



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

36 Cedar Avenue West  
PO Box 198  
Port Clements, BC  
V0T1R0  
OFFICE: 250-557-4295  
Public Works: 250-557-4295  
FAX: 250-557-4568  
Email: [office@portclements.ca](mailto:office@portclements.ca)  
Web: [www.portclements.ca](http://www.portclements.ca)

**3:00 PM, Special Meeting of Council, Thursday March 26, 2026**

**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**

Recommended motion: THAT Council adopts March 26<sup>th</sup>, 2026, Special Council Meeting Agenda

**2. GOVERNMENT**

G-1 – 2026 Draft Budget Presentation

G 2– Fire Inspection Bylaw and Processes

G 3– Biosolids Discussions

G 4– Excavator Purchase

**3. ADJOURNMENT**



# REPORT TO COUNCIL

Author: Marjorie Dobson, Chief Administrative Officer

Date: March 26, 2025

RE: Operating Deficits – Budget Presentation

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## BACKGROUND:

An operating deficit is a situation when an organization's expense exceeds its revenue over a specific period. For an extended period, the Village has been dipping in its reserves to maintain Water and Sewer Operations. The extended deficit position is a cause for concern.

## DISCUSSION:

The Village operations fall in different classifications including Administration, Water, Sewer, Parks & Recreation, Fire, Roads etc. Water and Sewer are expected to be self-sufficient and operate in the most effective and efficient manner possible. Other departments are financed through grants, taxes, sales of services, rentals, fees, etc. and are operating within budget limits.

The continuous deficit position of both Water and Sewer operations suggests that operating costs need reevaluation and revenue streams enhanced. The Village has some degree of control over operating costs; however, the larger portion is beyond Village control. Higher operational costs are influenced by increased cost of goods and service in general coupled with our geographical location.

The water and sewer frontage that the Village collects each year is being utilized to finance the operations of the departments, instead of being put away in a reserve account for future Capital obligations, services, and unexpected expenses.

The Village should not continue to allow Water & Sewer departments to operate in deficits positions. Reserves that are supplementing the revenues are not sustainable, and the practice is not recommended. The Village needs to balance its Water and Sewer financial resources, and ensure that reserves are maintained to support future needs.

## CONCLUSION

In BC, municipalities are not allowed to run operational deficits on a yearly basis, so reserves allow the Village to save money for infrastructure projects while abiding by their legislative requirements. Utilizing reserves for continuous operational alternative is financially unhealthy, and limits our flexibility in responding to unexpected expenses or changes in service needs. Operational costs of Water and Sewer services have been rising and continue to rise. Therefore, adjustments of the user charges are required to account for the increase.

Respectfully submitted  
Marjorie Dobson, CAO

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# 2026 Budget

Village of Port Clements

G-1

# Main Budget Areas

- 01 General - the general operations budget lines
- 02 Sewer - the budget lines for the sewer system
- 03 Water - the budget lines for the water system
- 04 Capital - the capital projects list

These spreadsheets feed into creating the Five Year Financial Plan Bylaw

# 01 General

- Broken into two main sections of revenue (“10-1”) or expense (“10-2”) budget lines
- Revenue values are presented as a negative (-\$ XXX.XX) amount, while expenses are a positive (\$XXX.XX) amount in their budget lines.
- Both revenues and expense budget lines are categorized into groups:
  - **Revenue categories:** Taxes, Payment in Lieu of Taxes, Sales of Service, Revenue from Own Sources, Multi Purpose Building Revenue, Unconditional Transfers, Conditional Transfers, Reserves, Collections for Other Agencies.
  - **Expense categories:** Legislative Expenses, General Administration, Fire Department, Emergency Services, Common Services, Wharf, Small Craft Harbour, Roads, Environmental Health, Parks & Recreation, MPBC Operating Expenses, Debt Services, Contributions to Reserve, Grants & Misc, Amortized Asset, Taxes Levied for Other Government Agencies

# 01 General: Revenue

1	General Ledger	Description	2025 Budget	2025 Actual	2026 Budget
2	<b>Taxes</b>				
3	10-1-11-00-00	Property Tax - Municipal	- 136,000	- 136,002	- 140,080
4	<b>TOTAL Taxes</b>		- 136,000	- 136,002	- 140,080
5					
6	10-1-21-00-00	Grant in Lieu - Federal	- 1,616	- 1,849	- 1,800
7	10-1-24-00-00	Grant in Lieu - Hydro	- 5,960	- 5,961	- 5,600
8	10-1-27-00-00	Grant in Lieu - Telus	- 1,318	- 1,220	- 1,220
9	<b>TOTAL Payment in Lieu of Taxes</b>		- 8,894	- 9,030	- 8,620

- “Taxes” is municipal property tax that is collected by the Village for its operations.
- In 2026 the municipal property tax collection proposed to add 3% to \$140,000.
- “Payment in Lieu of Taxes” are similar to property taxes but are collected from property owned or vested in the provincial and federal government’s associated agencies and crown corporations that are exempt from property taxation.

# 01 General: Revenue

10	Sales of Service	2025 Budget	2025 Actual	2026 Budget
11	10-1-12-99-99 Sales - Village Property	- 500	-	-
12	10-1-13-00-00 Water & Sewer Admin Recovery	- 25,000	- 25,000	- 25,000
13	10-1-15-00-00 Emergency Operations Recovery	-	- 992	-
14	10-1-32-10-00 Taxes - School Tax Admin Fee	- 2,195	- 2,201	- 2,200
15	10-1-41-10-00 Sales - Photocopies & printing	- 100	- 248	- 100
16	10-1-41-10-10 Sales - Faxes & scan to email	- 100	- 228	- 100
17	10-1-41-10-20 Sales - Tax Searches, FOIPPA & Commissioner	- 500	- 641	- 500
18	10-1-41-10-30 Sales - Land Development Fees & Permits	-	- 1,300	- 800
19	10-1-42-10-00 Misc. - Fire Protection Agreement	- 900	- 900	- 500
20	10-1-44-10-00 Sales - Garbage Tags	-	-	-
21	10-1-53-10-20 Rental -Weight Room	- 2,000	- 2,435	- 1,000
22	10-1-71-10-00 Rec Commission Revenue	- 500	- 289	- 300
23	10-1-71-10-10 Vibrant Community Commission Revenue	-	-	-
24	<b>TOTAL Sales of Service</b>	- <b>31,795</b>	- <b>34,234</b>	- <b>30,500</b>

- “Sales of Services” is a catch-all grouping, mainly including more irregularly used services (ex. at demand basis) that fees are charged for.
- Line 11 is revenue generated when Village property is sold, it is not a regular revenue.
- Lines 12, 13, and 14 are administrative services recovery for other areas of operations (water, sewer, emergency operations centre) or for other agencies (School Tax Admin Fee).
- Lines 15, 16, 17, 18, 19, 20, 21 are service fees collected from smaller operations (mainly office services, but includes weightroom membership, fire protection agreements, and land development charges.)
- Line 22 is the Recreation Commission revenue from activities when it charges fees (ex. Movie Night concession)
- Line 23 is the Vibrant Community Commission revenue (not currently active).

