

THE VILLAGE OF PORT CLEMENTS

Regular Meeting of Council, Tuesday, Sept 8th, 2009, 7:30pm

AGENDA

1. ADOPT AGENDA.

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

D-1-Sheri Disney Haida Gwaii-Success by 6.

3. MINUTES.

M-1-Minutes regular meeting Aug 17th, 2009.

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

BA-1-Tourism Report.

BA-2-Large Wharf fee setting Bylaw revisit.

5. ORIGINAL CORRESPONDENCE.

C-1-BC Housing Director James Munro, thanking Port Clements for their interest to explore partnership opportunities under the new Seniors' Rental Housing initiative.

C-2-Premier Gordon Campbell-thank you letter expressing support for BC public libraries.

C-3-UBCM invitations-Enbridge Northern Gateway Pipelines & BC Hydro reception.

C-4-Village of Queen Charlotte-letter to Honourable Bill Bennett regarding the Community Development Trust Transitional Assistance Program.

C-5-Communities Responding to Human needs-Proclaim Restorative Justice Week Nov 15th-22nd, 2009.

C-6-Village of Queen Charlotte-Gwaii Trust Letter of Support.

6. GOVERNMENT.

G-1-Employee Benefits Policy #4 Draft.

7. FINANCE.

F-1-Cheque list Aug 14th, 2009.

8. NEW BUSINESS.

9. REPORTS & DISCUSSIONS.

R-1-Action Plan

R-2-Jasmine Ryland-MATI Foundations report to Council.

10. QUESTIONS FROM THE PRESS.

ADJOURNMENT.

In Camera meeting to follow under Community Charter Section 90-1-c.

Minutes of the regular meeting of the Port Clements Council held Monday August 17, 2009 in the Council Chambers.

Present:

Mayor Delves

Councillor Cheer

Councillor Hughes-McMullon

Councillor Stewart

Councillor Traplin

Clerk/Treasurer Heather Nelson-Smith

Press/Public

Mayor Delves called the meeting to order at 7:32pm

1. ADOPT AGENDA.

It was moved by Councillor Stewart, seconded by Councillor Hughes-McMullon to adopt the agenda as circulated.

CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

D-1-Hearing regarding #8 Tingley Street.

It was moved by Councillor Cheer, seconded by Councillor Traplin that the Council of the Village of Port Clements hereby resolves that:

1. the Building located at 8 Tingley Street, Port Clements, British Columbia, legally described as Lot 1, Block 46, District Lot 746, Plan 1079, is hereby declared a nuisance; and

2. the owner/ occupier/tenant of the building is hereby ordered to take the following remedial action within 20 days of the receipt of notice of this Order:

That all windows and doors are boarded up to prevent entry to the premises and further vandalism, and that the exterior stair case is removed from the building.

AND BE IT FURTHER RESOLVED that the Clerk/Treasurer of the Village of Port Clements of British Columbia BE AND IS HEREBY AUTHORIZED in default of such remedial measures being undertaken by the owner/occupier/tenant, to carry out or have such work carried out and the expense charged to the owner/occupier/tenant. If unpaid on December 31 in the year in which the work is done, the expense shall be added to and form part of the taxes to be paid on the real property as taxes in arrears or be collected as a debt.

CARRIED

D-2-Sheri Disney-Haida Gwaii Success by 6.

Was unable to attend the meeting

D-3-RCMP introduction of newest member to the Masset force, Constable Trevor Shields.

Sergeant MacDonald introduced Constable Trevor Shields. Constable Shields requested to be sent to Masset and he and his family have moved here.

Constable Shields' is focused on youth and will be assigned to Old Massett, but will work closely with Sergeant MacDonald on youth initiatives.

(D-3-RCMP introduction of newest member cont...)

Sergeant MacDonald reported on the first quarter of 2009 (April to June) stating that there was 421 calls for service to the RCMP and 8 of those calls were from Port Clements.

The annual performance plan will be available for Council September.

It was also reported that School visits are a national priority. There were 28 visits to the Port Clements Elementary during the past school year.

Sergeant MacDonald met with MLA Coons and MP Cullen and communicated the economic situation of Port Clements to them.

Had an incident with a vicious dog and a young girl was bitten, as a result it has come to their attention that the Village does not have a dog bylaw which allows the RCMP to deal with the dogs.

One issue in Port Clements has been aggressive driving down Bayview Dr. and they have doing more checks to alleviate this problem.

3. MINUTES.

M-1-Minutes regular meeting Aug 4th, 2009.

It was moved by Councillor Stewart, seconded by Councillor Cheer to accept the minutes of August 4, 2009.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

BA-1-Tourism Report.

It was moved by Councillor Hughes-McMullon, seconded by Councillor Stewart to allow the Tourism Committee canvass the community about building a structure at the end of the wharf and providing the group send the questions via email to Council for approval.

CARRIED

Council discussed the Tourism Committee planning an opening for the wharf for next spring or summer.

BA-2-Flight passes Air Canada & Pacific Coastal & BC Ferries.

It was moved by Councillor Cheer, seconded by Councillor Hughes-McMullon to have staff purchase the Pacific Coastal flight passes

CARRIED

5. ORIGINAL CORRESPONDENCE.

C-1-Catherine Nelson-copies of published books donated to the Village of Port Clements Woman Pioneers of the Queen Charlotte Islands/Haida Gwaii.

