



The Village of  
**PORT CLEMENTS**  
"Gateway to the Wilderness"

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

7:00 p.m. Regular Meeting of Council Monday, February 4, 2013

**AGENDA**

1. ADOPT AGENDA.

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

D-1-Randy and Gloria O'Brien – Port Clements Development and Barge Facility

3. MINUTES.

M-1-Regular meeting of Council Monday, January 21, 2013

M-2-Emergency Planning Committee meeting Thursday, October 4, 2012

M-3-Tourism Committee meeting Thursday, October 4, 2012

M-4-Barge Sub-Committee meeting Thursday, December 6, 2012

M-5- Barge Sub-Committee meeting Friday, December 28, 2012

M-6- Barge Sub-Committee meeting Thursday, January 3, 2013

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

5. ORIGINAL CORRESPONDENCE.

C-1-MIEDS Economic Development Strategy

C-2-NCLGA AGM & Convention attendance

C-3-NCLGA call for nominations for 2013-2014 NCLGA Executive

C-4-Coastal Community Network 2013 Subscriptions and Board of Directors

C-5-NCLGA Resolution Submission Deadline: March 1, 2013.

6. GOVERNMENT.

G-1-Bylaw No. 400, 2013 to provide for the borrowing of money in anticipation of revenue.

7. FINANCE.

F-1-Cheque Listing January 30, 2013

8. NEW BUSINESS.

NB-1-Report to Council – Risk Management Conference

NB-2- Report to Council – Economic Development

NB-3- Report to Council – Carbon Tax Credits

NB-4- Report to Council – Youth Work Opportunity

NB-5-Report to Council – Emergency Social Services Training

9. ACTION ITEMS.

A-1-See attached

10. REPORTS & DISCUSSIONS.

11. QUESTIONS FROM THE PUBLIC & PRESS.

Motion to adjourn to in camera meeting under *Community Charter* Section 90-1-c labour relations.

ADJOURNMENT.



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**Minutes of the regular meeting of the Port Clements Council held Monday January 21, 2013 in the Council Chambers.**

**Present:**

Mayor Cheer  
Councilor Gould  
Councilor Gaspar  
Councilor Thomas

Clerk/Treasurer Kim Mushynsky

Mayor Cheer called the meeting to order at 7:00pm

**1. ADOPT AGENDA.**

2013-015 - Moved by Councilor Thomas, seconded by Councilor Gould  
THAT the agenda be adopted with the following additions – C-3 Tlell Firefighters request for letter of support, C-4 – Royal Canadian Legion request for letter of support and C-5 – VOQC request for letter of support.  
**CARRIED**

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

**3. MINUTES.**

M-1 – Regular Meeting of Council Monday January 7, 2013  
2013-016 – Moved by Councilor Gaspar, seconded by Councilor Thomas  
THAT we accept the minutes from the January 7, 2013 Regular Council meeting as presented.  
**CARRIED**

M-2 – Special Meeting of Council Friday December 28, 2012  
2013-017 – Moved by Councilor Gaspar, seconded by Councilor Thomas  
THAT the minutes of the December 28, 2012 Special Council meeting be adopted as presented.  
**CARRIED**

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

**5. ORIGINAL CORRESPONDENCE.**

C-1 – Dixon Entrance Golf Society – request for letter of support  
2013-018 – Moved by Councilor Gaspar, seconded by Councilor Gould  
THAT we write a letter of support for the Dixon Entrance Golf Society  
**CARRIED**

C-2 – BC Hydro update on Smart Metering program  
2013-019 – Moved by Councilor Gaspar, seconded by Councilor Gould

m-1

THAT we receive and file this correspondence

**CARRIED**

C-3 – Tlell Firefighters request for letter of support

C-4 – Royal Canadian Legion request for letter of support

C-5 – Village of Queen Charlotte request for letter of support

2013-020 – Moved by Councilor Gould, seconded by Councilor Gaspar

THAT we write letters of support for C-3, C-4 & C-5.

**CARRIED**

## **6. GOVERNMENT.**

G-1 – Houston’s response on the potential sale of Ridley Terminals

2013-021 – Moved by Councilor Gaspar, seconded by Councilor Gould

THAT we open this item for discussion.

**CARRIED**

2013-022 – Moved by Councilor Gould, seconded by Councilor Gaspar

THAT we table this issue until more information is available.

**CARRIED**

## **7. FINANCE.**

F-1 – Cheque listing to January 17, 2013

2013-023 – Moved by Councilor Gaspar, seconded by Councilor Gould

THAT we open this item for discussion.

**CARRIED**

2013-024 – moved by Councilor Gould, seconded by Councilor Gaspar

THAT we accept the cheque listing as presented.

**CARRIED**

F-2 – CIBC December 2012 Bank Statement

2013-025 – Moved by Councilor Gaspar, seconded by Councilor Gould

THAT we open this item for discussion.

**CARRIED**

2013-026 – Moved by Councilor Gaspar, seconded by Councilor Gould

THAT we accept the December 2012 CIBC statement as presented.

**CARRIED**

## **8. NEW BUSINESS.**

NB-1 – Sale of Village owned lots

2013-027 – Moved by Councilor Gould, seconded by Councilor Gaspar

THAT we approve the recommendations made by the Administrator in regards to the sale of Village lots.

**CARRIED**

NB-2 – Small Craft Harbour Committee

2013-028 – Moved by Councilor Gould, seconded by Councilor Gaspar

THAT we table this item to the strategic planning meeting.

**CARRIED**

## **9. ACTION ITEMS:**

2013-029 – Moved by Councilor Gould, seconded by Councilor Thomas

THAT we continue with the same ad in the 2013 edition of the guide to the islands and that we look into other venues for advertising for 2013.

**CARRIED**

**10. REPORTS AND DISCUSSIONS.**

Councilor Gould – SQCRD mtg, MIEDS strategy mtg

Councilor Thomas – HGCF mtg (written report handed in), MIEDS strategy mtg

Mayor Cheer – MIEDS strategy mtg, EPC mtg

Councilor Gaspar – Rec mtg tomorrow

Administrator – funding applications for Canada Days & Water Week, EPC mtg, EPC brochure.

**ADJOURNMENT.**

2013-030 - Moved by Councilor Thomas, seconded by Councilor Gaspar

THAT the meeting be adjourned at 7:55pm

**CARRIED**

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Wally Cheer,  
Mayor

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Kim Mushynsky,  
Clerk/Treasurer



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Minutes from the October 4, 2012 Emergency Planning Committee Meeting  
Emergency Command Centre (Upstairs Firehall)

Present:

Chair – Kaz Falconbridge  
Jane Wilson  
Cst. Scott McDiarmid RCMP  
CAO - Kim Mushynsky

The meeting was called to order at 7:00pm

1. ADOPT AGENDA

Moved by Jane Wilson, seconded by Scott McDiarmid that the agenda be adopted with additions NB2 – Back Road Map and NB3 – Oct. 18 Shake Out BC.

**CARRIED**

2. MINUTES

M-1 – April 19, 2012 Minutes

Moved by Jane Wilson, seconded by Scott McDiarmid that the minutes from the April 19, 2012 Emergency Committee meeting be accepted as presented.

**CARRIED**

3. BUSINESS ARISING & UNFINISHED BUSINESS

BA-1 – Emergency Plan Review

Moved by Jane Wilson, seconded by Scott McDiarmid that the updated Emergency Plan be forwarded to Council for approval prior to yearend.

**CARRIED**

4. CORRESPONDENCE

C-1 – Resignation Letter Terry Mitchell

Moved by Jane Wilson, seconded by Scott McDiarmid that we accept Terry's letter of Resignation.

**CARRIED**

5. NEW BUSINESS

m-2

NB-1 – Appointment of new Emergency Co-ordinator

Moved by Kim Mushynsky, seconded by Scott McDiarmid that Jane Wilson be appointed as the new Emergency Co-ordinator.

**CARRIED**

NB-2 – Back Road Map

Update from Kaz Falconbridge in regards to the new Back Roads Map that is on display in the Emergency Command Centre.

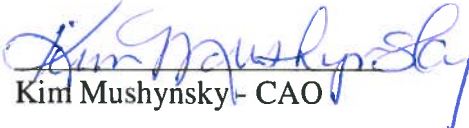
NB-3 – October 18, 2012 Shake Out BC at 10:18am

Reminder by Kaz Falconbridge about the upcoming earthquake drill and encouraging all members to take part in whatever way works for where they are at that time.

## 6. ADJOURNMENT

Adjourned at 7:25pm

  
Kaz Falconbridge – Chair

  
Kim Mushynsky – CAO

# PORT CLEMENTS TOURISM COMMITTEE

## Minutes of the regular meeting of the Port Clements Tourism Committee

Thursday, October 4, 2012

Present:

Chair Mayor Wally Cheer

Councillor Matt Gaspar

Wayne Nicol

Betty Stewart

Deputy Clerk/Treasurer Sharon Ferretti

Chair Wally Cheer called the meeting to order at 7:07 p.m.

### 1. ADOPT AGENDA

It was moved by Councillor Gaspar, seconded by Betty Stewart to adopt the agenda as presented.

**CARRIED**

### 2. DELEGATES

### 3. MINUTES

Minutes August 8, 2012

Discussion:

- Committee agreed to draft a letter to Lucy Stephanic with BC Parks to get a push on attention needed for the Golden Spruce Trail.
- Sunset Park needs to be thinned out and brought back to original state to enjoy water view. Attendance and revenue has been increasing every year. Each camp site should have its own pathway to the beach.
- Signage – need to give a list to Kim Mushynsky to obtain quotes. Begin with Sunset Park signs; next focus on both entrances into Port Clements.

