



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  
Web: www.portclements.ca

**6:00 PM Regular Meeting of Council, Monday, April 20, 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 AGENDA**

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

**MINUTES**

M-1 – March 16, 2026, Regular Council Meeting Minutes

M-2- March 26, 2026, Special Council Meeting Minutes

M-3- April 9, 2026, Special Council Meeting Minutes

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

**4. ORIGINAL CORRESPONDENCE**

C-1—INFORMATION—Gloria O'Brien- Waterfront Remediation of 117 Bayview Drive

**5. FINANCE**

F-1— 1st Quarter Financial Report – Sr. Finance Manager Bell

**6. GOVERNMENT**

G-1— 2026 Annual Budget Discussion/Approval

*Recommended motion: THAT Council approves the 2025 budget as presented*

G- 2— Village Annual Spring Clean-up (see staff report)

G- 3- Dog owners Responsibilities in the Community Park

**7. NEW BUSINESS**

**8. REPORTS & DISCUSSIONS**

R-1—INFO—Regular Report on Current Operations- CAO Dobson

R-2 – INFO – Report from Public Works Working Foreman - Christopher Doyle

**9. ACTION ITEMS**

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

**11. 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

(m)a matter that, under another enactment, is such that the public may be excluded from the meeting

(k)negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public

**12. RISE AND REPORT**

**13. ADJOURNMENT**



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**Minutes of the Regular Meeting of Council, Monday, March 16, 2026**

**Present:**

Mayor Scott Cabianga  
Councillor Kazamir Falconbridge  
Councillor Brigid Cumming (via TEAMS)  
Councillor Wayne Nicol (via TEAMS)

**Not Present:**

Councillor Dennis Reindl

CAO Marjorie Dobson  
Contractor, Lori Wiedeman (via TEAMS)

**Members of the public:** Elizabeth Stewart (via TEAMS), Kirsty Walker, Sarah Hunt, Mike Thibodeau, Randy O'Brien, Gloria O'Brien, Kayoko Daugert, Josette Wier, David Bowering

**Meeting Called to order at 6:04 PM**

*Mayor Cabianga: I call to order this Regular Council Meeting of the Council of the Village of Port Clements being held on the traditional territory of the Haida People.*

**1. ADOPT AGENDA**

Councillor Falconbridge proposed the following additional agenda items under Agenda Item #6 – Government:

G-6—Fire Department Level of Service Designation

CAO Dobson proposed the following additional agenda items under Agenda Item #4 – Original Correspondence:

C-7—Report from BC Ministry of Health regarding a CT Scanner for Haida Gwaii

C-8—NCRD Board Highlights

**2026-03-024**—Moved by Councillor Falconbridge, seconded by Councillor Cummings, THAT Council adopts March 16<sup>th</sup>, 2026, Regular Council Meeting Agenda as amended.

**CARRIED**

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

D-1—Tibs Contracting (Mike Thibbeadeau) – Requesting permission to remove danger trees on Village right-of-way road. Provided maps showing areas of concern. Legal survey has been completed. Will flag trees on Village property that they want to cut down. Would like an answer soon as fallers will be on site in about two weeks. Mostly spruce trees, minimal value to them.

**ACTION:** *Public Works will be conducting a site visit on March 17, 2026, to assess the tagged trees. Staff will add this topic to the agenda for discussion at Special Meeting*

**MINUTES**

M-1—February 17, 2026, Regular Council Meeting Minutes

M-2—March 10, 2026, Special Council Meeting Minutes

M-1

**2026-03-025**—Moved by Councillor Falconbridge, seconded by Councillor Cumming, THAT Council adopts the February 17, 2026, Regular Council Meeting Minutes.

**CARRIED**

**2026-03-026**—Moved by Councillor Falconbridge, seconded by Councillor Cumming, THAT Council adopts the March 10, 2026, Special Council Meeting Minutes.

**CARRIED**

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

UB-1—Joint Economic Development Service—NCRD

**2026-03-027**—Moved by Councillor Falconbridge, seconded by Councillor Cumming, THAT Council receives the correspondence from the NCRD regarding the proposed Joint Economic Development Service.

**CARRIED**

*ACTION: Staff to check with other HG municipalities to see if they are going to participate in the Joint Economic Development Service that has been proposed by the NCRD. Staff to add this item to the agenda for the next March, 2026, Special Meeting for Council to establish a Committee of the Whole to respond to the questions posed in the correspondence.*

**4. ORIGINAL CORRESPONDENCE**

C-1—INFORMATION—Gloria O'Brien—Permission to remove trees in front of property on Bayview Drive

C-2—INFORMATION—Abbotsford—Support of Resolution

C-3—INFORMATION—District of 100 Mile House—Request for support—Resolutions to Strengthen Rural Health Care

C-4—INFORMATION—Dale Wheeldon—BCEDA Membership—Supporting Economic Development in Port Clements

C-5—INFORMATION—Betty Stewart—Secretary—Port Clements Community Hall Society—Port Clements Community Hall Event Dates

C-6—INFORMATION—Yellowhead Highway Corridor—Resolutions

C-7—INFORMATION—Report from BC Ministry of Health regarding CT Scanner for Haida Gwaii

C-8—INFORMATION—NCRD Board Highlights

**2026-03-028**—Moved by Councillor Falconbridge, seconded by Councillor Cumming, THAT Council receives item C-1, for information.

**CARRIED**

*ACTION: Staff to bring forward policy to address tree removal by next regular meeting of Council to allow for follow up on this item.*

**2026-03-029**—Moved by Councillor Falconbridge, seconded by Mayor Cabianca, THAT Council receives items C-2, C-3, and C-4 for information.

**CARRIED**

*ACTION: Staff to bring forward all requests to support UBCM resolutions to the Council meeting where UBCM priorities will be discussed. Staff to bring forward all requests to support NCLGA resolutions to Council for discussion prior to next NCLGA convention on May 20–26, 2026.*

**2026-03-030**—Moved by Councillor Falconbridge, seconded by Mayor Cabianca, THAT Council receives item C-5 for information.

**CARRIED**

M-1

*ACTION: Staff to draft a letter for the mayor's signature to thank Bruce Toms, who donated vinyl siding for the Community Hall project.*

**2026-03-031**—Moved by Councillor Falconbridge, seconded by Mayor Cabianca, THAT Council receives items C-6, C-7, and C-8 for information.

**CARRIED**

*ACTION: Mayor Cabianca will ask at the next NCRD meeting about the Port Hardy portable CT Scanner program which has been providing local diagnostic imaging for North Vancouver Island residents since December 2023.*

**5. FINANCE**

**6. GOVERNMENT**

G-1—Subdivision Bylaw No. 487, 2024 of the Village of Port Clements

**2026-03-032**—Moved by Councillor Falconbridge, seconded by Councillor Cumming, THAT Council gives 3<sup>rd</sup> reading, reconsideration and adoption of "Subdivision Bylaw No. 487, 2024".

**CARRIED**

G-2—Development Variance Permit Application – 17 Bayview Drive

The Agent for the Property Owner, three members of the public, and the Statutory Approving Officer spoke in relation to the Variance.

**2026-03-033**—Moved by Councillor F, seconded by Councillor C, THAT Council authorizes the issuance of Development Variance Permit No. 2026-03-16 for 17 Bayview Drive, Village of Port Clements, subject to confirmation of registration of legal agreements, in accordance with:

1. Development meeting all Zoning Bylaw requirements, except for the following variances:
  - a. Minimum Setbacks:

Front:	reduce from 7.5 m (24.6') to 4.6 m (15')
Side:	reduce from 6 m (19') to 1.5 m (4.9')
Rear:	reduce from 6 m (19') to 4.6 m (15')
2. Property owners agree to the placement of a sewer Right-of-Way easement in favor of the Village of Port Clements on the Title of the property.
3. Property owners entering into a Section 219 Covenant (Floodplain) with the Village to indemnify and release the Village from claims that may arise "should the property owners build on the property or move other structures on the lot within the floodplain setback and the building later be damaged as a result of a flood, erosion, tsunami or other environmental causes."

