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
Web: www.portclements.ca

6:00 PM Regular Meeting of Council, Monday, October 19, 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

D-1 – REQUEST – REMAINING GRANT-IN-AID FUNDING – PORT CLEMENTS HISTORICAL SOCIETY

3. MINUTES

M-1 – September 21, 2026, Regular Meeting Minutes.
M-2 – October 15, 2026, Special Meeting Minutes.

4. ORIGINAL CORRESPONDENCE

C-1–INFORMATION–BC YOUTH PARLIAMENT, 98TH PARLIAMENT – YOUTH PARLIAMENT OF BC ALUMNI SOCIETY

5. FINANCE

F-1–INFORMATION– 3rd Quarter Financial Report – Ronda Bell, Senior Finance Manager
F-2–INFORMATION–Capital Projects Report – Marjorie Dobson, CAO

6. GOVERNMENT

G-1 – ADOPTION OF "COUNCIL PROCEDURE AMENDMENT BYLAW #460.4, 2026"
Recommended Motion:
THAT Council adopts the "Council Procedure Amendment Bylaw #460.4, 2026".

7. REPORTS & DISCUSSIONS

R-1 – CURRENT OPERATIONS REPORT – MARJORIE DOBSON, CAO

8. ACTION ITEMS

9. QUESTIONS FROM THE PUBLIC & PRESS

10. IN-CAMERA

Community Charter s.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;
(c) labour relations or other employee relations;
(d) the security of the property of the municipality;

11. RISE AND REPORT

Council rises and reports from August 4, 2026 In-Camera meeting:

THAT Council received the evaluation of the proposals for the Sewage Lagoon Chain Link Fence Project; and **THAT** Council awarded the contract to **WSN Contracting Ltd.** For **$78,200.00 plus GST** (or "in accordance with its submitted proposal"), subject to the Village's contract and confirmation of all Village, Provincial, and if necessary Federal requirements are met.

12. ADJOURNMENT

Delegation Requirements:

If approved the name of the delegation and its subject will be published in the Council Meeting Agenda, which is made available to the public and on our website. This is not optional and cannot be withdrawn from the public record.

If you wish to provide supporting documentation to be published in the Agenda, it must be provided to our office no later than **1:00 PM on the Wednesday prior to the Council Meeting**. After the Agenda's deadline the delegation must bring its supporting document to the Council Meeting for distribution. It is mandatory to bring 7 copies for Council and Staff

Delegation Rules at Council Meetings:

1. **The delegation has a 10 minute time limit for speaking to Council**. This limit is regardless of how many speakers the delegation presents as part of their delegation. This limit also includes time for any questions.
2. The presentation must be directed at Council in a respectful and collaborative manner. The meeting Chairperson will indicate who has the turn to speak and in what order: interrupting and talking over someone when they are speaking is strongly discouraged. Disrespectful and abusive language will not be tolerated.
3. **Do not expect an immediate answer or response to your delegation**: Council may refer to staff for more information or postpone it to another meeting for further consideration. Council reserves the right to make its decision in its own time and will not be pressed to a decision due to a delegate's deadline.

I understand and agree that I have been advised on the rules and requirements of a delegation to Council and I agree to these terms.

Name: Bill Lore

Date: 17 August, 2026

Signature: Bill Lore

For Office Use Only:

Date Application Received: _____ Documents Submitted with Application: _____

Application Received by: _____ Signature: _____

☑ Approved

☐ Declined

☐ Other (please specify): _____

Council Meeting Appearance date of Delegation: October 19, 2026

_____ _____

Signature of Chief Administrative Officer Signature Date

From: Kazamir L. Falconbridge kazamir@live.com
Subject: Delegation to Council Script 17 August 2026
Date: Aug 13, 2026 at 1:15:11 PM
To: Bill Lore wrlore@hotmail.com, Doris Fischer dorisk.fischer@yahoo.ca, Tess Hedderich tess@sednaexploration.com, Dave Unsworth detowing@outlook.com

Hello All,

Please present the following to the Village of Port Clements Council on Monday August 17, 2026 at 6 pm:

"Thank you, Mayor, Council Members, and staff.

The Port Clements Historical Society Museum and Visitor Centre is very grateful for your ongoing support.

We respectfully request your approval of the remaining $4,000 from our recent Grant-in-Aid application.

