



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
FAX: 250-557-4568
Email: office@portclements.ca
Web: www.portclements.ca

7:00 p.m. Regular Meeting of Council Monday April 3rd, 2017

AGENDA

1. **ADOPT AGENDA**
2. **PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**
3. **MINUTES**
M-1 – March 20th, 2017 Regular Council meeting minutes
4. **BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
5. **ORIGINAL CORRESPONDENCE**
C-1 – Request for Support Letter – GwaiiTel Society
C-2 – 2017 Local Government Management Internship Program - NDIT
6. **GOVERNMENT**
G-1 – Reconsider & Adoption of "The Financial Plan for the years 2017-2021 – Bylaw #438, 2017"
G-2 – Readings 1 – 3 of "The Village of Port Clements Revenue Anticipation Borrowing Bylaw No. 439, 2017"
G-3 – Current Committee Representatives List
7. **FINANCE**
F-1 – Cheque Listing to March 28th, 2017
F-2 – Change of Signers for NSCU
F-3 – Village of Port Clements 2016 Financial Statements – FBB Chartered Professional Accountants
8. **NEW BUSINESS**
NB-1 – Request for Damage Deposit Waived for Culvert Installation & Request for letter of support for Mobile Business Concept Plan. – Betty Stewart
9. **REPORTS & DISCUSSIONS**
R-1 – Report To Council - Sunset Park - Kim Mushynsky
10. **ACTION ITEMS**
A-1 – See attached Action Items List A16 – A33
11. **QUESTIONS FROM THE PUBLIC & PRESS**

Motion to move to in-camera per Community Charter Section 90-1-c & g

12. ADORNMENT



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Minutes of the regular meeting of the Port Clements Council held March 20, 2017 in Council Chambers.

Present:

Deputy Mayor Daugert
Councillor O'Brien Anderson

CAO Kim Mushynsky
DC Ruby Decock

Deputy Mayor Daugert called the meeting to order at 7:00 p.m.

1. ADOPT AGENDA.

2017-028 – Moved by Councillor Daugert, seconded by Councillor O'Brien Anderson
THAT Council adopts the agenda as presented.

CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.

3. MINUTES.

M-1 – February 6th, 2017 Regular Council meeting minutes

2017-039 - Moved by Councillor O'Brien Anderson, seconded by Deputy Mayor Daugert
THAT Council adopts the February 6th, 2017 minutes as presented.

CARRIED

M-2 – January 26th, 2017 Recreation Committee Minutes

2017-040 – Moved by Councillor O'Brien Anderson, seconded by Deputy Mayor Daugert
THAT Council receives the January 26th, 2017 Recreation Committee minutes.

CARRIED

M-3 – February 17, 2017 North Coast Regional District Board Meeting highlights

2017-041 – Moved by Deputy Mayor Daugert, seconded by Councillor O'Brien Anderson
THAT Council receives the February 17, 2017 NCRD Board Meeting highlights.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS.

5. ORIGINAL CORRESPONDENCE

C-1 – Postal Banking – Canadian Postmasters & Assistants Association

2017-042 – Moved by Councillor O'Brien Anderson, seconded by Deputy Mayor Daugert
THAT Council receives this correspondence.

CARRIED

C-2 – Fossil Fuel & Climate Change

2017-042– Moved by Councillor O'Brien Anderson, seconded by Deputy Mayor Daugert

THAT Council receives this correspondence.

CARRIED

C-3 – French Programs & Services – Norm Letnik, MLA

2017-043 – Moved by Councilor O'Brien Anderson, seconded by Deputy Mayor Daugert

THAT Council receives this correspondence.

CARRIED

Council directed staff to send a letter to School District #50 in case they are unaware of the Francophone Affairs Program (FAP) to support French programs in our schools.

C-4 – North Coast Central Government Association Membership information

2017-044 – Moved by Deputy Mayor Daugert, seconded by Councilor O'Brien Anderson

THAT Council receives this correspondence.

CARRIED

C-5 – Vimy Ridge Memorial

2017-045 – Moved by Deputy Mayor Daugert, seconded by Councilor O'Brien Anderson

THAT Council allocates \$500 of the Gwaii Trust Community Events funding towards this event.

CARRIED

6. GOVERNMENT

G-1 – Bylaw #438, 2017 Financial Plan for 2017-2021

2017-046 - Moved by Councilor O'Brien Anderson, seconded by Deputy Mayor Daugert

THAT Council does 1st, 2nd & 3rd reading of this bylaw.

CARRIED

G-2 – Corporate Resolution – CUETS Mastercard

2017-047 – Moved by Councilor O'Brien Anderson, seconded by Deputy Mayor Daugert

Please see attached CUETS Form C-1 for full wording of the Corporate Resolution.

CARRIED

7. FINANCE

F-1 – Cheque Listing to March 15, 2017

2017-048 – Moved by Councilor O'Brien Anderson, seconded by Deputy Mayor Daugert

THAT Council receives the cheque listing to March 15, 2017.

CARRIED

F-2 – NSCU January 2017 Statement

2017-049 – Moved by Councilor O'Brien Anderson, seconded by Deputy Mayor Daugert

THAT Council receives the January 2017 NSCU statement.

CARRIED

F-3 – CIBC January 2017 statement

2017-050 – Moved by Councilor O'Brien Anderson, seconded by Deputy Mayor Daugert

THAT Council receives the January 2017 CIBC statement.

CARRIED

F-4 – CIBC February 2017 statement

2017-051 – Moved by Deputy Mayor Daugert, seconded by Councilor O'Brien Anderson

THAT Council receives the February 2017 CIBC statement.

CARRIED

F-5 – NSCU February 2017 statement

2017-052 - Moved by Deputy Mayor Daugert, seconded by Councilor O'Brien Anderson

THAT Council receives the February 2017 NSCU statement.

CARRIED

8. NEW BUSINESS

9. REPORTS & DISCUSSIONS

R-1 – Seismic Station Equipment Installation Report to Council

2017-053 – Moved by Councilor O'Brien Anderson, seconded by Deputy Mayor Daugert

THAT Council approves the installation agreement attached to the agenda package.

CARRIED

Councilor O'Brien Anderson – unable to attend VIRT meeting in Nanaimo

Deputy Mayor Daugert – NCRD Financial plan teleconferences, WCB Ombudsmen report on the care received in rural/remote BC

CAO Mushynsky – no report

Deputy Clerk Decock – update on Bylaw Enforcement training

10. ACTION ITEMS

11. QUESTIONS FROM THE PUBLIC & PRESS

ADJOURNMENT

2017-054 – Moved by Councilor O'Brien Anderson

THAT the meeting be adjourned at 8:15 pm.

Doug Daugert
Deputy Mayor

Kim Mushynsky
Chief Administrative Officer



Our Mandate: To facilitate the availability and delivery of affordable broadband Internet services to residential and commercial customers on Haida Gwaii. Through investment in the installation and operation of broadband network infrastructure, and the aggregation of internet traffic to maximize purchasing power for connectivity to the public Internet.

March 21, 2017

To: Andrew Merilees Village of Masset
Ken Rea Old Massett Village Council
Kim Mushynsky Village of Port Clements
Mike Racz SQCRD Area D
Michelle Pineault Skidegate Band Council
Richard Decembrini Village of Queen Charlotte
William Beldessi SQCRD Area E
Peter Lantin Council of the Haida Nation
Trevor Russ Council of the Haida Nation

RE: Letter of Support for Federal Government Grant Application 'Connect to Innovate'

Dear Members:

GwaiiTel is applying for Federal funding through the Connect to Innovate Grant to add 1/3rd more capacity and connectivity to our current infrastructure. GwaiiTel plans to add a third radio to our Mt. Hayes site and radio equipment for Sandspit to bring Sandspit to the minimum 1 Gig required. Upgrades and further enhancement of our system are required to meet the growing demand of bandwidth use and increasing capacity each month. This is a generous grant opportunity of up to 90% funding.

GwaiiTel is asking for your letter of support for our application to the Connect to Innovate.

The application is due April 20, 2017 and we ask that all letters of support be forwarded to Gwaiitel no later than April 10th, 2017.

Your support will help us to secure more funding to improve Internet access and our ability to serve you on Haida Gwaii for economic, educational and health care opportunities.

Yours truly,

A handwritten signature in black ink, appearing to read "Carol Kulesha", written over a white background.