# 01 General: Revenue

25	Revenue from Own Sources		2025 Budget	2025 Actual	2026 Budget
26	10-1-51-20-00	Sales - Business Licenses	- 600	- 960	- 700
27	10-1-51-70-00	Biomass Recovery	- 9,000	- 5,619	- 5,600
28	10-1-53-10-10	Rental - Gym	-	- 90	-
29	10-1-53-10-30	Rental - Ambulance	- 7,500	- 7,831	- 7,800
30	10-1-53-10-40	Dog Tag Revenue	-	- 15	-
31	10-1-53-10-50	Rental - St. Marks Church	-	- 730	- 2,000
32	10-1-53-10-70	Rental - Sunset Park Campground	- 10,000	- 20,938	- 15,000
33	10-1-53-10-80	Rental - CBC Site & NRC Sismic station	- 1,800	- 1,800	- 1,800
34	10-1-53-10-81	Rental - Telus Tower Site	- 10	- 41	- 40
35	10-1-53-20-00	Rental - Clinic	- 8,874	- 9,775	- 9,900
36	10-1-53-20-10	Garbage Admin	- 3,800	- 3,926	- 3,900
37	10-1-56-10-00	Property Tax Penalties	- 3,000	- 11,667	- 3,000
38	10-1-56-10-10	Property Tax Arrears Interest	- 1,000	- 1,971	- 1,000
39	10-1-56-10-15	Delinquent Tax Interest	- 200	- 703	- 200
40	10-1-59-90-00	Interest Revenue	- 150,000	- 300,046	- 150,000
41	10-1-59-90-01	Large Wharf fee for use	-	-	-
42	10-1-59-90-10	Small Craft - Electricity Revenue	- 7,000	- 8,960	- 5,830
43	10-1-59-90-20	Small Craft - Fee for Use	- 20,000	- 20,095	- 17,700
44	10-1-53-10-60	Gain on sale of fixed assets	-	-	-
45	<b>TOTAL Revenue From Own Sources</b>		<b>- 222,784</b>	<b>- 395,166</b>	<b>- 224,470</b>

- “Revenue from Own Sources” is a catch-all grouping, mainly for regular recurring (facility rentals, small craft harbour fees, etc) and legislative revenue sources (property tax penalties).

# 01 General: Revenue

47	<b>Multipurpose Building Rentals</b>		2025 Budget	2025 Actual	2026 Budget
48	10-1-53-10-11	MPBC Library Revenue	- 12,900	- 12,534	- 12,500
49	10-1-53-10-12	MPBC Space rental	- 2,000	- 2,109	- 2,000
50	<b>TOTAL Multi Purpose Building R</b>		<b>- 14,900</b>	<b>- 14,643</b>	<b>- 14,500</b>
51	<b>Unconditional Transfers</b>				
52	10-1-62-10-00	Grants - Small Community Protection	- 371,500	- 332,000	- 332,000
53*	<b>TOTAL Unconditional Transfers</b>		<b>- 371,500</b>	<b>- 332,000</b>	<b>- 332,000</b>

- “Multipurpose Building Rentals” is for rentals on the municipality’s side of the Multiplex Building. It includes more permanent rentals (VIRL) and user group rentals of other spaces (such as the Seniors Room and Council Chambers).
- “Unconditional Transfers” are grant funds we receive that do not have conditions for their use – other grant funds are typically project specific. In this group we have the Small Community Protection grant that is received from the Province automatically and is to enable the Village to afford hiring staff and other key operational aspects.

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# 01 General: Revenue

55	<b>Conditional Transfers</b>		2025 Budget	2025 Actual	2026 Budget
56	10-1-59-10-00	Misc. - Donations	-	2,575	-
57	10-1-59-10-10	Misc. - NSF & Sundry Charges	-	-	-
58	10-1-59-10-20	Miscellaneous	2,000	3,524	2,000
59	10-1-59-10-30	GRANTS - Northern Capital	-	-	391,572
60	10-1-72-10-00	Development Approval Process Review	-	25,231	-
61	10-1-72-10-10	EDMA Indigenous Requirements Grant	-	42,000	-
62	10-1-75-10-00	Grants - Misc.	116,100	14,722	100,000
63	10-1-89-00-00	Canada Community Building Fund	300,000	-	73,812
64	10-1-89-10-10	Grants - Capital Revenue	2,672,991	890,997	-
65	10-1-89-10-30	Grants - GT - Community & Holiday Events	16,000	2,880	16,000
66	10-1-89-10-20	GT Community Innovations Grant	-	-	-
67	10-1-89-10-70	Grants - NDI Proposal Writer	-	4,106	-
68	10-1-89-10-71	Economic Dev. Fund	25,000	20,962	-
69	<b>General Ledger</b>	<b>Description</b>	<b>2025 Budget</b>	<b>2025 Actual</b>	<b>2026 Budget</b>
70	10-1-89-10-72	NDIT - MISC GRANTS	-	-	-
71	10-1-89-10-81	Investing In Canada Infrastructure Program	1,659,054	1,497,996	1,000,000
72	10-1-89-10-82	Local Govt Climate Action Program	-	-	-
73	10-1-75-10-11	Housing Needs Assessment	-	-	-
74*	<b>TOTAL Conditional Transfers</b>		<b>4,791,145</b>	<b>2,504,993</b>	<b>1,583,384</b>

- “Conditional Transfers” are grants funds received that have conditions for use. Typically, these are grants that must be applied for to a funding body via application for specific projects/issues, and have timelines, eligibility and uses for the funds required. Some of the Provincial grants received have reporting requirements and other timeline/use requirements. T
- Of the donations received in 2025, \$1,250 was for the kid’s fishing derby and \$1000 was received from Haida Gwaii Co-op for Canada Day events, and \$325 was donated for the Remembrance Day tea and wreath donations allocated for replacement of damaged wreathes.

