



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

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

7:00 p.m. Regular Meeting of Council Monday, May 7<sup>th</sup>, 2018

**AGENDA**

**1. ADOPT AGENDA**

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

ST-1 – Sealed Tenders – Water Tower RFP's – Results on Tenders - Award to be determined at the Special Meeting to be scheduled in item G-6 of this agenda.

**3. MINUTES**

M-1 – April 10<sup>th</sup>, 2018 Special Council Meeting Minutes.  
M-2 – April 16<sup>th</sup>, 2018 Regular Council Meeting Minutes.

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

BA-1—(WHARF) Progress Report on getting Wharf in good serviceable conditions and getting the second set of figures for the lower load limits based on the previous engine report – CAO Ruby Decock

BA-2—(PRIORITIES) Progress report on the Council's Public Works priorities and confirmed timelines -CAO Ruby Decock

BA-3—(ALL-ISLAND MEETING) Progress report on request for meeting with all other communities on Island to attend an All-Community Meeting in Port Clements – CAO Ruby Decock

BA-4-- (RTC CLINIC) Progress Report for further information regarding the Clinic Addition -- CAO Ruby Decock

**Progress Report from CAO Decock for BA-1 – 4 and UB-1**

BA-5—(WATER RESERVOIRS) Progress Report on cleaning water storage reservoirs or hiring someone to clean them – PW Supervisor O'Donoghue

BA-6—(SWABBING) Progress Report on installing a new swabbing station at the 4" water line on Well 2 and the Water Treatment Plant and swab the line with the help of the PCVFD as recommended in the McElhanney report #6 - PW Supervisor O'Donoghue

BA-7—(SWABBING) Progress Report on presenting a plan, including a timeline, to Council on what would be required for swabbing the entire water distribution system in Port Clements -- PW Supervisor O'Donoghue

BA-8—(MOWER) Progress Report on researching price for a tractor attachment to mow ditches and/or look into options to outsource the work to a contractor – PW Supervisor O'Donoghue

BA-9—(SOCCER FIELD) Progress report on investigating proper equipment for the soccer field maintenance. Extend research to Prince Rupert area and at possible cost-sharing options with other communities. – PW Supervisor O'Donoghue

BA-10—Clinic Flooring & Heat Return Ventilation System – Council requested that this item be placed on agenda to reconsider past motions affecting the Clinic Flooring and Heat Return Ventilation System.  
BA-11—Discipline Suspension and Termination Policy 17, 2018 – Still under review by legal counsel  
UB-1—Request for Land Transfer – email from Randy & Gloria O’Brien

**5. ORIGINAL CORRESPONDENCE**

- C-1 – Report from MIEDS Grant Writer – Chris Williams
- C-2 – Letter from Minister of FLNRO & RD – Doug Donaldson

**6. FINANCE**

- F-1 – Financial Statements – Report from Auditor.  
*Recommended motion: THAT Council approves the Village of Port Clements Financial Statements for the Year ended December 31, 2017.*
- F-2—Signing Authority for Deputy Clerk Elizabeth Cumming  
*Recommended motion: THAT Council approves Elizabeth Cumming as a signing authority for all Village of Port Clements accounts held with financial institutes.*

**7. GOVERNMENT**

- G-1 – Council Resolution 2018-113 – Rescind the Readings 1-3 of Financial Plan Bylaw for the Years 2018-2022 Bylaw 447, 2018.  
*Recommended motion: That Council rescinds motion 2018-113 – Readings 1-3 of Financial Plan Bylaw for the years 2018-2022 Bylaw 447, 2018.*
- G-2 – Application to Gwaii Trust for Water Tower Removal  
*Recommended motion: THAT Council applies to the Gwaii Trust Vibrant Communities for \$10,000 to put towards the removal of the water tower.*
- G-3 – Request for Budget Increase in expenses to adjust for MIEDS Administrative Costs presented in Financial Plan 2018 -2022– CAO Decock
- G-4 – Proposed Change to Office Hours for Public Service – Deputy Clerk Cumming
- G-5 – Readings of 1-3 of Financial Plan Bylaw for the Years 2018-2022 Bylaw 447, 2018.  
*Recommended motion: THAT Council completes Readings 1 – 3 of Financial Plan Bylaw for the Years 2018-2022 Bylaw 447, 2018.*
- G-6 – Readings of 1-3 of Tax Rate Bylaw 448, 2018.  
*Recommended motion: THAT Council completes Readings 1 – 3 of Tax Rate Bylaw 448, 2018.*
- G-7 – Terms of Employment, Safety and Grievance Policy 4, 2018 – Updated.
- G-8 – Education and Training Policy 18, 2018

**8. NEW BUSINESS**

**9. REPORTS & DISCUSSIONS**

- R-1 – Report on Gwaii Trust Society 2018 AGM – Councillor Daugert

**10. ACTION ITEMS**

- A-1 – see Action Items list.

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

**12. IN-CAMERA as per Section 90 (1)(c) & (d)**

**13. ADJOURNMENT**



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## TENDER SUMMARY

NAME OF PROJECT & NUMBER: Water Tower RFP.

CLOSING DATE & TIME: 1:00PM April 30/13 TIME OF OPENING: 2:58 PM.

| NAME OF BUSINESS             | CONTACT INFO | BID AMOUNT<br>(without GST) |
|------------------------------|--------------|-----------------------------|
| Shorewood Forest Ltd         | 250-559-4458 | \$18,800.00                 |
| C+C Beachy Contracting Ltd   | 250-557-4421 | \$19,500.00                 |
| O'Brien + Fuerst Logging Ltd | 250-557-4282 | \$20,000.00                 |
|                              |              |                             |
|                              |              |                             |
|                              |              |                             |

### PERSONS PRESENT AT OPENING: (NAMES AND CONTACTS FOR ALL PRESENT)

Carla Lutner, P.O. Box 682, Queen Charlotte, BC 559-8089  
Ruby Decordt, CAO, Box 198, Port Clements, BC 557-4295  
Sean O'Donoghue, Public Works, Superintendent, Box 198 250-557-4295  
Port Clements BC V0T1R0

WITNESS:

Carla Lutner.



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**Minutes of the Special Meeting for Strategic Planning & Budget of the Port Clements Council held Tuesday, April 10, 2018 in Council Chambers.**

**Present:**

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

CAO Ruby Decock  
Intern Elizabeth Cumming  
Public Works Superintendent Sean O'Donoghue

Members of the Public Present: Teri Kish, , Joan Hein, Marilyn Bliss, Ivy Harrelson, Ron Harrelson, Julia Breese

Mayor Thomas called the meeting to order at 1:05 p.m.

**1. ADOPT AGENDA.**

2018-092 – Moved by Councillor Stewart, seconded by Councillor Daugert  
THAT Council adopts the agenda as presented.

**CARRIED**

**2. REVIEW OF STRATEGIC PLAN & BUDGET**

2018-093 – Moved by Councillor O'Brien Anderson, seconded by Councillor Daugert  
THAT Council remuneration on line 83 of the budget will remain at \$17,000 for the 2018 Fiscal Year, but continue to post increase for 2019 and beyond.

**CARRIED**

Councillor Cumming left room at 1:54 PM due to Conflict of Interest due to conflict on discussions regarding Museum being included in line 88 of the budget.

2018-094 – Moved by Councillor Daugert, seconded by Councillor Stewart  
THAT the "Grants Awarded" budget be increased to \$13,000 at this time.

**CARRIED**

Councillor Cumming returned to meeting at 2:02 PM

2018-095 – Moved by Councillor Daugert, seconded by Councillor Stewart  
THAT the budget for the Office Supplies on Line 100 be set at \$4500.00.

**CARRIED**

M-1

Councillor O'Brien Anderson left the meeting at 2:54 pm and returned at 2:56 pm.

Meeting recessed at 2:55 pm

Meeting resumed at 2:59 pm

2018-096 – Moved by Councillor O'Brien Anderson, seconded by Councillor Daugert  
THAT Council reconsiders past motions affecting the Clinic Flooring and Heat Return Ventilation System at the next Council meeting.

**CARRIED**

2018-097 – Moved by Councillor Daugert, seconded by Councillor Cumming  
THAT Council increases the Recreation Commission budget by \$5000 for event planning.

**CARRIED**

2018-098 – Moved by Councillor O'Brien Anderson, seconded by Councillor Stewart  
THAT staff gather all correspondence for Chevron and present it to Council.

**CARRIED**

**OPPOSED Councillor Cumming, Councillor Daugert**

2018-099 – Moved by Councillor O'Brien Anderson, seconded by Councillor Daugert  
THAT motion 2018-098 be rescinded.

**CARRIED**

2018-100 – Moved by Councillor O'Brien Anderson, seconded by Councillor Daugert  
THAT Council to sit down together draft a letter to Chevron to try and obtain the Chevron property.

**CARRIED**

**OPPOSED Councillor Cumming, Councillor Daugert**

2018-101 – Moved by Mayor Thomas, seconded by Councillor Stewart  
THAT \$10,000 be budgeted under Capital Projects for removal of water tower.

**CARRIED**

2018-102 – Moved by Councillor Daugert, seconded by Councillor Stewart  
THAT Council agrees to paving the road crossings and the parking lot immediately across from the Village of Port Clements Office and removing the excess material and putting adequate crush over the parking lot area and at the same time restoring the ground around the biomass plant and that we leave the \$50,000 in the budget so there is adequate funds to do that much and then it would be the years going forward that we wouldn't still be paying for it.

**CARRIED**

### **3. In-Camera as per section 90 (1)(c)**

2018-103 – Moved by Councillor Cumming, seconded by Councillor O'Brien  
THAT Council adjourns to In-Camera as per section 90 (1)(c) at 4:13 PM.

**CARRIED**

Councillor Cumming and Intern Cumming left the meeting at 4:13 PM due to a conflict of interest. Councillor Cumming did not return to the meeting.

2018-104 – Moved by Councillor Stewart  
THAT Council adjourns the Regular Council Meeting at 6:04 PM.

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Urs Thomas  
Mayor

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Ruby Decock  
CAO

M-1



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**Minutes of the regular meeting of the Port Clements Council held Monday, April 16, 2018 in Council Chambers.**

**Present:**

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

CAO Ruby Decock  
Intern Elizabeth Cumming

Members of the Public and Press Present: Pat Johnston, Craig Beachy, Joan Hein, Aaron Cunningham, Carla Lutner, Sharon Petit-pas, Manzanita Snow.

Mayor Thomas called the meeting to order at 7:03 p.m.

**1. ADOPT AGENDA.**

2018-105 – Moved by Councillor Daugert, seconded by Councillor Stewart  
THAT Council adopts the agenda as presented.

**CARRIED**

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

D-1 – Gwaii Trust South Moresby Forest Replacement Account (Athlii Gwaii) – Carla Lutner

2018-106– Moved by Councillor Cumming, seconded by Councillor Daugert

THAT Council approves the transfer of the Athlii Gwaii funds to the Gwaii Trust provided that they are counted as a distinct fund.

**CARRIED**

**3. MINUTES.**

M-1—April 3, 2018 Regular Council Meeting minutes

2018-107 – Moved by Councillor Daugert, seconded by Councillor O'Brien Anderson

THAT Council adopts the April 3, 2018 Regular Council Meeting Minutes as presented.

**CARRIED**

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

BA-1—(WHARF) Progress Report on getting Wharf in good serviceable conditions and getting the second set of figures for the lower load limits based on the previous engine report – CAO Ruby Decock

BA-2—(PRIORITIES) Progress report on the Council's Public Works priorities and confirmed timelines -CAO Ruby Decock

M-2

- BA-3—(ALL-ISLAND MEETING) Progress report on request for meeting with all other communities on Island to attend an All-Community Meeting in Port Clements – CAO Ruby Decock
- BA-4-- (RTC CLINIC) Progress Report for further information regarding the Clinic Addition -- CAO Ruby Decock
- BA-5—(WATER RESERVOIRS) Progress Report on cleaning water storage reservoirs or hiring someone to clean them – PW Supervisor O'Donoghue
- BA-6—(SWABBING) Progress Report on installing a new swabbing station at the 4" water line on Well 2 and the Water Treatment Plant and swab the line with the help of the PCVFD as recommended in the McElhanney report #6 - PW Supervisor O'Donoghue
- BA-7—(SWABBING) Progress Report on presenting a plan, including a timeline, to Council on what would be required for swabbing the entire water distribution system in Port Clements -- PW Supervisor O'Donoghue
- BA-8—(MOWER) Progress Report on researching price for a tractor attachment to mow ditches and/or look into options to outsource the work to a contractor – PW Supervisor O'Donoghue
- BA-9—(SOCCER FIELD) Progress report on investigating proper equipment for the soccer field maintenance. Extend research to Prince Rupert area and at possible cost-sharing options with other communities. – PW Supervisor O'Donoghue
- BA-10—Clinic Flooring & Heat Return Ventilation System – Council requested that this item be placed on agenda to reconsider past motions affecting the Clinic Flooring and Heat Return Ventilation System.
- UB-1—Request for Land Transfer – email from Randy & Gloria O'Brien – See CAO Progress Report from April 12, 2018.

2018-108 – Moved by Councillor Stewart, seconded by Councillor Daugert  
THAT Council receives the Business Arising Progress Report from CAO Decock and Public Works Superintendent O'Donoghue regarding BA-1-9 and UB-1.

**CARRIED**

**Councillor O'Brien Anderson left the room at 7:23 pm**

UB-2 - Haida Gwaii Commitment to Clean Energy – Council of Haida Nation  
2018-109 – Moved by Councillor Daugert, seconded by Councillor Cumming  
THAT Council signs the Haida Gwaii's Commitment to Clean Energy.

**CARRIED**

**Councillor O'Brien Anderson returned to the room at 7:25 pm**

## **5. ORIGINAL CORRESPONDENCE**

C-1 – Request for Letter of Support – O'Briens Road & Bridge Maintenance  
2018-110 – Moved by Councillor Daugert, seconded by Mayor Thomas  
THAT the Village of Port Clements provides a letter of support for O'Brien Road & Bridge Maintenance stating that they have provided good service in an unpredictable and challenging environment. They have consistently hired locally as much as possible and been a valuable contributor to the Village both economically and sociably.

