

THE VILLAGE OF PORT CLEMENTS

Regular Meeting of Tourism Committee, March 13, 2014 7:00 p.m.

AGENDA

1. ADOPT AGENDA.
 2. DELEGATES.
 3. MINUTES.
M-1-Minutes February 13, 2014
 4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.
BA-1- Council Update-Mayor Cheer
BA-2- Action Plan
 5. ORIGINAL CORRESPONDENCE.
 6. NEW BUSINESS.
NB-1-Quote for brochures from Staples
NB-2-Quote for brochures from Vistaprint
NB-3-Quote for brochures from Speedee Printers
NB-4-Quote for brochures from Advantage Printers
- ADJOURNMENT.

PORT CLEMENTS TOURISM COMMITTEE
Minutes of the regular meeting of the Port Clements Tourism Committee
Thursday, February 13, 2014

Present:

Chair Councillor Matt Gaspar
Angela Mielecki

Mayor Wally Cheer
Absent: Deputy Clerk/Treasurer Sharon Ferretti

Councillor Ian Gould

Chair Councillor Gaspar called the meeting to order at 7:00 p.m.

1. ADOPT AGENDA

It was moved by Angela Mielecki, seconded by Councillor Gould to adopt the agenda as presented.

CARRIED

2. DELEGATES

3. MINUTES

M-1-Minutes January 9, 2014

It was moved by Mayor Cheer, seconded by Councillor Gould to adopt the minutes as presented.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

BA-1: Council update

It was moved by Councillor Gould, seconded by Mayor Cheer

THAT we request staff to draft a letter to BC Ferries and present to Council, addressing the issue of 'no reservations' after April 1, 2014.

CARRIED

BA-2-Action Plan – please see attached

It was moved by Councillor Gould, seconded by Mayor Cheer

THAT we request Council to approve \$200.00 to cover the expenses for a Fan Tour for the staff of the Tourist Information Centres on Haida Gwaii.

CARRIED

5. ORIGINAL CORRESPONDENCE

C-1-Guide to Haida Gwaii additional insert

C-2-Northward Magazine – Joanne Campbell

It was moved by Councillor Gould, seconded by Angela Mielecki

THAT we request Council to approve \$800.00 for an article in the April or May issue of the Northward Magazine.

CARRIED

C-3-Mediaplanet media kit + Vancouver Sun rate page

Committee agreed to receive and file this item.

6. NEW BUSINESS

NB-1-Quotes for brochures from Advantage Printers

A request for more quotes was made in order to make a decision on which printer to use for the new brochures.

Adjournment

Meeting was adjourned by Mayor Cheer at 8:30p.m.

Councillor Matt Gaspar, Chair

Mayor Wally Chair

M-1

Village Of Port Clements Tourism Committee Action Plan 2013			
#	ITEM	IMMEDIATE ACTION	RESOLVE
1	Ground Work done before bring tourists in	Signs drawing people in; maybe place in pull-out spots; locate mostly on highway south of Port to catch people driving in north direction	Wayne Nicol will speak with Nathan Voogd, Area Manager for Roads, for approval before moving ahead on construction.
2	Port Visitor Center - Fan Tour	-be organized & prepare in a timely manner - choose a day when Yakoun Inn open; treat guests to lunch afterwards - do the paddle; show what else Port has, etc. i.e. Government Dock, Rainbow Wharf	- Request \$200 from Council Start to Organize *so can get invites out early - wait until info centres have hired their staff. Do in April/May Luncheon; transport; kayaks; Invite MaryLou of MIED
3	Website/Blog	Marilou Shroeder – MIEDS has been doing the Port Clements blog. Successful in terms of interest shown; Tweets & Hits are high numbers. Councillor Ian Gould will act as coordinator to stay on top of things; he will take it to Mary Lou.	Challenge in getting an individual with available time. Requires a 3-5 paragraph submission + a picture to go with each paragraph.
4	Maze at entrance of Sunset Trail	Need a design Do in increments to keep costs minimal Need to find funding to build; then need funding to maintain. *Maybe can hire students	Get a design approved for 2014; move forward 2015. Federal Gov't offering good deal for hiring students *project could take 3 years or so to complete
5	Golden Spruce Trail	Upgrades ready in time for 100 th Celebrations	Grand Opening decision passed onto Council
6	Google Ad Works/ Twitter	-Ian prepared to look into for Centennial -Twitter needs someone on it constantly	Ian will have a report in February
7	Port Clements brochures	New brochure for Port Clements specific for Centennial and/or for general promotional use *Request has been put forward to Council to consider in budget meetings. *Request for ideas from community on facebook	- Get more quotes - Fall 2014 - Get a design prepped. - Get a quote from Advantage Printers. 3 way fold; 8.5 x 11; 1000/2500/5000 colour copies - Promote Golden Spruce Trail
8	Integrate St. Mark's in Centennial	Ian suggested a service be held in August 2014; tie in with music festival and fall fair/farmer's market	Service idea cancelled and made into a function. Quote for keypad lock.