**CARRIED**

*ACTION: Staff to work with the Village lawyer, the property owner/agent, and the Land Title Office to update the property Title with the amended minimum setbacks, the sewer Right-of-Way easement, and the Section 219 Covenant.*

G-3— Amendment to 2026 Council Regular Meeting Schedule

**2026-03-034**—Moved by Councillor Falconbridge, seconded by Councillor Cumming, THAT Council amends the 2026 Regular Council Meeting Schedule with the amendment of April 21<sup>st</sup> to April 20<sup>th</sup> as April 20<sup>th</sup> is not Easter Monday as indicated on the schedule.

**CARRIED**

M-1

*ACTION: Staff to update the Council meeting schedule and post on the Village website.*

G-4—Casual/On-Call Employment - Wage rate range

**2026-03-035**—Moved by Mayor Cabianca, seconded by Councillor Falconbridge, THAT Council approves a wage range of \$20.00 to \$25.00 per hour to hire casual/on-call employment for unskilled casual labour, or entry level office work, and the flexibility for the Village to consider a higher wage for trades or other skilled labour.

**CARRIED**

*ACTION: Council supports CAO to set the wage range for hiring casual/on-call employment based on an analysis of local wage market rates for the education and skill sets required.*

G-5—The 2026 BC Economic Summit May 11–14 in Penticton—Council attendance

**2026-03-036**—Moved by Councillor Cumming, seconded by Mayor Cabianca, THAT Council sends Mayor Cabianca and Councillor Falconbridge to the 2026 BC Economic Summit May 11-14, 2026, in Penticton.

**CARRIED**

*ACTION: Staff to include this travel for the 2026 BC Economic Summit in the budget, in addition to allocating funds for UBCM travel this year.*

G-6—Fire Department Level of Service Designation

**2026-03-037**—Moved by Councillor Falconbridge, seconded by Councillor Cumming, THAT Council issues a written declaration to the Fire Commissioner's Office that the Village of Port Clements Volunteer Fire Department's service level is that of an exterior only firefighting unit.

**CARRIED**

*ACTION: Staff to draft the written declaration for the Mayor's signature, and send it to the Fire Commissioner's Office, with a copy to the Fire Chief.*

**7. NEW BUSINESS**

**8. REPORTS & DISCUSSIONS**

Councillor Falconbridge—Attended the Special Council meeting on March 11, 2026. Was elected treasurer to the board of the Port Clements Historical Society for the museum. Attended the last Protocol meeting. Will be making a presentation at the next Protocol meeting regarding getting funding for an emergency dashboard computer screen for each community.

Councillor Cummings—Attended the Special Council meeting on March 11, 2026. Nothing further to report.

Councillor Nicols—Nothing to report.

Mayor Cabianca—Will be attending the Regional Hospital Meeting this weekend. Nothing further to report.

R-1—INFO—Regular Report on Current Operations- CAO Dobson

CAO Dobson—Nothing to add to written report.

**2026-03-038**—Moved by Councillor Falconbridge, seconded by Councillor Cumming, THAT Council receives the written and verbal reports from Council and Staff.

**CARRIED**

**9. ACTION ITEMS**

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

Elizabeth Stewart

**Question:** When is the new Zoning Bylaw effective?

**Answer:** The new Zoning Bylaw was passed February 17, 2026, and is effective as of that date.

**Question:** When are minutes and financial statements for most of last year going to be posted on the Village website in a PDF searchable format?

**Answer:** Staff are working on getting everything ready to be posted but have limited staff capacity for this project.

**Question:** Has anyone applied for the Deputy Clerk position? Information about position not easily found, so some may not be aware it is available. Where is it posted?

**Answer:** The Village has received some applications. The advertisement has been posted on the Village website, INDEED (an online employment website), around town via posters, on Facebook, at the Hecate Straight employment office, and at the post office.

**11. 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:

- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public

**2026-03-039**—Moved by Councillor Cumming, seconded by Councillor Falconbridge, THAT Council moves in-camera as per section 90(1)(k) of the *Community Charter* at 8:21 PM

**CARRIED**

*NOTE: Contractor, Lori Wiedeman, left the meeting at 8:21 PM.*

**12. RISE AND REPORT**

**13. ADJOURNMENT**

**2026-03-040**—Moved by Councillor Falconbridge, THAT Council adjourns this meeting at 8.37 PM

**CARRIED**

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Mayor Scott Cabianna

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CAO Marjorie Dobson

M-1



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**Minutes of the Special Meeting of Council, Thursday, March 26, 2026**

**Present:**

Mayor Scott Cabianca  
Councillor Brigid Cumming via conferencing  
Councillor Kazamir Falconbridge  
Councillor Dennis Reindl

**Absent**

Councillor Wayne Nicol

**Staff**

CAO Marjorie Dobson  
Senior Finance Manager, Ronda Bell  
Public Works Working Foreman, Christopher Doyle

Members of the public: Eli Beachy

Meeting Called to order at 3:08 PM

Mayor Cabianca: I call to order this Special Council Meeting of the Council of the Village of Port Clements being held on the traditional territory of the Haida People.

**1. Adopt the Agenda**

**2026-03-041** Moved by Councilor Falconbridge, seconded by Councillor Reindl  
THAT Council adopts March 26, 2026, Special Council Meeting Agenda as presented  
**CARRIED**

**Government**

G-1—Budget Presentation: CAO, Marjorie Dobson, elaborate on the report presented with the budget which highlights the continued deficits in Water and Sewer operations.

Senior Finance Manager, Ronda Bell made adjustments to the budget and updated certain line items. CAO, Marjorie Dobson introduced the potential for a Facebook Page to improve the Village social media presence for Council to consider.

A healthy discussion ensued. Questions and responses were discussed regarding the figures shown in the operating departments.

Action: Staff to update the budget figures to reflect changes discussed and circulate to Council

**G 2— Fire Inspection Bylaw and Processes**

**2026-03-042** Moved by Councilor Falconbridge, seconded by Councillor Reindl  
THAT Council receives the proposed Fire Safety inspection Bylaw, and the Fire Safety Inspection Strategy documents  
**CARRIED**

Council reviewed and discussed the proposals at length and put forward their recommendations to be incorporated in the documents.

Actions: Staff to incorporate the changes in the documents and take back to Council at the next meeting.

Councillor Falconbridge to meet with staff to discuss classifications of buildings.

M-2

**G 3— Biosolids Discussions**

**2026-03-043** Moved by Councilor Falconbridge, seconded by Councillor Cumming  
THAT Council receives the verbal update from Mayor Cabianca

**CARRIED**

Mayor Cabianca informed the Council that he sought further information on the Biosolids materials and was informed that Skidegate has prior plans for the material, and the probability of any of the material coming to Port Clements is low.

**G 4— Excavator Purchase:**

Council wanted to know the motivation of the Village staff regarding the purchase of a small excavator. Discussions were centred on arguments for and against such a purchase. Ultimately, Council wanted a written proposal from Public Works on the subject.

Councillor Cumming left the meeting at 4:43 PM

**2. Adjournment**

**2026-03-044**—Moved by Councillor Falconbridge  
THAT this meeting be adjourned at 5:00 PM

**CARRIED**

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**Mayor Scott Cabianca**

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**CAO Marjorie Dobson**

12-2



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**Minutes of the Special Meeting of Council, Thursday, April 9, 2026**

**Present:**

Mayor Scott Cabianca  
Councillor Kazamir Falconbridge via conferencing  
Councillor Wayne Nicol  
Councillor Dennis Reindl

Councillor Brigid Cumming absent

**Staff**

CAO, Marjorie Dobson  
Senior Finance Manager, Ronda Bell  
Public Works Working Foreman, Christopher Doyle

Members of the public: none

Meeting Called to order at 2:10 PM

Mayor Cabianca: I call to order this Special Council Meeting of the Council of the Village of Port Clements being held on the traditional territory of the Haida People.