It was moved by Councillor Cheer, seconded by Councillor Stewart after Council and staff have had a chance to read the books donate them to the Local Library and a letter of Thanks to the Author, Catherine Nelson for preparing and providing the books to Council.

CARRIED

6. GOVERNMENT.

G-1-Contracting of services and Purchasing Policy 2009,03

It was moved by Councillor Hughes-McMullon, seconded by Councillor Cheer to accept the Contracting of Services and Purchasing Policy #3.

CARRIED

G-2-Employee Benefits Policy 2009,04

It was moved by Councillor Cheer, seconded by Councillor Stewart to table the Employee Benefits Policy to the next regular meeting of Council.

CARRIED

G-3-UBCM-Small talk forum 2009 topics of discussion.

Multi Purpose Building and Best Practices and success story joint partnerships.

It was moved by Councillor Cheer, seconded by Councillor Stewart to have Councillor Hughes-McMullon to speak at the Small Talk Forum at the annual UBCM Convention in Vancouver about the success story of the Port Clements Multi Purpose Building and the partnerships created.

CARRIED

G-4-Bursary 2009

It was moved by Councillor Cheer, seconded by Councillor Stewart to award a \$500.00 bursary to Jed Zimmerman and Hayden Waring and have Braeden Hitchcock apply next year with proof of enrolment for the 2010/2011 school year.

CARRIED

7. FINANCE.

F-1-Cheque list Aug 14th, 2009.

It was moved by Councillor Hughes-McMullon, seconded by Councillor Cheer to accept the cheque listing of Aug 14, 2009.

CARRIED

8. NEW BUSINESS.

9. REPORTS & DISCUSSIONS.

R-1-Action Plan/Clerk Treasurer

Councillor Stewart- Nothing to report

Councillor Traplin-

Councillor Cheer- Attended the Tourism Meeting

Councillor Hughes-McMullon- Nothing to Report

Mayor Delves- Will be on Vacation starting Wednesday

And will be attending the NDI meeting in Terrace.

10. QUESTIONS FROM THE PRESS.

ADJOURNMENT.

It was moved by Councillor Stewart, seconded by Councillor Traplin to adjourn at 9:22pm and go in-camera under Community Charter section 90-1-e

CARRIED

Cory Delves,
Mayor

Heather Nelson-Smith,
Clerk/Treasurer



The Village of
PORT CLEMENTS

P.O. Box 198
Port Clements, B.C.
V0T 1R0
Phone: (250) 557-4295
Fax: (250) 557-4568
E-mail: portclem@qcislands.net

REPORT TO COUNCIL

Author: Heather Nelson-Smith
Date: August 29, 2009
Re: Large Wharf Fee Setting Bylaw revisit

Mr. O'Brien brought in the fees from other facilities (attached).

With this information being provided it may be reasonable for Council to consider amending their bylaw to adjust the rate for Barge loading and offloading from \$0.60 per Square Meter. Currently the Barge that is owned by Mr. O'Brien is 1593.10 Square Meters. By calculating backwards we could reduce the rate by half to \$0.30 total being \$477.93 (bringing us closer in line with the other facilities that Mr. O'Brien uses currently) However this would be considerably less for other Barges, it may be better to charge a flat rate.

Considerations for this could be:

A rate for up to predetermined measurements, such as:

Barges up to 50 meters in length \$250.00
Barges up to 100 Meters in length \$500.00

or

A rate per meter change to \$0.30 per sq meter

To dock at the facility for all vessels is still \$12.20 per meter per month or \$2.20 per day (this includes just docking a barge)

Maintenance fees

Fees we have paid to D&E Towing for the following: Rates based on 2007 tender

Install:

Pile	\$1445.00
Cap	\$7400.00 includes material
Brace	\$570.00

Materials:

Braces	\$83.25 per lineal meter (each one cost \$470.00)
Pile	\$121.87 per lineal meter (Range from \$1100 to \$1900 per pile)

None of these prices include MOB or DEMOB

At the very end of the dock the cost for a pile material and install is \$3400.00 Plus tax and MOB

As for the question regarding coast guard, they will pay and their rate of pay is \$50.00 per day.

Respectfully Submitted,

BA-2



The Village of
PORT CLEMENTS

P.O. Box 198
Port Clements, B.C.
V0T 1R0
Phone: (250) 557-4295
Fax: (250) 557-4568
E-mail: portclem@qcislands.net

REPORT TO COUNCIL

Author: Heather Nelson-Smith
Date: July 27, 2009
Re: Large Wharf Fee Setting Bylaw

*Backup documents
from past meeting*

Further to the Council meeting of July 20, 2009 regarding the concern with the rates set by Council regarding the usage of the large wharf.

The rates set forth in front of Council were based on conversations and research into the other coastal communities that have barges loading and off loading. I spoke with the harbour authority president regarding rates and fee structures and the difference between those rates. I was given upon this research a benchmark of a per square foot rate for barges as they generally are offloading as much square footage as they have floor space, thus creating an increase in traffic weight. The rates started at \$0.40 per square meter to \$.80.

Some items of interest that were expressed to me were the concerns with some places having very low fees and the rate of recovery on those docks are very low, thus they are paying more in inspections than they are recovering in fees.

Also another discovery made when looking into this fee structure is that we have a very long wharf with a larger fee for inspection plus not to mention our remoteness to get some one here, I factored this into the \$.60 per square meter.

