

THE VILLAGE OF PORT CLEMENTS
Regular Meeting of Tourism Committee, February 10th, 2011
Council Chambers 7:30pm

AGENDA

1. ADOPT AGENDA

2. DELEGATES

3. MINUTES

M-1-Minutes January 13th, 2011.

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

BA-1- Council Update-Councillor Cheer

BA-2- Report to Tourism Committee

BA-3- Plexiglas for South Entrance kiosk

BA-4- 2011 Budget for Council Approval-Additional funds from 2010

BA-5- 2011 Tourism Committee Meetings

BA-6- Port Clements Tourism Committee Action Plan

BA-7- Conservancies and the Golden Spruce Trail

BA-8- Island Timberland logging along Port Main

BA-9- Tourism Advisory Board Update

5. ORIGINAL CORRESPONDENCE

C-1- Copyright Permission-Province of BC Websites

6. NEW BUSINESS

NB-1- Village of Port Clements Pins

ADJOURNMENT

Minutes of the regular meeting of the Port Clements Tourism Committee held Thursday, January 13th 2011 in the Council Chambers

Present

Chair Urs Thomas

Councillor Wally Cheer

Germain Vigneault

Deputy Clerk/Treasurer Jasmine Erin Ryland

Chair Urs Thomas called the meeting to order at 7:41pm.

1. **ADOPT AGENDA**

It was moved by Councillor Cheer, seconded by Germain Vigneault to adopt the agenda as circulated.

CARRIED

2. **DELEGATES**

3. **MINUTES**

M-1- Minutes November 10th 2010

It was moved by Councillor Cheer, seconded by Germain Vigneault to accept the minutes as written.

CARRIED

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

BA-1- Council Update-Councillor Cheer

Councillor Cheer informed the committee that Council has renewed the Sunset Park ad in the Observer Haida Gwaii guide.

Heather has applied for the Towns for Tomorrow grant for the trails. There has been no word back as of yet.

Wayne Havard did a hazardous tree assessment in the Village. He assessed the trees on the corner of Bayview, in behind the Rylands home and has determined that some trees will have to either be topped or removed. Wayne also assessed the trees on the Sunset Trail and reported that there are 29 trees that will have to be dealt with.

Island Timberlands will begin logging near the old Farm and the shooting range very soon.

Council met with Gary Coons on Monday January 10th. Gary Coons informed Council that he is working on getting BC Ferries to abolish the over height charges on the Northern route. He also informed them that BC Ferries is planning on increasing the rates over the next 3 years.

BA-2- Tourism Committee Action Plan Review

Welcome to Port Clements Sign will be put up in March when there is nice weather.

Kiosk South of Port Clements

Urs had All West Glass in Terrace print out prices for plexi-glass and will be ordering it and picking it up in April.

M-1

Volunteer work on trails

The Tourism Committee will be planning a May clean-up with a barbeque at the Sunset Park. The committee is going to make an effort to get more people out there this year through advertising and word of mouth.

Plant and Tree Species signs on Sunset Trail

Germain has printed out information on 10 different species and will be putting them together for the spring season. Using leftover plexi-glass from the Kiosk is an option.

Flora and Fauna Policy

Heather wants the policy in bylaw form but the committee is worried that the community will have more resentment towards the Village if we put another bylaw in place. The committee would rather it be a policy. Wally will talk further with Heather about this and will have something put together for next months tourism meeting.

Golden Spruce Trail

Urs is waiting for a written response from Lucy concerning the Golden Spruce Trail and conservancies.

BA-3- Tourism Meeting Schedule 2011

It was moved by Councillor Cheer, seconded by Germain Vigneault to appoint Urs Thomas as the Tourism Committee chair for the 2011 year.

CARRIED

Urs will be contacting Lana about the tourism schedule for 2011 to confirm what date would work for her. The first and second Thursday, second Monday, and fourth Monday in each month are the options.

Chair Urs Thomas requested that the group come up with recommendations for new members for the Tourism Committee by next months meeting.

