



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: 250-557-4295
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Email: office@portclements.ca
Web: www.portclements.ca

7:00 p.m. Special Meeting of Council Monday, December 17th, 2018

AGENDA

1. ADOPT AGENDA

2. MINUTES

M-1 – November 26th, 2018 Special Council Meeting Minutes.

M-2 – December 3rd, 2018 Regular Council Meeting Minutes.

3. CORRESPONDENCE

C-1 – Commemorative Tree Planting – LGMA

4. GOVERNMENT

G-1 – Adoption of "The Amended Financial Plan for the years 2018-2022- Bylaw #449, 2018"

Recommended Motion:

THAT Council adopts "The Amended Financial Plan for the years 2018-2022- Bylaw #449, 2018," as presented.

G-2 - Letter of Support for NDIT Grant Writer Application Grant Application

Recommended Motion:

THAT Council supports the application to Northern Development Initiative Trust (NDIT) 2019 Grant Writer Support Program.

G-3- Letter of Support & NDIT Economic Development Application Grant Application

Recommended Motion:

THAT Council supports the application to Northern Development Initiative Trust (NDIT) 2019 Economic Development Capacity Building Program.

G-4—Regular Council Meeting Schedule for 2019 – CAO Decock.

5. In-Camera as per section 90(1)(j) of the Community Charter:

information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*.

6. ADJOURNMENT



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Minutes of the special meeting of the Port Clements Council held Monday, November 26, 2018 in Council Chambers.

Present:

Mayor Daugert
Councillor Cumming
Councillor Falconbridge
Councillor Gould
Councillor Kish

CAO Ruby Decock

Members of the Public and Press Present: No members present

Council moved from the In Camera meeting that started at 3:36 pm

Mayor Daugert called the meeting to order at 5:02 p.m.

CARRIED

1. RISE AND REPORT

2018-11-344 – Moved by Councillor Cumming, seconded by Councillor Kish

THAT Council Rise and Report on UB-1 Reconsidering or Rewording Motion IC-2018-11-145

IC-2018-11-151 - Moved by Councillor Cumming, seconded by Councillor Kish

THAT Council reconsiders Motion made by Councillor Kish, seconded by Councillor Cumming

THAT Council to put in an application for NDIT internship grant again and to Gwaii Trust Community Innovation Grant.

CARRIED

IC-2018-11-152 – Moved by Councillor Cumming, seconded by Councillor Kish

WHEREAS local governments can make application to receive a \$35,000 grant from the Northern Development Initiative Trust to host an intern under the Local Government Management Internship Program;

AND WHEREAS local governments wishing to host an intern are expected to show their commitment to the vision and goals of the Local Government Management Internship Program by committing sufficient financial and staffing resources to host an intern and by providing training and exposure opportunities for an intern;

THEREFORE BE IT RESOLVED that the Village of Port Clements Council support the application to host a Local Government Management Intern.

IC-2018-11-153 – Moved by Councillor Cumming, seconded by Councillor Kish
THAT Council supports submitting an application to the Community Innovative Grant for \$10,000 to supplement the NDIT intern application.

CARRIED

3. ADJOURN.

2018-11-345 - Moved by Councillor Cumming
THAT Council adjourns the regular Council meeting at 5:07 pm.

CARRIE

Doug Daugert
Mayor

Ruby Decock
CAO



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Minutes of the regular meeting of the Port Clements Council held Monday, December 3, 2018 in Council Chambers.

Present:

Mayor Doug Daugert
Councillor Teri Kish
Councillor Brigid Cumming
Councillor Kazamir Falconbridge
Councillor Norman Ian Gould

CAO Ruby Decock

Members of the Public and Press Present: Derek Potter, Maureen Bailey, Marilyn Bliss, Bev Lore, Christine Cunningham, Andrew Hudson

Mayor Daugert called the meeting to order at 7:04 p.m.

1. ADOPT AGENDA.

2018-12-346 – Moved by Councillor Falconbridge, seconded by Councillor Cumming
THAT Council adopts the agenda with the addition of G-3 Setting the 2019 Regular Council Meeting Schedule, and G-4 Applying for a Community Protection Plan Grant.
CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

3. MINUTES.

M-1—November 19, 2018 Regular Council Meeting Minutes
2018-12-347 – Moved by Councillor Gould, seconded by Councillor Cumming
THAT Council adopts the November 19, 2018 Regular Council Meeting Minutes as presented.
CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

BA-1— Rise and Report from November 19, 2018 In Camera Meeting

Council rose and reported on the motion that they made in-camera discussing staffing to submit a grant application to the NDIT Local Government Management Internship Program due on January 1st, 2019 for \$35,000 (\$5,000 of which goes to training); in addition an application is to be made to Gwaii Trust Society to cover \$10,000 to support the NDIT grant for the wages and benefits for the Intern.

BA-2—Rainbow Wharf
2018-12-348—Moved by Councillor Gould, seconded by Councillor Kish

M-2

THAT Council rescinds the liability waiver with O'Brien Road & Bridge Maintenance and O'Brien & Fuerst Logging Ltd that was dated November 24th, 2016.
CARRIED.

2018-12-349—Moved by Councillor Cumming, seconded by Councillor Falconbridge
THAT Council directs staff to access contract engineering services to assist in developing a request for proposals to repair Rainbow Wharf to a satisfactory condition to meet insurance requirements and the timing of which will be at staff's discretion.
CARRIED.

2018-12-350—Moved by Councillor Cumming, seconded by Councillor Kish
THAT Council allows variance from our purchasing policy to permit staff to sole-source all or part of the engineering services required for repairs to Rainbow Wharf.
CARRIED.

