



The Village of  
**PORT CLEMENTS**  
*"Gateway to the Wilderness"*

36 Cedar Avenue West  
PO Box 198  
Port Clements, BC  
V0T1R0  
OFFICE: 250-557-4295  
Public Works: 250-557-4295  
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Email: [office@portclements.ca](mailto:office@portclements.ca)  
Web: [www.portclements.ca](http://www.portclements.ca)

**7:00 p.m. Regular Meeting of Council Tuesday, January 2, 2018**

**AGENDA**

- 1. ADOPT AGENDA**
- 2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**
- 3. MINUTES**  
M-1 – December 18<sup>th</sup>, 2017 Regular Council Meeting Minutes.
- 4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
- 5. ORIGINAL CORRESPONDENCE**  
C-1 – Request for Local Governments to Share in Cannabis Tax Revenue – City of Kelowna
- 6. FINANCE**  
F-1 – General Revenue and Expense Report
- 7. GOVERNMENT**  
G-1 – 2018 Council Meeting Schedule
- 8. NEW BUSINESS**
- 9. REPORTS & DISCUSSIONS**
- 10. ACTION ITEMS**  
A-1 – see Action Items list.
- 11. QUESTIONS FROM THE PUBLIC & PRESS**
- 12. IN-CAMERA**
- 13. ADJOURNMENT**



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**Minutes of the regular meeting of the Port Clements Council held December 18, 2017 in Council Chambers.**

Present:

Deputy Mayor Stewart  
Councillor Cumming  
Councillor O'Brien Anderson  
Councillor Daugert

Regrets: Mayor Thomas

Acting CAO Decock  
Intern Cumming

7 members of the public attended: Marilyn Bliss, Maureen Bailey, Manzanita Snow, Craig Beachy, Bev Lore, Teri Kish.

Deputy Mayor Stewart called the meeting to order at 7:01 p.m.

**1. ADOPT AGENDA.**

2017- 323 – Moved by Councillor Daugert, seconded by Councillor Cumming  
THAT Council adopts the agenda without changes or additions.  
**CARRIED**

**2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS.**

**3. MINUTES.**

M-1 – December 4<sup>th</sup>, 2017 Regular Council Meeting Minutes.  
2017- 324 – Moved by Councillor Cumming, seconded by Councillor O'Brien Anderson  
THAT Council adopts the December 4<sup>th</sup>, 2017 Council Meeting minutes as presented.  
**CARRIED**

M-2 – Emergency Preparedness Plan – Emergency Planning Committee  
2017-325 – Moved by Councillor Daugert, seconded by Councillor Cumming  
THAT Council adopts the Emergency Preparedness Plan as presented.  
**CARRIED**

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

UB-1 – Rainbow Wharf Referendum Results – RTC Acting CAO Decock  
2017-326 – Moved by Councillor O'Brien Anderson, seconded by Councillor Daugert  
THAT Council receives UB-1 - Rainbow Wharf Referendum Results – RTC.  
**CARRIED**

**Councillor O'Brien Anderson left the Council Chambers due to conflict of interest at 7:13 pm.**

2017-327-Moved by Councillor Daugert, seconded by Councillor Cumming  
Be it THAT,

In the two reports from Sea Force Consultants dated October 2015 and November 2015, recommended repairs were identified to maintain the wharf to original load bearing design (2 axle single truck GVW 8,000 kg, 3 axle single tandem truck GVW 12,000 kg, 4 axle semi-trailer (no turning) 20,000 kg). As well, interim load limits of no more than 2 single axle trucks of not more than 3,500 kg were recommended until work repair was completed.

Because of the high cost of repairs to meet the standards as described in the October 2015 report, the Council requests the CAO to ask the following questions of Sea Force Consultants:

1. Could an estimate of work necessary to maintain the wharf in good serviceable condition to support load limits of no more than 2 single axle trucks of not more than 3,500 kg each be derived from the prior (2015 inspection, and if so, what would the cost be?
2. What would the estimated additional cost be to obtain a re-inspection with options for original load limits AND reduced load limits?
3. Are there other costs probable in the future from maintaining the wharf to a reduced load limit? Are we likely to require more work in the future because we are currently able to defer work if we choose lower load limits?