**1. Adopt the Agenda**

**2026-03-045**—Moved by Councilor Reindl, seconded by Councillor Falconbridge  
THAT Council adopts April 9, 2026, Special Council Meeting Agenda as presented  
**CARRIED**

**2. Government**

G-1 – 2026 Annual Budget Presentation & Discussion

**2026-03-046**—Moved by Councilor Reindl, seconded by Councillor Falconbridge  
THAT Council receives the 2026 annual budget for discussion  
**CARRIED**

Discussion followed:

- The constant use of reserves to finance operations
- Council due diligence
- Property Tax recommendation of 3 % increase -discussed at length (3 % increase = \$ 4080.00) to be distributed among approximately 430 properties including Ferguson Bay and Juskatla
- Increase presence in social media - Development of a Facebook Page
- Capital expenditure - revisit projects recommendation for the Strategic Plan
- Follow up on the proposal to pave Jasper Street and parts of Grouse Street, and Yakoun Lane— concerns raised about subgrade material that are commonly used, and the standard of the work. Councillor Reindl assured the meeting that he will be onsite to ensure that the suitable material is used and contractor complies with proposal.  
Yakoun Lane: Lane infringing on personal property, and personal property owners infringing on laneway right of way. Lane cannot be paved due to the issues identified. Lane needs to be relocated

- Provision for a Grant Writer- Village missing out on Funding opportunities- imperative to find a Grant Writer

**2026-03-047**—Moved by Councilor Reindl, seconded by Councillor Nicol

THAT staff move forward with the development of a Facebook Page that will increase Village visibility and public information.

**CARRIED**

**2026-03-048**—Moved by Councilor Reindl, seconded by Councillor Nicol

THAT the paving project proposal is to be included in the capital budget, and that the project moving forward is conditional on Councillor Reindl and mayor Cabianca meeting with Terus Construction the contractor to address concerns and get clarifications on certain matters. Project will be funded by RBA funds if it advances.

**CARRIED**

G 2— Fire Truck – 4 door Crusader Cross Control Pumper

Discussion: Current main truck is not in compliance with provincial standards, and insurance grading requirements

Current cost \$643,915.00 plus applicable tax and levies

Fire Department involvement in the decision-making of the proposed vehicle

CAO Dobson informed the Council that the price will increase based on the Fire Department required specification during the assembling phase

**2026-03-047**—Moved by Mayor Cabianca, seconded by Councillor Nicol

THAT the Villages proceeds with the purchase of the new fire truck.

**CARRIED**

G 3— Small Excavator

Discussion ensued

- Arguments against the purchase
- Business case supporting the need
- Economic viability
- Brand- Caterpillar CAT) more favorable based on quality, durability, support service, and parts availability.

**2026-03-048**—Moved by Mayor Cabianca, seconded by Councillor Nicol

THAT Council Approves the purchase of the CAT Excavator along with a trailer.

CAT quote of \$109,000.00 plus taxes and levies. The equipment to be financed by RBA funding

**COUNCILLOR FALCONBRIDGE OPPOSED**

**CARRIED**

### 3. Adjournment

**2026-03-048**—Moved by Councillor Reindl

THAT this meeting be adjourned at 3:39 PM

**CARRIED**

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Mayor Scott Cabianca

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CAO Marjorie Dobson

M-3

Village of Port Clements

March 19, 2026

Mayor and Council:

We write this letter to enquire of the Village's plans to remediate the foreshore in front of our property located at 117 Bayview (formally Smillie's Bed & Breakfast).

As you know the extreme high tides and recent storms have caused more erosion and the situation is becoming more serious. The Village has a right of way and/or easement on the water side of the property where a sewer main is constructed. There are places long this foreshore that leaves the sewer line exposed and therefore has potential to cause serious issues for the Village if not remedied. The Village became aware of this issue in the past and an attempt was made to remedy by dumping large pieces of cement and other debris in the eroded area along the beachline.

The erosion now continues has gotten to a point where our driveway is now eroding making it difficult to navigate around the house. Additionally this area has become unsightly with the erosion and the debris collected on the grassed area.

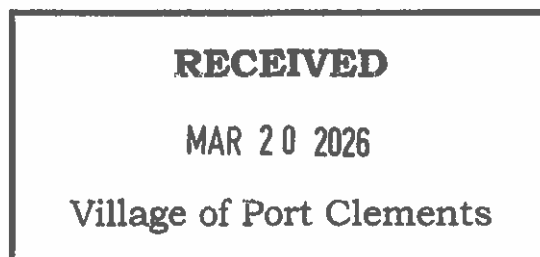
It was suggested in the past that we share in the expense to fix this issue however we feel that the Village is responsible for their right of way and that the expense falls on them.

We would be prepared to bid on the works if that is what the Village decides. I want to stipulate that tourist season is upon us and I have guests coming to this house. I would therefore ask that this work be undertaken in the very near future.

Thank you,

Yours truly,

Randy/Gloria O'Brien



C-1



# REPORT TO COUNCIL

Author: Ronda Bell  
Date: April 16, 2026  
RE: 1<sup>st</sup> Quarter Financial Report

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**BACKGROUND:** Supporting information regarding 1<sup>st</sup> Quarter financial report.

**DISCUSSION:** Following is the explanation for any areas that had a material difference between actual and budget or actual and previous year.

**CONCLUSION:** Informational purposes only.

**IMPLICATIONS:**

<b>STRATEGIC</b>	N/A
<b>FINANCIAL</b>	No concerns as of Q1
<b>ADMINISTRATIVE</b>	N/A

Respectfully submitted:

Ronda Bell  
Sr. Finance Manager

F-1

	2025	2026	Jan - Mar 2026	
Revenue Gen Operating	Previous Year Actual	Annual Budget	Current Period	% to Date
Description				
Total Taxes	- 136,002.00		-	
Total Payment in Lieu of Taxes	- 9,030.00			
Total Sales of Service	- 34,234.00		- 1,909.00	
Total Revenue from Own Sources	- 395,165.00		- 37,519.00	
Total Multipurpose Building Rental	- 14,643.00		- 3,985.00	
Total Unconditional Transfers	- 443,206.00		255.00	
Total Conditional Grants	- 2,504,992.00		- 11,132.00	
Total Reserves	-			
Total Collections for Other Agencies	- 335,683.00		-	
<b>Total Gen Revenues</b>	<b>- 3,872,955.00</b>	<b>-</b>	<b>- 54,290.00</b>	<b>#DIV/0!</b>
Expenses Gen Operating				
Total Legislative Expenses	42,882.00		9,810.00	
Total General Administration	440,829.00		119,037.00	
Total Fire Department	63,278.00		8,311.00	
Total Emergency Services	1,760.00		2,205.00	
Total Common Services	66,456.00		7,654.00	
Total Wharf	22,722.00		3,682.00	
Total Small Craft Harbour	11,101.00		3,307.00	
Total Roads	46,495.00		11,109.00	
Total Environmental Health	-		-	
Total Environmental Development	651.00		312.00	
Total Parks and Recreation	84,661.00		6,737.00	
Total MPBC Operating Expenses	61,429.00		15,280.00	
Total Debt Services	5,221.00		570.00	
Total Contributions to Reserves	-		-	
Total Grants & Misc	75,790.00		37,757.00	
Total Amortized Asset	107,136.00			
Total Taxes Levied-Other Gov't	336,139.00		10,281.00	
<b>Total Gen Expenses</b>	<b>1,366,550.00</b>	<b>-</b>	<b>236,052.00</b>	

FA

**Revenue Water Operating**

	<b>Previous Year Actual</b>	<b>Annual Budget</b>	<b>Current Period</b>	<b>Current Period %</b>
Total Fees & Taxation Revenue	- 124,636.00		- 17,666.00	
Total Grants	-	-	-	
<b>Total Water Revenues</b>	<b>- 124,636.00</b>	<b>-</b>	<b>- 17,666.00</b>	
Total Expenses	92,956.00		51,796.00	
Amortized asset expense	17,043.00			
<b>Total Water Expenses</b>	<b>109,999.00</b>	<b>-</b>	<b>51,796.00</b>	
<b>Revenue Sewer Operating</b>				
Total Fees & Taxation	- 73,782.00		- 9,147.00	
Total Grants & Transfers	-		-	
<b>Total Sewer Revenues</b>	<b>- 73,782.00</b>	<b>-</b>	<b>- 9,147.00</b>	
Total Operating Expenses	71,282.00		10,340.00	
Total Contributions to Reserves	-		-	
Amortized asset expense	8,428.00			
<b>Total Sewer Expenses</b>	<b>79,710.00</b>	<b>-</b>	<b>10,340.00</b>	
<b>Total General, Water &amp; Sewer Revenue</b>	<b>- 4,071,373.00</b>	<b>-</b>	<b>- 81,103.00</b>	
<b>Total General, Water &amp; Sewer Expense</b>	<b>1,556,259.00</b>	<b>-</b>	<b>298,188.00</b>	
	<b>- 2,515,114.00</b>	<b>-</b>	<b>217,085.00</b>	