Ted Appleton, the Village's engineer on the substructure of the project advised Council that depending on the usage it would determine the rate of inspection, meaning if we allow larger vehicles to access the wharf the inspection rate can be as much as every 3 years, and if you reduce the load limit this changes by 2 years. Each inspection costs approximately \$12,000 not including any repairs that may have to be done.

We have a user that has expressed usage of 4 times per year bringing the fee to \$3823.44

Vessels not unloading or offloading have a rate per meter for the length of the vessel, if a barge were to tie up after loading and or offloading this rate would apply monthly at 12.20 per meter or daily at 2.20 per meter not exceeding what the cost would be monthly.

BA-5

Fees we have paid to D&E Towing for the following: Rates based on 2007 tender

Install:

Pile	\$1445.00
Cap	\$7400.00 includes material
Brace	\$570.00

Materials:


Braces	\$83.25 per lineal meter (each one cost \$470.00)
Pile	\$121.87 per lineal meter (Range from \$1100 to \$1900 per pile)

None of these prices include MOB or DEMOB

At the very end of the dock the cost for a pile material and install is \$3400.00 Plus tax and MOB

As for the question regarding coast guard, they will pay and their rate of pay is \$50.00 per day.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "V. Nelson-Smith". The signature is fluid and cursive, with a large initial "V" and a long, sweeping tail.

**VILLAGE OF PORT CLEMENTS
BY LAW #368, 2009**

A BYLAW TO ESTABLISH FEES AND REGULATIONS FOR THE USE OF
THE PORT CLEMENTS WHARF

A bylaw to establish fees, rates, charges and regulations for use of the Port Clements Wharf

WHEREAS the Village of Port Clements is permitted by the *Community Charter of British Columbia* to establish fees, rates and charges for providing the use of the Port Clements Wharf.

NOW THEREFORE the Council of the Village of Port Clements in open meeting assembled enacts as follows:

1. This bylaw may be cited as "Port Clements Wharf Fees for Use Bylaw No. 368, 2009"

READ A FIRST TIME THIS 19th DAY OF JANUARY, 2009

READ A SECOND TIME THIS 2nd DAY OF FEBRUARY, 2009

READ A THIRD TIME THIS 16th DAY OF FEBRUARY, 2009

RECONSIDERED AND FINALLY ADOPTED THIS 2nd DAY OF MARCH, 2009

Cory Delves,
Mayor

Heather Nelson-Smith,
Clerk/Treasurer

Certified to be a true copy of Bylaw
No. 368

Appendix "A"
Attached to By Law No. 368, 2009
FEES AND REGULATIONS FOR THE USE OF
THE PORT CLEMENTS WHARF

Berthage Fees for Barges:

Rates are based on area- Length x Width = Square area

Daily - \$.60 per Square Meter

Note: Barges loading and offloading must advise the Village office Monday through Friday 9:00am to 1:00pm 48 hours in advance of their intent to use the wharf for these purposes.

A charge of \$150.00 will be levied upon the user for weekend call outs.

Vessels

Monthly- \$12.20 per meter

Daily- \$2.20 per meter

	Daily	Monthly
Hydro for all vessels		
110V 15/20 A Service	\$3.00	\$38.00
220V 20A Service	\$5.00	\$60.00



BC Housing

Home Office
1701 - 4555 Kingsway
Burnaby, BC V5H 4V8

Tel 604-433-1711
Fax 604-439-4722
www.bchousing.org

August 11, 2009

Mayor Cory Delves
Village of Port Clements
Box 198, Port Clements, BC
V0T 1R0

Dear Mayor Cory Delves,

Thank you for the interest expressed by you and your Council in response to the invitation from Housing and Social Development Minister Rich Coleman earlier this year to explore partnership opportunities under the new Seniors' Rental Housing initiative.

The response to the invitation has been enormous, and far exceeds the resources allocated to this housing program funded under the Canada-British Columbia Affordable Housing Agreement. As a result, we will not be able to proceed with a number of the proposals that we have received. Unfortunately, we are not able to give your proposal for the Village of Port Clements additional consideration at this time. It will be retained for future consideration if circumstances change.

Thank you again for your interest, and please stay in touch with Louise Elmes, Senior Project Officer with BC Housing, if you have any questions or wish to discuss this further.

Regards,

James Munro
Director, Regional Development
BC Housing





August 11, 2009

Heather Nelson-Smith
Clerk/Treasurer
The Village of Port Clements
PO Box 198
Port Clements, B.C.
V0T 1R0

Dear Ms. Nelson-Smith:

Thank you for your letter on behalf of the Village of Port Clements expressing support for BC public libraries.

I want to assure you that we fully appreciate the importance of libraries and are working collaboratively with the BC Libraries Trustees Association and other stakeholders to address the concerns that have been raised. As you know, we are facing the impact of the global economic situation and by working together I believe we can find viable solutions as we look forward to better days.

Again, thank you for writing. It was good to hear from you.

Sincerely,



Gordon Campbell
Premier

C-2

Heather Nelson-Smith

From: Susan Clark [psclark@shaw.ca]
Sent: August 17, 2009 10:28 AM
To: Heather Nelson-Smith
Subject: Enbridge Presidents reception at UBCM

Hi Heather,

Since my retirement from UBCM I have returned to Prince George for retirement as well as a little contract work to keep me busy. It is in that capacity that I am writing to you today.