Council recognizes there may be some costs in obtaining answers to these questions.

**CARRIED**

**Councillor O'Brien Anderson returned to the room at 7:20 pm.**

#### **5. ORIGINAL CORRESPONDENCE**

C-1 – December 8, 2017 Board Highlights – NCRD

2017-328 – Moved by Councillor O'Brien Anderson, seconded by Councillor Daugert

THAT Council receives the December 8, 2017 NCRD Board Highlights

**CARRIED**

C-2 – Letter to NCRD Re: Cellular Coverage from Ministry of Citizens' Services

2017-329 – Moved by Councillor O'Brien Anderson, seconded by Councillor Daugert

THAT Council receives the letter from NCRD

**CARRIED**

2017-330 - Councillor O'Brien Anderson, seconded by Councillor Daugert

THAT Council asks the Acting CAO to write a letter to Canadian Radio-television and Telecommunications

Commission to convey the importance of cellular service to Port Clements and cc it to Telus, Rogers, Bell, Minister Jinny Sims, MLA Jennifer Rice and MP Nathan Cullen.

#### **6. FINANCE**

#### **7. GOVERNMENT**

#### **8. NEW BUSINESS**

NB-1 – Community Park Washrooms RTC-CAO Decock

2017-331 – Moved by Councillor O'Brien Anderson, seconded by Councillor Cumming

THAT Council receives the report.

**CARRIED.**

NB-2 – Searchable PDF Documents of Council Agendas – Councillor Stewart

2017-332 – Moved by Councillor Daugert, seconded by Councillor Cumming

THAT Council defers this item to Strategic Planning and contact funding agencies regarding this issue.

**CARRIED**

**NB-3– Council Resolution for FCM Asset Management Grant – RTC**

**2017-333 – Moved by Councillor Daugert, seconded by Councillor Cumming**

Be it resolved that the Village of Port Clements Council directs MIEDS to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for VOPC's Asset Management & Asset Inventory Plan.

Be it therefore resolved that the Village of Port Clements commits to conduct the activities in its proposed project written by Urban Systems.

Be it further resolved that the Village of Port Clements commits matching funds from its 2018 UBCM Asset Management Grant Application and the Vibrant Haida Gwaii Communities Initiative Grant.

**CARRIED**

## **9. REPORTS & DISCUSSIONS**

Councillor O'Brien Anderson – Thanks Sam Pullano & Chuck Rokstad for putting up Christmas tree & decorations on the Dyson Party. The tree install (equipment & lights) was provided by O'Briens & Fuerst Logging.

Councillor Cumming – Very successful Breakfast with Santa the Emergency Preparedness Plan was worked on by volunteers and adopted by Council.

Councillor Daugert – Attended fisheries meetings in Prince Rupert and via teleconference. Also attended a Rod & Gun Club meeting. Also now that the boat of a deceased member of the community has been removed we can now go ahead with the work on the boat launch. We need to get our Public Works committee set up for the new year so that there are proper meetings.

Deputy Mayor Stewart – Nothing to report.

Acting CAO Ruby Decock – Still adjusting to the role of Acting CAO, lots of work as well as actively working on plans for Strategic Planning gathering information for Council for Strategic Planning. Public Work's identified that the fire pump's automatic ignition has been working intermittently. It is nothing to worry about; a part will be replaced to fix the issue.

Intern Elizabeth Cumming – Been busy, completed annual mail outs/renewal notices.

## **10. ACTION ITEMS**

Gym Update: Still in progress. Delayed until office dynamics change.

RFP for Clinic Ventilation deferred until we receive the quote for the HRV. Requests for quotes on install, but delayed by company.

## **11. QUESTIONS FROM THE PUBLIC & PRESS**

Manzanita Snow – What is HRV?

Response – Heat Recovery Ventilation – not the same as a heat pump. Helps with circulating fresh air.

Manzanita Snow – How do I find out what physical assets belong to the Village of Port Clements?

Response – The broad information is listed in our annual financial report but finer details are available in the office.

## **12. ADJOURN TO IN-CAMERA in 90 (1) (c) & (g)**

2017-334 - Moved by Deputy Mayor Stewart, seconded by Councillor Cumming  
THAT Council adjourn to in camera as per section 90 (1) (c) & (g) at 8:13 pm.