As requested, we are providing a more detailed breakdown of our wage expenses for the fiscal period of October 1, 2024, to September 30, 2025.

Total wages for the period were **$45,870.97**, consisting of:

- **Attendant wages:** $26,664.24 (6 staff members at rates ranging from $19.00 to $21.20 per hour)
- **Maintenance wages:** $19,206.73 (2 staff members at rates ranging from $19.00 to $24.10 per hour)

If you have any further questions or require additional information, please contact Bill Lore at **wrlore@hotmail.com**.

Thank you again for your consideration and continued support."

Thanks,

Kazamir L. Falconbridge, AScT, CD, EMR
Owner/Operator, Red Raven Handyman Services
Firefighter, Municipal Councilor, Canadian Ranger, Paramedic
PO Box 242
20 Jasper Street
Port Clements, BC V0T 1R0

Phone: (250) 626-7459
Email: kazamir@live.com

From: Ruby Decock <deputy@portclements.ca>
Sent: August 13, 2026 11:54 AM
To: wlore@hotmail.com <wlore@hotmail.com>; Kazamir L. Falconbridge <kazamir@live.com>
Cc: Marjorie Dobson <cao@portclements.ca>
Subject: Delegation to Council Application

Good morning Bill & Kazamir,

Just following up on the Port Clements Historical Society's application as a delegate to Council. We can grant your request to be a Delegate to Council for the August 17, 2026 meeting. If this is a follow up to the financial grant application, here is the reminder of the motions made on May 19, 2026 Regular Council Meeting:

2026-05-083—Moved by Councillor Falconbridge, seconded by Councillor Reindl, THAT Council receive the application from the Port Clements Historical Society for a $14,000 Community Grant.

CARRIED

2026-05-084—Moved by Councillor Reindl, seconded by Mayor Ciabianca, THAT Council approve two grants of $5,000 each to the Port Clements Historical Society, one for the operation of the museum, and the other for the operation of the visitor centre, with the possibility of more funding once more detailed financial information is provided at the August meeting of Council.

CARRIED

Ruby Decock
Deputy Corporate Officer Contractor
Village of Port Clements
Ph: 250.557.4295
Fx: 250.557.4568
www.portclements.ca

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Minutes of the Regular Meeting of Council, Monday, September 21, 2026

Present:
Mayor Scott Cabianca
Councillor Kazamir Falconbridge
Councillor Dennis Reindl
Councillor Wayne Nicol

CAO Marjorie Dobson
Contractor, Ruby Decock

Absent:
Councillor Brigid Cumming

Members of the public:
Betty Stewart, Michael Miller, Dave Unsworth

Meeting Called to order at 6:14 PM
Mayor Cabianca*: 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
2026-09-141–Moved by Councillor Falconbridge, seconded by Councillor Reindl, THAT Council adopts September 21, 2026, Regular Council Meeting Agenda as presented.
CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS

3. MINUTES
M-1 – August 17, 2026, Regular Meeting Minutes.
2026-09-142–Moved by Councillor Falconbridge, seconded by Councillor Reindl, THAT Council adopts the August 17, 2026 Regular Meeting Minutes with the amendment of Councilor Cumming's name in the Report section.
CARRIED

M-2 – September 3, 2026, Special Meeting Minutes.
2026-09-143–Moved by Councillor Falconbridge, seconded by Councillor Reindl, THAT Council adopts the September 3, 2026 Special Council Meeting Minutes.
CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

5. ORIGINAL CORRESPONDENCE

C-1–INFORMATION– 2027-2031 FIVE-YEAR FINANCIAL PLAN – VANCOUVER ISLAND REGIONAL LIBRARY

C-2–INFORMATION–BC LOCAL GOVERNMENT CLIMATE ACTION PLAN (LGCAP) FUNDING CONTINUATION – CITY OF WILLIAMS LAKE.

DRAFT

C-3–INFORMATION–CITY OF PRINCE GEORGE REQUESTING SUPPORT FOR THE NORTHERN AND RURAL HOMEOWNERS GRANT – CITY OF PRINCE GEORGE

C-4–REQUEST– LETTER OF SUPPORT FOR ATHLII GWAII APPLICATION – ROOTED HERE: HAIDA GWAII MANUFACTURING INITIATIVE – NORTH PACIFIC TIMBER CORP/TAAN FOREST

C-5–REQUEST–ALL-ISLAND NON-PROFITOPEN HOUSE – HAIDA GWII COMMUNITY FUTURES.