5. ORIGINAL CORRESPONDENCE

6. NEW BUSINESS

NB-1- Tourism 2011 Budget

It was moved by Councillor Cheer, seconded by Germain Vigneault to request from Council a budget of \$1500.00 (fifteen hundred dollars) for the 2011 year.

CARRIED

Meeting was adjourned at 9:25pm

Urs Thomas
Chair

Jasmine Erin Ryland
Deputy Clerk/Treasurer



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

36 Cedar Avenue West
PO Box 198
Port Clements, BC
V0T1R0
OFFICE :250-557-4295
Public Works :250-557-4326
FAX :250-557-4568
Email : office@portclements.ca
Web : www.portclements.ca

REPORT TO COMMITTEE
Purchasing
February 9, 2011
Heather Nelson-Smith

Please take note that the Tourism Committee is a Committee of Council that makes recommendation to Council on Tourism activities within Port Clements. Any authority to make purchases made within the community has been directly authorized to the management of the Municipality under the direction of the Council.

All purchases for the community must be approved through the Clerk or the Public Works Superintendent and must be done so prior to any purchases being made. Failure to receive appropriate authorization will result in purchases not being reimbursed under the Village's purchasing policy.

I have attached the purchasing policy as adopted by Council.

Respectfully Submitted,

**Village of Port Clements
Contracting Out and Purchasing Policy
Policy No. 03, 2009**

Prepared by Clerk/Treasurer Heather Nelson-Smith

Adopted: August 17, 2009 by Mayor and Council

Replaces all prior Contracting out Policies

Objective: To set guidelines for the procurement of goods and services for the Village.

Policy: For works and services approved within the financial plan the following procedures are hereby set forth.

Procedure:

AUTHORITY

1. The Clerk/Treasurer and Public Works Superintendent are hereby appointed by Council as the "purchasers" of the Municipality purchase goods and services within the scope of this policy only.
2. The Purchasing Department may only expend within the approval of the financial plan.

GENERAL

3. CONTRACTING WORKS

Contacting out for works valued at \$5000.00 or less (excluding taxes)

Selection of a contractor for works within the Village will be made based on the following criteria:

- a) Contractor **MUST** possess a valid business license in Port Clements.
- b) Contractor **MUST** have equipment listed with the Village (appendix A)
- c) Contractor **MUST** have evidence of successful performance for similar works.
- d) Contractor **MUST** not have any delinquent accounts owed to the Village.
- e) Contractor **MUST** have current WCB coverage and Liability insurance (Appendix B)

Contractors will be selected from the registration Appendix "A" based on the following:

- a) Equipment and experience suitability
- b) First on list
- c) Time frame of works

Where there are works where multiple Contractors can be used and rotated for ease of work completion each contractor will not be paid in excess of \$5000.00 (excluding taxes)

4. Contracting out for works valued at \$5000.00 to \$10,000.00 (excluding taxes) shall be done in the following means:

Written Quotations:

The Purchasing Department shall obtain a minimum of three written quotations from local Contractors and are subject to the following criteria:

- a) Contractor **MUST** possess a valid business license in Port Clements.
- b) Contractor **MUST** have equipment listed with the Village (appendix A)
- c) Contractor **MUST** have evidence of successful performance for similar works.

- d) Contractor **MUST** not have any delinquent accounts owed to the Village.
- e) Contractor **MUST** have current WCB coverage and Liability insurance (Appendix B)

Quotations will be evaluated based on the following:

- a) Price
- b) Equipment and experience and suitability
- c) Time frame of works

Contracting for works valued in excess of \$10,000.00 shall be done in the following means:

Tender

The Tender process is utilized when specifications and conditions to contract are known. The contract is built into the tender document.

Tenders will be evaluated on but not limited to the following:

- i) The lowest of any price may not necessarily be accepted.
- ii) Local preference will be given within 15% of the lowest bid
- iii) **MUST** have evidence of successful performance for similar works.
- iv) **MUST** not have any delinquent accounts owing to the Village.

OR

Request for Proposal

Requests for proposals are used for the purchase of goods, services, equipment and materials. R.F.P.'s are utilized when there are no specifications to work with, or when the Village is searching the marketplace for new and innovative ideas and has made a decision not to use specifications. A contract is formed after the successful proposal has been selected.