10/24/2025

# 01 General: Revenue

75	<b>Reserves</b>		2025 Budget	2025 Actual	2026 Budget
76	10-1-92-10-00	Transfers From Reserves			-
77		Transfer from Deferred Revenue			-
78		Transfer from Growing Communities Fund			-
79		Transfer from Community Works Fund (Gas Tax)			-
80		Transfer from Industrial Road Reserve			-
81		Transfer from Northern Cap. & Planning Reserve		- 111,206	- 266,700
82	*	<b>TOTAL Reserves</b>	-		- <b>266,700</b>
83	<b>Collections for Other Agencies</b>				
84	10-1-98-10-00	Taxes - School Residential	- 134,813	- 138,295	- 138,760
85	10-1-98-10-10	Taxes - School Non-residential	- 37,039	- 39,448	- 39,448
86	10-1-98-20-00	Taxes - NCRD	- 71,550	- 71,551	- 71,550
87	10-1-98-20-20	Taxes - NW Regional Hospital	- 40,310	- 43,870	- 43,870
88	10-1-98-20-30	Taxes- Police	- 22,984	- 23,701	- 23,704
89	10-1-98-30-10	Taxes - BCAA	- 2,825	- 2,979	- 2,991
90	10-1-98-30-20	Taxes - MFA	- 16	- 16	- 16
91	10-1-98-40-00	Taxes - VRL	- 15,818	- 15,821	- 15,820
92	*	<b>TOTAL Collections for Other Agencies</b>	- <b>325,355</b>	- <b>335,681</b>	- <b>336,159</b>

- “Reserves” in revenue can have a couple of meanings. It can be when the Village is withdrawing on reserve accounts/savings accounts, and usually happens if there is a deficit budget. In local government the term ‘reserves’ can also mean dedicated reserves established by bylaw. To achieve a balanced budget, the Village might need to withdraw from reserves.
- “Collections from Other Agencies” refers to the property tax that is collected by the Village on behalf of other taxing authorities. These organizations do not finalize their property tax requisition requests until the end of April, so the numbers in the budget are placeholders.

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## 01 General: Expense

95	<b>Legislative Expenses</b>		2025 Budget	2025 Actual	2026 Budget
96	10-2-11-10-00	Council Remuneration	34,000	34,000	34,000
97	10-2-11-10-10	Council Training Expense	2,000	-	2,000
98	10-2-11-10-20	Council Travel	10,000	5,375	10,000
99	10-2-11-10-30	Council Benefits Expense	1,550	1,537	1,550
100	10-2-11-10-40	Council Membership Expense	2,000	1,346	2,000
101	10-2-11-10-50	Council Grants Awarded	4,000	384	4,000
102	10-2-11-10-55	Council Donations	1,000	-	1,000
103	10-2-11-10-60	Council Initiatives	1,000	240	1,000
104*	<b>TOTAL Legislative Expenses</b>		<b>55,550</b>	<b>42,882</b>	<b>55,550</b>

- “Legislative Expenses” is a grouping of Council expenses (Council is the legislative body of the Village).
- This includes remuneration, training, travel expenses as well as Council Grants Awarded (ex. the grant for the Student Bursary) as well as ‘Council Initiatives’ and Council Donations budget lines.

# 01 General: Expense

105	General Administration	2025 Budget	2025 Actual	2026 Budget
106	10-2-12-10-00 Administrative Wages	212,000	209,182	218,000
107	10-2-12-10-01 Consultants	40,000	37,809	40,000
108	10-2-12-10-10 Administrative Benefits	44,838	35,507	46,183
109	10-2-69-00-00 Misc. - NDIT Grant Writer expense	-	-	-
110	10-2-12-10-20 Administrative Travel	5,000	411	5,000
111	10-2-12-10-21 Moving & Interview Travel Expense	10,000	2,849	10,000
112	10-2-12-10-25 Training	12,000	1,478	12,000
113	10-2-12-10-30 Membership Fees	1,800	779	1,800
114	10-2-12-10-40 Audit & Accounting Expense	11,000	11,000	11,500
115	10-2-12-10-50 Legal Expense	10,000	20,639	20,000
116	10-2-12-11-00 Office Supplies	10,000	5,262	8,000
117	10-2-12-11-10 Website Fees	300	596	600
118	10-2-12-11-20 Computer Software Expenses	16,000	16,365	16,500
119	10-2-12-11-30 Administrative Operating Costs	5,000	4,499	5,000
120	10-2-12-11-35 Administrative Miscellaneous	1,000	1,058	1,000
121	10-2-12-11-40 Supplies - Council	5,000	282	3,000
122	10-2-12-11-50 Advertising	2,000	1,387	2,000
123	10-2-12-11-55 Land Development Processes	-	15,225	15,000
124	10-2-12-11-60 Postage Expense	2,000	2,066	2,000
125	10-2-12-11-70 Misc. - Tax Sale Expenses	500	-	500
126	10-2-12-13-00 Elections Expense	5,000	-	5,000
127	10-2-12-14-10 Custodian's Wages	8,100	7,896	12,096
128	10-2-12-14-30 General Insurance Expense	46,000	62,544	63,000
129	10-2-12-10-16 Loss on disposal of fixed assets	-	-	-
130	10-2-12-10-26 YTD corrections from prior years	-	8,502	-
131	10-2-12-72-10 Water/Sewer on Municipal Properties	4,000	-	4,000
132*	<b>TOTAL General Administration</b>	<b>451,538</b>	<b>445,336</b>	<b>502,179</b>

“General Administration” is a catch-all group for administrative operating costs. This includes wages, training and benefit costs of administrative employees, as well as other operational costs incurred for the Village.

Council supplies include estimated cost for portable projector.

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# 01 General: Expense

133	Fire Department		2025 Budget	2025 Actual	2026 Budget
134	10-2-24-00-00	FD - Misc	1,000		1,000
135	10-2-24-60-00	FD - Training	4,000	540	4,000
136	10-2-24-60-10	FD - Fire Fighters	500	500	500
137	10-2-24-70-00	FD - R & M	7,000	14,433	7,000
138	10-2-24-70-01	FD - R & M Bldg	19,000	11,865	19,000
139	10-2-24-70-10	Firehall Utilities	13,000	13,093	13,000
140	10-2-24-70-20	FD - License & Insurance	4,600	4,697	4,600
141	10-2-24-80-00	FD - Equipment	10,000	7,629	10,000
142	10-2-24-80-10	FD - Fuel	2,000	857	2,000
143	10-2-24-90-00	Firehall Janitorial	7,000	6,872	7,000
144	10-2-24-90-10	Weight Room	3,000	2,791	3,000
145	* TOTAL Fire Department		71,100	63,277	71,100
146	Emergency Services				
147	10-2-25-00-00	Misc - Emergency Commission	2,500	772	2,500
148	10-2-25-00-20	Emergency Operations Center Expense	1,000	988	1,000
149	10-2-25-00-10	Misc - Emergency Grant Expense		13,337	-
150	* TOTAL Emergency Services		3,500	15,097	3,500

- "Fire Department" is mainly expenses for operating a Fire Department service but has budget lines for the weightroom included as it is located in the Fire Hall. One overhead door is scheduled for replacement in 2026.
- "Emergency Services" are expenses for the Emergency Management Commission and if an Emergency Operations Centre was activated.