2026-09-144–Moved by Councillor Falconbridge, seconded by Councillor Reindl, THAT Council receives C-1 to C-5.
CARRIED

Council discussed the requests. Councillor Falconbridge provided some insight into the VIRL financial report. Discussion on the Athlii Gwaii LOS (too vague). Conflict in another operation??? Regional district supports it.
STAFF to request more information on C4:

2026-09-145–Moved by Councillor Reindl, seconded by Mayor Cabianca, THAT Staff asks them for more information to Jazzy to provide more information for the project for Council to review.
CARRIED

2026-09-146–Moved by Councillor Falconbridge, seconded by Mayor Cabianca, THAT Council donates $300 to HGCF for the Non-Profit Open House.
CARRIED

6. FINANCE

F-1– RESOLUTION TO DISTRIBUTE FUNDS FROM THE RESERVE FUND ESTABLISHED BY BYLAW #489, 2024 – RONDA BELL, SENIOR FINANCE MANAGER

2026-09-147–Moved by Councillor Falconbridge, seconded by Councillor Reindl, THAT Council utilizes the entire reserve fund and interest generated from the Growing Communities Grant Reserve to use towards the 2025/26 Tingley Street Watermain Project expenditures.
CARRIED

7. GOVERNMENT

G-1 – AMENDMENT FEE SETTING BYLAW, NO. 484, 2023

2026-09-148–Moved by Councillor Reindl, seconded by Councillor Nicol, THAT Council does the final reading and adoption to amend Fee Setting Bylaw No. 484, 2023, Schedule A, to:

(a) Include a FOIPPA processing fee of $40.00 per hour for work that exceeds the free three-hour threshold, in addition to any applicable fee.
(b) Rename item 8 from "Historical Information Research Fee" to "Information Research Fee."

CARRIED **OPPOSED: Councillor Falconbridge**

ACTION: Staff to look into alternative to costs.

G-2 – READINGS 3RD & FINAL READING OF COUNCIL PROCEDURE AMENDMENT BYLAW NO. 460.4, 2026
Council discussed the Council Procure Amendment Bylaw No. 460.4 2026 and made recommended changes to the bylaw.

2026-09-149–Moved by Councillor Falconbridge, seconded by Mayor Cabianca, THAT Council does the 3rd and Final reading of "Council Procedure Amendment Bylaw No. 460.4 2026 of the Village of Port Clements."
WITHDRAWN

DRAFT

2026-09-150–Moved by Councillor Falconbridge, seconded by Mayor Cabianca, that Council amend the bylaw section 22(1) with the recommendation from Councillor Falconbridge and Council to do the third reading at the next meeting of Council.
CARRIED

ACTION: Council Falconbridge to send the recommended 7 item changes for section 22(1) to Staff.

Councillor Falconbridge declared a conflict of Interest due to a direct pecuniary interest in item G-3 and left the meeting at 7:33 pm.

G-3 – FIRE SAFETY INSPECTION POLICY NO. 26, 2026
Council reviewed the policy. Council posed several questions and recommended several changes to the policy.

ACTIONS: *Staff to follow up with MIABC regarding the fire inspection liabilities issue.*

Staff to revise the policy to include Council recommendations and address questions presented by Council.

8. NEW BUSINESS

9. REPORTS & DISCUSSIONS

R-1 – Current Operations Report – CAO Marjorie Dobson
CAO Dobson provided additional verbal information relevant to her written report.

Councillor Falconbridge – Attended Sept 3, 2026 Special Council Meeting, Sept 12 Vancouver Island Regional Library Board meeting, September 17th Candidates Information Meeting, September 18th Fire Department Pumper Truck Specification Meeting, and September 19th Forest Transition Forum.

Councillor Nicols – Nothing to report.

Councillor Reindl – Attended Misty Isle Economic Development Society meeting.

Mayor Cabianca – attended North Coast Regional District Board meeting on September 11th, attended Union of BC Municipalities Convention September 14 – 18th and will provide summary of all the meetings held with BC Ministers for the next Council meeting; attended the Forest Transition Forum on Saturday, September 19th, 2026.

Public Works Reporting Update – Staff working on a format for Public Works reporting template to be used for future meetings.

