



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

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Regular Meeting of Council Monday June 20, 2011

AGENDA

1. ADOPT AGENDA.

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

D-1- Agriculture support commissioner project

3. MINUTES.

M-1-Minutes of Regular meeting of Council, June 6, 2011

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

BA-1- Haida Gwaii Youth Needs Assessment

5. ORIGINAL CORRESPONDENCE.

C-1-Elkford-Relationships between Municipalities and Local First Nations

C-2-Village of Masset- Letter of Support Seaplane Dock Facility and Boat Launch upgrades.

C-3-Tlell Fall Fair- Letter of Support funding of the fair's activities 2011

C-4- Coastal Community Network

6. GOVERNMENT.

G-1- Annual Report 2010

7. FINANCE.

F-1-Cheque listing June 17th, 2011.

F-2-Statement of Financial Information 2010

F-3-Port Clements Historical Society Grant in Aid Request

F-4-2010 Consolidated Financial Statements

8. NEW BUSINESS.

9. REPORTS & DISCUSSIONS.

10. QUESTIONS FROM THE PUBLIC & PRESS.

ADJOURNMENT.

Heather Nelson-Smith

From: MIEDS Admin [admin@mieds.ca]
Sent: June 13, 2011 6:44 PM
To: Heather Nelson-Smith
Cc: Delves, Mayor Cory; kgr@qcislands.net
Subject: Agriculture Support Commissioner Project Details for Review



Work Plan.doc
(56 KB)



20110509 ASO
udget Year 1 and..

Hello Heather, Cory and Ian,

Heather, as I mentioned in a previous email, Ian had brought up the need for clarification on a number of project details and budget items. If you are able to provide Ralph and I as delegates at the Monday June 20th meeting, we will be able to answer questions from the council. In addition to the Project Description which I had sent earlier, I will attach the proposed budget and work plan.

The funders we have been in contact with are Coast Sustainability Trust and Investment Agriculture Foundation. Both were the primary funders of the Agriculture Strategy and Implementation Plan and are interested in working together to implement the Implementation Plan through the ASC project.

Training and education are an important component of the project and we hope to make as much of the training for the ASC available to the public as possible (aside from the obvious exchange of information on monthly farm visits). We have scheduled several workshops and an annual agriculture seminar as part of the educational commitment to food producers.

I hope this additional information will assist in clarifying some of the concerns of the council.

Best Regards,
Mary Lou

Agricultural Support Officer – Budget

Year One

Based on Action Plans that were Developed through the Future of Food Workshop and the Haida Gwaii Agriculture Strategy

Goal: To support and enhance agriculture on Haida Gwaii: Identification, Facilitation, Education and Gathering of Baseline Data.

<i>Action</i>	<i>Resources</i>	<i>Costs</i>
1) Agricultural Support Officer	Year 1 <ul style="list-style-type: none"> • Training in agricultural topics: Ministry of Agriculture Resources and Correspondence Courses • Contract @ \$30.00/hour x 40 hours/week x 52 weeks 	-\$2,000 -\$62,400
2) Office	<ul style="list-style-type: none"> • Laptop and Printer • Office Supplies, internet/phone/fax • Office Rental \$350 x 12 months 	-\$1,500 -\$4,000 -\$4,200
3) Travel	<ul style="list-style-type: none"> • Annual Agriculture Tradeshow Abbotsford - Travel • Workshop/Courses x 2 (off-island including travel) • Mileage @.52/km -1,000 km/month: farm visits and weather station monitoring 	-\$1,000 -\$2,000 -\$12,000
4) Education	<ul style="list-style-type: none"> • Local agriculture seminar¹ 	-\$3,000
5) Website	A contract will be established to set-up and maintain an agriculture website where research findings, educational information, local food production information/supports are maintained and accessed as part of the ASO project	-\$4,000
TOTAL		\$96,100

¹ Speaker/Presentation-\$1,000; Presenter's Travel & Per Diem- \$1,225; Venue -\$400; Advertising-\$200; Refreshments/Supplies-\$250

Agricultural Support Officer – Budget

Year Two

Goal: To support and enhance agriculture on Haida Gwaii: Research Plots, Education and Follow-Up.

<i>Action</i>	<i>Resources</i>	<i>Costs</i>
1) Agricultural Support Officer	Year 2 Training in agricultural topics: Ministry of Agriculture Resources and Correspondence Courses	-2,000
	Contract @ \$30.00/hour x 40 hours/week x 52 weeks	-\$62,400
2) Office	• Office Supplies, internet/phone/fax	-\$4,000
	• Office Rental \$350 x 12 months	-\$4,200
3) Travel	• Annual Agriculture Tradeshow Abbotsford - Travel	-\$1,000
	• Workshop/Courses x 2 (off-island including travel)	-\$2,000
	• Mileage @.52/km -1,000 km/month: farm visits and trial plots	-\$12,000
4) Education	• Local agriculture seminar	-\$3,000
TOTAL		\$90,600

A local person with an agriculture background will receive additional training and orientation to agriculture resources in order to complete the following tasks:

1. Assess the needs of the local food producers and assist with:
 - a. Business Plans
 - b. Production Challenges
 - c. Educational Needs
 - d. Communicating with Regulatory Bodies
2. Assess Educational Needs of the food producing community
 - a. Organize and provide learning opportunities
3. Liaise with local councils, Farmers Institute and MIEDS to ensure elected bodies are apprised of agricultural needs and developments
4. Perform niche-climate assessments and reporting
5. Research varieties of crops that perform well in Haida Gwaii.
 - a. Oversee on-farm experimental plots
 - b. Work with Colleges and Universities for accuracy and credibility of research findings
6. Apply for Crown Land for experimental plots in 'niche climate zones' that appear promising
7. Educate the ASC (which will result in that information being shared with local food producers)

More detail on the tasks is provided in the work plan (see below).

The Agriculture Support Commissioner will report to the ASC Steering Committee comprised of representatives of the Farmers Institute and having MIEDS representation.

The tasks will be conducted by the ASC and monitored by the Steering Committee. Feedback and direction will be provided by the Steering Committee.

The ASC will provide monthly reports to the Steering Committee and make monthly presentations at public meetings of the Farmers Institute and governing bodies. MIEDS will provide project and financial reporting to the funding agencies.