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# 01 General: Expense

151	<b>Common Services</b>		2025 Budget	2025 Actual	2026 Budget
152	10-2-19-00-00	Misc. - PW Shed Utilities	1,500	1,506	1,500
153	10-2-31-00-00	Common Services - Wages	65,000	50,519	66,950
154	10-2-31-00-10	Common Services - Benefits	12,740	7,587	13,122
155	10-2-31-00-20	Common Services - Misc	2,000	6,784	2,000
156	10-2-31-30-00	Training - Public Works General	2,500	60	2,500
157	<b>* TOTAL Common Services</b>		<b>83,740</b>	<b>66,456</b>	<b>86,072</b>
158	<b>Rainbow Wharf</b>				
159	10-2-34-00-00	Wharf - Wages	2,500	348	2,500
160	10-2-34-00-10	Wharf - Benefits	1,080	24	1,080
161	10-2-34-00-12	Wharf Insurance	-		-
162	10-2-34-00-15	Wharf Hydro	400	175	400
163	10-2-34-00-20	Wharf - Maintenance	30,000	22,175	30,000
164	<b>* TOTAL Wharf</b>		<b>33,980</b>	<b>22,722</b>	<b>33,980</b>
165	<b>Small Craft Harbour</b>				
166	10-2-34-00-40	Small Craft Harbour - Hydro Expense	15,000	8,972	12,000
167	10-2-34-00-60	Small Craft Harbour - Legal Expenses	500	-	500
168	10-2-34-00-70	Small Craft Harbour- Maintenance	3,000	2,129	3,000
169	10-2-34-00-71	Boat Launch and parking lot	500	-	3,500
170	<b>* TOTAL Small Craft Harbour</b>		<b>19,000</b>	<b>11,101</b>	<b>19,000</b>

- "Common Services" is one of the three main catch all for upkeeping the Village/general activities, and utilities for the shed.
- "Wharf" is a catch all for upkeeping Rainbow Wharf – labour and utilities.
- "Small Craft Harbour" is a catch all for the Small Craft Harbour and Boat Launch – labour, utilities, and legal if needed administratively.

# 01 General: Expense

171	<b>Roads</b>		2025 Budget	2025 Actual	2026 Budget
172	10-2-12-99-60	Public Works Truck	6,500	700	5,000
173	10-2-31-90-00	Common Services - Fuel	2,500	2,085	2,500
174	10-2-31-90-10	Public Work's Truck Insurance	750	698	750
175	10-2-31-90-20	Tractor Insurance	400	361	400
176	10-2-31-90-21	Tractor Expense	5,000	-	5,000
177	10-2-32-31-00	Street Maintenance	7,500	11,782	7,500
178	10-2-32-37-00	Street Sanding	5,000	1,667	5,000
179	10-2-32-37-10	Industrial Road Maintenace	7,000	3,052	7,000
180	10-2-32-37-20	Ditching	4,500	794	4,500
181	10-2-32-50-00	Hydro - Street Lights	18,000	17,886	18,000
182	10-2-32-50-10	Froese Subdivision Solar Lights	1,000		1,000
183	10-2-32-90-00	Tools & Equipment	5,500	6,134	5,500
184	10-2-71-89-40	Brushing Operating Expense	1,500	1,335	3,000
185	*	<b>TOTAL Roads</b>	<b>65,150</b>	<b>46,494</b>	<b>65,150</b>
186	<b>Environmental Health</b>				
187	10-2-43-00-00	Common Services - Garbage Expense			
188	10-2-43-00-10	Garbage Tags / Dumpster Fees			
189	*	<b>TOTAL Environmental Health</b>			-

- "Roads" is for expenses associated with maintaining the road infrastructure, but also includes the expenses for the tools, equipment & trucks needed for road operations. Increase in Industrial Road Maintenance is to allow a contract for the road grading once per month.
- "Environmental Health" is for garbage expenses (tipping fees, garbage tags).

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# 01 General: Expense

			2025 Budget	2025 Actual	2026 Budget
190	<b>Environmental Development</b>				
191	10-2-52-00-00	Clinic R&M	2,500	566	4,500
192	10-2-72-50-00	Ambulance O&M	2,500	85	3,000
193	* <b>TOTAL Environmental Development</b>		<b>5,000</b>	<b>651</b>	<b>7,500</b>
194	<b>Parks and Recreation</b>				
195	10-2-12-71-00	Mowing expense	2,500	698	2,500
196	10-2-12-71-01	Mower Insurance	400	348	400
197	10-2-12-71-10	Community Park Washrooms	2,500	7,556	7,000
198	10-2-12-99-35	MUSEUM GRANT	3,000	5,000	5,000
199	10-2-71-21-00	Community Hall Grounds Keeping	500	680	750
200	10-2-71-21-01	Community Hall Utilities	500	-	500
201	10-2-71-21-02	Community Hall Expense	3,500	3,680	3,500
202	10-2-71-89-00	Community Park O & M	24,000	10,720	11,000
203	10-2-71-89-10	Beautification	6,000	4,334	6,000
204	10-2-71-89-20	Millenium Park O & M	4,500	3,031	7,500
205	10-2-71-89-30	Sunset Park O & M	10,000	22,865	10,000
206	10-2-71-89-35	Sunset Park Trail O & M	7,000	4,992	7,000
207	10-2-71-89-45	Museum Grounds keeping	2,000	1,208	2,000
208	10-2-71-89-50	Cemetary	-	-	500
209	10-2-72-50-10	Tourism Expense	3,000	3,500	2,000
210	10-2-72-91-00	St. Mark's Expense	10,000	10,097	7,000
211	10-2-75-00-00	Recreation Commission	10,000	5,953	10,000
212	10-2-75-00-10	Vibrant Community Commission	2,000	-	-
213	* <b>TOTAL Parks &amp; Recreation</b>		<b>91,400</b>	<b>84,662</b>	<b>82,650</b>

- "Environmental Development" has the budget lines for the clinic and ambulance stations repairs & maintenance.
- "Parks & Recreation" is a catch-all grouping for budget lines associated with the parks, recreation, tourism and a few other municipal properties such as the Community Hall and St. Mark's Church. It also includes the expense budget lines for the Recreation Commission and Vibrant Community Commission.