**CARRIED**

**Councillor O'Brien Anderson returned to the meeting at 7:28 pm.**

## **6. FINANCE**

F-1 – January – March 2018 Quarterly Revenue & Expense Report  
2018-111 – Moved by Councillor Stewart, seconded by Councillor Cumming  
THAT Council receives the 2018 Quarterly Revenue & Expense Report

**CARRIED**



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## PROGRESS REPORT TO COUNCIL

Author: Ruby Decock, CAO  
Date: May 7, 2018  
Re: Business Arising Progress Report

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Background: This is the progress report on how Administration has been working on passed Council resolutions that were directed to the CAO to attend to.

**(2018-013)** THAT Council agrees to spend the amount as quoted in the Report to Council to get the Wharf in good serviceable conditions and in order to get the second set of figures for the lower load limits based on the same considerations in the way it is written in the original report on the Rainbow Wharf.

The CAO sent an email to the Engineer on February 6<sup>th</sup>, 2018. The Engineer was out of the office until February 23<sup>rd</sup>. The CAO contacted the Engineer on March 1<sup>st</sup> and March 27<sup>th</sup> for an update. No new information was received until March 28<sup>th</sup> when an email was received. The Engineering Firm does not have time to look at the work and does not know when they will. They suggest that if we wish to use another engineering firm we can.

No new update as of May 2<sup>nd</sup>, 2018.

**(2018-037)** THAT the CAO look at the above priorities and confirmed timelines back to the Public Works' Committee and to Council at the next Public Works' Committee Meeting and the next Council Meeting. (In regards to Feb 5th meeting with the motions made directing public works).

This is subject to Strategic Planning and commitments and is still in progress.

**(2018-052)** THAT Council requests a meeting with all the other communities on Island to attend an All-Community Meeting in Port Clements, as soon as it can be arranged by the CAO.

BA-1-4  
+ UB-1



The CAO requires more specific information from Council that she can present to the other communities: agenda, intent, what outcomes/expectations are to come out of this meeting.

(RTC Clinic) Progress Report for Further Information Regarding the Clinic Addition

The CAO met with the Lease Manager and BCHES is to prepare and present a report. As of April 12, 2018 this item is still outstanding as the CAO has not received this report. On April 30, 2018, the BC Housing and an engineer visited the Port Clements ambulance site. They anticipate having a plan for Council to review for May 22<sup>nd</sup>, 2018 meeting.  
(2018-110) – Request for Letter of Support – O'Briens Road & Bridge Maintenance.  
Completed by the CAO.

UB-1 Request for Land Transfer

The CAO is still working on this. There are other Council priorities that have continued to delay this.

Respectfully submitted:



CAO Ruby Decock

BA 1-4  
4 UB-1

# Council Motion Progress Report

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*Submitted by Public Works Superintendent*

*\*note: Headings behind actual council resolutions are my wording, do not reflect the exact wording of the actual motions.*

*\*Current updates in red color. Note that recent direction from council regarding important priority changes has affected progress on previously directed council motions below. E.g. old water tower lot, paving etc.*

## 2018-29 – Green Sand Testing

- Clarification from engineer re: testing method received. 21 page Method report complete (Jay), available to CAO for review. Need 2 workers one entire day and proper window of opportunity for plant shutdown to complete sampling procedure. Yet to be scheduled.
- (2018-04-03) No progress

## 2018-30 – Water Storage Cleaning

- As reported verbally previously, this is an ongoing operational activity which happens through the year. Specific activities and actions are available for review by CAO.
- (2018-04-03) Since last report, operationally have drained sediment on Reservoir #1 and #3. Ongoing activity.
- (2018-04-13) Sediment drained on Reservoir#2. Ongoing activity

## 2018 -31- Install New Swabbing Stations and Swab Well 2 Supply Line

- In progress. Design reviewed, parts ordered, not yet received.
- (2018-04-03) Parts received. Scheduling yet to occur.
- (2018-04-13) Parts reviewed. Scheduling delayed due to staffing issues.

## 2018-32 – Plan for Swabbing Entire Distribution System

- In progress, preliminary planning considerations and review of requirements with Northern Health drinking water officer ongoing. Reminder that any activity such as this must meet the requirements of Northern Health Facility # 16094.
- Site visit with drinking water officer held March 14, 2018.
- (2018-04-03) Spoke with Fire chief re: availability of PCVFD and potential schedule. No further progress. Awaiting reply from Northern Health chief engineer re: concerns and approval.

BA5-9

- (2018-04-13) Further discussion with Fire Chief re: PCVFD planning a swabbing event, as well as engaging PCVFD in hydrant maintenance. (Necessity for effective swabbing) Discussions with Northern Health regarding alternative procedures to their requirements for hyper-chlorination after swabbing activity. (ie: Present requirement is to isolate system and hyper-chlorinate 2mg/l for 24 hours, not feasible without disruption to residents)
- (2018-05-03) Reviewed existing swab launch station with Fire Chief. Decision made to excavate and test for viability going forward.

### **2018-33 – Research Tractor Attachment to mow ditches w/ options to outsource.**

- Consulted VOPC Contractor/Equipment list and no such contractor/equipment listed.
- Verbally contacted local highways contractor who operates adequate boom mower/tractor combination and followed up with an email on 02-02-2018 requesting pricing and availability as well as estimate of meters/hour the equipment is capable of to achieve Ministry of Highway standards. No reply to email requests.
- Options for outsourcing: Council can resolve to develop a scope of work and put out RFP.
- (2018-04-03) Received rates and capabilities from local highways contractor regarding hiring their equipment and operator. Reminded of their priorities possibly conflicting with our scheduling needs. Further researching possible equipment purchase to aid in VOPC in house road edge and ditch line mowing.
- (2018-04-13) See 2018-69 Quotes to be reviewed with CAO when complete. Action pending budget acceptance.

### **2018-34 – Present a plan to repair/maintain sports turf.**

- In progress
- Progress report previously submitted, resulting in single direction of Council resulting in motion #2018-51 (see heading below for further info.) No further direction provided regarding contents of progress report.
- (2018-04-03) Turf maintenance begun, aerated field with equipment on hand, spring season lime application complete, light dethatching/de-mossing accomplished with improvised equipment. Seed to be ordered shortly and applied as per Richardson's Ranch/Supplier's advice.
- (2018-04-13) Initial spring seed order placed at Richardson's Ranch as per suppliers guidance re: application methods and spread rates.
- (2018-05-03) Seed received and spring application ongoing. Turf improving.

### **2018 – 035 – Present a plan on how to maintain trails in Port Clements.**

- (2018-04-03) On Feb. 12, 2018, entire length of trail was walked and notes taken. Major concerns are lack of adequate crush (bare spots, underlay material showing) in many areas. Awaiting purchase of equipment and supply of adequate crush to make ongoing necessary

BA5-9

safety and maintenance improvements to trail bed. Some brushing of previously identified view areas has been completed this year with local contracted labour. More to proceed. All bridges in operable condition, but note made to monitor anti slip material for future replacement.

- (2018-04-13) Plan outstanding. Some ongoing maintenance complete.(Trail re-grading)

### **2018 -36 - Removal of failed Sewage Lagoon Aerator**

- Not complete.
- Tentatively scheduled by end of month with other pending contracted machine work in vicinity.
- (2018-04-03) Not complete. Machine work in vicinity tentatively scheduled by end of this week.
- (2018-04-13) Task complete. Awaiting engineer's recommendation for repair or replacement with like or other system.
- Site visit by engineer scheduled for Friday 2018-05-04. CAO to verbally update.

### **2018 -51 – Staff investigates availability of proper equipment for Sports Turf Maintenance on islands.**

- In progress.
- Contacted VOM PW: Reviewed equipment and scheduling. No dethatching or aerating equipment. 72" flat blade mower used on a 2 week cutting rotation. (Note that they do not do any sports turf, only boulevards/green spaces etc. No opinion on adjusting mowing schedule for sports turf)
- Contacted SD50 staff: No aerating or dethatching equipment used. 72" flat blade mulching mower used on a 2 week cutting rotation. Operator noted that they plan to "rehab" sports turf this year by increasing frequency and cutting shorter.
- Contacted Dixon Entrance Golf Club volunteer operator: No aerating or dethatching equipment used. 2 large (9' & 12') tow behind reel mowers used. Not very portable. Invited me up for a site visit to discuss use and availability further. Cutting schedule is as needed performed by volunteer.
- Tried contacting Willows Golf Club on Moresby island. Web site does not resolve and posted phone # disconnected.
- (2018-04-03) See motion 2018-069 below.

### **2018-69 – Staff looks into pricing in Prince Rupert and to look at other communities for possible cost sharing options.**

- (2018-04-03) Site visit to Willows Golf Course, met with volunteer greenskeeper. All equipment is "tied up in probate or estate resolution" and greenskeeper was not interested at this time in any shared resources or activities. Phone messages left at various equipment suppliers in Prince Rupert and beyond. Some quotes received. Ongoing.

BA5-9

- (2018-04-13) Options and quotes incoming from Northern suppliers. (Prince George – Prince Rupert)
- (2018-05-03) Recent brushing of trail edge and key areas (park bench viewpoint) well received by public.

BA5-9



## Grant Manager's Report - First Quarter January 1 – March 31 2018

### **Masset**

Total grants applied for 2018 – 5

Total amount applied for - \$107,000.00 (See attached spread sheet)

- Economic Capacity Building (NDIT) - \$50,000.00 (**Approved**)
- Tsunami Evacuation Facility (Gwaii Trust)- \$25,000.00 (**Approved**)
- Tsunami Evacuation Facility (UBCM)- \$25,000.00 (**Approved**)
- Harbour Days (Gwaii Trust) - \$4500.00
- Harbour Days (NDIT) - \$2500.00

#### Upcoming applications

- Asset Management – FCM/UBCM
- Road paving and upgrades – UBCM Small Communities
- Heating re-fit for Village Offices, Fire hall and Curling Rink – Gwaii Trust Community Innovation
- Legion Building Upgrades

#### Possible Future Projects

- Community Hall siding and heating upgrades
- Office space at Masset Airport
- Fitness Centre Renovations
- Roller Rink Roof Insulation

#### Comments:

The Village of Masset has clearly communicated and identified projects and potential grant opportunities. Masset has also been proactive in referring community groups to the grant writer and working with the grant writer to maximize grant potential funding resources.

### **Port Clements**

Total grants applied for 2018 – 2

Total amount applied for - \$88,181.80 (See attached spread sheet)

- Economic Capacity Building (NDIT) - \$50,000.00 (**Approved**)
- Canada Summer Jobs (Social Development Canada) - \$3180.00

#### Upcoming applications

- NDIT – Local Government Internship
- Port Clements Fire Hall Building Envelope Upgrades

- Lagoon Aerator and New Well – Small Communities Fund UBCM
- Road Improvements/Asbestos Water Lines – Small Communities Fund UBCM
- Weight room refit – Via Sport/Gwaii Trust

#### Possible Future Projects

- Clean Water storage and inspect
- New Swabbing Stations for the Water Treatment Plant
- Sample and Test Green Sand Filter

Port Clements' communication with the grant writer has been good but there is a shortfall in identifying and establishing the necessary criteria for maximizing funding opportunities. This is currently being improved as the both the CAO and the Public Works Supervisor have been working to better the situation. As a result, projects are being better identified and the necessary information for funding applications is being better coordinated by the Village office. Currently, the grant writer is working with village staff to create RFPs for projects as well as contacting appropriate contractors and gathering material quotes.

### **Queen Charlotte**

Total grants applied for 2018 – 10

Total amount applied for - \$205,125.00 (See attached spread sheet)

- Economic Capacity Building (NDIT) - \$50,000.00 (Approved)
- Fire Hall Geotechnical Survey (Infrastructure Planning Grant) - \$8625.00
- Canada Summer Jobs (Social Development Canada) - \$1500.00
- Wellness Pole Project (Community Resiliency Program) - \$15,000.00
- Youth Centre Operations Funding (Gwaii Trust) - \$10,000.00
- Wellness Pole Project (Coop Community Spaces) - \$25,000.00
- Office Heat Pumps (Agrispirit) - \$25,000.00
- Wharf Street Beach Access (Imagine Grant) - \$5000.00
- Asset Management (FCM) - \$50,000.00
- Asset Management Planning (UBCM) - \$15,000.00

#### Upcoming applications

- Plastic Bag Ban – Community Innovation Gwaii Trust
- Resident Satisfaction Survey – NDIT Marketing Initiatives
- Tsunami Siren Improvements – UBCM Emergency Preparedness
- Fire Hall Construction

#### Possible Future Projects

- LED Street Light Pilot Project
- Bicycle Network Improvements
- Water/Sewer Billing Review Study

#### Comments:

The Village of Queen Charlotte continues to provide the grant writer with well-researched projects with strong and clearly communicated business models. Projects are clearly identified with ample lead-time to funding opportunities. Village staff work diligently to provide the grant writer with the necessary documents and information to apply to grants as they become available.

C-1

## NCRD

Total grants applied for 2018 – 6

Total amount applied for - \$115,500.00 (See attached spread sheet)

- Economic Capacity Building (NDIT) - \$25,000.00 (Approved)
- Collaborative Marketing Initiative (NDIT) - \$20,000.00
- Rediscovery Camp (Coop Community Spaces) - \$30,000.00
- ASIT Training (Servicing all communities across Haida Gwaii) - \$20,000.00
- Tow Hill Spring Kiosk Cleanup (Gwaii Trust) - \$500.00
- Collaborative Marketing Initiative (NDIT) - \$20,000.00

Upcoming applications

- Gray Bay Road Resurfacing – Gwaii Trust
- Rennel Sound Boat Launch and Campground Improvements – Rural Dividend
- Tlell Soccer Field Upgrades – Rural Dividend
- Tlell Community Hall – Gwaii Trust

Possible Future Projects

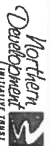
- Trail Upgrades in Sandspit and Area D
- Weight room upgrades in Sandspit and Tlell
- High Speed internet hook up to rural Haida Gwaii

Comments:

Communication with the Area D rep is good. However, due to health reasons, communication with the Area E rep has been lacking. The grant writer has held one meeting with residents of Sandspit this year and identified some projects to research funding opportunities for. However, the lack of communication with Area E impedes the ability of the grant writer to meet projected grant application totals for the area, therefore, after consulting with the Corporate Officer from the NCRD, a plan has been established to provide brief monthly reports via email while continuing to reach out to local residents through established lines of communication.