6. Work Plan –

Year 1

Dec 2011 – March 2012

Information Sharing – Promotion of Agricultural Industry on Haida Gwaii

- Attend and report at monthly Farmers Institute meetings
- Attend local council meetings to report on an alternate monthly basis
- Bi-weekly publications in the Observer (introduction to the ASC, benefits of the project, agricultural/educational information for local food producers etc)
- Coordinate website information gathering (quotes, details etc)
- Farm/Food Producer visits¹ (discuss needs, opportunities, planning for experimental plots, soil samples if interested, follow up on requests for assistance/research...)
- Working with the Farmers Institute, investigate/organize a bulk buying group for agricultural supplies
- Present at annual Seedy Saturday

Education

- Attend Annual Agriculture Tradeshow in Abbotsford (Jan 26-28)
- ASC training
- Coordinate workshop (based on Farmers Institute feedback) for Farmers/Food Producers (March)
- Meet with schools to encourage greater participation in agriculture courses
- Planning for first annual farm technique and agrology seminar (Nov)

Reporting

- Provide monthly reports to the steering committee
- Maintain a weekly activity log

Marketing

- Work with and support agriculture marketing committee (formed at The Future of Food Workshop Feb 2011) and MIEDS re: Haida Gwaii Branding project

Networking/Policy Change/Access to Agricultural Land

- Network with various agricultural agencies/local governing bodies
- Assist with information gathering and discussions regarding agricultural land use applications for Crown Land
- Lobby for support for research plots to develop and make publically available, varieties compatible with the Haida Gwaii climate

¹ Farm Visits – Plan for one per farm per month

Research

- Network with research and industry experts (including universities)
- Identify appropriate areas for agricultural research plots/community farms etc
- Working with farmers and other researchers, the ASC will assist with assessing crops and varieties for testing on islands

April – June 2012

Information Sharing – Promotion of Agricultural Industry on Haida Gwaii

- Bi-weekly agriculture related publications in the Observer
- Farm/Food Producer visits (follow up/information sharing)
- Public meetings – Introduction of the ASC program and local benefits
- Meet with vendors (fishing lodges, schools, hospitals, restaurants, grocery stores)
- Conduct needs assessment of food producers/vendors
- Coordinate website project
- Attend and report at monthly Farmers Institute meetings
- Attend local council meetings to report on an alternate monthly basis

Education

- Coordinate islands-wide workshop/Publicity for community farming information in BC (June)
- Planning for first annual farm technique and agrology seminar
- ASC training
- Agriculture presentations (local production and entrepreneurial opportunities) at elementary and secondary schools

Reporting

- Maintain a weekly activity log
- Provide monthly reports to the steering committee

Marketing

- Work with and support agriculture marketing committee (formed at The Future of Food Workshop Feb 2011) and MIEDS re: Haida Gwaii Branding project

Networking/Policy Change/Access to Agricultural Land

- Assist with/provide information on the application process for OCP amendments to include agricultural land in islands communities
- Network with various agricultural agencies/local governing bodies (OCP agriculture land support, support for access to Crown Land for agriculture, support for community farming projects)
- Continue discussions regarding agricultural land use applications for Crown Land
- Lobby for support for research plots to develop and make publically available, varieties compatible with the Haida Gwaii climate
- Lobby for support for access to land in proximity to communities for community farm projects

Research

- Explore potential partnerships with universities regarding research plots
- Obtain climate monitoring equipment (Min of Env't)
- Setting up monitoring equipment in identified areas
- Begin gathering climate data from identified areas – educational potential for working with schools/agricultural programs
- Network with research and industry experts

July-Oct 2012

Information Sharing – Promotion of Agricultural Industry on Haida Gwaii

- Farm/Food Producer visits (follow up/information sharing)
- Bi-weekly local agriculture related publications in the Observer
- Develop a plan to address needs assessment
- Maintain website – post research findings, agricultural information, ASC project reports
- Attend and report at monthly Farmers Institute meetings
- Attend local council meetings to report on an alternate monthly basis
- Work with interested individuals to organize community farming project
- Coordinate public meetings to begin planning for agriculture research plots (work teams)

Education

- Coordinate Seed Saving Workshop (Sept)
- Planning for first annual farm technique and agrology seminar continued
- ASC training

Reporting

- Needs assessment report submitted to steering committee & present at Sept Farmers Institute meeting
- Provide monthly reports to the steering committee
- Maintain a weekly activity log

Networking/Policy Change/Access to Agricultural Land

- Assist with follow up on OCP amendment applications
- Continue discussions regarding agricultural land use applications for Crown Land
- Assist with preparing applications for agriculture research plots on Crown Land
- Network with various agricultural agencies/local governing bodies (OCP agriculture land support, support for access to Crown Land for agriculture, support for community farming projects)

Research

- Network with research and industry experts
- Follow up with potential partnerships regarding research/experimental plots
- Climate monitoring continued
- Begin working with interested individuals/groups for research plot planning

Nov - Dec 2012

Information Sharing – Promotion of Agricultural Industry on Haida Gwaii

- Bi-weekly local agriculture related publications in the Observer
- Organize/assist buying group with bulk orders of agricultural supplies
- Attend and report at monthly Farmers Institute meetings
- Attend local council meetings to report on an alternate monthly basis
- Maintain website – post research findings, agricultural information, ASC project reports
- Work with interested individuals to organize community farming project

Education

- First Annual Farm Technique and Agrology Seminar (Nov) -- includes workshop for all-islands production planning and other workshops of interest (based on needs assessment)
- Farm/Food Producer visits (follow up/information sharing/planning for next season's experimental plots)
- ASC training
- Agriculture presentations to elementary and secondary schools (local production and opportunities)
- Network with schools to initiate participation in a community garden project for 2013

Reporting

- Provide monthly reports to the steering committee
- Maintain weekly activity logs

Networking/Policy Change/Access to Agricultural Land

- Network with various agricultural agencies/local governing bodies (OCP agriculture land support, support for access to Crown Land for agriculture, support for community farming projects)
- Continue discussions regarding agricultural land use applications for Crown Land
- Assist with follow up re: applications for agriculture research plots on Crown Land

Research

- Review experimental plot data and compile into a report for presentation at the Farmers Institute Dec meeting
- Climate monitoring continued
- Network with research and industry experts
- Follow up with potential partnerships regarding research/experimental plots
- Work with interested individuals/groups for research plot planning