2026-09-151–Moved by Councillor Falconbridge, seconded by Mayor Cabianca, THAT Council receives the CAO's written report and Council's verbal reports.
CARRIED

Council inquired about the cost and contract for installation of the playground.

10. ACTION ITEMS

11. QUESTIONS FROM THE PUBLIC & PRESS

Question: What is going to happen with the Public Communications Records?

Answer: CAO keeps a record of communications. Provision of a process should be provided and some recommended resources for staff.

12. IN-CAMERA

Community Charter s.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;

(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

(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;

2026-09-152–Moved by Councillor Falconbridge, seconded by Mayor Cabianca, THAT Council moves in-camera as per section 90 (1) a, i & k of the Community Charter at 8:20 pm.

CARRIED

13. RISE AND REPORT

14. ADJOURNMENT

2026-09-153–Moved by Mayor Cabianca THAT Council adjourns this meeting at 9:30 PM.

CARRIED

_____ _____

Mayor Scott Cabianca **CAO Marjorie Dobson**

DRAFT

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Minutes of the Special Meeting of Council, Thursday, October 15, 2026

Present:
Mayor Scott Cabianca
Councillor Kazamir Falconbridge
Councillor Brigid Cumming via Teams
Councillor Dennis Reindl
CAO Marjorie Dobson
Contractor, Ruby Decock

Absent:
Councillor Wayne Nicol

Members of the public:
Maureen Bailey, Kris Leach, Betty & Greg Stewart, Janet Rigg, Sam Hall

Meeting Called to order at 3:46 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 AGENDA

2026-10-154–Moved by Councillor Falconbridge, seconded by Councillor Cumming, THAT Council adopts October 15, 2026, Special Council Meeting Agenda as presented.
CARRIED

2. GOVERNMENT

G-1 – THIRD READING "COUNCIL PROCEDURE AMENDMENT BYLAW #460.4, 2026".
2026-10-155–Moved by Councillor Falconbridge, seconded by Councillor Cumming, THAT Council does the third reading of the "Council Procedure Amendment Bylaw #460.4, 2026".
CARRIED

G-2 – FOLLOW-UP- LETTER OF SUPPORT FOR ATHLII GWAII APPLICATION – ROOTED HERE: HAIDA GWAII MANUFACTURING INITIATIVE – NORTH PACIFIC TIMBER CORP/TAAN FOREST
2026-10-156–Moved by Councillor Falconbridge, seconded by Councillor Cumming, THAT Council sends a Letter of Support for North Pacific Timber Corp/Taan Forest's Athlii Gwaii application – Rooted Here: Haida Gwaii Manufacturing Initiative.
CARRIED

ACTION: Staff to send Letter of Support to Taan Forest for their Athlii Gwaii application.

3. ADJOURNMENT

2026-10-157–Moved by Councillor Falconbridge, THAT Council adjourns this meeting at 3:49 PM.
CARRIED

_____ _____

Mayor Scott Cabianca **CAO Marjorie Dobson**

DRAFT

Youth Parliament
of British Columbia Alumni Society

Unit B – 1211 Roy Road
Victoria BC, V8Z 2X8

registrar@bcyp.org

14 September 2026

Village of Port Clements
Attn: Mayor and Council
PO Box 198
36 Cedar Avenue West
Port Clements, BC V0T 1R0

Dear Mayor and Council:

Re: British Columbia Youth Parliament, 98th Parliament

The British Columbia Youth Parliament will hold its 98th Parliamentary Session in Victoria at the Provincial Legislative Chambers from December 27 to 31, 2026.

The Youth Parliament is a province-wide non-partisan organization for young people ages 16 to 21. It teaches citizenship skills through participation in the parliamentary session in December and continuing involvement in community service activities throughout the year. **Youth Parliament is a one-year commitment.**

I invite you to encourage eligible youth from your municipality or region to apply to sit as members of the Youth Parliament. BCYP is non-partisan, and applicants need only be interested in learning more about the parliamentary process and in serving their community. If your municipality sponsors a "youth of the year" award or has a municipal youth council, young people with that sort of initiative and involvement are ideal candidates for BCYP.

Each applicant who is accepted to attend as a member of BCYP must pay a **$600** registration fee. Thanks to private donations and fundraising, a portion of the cost is subsidized and includes transportation and accommodation for all members. We encourage municipalities or youth councils to contribute towards the application fee for applicants who are in financial need.