Grant Applications



Project #: 2018 Grant Writer Report

Community name: MIEDS for NCDI, Village of Queen Charlotte, Village of Port Clements, Village of Masset

\* The grant writer is required to apply for a minimum of \$200,000 to support community projects.

\* Please do not include applications to Northern Development's Grant Writing Support program or applications applied for outside of the approved calendar year.

| #  | Proponent                     | Date application submitted | Applicant organization                                 | Project name  | Funding agency<br>(see note on economy)              | Grant description                                    | Total project value | Amount applied for | Amount awarded | Status (Approved, Pending, Declined) | Column3  |
|----|-------------------------------|----------------------------|--|---|--|--|---------------------|--------------------|----------------|--------------------------------------|----------|
| 17 | North Coast Regional District | Jan-18                     | Misty Isles Economic Development Society               | Haida Gwaii Collaborative Tourism Marketing Initiative #4754-50 | Northern Development Initiative Trust                | Tourism Marketing                                    | \$40,000.00         | \$20,000.00        | \$20,000       | Approved                             |          |
| 32 | North Coast Regional District | Jan-18                     | North Coast Regional District                          | 2018 Economic Development Capacity Building - MIEDS             | Northern Development Initiative Trust                | Economic Development Capacity Building               | \$25,000.00         | \$25,000.00        | \$25,000       | Approved                             | Approved |
| 7  | Village of Masset             | Jan-18                     | Village of Masset                                      | 2018 Economic Development Capacity Building - MIEDS             | Northern Development Initiative Trust                | Economic Development Capacity Building               | \$50,000.00         | \$50,000.00        | \$50,000       | Approved                             |          |
| 18 | Village of Port Clements      | Jan-18                     | Village of Port Clements                               | 2018 Economic Development Capacity Building - MIEDS             | Northern Development Initiative Trust                | Economic Development Capacity Building               | \$50,000.00         | \$50,000.00        | \$50,000       | Approved                             |          |
| 28 | Village of Queen Charlotte    | Jan-18                     | Village of Queen Charlotte                             | 2018 Economic Development Capacity Building - MIEDS             | Northern Development Initiative Trust                | Economic Development Capacity Building               | \$50,000.00         | \$50,000.00        | \$50,000       | Approved                             |          |
|    | Village of Queen Charlotte    | Jan-18                     | Village of Queen Charlotte                             | QC Firefall Geotechnical Survey                                 | Ministry of Community Sport and Cultural Development | Infrastructure Planning Grant                        | \$12,250.00         | \$8,625.00         | \$5,000        | Pending                              |          |
|    | Village of Masset             | 18-Jan                     | Village of Masset                                      | Tsunami Evacuation Facility                                     | UBCM Emergency Preparedness                          | Emergency Preparedness Grant                         | \$50,000.00         | \$25,000.00        | \$25,000.00    | Approved                             |          |
|    | Village of Queen Charlotte    | 18-Jan                     | Village of Queen Charlotte                             | Tsunami Evacuation Facility                                     | UBCM Emergency Preparedness                          | Emergency Preparedness Grant                         | \$50,000.00         | \$25,000.00        | \$25,000.00    | Approved                             |          |
|    | Village of Port Clements      | Jan-18                     | Village of Port Clements                               | Canada Summer Jobs  | Employment and Social Development Canada             | Major Contributions                                  | \$4,200.00          | \$3,150.00         | \$1,050.00     | Pending                              |          |
|    | Village of Queen Charlotte    | 18-Feb                     | Village of Queen Charlotte                             | Wellness Pole Project   | BC Community Resiliency Program                      | Canada Summer Jobs                                   | \$6,339.20          | \$3,180.80         | \$3,180.80     | Pending                              |          |
|    | Village of Queen Charlotte    | 18-Mar                     | Village of Queen Charlotte                             | Youth Centre Operations Funding                                 | BC Community Resiliency Program                      | Community Resiliency Through Art and Culture Program | \$230,000.00        | \$15,000.00        | \$15,000.00    | Pending                              |          |
|    | North Coast Regional District | 18-Mar                     | Redicoverly Camp                                       | Wellness pole   | Gwaii' Trust   | Youth Grant  | \$19,905.00         | \$10,000.00        | \$10,000.00    | Pending                              |          |
|    | Village of Queen Charlotte    | 18-Mar                     | Heat Recovery Pump                                     | Cook House and water system upgrade                             | Co-op  | co-op community spaces                               | \$25,000.00         | \$25,000.00        | \$25,000.00    | Approved                             |          |
|    | Village of Masset             | 18-Mar                     | Wharf Street Beach Access                              | Heat Pumps  | Co-op  | co-op community spaces                               | \$33,000.00         | \$25,000.00        | \$25,000.00    | Approved                             |          |
|    | Village of Masset             | Apr-18                     | Village of Masset                                      | Harbour Days  | AgriSprink   | AgriSprink   | \$6,790.00          | \$5,000.00         | \$5,000.00     | Approved                             |          |
|    | North Coast Regional District | Jan-18                     | Individual Grant (Karen Walhout)                       | ASIT Training   | NDIT   | Imagize Grant  | \$11,150.00         | \$2,500.00         | \$2,500.00     | Approved                             |          |
|    | North Coast Regional District | Jan-18                     | Tow Hill Community Society                             | Spring Kiosk Clean Up   | First Nations Health Authority                       | Fishious Festivals                                   | \$4,500.00          | \$4,500.00         | \$4,500.00     | Approved                             |          |
|    | North Coast Regional District | Mar-18                     | Haida Gwaii Collaborative Tourism Marketing Initiative | Asset Management  | Gwaii' Trust   | Community Events                                     | \$20,000.00         | \$10,000.00        | \$10,000.00    | Approved                             |          |
|    | Village of Queen Charlotte    | Mar-18                     | Village of Queen Charlotte                             | Asset Management  | NDIT   | Community Innovation                                 | \$500.00            | \$500.00           | \$500.00       | Approved                             |          |
|    | Village of Queen Charlotte    | Mar-18                     | Village of Queen Charlotte                             | Asset Management  | FCMI   | Marketing Initiatives                                | \$70,000.00         | \$20,000.00        | \$20,000.00    | Approved                             |          |
|    | Village of Queen Charlotte    | Mar-18                     | Village of Queen Charlotte                             | Asset Management  | UBCM   | Asset Management Planning                            | \$14,445.00         | \$50,000.00        | \$50,000.00    | Approved                             |          |
|    | Village of Queen Charlotte    | Mar-18                     | Village of Queen Charlotte                             | Asset Management  | UBCM   | Asset Management Planning                            | \$14,445.00         | \$15,000.00        | \$15,000.00    | Approved                             |          |

|            |           |    |         |    |         |  |  |  |  |  |  |
|------------|-----------|----|---------|----|---------|--|--|--|--|--|--|
| TOTALS: \$ | 1,023,174 | \$ | 480,806 | \$ | 245,000 |  |  |  |  |  |  |
|------------|-----------|----|---------|----|---------|--|--|--|--|--|--|

|                            |    |           |    |         |    |         |
|----------------------------|----|-----------|----|---------|----|---------|
| SQRD                       | \$ | 155,500   | \$ | 115,500 | \$ | 45,000  |
| Village of Masset          | \$ | 172,300   | \$ | 107,000 | \$ | 100,000 |
| Village of Port Clements   | \$ | 56,339    | \$ | 53,181  | \$ | 50,000  |
| Village of Queen Charlotte | \$ | 639,035   | \$ | 205,125 | \$ | 50,000  |
|                            | \$ | 1,023,174 | \$ | 480,806 | \$ | 245,000 |

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

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Reference: 238329

April 18, 2018

His Worship Mayor Urs Thomas  
Village of Port Clements  
PO Box 198  
Port Clements, British Columbia  
V0T 1R0

Dear Mayor Thomas:

Thank you for your letter of March 21, 2018. Your comments have been noted and I appreciate you writing to share them with me. As we review your letter in detail, please be assured your comments will be given every consideration.

Sincerely,

Doug Donaldson  
Minister

- i) Management;
  - ii) Employees who have significant roles in internal control; or
  - iii) Others where the fraud could have a material effect on the financial statements;
- b) All of our knowledge in relation to allegations of fraud or suspected fraud communicated by employees, former employees, analysts, regulators or others;
- c) All known instances of non-compliance or suspected non-compliance with laws and regulations, including all aspects of contractual agreements that should be considered when preparing the financial statements;
- d) All known, actual, or possible litigation and claims that should be considered when preparing the financial statements; and
- e) The results of our risk assessments regarding possible fraud or error in the financial statements.
- f) We believe the effects of the uncorrected financial statement misstatements summarized in the accompanying schedule are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.
- g) We have no knowledge of any allegations of fraud or suspected fraud affecting the entity's financial statements communicated by employees, former employees, analysts, regulators or others.

**3. Related Parties**

We confirm that there were no related-party relationships or transactions that occurred during the period.

**4. Estimates**

We acknowledge our responsibility for determining the accounting estimates required for the preparation of the financial statements in accordance with . Those estimates reflect our judgment based on our knowledge and experience of past and current events, and on our assumptions about conditions we expect to exist and courses of action we expect to take. We believe that the significant assumptions and measurement methods used by us in making accounting estimates, including those measured at fair value, are reasonable.

**5. Subsequent Events**

All events subsequent to the date of the financial statements and for which requires adjustment or disclosure have been adjusted or disclosed.

**6. Commitments and Contingencies**

There are no commitments, contingent liabilities/assets or guarantees (written or oral) that should be disclosed in the financial statements. This includes liabilities arising from contract terms, illegal acts or possible illegal acts, and environmental matters that would have an impact on the financial statements.

**7. Adjustments**

We have reviewed, approved and recorded all of your proposed adjustments to our accounting records. This includes journal entries, changes to account coding, classification of certain transactions and preparation of, or changes to, certain accounting records.

**8. Misstatements**

We believe the effects of uncorrected misstatements are immaterial, individually and in

aggregate, to the financial statements as a whole. A list of the uncorrected misstatements is attached to this letter.

Yours very truly,  
Village of Port Clements

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Ruby Decock  
Chief Administrative Officer

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**Village of Port Clements**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2017**

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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.

May 7, 2018  
Port Clements, British Columbia

## **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, 2017 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.

## 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, 2017, 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.

May 7, 2018  
Quesnel, British Columbia

FBB Chartered Professional Accountants LLP



Village of Port Clements  
Consolidated Statement of Financial Position  
As at December 31, 2017

|   | 2017          | 2016          |
|---|---------------|---------------|
| Financial assets                                  |               |               |
| Cash and investments                              | \$ 3,064,035  | \$ 2,681,010  |
| Taxes and accounts receivable (note 2)            | 123,206       | 187,922       |
|   | 3,187,241     | 2,868,932     |
| Financial Liabilities                             |               |               |
| Accounts payable and accrued liabilities (note 3) | 45,130        | 78,328        |
| Deferred revenue (note 4)                         | 143,713       | 49,819        |
|   | 188,843       | 128,147       |
| Net financial assets                              | 2,998,398     | 2,740,785     |
| Non-financial assets                              |               |               |
| Property acquired for taxes                       | 9,189         | 9,139         |
| Prepaid expenses                                  | 18,773        | 18,652        |
| Tangible capital assets (note 6)                  | 8,416,668     | 8,474,939     |
|   | 8,444,630     | 8,502,730     |
| Accumulated Surplus (note 9)                      | \$ 11,443,028 | \$ 11,243,515 |

Approved by the Mayor and Council

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**Village of Port Clements**  
**Consolidated Statement of Operations**  
**For the year ended December 31, 2017**

|   | 2017<br>Budget<br>(unaudited) | 2017<br>Actual       | 2016<br>Actual       |
|---|-------------------------------|----------------------|----------------------|
| <b>Revenue</b>                                |                               |                      |                      |
| Property taxes                                | \$ 217,436                    | \$ 217,775           | \$ 217,720           |
| Grants in lieu                                | 7,500                         | 7,984                | 7,553                |
| Sale of services                              | 9,750                         | 10,736               | 11,848               |
| Revenue from own sources                      | 206,700                       | 232,786              | 204,518              |
| Multi-purpose building rental                 | 12,950                        | 13,624               | 14,252               |
| Unconditional grants                          | 375,000                       | 386,064              | 375,682              |
| Conditional grants                            | 130,625                       | 112,205              | 337,835              |
| Interest and penalties on taxes and user fees | -                             | 39,105               | 55,304               |
| Collections for other agencies                | 189,510                       | 191,748              | 188,886              |
|   | <u>1,149,471</u>              | <u>1,212,027</u>     | <u>1,413,598</u>     |
| <b>Expenses</b>                               |                               |                      |                      |
| Legislative                                   | 38,950                        | 42,562               | 27,552               |
| General administration                        | 197,850                       | 175,720              | 164,068              |
| Protective services                           | 34,200                        | 6,223                | 42,697               |
| Emergency services                            | 750                           | 36,255               | 4,240                |
| Common services                               | 25,250                        | 27,194               | 23,919               |
| Wharf   | 10,500                        | 9,189                | 9,659                |
| Small craft harbour                           | 14,300                        | 14,312               | 22,151               |
| Roads and public works                        | 46,300                        | 45,743               | 55,289               |
| Environmental recovery                        | 580                           | (346)                | (436)                |
| Economic development                          | 4,500                         | 60,500               | 52,500               |
| Parks, recreation and tourism                 | 52,100                        | 74,946               | 81,681               |
| Water and sewer utility operations            | 106,300                       | 107,379              | 95,180               |
| Multi-purpose building maintenance            | 46,600                        | 67,462               | 51,305               |
| Fiscal services                               | 2,000                         | 2,138                | 1,191                |
| Amortization                                  | 241,000                       | 151,372              | 158,592              |
| Payments to other agencies                    | 189,510                       | 191,865              | 189,289              |
|   | <u>1,010,690</u>              | <u>1,012,514</u>     | <u>978,877</u>       |
| <b>Annual Surplus</b>                         | <u>138,781</u>                | 199,513              | 434,721              |
| <b>Transfer from reserve funds</b>            |                               | -                    | (4,261)              |
| <b>Accumulated surplus, beginning of year</b> |                               | <u>11,243,515</u>    | <u>10,813,055</u>    |
| <b>Accumulated surplus, end of year</b>       |                               | <u>\$ 11,443,028</u> | <u>\$ 11,243,515</u> |