Year 2

Jan – March 2013

Information Sharing – Promotion of Agricultural Industry on Haida Gwaii

- Bi-weekly local agriculture related publications in the Observer
- Farm/Food Producer visits (follow up/information sharing/planning for next season's experimental plots)
- Present at annual Seedy Saturday and make successful varieties (from field trials) available
- Working with the Farmers Institute, coordinate bulk orders of agricultural supplies
- Farm/Food Producer visits (follow up/information sharing)
- Public meetings re: ASC program, benefits and results
- Attend and report at monthly Farmers Institute meetings
- Attend local council meetings to report on an alternate monthly basis
- Maintain website – post research findings, agricultural information, ASC project reports

Education

- Coordinate workshop (based on needs assessment) for Farmers/Food Producers (March)
- Annual Agriculture Tradeshow in Abbotsford
- ASC training
- Network with schools to assist in organizing participation in a community garden project for 2013 as part of an agricultural curriculum
- Planning for 2nd Annual Farm Technique and Agrology Seminar

Reporting

- Provide monthly reports to the steering committee - Annual Year End Report
- Maintain a weekly activity log

Networking/Policy Change/Access to Agricultural Land

- Network with various agricultural agencies/local governing bodies (OCP agriculture land support, support for access to Crown Land for agriculture, support for research projects and community farming projects)

Research

- Climate monitoring continued
- Network with research and industry experts
- Work with individuals/groups/institutions in establishing research plots on appropriate Crown Land leases

April – June 2013

Information Sharing – Promotion of Agricultural Industry on Haida Gwaii

- Bi-weekly local agriculture related publications in the Observer
- Farm/Food Producer visits (follow up/information sharing)
- Attend and report at monthly Farmers Institute meetings
- Attend local council meetings to report on an alternate monthly basis
- Maintain website – post research findings, agricultural information, ASC project reports

Education

- Planning for 2nd Annual Farm Technique and Agrology Seminar
- Network with schools to assist in the success of a community garden project for 2013 as part of an agricultural curriculum including planning for the summer months

Reporting

- Provide monthly reports to the steering committee
- Maintain weekly activity logs

Networking/Policy Change/Access to Agricultural Land

- Network with various agricultural agencies/local governing bodies
- ASC training

Research

- Network with research and industry experts
- Climate monitoring continued
- Work with individuals/groups/institutions in establishing research plots on Crown Land leases

July – October

Information Sharing – Promotion of Agricultural Industry on Haida Gwaii

- Bi-weekly local agriculture related publications in the Observer
- Solicit interest for someone to maintain the bi-weekly publications for 2014
- Farm/Food Producer visits (follow up/information sharing)
- Provide monthly reports to the steering committee
- Attend and report at monthly Farmers Institute meetings
- Attend local council meetings to report on an alternate monthly basis
- Planning for public meetings to update on ASC projects
- Maintain website – post research findings, agricultural information, ASC project reports
- Training of Farmers Institute volunteer to maintain website

Education

- Coordinate workshop (based on needs assessment) for Farmers/Food Producers (Sept)
- Planning for 2nd Annual Farm Technique and Agrology Seminar
- ASC training
- Network with schools to assist in the continuance of the community garden project for 2013
- School Agriculture Presentations – Local production and entrepreneurial opportunities

Reporting

- Provide monthly reports to the steering committee - Annual Year End Report
- Maintain a weekly activity log

Networking/Policy Change/Access to Agricultural Land

- Network with various agricultural agencies/local governing bodies

Research

- Network with research and industry experts
- Climate monitoring continued
- Work with individuals/groups/institutions in establishing research plots on Crown Land leases

Nov– Dec 2013**Information Sharing – Promotion of Agricultural Industry on Haida Gwaii**

- Farm/Food Producer visits
- Provide monthly reports to the steering committee
- Attend and report at monthly Farmers Institute meetings
- Attend local council meetings to report on an alternate monthly basis
- Assist the bulk buying group organizing 2013 bulk orders and ensuring a smooth ‘handover’
- Public meetings to update on ASC projects and required follow up from interested individuals/groups for 2014

Education

- 2nd Annual Farm Technique and Agrology Seminar
- Working with the Farmers Institute for handover of planning for 3rd Annual Farm Technique and Agrology Seminar (2015)
- Assist with handover of the website responsibilities to the Farmers Institute

Reporting

- Provide comprehensive final report to the steering committee

Networking/Policy Change/Access to Agricultural Land

- Meet with Farmers Institute, Islands Food and other appropriate groups to ensure that networking information/contact information is maintained

Research

- Climate monitoring project completed – Data compiled and presented in final report to steering committee
- Findings presented as part of the public meetings



Request for Letter of Support:

Agriculture Support Commissioner Project

Project Description

The East Coast Graham Island Farmers Institute and MIEDS propose a 2 year agriculture support project. The proposed project entails contracting the services of an Agricultural Support Commissioner¹ (ASC) (a local person, if possible, having an agriculture background) with the objective of supporting food producers of all levels.

The ASC will assist in providing technical support, research services, networking with various agriculture-related agencies, soil testing, access to affordable land discussions with the governing bodies and assistance establishing trial plots for research purposes.

The ASC will also assist food producers to follow up on opportunities identified in the Agriculture Strategy and Implementation Plan which have the ability to make food production operations sustainable and attractive to succession or future landowners.

In addressing the need for skill development for the next generation, the ASC will work with the elementary and secondary schools to encourage the development of and access to agricultural courses and experience. In addition, the ASC will work with local farmers/food producers to establish a mentorship program.

Benefits:

Benefits to the islands community will be the anticipated increase in production from local farmers and food producers. The increase in production will result in increased sales at local farmers markets. The farmers markets will begin attracting more vendors and customers. The additional vendors will benefit from increased exposure to their products.

Budget:

The project is anticipated to commence Dec 1, 2011 and terminate Nov 30, 2013. Total project cost are anticipated at \$96,100 for year one and \$90,600 in year 2. The expenditures include a contracted wage (based upon \$30 per hour/40 hours work week), travel on and off-islands, training/workshops/conferences and a web site to make easily accessible, to farmers/food producers, appropriate research, agricultural information, local

¹ This position has the potential to be split into 2 positions depending upon the administrative/coordinator and agricultural skills brought by the applicants.



studies, local farming information, land availability maps, soil maps etc. Farms/food producers may also wish to include profiles of their operations and contact information for the website.

Hiring:

Preference will be given to a local individual, having an agricultural background. The ASC will receive additional technical training and orientation to the resources available through the Ministry of Agriculture in general agriculture (ie: soil science, water systems, livestock care, regulatory standards, policies and procedures). Education will be further enhanced via agricultural conferences/tradeshows, correspondence courses and workshops.

