



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

36 Cedar Avenue West
PO Box 198
Port Clements, BC
V0T1R0
OFFICE: 250-557-4295
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Web: www.portclements.ca

10:30 AM Special Meeting of Council, Thursday, October 29, 2026

AGENDA

This meeting of the Council of the Village of Port Clements being held on the traditional territory of the Haida People.

1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. PUBLIC COMMENT REGARDING AGENDA ITEMS

4. GOVERNMENT

G-1 – APPLICATION FOR CANADA SUMMER JOBS GRANT

Recommended Motion:

That Council approves staff or the Grant Writer Contractor to apply for the Canada Summer Jobs Grant.

G-2 – APPLICATION FOR NORTHERN DEVELOPMENT INITIATIVE TRUST (NDIT) GRANT WRITER GRANT

Recommended Motion:

That Council approves staff or the Grant Writer Contractor to apply for the 2027 Northern Development Initiative Trust Grant Writer Grant.

G-3 – APPLICATION FOR NDIT BUSINESS FAÇADE GRANT- See attached report

Recommended Motion:

That Council approves staff or the Grant Writer Contractor to apply for the 2027 Northern Development Initiative Trust Business Façade Grant.

G-4 – APPLICATION FOR NDIT LOCAL GOVERNMENT INTERNSHIP GRANT

Recommended Motion:

That Council approves staff or the Grant Writer Contractor to apply for the 2027/28 NDIT Local Government Internship Grant.

G-5 - PORT CLEMENTS HISTORICAL SOCIETY

5. ADJOURN TO CLOSED MEETING

Community Charter s.90(1) a part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

(c) labour relations or other employee relations;

(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; (i.1) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 18.1 of the Freedom of Information and Protection of Privacy Act;

6. ADJOURNMENT

Grant Writing Support Application Guide



Program Overview

The Grant Writing Support program provides annual funding for a grant writing position in a local government or First Nation band within the Trust's service region.

Funding Terms

- Up to \$8,000 grant, to a maximum of 76% of eligible grant writer wages, each calendar year.

The program supports up to 54 grant writing positions across central and northern B.C. annually. Please note that there are a limited number of spots available.

Application Intake Deadlines

Northern Development approves Grant Writing Support projects on an annual basis.

Applications are accepted starting November 1 and must be received prior to midnight on January 31 to be eligible for consideration in that funding year.

Eligibility

Eligible Applicants

*All applicants must be located within [Northern Development's service region](#).

- Local governments (municipalities, regional districts)
- Registered First Nations bands

Eligible Grant Writing Positions

- Dedicated full-time, part-time or on-demand grant writer (staff or contract position)
- Full-time or part-time staff member where the grant writing portion of the job is at least 30% of the total workload
 - A copy of the job description specifying the % of time allocated to grant writing must be provided to Northern Development

Ineligibility

Ineligible Positions

- Local government combined economic development/grant writer positions where the position is approved under the Economic Development Capacity Building program
- Salary or contract positions for:
 - Combined chief administrative officer/grant writer
 - Combined chief financial officer/grant writer
 - Combined band administrator (or manager)/grant writer
 - Combined positions where grant writing is less than 30% of the total workload

Ineligible Costs

- GST
- Costs incurred in time periods outside the calendar year approved for funding support
- CPP, EI, WCB and other benefits, bonuses, or allowances such as vehicle, phone, or living
- Costs related to recruiting, hiring, or relocating
- Travel, office expenditures, and costs other than wages

Application and Program Requirements

All applicants are required to submit the following documents. Only applications that meet these requirements will be processed.

