



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

Regular Meeting of Council Monday, April 2, 2012

AGENDA

1. ADOPT AGENDA.

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

3. MINUTES.

M-1- Minutes of regular meeting of council for Monday, March 19, 2012.

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

BA-1- Update to Council re: nuisance properties.

5. ORIGINAL CORRESPONDENCE.

C-1- Request for Support – Eagle Transit

6. GOVERNMENT.

G-1- Bylaw No. 390, 2012 To Deal with the Control of dogs in Port Clements – Reconsider and Adopt

G-2- Bylaw No. 389, 2012 Respecting the Financial Plan for the Years 2012-2016 – first, second, third reading.

7. FINANCE.

F-1- Village of Port Clements Revenue and Expense Review as of February 29, 2012.

F-2- Cheque Listing March 28, 2012

8. NEW BUSINESS.

NB-1- Report to Council re: Banking

NB-2- The Village of Port Clements Water Conservation Plan 2012

9. REPORTS & DISCUSSIONS.

10. QUESTIONS FROM THE PUBLIC & PRESS.

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

ADJOURNMENT.



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

Minutes of the regular meeting of the Port Clements Council held Monday March 19, 2012 in the Council Chambers.

Present:

Mayor Cheer
Councillor Gaspar
Councillor Gould
Councillor Thomas
Councillor Falconbridge

Clerk/Treasurer Kim Mushynsky

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

1. ADOPT AGENDA.

2012-078 - Moved by Councillor Gould, seconded by Councillor Falconbridge
THAT the agenda be adopted with the additions of NB1 Appointments to HG Clean Energy Committee.
CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

3. MINUTES.

M-1-Regular meeting of Council March 5, 2012

2012-079 - Moved by Councillor Falconbridge, seconded by Councillor Gaspar
THAT the minutes of the Regular Council meeting of March 5, 2012 be adopted as presented.
CARRIED

M-2 Tourism Committee meeting of February 28, 2012

2012-080 – Moved by Councillor Falconbridge, seconded by Councillor Gaspar
THAT the minutes of the February 28, 2012 Tourism Committee meeting be adopted as presented.
CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

BA-1- Gift for Councilor's Stewart and Traplin
Councilor Gaspar to check with Jim Richardson for ideas and get back to Clerk.

BA-2 – Port Clements' 100th Anniversary

2012-081 – Moved by Councilor Gould, seconded by Councilor Gaspar
THAT we forward the 100th Anniversary Celebration topic to the Tourism Committee.
CARRIED

Public also indicated that it will be St. Mark's 100th Anniversary in 2013 as well.

BA-3 – Report on #20 & #21 Yakoun Street

2012-082 – Moved by Councilor Gould, seconded by Councilor Thomas

THAT we accept the Clerk's recommendations except to change the date of inspection on #21 Yakoun Street to May 1st from June 1st as recommended.

CARRIED

5. ORIGINAL CORRESPONDENCE.

6. GOVERNMENT.

G-1 – Bylaw 390 – To Deal with Control of Dogs in Port Clements

2012-083 – Moved by Councilor Gould, seconded by Councilor Gaspar

THAT we have 1st, 2nd & 3rd reading of Bylaw #390-2012 – To Deal with Control of Dogs in Port Clements

CARRIED

7. FINANCE.

F-1-Cheque listing to March 15, 2012

2012-084 - Moved by Councillor Gould, seconded by Councillor Falconbridge

THAT the cheque listing of March 15, 2012 be accepted.

CARRIED

8. NEW BUSINESS.

NB-1 – Appointment to Haida Gwaii Clean Energy Committee

2012-085 – Moved by Councilor Gould, seconded by Councilor Gaspar

THAT we appoint Councilor Thomas as the Representative and Councilor Gaspar as the Alternate

CARRIED

9. REPORTS & DISCUSSIONS.

Councillor Thomas- attended HGCF mtg, upcoming Fish Advisory and PNCIMA mtgs.

Councillor Gould- Ministry of Forests mtg

Mayor Cheer- request from Taan for mtg with Council

Councillor Gaspar- Rec. Mtg, Clapp Basin Rec Society AGM

Councillor Falconbridge- Jr. Rangers, Community Hall fundraiser

Clerk/Treasurer- mtg. with Mark Salzl, computer crash, audit complete

10. QUESTIONS FROM THE PUBLIC & PRESS.

2012-086 - Moved by Councillor Gould, seconded by Councillor Gaspar

THAT under Section 90 (c) of the Community Charter we move to an in-camera meeting.

CARRIED

ADJOURNMENT.

2012-087 - Moved by Councillor Gould, seconded by Councillor Gaspar

THAT the meeting be adjourned at 9:30pm

CARRIED

Wally Cheer,
Mayor

Kim Mushynsky,
Clerk/Treasurer

April 2, 2012

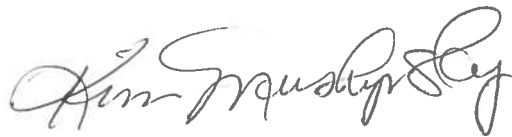
Update to Council

Re: Nuisance Properties #124 Bayview Drive & #8 Tingley

On March 14, 2012, after securing a current address for Mr. John Evans, I sent him a letter of explanation along with a copy of the original Registered letter that was returned undeliverable regarding the property located at #124 Bayview Drive. I am awaiting a response to that letter.

On March 26, 2012 I confirmed that no action has been taken on either properties and the original deadline was midnight March 22, 2012.

I have included Resolution for action on the property located at #8 Tingley Street and will have a recommendation for #124 Bayview Drive for the April 23, 2012 Regular Council Meeting.

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



The Village of
PORT CLEMENTS

ORDER UNDER DIVISION 12 OF
PART 3 OF THE COMMUNITY CHARTER

The Council of the Village of Port Clements, pursuant to Division 12 of Part 3 of the Community Charter hereby resolves that:

1. The building located at #8 Tingley Street, Port Clements, British Columbia, legally described as Lot 1, Block 46, Plan 1079, roll #20046010, is hereby declared a nuisance;
and
2. The owner(executor) of the building is hereby ordered to take the following remedial action within 30 days of the receipt of notice of this order:

Demolish building and haul away all refuse leaving lot level and clear of all structures

AND BE IT FURTHER RESOLVED that the Clerk/Treasurer of the Village of Port Clements BE AND IS HEREBY AUTHORIZED in default of such remedial measures being undertaken by the owner(executor), to carry out or have such work carried out and the expense charged to the owner(executor). If unpaid on December 31, 2012 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.

MOVED BY COUNCILLOR _____

SECONDED BY COUNCILLOR _____

DATED at the Village of Port Clements, BC this 2nd day of April, 2012.

Certified a true copy this ____ day of _____,

Clerk/Treasurer

Kim Mushynsky

From: w.cheer@portclements.ca
Sent: March 25, 2012 1:23 PM
To: clerk@portclemen
Subject: [Fwd: Request for Support]
Attachments: untitled-[1.2]; Letter of Support template2.docx

Hi Kim
Perhaps we could talk about this when I drop in on Tuesday W

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

Subject: Request for Support
From: "Eagle Transit" <eagle@haidagwaii.net>
Date: Thu, March 22, 2012 8:00 pm
To: w.cheer@portclements.ca

Hi Wally,

As we discussed, the Northern Health Connections Ferry Connector bus service meeting Prince Rupert ferry arrivals in Skidegate will be ending March 31, 2012.

The Connections bus program will be operating between the hospitals in Queen Charlotte and Masset under the name of NH Connections Haida Gwaii effective April 12, 2012. Eagle Transit will be providing this service under contract to the Northern Health Authority. This service will be available to the public although those traveling for medical reasons will travel at a reduced fare. The target market for this is residents of Port Clements and Tlell travelling to the hospital in Masset for doctor's appointments, lab tests, x-rays etc. Service would be open to the public but priority would be given to those passengers travelling for medical reasons. Medical travel is offered at a reduced fare (\$10 Port Clements to Masset).

Eagle Transit would like to continue bus service meeting ferry arrivals from Prince Rupert. We will be applying with the Passenger Transportation Board to offer this service as a bus route. In the meantime Eagle Transit will coordinate ride shares using our taxi or larger van.

Our taxi rate between Port Clements and Queen Charlotte is \$122 (one-way) and the 10-passenger van rate is \$158 (one-way. Stops at multiple houses \$2 by taxi or \$7 by larger van). We would try to coordinate passengers from all areas to share these fares equally. We would be interested in providing service to Port Clements for travel in either direction.

I have also attached a Certificate of Support if you would like to support our application for operate additional bus services between island communities. We are also applying for one additional taxi license in order to maintain service levels while the first taxi is used for the NH Connections Haida Gwaii service. Information about our application is shown below.

March 22, 2012
Eagle Transit is seeking input and comments to support an application to the Passenger Transportation Board for additional Inner-City Bus routes on Haida Gwaii as well as a second taxi to accommodate these services and an amendment to our current operating license.

The proposed routes would complement the Island Transit route currently operating on Haida Gwaii between Masset Airport and Sandspit Airport (and vice versa).