2018-12-351—Moved by Councillor Cumming, seconded by councillor Kish
THAT Council adopt interim load-limits for Rainbow Wharf as recommend by the Sea Force Consultants Report of 3500 kgs and maintain compliance to these load limits with a structure that limits access to small vehicles.
CARRIED

5. ORIGINAL CORRESPONDENCE

C-1 – North Coast Regional District Board Highlights

2018-12-352 – Moved by Councillor Cumming, seconded by Councillor Kish
THAT Council receives the Board Highlights from North Coast Regional District.
CARRIED.

6. FINANCE

7. GOVERNMENT

G-1—Christmas Bonus & Office Closure

2018-12-353 – Moved by Councillor Cumming, seconded by Councillor Kish
THAT Council closes the Village Office to the public from December 24th – December 28th inclusive and give staff a Christmas bonus of \$ 75 each.
CARRIED

G-2 —“The Amended Financial Plan for the years 2018-2022- Bylaw #449, 2018” 1st-3rd Reading

2018-12-354— Moved by Councillor Falconbridge, seconded by Councillor Cumming
THAT Council does the 1st, 2nd, and 3rd reading of “The Amended Financial Plan for the years 2018-2022- Bylaw #449, 2018,” as presented.
CARRIED

G-3 – 2019 Council Meeting Schedule

2018-12-355 – moved by Councillor Cumming, seconded by Councillor Kish
THAT Council table G-3 - 2019 Council Meeting Schedule until for December 17, 2018 meeting.
CARRIED

G-4 Community Wildfire Protection Plan – Motion to apply for \$25,000 for Community Wildfire protection Plan.

2018-12-356 moved by Councillor Cumming, seconded by Councillor Falconbridge
THAT Council applies for the \$25,000 grant for the Community Wildfire Protection Plan.
CARRIED

8. NEW BUSINESS

9. REPORTS & DISCUSSIONS

Councillor Kish: Public Housing group looking at starting to develop a housing society, discussion on Emergency Planning Committee – tsunami pole project update, update on queen charlotte barge update (debriefing), Community Wildfire Protection Grant, training programs available for Emergency training.

Councillor Gould: Nothing to report.

Mayor Daugert: Attended Energy Sufficient Island Presentation on Samsø Island in Norway, attended MIEDS meeting and elected as chair, identifying NDIT board looking at reducing funding to go towards programs to get the NDIT advisory committee to persuade the NDIT board member to continue the grant funding as presently functioning, update on Community Forest and issues around the profits that may come about

Councillor Falconbridge: Attended Special Meeting

Councillor Cumming: Community Futures AGM meeting & regular Community Futures

CAO Ruby Decock: Dealing with financial management budget, dealing with Gwaii Communications and preparing for year end rollover.

10. ACTION ITEMS

11. QUESTIONS FROM THE PUBLIC & PRESS

Press: *Why did Council decide to rescind the liability with O'Brien & Fueurst Logging Ltd and O'Brien Road & Bridge Maintenance Ltd.?*

Mayor Daugert – it was there to keep us from liabilities for when they were using it as they were using it and we gathered more information since that time and it's apparent from that information that we must stop overstressing the wharf until we hear from the Engineer and what our insurance provider says.

When does the 2019 budget planning happen?

It happens in February.

Maureen Bailey – commended Mayor Daugert on his recap of the Samsø Energy Presentation.

ADJOURNMENT

2018-12-357– Moved by Councilor Gould

THAT the meeting be adjourned at 8:20 PM.

CARRIED

Doug Daugert
Mayor

Ruby Decock
CAO



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REPORT TO COUNCIL

Author: Ruby Decock, CAO

Date: December 14, 2018

RE: Commemorative Tree Planting

Background

The purpose of this letter is to seek Council's approval to join other local governments across BC and plant a commemorative tree in recognition of local government professionals and their ongoing commitment to serve their communities.

At the 1919 Union of BC Municipalities Conference, a resolution was adopted establishing the Local Government Management Association of BC (then called the "Municipal Officers Association of BC"). For the past 100 years, the LGMA has worked to support the learning, leadership, and growth of local government professionals across the province.

To mark its 100th anniversary, the LGMA is encouraging all local governments in BC to plant a tree in celebration of a century of dedication, hard work, and innovation by local government professionals during Local Government Awareness Week, May 19-25, 2019.

The LGMA has partnered with BC Hydro's Community Regreening Program and will offer every local government in BC up to \$50 to purchase a tree of their choice in their climate zone. Local governments can choose one of two options:

1. Purchase a tree from existing suppliers and have the LGMA provide a reimbursement of up to \$50.
2. Select their preferred tree and place an order through LGMA for a cost of up to \$50. LGMA will arrange shipment of the tree to their community.

Selected trees will need to meet BC Hydro's requirements for [planting near powerlines](#). As well, a small, metal, weather-resistant commemorative plaque will be provided by the LGMA to be mounted near the tree. Plaques are made of a substrate coated in an aluminum composite and will be able to live outside in a variety of weather conditions.

Recommendation

That Council authorize staff to proceed with selecting a tree to plant in a location recommended by staff and hold a commemorative tree planting ceremony in recognition of the local government profession and ongoing commitment to the community.

C-1

IMPLICATIONS:

STRATEGIC (Guiding Documents Relevancy – Strategic Plan, Official Community Plan)
No Impact

FINANCIAL (Corporate Budget Impact)
The cost of a tree could amount more than \$50 and could be accounted for in the upcoming budget.

ADMINISTRATIVE (Policy/Procedure Relevancy, Workload Impact and Consequence)
The additional workload would require possibly ½ a day of administrative and public works time.

Respectfully submitted:

A handwritten signature in black ink that reads "Ruby Decker". The signature is written in a cursive style with a large, looping initial "R".