- Complete [Application Form](#)
- For combined positions, job description specifying the % of time spent on grant writing
- If the grant writer is unknown at the time of the application, the About the Grant Writer section of the [Application Form](#) must be provided to Northern Development prior to the grant writer starting employment

Application Assessment

- Northern Development staff will contact the applicant within 30 days of receiving the application
- Northern Development staff will provide written notification of the funding decision

Reporting

The applicant must submit a final report **by February 28** of the following year in order to receive a reimbursement for the approved calendar year. Applicants will have until May 31 to submit any revised reporting or requested information. Applicants are required to submit the following documents:

- Complete [Annual Reporting Form](#)
- List of grants applied for by the grant writer during the approved calendar year, verifying a minimum of \$200,000 grants applied using the [Reporting Attachment](#)

To Apply

Please review all program documents in detail as incomplete applications will not be considered.

Completed application forms with all supplementary materials are to be provided electronically through the [Online Application System](#).

Resources

- [Funding Program Matrix](#)
Available funding programs and eligibility criteria.

Questions?

Northern Development Initiative Trust

301-1268 Fifth Avenue
Prince George, BC V2L 3L2

250-561-2525

info@northerndevlopment.bc.ca

www.northerndevlopment.bc.ca

Application Requirements – Step by Step

Select the program you want to apply to from the Active Programs menu.

*Please note that applications should contain all relevant information requested as part of the application form. Fields with a **red asterisk *** are mandatory and will need to be completed before you can proceed further through the application form.*

Applicant and Project Information

- Information about you, and the organization you are applying for, will populate automatically. Input the name of the project, the project's proposed start and end date, a concise description of the project and its rationale.
- You also have the option to include additional milestones/dates related to your project.
- Enter the planned projects that the grant writer is expected to focus on.

Project Funding Information

- Enter the detailed project budget, including all relevant expense items, into the budget section. You will have the ability to upload any quotes in this section that support the budget.
- Enter the grant amount you are requesting from Northern Development. Please refer to the program guide for funding terms.
- Enter all other funding sources. For funding sources that are confirmed, you will need to provide the date the funding was confirmed and upload a confirmation document. For funding sources that are NOT confirmed, you will provide the expected date of the funding decision. This information is required to proceed further with the application.
- *Please note that the application will not proceed further if the project budget and funding are not balanced.*

Attachments

- Through the application form, you will be prompted to upload documents, required or optional, that support information supplied as part of the application. The Attachment section is where you can upload any additional documents that you want to submit that supports the project scope, rationale or other details.

Grant Writer Supervisor

- Provide details about the grant writers supervisor

About the Position

- Select the grant writer position type (FT, PT, on-demand, combined position, etc.)
- Provide additional details about the position such as title, wage, percentage of time dedicated to grant writing activities, if applicable.

Attachments

- Upload job description

About the Grant Writer

- Provide the grant writers location, contact details and background/qualifications.



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REPORT TO COUNCIL

Author: Ruby Decock, Contractor
Date: October 28, 2026
RE: NDIT Business Facade Grant Application

BACKGROUND:

The Northern Development Initiative Trust (NDIT) is a provincially funded independent, non-profit corporation to deliver funding programs to stimulate economic growth in Northern BC.

Their Business Façade Improvement program provides annual grant funding for local governments to enhance economic development by encouraging private sector investment in businesses façade improvements (source: <https://www.northerndevlopment.bc.ca/funding-programs/community-development/business-facade-improvement/>).

DISCUSSION:

Municipalities can apply to NDIT to administer up to \$20,000 in the 2027 year to award local businesses funding from the Business Façade Improvement program. This funding is to provide Port Clements businesses matching funds up to \$5000 for improving their business façade. Deadline for applications is due on October 31, 2026 and all NDIT funding applications require a resolution of support from Council.

Although municipal operations will not directly benefit from the grant, it aligns with the *Official Community Plan Bylaw #490, 2025, 1.4(3) Work in partnership with the business community and tourism associations on a variety of community initiatives to enhance the year round appeal of Port Clements to tourists, and to attract, over the long term, new investment in tourist commercial facilities.*

The Village previously had received this grant funding back in 2018/2019 and were able to award two businesses with business façade grants. The Village has not applied for this grant since because previous grant requirements restricted businesses to a one-time funding. NDIT has now revised their program to permit repeat business applicants funding to the program with the restriction that façade projects will not be duplicated from year to year (i.e. painting done in 2027 will not be re-painted in 2028).