It was moved by Councillor Gaspar, seconded by Betty Stewart to adopt the minutes as presented.

**CARRIED**

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

BA-1: Council update

- School Bus Shelter for corner of Bayview and Dyson; perhaps include a 'Community Information Board' and a map of Port Clements with land marks i.e. Golden Spruce Trail and the Gas Station.
- MIEDS pushing for 'destination tax' of \$1.00 on everyone coming on BC Ferries and the Airlines; Ferries on board – Airlines not so much. Funds to be used for Tourism Promotion on island. Provincial Government will match so that doubles the funds.

BA-2: Action Plan – see attached

### 5. ORIGINAL CORRESPONDENCE

### 6. NEW BUSINESS

NB-1: Recommendation to consider changing our bird from the white raven to the saw-whet owl.


As the white raven has a story and personal connection to Port Clements the Committee agreed to keep the white raven as Port Clements' bird.

NB-2-Suggestion to use St. Mark's church as a Tourist Information Centre.

This idea was well received. Betty Stewart will look into applying for Government funding. It was felt it would probably be easy to staff with volunteers for five days a week during the high tourism months. Student Government funding may be available.

Adjournment

Meeting was adjourned by Matt Gaspar at 8:35 p.m.



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Mayor Wally Cheer, Acting Chair



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Sharon Ferretti, Deputy/Clerk Treasurer



Village Of Port Clements Tourism Committee Action Plan 2012

#	ITEM	ACTION	RESOLVE	DONE?
1	Sunset Trail & Sunset Park Campground Signs	3' x 2' Directional Sign i.e. Tenting & RV sites 4 x 4 size	Betty Stewart to work on	
2	Sunset Park Clean up	Hit a date after Canada Days for clean up; some trees have to come down	After Labour Day; with lots of help could be only 4/5 hrs work	
3	Tourism Meeting attendees	Haida Gwaii Tourist Brouchure re: Port Clements underexposed; involvement from Jeff King may produce more exposure	Tourism Guide submission re-worded	
4	Ground Work done before bring tourists in	Signs coming in would need to be in other languages i.e. Japanese, German, etc. - do play on words to create curiosity & intrigue - perhaps promote disaster tourism re: Tsunami Debris	Ongoing brainstorming ideas and types of materials for the signs. If deemed unsafe i.e. takes the driver's eyes off the road unsafely will not be approved. We will do some mock ups and submit for approval before moving ahead on construction.	
5	Sunset Trail Extension	A. Wally to talk with original volunteers with equipment: Craig, Donald, Al, O'Briens; B. Reach out to community for labourers C. Min of Highways to donate crush D. Set up meeting	ON HOLD due to barge facility re: road bypass will be necessary. Administrator applied for another grant; 2 grant apps in and talk to run road through Alder St re: Official Community Plan; Maybe can put a sidewalk or trail along side road.	
6	Sunset Trail Extension	Applied for another funding source for trail; Alder St become road - maybe find funding; Info gathering still at this point; Crush is still very limited is too dear to donate.	More about a quality of life for residents - Council item as opposed to Tourism Committee; have \$22,000 from Gwaii Trust; Senior's have an application in for funding request	
7	RV West magazine	Maybe approach Senior's to create an article on RV Site	Jane Wilson has wrote an article which has been submitted	
8	Website/Blog	Marilou Shroeder/Heather - MIEDS doing editing on info phamplet - Marilou will do a blog, is always looking for material i.e. Images of Canada Days with little blurbs needed.	Successful in terms of interest shown; Tweets & Hits are high numbers.	
9	Coffee Book	Wally to touch base with Germain - August Determine 4/5 projects i.e. Coffee Book, Business Plan, Canvas Residents, Ian # of pages + cost info	Fall 2012 Sub committee of 3 people to push through. Fall - make funding applications. Cost for a single coffee book approx \$200-\$250 - reduces with quantity.	
10	Google Ad Works/ Twitter	Fall 2012	Fall 2012	
11	Port Visitor Center - Fan Tour	have staff actually paddle the Justkatla Inlet	2013	
12	Port Clements brochures targeting Long Term High End Clients	Langara Fishing Lodge and West Coast Fishing Club-Rick Grange; Rick Borin - Charlotte; West Coast Adventures - Haida	Long Term - 5 years	



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**Minutes of the Barge Sub-Committee meeting of the Port Clements Council held Thursday December 6, 2012 in the Council Chambers**

Present:

Mayor Cheer  
Councilor Gould  
Councilor Thomas

Clerk/Treasurer Kim Mushynsky  
MIEDS Heather Adel – by phone

Mayor Cheer called the meeting to order at 3:30pm

Moved by Councilor Thomas, seconded by Councilor Gould  
THAT we adopt the agenda as presented

CARRIED

Moved by Councilor Gould, seconded by Councilor Thomas

THAT we accept the September 6, 2012 Barge Sub-committee minutes as presented

CARRIED

Update:

RFP put out Nov. 20, closed Dec. 19, award bid by Jan. 2 & Final report by Feb. 15, 2013

Received verbal confirmation of Crown Grant success – awaiting written confirmation

We will need to have an appraisal and survey done, at our cost, to complete Crown Grant process

Action:

1. Kim to teleconference with Norm about where his process is at – either report this back to next Sub-Committee meeting or have Norm join us by phone for next meeting whichever is appropriate
2. Kim to talk to Peter Lantin, as new CHN president, about our proposal
3. Give an update of our proposal at next Protocol meeting
4. Kim to set up meeting with Old Massett & Skidegate Councils to update them on our proposal early in the new year.

Next meeting planned for Thursday December 13<sup>th</sup> at 3:30pm.

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Wally Cheer,  
Mayor

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Kim Mushynsky,  
Clerk/Treasurer

M-4



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**Minutes of the Barge Sub-Committee meeting of the Port Clements Council held Friday December 28, 2012 in the Council Chambers.**

Present:

Mayor Cheer  
Councilor Thomas  
Councilor Gaspar

Clerk/Treasurer Kim Mushynsky  
MIEDS EDO Heather Adel

Mayor Cheer called the meeting to order at 1:15pm

Moved by Mayor Cheer, seconded by Councilor Thomas  
THAT the barge committee recommend to Council that we go with KPMG for the Business Case proposal.  
**CARRIED**

Meeting adjourned at 1:45pm

Next meeting planned for Thursday January 3<sup>rd</sup> at 3pm – Barry Wijdeven has been invited to this meeting.

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Wally Cheer,  
Mayor

---

Kim Mushynsky,  
Clerk/Treasurer



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**Minutes of the Barge Sub-Committee meeting of the Port Clements Council held Thursday January 3, 2013 in the Council Chambers**

Present:

Mayor Cheer

Councilor Gould

CAO Kim Mushynsky

Gwaii Trust Representative Barry Wijdeven

Mayor Cheer called the meeting to order at 3:30pm

Update:

Council explained the Barge Container Port and intercoastal barge concepts to Mr. Wijdeven in light of the fact that we will be applying for funding for the Business Case study at the next Major Infrastructure program the end of January. The project and the potential for economic stimulus was discussed at length.

Action item:

Kim agreed to send a copy of the Gwaii Trust application to Mr. Wijdeven as soon as it was completed so that he could review, make comments and ask any new questions prior to attending the allocation meeting.

Meeting adjourned at 5pm.

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Wally Cheer,  
Mayor

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Kim Mushynsky,  
Clerk/Treasurer

## **MIEDS Economic Development Strategy**

In May of 2012, the members of MIEDS began a strategic planning process with the goal of developing a three year economic development strategy for the organization. Through June and July public meetings were held in each of the communities of Queen Charlotte, Port Clements, Masset and the two Regional District Area communities of Sandspit and Tlell. Additionally, surveys were sent out to all islanders via Canada Post.

The data collected was recorded in an excel spreadsheet and analyzed for consistencies, trends and patterns. A lot of great ideas and comments were made through this process and are reflected in the development of the new mandate, mission, definition of economic development, the strategic issues, goals and objectives.

Additionally, the data collected through the public consultation has been used to develop a draft set of initiatives that could be implemented to address the goals and objectives. Meetings with the three community Councils will be held in January and early February where they will consider the list developed by the public and add any other initiatives that they believe will best meet the organizations objectives.

The list of initiatives will be prioritised and evaluated against the mission and mandate to ensure that the organization is sticking to its purpose. A time line and logic model will be created for the goals to direct implementation and ensure measures of success are identified.

A brief document with the mandate, mission, definition of economic development, strategic issues, goals and objectives is posted on the MIEDS website. The objects may be tweaked, moved, added or dropped in the final document depending on what comes out of the initiatives discussions.  
([www.mieds.ca](http://www.mieds.ca))

### **Destination Marketing**

Our work experience placement, Joe Hans has been diligently working on creating tourism related YouTube video slideshows. The first of four videos is titled "Ocean Adventures" and is available for viewing (<http://www.youtube.com/watch?v=WoRCN1cfZP8> ). As this is new to both Joe and MIEDS, we anticipate updating it with more photos and music in the near future. Joe is currently working on the next video "Land Adventures".