In addition to our Sandspit Airport Shuttle service between Sandspit, Queen Charlotte and Skidegate we have another bus route, Island Transit (#1), operating Monday to Friday, except holidays on this time schedule:

DEPART
ARRIVE

Masset Airport 11am
Sandspit Airport via 1pm ferry at 1:40pm

Masset Airport 11am
Queen Charlotte 1pm

Sandspit Airport 3pm
Masset Airport via 3:40pm ferry at 5:30pm

The proposed route(#2) would operate Monday to Friday, except holidays on this time schedule:

DEPART
ARRIVE

Queen Charlotte 9am
Masset Airport 10:30am

Masset Airport 5:30pm
Queen Charlotte 7pm

The proposed route(#3) would operate on a schedule similar to ferry arrivals and departures between Prince Rupert and Haida Gwaii. In the fall, winter and spring months this is typically three service days per week and almost daily in the summer season.

DEPART
ARRIVE

Old Massett
Queen Charlotte and BC Ferries Terminal

Queen Charlotte and BC Ferries Terminal
Old Massett

Proposed service areas would include Queen Charlotte, BC Ferries Skidegate Terminal, Skidegate, Tlell, Port Clements, New Town, Masset, Masset Airport and Old Massett and points along Highway 16 on Haida Gwaii. Service would continue as "door to door".

Times may be adjusted to reflect changes in ferry or airline arrivals and departures. All travel would be subject to a minimum of three passengers booked and paid at least one day in advance of travel.

Neither Route #2 or #3 will be government subsidized. Fare per person, one-way, would be approximately \$60 including tax. Fares may be pro-rated for shorter travel distances.

The proposed service 4 amendment to our taxi license would allow Eagle Transit to operate under contract to the Northern Health Authority weekdays except holidays between the Queen Charlotte Islands General Hospital (Queen Charlotte) and the Northern Haida Gwaii Hospital and Health Center (Masset) as well as points in between. This is a subsidized route and fares would reflect this. Initial fare would be \$30 except for passengers travelling for medical reasons who would pay \$10 for one-way between Queen Charlotte and Masset. There is no minimum passenger number for this service to operate.

Proposed service areas would include Queen Charlotte, Skidegate, Tlell, Port Clements, New Town, Masset and Old Massett and points along Highway 16 on Haida Gwaii. Service would continue as "door to door".

DEPART

ARRIVE

Queen Charlotte 11:30am

Masset 1:30pm

Masset 3pm

Queen Charlotte 5pm

The application for an Additional Taxi is being made to maintain present service levels while providing service under proposed Service 4 amendment to our taxi license.

If you or your organization would like to support Eagle Transit's application please fax back the Certificate of Support (added as an attachment to this email message) to 250-559-2368 including your name, address, phone number and comments on the attached page. If you know of someone else who may benefit from these services or would just like to support us they can contact us directly for this form or you can pass it along.

Comments may also be emailed to eagle@haidagwaii.net. Be sure to include your name, address and telephone number as well as any comments you may have. Noting in your email what service route you would use and why you support the service is important. If you prefer a copy is faxed or mailed to you please let me know.

Eagle Transit is expecting to submit this application to the Passenger Transportation Board in April 2012. Application to the Passenger Transportation Board does not mean automatic granting of the right to operate these routes. One or more may be refused if we do not show public need for these services.

During the application process Eagle Transit will be providing similar services using our taxi or charter bus license and coordinating ride share with interested parties.

Your assistance and support is greatly appreciated. Thank you.

Marilyn Wilkins

Eagle Transit Ltd.

CERTIFICATE OF SUPPORT TO APPLICATION FOR PASSENGER OPERATING AUTHORITY

This Certificate of Support may not be considered unless it contains complete and accurate information.

Name of Applicant: EAGLE TRANSIT LTD., PTB REFERENCE #70836

Name of supporter: _____

Title or position: _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

Service required: Inner-City Bus Service between Queen Charlotte and Masset Airport and points in between (proposed service route #2 of 3), Inner-City Bus Service providing service between Old Massett, Queen Charlotte and the Skidegate ferry terminal and points in between (proposed service route #3 of 3), Inner-City Bus Service operating under contract to the Northern Health Authority as NH Connections Haida Gwaii between the Queen Charlotte Islands General Hospital (Queen Charlotte) and the Northern Haida Gwaii Hospital and Health Center (Masset) as well as points in between (proposed service 4) and one additional taxi license.

Service area required: _____

Licensed carriers currently used: _____

Rate quoted by Applicant: (Route #2 and #3 of 3) \$60 per passenger, Queen Charlotte to Masset or vice versa, minimum three passengers confirmed in advance. Other areas may be pro-rated for shorter distances. Service 4: \$30 per passenger, Queen Charlotte to Masset or vice versa or \$10 per passenger if travelling for medical reasons. Other areas may be pro-rated for shorter distances. Taxi service at current rates on file with the Passenger Transportation Board.

Why do you support the Applicant:

Would you or your organization or family use this any of these services:

Proposed Service #2 of 3: yes ___ no ___ Proposed Service #3 of 3: yes ___ no ___

Comments: _____

Proposed Service 4 (NHA Connections Haida Gwaii): yes ___ no ___

Comments: _____

Do you or your organization or family support the Eagle Transit application for one additional taxi to maintain present service levels?
Yes ___ No ___

Do you or your organization or family currently use the taxi service provided by Eagle Transit or will you need the taxi service provided by Eagle Transit in the future? Yes ___ No ___

Comments: _____

I declare that the information contained on this certificate is true and correct and understand it may be used for verification.

Signature Date Name in print

VILLAGE OF PORT CLEMENTS

BYLAW NO.390, 2012

**A Bylaw to deal with the Control
of dogs in Port Clements**

The Council for the Village of Port Clements in open meeting assembled, enacts as follows:

WHEREAS the Council of the Village of Port Clements has deemed it in the best interest of the residents of the Village of Port Clements to regulate the keeping of dogs within the Village of Port Clements;

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

1. DEFINITIONS

“dog” shall mean any animal of the canine species.

“bylaw enforcement officer” shall mean the person appointed by the Village of Port Clements to enforce the provisions of this bylaw and any amendments thereto.

“leash” shall mean a line, rope, chain or other suitable device used for restraining a dog and which does not exceed six feet in length, and which is made of a material of a sufficient strength that the dog cannot break it.

“owner” in respect of any dog shall include any person who owns, possesses, or harbours any dog, or has custody, control or care of any dog.

“running at large” shall mean a dog that is beyond the boundaries of land occupied by the owner of the dog, or beyond the boundaries of any lands where the dog may be with the permission of the owner or occupant of the said lands and where it is not under control by being:

- In direct continuous charge of a person competent and capable to control it; or
- Securely confined within an enclosure; or
- Securely fastened by a leash so that it cannot roam at will.

“dangerous dog” for the purposes of this bylaw will have the same meaning as per the Community Charter section 49 as may be amended from time to time.

2. Regulations

a) No dog within the Village of Port Clements shall be permitted to run at large.

b) No person who owns, harbours, possesses or has custody or control of a dog shall hinder, delay or obstruct an Officer of the Village of Port Clements or the RCMP from carrying out the provisions of this Bylaw.

c) Dangerous Dogs – any person that owns, harbours, possesses, has control or custody of a Dangerous dog as defined by the Community Charter shall:

1. At all times while the dog is on property owned or controlled by such person keep the dog securely confined either indoors or in an enclosed structure capable of preventing the entry of other persons or the inadvertent or deliberate losing of the dangerous dog from its confinement.

2. Post on all property boundaries that face a street, road, lane, public walkway or alleyway warning signs that are a minimum of one square foot with lettering a minimum of two inches in height that state “DANGEROUS DOG ON PREMISES”, and keep said signs in good repair and readily visible from the street, road, lane, public walkway or alleyway, and where a property boundary exceeds fifty feet place additional warning signs so that there is at least one sign every twenty five feet along the boundary.

3. When the dog is off the property on which it normally resides, the owner of a dangerous dog shall at all times ensure the dog is securely muzzled, on a leash and under the control of a competent person.

4. Ensure that the dog does not chase, injure or bite a person or domestic animal, run at large or damage property.

5. Immediately advise the Village of Port Clements if the dog is at large, missing or has been sold/given to a new owner.

d) Where a dangerous dog has caused serious injury to a person or killed a domestic animal as defined by the Community Charter the Village of Port Clements can seek a Provincial Court Order to have the dog humanely destroyed.

3. This bylaw may be cited as “Dog Regulation Bylaw No 390, 2012”.

READ A FIRST TIME THIS 19th DAY OF March, 2012

READ A SECOND TIME THIS 19th DAY OF March, 2012

READ A THIRD TIME THIS 19th DAY OF March, 2012

RECONSIDERED AND ADOPTED THIS DAY OF 2012.

WALLY CHEER
MAYOR

KIM MUSHYNSKY
CLERK/TREASURER

CERTIFIED A TRUE COPY OF VILLAGE OF
PORT CLEMENTS DOG REGULATION BYLAW NO. 390, 2012

G-2



VILLAGE OF PORT CLEMENTS

BYLAW NO.389, 2012

**A Bylaw of the Village of Port Clements
Respecting the Financial Plan for the Years 2012-2016**

The Council for the Village of Port Clements in open meeting assembled enacts as follows:

1. Schedule "A" attached hereto and made a part of this bylaw is hereby adopted and comprises the Financial Plan for the Village of Port Clements for the years 2012 through 2016, ending December 31, 2016.
2. This bylaw may be cited for all purposes as the "Financial Plan Bylaw No. 389, 2012".