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REPORT TO COUNCIL

Author: Ruby Decock

Date: December 3, 2018

RE: Rationale for 2018-2022 Financial Management Plan Amendment

BACKGROUND

In September 2017, CAO Mushynsky resigned, leaving then Deputy Clerk Decock to become the Acting CAO. Acting CAO was then tasked with managing the Village of Port Clements operations, of which she had no prior experience except for the succession training that was cut short by 14 months.

The Acting CAO had to draft a budget from the existing budget and use it to project revenues and expenses based on Council's strategic priorities. A budget was approved without previous working knowledge or experience in budgeting.

"The Financial Plan for the years 2018-2022 - Bylaw #447, 2018" must be balanced annually. If for any reason there are changes in projected revenues and expenses, the budget must be amended. This is a legislative requirement.

DISCUSSION

The following changes were made to the budget:

Capital Projects:

Office Parking lot - Budget increased to expand the paved area. The original proposed area overlooked

General Operating:

Multiplex Utilities – the rates have increased.

Industrial Road Maintenance – Invoice was more than projected.

Fire Department License & Insurance – The rates have increased.

Wharf Insurance – The rates have increased.

NDI Grand Proposal Writer – Was increased because of MIEDS request to Council to cover benefits for Grant Writer (Council approved).

Administrative Travel— Monthly bank deposits require trip to Masset; previously deposits were done by employee who lived in Masset (did not incur cost).

Training – minor overage for travel

Legal Expense – Advice on Agreements (Telus, Gwaii Communications) and Policy Renew

Computer Software Expenses— Transfer of emails and licensing involving from old to new system

G-1

Advertising – Job advertisements, public notices.

Misc – Tax Sale Expenses – Redemption Interest is legislatively required to be paid out; was not accounted for in budget.

Custodian’s Wages – Contract was renewed at a higher rate

Mediation – self explanatory; it was not a projected cost.

CONCLUSION:

Council needs to increase budget so that it will balance. This is needed to be in legislative compliance.

IMPLICATIONS:

STRATEGIC

(Guiding Documents Relevancy –Community Charter, Local Government Act)

If we do not amend the budget, we will not be following legislation. Municipalities are legally required to have a balanced budget.

FINANCIAL

(Corporate Budget Impact)

In total, there will be an additional cost increase as per the budget print out.

ADMINISTRATIVE

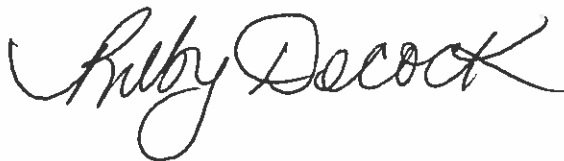
(Policy/Procedure Relevancy, Workload Impact and Consequence)

If the budget is not amended, then the municipality will not be following legislation. Should this occur it will increase staff time detailing with the auditors and Municipal Affairs and Housing. There will also be an increase in legal fees for the municipality to deal with the outcomes.

RECOMMENDATION

THAT Council adopt the bylaw to amend the 2018-2022 budget and carries out the 1st- 3rd readings at the December 3, 2018 Council Meeting and adopt the budget at a special meeting.

Respectfully submitted:



VILLAGE OF PORT CLEMENTS

BYLAW NO.449, 2018

**Respecting an Amendment to The Financial Plan for the
Years 2018-2022 Bylaw #447, 2018**

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 Amended Financial Plan for the Village of Port Clements for the years 2018- 2022 ending December 31, 2022.
2. This Bylaw may be cited for all purposes as "The Amended Financial Plan for the years 2018-2022- Bylaw #449, 2018".

READ A FIRST TIME THIS 1ST DAY OF DECEMBER, 2018.

READ A SECOND TIME THIS 1ST DAY OF DECEMBER, 2018.

READ A THIRD TIME THIS 1ST DAY OF DECEMBER, 2018.

RECONSIDERED AND FINALLY ADOPTED THIS __ DAY OF DECEMBER, 2018.

DOUG DAUGERT
MAYOR

RUBY DECOCK
CHIEF ADMINISTRATIVE OFFICER

CERTIFIED A TRUE COPY OF VILLAGE OF
PORT CLEMENTS AMENDED FINANCIAL PLAN, BYLAW NO. 449, 2018

**Village of Port Clements
2018-2022 Financial Plan
Statement of Objectives
of Bylaw No. 449, 2018**

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 2018. Government grants form the greatest proportion of revenue. The government grants that are included in this total include the following: \$436,000 for the small community Grant and the community works fund.

Property Taxes make up the second highest amount for 2018.

The third highest source of revenue is Other Sources of Revenue.

Objective

- For the 2018 – 2022 years to incorporate a 0% tax increase and 0% increase for both water and sewer in 2018, 2019 – 2022 there will be a 2.5% Cost of Living Allowance increase annually.
- Council has planned to incorporate local employment where possible, and encourage contractors bidding on works with the Village to utilize unemployed workers.

Table 1: Sources of Revenue

Revenue Source	% of Total Revenue	Dollar Value
Property taxes	28%	324,510.00
User Fees and charges	12%	140,150.00
Other sources	12%	140,625.00
Proceeds from borrowing	0%	0.00
Transfer from Reserves	11%	132,455.00
Government grants	37%	436,000.00
Total	100%	\$1,173,740.00

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)	56.8%	\$72,015.00
Utilities (2)	0.3%	\$473.00
Major Industrial (4)	0	\$0.00
Light Industrial (5)	21.9%	\$27,863.00
Business and Other (6)	19.4%	\$24,523.00
Managed Forest (7)	1.5%	\$1,968.00
Recreation/Non-profit (8)	0.1%	\$173.00
Farmland (9)	0	\$0.00
Total	100%	\$127,015.00