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Village of Port Clements

Consolidated Statement of Changes in Net Financial Assets

For the year ended December 31, 2017

|   | 2017<br>Budget<br>(unaudited) | 2017<br>Actual      | 2016<br>Actual      |
|---|-------------------------------|---------------------|---------------------|
| Annual surplus                          | \$ 138,781                    | \$ 199,513          | \$ 434,721          |
| Amortization                            | -                             | 151,372             | 158,592             |
| Change in property acquired for taxes   | -                             | (50)                | 20,012              |
| Change in prepaid expenses              | -                             | (121)               | 560                 |
| Transfer to (from) reserve funds        | (73,781)                      | -                   | (4,261)             |
| Acquisition of tangible capital assets  | (65,000)                      | (93,101)            | (461,309)           |
| Increase in net financial assets        | <u>\$ -</u>                   | 257,613             | 148,315             |
| Net Financial Assets, beginning of year |                               | <u>2,740,785</u>    | <u>2,592,470</u>    |
| Net Financial Assets, end of year       |                               | <u>\$ 2,998,398</u> | <u>\$ 2,740,785</u> |

## Village of Port Clements

### Consolidated Statement of Cash Flows

For the year ended December 31, 2017

|   | <u>2017</u>         | <u>2016</u>         |
|---|---------------------|---------------------|
| <b>NET INFLOW (OUTFLOW) OF CASH:</b>                            |                     |                     |
| <b>Operating Activities</b>                                     |                     |                     |
| Annual surplus  | \$ 199,513          | \$ 434,721          |
| Non-cash charges to operations                                  |                     |                     |
| Amortization  | 151,372             | 158,592             |
| Transfer from reserves  | -                   | (4,261)             |
| Changes in non-cash operating balances:                         |                     |                     |
| Increase in taxes and accounts receivable                       | 64,716              | (44,793)            |
| Increase (decrease) in accounts payable and accrued liabilities | (33,198)            | (1,378)             |
| Property acquired for taxes                                     | (50)                | (1,035)             |
| Decrease in deferred revenue                                    | 93,894              | (18,658)            |
| Decrease in prepaid expenses                                    | <u>(121)</u>        | <u>560</u>          |
|   | 476,126             | 523,748             |
| <b>Capital Activity</b>   |                     |                     |
| Acquisition of tangible capital assets                          | <u>(93,101)</u>     | <u>(440,262)</u>    |
| <b>Increase (decrease) in cash and investments</b>              | 383,025             | 83,486              |
| <b>Cash and investments, beginning of year</b>                  | <u>2,681,010</u>    | <u>2,597,524</u>    |
| <b>Cash and investments, end of year</b>                        | <u>\$ 3,064,035</u> | <u>\$ 2,681,010</u> |
| <b>Non-cash Capital Activity</b>                                |                     |                     |
| Land acquired for taxes transferred to tangible capital assets  | <u>\$ -</u>         | <u>\$ 21,047</u>    |

**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.

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.

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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

|                   | 2017              | 2016              |
|-------------------|-------------------|-------------------|
| Property taxes    | \$ 77,282         | \$ 87,528         |
| Utilities         | -                 | (2,036)           |
| Sales taxes       | 6,180             | 56,994            |
| Other receivables | 39,744            | 45,436            |
|                   | <u>\$ 123,206</u> | <u>\$ 187,922</u> |

3. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

|                               |                  |                  |
|-------------------------------|------------------|------------------|
| Trade and accrued liabilities | \$ 45,055        | \$ 78,328        |
| Payroll and withholding taxes | 75               | -                |
|                               | <u>\$ 45,130</u> | <u>\$ 78,328</u> |

4. DEFERRED REVENUE

|   |                   |                  |
|---|-------------------|------------------|
| Federal Gas Tax Community Works                       | \$ 117,963        | \$ 49,061        |
| Tax sale proceeds                                     | 25,370            | -                |
| Prepaid taxes, business licences, fitness memberships | 380               | 758              |
|   | <u>\$ 143,713</u> | <u>\$ 49,819</u> |

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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, 2017 - 2.85%). The facility was unused as at December 31, 2017.

6. TANGIBLE CAPITAL ASSETS

|                        |                      |                             | 2017                | 2016                |
|------------------------|----------------------|-----------------------------|---------------------|---------------------|
|                        | Cost                 | Accumulated<br>Amortization | Net Carrying Amount |                     |
| Land                   | \$ 444,376           | \$ -                        | \$ 444,376          | \$ 430,583          |
| Buildings              | 3,684,192            | 785,133                     | 2,899,059           | 2,917,386           |
| Automotive             | 35,061               | 27,082                      | 7,979               | 12,230              |
| Fire department        | 546,175              | 230,869                     | 315,306             | 344,578             |
| Office equipment       | 34,389               | 14,783                      | 19,606              | 19,826              |
| Tools and equipment    | 69,122               | 24,846                      | 44,276              | 51,759              |
| Parks and recreation   | 1,122,401            | 209,430                     | 912,971             | 880,633             |
| Roads and sidewalks    | 350,386              | 95,889                      | 254,497             | 266,989             |
| Biomass heating system | 414,148              | 42,319                      | 371,829             | 367,445             |
| Solar Panel            | 151,900              | 15,190                      | 136,710             | 146,837             |
| Water system           | 2,212,078            | 314,526                     | 1,897,552           | 1,915,738           |
| Sewer system           | 1,390,634            | 278,127                     | 1,112,507           | 1,120,935           |
|                        | <u>\$ 10,454,862</u> | <u>\$ 2,038,194</u>         | <u>\$ 8,416,668</u> | <u>\$ 8,474,939</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.

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## Village of Port Clements

### Notes to the Consolidated Financial Statements

For the year ended December 31, 2017

#### 6. TANGIBLE CAPITAL ASSETS (continued)

Tangible Capital Asset Additions for the year are as follows:

|                        | Cost<br>January 1, 2017 | Additions        | Cost<br>December 31, 2017 |
|------------------------|-------------------------|------------------|---------------------------|
| Land                   | \$ 430,583              | \$ 13,793        | \$ 444,376                |
| Buildings              | 3,665,085               | 19,107           | 3,684,192                 |
| Automotive             | 35,061                  | -                | 35,061                    |
| Fire department        | 546,175                 | -                | 546,175                   |
| Office equipment       | 34,389                  | -                | 34,389                    |
| Tools and equipment    | 69,122                  | -                | 69,122                    |
| Parks and recreation   | 1,076,162               | 46,239           | 1,122,401                 |
| Roads and sidewalks    | 350,386                 | -                | 350,386                   |
| Biomass heating system | 400,186                 | 13,962           | 414,148                   |
| Solar panel            | 151,900                 | -                | 151,900                   |
| Water system           | 2,212,078               | -                | 2,212,078                 |
| Sewer system           | 1,390,634               | -                | 1,390,634                 |
|                        | <u>\$ 10,361,761</u>    | <u>\$ 93,101</u> | <u>\$ 10,454,862</u>      |

Amortization for the year is as follows:

|                        | Balance<br>January 1, 2017 | Amortization      | Balance<br>December 31, 2017 |
|------------------------|----------------------------|-------------------|------------------------------|
| Land                   | \$ -                       | \$ -              | \$ -                         |
| Buildings              | 747,699                    | 37,434            | 785,133                      |
| Automotive             | 22,831                     | 4,251             | 27,082                       |
| Fire department        | 201,597                    | 29,272            | 230,869                      |
| Office equipment       | 14,563                     | 220               | 14,783                       |
| Tools and equipment    | 17,363                     | 7,483             | 24,846                       |
| Parks and recreation   | 195,529                    | 13,901            | 209,430                      |
| Roads and sidewalks    | 83,397                     | 12,492            | 95,889                       |
| Biomass heating system | 32,741                     | 9,578             | 42,319                       |
| Solar panel            | 5,063                      | 10,127            | 15,190                       |
| Water system           | 296,340                    | 18,186            | 314,526                      |
| Sewer system           | 269,699                    | 8,428             | 278,127                      |
|                        | <u>\$ 1,886,822</u>        | <u>\$ 151,372</u> | <u>\$ 2,038,194</u>          |

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Village of Port Clements

Notes to the Consolidated Financial Statements

For the year ended December 31, 2017

7. NET ASSETS INVESTED IN TANGIBLE CAPITAL ASSETS

|  | 2017                | 2016                |
|--|---------------------|---------------------|
| Net assets in tangible capital assets, beginning of year | \$ 8,474,939        | \$ 8,172,222        |
| Add: acquisition of tangible capital assets              | 93,101              | 461,309             |
| Less: amortization                                       | (151,372)           | (158,592)           |
|  | <u>\$ 8,416,668</u> | <u>\$ 8,474,939</u> |

8. RESERVE FUNDS

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

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

9. ACCUMULATED SURPLUS

|   | 2017                 | 2016                 |
|---|----------------------|----------------------|
| General operating fund                                  | \$ 1,805,805         | \$ 1,622,183         |
| Water system  | 698,295              | 651,140              |
| Sewer system  | 503,796              | 476,789              |
| Net assets invested in tangible capital assets (note 7) | 8,416,668            | 8,474,939            |
| Reserve funds (note 8)                                  | 18,464               | 18,464               |
|   | <u>\$ 11,443,028</u> | <u>\$ 11,243,515</u> |

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## Village of Port Clements

### Notes to the Consolidated Financial Statements

For the year ended December 31, 2017

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#### 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 trustee 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 193,000 active members and approximately 90,000 retired members. Active members include approximately 38,000 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 \$34,626 for employer contributions to the Plan in the year ended 2017 (\$18,294 - 2016).

#### 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.

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

|   | 2017                | 2016              |
|---|---------------------|-------------------|
| Salaries, wages and benefits              | \$ 218,573          | \$ 190,779        |
| Materials and supplies                    | 64,131              | 64,676            |
| Contracted services                       | 23,057              | 16,261            |
| Rent, maintenance and utilities           | 243,619             | 245,724           |
| Mayor and council remuneration and travel | 32,285              | 19,347            |
| Insurance                                 | 25,669              | 29,815            |
| Grants                                    | 59,824              | 63,205            |
| Interest and bank charges                 | 2,120               | 1,189             |
| Amortization                              | 151,372             | 158,592           |
| Payment to other agencies                 | 191,864             | 189,289           |
|   | <u>\$ 1,012,514</u> | <u>\$ 978,877</u> |

**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. 438 approved by the Village Mayor and Council on April 4, 2017.

## 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, 2017.

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.

May 7, 2018  
Quesnel, British Columbia

FBB Chartered Professional Accountants LLP

Village of Port Clements  
General Operating Fund - Statement of Financial Position  
As at December 31, 2017

|  | 2017         | 2016         |
|--|--------------|--------------|
| Financial assets                         |              |              |
| Cash and investments                     | \$ 3,064,035 | \$ 2,681,010 |
| Taxes and accounts receivable            | 123,206      | 187,922      |
|  | 3,187,241    | 2,868,932    |
| Financial Liabilities                    |              |              |
| Accounts payable and accrued liabilities | 45,130       | 78,328       |
| Deferred revenue                         | 143,713      | 49,819       |
| Due to other funds                       | 1,202,091    | 1,127,929    |
|  | 1,390,934    | 1,256,076    |
| Net financial assets                     | 1,796,307    | 1,612,856    |
| Non-financial assets                     |              |              |
| Property acquired for taxes              | 9,189        | 9,139        |
| Prepaid expenses                         | 18,773       | 18,652       |
| Tangible capital assets                  | 5,406,609    | 5,438,266    |
|  | 5,434,571    | 5,466,057    |
|  | \$ 7,230,878 | \$ 7,078,913 |
| Accumulated surplus                      |              |              |
| Accumulated surplus                      | 1,805,805    | 1,622,183    |
| Equity in tangible capital assets        | 5,406,609    | 5,438,266    |
| Reserves                                 | 18,464       | 18,464       |
|  | \$ 7,230,878 | \$ 7,078,913 |

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## Village of Port Clements

### General Operating Fund - Statement of Operations For the year ended December 31, 2017

|   | 2017<br>Budget<br>(unaudited) | 2017<br>Actual      | 2016<br>Actual      |
|---|-------------------------------|---------------------|---------------------|
| <b>Revenue</b>                                |                               |                     |                     |
| Property taxes                                | \$ 127,000                    | \$ 127,049          | \$ 127,101          |
| Grants in lieu                                | 7,500                         | 7,984               | 7,553               |
| Sale of services                              | 9,750                         | 10,736              | 11,848              |
| Revenue from own sources                      | 117,700                       | 144,366             | 117,325             |
| Multi-purpose building rental                 | 12,950                        | 13,624              | 14,252              |
| Unconditional grants                          | 375,000                       | 386,064             | 375,682             |
| Conditional grants                            | 65,625                        | 112,205             | 337,835             |
| Interest and penalties on taxes and user fees | -                             | 36,709              | 52,506              |
| Collections for other agencies                | 189,510                       | 191,748             | 188,886             |
|   | <u>905,035</u>                | <u>1,030,485</u>    | <u>1,232,988</u>    |
| <b>Expenses</b>                               |                               |                     |                     |
| Legislative                                   | 38,950                        | 42,562              | 27,552              |
| General administration                        | 197,850                       | 175,720             | 164,068             |
| Protective services                           | 34,200                        | 36,255              | 42,697              |
| Emergency services                            | 750                           | 6,223               | 4,240               |
| Common services                               | 25,250                        | 27,194              | 23,919              |
| Wharf   | 10,500                        | 9,189               | 9,659               |
| Small craft harbour                           | 14,300                        | 14,311              | 22,151              |
| Roads and public works                        | 46,300                        | 45,743              | 55,289              |
| Environmental recovery                        | 580                           | (346)               | (436)               |
| Economic development                          | 4,500                         | 60,500              | 52,500              |
| Parks, recreation and tourism                 | 52,100                        | 74,946              | 81,681              |
| Multi-purpose building maintenance            | 46,600                        | 67,462              | 51,305              |
| Fiscal services                               | 2,000                         | 2,138               | 1,191               |
| Amortization                                  | 132,000                       | 124,758             | 131,977             |
| Payments to other agencies                    | 189,510                       | 191,865             | 189,289             |
|   | <u>795,390</u>                | <u>878,520</u>      | <u>857,082</u>      |
| <b>Annual surplus</b>                         | <u>109,645</u>                | 151,965             | 375,906             |
| <b>Transfer from reserves</b>                 |                               | -                   | (4,261)             |
| <b>Accumulated surplus, beginning of year</b> |                               | <u>7,078,913</u>    | <u>6,707,268</u>    |
| <b>Accumulated surplus, end of year</b>       |                               | <u>\$ 7,230,878</u> | <u>\$ 7,078,913</u> |