Time Lines

To coincide with the need to work with food producers throughout the crop/field planning season (Nov-March) and to ensure that 2 years of food production support is provided (2 harvests), the ASC project would begin at the end of the current harvest and would end following the 2013 harvest.

Project Start Date: December 1, 2011

Project End Date: November 30, 2013

Management Capability/Organizational Structure

MIEDS and the East Coast Graham Island Farmers Institute will work in partnership for the project. A board will be established having Farmers Institute and MIEDS representation. MIEDS will provide financial accountability while the joint board will assume responsibility for overseeing the project and ensuring the project deliverables are met.



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Minutes of the regular meeting of the Port Clements Council held Monday June 6th, 2011 in the Council Chambers.

Present

Mayor Delves
Councillor Cheer
Councillor Gould
Councillor Stewart
Councillor Traplin

Clerk/Treasurer Heather Nelson-Smith
Press

Mayor Delves called the meeting to order at 7:30pm

1. ADOPT AGENDA.

Add- G-1 UBCM Resolutions

In Camera meeting under *Community Charter* section 90-1-c

Moved by Councillor Stewart, seconded by Councillor Traplin

THAT the agenda be adopted as amended.

CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

D-1- Joanne Mills- Gwaii Trust Youth Dialogue

Joanne Mills addressed Council looking for input on a youth needs assessment for Gwaii Trust. Question sheets were left behind for Council to consider for the future of the youth in Port Clements. Input needs to be received by June 24th, 2011.

3. MINUTES.

M-1-Minutes of Regular meeting of Council, May 16th, 2011.

Moved by Councillor Cheer, seconded by Councillor Gould

THAT the minutes of the regular meeting of Council May 16, 2011 be accepted.

CARRIED

M-2-Minutes of Port Clements Tourism Committee, April 19th, 2011.

Moved by Councillor Cheer, seconded by Councillor Gould

THAT the minutes of the Port Clements Tourism Committee April 19, 2011 be accepted.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

Council June 6, 2011

M-1
1/3

BA-1- Mammography Screening Port Clements

Council wants to ensure that this advertisement is being distributed to Tlell

BA-2- Haida Gwaii Tourism Advisory Committee- Community mapping project

Councillor Cheer will follow up with Jenn Dolen regarding the Community Mapping project.

BA-3- Protocol meeting- June 17th, 2011 Sandspit Community Office 1-5pm

FYI

BA-4- Tourism Committee request for map placement on Bayview Drive.

Moved by Councillor Stewart, seconded by Councillor Gould

THAT the map as presented by Councillor Cheer on behalf of the Port Clements Tourism Committee be approved as presented by Council. The Tourism committee is to report back to Council with a budget for the installation of the signage on Bayview Drive.

CARRIED

BA-5- Tourism Committee request for signage "no motorized vehicles" on walking trails

Moved by Councillor Stewart, seconded by Councillor Traplin

THAT the Village of Port Clements post signs at all the entrances to the Sunset Park stating that unauthorized motorized vehicles are prohibited on walking trails.

CARRIED

5. ORIGINAL CORRESPONDENCE.

C-1-British Columbia/Yukon Command-The Royal Canadian Legion- Military Service recognition book advertisement

Moved by Councillor Cheer, seconded by Councillor Stewart

THAT the Village of Port Clements support the BC/Yukon Royal Canadian Legion recognition book for the 2011 by placing an 1/10 page ad in the publication for 2011.

CARRIED

C-2-Misty Isles Economic Development Society- Request for support Agriculture Support Commissioner Project

Moved by Councillor Gould, seconded by Councillor Stewart

THAT Council tables the Misty Isles Economic Development Society- Request for support Agriculture Support Commissioner Project for one month to gather more information and as Ralph Leech from the Farmers institute to make a presentation to Council. In addition the new Executive director of MIEDS should have an opportunity to review the project and provide feedback to Council.

CARRIED

C-3-Marine Ecosystem Based Management (Draft Goals) for the Integrated Oceans Advisory Committee

Moved by Councillor Stewart, seconded by Councillor Traplin

THAT the Marine Ecosystem Based Management (Draft Goals) for the Integrated Oceans Advisory Committee be received and filed for information.

CARRIED

C-4- Coastal Community Network

Moved by Councillor Cheer, seconded by Councillor Stewart

THAT the Coastal Community Network be received and filed for information.

CARRIED

6. GOVERNMENT.

G-1- UBCM Resolutions

Moved by Councillor Cheer, seconded by Councillor Stewart

THAT the UBCM Resolutions be received and filed for information.

CARRIED

7. FINANCE.

F-1-Cheque listing June 3rd, 2011.

Moved by Councillor Gould, seconded by Councillor Traplin
THAT the Cheque listing June 3rd, 2011 be accepted.

CARRIED

F-2-Cedarview Community Church- Grant in Aid \$1260.89

Moved by Councillor that the grant in aid for the Cedarview Community Church in the amount of \$1260.89 be approved for the 2011 year.

CARRIED

F-3-Deputy Clerk/Treasurer Signing Authority

Moved by Councillor Cheer, seconded by Councillor Gould

THAT the Village of Port Clements appoint Deputy Clerk/Treasurer Sharon Ferretti, as signing officer to CIBC and Northern Savings Credit Union Bank accounts.

CARRIED

F-4-2010 Consolidated Financial Statements

Moved by Councillor Gould, seconded by Councillor Cheer

THAT the Consolidated financial statements for December 31, 2010 be accepted.

CARRIED

8. NEW BUSINESS.

9. REPORTS & DISCUSSIONS.

Councillor Stewart- Will call Pete Nelson-Smith in the morning to discuss paving on Grouse Street.

Councillor Traplin- Reported that the dry line at the small craft harbour has rotten logs surrounding it.

Councillor Cheer- Reported that the next Tourism meeting is June 16, 2011

Attended the Sunset Park clean up

Reviewed the NCLGA website and the resolutions put forth by Port Clements were passed.

Councillor Gould- Attended the MIEDS AGM

Clerk/Treasurer – Reported on Canada Days events unfolding

Mayor Delves - Reported that he attended the Regional District and North West Regional Hospital meetings.

Toured Mills Hospital

Regional District hired a Treasurer

The next Regional District meeting is June 17th in Sandspit.

10. QUESTIONS FROM THE PUBLIC & PRESS.

ADJOURNMENT.