Request for Proposals will be evaluated on but not limited to the following:

- i) The lowest of any price may not necessarily be accepted.
- ii) Local preference will be given within 15% of the lowest bid
- iii) **MUST** have evidence of successful performance for similar works.
- iv) **MUST** not have any delinquent accounts owing to the Village.

All Tenders and RFP's will be opened by Council, reviewed by staff and approved by Council, not necessarily in the same meeting.

5. PURCHASING GOODS

Where possible the Village will endeavor to shop locally, where items can not be purchased in Port Clements the next closest Village on the Island shall be requisitioned.

a) Direct Acquisition:

Goods that have an estimated cost up to but not exceeding \$5,000.00 may be purchased directly from a local supplier by the Purchasing Department or by an employee who has authorization to expend funds.

b) Telephone Quotations:

Goods that have an estimated cost between \$5,000.00 and \$10,000.00 shall be sourced by the Purchasing Department by obtaining a minimum of three telephone quotations when possible.

c) Written Quotations:

Goods that have an estimated cost between \$10,000.00 and \$20,000.00 the Purchasing Department shall obtain a minimum of three written quotations.

d) Public Tenders:

Public Tenders will be used when the purchase is expected to exceed a cost of \$20,000.00. The Tender process is utilized when specifications and conditions to contract are known. The contract is built into the tender document.


The Village Council reserves the right to revert to the written quotation clause where it is not possible to purchase capital items locally such as motors and pumps for the water distribution system and sewer system and time is of the essence.

e) Requests for Proposals:

Requests for proposals are used for the purchase of goods that are expected to exceed \$20,000.00. R.F.P.'s are utilized when there are no specifications to work with, or when the Village is searching the marketplace for new and innovative ideas and has made a decision not to use specifications. A contract is formed after the successful proposal has been selected. The Village Council reserves the right to revert to the written quotation clause where it is not possible to purchase certain items locally such as motors and pumps for the water distribution system and sewer system and time of the essence.



Cory Delves,
Mayor



Heather Nelson-Smith,
Clerk/Treasurer

Jasmine Ryland

From: "Heather Nelson-Smith " <clerk@portclements.ca>
Date: January-14-11 3:23 PM
To: "Urs Thomas" <golden@qcislands.net>
Cc: "Wally Cheer" <wally.cheer@edwardslogging.ca>; "Germain Vigneault" <germain@qcislands.net>; "Jasmine Ryland" <deputy@portclements.ca>; "Pete Nelson-Smith " <publicworks@portclements.ca>
Subject: RE: Plexi Glass

Urs,

Sounds great to pick it up to save on the charges for freight.

We do need to approve expenditures through the offices before they are made and we can also order items through us on visa or by cheque, saving you from being out of pocket for our expenses. We have also ordered in the past plexi from an on island building supply and the cost was the same as buying off island. It might be worth looking into.

As for the remainder of funds from 2010 which is complete now and we are into 2011 with a request from last nights meeting for a repeat of \$1500.00.

The tourism committee spent in 2010 \$980.50 on Northword advertising and received a financial contribution of \$300.00 from the local businesses
So the total spent in 2010 was \$680.50 of the \$1500.00 budget
Because funds do not automatically carry forward, the group could ask for additional funds this year as the funds last year were unspent.

I will leave the discussion for you to have with the committee regarding the carry over of funds.

I look forward to having a place to store the paper materials at the south entrance without risk of theft :)

Have a great snowy weekend and don't forget to vote tomorrow ☺

Heather

Heather Nelson-Smith

Clerk/Treasurer
Village of Port Clements
Phone (250) 557-4295
Fax (250) 557-4568
www.portclements.ca

BA-3

2011-02-09

Check us out on Facebook!



-----Original Message-----

From: Urs Thomas [mailto:golden@qcislands.net]
Sent: January 14, 2011 11:25 AM
To: Heather Nelson-Smith
Cc: Wally Cheer; Germain Vigneault
Subject: Re: Plexi Glass

Heather,

I priced it out in Terrace and the idea would be, that I pick it up on my next trip to Terrace to save the freight cost.
I guess we are money wise still ok.then we didn't use all the money of our \$1500 Tourism budget,but I'm sure you can tell me exactly how much we have left from our 2010 budget!?