Village of Port Clements  
Water System - Statement of Financial Position  
As at December 31, 2017

|                                   | 2017                | 2016                |
|-----------------------------------|---------------------|---------------------|
| Financial assets                  |                     |                     |
| Due from general operating fund   | \$ 698,295          | \$ 651,140          |
| Non-financial assets              |                     |                     |
| Tangible capital assets           | 1,897,552           | 1,915,738           |
|                                   | <u>\$ 2,595,847</u> | <u>\$ 2,566,878</u> |
| Accumulated Surplus               |                     |                     |
| Accumulated surplus               | \$ 698,295          | \$ 651,140          |
| Equity in tangible capital assets | 1,897,552           | 1,915,738           |
|                                   | <u>\$ 2,595,847</u> | <u>\$ 2,566,878</u> |

**Village of Port Clements**  
**Water System - Statement of Operations**  
**For the year ended December 31, 2017**

|   | <div> <div>2017</div> <div>Budget</div> <div>(unaudited)</div> </div> | <div> <div>2017</div> <div>Actual</div> </div> | <div> <div>2016</div> <div>Actual</div> </div> |
|---|---|--|--|
| <b>Revenue</b>                                |   |  |  |
| User charges                                  | \$ 57,000   | \$ 56,712                                      | \$ 56,094                                      |
| Water frontage tax                            | 54,000  | 53,292   | 53,184   |
| Community works                               | 65,000  | -  | -  |
| Interest and other                            | -   | 2,551  | 2,798  |
|   | <u>176,000</u>  | <u>112,555</u>                                 | <u>112,076</u>                                 |
| <b>Expenses</b>                               |   |  |  |
| Administration                                | 9,950   | 4,955  | 4,000  |
| Amortization                                  | 26,000  | 18,186   | 18,187   |
| Community works                               | 65,000  | -  | -  |
| Distribution                                  | 22,200  | 19,531   | 26,297   |
| Repairs and maintenance                       | 7,250   | 13,570   | 10,567   |
| Wages and benefits                            | 30,200  | 27,344   | 22,827   |
|   | <u>160,600</u>  | <u>83,586</u>                                  | <u>81,878</u>                                  |
| <b>Annual surplus (deficit)</b>               | <u>15,400</u>   | 28,969   | 30,198   |
| <b>Accumulated surplus, beginning of year</b> |   | <u>2,566,878</u>                               | <u>2,536,680</u>                               |
| <b>Accumulated surplus, end of year</b>       |   | <u>\$ 2,595,847</u>                            | <u>\$ 2,566,878</u>                            |

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Village of Port Clements  
Sewer System - Statement of Financial Position  
As at December 31, 2017

|                                   | <u>2017</u>         | <u>2016</u>         |
|-----------------------------------|---------------------|---------------------|
| <b>Financial assets</b>           |                     |                     |
| Due from general operating fund   | \$ 503,796          | \$ 476,789          |
| <b>Non-financial assets</b>       |                     |                     |
| Tangible capital assets           | <u>1,112,507</u>    | <u>1,120,935</u>    |
|                                   | <u>1,112,507</u>    | <u>1,120,935</u>    |
|                                   | <u>\$ 1,616,303</u> | <u>\$ 1,597,724</u> |
| <b>Accumulated surplus</b>        |                     |                     |
| Accumulated surplus               | \$ 503,796          | \$ 476,789          |
| Equity in tangible capital assets | <u>1,112,507</u>    | <u>1,120,935</u>    |
|                                   | <u>\$ 1,616,303</u> | <u>\$ 1,597,724</u> |

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**Village of Port Clements**  
**Sewer System - Statement of Operations**  
**For the year ended December 31, 2017**

|   | <div> <div>2017</div> <div>Budget</div> <div>(unaudited)</div> </div> | <div> <div>2017</div> <div>Actual</div> </div> | <div> <div>2016</div> <div>Actual</div> </div> |
|---|---|--|--|
| <b>Revenue</b>                                |   |  |  |
| User charges                                  | \$ 31,500   | \$ 31,553                                      | \$ 31,099                                      |
| Sewer frontage tax                            | 36,936  | 37,434   | 37,435   |
|   | <u>68,436</u>   | <u>68,987</u>                                  | <u>68,534</u>                                  |
| <b>Expenses</b>                               |   |  |  |
| Administration                                | 3,000   | 3,000  | 3,000  |
| Amortization                                  | 18,000  | 8,428  | 8,428  |
| Operations                                    | 8,200   | 7,080  | 9,027  |
| Repairs and maintenance                       | 6,500   | 14,549   | 1,617  |
| Wages and benefits                            | 19,000  | 17,351   | 17,845   |
|   | <u>54,700</u>   | <u>50,408</u>                                  | <u>39,917</u>                                  |
| <b>Annual surplus (deficit)</b>               | <u>13,736</u>   | 18,579   | 28,617   |
| <b>Accumulated surplus, beginning of year</b> |   | <u>1,597,724</u>                               | <u>1,569,107</u>                               |
| <b>Accumlated surplus, end of year</b>        |   | <u>\$ 1,616,303</u>                            | <u>\$ 1,597,724</u>                            |

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

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

## REQUEST FOR DECISION

Author: Ruby Decock, CAO

Date: May 2, 2018

Re: Misty Isles Economic Development Society (MIEDS) Budget Increase Request

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### RECOMMENDATION

That Council increases the Administrative Budget for NDIT from \$2500 to \$4651.44 for the year 2018 and from \$2500 to \$4522.87 in 2019.

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### BACKGROUND

The MIEDS Grants Manager is funded through Northern Development Initiative Trust (NDIT). NDIT policies do not allow the CPP, EI, fuel allowance, cell phone, MSP or benefits to be covered by the Northern Development grant. Therefore, the Village of Port Clements pays an annual administrative cost of \$2500 to MIEDS for the use of the Grants Manager, this is in addition to the grant received from NDIT for the grant writer's salary.

### DISCUSSION

MIEDS has been covering the additional benefits and administrative costs that exceed the \$2500 budgeted by the Village of Port Clements. Therefore, MIEDS would like to request that the \$2500 budget be increased to cover the costs that MIEDS would have to pay. As MIEDS is a society, funds for operations are limited and restricted as revenue generation is minor. MIEDS is unable to cover the administrative costs for the grant writer with this little revenue.

### IMPLICATIONS

#### Strategic

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

This impacts Strategic Plan - the ability of utilizing the grant writer can be impacted if MIEDS cannot cover their expenses as a society.

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**Financial****(Corporate Budget Impact)**

As this is a standing position, the impact to the budget would be that it increases the budget for MIEDS administrative expenses by \$2151.44 in 2018 and by \$2022.87 in 2019. This would also require that the money utilized from reserves be increased.

**Administrative****(Policy/Procedure Relevancy, Workload Impact and Consequences)**

Staff could be impacted if funding is not provided to cover the MIEDS Grant Manager's benefits and additional costs. It would make the position less desirable as it impacts remuneration, and it could possibly create retention issues in the long run. The Grant Writer could search out another occupation where remuneration/compensation through benefits is more rewarding. This could result in there being no Grant Writer available to apply for funding for VOPC's strategic priorities. This circumstance would increase staff workload if a grant writer is not available to assist with grant funding applications and submissions.

**OPTIONS**

1. That Council increases the Administrative Budget for MIEDS from \$2500 to \$4651.44 for the year 2018 and from \$2500 to \$4522.87 in 2019.
2. That Council does not increase the Administrative Budget for MIEDS.

Respectfully submitted,



Ruby Decock

Chief Administrative Officer



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

36 Cedar Avenue West  
PO Box 198  
Port Clements, BC  
V0T1R0  
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Public Works :250-557-4326  
FAX :250-557-4568  
Email : [office@portclements.ca](mailto:office@portclements.ca)  
Web : [www.portclements.ca](http://www.portclements.ca)

## REPORT TO COUNCIL

Author: Elizabeth Cumming, Deputy Clerk

Date: May 1, 2018

Re: Reduction of Public Hours

---

### Background:

In 2017 the Village Office went through significant staffing changes: a Municipal Management Intern was hired, the CAO resigned, and the Deputy Clerk became Acting CAO. In 2018 the Acting CAO was hired on as CAO, and the Intern has been hired on as Deputy Clerk. Both the Deputy Clerk and CAO are new to their positions and have less than 2 years working in the Village Office. Many changes have occurred besides staffing in the last 6 months, but more changes are needed to establish procedures and processes that will increase VOPC operational efficiencies.

Elections will be held in October 2018; therefore, time is short for staff to meet significant deadlines related to legislative reporting and key events (property taxes, annual reporting, tax sale, and elections). In addition to these deadlines, Council also has many strategic priorities that they want accomplished before their term ends in October.

### Discussion:

The CAO has requested that the Deputy Clerk research administrative office hours serving the public. Currently there are 2 office staff and the administrative office hours are Monday-Friday from 9:00 AM – 1:00 PM. The Village Office is limited in dealing with its current workload within the current time limits. Administrative staff has found that the most significant daily disruptions in accomplishing priority tasks have been the public hours (with impromptu payment processing, discussions, additional service needs, and questions or demands by members of the public). In addition, staff must deal with the Campground Reservations, Room Bookings, and inquiries over the phone and other such daily demands on limited staff time. To build capacity regarding this situation there are two approaches that can be identified for a possible solution: increasing staff size or reducing service hours.

Most municipalities in similar size as VOPC, a population from 250-350, either have 2 administrative staff with shorter public service hours or they have 3-4 members of administrative staff to deal with the service hours that we are currently providing. Please see attached spreadsheet for staffing comparisons and service hours.

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As Council has no plans to increase additional full-time administrative staff in 2018, staff must continue to provide a service to the public which can delay other important duties requested by Council. Since this is an election year and Council has requested numerous projects to be completed, staff predicts there will be an increased demand on administrative staff. Staff needs a solution for this situation that frees up the needed time to deal with these duties and demands that requires as little time to implement as possible.

A route for increasing capacity would be to hire a temporary or permanent part-time receptionist to cover receptionist duties and other tasks. For example, this option could be a limited contract for a period of 6 months or for limited hours during the week such as 9:00 AM – 1:00 PM, 5 days per week. This would allow current administrative staff the time to focus on higher priority tasks and still allow for the current level of service hours that the public has come to expect from the Village Office.

If it was not desired to pursue hiring on additional staff, then the other option would be to reduce the current service hours. This could be done by reducing the current public hours of 9:00 AM – 1:00 PM down by an hour for a time range of 9:00 AM – 12:00 PM or 10:00 AM – 1:00 PM. This option may have limited benefits as there would still be a significant disruption period to every work day and it may prove harder for the public to adjust to. Staff feels that there would not be any increased productivity if this option was considered and more of an inconvenience to the public.

Another option that may be more practical and less inconvenience for the community members would be to reduce the days that the office is open to the public. Instead of being open to the public from Monday to Friday, the office could be limited to Monday to Thursday or even from Tuesday to Thursday. This option is more ideal as it immediately blocks off a set day(s) where staff could apply its focus to high priority tasks without as much impromptu disruptions walking in the door.

## **IMPLICATIONS:**

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

N/A – this is a staffing issue

### **FINANCIAL                      (Corporate Budget Impact)**

Depending on Council's decision, this can have an impact on the 2018-2022 budgets. A budget increase for Administrative Wages would be needed to obtain the necessary office administrative assistance if Council decides to hire on more staff. If Council does not want to increase staffing, then there would be no impact to the budget.

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

Depending on Council's decision, this would greatly impact administration by reducing the number of interruptions. If Council hires another assistant, for the menial, time consuming tasks it then frees up staff to focus on Council's priorities and other high priority items.

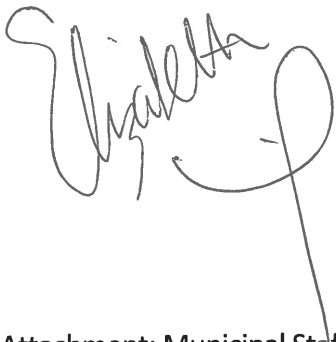
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**RECOMMENDATIONS:**

1. That the Village Office reduces its current public hours from 5 days to 4 days a week, preferably Monday - Thursday.
2. That the Village Office reduces its current public hours from 5 days to 3 days a week, preferably Tuesday - Thursday.
3. That the Village Office hires on additional part-time administrative staff either temporarily or permanently to maintain the current service hours.
4. That the Village Office reduces its current public hours from 5 days to 4 days a week, preferably Monday - Thursday, and hires on additional part-time administrative staff either temporarily or permanently.
5. That the Village Office staff capacity and service hours be maintained at its current level and Council compensates for those limitations elsewhere, such as in reducing the number of strategic priorities.

Respectfully submitted:

A handwritten signature in black ink, appearing to be "Elizabeth", with a long vertical line extending downwards from the end of the signature.