**ADJOURNMENT**

2017- 335—Moved by Councillor O'Brien Anderson  
THAT the meeting be adjourned at 10:07 PM.

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Elizabeth Stewart  
Deputy Mayor

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Ruby Decock  
Acting Chief Administrative Officer

## Ruby Decock

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**From:** Rebecca Narinesingh <Rebecca.Narinesingh@westkelownacity.ca>  
**Sent:** December-15-17 3:11 PM  
**To:** Rebecca Narinesingh  
**Subject:** City of West Kelowna - Request for Local Governments to Share in Cannabis Tax Revenue  
**Attachments:** Request for Local Governments to Share in Cannabis Tax Revenue.pdf

Dear Local Governments of British Columbia,

On behalf of Mayor and Council of the City of West Kelowna please find attached a letter requesting your support lobbying the Provincial Government for an equitable share of tax revenue from cannabis sales.

Sincerely,



**REBECCA NARINESINGH | EXECUTIVE ASSISTANT | CITY HALL**

City of West Kelowna

2760 Cameron Road, West Kelowna, BC V1Z 2T6

778.797.2210 | [www.westkelownacity.ca](http://www.westkelownacity.ca)

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Office of the Mayor  
2760 Cameron Road, West Kelowna, British Columbia V1Z 2T6  
Tel (778) 797.2210 Fax (778) 797.1001

December 13, 2017

Dear Local Governments of British Columbia,

With cannabis sales becoming legal in 2018, there must be a formal agreement that will divide the tax revenue on cannabis sales in a fair and equitable manner. Current discussions regarding revenue sharing involve the Federal and Provincial governments with no inclusion of local governments. Ultimately, the legalization will entail additional costs for local governments both in social and policing costs. A Federation of Canadian Municipalities (FCM) paper is stating that the impact may affect policing, fire services, building codes, city planning, municipal licensing and standards, public health, social services, communications, law, etc.

City of West Kelowna Mayor and Council is requesting your support, by writing to the Province to lobby them to agree to 50% of the provincial share of the cannabis tax sharing formula be provided to local governments. This is an adequate and equitable share to help support costs and services incurred by local governments.

Thank you for your consideration.

