.
  - d) For purposes of the Skeena-Queen Charlotte Regional District on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column "D" of the Schedule attached hereto and forming a part hereof.
  - e) For purposes of the North West Regional Hospital District on the assessed value of land and improvements taxable for Hospital purpose, rates appearing in Column "E" of the Schedule attached hereto and forming part hereof.
2. The minimum amount of Taxation upon a parcel of Real Property shall be one dollar (\$1.00).
3. This bylaw may be cited as "Tax Rates Bylaw No. 381, 2011."

READ A FIRST TIME THIS 18<sup>th</sup> DAY OF APRIL, 2011

READ A SECOND TIME THIS 18<sup>th</sup> DAY OF APRIL, 2011

READ A THIRD TIME THIS 18<sup>th</sup> DAY OF APRIL, 2011

RECONSIDERED AND FINALLY ADOPTED THIS 2<sup>nd</sup> DAY OF MAY, 2011

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Cory Delves,  
MAYOR

---

Heather Nelson-Smith,  
CLERK/TREASURER

**Village of Port Clements**  
**Schedule for Tax Rate Bylaw N0.387, 2011**

Rates per \$1000 of taxable assessed value

Class	"A" General Municipal	"B" VIRL	"C" SQCRD Hospital	"D" SQCRD	"E" NW Reg. Hospital
1 Residential	4.0626	0.38564	0.071957	0.99687	0.639661
2 Utilities	8.1252	0.77128	0.2518495	1.99374	2.2388135
5 Light Industry	8.1252	0.77128	0.2446538	1.99374	2.1748474
6 Business	8.1252	0.77128	0.17629465	1.99374	1.56716945
7 Managed Forest	8.1252	0.77128	0.215871	1.99374	1.92
8 Rec/Non Profit	4.0626	0.38564	0.071957	0.99687	0.639661
9 Farm	4.0626	0.38564	0.071957	0.99687	0.639661

a

# VILLAGE OF PORT CLEMENTS

## Cheque Listing For Council With GL Numbers

Page 1 of 1

2011-Apr-29

10:39:11 AM

Cheque	Date	Name	Expense GL Number	Invoice	Description	Invoice Amount	Cheque Amount
20110200	2011-04-28	A.L. CONDROTTE			PAYMENT		453.60
			10-2-32-37-20	1131	HAUL WASTE MATERIAL + TRUCK HRS	216.16	
			10-2-71-89-40	1131	HAUL WASTE MATERIAL + TRUCK HRS	216.17	
20110201	2011-04-28	BLUE CROSS			PAYMENT		53.47
			10-4-27-00-30	May 2011	BENEFIT PREMIUM	53.47	
20110202	2011-04-28	CLARK FREIGHTWAYS			PAYMENT		324.32
			30-2-41-40-00	110313282	SKID CONTAINING 4 PCS OF TOOLS	309.12	
20110203	2011-04-28	ClearTech industries Inc.			PAYMENT		561.96
			30-2-41-30-30	455028 SJ	CHLORINE REAGENT POWDER PACKS	138.51	
			30-2-41-30-30	455212 SJ	SODIUM HYPOCHLORITE	397.11	
20110204	2011-04-28	CORPORATE EXPRESS			PAYMENT		33.39
			10-2-12-11-40	27446595	BUSINESS CARD PAPER	31.82	
20110205	2011-04-28	GAS PLUS II			PAYMENT		94.80
			30-2-41-40-10	VPC0311	GAS + DIESEL	94.80	
20110206	2011-04-28	ISLANDS SOLID WASTE			PAYMENT		130.00
			10-2-43-00-00	548888	SORTED WOOD WASTE; MIXED WASTE	120.00	
			10-2-43-00-00	548890	SORTED WOOD WASTE	10.00	
20110207	2011-04-28	MUNICIPAL INFORMATION SYSTEMS IN			PAYMENT		304.52
			10-2-12-11-20	20110065	MUNIWARE SUPPORT	290.25	
20110208	2011-04-28	OPUS DAYTONKNIGHT			PAYMENT		8,329.97
			30-2-41-10-20	5438	WTP UPGRADE PREDESIGN	7,939.50	
20110209	2011-04-28	RECEIVER GENERAL - CCRA			PAYMENT		3,798.54
			10-4-27-00-10	April 2011	CRA DEDUCTIONS REMITTANCE	3,798.54	
20110210	2011-04-28	VANCOUVER ISLAND REGIONAL LIBRAR			PAYMENT		2,963.00
			10-2-84-20-00	April 7 201	LIBRARY TAX ASSESSMENT	2,963.00	
20110211	2011-04-28	Associated Plastics & Supply Corp.			PAYMENT		1,331.68
			10-2-71-89-50	1377	HDPE MARKERS WITH CUSTOM ENGRA	1,269.26	
20110212	2011-04-28	Misty Cedar, Web Development & Technical			PAYMENT		110.00
			10-2-12-11-40	39	VIDEO CARD INSTALLATION & TESTING	110.00	
20110213	2011-04-28	PULLANO, SALVATO	10-4-12-90-00	REPL-2009	REFUND ON TAX ACCOUNT	88.00	88.00
			10-4-12-90-00	REPL-2009	REFUND ON TAX ACCOUNT	88.00	
20110214	2011-04-28	DELVES, CORY	10-2-11-10-20	REPL-2009	MEETING IN MASSET PROV NEGOTIATIO	50.47	50.47
			10-2-11-10-20	REPL-2009	MEETING IN MASSET PROV NEGOTIATIO	50.47	
20110215	2011-04-28	HAYWARD, JOANNE	10-2-75-00-00	REPL-2010	FISHING DERBY CAKES	34.31	34.68
			10-2-75-00-00	REPL-2010	FISHING DERBY CAKES	34.31	
			10-3-22-00-00	REPL-2010	FISHING DERBY CAKES	0.37	
			10-3-22-00-00	REPL-2010	FISHING DERBY CAKES	0.37	