[Attachment: Municipal Staffing and Service Hours Comparison Survey]

Municipal Staffing and Service Hours Comparison Survey

| Municipality  | Population<br>(2016<br>Census) | # of Admin<br>Employees | Admin Employee<br>Title  | Hours Per<br>Week   | Hours Per<br>Day | Work Days  | Days Open to<br>the Public | Office Hours                               | Public Hours                              |
|---------------|--------------------------------|-------------------------|--|---|------------------|--|----------------------------|--|---|
| Zeballos      | 107                            | 2                       | CAO &<br>Administrator   |   | 8                | Mon - Fri (5)  | Mon - Fri (5)              | 8:30 AM - 4:30 PM                          | 8:30 AM - 4:30 PM                         |
| Silverton     | 195                            | 2                       | CAO & Admin<br>Assistant   | 32 & 24   | 8                | Tue, Wed, Thurs (3) +<br>the CAO comes in on<br>Mon or Fri | Tue, Wed, Thurs<br>(3)     | 9:00 AM - 5:00 PM                          | 10:00 AM - 4:00 PM                        |
| Wells         | 217                            | 3                       | CAO, District Clerk,<br>Econ. Dev. Officer   |   | 8                | Mon - Fri (5)  | Mon - Thurs (4)            | 9:00 AM - 5:00 PM                          | 9:00 AM - 5:00 PM                         |
| Tahsis        | 248                            | 4                       | CAO, CFO, 2 admin<br>assistants  |   | 8                | Mon - Fri (5)  | Mon - Fri (5)              | 8:30 AM -4:30 PM                           | 8:30 AM -4:30 PM                          |
| Lytton        | 249                            | 4                       | CAO, CFO, Reception<br>Clerk & Finance<br>Assistant  |   | 8                | Mon - Fri (5)  | Mon - Fri (5)              | 8:30 AM - 4:30 PM                          | 8:30 AM - 4:30 PM                         |
| Slocan        | 272                            | "1.5"                   | CAO, part time<br>admin assistant  | 24 & 12   | 6 & 3            | Mon - Thurs (4)  | Mon - Thurs (4)            | 9:00 AM - 12:00<br>PM/1:00 - 4:00 PM       | 9:00 AM - 12:00<br>PM/1:00 - 4:00 PM      |
| Port Clements | 282                            | 2                       | CAO & Intern   | 35 & 40   | 7 & 8            | Mon - Fri (5)  | Mon - Fri (5)              | 8:30 AM - 3:30/4:30<br>PM                  | 9:00 AM - 1:00 PM                         |
| Granisle      | 303                            | 4                       | CAO, CFO, Office<br>Assitant, Deputy<br>CO/Financial Clerk   | 35 & 20 for<br>Deputy and<br>Office<br>Assistant  | 7                | Mon - Fri (5)  | Mon - Fri (5)              | 8:30 AM - 12:00 PM<br>/ 1:00 PM - 4:30 PM  | 8:30 AM - 12:00 PM<br>/ 1:00 PM - 4:30 PM |
| Sayward       | 311                            | 3                       | CAO, Secretary,<br>temp secretary  |   | 7                | Mon - Fri (5)  | Mon - Fri (5)              | 8:30 AM - 12:00 PM<br>/ 1:00 PM - 4:30 PM  | 8:30 AM - 12:00 PM<br>/ 1:00 PM - 4:30 PM |
| Hazelton      | 313                            | 3                       | CAO, CFO, Deputy<br>CO   |   | 7                | Mon - Fri (5)  | Mon - Thurs (4)            | 9:00 AM - 12:00<br>PM/1:00 - 4:30 PM       | 9:00 AM - 12:00<br>PM/1:00 - 4:30 PM      |
| Stewart       | 401                            | 4                       | CAO, CFO, Admin<br>Assistant, &<br>Accounting Clerk  |   | 7                | Mon - Fri (5)  | Mon - Fri (5)              | 8:30 AM - 12:00 PM<br>/ 1:00 PM - 4:30 PM  | 8:30 AM - 12:00 PM<br>/ 1:00 PM - 4:30 PM |
| Port Edward   | 467                            | 4                       | CAO, CFO, Director<br>of Corporate<br>Services, Admin<br>Assistant   | 40  | 8                | Mon - Fri (5)  | Mon - Fri (5)              | 8:30 AM - 4:30 PM                          | 8:30 AM - 4:30 PM                         |
| New Denver    | 473                            | 7                       | CAO, CFO, CO,<br>Accounting Clerk,<br>Admin. Assistant.<br>Accounting Assist &<br>Director of<br>Recreation and<br>Culture | 35 (CAO), 28<br>(CFO, CO,<br>Accounting<br>Clerk), 16<br>(Admin<br>Assist), 20<br>(Account.<br>Assistant) | 7                | Mon - Fri (5)  | Mon - Fri (5)              | 8:00 AM -12:00<br>PM/ 1:00 PM - 4:00<br>PM | 8:00 AM -12:00 PM/<br>1:00 PM - 4:00 PM   |
| Alert Bay     | 489                            | 3                       | Deputy<br>Cao/CO/Superintend<br>ant of PW, Admin<br>Clerk, (Contracted)<br>CFO   | 40  | 8                | Mon - Fri (5)  | Mon - Fri (5)              | 8:30 AM - 4:30 PM                          | 8:30 AM - 4:30 PM                         |
| Clinton       | 641                            | 5                       | CAO (CO), CFO,<br>Finance Clerk,<br>Admin Assistant,<br>Community<br>Development Officer                                   | 40; Admin<br>Assistant is 24  | 8                | Mon - Fri (5)  | Mon - Fri (5)              | 8:30 AM - 4:30 PM                          | 8:30 AM - 4:30 PM                         |

# **VILLAGE OF PORT CLEMENTS**

## **BYLAW NO.447, 2018**

### **Financial Plan Bylaw for the Years 2018-2022**

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, 2018 and ending December 31, 2022.
2. This Bylaw may be cited for all purposes as "The Financial Plan for the years 2018-2022 - Bylaw #447, 2018".
3. Bylaw #443, 2017 is hereby repealed.

READ A FIRST TIME THIS 7<sup>th</sup> DAY OF May, 2018.

READ A SECOND TIME THIS 7<sup>th</sup> DAY OF May, 2018.

READ A THIRD TIME THIS 7<sup>th</sup> DAY OF May, 2018.

FINALLY PASSED AND ADOPTED THIS      DAY OF May, 2018

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Urs Thomas  
MAYOR

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Ruby Decock  
CAO

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CERTIFIED A TRUE COPY OF VILLAGE OF  
PORT CLEMENTS FINANCIAL PLAN 2018-2022 BYLAW NO. 447, 2018

**SCHEDULE 'A'**  
**Village of Port Clements**  
**2018-2022 Financial Plan**  
**Statement of Objectives**  
**of Bylaw No. 447, 2018**

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

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

**Funding Sources**

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2018. Government grants form the greatest proportion of revenue. The government grants that are included in this total include the following: \$436,000 for the small community Grant and the community works fund.

Property Taxes make up the second highest amount for 2018.

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

**Objective**

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

**Table 1: Sources of Revenue**

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

**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 in 2017 for the 2018 Taxation year.

| Schedule "A" - General Fund                |                  |                  |                |                |                |
|--|------------------|------------------|----------------|----------------|----------------|
|  | 2018<br>Budget   | 2019<br>Budget   | 2020<br>Budget | 2021<br>Budget | 2022<br>Budget |
| Property Tax- Municipal                    | 127,000          | 130,175          | 133,429        | 136,765        | 140,184        |
| Payments in Lieu                           | 8,500            | 7,500            | 7,500          | 7,500          | 7,500          |
| Sales of Services                          | 10,150           | 9,900            | 10,050         | 10,050         | 10,200         |
| Revenue From Own Sources                   | 117,050          | 118,725          | 120,800        | 121,325        | 123,400        |
| Unconditional Transfers                    | 386,000          | 375,000          | 375,000        | 375,000        | 375,000        |
| Conditional Transfers                      | 140,625          | 390,625          | 90,625         | 90,625         | 90,625         |
| Multi Purpose Building Revenue             | 12,950           | 13,100           | 13,300         | 13,400         | 13,500         |
| Transfers From Reserves (deficit budget)   | 132,606          | 22,513           | 16,796         | 12,872         | 24,731         |
| Collections for Other Agencies             | 189,010          | 189,510          | 189,510        | 189,510        | 189,510        |
|  |                  |                  |                |                |                |
| <b>Total Revenues</b>                      | <b>1,123,891</b> | <b>1,257,048</b> | <b>957,010</b> | <b>957,047</b> | <b>974,650</b> |
| Legislative Expenses                       | 46,450           | 53,500           | 48,550         | 50,650         | 51,750         |
| General Administration                     | 251,101          | 224,148          | 223,225        | 227,252        | 234,458        |
| Fire Department                            | 42,300           | 39,900           | 40,600         | 41,450         | 42,250         |
| Emergency Services                         | 1,500            | 1,500            | 1,500          | 1,500          | 1,500          |
| Common Services                            | 56,250           | 52,250           | 53,525         | 54,576         | 56,903         |
| Wharf Services                             | 22,700           | 315,610          | 15,870         | 15,980         | 16,150         |
| Small Craft Harbour                        | 25,500           | 16,000           | 16,000         | 17,100         | 17,700         |
| Roads                                      | 65,100           | 54,400           | 56,150         | 45,000         | 46,900         |
| Environmental Health                       | 580              | 680              | 780            | 880            | 1,080          |
| Environmental Development                  | 51,500           | 3,900            | 3,900          | 3,900          | 3,900          |
| Parks and Recreation                       | 85,450           | 48,550           | 49,100         | 50,200         | 51,350         |
| Cultural Buildings and Facilities          |                  |                  |                |                |                |
| Fiscal Services                            | 2,200            | 2,000            | 2,000          | 2,000          | 2,000          |
| Contributions to Reserves (surplus budget) | 0                | 0                | 0              | 0              | 0              |
| Capital Expenses                           | 90,000           | 65,000           | 65,000         | 65,000         | 65,000         |
| Multi Purpose Building Expenses            | 61,750           | 58,100           | 59,300         | 60,050         | 62,200         |
| Amortized asset contribution to reserve    | 132,000          | 132,000          | 132,000        | 132,000        | 132,000        |
| Taxes Levied for Other Agencies            | 189,510          | 189,510          | 189,510        | 189,510        | 189,510        |
|  |                  |                  |                |                |                |
| <b>Total Expenses</b>                      | <b>1,123,891</b> | <b>1,257,048</b> | <b>957,010</b> | <b>957,047</b> | <b>974,650</b> |
|  |                  |                  |                |                |                |
| <b>Surplus/ (Deficit)</b>                  | <b>0</b>         | <b>0</b>         | <b>0</b>       | <b>0</b>       | <b>0</b>       |
|  |                  |                  |                |                |                |

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| <b>"Schedule A" - Water Fund</b> |                        |                        |                        |                        |                        |
|----------------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
|                                  |                        |                        |                        |                        |                        |
|                                  | <b>2018<br/>Budget</b> | <b>2019<br/>Budget</b> | <b>2020<br/>Budget</b> | <b>2021<br/>Budget</b> | <b>2022<br/>Budget</b> |
|                                  |                        |                        |                        |                        |                        |
| Fees & Taxation                  | 111,000                | 111,000                | 112,750                | 112,750                | 118,950                |
| Grants                           | 68,000                 | 65,000                 | 65,000                 | 65,000                 | 65,000                 |
|                                  |                        |                        |                        |                        |                        |
| <b>Total Revenues</b>            | <b>179,000</b>         | <b>176,000</b>         | <b>177,750</b>         | <b>177,750</b>         | <b>183,950</b>         |
|                                  |                        |                        |                        |                        |                        |
|                                  |                        |                        |                        |                        |                        |
| Operating Expenses               | 91,000                 | 84,550                 | 86,550                 | 86,750                 | 92,950                 |
| Contribution to Reserves         | 0                      | 0                      | 0                      | 0                      | 0                      |
| Amortization & deferred revenue  | 88,000                 | 91,450                 | 91,200                 | 91,000                 | 91,000                 |
| <b>Total Expenses</b>            | <b>179,000</b>         | <b>176,000</b>         | <b>177,750</b>         | <b>177,750</b>         | <b>183,950</b>         |
|                                  |                        |                        |                        |                        |                        |
| <b>Surplus/ (Deficit)</b>        | <b>0</b>               | <b>0</b>               | <b>0</b>               | <b>0</b>               | <b>0</b>               |
|                                  |                        |                        |                        |                        |                        |
|                                  | "Schedule<br>A"        |                        |                        |                        |                        |
| <b>Sewer Fund</b>                |                        |                        |                        |                        |                        |
|                                  |                        |                        |                        |                        |                        |
|                                  |                        |                        |                        |                        |                        |
|                                  | <b>2018<br/>Budget</b> | <b>2019<br/>Budget</b> | <b>2020<br/>Budget</b> | <b>2021<br/>Budget</b> | <b>2022<br/>Budget</b> |
|                                  |                        |                        |                        |                        |                        |
|                                  |                        |                        |                        |                        |                        |
| Fees & Taxation                  | 68,436                 | 68,436                 | 68,436                 | 67,120                 | 67,120                 |
| Grants & Transfers               | 0                      | 0                      | 0                      | 18,800                 | 3,580                  |
|                                  |                        |                        |                        |                        |                        |
| <b>Total Revenues</b>            | <b>68,436</b>          | <b>68,436</b>          | <b>68,436</b>          | <b>85,920</b>          | <b>70,700</b>          |
|                                  |                        |                        |                        |                        |                        |
| Operating Expenses               | 51,875                 | 48,300                 | 49,600                 | 51,000                 | 52,700                 |
| Contribution to Reserves         | 0                      | 0                      | 0                      | 0                      | 0                      |
| Amortization                     | 9,000                  | 18,000                 | 18,000                 | 18,000                 | 18,000                 |
| Debenture                        | 0                      | 0                      | 0                      | 0                      | 0                      |
|                                  |                        |                        |                        |                        |                        |
| <b>Total Expenses</b>            | <b>60,875</b>          | <b>66,300</b>          | <b>67,600</b>          | <b>69,000</b>          | <b>70,700</b>          |
|                                  |                        |                        |                        |                        |                        |
| <b>Surplus/ (Deficit)</b>        | <b>7,561</b>           | <b>2,136</b>           | <b>836</b>             | <b>16,920</b>          | <b>0</b>               |
|                                  |                        |                        |                        |                        |                        |