Our social media efforts on Facebook and Twitter continue to increase in followers. Most recently one of our Haida Gwaii blogs 'went viral'! In the first 2 weeks of January there were over 75 Twitter shares of the 'Winter Adventure on Haida Gwaii' blog and references to the stunning photos. In that same time period, there were over 1,100 page views of the Winter Adventure blog (approximately 20 times greater than the average viewership). We have also had several people indicate interest in planning a winter vacation on Haida Gwaii.

Our Haida Gwaii Blog is updated weekly. People (and organizations) are encouraged to contribute stories and/or photos for the blog – it's a great opportunity to promote your community or share your experiences with others who are certainly interested.

## **Training plan for the northwest identifies gaps, offers actions**

Over the past six months the Northwest Regional Workforce Table, of which MIEDS was a member, has been consulting with industry, employers, First Nations, post-secondary institutions, training providers, labour and local government to better understand the opportunities and challenges facing the region as industry investment increases. We gathered data, integrated a wide array of perspectives and are ready to provide some clear recommendations for filling skills gaps and supporting economic growth in the region.

Key factors shaping labour market reality in the Northwest include a skills gap between the current worker pool and upcoming job opportunities, barriers to full youth participation in the local labour market and the critical need for stronger collaboration between employers, training providers, government, institutions and learners. There are also some specific challenges around training availability in the region, including the need for more accessible training options, and gaps in the training that is offered for occupations expected to be most in demand in the Northwest over the coming decade.

Five goals we outline in the Plan include providing encouragement to high school students by presenting a bright economic future for the region, developing an industry liaison program for high schools, expanding dual credit initiatives; helping workers upgrade skills to ensure access to jobs that major projects will create; increase the participation of Aboriginal people in these high-demand occupations, working with First Nations and Aboriginal communities to address their unique training needs; encourage ongoing collaboration with industry that will address training gaps, and modify existing training to support the high-demand occupations; keep people informed about jobs in the region to encourage collaboration in achieving these goals.

But all of these ambitious initiatives will need robust participation from those of us living and participating in the Northwest economy. To obtain a copy of the Training Plan log on to the Northwest Community College website (<http://www.nwcc.bc.ca>).

### **The Port of Haida Gwaii**

The Village of Port Clements and MIEDS are collaborating on advancing the idea of a container port for the islands. With transportation costs at crippling levels, it is imperative that all efforts are made to reduce them.

The communities of Haida Gwaii met with Ministers and Deputy Ministers while at the Union of British Columbia Municipalities conference in September. Collectively, the idea was presented and a request for funding was made. There was interest in the project at the Provincial level; however, we were informed that a detailed business plan would be required before consideration of the project could progress further.

In December 2012, the Village of Port Clements and MIEDS put out a Request for Proposals for the development of a detailed business plan. A number of proposals were received. Each was evaluated by matrix and a clear winner determined. The project has been awarded to KPMG Ltd. We look forward to having a business plan so that we can actively seek funding.

Need to know who is going.



# Registration is OPEN!

## Join us for the 2013 NCLGA AGM & Convention

### May 1 - 3, 2013

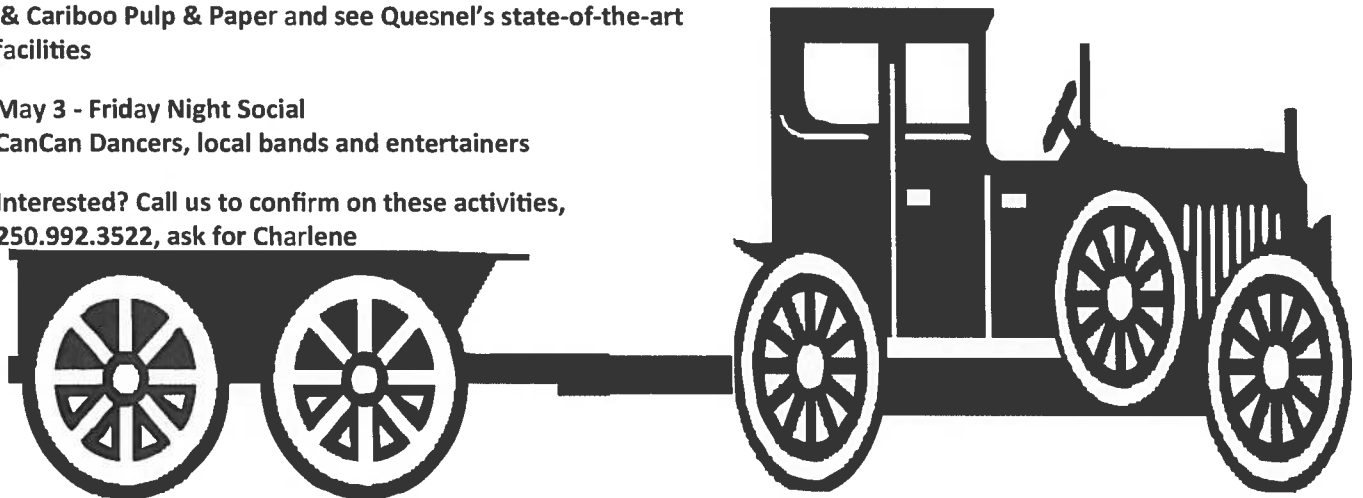
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### What's New?

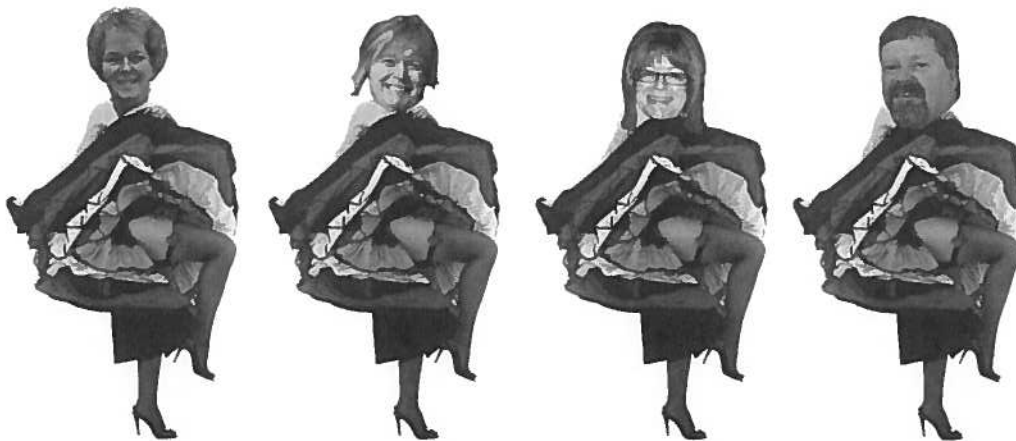
May 1 - Not a golfer? Tour West Fraser Sawmill & Cariboo Pulp & Paper and see Quesnel's state-of-the-art facilities

May 3 - Friday Night Social  
CanCan Dancers, local bands and entertainers

Interested? Call us to confirm on these activities, 250.992.3522, ask for Charlene



Sure to thrill, sure to entertain, sure to be a fantastic time in Quesnel BC



Register by March 15 and be entered in the **EARLY BIRD DRAW**

[www.nclga.ca/conventions.asp](http://www.nclga.ca/conventions.asp)



January 17, 2013

Village of Port Clements  
Box 198  
36 Cedar Avenue West  
Port Clements, BC V0T 1R0

Attention: All Members

**Re: Call for Nominations for 2013-2014 NCLGA Executive**

The Election of Officers for the North Central Local Government Association will take place at the AGM and Convention in Quesnel, May 1st - 3rd, 2013

Nominations will be accepted in writing until **March 28th, 2013**, this deadline is to allow enough time for inclusion in our Annual Report that delegates will receive at the Convention. Along with a nomination letter, please provide a photograph of the nominee and a short bio. Nominations will also be accepted from the floor of the Annual General Meeting.

We are seeking nominations for the following positions:

- President**
- 1st Vice-President**
- 2nd Vice-President**
- Directors at Large** (3 positions available)

Nominations for the above positions may come from any NCLGA member. Voting for these positions will take place at the AGM and all voting delegates of members in good standing are entitled and encouraged to vote.

Our bylaws were updated at the 2011 Convention in regards to the process used to elect Regional Representatives. Under the revised bylaw a Regional Representative shall be **appointed** by each of the following Regional Districts or Regional Municipalities to the NCLGA Executive for a one-year term:

<b>Bulkley Nechako</b>	<b>Northern Rockies</b>
<b>Cariboo</b>	<b>Peace River</b>
<b>Fraser-Fort George</b>	<b>Skeena Queen Charlotte</b>
<b>Kitimat Stikine</b>	

We would appreciate receiving a notification of their appointment by the March 28th, 2013 nomination deadline, as well as a photograph and bio for the appointee in order for them to be included in the Annual Report.

Terms of reference for each position are included with this letter. If you have any questions please feel free to contact the NCLGA office at (250) 564-6585.

Sincerely,

Art Kaehn, NCLGA Past President  
NCLGA Nominations Chair

Enclosure

C-3



## **Terms of reference for positions on the Executive of the North Central Local Government Association:**

*Candidates for the North Central Local Government Association Executive may be nominated by a member municipality or Regional District. If their candidate is successful, the sponsoring community must be prepared to provide the NCLGA with a contact person within the community administration, and provide 20 hours per year of support to the NCLGA Executive Director.*

### **General obligations for Executive committee members:**

- Members of the NCLGA Executive are expected to consider the concerns of the entire NCLGA area when participating at the NCLGA table or representing the NCLGA at events and workshops.
- All Executive members will be expected to attend 4 – 6 meetings “In person” meetings throughout the year. Most meetings are held in Prince George, but it may be necessary for meetings to be held in other locations. Members will also be expected to attend regular “conference call” meetings.
- Executive members will confirm attendance or express regrets for all scheduled meetings.
- Each Executive member will sit on at least one working committee. Meetings will be held by phone, or in person in conjunction with an Executive meeting. E-mail communication will also be used.
- Executive members will be aware of and follow NCLGA policy and by-laws.
- Executive members will be required to use e-mail and the Internet for internal board communications.

