



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

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12:00 PM, Special Meeting of Council, Monday, December 1st, 2025

AGENDA

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

1. ADOPT THE AGENDA

2. GOVERNMENT

G-1—Amended Financial Plan for the Years 2025-2029 Bylaw #493.1, 2025

Recommended Motion: That Council does 1st, 2nd, and 3rd reading of "Amended Financial Plan for the Years 2025-2029 Bylaw #493.1, 2025"

G-2— Designation of Chair for the Public Hearing for the Official Community Plan

3. IN-CAMERA

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

- (a) Personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (b) Labour relations or other employee relations;

4. RISE AND REPORT

RR-1-In Camera Meeting December 1st, 2025

5. ADJOURNMENT

Schedule "A"
Consolidated All Funds

COPY

	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Property Tax- Municipal	- 136,000	- 144,282	- 148,611	- 153,069	- 153,068
Sewer/Water Taxation & User Fees	- 185,358	- 188,316	- 191,363	- 194,501	- 197,733
Payments in Lieu	- 8,894	- 8,894	- 8,894	- 8,894	- 8,894
Sales of Services	- 31,795	- 31,295	- 31,295	- 31,295	- 31,295
Revenue From Own Sources	- 222,784	- 223,910	- 224,280	- 224,700	- 224,699
Unconditional Transfers	- 371,500	- 371,500	- 371,500	- 371,500	- 371,500
Conditional Transfers	- 4,791,145	- 508,384	- 116,812	- 116,811	- 116,810
Multi Purpose Building Revenue	- 14,900	- 14,900	- 14,900	- 14,900	- 14,900
Transfers From Reserves	- 41,886	- 247,172	- 256,482	- 264,080	- 277,043
Collections for Other Agencies	- 325,355	- 325,355	- 325,355	- 325,355	- 325,355
Total Revenues	-6,129,617	-2,064,008	-1,689,492	-1,705,105	-1,721,297
Legislative Expenses	55,550	55,550	56,050	56,050	56,050
General Administration	451,538	455,243	463,179	471,354	479,773
Fire Department	71,100	71,100	71,100	71,101	71,102
Emergency Services	3,500	2,500	2,500	2,500	2,500
Common Services	83,740	86,072	88,474	90,949	93,497
Wharf Services	6,980	6,980	6,980	6,980	6,980
Small Craft Harbour	19,000	19,000	19,000	19,000	19,000
Roads	65,150	60,050	60,050	60,051	60,052
Environmental Development	5,000	3,000	4,500	4,500	4,501
Parks and Recreation	91,400	78,400	78,400	78,401	78,402
Sewer & Water Expenses	227,244	230,929	235,645	240,607	245,826
Fiscal Services	4,300	4,300	4,300	4,300	4,300
Contributions to Reserves	1,843,649	-	-	-	-
Capital Expenses	2,670,154	457,572	66,000	66,000	66,000
Multi Purpose Building Expenses	87,300	89,300	89,300	89,300	89,301
Amortized Assets	118,657	118,657	118,657	118,657	118,657
Taxes Levied for Other Agencies	325,355	325,355	325,355	325,355	325,355
Total Expenses	6,129,617	2,064,008	1,689,491	1,705,104	1,721,297

COPY

G-1

VILLAGE OF PORT CLEMENTS

BYLAW #493.1, 2025

The Amended Financial Plan for the Years 2025-2029

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, 2025, and ending December 31, 2029.
2. This Bylaw may be cited for all purposes as "The Amended Financial Plan for the years 2025-2029, Bylaw #493.1, 2025".

READ A FIRST TIME THIS DAY OF DECEMBER 2025.

READ A SECOND TIME THIS DAY OF DECEMBER 2025.

READ A THIRD TIME THIS DAY OF DECEMBER 2025.

FINALLY PASSED AND ADOPTED THIS DAY OF DECEMBER 2025.

Scott Cabianca
MAYOR

Marjorie Dobson
CAO

CERTIFIED A TRUE COPY OF
"THE AMENDED FINANCIAL PLAN FOR THE YEARS 2025-2029 BYLAW
#493.1, 2025"

**Village of Port Clements
2025-2029 Financial Plan
Statement of Objectives
For Bylaw #393.1, 2025**

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 to be raised from each funding source in 2025.

Transfers from reserves make up the highest amount for 2025. Of the transfers from reserves, 1.59% is from sewer and water reserves to balance the budget, 24% is from Growing Communities Reserve Fund, 11% is from the Community Works Reserve Fund, 32% is from the Northern Capital and Planning Reserve Fund and 32% is from Northwest Regional Benefits Alliance Fund

Government grants form the second greatest proportion of revenue. The government grants that are in this total include the following:

- \$371,500 for the Small Community Grant.
- \$1,659,054 from Investing In Canada Infrastructure Program for the Sewer Lagoon Project.
- \$88,600 from Local Govt Climate Action Program.
- \$50,000 from Northern Development Initiative.

The third highest source of revenue is Property taxes.

Objectives

- For the 2025 year to incorporate 0% tax change for the property classes from 2023 and 2024. There are no increases for water and sewer taxes in 2025 and usage charges will remain the same. From 2026 – 2029 there will be a 3.0% tax increase which includes a 2.5% Cost of Living Allowance increase annually.