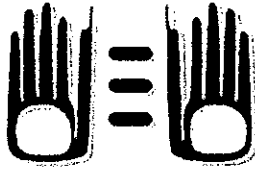
Moved by Councillor Cheer, seconded by Councillor Stewart

THAT the meeting be adjourned at 9:15pm and closed under *Community Charter* section 90-1-c

CARRIED

Cory Delves,
Mayor

Heather Nelson-Smith,
Clerk/Treasurer



Questions for Regional District, Municipalities, Bands

Community:

Present:

Date:

What concerns you the most about Youth in your community?

What do you think is working well for youth in your community?

What agencies/programs/services have you supported in your community in the previous 12 months?

What do you think are the gaps in services for youth in your community?

What mandate do you have for youth services?

What have you provided to youth programming, services or infrastructure through?

How have you partnered with other communities in the past in regards to youth or services?

What types of activities might you be willing to partner around with other islands communities?

Who should/could lead that partnership?

What Role should/could Gwaii Trust play in improving the lives of youth on Haidagwaii?

Would you be willing to participate in an Island wide Leaders dialogue to explore partnership opportunities for youth?

Thank you!



Wild at heart.

District of Elkford

816 Michel Road P.O. Box 340 Elkford, B.C. V0B 1H0
P. 250.865.4000 • F. 250.865.4001 • info@elkford.ca • www.elkford.ca

June 9, 2011

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

Dear Minister Polak:

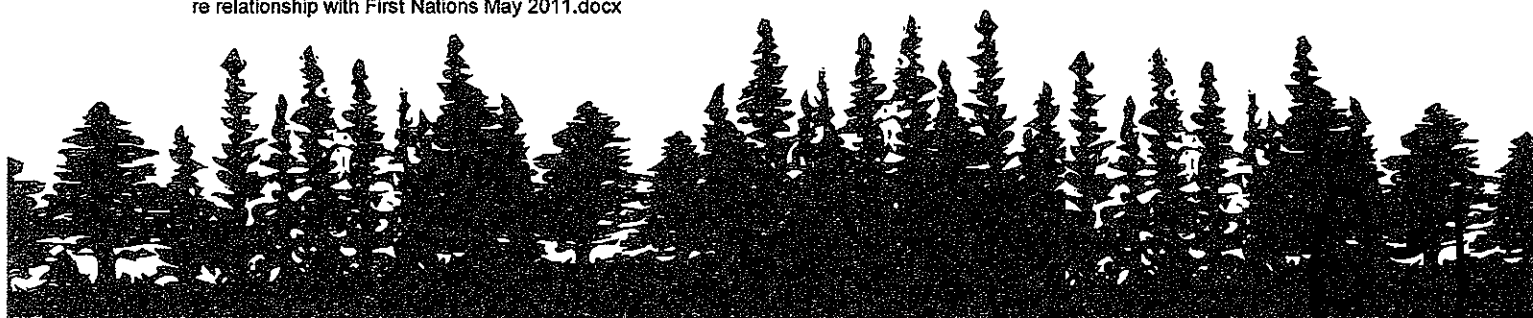
Re: Relationships Between Municipalities and Local First Nations

Council of the District of Elkford offers support for the City of Pitt Meadows' letter discussing the relationships between the municipalities and local First Nations. Council feels that positive and inclusive communication plays an important role in building the relationships and requests that the municipalities be included in the discussions with the local First Nations.

Sincerely,

Dean McKerracher
Mayor

Cc: Union of British Columbia Municipalities



VILLAGE OF MASSET

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

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

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

16 June, 2011

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

Re: Gwaii Trust Application

The Village of Masset is seeking your support for our application to Gwaii Trust's Legacy program for \$20,000. The Village is applying for this funding to assist with upgrades to our seaplane dock facility and boat launch ramp. These facilities are important pieces of public infrastructure for the community and the islands as a whole. The project will see the replacement of the main float section underneath the ramp which is deteriorating significantly and the installation of a float beside the boat launch for loading and unloading boats. The estimated cost for this project is approximately \$50,000.

A letter of support from your community for this project would be greatly appreciated.

Sincerely,

Trevor Jarvis
Chief Administrative Officer

C2

Village of Port Clements

From: "doug" <doug.louis@hgqci.org>
Date: June-09-11 8:45 AM
To: <doug.louis@hgqci.org>
Subject: Letter of support for Gwaii Trust Funding

My name is Douglas Louis. I am the current president of the Tlell Fall Fair. This year will be the 29th Annual Tlell Fall Fair, The Earliest Fall Fair in British Columbia. Fair day is July 31st.

Our mandate is to provide a safe, family oriented venue of entertainment, fun and gathering place of all the islands peoples while educating everyone about all of the Islands fantastic Agriculture. It is also a place for all those who want to show their Agricultural abilities and Handcrafts, in a Provincially regulated judged exhibition of the Produce, Livestock, Poultry, Arts and Crafts. There are categories for all ages.

The Tlell Fall Fair Committee is requesting of you a letter of support to obtain funding, through the Gwaii Trust Legacy Program, to help with our costs for the day.

29th Annual Tlell Fall Fair
 Request for Funding from Gwaii Trust

	Option 1	Option 2
Fair Day Operating Costs	\$ 4,825.00	\$ 4,825.00
Total Entertainment Cost	\$ 13,027.80	\$ 9,508.26
Total Day Costs	\$ 17,852.80	\$ 14,333.26

Request for Funding from Gwaii Trust

50% of Fair Day cost	\$ 8,926.40	\$ 7,166.63
Rounded down	\$ 8,500.00	\$ 7,000.00

Note: Entertainment costs options are determined by availability of Option 1 (Air Canada) or Option 2 (Coastal Pacific)

Amount of Request from Gwaii Trust	\$ 8,500.00
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If you do support the Tlell Fall Fair, can you please email you letter of support to doug.louis@hgqci.org by June 17th so we can submit a complete package of request to Gwaii Trust.

Should you have any question or need more information please feel free to contact me.