Sincerely, on behalf of Council,

Doug Findlater  
Mayor

# VILLAGE OF PORT CLEMENTS

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2017-Dec-28

7:52:37AM

## General Revenue & Expense

Description	2016 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Budget
<b>Taxes</b>				
Property Tax - Municipal	(127,101.45)	(127,048.98)	(127,000.00)	(127,000.00)
* TOTAL Taxes	(127,101.45)	(127,048.98)	(127,000.00)	(127,000.00)
<b>Payment in Lieu of Taxes</b>				
Grant in Lieu - Federal	(1,344.59)	(1,068.07)	(1,300.00)	(1,300.00)
Grant in Lieu - Hydro	(4,771.17)	(5,510.53)	(4,700.00)	(4,700.00)
Grant in Lieu - Telus	(1,437.61)	(1,405.41)	(1,500.00)	(1,500.00)
* TOTAL Payment in Lieu of Taxes	(7,553.37)	(7,984.01)	(7,500.00)	(7,500.00)
<b>Sales of Service</b>				
Sales - Faxes	(192.60)	(352.85)	(250.00)	(250.00)
Sales - Photocopies	(734.40)	(576.40)	(600.00)	(600.00)
Sales - Tax Searches & Commissioner	(490.00)	(765.00)	(450.00)	(450.00)
Misc. - Fire Protection Agreement	(450.00)	(750.00)	(450.00)	(450.00)
Sales - Garbage Tags	(48.00)	0.00	(50.00)	(50.00)
Rec Commission Revenue	(6,987.41)	(5,575.60)	(4,000.00)	(4,000.00)
Sales - Village Property	0.00	0.00	0.00	0.00
Taxes - School Tax Admin Fee	(2,130.03)	(2,123.15)	(2,100.00)	(2,100.00)
Rental -Weight Room	(1,878.75)	(2,060.00)	(1,850.00)	(1,850.00)
* TOTAL Sales of Service	(12,911.19)	(12,203.00)	(9,750.00)	(9,750.00)
<b>Revenue From Own Sources</b>				
Sales - Business Licenses	(1,440.00)	(1,650.00)	(1,400.00)	(1,400.00)
Rental - Gym	0.00	(300.00)	0.00	0.00
Rental - Ambulance	(6,730.56)	(6,755.44)	(6,600.00)	(6,600.00)
Dog Tag Revenue	0.00	(585.00)	0.00	0.00
Rental - St. Marks Church	(100.00)	(262.50)	(100.00)	(100.00)
Rental - Shoreline Park RV	(7,541.20)	(7,278.25)	(6,000.00)	(6,000.00)
Rental - CBC Site	(945.00)	(900.00)	(900.00)	(900.00)
Rental - Clinic	(8,487.60)	(8,487.60)	(8,400.00)	(8,400.00)
Garbage Admin	(3,676.50)	(3,681.00)	(3,500.00)	(3,500.00)
Property Tax Penalties	(6,285.60)	(5,982.62)	(6,000.00)	(6,000.00)
Property Tax Arrears Interest	(1,167.45)	(1,122.14)	(1,200.00)	(1,200.00)
Delinquent Tax Interest	(437.69)	(506.34)	(600.00)	(600.00)
MIA Dividends	0.00	0.00	0.00	0.00
Interest Revenue	(44,713.71)	(34,041.67)	(40,000.00)	(40,000.00)
Small Craft - Electricity Revenue	(6,894.00)	(9,913.95)	(6,500.00)	(6,500.00)
Small Craft - Fee for Use	(18,887.50)	(31,569.60)	(20,000.00)	(20,000.00)
Large Wharf fee for use	(6,337.08)	(6,645.44)	(6,500.00)	(6,500.00)
Biomass Recovery	(5,026.99)	(11,338.89)	(10,000.00)	(10,000.00)
* TOTAL Revenue From Own Sources	(118,670.88)	(131,020.44)	(117,700.00)	(117,700.00)
<b>Multi Purpose Building Rental</b>				
MPBC Library Revenue	(11,135.00)	(9,350.00)	(10,200.00)	(10,200.00)
MPBC Space rental	(3,116.50)	(3,383.81)	(2,750.00)	(2,750.00)
* TOTAL Multi Purpose Building R	(14,251.50)	(12,733.81)	(12,950.00)	(12,950.00)



# VILLAGE OF PORT CLEMENTS

## General Revenue & Expense

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Description	2016 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Budget
<b>Unconditional Transfers</b>				
Grants - Small Community Protection	(375,682.00)	(386,064.00)	(386,000.00)	(386,000.00)
* TOTAL Unconditional Transfers	(375,682.00)	(386,064.00)	(386,000.00)	(386,000.00)
<b>Conditional Transfers</b>				
Misc. - NSF & Sundry Charges	(97.11)	(10.50)	(25.00)	(25.00)
Misc. - Donations	(20.60)	(471.15)	(100.00)	(100.00)
Miscellaneous	(1,485.31)	(4,982.22)	(500.00)	(500.00)
Grants - Misc.	(321,329.36)	(89,606.00)	(90,000.00)	(90,000.00)
Grants - GT - Christmas	(10,000.00)	0.00	(10,000.00)	(10,000.00)
Grants - GT - Community Events Program	(5,000.00)	(5,000.00)	(5,000.00)	(5,000.00)
Economic Dev. Fund	(50,000.00)	(50,000.00)	(50,000.00)	(50,000.00)
SCH- Funding	0.00	0.00	0.00	0.00
Community Works Fund Cond. Transfer	0.00	0.00	0.00	0.00
* TOTAL Conditional Transfers	(387,932.38)	(150,069.87)	(155,625.00)	(155,625.00)
<b>Reserves</b>				
Transfers From Reserves	0.00	0.00	0.00	0.00
* TOTAL Reserves	0.00	0.00	0.00	0.00
<b>Collections for Other Agencies</b>				
Taxes - School Residential	(80,338.63)	(79,476.66)	(80,000.00)	(80,000.00)
Taxes - School Non-residential	(33,841.24)	(30,998.82)	(34,000.00)	(34,000.00)
Taxes - SQCRD	(30,042.57)	(29,941.23)	(30,000.00)	(30,000.00)
Taxes - Regional Hospital	0.00	0.00	0.00	0.00
Taxes - NW Regional Hospital	(14,235.43)	(23,630.31)	(15,000.00)	(15,000.00)
Taxes- Police	(15,852.02)	(13,074.32)	(15,000.00)	(15,000.00)
Taxes - BCAA	(1,829.83)	(1,566.79)	(2,000.00)	(2,000.00)
Taxes - MFA	(6.06)	(6.18)	(10.00)	(10.00)
Taxes - VIRL	(12,740.50)	(13,125.63)	(13,000.00)	(13,000.00)
* TOTAL Collections for Other Ag	(188,886.28)	(191,819.94)	(189,010.00)	(189,010.00)
** Total Revenues	(1,232,989.05)	(1,018,944.05)	(1,005,535.00)	(1,005,535.00)