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**"Schedule A" - Capital Projects**

|  | 2018<br>Budget | 2019<br>Budget | 2020<br>Budget | 2021<br>Budget | 2022<br>Budget |
|--|----------------|----------------|----------------|----------------|----------------|
| <b>General</b>                           |                |                |                |                |                |
| Road Improvements - Industrial Park Rd   | 0              | 150,000        | 150,000        | 0              | 0              |
| Paving                                   | 50,000         | 25,000         | 25,000         | 25,000         | 25,000         |
| Survey New Industrial Lot                | 25,000         | 0              | 0              | 0              | 0              |
| Purchase Chevron Property                | 0              | 75,000         | 0              | 0              | 0              |
| Public Works Equipment                   | 75,000         | 0              | 0              | 0              | 0              |
| Community Park                           | 0              | 0              | 0              | 0              | 0              |
| Fire Department Equipment                | 0              | 0              | 50,000         | 0              | 0              |
| <b>Sub-total General</b>                 | <b>150,000</b> | <b>250,000</b> | <b>225,000</b> | <b>25,000</b>  | <b>25,000</b>  |
|  |                |                |                |                |                |
| <b>Water</b>                             |                |                |                |                |                |
| Replace Water lines                      | 275,000        | 250,000        | 0              | 0              | 0              |
| Spare Pumps                              | 0              | 0              | 0              | 0              | 0              |
| Work out of Water Study                  | 200,000        | 0              | 0              | 0              | 0              |
|  |                |                |                |                |                |
| <b>Sewer</b>                             |                |                |                |                |                |
| Lagoon upgrades for compliance           | 0              | 75,000         | 148,319        | 400,000        | 0              |
| Engineering study                        | 35,000         | 0              | 0              | 0              | 0              |
|  |                |                |                |                |                |
| <b>TOTAL REQUIREMENTS</b>                | <b>660,000</b> | <b>575,000</b> | <b>373,319</b> | <b>425,000</b> | <b>25,000</b>  |
|  |                |                |                |                |                |
| <b>SOURCES OF FUNDS</b>                  |                |                |                |                |                |
| <b>General</b>                           |                |                |                |                |                |
| Water tower removal                      | 10,000         | 0              | 0              | 0              | 0              |
| Contributions (Industrial Road)          | 0              | 0              | 0              | 0              | 0              |
| Grants                                   | 0              | 125,000        | 0              | 100,000        | 0              |
| Village General Reserves                 | 75,000         | 0              | 25,000         | 0              | 0              |
| Village Gas Tax Deferred Income          | 50,000         | 65,000         | 150,000        | 40,000         | 0              |
| Proceeds for logs on lot 100             | 0              | 0              | 0              | 0              | 0              |
| Gwaii Trust and/or other grants (paving) | 240,000        | 200,000        | 198,319        | 25,000         | 25,000         |
| <b>Sub-total General</b>                 | <b>375,000</b> | <b>390,000</b> | <b>373,319</b> | <b>165,000</b> | <b>25,000</b>  |
|  |                |                |                |                |                |
| <b>Water</b>                             |                |                |                |                |                |
| Water Reserves                           | 250,000        | 70,000         | 0              | 0              | 0              |
| Grants for Water                         | 0              | 115,000        | 0              | 0              | 0              |
| <b>Sewer</b>                             |                |                |                |                |                |
| Grants for Sewer upgrades                | 0              | 0              | 0              | 140,000        | 0              |
| Sewer Reserves                           | 35,000         | 0              | 0              | 120,000        | 0              |
| <b>TOTAL FUNDS PROVIDED</b>              | <b>660,000</b> | <b>575,000</b> | <b>373,319</b> | <b>425,000</b> | <b>25,000</b>  |

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## VILLAGE OF PORT CLEMENTS

### BYLAW NO. 448, 2018

Being a bylaw for the levying of rates for Municipal, Hospital and Regional District purposes for the year 2018.

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

1. The following rates are hereby imposed and levied for the year 2018:
  - a) For all lawful general purposes of the municipality on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in column "A" of the schedule attached hereto and forming a part hereof.
  - b) For Vancouver Island Regional Library purposes on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column "B" of the Schedule attached hereto and forming a part hereof.
  - c) For North Coast Regional District purposes on the assessed value of land and improvements taxable for general Regional District purposes, rates appearing in Column "C" of the Schedule attached hereto and forming a part hereof.
  - d) For North West Regional Hospital District purposes on the assessed value of land and improvements taxable for Hospital purposes, rates appearing in Column "D" of the Schedule attached hereto and forming a part hereof.
2. The minimum amount of Taxation upon a parcel of Real Property shall be one dollar (\$1.00).
3. This Bylaw may be cited as "Tax Rates Bylaw No. 448, 2018"

READ A FIRST TIME THIS 7<sup>th</sup> DAY OF May, 2018  
READ A SECOND TIME THIS 7<sup>th</sup> DAY OF May, 2018  
READ A THIRD TIME THIS 7<sup>th</sup> DAY OF May, 2018

RECONSIDERED AND FINALLY ADOPTED THIS DAY OF May , 2018

\_\_\_\_\_  
Urs Thomas – MAYOR

\_\_\_\_\_  
Ruby Decock – CAO

\_\_\_\_\_  
CERTIFIED TO BE A TRUE COPY OF VILLAGE OF PORT CLEMENTS TAX RATE BYLAW #448, 2018.

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Village of Port Clements  
Schedule for Tax Rate Bylaw NO. 448, 2018

Rates per \$1000 of taxable assessed value

| Class            | "A"<br>General<br>Municipal | "B"<br>VIRL | "C"<br>NCRD | "D"<br>NW Reg.<br>Hospital |
|------------------|-----------------------------|-------------|-------------|----------------------------|
| 1 Residential    | 3.8883                      | 0.3375      | 0.8987      | 0.6496                     |
| 2 Utilities      | 13.6091                     | 1.1813      | 3.1455      | 2.2736                     |
| 5 Light Industry | 13.2203                     | 1.1476      | 3.0557      | 2.2087                     |
| 6 Business       | 9.5264                      | 0.8269      | 2.2019      | 1.5915                     |
| 7 Managed Forest | 11.6649                     | 1.0126      | 2.6962      | 1.9488                     |
| 8 Rec/Non Profit | 3.8883                      | 0.3375      | 0.8987      | 0.6496                     |

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## Village of Port Clements Policy 17

### PERSONNEL POLICY



# TERMS OF EMPLOYMENT, SAFETY and GRIEVANCE PROCEDURES

This Policy applies to all employees, except the Officers that have been appointed by Council and other Employees that are governed by separate Employment Agreements.

**Section A: APPLICATION** – This section outlines the process for recruiting new employees.

1. **POSTING** - All positions in the Village, whether new positions or vacancies existing ones, shall be posted. Postings shall contain a brief description on the nature of the work involved, what qualifications are required, rate of pay and any other information considered relevant.
2. **CANDIDATES** - Candidates should be fully trained for the position they are applying for. This shall include any post-secondary education, professional certification, or operational tickets that are required for the position. If a candidate does not have the full qualifications for the position posted, but is otherwise suited for hire, and there are no other suitable candidates, consideration shall be given to hiring that candidate, provided there is a commitment to become fully qualified.
3. **LOCAL PREFERENCE** - Preference will be given to applicants who live in the Village of Port Clements or close proximity. Even though an applicant from another municipality may have superior qualifications, the local applicant will be considered for hire providing that the applicant's qualifications are adequate and they commit to becoming fully qualified as above noted; and there is no known reason why they should not be hired.
4. **RESPONSES** - Responses shall be provided to those persons interviewed for a posted position. The Village shall not respond to general employment applications submitted at will.
5. **REFERENCE CHECK** - References shall be checked by the appropriate authority in each case; and candidates may be subject to a Criminal Records Review search.
6. **LETTERS OF APPOINTMENT** - Letters of appointment shall clearly indicate the date of hiring, the probationary period, rate of pay, hours of work, and other terms/conditions of employment.
7. **FAMILY MEMBERS** - Under the *Human Rights Code* Part 1, Section 13, it is discriminatory to not hire a person because of family status. However, to avoid perceived favouritism, a prospective employee should not be hired by an immediate family member. An employee with a family member on Council should not report directly to a committee on which that family member sits. Council Members must abide by Sections 100 - 102 of the *Community Charter* and excuse themselves from matters brought before Council concerning a family member.

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**Section B: General Conditions of Work** – This section outlines the general conditions of work for employees.

8. **PROBATION** - Permanent appointment as a full or part time employee of the Village shall be subject to satisfactory performance during the period of probation. The duration of the probationary period will be three months unless otherwise agreed in writing. Failure to pass probation can result in an extension of probation or termination.

9. **HOURS OF WORK**

(a) **Full Time** – For the purposes of this policy, a “full time” employee is one that works 24 or more hours per week on a regular scheduled basis, or one who is deemed “full time” by an employment agreement, or a Council Resolution.

(b) **Part Time** – A “part time” employee works a regular scheduled work week however on average less than full time. (less than 24 hrs/week)

- Part time employees are not paid for designated holidays (see statutory holidays below) however are paid time and ½ if they work on a designated holiday.

(c) **Casual** – A “Casual Employee” works in a position having no specified schedule or duration. There is no guarantee of hours per day or per week and is only contacted when work is available. A casual employee is not entitled to benefits or holiday accrual.

(d) **Time Sheets** - Each employee must complete a time sheet, sign it and give it to their Supervisor, at the conclusion of each specified pay-period for their supervisor to approve. This time sheet will then be turned in to the employee who administers payroll.

(e) **Overtime** – shall be paid in accordance with the BC Employment Standards Act (more than 8 hours in one day or 40 hours in one week) unless an employment agreement states otherwise, or unless an averaging agreement is made.

1. Employees required to work on a Statutory Holiday shall be paid at a rate of time and one half for the first 12 hours, then at double time for hours exceeding 12 hours.
2. Overtime can be banked and accrued and either taken as time off or paid out but cannot be carried over into the following year. See Section 14(c) for banking vacation time.

10. **PAY- DAYS** - Pay-days shall be every second week.

11. **PAYROLL DEDUCTIONS** - The Village will deduct and submit all normal deductions, E.I., C.P.P. and Income Tax, from employees' paycheques.

12. **PAY INCREMENTS** – Pay and other remuneration will be reviewed by Council annually during budget discussions. A minimum 2.5% COLA will automatically be budgeted, and Council (through reporting from the CAO) is obligated to ensure wages are comparative.

13. **EMPLOYEE BENEFITS** – Unless otherwise agreed by written employment contract, and subject to qualification criteria and conditions as required by the benefit providers, “Full



Time” employees are entitled to benefits after three (3) months of employment as follows;

a. **For Employees who work a minimum of 24 hours per week;**

- (a) Extended Health Plan – 100% Village
- (b) Dental Plan – 50% employee, 50% Village
- (c) Short Term Disability – 50% employee, 50% Village
- (d) MSP – 100% Village

b. **For Employees who work a minimum of 30 hours per week are entitled to;**

- (a) Group Life Insurance – 50% employee, 50% Village
- (b) Accidental Death & Dismemberment – 100% Village
- (c) Long Term Disability – 100% Village

**Superannuation Plan** – The Village agrees to participate, subject to the terms of the Plan. Regular Employees with a minimum of 24 hours per week shall enroll at 6 months.

**14. LEAVES OF ABSENCE** - Leave of Absence shall be defined as any period of time that an employee is absent on regularly scheduled work-days; and may be leave with or without pay. Continuation of benefits may be arranged and may include the employee paying the premiums, for leave exceeding 1 month's duration.

- a. Leave of Absence can be for training and development, emergency leave, bereavement leave, court attendance/jury duty, or maternity/paternity leave.
- b. Any employee desiring a leave of absence for any reason must request so in writing through the Department Head to the CAO. Should the request be refused, the employee has the right of appeal to Council in writing.
- c. When an employee overstays their leave of absence without permission from the CAO, their position with the Village may be forfeited, unless just cause, in the opinion of the CAO, can be shown for overstaying.

**15. MUNICIPAL and STAT HOLIDAYS** – The Village recognizes the following as paid Statutory holidays for all full time employees

- (a) New Year's Day, Labour Day, Good Friday, Thanksgiving Day, Remembrance Day, Victoria Day, Christmas Day, Canada Day, B.C. Day, and Family Day.
- (b) The Village acknowledges that Easter Monday and Boxing Day are NOT “Statutory Holidays” however they are given and provided as paid Municipal Holidays.
- (c) When any of the above-noted Stat Holidays falls on a regular scheduled day(s) of rest, the following work day or days shall be deemed to be the Stat holiday.

**16. ANNUAL VACATIONS**, subject to any employment agreement;

(a) **Part Time and Casual** employees will receive annual vacations on a pro-rated basis, based on regular weekly hours calculated as a minimum of twice the normal work weeks regular hours or (4%). (An employee working a regular schedule of 2 days/week would be entitled to 4 days holiday time etc.) or 4%.

(b) **Full Time Employees** (unless agreed otherwise in, will be entitled to annual vacation as follows:

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**Employee:**

| <u>Years of Service</u> | <u>Days of Entitlement</u>           |
|-------------------------|--------------------------------------|
| After 1 year            | 2 weeks (based on a 5 day work week) |
| After 5 years           | 3 weeks                              |

**Officers and Management:**

| <u>Years of Service</u> | <u>Days of Entitlement</u>           |
|-------------------------|--------------------------------------|
| After 1 year            | 3 weeks (based on a 5 day work week) |
| After 5 years           | 4 weeks                              |

Each employee is entitled to 2% vacation pay per week of vacation they are entitled to, and continuing after as per Part 7 under the Employment Standard Act. Part-time staff will be paid vacation pay per paycheque.

Officers and Management will be entitled any additional or different holidays arrangements as specified and agreed to in their Employment Agreement/Contract.

- (c) **Banking vacation time** - Upon written request to the CAO, an employee may bank up to five (5) days of unused vacation leave from one year to the next. Any banked vacation time must be used up in the year it is brought forward to.
- (d) **Credited sick time during vacation** - An employee who is on vacation leave, and becomes ill while on vacation leave, can apply to have vacation leave credited back and exchanged for sick leave, provided the employee has unused sick leave accumulation that will cover the period of illness.

17. **SICK LEAVE - Definition** - Sick leave is defined as the period of time an employee is absent from work with full pay by virtue of being sick, disabled, exposed to a contagious disease, under examination or treatment of a physician/chiropractor/dentist, or because of an accident. An employee is not entitled to receive benefits under this section for injury or sickness while working for any other employer, while self-employed or while on layoff.

(a) **Immediate family** - Sick leave may also be used for absences needed for the care of members of the employee's immediate family (husband, wife, son, daughter, or parent and includes a common law spouse or partner that has lived in a common law relationship in the same house for at least one year) - who may be at home recovering from illness/injury and requiring attention.