E-1



# 2026 Budget April 20, 2025

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	2024 Actual	2025 Actual	2025 Budget	2026 Budget
2	<b>Taxes</b>					
3	10-1-11-00-00	Property Tax - Municipal	- 135,780	- 136,002	- 136,000	- 140,080
4	<b>TOTAL Taxes</b>		- <b>135,780</b>	- <b>136,002</b>	- <b>136,000</b>	- <b>140,080</b>
5						
6	10-1-21-00-00	Grant in Lieu - Federal	- 1,616	- 1,849	- 1,616	- 1,800
7	10-1-24-00-00	Grant in Lieu - Hydro	- 5,534	- 5,961	- 5,960	- 5,600
8	10-1-27-00-00	Grant in Lieu - Telus	- 1,318	- 1,220	- 1,318	- 1,220
9	<b>TOTAL Payment in Lieu of Taxes</b>		- <b>8,468</b>	- <b>9,030</b>	- <b>8,894</b>	- <b>8,620</b>

- “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 like property taxes but are contributed from property owned or vested in the provincial and federal government’s associated agencies and crown corporations that are exempt from property taxation.

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- "Sales of Services" is a catch-all grouping, mainly including more irregularly used services (eg. at demand basis) that fees are charged for.

# 01 General: Revenue

10	Sales of Service		2024 Actual	2025 Actual	2025 Budget	2026 Budget
11	10-1-12-99-99	Sales - Village Property	- 1,866	-	500	-
12	10-1-13-00-00	Water & Sewer Admin Recovery	- 25,000	- 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	- 2,195	- 2,200
15	10-1-41-10-00	Sales - Photocopies & printing	- 396	- 248	- 100	- 100
16	10-1-41-10-10	Sales - Faxes & scan to email	- 168	- 228	- 100	- 100
17	10-1-41-10-20	Sales - Tax Searches, FOIPPA & Commissioner	- 1,045	- 641	- 500	- 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	- 1,813	- 900	- 900	- 500
20	10-1-44-10-00	Sales - Garbage Tags	-	-	-	-
21	10-1-53-10-20	Rental -Weight Room	- 2,420	- 2,435	- 2,000	- 1,000
22	10-1-71-10-00	Rec Commission Revenue	- 772	- 289	- 500	- 300
23	10-1-71-10-10	Vibrant Community Commission Revenue	- 615	-	-	-
24	<b>TOTAL Sales of Service</b>		- <b>36,290</b>	- <b>34,234</b>	- <b>31,795</b>	- <b>30,500</b>

- 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 land development charges, fire protection agreements, and weightroom memberships.)
- 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		2024 Actual	2025 Actual	2025 Budget	2026 Budget
26	10-1-51-20-00	Sales - Business Licenses	- 895	- 960	- 600	- 700
27	10-1-51-70-00	Biomass Recovery	- 9,501	- 5,619	- 9,000	- 5,600
28	10-1-53-10-10	Rental - Gym	- 170	- 90	-	-
29	10-1-53-10-30	Rental - Ambulance	- 7,541	- 7,831	- 7,500	- 7,800
30	10-1-53-10-40	Dog Tag Revenue	- 35	- 15	-	-
31	10-1-53-10-50	Rental - St. Marks Church	- 150	- 730	-	- 2,000
32	10-1-53-10-70	Rental - Sunset Park Campground	- 13,264	- 20,938	- 10,000	- 15,000
33	10-1-53-10-80	Rental - CBC Site & NRC Sismic station	- 1,800	- 1,800	- 1,800	- 1,800
34	10-1-53-10-81	Rental - Telus Tower Site	- 11	- 41	- 10	- 40
35	10-1-53-20-00	Rental - Clinic	- 8,874	- 9,775	- 8,874	- 9,900
36	10-1-53-20-10	Garbage Admin	- 3,935	- 3,926	- 3,800	- 3,900
37	10-1-56-10-00	Property Tax Penalties	- 7,044	- 11,667	- 3,000	- 3,000
38	10-1-56-10-10	Property Tax Arrears Interest	- 1,783	- 1,971	- 1,000	- 1,000
39	10-1-56-10-15	Deliquent Tax Interest	- 330	- 703	- 200	- 200
40	10-1-59-90-00	Interest Revenue	- 150,986	- 300,046	- 150,000	- 150,000
41	10-1-59-90-01	Large Wharf fee for use	-	-	-	-
42	10-1-59-90-10	Small Craft - Electricity Revenue	- 7,900	- 8,960	- 7,000	- 5,830
43	10-1-59-90-20	Small Craft - Fee for Use	- 21,116	- 20,095	- 20,000	- 17,700
44	10-1-53-10-60	Gain on sale of fixed assets	-	-	-	-
45	<b>TOTAL Revenue From Own Sources</b>		- <b>235,335</b>	- <b>395,166</b>	- <b>222,784</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).

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# 01 General: Revenue

46						
47	<b>Multipurpose Building Rentals</b>		2024 Actual	2025 Actual	2025 Budget	2026 Budget
48	10-1-53-10-11	MPBC Library Revenue	- 12,964	- 12,534	- 12,900	- 12,500
49	10-1-53-10-12	MPBC Space rental	- 1,828	- 2,109	- 2,000	- 2,000
50	<b>TOTAL Multi Purpose Building R</b>		- <b>14,792</b>	- <b>14,643</b>	- <b>14,900</b>	- <b>14,500</b>
51	<b>Unconditional Transfers</b>					
52	10-1-62-10-00	Grants - Small Community Protection	- 371,500	- 332,000	- 371,500	- 332,000
53*	<b>TOTAL Unconditional Transfers</b>		- <b>371,500</b>	- <b>332,000</b>	- <b>371,500</b>	- <b>332,000</b>
54						

- “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	Conditional Transfers		2024 Actual	2025 Actual	2025 Budget	2026 Budget
56	10-1-59-10-00	Misc. - Donations	- 1,381	- 2,575	-	-
57	10-1-59-10-10	Misc. - NSF & Sundry Charges	- 13,422	-	-	-
58	10-1-59-10-20	Miscellaneous	- 3,047	- 3,524	- 2,000	- 2,000
59	10-1-59-10-30	GRANTS - Northern Capital	-	-	-	-
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.	- 743,629	- 14,722	- 116,100	- 150,000
63	10-1-89-00-00	Canada Community Building Fund	-	-	- 300,000	- 73,812
64	10-1-89-10-10	Grants - Capital Revenue	-	- 890,997	- 2,672,991	-
65	10-1-89-10-30	Grants - GT - Community & Holiday Events	- 8,106	- 2,880	- 16,000	- 8,000
66	10-1-89-10-20	GT Community Innovations Grant	-	-	-	-
67	10-1-89-10-70	Grants - NDI Proposal Writer	- 8,000	- 4,106	-	-
68	10-1-89-10-71	Economic Dev. Fund	- 50,000	- 20,962	- 25,000	-
69	10-1-89-10-72	NDIT - MISC GRANTS	-	-	-	- 30,000
70	10-1-89-10-81	Investing In Canada Infrastructure Program	- 11,457	- 1,497,996	- 1,659,054	- 1,000,000
71	10-1-89-10-82	Local Govt Climate Action Program	-	-	-	- 60,000
72	10-1-75-10-11	Housing Needs Assessment	-	-	-	-
73*	<b>TOTAL Conditional Transfers</b>		<b>- 839,042</b>	<b>- 2,504,993</b>	<b>- 4,791,145</b>	<b>- 1,323,812</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.
- 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.