I wanted to let you know that Enbridge Northern Gateway Pipelines will again be hosting a Presidents Reception in conjunction with this year's UBCM convention in Vancouver. This year it will be held at the Fairmont Waterfront Hotel Thursday October 1, 2009 between 4:30 and 6:30pm (room number to be confirmed).

Invitations to your Mayor, Council, and Senior Administrative staff will be sent out in the coming weeks, and we will request that you RSVP at that time. In the meantime, we wanted to make you aware of the event in advance so that you can mark your UBCM calendars.

I look forward to seeing you there!

Sincerely,

Sue Clark
for Enbridge Northern Gateway Pipelines

S. Clark and Associates
Phone: 250-640-2696



FOR GENERATIONS

Bob Gammer

Community Relations Coordinator
Northern Region
Phone: 250 561-4858
Cell: 250 961-0676
Fax: 250 561-4990
Email: bob.gammer@bchydro.com

August 17, 2009

Dear Mayor and Council,

The 2009 UBCM Convention in Vancouver from September 28 to October 2, 2009 is rapidly approaching and, once again, BC Hydro is pleased to be a major sponsor. I am writing to provide you with information about our involvement at the Convention.

BC Hydro continues to work constructively with local governments. This year's convention theme - "A Province of Champions" - is very fitting with BC Hydro's involvement at the Convention and with our conservation initiative; "Power the Games" tour (see the information below).

Meetings: If you would like to book a meeting with one of our senior managers on a local issue, please contact me with an expression of interest including subject matter by **Wednesday, September 9**. Chris Joy with Community Relations is scheduling the meetings and she would be pleased to receive your request. Her email address is chris.joy@bchydro.com. The meetings will be scheduled for either Wednesday, September 30 or Thursday, October 1, and they will be held in the Fairmont Waterfront Hotel in Vancouver. We will advise you of the meeting room when we confirm the meeting date and time with you or your office during the week of September 21.

Reception: On the evening of **Wednesday, September 30th**, please join BC Hydro executives, other guests and myself at our UBCM reception which will be held at the **Fairmont Waterfront Hotel Ballroom from 6:30 to 8:00 pm**. This year, the reception will be co-hosted by BC Hydro and BC Transmission Corporation.

Power the Games: BC Hydro will have our booth set up at the Vancouver Convention & Exhibition Centre and we encourage you to stop by. In May, BC Hydro launched its province-wide "Power the Games" tour to bring the spirit of energy conservation and the Vancouver 2010 Olympic and Paralympic Winter Games to British Columbians. British Columbians are being asked to join Team Power Smart and set a personal conservation

target of ten per cent. I hope we can count on your support by signing up for Team Power Smart and helping us meet our goal of having 210,000 British Columbians join the Team.

I would welcome the opportunity to get together with you for coffee between sessions, or at the North Central Local Government Association (NCLGA) luncheon on the Wednesday, September 30th.

If you have any questions about our participation at the Convention, or on any other topic please do not hesitate to contact me. During the convention, I can be reached by cell phone at 250-961-0676.

I look forward to seeing you at the convention.

Yours truly,

A handwritten signature in black ink, appearing to read "Bob Gammer". The signature is written in a cursive, flowing style with some loops and flourishes.

Bob Gammer



August 26, 2009

Honourable Bill Bennett
Minister of Community Development
P.O. Box 9065 Stn Prov Govt
Victoria, B.C.
V8W 9E2

RE: Community Development Trust Transitional Assistance Program

Dear Minister Bennett;

The Village of Queen Charlotte was sent a copy of the letter to your Ministry from the Village of Port Clements dated Aug. 6, 2009, thanking you for revisiting and reinstating the Transitional Assistance Program to assist older forest workers. In their letter they asked your Ministry to reconsider the workers between the ages of 55 and 60 that are no longer eligible for the reinstated program. We would like to add our voice to that request.

We feel that it is important to assist people to move forward in these difficult economic times. Workers on the islands are in an especially vulnerable situation. This age group in particular will find retraining difficult to obtain, jobs that their skills qualify them for are in short supply and the general downturn in the economy impacts the entire industry.

Thank you for your consideration of this request. Reinstating the age requirement to 55 will make a huge difference to people who have contributed to the Province's economy over their work lives.

Yours truly,

A handwritten signature in cursive script, appearing to read "Kulesha".

Mayor Kulesha
Village of Queen Charlotte

Cc. Village of Port Clements

**Communities
Responding
to Human Needs**

RESTORATIVE
JUSTICE WEEK 2009



It gives me great pleasure to call upon all Mayors, Reeves, Councillors and community leaders from across Canada to proclaim Restorative Justice Week 2009. The Correctional Service of Canada (CSC) has been an active partner in the restorative justice community for more than a decade and has been proud to provide leadership to the annual celebration since 1996.

Restorative Justice Week 2009 will be held within Canada, and throughout the world, from November 15th to November 22nd. The theme is “**Communities Responding to Human Needs**”, which focuses on sharing the concrete learning and results that have come from the growing experience of practitioners and stakeholders in the application of a restorative justice approach and processes. In 2008, there were 167 towns and cities across Canada, representing almost 40% of the Canadian population, who proclaimed Restorative Justice Week.