Permissive Tax Exemptions

- The Village did not issue permissive tax exemptions for 2018

G-1

	"Schedule A"				
Water Fund					
	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
Fees & Taxation	112,700	111,000	112,750	112,750	118,950
Grants	68,000	65,000	65,000	65,000	65,000
Total Revenues	180,700	176,000	177,750	177,750	183,950
Operating Expenses	92,700	84,550	86,550	86,750	92,950
Contribution to Reserves	0	0	0	0	0
Amortization & deferred revenue	88,000	91,450	91,200	91,000	91,000
Total Expenses	180,700	176,000	177,750	177,750	183,950
Surplus/ (Deficit)	0	0	0	0	0
	"Schedule A"				
Sewer Fund					
	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
Fees & Taxation	68,936	68,436	68,436	67,120	67,120
Grants & Transfers	0	0	0	18,800	3,580
Total Revenues	68,936	68,436	68,436	85,920	70,700
Operating Expenses	52,375	48,300	49,600	51,000	52,700
Contribution to Reserves	0	0	0	0	0
Amortization	9,000	18,000	18,000	18,000	18,000
Debenture	0	0	0	0	0
Total Expenses	61,375	66,300	67,600	69,000	70,700
Surplus/ (Deficit)	7,561	2,136	836	16,920	0

G-1

Schedule "A"					
General Fund					
	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
Property Tax- Municipal	127,000	130,175	133,429	136,765	140,184
Payments in Lieu	8,500	7,500	7,500	7,500	7,500
Sales of Services	10,150	9,900	10,050	10,050	10,200
Revenue From Own Sources	116,850	118,725	120,800	121,325	123,400
Unconditional Transfers	405,700	375,000	375,000	375,000	375,000
Conditional Transfers	140,625	390,625	90,625	90,625	90,625
Multi Purpose Building Revenue	12,950	13,100	13,300	13,400	13,500
Transfers From Reserves (deficit budget)	132,606	22,513	16,796	12,872	24,731
Collections for Other Agencies	189,010	189,510	189,510	189,510	189,510
Total Revenues	1,143,391	1,257,048	957,010	957,047	974,650
Legislative Expenses	46,450	53,500	48,550	50,650	51,750
General Administration	280,764	224,148	223,225	227,252	234,458
Fire Department	44,300	39,900	40,600	41,450	42,250
Emergency Services	1,750	1,500	1,500	1,500	1,500
Common Services	56,250	52,250	53,525	54,576	56,903
Wharf Services	22,725	315,610	15,870	15,980	16,150
Small Craft Harbour	25,500	16,000	16,000	17,100	17,700
Roads	66,630	54,400	56,150	45,000	46,900
Environmental Health	580	680	780	880	1,080
Environmental Development	51,500	3,900	3,900	3,900	3,900
Parks and Recreation	85,450	48,550	49,100	50,200	51,350
Cultural Buildings and Facilities					
Fiscal Services	2,200	2,000	2,000	2,000	2,000
Contributions to Reserves (surplus budget)	-30,518	0	0	0	0
Capital Expenses	90,000	65,000	65,000	65,000	65,000
Multi Purpose Building Expenses	69,800	58,100	59,300	60,050	62,200
Amortized asset contribution to reserve	132,000	132,000	132,000	132,000	132,000
Taxes Levied for Other Agencies	198,010	189,510	189,510	189,510	189,510
Total Expenses	1,143,391	1,257,048	957,010	957,047	974,650
Surplus/ (Deficit)	0	0	0	0	0

	"Schedule A"				
Capital Projects					
	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
General					
Road Improvements - Industrial Park Rd	0	300,000	0	0	0
Paving	137,000	0	0	0	0
Survey New Industrial Lot	25,000	0	0	0	0
Purchase Chevron Property	0	75,000	0	0	0
Public Works Equipment	75,000	0	0	0	0
Community Park	0	0	0	0	0
Fire Department Equipment	0	0	50,000	0	0
Sub-total General	237,000	375,000	50,000	0	0
Water					
Replace Water lines	0	250,000	0	0	0
Spare Pumps	0	0	0	0	0
Work out of Water Study	0	160,000	0	0	0
Sewer					
Lagoon upgrades for compliance	0	105,000	118,319	400,000	0
Engineering study	35,000	0	0	0	0
TOTAL REQUIREMENTS	272,000	890,000	168,319	400,000	0
SOURCES OF FUNDS					
General					
Water tower removal - GT Vibrant	10,000	0	0	0	0
Contributions (Industrial Road)	0	0	0	0	0
Grants	0	125,000	0	100,000	0
Village General Reserves	232,000	0	25,000	0	0
Village Gas Tax Deferred Income	50,000	65,000	150,000	40,000	0
Proceeds for logs on lot 100	0	0	0	0	0
Gwaii Trust and/or other grants	0	638,319	0	25,000	25,000
Sub-total General	292,000	828,319	175,000	165,000	25,000
Water					
Water Reserves	0	70,000	0	0	0
Grants for Water	0	115,000	0	0	0
Sewer					
Grants for Sewer upgrades	0	0	0	140,000	0
Sewer Reserves	0	0	0	120,000	0
TOTAL FUNDS PROVIDED	292,000	1,013,319	175,000	425,000	25,000