**In addition to the general requirements listed above, specific obligations are attached to the following positions. There are no additional obligations attached to the position of Director at Large:**

**President:** The President is responsible for the following:

- Chairing meetings of the NCLGA Executive.
- Acting as the main spokesperson for the Association when speaking to the media, membership, public, and other levels of government.
- Acting as the Area Association representative on the UBCM Board of Directors.
- Providing direction to staff between Executive meetings.
- Ensuring Executive input into the content of media releases.

**First Vice President:** Acts on behalf of the President/Vice President in his/her absence. Sits as a table officer on the finance and personnel committees.

**Second Vice President:** Acts on behalf of the President in the absence of the Vice-President. Sits as a table officer on the finance and personnel committees.

**Regional Representative:** In addition to the general requirements, the Regional Representative is responsible for the following:

- Providing a conduit between the membership (municipal councils and regional boards) and the Executive by reporting out to the members within their area and by bringing the concerns of these members to the Executive table.
- Bringing the perspective of the members within the region to issues debated at the Executive table.
- With the approval of the President, may be asked to speak on behalf of the Association to the members, media, public, or other levels of government.



SERVING REGIONAL DISTRICTS AND TERRITORIAL COUNCILS ON THE PACIFIC COASTAL WATERSHED SINCE 1993

October 25<sup>th</sup>, 2012

Chair and Members of the Board of Directors
Regional District Name
Address
City, British Columbia
CANADA Code

Subject: 2013 Subscriptions and Board of Directors

We have consulted with Chairs and CAO's, we have taken your suggestions and we are now ready to move forward with a reconstructed Network to serve communities on the coast.

1. www.coastbc.org: Please send us the email of the person responsible for your communications so that we can provide the access to the rebuilt web site. Take your investment in web based communications and multiply it by another 157 communities and help drive traffic to your community.

2. Directors: The articles of incorporation call for each Regional District to name their appointee to the Network Board of Directors. Please send us the name of your appointee. In a perfect world, all Directors would be the Chairs of their respective Boards. Commitments would include participation at UBCM and your Area Association meetings plus one or two conference calls.

3. Area Municipalities: As per the articles, area municipalities and local aboriginal government leaders can participate directly in the Network for an annual subscription fee of \$600. That's \$50.00 a month. The only difference is that Associates do not serve on the Board of Directors.

4. Annual Subscription Revised for 2013: Please place this request on budget discussions for early approval so that the Network can pay to organize Coastal Forums as part of the three coastal area associations within UBCM [AVICC, NCLGA, LMGA]. Our mandate is to ensure that coastal communities are kept informed on issues and opportunities associated with life on the coast. Each Forum is an opportunity to share positions and identify key areas of common concern.

5. Business Approach: Community leaders told us they value the ability to share information and communications. Therefore, we don't need a full-time staff component or bricks and mortar. Our total budget for 2013 is \$55,000 to cover travel and accommodations and a part-time contract with 1 person to management Network affairs. Any additional funds derived from subscribers will be applied to improving communications between elected leaders from local and aboriginal governments on the coast.

If you have any questions, please contact anyone on the list attached and they would be pleased to assist.

Yours truly,
Coastal Community Network

Tony Bennett
Chair, Local Governments on the Coast
Long Beach Area Director, Alberni Clayoquot Regional District

### Coastal Community Network Board of Director Candidates 2013

[Inaugural meeting December 2012]	Chair	Alberni Clayoquot Regional District
Geoff Young	Chair	Capital Regional District
Brian Lande	Chair	Central Coast Regional District
Edwin Grieve	Chair	Comox Valley Regional District
Robert Hutchins	Chair	Cowichan Valley Regional District
Harry Nyce	Chair	Kitimat-Stikine Regional District
Greg Moore	Chair	Metro Vancouver Regional District
Al Huddleston	Chair	Mt. Waddington Regional District
Joe Stanhope	Chair	Nanaimo Regional District
Colin Palmer	Chair	Powell River Regional District
Barry Pages	Chair	Skeena-Queen Charlotte Regional District
Susie Gimse	Chair	Squamish-Lillooet Regional District
Craig Anderson	Chair	Strathcona Regional District
Garry Nohr	Chair	Sunshine Coast Regional District

#### 1. Values, Victories and Returns on Investment

- The Network does not represent coastal local and aboriginal governments, but it does serve as a single window of contact, assessment and referral, saving all administrators and elected politicians time and ensuring that urgent and emergent subjects are brought to the attention of those that can resolve them.
- Connected coastal communities to more than 50 consultation processes on provincial, federal and private sector initiatives relaying information back to communities for decisions;
- Hosted more than 12 regional conferences focused on resolving coastal issues and engaging in coastal opportunity development;
- Brought both local and aboriginal government representatives together to collaborate on resolving common issues and communicating them back to municipal and aboriginal associations and senior governments across 5 regional association jurisdictional boundaries;
- Assembled coastal parliamentarians, a non-partisan group of Elders, MLA's, MP's and Senators who represent people on the coast;
- Contributed to the decisions to maintain manned lighthouses on the west coast;
- First point of contact for provincial and federal department staff for referrals reducing time sensitive inquiries to administrators;
- Invests time in the only organization that makes decisions on the "Fair Share" of resource based revenues [Groundfish Development Authority];
- Physically supported all five coastal regional districts as they represented their constituents in the 3 year Pacific North Coast Integrated Management Area Planning process which will eventually impact marine planning processes for the west coast Vancouver Island, Salish Sea and waterfronts in Metro Vancouver and Metro Victoria;
- Providing regional district and area municipal elected people who understand how local and aboriginal governments work to the:
  - Fisheries & Oceans Canada Groundfish Integrated Advisory Board [GIAB]
  - Fisheries & Oceans Canada Groundfish Trawl Advisory Committee [GTAC] In-season Hake Advisory Committee [IHAC];



- Fisheries & Oceans Canada Groundfish Trawl Advisory Committee [GTAC] , Groundfish Special Industry Committee [GSIC]; and;
- Fisheries and Oceans Pacific Integrated Commercial Fisheries Initiative [PICFI].

## 2. Proposed Budget for 2013

**2.1 Host 4 Coastal Forum** sessions at AVICC, NCLGA, LGMA, First Nation Summit and UBCM including Annual General Meeting estimated at \$4,000.00 each for a total of \$20,000. Charges to this account include travel and accommodation for Network Manager, Registration charges to municipal and aboriginal government associations.

..... \$20,000

**2.2 Contract management of Network** issues, opportunities, consultation, representation, and website proposed at \$2,000 a month..... \$24,000

**2.3 Administration costs** associated with project oriented travel, consultation, telephone and general administration charges..... \$10,000

**Total Base Budget**..... \$54,000

## 3. Proposed Subscription Schedule for 2013

The Board of Directors is mindful that not all Regional Districts will be able to participate in 2013. Therefore the budget will need to be revised based on the number of Regional Districts and Associate Subscriptions that can be raised in January.

The new charge based on budget needs reflect the following:

- Associate individual elected or formerly elected | ..... \$120 = \$10 a month
- Associate and elected organizations under 10,000 population | ..... \$600 = \$50 a month
- Members with populations under 200,000 | ..... \$3600 = \$300 a month
- Members with populations over 200,000 | ..... \$7200 = \$600 a month

2013 Coastal Community Network Baseline Subscription Rates						
Name	2011 Revenue	2011 Population	Revenue per capita	% of Region	Budget Target \$PC	Fair Share
Central Coast Regional District	\$1,179,462	4,000	294.86	.12	50.40	\$600
Mt. Waddington Regional District	\$5,290,493	12,034	439.63	.37	155.40	\$3600
Skeena-Queen Charlotte Regional District	\$5,303,040	19,482	272.20	.59	247.80	\$3600
Powell River Regional District	\$6,293,387	20,525	258.36	.62	260.40	\$3600
Alberni Clayoquot Regional District	\$16,408,063	28,829	569.15	.87	365.40	\$3600
Sunshine Coast Regional District	\$32,830,911	30,357	1081.49	.91	382.20	\$3600
Kitimat-Stikine Regional District	\$13,000,000	39,702	327.43	1.20	504.00	\$3600
Squamish-Lillooet Regional District	\$19,498,017	41,379	471.20	1.26	529.20	\$3600
Strathcona	\$9,849,139	42,771	230.28	1.29	541.80	\$3600



2013 Coastal Community Network Baseline Subscription Rates						
Name	2011 Revenue	2011 Population	Revenue per capita	% of Region	Budget Target \$PC	Fair Share
Regional District						
Comox Valley Regional District	\$37,010,649	58,824	629.17	1.77	743.40	\$3600
Cowichan Valley Regional District	\$48,229,019	80,332	600.37	2.43	1020.60	\$3600
Nanaimo Regional District	\$67,944,096	150,632	451.06	4.55	1911.00	\$3600
Capital Regional District	\$167,194,819	376,222	444.40	11.37	4775.40	\$7200
Metro Vancouver Regional District	\$ 640,296,704	2,404,911	266.24	72.65	30513.00	\$7200
Totals	1,070,327,799	3,310,000	345.37	100	42000.00	\$54600.00