READ A FIRST TIME THIS 2nd DAY OF APRIL, 2012

READ A SECOND TIME THIS 2nd DAY OF APRIL, 2012

READ A THIRD TIME THIS 2nd DAY OF APRIL, 2012

RECONSIDERED AND FINALLY ADOPTED THIS DAY OF , 2012

WALLY CHEER
MAYOR

KIM MUSHYNSKY
CLERK/TREASURER

CERTIFIED A TRUE COPY OF VILLAGE OF
PORT CLEMENTS FINANCIAL PLAN, BYLAW NO. 389, 2012

G-2

Schedule "A"

General Fund

	2012	2013	2014	2015	2016
	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
Property Tax	124865	124865	124865	124865	124865
Payments in Lieu	6875	7000	7600	7600	7600
Sales of Services	11250	12100	12700	13300	14000
Revenue from own Sources	57530	59480	61080	62930	65530
Unconditional Transfers	387000	387000	375000	375000	375000
Conditional Transfers	121675	47675	47675	47675	47725
Multi-purpose Building Revenue	13600	13600	13700	13800	13900
Transfer from Reserves	26100	0	3680	0	0
Collections for Other Agencies	<u>206610</u>	<u>206610</u>	<u>206610</u>	<u>206610</u>	<u>206610</u>
Total Revenues	955505	858330	852910	851780	855230
Legislative Expenses	36650	33350	29950	30000	30050
General Administration	178400	174400	190560	181500	188350
Fire Department	38450	34050	32350	32900	33700
Emergency Services	750	750	750	750	750
Common Services	15050	14400	12500	12600	12700
Wharf Services	9600	6600	6100	6100	6100
Small Craft Harbour	10850	11350	11350	11350	11350
Roads	68150	57100	55550	56500	57850
Environment Health	1600	1670	1740	1810	1880
Environmental Development	3500	4100	4200	4300	4400
Parks and Recreation	41050	37000	35750	33185	33250
Fiscal Services	1500	1500	1500	1500	1500
Contribution to Reserves	0	20965	0	7775	1040
Capital Expenses	139000	45000	45000	45000	45000
Multi-purpose building expenses	49450	50000	50000	50900	51700
Amortized asset contribution	154895	159485	169000	169000	169000
Taxes levied for other Agencies	<u>206610</u>	<u>206610</u>	<u>206610</u>	<u>206610</u>	<u>206610</u>
Total Expenses	955505	858330	852910	851780	855230
Surplus/(Deficit)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Schedule "A" (Page 2 of 3)

	2012	2013	2014	2015	2016
	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
Water Fund					
Fees & Taxation	100600	102100	103100	104150	105200
Grants & Transfers	<u>1005900</u>	<u>61500</u>	<u>62850</u>	<u>64150</u>	<u>65200</u>
Total Revenues	<u>1106500</u>	<u>163600</u>	<u>165950</u>	<u>168300</u>	<u>170400</u>
Operating Expenses	127350	128200	130550	132900	135000
Capital Expenses	943750	0	0	0	0
Contribution to Amortization	<u>35400</u>	<u>35400</u>	<u>35400</u>	<u>35400</u>	<u>35400</u>
Total Expenses	<u>1106500</u>	<u>163600</u>	<u>165950</u>	<u>168300</u>	<u>170400</u>
Surplus/(Deficit)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

	2012	2013	2014	2015	2016
	Budget	Budget	Budget	Budget	Budget
Sewer Fund					
Fees & Taxation	59536	60316	60816	61316	61816
Grants & Transfers	<u>3080</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Revenues	<u>62616</u>	<u>60316</u>	<u>60816</u>	<u>61316</u>	<u>61816</u>
Operating Expenses	47580	45280	45780	46280	46780
Capital Expenses	0	0	0	0	0
Contribution to Amortization	<u>15036</u>	<u>15036</u>	<u>15036</u>	<u>15036</u>	<u>15036</u>
Total Expenses	<u>62616</u>	<u>60316</u>	<u>60816</u>	<u>61316</u>	<u>61816</u>
Surplus/(Deficit)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Capital Projects

	<u>2012</u> <u>Budget</u>	<u>2013</u> <u>Budget</u>	<u>2014</u> <u>Budget</u>	<u>2015</u> <u>Budget</u>	<u>2016</u> <u>Budget</u>
General					
Trail Extension	94000	0	0	0	0
Water					
New Well	0	100000	0	0	0
Sewer					
Sewage Upgrade	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Capital Projects	<u>94000</u>	<u>100000</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Village of Port Clements
2012-2016 Financial Plan
Statement of Objectives
of Bylaw No. 389, 2012**

In accordance with Section 165(3.1) of the *Community Charter*, the Village of Port Clements (Village) is required to include in the Five Year Financial Plan, objectives and policies regarding each of the following:

1. The proportion of total revenue that comes from each of the funding sources described in Section 165(7) of the *Community Charter*;
2. The distribution of property taxes among the property classes
3. Permissive Tax exemptions

Funding Sources

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2012. Government grants form the greatest proportion of revenue. The government grants that are included in this total include the following: \$387,000 for the small community Grant, grants for the water treatment upgrade and the community works fund.

Other Sources of funding make up the second highest amount, coming from other grants for works in the community like Gwaii Trust

The third highest source of revenue is Taxation.

Objective

- For the 2012 – 2016 years to incorporate a 0% tax increase annually with a 2% user fee increase for both water and sewer annually.
- Council has planned to incorporate local employment where possible, and encourage contractors bidding on works with the Village to utilize unemployed workers.

Policies

- The Village is re-writing the Official Community Plan including Climate Action and Water Conservation Policies. This process should be completed by June 2013.

Table 1: Sources of Revenue

Revenue Source	% of Total Revenue	Dollar Value
Property taxes	12%	214,056.00
User Fees and charges	9%	160,200.00
Other sources	18%	311,750.00
Proceeds from borrowing	0%	0.00
Government grants	61%	1,084,000.00
Total	100%	\$1,770,006.00

Distribution of Property Tax Rates

Table 2 outlines the distribution of property taxes among the property classes. The residential property class provides the largest proportion of property tax revenue. This is appropriate as this class also forms the largest portion of the assessment base and consumes the majority of the Village's services.

Objectives

Policies

- Continue to maintain and encourage economic development initiatives designed to attract more retail and commercial businesses to invest in the community. Align the distribution of tax rates among the property classes with the social and economic goals of the community, particularly to encourage a range of employment opportunities.
- Regularly review and compare the Village's distributions of tax burden relative to other municipalities in British Columbia.

Table 2: Distribution of Property Tax Rates

Property Class	% of Total Property Taxation	Dollar Value
Residential (1)	64%	80067.00
Utilities (2)	.5%	344.00
Major Industrial (4)	0	0.00
Light Industrial (5)	16%	19978.00
Business and Other (6)	18%	22952.00
Managed Forest (7)	1%	1190.00
Recreation/Non-profit (8)	.5%	335.00
Farmland (9)	0	0.00
Total	100%	124865.00

Permissive Tax Exemptions

- The Village does not issue permissive tax exemptions

VILLAGE OF PORT CLEMENTS

REVENUE AND EXPENSE REVIEW

AS OF FEBRUARY 29, 2012

	2012 <u>Actual</u>	2012 <u>Budget</u>	2011 <u>Actual</u>
<u>GENERAL REVENUES:</u>			
Municipal Property Tax	\$0	\$0	\$0
Payment in Lieu of Taxes	\$0	\$0	\$0
Sale of Services	\$1,898	\$2,550	\$2,698
Revenue Own Sources	\$5,247	\$6,487	\$7,619
Rentals	\$3,102	\$3,090	\$2,042
Unconditional Grant	\$0	\$0	\$0
Conditional Grants	\$1,928	\$1,804	\$37
Collection for Others	<u>\$0</u>	<u>\$0</u>	\$0
<u>TOTAL REVENUE - GENERAL</u>	<u>\$12,175</u>	<u>\$13,931</u>	<u>\$12,396</u>
<u>GENERAL EXPENSES:</u>			
Legislative Expenses	\$5,525	\$4,658	\$1,854
General Administration	\$37,432	\$37,510	\$28,828
Fire Department	\$6,412	\$5,550	\$6,123
Emergency Services	\$0	\$0	\$0
Common Services	\$4,680	\$4,700	\$2,134
Wharf	\$70	\$40	\$30
Small Craft Harbour	\$1,017	\$1,250	\$225
Roads	\$7,157	\$5,900	\$4,095
Environmental Health & Devel.	\$58	\$750	\$339
Parks & Recreation	\$2,750	\$2,550	\$953
MPBC Operating	\$1,670	\$4,400	\$3,092
Debt Services	\$77	\$170	\$7
Capital	\$0	\$0	\$82
Collection Others	\$3,127	\$3,127	<u>\$2,963</u>
<u>TOTAL EXPENSES</u>	<u>\$69,975</u>	<u>\$70,605</u>	<u>\$50,725</u>
<u>NET LOSS - GENERAL</u>	<u>-\$57,800</u>	<u>-\$56,674</u>	<u>-\$38,329</u>