Carol Kulesha
Chair, GwaiiTel Society

GwaiiTel Society, PO Box 796, Unit 2-623 7th Street, Queen Charlotte, BC, Canada V0T1S0

Website gwaiitel.ca Email terri.walker@gwaiitel.ca

C-1

February 20, 2017

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

Attention: Mayor Douglas Daugert

Dear Mayor Daugert:

**Subject: 2017 Local Government Management Internship Program
Northern Development Project Number 4779 50**

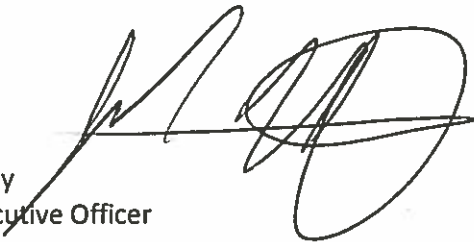
Thank you for your application to the 2017 Local Government Management Internship program. Northern Development is pleased to advise you that your application has been approved up to \$35,000 to support an intern in your community.

Funding under the 2017 Local Government Management Internship program is provided as a reimbursement upon Northern Development's receipt of reporting documents. Northern Development will forward the interim and final reporting forms to be completed in November 2017 and May 2018. Please note that this approval is subject to the Village of Port Clements and Northern Development entering into an agreement, as well as Northern Development receiving the signed employment agreement between the Village of Port Clements and the intern.

We wish you every success in mentoring an intern and look forward to seeing the results have a positive impact on local government succession in the region.

Sincerely,

Joel McKay
Chief Executive Officer



- c: Kim Mushynsky, Chief Administrative Officer, Village of Port Clements
- Charleen O'Brien Anderson, Councillor, Village of Port Clements and Regional Advisor, Northwest Regional Advisory Committee

C-2

VILLAGE OF PORT CLEMENTS

BYLAW NO.438, 2017

Financial Plan Bylaw for the Years 2017-2021

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 January 1, 2017 and ending December 31, 2021.
2. This Bylaw may be cited for all purposes as "The Financial Plan for the years 2017-2021 - Bylaw #438, 2017".
3. Bylaw #432, 2016 is hereby repealed.

READ A FIRST TIME THIS 20th DAY OF March, 2017.

READ A SECOND TIME THIS 20th DAY OF March, 2017

READ A THIRD TIME THIS 20th DAY OF March, 2017

RECONSIDERED AND FINALLY ADOPTED THIS DAY OF , 2017

DOUG DAUGERT
DEPUTY MAYOR

KIM MUSHYNSKY
CAO

CERTIFIED A TRUE COPY OF VILLAGE OF
PORT CLEMENTS FINANCIAL PLAN 2017-2021 BYLAW NO. 438, 2017

Schedule "A"					
General Fund					
	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget
Property Tax- Municipal	127,000	127,000	127,000	127,000	127,000
Payments in Lieu	7,500	7,500	7,500	7,500	7,500
Sales of Services	9,750	9,750	9,950	9,950	10,150
Revenue From Own Sources	117,700	118,725	120,800	121,325	123,400
Unconditional Transfers	375,000	375,000	375,000	375,000	375,000
Conditional Transfers	65,625	90,625	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)	0	0	0	0	0
Collections for Other Agencies	189,510	189,510	189,510	189,510	189,510
Total Revenues	905,035	931,210	933,685	934,310	936,685
Legislative Expenses	38,950	37,000	45,050	40,150	37,250
General Administration	197,850	204,805	207,054	210,197	215,485
Fire Department	34,200	34,500	35,800	36,250	38,050
Emergency Services	750	750	750	750	750
Common Services	25,250	25,250	25,500	25,500	25,750
Wharf Services	10,500	10,610	10,870	10,980	11,150
Small Craft Harbour	14,300	12,500	12,700	13,400	13,500
Roads	46,300	47,150	48,100	47,750	48,850
Environmental Health	580	680	780	880	1,080
Environmental Development	4,500	3,900	3,900	3,900	3,900
Parks and Recreation	52,100	43,150	43,700	44,300	45,500
Cultural Buildings and Facilities					
Fiscal Services	2,000	2,000	2,000	2,000	2,000
Contributions to Reserves (surplus budget)	44,645	50,405	37,671	38,243	31,210
Capital Expenses	65,000	90,000	90,000	90,000	90,000
Multi Purpose Building Expenses	46,600	47,000	48,300	48,500	50,700
Amortized asset contribution to reserve	132,000	132,000	132,000	132,000	132,000
Taxes Levied for Other Agencies	189,510	189,510	189,510	189,510	189,510
Total Expenses	905,035	931,210	933,685	934,310	936,685
Surplus/ (Deficit)	0	0	0	0	-0

G-1

	"Schedule A"				
Water Fund					
	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget
Fees & Taxation	111,000	111,000	111,000	111,000	111,000
Grants	65,000	65,000	65,000	65,000	65,000
Total Revenues	176,000	176,000	176,000	176,000	176,000
Operating Expenses	69,600	63,550	65,550	65,750	68,950
Contribution to Reserves	15,400	21,450	19,450	19,250	16,050
Amortization & deferred revenue	91,000	91,000	91,000	91,000	91,000
Total Expenses	176,000	176,000	176,000	176,000	176,000
Surplus/ (Deficit)	0	0	0	0	0
	"Schedule A"				
Sewer Fund					
	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget
Fees & Taxation	68,436	68,436	68,436	68,436	68,436
Grants & Transfers	0	0	0	0	0
Total Revenues	68,436	68,436	68,436	68,436	68,436
Operating Expenses	36,700	38,250	39,500	40,900	42,600
Contribution to Reserves	13,736	12,186	10,936	9,536	7,836
Amortization	18,000	18,000	18,000	18,000	18,000
Debenture	0	0	0	0	0
Total Expenses	68,436	68,436	68,436	68,436	68,436
Surplus/ (Deficit)	0	0	0	0	0

	"Schedule A"				
Capital Projects					
	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget
General					
Road Improvements - Industrial Park	0	150,000	150,000	0	0
Purchase Chevron Property	0	75,000	0	0	0
Public Works Equipment	0	0	0	0	0
Trails	0	0	0	0	0
Fire Department Equipment	0	0	0	50,000	0
	0	0	0	0	0
Sub-total General	0	225,000	150,000	50,000	0
Water					
Replace Water Lines	0	250,000	250,000	0	0
Engineering Study Recommendations	0	750,000	0	0	0
Sewer					
Lagoon upgrades for compliance	0	0	0	0	400,000
TOTAL REQUIREMENTS	0	1,225,000	400,000	50,000	400,000
SOURCES OF FUNDS					
General					
Grants	0	150,000	125,000	25,000	0
Village General Reserves	0	75,000	25,000	25,000	0
Gas Tax Grant	0	100,000	80,000	0	140,000
Sub-total General	0	325,000	230,000	50,000	140,000
Water					
Water Reserves	0	150,000	70,000	0	0
Grants	0	750,000	100,000	0	0
Sewer					
Sewer Reserves	0	0	0	0	120,000
Grants	0	0	0	0	140,000
TOTAL FUNDS PROVIDED	0	1,225,000	400,000	50,000	400,000

**Village of Port Clements
2017-2021 Financial Plan
Statement of Objectives
of Bylaw No. 438, 2017**

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 2017. Government grants form the greatest proportion of revenue. The government grants that are included in this total include the following: \$440,000 for the small community Grant, and the community works fund.

User Fees and Charges make up the second highest amount for 2017.

The third highest source of revenue is Property Taxes.

Objective

- For the 2017 – 2021 years to incorporate a 0% tax increase annually as well as 0% 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.

Table 1: Sources of Revenue

Revenue Source	% of Total Revenue	Dollar Value
Property taxes	24%	226,936.00
User Fees and charges	24%	228,025.00
Other sources	7%	65,000.00
Proceeds from borrowing	0%	0.00
Government grants	45%	440,000.00
Total	100%	\$959,961.00

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 2017

VILLAGE OF PORT CLEMENTS

BYLAW NO. 439, 2017

A Bylaw of the Village of Port Clements to provide for the borrowing of money in anticipation of revenue.

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

Whereas:

- A. The Village of Port Clements (the "Municipality") may not have sufficient money on hand to meet the current lawful expenditures of the Municipality;
- B. Section 177 of the Community Charter permits the Council, without any further approval, consent or assent to borrow money necessary to
 - (a) meet current lawful expenditures, and
 - (b) pay amounts required to meet the Municipality's taxing obligations in relation to another local government or other public body;
- C. The Municipality's outstanding debt for the purposes of Section 177 must not exceed the total of:
 - (a) the unpaid taxes for all purposes imposed during the current year (deemed to be 75% of all taxes imposed for all purposes in the preceding year), and
 - (b) the money remaining due from other governments.
- D. The unpaid taxes calculated as 75% of all taxes imposed for all purposes for the 2016 tax year are \$236,418.00 and the money remaining due from other governments is \$0 totaling \$236,418.00 the total representing the maximum amount that may be borrowed under this bylaw.