Name   Term	Organization and Business Address	Officer   Title	Phone	Facsimile
<b>Tony Bennett</b> Electoral Area C Director Long Beach	Alberni Clayoquot Regional District 1420 Port Albion Box 595 Ucluelet, BC CANADA V0R 3A0	<b>Co-Chair Local Government</b> tonben1@telus.net	Bus (250) Cell (250) Res (250) 726-1224	(250) 726-1225
		<b>Co-Chair Aboriginal Government [Vacant]</b>		
<b>Des Nobles</b> Area Director Skeena Queen Charlotte	Skeena-Queen Charlotte Regional District 100 1st Avenue East Prince Rupert BC CANADA V8J 1A6	<b>Vice Chair</b> dnobels@citytel.net	Res (250) 627-1859	<b>Des Nobles</b> Area Director Skeena Queen Charlotte
<b>Al Huddleston</b> Regional Chair	Regional District of Mt. Waddington P.O. Box 729 – 2044 McNeill Road, Port McNeill, B.C. CANADA V0N 2R0	<b>Treasurer</b>	Bus (250) 956-3301 Cell (250) Res (250)	(250) 956-3232
<b>Bill Irving</b> Mayor	District of Ucluelet Box 999 Ucluelet, B.C. CANADA V0R 3A0	<b>Corporate Secretary</b>	Bus (866) 870-4190 Res (250) 720-1518	(250) 479-7104
<b>Dario Coralazzoli</b> Councillor	District of Ucluelet Box 999 Ucluelet, B.C. CANADA V0R 3A0	<b>Network Representative</b> pacificrim@ukeecable.net	Bus (250) 726-7728 Cell (250) Res (250)	(250) 726-7335
<b>Dianne St. Jacques</b> Retired Mayor	Fletchers Cove B&B 2305 Pacific Rim Highway, Box 402, Ucluelet, BC Canada V0R 3A0	<b>Network Representative</b> saints@alberni.net	Bus (250) 726-7074 Cell (778) 440-1325 Res (250) 735-8683	
<b>Harold Steves</b>	City of Richmond	<b>Network Representative</b>		
<b>Jack Mussallem</b> Mayor, Prince Rupert	City of Prince Rupert 424 3rd Ave West Prince Rupert, BC CANADA V8J 1L7	<b>Network Correspondent</b> executiveassistant@princerupert.ca	Bus (250) 627-0930	
<b>Brian Lande</b> Areas Director Central Coast RD	Central Coast Regional District PO Box 186 Bella Coola BC V0T 1C0	<b>Network Correspondent</b> blande42@yahoo.ca	Bus 250 799-5291 Cell 604 250 3319 Res 250 982-2403	250 799-5750
<b>Gerry Furney</b> Mayor, Port McNeil	Box 728, 1775 Grenville Place, Port McNeill, BC V0N 2R0	<b>Elder and Technical Adviser</b>	Phone: (250) 956-3111	Fax: (250) 956-4300
<b>Patrick Marshall</b>	4341 Shelbourne Street Canada's Remembrance Road Victoria, BC CANADA V8N3G4	<b>Network Administrator   Economic Developer</b> patrick.marshall@capitaledc.com	Bus (250) 595-8676 Cell (250) 507-4500 Res (250) 385-5008	(866) 827-1524





January 10, 2013

Village of Port Clements  
Box 198  
36 Cedar Avenue West  
Port Clements, BC V0T 1R0

**Re: Resolution Submission Deadline: March 1st, 2013**

Dear Mayor and Council

The North Central Local Government Association's 58th Annual General Meeting and Convention will be held May 1st-3rd, 2013 in Quesnel. The Executive of the NCLGA encourages you to submit your resolutions on issues of concern for debate at the Convention. These resolutions are vital to the Association, as the issues identified and endorsed at this meeting help to focus the work plan for the Executive and staff during the year ahead.

We strongly encourage you to draft and submit your resolutions early. Resolutions must be submitted to the NCLGA office prior to the deadline of **Friday, March 1st, 2013**. We work with a tight schedule to allow enough time for the resolutions to be forwarded to UBCM for comment and then returned to us for compilation into the Annual Report prior to convention. All five of the Area Associations submit resolutions to UBCM during the same time period, which can create challenges for the UBCM staff.

In an effort to streamline the resolution process, both at our own Convention and at UBCM, if resolutions are received that cover the same topic we may combine them to form one resolution giving all sponsors credit.

Enclosed please find:

- a sample resolution with preparation guidelines.
- examples of well written resolutions.
- criteria for the Best Crafted Resolution Gold Star Award.

If you would like to research whether a topic has come up in previous years there is a searchable database of resolutions dating back to the Year 2000 on the NCLGA website at: [www.nclga.ca](http://www.nclga.ca). If assistance or advice is needed with the drafting of your resolutions please do not hesitate to contact either myself or staff at the NCLGA office.

Sincerely,

Mayor Mike Frazier  
Resolutions Chair, NCLGA

Encl.

C-15

## **SAMPLE RESOLUTION**

**SHORT TITLE**

**SPONSOR'S NAME**

**WHEREAS ;**

**AND WHEREAS :**

**THEREFORE BE IT RESOLVED that the NCLGA .**

(Note: A second "operative" clause, if it is absolutely required, should start as follows:

**AND BE IT FURTHER RESOLVED that .**

### **Guidelines on Preparing Resolutions**

#### **The construction of a resolution:**

Each resolution should address **only one specific subject**.

All resolutions must contain a **preamble and an operative clause**.

The preamble clause ("whereas") describes the issue, and the operative clause ("therefore be it resolved) outlines the action that NCLGA is being requested to undertake.

The resolution should answer three questions:

- 1) What is the problem?
- 2) What is causing the problem?
- 3) What is the best way to solve the problem?

The preamble should contain no more than two "whereas" clauses. If the sponsor feels that the rationale is not fully stated within the two "whereas" clauses, supporting background documentation should be provided.

The operative clause should be as short as possible, and clearly describe the action being requested.



## EXAMPLES OF WELL WRITTEN RESOLUTIONS NCLGA GOLD STAR WINNERS 2012

### MEDICAL TRANSPORTATION IN RURAL BC

### DISTRICT OF STEWART

**WHEREAS** the current lack of adequate medical transportation for people who need access to regular specialized medical services located in hub communities throughout the NCLGA Region;

**AND WHEREAS** accessible transportation is key to the effective treatment and recovery of British Columbians in small rural and remote communities:

**THEREFORE BE IT RESOLVED** that NCLGA and UBCM lobby the Provincial Government to further support the development of medical transportation services that meet the needs of all rural British Columbians.

### PALLIATIVE CARE IN RURAL BC

### DISTRICT OF STEWART

**WHEREAS** the current model of palliative care services does not address the critical needs of small rural and remote Communities in British Columbia;

**AND WHEREAS** lack of palliative care does not allow for residents to end their life with dignity in their home community near family and friends:

**THEREFORE BE IT RESOLVED** that NCLGA and UBCM members endorse and support the development of palliative care services in rural British Columbia.

### WIRELESS HIGH SPEED INTERNET

### DISTRICT OF HUDSON'S HOPE

**WHEREAS** the lack of access to high-speed internet adversely affects the economic well being of communities;

**AND WHEREAS** the unused spectrum formerly needed by stations transmitting analog television signals could be used to transmit internet service:

**THEREFORE BE IT RESOLVED** that NCLGA and UBCM petition the federal government (Industry Canada) to approve a portion of the unlicensed spectrum for use as wireless regional area networks at the earliest possible date.



## NCLGA 2013 GOLD STAR RESOLUTION CRITERIA



- Resolution must be properly titled.
- Resolution must employ clear, simple language.
- Resolution must clearly identify problem, reason and solution.
- Resolution must have two or fewer recital clauses.
- Resolution must have a short, clear, stand-alone enactment clause.
- Resolution must focus on a single subject, and be of local government concern region-wide.
- Resolution must include appropriate references to policy, legislation and regulation.
- Resolution must be received prior to the deadline of March 1st, 2013
- Resolution must have a recommendation of endorsement by the NCLGA Executive.



**VILLAGE OF PORT CLEMENTS**

**BYLAW NO. 400, 2013**

**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") may 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 2012 tax year are \$245,645.00 and the money remaining due from other governments is \$0 totaling \$245,645.00 the total representing the maximum amount that may be borrowed under this bylaw.

G-1

**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. 400, 2012".
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 five thousand six hundred and forty five dollars. (\$245,645.00), 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 4<sup>th</sup> Day of February, 2013.

READ A SECOND TIME THIS 4<sup>th</sup> Day of February, 2013.

READ A THIRD TIME THIS 4<sup>th</sup> Day of February, 2013.

RECONSIDERED AND FINALLY ADOPTED THIS \_\_\_\_ Day of \_\_\_\_\_, 2013.

---

WALLY CHEER  
MAYOR

---

KIM MUSHYNSKY  
ADMINISTRATOR

---

CERTIFIED A TRUE COPY OF VILLAGE OF  
Revenue Anticipation Borrowing Bylaw No. 400, 2013".