CONCLUSION:

Applying for the 2027 NDIT Business Façade Improvement grant presents a valuable opportunity to stimulate local economic growth and enhance the visual appeal of Port Clements. While the municipal operations do not financially benefit from the funding, it helps advance Council's economic development goals and strategies stated within the *Official Community Plan Bylaw #490, 2025*.

STRATEGIC (Guiding Documents Relevancy – Strategic Plan, Official Community Plan)

Aligns with the Official Community Plan

FINANCIAL (Corporate Budget Impact)

There is no financial commitments required for this grant. The grant is a "flow-through" grant where the municipality receives the funding and disperses the grants to businesses. No administration fees will be collected for the municipality.

ADMINISTRATIVE (Policy/Procedure Relevancy, Workload Impact and Consequence)

Staff will be required to administer the Business Façade Improvement program. Staff workload will involve:

- Advertise the funding program;
- Receive, screen, and award applications for funding;
- Distribute funding
- Grant reporting

RECOMMENDATIONS:

That Council approves staff or the Grant Writer Contractor to apply for the 2027 Northern Development Initiative Trust Business Façade Improvement Grant.

Respectfully submitted:

Ruby Decock, Deputy Corporate Officer Contractor

Business Façade Improvement Application Guide



Program Overview

The Business Façade Improvement program provides annual grant funding for local governments to enhance economic development by encouraging private sector investment in businesses façade improvements.

Funding Terms

Up to \$20,000 in grant funding each calendar year

- Grant covers up to 50% of eligible façade improvement costs, to a maximum of \$5,000 per façade improvement project.
- Applicants with \$10,000 or more in unspent approved funding from the previous year must carry those funds forward for one additional calendar year only, after which they are not eligible for further carry-forward and a new application is required.
- Applicants that have not committed more than 50% of approved funding within the last two years may apply for up to \$10,000 in grant funding or submit supporting evidence of full program subscription to apply for the maximum \$20,000

Application Intake Deadlines

Northern Development approves Business Façade Improvement applications on an annual basis. The application intake will be opened October 1, for the upcoming calendar year, once a program funding envelope has been approved. The intake will close on October 31.

Eligibility

Eligible Applicants

*All applicants must be located within [Northern Development's service region](#).

- Local governments
 - Program administration can be managed by the local government administration or delegated to the Chamber of Commerce, Downtown Business Association, Tourism Association or Economic Development Association

Eligible Projects

- Facades, siding, murals
- Signage
- Architectural features
- Lighting
- Awnings
- Patios
- NEW External security features

Refer to the [Guidelines Template](#) for more details.

Eligible Costs

- Direct third-party project labour costs
- Contractor fees
- Rental of construction tools and equipment
- Project related materials and supplies
- Shipping and/or freight
- Design, architectural, or engineering fees
- PST

Refer to the [Guidelines Template](#) for more details.

Ineligibility

Ineligible Projects

- Roofs
- Non-permanent fixtures (benches, planters, patio heaters etc.)
- Landscaping
- Interior/internal improvements

Refer to the [Guidelines Template](#) for more details.

Ineligible Costs

- GST
- Purchases of construction equipment or tools
- Operational costs (including utilities)
- Staff wages
- Permit fees
- Duties

Refer to the [Guidelines Template](#) for more details.

Application and Program Requirements

Application Requirements

All applicants are required to submit the following documents. Only applications that meet these requirements will be processed.

- Complete [Application Form](#)
- Business Façade Improvement Program Guidelines using the [Guidelines Template](#)
- Local government resolution
- Copies of marketing materials used to advertise the program (if applicable)

Program Administration Requirements

All applicants approved for funding administer the Business Façade Improvement program within their municipality or regional district. Using the program guidelines template and associated materials created by the applicant for successful program administration, eligible businesses inquire and apply directly to the local government for Business Façade Improvement grant funding.