Urs

On Fri, 14 Jan 2011 09:27:06 -0800, "Heather Nelson-Smith "
<clerk@portclements.ca> wrote:
> Urs,
>
> Jasmine brought up that you had priced out some plexi glass for the kiosk
> at the south
> entrance. I know it is something we talked about a few months ago.
>
> When you are ready, please forward the information to Pete and he can
> follow through
> with the order if it is within the budget.
>
> Thanks
>
> Heather
>
> Heather Nelson-Smith
>
> Clerk/Treasurer
>
> Village of Port Clements
>
> Phone (250) 557-4295
>
> Fax (250) 557-4568
>
> www.portclements.ca [1]
>
> Check us out on Facebook! [2]
>
>



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Tourism Committee Budget

Tourism Grant done June 30th 2010

Budget for advertising	\$1500.00
Northword April/May	-\$486.00
Northword Aug/Sept	-\$494.50
	\$519.50
Add Payments for Northword	<u>\$300.00</u>
	\$819.00

\$819.00 is remaining in the Tourism Committee budget approved for advertising through Council for the year of 2010. If the Committee wishes to ask Council if they may carry over the amount that was not spent a motion will be needed.

Jasmine Erin Ryland
Deputy Clerk/Treasurer

BA-4

Tourism Committee Action Plan

The Village of Port Clements

ACTION	ITEM	RESOLVE	COMPLETED?
Welcome to Port Clements Sign	Placement and installation of sign	March	2011
Kiosk to the South of Town	Looking into ordering plexiglass	April	No
"Beyond the Pavement Brochure"			No
"Open for Business" Flyer			No
Phase 1 and 2 Trails	Heather has applied to Towns for Tomorrow		No
Volunteer Work on Trails	Volunteer work and a bbq will be held in the spring	May	No
Commercial Advertising Board	Directional signs, advertisement for business, character map.		No
Plant and Tree Species signs on Sunset Trail	Germain making the signs, may look at using leftover plexiglass if any	Spring 2011	No
Solar Lights for Welcome to Port Clements Sign			No
Flora and Fauna Policy	Underway. Wally will have a draft to work with next Tourism meeting.	2011	No

Jasmine Ryland

From: "Germain Vigneault" <germain@qcislands.net>
Date: February-08-11 2:56 PM
To: "Jasmine Ryland" <deputy@portclements.ca>
Subject: Fw: Copyright Permission Request Form Submission

Jasmine,

Can you include the following on the agenda under Original Correspondence.

Thanks

Germain

----- Original Message -----

From: "Ugro, Ilona CITZ:EX" <Ilona.Ugro@gov.bc.ca>
To: "Germain Vigneault" <germain@qcislands.net>
Sent: Friday, January 14, 2011 8:15 AM
Subject: RE: Copyright Permission Request Form Submission

Dear Germain Vigneault,

Thank you for your copyright permission request form below. You or anyone else are welcome to take a copy of material found on Province of BC websites for personal use, which includes personal study and research, without obtaining formal permission to do so. You are also welcome to use material found on Province of BC websites as an informational resource in order to create your own original material without obtaining formal permission. If it is your intention to reproduce only small excerpts of material owned by the Province of BC when creating your own material, I believe that you are also welcome to do so without obtaining formal permission. In addition, you are welcome to simply link to the Province of BC website on which the material is found without obtaining formal permission.

However if you in fact wish to reproduce and distribute a substantial amount of BC material for purposes other than personal use, you will be required to obtain formal permission to do so. If that is the case, please identify the specific content you would like to reproduce from the website at <http://www.for.gov.bc.ca/hfd/library/documents/treebook/trees.htm> (i.e. specific text content, illustrations, photographs, etc.). In addition, please provide full details of your intended use of the material, the intended audience and the format(s) in which you wish to reproduce and distribute the material (i.e. print, electronic, website, etc.). Once we receive this additional information from you, we will be required to forward your request to the custodial ministry to determine whether or not the Province of BC owns the copyright to the material and, if so, whether or not the custodial ministry would have any concerns with or objections to your intended use of the material. Also please be advised that should your application be approved, a processing fee will apply for your use of the material. Our standard processing fee for requests which are non-commercial in nature is \$85.00 plus HST but we allow a 40% discount if the request is for not-for-profit educational purposes, thereby reducing the fee to \$51.00 plus HST.