Things you could do as leaders in your community include the following:

- Declare / proclaim Restorative Justice Week 2009. **The following link provides a printable version of a proclamation form: <http://www.csc-ccc.gc.ca/text/rj/rj2009/proc-eng.shtml>;**
- Host a town hall meeting to promote an awareness of how restorative justice is expressed in your communities;
- Promote an open, respectful dialogue in an effort to help members of your community deal with issues such as community safety and relationship deterioration caused by conflict, in order to nurture the healing process;
- Challenge your community partners to create a local planning committee for Restorative Justice Week 2009 activities;
- Invite a guest speaker(s) from your community, who is involved in restorative justice, to share their perspectives or contact CSC's Restorative Justice Division for speakers to come to your event at: RestorativeJustice@csc-ccc.gc.ca

Municipal participation in previous years has been a great success and we hope to build on that this year with your support. Please let us know if your city, town or village is planning an event or proclaiming Restorative Justice Week 2009. We would like to recognise your participation in our national report. It would be appreciated if you could fax a copy of the proclamation or the minutes of the meeting declaring/proclaiming Restorative Justice Week 2009. Please include your contact information to the attention of Carol-Anne Grenier at (613) 943-2171.

Sincerely,

Don Head
Commissioner



September 3rd, 2009

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

Re: Letter of Support Request- Gwaii Trust- Culture as it Relates to Tourism

The Village of Queen Charlotte requests your support in our application to Gwaii Trust under the Culture as it Relates to Tourism program due on September 25th 2009. We are applying for \$20,000 towards constructing a decorative wall in Skidegate Landing. We have the permission of Ministry of Transportation to use the road right of way and will work in cooperation with the freight company's needs for entrance and egress.

For many island visitors who travel here by plane or ferry, the ferry landing is one of, if not the first impression that they have of our islands. Although the ferry landing is also the logical location for the the disbursement of freight, much of the activity within the yard leaves unsightly debris and materials. We have had many complaints by both residents and visitors alike stating that area as is leaves the impression of an unkempt community. We are planning a rock and wood wall with decorative vegetation behind it which would act as a buffer between the ferry traffic and the industrial site.

The Village of Queen Charlotte would be grateful if you could provide us with a letter of support to allow us to proceed with our Gwaii Trust application.

If you require any additional information please contact me at 250 559 4765.

Sincerely,



Carol Kulesha
Mayor

Village of Port Clements

Employee Benefits Policy

Policy No. 04, 2009

Prepared by Deputy Clerk/Treasurer Jasmine Erin Ryland

Adopted: _____ by Mayor and Council

Replaces all prior Employee Benefits Policies

Policy statement:

PREAMBLE:

The Village of Port Clements will provide the following benefits to permanent Administration and Public Works Department employees. Minimum hours are defined in each benefit (where there is no specification it shall be extended to all permanent employees).

DEFINITIONS:

"Immediate family" shall mean the spouse, child, parent, guardian, sibling, grandchild or grandparent of an employee, and any person who lives with an employee as a member of the employee's family as per the Employment Standards Act.

POLICY:

1. **Health and Welfare**

The Village will pay the percentage indicated of the monthly premium of the following benefit plans. Employee entitlement will be after three (3) months of employment, and will always be subject to the terms and conditions of the Plans and carrier requirements. The Village's liability is limited to arranging the Plans and paying the applicable premiums. The Village is not liable for any failure or refusal of coverage by a third party for any reason.

Employees who work a minimum of 24 hours per week are entitled to the following:

- | | | |
|------|-----------------------|--------------------------|
| i. | Extended Health Plan: | 100% Village |
| ii. | Dental Plan: | 50% employee/50% Village |
| iii. | Short Term Disability | 50% employee/50% Village |
| iv. | MSP | 100% Village |

Employees who work a minimum of 30 hours per week are entitled to the following:

- | | | |
|------|----------------------------------|--------------------------|
| v. | Group Life Insurance: | 50% employee/50% Village |
| vi. | Accidental Death & Dismemberment | 100%Village |
| vii. | Long Term Disability | 100% Village |

Employees that are entitled to the Health and Welfare as per the policy, but receive benefits from another source shall be entitled to the equivalent of the Village paid benefits added to their pay hourly to a maximum of \$1.50 per hour and shall be taxed accordingly.

2. **Superannuation Plan**

The Village agrees to participate in the Pension (Municipal) Plan. The employee's entitlement to pension shall be in accordance with the Superannuation Plan, subject to the terms and conditions of the Plan. Regular fulltime employees with a minimum of 24 hours per week shall enroll at 6 months and must enroll at 1 year.

3. **Sick Days**

- a. An employee is not entitled to receive benefits under this section for injury or sickness while working for any other employer, while self-employed or while on layoff.
- b. Employees who work permanently in the Administration or Public Works Department shall be entitled to accrue ½ a day of sick leave for each month worked to a maximum of 6 days per calendar year. Unused sick time at December 31st will carry forward and not exceed 6 days at the beginning of each year.
- c. Unused sick time can not be redeemed for cash or other used for other forms of time off.
- d. Eligible employees will be entitled to use the benefit only when they are sick. An employee shall be entitled to take up to 2 days pay without a Doctors note, beyond 2 days a Doctors note will have to be provided to the supervisor. Employees that are covered under weekly indemnity shall only be permitted to use three days consecutively.
- e. The terms and provisions of extended sick leave benefits shall be as regulated under British Columbia Life and Casualty insurance benefits should the employee qualify for these benefits.

4. **Pregnancy/Parental Leave**

- a. Employees shall be entitled to the full Pregnancy/Parental Leave coverage provided under section 50 in the Employment Standards Act.