Business applications to the program are assessed, approved and reimbursed upon completion by the administrator (local government). Businesses report back to the administrator with the following requirements for assessment and to unlock the grant as a rebate:

- Copies of invoices and associated proofs of payment
- Before and after photos (matching) of the façade improvement
- Other documents as requested by the administrator (if applicable)

Administrators may contact Northern Development staff for assistance as required.

Reporting

The local government must submit a final report to Northern Development **by January 31** of the following year in order to receive reimbursement for the approved calendar year. Applicants are required to submit the following documents:

- Complete [Reporting Form](#)
- Complete [Reporting Attachment](#)
- Internal proof of payment to each participating business
- Before and after photos of each business façade improvement project completed

To Apply

Please review all program documents in detail as incomplete applications will not be reviewed.

Completed application forms with all supplementary materials are to be provided electronically through the [Online Application System](#).

Resources

- [Important Dates](#)
Intake deadlines, Regional Advisory Committee Meeting and Board Meeting schedules
- [Funding Program Matrix](#)
Available funding programs and eligibility criteria
- [Application Process](#)
Details on the process of applying and getting approved for Northern Development funding
- [Post-Approval Process](#)
Process and responsibilities for successful funding applicants

Questions?

Northern Development Initiative Trust

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Prince George, BC V2L 3L2

250-561-2525

info@northernddevelopment.bc.ca

www.northernddevelopment.bc.ca

Application Requirements – Step by Step

Select the program you want to apply to from the Active Programs menu.

*Please note that applications should contain all relevant information requested as part of the application form. Fields with a **red asterisk *** are mandatory and will need to be completed before you can proceed further through the application form.*

Applicant and Project Information

- Information about you, and the organization you are applying for, will populate automatically. Input the name of the project, the project's proposed start and end date, a concise description of the project and its rationale.
- You also have the option to include additional milestones/dates related to your project.

Project Funding Information

- Enter the detailed project budget, including all relevant expense items, into the budget section. You will have the ability to upload any quotes in this section that support the budget.
- Enter the grant amount you are requesting from Northern Development. Please refer to the program guide for funding terms.
- Enter all other funding sources. For funding sources that are confirmed, you will need to provide the date the funding was confirmed and upload a confirmation document. For funding sources that are NOT confirmed, you will provide the expected date of the funding decision. This information is required to proceed further with the application.
- *Please note that the application will not proceed further if the project budget and funding are not balanced.*

Attachments

- Through the application form, you will be prompted to upload documents, required or optional, that support information supplied as part of the application. The Attachment section is where you can upload any additional documents that you want to submit that supports the project scope, rationale or other details.

Project Overview

- Provide information about the organization that will administer the Business Façade Improvement program.
- Indicate if you were successful in receiving funding for the previous year and detail how many businesses were supported and funds committed.

Resolution of Support

- Identify the local government that is providing a resolution of support.
- Upload the resolution of support, if secured.
- Provide the scheduled meeting date for the resolution of support, if not secured.

Business Façade Improvement Plan

- Upload a copy of the Business Façade Improvement Plan guidelines.

Marketing Plan

- Provide details about how the Business Façade Improvement program will be marketed.

Local Government Internship and First Nation Government Internship

Host Application Guide



Program Overview

Northern Development provides grant funding for municipalities, regional districts, and First Nation governments* within Northern Development's service region to host and mentor an intern for a 12-month period starting in May.

*Note: Tribal councils and wholly owned economic development corporations are eligible to apply.

Program Objectives

The local government internship and First Nation government internship program objectives are:

- Provide a high level of professional development and hands-on training to help prepare recent graduates with the skills, experience and connections needed to propel their career forward
- Provide post-secondary graduates with insight into the wide range of careers available within local and First Nation governments
- Support capacity building and succession preparation in local and First Nation governments in Northern B.C.
- Accelerate operational learning and permanent career placement in local government and First Nation government in Northern B.C.
- Allow for the flexibility of learning experiences where local and First Nation governments wish to jointly offer a placement for an intern
- Promote career development, advancement opportunities and quality of life in Northern B.C.