C-1

I hope the foregoing information is helpful and please do not hesitate to contact me should you have any further questions.

Regards,

Ilona Ugro
Copyright Officer
Intellectual Property Program
Ministry of Citizens' Services
E140 - 4000 Seymour Place
Victoria, BC V8W 9V1
Phone: (250)356-1339 Fax: (250)387-1940
Email: Ilona.Ugro@gov.bc.ca

Visit the IPP website at:

<http://www.cio.gov.bc.ca/cio/intellectualproperty/index.page>

-----Original Message-----

From: Germain Vigneault [<mailto:germain@qcislands.net>]
Sent: Thursday, January 13, 2011 6:52 PM
To: ipp@mail.qp.gov.bc.ca; germain@qcislands.net
Subject: Copyright Permission Request Form Submission

Below is the result of your feedback form at
(<http://www.gov.bc.ca/com/copy/req/index.html>).

It was submitted by Germain Vigneault (germain@qcislands.net)
on Thursday, January 13, 2011 at 18:51:41

jobtitle: Mr.

organization: Port Clements Tourism Committee

address: P.O. Box 198

city: Port Clements

province_state: BC

postal_code: V0T1R0

country: ca

phoneArea: 250

phonePrefix: 557

phoneSuffix: 4240



International Coats of Arms

830 Development Drive, Kingston, ON, K7M 5V7
Toll free: 888.790.6742 Fax: 613.384.0606
Email: adam.nelson@swyrich.com Website: www.swyrich.com/ica

Quotation/Order Form

January 19, 2011 (Quotation valid for 30 days)

Sold To:

Ship To:

**Village of Port Clements
Att: Debbie Delves
Box 198
37A Cedar Avenue West
Port Clements, BC, V0T 1R0**

Phone: 250-557-4295
Fax: 250-557-4568

Village of Port Clements - Lapel Pins

X Qty	Size	Description	Unit Price	Amount
500	3/4"	Lapel Pins (as per sample)	\$0.8492	\$424.60
1000	3/4"	"	\$0.6993	\$699.30
1500	3/4"	"	\$0.6481	\$972.15
2500	3/4"	"	\$0.5997	\$1,499.25
<u>No extra artwork, dies, setup or shipping charges!</u>				<u>HST extra</u>

FOB: Destination Shipping: 4-6 weeks

Features:

Fastener: **Butterfly Clutch**
Plating: **Gold (18kt)**
Colours: **2 Colours (as per sample)**
Packaging: **individually polybagged**
Artwork: **No Charge**
Warranty: **100% Satisfaction Guaranteed**
Experience: **over 40 years experience, BBB Honour Roll Member**

How Do I Order?

If this quotation is acceptable, please sign your approval below, then X the Quantity you wish and email or fax this page back to us at 613-384-0606 and we will process your order immediately. Questions? - please call me @ 888.790.6742 - Thanks, Adam

Approved by:

Signature

Date:

PO#

NB-1

Debbie Delves

From: "Adam Nelson" <adam.nelson@swyrich.com>
Date: January-19-11 1:13 PM
To: <debbie@portclements.com>
Attach: PortClementsPins.pdf
Subject: Village Lapel Pins

Good Afternoon Debbie,

I hope all is well!

I set a reminder to contact you regarding your Village lapel pins. I attached an updated quotation/order form to this email for your Village lapel pins. The only extra cost to this quotation is the HST. We do not have any artwork, dies, setup or shipping charges!

Thank you very much and I look forward to hearing back from you.

Regards,

Adam Nelson
Account Representative
International Coats of Arms
P: 888-790-6742
F: 613-384-0606
Web: www.swyrich.com/ica