# VILLAGE OF PORT CLEMENTS

## General Revenue & Expense

Description	2016 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Budget
<b>Legislative Expenses</b>				
Council Remuneration	17,000.00	16,678.51	17,000.00	17,000.00
Council Training Expense	0.00	3,043.34	2,000.00	2,000.00
Council Travel	48.49	9,124.29	9,000.00	9,000.00
Council Benefits Expense	702.66	550.40	750.00	750.00
Council Membership Expense	1,595.73	1,866.72	1,700.00	1,700.00
Council Grants Awarded	8,205.49	6,548.87	9,500.00	9,500.00
Centennial Celebration Expense	0.00	0.00	0.00	0.00
* <b>TOTAL Legislative Expenses</b>	<b>27,552.37</b>	<b>37,812.13</b>	<b>39,950.00</b>	<b>39,950.00</b>
<b>General Administration</b>				
Administrative Wages	89,556.60	100,321.55	109,000.00	109,000.00
Administrative Benefits	19,939.31	25,130.74	26,000.00	26,000.00
Administrative Travel	264.61	1,596.61	1,800.00	1,800.00
Membership Fees	637.62	468.50	650.00	650.00
Audit & Accounting Expense	8,000.00	8,000.00	8,000.00	8,000.00
Legal Expense	5,233.93	4,269.80	5,000.00	5,000.00
Office Supplies	2,552.27	1,564.46	1,700.00	1,700.00
Website Fees	2,606.41	2,893.85	3,000.00	3,000.00
Computer Software Expenses	4,054.51	3,701.70	3,800.00	3,800.00
Administrative Operating Costs	4,129.63	3,449.64	4,000.00	4,000.00
Supplies	172.01	118.23	300.00	300.00
Advertising	1,348.45	1,411.54	1,850.00	1,850.00
Postage Expense	1,161.23	1,162.53	1,500.00	1,500.00
Misc. - Tax Sale Expenses	177.39	(438.46)	350.00	350.00
Elections Expense	0.00	3,453.72	5,000.00	5,000.00
Custodian's Wages	5,990.32	5,517.20	6,000.00	6,000.00
General Insurance Expense	16,546.83	12,419.00	15,900.00	15,900.00
Climate action plan	(436.00)	(346.00)	0.00	0.00
Training	1,696.96	1,459.72	1,500.00	1,500.00
NDI Grant Proposal Writer	0.00	0.00	2,500.00	2,500.00
* <b>TOTAL General Administration</b>	<b>163,632.08</b>	<b>176,154.33</b>	<b>197,850.00</b>	<b>197,850.00</b>