Host Eligibility and Criteria

All municipalities, regional districts and First Nation governments located within the [Northern Development's service region](#) are eligible to apply to host an intern and may apply either as a single applicant, or as a joint applicant with another local or First Nation government.

Host applications for the internship programs will be assessed to ensure the following criteria is met.

- Ability to meet required financial contributions (see "Funding Terms")
- Strong, organizational commitment to the vision and goals of the internship program
- Strong working relationships exist between administrative staff and elected leadership
- A dedicated senior member of staff has agreed to serve as the mentor throughout the internship, to provide mentoring, training, and professional development opportunities to the intern. An alternate mentor has been identified in case of prolonged absence from primary mentor
- A demonstrated willingness to provide training in and exposure to, a range of local or First Nation government duties and responsibilities (as outlined in proposed work plan)

Internship opportunities are not intended to be for positions covered by collective agreements. Host local and First Nation governments are responsible for undertaking consultation with their respective unions, if applicable, to clarify the objectives of this program.

Successful Host Requirements

Host local and First Nation governments that are selected and approved are required to:

- Participate in the interview, and selection process of intern candidates (see “Key Dates”)
- Conduct meeting between host and intern prior to start of placement to provide overview of next steps, need to know information and community intel
- Provide a copy of the signed employment agreement (using Northern Development’s template) to Northern Development
- Sign a contract with Northern Development outlining the agreement of the grant and its terms
- Conduct a meeting with the intern prior to start of placement to provide an overview of next steps, need to know information, community intel and support with housing search
- Provide ongoing mentorship, training and professional development opportunities to the intern
- Facilitate onsite orientation for intern at start of placement
- Authorize the intern to participate in Northern Development’s internship orientation
- Participate in quarterly host government connection calls
- Conduct performance evaluations with the intern
- Complete reporting (see “Reporting”)

Funding Terms

Local and First Nation governments approved as host governments under the internship program receive a grant to support with the cost of hosting an intern for a 12-month period. Interns receive compensation funded jointly by Northern Development and the host governments. Compensation is as follows.

- The intern will receive a base salary of \$55,000 for the 12-month placement. A minimum of 10 days vacation over the 12-month term or 4% vacation pay is required.
 - The host government receives up to \$45,000 through the grant towards the salary of the intern. The host government is required to pledge a minimum financial contribution of \$10,000 towards the salary of the intern.
- The host government must pay mandatory employment related costs (MERCs) (such as CPP, EI, WCB, EHT). Additional benefits (such as extended health, medical, dental, bonuses), or allowances (such as phone or travel) may be offered. These expenses are not eligible for reimbursement.
- The intern will receive a professional development budget of \$7,500 to support registration and travel costs related to training and professional development for the intern. This is paid by the host government and up to \$5,000 is reimbursed to the host government in accordance with reporting (excluding GST). The host government is required to pledge a minimum contribution of \$2,500 towards the professional development of the intern.
 - Local government internships require participation in the Municipal Administration Training Institute (MATI) Foundations course. Northern Development will pay the MATI registration fee directly. The remaining balance is to be used to support further training and professional development opportunities, which Northern Development will reimburse to the local government in accordance with reporting (excluding GST)
- Up to \$10,000 may be provided as a housing allowance (see “Housing Allowance”)

Housing Allowance

Local and First Nation government interns may be provided a housing allowance of up to a maximum of \$10,000 over the 12-month period to support the cost of rent (dependent on local rental costs) and/or initial relocation expenses, subject to pre-approval by Northern Development.

Interns who have a monthly rent greater than \$1,000 are eligible to apply to the housing allowance and, if approved, will be provided with the difference in excess of \$1,000. (i.e.: if the cost of rent is \$1,300, the intern would be eligible for \$300 monthly). Northern Development recommends the housing allowance not exceed \$850 per month to mitigate overpayment.