	<u>2012 ACTUAL</u>	<u>2012 BUDGET</u>	<u>2011 ACTUAL</u>
<u>WATER REVENUES:</u>			
Fees & Taxation	\$11,854	\$12,000	\$14,086
Grants	\$39,445	\$40,000	\$0
<u>TOTAL WATER REVENUE</u>	<u>\$51,299</u>	<u>\$52,000</u>	<u>\$14,086</u>
<u>WATER EXPENSES:</u>	<u>\$340,000</u>	<u>\$359,150</u>	<u>\$6,120</u>
<u>NET LOSS WATER</u>	<u>-\$288,701</u>	<u>-\$307,150</u>	<u>\$7,966</u>
<u>SEWER REVENUE</u>	<u>\$6,048</u>	<u>\$6,200</u>	<u>\$6,628</u>
<u>SEWER EXPENSES</u>	<u>\$3,609</u>	<u>\$4,050</u>	<u>\$3,015</u>
<u>NET INCOME SEWER</u>	<u>\$2,439</u>	<u>\$2,150</u>	<u>\$3,613</u>
<u>NET LOSS VOPC</u>	<u>-\$344,062</u>	<u>-\$361,674</u>	<u>-\$26,750</u>

VILLAGE OF PORT CLEMENTS

Water Operating Revenue & Expense

GL Number	Description	2012 YTD Budget	2012 YTD Actual	2011 YTD Actual
Fees & Taxation Revenue				
30-1-44-00-00	Water User Charges	(12,000.00)	(11,853.75)	(12,980.55)
30-1-44-10-00	Water - Miscellaneous	0.00	0.00	0.00
30-1-49-00-00	Water Frontage Tax	0.00	0.00	0.00
30-1-49-00-10	Water Parcel Tax (Ryland Road)	0.00	0.00	0.00
30-1-55-00-00	Water - Past Due Interest Revenue	0.00	0.00	(1,105.43)
30-1-91-00-00	Contributions From Capital Reserves	0.00	0.00	0.00
*	TOTAL Fees & Taxation Revenue	(12,000.00)	(11,853.75)	(14,085.98)
Grants				
30-1-62-00-00	Government Water Grant	0.00	0.00	0.00
30-1-62-00-10	Provincial Water Strategy Grant	0.00	0.00	0.00
30-1-92-90-00	Gwaii Trust Grants	0.00	0.00	0.00
30-1-92-90-10	GT - Water Treatment Feasibility Study	0.00	0.00	0.00
30-1-92-90-15	MCAWS - Water Feasibility Study	0.00	0.00	0.00
30-1-62-00-20	Community Work's Fund	0.00	0.00	0.00
30-1-62-00-25	MRIF Water Treatment	0.00	0.00	0.00
30-1-62-00-30	GT Water Treatment	(40,000.00)	(39,444.80)	0.00
*	TOTAL Grants	(40,000.00)	(39,444.80)	0.00
**	Total Revenues	(52,000.00)	(51,298.55)	(14,085.98)
Expenses				
30-2-41-40-00	Water - Repairs & Maintenance Expense	450.00	191.98	654.70
30-2-41-40-01	Water-Repairs & Maintenance Distribution	400.00	0.00	0.00
30-2-41-40-10	Water - Fuel	200.00	170.54	0.00
30-2-41-30-20	Water - Maintenance Benefits	700.00	825.40	607.64
30-2-41-30-10	Water - Maintenance Wages	4,000.00	4,279.16	3,408.39
30-2-41-20-00	Water - Testing Expense	200.00	39.98	59.41
30-2-41-50-00	Water - Utilities Expense	3,000.00	2,955.24	809.15
30-2-41-10-00	Water - Administration Charges	0.00	0.00	0.00
30-2-41-30-30	Water - Supplies	200.00	60.00	114.26
30-2-41-10-10	GT - Water Treatment Feas. Exp	0.00	0.00	0.00
30-2-41-10-15	MCAWS - Water Treatment Feas. Exp	0.00	0.00	0.00
30-2-41-90-20	Gwaii Trust Projects	0.00	0.00	0.00
30-2-41-30-40	Public Work's Truck	0.00	0.00	184.60
30-2-41-10-20	Water Treatment Upgrade	350,000.00	331,477.50	281.30
30-2-41-10-25	Pump House	0.00	0.00	0.00
*	Total Expenses	359,150.00	339,999.80	6,119.45
Contribution to Reserves				

VILLAGE OF PORT CLEMENTS

Water Operating Revenue & Expense

GL Number	Description	2012 YTD Budget	2012 YTD Actual	2011 YTD Actual
30-2-82-21-00	Cont. To Water Capital Reserve	0.00	0.00	0.00
30-2-82-21-01	Amortized asset expense	0.00	0.00	0.00
*	TOTAL Contribution to Reserves	0.00	0.00	0.00
Debenture Expense				
30-2-81-20-00	Water - Debenture Interest	0.00	0.00	0.00
30-2-81-30-00	Water - Debenture	0.00	0.00	0.00
*	TOTAL Debenture Expense	0.00	0.00	0.00
**	Total Expenses	359,150.00	339,999.80	6,119.45
***P	Surplus / (Deficit)	307,150.00	288,701.25	(7,966.53)

VILLAGE OF PORT CLEMENTS

Sewer Operating Revenue & Expense

GL Number	Description	2012 YTD Budget	2012 YTD Actual	2011 YTD Actual
Fees & Taxation Revenue				
40-1-44-00-00	Sewer - User Charges	(6,200.00)	(6,048.00)	(6,628.00)
40-1-49-00-00	Sewer - Frontage Tax	0.00	0.00	0.00
40-1-49-00-10	Sewer - Parcel Tax - PC East	0.00	0.00	0.00
40-1-55-00-00	Sewer - Interest on Past Due Accounts	0.00	0.00	0.00
40-1-62-00-00	Sewer - Government Grant	0.00	0.00	0.00
40-1-92-90-00	Sewer - GT WSEMPU Revenue	0.00	0.00	0.00
40-1-92-90-10	Sewer - GT Environmental Upgrade Revenue	0.00	0.00	0.00
40-1-92-90-20	Transfers From Province	0.00	0.00	0.00
40-1-92-90-30	GT - Sewer Feasibility Study	0.00	0.00	0.00
40-1-92-90-35	MCAWS - Sewer Feasibility Study	0.00	0.00	0.00
40-1-92-90-40	GT - Rural Subdivision Extension	0.00	0.00	0.00
40-1-92-90-45	Towns for tomorrow grant	0.00	0.00	0.00
40-1-91-00-00	Sewer - Reserve/Surplus	0.00	0.00	0.00
40-1-92-90-46	Transfer from reserves	0.00	0.00	0.00
** TOTAL Fees & Taxation		(6,200.00)	(6,048.00)	(6,628.00)
Expenses				
40-2-42-10-00	Sewer - Administration Charges	0.00	0.00	0.00
40-2-42-10-10	Sewer - Licenses & Permits	0.00	0.00	457.62
40-2-42-90-00	Sewer - Maintenance Salaries	1,400.00	1,460.12	1,736.31
40-2-42-90-20	Sewer - Benefits	400.00	277.10	316.26
40-2-42-90-40	Sewer - Utilities Expense	1,050.00	1,321.44	244.89
40-2-42-90-50	Sewer - Repairs & Maintenance	1,000.00	465.12	260.10
40-2-42-90-60	Sewer - Fuel	200.00	85.28	0.00
40-2-42-30-00	Sewer - GT WSEMPU (lift) Expense	0.00	0.00	0.00
40-2-42-90-10	Sewer - GT Environmental Upgrade Expense	0.00	0.00	0.00
40-2-42-20-30	GT/MCAWS - Feasibility Study	0.00	0.00	0.00
40-2-42-20-40	GT - Rural Subdivision Extension	0.00	0.00	0.00
40-2-42-90-70	Public Work's Truck	0.00	0.00	0.00
40-2-42-20-35	Sewage upgrade TFT	0.00	0.00	0.00
* TOTAL Operating Expenses		4,050.00	3,609.06	3,015.18
Contributions to Reserves				
40-2-82-21-00	Contribution to Sewer Capital Reserves	0.00	0.00	0.00
* TOTAL Contributions to Reserves		0.00	0.00	0.00
Debtenture Expenses				
40-2-81-30-00	Sewer - Debtenture	0.00	0.00	0.00
40-2-81-20-00	Sewer - Interest Expense	0.00	0.00	0.00

VILLAGE OF PORT CLEMENTS

Sewer Operating Revenue & Expense

GL Number	Description	2012 YTD Budget	2012 YTD Actual	2011 YTD Actual
40-2-81-90-00	Sewer - Income/Loss on Exchange Rate	0.00	0.00	0.00
40-2-82-21-01	Amortized assest expense	0.00	0.00	0.00
*	TOTAL Debenture Expenses	0.00	0.00	0.00
**	TOTAL Expenses	4,050.00	3,609.06	3,015.18
***P	Surplus/Deficit	(2,150.00)	(2,438.94)	(3,612.82)