G-1

VILLAGE OF PORT CLEMENTS

General Revenue & Expense

General Ledger	Description	2018 Budget	2018 Actual
Taxes			
10-1-11-00-00	Property Tax - Municipal	(127,000.00)	(126,904.00)
* TOTAL Taxes		(127,000.00)	(126,904.00)
Payment in Lieu of Taxes			
10-1-21-00-00	Grant in Lieu - Federal	(1,300.00)	0.00
10-1-24-00-00	Grant in Lieu - Hydro	(5,400.00)	(5,203.76)
10-1-27-00-00	Grant in Lieu - Telus	(1,800.00)	(1,396.42)
* TOTAL Payment in Lieu of Taxes		(8,500.00)	(6,600.18)
Sales of Service			
10-1-12-99-99	Sales - Village Property	0.00	0.00
10-1-32-10-00	Taxes - School Tax Admin Fee	(2,100.00)	(2,120.48)
10-1-41-10-00	Sales - Photocopies	(600.00)	(395.35)
10-1-41-10-10	Sales - Faxes	(300.00)	(396.75)
10-1-41-10-20	Sales - Tax Searches & Commissioner	(650.00)	(530.00)
10-1-42-10-00	Misc. - Fire Protection Agreement	(450.00)	(600.00)
10-1-44-10-00	Sales - Garbage Tags	(50.00)	(6.00)
10-1-53-10-20	Rental -Weight Room	(2,000.00)	(1,511.85)
10-1-71-10-00	Rec Commission Revenue	(4,000.00)	(3,121.10)
* TOTAL Sales of Service		(10,150.00)	(8,681.53)
Revenue From Own Sources			
10-1-51-70-00	Biomass Recovery	(10,000.00)	(9,262.45)
10-1-51-20-00	Sales - Business Licenses	(1,600.00)	(1,320.00)
10-1-53-10-10	Rental - Gym	(150.00)	(150.00)
10-1-53-10-30	Rental - Ambulance	(6,600.00)	(6,783.96)
10-1-53-10-40	Dog Tag Revenue	0.00	(30.00)
10-1-53-10-50	Rental - St. Marks Church	(100.00)	(250.00)
10-1-53-10-70	Rental - Sunset Park Campground	(6,000.00)	(8,260.46)
10-1-53-10-80	Rental - CBC Site	(900.00)	(1,400.00)
10-1-53-20-00	Rental - Clinic	(8,400.00)	(8,487.60)
10-1-53-20-10	Garbage Admin	(3,500.00)	(1,845.00)
10-1-56-10-00	Property Tax Penalties	(6,000.00)	(6,029.79)
10-1-56-10-10	Property Tax Arrears Interest	(1,200.00)	(1,015.42)
10-1-56-10-15	Delinquent Tax Interest	(600.00)	(613.90)
10-1-59-90-00	Interest Revenue	(35,000.00)	(30,021.57)
10-1-59-90-01	Large Wharf fee for use	(6,500.00)	(9,276.34)
10-1-59-90-10	Small Craft - Electricity Revenue	(6,500.00)	(6,775.00)
10-1-59-90-20	Small Craft - Fee for Use	(24,000.00)	(23,593.26)
* TOTAL Revenue From Own Sources		(117,050.00)	(115,114.75)

G-1

Multi Purpose Building Rental

10-1-53-10-11	MPBC Library Revenue	(10,000.00)	(9,350.00)
10-1-53-10-12	MPBC Space rental	(2,750.00)	(3,986.91)
* TOTAL Multi Purpose Building R		(12,750.00)	(13,336.91)

Unconditional Transfers

10-1-62-10-00	Grants - Small Community Protection	(386,000.00)	(405,701.00)
* TOTAL Unconditional Transfers		(386,000.00)	(405,701.00)

Conditional Transfers

10-1-59-10-00	Misc. - Donations	(100.00)	(820.38)	
10-1-59-10-10	Misc. - NSF & Sundry Charges	(25.00)	0.00	
10-1-59-10-20	Miscellaneous	(500.00)	1,395.31	
10-1-75-10-00	Grants - Misc.	(50,000.00)	(26,030.03)	
10-1-89-00-00	Community Works Fund Cond.Transfer	(50,000.00)	(136,973.16)	Transferred for Parking Lot
10-1-89-10-30	Grants - GT - Christmas	(10,000.00)	(10,000.00)	
10-1-89-10-40	Grants - GT - Community Events Program	(5,000.00)	(5,000.00)	
10-1-89-10-70	Grants - NDI Proposal Writer	0.00	(6,398.44)	
10-1-89-10-71	Economic Dev. Fund	(25,000.00)	(50,000.00)	
10-1-89-10-90	GT Concession Stand Revenue	0.00	0.00	
* TOTAL Conditional Transfers		(140,625.00)	(233,826.70)	

Reserves

10-1-92-10-00	Transfers From Reserves	(132,606.00)	0.00
* TOTAL Reserves		(132,606.00)	0.00

Collections for Other Agencies

10-1-98-10-00	Taxes - School Residential	(80,000.00)	(79,570.96)
10-1-98-10-10	Taxes - School Non-residential	(34,000.00)	(27,651.86)
10-1-98-20-00	Taxes - SQCRD	(30,000.00)	(29,740.74)
10-1-98-20-10	Taxes - Regional Hospital	0.00	0.00
10-1-98-20-20	Taxes - NW Regional Hospital	(15,000.00)	(21,496.92)
10-1-98-20-30	Taxes - Police	(15,000.00)	(13,260.39)
10-1-98-30-10	Taxes - BCAA	(2,000.00)	(1,441.02)
10-1-98-30-20	Taxes - MFA	(10.00)	(6.17)
10-1-98-40-00	Taxes - VIRL	(13,000.00)	(11,023.65)
* TOTAL Collections for Other Ag		(189,010.00)	(184,191.70)
** Total Revenues		(1,123,691.00)	(1,094,356.77)

Legislative Expenses

10-2-11-10-00	Council Remuneration	17,000.00	14,166.67
10-2-11-10-10	Council Training Expense	5,000.00	652.11
10-2-11-10-20	Council Travel	9,000.00	1,794.74
10-2-11-10-30	Council Benefits Expense	750.00	637.77
10-2-11-10-40	Council Membership Expense	1,700.00	1,393.90
10-2-11-10-50	Council Grants Awarded	13,000.00	8,027.60
* TOTAL Legislative Expenses		46,450.00	26,672.79