NOW THEREFORE, the Council for the Village of Port Clements in open meeting assembled, **ENACTS AS FOLLOWS**:

1. This Bylaw may be cited as "The Village of Port Clements Revenue Anticipation Borrowing Bylaw No. 439, 2017".
2. The Council is authorized to borrow upon the credit of the Municipality from the Canadian Imperial Bank of Commerce an amount or amounts not exceeding the sum of two hundred thirty six thousand four hundred and eighteen dollars. (\$236,418.00), as may be required and to pay interest thereon at the prime rate of the Canadian Imperial Bank of Commerce.
3. The form of obligation to be given as acknowledgment of the liability shall be a promissory note or notes, or an overdraft agreement bearing the corporate seal and signed by the Mayor and the CAO.
4. Bylaw #431, 2016 is hereby repealed.

READ A FIRST TIME THIS Day of , 2017.

READ A SECOND TIME THIS Day of , 2017.

READ A THIRD TIME THIS Day of , 2017.

RECONSIDERED AND FINALLY ADOPTED THIS Day of , 2017.

MAYOR

KIM MUSHYNSKY
ADMINISTRATOR

CERTIFIED A TRUE COPY OF VILLAGE OF
Revenue Anticipation Borrowing Bylaw No. 439, 2017".

CURRENT COMMITTEE REPRESENTATIVES LIST

TOURISM COMMITTEE: VACANT
Alternate: VACANT

EMERGENCY PREPAREDNESS COMMITTEE: VACANT
Alternate: VACANT

RECREATION COMMITTEE: CHARLEEN O'BRIEN ANDERSON
Alternate: VACANT

NORTHERN DEVELOPMENT INITIATIVE: CHARLEEN O'BRIEN ANDERSON
Alternate: VACANT

NORTH COAST REGIONAL DISTRICT: DOUG DAUGERT
Alternate: VACANT

*NORTHERN HEALTH AUTHORITY: DOUG DAUGERT
Alternate: VACANT

*This appointment is tied to the NCRD appointment

MISTY ISLES ECONOMIC DEVELOPMENT: DOUG DAUGERT
Alternate: This organization does not recognize alternates

GWAIL TEL: VACANT
Alternate: CHARLEEN O'BRIEN ANDERSON

VANCOUVER ISLAND REGIONAL LIBRARY: VACANT
Alternate: CHARLEEN O'BRIEN ANDERSON

RCMP LIASON: KIM MUSHYNSKY

COMMUNITY FUTURES: URS THOMAS
Alternate: DOUG DAUGERT

PARK MANAGEMENT COMMITTEE: CHARLEEN O'BRIEN ANDERSON

ALTERNATE MAYOR: DOUG DAUGERT

COMMITTEES OF COUNCIL and OTHER GROUPS
INFORMATION SHEET

Community Futures

- Purpose: To give Port Clements a voice in the on island direction of Haida Gwaii Community Futures.
- Meets approximately 9 times per year. Meetings are usually held in Port Clements.
- No remuneration.

Gwaii Tel

- Purpose: To review the islands' broadband services.
- Meets approximately 3 times per year *as needed*.
- No remuneration.

MIEDS (Misty Isles Economic Development Society)

- Purpose: To be a part of island economic development strategies.
- Meets approximately 6 times per year. Meetings rotate between the island communities.
- No remuneration.

NDIT (Northern Development Initiative Trust)

- Purpose: To review and recommend projects being submitted from the Northwest region.
- Meets approximately 4 times per year. Meetings are usually via teleconference.
- Travel reimbursement as well as \$100 per meeting per diem if attending in person or \$75 if by teleconference.

NCRD (North Coast Regional District)

- Purpose: To represent the Village of Port Clements at the Regional level. This person is automatically the representative for the Northwest Regional Hospital District as well.
- Meets approximately 10 times per year. Meetings rotate throughout the Northwest and can be accessed via teleconference.
- Travel reimbursement and approximately \$12,750 per year (flat rate plus per meeting rates so actual amount depends on attendance). Usually tends to be the Mayor or Deputy Mayor but not mandatory.

VIRL (Vancouver Island Regional Library)

- Purpose is to ensure Port Clements has a voice in library issues within our community and on the island in general.
 - Meets approximately 5 times per year. Meetings take place in Nanaimo.
 - Travel reimbursement only. No remuneration.
-

Emergency Preparedness Committee

- Purpose: To evaluate the Village of Port Clements' emergency plan, ensure that the information within is always current, train members on emergency management criteria and report to Council as required.
- Meets approximately 4 times per year includes membership on All Island Emergency Planning Committee.
- No remuneration.

Park Management Committee

- Purpose: work towards a management policy for each of the park areas within Port Clements.
- No set meeting dates.
- No remuneration.

Recreation Commission

- Purpose: To provide recreation options to the Village of Port Clements and liaise with the Haida Gwaii Rec Commission and other communities. Responsible for Canada Days, movie nights & Christmas events as well as other recreational items
- Meets approximately 10 times per year.
- No remuneration.

Tourism Committee

- Purpose: To compile and recommend means of promoting tourism within Port Clements to Council.
- Meets approximately 10 times per year.
- No remuneration.

RCMP Liaison

- Usually this is the CAO's job to meet as needed with RCMP to discuss issues.

FAQ's COMMITTEES OF COUNCIL and OTHER GROUPS

1. What is the difference between a committee and a commission?

While both have budgets as determined at the beginning of each year, a Commission offers a service, has more autonomy or authority and is governed by the Community Charter.

A Commission will make reports to Council.

For more information please refer to PART 9 – COMMISSIONS of Bylaw No. 422 concerning information on Commissions.

A Committee looks into things on behalf of Council.

A Committee will keep minutes which are received at Council meetings.

A Committee will submit requests for approval to Council.

For more information please refer to PART 8 – COMMITTEES of Bylaw No. 422 concerning information on Committees.

2. What is an Ad-hoc Committee verses a Standing Committee?

An Ad-hoc committee is usually a very short term committee.

It is created through a motion of Council as opposed to a bylaw.

Its' members are comprised of equal numbers of the public to the number of Council on the committee.

Standing Committees look into specific ongoing matters of the Community.

For more information please refer to PART 8 – COMMITTEES of Bylaw No. 422 concerning information on Committees.

VILLAGE OF PORT CLEMENTS

Cheque Listing For Council

2017-Mar-28
11:10:16AM

Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
170129	2017-03-21	Beachy, Jasmine	REPL-160615 REPL-160615	Replacement Cheque Replacement Cheque	540.87	540.87
170134	2017-03-23	BANDSTRA TRANSPORTATION SYSTEMS LTD	T170392	PAYMENT SHIPPING	134.68	134.68
170135	2017-03-23	Black Press Group Ltd.	3309191	PAYMENT ADVERTISEMENTS	989.47	989.47
170136	2017-03-23	FBB CHARTERED PROFESSIONAL ACCOUNTAN	4635	PAYMENT AUDIT SERVICES	8,400.00	8,400.00
170137	2017-03-23	MasterCard, CUETS FINANCIAL	20170228	PAYMENT CREDIT CARD BILL	1,150.06	1,150.06
170138	2017-03-23	MIKE'S MECHANICAL	53	PAYMENT MECHANICAL SERVICES	252.00	252.00
170139	2017-03-23	Nedco-Div of Rexel Canada Electrical Inc.	3646964 3649824	PAYMENT ELECTRICAL REPAIR PARTS ELECTRICAL SUPPLIES	277.29 220.50	497.79
170140	2017-03-23	Stewart McDannold Stuart	75367	PAYMENT LEGAL FEES	531.45	531.45
170141	2017-03-23	TELUS COMMUNICATIONS INC.	20170228	PAYMENT TELEPHONE	1,441.02	1,441.02

Total 13,937.34

*** End of Report ***



**CHARTERED
PROFESSIONAL
ACCOUNTANTS LLP**

#101 - 1440 Second Avenue Prince George, BC V2L 3B6
T: 250-563-0026 F: 250-561-7331

March 21, 2017

Mayor and Council
Village of Port Clements
PO Box 198
36 Cedar Avenue West
Port Clements, BC
V0T 1R0

Dear Kim Mushynsky:

This letter has been prepared to assist you with your review of the financial statements of Village of Port Clements for the year ended December 31, 2016. We look forward to meeting with you and discussing the matters outlined below.