G-1

# 01 General: Expense

214	MPBC Operating Expenses		2025 Budget	2025 Actual	2026 Budget
215	10-2-71-21-10	MPBC Fuel	14,000	9,687	14,000
216	10-2-71-21-11	Library o+m	3,800	4,200	6,500
217	10-2-71-21-12	MPBC Grounds keeping	5,500	2,313	5,500
218	10-2-71-21-15	MPBC Utilities	25,000	16,173	25,000
219	10-2-71-21-20	MPBC Janitorial	6,000	6,173	10,000
220	10-2-71-21-25	MPBC Insurance	13,000	-	13,000
221	10-2-71-21-30	Biomass Expenses	20,000	22,884	25,000
222	* TOTAL MPBC Operating Expenses		87,300	61,430	99,000
223					
224	10-2-81-90-00	General Service Charges	3,200	2,955	3,200
225	10-2-81-90-10	Bad Debts Expense	2,200	2,267	2,200
226	10-2-81-90-20	Till Over/Short		0	-
227	* TOTAL Debt Services		5,400	5,222	5,400
228					
229	10-2-81-90-30	Transfer to/from Reserves	1,815,549	1,202,579	54,497
230	* TOTAL Contributions to Reserve		1,815,549	1,202,579	54,497

- "MPBC Operating Expenses" is for expenses associated with the municipality's side of the Multiplex building, as well as the agreed groundskeeping (mowing) that the Village provides for the property.
- "Debt Services" is for service charges the Village pays (ex. banking fees), or when a receivable is no longer collectible, or when the till is over/short.
- "Contributions to/from Reserve" is to account for when 'reserves' have money contributed to/from them. Capital projects require withdrawals from Growing Communities Fund, Community Works Fund and the Northern Capital and Planning Reserve Fund.

# 01 General: Expense

231	Grants & Misc		2025 Budget	2025 Actual	2026 Budget
232	10-2-12-99-11	NDI Economic Dev Fund	50,000		-
233	10-2-12-99-16	Misc - GRANTS	945,100	67,011	391,572
234	10-2-12-99-17	EDMA Indigenous Engagement			-
235	10-2-12-99-30	Misc. - GT - Community Events & Holidays	16,000	8,779	16,000
236	10-2-69-00-10	Misc - NDI Misc Grants Expense			
237	10-2-12-99-66	Housing Needs Assessment			
238	10-2-12-99-40	Capital Asset Purchases			
239	10-2-12-99-50	Sewer Lagoon Expense	1,659,054	1,174,775	1,000,000
240*	<b>TOTAL Grants &amp; Misc</b>		<b>2,670,154</b>	<b>1,250,565</b>	<b>1,407,572</b>
241	<b>Amortized Asset</b>				
242	10-2-28-19-40	Amortized Asset Expense	118,657	107,136	107,136
243*	<b>TOTAL Amortized Asset</b>		<b>118,657</b>	<b>107,136</b>	<b>107,136</b>
244	<b>Taxes Levied for Other Govt</b>				
245	10-2-84-10-00	Taxes - NCRD	71,550	71,550	71,550
246	10-2-84-20-00	Taxes - VRL	15,818	15,818	15,820
247	10-2-84-20-10	Taxes-Police	22,984	23,704	23,704
248	10-2-88-11-00	Taxes - School Residential	134,813	138,760	138,760
249	10-2-88-11-10	Taxes - School Non-residential	37,039	39,448	39,448
250	10-2-88-20-10	Taxes - NW Regional Hospital	40,310	43,869	43,870
251	10-2-88-30-00	Taxes - BCAA	2,825	2,991	2,991
252	10-2-88-30-10	Taxes - MFA	16	-	16
253	10-2-88-40-00	PILT's For Others			
254*	<b>TOTAL Taxes Levied-Other Gov't</b>		<b>325,355</b>	<b>336,140</b>	<b>336,127</b>

- “Grants & Misc” is for expenses associated with grant projects.
- “Amortized Asset” is where the cost of an asset is spread out over its useful life.
- “Taxes Levied for Other Governments” refers to the property tax that is collected by the Village on behalf of other taxing authorities. These organizations do not finalize their property tax requisition requests until the end of April, so the numbers in the budget are placeholders.

G-1

# 01 General: Budget Totals

Total General Revenue	2025 Budget	2025 Actual	2026 Budget
<b>** Total Revenues</b>	<b>-5,902,373</b>	<b>-\$3,761,749</b>	<b>-\$ -2,936,413</b>

Budget Totals	2025 Budget	2025 Actual	2026 Budget
256 <b>** TOTAL Expenses</b>	<b>\$ 5,902,373</b>	<b>\$ 3,761,749</b>	<b>\$ 2,936,413</b>
<b>***P Surplus/Deficit</b>	<b>0</b>	<b>0</b>	<b>0</b>

229	10-2-81-90-30	Transfer to/from Reserves	1,815,549	1,202,579	54,497
230*	<b>TOTAL Contributions to Reserve</b>		<b>1,815,549</b>	<b>1,202,579</b>	<b>54,497</b>

- With the budget last year the surplus is due to the province paying the NW Regional Benefits Alliance grant for this year and the next.
- Typically, the Village's budgets tend to be cautious, overestimating expenses and underestimating revenue. However, it is better to be cautious with budget estimates.

## 02 Sewer

- Sewer has a dedicated budget section as it is one of the two core services that the Village provides.
- Broken into two main sections of revenue (“40-1”) or expense (“40-2”) budget lines
- Revenue values are presented as a negative (-\$ XXX.XX) amount, while expenses are a positive (\$XXX.XX) amount in their budget lines.
- Both revenues and expense budget lines are categorized into groups:
  - **Revenue categories:** Fees & Taxation, Grants & Transfers
  - **Expense categories:** Operating Expenses, Capital Expenses, Debenture Expense

## 02 Sewer: Revenue

	General	Description	2025 Budget	2025 Actual	2026 Budget
1	40-1-44-00-00	Sewer - User Charges	-34,417	-36,150	-35,450
2	40-1-49-00-00	Sewer - Frontage Tax	-33,000	-36,081	-33,000
3		<b>TOTAL Fees &amp; Taxation</b>	<b>-67,417</b>	<b>-72,231</b>	<b>-68,450</b>
4					
5	40-1-92-90-20	Gas Tax transfers from Prov.			
6	40-1-91-00-00	Sewer - Reserve			
7	40-1-92-90-46	Transfer from reserves	-17,664	-7,481	-25,811
8		<b>TOTAL Grants and Transfers</b>	<b>-17,664</b>	<b>-7,481</b>	<b>-25,811</b>
9		<b>TOTAL Revenue</b>	<b>-85,081</b>	<b>-79,712</b>	<b>-94,261</b>

Total Sewer Revenue	2025 Budget	2025 Actual	2026 Budget
<b>TOTAL Revenue</b>	<b>-85,081</b>	<b>-79,712</b>	<b>-94,261</b>

- “Fees & Taxation” is the sewer user fees collected through the quarterly billings and the sewer frontage tax collected through annual property taxation as set by bylaw #370, 2009.
- “Grants & Transfers” is for transfers from reserves and grant money received from the Province (gas tax aka community works fund).