**Total      18,662.40**

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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

ShopsQA

April 2011

**Preamble:**

The Village of Port Clements Council in their action plan for 2011 stated that economic development was a priority in their planning for the 2011 year. Staff was given an opportunity to take advantage of a webinar produced by the company Web QA for the purpose of offering a pilot opportunity to Port Clements.

Staff participated in this webinar on April 26, 2011 and found that the opportunity for local businesses may be relevant to us.

The opportunity includes a link to ShopsQA and each business in town would be able to manage their own listing, link to their website, upload photos and even have frequently asked questions. This would allow businesses that are not internet savvy to be able to still communicate with customers through the internet.

It would also give us the opportunity to list events and even link to facebook.

We also will receive support and maintenance of the site and business customers would be able to call the company directly to work out issues and get set up, and not the Village office.

The typical cost for this program is a \$2000.00 start up and \$395.00 per month. The Village of Port Clements is being offered a waiver of the \$2000.00 and \$95.00 per month, a total annual cost of \$1140.00. The revenue generated through business licenses is \$1300.00 annually.

If Council thinks this to be a worthwhile trial, we could sign up for a little as a year, and even at the end of that year we would be grandfathered in at the rates stated above. We would also have the ability to continue year to year plans should we decide to do this.

Respectfully submitted,

NB.1



## ShopsQA

Almost 50% of small businesses do not have a website  
95% of all purchases made within a five mile radius of home

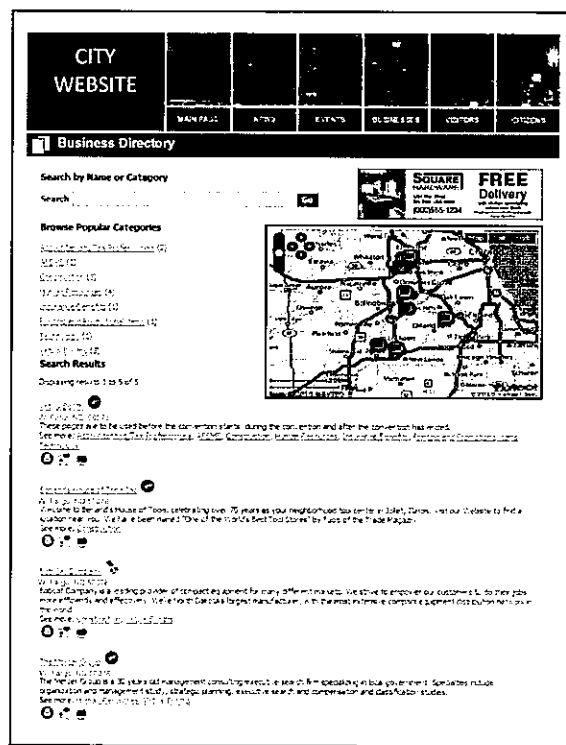
The ShopsQA program from WebQA offers local businesses an interactive micro-website that grows sales by improving communication with city residents.