Significant Difficulties Encountered

There were no significant difficulties encountered during our audit.

Comments on Accounting Practices

Accounting Policies

The significant accounting policies used by the entity are outlined in Note 1 to the financial statements.

- There were no significant changes in accounting policies
- We did not identify any alternative accounting policies that would have been more appropriate in the circumstances
- We did not identify any significant accounting policies in controversial or emerging areas

Significant Accounting Estimates

The following significant estimates/judgments are contained in the financial statements:

- Amortization of tangible capital assets

Based on audit work performed, we are satisfied with the estimates made by management.

Significant Financial Statement Disclosures

We did not identify any financial statement disclosures that are particularly significant, sensitive or require significant judgments, that we believe should be specifically drawn to your attention.

Significant Deficiencies in Internal Control

A deficiency in internal control exists when a control is designed, implemented or operated in such a way that it is unable to prevent, or detect and correct, misstatements in the financial statements on a timely basis, or when a control necessary to prevent, or detect and correct, misstatements in the financial statements on a timely basis is missing.

A significant deficiency in internal control is defined as a deficiency or combination of deficiencies in internal control that, in the auditor's professional judgment, is of sufficient importance to merit the attention of those charged with governance.

To identify and assess the risks of material misstatement in the financial statements, we are required to obtain an understanding of internal control relevant to the audit. This understanding is used for the limited purpose of designing appropriate audit procedures. It is not used for the purpose of expressing an opinion on the effectiveness of internal control and, as a result, we do not express any such opinion. The limited purpose also means that there can be no assurance that all significant deficiencies in internal control, or any other control deficiencies, will be identified during our audit.

We did not identify any control deficiencies that, in our judgment, would be considered significant deficiencies

Written Representations

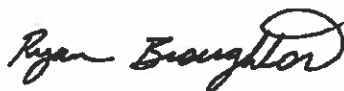
In a separate communication, as attached, we have requested a number of written representations from management in respect to their responsibility for the preparation of the financial statements in accordance with Canadian public sector accounting standards.

We would like to thank management and staff for the assistance they provided to us during the audit.

We hope the information in this audit findings letter will be useful. We would be pleased to discuss them with you and respond to any questions you may have.

This letter was prepared for the sole use of those charged with governance of Village of Port Clements to carry out and discharge their responsibilities. The content should not be disclosed to any third party without our prior written consent, and we assume no responsibility to any other person.

Yours very truly,
FBB Chartered Professional Accountants LLP



Ryan Broughton, CPA, CA
Partner

Village of Port Clements

FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2016

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MANAGEMENT'S RESPONSIBILITY

The information and representations in the consolidated financial statements are the responsibility of management and have been approved by the Mayor and Council of the Village of Port Clements. The consolidated financial statements were prepared by management in accordance with Canadian Public Sector Accounting Standards and, where necessary, reflect management's best estimates and judgements at this time. It is reasonably possible that circumstances may arise which cause actual results to differ. Management does not believe it is likely that any differences will be material.

The Village of Port Clements maintains systems of internal accounting controls, policies and procedures to provide reasonable assurances as to the reliability of the financial records and safeguarding of its assets.

The Mayor and Council are responsible for ensuring that management fulfills its responsibilities for financial reporting and are ultimately responsible for reviewing and approving the consolidated financial statements.

The consolidated financial statements have been reviewed and approved by the Mayor and Council. The consolidated financial statements have been audited by FBB Chartered Professional Accountants LLP, the independent auditors, whose report follows.

March 7, 2017
Port Clements, British Columbia



**CHARTERED
PROFESSIONAL
ACCOUNTANTS LLP**

D. Kane Fraser CPA, CA* – Partner

Ryan Broughton, CPA, CA* - Partner

*Denotes incorporated professional

INDEPENDENT AUDITOR'S REPORT

**To the Mayor and Council,
Village of Port Clements**

We have audited the accompanying consolidated financial statements of the Village of Port Clements, which comprise the Consolidated Statement of Financial Position as at December 31, 2016 and the Consolidated Statements of Operations, Changes in Net Financial Assets and Cash Flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risk of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.



**CHARTERED
PROFESSIONAL
ACCOUNTANTS LLP**

D Kane Fraser CPA, CA* – Partner

Ryan Broughton, CPA, CA* - Partner

*Denotes incorporated professional

INDEPENDENT AUDITOR'S REPORT (continued)

Opinion

In our opinion, these consolidated financial statements present fairly, in all material respects, the financial position of the Village of Port Clements as at December 31, 2016, and the results of its operations, changes in net financial assets and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

The comparative figures were audited by another firm of Chartered Professional Accountants.

March 7, 2017
Quesnel, British Columbia

FBB Chartered Professional Accountants LLP

Village of Port Clements
Consolidated Statement of Financial Position
As at December 31, 2016

	<u>2016</u>	<u>2015</u>
Financial assets		
Cash and investments	\$ 2,681,010	\$ 2,597,524
Taxes and accounts receivable (note 2)	<u>187,922</u>	<u>143,129</u>
	<u>2,868,932</u>	<u>2,740,653</u>
Financial Liabilities		
Accounts payable and accrued liabilities (note 3)	78,328	79,706
Deferred revenue (note 4)	<u>49,819</u>	<u>68,477</u>
	<u>128,147</u>	<u>148,183</u>
Net financial assets	<u>2,740,785</u>	<u>2,592,470</u>
Non-financial assets		
Property acquired for taxes	9,139	29,151
Prepaid expenses	18,652	19,212
Tangible capital assets (note 6)	<u>8,474,939</u>	<u>8,172,222</u>
	<u>8,502,730</u>	<u>8,220,585</u>
Accumulated Surplus (note 9)	<u>\$ 11,243,515</u>	<u>\$ 10,813,055</u>

Approved by the Mayor and Council

Village of Port Clements
Consolidated Statement of Operations
For the year ended December 31, 2016

	2016 Budget (unaudited)	2016 Actual	2015 Actual
Revenue			
Property taxes	\$ 215,740	\$ 217,720	\$ 213,539
Grants in lieu	7,300	7,553	7,371
Sale of services	9,750	11,848	7,153
Revenue from own sources	159,726	204,518	209,274
Multi-purpose building rental	12,700	14,252	12,944
Unconditional grants	382,000	375,682	396,388
Conditional grants	264,625	337,835	196,746
Interest and penalties on taxes and user fees	34,200	55,304	50,498
Collections for other agencies	186,010	188,886	183,236
	<u>1,272,051</u>	<u>1,413,598</u>	<u>1,277,149</u>
Expenses			
Legislative	36,950	27,552	41,342
General administration	197,700	164,068	201,742
Protective services	39,050	42,697	35,770
Emergency services	750	4,240	2,339
Common services	25,000	23,919	19,915
Wharf	54,100	9,659	26,954
Small craft harbour	20,300	22,151	6,905
Roads and public works	57,950	55,289	42,845
Environmental recovery	1,080	(436)	(350)
Economic development	3,000	52,500	52,500
Parks, recreation and tourism	67,155	81,681	56,850
Water and sewer utility operations	226,100	95,180	104,050
Multi-purpose building maintenance	49,900	51,305	43,553
Fiscal services	2,500	1,191	1,723
Amortization	112,000	158,592	145,288
Payments to other agencies	186,510	189,289	183,233
	<u>1,080,045</u>	<u>978,877</u>	<u>964,659</u>
Annual Surplus	<u>192,006</u>	434,721	312,490
Transfer from reserve funds		(4,261)	-
Accumulated surplus, beginning of year		<u>10,813,055</u>	<u>10,500,565</u>
Accumulated surplus, end of year		<u>\$ 11,243,515</u>	<u>\$ 10,813,055</u>

Village of Port Clements

Consolidated Statement of Changes in Net Financial Assets

For the year ended December 31, 2016

	<u>2016</u> <u>Budget</u> (unaudited)	<u>2016</u> <u>Actual</u>	<u>2015</u> <u>Actual</u>
Annual surplus	\$ 192,006	\$ 434,721	\$ 312,490
Amortization	-	158,592	145,288
Change in property acquired for taxes	-	20,012	(913)
Change in prepaid expenses	-	560	(1,217)
Transfer to (from) reserve funds	48,244	(4,261)	-
Acquisition of tangible capital assets	<u>(154,500)</u>	<u>(461,309)</u>	<u>(228,634)</u>
Increase in net financial assets	<u>\$ 85,750</u>	148,315	227,014
Net Financial Assets, beginning of year		<u>2,592,470</u>	<u>2,365,456</u>
Net Financial Assets, end of year		<u>\$ 2,740,785</u>	<u>\$ 2,592,470</u>