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## 02 Sewer: Expense

		2025 Budget	2025 Actual	2026 Budget
11	Operating Expenses			
12	40-2-42-10-00 Sewer - Administration Charges	10,000	10,000	10,000
13	40-2-42-10-10 Sewer - Licenses & Permits	900	5,046	900
14	10-2-42-10-20 Sewer - travel		598	2,500
15	40-2-42-20-00 Sewer Testing Expense	1,000	1,756	2,000
16	40-2-42-30-00 Training - Sewer	1,500	573	1,500
17	40-2-42-90-00 Sewer - Maintenance Wages	35,000	34,197	40,000
18	40-2-42-90-20 Sewer - Benefits	6,860	4,833	7,840
19	40-2-42-90-40 Sewer - Utilities Expense	5,500	5,989	6,000
20	40-2-42-90-50 Sewer - Repairs & Maintenance	10,000	5,697	10,000
21	40-2-42-90-60 Sewer - Fuel	2,500	1,544	2,500
22	40-2-42-90-70 Public Work's Truck	2,000	1,051	1,200
23	<b>TOTAL Operating Expenses</b>	<b>75,260</b>	<b>71,284</b>	<b>84,440</b>
24	Capital Expenses			
25	40-2-42-20-35 Sewage Upgrade	0		0
26	<b>TOTAL Capital Expenses</b>	<b>0</b>		<b>0</b>
27	Debenture Expenses			
28	40-2-81-30-00 Sewer - Debenture			
29	40-2-82-21-00 Contribution to Sewer Capital Reserves			
30	40-2-82-21-01 Amortized asset expense	9,821	8,428	9,821
31	<b>TOTAL Debenture Expenses</b>	<b>9,821</b>	<b>8,428</b>	<b>9,821</b>
32				
33	<b>TOTAL Expenses</b>	<b>85,081</b>	<b>79,712</b>	<b>94,261</b>

- “Operating Expense” is a catch-all for all operating expenses of the sewer system, including expenses with employees.
- “Capital Expenditures” are funds used to acquire, upgrade and maintain physical assets. The Sewer Lagoon Plan is being upgraded, however that is being accounted through grant funds.
- “Debenture Expenses” is a catch all for if there were debts (loan), if reserves were being contributed to, and for spreading out the cost of the sewer system over its useful life (amortization).
- The increased expense is due to the change in personnel additional wage expense and an increase in repairs and maintenance costs.

# 02 Sewer: Budget Totals

Total Sewer Revenue	2025 Budget	2025 Actual	2026 Budget
<b>TOTAL Revenue</b>	<b>-67,417</b>	<b>-72,231</b>	<b>-68,450</b>

Total Sewer Expense	2025 Budget	2025 Actual	2026 Budget
<b>TOTAL Expenses</b>	<b>85,081</b>	<b>79,712</b>	<b>94,261</b>

Budget Totals	2025 Budget	2025 Actual	2026 Budget
<b>TOTAL Expenses</b>	<b>85,081</b>	<b>79,712</b>	<b>94,261</b>
<b>Surplus/Deficit</b>	<b>17,664</b>	<b>7,481</b>	<b>25,811</b>

- With the budget this year, a withdraw from surplus is expected.
- Typically, the Village's budgets tend to be cautious.
- The current Bylaw #370, 2009, requires \$1.90 per foot frontage for sewer. This Bylaw is in effect until 2029 or until repealed or amended. Currently, the user rate is \$14.60 per month, combined with the sewer frontage rate, the average cost per property per year is \$312.00 for sewer.
- Sewer frontage tax increases encompass more people than user rate increases as each property has frontage and some are not hooked up to sewer. An increase in user fees and an increase in sewer frontage tax would end up with the same results but a different distribution of who is paying for the increased tax.

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## 03 Water

- Water has a dedicated budget section as it is one of the two core services that the Village provides.
- It is broken into two main sections of revenue (“30-1”) or expense (“30-2”) budget lines
- Revenue values are presented as a negative (-\$ XXX.XX) amount, while expenses are a positive (\$XXX.XX) amount in their budget lines.
- Both revenues and expense budget lines are categorized into groups:
  - **Revenue categories:** Fees & Taxation, Grants
  - **Expense categories:** Expenses, Contributions to Reserves

## 03 Water: Revenue

	Fees & Taxation Revenue	Description	2025 Budget	2025 Actual	2026 Budget
1	30-1-44-00-00	Water User Charges	-64182	-66293	-66107
2	30-1-44-10-00	Water - Miscellaneous	-209	-200	-209
3	30-1-49-00-00	Water Frontage Tax	-52050	-53060	-52050
4	30-1-55-00-00	Water - Past Due Interest Revenue	-1500	-2636	-1500
5	30-1-91-00-00	Contributions From Capital Reserves	-55722	-15015	-41365
6	<b>TOTAL Fees &amp; Taxation Revenue</b>		<b>-173663</b>	<b>-137204</b>	<b>-161231</b>
7					
8	30-1-62-00-20	Community Work's Fund			
9	30-1-62-00-25	MRIF Water Treatment			
10	<b>* TOTAL Grants</b>		<b>0</b>	<b>0</b>	<b>0</b>
11	<b>** Total Revenues</b>		<b>-173663</b>	<b>-137204</b>	<b>-161231</b>

Total Water Revenue	2025 Budget	2025 Actual	2026 Budget
<b>TOTAL Revenue</b>	<b>--173663</b>	<b>-137,204</b>	<b>-161,231</b>

- "Fees & Taxation" is the water user fees collected through the quarterly billings and the water frontage tax collected through annual property taxation as per Bylaw 412, 2014.
- "Grants" is for grant money received (gas tax aka community works fund from the Province).