To apply, the intern must e-mail a copy of the signed tenancy agreement (or equivalent), and/or relocation cost estimates to Northern Development for review and approval. If approved, Northern Development will forward confirmation to both the intern and host government. Northern Development and the host government must be advised of any changes to living arrangements as this may impact eligibility. For relocation expenses, actual invoices/receipts are required to be submitted to the host government for review and reimbursement.

Housing allowance payments are made by the host government to the intern. Northern Development will reimburse the host government based on interim and/or final reporting submitted. Funds related to rent should be paid to the intern on their paycheck as a taxable benefit.

Eligible Expenses

The following expenses are eligible to be covered under the housing allowance.

- Utilities that are included in cost of rent (water, sewer, gas)
- Additional costs included in rent (i.e.: parking, internet, etc.)
- Rent greater than \$1,000 that is shared by a spouse/partner
- Intern's portion of the rent greater than \$1,000 after splitting between others in the dwelling (i.e.: If an intern has a roommate and the total rent of \$2,200 is split two ways, \$100 would be eligible)
- Direct relocation expenses related to moving to the host community (e.g. shipping, transportation, movers)

Ineligible Expenses

The following expenses are not eligible to be covered under the housing allowance.

- Additional associated costs with tenancy that are not included in the overall cost of rent (i.e.: utilities, telephone, internet, cable, parking, etc.)
- Rent that is shared by others in the dwelling, where the intern's portion of rent is less than \$1,000. (i.e.: If an intern has two roommates and the total rent of \$1,500 is split three ways, the intern would not be eligible to apply)
- Security, damage, or pet deposits
- Payment for any damages
- Renters insurance
- Temporary accommodations such as hotel or vacation rental
- Rent beyond the final internship day worked
- Rent beyond the date the intern vacated the tenancy (if vacated prior to the end of the lease)
- Travel expenses for house hunting trips before moving
- Food/meal expenses

- Expenses not supported by invoices/receipts
- Furniture and household items
- Cleaning or repair expenses
- Mail forwarding costs and costs related to change of address
- Costs related to cancelling a lease or the sale of a home
- GST

Reporting

Host local and First Nation governments who would like to receive an interim reimbursement may provide an interim report up to December 31st to receive a partial reimbursement.

A final report is required within 30 days of the end of the internship from both the host local or First Nation government and the intern. These forms are available on Northern Development's website.

Key Dates

December 15	Deadline for interested local and First Nation governments to submit application
January 31	Host local and First Nation government applicants are notified of application status
February 1	Host local and First Nation governments announced
February 15	Deadline for interested internship candidates to submit application
Mid March	Northern Development and host local and First Nation governments will conduct panel interviews and select intern from pool of candidates. Host local and First Nation government complete employment contracts and sign grant agreement.
May	Interns participate in orientation and training provided by Northern Development, then transition into their host community for remainder of 12-month placement.

To Apply

Please review all program documents in detail as incomplete applications will not be considered.

Completed application forms with all supplementary materials are to be provided electronically through the [Online Application System](#) by **December 15**.

Acknowledgment

Northern Development acknowledges partnering with Local Government Management Association of British Columbia (LGMA) and thanks them for their support in sponsoring one local government internship position in 2025, 2026, 2027.

Resources

- [Funding Program Matrix](#): Available funding programs and eligibility criteria.

Questions?

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Application Requirements – Step by Step

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- Information about you, and the organization you are applying for, will populate automatically. Input the name of the project, the project's proposed start and end date, a concise description of the project and its rationale.
- You also have the option to include additional milestones/dates related to your project.

Project Funding Information

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- Enter the grant amount you are requesting from Northern Development. Please refer to the program guide for funding terms.
- Enter all other funding sources. For funding sources that are confirmed, you will need to provide the date the funding was confirmed and upload a confirmation document. For funding sources that are NOT confirmed, you will provide the expected date of the funding decision. This information is required to proceed further with the application.
- *Please note that the application will not proceed further if the project budget and funding are not balanced.*

Attachments

- Through the application form, you will be prompted to upload documents, required or optional, that support information supplied as part of the application. The Attachment section is where you can upload any additional documents that you want to submit that supports the project scope, rationale or other details.