VILLAGE OF PORT CLEMENTS

General Revenue & Expense

GL Number	Description	2012 YTD Budget	2012 YTD Actual	2011 YTD Actual
Taxes				
10-1-11-00-00	Property Tax - Municipal	0.00	0.00	0.00
* TOTAL Taxes		0.00	0.00	0.00
Payment in Lieu of Taxes				
10-1-21-00-00	Grant in Lieu - Federal	0.00	0.00	0.00
10-1-24-00-00	Grant in Lieu - Hydro	0.00	0.00	0.00
10-1-27-00-00	Grant in Lieu - Telus	0.00	0.00	0.00
* TOTAL Payment in Lieu of Taxes		0.00	0.00	0.00
Sales of Service				
10-1-41-10-10	Sales - Faxes	(16.66)	(1.00)	(6.50)
10-1-41-10-00	Sales - Photocopies	(25.00)	(10.25)	(108.00)
10-1-41-10-20	Sales - Tax Searches & Commissioner	(91.66)	(150.00)	(95.00)
10-1-42-10-00	Misc. - Fire Protection Agreement	(750.00)	(150.00)	(450.00)
10-1-44-10-00	Sales - Garbage Tags	(16.66)	0.00	0.00
10-1-71-10-00	Misc. Rec Commission Revenue	(400.00)	(345.50)	(738.35)
10-1-12-99-99	Sales - Village Property	0.00	0.00	0.00
10-1-32-10-00	Taxes - School Tax Admin Fee	0.00	0.00	0.00
10-1-53-10-20	Rental -Weight Room	(1,250.00)	(1,241.25)	(1,300.00)
* TOTAL Sales of Service		(2,549.98)	(1,898.00)	(2,697.85)
Revenue From Own Sources				
10-1-51-20-00	Sales - Business Licenses	(1,100.00)	(780.00)	(930.00)
10-1-53-10-10	Rental - Gym	(83.34)	(103.00)	(72.00)
10-1-53-10-30	Rental - Ambulance	(1,000.00)	(1,100.00)	(900.00)
10-1-53-10-50	Rental - St. Marks Church	(83.34)	(50.00)	0.00
10-1-53-10-70	Rental - Shoreline Park RV	0.00	0.00	0.00
10-1-53-10-80	Rental - CBC Site	0.00	0.00	0.00
10-1-53-20-00	Rental - Clinic	(1,380.00)	(1,380.00)	(1,380.00)
10-1-53-20-10	Garbage Admin	0.00	0.00	(672.00)
10-1-56-10-00	Property Tax Penalties	0.00	0.00	(258.89)
10-1-56-10-10	Property Tax Arrears Interest	0.00	(24.43)	(68.41)
10-1-56-10-15	Deliquent Tax Interest	0.00	(5.20)	(2.38)
10-1-59-90-40	MIA Dividends	0.00	0.00	0.00
10-1-59-90-00	MFA-Interest Revenue	0.00	0.00	0.00
10-1-59-90-10	Small Craft - Electricity Revenue	(200.00)	(400.00)	0.00
10-1-59-90-20	Small Craft - Fee for Use	(1,840.00)	(1,403.92)	(1,892.60)
10-1-59-90-01	Large Wharf fee for use	(800.00)	(800.00)	(1,442.60)
* TOTAL Revenue From Own Sources		(6,486.68)	(5,246.55)	(7,618.88)

VILLAGE OF PORT CLEMENTS

General Revenue & Expense

GL Number	Description	2012 YTD Budget	2012 YTD Actual	2011 YTD Actual
Multi Purpose Building Rental				
10-1-53-10-11	MPPBC Library Revenue	(2,550.00)	(2,400.00)	(1,792.00)
10-1-53-10-12	MPPBC Space rental	(540.00)	(402.00)	(250.00)
* TOTAL Multi Purpose Building R		(3,090.00)	(3,102.00)	(2,042.00)
Unconditional Transfers				
10-1-62-10-00	Grants - Small Community Protection	0.00	0.00	0.00
* TOTAL Unconditional Transfers		0.00	0.00	0.00
Conditional Transfers				
10-1-59-10-10	Misc. - NSF & Sundry Charges	(4.16)	(25.00)	(25.00)
10-1-59-10-00	Misc. - Donations	0.00	(50.00)	0.00
10-1-59-10-20	Miscellaneous	(1,800.00)	(1,852.99)	(12.28)
10-1-89-10-30	Grants - GT - Christmas	0.00	0.00	0.00
10-1-89-10-85	UBCM WFPP	0.00	0.00	0.00
10-1-89-10-95	Spirit Square Concession Stand Revenue	0.00	0.00	0.00
10-1-89-10-71	Economic Dev. Fund	0.00	0.00	0.00
10-1-89-10-86	TFT Trail Extension	0.00	0.00	0.00
10-1-89-10-87	GT Trail Extension	0.00	0.00	0.00
10-1-89-10-88	SCH- Funding	0.00	0.00	0.00
* TOTAL Conditional Transfers		(1,804.16)	(1,927.99)	(37.28)
Reserves				
10-1-92-10-00	Transfers From Reserves	0.00	0.00	0.00
* TOTAL Reserves		0.00	0.00	0.00
Collections for Other Agencies				
10-1-98-10-00	Taxes - School Residential	0.00	0.00	0.00
10-1-98-10-10	Taxes - School Non-residential	0.00	0.00	0.00
10-1-98-20-00	Taxes - SQCRD	0.00	0.00	0.00
10-1-98-20-10	Taxes - Regional Hospital	0.00	0.00	0.00
10-1-98-20-20	Taxes - NW Regional Hospital	0.00	0.00	0.00
10-1-98-20-30	Taxes- Police	0.00	0.00	0.00
10-1-98-30-10	Taxes - BCAA	0.00	0.00	0.00
10-1-98-30-20	Taxes - MFA	0.00	0.00	0.00
10-1-98-40-00	Taxes - VIRL	0.00	0.00	0.00
* TOTAL Collections for Other Ag		0.00	0.00	0.00
** Total Revenues		(13,930.82)	(12,174.54)	(12,396.01)

VILLAGE OF PORT CLEMENTS

General Revenue & Expense

<i>GL Number</i>	<i>Description</i>	<i>2012 YTD Budget</i>	<i>2012 YTD Actual</i>	<i>2011 YTD Actual</i>
Legislative Expenses				
10-2-11-10-00	Council Remuneration	0.00	0.00	0.00
10-2-11-10-10	Council Training Expense	3,000.00	3,846.64	135.00
10-2-11-10-20	Council Travel	0.00	0.00	59.27
10-2-11-10-30	Council Benefits Expense	158.34	0.00	354.49
10-2-11-10-40	Council Membership Expense	1,500.00	1,678.36	985.75
10-2-11-10-50	Grants Awarded	0.00	0.00	319.59
*	TOTAL Legislative Expenses	4,658.34	5,525.00	1,854.10
General Administration				
10-2-12-10-00	Administrative Wages	17,150.00	15,381.73	14,513.68
10-2-12-10-10	Administrative Benefits	4,800.00	5,189.97	3,301.78
10-2-12-10-20	Administrative Travel	0.00	53.20	0.00
10-2-12-10-30	Membership Fees	160.00	457.87	279.81
10-2-12-10-40	Audit & Accounting Expense	0.00	0.00	0.00
10-2-12-10-50	Legal Expense	400.00	739.37	0.00
10-2-12-11-00	Office Supplies	200.00	31.37	456.87
10-2-12-11-10	Website Fees	100.00	345.00	10.17
10-2-12-11-20	Computer Software Expenses	1,400.00	1,570.82	1,847.46
10-2-12-11-30	Administrative Operating Costs	800.00	826.04	1,048.83
10-2-12-11-40	Supplies	50.00	10.28	10.68
10-2-12-11-50	Advertising	400.00	438.36	0.00
10-2-12-11-60	Postage Expense	150.00	19.87	266.39
10-2-12-11-70	Misc. - Tax Sale Expenses	0.00	0.00	0.00
10-2-12-13-00	Elections Expense	0.00	0.00	2,178.52
10-2-12-14-10	Custodian's Wages	700.00	745.83	713.39
10-2-12-14-30	General Insurance Expense	11,200.00	11,622.23	4,200.40
10-2-12-14-31	Climate action plan	0.00	0.00	0.00
*	TOTAL General Administration	37,510.00	37,431.94	28,827.98