5. **Leave for Birth of Child**

The partner shall be granted two (2) days off with pay for the birth of his/her child.

6. **Leave for Adoption of Child**

An employee shall be granted three (3) consecutive days off with pay for the adoption of his/her child. An employee shall also be entitled to the Parental Leave provisions of this Policy.

7. **Bereavement & Compassionate Care Leave**

An employee is entitled to up to 3 days of paid leave on the death of a member of the employee's immediate family.

8. **Jury Duty/Witness Leave**

Employees shall be entitled to Jury duty/Witness leave under sections 55 and 56 in the Employment Standards Act.

9. **General Leave of Absence**

Leave of absence, without pay, may be granted by a Department Head to an employee requesting such leave, for good and sufficient cause. Such leave request shall be in writing, and the Department Head's reply shall be in writing and state the conditions of the return to work. Continuation of benefits may be arranged and may include the employee paying the premiums, for leave exceeding one (1) month's duration.

10. **Annual Vacation**

Each employee will be entitled to 4% vacation pay or 2 weeks vacation from 1 to 5 years and Officers and Management will be entitled to 6% vacation pay or 3 weeks vacation from 1 to 5 years. Increases will be of 2% after 5 years and continuing thereafter as per Part 7 under the Employment Standard Act.

11. **Overtime**

An employee is entitled to overtime as per under Part 4 in the Employment Standards Act.

12. **Other**

Length of probation, salary and other items not covered by this Policy shall be set by the Clerk/Treasurer, Public Works Superintendent and/or Council.

Cory Delves,
Mayor

Heather Nelson-Smith,
Clerk/Treasurer

VILLAGE OF PORT CLEMENTS

Cheque Listing For Council With GL Numbers

Cheque	Date	Name	Expense GL Number	Invoice	Description	Invoice Amount	Cheque Amount
20090560	2009-08-17	CANADIAN FREIGHTWAYS LTD.	10-2-32-31-00	382-274071	PAYMENT STREET SIGNS DELIVERY	240.86	240.86
20090561	2009-08-17	CORPORATE EXPRESS	10-2-71-89-00 10-2-12-11-40	22950414 23157040	PAYMENT DOME GARBAGE CAN LIDS JANITOR SUPPLIES	330.86 177.42	508.28
20090562	2009-08-17	GAS PLUS II	10-2-24-80-10 10-2-31-90-00 10-2-32-31-00 10-3-22-00-00 30-2-41-40-10 40-2-42-90-60	VPC0709 VPC0709 VPC0709 VPC0709 VPC0709 VPC0709	PAYMENT FUEL FOR TRUCKS AND FD FUEL FOR TRUCKS AND FD FUEL FOR TRUCKS AND FD FUEL FOR TRUCKS AND FD FUEL FOR TRUCKS AND FD	179.92 177.21 177.21 34.09 88.61 88.60	745.64
20090563	2009-08-17	MUNICIPAL INFORMATION SYSTEMS IN	10-2-12-11-20	20090801	PAYMENT SEPTEMBER 2009 SUPPORT	278.52	278.52
20090564	2009-08-17	PACIFIC COASTAL AIRLINES	30-2-41-20-00	INV02200	PAYMENT WATER TESTING DELIVERY	36.00	36.00
20090565	2009-08-17	STAPLES MCDANNOLD STEWART	10-2-12-10-50 10-3-22-00-00	49206 49206	PAYMENT CEMETARY LEGAL CEMETARY LEGAL	59.31 2.82	62.13
20090566	2009-08-17	VIP COURIER CORPORATION	30-2-41-20-00	166745	PAYMENT WATER TESTINGS DELIVERY	28.32	28.32
20090567	2009-08-17	WESTERN CANADA FIRE PROTECTION	10-2-52-00-00 10-2-71-89-00 30-2-41-50-00	2874 2874 2874	PAYMENT FIRE EXTINGUISHERS FOR THE VILLAG FIRE EXTINGUISHERS FOR THE VILLAG FIRE EXTINGUISHERS FOR THE VILLAG	74.20 74.20 74.20	222.60
20090570	2009-08-18	BLACKWATER EXCAVATION	10-2-12-99-06	08-2009	PAYMENT COMMUNITY KITCHEN CUPBOARDS	8,000.00	8,000.00
20090571	2009-08-18	DELMAS CO-OP	10-2-24-70-00	88931F	PAYMENT PAINT SUPPLIES FOR FD	235.15	235.15
20090572	2009-08-18	RYLAND, JASMINE	10-2-12-10-25	08-18-09	PAYMENT TAXI & BUSFARE MATI FOUNDATIONS	129.00	129.00
20090573	2009-08-18	XEROX	10-2-12-11-30	L11428191	PAYMENT QUARTERLY PAYMENT 11 OF 20	668.64	668.64
20090574	2009-08-20	KEY WEST INSURANCE SERVICES	10-2-12-14-30 10-3-73-90-00	13439 13439	PAYMENT AUG 17/09 TO AUG 17/10 ACCIDENT INS AUG 17/09 TO AUG 17/10 ACCIDENT INS	187.69 312.31	500.00
20090575	2009-08-20	WARING, HAYDEN	10-2-11-10-50	08-20-09	PAYMENT 2009 VOPC BURSARY	500.00	500.00
20090576	2009-08-20	ZIMMERMAN, JED	10-2-11-10-50	08-20-2009	PAYMENT 2009 VOPC BURSARY	500.00	500.00
20090585	2009-08-24	PENSION CORPORATION	10-4-27-00-20	Aug09	PAYMENT AUGUST 2009 PENSION	864.73	864.73
20090586	2009-08-24	RECEIVER GENERAL - CCRA	10-4-27-00-10	Aug2009	PAYMENT CCRA AUGUST 2009 PAYABLE	4,465.79	4,465.79
20090587	2009-08-24	GORDON A. McINTOSH	10-2-11-10-20	9076	PAYMENT STATEGIC PLANNING ADMINISTRATION	525.00	525.00
20090588	2009-08-24	PACIFIC BOLT MANUFACTURING LTD.	10-2-34-00-20	35970	PAYMENT BOLTS FOR WHARF	630.72	630.72
20090589	2009-08-31	A.L. CONDROTTE			PAYMENT		609.00