Project Overview

- Indicate if the application is a joint application with another local government or First Nation.

Partner Applicant

- Provide partner applicant details, if applicable.

Supervision and Mentoring

- Provide details of the intern's supervisor/mentor and alternate supervisor/mentor.
- Provide information about how the intern's progress will be measured throughout the placement.

Position Details

- Provide the purpose of the internship and key duties/responsibilities the intern is expected to undertake.
- Indicate what educational backgrounds or fields of study would be best suited for the position.
- Provide information about the approach the host will take to provide interns with exposure to key aspects of the local government structure and operations, and how the host can offer assistance to help the intern pursue a career in local government.
- Provide an overview of housing availability in your community.
- Describe the kind of workplace and resources the community will provide the intern during their placement.

Attachments

- Upload the 12-month work intern plan.
- Upload a copy of the local or First Nation government workplace standards.
- Upload the resolution of support.
- Upload the job description.
- Upload the Community Profile (or similar document that provides details on the community's amenities and resources).

From: [Kazamir L. Falconbridge](#)
To: [Marjorie Dobson](#); [Ruby Decock](#)
Subject: Fw: F.stmts to Sept 30
Date: October 20, 2026 1:35:37 PM
Attachments: [F.stmts to Sept 30 2026.pdf](#)

These are the current financial statements for the museum.

Kazamir L. Falconbridge, AScT, CD, EMR
Owner/Operator, Red Raven Handyman Services
Firefighter, Municipal Councilor, Canadian Ranger, Paramedic

PO Box 242
20 Jasper Street
Port Clements, BC V0T 1R0
Phone: (250) 626-7459
Email: kazamir@live.com

From: Jennifer Pigeon <j.pigeon_bookkeeping@live.com>
Sent: October 13, 2026 11:48 AM
To: Kazamir L. Falconbridge <kazamir@live.com>
Cc: wr lore <wrlor@hotmai.com>; Doris Fischer <dorisk.fischer@yahoo.ca>; D and E Towing and Salvage Ltd. <detowing@outlook.com>; Tess Hedderich <tess@sednaexploration.com>
Subject: F.stmts to Sept 30

Attached. These are not draft statements for approval. There are still adjusting entries to be made and it is normal procedure to reconcile the month following year end to ensure all transactions have been included before producing draft year end statements.

I have also included the general ledgers for revenue and expense accounts so that you can see what each category consists of. Please review and let me know if you have any questions. These GLs and the attached statements will be very useful in approving the draft financials.

Kazamir - please let me know asap if there is anything else you need for the board meeting tonight or for your grant application later this week.

Haw'aa/Haawa,
Jennifer

J. Pigeon Bookkeeping
& Accounting Services
j.pigeon_bookkeeping@live.com
250.626.7478

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Port Clements Historical Society Balance Sheet As at Sep 30, 2026

ASSET

Current Assets

Petty Cash	161.60	
Cash/Undeposited Funds	695.65	
Chequing Bank Account	12,326.93	
NSCU Shares	5.00	
Gaming Account	35.00	
Total Cash		13,224.18
Accounts Receivable	10.00	
Grants Receivable	800.00	
Total Receivable		810.00
Prepaid Expenses		682.40
Total Current Assets		14,716.58

Inventory Assets

Inventory - Items for Sale	198.23
Total Inventory Assets	198.23

Capital Assets

Computers	12,903.75
Equipment	3,294.53
Furniture & Fixtures	16,092.51
Buildings	165,020.73
Pavilion	18,590.00
Total Capital Assets	215,901.52

TOTAL ASSET	230,816.33
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LIABILITY

Current Liabilities

Accounts Payable	2,324.78
Accrued Payables	2,082.50
GST/HST Paid on Purchases	- 161.17
GST/HST Owing (Refund)	- 161.17
Deferred Revenue	35.00
Total Current Liabilities	4,281.11