General Administration

10-2-12-10-00	Administrative Wages	160,000.00	144,437.13	Funds located from incorrect coding.
10-2-12-10-10	Administrative Benefits	26,000.00	22,550.29	
10-2-12-10-15	NDI Grant Proposal Writer	4,650.00	0.00	
10-2-12-10-20	Administrative Travel	3,000.00	2,874.48	
10-2-12-10-25	Training	10,000.00	7,812.48	
10-2-12-10-30	Membership Fees	650.00	650.00	
10-2-12-10-40	Audit & Accounting Expense	8,000.00	8,000.00	
10-2-12-10-50	Legal Expense	7,000.00	8,674.12	Policy reviews, agreement reviews, crown grant
10-2-12-10-51	Mediation	1,560.00	1,560.00	
10-2-12-11-00	Office Supplies	5,254.00	2,992.35	
10-2-12-11-10	Website Fees	3,000.00	3,777.83	
10-2-12-11-20	Computer Software Expenses	4,300.00	4,017.11	
10-2-12-11-30	Administrative Operating Costs	4,000.00	3,951.04	
10-2-12-11-40	Supplies	300.00	283.60	
10-2-12-11-50	Advertising	3,500.00	3,109.82	
10-2-12-11-60	Postage Expense	1,500.00	1,275.95	
10-2-12-11-70	Misc. - Tax Sale Expenses	350.00	3,523.48	
10-2-12-13-00	Elections Expense	5,000.00	4,321.36	
10-2-12-14-10	Custodian's Wages	6,000.00	5,103.00	
10-2-12-14-30	General Insurance Expense	14,500.00	13,736.24	
* TOTAL General Administration		268,564.00	242,650.28	

Fire Department

10-2-24-60-00	FD - Training	4,000.00	0.00	
10-2-24-60-10	FD - Fire Fighters	500.00	0.00	
10-2-24-70-00	FD - Repairs & Maintenance	6,500.00	5,620.67	
10-2-24-70-10	Firehall Utilities	12,500.00	11,737.77	
10-2-24-70-20	FD - License & Insurance	4,500.00	5,207.33	increased rates
10-2-24-80-00	FD - Equipment	8,000.00	5,777.79	
10-2-24-80-10	FD - Fuel	1,500.00	1,043.08	
10-2-24-90-00	Firehall Janitorial	2,800.00	2,912.31	extensive cleaning in gym
10-2-24-90-10	Weight Room	2,000.00	911.81	
* TOTAL Fire Department		42,300.00	33,210.76	

G-1

Emergency Services

10-2-25-00-00	Emergency Committee	1,500.00	1,724.23	Prepaid error
* TOTAL Emergency Services		1,500.00	1,724.23	

Common Services

10-2-19-00-00	Misc. - PW Shed Utilities	1,000.00	968.16
10-2-31-00-00	Common Services - Wages	40,000.00	27,969.00
10-2-31-00-10	Common Services - Benefits	6,400.00	5,788.63
10-2-31-00-20	Common Services - Misc	1,850.00	165.00
10-2-31-30-00	Training - Public Works General	7,000.00	428.50
* TOTAL Common Services		56,250.00	35,319.29

Wharf

10-2-34-00-00	Wharf - Wages	600.00	945.66	
10-2-34-00-10	Wharf - Benefits	150.00	182.20	
10-2-34-00-12	Wharf Insurance	1,300.00	1,325.00	
10-2-34-00-15	Wharf Hydro	650.00	390.41	
10-2-34-00-20	Wharf - Maintenance	20,000.00	6,642.88	Waiting on invoice
* TOTAL Wharf		22,700.00	9,486.15	

Small Craft Harbour

10-2-34-00-30	Small Craft Harbour- Wharfinger Expense	0.00	0.00
10-2-34-00-40	Small Craft Harbour - Hydro Expense	9,000.00	7,203.39
10-2-34-00-50	Small Craft Harbour- Insurance Expense	0.00	0.00
10-2-34-00-60	Small Craft Harbour - Legal Expenses	500.00	0.00
10-2-34-00-70	Small Craft Harbour- Maintenance	6,000.00	2,249.19
10-2-34-00-71	Boat Launch and parking lot	10,000.00	8,303.04
* TOTAL Small Craft Harbour		25,500.00	17,755.62

Roads

10-2-12-99-60	Public Works Truck	2,000.00	0.00
10-2-31-90-00	Common Services - Fuel	1,500.00	1,283.46
10-2-31-90-10	Public Work's Truck Insurance	1,500.00	822.89
10-2-31-90-20	Tractor Insurance	370.00	361.00
10-2-31-90-21	Tractor Expense	160.00	317.41
10-2-32-31-00	Street Maintenance	10,850.00	10,860.82
10-2-32-37-00	Street Sanding	6,000.00	106.72
10-2-32-37-10	Industrial Road Maintenance	5,000.00	4,670.25
10-2-32-37-20	Ditching	14,000.00	4,550.55
10-2-32-50-00	Hydro - Street Lights	14,000.00	14,459.95
10-2-32-90-00	Tools & Equipment	7,250.00	4,023.36
10-2-71-89-40	Brushing Operating Expense	4,000.00	447.53
* TOTAL Roads		66,630.00	41,903.94

Environmental Health

10-2-43-00-00	Common Services - Garbage Expense	500.00	118.96
10-2-43-00-10	Garbage Tags / Dumpster Fees	80.00	0.00
* TOTAL Environmental Health		580.00	118.96

Environmental Development

G-1

10-2-52-00-00	Clinic R&M	50,000.00	1,208.87	problem getting contract
10-2-72-50-00	Ambulance O&M	1,500.00	525.82	
* TOTAL Environmental Developmen		51,500.00	1,734.69	