F-1

VILLAGE OF PORT CLEMENTS

Cheque Listing For Council With GL Numbers

Page 2 of 3
2009-Sep-04
10:38:07 AM

Cheque	Date	Name	Expense GL Number	Invoice	Description	Invoice Amount	Cheque Amount
20090589	2009-08-31	A.L. CONDROTTE	40-2-42-90-50	1077	HAULING MATERIAL TO SEWER LAGOO	609.00	609.00
20090590	2009-08-31	CANADIAN FREIGHTWAYS LTD.			PAYMENT		512.65
			10-2-34-00-20	371-261203	DELIVERY OF BOLTS FOR WHARF	271.79	
			10-2-32-31-00	380-740393	DELIVERY OF STREET SIGNS	240.86	
20090591	2009-08-31	OBSERVER PUBLISHING CO. LTD.			PAYMENT		132.30
			10-2-34-00-20	3015	WHARF DECK PLANKS FOR SALE AD	132.30	
20090592	2009-08-31	PORT AIR CARGO/GWAIH NEST			PAYMENT		30.03
			30-2-41-20-00	VPC0906	WATER SAMPLE DELIVERY	30.03	
20090593	2009-08-31	XEROX			PAYMENT		382.03
			10-2-12-11-30	F40389526	COPIES FROM MAY 12 TO AUG 17/09	382.03	
20090594	2009-08-31	HANCOCK, DON			PAYMENT		7,959.86
			10-2-81-90-10	AUG31-200	Interest on Balance	557.09	
			10-4-25-00-00	AUG31-200	Paid at tax sale	7,200.00	
			10-4-46-90-00	AUG31-200	Interest 2008	118.71	
			10-4-46-90-00	AUG31-200	Interest 2009	31.41	
			10-4-46-90-00	AUG31-200	Interest 2007	52.65	
20090595	2009-08-31	PULLANO, SALVATORE			PAYMENT		88.00
			10-4-12-90-00	08-31-09	REFUND ON TAX ACCOUNT	88.00	
20090597	2009-09-01	HUCKLEBERRY HOME AND GARDEN CA			PAYMENT		256.50
			10-2-71-89-10	112	TREE PLANTING PROJECT	256.50	
20090598	2009-09-02	BLUE CROSS			PAYMENT		398.57
			10-4-29-00-00	Sept2009	SEPT 2009 BENEFIT NELSON-SMITH/RY	398.57	
20090599	2009-09-02	BRITISH COLUMBIA LIFE & CASUALTY C			PAYMENT		278.41
			10-4-27-00-30	Sept09	SEPT 2009 BENEFITS NELSON-SMITH/R	278.41	
20090600	2009-09-02	BROOKS, CHERI			PAYMENT		341.00
			10-2-71-89-30	aug2009	AUGUST 2009 SUNSET PARK CONTRAC	341.00	
20090601	2009-09-02	C. AND C. BEACHY CONTRACTING LTD			PAYMENT		57.75
			10-2-32-37-20	18 I	DITCHING-PAYING CORRECT AMOUNT	57.75	
20090602	2009-09-02	FAST FUELS SERVICES LTD			PAYMENT		70.63
			10-2-71-89-00	506686	FUEL FOR PARKS	35.32	
			10-2-71-89-30	506686	FUEL FOR PARKS	35.31	
20090603	2009-09-02	GAS PLUS II			PAYMENT		341.32
			10-2-24-80-10	VPC0809	FUEL FD AND PW TRUCK	110.08	
			10-2-32-31-00	VPC0809	FUEL FD AND PW TRUCK	77.08	
			30-2-41-40-10	VPC0809	FUEL FD AND PW TRUCK	77.08	
			40-2-42-90-60	VPC0809	FUEL FD AND PW TRUCK	77.08	
20090604	2009-09-02	KEY WEST INSURANCE SERVICES			PAYMENT		6,696.00
			10-2-12-14-30	13499	INSURANCE RENEWAL VOPC	2,512.58	
			10-3-73-90-00	13499	INSURANCE RENEWAL VOPC	4,183.42	
20090605	2009-09-02	NORTH PACIFIC SEAPLANES LTD.			PAYMENT		108.86
			30-2-41-30-30	037742	EMCO DELIVERY	108.86	
20090606	2009-09-02	ROCKY'S EQUIPMENT SALES LTD.			PAYMENT		25.14
			10-2-32-31-00	36779	SPARK PLUGS AND FILTERS	6.28	
			10-2-71-89-00	36779	SPARK PLUGS AND FILTERS	6.29	
			10-2-71-89-30	36779	SPARK PLUGS AND FILTERS	6.28	
			10-2-71-89-40	36779	SPARK PLUGS AND FILTERS	6.29	
20090612	2009-09-04	AARON-MARK SERVICES LTD.			PAYMENT		9,954.82
			10-4-12-90-00	2014813	WHEELBARROW-PETE	175.04	
			10-2-12-99-06	2015001	APPLAINCES FOR COMM KITCHEN	9,779.78	