VILLAGE OF PORT CLEMENTS

General Revenue & Expense

GL Number	Description	2012 YTD Budget	2012 YTD Actual	2011 YTD Actual
Fire Department				
10-2-24-60-00	FD - Training	0.00	0.00	1,300.00
10-2-24-60-10	FD - Fire Fighters	0.00	0.00	0.00
10-2-24-70-00	FD - Repairs & Maintenance	1,200.00	1,578.34	556.46
10-2-24-70-10	Firehall Utilities	2,200.00	3,418.63	2,216.26
10-2-24-70-20	FD - License & Insurance	1,000.00	752.00	1,190.62
10-2-24-80-00	FD - Equipment	650.00	0.00	465.67
10-2-24-80-10	FD - Fuel	100.00	97.65	0.00
10-2-24-90-00	Firehall Janitorial	400.00	469.97	393.65
10-2-24-90-10	Weight Room	0.00	95.77	0.00
* TOTAL Fire Department		5,550.00	6,412.36	6,122.66
Emergency Services				
10-2-25-00-00	Misc. - Emergency Committee	0.00	0.00	0.00
10-2-25-00-01	WFPP	0.00	0.00	0.00
* TOTAL Emergency Services		0.00	0.00	0.00
Common Services				
10-2-31-00-00	Common Services - Wages	4,000.00	2,767.08	1,808.38
10-2-31-00-10	Common Services - Benefits	700.00	1,913.31	325.24
* TOTAL Common Services		4,700.00	4,680.39	2,133.62
Wharf				
10-2-34-00-00	Wharf - Wages	0.00	(5.00)	13.22
10-2-34-00-10	Wharf - Benefits	0.00	0.00	2.43
10-2-34-00-12	Wharf Administration	0.00	0.00	0.00
10-2-34-00-15	Wharf Hydro	40.00	74.83	13.57
10-2-34-00-20	Wharf - Maintenance	0.00	0.00	1.02
* TOTAL Wharf		40.00	69.83	30.24
Small Craft Harbour				
10-2-34-00-30	Small Craft Harbour- Wharfinger Expense	0.00	59.56	0.00
10-2-34-00-40	Small Craft Harbour - Hydro Expense	1,000.00	738.45	224.73
10-2-34-00-50	Small Craft Harbour- Insurance Expense	0.00	0.00	0.00
10-2-34-00-60	Small Craft Harbour - Legal Expenses	0.00	0.00	0.00
10-2-34-00-70	Small Craft Harbour- Maintenance	250.00	219.02	(19,314.47)
10-2-34-00-71	Small Craft Capital	0.00	0.00	0.00
* TOTAL Small Craft Harbour		1,250.00	1,017.03	(19,089.74)

deleted report misleading

VILLAGE OF PORT CLEMENTS

General Revenue & Expense

GL Number	Description	2012 YTD Budget	2012 YTD Actual	2011 YTD Actual
Roads				
10-2-31-90-00	Common Services - Fuel	300.00	170.54	136.00
10-2-32-31-00	Street Maintenance	1,000.00	546.37	1,251.03
10-2-32-37-00	Street Sanding	2,250.00	2,632.79	2,097.52
10-2-32-50-00	Hydro - Street Lights	1,600.00	1,936.02	0.00
10-2-32-90-00	Equipment Maintenance	0.00	76.92	15.65
10-2-31-90-10	Public Works Truck Insurance	750.00	1,498.06	246.21
10-2-71-89-40	Brushing Operating Expense	0.00	264.14	0.00
10-2-32-37-10	Industrial Road Maintenance	0.00	0.00	348.14
10-2-32-37-20	Ditching	0.00	31.91	0.00
10-2-12-99-60	Public Works Truck	0.00	0.00	0.00
* TOTAL Roads		5,900.00	7,156.75	4,094.55
Environmental Health				
10-2-43-00-10	Garbage Tags / Dumpster Fees	0.00	0.00	0.00
10-2-43-00-00	Common Services - Garbage Expense	250.00	0.00	0.00
* TOTAL Environmental Health		250.00	0.00	0.00
Environmental Development				
10-2-52-00-00	Clinic R&M	100.00	58.06	260.65
10-2-72-50-00	Ambulance O&M	400.00	0.00	78.17
* TOTAL Environmental Developmen		500.00	58.06	338.82
Parks & Recreation				
10-2-71-21-00	Community Hall Grounds Keeping	0.00	0.00	0.00
10-2-71-89-00	Park O & M	350.00	246.18	347.38
10-2-71-89-10	Beautification	0.00	167.81	149.81
10-2-71-89-20	Millenium Park O & M	0.00	0.00	0.00
10-2-71-89-30	Sunset Park O & M	200.00	71.19	279.52
10-2-75-00-00	Recreation Commission	200.00	177.05	175.90
10-2-71-89-45	Museum Grounds Keeping	0.00	0.00	0.00
10-2-71-89-50	Camelary	0.00	58.06	0.00
10-2-72-50-11	Entrance Sign Install	1,800.00	1,750.10	0.00
10-2-72-50-12	Old Water tower removal	0.00	0.00	0.00
10-2-72-50-10	Tourism Grant	0.00	0.00	0.00
* TOTAL Parks & Recreation		2,550.00	2,470.39	952.61
MPBC Operating Expenses				
10-2-71-21-15	MPBC Utilities	1,000.00	29.39	829.25
10-2-71-21-10	MPBC Fuel	1,200.00	0.00	0.00
10-2-71-21-25	MPBC Insurance	0.00	0.00	0.00

VILLAGE OF PORT CLEMENTS

General Revenue & Expense

GL Number	Description	2012 YTD Budget	2012 YTD Actual	2011 YTD Actual
10-2-71-21-11	Library o+h	500.00	402.75	377.50
10-2-71-21-12	MPBC Grounds Keeping	800.00	496.93	986.79
10-2-71-21-20	MPBC Janitorial	900.00	740.81	898.81
*	TOTAL MPBC Operating Expenses	4,400.00	1,669.88	3,092.35
Debt Services				
10-2-81-90-10	Bad Debts Expense	0.00	0.00	0.00
10-2-81-90-00	General Service Charges	170.00	76.96	7.00
10-2-81-90-20	Till Over/Short	0.00	0.00	0.00
*	TOTAL Debt Services	170.00	76.96	7.00
Contributions to Reserves				
10-2-81-90-30	Transfer to/from Reserves	0.00	0.00	0.00
*	TOTAL Contributions to Reserve	0.00	0.00	0.00
Capital Expenses				
10-2-12-99-30	Misc. - GT - Christmas	0.00	319.74	0.00
*	TOTAL Capital Expenses	0.00	319.74	0.00
Contributions to Reserves				
10-2-82-22-00	Transfers To Reserves	0.00	0.00	0.00
*	TOTAL Contributions to Reserve	0.00	0.00	0.00
Capital Expenses				
10-2-12-99-65	Concession Stands	0.00	0.00	0.00
10-2-12-99-08	barge Feasibility	0.00	254.37	82.34
10-2-12-99-11	NDI Economic Dev Fund	0.00	(294.01)	0.00
10-2-12-99-09	Trail Extension	0.00	0.00	0.00
*	TOTAL Capital Expenses	0.00	(39.64)	82.34
AMMORTIZED ASSET				
10-2-28-19-40	Amortized Asset Expense	0.00	0.00	0.00
*	TOTAL AMMORTIZED ASSET	0.00	0.00	0.00
Taxes Levied-Other Gov't				
10-2-84-10-00	Taxes - SQCRD	0.00	0.00	0.00
10-2-84-20-00	Taxes - V/RL	0.00	3,127.00	2,963.00
10-2-84-20-10	Taxes-Police	0.00	0.00	0.00
10-2-88-11-00	Taxes - School Residential	0.00	0.00	0.00
10-2-88-11-10	Taxes - School Non-residential	0.00	0.00	0.00
10-2-88-20-00	Taxes - Regional Hospital	0.00	0.00	0.00
10-2-88-20-10	Taxes - NW Regional Hospital	0.00	0.00	0.00

VILLAGE OF PORT CLEMENTS

General Revenue & Expense

GL Number	Description	2012 YTD	2012 YTD	2011 YTD
		Budget	Actual	Actual
10-2-88-30-00	Taxes - BCAA	0.00	0.00	0.00
10-2-88-30-10	Taxes - MFA	0.00	0.00	0.00
10-2-88-40-00	PILT's For Others	0.00	0.00	0.00
*	TOTAL Taxes Levied-Other Gov't	0.00	3,127.00	2,963.00
**	TOTAL Expenses	67,478.34	69,975.69	31,409.53
***p	Surplus/Deficit	53,547.52	57,801.15	19,013.52