Parks & Recreation

10-2-12-71-00	Mowing expense	0.00	2,647.14	New account created to track costs
10-2-12-71-10	Community Park Washrooms	250.00	0.00	
10-2-12-71-01			352	New account created to track costs
10-2-71-21-00	Community Hall Grounds Keeping	1,000.00	213.25	
10-2-71-21-01	Community Hall Utilities	0.00	0.00	
10-2-71-89-00	Community Park O & M	24,000.00	16,439.22	
10-2-71-89-10	Beautification	4,000.00	3,976.09	
10-2-71-89-20	Millenium Park O & M	3,800.00	1,432.00	
10-2-71-89-30	Sunset Park O & M	19,000.00	13,421.64	
10-2-71-89-45	Museum Grounds keeping	3,100.00	1,909.58	
10-2-71-89-50	Cemetary	900.00	166.36	
10-2-72-50-10	Tourism Expense	8,000.00	3,655.71	
10-2-72-50-11	Entrance Sign Install	0.00	0.00	
10-2-72-91-00	St. Mark's Expense	5,000.00	4,753.41	
10-2-75-00-00	Recreation Commission	16,400.00	2,662.39	
* TOTAL Parks & Recreation		85,450.00	51,628.79	

MPBC Operating Expenses

10-2-71-21-10	MPBC Fuel	12,000.00	6,406.50	
10-2-71-21-11	Library o+m	3,000.00	2,673.00	
10-2-71-21-12	MPBC Grounds keeping	8,000.00	5,806.09	
10-2-71-21-15	MPBC Utilities	13,000.00	15,543.59	Increased fuel costs
10-2-71-21-20	MPBC Janitorial	3,400.00	3,470.92	Contract renewed
10-2-71-21-25	MPBC Insurance	6,350.00	7,088.00	
10-2-71-21-30	Biomass Expenses	16,000.00	17,531.82	Increased costs
* TOTAL MPBC Operating Expenses		61,750.00	58,519.92	

Debt Services

10-2-81-90-00	General Service Charges	1,700.00	1,684.02	
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G-1

10-2-81-90-10	Bad Debts Expense	500.00	0.00
10-2-81-90-20	Till Over/Short	0.00	33.58
*	TOTAL Debt Services	2,200.00	1,717.60

Contributions to Reserves

10-2-81-90-30	Transfer to/from Reserves	0.00	0.00
10-2-82-22-00	Transfers To Reserves	0.00	0.00
*	TOTAL Contributions to Reserve	0.00	0.00

Grants & Misc.

10-2-12-32-00	GT - Community Events Program	5,000.00	5,000.00
10-2-12-99-11	NDI Economic Dev Fund	75,000.00	50,000.00
10-2-12-99-30	Misc. - GT - Christmas	10,000.00	4,230.00
*	TOTAL Grants & Misc	90,000.00	59,230.00

Waiting for expenses

Amortized Asset

10-2-28-19-40	Amortized Asset Expense	132,000.00	0.00
*	TOTAL Amortized Asset	132,000.00	0.00

Taxes Levied-Other Gov't

10-2-84-10-00	Taxes - SQCRD	30,000.00	29,741.00
10-2-88-11-00	Taxes - School Residential	80,000.00	79,570.96
10-2-88-11-10	Taxes - School Non-residential	34,000.00	27,651.86
10-2-84-20-00	Taxes - VIRL	13,000.00	11,024.00
10-2-84-20-10	Taxes-Police	15,000.00	13,260.38
10-2-88-20-00	Taxes - Regional Hospital	0.00	0.00
10-2-88-20-10	Taxes - NW Regional Hospital	15,000.00	21,497.00
10-2-88-30-00	Taxes - BCAA	2,000.00	1,440.73
10-2-88-30-10	Taxes - MFA	10.00	0.00
10-2-88-40-00	PILT's For Others	500.00	0.00
*	TOTAL Taxes Levied-Other Gov't	189,510.00	184,185.93
**	TOTAL Expenses	1,142,884.00	765,858.95
***P	Surplus/Deficit	19,193.00	(328,497.82)

*** End of Report ***



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

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REPORT TO COUNCIL

Author: Ruby Decock, CAO

Date: December 14, 2018

RE: MIEDS Letter of Support for 2019 Grants

BACKGROUND:

The Misty Isles Economic Development Society (MIEDS) was established in 2008 following the initialing of the Land Use Plan. A non-profit society dedicated to economic development, MIEDS represents the communities of Masset, Port Clements, Queen Charlotte, Sandspit, and NCRD Area D (rural Graham Island). The organization was created to enable coordinated efforts between island communities and pursue joint economic development activities.

Economic development accords were signed by the communities and the Haida Nation, and represent shared economic development priorities that provide direction in moving our island communities forward (Economic Development Accord & Economic Development Understanding).

The Grants Manager is an employee of MIEDS, who reports to the Economic Development Manager (EDM) and provides grant writing support to the three municipalities on Haida Gwaii; Masset, Port Clements, and Queen Charlotte and the rural areas represented by the regional district. Funding for this position is provided through grants from the Northern Development Initiative Trust (NDIT) and contributions from the municipalities and MIEDS.

The Grants Manager works on grant applications for projects related to infrastructure, social services, recreation, arts, culture, heritage, economic development, and other areas.

The Grants Manager works with the Corporate Administration Officer's and civic administrators to identify projects, match them with grant funding opportunities, and develop grant applications. Maintaining relationships with the Corporate Administration Officer's and civic administrators is integral to the position. The Grants Manager will normally work out of the MIEDS office in Queen Charlotte, but may work elsewhere on Haida Gwaii by mutual agreement.