Village of Port Clements
Consolidated Statement of Cash Flows
For the year ended December 31, 2016

	<u>2016</u>	<u>2015</u>
NET INFLOW (OUTFLOW) OF CASH:		
Operating Activities		
Annual surplus	\$ 434,721	\$ 312,490
Non-cash charges to operations		
Amortization	158,592	145,288
Transfer from reserves	(4,261)	-
Changes in non-cash operating balances:		
Increase in taxes and accounts receivable	(44,793)	(44,268)
Increase (decrease) in accounts payable and accrued liabilities	(1,378)	60,379
Land acquired for taxes	(1,035)	(913)
Decrease in deferred revenue	(18,658)	(87,231)
Decrease in prepaid expenses	560	(1,217)
	<u>523,748</u>	<u>384,528</u>
Capital Activity		
Acquisition of tangible capital assets	(440,262)	(228,634)
Financing Activities		
	<u>-</u>	<u>-</u>
Increase (decrease) in cash and investments	83,486	155,894
Cash and investments, beginning of year	<u>2,597,524</u>	<u>2,441,630</u>
Cash and investments, end of year	<u>\$ 2,681,010</u>	<u>\$ 2,597,524</u>
Non-cash Capital Activity		
Land acquired for taxes transferred to tangible capital assets	<u>\$ 21,047</u>	<u>\$ -</u>

Village of Port Clements

Notes to the Consolidated Financial Statements

For the year ended December 31, 2016

General

The Village of Port Clements is a municipality and provides general government, water, sewer and related services to the residents of Port Clements, British Columbia.

1. SIGNIFICANT ACCOUNTING POLICIES

a. Basis of Presentation

These consolidated financial statements reflect all revenues, expenses, assets and liabilities of the Village of Port Clements. It is the Village's policy to follow Canadian public sector accounting standards and apply such principles consistently. The consolidated financial statements have been prepared incorporating guidelines issued by the Public Sector Accounting Board (PSAB) of the CPA Canada Handbook as recommended by Municipal Affairs, Province of British Columbia.

The focus of Canadian public sector accounting standards is on the financial position of the Village and the changes thereto. The Consolidated Statement of Financial Position reflects the combined results and activities of the Village's Operating, Capital and Reserve Funds. The purposes of these funds are:

i. **Operating Funds**

Operating Funds are to be used to record the costs associated with providing Village services.

ii. **Capital Funds**

Capital Funds are used to account for the acquisition costs of the Village's Tangible Capital Assets, the accumulated amortization thereon, and the funding thereof including related long-term debt.

iii. **Reserve Funds**

Under the Local Government Act of the Province of British Columbia, the Mayor and Council of the Village may, by bylaw, establish Reserve Funds for specific purposes. Money in a Reserve Fund and interest thereon must be used only for the purpose for which the fund was established. If the amount in a Reserve Fund is greater than required, the Mayor and Council may, by bylaw, transfer all or part of the balance to another Reserve Fund.

Financial assets are economic resources controlled by the government as a result of past transactions from which future economic benefits may be obtained. Liabilities are present obligations of the government to others arising from past transactions, the settlement of which is expected to result in the future sacrifice of economic benefits.

Revenues are accounted for in the period in which the transactions or events occurred that gave rise to the revenues. Expenses are recorded in the period in which goods and services are acquired and a liability is incurred.

Village of Port Clements
Notes to the Consolidated Financial Statements
For the year ended December 31, 2016

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

b. Restricted Financial Assets

Restricted financial assets include assets held in trust to be expended only in accordance with the conditions of the trust, and amounts from reserve funds set aside for future debt retirement or for future capital expenditures.

c. Revenue recognition

Taxes are recognized as revenue when they are levied. Sale of services and user fee revenues are recognized when the service or product is provided by the Village. Conditional grants are recorded as revenue when specified conditions have been met. Unconditional grants are recorded when funding is received or receivable. Revenues received where conditions have not yet been met are recorded as deferred revenue.

d. Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset, excluding all interest costs. Tangible capital assets received as contributions are recorded at their fair value at the date of receipt, and that fair value is also recorded as revenue. Assets under development or construction are not amortized until put into use.

Amortization is provided using the straight-line method at the estimated useful lives of the assets at the following rates:

Land	Nil
Buildings	20-150 years
Automotive	6-13 years
Fire department	10-30 years
Office equipment	15 years
Tools and equipment	4-20 years
Parks and recreation	3-100 years
Roads and sidewalks	20-40 years
Biomass heating system	50-70 years
Water system	4-140 years
Sewer system	165 years

e. Property acquired for taxes

Property acquired for taxes is recorded at acquisition cost.

Village of Port Clements

Notes to the Consolidated Financial Statements

For the year ended December 31, 2016

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

f. Use of Estimates

The preparation of consolidated financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, at the date of the consolidated financial statements and the reported amounts of revenues and expenses during the period. Significant areas requiring the use of management estimates include: determination of accrued sick benefits, collectibility of accounts receivable, amortization of tangible capital assets and provisions for contingencies. Actual results could differ from those estimates. Adjustments, if any, will be reflected in operations in the period of settlement.

2. TAXES AND ACCOUNTS RECEIVABLE

	<u>2016</u>	<u>2015</u>
Property taxes	\$ 87,528	\$ 90,305
Utilities	(2,036)	(1,557)
Sales taxes	56,994	12,560
Other receivables	45,436	41,821
	<u>\$ 187,922</u>	<u>\$ 143,129</u>

3. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

Trade and accrued liabilities	\$ 78,328	\$ 71,268
School taxes	-	8,438
	<u>\$ 78,328</u>	<u>\$ 79,706</u>

4. DEFERRED REVENUE

Federal Gas Tax Community Works	\$ 49,061	\$ 56,044
Playground donations	-	10,501
Prepaid taxes, business licences, fitness memberships	758	60
Via Sport Grant	-	1,872
	<u>\$ 49,819</u>	<u>\$ 68,477</u>

Village of Port Clements

Notes to the Consolidated Financial Statements

For the year ended December 31, 2016

4. DEFERRED REVENUE (continued)

The Village is a participant under the Community Works Fund that provides for the Village's receiving Federal gas taxes transferred under the New Deal for Cities and Communities signed by the Union of BC Municipalities, the Province of British Columbia, and the Government of Canada. Although the Village has some latitude in determining which projects to pursue, the agreement provides that projects should address the reduction of greenhouse gas emissions, cleaner air and cleaner water.

5. BANK INDEBTEDNESS

The Village has a \$189,000 operating line of credit the Canadian Imperial Bank of Commerce bearing interest at bank prime (December 31, 2016 - 2.7%). The facility was unused as at December 31, 2016.

6. TANGIBLE CAPITAL ASSETS

			<u>2016</u>	<u>2015</u>
	Cost	Accumulated Amortization	Net Carrying Amount	
Land	\$ 430,583	\$ -	\$ 430,583	\$ 406,944
Buildings	3,665,085	747,699	2,917,386	2,952,492
Automotive	35,061	22,831	12,230	16,481
Fire department	546,175	201,597	344,578	373,850
Office equipment	34,389	14,563	19,826	5,251
Tools and equipment	69,122	17,363	51,759	56,282
Parks and recreation	1,076,162	195,529	880,633	805,127
Roads and sidewalks	350,386	83,397	266,989	278,029
Biomass heating system	400,186	32,741	367,445	214,479
Solar Panel	151,900	5,063	146,837	-
Water system	2,212,078	296,340	1,915,738	1,933,924
Sewer system	1,390,634	269,699	1,120,935	1,129,363
	<u>\$ 10,361,761</u>	<u>\$ 1,886,822</u>	<u>\$ 8,474,939</u>	<u>\$ 8,172,222</u>

Included in parks and recreation is \$79,173 in unfinished projects that are not subject to amortization.

Included in land is \$2,592 in costs related to a Crown land application that has yet to be finalized.