## 03 Water: Expense

12	Expenses		2025 Budget	2025 Actual	2026 Budget
13	30-2-41-10-00	Water - Administration Charges	15000	15000	15000
14	30-2-41-10-20	Water Travel		598	2500
15	30-2-41-20-00	Water - Testing Expense	3000	3092	3500
16	30-2-41-30-00	Training - Water	2000	2019	2000
17	30-2-41-30-10	Water - Maintenance Wages	45000	47661	53000
18	30-2-41-30-20	Water - Maintenance Benefits	8820	6759	10388
19	30-2-41-30-30	Water - Supplies	10000	11664	14000
20	30-2-41-30-40	Public Work's Truck	2000	1094	2000
21	30-2-41-40-00	Water - Repairs & Maintenance Plant	10000	5160	10000
22	30-2-41-40-01	Water-Repairs & Maintenance Distribution	40000	9082	10000
23	30-2-41-40-10	Water - Fuel	3000	3956	4000
24	30-2-41-50-00	Water - Utilities Expense	17400	13876	17400
25	30-2-41-90-20	Water - Licensing	400	200	400
26	<b>Total Expenses</b>		<b>156620</b>	<b>120161</b>	<b>144188</b>
27					
28	30-2-41-10-20	Water Treatment Upgrade			
29	<b>Contribution to Reserves</b>				
30	30-2-82-21-00	Cont. To Water Capital Reserve			
31	30-2-82-21-01	Amortized asset expense	17043	17043	17043
32	<b>Total Expenses</b>		<b>173663</b>	<b>137204</b>	<b>161231</b>

- “Expense” is a catch-all for all operating expenses of the sewer system, including expenses with employees.
- “Contribution to Reserves” is a catch all if reserves were contributed to and for spreading out the cost of the sewer system over its useful life (amortization).

# 03 Water: Budget Totals

Total Water Revenue	2025 Budget	2025 Actual	2026 Budget
<b>TOTAL Revenue</b>	<b>-117,941</b>	<b>-122,189</b>	<b>-119,866</b>

Total Water Expense	2025 Budget	2025 Actual	2026 Budget
<b>TOTAL Expenses</b>	<b>173,663</b>	<b>137,204</b>	<b>161,231</b>

Budget Totals	2025 Budget	2025 Actual	2026 Budget
<b>TOTAL Expenses</b>	<b>173,663</b>	<b>137,204</b>	<b>161,231</b>
<b>Surplus/Deficit</b>	<b>55,722</b>	<b>15,015</b>	<b>41,365</b>

- With the budget this year, a withdraw from water surplus is expected again.
- The current Bylaw #412, 2014, charges \$2.15 per foot frontage for water. Currently, the user rate is \$23.45 per month, when combined with the frontage rate it is an average property cost of \$457.70 per year.

G+1

# 04 Capital

- Broken into two main sections of 'use of funds' and 'sources of funds' for the capital projects list.
- The actual budget lines for capital projects are captured in the three main budget sections as applicable (general, water & sewer). Mainly these are grant projects, so the majority are accounted for under the general budget (in conditional transfers under revenue, and grants & misc under expense).
- Both 'use of funds' and 'sources of funds' lists are categorized into groups:
  - **Use of funds categories:** General, Water, Sewer
  - **Sources of funds categories:** General, Water, Sewer

<b>Capital Projects Budget</b>		
<b>Use of Funds</b>		
<b>General</b>	<b>2025</b>	<b>2026</b>
Pergola/Gazebo at small craft harbour	\$15,000	\$15,000
New Welcome to Port signage		
Outdoor stage at community park		
Community Park Playground Equipment	\$150,000	\$50,000
Community Park Playground Equipment		\$100,000
Community Park Washrooms	\$5,000	\$5,000
Paving select patches cost analysis		
Paving gravel roads cost analysis	\$60,000	\$60,000
Paving		
Rainbow Wharf rail replacement	\$30,000	\$30,000
Campground Upgrade	\$50,000	\$50,000
Shoreline park rehab - removing trees, new RV sites	\$200,000	\$150,000
St Marks Repair	\$75,000	\$65,000
St Marks Heatpump	\$9,000	
Clinic Boiler & Ventilation	\$39,000	\$39,000
Community Hall Repair	\$50,000	\$25,000
Community Hall Heatpump	\$19,600	
Dyson/Bayview - Outline plan		
Plan & develop M&B subdivision		
Swim platform at swim hole		
Seaview Accessibility Mat	\$55,000	\$32,930
Seaview Accessibility Mat		\$30,000
Boomsticks to prevent heavy waves impact on swim area	\$20,000	\$20,000
Outhouse stairs from change room to outhouse		
Housing Development M&B Subdivision plan	\$50,000	\$50,000
ByPass Road - plan & develop		
<b>Sub-total General</b>	<b>\$827,600</b>	<b>\$721,930</b>

## 04 Capital: Use of Funds

- These are the planned/expected capital projects for 2026

<b>Water</b>		
Well #4	\$150,000	\$150,000
Water treatment Plant upgrade	\$150,000	\$25,000
Tingley Street Asbestos Line Replacement	\$660,000	\$440,000
Fire Hydrant Maintenance	\$50,000	\$100,000
Salt water fire pump		\$60,000
In-line chlorinator	\$50,000	\$50,000
<b>Sub-total Water</b>	<b>\$1,060,000</b>	<b>\$825,000</b>
<b>Sewer</b>		
Bayview Drive South Cost Analysis	\$25,000	\$25,000
Lagoon upgrades for compliance	\$2,355,089	\$1,400,000
Wastewater pipe outfall		
Armour Sani-station (Museum)	\$7,500	\$20,000
Manhole cover upgrade		
<b>Sub-total Sewer</b>	<b>\$2,387,589</b>	<b>\$1,445,000</b>
<b>TOTAL REQUIREMENTS</b>	<b>\$4,275,189</b>	<b>\$2,991,930</b>

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# 04 Capital: Sources of Funds

Sources of Funds for Capital Projects		
<b>General</b>		
Northern Capital & Planning Grant	\$60,000	\$60,000
NW RBA	\$119,000	\$109,000
GT Major Contributions Grant		\$100,000
Northern Capital & Planning Grant	\$50,000	\$50,000
Northern Capital & Planning Grant		
Local Govt Climate Action	\$28,600	
Growing Communities Fund	\$570,000	\$372,930
Local Govt Housing Initiatives		
NDIT		\$30,000
General Surplus		
<b>Sub-total General</b>	<b>\$827,600</b>	<b>\$691,930</b>

<b>Water</b>		
Water Reserves		
NW RBA	\$650,000	\$490,000
Local Govt Climate Action	\$60,000	\$60,000
Gas Tax	\$300,000	\$175,000
Growing Communities Fund	\$50,000	\$100,000
<b>Sub-Total Water</b>	<b>\$1,060,000</b>	<b>\$825,000</b>
<b>Sewer</b>		
Sewer Reserves		
Investing in Canada Infrastructure Program	\$1,659,054	\$1,000,000
GT Major Contributions Grant	\$696,035	\$50,000
NCPG		\$350,000
NCPG	\$25,000	\$25,000
NW RBA	\$7,500	\$20,000
Prov of BC Wastewater project		
<b>Sub-Total Sewer</b>	<b>\$2,387,589</b>	<b>\$1,445,000</b>
<b>TOTAL FUNDS PROVIDED</b>	<b>\$4,275,189</b>	<b>\$2,961,930</b>