# VILLAGE OF PORT CLEMENTS

## General Revenue & Expense

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2017-Dec-28  
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Description	2016 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Budget
<b>Fire Department</b>				
FD - Training	3,582.00	718.90	4,000.00	4,000.00
FD - Fire Fighters	24.99	0.00	500.00	500.00
FD - Repairs & Maintenance	7,221.58	4,152.20	6,500.00	6,500.00
Firehall Utilities	11,006.91	11,517.93	12,500.00	12,500.00
FD - License & Insurance	4,763.21	4,126.49	4,500.00	4,500.00
FD - Equipment	12,559.86	2,524.24	5,000.00	5,000.00
FD - Fuel	471.02	1,101.90	1,000.00	1,000.00
Firehall Janitorial	3,067.35	2,848.47	2,800.00	2,800.00
Weight Room	1,028.20	1,414.08	1,000.00	1,000.00
* TOTAL Fire Department	<u>43,725.12</u>	<u>28,404.21</u>	<u>37,800.00</u>	<u>37,800.00</u>
<b>Emergency Services</b>				
Emergency Committee	627.57	1,159.39	1,250.00	1,250.00
* TOTAL Emergency Services	<u>627.57</u>	<u>1,159.39</u>	<u>1,250.00</u>	<u>1,250.00</u>
<b>Common Services</b>				
Common Services - Wages	16,352.82	16,009.69	18,000.00	18,000.00
Common Services - Benefits	4,318.19	5,549.24	5,500.00	5,500.00
Training - Public Works General	0.00	0.00	1,000.00	1,000.00
Misc. - PW Shed Utilities	1,067.74	821.66	1,000.00	1,000.00
Common Services - Misc	897.21	1,608.01	2,150.00	2,150.00
Mowing expense	0.00	0.00	0.00	0.00
* TOTAL Common Services	<u>22,635.96</u>	<u>23,988.60</u>	<u>27,650.00</u>	<u>27,650.00</u>
<b>Wharf</b>				
Wharf - Wages	484.67	1,164.59	500.00	500.00
Wharf - Benefits	100.88	315.21	100.00	100.00
Wharf Insurance	1,170.00	1,300.00	1,250.00	1,250.00
Wharf Hydro	775.04	286.95	650.00	650.00
Wharf - Maintenance	7,128.38	5,623.92	13,000.00	13,000.00
* TOTAL Wharf	<u>9,658.97</u>	<u>8,690.67</u>	<u>15,500.00</u>	<u>15,500.00</u>
<b>Small Craft Harbour</b>				
Small Craft Harbour- Wharfing Expense	0.00	0.00	0.00	0.00
Small Craft Harbour - Hydro Expense	9,482.71	8,425.83	9,000.00	9,000.00
Small Craft Harbour- Insurance Expense	0.00	0.00	0.00	0.00
Small Craft Harbour - Legal Expenses	527.18	287.08	500.00	500.00
Small Craft Harbour- Maintenance	12,141.29	5,224.00	6,000.00	6,000.00
Boat Launch and parking lot	0.00	156.47	6,000.00	6,000.00
* TOTAL Small Craft Harbour	<u>22,151.18</u>	<u>14,093.38</u>	<u>21,500.00</u>	<u>21,500.00</u>