Village Of Port Clements Tourism Committee Action Plan 2013			
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			DONE?
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Quote Comparison for VOPC New Brochures 2014/2015

Quantity and Costs:

Staples:

28lb Gloss 8.5" x 11"

1,000 – 2,999 - \$ 610.00 - \$1,829.39 + taxes

3,000 – 4,999 - \$1,530.00 - \$2,549.49 + taxes

5,000 – 7,999 - \$2,300.00 - \$3,679.54 + taxes

Note: Customer to cover shipping costs from Terrace to Port
Clements

Vistaprint:

100lb 10.98" x 8.50" at final trim

1,000 - \$350.00

2,500 - \$550.00

5,000 - \$700.00

Note: prices do not include shipping, processing, add-ons or
upgrades

Speedee:

80lb Gloss 8.5" x 11"

1,000 - \$620.00 + taxes

2,500 - \$725.00 + taxes

5,000 - \$900.00 + taxes

Note: Customer to cover shipping costs from Terrace to Port
Clements

Advantage:

80lb 8.5" x 11"

Gloss or Semi gloss

1,000 - \$ 600.00 + taxes

2,500 - \$1,050.00 + taxes

5,000 - \$1,750.00 + taxes

Note: Customer to cover shipping costs to Port Clements

Sharon Ferretti

From: Staples Copy and Print Online Support
<StaplesCopyandPrintOnlineSupport@staples.ca>
Sent: March-11-14 10:37 AM
To: Sharon Ferretti
Subject: Re: Staples Copy & Print Centre ONLINE Client Contact Request - Other
Attachments: pricing_eng.pdf

Hello Sharon,

Please see price list attached.

If you have any further questions, please feel free to contact us.
Regards,

Mathieu Poitras

Agent de soutien CCI en ligne / CPC Online Support Agent
Bureau en Gros / Staples Canada



www.copiesbureauengros.ca / www.staplescopyandprint.ca

*Great Benefits. Exclusive savings. Visit www.staplescopyandprint.ca/bdp to learn more details. *
Rabais exclusifs et de grands avantages. Visitez www.copiesbureauengros.ca/pre pour plus de détails.

Client Contact

The following client has posted a comment for you on the web site.

Name: Sharon Ferretti
E-Mail: deputy@portclements.ca

**Daytime
Phone**

**Number:
Evening
Phone**

**Number:
Other Phone**

Number:

Username:

**Store
Number:** S279

**Question
type:** I would like my preferred store to provide me with a quote or more information on a service.

Comments:

Please provide quotes for the following quantities of brochures: 1,000; 2,500; 5,000
8.5x11, double sided, full colour, no bleed, folded, semi gloss or gloss. 80lb text Thanks. Sharon

NB-1

STAPLES

copy&print

Price List



FULL-SERVE COPY SERVICES

Let our trained Copy & Print Centre Associates complete your project for you.
Print brochures, flyers, presentations and more. Want your presentations to stand out? Get noticed—Print in colour!

COLOUR COPYING AND PRINTING	LETTER (8.5" X 11")		LEGAL (8.5" X 14")		LEDGER (11" X 17")	
	1 HR. EXPRESS	STANDARD	1 HR. EXPRESS	STANDARD	1 HR. EXPRESS	STANDARD
1 - 2,999.....	51¢ ea.	39¢ ea.	77¢ ea.	59¢ ea.	\$1.16 ea.	89¢ ea.
3,000 - 4,999.....	38¢ ea.	29¢ ea.	51¢ ea.	39¢ ea.	90¢ ea.	69¢ ea.
5,000 - 7,999.....	31¢ ea.	24¢ ea.	38¢ ea.	29¢ ea.	77¢ ea.	59¢ ea.
8,000+.....	25¢ ea.	19¢ ea.	31¢ ea.	24¢ ea.	70¢ ea.	54¢ ea.