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# 01 General: Revenue

74	Reserves		2024 Actual	2025 Actual	2025 Budget	2026 Budget
75	10-1-92-10-00	Transfers From Reserves				- 581,400
76		Transfer from Deferred Revenue				-
77		Transfer from NW Regional Benefits Alliance				- 619,000
78		Transfer from Growing Communities Fund				- 472,930
79		Transfer from Community Works Fund (Gas Tax)				- 101,188
80		Transfer from Industrial Road Reserve				-
81		Transfer from Northern Cap. & Planning Reserve		- 111,206		- 485,000
82	*	<b>TOTAL Reserves</b>				- - 2,259,518
83	<b>Collections for Other Agencies</b>					
84	10-1-98-10-00	Taxes - School Residential	- 134,813	- 138,295	- 134,813	- 138,760
85	10-1-98-10-10	Taxes - School Non-residential	- 36,881	- 39,448	- 37,039	- 39,448
86	10-1-98-20-00	Taxes - NCRD	- 64,589	- 71,551	- 71,550	- 74,445
87	10-1-98-20-20	Taxes - NW Regional Hospital	- 40,251	- 43,870	- 40,310	- 43,870
88	10-1-98-20-30	Taxes- Police	- 22,951	- 23,701	- 22,984	- 23,704
89	10-1-98-30-10	Taxes - BCAA	- 2,821	- 2,979	- 2,825	- 3,581
90	10-1-98-30-20	Taxes - MFA	- 16	- 16	- 16	- 16
91	10-1-98-40-00	Taxes - VRL	- 14,807	- 15,821	- 15,818	- 19,667
92	*	<b>TOTAL Collections for Other Agencies</b>	- 317,129	- 335,681	- 325,355	- 148,105
93	**	<b>Total Revenues</b>	- 1,958,336	- 3,761,749	- 5,902,373	- 4,481,605

- “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

94						
95	<b>Legislative Expenses</b>		2024 Actual	2025 Actual	2025 Budget	2026 Budget
96	10-2-11-10-00	Council Remuneration	34,000	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	4,628	5,375	10,000	10,000
99	10-2-11-10-30	Council Benefits Expense	1,548	1,537	1,550	1,550
100	10-2-11-10-40	Council Membership Expense	1,521	1,346	2,000	2,000
101	10-2-11-10-50	Council Grants Awarded	89	384	4,000	4,000
102	10-2-11-10-55	Council Donations	94	-	1,000	1,000
103	10-2-11-10-60	Council Initiatives	-	240	1,000	1,000
104*	<b>TOTAL Legislative Expenses</b>		<b>41,880</b>	<b>42,882</b>	<b>55,550</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

- “General Administration” is a catch-all group for administrative operating costs..

105	General Administration		2024 Actual	2025 Actual	2025 Budget	2026 Budget
106	10-2-12-10-00	Administrative Wages	215,576	209,182	212,000	218,000
107	10-2-12-10-01	Consultants	13,552	37,809	40,000	40,000
108	10-2-12-10-10	Administrative Benefits	42,533	35,507	44,838	46,183
109	10-2-69-00-00	Misc. - NDIIT Grant Writer expense	12,825		-	-
110	10-2-12-10-20	Administrative Travel	1,101	411	5,000	5,000
111	10-2-12-10-21	Moving & Interview Travel Expense	-	2,849	10,000	10,000
112	10-2-12-10-25	Training	1,367	1,478	12,000	12,000
113	10-2-12-10-30	Membership Fees	1,499	779	1,800	1,800
114	10-2-12-10-40	Audit & Accounting Expense	10,000	11,000	11,000	11,500
115	10-2-12-10-50	Legal Expense	4,099	20,639	10,000	20,000
116	10-2-12-11-00	Office Supplies	8,150	5,262	10,000	8,000
117	10-2-12-11-10	Website Fees	117	596	300	600
118	10-2-12-11-20	Computer Software Expenses	14,956	16,365	16,000	16,500
119	10-2-12-11-30	Administrative Operating Costs	3,051	4,499	5,000	5,000
120	10-2-12-11-35	Administrative Miscellaneous	1,208	1,058	1,000	1,000
121	10-2-12-11-40	Supplies - Council	499	282	5,000	3,000
122	10-2-12-11-50	Advertising	1,019	1,387	2,000	2,000
123	10-2-12-11-55	Land Development Processes		15,225		15,000
124	10-2-12-11-60	Postage Expense	1,732	2,066	2,000	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	7,056	7,896	8,100	12,096
128	10-2-12-14-30	General Insurance Expense	44,534	62,544	46,000	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	3,997		4,000	4,000
132*	<b>TOTAL General Administration</b>		<b>388,871</b>	<b>445,336</b>	<b>451,538</b>	<b>502,179</b>

- This includes wages, training and benefit costs of administrative employees, as well as other operational costs incurred for the Village.

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# 01 General: Expense

133	Fire Department		2024 Actual	2025 Actual	2025 Budget	2026 Budget
134	10-2-24-00-00	FD - Misc	459	-	1,000	1,000
135	10-2-24-60-00	FD - Training	1,347	540	4,000	4,000
136	10-2-24-60-10	FD - Fire Fighters	-	500	500	500
137	10-2-24-70-00	FD - R & M	3,204	14,433	7,000	7,000
138	10-2-24-70-01	FD - R & M Bldg	5,580	11,865	19,000	19,000
139	10-2-24-70-10	Firehall Utilities	11,310	13,093	13,000	13,000
140	10-2-24-70-20	FD - License & Insurance	4,568	4,697	4,600	4,600
141	10-2-24-80-00	FD - Equipment	6,971	7,629	10,000	10,000
142	10-2-24-80-10	FD - Fuel	1,252	857	2,000	2,000
143	10-2-24-90-00	Firehall Janitorial	6,228	6,872	7,000	7,000
144	10-2-24-90-10	Weight Room	2,590	2,791	3,000	3,000
145	<b>* TOTAL Fire Department</b>		<b>43,509</b>	<b>63,277</b>	<b>71,100</b>	<b>71,100</b>
146	<b>Emergency Services</b>					
147	10-2-25-00-00	Misc - Emergency Commission	1,423	772	2,500	2,500
148	10-2-25-00-20	Emergency Operations Center Expense	-	988	1,000	1,000
149	10-2-25-00-10	Misc - Emergency Grant Expense		13,337		-
150	<b>* TOTAL Emergency Services</b>		<b>1,423</b>	<b>15,097</b>	<b>3,500</b>	<b>3,500</b>

- “Fire Department” is mainly expenses for operating a Fire Department service but has budget lines for the weightroom included as it is within the Fire Hall building. 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.

6

# 01 General: Expense

151	<b>Common Services</b>		2024 Actual	2025 Actual	2025 Budget	2026 Budget
152	10-2-19-00-00	Misc. - PW Shed Utilities	1,344	1,506	1,500	1,500
153	10-2-31-00-00	Common Services - Wages	61,782	50,519	65,000	66,950
154	10-2-31-00-10	Common Services - Benefits	10,824	7,587	12,740	13,122
155	10-2-31-00-20	Common Services - Misc	2,367	6,784	2,000	2,000
156	10-2-31-30-00	Training - Public Works General	480	60	2,500	2,500
157	<b>* TOTAL Common Services</b>		<b>76,797</b>	<b>66,456</b>	<b>83,740</b>	<b>86,072</b>
158	<b>Rainbow Wharf</b>					
159	10-2-34-00-00	Wharf - Wages	740	348	2,500	2,500
160	10-2-34-00-10	Wharf - Benefits	110	24	1,080	1,080
161	10-2-34-00-12	Wharf Insurance	-	-	-	-
162	10-2-34-00-15	Wharf Hydro	158	175	400	400
163	10-2-34-00-20	Wharf - Maintenance	2,653	22,175	30,000	30,000
164	<b>* TOTAL Wharf</b>		<b>3,661</b>	<b>22,722</b>	<b>33,980</b>	<b>33,980</b>
165	<b>Small Craft Harbour</b>					
166	10-2-34-00-40	Small Craft Harbour - Hydro Expense	10,225	8,972	15,000	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	2,006	2,129	3,000	3,000
169	10-2-34-00-71	Boat Launch and parking lot	-	-	500	3,500
170	<b>* TOTAL Small Craft Harbour</b>		<b>12,231</b>	<b>11,101</b>	<b>19,000</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	Roads		2024 Actual	2025 Actual	2025 Budget	2026 Budget
172	10-2-12-99-60	Public Works Truck	740	700	6,500	5,000
173	10-2-31-90-00	Common Services - Fuel	2,088	2,085	2,500	2,500
174	10-2-31-90-10	Public Work's Truck Insurance	728	698	750	750
175	10-2-31-90-20	Tractor Insurance	366	361	400	400
176	10-2-31-90-21	Tractor Expense	4,556	-	5,000	5,000
177	10-2-32-31-00	Street Maintenance	2,670	11,782	7,500	7,500
178	10-2-32-37-00	Street Sanding	2,052	1,667	5,000	5,000
179	10-2-32-37-10	Industrial Road Maintenance	182	3,052	7,000	7,000
180	10-2-32-37-20	Ditching	2,294	794	4,500	4,500
181	10-2-32-50-00	Hydro - Street Lights	17,643	17,886	18,000	18,000
182	10-2-32-50-10	Froese Subdivision Solar Lights	-	-	1,000	1,000
183	10-2-32-90-00	Tools & Equipment	6,387	6,134	5,500	5,500
184	10-2-71-89-40	Brushing Operating Expense	1,249	1,335	1,500	3,000
185*	<b>TOTAL Roads</b>		<b>40,955</b>	<b>46,494</b>	<b>65,150</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