Thank you

Douglas Mark Louis
 President

C-3
2011-06-09

Tlell Fall Fair
P.O. Box 497
Queen Charlotte, B.C. V0T 1S0
Canada
Ph and Fx. 250 559-8975
Email doug.louis@hgqci.org



The Village of Port Clements
British Columbia
Canada

2010 Annual Report

Fiscal Year Ending December 31st, 2010

The Village of Port Clements 2010 Annual Report

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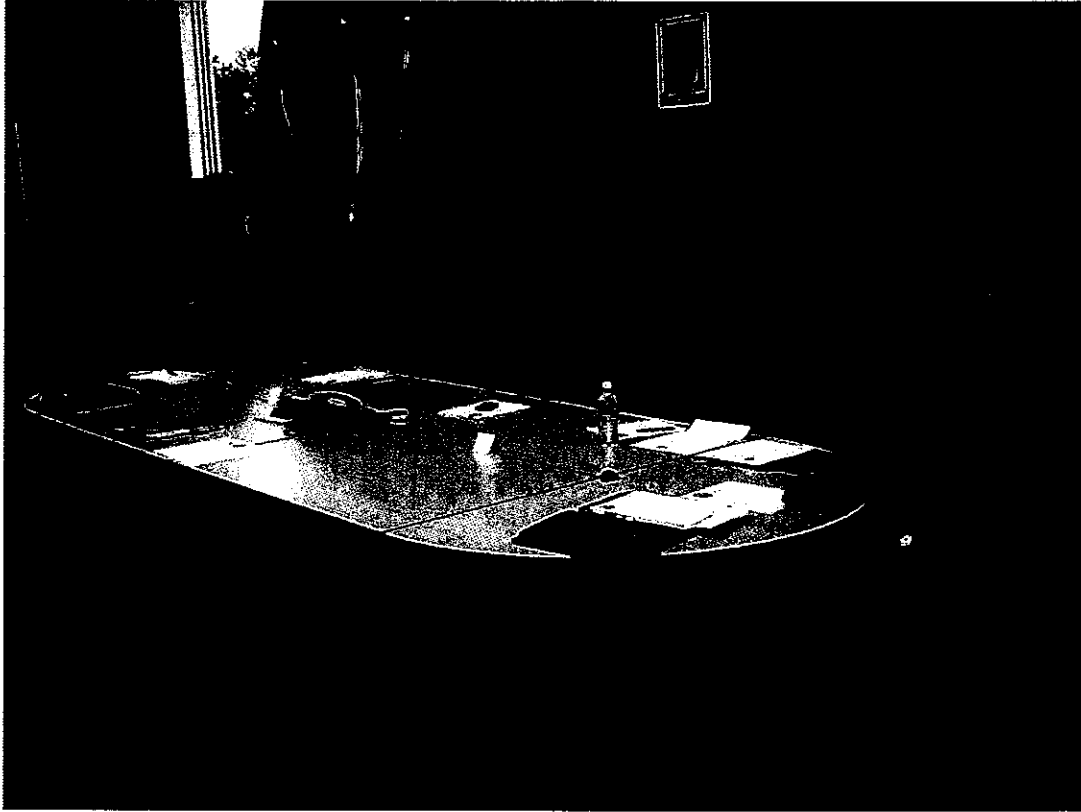
Telephone: 1-250-557-4295

Fax: 1-250-557-4568

www.portclements.ca

office@portclements.ca

Elected and Appointed Officials



Mayor Cory Delves, Councillor Wally Cheer,
Councillor Greg Stewart, Councillor Colin Traplin, and
Councillor Ian Gould (elected January 2011)

Appointed Officials

Clerk/Treasurer Heather Nelson-Smith
Public Works Superintendent Pete Nelson-Smith
Deputy Clerk/Treasurer Jasmine Ryland
Fire Chief Craig Beachy

Mayor's Message



This past year has been a difficult one for many of us on Island and across the country. Economic forecasters are calling for steady improvement for 2011. Most if not all of the factors impacting our daily lives are beyond the influence of Mayor and Council. We can have an influence on local tax levies. It is our intention to keep our Municipal taxes to a minimum; however the cost of meeting Government Regulation and increases in items such as fuel are beyond our control. As a Director on the Northwest Regional Health District Board and on the Skeena Queen Charlotte Regional District I've made it known that I will not support any proposed tax increases from either of these Boards. If you are 55 or older you and choose to defer your taxes, our Office staff can advise you on this matter.

Our local Forest industry will face significant changes in Forest Management and a change in Tenure ownership. In terms a change of ownership TFL 39, we have seen four different owners in the past twenty years. A new owner will be obligated to utilize the same Bill13 contractors that are currently in place. Optimistically if the new Land Use Agreement and a change in tenure ownership brings the much needed stability to this sector of our economy then it will be a good thing.

Mayor Delves



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Public Works :250-557-4326
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Web : www.portclements.ca

Message from the Clerk/Treasurer

The 2010 Annual Report for the Village of Port Clements provides details concerning the Village Council's major priorities for the residents and businesses of Port Clements. It also provides information about the Village's financial performance in 2010 and presents Council's statement of objectives for the 2011 year.

The Village currently employs five permanent employees and those staff work hard every day to ensure that they are providing the best possible service to our residents, businesses and visitors. Staff also works hard to support the Village Council's important community leadership and governance work.

The pride and professionalism of our Village team is always evident. We know that what we do today leaves a lasting impression on where we are going to be in the future. We are constantly striving to improve communications with our community and we welcome your feedback and invite you to contact our Village Office to let us know what you think.

As we head into the last year of this term, the staff will be working to complete works started in the first year after election in 2008. We intend to keep our commitment to keeping our community looking great and to also appreciate those that help us in their spare time. If not for our volunteers we wouldn't look so good!

Thank you to all who live, work and play in Port Clements!

Heather Nelson-Smith
Clerk/Treasurer



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Public Works Report

2010 saw the Public Works Department working hard and striving to make the Village of Port Clements a beautiful place to live.

Maintenance was the focus this year with a new roof going on to our clinic and ambulance station, a new aerator for our wastewater lagoon, major electrical upgrades to the small craft harbour, as well as some important structural upgrades. We were also able to complete some new open air concession stands at the Community Park and complete much needed brushing at the Sunset Park.

Thanks to Roman Busshoff and Christine Waring for their tireless efforts in keeping the boulevards well kept and our parks looking fresh. And a huge thanks for the work and dedication, all of our Village's volunteers put in. Most of the events about town could not happen without these selfless individuals.

Our door is always open to visitors and I'm happy to answer any questions about how Public Works works for the community. Email me at publicworks@portclements.ca or call 250-557-4326.

Pete Nelson-Smith
Public Works Superintendent

Port Clements Volunteer Fire Department



Fire Chief Report-Craig Beachy

The Port Clements Volunteer Fire Department has 17 members. Every Wednesday night at 7:30 at the Fire Hall there is fire practice and meetings. New members are always welcome.