Village of Port Clements
Notes to the Consolidated Financial Statements
For the year ended December 31, 2016

6. TANGIBLE CAPITAL ASSETS (continued)

Tangible Capital Asset Additions for the year are as follows:

	Cost January 1, 2016	Additions	Cost December 31, 2016
Land	\$ 406,944	\$ 23,639	\$ 430,583
Buildings	3,665,085	-	3,665,085
Automotive	35,061	-	35,061
Fire department	546,175	-	546,175
Office equipment	19,594	14,795	34,389
Tools and equipment	69,122	-	69,122
Parks and recreation	987,399	88,763	1,076,162
Roads and sidewalks	350,386	-	350,386
Biomass heating system	217,974	182,212	400,186
Solar panel	-	151,900	151,900
Water system	2,212,078	-	2,212,078
Sewer system	1,390,634	-	1,390,634
	<u>\$ 9,900,452</u>	<u>\$ 461,309</u>	<u>\$ 10,361,761</u>

Amortization for the year is as follows:

	Balance January 1, 2016	Amortization	Balance December 31, 2016
Land	\$ -	\$ -	\$ -
Buildings	712,593	35,106	747,699
Automotive	18,580	4,251	22,831
Fire department	172,325	29,272	201,597
Office equipment	14,343	220	14,563
Tools and equipment	12,840	4,523	17,363
Parks and recreation	182,272	13,257	195,529
Roads and sidewalks	72,357	11,040	83,397
Biomass heating system	3,495	29,246	32,741
Solar panel	-	5,063	5,063
Water system	278,154	18,186	296,340
Sewer system	261,271	8,428	269,699
	<u>\$ 1,728,230</u>	<u>\$ 158,592</u>	<u>\$ 1,886,822</u>

Village of Port Clements
Notes to the Consolidated Financial Statements
For the year ended December 31, 2016

7. NET ASSETS INVESTED IN TANGIBLE CAPITAL ASSETS

	<u>2016</u>	<u>2015</u>
Net assets in tangible capital assets, beginning of year	\$ 8,172,222	\$ 8,088,876
Add: acquisition of tangible capital assets	461,309	228,634
Less: amortization	<u>(158,592)</u>	<u>(145,288)</u>
	<u>\$ 8,474,939</u>	<u>\$ 8,172,222</u>

8. RESERVE FUNDS

Building reserve fund	\$ -	\$ 4,261
Latecomer's fee reserve	9,369	9,369
Fire department reserve	5,500	5,500
Planning fund reserve	<u>3,595</u>	<u>3,595</u>
	<u>\$ 18,464</u>	<u>\$ 22,725</u>

These internally restricted net assets are not available for other purposes without the approval of mayor and council.

9. ACCUMULATED SURPLUS

	<u>2016</u>	<u>2015</u>
General operating fund	\$ 1,622,183	\$ 1,575,609
Water system	651,140	602,755
Sewer system	476,789	439,744
Net assets invested in tangible capital assets (note 7)	8,474,939	8,172,222
Reserve funds (note 8)	<u>18,464</u>	<u>22,725</u>
	<u>\$ 11,243,515</u>	<u>\$ 10,813,055</u>

Village of Port Clements

Notes to the Consolidated Financial Statements

For the year ended December 31, 2016

10. COMMITMENTS AND CONTINGENCIES

- a. The Village is jointly and severally liable under the provisions of the Community Charter for any default on monies borrowed by the Village.
- b. Municipal Pension Plan

The Village and its employees contribute to the Municipal Pension Plan (Plan), a jointly trusted pension plan. The Board of Trustees, representing Plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer defined benefit pension plan. Basic pension benefits provided are based on a formula. The Plan has about 189,000 active members and approximately 85,000 retired members. Active members include approximately 37,000 contributors from local governments.

Every three years an actuarial valuation is performed to assess the financial position of the Plan and the adequacy of Plan funding. The actuary determines an appropriate combined employer and member contribution rate to the fund. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate is then adjusted to the extent there is amortization of any funding deficit. The most recent valuation as at December 2015 indicated a funding surplus of \$2,224 million for basic pension benefits on a going concern basis.

The next valuation will be December 31, 2018 with results available in 2019. Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension accounting). This is because the Plan records accrued liabilities and assets for the Plan in aggregate with the result that there is no consistent and reliable basis for allocating the obligation, assets and costs to the individual employers participating in the Plan.

The Village of Port Clements paid \$18,294 for employer contributions to the Plan in the year ended 2016 (\$18,867 - 2015).

11. ECONOMIC DEPENDENCE

The Village receives a significant portion of revenue from the Province of British Columbia through the government's Small Community Protection Program.

Village of Port Clements

Notes to the Consolidated Financial Statements

For the year ended December 31, 2016

12. FINANCIAL INSTRUMENTS AND RISK MANAGEMENT

The Village's financial instruments consist of cash and investments, taxes and accounts receivable, accounts payable and accrued liabilities and deferred revenue. Unless otherwise noted, it is management's opinion that the Village is not exposed to significant interest, currency, or credit risks arising from these financial instruments. The fair values of these financial instruments approximate their carrying values, unless otherwise noted.

The Village is exposed to financial risk that arises from the credit quality of the entities to which it provides services. Credit risk arises from the possibility that the entities to which the Village provides services may experience financial difficulty and be unable to fulfill their obligations. The Village mitigates this risk by dealing with counterparties management considers to be of high integrity.

The Village is exposed to interest rate risk arising from fluctuations in interest rates on its cash and investments. No financial instruments are held that mitigate this risk.

13. EXPENSES BY OBJECT

	<u>2016</u>	<u>2015</u>
Salaries, wages and benefits	\$ 190,779	\$ 206,671
Materials and supplies	64,676	62,891
Contracted services	16,261	38,554
Rent, maintenance and utilities	245,724	205,235
Mayor and council remuneration and travel	19,347	35,421
Insurance	29,815	24,681
Grants	63,205	60,921
Interest and bank charges	1,189	1,763
Amortization	158,592	145,288
Payment to other agencies	189,289	183,234
	<u>\$ 978,877</u>	<u>\$ 964,659</u>

Village of Port Clements
Notes to the Consolidated Financial Statements
For the year ended December 31, 2016

14. LIABILITY FOR CONTAMINATED SITES

The Village is aware of one potentially contaminated site on land the Village is responsible for. An old gas station site may require environmental remediation. The Village has no plans to redevelop or sell the property and has no future plans to remediate the property. Since there is no obligation to remediate the property or expected future outlay, no provision has been made in these financial statements. Should management become aware of any contaminated sites the Village is responsible for remediating, a liability for contaminated sites would be setup in accordance with PS3260.

15. BUDGETED FIGURES

The budget amounts presented throughout these consolidated financial statements are unaudited and represent the amended five year financial plan bylaw No. 437 approved by the Village Mayor and Council on December 5, 2016.

The summary below reconciles the 2016 adopted financial plan to the budgeted figures presented on the Consolidated Statement of Operations.

Budgeted consolidated annual surplus, as reported on statement of operations	\$ 192,006
Budgeted amounts for:	
Tangible Capital Asset acquisitions	(481,000)
Capital project funding	326,500
Net transfers from reserves	<u>48,244</u>
Budgeted consolidated annual surplus, as per financial plan	<u>\$ 85,750</u>

16. COMPARATIVE FIGURES

Certain of the comparative figures have been reclassified to conform to the current year's presentation. There were no changes to annual surplus or accumulated surplus.



D Kane Fraser CPA, CA* – Partner

Ryan Broughton, CPA, CA* - Partner

*Denotes incorporated professional

INDEPENDENT AUDITOR'S REPORT ON SUPPLEMENTARY INFORMATION

To the Mayor and Council,
Village of Port Clements,

We have audited and reported separately herein on the consolidated financial statement of the Village of Port Clements as at and for the year ended December 31, 2016.

Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements taken as a whole. The current year's supplementary information included is presented for purposes of additional analysis and is not a required part of the consolidated financial statements. Such supplementary information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and, in our opinion, is fairly stated in all material respects in relation to the consolidated financial statements taken as a whole.

The comparative figures were audited by another firm of Chartered Professional Accountants.