If the approval of financial support causes any delay, we encourage the applicant to send in their forms on time along with a note saying that the cheque will arrive after the deadline. In this case, if we receive the completed form and personal statement before the deadline, it will be considered received on time. If you are not able to aid, a limited number of bursaries are available for applicants who cannot meet the expense of the registration fee. Requesting financial assistance will not affect an applicant's chance of being selected as a member. (See https://bcyp.org/session)

Members will sit and debate in the Legislative Chambers for five days and will be accommodated for four nights at the Marriott Hotel in Victoria. During that time, participants are supervised by members of the Board of Directors of the Youth Parliament of B.C. Alumni Society and other youth parliament alumni. In addition, transportation to and from Victoria will be provided for all members who require it.

This year, the application is an online application and can be found on our website at https://bcyp.org/applying/. I have included a brochure about BC Youth Parliament with this letter. Our promotional poster is also available online on our website, which I encourage you to display, and to make the application form and brochure available to interested students. If you require more forms, please feel free to make copies, and if you require more brochures or posters, please contact me.

All application forms must be received by October 30, 2026. Selected applicants will be notified in mid-November. If you require more information, please contact me by e-mail as indicated above. You may also visit our website at www.bcyp.org.

Yours truly,

Ambrose Yung
Registrar, Youth Parliament of BC Alumni Society

Who We Are

British Columbia Youth Parliament (BCYP) is about youth taking responsibility and initiative to make a positive impact in their communities. BCYP is a non-profit, non-partisan parliamentary education and service organization. BCYP is an extraordinarily unique organization - for youth and by youth.

For a full year, 97 members pool their resources, creativity and determination for a common purpose: to advance, better and improve the youth of British Columbia. BCYP bring together youth from across the Province and unites them to fulfill the motto of "Youth Serving Youth". The youth of BCYP reach out and make a difference across British Columbia.

Why?

Because they can!

And more importantly, because they care.



BCYP is unique in that it is not simply a "mock" or model parliament - the legislation members debate translate into real action in the community.

BCYP

est. 1924

CONTACT US

For more information on BCYP and its projects, visit our website:

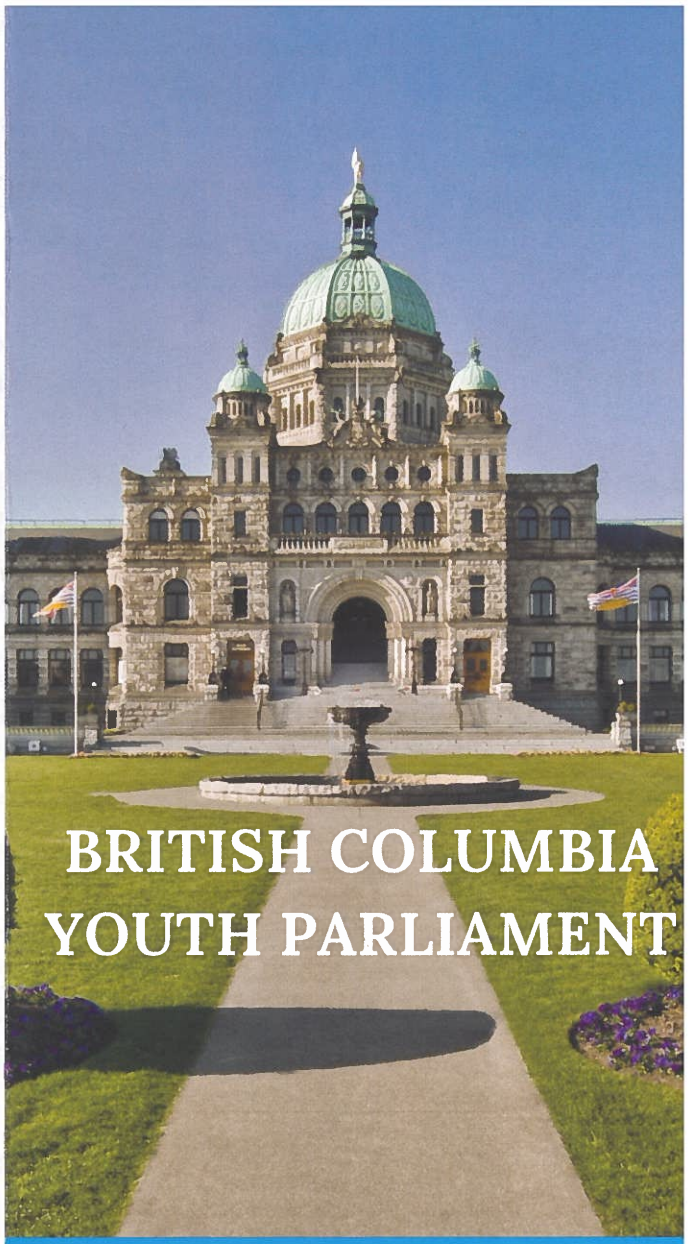
www.bcyp.org

or contact the Premier:

premier@bcyp.org

For application info contact our Registrar:

registrar@bcyp.org



BRITISH COLUMBIA YOUTH PARLIAMENT

Youth Serving Youth

for over 95 years

BCYP's Origin

British Columbia Youth Parliament (BCYP) began as the TUXIS Older Boy's Parliament in 1924. It became the BC Youth Parliament in 1974, upon the admittance of girls, and 2025 marked its 96th Session.

Each year, between December 27th and 31st, 97 youth from across BC gather at the Legislative Chambers in Victoria for BCYP's annual session. Members sit as independents; they do not represent any political party and they vote according to their own consciences. They learn about parliamentary process, debate topics of interest, and plan activities for the coming year.

Proposed activities are presented in the form of government bills. The date is led by a Cabinet of experienced youth parliamentarians who spend months before preparing to present their plans. First-time members are also able to raise issues through debate on government legislation and by writing and presenting Private Members' Resolutions dealing with issues ranging from local to international in scope.

Once BCYP's bills are passed they must be put into effect. This is where BCYP differs from other youth parliaments in that BCYP is not a "model" or "mock" parliament - the legislation members pass translates directly into positive action in the community.

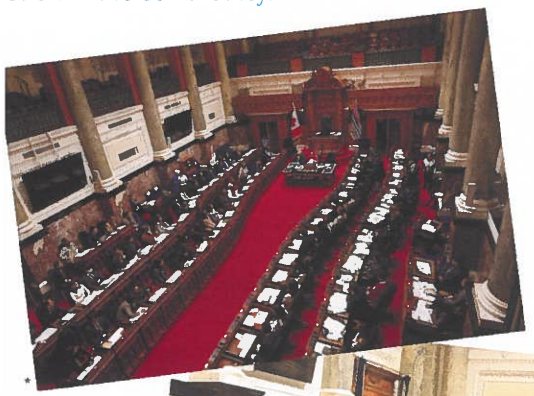




Photo by Chad Hipolito - www.hipphotography.com



Youth Serving Youth

BCYP members organize and execute group service projects around the province. Members come together to volunteer with different organizations, special events or provide service to the community. They volunteer with summer camps, food banks, charity walks, soup kitchens, community support services, and other service organizations.

Additionally, across British Columbia through the year, individual members of BCYP perform solo acts of service in their communities an lend a hand through their involvement with other organizations. BCYP members help others in their communities in a myriad of ways, limited only by their imaginations and the will to carry out the projects they envision.





Fundraising

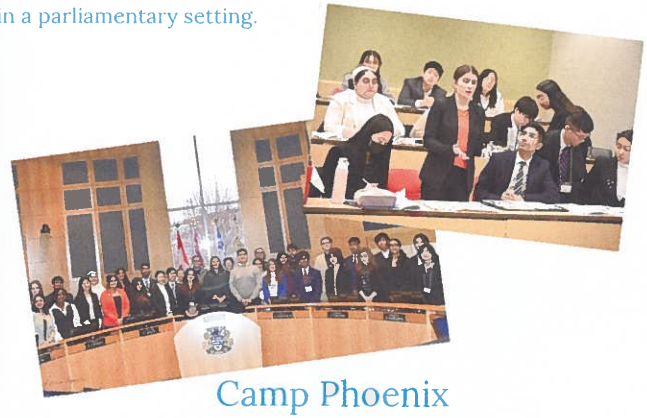
Each year, BCYP organizes a variety of fundraising events across the province. Members work in groups and in their communities to raise funds required to run BCYP projects and cover operations costs. They also engage in service-related fundraising working in groups and individual to raise money for a variety of causes.