a

VILLAGE OF PORT CLEMENTS

Cheque Listing For Council With GL Numbers

Cheque	Date	Name	Expense GL Number	Invoice	Description	Invoice Amount	Cheque Amount
20120827	2012-03-19	BIG RED			PAYMENT		270.48
			10-2-71-21-15	12026	WKLY CONTAINER SERVICE FEB 2012	257.80	
20120857	2012-03-28	BLUE CROSS			PAYMENT		565.22
			10-2-12-10-10	Apr 2012	MTHLY PREMIUMS APRIL 2012	565.22	
20120828	2012-03-19	C. AND C. BEACHY CONTRACTING LTD			PAYMENT		358.40
			10-2-32-37-20	24-O	DIG UP WATER SHUT OFFS RON&BETT	106.75	
			30-2-41-40-00	24-O	DIG UP WATER SHUT OFFS RON&BETT	106.75	
			10-2-32-37-00	30-O	PLOW SNOW PUB WKS RAN MACHINE	128.10	
20120829	2012-03-19	Canadian Western Mechanical			PAYMENT		365,450.40
			10-3-22-00-00	Mar 1 2012	PROGRESS PYMT NO.3	18,272.52	
			10-3-22-00-01	Mar 1 2012	PROGRESS PYMT NO.3	25,581.52	
			30-2-41-10-20	Mar 1 2012	PROGRESS PYMT NO.3	321,596.36	
20120830	2012-03-19	CLARK FREIGHTWAYS			PAYMENT		267.34
			30-2-41-20-00	120206986	ONE SKID	254.81	
20120831	2012-03-19	ClearTech industries Inc.			PAYMENT		208.32
			30-2-41-20-00	487048 SJ	20 L PAIL SODIUM HYPOCHLORITE 12%	198.55	
20120832	2012-03-19	COASTAL PROPANE			PAYMENT		165.76
			10-2-24-70-10	120090	ANNUAL RENT FOR TANK #28165 FIREH	157.99	
20120833	2012-03-19	DELMAS CO-OP			PAYMENT		89.21
			10-2-81-90-00	164083	SERVICE FEE	6.00	
			30-2-41-10-20	65615	SOLVENT CEMENT+SNGL JACK EXTN K	45.13	
			30-2-41-40-00	65615	SOLVENT CEMENT+SNGL JACK EXTN K	13.92	
			30-2-41-10-20	68338	SEDIMENT FAUCET	20.26	
20120844	2012-03-19	Helderweirt, Scott			PAYMENT		80.00
			10-2-11-10-10	8012012	TRAINING SEMINAR	80.00	
20120858	2012-03-28	Inlet Networking Computer Services			PAYMENT		467.99
			10-2-12-11-00	004	COMPUTER SUPPORT + WESTERN DIGI	167.99	
			10-2-12-11-10	004	COMPUTER SUPPORT + WESTERN DIGI	300.00	
20120834	2012-03-19	MINISTER OF FINANCE			PAYMENT		280.00
			10-2-12-99-08	Mar 14 201	FORESHORE LEASE BARGE FACILITY	280.00	
20120859	2012-03-28				PAYMENT		134.79
			10-1-59-10-20	Q185337.	PIECE SCALE INFINITY WEST ENTERPR	52.64	
			10-1-59-10-20	Q185736.	PIECE SCALE INFINITY WEST ENTERPR	82.15	
20120851	2012-03-27	Misty Isles Economic Development Society			PAYMENT		35,000.00
			10-1-89-00-00	91	CAPACITY BUILDING FUNDING	35,000.00	
20120835	2012-03-19	MUNICIPAL INFORMATION SYSTEMS IN			PAYMENT		304.52
			10-2-12-11-20	20112017	MONTHLY SOFTWARE SUPPORT	290.25	
20120836	2012-03-19	NORTH PACIFIC SEAPLANES LTD.			PAYMENT		44.00
			30-2-41-20-00	008622	ONE COOLER	20.97	
			30-2-41-10-20	008648	ONE SMALL BOX	20.97	
20120837	2012-03-19	NORTHERN HEALTH AUTHORITY			PAYMENT		150.00
			30-2-41-40-00	CMS20130	TREATMENT PLANT BUILDING PERMIT	150.00	
20120838	2012-03-19	NORTHERN LABS LTD.			PAYMENT		280.00
			30-2-41-10-20	88437	WATER TESTING	266.87	
20120839	2012-03-19	O'BRIEN ROAD & BRIDGE MAINTENANC			PAYMENT		927.68
			10-2-32-31-00	5347	GRADING INDUSTRIAL RD,WATER,YAK	884.19	
20120840	2012-03-19	OBSERVER PUBLISHING CO. LTD.			PAYMENT		68.99
			10-2-12-11-50	13265	FINANCIAL PLAN INSERTION MAR 8/15	65.76	
20120841	2012-03-19	PORT AIR CARGO			PAYMENT		50.40

a

VILLAGE OF PORT CLEMENTS

Cheque Listing For Council With GL Numbers

Page 2 of 2

2012-Mar-28

1:43:33 PM

Cheque	Date	Name	Expense GL Number	Invoice	Description	Invoice Amount	Cheque Amount
20120841	2012-03-19	PORT AIR CARGO	30-2-41-10-20	VPC0212	3 DELIVERIES FROM NTHPACSEAPLAN	48.04	50.40
20120852	2012-03-27	RANCH FEEDS	10-2-71-89-10	27526	PAYMENT LIME FOR GRASS	153.08	160.61
20120853	2012-03-27	RECEIVER GENERAL - CCRA	10-4-27-00-10	Mar 2012	PAYMENT CRA MAR 2012 REMITTANCE	4,792.02	4,792.02
20120842	2012-03-19	SKEENA FUELS LTD.	10-2-31-90-00	14995	PAYMENT GAS	145.22	363.05
			30-2-41-40-10	14995	GAS	145.22	
			40-2-42-90-60	14995	GAS	72.61	
20120854	2012-03-27	SKEENA QUEEN CHARLOTTE REG'L DIS	10-1-53-20-10	Mar 2012	PAYMENT 1ST QUARTER REMITTANCE	(633.00)	14,559.00
			10-4-23-44-00	Mar 2012	1ST QUARTER REMITTANCE	14,832.00	
			10-4-23-44-01	Mar 2012	1ST QUARTER REMITTANCE	360.00	
20120855	2012-03-27	Stewart, McDannold, Stuart	10-2-12-10-50	60444	PAYMENT LEGAL FEES RE BYLAW ENFORCEMEN	1,395.91	1,464.56
20120843	2012-03-19	Thwaites, Carey	30-2-41-10-20	Mar 1 2012	PAYMENT MILEAGE-RETURN MR. WEI TO MASSET	50.47	50.47
20120820	2012-03-15	VILLAGE OF PORT CLEMENTS	10-4-12-90-00	Mar 14 201	PAYMENT CASH BATCH #4206 DEPOSIT	10.00	10.00
20120856	2012-03-27	XEROX CANADA LTD.	10-2-12-11-30	F43276078	PAYMENT USAGE FEES	86.06	90.29

Total 426,653.50

NB-1



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

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

REPORT TO COUNCIL

Author: Kim Mushynsky

Date: March 22, 2012

Re: Banking

Background: The Village of Port Clements has been doing its main banking at the Prince Rupert branch of CIBC. In 2011 our total service fees for CIBC were \$1012.36 with \$0.00 in interest revenue despite having an average balance of \$1.4 million dollars. I spoke to Barry Pages of NSCU on March 13, 2012 to determine what services and costs would be involved in switching to NSCU from CIBC.

Recommendation: NSCU is a local business offering us a package that would cost approximately \$660.00 per year in service fees and the potential for approximately \$7500.00 in interest revenue for 2012 based on 2012 anticipated cash balances (conservative figure). I recommend switching to NSCU both for the financial gain and to support on island business.

Respectfully submitted:

NB-1



NORTHERN SAVINGS

CREDIT UNION

Mrs. Kim Mushynsky
Village of Port Clements
PO Box 198
Port Clements, BC V0T 1R0

March 20, 2012

To: Mrs. Mushynsky,

Re: Proposal for Banking Services

Northern Savings is pleased to present a proposal for the banking services required by the Village of Port Clements. The Village of Port Clements is a valued community organization and Northern Savings appreciates the essential services that the Village provides to our remote communities.

The Village of Port Clements seeks banking services on Haida Gwaii and we would like to highlight that Northern Savings is the only financial institution that offers the "brick and mortar" operations on islands. Northern Savings realizes the need for banking services on Haida Gwaii and as such, has been the only financial institution to remain committed to this region.

Banking for the Village can be easily transacted at any of our two branch locations on island, all which have a dedicated business line-up, well-equipped to handle all of your banking, investment, and insurance needs, with staff that are committed, enthusiastic and highly trained. We aim to reduce wait-times while ensuring that your unique business needs are aptly met. In addition, Northern Savings' head office is located in Prince Rupert, which not only provides additional jobs in our community, but also offers quick and effective decision making to meet changing local needs.

Attached you will find our proposal which is presented in the format provided in the terms of reference. Notably, in this proposal, Northern Savings is pleased to offer the Village of Port Clements the following:

- a generous rate of return linked to prime on all deposits, including the chequing account which features a built in floor rate of 1.00%
- a flat, low, monthly account fee
- an electronic funds transfer system (included in the monthly account fee) that has proven to be a cost-effective and convenient resource for our commercial members

At Northern Savings our obligation to our membership goes beyond financial transactions. We are committed to developing partnerships with the individuals, businesses, and the communities we serve. Having been part of the North Coast for more than 70 years, Northern Savings has a long history of helping to build strong, resilient, and sustainable communities.

We are confident that you will be pleased with our proposal and we look forward to having you as our member and future partner. Should you have any questions on this proposal please feel free to contact us.