March 7, 2017
Quesnel, British Columbia

FBB Chartered Professional Accountants LLP

Village of Port Clements

General Operating Fund - Statement of Financial Position

As at December 31, 2016

	<u>2016</u>	<u>2015</u>
Financial assets		
Cash and investments	\$ 2,681,010	\$ 2,597,524
Taxes and accounts receivable	187,922	143,129
	<u>2,868,932</u>	<u>2,740,653</u>
Financial Liabilities		
Accounts payable and accrued liabilities	78,328	79,706
Deferred revenue	49,819	68,477
Due to other funds	1,127,929	1,042,499
	<u>1,256,076</u>	<u>1,190,682</u>
Net financial assets	<u>1,612,856</u>	<u>1,549,971</u>
Non-financial assets		
Property acquired for taxes	9,139	29,151
Prepaid expenses	18,652	19,212
Tangible capital assets	5,438,266	5,108,934
	<u>5,466,057</u>	<u>5,157,297</u>
	<u>\$ 7,078,913</u>	<u>\$ 6,707,268</u>
Accumulated surplus		
Accumulated surplus	1,622,183	1,575,609
Equity in tangible capital assets	5,438,266	5,108,934
Reserves	18,464	22,725
	<u>\$ 7,078,913</u>	<u>\$ 6,707,268</u>

Village of Port Clements
General Operating Fund - Statement of Operations
For the year ended December 31, 2016

	2016 Budget (unaudited)	2016 Actual	2015 Actual
Revenue			
Property taxes	\$ 127,000	\$ 127,101	\$ 126,022
Grants in lieu	7,300	7,553	7,371
Sale of services	9,750	11,848	7,153
Revenue from own sources	71,110	117,325	123,805
Multi-purpose building rental	12,700	14,252	12,944
Unconditional grants	382,000	375,682	396,388
Conditional grants	199,625	337,835	196,746
Interest and penalties on taxes and user fees	34,200	52,506	48,570
Collections for other agencies	186,010	188,886	183,236
	<u>1,029,695</u>	<u>1,232,988</u>	<u>1,102,235</u>
Expenses			
Legislative	36,950	27,552	41,342
General administration	197,700	164,068	201,743
Protective services	39,050	42,697	35,770
Emergency services	750	4,240	2,339
Common services	25,000	23,919	19,915
Wharf	54,100	9,659	26,954
Small craft harbour	20,300	22,151	6,905
Roads and public works	57,950	55,289	42,845
Environmental recovery	1,080	(436)	(350)
Economic development	3,000	52,500	52,500
Parks, recreation and tourism	67,155	81,681	56,850
Multi-purpose building maintenance	49,900	51,305	43,552
Fiscal services	2,500	1,191	1,723
Amortization	112,000	131,977	101,572
Payments to other agencies	186,510	189,289	183,233
	<u>853,945</u>	<u>857,082</u>	<u>816,893</u>
Annual surplus	<u>175,750</u>	375,906	285,342
Transfer from reserves		(4,261)	-
Accumulated surplus, beginning of year		<u>6,707,268</u>	<u>6,421,926</u>
Accumulated surplus, end of year		<u>\$ 7,078,913</u>	<u>\$ 6,707,268</u>

Village of Port Clements
Water System - Statement of Financial Position
As at December 31, 2016

	<u>2016</u>	<u>2015</u>
Financial assets		
Due from general operating fund	\$ 651,140	\$ 602,755
Non-financial assets		
Tangible capital assets	<u>1,915,738</u>	<u>1,933,925</u>
	<u>\$ 2,566,878</u>	<u>\$ 2,536,680</u>
Accumulated Surplus		
Accumulated surplus	\$ 651,140	\$ 602,755
Equity in tangible capital assets	<u>1,915,738</u>	<u>1,933,925</u>
	<u>\$ 2,566,878</u>	<u>\$ 2,536,680</u>

Village of Port Clements
Water System - Statement of Operations
For the year ended December 31, 2016

	<u>2016 Budget (unaudited)</u>	<u>2016 Actual</u>	<u>2015 Actual</u>
Revenue			
User charges	\$ 55,000	\$ 56,094	\$ 54,987
Water frontage tax	52,500	53,184	49,958
Community works	65,000	-	-
Interest and other	1,800	2,798	1,928
	<u>174,300</u>	<u>112,076</u>	<u>106,873</u>
Expenses			
Administration	9,950	4,000	3,100
Amortization	26,000	18,187	25,806
Community works	65,000	-	-
Distribution	30,900	26,297	30,708
Repairs and maintenance	7,250	10,567	8,012
Wages and benefits	30,200	22,827	26,567
	<u>169,300</u>	<u>81,878</u>	<u>94,193</u>
Annual surplus (deficit)	<u>5,000</u>	30,198	12,680
Accumulated surplus, beginning of year		<u>2,536,680</u>	<u>2,524,000</u>
Accumulated surplus, end of year		<u>\$ 2,566,878</u>	<u>\$ 2,536,680</u>

Village of Port Clements
Sewer System - Statement of Financial Position
As at December 31, 2016

	<u>2016</u>	<u>2015</u>
Financial assets		
Due from general operating fund	\$ 476,789	\$ 439,744
Non-financial assets		
Tangible capital assets	<u>1,120,935</u>	<u>1,129,363</u>
	<u>1,120,935</u>	<u>1,129,363</u>
	<u>\$ 1,597,724</u>	<u>\$ 1,569,107</u>
Accumulated surplus		
Accumulated surplus	\$ 476,789	\$ 439,744
Equity in tangible capital assets	<u>1,120,935</u>	<u>1,129,363</u>
	<u>\$ 1,597,724</u>	<u>\$ 1,569,107</u>

Village of Port Clements
Sewer System - Statement of Operations
For the year ended December 31, 2016

	<u>2016 Budget (unaudited)</u>	<u>2016 Actual</u>	<u>2015 Actual</u>
Revenue			
User charges	\$ 31,816	\$ 31,099	\$ 30,482
Sewer frontage tax	36,240	37,435	37,559
	<u>68,056</u>	<u>68,534</u>	<u>68,041</u>
Expenses			
Administration	3,000	3,000	3,093
Amortization	18,000	8,428	17,910
Operations	10,300	9,027	11,243
Repairs and maintenance	6,500	1,617	6,235
Wages and benefits	19,000	17,845	15,092
	<u>56,800</u>	<u>39,917</u>	<u>53,573</u>
Annual surplus (deficit)	<u>11,256</u>	28,617	14,468
Accumulated surplus, beginning of year		<u>1,569,107</u>	<u>1,554,639</u>
Accumulated surplus, end of year		<u>\$ 1,597,724</u>	<u>\$ 1,569,107</u>

Kim Mushynsky

From: Elizabeth J Stewart <st6an7g5@qcislands.ca>
Sent: March-26-17 3:56 PM
To: Douglas Daugert; Charleen O'Brien Anderson
Cc: Kim Mushynsky; Ruby Decock; Sean O'Donoghue
Subject: Re: Elizabeth J. Stewart - Business Concept Plan, Ditch Infill Policy & Fencing
Attachments: Ditch Infill Plan & Design - 19 Yakoun St-Mar 2017.pdf

Dear Mayor & Council:

1. Business Concept Plan:

I am in the final stages of preparing my Mobile Business Concept Plan for presentation to the Hecate Strait Employment Development Society, and am not yet ready to apply for the Business License or open for business. I will be operating a Mobile Business out of a Motorhome that will be parked out front on our property at 19 Yakoun Street part-time (still working out the days of the week, etc.). I will be selling Soft Ice-Cream cones, my homemade Jams, Jellies & Preserves, as well as operating my Custom Graphics Imprinting Shop [Clothing for Adults, Youths, Toddlers & Infants, Signs, Souvenirs & Custom Family History Products].

I have consulted with the Northern Health Inspector about my requirements for handling Soft Ice Cream food items in this type of a business environment. I will be applying for a Food Mobile Permit from Northern Health.

Could I please have Council's support of my Mobile Business Concept Plan, which will be included in my submission to the HSEDS. Do I need to submit a separate letter directed to Council for this specific purpose? I have a deadline of April 6, 2017 to have my Plan ready for submission.

2. Ditch Infill:

At our meeting with Sean (Public Works) on Friday, March 24, 2017 out front of our home at 19 Yakoun Street, Sean stated that he does not have an issue with our plans to install a 400 mm culvert system (galvanized metal piping) in the ditch out front our home on Yakoun Street. Sean stated that he will need to notify our adjacent neighbours about our plans, but that this won't affect our ability to go ahead with the work. We have chosen to hire a contractor for some of this work.

I had an onsite meeting on Saturday, March 26, 2017 with Don Robinson regarding the grubbing of the shoulder, ditching and culvert placement. He will also be grubbing at the bottom of our property. Mr. Robinson carries \$2 million liability coverage. A certified traffic control person will be on-site if and when needed. The placement of the 400 mm culvert system in the ditch will provide pull-over & parking room for my customers.