Table 1: Sources of Revenue

Revenue Source	% of Total Revenue	Dollar Value
Property taxes	9%	555,299
User Fees and charges	6%	369,787
Other sources	0.3%	16,000
Proceeds from borrowing	0.0%	0
Transfer from Reserves	43.2%	2,660,921
Government grants	41.5%	2,559,110
Total	100.0%	\$6,161,117

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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 most 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)	66.2%	\$89,991
Utilities (2)	1.0%	\$1,421
Light Industry (5)	18.2%	\$24,770
Business and Other (6)	13.9%	\$18,852
Managed Forest (7)	.7%	\$967
Recreation/Non-profit (8)	0.0%	0
Total	100.0%	\$136,000

Permissive Tax Exemptions

- The Village issued a permissive tax exemption in 2023 to the Cedarview Church and to the Trustees of the Haida Gwaii Congregation of the Jehovah's Witnesses. For 2025, Cedarview Church has an exemption of \$524.91, and the Trustees of the Jehovah's Witnesses has an exemption of \$603.30 for Municipal Taxes.

Schedule "A"
Consolidated All Funds

	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Property Tax- Municipal	- 136,000	- 140,080	- 144,282	- 148,610	- 153,068
Sewer/Water Taxation & User Fees	- 185,358	- 190,867	- 196,542	- 202,387	- 208,408
Payments in Lieu	- 8,894	- 8,894	- 8,894	- 8,894	- 8,894
Sales of Services	- 31,795	- 31,295	- 31,295	- 31,295	- 31,295
Revenue From Own Sources	- 222,784	- 223,910	- 224,280	- 224,700	- 224,699
Unconditional Transfers	- 371,500	- 371,500	- 371,500	- 371,500	- 371,500
Conditional Transfers	- 4,791,145	- 508,384	- 116,812	- 116,811	- 116,810
Multi Purpose Building Revenue	- 14,900	- 14,900	- 14,900	- 14,900	- 14,900
Transfers From Reserves	- 73,386	- 309,422	- 291,232	- 296,252	- 301,967
Collections for Other Agencies	- 325,355	- 325,355	- 325,355	- 325,355	- 325,355
Total Revenues	-6,161,117	-2,124,607	-1,725,092	-1,740,704	-1,756,896
Legislative Expenses	55,550	55,550	56,050	56,050	56,050
General Administration	451,538	455,243	463,179	471,354	479,773
Fire Department	71,100	71,100	71,100	71,101	71,102
Emergency Services	3,500	3,500	3,500	3,500	3,500
Common Services	83,740	86,072	88,474	90,949	93,497
Wharf Services	33,980	33,980	33,980	33,980	33,980
Small Craft Harbour	19,000	19,000	19,000	19,000	19,000
Roads	65,150	60,050	60,050	60,051	60,052
Environmental Development	5,000	3,000	4,500	4,500	4,501
Parks and Recreation	91,400	78,400	78,400	78,401	78,402
Sewer & Water Expenses	258,744	262,429	242,145	247,107	252,326
Fiscal Services	5,400	5,400	5,400	5,400	5,400
Contributions to Reserves	1,815,549	-	-	-	-
Capital Expenses	2,670,154	457,572	66,000	66,000	66,000
Multi Purpose Building Expenses	87,300	89,300	89,300	89,300	89,301
Amortized Assets	118,657	118,657	118,657	118,657	118,657
Taxes Levied for Other Agencies	325,355	325,355	325,355	325,355	325,355
Total Expenses	6,161,117	2,124,607	1,725,092	1,740,704	1,756,896

5-4



REPORT TO COUNCIL

Author: Marjorie Dobson, Chief Administrative Officer
Date: December 1, 2025
RE: Delegating a Chair - Public Hearing Official Community Plan

RECOMMENDATION(s):

1. That Council delegates a chair for the Official Community Plan (OCP) Bylaw #490, 2025 Public Hearing, scheduled for December 3, 2025, at 6:00PM

BACKGROUND:

Local government elected officials have the authority to make decisions about how land will be used in their communities. These decisions can affect long-term plans for the entire community as well as individual property rights. In order to provide a balance of power, the elected officials are required to provide the opportunity for residents and other interested parties to share their views on the bylaws through a statutory public hearing process.

DISCUSSION

When a local government is creating or amending a bylaw for an OCP, a public hearing must be held after first reading of the bylaw and before third reading. It is not necessary for all members of a municipal council or regional district board to attend the public hearing. A local government may delegate the holding of a hearing (by resolution or bylaw) to one or more councillors or board members (Local Government Act Section 469)

The requirement for a council-appointed chair at an Official Community Plan hearing is to ensure that the hearing is conducted fairly and transparently. The chair acts as a neutral and impartial figure, facilitating the hearing process and ensuring that all interested parties have an opportunity to present their views and concerns. This role is crucial in maintaining the integrity of the hearing and ensuring that the decision-making process is open and accessible to the public

At the public hearing, all persons who believe that their interest in property is affected by the proposed bylaw must be afforded a reasonable opportunity to be heard or to present written submissions.

IMPLICATIONS:

STRATEGIC: Council acknowledges and encourages the public participation in decision making process with the aim to achieve better effective and inclusive outcomes.

FINANCIAL: Costs associated with this exercise are covered by Funding for Local Government Housing Initiatives.

ADMINISTRATIVE: The public hearing will bring the process closer to the adoption of the Official Community Plan bylaw and thereby meet provincial legislation requirements and time limit.

Respectfully submitted
Marjorie Dobson, Chief Administrative Officer