Cities receive a Shop Directory that:

- Looks and acts like their website.
- Gives each business an interactive micro-website
- Lets residents ask and follow information
- Allows the city to highlight special businesses (such as those affiliated with the Chamber of Commerce)

Local Businesses register online with the City and, when accepted, receive:

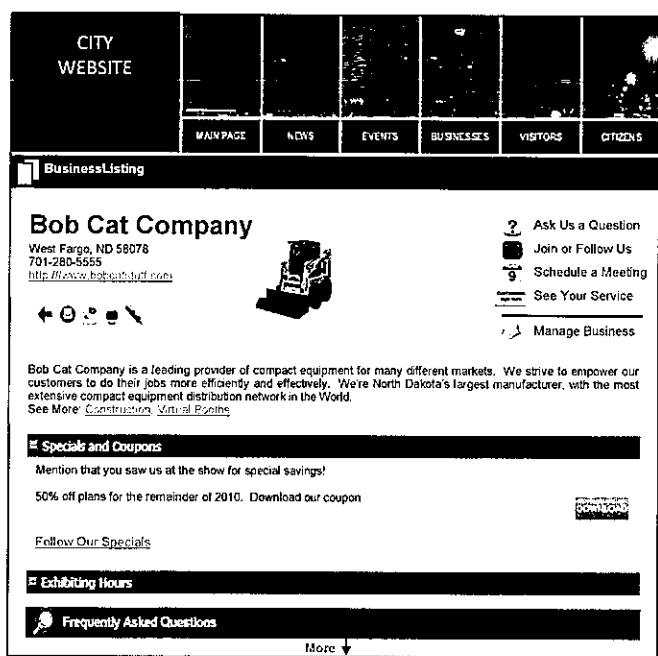
- Their micro-website
- Ability to post any information: *photos, documents, coupons, info, links, etc.*
- Complete webinar and video training
- Ability to update information at any time
- Possible City review of updates before going live



Residents use the city directory to search local businesses by name, category or keyword and find them on a city map. For each business, residents can:

- Review information,
- Download documents and coupons,
- Join mailing lists
- Follow updates,
- Ask questions, and
- Request to schedule meetings

**FEATURE:** Residents can schedule automatic text or email updates of any section changes to a local business micro-website. For example, as a business updates a coupon, all registered residents immediately receive the new coupon.



## ShopsQA Micro-websites: Business Setup and Management

**CITY WEBSITE**

MAIN PAGE NEWS EVENTS BUSINESSES VISITORS CP

**Exhibitor Setup**

View My Questions and Requests View My Payments Update My Contact Information Logout My Listings Add Listing

Save Go Back Join A Live Webinar Watch a Training Video Ask a Question Request a Service Manage Customer List Handle Individual Customers

**Details**

Name: Bob Cat Company

Description: Bobcat Company is a leading provider of compact equipment for many different markets. We strive to empower our customers to do their jobs more efficiently and effectively. We're North Dakota's largest manufacturer with the most extensive compact

Address 1: 600TH+418

Address 2:

City: West Fargo

State/Province: ND

Zipcode: 58078

Phone:

Email:

Mailbox List Email:

Special Identification: Gold Sponsor

Photo or Image: Choose File No file chosen

**Specials and Coupons**

Description: Mention that you saw us at the show for special savings!

Upload new file: Choose File No file chosen

Description: 50% off plans for the remainder of 2010. Complete attached document for special saving.

Micro-websites grow local business sales by providing a vibrant and interactive communication vehicle between business and residents.

- **Local Businesses** receive a simple setup and management page to control their content and optionally manage their customers. The page consists of easy, intuitive tools and collapsible sections that let each local business load operation information, documents, questions & answers, coupons and other relevant data. As an option, local businesses can manage and track customers from their setup portal.
- **For Assistance**, Local businesses can review one-to-two minute video tutorials, join a live webinar or use the directory knowledgebase of instructions to lookup information or ask questions.
- **Updating a site** is simply a matter of logging into the Micro-site via secure identification and changing information. After saving, updates can go to the City for review or immediately take place. When an update occurs, those residents that have registered to follow that section of the business micro-site immediately receive notifications of the new information.

For more information, please contact WebQA, Inc. at 630-985-1300