** As I am in the process of getting my Mobile Business Concept Plan finalized, I don't have an extra \$1,000.00 that I can tie up as per the requirement of the Ditch Infill Policy and, therefore, I kindly request that the \$1,000.00 refundable damage deposit be waived. **

Attached, please find a copy of our Ditch Infill Application and accompanying drawing of the planned works.



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

36 Cedar Avenue West
PO Box 198
Port Clements, BC
V0T1R0
Phone :250 557-4295
FAX :250-557-4568
Email : cao@portclements.ca
Web : www.portclements.ca

APPLICATION FOR CULVERT INSTALLATION

Mr. Greg & Elizabeth Stewart hereby make application to install

≈ 20 metres of culvert on Village Property at:

19 Yakoun Street, Port Clements, BC
(legal description or street address)

Please include a sketch map of your property, location of existing ditch line(s) along your property, and the location of the proposed works. Show measurements in metres of the length of proposed works and the distance to the nearest street intersection.

I understand that the culvert must be 2 feet in diameter and that I will be responsible for installation of the culvert and all associated costs.

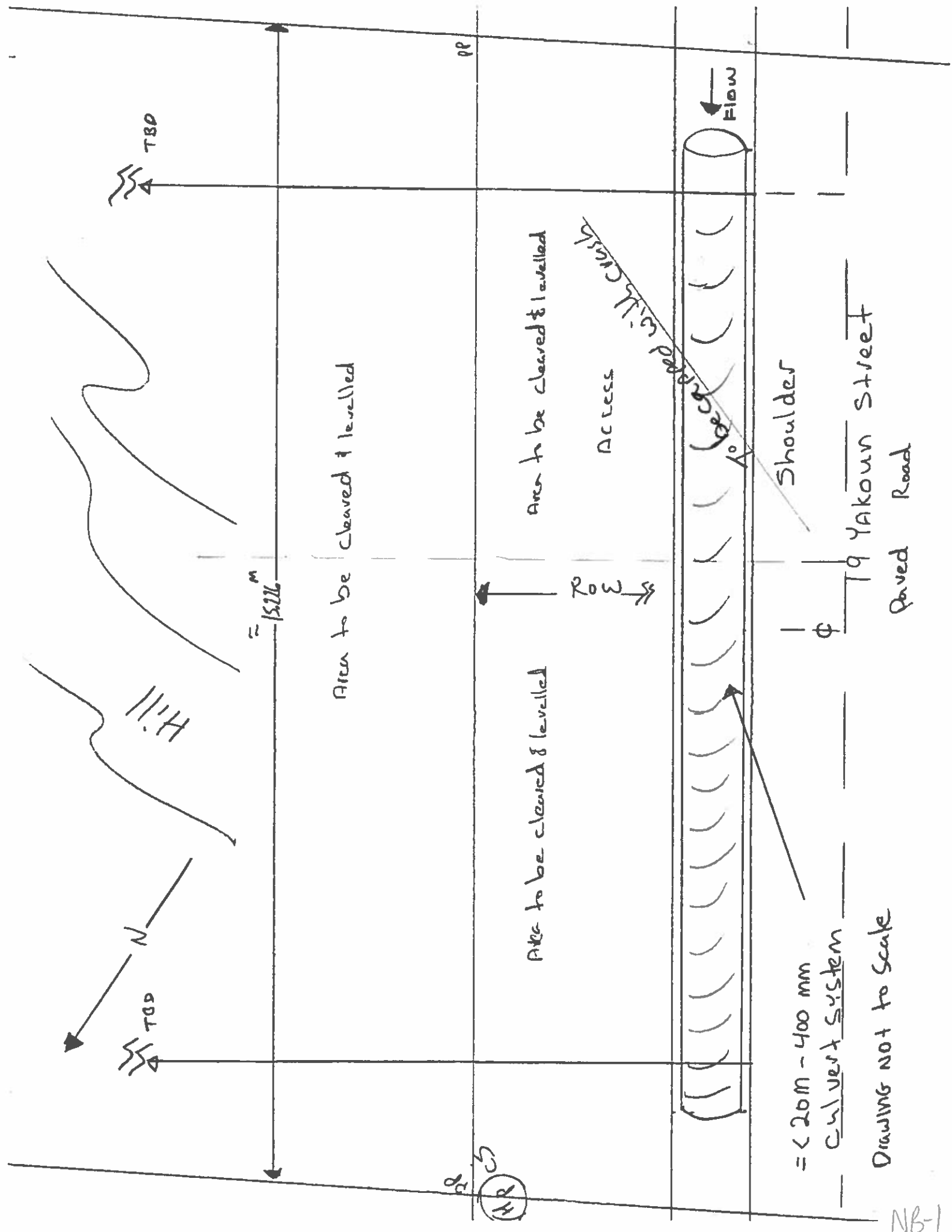
I also understand that no culvert will be installed within 6 metres of an intersection or stop sign.

Greg Stewart
Signature of Applicant
Elizabeth Stewart

March 27, 2017
Date
27 Mar 2017

Signature of Approval from Village

Date



TSD

TSD

Hill

N

15226 m

Area to be cleared & levelled

Area to be cleared & levelled

Area to be cleared & levelled

ROW

Access

Accessed with crush

Flow

Shoulder

< 20m - 400 mm

Culvert system

19 Yakoun Street

Paved Road

Drawing NOT to Scale

NB-1

1/4

PP

Notes from April 18, 2016 Sunset Park walk with Council & Staff

- Clear some limbs around tent sites to allow for more light - DONE
- Do some spacing at the 1st and 3rd tent sites - DONE
- Get a quote for gutters for gazebo and top of bird tower – Sean to get quote ASAP from either Pat Elwood or AMS – GUTTER PURCHASED – WILL BE INSTALLED SHORTLY
- Replace light at gazebo – put in something with a light sensor so that it is not on at all times - DONE
- Pressure wash tables, outhouses and bird tower – DONE IN 2016 WILL DO AGAIN IN LATE APRIL
- Fill up firewood and secure a source for summer – may want to investigate securing the shed so that wood is not taken by non-campers (there are some logistic issues around this and getting the key or code to campers when they first arrive) – DONE – MAY WANT TO DISCUSS WHETHER OR NOT TO CONTINUE WITH FREE FIREWOOD OR CHARGE AS THEY DO AT MISTY MEADOWS
- At the 3rd tent site from Gazebo heading back towards Port – clear to the beach – INCOMPLETE
- Clean up/clear from the trail at the end of the tent parking lot down to join the main trail – DONE
- Open to beach about 100m from the parking lot – there is a leaning tree on the beach side as a reference point - DONE
- Haul out all the cut logs easily visible from along the trail- INITIALLY DONE BUT NOW MORE TO DO AFTER HEENAN'S RECENT WORK
- Talk to Lucy at Parks Canada about ideas for interpretive signs – there was a suggestion to create an interpretive sign for the area with all the spring board trees. Kim to talk to Lucy about interpretive signs in general and to talk to the Historical Society around wording for the Spring Board sign.- DONE
- Clear by seaweed road access – INCOMPLETE
- Pruning around bird tower - DONE
- Sean to take down signs from the Bird Tower ASAP and then Sue and/or Marilyn to clean them up and paint/fix as necessary and Sean to re-install them (unless when taken apart they are beyond repair and then we need to price out to replace them).- DONE
- Sean to price out, and if reasonable, order expanded mesh and protective metal strip for bird tower and then contract out someone to install it. – INCOMPLETE
- Mr. Robinson to do some debris clean up with machine along trail where able to do so – INCOMPLETE
- General sprucing up of entire length of trail (raking to remove small branches on trail, etc) to be done by a student – DONE
- More involved trail fixes (replaces gravel where needed and bridge fixing) to be done at the same time the Alder trail project happens – INCOMPLETE

18 TASKS INITIALLY IDENTIFIED – 12 FULLY COMPLETED, 1 PARTIALLY COMPLETED, 5 OUTSTANDING

ACTION ITEMS

#	<u>Date</u>	<u>Description</u>	<u>Lead</u>	<u>Follow up</u>
A16	15-10-2012	Dyson property development	Staff	Work through Brownfield issues
A27	05-05-2014	Park Management Committee	Administration	Finalize park management plans after results from questionnaire have been reviewed.
A30	06-09-2016	Weight Room Upgrades	Administration	confirming equipment & waiting for feedback from FD
A31	19-09-2016	Playground equipment Installation	Staff	Work to be completed before end 2016
A32	19-09-2016	Chevron Property	Tourism Comm.	Work towards lease or acquisition
A33	19-09-2016	Danger Trees	Public Works	Create plan for municipality Heenan Tree Services plans to be on HG early 2017