190	Environmental Development		2024 Actual	2025 Actual	2025 Budget	2026 Budget
191	10-2-52-00-00	Clinic R&M	2,151	566	2,500	4,500
192	10-2-72-50-00	Ambulance O&M	3,650	85	2,500	3,000
193*	<b>TOTAL Environmental Development</b>		<b>5,801</b>	<b>651</b>	<b>5,000</b>	<b>7,500</b>
194	Parks and Recreation					
195	10-2-12-71-00	Mowing expense	1,664	698	2,500	2,500
196	10-2-12-71-01	Mower Insurance	353	348	400	400
197	10-2-12-71-10	Community Park Washrooms	4,089	7,556	2,500	7,000
198	10-2-12-99-35	MUSEUM GRANT	3,000	5,000	3,000	5,000
199	10-2-71-21-00	Community Hall Grounds Keeping	243	680	500	750
200	10-2-71-21-01	Community Hall Utilities	-	-	500	500
201	10-2-71-21-02	Community Hall Expense	-	3,680	3,500	3,500
202	10-2-71-89-00	Community Park O & M	34,680	10,720	24,000	11,000
203	10-2-71-89-10	Beautification	5,811	4,334	6,000	6,000
204	10-2-71-89-20	Millenium Park O & M	5,024	3,031	4,500	7,500
205	10-2-71-89-30	Sunset Park O & M	8,728	22,865	10,000	10,000
206	10-2-71-89-35	Sunset Park Trail O & M	6,639	4,992	7,000	7,000
207	10-2-71-89-45	Museum Grounds keeping	1,199	1,208	2,000	2,000
208	10-2-71-89-50	Cemetary	-	-	-	500
209	10-2-72-50-10	Tourism Expense	4,666	3,500	3,000	2,000
210	10-2-72-91-00	St. Mark's Expense	889	10,097	10,000	7,000
211	10-2-75-00-00	Recreation Commission	3,942	5,953	10,000	10,000
212	10-2-75-00-10	Vibrant Community Commission	2,363	-	2,000	-
213*	<b>TOTAL Parks &amp; Recreation</b>		<b>83,290</b>	<b>84,662</b>	<b>91,400</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.

G1

# 01 General: Expense

214	MPBC Operating Expenses		2024 Actual	2025 Actual	2025 Budget	2026 Budget
215	10-2-71-21-10	MPBC Fuel	9,791	9,687	14,000	14,000
216	10-2-71-21-11	Library o+m	3,696	4,200	3,800	6,500
217	10-2-71-21-12	MPBC Grounds keeping	4,127	2,313	5,500	5,500
218	10-2-71-21-15	MPBC Utilities	10,525	16,173	25,000	25,000
219	10-2-71-21-20	MPBC Janitorial	5,323	6,173	6,000	10,000
220	10-2-71-21-25	MPBC Insurance	9,604	-	13,000	13,000
221	10-2-71-21-30	Biomass Expenses	18,652	22,884	20,000	25,000
222	*	<b>TOTAL MPBC Operating Expenses</b>	<b>61,718</b>	<b>61,430</b>	<b>87,300</b>	<b>99,000</b>
223						
224	10-2-81-90-00	General Service Charges	2,058	2,955	3,200	3,200
225	10-2-81-90-10	Bad Debts Expense	-	2,267	2,200	2,200
226	10-2-81-90-20	Till Over/Short	82	0		-
227	*	<b>TOTAL Debt Services</b>	<b>2,140</b>	<b>5,222</b>	<b>5,400</b>	<b>5,400</b>
228						
229	10-2-81-90-30	Transfer to/from Reserves	-	1,202,579	1,815,549	485,000
230	*	<b>TOTAL Contributions to Reserve</b>	<b>-</b>	<b>1,202,579</b>	<b>1,815,549</b>	<b>485,000</b>

- "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. Reserves can be surpluses held from previous years or Reserve funds held by Bylaw. Capital projects require withdrawals from Growing Communities Fund, Community Works Fund and the Northern Capital and Planning Reserve Fund.

01

# 01 General: Expense

231	Grants & Misc		2024 Actual	2025 Actual	2025 Budget	2026 Budget
232	10-2-12-99-11	NDI Economic Dev Fund	50,000		50,000	-
233	10-2-12-99-16	Misc - GRANTS	92,240	67,011	945,100	807,930
234	10-2-12-99-17	EDMA Indigenous Engagement	-			-
235	10-2-12-99-30	Misc. - GT - Community Events & Holidays	8,658	8,779	16,000	8,000
236	10-2-69-00-10	Misc - NDI Misc Grants Expense				30,000
237	10-2-12-99-66	Housing Needs Assessment	8,647			
238	10-2-12-99-40	Capital Asset Purchases	27,894			619,000
239	10-2-12-99-50	Sewer Lagoon Expense		1,174,775	1,659,054	1,050,000
240	* TOTAL Grants & Misc		187,439	1,250,565	2,670,154	2,514,930
241	Amortized Asset					
242	10-2-28-19-40	Amortized Asset Expense	147,812	107,136	118,657	107,136
243	* TOTAL Amortized Asset		147,812	107,136	118,657	107,136
244	Taxes Levied for Other Govt					
245	10-2-84-10-00	Taxes - NCRD	64,683	71,550	71,550	74,445
246	10-2-84-20-00	Taxes - VRL	14,828	15,818	15,818	19,667
247	10-2-84-20-10	Taxes-Police	22,984	23,704	22,984	23,704
248	10-2-88-11-00	Taxes - School Residential	134,813	138,760	134,813	138,760
249	10-2-88-11-10	Taxes - School Non-residential	37,039	39,448	37,039	39,448
250	10-2-88-20-10	Taxes - NW Regional Hospital	40,310	43,869	40,310	43,870
251	10-2-88-30-00	Taxes - BCAA	2,825	2,991	2,825	3,581
252	10-2-88-30-10	Taxes - MFA	-	-	16	16
253	10-2-88-40-00	PILT's For Others	54			
254	* TOTAL Taxes Levied-Other Gov't		317,536	336,140	325,355	343,459

- "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 Actual	2025 Budget	2026 Budget
<b>** Total Revenues</b>	<b>-3,761,749</b>	<b>-\$5,902,373</b>	<b>-\$ -4,481,605</b>

Budget Totals	2025 Actual	2025 Budget	2026 Budget
256 <b>** TOTAL Expenses</b>	<b>\$ 3,761,749</b>	<b>5,902,373</b>	<b>4,481,606</b>
<b>***P Surplus/Deficit</b>	<b>0</b>	<b>0</b>	<b>0</b>

1	General Ledger	Description	2025 Actual	2025 Budget	2026 Budget
229	10-2-81-90-30	Transfer to/from Reserves	1,202,579	1,815,549	485,000
230	*	<b>TOTAL Contributions to Reserve</b>	<b>1,202,579</b>	<b>1,815,549</b>	<b>485,000</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.

GA

## 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	2024 Actual	2025 Actual	2025 Budget	2026 Budget
1	40-1-44-00-00	Sewer - User Charges	-37,314	-37,701	-34,417	-34,417
2	40-1-49-00-00	Sewer - Frontage Tax	-36,081	-36,081	-33,000	-33,000
3		<b>TOTAL Fees &amp; Taxation</b>	<b>-73,395</b>	<b>-73,782</b>	<b>-67,417</b>	<b>-67,417</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	-17,679	-5,930	-17,664	-26,844
8		<b>TOTAL Grants and Transfers</b>	<b>-17,679</b>	<b>-5,930</b>	<b>-17,664</b>	<b>-26,844</b>
9		<b>TOTAL Revenue</b>	<b>-91,074</b>	<b>-79,712</b>	<b>-85,081</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).