The volunteer firefighters not only are called to MVI (motor vehicle incidents), house fires, chimney fires, etc, but we also open up the Fire hall to the children on Halloween for hot chocolate and hot dogs, organize a Teen Centre for the youth, and open a concession stand on Canada Days.

Thank you to all the volunteers that make up our fire department.

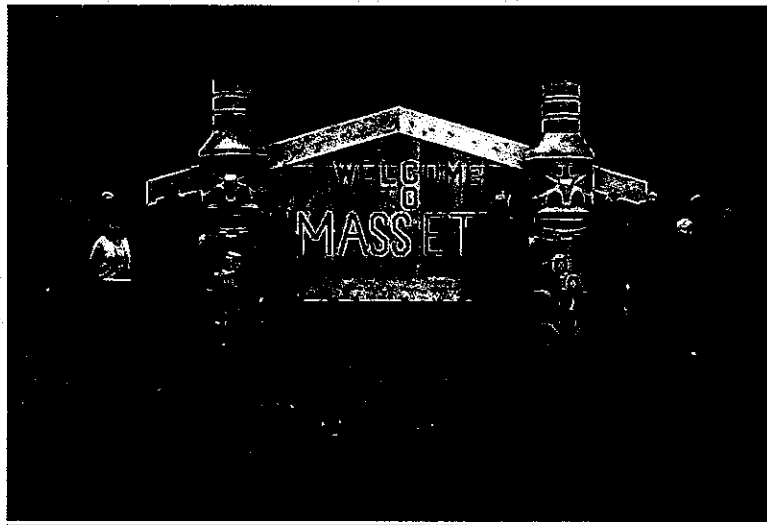
RCMP-2010 Calls for Service Report

During 2010, the Masset RCMP Detachment responded to 1, 746 total calls for service within our policing jurisdiction. Of these, 138 calls for service were from the Village of Port Clements representing 7.9% of the total calls. Also, during 2010, Masset Detachment lodged a total of 305 prisoners of which 5 were residents of Port Clements representing 1.6% of the prisoners incarcerated. Overall, the Village of Port Clements continues to be a very safe community in which to live.

The strategic priorities for the RCMP Masset Detachment during 2010 were I) Increasing Traffic Safety; ii) Reduce the Abuse of Alcohol; iii) Reduce the Abuse of Illicit Drugs; iv) Enhance Police/Community Relations, and v) Crime Reduction Strategy - Prolific Offenders.

The Masset RCMP Detachment values the relationship shared with the citizens of Port Clements in promoting public safety. On behalf of all Members and employees of the Masset RCMP Detachment, I would like to thank everyone who has contributed to the RCMP strategic goal of Safe Homes - Safe Communities during 2010.

Sgt. Grant A. MacDONALD
Detachment Commander - Masset



Village Of Port Clements Staff

Roles and Responsibilities

Goals and Objectives:

- To provide consistent administrative services to Council, staff and the citizens of the Village of Port Clements.
- To direct the overall planning, coordination and control of all Village operations in accordance with the objectives, policies and plans approved by Council.
- To develop policies and procedures that will assist other departments in managing their areas of responsibility that will ensure the fiscal responsibility and integrity of the Village.
- To carry out the statutory functions of corporate administration as required by the Community Charter and the Local Government Act, in a professional manner.

Freedom of Information Requests are handled through Administration

Administration Management:

Heather Nelson-Smith, Clerk/Treasurer:

Responsibilities include but are not limited to:

- Ensuring that the policies, programs and directions of Council are implemented
- Overall management of the administrative operations of the Village
- Carries out all Statutory Duties as assigned under the *Community Charter* to the Corporate and Financial Officer The management and control of the City's official documents
- Legal issues
- Designated as the Village's head for the purpose of the Freedom of Information and Protection of Privacy Act
- Appointed as Chief Election Officer for the Village of Port Clements elections
- Advising and informing Council on the operation and affairs of the City.

For full Job description see Bylaw 333

Jasmine Ryland, Deputy Clerk/Treasurer:

Responsibilities include but are not limited to:

- Assists the Clerk/Treasurer in carrying out all statutory functions.
- Financial administration
- Records management
- Ensuring that the policies, programs and directions of Council are implemented
- Act as Liaison for the Tourism Committee and preparing minutes
- Act as Liaison for the Recreation Commission and preparing minutes
- Assume Position of Clerk/Treasurer when required

For full Job description see Bylaw 333

Administration Support Staff:

Debbie Delves, Administrative Assistant

Responsibilities include but are not limited to:

- Provides confidential secretarial support to the Clerk/Treasurer, Deputy Clerk/Treasurer and Public Works Superintendent.
- Assists in the operation and maintenance of the Village of Port Clements Records Management
- Provides clerical support to Administration.
- Provides information and assistance to the general public at the Reception Desk in Village Office.
- Prepare under the supervision of Clerk/Treasurer, Council and committees of Council agendas.
- Act as liaison on the Emergency Committee and preparing minutes

Public Works Department

Pete Nelson-Smith, Public Works Superintendent:

Responsibilities include but are not limited to:

- Public Works Department Head
- Advising and informing Council on the operation and affairs of the Village.
- Ensuring that the policies, programs and directions of Council are implemented
- Overall Management of the Water System
- Overall management of the Sewer System
- Overall management of the properties owned by the Village
- Management of inventory and capital assets owned by the Village

Roman Busshoff, Public Works Assistant:

Responsibilities include but are not limited to:

- Assisting the Public Works Superintendent to carry out the general maintenance of the Village properties and assets.
- Ensuring that the policies, programs and directions of Council are implemented

Christine Waring, Student Worker:

Responsibilities include but are not limited to:

- Maintaining the grounds keeping around the Village
- Assisting the Public Works Superintendent

Council's Role and Responsibilities

Mayor and Council's responsibilities are set out in the Community Charter. Generally, Council's role is to consider the best interests of the Village, represent the will of the public, determine services and establish levels of service delivery, and provide leadership and governance by focusing on key issues, strategic planning, and setting policy.

The members of the Village of Port Clements Council consist of the Mayor and 4 Councillors'. The current council took office in December 2008 and the next general election is Saturday November 19, 2011.

Individually, Councillors' have very few statutory powers or responsibilities. The substantive powers of Council are exercised collectively with other Councillors'. Council may only exercise its authority by resolution or bylaw at a Council meeting. Each member of Council, including the Mayor, has one vote on any question. Each member of Council present must vote on the question, and if a member of Council does not indicate how he or she votes, that member is deemed to have voted in the affirmative.