Printed on 28 lb, 98-bright white paper.

0.61¢
0.51¢
0.46¢

BLACK & WHITE COPYING AND PRINTING	LETTER (8.5" X 11")		LEGAL (8.5" X 14")		LEDGER (11" X 17")	
	1 HR. EXPRESS	STANDARD	1 HR. EXPRESS	STANDARD	1 HR. EXPRESS	STANDARD
1 - 99.....	13¢ ea.	10¢ ea.	14¢ ea.	11¢ ea.	22¢ ea.	17¢ ea.
100 - 499.....	10¢ ea.	8¢ ea.	12¢ ea.	9¢ ea.	18¢ ea.	14¢ ea.
500 - 999.....	8¢ ea.	6¢ ea.	9¢ ea.	7¢ ea.	14¢ ea.	11¢ ea.
1,000 - 9,999.....	6¢ ea.	5¢ ea.	8¢ ea.	6¢ ea.	12¢ ea.	9¢ ea.
10,000 - 19,999.....	5¢ ea.	4¢ ea.	7¢ ea.	5¢ ea.	8¢ ea.	6¢ ea.
20,000+.....	4¢ ea.	3¢ ea.	5¢ ea.	4¢ ea.	7¢ ea.	5¢ ea.

Printed on 20 lb, 98-bright white paper.

RICH BLACK COPYING & PRINTING	LETTER (8.5" X 11")		LEGAL (8.5" X 14")		LEDGER (11" X 17")	
	1 HR. EXPRESS	STANDARD	1 HR. EXPRESS	STANDARD	1 HR. EXPRESS	STANDARD
1 - 2,999.....	38¢ ea.	29¢ ea.	51¢ ea.	39¢ ea.	64¢ ea.	49¢ ea.
3,000+.....	25¢ ea.	19¢ ea.	38¢ ea.	29¢ ea.	51¢ ea.	39¢ ea.

Printed on 28 lb, 98-bright white paper.

SELF-SERVE COPY & PRINT SERVICES

Self-serve copying makes it fast and easy to get your copies done.

	LETTER (8.5" X 11")	LEGAL (8.5" X 14")	LEDGER (11" X 17")
Colour self-serve.....	39¢ ea.	39¢ ea.	89¢ ea.
B&W self-serve.....	8¢ ea.	8¢ ea.	12¢ ea.

Self-serve copies are printed on 20 lb, 92-bright white paper.

Price list subject to change without notice. Payment is required when order is placed. Please note that all full-serve copy services, finishing services and wide-format printing services are subject to a total document service charge (add \$2.00 for standard orders, \$3.00 for express orders).



ADDITIONAL SERVICES

<i>Need something extra? We've got you covered.</i>	1 HR. EXPRESS	STANDARD
Save to USB.....	\$3.90	\$3.00
CD/DVD burn (disk included).....	\$3.90 ea.	\$3.00 ea.
All misc. labour (increments of 15 min).....	\$19.50	\$15.00
*Manual binder handling (per binder).....	\$19.50	\$15.00
*Manual bulk handling - 1/2 box.....	\$78.00	\$60.00
*Manual bulk handling - 1 box.....	\$158.00	\$120.00

*A handling charge may be applied to orders requiring additional prep work prior to printing/copying (e.g. staple removal, oversized, etc. Check with an associate for more details).

SPECIALTY PAPER

<i>Choose from a variety of paper selections, including resume, glossy and transparency.</i>	STANDARD
3-hole punch (20 lb letter).....	1¢/sheet
Recycled paper, 30% PCW (letter).....	5¢/sheet
Pastel paper (letter).....	2¢/sheet
Neon paper (letter).....	3¢/sheet
B&W transparencies (letter).....	\$1.00/sheet
Colour transparencies (letter).....	\$2.49/sheet
Pastel card stock (letter).....	5¢/sheet
*Neon card stock (letter).....	6¢/sheet
Resume paper (letter).....	10¢/sheet
Cover gloss (letter).....	20¢/sheet
*Letter-size tabs (per 5 tabs).....	75¢/blank \$1.50 B&W print \$2.99 Colour print
Pastel paper (legal).....	3¢/sheet
*Pastel paper (ledger).....	7¢/sheet
Cover gloss (ledger).....	40¢/sheet
*White heavy-weight (100 lb ledger).....	50¢/sheet