(b) **Full-time employees** - shall be eligible for six (6) days of sick leave per year. Unused sick time will be carried over at December 31<sup>st</sup> not exceeding 6 days. Unused sick time can-not be redeemed for cash or other forms of time off.

(c) **Part – time employees** – are eligible for one normal work week/year of sick time/year. (If an employee works 3 days per week on a regular basis, they would be eligible for 3 days/year etc.)

(d) Eligible employees will be entitled to use the benefit only when they are sick. An employee is entitled to take up to 2 day's pay without a Doctor's note, beyond 2 days a Doctor's note may have to be provided to the CAO. Employees who are covered under weekly indemnity shall only be permitted to use three days consecutively.

**18. OTHER LEAVES OF ABSENCE** - While on leave of absence without pay for more than one month, an employee shall have the opportunity to remain on the Village benefit package if the employee pays 100% of the premiums for said benefits in advance of taking leave. In the case of Maternity/Paternity Leave, applicable benefits premiums shall be paid by the employer. All employees obtaining an authorized leave of absence must first use all of their accumulated vacation leave before commencing the leave of absence.

- (a) **Training & Development:** leave without pay for training and development will be offered as the Training and Development policy.
- (b) **Emergency Leave:** Provided the necessary sick leave credits are available, an employee will be granted leave of absence without loss of pay (charged to sick leave credits) to attend to a member of the employee's immediate family who is either seriously ill or injured, and no other family member is available.
- (c) **Bereavement Leave:** An employee will be granted leave of absence with pay, for a maximum of three (3) working days, for the purpose of attending the funeral and/or making the funeral arrangements on the death of an immediate relative (spouse/common-law spouse, parent, father/mother-in-law, brother/sister, brother/sister-in-law, son/daughter, son/daughter-in-law, grand-parent/grandchild). Where the bereavement occurs outside Port Clements and extensive travel is required, an additional two (2) days leave with pay may be granted.
- (d) **Pregnancy/Parental Leave:** Employees shall be entitled to the full Pregnancy/Parental Leave coverage provided under Sec. 50 of the Employment Standards Act.
- (e) **Leave for Birth of Child** – The partner shall be granted two (2) days off with pay for the birth of his/her child.
- (f) **Leave for Adoption of Child** – An employee shall be granted three (3) consecutive days off with pay for the adoption of his/her child. An employee shall also be entitled to the Parental Leave provisions of this policy.
- (g) **Jury Duty/Witness Leave** – An employee is entitled to Jury duty/witness leave under Sec. 55 and 56 of the Employment Standards Act.

**Section C: Safety, Grievance and Volunteer**– This section outlines special considerations given to aspects of Village Operation that impact employees.

## **17. SAFETY**

- (a) **General** – Employees and the Employer (in collaboration with Work-Safe BC) shall cooperate in continuing and perfecting occupational health and safety measures and policies. Both parties agree to enforce all laws and regulations relating to accident prevention measures, which are applicable to the operation of the Employer.
- (b) **Safety Meeting and Minutes** – Staff shall meet monthly and shall discuss, recommend and record all action necessary to improve hazardous conditions at the

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work place. Minutes of all safety meetings shall be retained and filed within the administrative office. Employees and shall be posted on a bulletin board. Time spent by members of the Committee in the course of their duties shall not result in the loss of pay.

(c) **Safety Equipment/protective clothing.** – All employees shall be supplied with all necessary safety tools and equipment as required.

1. **The Employer will supply** safety gloves, safety goggles, hard hats, and coveralls to those employees working outside including garage and treatment plant operators, and shall be responsible for the cost of cleaning, repair and replacement of the coveralls provided. Such coveralls shall remain the property of the Employer. (PROPOSED FOR COUNCIL APPROVAL)
2. **Boot allowance** - Each regular outside employee in the Parks and Public Works department will be reimbursed, on the first pay period in December, two hundred and fifty dollars (\$250) safety boot allowance, every two years. (PROPOSED)
3. **Unsafe work** – Employees have the right to refuse unsafe work with no disciplinary action against them as per Workplace BC Regulations.

**18. GRIEVANCE PROCEDURE (days for notice and action refer to “working days”)**

- (a) **Definition** – Any difference arising between the Employer and the Village of Port Clements relating to the dismissal or discipline of an employee, or to the interpretation, application, operation or alleged violation of the Terms of Employment, or Employment Agreement, shall be resolved, without stoppage of work, in accordance with this Article, in order to provide an orderly and speedy procedure to settle a difference.
- (b) **Step 1.** – Within ten (10) days of the occurrence of the incident-giving rise to the grievance, or within ten (10) days of the time that the grievor should have reasonably known of such incident, the employee concerned shall identify clearly that a grievance exists, and arrange a meeting to endeavour to settle the matter with the Department Manager. If the employee so wishes, the employee may be accompanied by a representative of their choice). Failing to reach a satisfactory settlement of the dispute within four (4) days after the submission, the dispute may be referred to Step 2 within 10 days of the submission a Step 1.
- (c) **Step 2** – The employee concerned, with a representative in attendance, shall meet with the CAO and shall submit the grievance in writing. The written grievance shall indicate the specific breach of the Terms of Employment or Employment Agreement – and proposed resolution. Failing to reach a satisfactory settlement of the dispute within three (3) days after submission at Step 2, the dispute may be submitted to Step 3 within fourteen (14) days of the submission at Step 2.
- (d) **Step 3** – The employee concerned, with a representative, shall meet with the Personnel Committee of Council, within ten (10) days of referral o Step 3. Failing to reach a satisfactory settlement of the dispute within seven (7) days after meeting with Council at Step 3, the dispute may be referred to Arbitration within forty (40) days of the submission at Step 3. The reply to the grievance shall be in writing.



**19. VOLUNTEER EMERGENCY SERVICE**

- (a) It is agreed that in exchange for the provision of volunteer emergency service, and so long as there is no “double dipping” eg. where PEP (Provincial Emergency Program) or the RD (North Coast Regional District) is paying the cost,
- (b) When an employee acts as a volunteer Emergency Service Personnel, he/she is not required to use his/her holiday or banked time, or otherwise lose pay or incur personal costs when attending an emergency event. Overtime incurred as a result of attendance at such events will be taken as time in lieu as approved by the CAO.
- (c) The Village will pay reasonable costs, including without limitation, costs of tuition, textbooks, travel, meals and accommodation to attend at an educational or professional conferences, approved by the CAO, subject to Council policy on travel allowances.
- (d) That attendance at emergency or training events will be recorded on the time sheets and reported to Council on a regular basis.

This Policy was Adopted by Council Resolution # \_\_\_\_\_ on \_\_\_\_\_, 2018

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
CAO

# Village of Port Clements

## Education and Training

### Policy No. 18, 2018

Prepared by Chief Administrative Officer Ruby Decock

Adopted: , motion #

Last Reviewed:

Next Review:

#### 1. GENERAL

- (a) The Village recognizes the necessity of, and benefits from, the upgrading of the capabilities, knowledge, qualifications, skills and proficiency of its employees. Thus, the Village subscribes to the principle that courses of staff training and development, which will enhance or upgrade the knowledge and skills of employees in a fashion that will benefit the Village, should be encouraged.

#### 2. EXCEPTIONS

- (a) The intent of this policy is to provide assistance to permanent employees who wish to upgrade their skills, as approved, or who are requested to by the Village. This policy is NOT intended to provide assistance to train existing or new employees to the level expected and or required as a condition of employment. **Unless otherwise directed by a Council Resolution**, It is expected that employees and persons making application for employment in other departments, or in other than their existing positions will possess or obtain the required qualification and training at their own expense. This is may cause financial hardship for the employee. Also, this may be a deterrent for Public Works. Training existing employees to a level that is required by employment may be necessary (ie. Small Water & Wastewater certification). We are not a union and seniority is not an issue with awarding positions. With unions, seniority is an issue and the person who may apply for a position may acquire the position as a means to seniority, even if they have no training pertinent to the job being filled, (ie. an administrative staff would like to take on a public works job or vice versa). Also, if the position requires a special certification, it may dissuade future applicant for a position. For example, the Public Works positions require Small Water & Waste Water certification. There are limited number of individuals on Haida Gwaii or with this qualification.
- (b) Payment for certification or re-certification courses as per legislated requirements will be paid by the Village of Port Clements. (ie. Small Water and Wastewater certification is required for operating VOPC's water system and sewage system).

#### 3. COST REIMBURSEMENT

- (a) Permanent employees of the Village of Port Clements who complete a course or courses which will improve the efficiency and operation of the Village, and which have been approved by Council, will be reimbursed certain costs (as outlined below) of the course upon successful completion of the course and proof of such is provided. The

permanent employee, Department Head, and CAO shall discuss the proposed course(s) prior to the permanent employee enrolling in same; and shall determine a recommendation to Council, on reimbursement. Again, I can see this being a financial hardship. If anything, this should be that the employer agrees to pay for the course and if the employee is unsuccessful in completing the course, the employee agrees to have deductions from their pay to repay the course.

- (b) In all cases, reimbursement shall be contingent upon successful completion of the course(s): should the permanent employee fail to obtain passing grades, not receive certification, or otherwise be unsuccessful in taking the course, the Village will not reimburse any costs. (Ditto above)

4. **EDUCATIONAL ASSISTANCE** is available as follows:

- (a) **TUITION FEES:** The permanent employee shall be entitled to reimbursement of tuition fees, when the course is clearly related to the vocation of the permanent employee and approved or requested by the Village. Where courses are of marginal benefit to the Village, and or not requested by the Village, the permanent employee will be expected to pay all tuition fees and expenses. (Ditto above)
- (b) **EXPENSES:** All employees requested by the Village to take a particular course will have all expenses reimbursed by the Village. However, should those courses occur during the employee's regular days off or should the employee be required to travel to the course on regular days off, the employee will be required to attend those courses with no reimbursement of time off. (Ditto above for financial reimbursement). As for the expectation that Council or the CAO decide that additional training is required in addition to the expectations of the employee, it is unacceptable to demand that an employee take training without compensating them for their time).
- (c) **WAGES/SALARY:** A permanent employee's earnings will be maintained while attending a course; however, as above, those permanent employees required to attend courses on their regular days off shall not be reimbursed with compensating time off or wages. Staff members taking written examinations shall be granted the necessary time off with pay to write the exams. (Again I do not agree with this, unless it is an existing expectation for training. If Council or the CAO wish for the training in addition to the expectations of the employee, it is unacceptable to not be compensated for their time).

5. **REIMBURSEMENT TO THE VILLAGE**

- (a) Any permanent employee receiving education assistance from the Village will be expected to remain in the employment of the Village for a period of THREE (3) YEARS from the date on which the assistance was received. Should the permanent employee leave the Village's employ prior to the expiration of the three year period, the permanent employee will be required to reimburse the Village for any assistance received as follows;
- less than 1 year – 100%,
  - less than 2 years – 75%, and
  - after 2 ½ but less than 3 years – 50%.
- (b) No permanent employee who has given or received notice of termination will be reimbursed under this program.



- (c) Section 5. Does not apply to courses required to “maintain” a certification previously obtained by a permanent employee. (specifically water and waste water certifications, or other certifications requiring on going or annual renewal or maintenance) The CAO will use their discretion in applying this policy fairly, and in interpreting its intent, (which is clearly to repay the Village for education obtained at their cost if an employee decides to leave)
- (d) An employee has the right to appeal to Council, a decision made under Section 5.

**6. ORDER FOR TYPES OF TRAINING**

- (a) All efforts should be made to obtain training through online courses or online certification processes. If training cannot be taken online, the next step would be to take a course at a training facility located on Haida Gwaii and if not available on Haida Gwaii at a location which incurs the least expensive cost.
- (b) If combining costs for training/conferences off island with personal travel, all reasonable efforts to reduce travel expenses should be made.

Date adopted by Council \_\_\_\_\_ Resolution # \_\_\_\_\_

\_\_\_\_\_  
Mayor Urs Thomas CAO, Ruby Decock

# Report on Gwaii Trust Society 2018 AGM

Councillor Doug Daugert

On Saturday April 28, 2018 I attended the 2018 Gwaii Trust Society AGM.

They introduced themselves and identified new members to the Board. There were about 20 to 25 members of the public present.

James Cowpar, the chair, then reviewed activities and expenditures for the year, which lead to some questions from the public. Of special note was the discussion that after years of efforts, it appears the Athli Gwaii Trust may be released from the current status to be managed by Gwaii Trust. This would add another \$46,934,650 of funds under management locally. The public was assured that there would be extensive consultation about how the funds were used.

Peter Lantin spoke up saying we need to do more of our governance locally and as an all-islands group.

The budget was questioned until most of the points raised were addressed either by Errol Winter (Chief Investment Officer) or Carla Lutner (Chief Operations Officer) or one of the Committee Chairs. The public posed some very perceptive questions regarding the budget and the direction of the Society.

The cupcakes were excellent.

Doug

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ACTION ITEMS

| #    | Date       | Description                      | Lead   | Follow up   |
|------|------------|----------------------------------|--|---|
| A30  | 06-09-2016 | Weight Room Upgrades             | Administration                                 | Questionnaire distributed on equipment use - Several Turned in.<br><br>Grant Writer to look for opportunities<br><br>Ruth Bellamy & CAO toured facilities to determine what improvements should be made.<br><br>Grant Writer searching out funding.   |
| A31  | 03-04-2017 | Health Clinic Ventilation        | Administration                                 | RFP put out. Received bids. Waiting for follow up regarding the cost for an HRV installation.<br><br>Contacting off-Island contractors  |
| A33  | 18-03-2017 | Health Clinic - replace flooring | Administration                                 | RFP to be put out once clinic industrial flooring<br><br>Received product description from two suppliers. Waiting for quotes from off-island supplier and from AMS. Still working on quotes.  |
| A34  | 04-07-2017 | Community Park - block access    | Public Works<br>Councillor O'Brien<br>Anderson | Logs have been temporarily been blocking access<br><br>Still need a long term solution.   |
| 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-39 | 06-11-2017 | Asset management                 | Administration                                 | Follow up with past public work employees to ask for historical asset locations, etc. Received UBCM grant funding and received FCM matching grant funds. Will be meeting with Urban Systems on March 6th to discuss plans going forward. In progress. |