Members participate in a variety of fundraisers such as pledge events, Krispy Kreme donut sales, and silent auctions. Members also solicit donations from local businesses and prominent members of their local communities.

Regional Youth Parliaments

To increase the number of youths who are able to participate in Youth Parliament activities, BCYP members organize and run Regional Youth Parliaments (RYPs) in various regions of the province. Through these events, BC Youth Parliament furthers its goals of promoting community service, education in the parliamentary process, and training in public speaking and debating.

More local in scope than BCYP, RYPs are weekend-long Sessions aimed at high school students between ages of 14 and 18. RYP members gather to discuss local, national, and international issues in a parliamentary setting.



Camp Phoenix

Camp Phoenix is BCYP's most ambitious project. It involves BCYP members organizing and running a summer camp for children from across BC who would otherwise be unable to live the summer camp experience. It is about pushing our limits and redefining terms like "hard work" and "commitment". It is about truly making a huge difference in the community.

This project is fully initiated, developed, and staffed by volunteer members of our organization. Our fundraising and efforts throughout the year come together to send up to 50 children aged 8-12 to enjoy a very special week of their summer and their lives. Camp Phoenix moves to different campsites across BC so that it provides the opportunity for children from all regions of the province to attend. This major project can comprise almost half of BCYP's annual budget.



REPORT TO COUNCIL

Author: Ronda Bell
Date: October 14, 2026

RE: 3rd Quarter Financial Report

BACKGROUND: Supporting information regarding 3rd 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:

STRATEGIC N/A

FINANCIAL Total Environmental Development over budget due to repairs to the Clinic building.

ADMINISTRATIVE N/A

Respectfully submitted:

Ronda Bell
Sr. Finance Manager

	2025	2026	Jan - Sep 2026	
Revenue Gen Operating	**Previous Year Actual**	**Annual Budget**	**Current Period**	**% to Date**
Description				
Total Taxes	- 136,002.00	- 140,080.00	- 140,083.00	100.00%
Total Payment in Lieu of Taxes	- 9,030.00	- 8,620.00	- 8,464.00	98.19%
Total Sales of Service	- 34,234.00	- 30,500.00	- 6,614.00	21.69%
Total Revenue from Own Sources	- 395,165.00	- 206,470.00	- 169,394.00	82.04%
Total Multipurpose Building Rental	- 14,643.00	- 14,500.00	- 13,785.00	95.07%
Total Unconditional Transfers	- 443,206.00	- 332,000.00	- 333,000.00	100.30%
Total Conditional Transfers	- 2,504,992.00	- 1,323,812.00	- 149,816.00	11.32%
Total Reserves	-	- 2,645,195.00		
Total Collections for Other Agencies	- 335,683.00	- 343,491.00	- 374,252.00	108.96%
Total Gen Revenues	**- 3,872,955.00**	**- 5,044,668.00**	**- 1,195,408.00**	**23.70%**
Expenses Gen Operating				
Total Legislative Expenses	42,882.00	55,550.00	33,177.00	59.72%
Total General Administration	440,829.00	498,179.00	295,804.00	59.38%
Total Fire Department	63,278.00	71,100.00	22,420.00	31.53%
Total Emergency Services	1,760.00	3,500.00	2,994.00	85.54%
Total Common Services	66,456.00	86,072.00	20,940.00	24.33%
Total Wharf	22,722.00	33,980.00	9,412.00	27.70%
Total Small Craft Harbour	11,101.00	19,000.00	11,465.00	60.34%
Total Roads	46,495.00	61,550.00	61,476.00	99.88%
Total Environmental Health	-		-	
Total Environmental Development	651.00	7,500.00	18,720.00	249.60%
Total Parks and Recreation	84,661.00	82,650.00	55,340.00	66.96%
Total MPBC Operating Expenses	61,429.00	99,000.00	29,684.00	29.98%
Total Debt Services	5,221.00	5,400.00	3,677.00	68.09%
Total Contributions to Reserves	-	485,000.00	-	
Total Grants & Misc	75,790.00	2,900,607.00	1,110,989.00	38.30%
Total Amortized Asset	107,136.00	107,136.00		0.00%
Total Taxes Levied-Other Gov't	336,139.00	343,491.00	374,547.00	109.04%
Total Gen Expenses	**1,366,550.00**	**4,859,715.00**	**2,050,645.00**	**42.20%**