# VILLAGE OF PORT CLEMENTS

## General Revenue & Expense

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2017-Dec-28

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Description	2016 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Budget
<b>Roads</b>				
Common Services - Fuel	971.89	946.35	1,000.00	1,000.00
Street Maintenance	12,081.41	8,926.31	10,000.00	10,000.00
Street Sanding	2,099.98	4,778.84	6,000.00	6,000.00
Hydro - Street Lights	15,139.22	13,093.89	14,000.00	14,000.00
Tools & Equipment	7,245.65	5,786.50	5,800.00	5,800.00
Public Work's Truck Insurance	1,480.00	1,489.00	1,500.00	1,500.00
Brushing Operating Expense	2,673.37	977.54	1,200.00	1,200.00
Industrial Road Maintenance	15,883.86	2,375.54	4,000.00	4,000.00
Ditching	600.96	3,877.57	4,000.00	4,000.00
Public Works Truck	757.84	632.59	800.00	800.00
* TOTAL Roads	<b>58,934.18</b>	<b>42,884.13</b>	<b>48,300.00</b>	<b>48,300.00</b>
<b>Environmental Health</b>				
Garbage Tags / Dumpster Fees	185.00	0.00	80.00	80.00
Common Services - Garbage Expense	126.41	0.00	500.00	500.00
* TOTAL Environmental Health	<b>311.41</b>	<b>0.00</b>	<b>580.00</b>	<b>580.00</b>
<b>Environmental Development</b>				
Clinic R&M	2,553.17	4,300.91	25,000.00	25,000.00
Ambulance O&M	1,059.66	677.54	1,500.00	1,500.00
* TOTAL Environmental Development	<b>3,612.83</b>	<b>4,978.45</b>	<b>26,500.00</b>	<b>26,500.00</b>
<b>Parks &amp; Recreation</b>				
Community Hall Grounds Keeping	1,379.75	785.98	1,000.00	1,000.00
Community Park O & M	14,866.77	13,024.84	13,000.00	13,000.00
Beautification	2,659.11	2,428.03	4,000.00	4,000.00
Millenium Park O & M	2,847.22	3,477.70	3,500.00	3,500.00
Sunset Park O & M	21,397.40	17,213.07	17,500.00	17,500.00
Recreation Commission	3,012.77	10,077.05	8,000.00	8,000.00
Museum Grounds keeping	2,292.86	3,098.67	3,000.00	3,000.00
Cemetary	6,900.18	341.42	500.00	500.00
Entrance Sign Install	0.00	0.00	0.00	0.00
Old Water tower removal	0.00	0.00	0.00	0.00
Tourism Expense	4,273.44	3,880.40	6,000.00	6,000.00
Community Park Washrooms	154.46	232.79	250.00	250.00
St. Mark's Expense	139.52	475.36	350.00	350.00
* TOTAL Parks & Recreation	<b>59,923.48</b>	<b>55,035.31</b>	<b>57,100.00</b>	<b>57,100.00</b>
<b>MPBC Operating Expenses</b>				
MPBC Utilities	13,268.03	13,088.33	11,100.00	11,100.00
MPBC Fuel	11,211.15	13,340.89	12,500.00	12,500.00
MPBC Insurance	5,855.04	6,316.96	6,350.00	6,350.00
Library o+m	2,992.00	2,785.20	3,000.00	3,000.00
MPBC Grounds keeping	7,247.29	8,056.36	8,000.00	8,000.00
MPBC Janitorial	3,456.20	3,282.18	3,350.00	3,350.00
Biomass Expenses	10,267.56	19,606.54	20,000.00	20,000.00
* TOTAL MPBC Operating Expenses	<b>54,297.27</b>	<b>66,476.46</b>	<b>64,300.00</b>	<b>64,300.00</b>

# VILLAGE OF PORT CLEMENTS

## General Revenue & Expense

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2017-Dec-28

7:52:36AM

Description	2016 YTD Actual	2017 YTD Actual	2017 YTD Budget	2017 Budget
<b>Debt Services</b>				
Bad Debts Expense	0.00	0.00	500.00	500.00
General Service Charges	1,189.01	1,526.87	1,700.00	1,700.00
Till Over/Short	1.47	18.54	0.00	0.00
* TOTAL Debt Services	<u>1,190.48</u>	<u>1,545.41</u>	<u>2,200.00</u>	<u>2,200.00</u>
<b>Contributions to Reserves</b>				
Transfer to/from Reserves	0.00	0.00	0.00	0.00
* TOTAL Contributions to Reserve	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Grants &amp; Misc.</b>				
Concession Stands	0.00	0.00	0.00	0.00
Feasability	0.00	0.00	0.00	0.00
NDI Economic Dev Fund	50,000.00	50,000.00	50,000.00	50,000.00
Trail Extension	0.00	0.00	0.00	0.00
GT - Community Events Program	5,000.00	3,000.00	5,000.00	5,000.00
Misc. - GT - Christmas	10,064.25	4,440.00	10,000.00	10,000.00
* TOTAL Capital Expenses	<u>65,064.25</u>	<u>57,440.00</u>	<u>65,000.00</u>	<u>65,000.00</u>
<b>AMORTIZED ASSET</b>				
Amortized Asset Expense	131,977.16	127,716.64	132,000.00	132,000.00
* TOTAL AMORTIZED ASSET	<u>131,977.16</u>	<u>127,716.64</u>	<u>132,000.00</u>	<u>132,000.00</u>
<b>Taxes Levied-Other Gov't</b>				
Taxes - SQCRD	30,042.00	29,913.00	30,000.00	30,000.00
Taxes - VIRL	12,740.00	13,128.00	13,000.00	13,000.00
Taxes-Police	15,852.02	12,896.65	15,000.00	15,000.00
Taxes - School Residential	80,338.63	78,180.98	80,000.00	80,000.00
Taxes - School Non-residential	33,841.24	30,067.84	34,000.00	34,000.00
Taxes - Regional Hospital	0.00	0.00	0.00	0.00
Taxes - NW Regional Hospital	14,233.00	23,626.00	15,000.00	15,000.00
Taxes - BCAA	1,829.83	1,566.68	2,000.00	2,000.00
Taxes - MFA	6.06	6.69	10.00	10.00
PILT's For Others	406.66	0.00	500.00	500.00
* TOTAL Taxes Levied-Other Gov't	<u>189,289.44</u>	<u>189,385.84</u>	<u>189,510.00</u>	<u>189,510.00</u>
** TOTAL Expenses	<u>854,583.75</u>	<u>835,764.95</u>	<u>926,990.00</u>	<u>926,990.00</u>
***P Surplus/Defecit	<u>(378,405.30)</u>	<u>(183,179.10)</u>	<u>(78,545.00)</u>	<u>(78,545.00)</u>