Mayor

The Mayor is the head and Chief Executive Officer of the Village. In addition to the Council members' responsibilities, the Mayor's responsibilities include:

- Provide leadership to Council
- Communicate information to Council
- Preside at Council meetings
- Provide, on behalf of Council, general direction to Village officers respecting implementation of Village policies, programs and other Council directions.
- Reflect the will of Council and carry out other duties on behalf of Council

Council's Relationship with Staff

Council's direct contact with city staff is through the Clerk/Treasurer and the Public Works Superintendent. Clerk and the Superintendent provide direction to staff to carry out Council's decisions.

Council Portfolios

Mayor Cory Delves

- Skeena Queen Charlotte Regional District
- North West Regional Hospital
- Northern Development Initiative Trust

Councillor Wally Cheer

- Island Solid Waste
- Gwaii Forest
- Vancouver Island Regional Library Alternate
- Mayor Alternate 1st Quarter

Councillor Stephen Foster

- Recreation Commission
- Vancouver Island Regional Library

Councillor Greg Stewart

- Gwaii Tel Society
- Recreation Commission
- Emergency Committee
- Mayor Alternate 3rd Quarter

Councillor Cam Traplin

- Mayor Alternate 4th Quarter



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2010 Council Disqualification

September 9, 2010

Pursuant to the provisions of the *Local Government Act*, this is to report that Mr. Stephen Foster, a candidate and Councillor elect for the April 10, 2010 By Election, has failed to file his Campaign Disclosure Statement with the undersigned within the required time period and is subject to the penalty prescribed in the Act being disqualification from being nominated for, elected to or holding office on a local government or a board of school trustees until after the next general local election (November 19, 2011).

Heather Nelson-Smith
Clerk/Treasurer

Notable Events and Accomplishments in 2010

The Village of Port Clements (Village) proposes to develop a new industrial barge facility and storage area in one of the industrial lots north of the town site to improve market access for local wood products and provide other opportunities for economic development. Moffatt and Nichol (M&N) was engaged by the Village to perform a feasibility study of the proposed development.

Town Clean Up with volunteer help, the VOPC was able to remove 18 derelict vehicles from the Community thus cleaning yards and waste that create unsightly premises. Also, a garbage clean up was conducted and after three long years, residents took advantage of garbage removal at no cost.

Concession Stands at the Community Park were two thirds done. Two out of three concessions were built to replace old concessions. These open concession stands are placed central to the Park and will be used by many groups. The third concession will be placed on the old trailer site when the trailer is moved.

The Department of Fisheries and Oceans contributed \$150,000 to the Capital works of the Small Craft harbour replacing decking, piles and guard rails. There was also a significant upgrade to the electrical supply.

The Clinic and Ambulance received a new roof.

With the assistance of Towns for Tomorrow the aerator in the sewage lagoon was replaced. With the same funding a back up portable generator was purchased for the lift stations prolonged power outages.

Volunteering in Port Clements

The Village of Port Clements is the home of many wonderful volunteers and we owe them so much gratitude for all their hard work and dedication to our community. Without them the Village would be faced with added costs to our taxpayers. THANK YOU!

Town Clean Up

We would like to thank the following volunteers for helping clean up the derelict vehicles around town on April 24th and helped out at the town clean up on May 1st: Cam Traplin, Roger Roberge, Darly Fish, Larry Brealey, Trish Kent, Richard Nyeholt, Donald Robinson, Paul Melney, Clint Tauber, Jasmine Ryland, Clint Beachy, Ray Bishop, Wally Cheer, Germain Vigneault, Heather Nelson-Smith, Jessica Storry, Paul Simonsen, Tyler Field, Roman Busshoff, Pete Nelson-Smith, Craig Beachy for the usage of his back hoe, Edwards & Associates for donating the usage of a truck, Rob Kidd at the Port Dump, RIAS for transporting and supplying bins, and the help of all that assisted in helping load their garbage into the trucks. The clean ups were a great success and would not have been possible without all of these volunteers. THANK YOU!

Canada Days

The Port Clements Recreation Commission annually organizes the 2 and a half day celebration. It starts on Friday with the Fishing Derby. Continuing Saturday with a parade, Softball Tournament, Kids Games, Soccer Tournament, Rugby, Beer Garden and Great Food and in the evening a dance. Sunday, the excitement continues with Helicopter rides and the Mud Bog.



To all of the volunteers that without them this event would not be successful: Port Clements Recreation Commission, Germain Vigneault, Joanne Hayward, Delma's Co-op, Haida Gwaii Soccer Association, Brionne Lavoie, Rob Hitchcock, Sam Stanko, Marion Pierce, Olga McCormick, Robert & Elizabeth Cummings, Success by Six, QCI Rec., Tiny Tots Playschool, Corrina Hornidge, Port Clements Tourism Committee, PCVFD, Sylvan Daugert, Port Clements Mud Bog Club, VOPC Public Works – Pete, Roman &

Christine, Cheri Brooks, VOPC, BC Ambulance – Port Clements, RCMP-Masset Detachment, Sgt. McDonald, Lisa Gyorgy, Barney Barnes, Dave, Logan, Hyland, Laina, Christian, Clint & Ball Teams, Cedarview Youth Group, Food Vendors – Rosie, Tracy, Tammi & Wayne, Teena Stevenson & Tammi Ryland, Bayview Market, Big Red, WFP and the Observer, Referees for Soccer, Mud Bog Participants, Ball Teams-refs, umps, and score keepers, and parade participants.

Bloomin' in Port Clements



The Village has 10 gardens in the community that help beautify our community. Without our hard working volunteers there would be no gardens. Thanks to our volunteers: Florida Froese, Linda Gajdasci, Teddy Lowrie, Evelyn Robinson, Stan Thomas, Anne Wells and Jane Wilson.

Each Canada Days people are invited to vote on their favourite garden. 1st place went to Evelyn Robinson, 2nd place Anne Wells and 3rd Florida Froese.

Sunset Park Trail Clean up



Every year a group of volunteers help out the maintenance department by coordinating a day to clean up any walkways and bridges. Those volunteers also include machine operators to help stabilize and reinforce the trail. Thanks to our volunteers: Dan Bellis, Wayne Havard, Jim Mould, Penny Cheer, Marg and Tim Fennell, Wally Cheer, Germain Vigneault, Chris Marrs, and Urs thomas.