## 02 Sewer: Expense

"Operating Expense" is a catch-all for all operating expenses of the sewer system, including employee's expenses. Line 13 includes a penalty from the sewer reporting results.

10						
11	Operating Expenses		2024 Budget	2025 Actual	2025 Budget	2026 Budget
12	40-2-42-10-00	Sewer - Administration Charges	10,000	10,000	10,000	10,000
13	40-2-42-10-10	Sewer - Licenses & Permits	817	5,046	900	900
14	10-2-42-10-20	Sewer - travel	0	598		2,500
15	40-2-42-20-00	Sewer Testing Expense	1,077	1,756	1,000	2,000
16	40-2-42-30-00	Training - Sewer	289	573	1,500	1,500
17	40-2-42-90-00	Sewer - Maintenance Wages	32,737	34,197	35,000	40,000
18	40-2-42-90-20	Sewer - Benefits	6,298	4,833	6,860	7,840
19	40-2-42-90-40	Sewer - Utilities Expense	5,362	5,989	5,500	6,000
20	40-2-42-90-50	Sewer - Repairs & Maintenance	20,714	5,697	10,000	10,000
21	40-2-42-90-60	Sewer - Fuel	2,182	1,544	2,500	2,500
22	40-2-42-90-70	Public Work's Truck	1,777	1,051	2,000	1,200
23	<b>TOTAL Operating Expenses</b>		<b>81,253</b>	<b>71,284</b>	<b>75,260</b>	<b>84,440</b>
24	Capital Expenses					
25	40-2-42-20-35	Sewage Upgrade	0		0	0
26	<b>TOTAL Capital Expenses</b>		<b>0</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	9,821
31	<b>TOTAL Debenture Expenses</b>		<b>9,821</b>	<b>8,428</b>	<b>9,821</b>	<b>9,821</b>
32						
33	<b>TOTAL Expenses</b>		<b>91,074</b>	<b>79,712</b>	<b>85,081</b>	<b>94,261</b>

- "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 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.

G-1

## 02 Sewer: Budget Totals

Total Sewer Revenue	2025 Actual	2025 Budget	2026 Budget
<b>TOTAL Revenue</b>	<b>-73,782</b>	<b>-67,417</b>	<b>-70,417</b>

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

Budget Totals	2025 Actual	2025 Budget	2026 Budget
<b>TOTAL Expenses</b>	<b>79,712</b>	<b>85,081</b>	<b>94,261</b>
<b>Deficit</b>	<b>5,930</b>	<b>17,664</b>	<b>23,844</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.

Gr-1

## 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

## General Ledger

	Fees & Taxation Revenue	Description	2024 Actual	2025 Actual	2025 Budget	2026 Budget
1	30-1-44-00-00	Water User Charges	- 68,273	- 68,740	- 64,182	- 66,107
2	30-1-44-10-00	Water - Miscellaneous	- 367	- 200	- 209	- 209
3	30-1-49-00-00	Water Frontage Tax	- 53,060	- 53,060	- 52,050	- 52,050
4	30-1-55-00-00	Water - Past Due Interest Revenue	- 1,960	- 2,636	- 1,500	- 1,500
5	30-1-91-00-00	Contributions From Capital Reserves	- 7,782		- 24,222	- 31,797
6	<b>TOTAL Fees &amp; Taxation Revenue</b>		<b>- 131,442</b>	<b>- 124,636</b>	<b>- 142,163</b>	<b>- 151,663</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>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
11	<b>** Total Revenues</b>		<b>- 131,442</b>	<b>- 124,636</b>	<b>- 142,163</b>	<b>- 151,663</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		2024 Actual	2025 Actual	2025 Budget	2026 Budget
13	30-2-41-10-00	Water - Administration Charges	15,000	15,000	15,000	15,000
14	30-2-41-10-20	Water Travel		598		2,500
15	30-2-41-20-00	Water - Testing Expense	2,961	3,092	3,000	3,500
16	30-2-41-30-00	Training - Water	1,333	2,019	2,000	2,000
17	30-2-41-30-10	Water - Maintenance Wages	44,009	25,517	45,000	45,000
18	30-2-41-30-20	Water - Maintenance Benefits	7,877	1,699	8,820	8,820
19	30-2-41-30-30	Water - Supplies	4,796	11,664	10,000	14,000
20	30-2-41-30-40	Public Work's Truck	1,778	1,094	2,000	2,000
21	30-2-41-40-00	Water - Repairs & Maintenance Plant	7,792	5,160	10,000	10,000
22	30-2-41-40-01	Water-Repairs & Maintenance Distribution	8,224	9,082	8,500	10,000
23	30-2-41-40-10	Water - Fuel	2,835	3,956	3,000	4,000
24	30-2-41-50-00	Water - Utilities Expense	17,185	13,876	17,400	17,400
25	30-2-41-90-20	Water - Licensing	329	200	400	400
26	<b>Total Expenses</b>		<b>114,119</b>	<b>92,957</b>	<b>125,120</b>	<b>134,620</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 Resene		14,636		
31	30-2-82-21-01	Amortized asset expense	17,323	17,043	17,043	17,043
32	<b>Total Expenses</b>		<b>131,442</b>	<b>124,636</b>	<b>142,163</b>	<b>151,663</b>

“Expense” is a catch-all for all operating expenses of the sewer system, including expenses with employees.

In 2025, \$22,144 of the water wages were allocated to the RBA grant resulting in a lower expense.

“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 Actual	2025 Budget	2026 Budget
<b>TOTAL Revenue</b>	<b>-124,636</b>	<b>-117,941</b>	<b>-119,866</b>

Total Water Expense	2025 Actual	2025 Budget	2026 Budget
<b>TOTAL Expenses</b>	<b>124,636</b>	<b>142,163</b>	<b>151,663</b>

Budget Totals	2025 Actual	2025 Budget	2026 Budget
<b>TOTAL Expenses</b>	<b>124,636</b>	<b>142,163</b>	<b>151,663</b>
<b>Surplus/Deficit</b>	<b>-14,636</b>	<b>24,222</b>	<b>31,797</b>

- With the budget this year, a withdraw from water surplus is expected again. In 2025 there was a contribution to surplus due to \$22,143 from water wages being allocated to the Regional Benefits Alliance Grant.
- 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.

## 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

# 04 Capital: Use of Funds

- These are the planned/expected capital projects for 2026

<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	\$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		
New Firetruck		\$235,677
New Mini Excavator and trailer		\$150,000
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>\$1,107,607</b>

The colors in these rows connect the expense with the grant

<b>Water</b>		
Well #4	\$150,000	\$150,000
Water valves ARF 2018 estimate \$613,673		
Water control valves ARF 2018 estimate \$45,195		
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 ARF 2018 estimate \$181,701		
<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>\$3,377,607</b>

The colors in these rows connect the expense with the grant

# 04 Capital: Sources of Funds

Sources of Funds for Capital Projects		
<b>General</b>		
Northern Capital & Planning Grant (NCPG)	\$60,000	\$60,000
NW RBA	\$119,000	\$494,677
GT Major Contributions Grant		\$100,000
NCPG	\$50,000	\$50,000
NCPG		
Local Govt Climate Action	\$28,600	
Gas Tax		
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>\$1,107,607</b>
The colors in these rows connect the expense with the grant		
The colors in this row identify the grant		

Name of Grant	Dec 31 2025	Est. expense 2026	Dec 31 2026
Northern Capital & Planning	1,986,064	485,000	1,501,064
NW RBA	1,769,586	1,004,677	764,909
Growing Communities Fund	642,718	472,930	169,788
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	280,013	175,000	105,013
Investing in Canada Infrastructure	1,041,000	1,000,000	41,000
EDMA Indigenous Requirements	39,100		39,100
GT Major Contributions Grant	150,000	150,000	0
		3,377,607	

Water		
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>\$3,377,607</b>

The colors in these rows connect the expense with the grant	
The colors in this row identify the grant	

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

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# 2026 Project List

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

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



# REPORT TO COUNCIL

Author: Marjorie Dobson  
Date: April 20, 2026  
RE: Village Cleanup

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## BACKGROUND:

The Village of Port Clements has organized a Village Cleanup (usually in Spring) since the late 90s/early 2000s. It is a Council event held with the intention of sprucing up the town for residents, the tourist season, hosting summer events such as Canada Days, and as an incentive for property owners to clean up their properties, and to prevent dumping on Village properties. The event is held in April or May, sometimes split between the two.