# VILLAGE OF PORT CLEMENTS

## Cheque Listing For Council

2013-Jan-30  
12:06:35PM

Cheque #	Cheque Date	Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
						<b>Batch #</b>	<b>4720</b>
20130035	2013-01-21	GOLDEN SPRUCE MOTEL			PAYMENT		40.00
			10-2-12-99-30	Port Bucks 2013	2012 GWAII TRUST CHRISTMAS	40.00	
20130036	2013-01-21	RENCO			PAYMENT		150.00
			10-2-12-99-30	Port Bucks 2013	2012 GWAII TRUST CHRISTMAS	150.00	
20130037	2013-01-21	Stewart, McDannold, Stuart			PAYMENT		945.67
			10-2-12-10-50	63175	SEWER SRW ISSUES	901.34	
20130038	2013-01-21	XEROX CANADA LTD.			PAYMENT		58.35
			10-2-12-11-30	G44261869	USAGE FEES DEC 2012	55.61	
						<b>Batch #</b>	<b>4722</b>
20130039	2013-01-21	MUNICIPAL INFORMATION			PAYMENT		307.56
			10-2-12-11-20	20121690	FEB 2013 FINANCE SOFTWARE :	293.14	
20130040	2013-01-21	XEROX CANADA LTD.			PAYMENT		483.59
			10-2-12-11-30	L05246297	5 OF 20 CONTRACT QUARTERLY	460.92	
						<b>Batch #</b>	<b>4725</b>
20130046	2013-01-21	Fennell, Quinlan			PAYMENT		168.07
			10-2-31-00-00	Jan 21 2013	VAC PAY FOR 2012 + 1ST PAY 21	56.02	
			30-2-41-30-10	Jan 21 2013	VAC PAY FOR 2012 + 1ST PAY 21	56.03	
			40-2-42-90-00	Jan 21 2013	VAC PAY FOR 2012 + 1ST PAY 21	56.02	
						<b>Batch #</b>	<b>4726</b>
20130047	2013-01-21	CIVIC INFO BC			PAYMENT		145.60
			10-2-11-10-40	2013009	2013 MEMBERSHIP	145.60	
20130048	2013-01-21	HARBOUR AUTHORITY AS			PAYMENT		125.00
			10-2-11-10-40	677	ANNUAL MEMBERSHIP FEES	125.00	
20130049	2013-01-21	RECEIVER GENERAL - CC			PAYMENT		3,485.08
			10-4-27-00-10	Jan 2013	REMITTANCE FOR JAN 2013 PAY	3,485.08	
20130050	2013-01-21	VANCOUVER ISLAND REG			PAYMENT		3,252.00
			10-2-84-20-00	Jan 2013	FIRST QTR TOTAL LEVY DUE M/	3,252.00	
						<b>Batch #</b>	<b>4730</b>
20130051	2013-01-25	Wilson, Jane			PAYMENT		75.00
			10-2-25-00-00	250691	EMERGENCY MGMT CERT-JUST	75.00	
						<b>Batch #</b>	<b>4731</b>
20130052	2013-01-25	DELMAS CO-OP			PAYMENT		400.00
			10-2-12-99-30	GT Christ.2012	ITUNES CARDS-KIDS' GIFTS	400.00	
						<b>Batch #</b>	<b>4733</b>
20130053	2013-01-25	Sea Force			PAYMENT		28.00
			40-2-42-90-50	334-4153	REPLACEMENT DVD FOR REPO	26.69	
						<b>Batch #</b>	<b>4734</b>
20130054	2013-01-25	Bailey, Jennifer			PAYMENT		175.00
			10-2-12-11-30	Road Map	1 RD MAP OF PORT CLEMENTS	175.00	
						<b>Batch #</b>	<b>4735</b>
20130055	2013-01-25	AARON-MARK SERVICES			PAYMENT		539.31
			10-2-34-00-20	2032396	FLASHING, ROOF REPAIR	514.03	
20130056	2013-01-25	BLUE CROSS			PAYMENT		890.64
			10-2-12-10-10	FEB 2013	BENEFIT PREMIUMS	890.64	
20130057	2013-01-25	ISLANDS SOLID WASTE			PAYMENT		12.00
			10-2-32-31-00	309491	P/UP LOAD MIXED WASTE	12.00	
20130058	2013-01-25	NORTH CENTRAL LOCAL C			PAYMENT		639.23
			10-2-11-10-40	2413	NCLGA ANNUAL MEMBERSHIP C	639.23	
20130059	2013-01-25	NORTHERN LABS LTD.			PAYMENT		92.96
			40-2-42-90-50	89072	SAMPLE TESTING	88.60	
20130060	2013-01-25	ROCKY MOUNTAIN Phoeni			PAYMENT		561.93
			10-2-24-80-00	IN70678	TURNOUT PANT - TAN	535.59	
						<b>Batch #</b>	<b>4736</b>
20130061	2013-01-25	Pete the Electrician			PAYMENT		404.67

F-1

# VILLAGE OF PORT CLEMENTS

## Cheque Listing For Council

2013-Jan-30

12:06:35PM

Cheque #	Cheque Date	Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20130061	2013-01-25	Pete the Electrician	10-2-25-00-00	013 2013	SWITCH OVER CIRCUIT TO BACI	385.70	404.67
						<b>Batch #</b>	<b>4739</b>
20130062	2013-01-29	BAYVIEW MARKET	10-2-12-99-30	PORT BUCKS	PAYMENT		950.00
20130063	2013-01-29	NORTH PACIFIC SEAPLAN	30-2-41-10-00	014154	GIFT CERTIFICATES	950.00	
			40-2-42-10-00	014154	PAYMENT		44.00
			30-2-41-20-00	028489	THICK CATALOGUE	10.48	
					THICK CATALOGUE	10.49	
					WATER TESTING	20.97	
						<b>Batch #</b>	<b>4741</b>
20130064	2013-01-29	BC HYDRO	10-3-22-00-01	Jan 2013	PAYMENT		5,659.49
			40-2-42-90-40	Jan 2013	PST	265.33	
			10-2-34-00-40	Jan 2013	NOV-JAN 2013 HYDRO BILL	1,462.71	
			10-2-24-70-10	Jan 2013	NOV-JAN 2013 HYDRO BILL	1,628.22	
			10-2-12-99-08	Jan 2013	NOV-JAN 2013 HYDRO BILL	790.37	
			10-2-34-00-15	Jan 2013	NOV-JAN 2013 HYDRO BILL	142.00	
			10-2-71-89-30	Jan 2013	NOV-JAN 2013 HYDRO BILL	76.01	
			10-2-32-50-00	Jan 2013	NOV-JAN 2013 HYDRO BILL	11.88	
			10-3-22-00-00	Jan 2013	NOV-JAN 2013 HYDRO BILL	1,030.28	
					GST	252.69	
20130065	2013-01-29	BRITISH COLUMBIA LIFE &	10-4-27-00-30	72795	PAYMENT		334.82
20130066	2013-01-29	C. AND C. BEACHY CONTF	10-2-34-00-20	601	BENEFIT PREMIUMS FEB 2013	334.82	
					PAYMENT		22,232.00
					REPLACE 7 FENDER PILES ON V	21,189.87	
<b>Total</b>						<b>42,199.97</b>	

\*\*\* End of Report \*\*\*



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

Author: Kim Mushynsky  
Date: January 25, 2013  
Re: **Risk Management Conference**

---

**Background:** It has been seven years since I have attended a Municipal Risk Management course. Although I don't believe this is something that is required annually I believe it is a subject that I should keep current on to reduce the Village's exposure to liability and make the community a safer place. I spoke with Conference Chair Lindsay Nilsson January 25<sup>th</sup> and confirmed that travel, registration and accommodation costs will be covered by the Risk Management Grant Fund upon completion of the conference.

**Recommendation:** I request Council's approval to attend this course in May. Registration is required by March 15<sup>th</sup>. If a member of Council would also like to attend they would also be covered for travel expenditures upon completion of the conference.

Respectfully submitted:



MUNICIPAL INSURANCE ASSOCIATION  
of British Columbia

# RISK MANAGEMENT CONFERENCE

## *Fairmont Waterfront Hotel, Vancouver*

### May 9 & 10, 2013

**Conference Chair: Ms. Lindsay Nilsson, Risk Management Coordinator, MIABC**  
**Conference Facilitator: Ms. Karen MacWilliam, Risk Management Consultant**

#### Day 1: Thursday, May 9

9:00 am What is Risk Management? How to Identify Risks.  
❖ Property ❖ Personnel  
❖ Liability ❖ Financial

12noon Lunch  
1:00pm Techniques for Assessing and Prioritizing Risks  
2:30pm Case Study and Questions/Discussion  
4:00pm Day 1 Adjourns  
5:30pm – 7:00pm Welcome Reception

#### Day 2: Friday, May 10

9:00am Examining Risk Management Techniques  
❖ Risk Control  
❖ Risk Financing

10:30am Selecting and Implementing Risk Management Strategies  
❖ Monitoring the Results of Risk Management  
❖ Documenting Risk Management Activities

12noon Lunch  
1:00pm Case Studies and Questions/Discussion  
4:00pm Conference Adjourns

\*\*\*\*\*

**TO REGISTER PLEASE COMPLETE THIS FORM  
AND RETURN BY FAX TO 604-683-6244**

**OR BY EMAIL TO: [lnilsson@miabc.org](mailto:lnilsson@miabc.org)**

**OR BY MAIL TO: Lindsay Nilsson, MIABC, #390 – 1050 Homer Street, Vancouver, BC V6B 2W9**

**Seating is limited. Please register early. Registration deadline is Friday, March 15, 2013**

**Conference Registration Fee is \$200/person – includes: all course material, breakfast, lunch, coffee breaks each day and Welcome Reception.**

**\*\*THIS CONFERENCE HAS BEEN PRE-APPROVED BY MIABC FOR RISK MANAGEMENT GRANT FUNDING\*\*  
(REGISTRATION FEE, TRAVEL & ACCOMMODATION COSTS MAY BE REIMBURSED UPON COMPLETION OF CONFERENCE)**

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Municipality: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Payment:  Cheque Enclosed  Please deduct \$200 from our MIABC Risk Management Grant account to be used for registration fee.