Yours truly,

Barry Pages
Commercial Accounts Manager

Administration Office

138 Third Avenue West
Prince Rupert, BC V8J 1K8
tel 250.627.3600
fax 250.627.3602

Masset

1663 Main Street, PO Box 94
Masset, BC V0T 1M0
tel 250.626.5231
fax 250.626.5498

Prince Rupert

138 Third Avenue West
Prince Rupert, BC V8J 1K8
tel 250.627.7571
fax 250.624.8297

Queen Charlotte

110 Causeway Street, PO Box 38
Queen Charlotte, BC V0T 1S0
tel 250.559.4407
fax 250.559.4729

Terrace

4660 Lazelle Avenue
Terrace, BC V8G 1S6
tel 250.638.7822
fax 250.638.7842



THE VILLAGE OF PORT CLEMENTS
WATER CONSERVATION PLAN
MARCH 2012

Introduction

We all use water in every aspect of our daily lives. So how do we ensure that there is enough for all our needs now and in the future? A new relationship between people and water needs to be established to ensure that there will be reliable water supplies for humans and our ecosystem both now and in the future.

Compared to many areas within Canada, Port Clements is rich in fresh water resources. However, water quality and abundance can lead to a false sense of security and worse yet, over consumption of a valuable resource. Most communities, including Port Clements, face rising costs in delivering water from the source to the user. Infrastructure needs associated with water delivery include source protection, distribution pipes, water treatment facility, reservoirs, pump stations, system monitoring and ongoing repairs and maintenance. To ensure that everyone has access to fresh and clean water a collection, treatment and distribution system is maintained year-round. Conservation is the cheapest form of increasing capacity. Less consumption will translate into lower treatment costs and deferred capacity related infrastructure upgrades.

Port Clements is committed to working towards the goal of recent BC legislation (outlined in the government's Living Water Smart policy) which demands that "fifty percent of new municipal water needs will be acquired through conservation by 2020". Water conservation is just good governance. Canadians, on average, use four times the amount of water of the average European (Brandes and Ferguson, 2003). Further, in BC water usage is even higher than the rest of Canada. According to the BC Government, British Columbians use an average of 490 litres per person per day while the rest of Canada uses 330 litres per person per day (2008 statistics). Statistics show that Port Clement's residents consume approximately 500 litres per person per day which is 2% above BC's average and 52% above the Canadian average. A water conservation strategy that reduces water usage will help to save energy, reduce carbon emissions and create a secure water future for the residents of Port Clements.

Port Clements Water Profile

Port Clements was incorporated in 1975 and has a population of 378 (2011 Census) and it is an aging population with 38% of our population over 50 years of age (2006 Census). Our population and usage is not heavily impacted by changing seasons. Our dominant water user sector is currently residential at 94% (see appendix #1).

We currently have two wells (drilled in 1993 and 1998) to service our current population. Well #1 is located at the water treatment plant and Well #2 is located at the Community Park. Well #1 yields water at a rate of 2.1 L/S and Well #2 yields water at a rate of 3.7 L/S. Well #1 is in

imminent need of replacement and will be investigated for our 2013 budgeted Capital expenditures. Port Clements maintains approximately 7km of potable and wastewater lines which service 222 water connections. We have three storage tanks which each have a capacity of 136m³. We use an aerated lagoon for our wastewater treatment whose outfall point flows into the Masset inlet at 53°41'38"N and 132° 10'35"W. Port Clements has historically had a problem with iron and manganese levels – both of which have repeatedly exceeded Health Canada's Canadian Drinking Water Quality (CDWQ) aesthetic objectives of 0.3 and 0.05 mg/L respectively (Piteau Associates Report, 2009). Port Clements' levels (Northern Labs June 2010 Analysis report) show iron at an average of 1.78 mg/L and manganese at an average of 0.60 mg/L between the two wells. Also, based on this same Northern Labs report, all metals levels tested below Health Canada's safe limits – however iron and manganese are present in levels which are not aesthetically pleasing for colour and taste but are not a health risk. Port Clements' water treatment system has recently undergone an upgrade (2012) which should address this issue.

With recent upgrades to our water treatment plant (2012) Port Clements now has an annual supply capacity of 182,865m³ and a current annual demand of 70,693m³ or 38% of maximum capacity. This improved capacity means we should be able to support a population of approximately 1000 people. While this gives us ample room for growth and development it does not mean that we should be complacent in water consumption and conservation.

The Village of Port Clements is currently going through a comprehensive revision of our Official Community Plan which we hope to complete by the end of 2012. The concepts set out in this Water Management plan will be captured in our Official Community Plan.

Water Conservation Plan

Goal #1 – Maximize efficiency of water use

1. Minimize leaks in water distribution system by developing and implementing a comprehensive leak detection and system maintenance program
2. By 2020 have water meters installed on all water connections within the Municipality**
3. Install water-saving plumbing fixtures in all new construction
4. Incorporate water conservation strategies into the Official Community Plan

Goal #2 – Educate, engage & empower residents of Port Clements in water management

1. Develop and implement an on-going communications strategy to share information with the community through print and electronic media.
2. Support education initiatives aimed at the Elementary school students to understand important water issues and learn about stewardship in their community.

3. Monitor and report on annual water usage.

Goal #3 – Ensure costs of water & sewer are shared fairly among benefitting parties

1. Create an equitable, consistent volume-based water pricing structure to coincide with meter installation.
2. Implement a conservation based sewer charge that is linked to water consumption also to coincide with the meter installation.

**** Water Metering****

Metering is widely accepted as a necessary first step for effective water management because meters:

- Provide a method of collecting time-series data that can be used to identify trends in water consumption and factors contributing to these trends
- Aids in detecting leaks in the system
- Makes it possible to quantify how much water individuals and businesses are using
- Enable the implementation of water and sewer pricing methods that promote water conservation.

Studies have shown that metered households that pay based on volume of water used typically use 20-50% less water than those charged at a flat rate.

(Cowichan Basin Water Management Plan 2007)

Monitoring and Evaluating Effectiveness

This plan is based on the best available information at the time of preparation. Recommended actions may have unintended consequences as well as the expected water management benefits. Monitoring is a critical element in a Water Management Plan. The results and effectiveness of actions must be monitored, reported and the plan amended if necessary.

The costs of specific actions have not been developed. As government funding programs are announced, opportunities will arise for sharing or offsetting the costs of these actions.

Goal #1 – Maximize efficiency

Leaks:

Systematically identify and document leaks in the system by June 30, 2013. Major leaks may need to be addressed as found, otherwise implement a plan to have 60% of the leaks fixed by December 31, 2014 and the remaining leaks fixed by December 31, 2016.

Water Meters:

Get quotes on a water metering system which is broke down by classification (commercial and residential) and is further broke down by sectors of the community by December 31, 2013. Get preliminary work done on a proposal to fund the implementation of meters and begin looking for funding sources in 2014. Via grants or internal financing, plan to have commercial hookups on water metering by December 31, 2014. Via grants or internal financing, plan to have residential hookups on water metering (potentially phased in by sectors within the community) by December 31, 2019.

Plumbing Fixtures:

Review all relevant Bylaws, to ensure that Port Clements' policies support the use of water saving plumbing fixtures for all new and major renovation projects, by December 31, 2012.

Official Community Plan:

Ensure that the goals of this document are reflected in the updated Official Community Plan which should be completed by June 30, 2013.

Goal #2 – Educate

Communication Strategy:

As new information becomes available ensure that it gets added to the Village of Port Clements' website and facebook page. Ensure that there is at least one section of the quarterly newsletter that is dedicated to water conservation issues.

Elementary School Education:

Meet with PCES Principal and SD#50 Superintendent to determine what types of curriculum are currently available in regards to water conservation by December 31, 2012. Work with them and support their initiatives to increase this type of education within the

school system. Beginning in 2013 have our Public Work's Superintendent offer to make presentations to the classes in regards to how water is "made" and why it is important to conserve our water resources.

Monitor & Report:

Beginning with our June 2013 Annual report, ensure that every year we are reporting on water usage. This report will build over the years as more data is acquired and trends and the effects of our Conservation Plan can be determined.

Goal #3 – Equality of Costs

Water Pricing:

Ensure that water pricing Bylaws are updated as meters become available to reflect the ability to link use with costs for users. For Commercial users this means that by the end of 2014 we should have updated the Water Fee Bylaw to allow for metered pricing for water and that by the end of 2019 we should also have done the same for Residential pricing. However, as residential meters may be phased in over a number of years, to be fair and equitable the use of metered pricing for Residential properties will only come into effect once all residences are metered.

Sewer Pricing:

Similar to the Water pricing, ensure that as meters are installed that the Sewer Fee Bylaw is updated to reflect our ability to link sewer costs with water usage.

Conclusion

A plan is only as effective as the people tasked to carry it out. This Water Conservation Plan is a living document which will need to be reviewed and updated on a regular basis to incorporate the impact of changes such as infrastructure, population, technology, climate change and changes in the types and ratio of water users within Port Clements.

Public Works, Administration, Mayor, Council and the Residents of Port Clements are all responsible to ensure that we are a water efficient community.

Appendix #1 – Service Connection Data (February 2012)

Service Connections	# of Connections	% of Connections
Residential (single family)	208	93.7%
Agricultural	000	00.0%
Commercial	008	03.6%
Industrial	001	00.4%
Institutional	005	02.3%
Other	000	00.0%
Total Connections	222	100.0%