## DISCUSSION:

The “free tipping day” format is recommended by the Islands Solid Waste Landfill and has been very cost-effective and easy to use operationally. As the years pass, the Village has experimented with different formats while maintaining free tipping, some relatively expensive.

## Proposed Program by mayor Cabianca

1. Assisted Pick-Up Service  
Date: May 9, 2026  
Service: Village-provided truck and crew  
Eligibility: Seniors and persons with disabilities  
Access: By pre-booking through the Village office  
Scope: Collection of approved household and yard waste items
  
2. Community-Wide Free Tipping Days  
Dates: May 2, May 9, and May 16, 2026  
Location: Village landfill  
Details:  
Tipping fees waived for residents  
Costs to be covered by the Village  
Standard landfill restrictions to remain in place, including no hazardous materials

## CONCLUSION:

As it is not a municipal service, but a Council event/project, Council sets by resolution each year to hold this activity.

<b>STRATEGIC</b>	<b>(Guiding Relevancy –</b> Improved appearance and cleanliness of community spaces and creating a more inviting, clean and healthy environment for residents and visitors
<b>FINANCIAL</b>	<b>(Corporate Budget Impact)</b> A ‘Free Tipping Day’ arrangement with the Landfill reduces costs and complications. Tipping fees and any other expenditure is accounted for in the budget.
<b>ADMINISTRATIVE</b>	<b>(Workload Impact and Consequence)</b> A set ‘Free Tipping Day’ arrangement at Landfill minimizes workload burden on staff.

G-2

Respectfully submitted: Marjorie Dobson, CAO

*Handwritten initials*



# REPORT TO COUNCIL

Author: Marjorie Dobson, Chief Administrative Officer

Date: April 20, 2026

RE: Regular Report on Current Operations

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## BACKGROUND:

The CAO/Acting CAO updates the Council at the Regular Council Meetings on current operations and challenges.

## DISCUSSION:

The report is not an exhaustive list of operational activities that have occurred since the last update or are occurring, but to provide a general update and identify notable occurrences in current operations for Council.

## ADMINISTRATION:

### Legislative Requirements:

The auditors completed the field work of the Village financial information on March 24, 2026, and are working on producing the audited financial statements.

The requirement to adopt the annual Financial Plan Bylaw, Tax Rates Bylaw, and Statement of Financial Position prior to May 14<sup>th</sup>, 2026, is fast approaching the deadline. By extension, the Village will need to schedule at least two Special Meetings before May 14<sup>th</sup> in order to meet the Statutory Reporting requirements for 2026.

**Education & Training:** Staff continue to take specialized courses and participate in webinars to enhance skills in areas of specializations

**Expression of Interest:** An expression of interest advertisement was published on March 15<sup>th</sup>, 2026, for Casual/On call Employment and Contractors & Equipment Availability. To date the Village received one interest for casual employment and two from Contractors & Equipment.

## Summer Employment Programme

The Village is anxiously awaiting the outcome of its application for the Federal Government Canada Summer Jobs Programme to finance the employment of two (2) persons over the summer period.

## Marine Outfall

The yearly outfall inspection is one of the general requirements of the Village permit to discharge wastewater from the sewage Lagoon in the Bay. The permit requires yearly inspection of the outfall which is a relatively expensive undertaking. The Village was successful in its application to the province to adjust the frequency of the inspection. The new clause in the permit allows the outfall to be inspected by September 19, 2030, and once every five (5) years thereafter.

## Critical & Other Infrastructure

- See Spreadsheet attached

## Finance:

- Completion of drafting 2026 Budget and incorporated council review/amendments
- Continued routine of accounts payable, accounts receivable, payroll and bank reconciliations.

R-1

**Public Works**

- See report from head of Public Works – Christopher

Respectfully submitted:

Marjorie Dobson, CAO

4-1



NIDTI - up to 70% of cost	Rainbow Wharf Pathway Mat	2024	Mat is not yet installed- awaiting the completion of Wharf railing	44,887.24
North West BC funding Agreement (RBA) including Village portion				
<b>North West BC funding Agreement (RBA)</b>	<b>Community Hall Assessment &amp; Repairs</b>	<b>2025</b>	<b>Work in progress</b>	<b>\$28,003.57</b>
North West BC funding Agreement (RBA)	ST. Marks Church Assessment, External Painting & Repairs	2025	Substantially completed	\$9,761.56
Local Govt Climate Action Programme	Heat Pumps Installations -St Marks Church, Community/Hall, Firehall	2025	Completed	32,605.43
Local Govt Climate Action Programme	Replacing Water Treatment Plant old diesel generator with Propane generator	2025	Substantially Completed	42,312.10
Ministry of EMCR	Emergency and Disaster Management	2023	In Progress	\$0.00
Ministry of Housing	Local Housing Initiatives	2024	Substantially completed	41,853.35
			Expenditure 2024	27,053.19
				\$2,021,455.19



## REPORT TO COUNCIL

Author: Christopher Doyle - Public Works Working Foreman

Date: April 20, 2026

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As we roll up to 3 months of employment with the village, I have a list of deficiencies and corrective actions as well as some current projects we have started or completed:

--- Inventory very unorganized:

- Built one set of shelving and currently organizing and trying to get it all in one place for quicker response when parts needed (WIP)
- Need to build more shelving too utilize Public Works Sea cans time permitting

--- Water Treatment Plant not running in auto upon arrival

- Replaced chlorinator electric actuators and valves (Completed)
- Everything in auto and running well since Jan 17/26
- Get emergency caller back online currently disconnected (WIP)

--- Lack of maintenance on equipment (Ongoing):

- Emergency Water Pump (completed)
- WTP generator (Completed)
- Tractor (Completed)
- Mower (Completed)
- F-550 (completed and MVI done)
- F-150 (Next in the queue)

--- Reservoirs and lift stations need maintaining

- Currently working with Precision Pumps on a quote for reservoir inspection and cleaning as well as the lift stations. (WIP)

--- New generator needs to be commissioned (WIP)

- Propane tank relocated, hooked up and is full as of April 10/ 26 (Completed)
- Electrical work needs to be completed and tested (WIP)

--- Nothing on hand to dig with to replace outdated infrastructure (water valves, curbstops cleanouts etc) and for Emergency situations

- Working with council on Mini Excavator and trailer (WIP)
- Underground infrastructure starting to outdate and in need of maintenance and replacement

--- General maintenance around the village

- Ditching, clearing and drainage

--- Need a system for inspecting and maintaining infrastructure throughout Village

- Need a system recording (Date and time for repairs and updates)
- Quarterly or Bi-annually

R-2

--- Public Works is understaffed

- Public works used to have a 3 person operational crew. Currently only have 2
- Third person can help with projects and daily duties
- Holiday relief.... Employees should be encouraged to take holidays without putting excessive load on one person. If a person is sick while other employee is on holidays there is no one to fill the void and adds pressure too the one person.

--- Current documentation for Valves, Curb stops and Cleanouts is outdated

- Index cards currently reference power poles which are being replaced and moved rendering a lot of these inaccurate
- Index card system is outdated and not kept up
- Curb stops, valves and cleanouts should be located visually throughout the village and documented and modernized for emergency response
- Field maps need to be updated and ensure accuracy

--- Limited Water supply

- Well #1 is emergency use only as it has a very low yield
- Well #2 and Well #3 can only be used one at a time, we are currently using Well#3 as it is the best yielding well.
- Commissioning Well # 4 is critical as that will give the option to run two at a time for emergency and keeping reservoirs full
- WTP currently running at approximately 30% capacity with ability to run two wells we can have more downtime for repairs and maintenance and have ability fill reservoirs faster.

I would like to add that I am very much enjoying my time in Port Clements and look forward to the future there is lots of little improvements we can do to pretty up our already amazing little Village this list is only stuff I have directly noticed.

Respectfully Submitted  
Christopher Doyle, PWWF

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