TOTAL LIABILITY	4,281.11
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EQUITY

Retained Earnings

Retained Earnings - Previous Year	225,505.27
Current Earnings	1,029.95
Total Retained Earnings	226,535.22

TOTAL EQUITY	226,535.22
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LIABILITIES AND EQUITY	230,816.33
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Port Clements Historical Society
Income Statement Oct 01, 2025 to Sep 30, 2026

REVENUE

Revenue

Grant Revenue	25,565.57
Donations	998.00
Membership Fees	50.00
Admissions	10,135.00
Retail Sales	960.47
Net Revenue	<u>37,709.04</u>

Other Revenue

PST Commission	67.39
Interest Revenue	8.43
Miscellaneous Revenue	122.72
Total Other Revenue	<u>198.54</u>

TOTAL REVENUE	<u>37,907.58</u>
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EXPENSE

Payroll Expenses

Wages & Salaries	25,055.30
EI Expense	572.11
CPP Expense	815.25
WCB Expense	190.28
Subcontractors	1,557.50
Total Payroll Expense	<u>28,190.44</u>

General & Administrative Expenses

Accounting & Legal	2,525.64
Advertising & Promotions	40.59
Cash Short/Over	186.40
Fuel	12.10
Insurance	1,055.00
Interest & Bank Charges	992.74
Office Supplies	161.31
Purchases for Resale	284.00
Repair & Maintenance	554.71
Telephone & Internet	1,663.11
Utilities	1,211.59
Total General & Admin. Expenses	<u>8,687.19</u>

TOTAL EXPENSE	<u>36,877.63</u>
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NET INCOME	<u><u>1,029.95</u></u>
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Generated On: Oct 13, 2026

PORT CLEMENTS HISTORICAL SOCIETY
OCT 1, 2025 TO SEP 30, 2026 FISCAL YEAR BUDGET

	Actual 2024-2025	Forecast 2025-2026
REVENUE		
Revenue		
Grants:		
North Coast Regional District		12,000
BC Gaming		15,000
Other Grants		11,675
Village of Port Clements		8,000
VoPC Visitor Centre		6,000
Total Grants	\$ 51,730.00	52,675
Admissions	\$ 10,971.90	12,000
Donations	\$ 1,258.47	1,000
Memberships	\$ 170.00	200
Retail Sales	\$ 1,735.45	1,725
Miscellaneous Revenue	\$ -	200
	14,136	15,125
Net Revenue	\$ 65,865.82	67,800
Other Revenue		
PST Commission	\$ 71.29	100
Total Other Revenue	\$ 71.29	100
TOTAL REVENUE	\$ 65,937.11	67,900
EXPENSES		
Payroll expense		
Wages & Salaries	\$ 45,870.97	50,000
EI Expense	\$ 1,054.22	1,200
CPP Expense	\$ 1,193.93	1,400
WCB Expense	\$ 202.01	250
Subcontractors	\$ 1,425.00	1,500
Total Payroll Expense	\$ 49,746.13	54,350
Other Expenses		
Artifact Restoration	\$ 11,534.61	1,500
Accounting & Legal	\$ 455.10	500
Advertising	\$ 1,224.35	1,250
Bank Charges		
Business Fees & Memberships	\$ 70.00	100
GST Expense	\$ 557.72	500
Licenses, dues, & taxes		200
Insurance	\$ 999.27	1,000
Interest & Bank Charges	\$ 559.81	600
Office Supplies	\$ 1,956.06	500
Penalties	\$ 280.94	
Purchases for resale	\$ 801.16	1,000
Repairs & Maintenance	\$ 3,020.33	3,000
Telephone & Internet	\$ 1,622.15	1,700
Utilities	\$ 1,090.90	1,200
Other Expenses	\$ 636.84	500
Total Other Expenses	\$ 24,809.24	13,550
TOTAL EXPENSES	\$ 74,555.37	67,900
NET INCOME (LOSS)	\$ (8,618.26)	-

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