VILLAGE OF PORT CLEMENTS
Cheque Listing For Council With GL Numbers

Cheque	Date	Name	Expense GL Number	Invoice	Description	Invoice Amount	Cheque Amount
20090613	2009-09-04	BIG RED			PAYMENT		226.41
			10-2-71-21-15	10484	GARBAGE PICK UP FOR MPBC	226.41	
20090614	2009-09-04	SKEENA QUEEN CHARLOTTE REG'L DIS			PAYMENT		23.47
			10-2-84-10-00	2009-09	UNDERPAID 2009 TAXES	23.47	
20090615	2009-09-04	TRAN SIGN			PAYMENT		1,520.41
			10-2-32-31-00	In130665	STREET SIGNS	1,520.41	
Total						60,074.46	

Action Items

<input type="checkbox"/> Start Date	Subject
<input checked="" type="checkbox"/> Mon 2009-08-17	have had a chance to read the books donate them to the Local Library and a letter of Tha...
<input checked="" type="checkbox"/> Thu 2009-10-01	planning the new concession stands. Meeting set October 1
<input checked="" type="checkbox"/> Tue 2009-08-04	have a compromise on the daily rate for barges so that it is more reasonable, pending do...
<input checked="" type="checkbox"/> Mon 2009-06-01	apply to the Northern Development Initiative Trust for a feasibility study on the possibility...
<input checked="" type="checkbox"/> Mon 2009-06-01	review and table the Employee Benefit Policy. Aug Agenda
<input type="checkbox"/> Mon 2009-06-01	develop a policy for future Alder and Salmonberry removal on any property the Village is i...
<input checked="" type="checkbox"/> Mon 2009-06-01	table the creation of a facebook page to the September 21, 2009 meeting to allow Queen...
<input checked="" type="checkbox"/> Mon 2009-08-17	staff purchase the Pacific Coastal flight passes-
<input checked="" type="checkbox"/> Mon 2009-08-17	allow the Tourism Committee canvass the community about building a structure at the end of the wharf and providing the group send the questions via email to...
<input checked="" type="checkbox"/> Tue 2009-08-04	accept the recommendation of staff and purchase the aerator-
<input checked="" type="checkbox"/> Tue 2009-08-04	approve the sending of the Public Works Superintendent to the Wastewater Collection Course-
<input checked="" type="checkbox"/> Mon 2009-08-17	have staff set up meeting with MLA Goons at the UBCM Convention in Vancouver 2009-
<input checked="" type="checkbox"/> Tue 2009-08-04	supporting the continuation of Library grants, emphasizing that without this assistance library services would be reduced-
<input checked="" type="checkbox"/> Tue 2009-08-04	award the Community Kitchen, supply and install to Blackwater Excavating, in an amount not to exceed \$16,500.00 plus applicable taxes.
<input checked="" type="checkbox"/> Wed 2009-08-05	write a letter to Minister Bill Bennett regarding the reduction to the Transitional Assistance Program and set up meeting with at the UBCM convention.
<input checked="" type="checkbox"/> Tue 2009-08-04	to move the Crown Grant offer in regards to the Trail to an In-Camera meeting pending full quorum to discuss.
<input checked="" type="checkbox"/> Tue 2009-08-04	have staff print copies of the brochure as-is for Cheri Brooks, Campground Attendant to hand out to all RV and Campground users-
<input checked="" type="checkbox"/> Tue 2009-08-04	to review all of the flights that Council and Staff would take and compare the savings for the next meeting
<input checked="" type="checkbox"/> Mon 2009-07-20	to request a proposal for purchase and removal of trailer, leaving the site reasonably clear. Changed Aug 4
<input checked="" type="checkbox"/> Mon 2009-07-20	have staff make up a brochure for Cheri to distribute to campers.
<input checked="" type="checkbox"/> Mon 2009-07-20	decline the School Districts request to rent the 36 Park Street Trailer.
<input checked="" type="checkbox"/> Mon 2009-07-20	send Mayor Delves and any available Councilors to the UBCM Convention in Vancouver. Counsellor Hughes McMillan

RI



The Village of
PORT CLEMENTS

P.O. Box 198
Port Clements, B.C.
V0T 1R0
Phone: (250) 557-4295
Fax: (250) 557-4568
E-mail: portclem@qcislands.net

REPORT TO COUNCIL

Author: Jasmine Ryland
Date: August 31st, 2009
Re: MATI Foundations

Thank you very much for giving me the opportunity to participate in the MATI Foundations course held in Victoria. All of the sessions related to what I do in the office in one way or the other. I feel much more confident about my job and am eager to implement all that I have learned.

I chose to earn credits from the MATI Foundations course so after each day I completed a small assignment. Upon completion of the assignment I will be earning credits towards the International Municipal Clerks Association (IIMC). I also will be receiving a bursary from the LGMA very shortly. I am a member of the LGMA as we were given a complementary membership.

Once again, thank you and I highly recommend this course to anyone that works within our office.

Respectfully Submitted,

Jasmine Erin Ryland

R-2