BASIC FINISHING SERVICES

<i>Why stop at copies? There are dozens of ways we can turn your projects into professional-looking presentations.</i>	1 HR. EXPRESS - LETTER	STANDARD - LETTER
Machine stapling.....	3¢	2¢
Machine folding (per page).....	3¢	2¢
*Drilling (per sheet, up to 3 holes).....	3¢	2¢
Booklet-making.....	33¢ ea.	25¢ ea.
Bulk cutting (flat fee for cuts/trims after 1st 10 sheets)	\$1.30	\$1.00

Price list subject to change without notice. Payment is required when order is placed. Please note that all full-serve copy services, finishing services and wide-format printing services are subject to a total document service charge (add \$2.00 for standard orders, \$3.00 for express orders). *Availability may vary by store.



Sharon Ferretti

From: cacustomersupport@vistaprint.com
Sent: March-11-14 10:20 AM
To: deputy@portclements.ca
Subject: Re: Vistaprint Inquiry Response REF#[217449384]

Dear Valued Customer:

Thanks for contacting Vistaprint regarding Brochures.

I am happy to provide you with the requested information.

The Brochures that we offer are 100lb. and measures 10.98" x 8.50" at final trim.

The standard price for 1000 Brochures is CAD350.00, 2,500 is CAD550.00 and 5,000 is CAD700.00.

Please note that this does not include shipping, processing, add-ons or upgrades.

For pricing details, or to get a full quote (including shipping and processing) please visit:
<http://www.vistaprint.ca/pricing.aspx?sr=no&s=4786545152>

I appreciate your interest in our products. If you have any additional questions, please feel free to reply directly to this email, or, visit our Contact Us page for additional customer service options:
<http://www.vistaprint.ca/customer-care/contact-us.aspx>

Best Regards,

Shameika
Customer Service Representative

Original Message:
Date Sent: 3/11/2014 13:06

Please provide a quote for brochures with the following criteria: 8.5 X 11 double sided, full colour, no bleed, folded, semi gloss or gloss, 80lb text. Quantities of 1000, 2,500, and 5,000.



4554 Lazelle Avenue
 Terrace, B.C. V8G 1S2
 Phone 250-635-7181
 Toll Free 1-800-667-4556
 Fax 250-638-1467
 Email: kimb@speedee.ca

DATE: March 12, 2014
 TO: Village of Port Clements
 ATTENTION: Sharon
 PHONE: 1-250-557-4295
 EMAIL: deputy@portclements.ca

THIS IS A QUOTATION ONLY

QUOTE #: 51563
 ITEM: Brochure
 SIZE: 11" x 8 1/2"
 STOCK: Gloss 80lb text
 INK: Full colour - two sided - no bleeds
 ARTWORK: Provided camera ready by customer **subject to viewing (must have a minimum 5/16" white space between image and edge of paper). File to be created CMYK. All photographs and logos to be imported in high res (min. 300 dpi). Fonts to be embedded or in outlines.

BINDERY: Folded in two places, 3 panels

QUANTITIES:	1000	2500	5000
PRICE:	\$0.62 each	\$0.29 each	\$0.18 each

NOTE: Customer is responsible for shipping costs from Terrace to Port Clements.

- Applicable taxes not included in above quoted price.
- * • Quotation valid for 30 days. Price and stock subject to availability.
- Quotation subject to change if there are any alterations to original instructions, layout or copy.
- * • DELIVERY IS 2 - 3 WEEKS UNLESS OTHERWISE NOTIFIED.

THANK YOU FOR THE OPPORTUNITY TO QUOTE ON YOUR PRINTING NEEDS. SHOULD YOU REQUIRE ANY FURTHER INFORMATION PLEASE DO NOT HESITATE TO CONTACT OUR OFFICE.

Thank you, Kim



Quote 00666

Advantage

PRINT AND DESIGN

Village of Port Clements

Date: January-10 2014

Brochure for Village of Port Clements

Your Reference:

GST#: 829076645

Qty	Details	Our Price	Extension
1,000	8.5 X 11 double sided, full colour, no bleed, folded, Semi gloss or gloss 80lb text	0.60	600.00
2,500	8.5 X 11 double sided, full colour, no bleed, folded, Semi gloss or gloss 80lb text	0.42	1,050.00
5,000	8.5 X 11 double sided, full colour, no bleed, folded, Semi gloss or gloss 80lb text	0.35	1,750.00

Subtotal: 3,400.00
GST: 170.00
PST: 238.00
Total Quoted: \$3,808.00

NB-4