#### **Hotel Accommodation**

The *Fairmont Waterfront Hotel* is offering a **special rate of \$219/night** (single or double) + taxes for delegates. To book your accommodation, please go to <https://resweb.passkey.com/go/miabc> to book online or by phone at 604-691-1820 or 1-800-441-1414. When making your reservation by phone, mention that you are attending the ***MIABC Risk Management Conference*** to receive the special conference rate.

**The \$219 rate is only available until March 15, 2013. Please book early as space is limited.**





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  
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Email : office@portclements.ca  
Web : www.portclements.ca

## REPORT TO COUNCIL

Author: Kim Mushynsky  
Date: January 28, 2013  
Re: **Economic Development**

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**Background:** The Ministry of Jobs, Tourism and Skills Training is putting on a series of Economic Development seminars across BC. Given our push with the barge facility I believe this would be a valuable seminar to attend both for the knowledge gained and the networking with other economic development participants and provincial government representatives. The timing of the event in Terrace happens to work well with our ferry schedule – I could leave on a Tuesday morning ferry and come back on the Thursday ferry attending the conference on the Wednesday. Travel and accommodations are the only expenses as the seminar itself is free. Ferry, hotel, mileage and meals will come to approximately \$785.00 for this trip.

**Recommendation:** I request Council to approve my attendance at this seminar.

Respectfully submitted:



## The Ministry of Jobs, Tourism and Skills Training

*invites you to attend an upcoming  
Economic Development Essentials for Local Leaders Workshop.*

Economic Development has been identified as a key priority for local governments and the Ministry has heard directly from communities of the need for additional training, support and resources.

Nine workshops will be delivered to support community leaders' active engagement in economic development. The workshops have been developed for elected local government officials, their staff and First Nation band councils to gain a better understanding of their role in furthering their communities' economic development goals and objectives. Leaders will come away with tools, techniques and actions to build investment potential in their communities.

The first workshop of the series was held in Burns Lake on November 19, 2012.

Workshops will be delivered by the Economic Development Association of BC and will provide an excellent opportunity to connect with provincial, regional and local representatives.

The following topics will be covered at each one day workshop:

Economic Development 101	Business Development
Provincial Role in Economic Development	Tourism Development
Strategic Planning	Workforce Development
Market Development	Tips, Tools and Take-Aways

Workshops have been scheduled as follows:

Mainland / Southwest	Chilliwack	February 14, 2013
Vancouver Island	Port McNeill	February 21, 2013
Thompson Okanagan	Kamloops	February 25, 2013
North Coast	Terrace	March 6, 2013
Cariboo	100 Mile House	March 18, 2013
Northeast	Fort St. John	March 21, 2013
Kootenays	Kimberley	March 25, 2013
Kootenays	Castlegar	March 27, 2013
Cariboo	Prince George	April (date tbd)

**If you are a local leader interested in participating, please register and attend an upcoming workshop in your area at: <http://www.civicinfo.bc.ca/event/RuralBCRegistration.asp>**

There is no cost to attend a workshop, however space is limited and we encourage you to register soon. Further information regarding venue locations and session agenda will be provided to registrants.

For more information, please contact:

Wendy Ormond at [Wendy.Ormond@gov.bc.ca](mailto:Wendy.Ormond@gov.bc.ca) or 250-952-0614





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## REPORT TO COUNCIL

Author: Kim Mushynsky  
Date: January 29, 2013  
Re: **Carbon Tax Credits**

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**Background:** In 2009 the Village of Port Clements, along with approximately 170 other municipalities in BC signed on to the Climate Action Charter with the Province of BC. One of the incentives that the province offered, to encourage Municipalities to sign on, was to refund 100% of the carbon tax we pay on fuels, to each municipality, on an annual basis. In January 2012 when I completed the report for the 2011 I didn't yet completely understand how the billing for fuel went for the multi-plex building and as the School District only charges us back quarterly I had not approved a bill yet to be made aware of this situation. Therefore for 2011 I did not claim the carbon tax on our percentage of propane used to heat this building. For the 2012 year I was aware of this issue so I claimed and also asked for the right to reclaim for 2011 (it represents about \$650-\$750 per year just depending on when fill-ups occur). I have been advised by a representative for the Ministry of Community, Sport and Cultural Development, whom administer the CARIP (Climate Action Revenue Incentive Program) rebate, that the wording is very specific and we can only claim for bills that are billed directly to the Municipality and not for bills that are billed to a third party and then rebilled to us. I agree that the wording is very specific – they are correct. My concern is that the wording is inequitable. We have to include the multiplex building in our calculation of our carbon footprint, and therefore purchase carbon credits for it in order to become carbon neutral for 2012 but we are not allowed to get a rebate on the carbon credits already paid for heating this building thereby actually getting double taxed for carbon credits on this building. I recognize that it isn't a significant dollar amount but I am concerned about the principal and the inequity this situation creates – probably not just for the Village of Port Clements.

**Recommendation:** I think that either a letter should be sent to Minister Bill Bennett CSCD or we put a Resolution into the NCLGA to ask UBCM to review and make recommendations on the wording of the CARIP program, or both.

Respectfully submitted:

NB-3



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## REPORT TO COUNCIL

Author: Kim Mushynsky  
Date: January 30, 2013  
Re: Youth Work Opportunity

---

**Background:** The BC Labour Market Agreement has allocated funds towards the employment of youth via the "Get Youth Working" project. The program funds up to \$2800 to the successful business who in return must guarantee 30 hours per week of employment for a minimum of 3 months for an **eligible** youth between the ages of 15-29. I have applied for one youth for Port Clements. Based on an hourly rate of \$12.50 for 30 hours per week for 14 weeks our cost would be approximately \$5,500 when EI, CPP and WCB are factored in. After funding our cost would be \$2700 or \$6.43 per hour.

**Recommendation:** Our funding application was approved today (Jan. 30) so all that is now required is for us to identify an eligible youth and for Council to agree to participate. I also recommend that a representative from Council work with myself and Public Works to identify what we wish to accomplish in this 3 month period.

Respectfully submitted:



## Program Guidelines

### Purpose of the Program Guidelines

This program guide has been prepared to provide detailed information about the Get Youth Working! (GYW) Program.

### What is the Get Youth Working! Program?

The Get Youth Working! Program is designed to provide participants with the skills that are required to be successful in the labour market through a combination of on-the-job training, work experience, and formal skills development training. This program is designed specifically for unemployed and non-EI eligible youth between 15 and 29 years of age. **Eligible participants may not be hired by the employer prior to the start date of the Funding Agreement between the employer and BES.**

Through this Program, employers may request funding from the Bowman Employment Services to hire and provide on-the-job training to an eligible youth under the "*Hiring Incentive*" component of the program. Employers may also request assistance and funding from BES to develop a training plan for the newly-hired youth and financial support to implement the "*Supplementary Training*" component of the program.

Funding up to a maximum of **\$2,800** per participant is available to an Employer as a *Hiring Incentive* for each participant hired under the program. Funding of up to **\$1,000** per participant will be available for training activities where a training plan has been approved by BES and a signed Hiring Incentive Agreement is in place. A maximum number of **three (3)** participants may be hired under the Program.

### *Who is eligible for this Program?*

#### Employer Eligibility

In order for a funding request to be considered for approval, employers must be:

- In operation for at least **one (1) year**
- Registered and in good standing with WorkSafe BC
- Deemed **suitable for public funding** (i.e. not engaged in any illegal, discriminatory or offensive business activities or practices)

#### Participant Eligibility

In order for an individual to be considered an eligible participant, the individual must:

- Be unemployed and between **15 and 29** years of age;
- Be accepted as an **eligible participant** into the program by BES;
- Be a **non-EI client** (to be verified by BES);
- Not be a **full-time student or enrolled in high school or returning to school**; and
- Not be a **participant in another LMA-funded program** while participating in the GYW Program

***What are the Hiring Incentive Funding and Eligibility Criteria?***

**Eligible Hiring Activities**

- an employer may access funding for up to a maximum of **three (3) participants** during the Term of the Program (April 1, 2012 and March 31, 2013)
- **funding of up to \$2,800** will be available to an employer as a Hiring Incentive for each participant hired under the program
- participants must be employed for a **minimum average of thirty (30) hours per week** during the Hiring Incentive period (unless the participant is a person with a disability and the disability precludes the ability to work thirty (30) hours or more per week)
- a Hiring Incentive **funding agreement** between BES and the employer must include a **minimum employment term for the participant of three (3) months**
- a Hiring Incentive funding agreement may be used as a stand-alone component and does not have to include Supplementary Training for the participant
- employers must adhere to all BC Labour Laws in the hiring and employment of the participants

**Ineligible Hiring Incentive Activities**

Hiring Incentive funding **will not be paid** to employers where participants are:

- filling job vacancies left open due to labour disputes at the Employer's premises;
- filling a position of a laid-off worker awaiting recall; and/or,
- displacing an existing worker currently working for the employer.