\*\*\* End of Report \*\*\*



The Village of  
**PORT CLEMENTS**  
"Gateway to the Wilderness"

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Port Clements, BC  
V0T1R0  
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Public Works :250-557-4326  
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Web : www.portclements.ca

Pursuant to *Community Charter* Section 94 notice is hereby given for the 2018 Regular Council meetings. Meetings are scheduled on the first and third Monday of every month. Where there is a holiday Monday the meeting is moved to the Tuesday. The schedules of regular meetings are as follows:

January 2 & 15  
February 5 & 19  
March 5 & 19  
April 3 & 16 (Easter Monday, April 2)  
May 7 & 22 (Victoria Day Monday May 21)  
June 4 & 18  
July 3 & 16 (Canada Day Sunday July 1)  
August 7 & 20 (BC Day Monday August 6)  
September 4 & 17 (Labour Day Monday Sept. 3)  
October 1 & 15  
November 5 & 19  
December 3 & 17

Meetings are open to the public and are held in the Council Chambers located in the Multi Purpose Building at 36 Cedar Ave West, Port Clements, BC at 7:00 p.m. Submissions of Correspondence and/or requests to appear as a delegation in front of Council must be made in writing four business days prior to the scheduled meeting.

**Committees of Council Schedule**

Port Clements Tourism Committee - as required – will post in advance  
Port Clements Emergency Committee - as required – will post in advance  
Port Clements Recreation Commission - as required – will post in advance

Please contact the Village Office Monday through Friday 9:00 a.m. to 1:00 p.m.

## ACTION ITEMS

<u>#</u>	<u>Date</u>	<u>Description</u>	<u>Lead</u>	<u>Follow up</u>
A30	06-09-2016	Weight Room Upgrades	Administration	Questionnaire distributed on equipment use - Several Turned in. Grant Writer to look for opportunities  Ruth Bellamy & CAO toured facilities to determine what improvements should be made.
A31	03-04-2017	Health Clinic Ventilation	Administration	RFP put out. Received bids. Waiting for follow up regarding the cost for an HRV installation.
A32	18-03-2017	Health Clinic - water in crawl space	Public Works	October 27 - crawl space had some water. PW determined how water was getting into clinic. Water is from poor exterior drainage and opening.
A33	18-03-2017	Health Clinic - replace flooring	Administration	RFP to be put out once clinic industrial flooring description received by AMS. Still in progress and no email received from AMS.
A34	04-07-2017	Community Park - block access	Public Works Councillor O'Brien Anderson	Have access to soccer fields blocked with logs for temporary solution.
A35	04-07-2017	Community Park - gates and/or fencing	Public Works	Permanent gate and/or fencing to protect soccer field. Requested public works to provide repair estimate.
A36	08-08-2017	Sunset Park Mgmt. Plan	Council	Review recently adopted Management plan in Nov/Dec 2017 and again in Nov/Dec 2018.
A-37	06-11-2017	NCLGA Resolutions	Council	Submit Resolutions to NCLGA prior to February 2018 UBCM 2018 - Whistler location
A-38	06-11-2017	Cell Phone Issue w/ regards to Cell phone Coverage	Administration	Follow Up with Minister Simms
A-39	06-11-2017	Asset management	Administration	Follow up with past public work employees to ask for historic asset locations, etc.
A-40	15-12-2017	Timber Sales & Protests	Administration	Waiting for response from Solutions Table and BCTS.