G24 G3

DISCUSSION:

Funding for both the Grants Manager and MIEDS Economic Development office provides supportive services for the Village of Port Clements (VOPC) . The Village of Port Clements does not have the capacity to carry out grant writing and economic development projects. Supporting these applications provides support to VOPC in these departments.

CONCLUSION:

Without this additional support from MIEDS in grant writing and economic development services, the VOPC staff’s workload would become burdensome.

IMPLICATIONS:

- STRATEGIC** (Guiding Documents Relevancy – Strategic Plan, Official Community Plan)
Not Applicable.
- FINANCIAL** (Corporate Budget Impact)
Will impact the budget if grants and economic development are not a continued service. Will increase the budget for hiring a grant writer.
- ADMINISTRATIVE** (Policy/Procedure Relevancy, Workload Impact and Consequence)
Staff will have more time to deal with VOPC regular business.

RECOMMENDATION

THAT Council supports the application to Northern Development Initiative Trust (NDIT) 2019 Grant Writer Support Program.

THAT Council supports the application to Northern Development Initiative Trust (NDIT) 2019 Economic Development Capacity Building Program.

Respectfully submitted:



G2-G3

MIEDS Grant Manager Position Overview

Position Outline

The Grants Manager is an employee of MIEDS, who reports to the Economic Development Manager (EDM) and provides grant writing support to the three municipalities on Haida Gwaii; Masset, Port Clements, and Queen Charlotte and the rural areas represented by the regional district. Funding for this position is provided through grants from the Northern Development Initiative Trust (NDIT) and contributions from the municipalities and MIEDS.

The Grants Manager works on grant applications for projects related to infrastructure, social services, recreation, arts, culture, heritage, economic development, and other areas. The Grants Manager works with the Corporate Administration Officer's and civic administrators to identify projects, match them with grant funding opportunities, and develop grant applications. Maintaining relationships with the Corporate Administration Officer's and civic administrators is integral to the position. The Grants Manager will normally work out of the MIEDS office in Queen Charlotte, but may work elsewhere on Haida Gwaii by mutual agreement.

Workload and Reporting

The Grants Manager is required to work 1,400 hours before December 31st of a calendar year, and must apply for at least \$600,000 worth of grants; which includes [a minimum of \$150,00 for each local government]. Through ongoing communication, the Grant Manager will work with the Village and Regional District civic administrators to identify projects that require funding. The municipalities will rank their projects from high to low priority, and the Grants Manager will compile a list of available grants. The Grants Manager must dedicate time to projects identified by CAO's as high priority in each municipality. Requests for grant writing support from non-profit societies will be evaluated based on support from the villages and regional districts. The Grants Manager's ultimate goal is to maximize the amount of funding successfully awarded to initiatives on Haida Gwaii.

Benefit of Pooling Resources

The three municipalities and the regional district pool NDIT grant resources combined with a top-up contribution through MIEDS in order to fund a Grant Manager position that provides service to all contributors. The benefit to this arrangement is that it's a cost-effective way for the contributors to access regular grant writing services and it allows a person in our communities to enjoy gainful employment. It is a client service approach in which MIEDS provides service to the contributors.



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REPORT TO COUNCIL

Author: Ruby Decock

Date: December 12, 2018

RE: Schedule of Council Meeting

BACKGROUND:

As per section 127 of the *Community Charter* and section 7 of *Procedural Bylaw 422, 2015*, Council must publish the date and times of Council meetings for the year. The meetings are to be scheduled on the 1st and 3rd Mondays of month. Council must complete this prior to January 15, 2018.

DISCUSSION:

I looked online to see what other small municipalities have done for their scheduling. I have included the number of meetings held by adjacent communities and a couple of communities of similar size.

Municipality	Number of Meetings per month in 2018												Total # Meetings
	JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEPT	OCT	NOV	DEC	
Masset	2	2	2	2	2	2	2	2	2	2	2	1	23
Queen Charlotte	2	2	2	2	2	2	2	2	2	2	2	2	24
VOPC	2	2	2	2	2	2	2	2	2	2	2	1	23
Ashcroft	2	1	2	2	2	2	1	1	1	1	2	1	18
Granisle	1	2	2	2	2	2	1	1	2	2	2	2	21
Chase	2	2	2	1	2	2	1	1	1	1	2	2	19

G-4

When I reviewed the list of communities, the reasons for reduction in the number of meetings was to account for summer holidays by staff or members of Council, September had one less meeting normally due to the Union of BC Municipalities conference held each year. Additional meetings in the fall were less in other municipalities due to Strategic Planning and Committee of the Whole Meetings held monthly in conjunction with Council meetings throughout the year.

This year, Council had planned not to have the second meeting in December to try it out; however, it was impractical due to grant deadlines and budget amendments. In the end Council will be calling a Special meeting of Council to complete the second reading of the budget amendment and motions required for funding applications.

CONCLUSION:

If Council is considering reducing the number of Council meetings, it would be beneficial to reduce the number of meetings during the busy times such as elections, Council training, Council conventions and staff holidays.

IMPLICATIONS:

- STRATEGIC** (Guiding Documents Relevancy – Strategic Plan, Official Community Plan)
Will only impact Strategic Planning if Special Meetings are not called to address Council business.

- FINANCIAL** (Corporate Budget Impact)
There is no financial impact unless motions for grant funding cannot be done prior to grant deadlines.

- ADMINISTRATIVE** (Policy/Procedure Relevancy, Workload Impact and Consequence)
This will give staff more time to prepare for Council meetings and assist with their planning work deliverables to Council and the province.

RECOMMENDATION

Reduce the number of meetings for the 2019 year to exclude meeting on the first Monday/Tuesday in January, July, and November.

Respectfully submitted: 