***What are the Supplementary Training Funding Eligibility Criteria?***

**Supplementary Training Funding and Eligibility**

- Funding of **up to \$1,000 per participant** will be available for training activities where a *Supplementary Training Plan* is approved and a Hiring Incentive Agreement has been signed.
- Supplementary Training **must be completed within the term of the Hiring Incentive Agreement.**

**Training Eligibility**

Applications will be assessed to determine eligibility for funding based on the development of a training plan with activities that will achieve the following:

- provide the participant with a **certificate or recognized credentials;**
- **enhance the participant's ability to carry out the expected job-related duties** required for the Hiring Incentive Position; and/or
- provide the participant with **skills relevant to the current and future labour markets.**

**Training Activities**

Supplementary Training activities must take place in **British Columbia** and may be provided either off-site or in-house. All training must be formal, structured, and delivered by a **training provider at arm's length** from the Employer.

**Eligible Training Costs**

- training purchase costs including:
  - registration fees

## Get Youth Working! Program Guidelines - Eligible Training Costs -- continued

- purchase of training services from a recognized training institution, i.e. a public post-secondary institution in BC **or** a private career training institution registered with and/or accredited by the Private Career Training Institutions Agency of BC (PCTIA) as follows: [www.pctia.bc.ca](http://www.pctia.bc.ca) **or** in the case of recognized certification training (e.g. Foodsafe, Serving It Right, WHMIS), the training provider must be appropriately registered and licensed.
- Other training related costs including:
  - Books
  - Manuals
  - Other student materials necessary to complete the training

### Non-eligible costs include:

- Training that does not meet one or more of the goals stated under **Training Activities**
- Training delivered by the employer and/or the employer's staff
- Training undertaken prior to submission and approval of the Funding Request
- Training normally provided by suppliers or manufacturers
- Capital items, clothing, equipment or furnishings
- Participant or employer travel costs

## How do I Apply?

### Application and Submission Processes

- 1** The **Application for Funding and Training Plan** form is available in a fill-able PDF format on our website at: [www.bowmanemployment.com/app.pdf](http://www.bowmanemployment.com/app.pdf)

Employers may also contact us at **250-448-4602** or our toll-free number at **1-877-866-3100**, Monday to Friday, 8 am to 5 pm to receive a copy by facsimile, email, or regular mail. If you prefer, we can arrange to meet you at your place of business to complete the form.

Complete the application using these Program Guidelines and/or sample templates or contact us at the above numbers if you require assistance.

- 2** Have the application form dated and signed by an authorized signing authority and submits the fully completed form by one of the following methods:
  - a) automatically through the website by clicking on "Submit" at top of the page. If submitting through the website, please also print page 2 of the application form, sign, date and then either fax, mail, or email a copy to BES as outlined below:
  - b) by mail to Bowman Employment Services Inc., GYW Program, #211 – 1664 Richter Street, Kelowna, BC V1Y 8N3
  - c) by facsimile to 250-448-4601 or toll-free to 1-855-448-4601
  - d) by email to [gyw@bowmanemployment.com](mailto:gyw@bowmanemployment.com). A signed copy of page 2 will be required as outlined in a) above.
- 3** **Upon receipt of your application form**, BES will review the information and contact the individual listed as the contact person on page 1 of the application form within 2 business days.
- 4** Please note:
  - an application is **not** a guarantee of funding;
  - applications will be processed in the order they are received; and
  - in addition to eligibility considerations, application approval is subject to the availability of funding.



Funding provided through the Canada-British Columbia Labour Market Agreement.



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## REPORT TO COUNCIL

Author: Kim Mushynsky  
Date: January 30, 2013  
Re: **Emergency Social Services Training**

---

**Background:** ESS represents a piece of our overall emergency response plan. Currently there are no active ESS groups on island. I have been working on re-activating this element of Emergency planning by speaking with other communities and getting a commitment from the province to provide two days of basic training and scenarios in Port Clements this fall which I have already invited all the other communities to send representatives to. I have also recently completed an on-line introductory course which is a pre-requisite for going forward with any further training. JIBC offers an ESS Director Course once annually at the New Westminster campus. This year that course is offered June 11-13. Travel, meals and accommodations are paid by EMBC/JIBC for anyone travelling further than 50km to attend. These courses fill up quickly so I wish to apply ASAP.

ESS is the piece of the emergency plan responsible for both large and small incidents. In a small incident (for example a single house fire) ESS volunteers would be able to provide food, clothing and shelter vouchers for the residents for 72 hours or until their insurance took over whichever is shorter. In a larger incident ESS volunteers would co-ordinate the evacuation center providing assistance to residents as they arrive, registering names, helping people emotionally and dealing with requests/requirements. They are the link between the residents and the Emergency Management Committee.

**Recommendation:** I request Council approve my time off to attend this training as there will be no costs to the association. I feel that this is an important initiative and hopefully we can create a web of ESS volunteers island wide.

Respectfully submitted:

NB-5



**Kim**

---

**From:** Hurst, Maurie L JAG:EX <Maurie.Hurst@gov.bc.ca>  
**Sent:** January-30-13 10:12 AM  
**Subject:** Emergency Social Services Director Course  
**Attachments:** ESSD Course Application 2013.doc

**Importance:** High

Northwest Emergency Program Coordinators and ESS providers,

Please see the important note from Bob Kennedy, below . . .

M.

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

**EMERGENCY MANAGEMENT BRITISH COLUMBIA**

1B - 3215 Eby Street  
Terrace BC V8G 2X8 CANADA  
[www.embc.gov.bc.ca](http://www.embc.gov.bc.ca)

Ph 250.615.4800 Fax 250.615.4817  
24 Hour Emergency Reporting 1.800.663.3456

 Please consider the environment before printing this e-mail

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**From:** Kennedy, Bob JAG:EX  
**Sent:** Wednesday, January 30, 2013 10:08 AM

EMBC and JIBC are pleased to announce that an ESS Director Course will be offered at the JIBC New Westminster campus June 11 to 13, 2013. Please note that this course is intended for those in a senior leadership position with their teams or are being considered for such a position. Applications must be approved by their Emergency Program Coordinator. Travel, meals and accommodations for participants living greater than 50 km from the New Westminster campus will be covered by EMBC/JIBC. The application form for the course is attached to this e-mail. Forms must be completed fully and returned to EMBC as directed on the form no later than **April 30, 2013**

**ESS Director Course**

<b>Course date/time: June 11 - 13, 2013 8:30 AM – 4:30 PM</b>
---

The ESS Director course describes the skills and abilities required for the ESSD position, and it examines the ESSDs responsibilities before, during, and after a response and the support structures and resources that can help ESSDs fulfill these responsibilities.

**Course Goals:**

The goal of the course is to give participants the basic skills, knowledge, and tools to perform the role of the ESS Director or Alternate/Deputy.

## Course Learning Outcomes:

Upon completion of this course, participants will be able to:

1. Develop an ESS plan
2. Manage an ESS team
3. Manage the finances and reporting for an ESS team
4. Manage the ESS Branch of an Emergency Operations Centre (EOC)
5. Demobilize an ESS response

## Prerequisites:

- ESS100 Introduction to Emergency Social Services
- EM110 Introduction to Emergency Management
- ESS111 Reception Centre (effective April 1, 2013, ESS111 will be replaced by ESS114 Introduction to Reception Centres)
- ESS113 Registration and Referrals

## Strongly Recommended:

[ESS in a BCERMS Environment PowerPoint Presentation](#)

Review your local authority ESS plan

## Assignment:

Participants must submit the course assignment within 30 days of the last day of the course. Attendance for all three days is mandatory for successful completion.

## Course Format:

This interactive three-day course features applied scenarios and activities, and includes a take-home assignment to be returned within one month of completing the class.

To successfully complete this course attendance at all three (3) days from 8:30 am to 4:30 pm is necessary.

**Bob Kennedy**  
**Emergency Social Services Training Specialist**  
**Emergency Management British Columbia**

Block A - Suite 200  
2261 Keating Cross Road  
Saanichton, B.C. V8M 2A5

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

[www.embc.gov.bc.ca](http://www.embc.gov.bc.ca)

Phone 250.952.5819 Fax 250.952.4888  
24 Hour Emergency Reporting 1.800.663.3456



Emergency  
ManagementBC

## ACTION ITEMS

<u>#</u>	<u>Date</u>	<u>Description</u>	<u>Lead</u>	<u>Follow up</u>
A1	05-12-2011	Motion to hold town hall mtgs. to engage public	Falconbridge	Will consider after OCP process concluded
A2	20-02-2012	Facilitate mtg between Industrial Road Users	Thomas	Discussions started but now on hold until barge facility formalized
A3	20-02-2012	Tree Removal at Sunset Park (committee??)	Falconbridge	Will hold a Town Hall Mtg to discuss
A12	16-07-2012	Canada Days discussion/preparation 2013	Gaspar	January, 2013
A13	23-07-2012	Official Community Plan Rewrite	Administrator	Final draft going out to Stakeholders for feedback first week of February 2013
A16	15-10-2012	Bus Shelter	Cheer	Build shelter at corner of Dyson & Bayview
A19	19-11-2012	Lighting Hwy 16 & Dyson	All	That we determine best route to get proper lighting back on this stretch of road
A23	07-01-2013	Resolutions to NCLGA	Cheer	Reminder that any resolutions for 2013 UBCM need to be submitted to NCLGA by Feb 18