	Dec 31 2025	Est. expense	Dec 31 2026
<b>Name of Grant</b>	<b>Total grant</b>	<b>2026</b>	
Northern Capital & Planning	1,986,064	435,000	1,551,064
NW RBA	1,769,586	599,000	1,170,586
Growing Communities Fund	642,718	602,930	39,788
Local Govt Housing Initiatives	96,663		96,663
NDIT	30,000	30,000	0
Local Govt Climate Action	127,203	60,000	67,203
Gas Tax Community Building Fund	201,120	175,000	26,120
Investing in Canada Infrastructure	1,041,000	1,000,000	41,000
EDMA Indigenous Requirements	39,100		39,100
GT Major Contributions Grant	100,000	100,000	0

- These are the confirmed/expected sources of funds for capital projects for 2026

GA

# 2026 Project List

2026 Projects (capital & non-capital) that are included in the Budget:

- Sewer Lagoon Project
- Gravel road paving cost analysis
- Boomsticks to prevent wave action at swim hole
- In-line chlorinator
- Asbestos water line
- Rainbow wharf rail replacement
- Community Park Playground equipment
- Bayview Drive south sewer cost analysis
- Seaview Accessibility mat
- Shoreline park rehab, removing trees, new RV sites
- St. Marks repair
- Water Treatment Plant Upgrades
- Campground Upgrade
- Community Hall repair assessment
- Well #4 project
- Clinic boiler and ventilation
- Pergola/Gazebo at small craft harbour
- Waterside armour sani-station
- Fire Hydrant maintenance
- Housing development
- Community Park Washroom
- Water system fire pump
- Paving Gravel Roads cost analysis

## Village of Port Clements

### Fire Safety Inspection Bylaw # ?????

The Fire Safety Act mandates regular inspections of public buildings to ensure compliance with safety regulations. Local authorities are responsible for conducting these inspections and may require the owner to correct any deficiencies found.

WHEREAS the Fire Safety Act and the British Columbia Fire Code establish responsibilities for fire safety within municipalities,

AND WHEREAS the Council of the Village of Port Clements wishes to establish a fire safety inspection program to support compliance with the Fire Safety Act and the British Columbia Fire Code;

NOW THEREFORE, the Council for the Village of Port Clements in open meeting assembled enacts as follows:

#### 1. DEFINITIONS

- Fire Inspector means a person designated in writing by the Village of Port Clements to conduct fire safety inspections within the municipal Fire Protection Zone which extends beyond the municipal boundaries ( North to Nadu Road and South to Eli Tingley Bridge)
- Public Building includes any building other than a private dwelling used for commercial, industrial, institutional or public purposes.
- Village means the Village of Port Clements.

#### 2. AUTHORITY

- The Village of Port Clements hereby establishes a fire safety inspection program for public and commercial buildings within the Fire Protection Zone
- Council may designate one or more Fire Inspectors to conduct inspections under this bylaw.
- A Fire Inspector may be a member of the fire department, a municipal employee, a contractor or other qualified individuals.
- All persons designated as Fire Inspectors must meet the training standards established by the Office of the Fire Commissioner under the Fire Safety Act, and remain up to date on their training based on policies from the Office of the Fire Commissioner (OFC)

#### 3. RISK DESIGNATION AND FREQUENCY

- The Village shall determine the risk classification of buildings and the frequency of fire safety inspections within the Fire Protection Zone

## **Village of Port Clements**

### **Fire Safety Inspection Bylaw # ?????**

The Fire Safety Act mandates regular inspections of public buildings to ensure compliance with safety regulations. Local authorities are responsible for conducting these inspections and may require the owner to correct any deficiencies found.

WHEREAS the Fire Safety Act and the British Columbia Fire Code establish responsibilities for fire safety within municipalities,

AND WHEREAS the Council of the Village of Port Clements wishes to establish a fire safety inspection program to support compliance with the Fire Safety Act and the British Columbia Fire Code;

NOW THEREFORE, the Council for the Village of Port Clements in open meeting assembled enacts as follows:

#### **1. DEFINITIONS**

- Fire Inspector means a person designated in writing by the Village of Port Clements to conduct fire safety inspections within the municipal Fire Protection Zone which extends beyond the municipal boundaries ( North to Nadu Road and South to Eli Tingley Bridge)
- Public Building includes any building other than a private dwelling used for commercial, industrial, institutional or public purposes.
- Village means the Village of Port Clements.

#### **2. AUTHORITY**

- The Village of Port Clements hereby establishes a fire safety inspection program for public and commercial buildings within the Fire Protection Zone
- Council may designate one or more Fire Inspectors to conduct inspections under this bylaw.
- A Fire Inspector may be a member of the fire department, a municipal employee, a contractor or other qualified individuals.
- All persons designated as Fire Inspectors must meet the training standards established by the Office of the Fire Commissioner under the Fire Safety Act, and remain up to date on their training based on policies from the Office of the Fire Commissioner (OFC)

#### **3. RISK DESIGNATION AND FREQUENCY**

- The Village shall determine the risk classification of buildings and the frequency of fire safety inspections within the Fire Protection Zone

## Village of Port Clements Fire Safety Inspection Strategy (90-Day Scheduling Model)

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### **Purpose**

This strategy outlines how the Village of Port Clements will implement a fire safety inspection program in accordance with the BC Fire Safety Act while maintaining clear municipal oversight and control.

### **Guiding Principle**

The Village manages the inspection program. Designated inspectors carry out inspections only within the authority granted by the Village. This ensures inspectors do not act outside their role or expand the program independently.

### **Public Education**

- Posters
- Brochures
- Fire Prevention Awareness Week observation

### **Key Strategy**

The Village will provide businesses with a 90-day opportunity to voluntarily schedule an inspection with one of the Village's designated inspectors. After the 90-day period, the Village will assign inspections to inspectors and proceed with scheduling remaining properties.

### **Designation of Inspectors**

As the designating authority, The Village may designate more than one fire inspector. Having multiple inspectors provides flexibility, continuity, and oversight. Inspectors will operate under Village authority and report to the Village or CAO.

### **Inspection List Control**

The Village maintains the list of public, commercial, and institutional buildings subject to inspection and determines inspection priorities and timing.

### **Initial Notice to Businesses**

The Village will send a notice identifying the designated inspectors and inviting businesses to contact one of them within 90 days to arrange an inspection at a convenient time.

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