	2025	2026	Jan - Sep 2026	
Revenue Water Operating	**Previous Year Actual**	**Annual Budget**	**Current Period**	**Current Period %**
Total Fees & Taxation Revenue	- 124,636.00	- 151,663.00	- 104,056.00	68.61%
Total Grants	-	-	-	
Total Water Revenues	**- 124,636.00**	**- 151,663.00**	**- 104,056.00**	**68.61%**
Total Expenses	92,956.00	134,620.00	111,469.00	82.80%
Amortized asset expense	17,043.00	17,043.00		0.00%
Total Water Expenses	**109,999.00**	**151,663.00**	**111,469.00**	**0.83**
Revenue Sewer Operating				
Total Fees & Taxation	- 73,782.00	- 70,417.00	- 59,446.00	84.42%
Total Grants & Transfers	-	- 23,844.00	-	
Total Sewer Revenues	**- 73,782.00**	**- 94,261.00**	**- 59,446.00**	**63.07%**
Total Operating Expenses	71,282.00	84,440.00	35,387.00	41.91%
Total Contributions to Reserves	-		-	
Amortized asset expense	9,821.00	9,821.00		0.00%
Total Sewer Expenses	**81,103.00**	**94,261.00**	**35,387.00**	37.54%
Total General, Water & Sewer Revenue	**- 4,071,373.00**	**- 5,290,592.00**	**- 1,358,910.00**	25.69%
Total General, Water & Sewer Expense	**1,557,652.00**	**5,105,639.00**	**2,197,501.00**	43.04%
	- 2,513,721.00	**- 184,953.00**	**838,591.00**	

CAPITAL PROJECTS & FUNDING SOURCES

PROJECTS	Funding Source		YEAR APPROVED	Budget	Funding Sounce Amount	Total Funding	Comments	STATUS- September 2026	Expenditures as of September 2026
Wastewater System Upgrade			2021	$ 3,425,832.00					
	Investing in Canada Infrastructure Prgrm				$ 2,512,161.00				
	Northern Capital & Planning Grant				$ 913,671.00				
	Gwaii Trust		2024		$ 50,000.00		Additional Funds		
	Ministry of Municipal Affairs & Housing		2024		$ 1,000,000.00	$ 4,475,832.00	Additional Funds		
								Contruction completed . Facilitity in Operation- Fencing in progress. Other aspects are schduled to be completed in 2027.	**$ 3,188,006.00**
Well # 3 Connection			2019	$ 190,000.00					
	Northern Capital & Planning Grant				$ 190,000.00				
	Gas Tax				$ 85,300.00	$ 275,300.00		Completed 2024	**$ 275,300.00**
Well #4 Drilling	Northern Capital & Planning Grant		2019		$ 60,000.00			Completed 2019	**$ 58,640.00**
Well #4 Tie-in	North West BC Funding Agreement (RBA)	Well # 4 Tie-In	2025	$ 150,000.00			Work started and, and hookup to the mains system is expected in 2027	In Progress	**$ 18,394.00**
Tingley Street Asbestos Waterline Replacement			2025	$ 600,000.00					
	North West BC funding Agreement (RBA)				$ 600,000.00				
	Growing Communities Fund				$ 451,506.06	$ 1,051,506.06		Completed	**$ 1,013,693.00**
Water Treatment Plant Upgrade			2023	$ 150,000.00					
	North West BC funding Agreement (RBA)	Instruments replacement			$ 150,000.00	$ 150,000.00		Completed	**$ 41,689.00**
		Filter Replacement							
New Fire Truck - 2024 Crusader Tanker			2022	$ 436,959.00					
	Gas Tax				$ 100,000.00				
	Northern Capital Grant				$ 336,959.00			Completed 2025	**$ 436,959.00**
Rainbow Wharf Rail Replacement			2025	$ 30,000.00					
	North West BC funding Agreement (RBA)							Completed	**$ 26,465.00**
Rainbow Wharf Pathway Mat			2024	$ 62,829.78					
	NDIT- up to 70% of cost				$ 43,980.00				
	North West BC funding Agreement (RBA) including Village portion				$ 20,000.00			Work in progress	**$ 44,887.00**
Community Hall Assessment & Repairs	North West BC funding Agreement (RBA)		2025	$ 50,000.00					
								Substantialy completed	**$ 81,124.00**
ST. Marks Church Assessment , External Painting & Repairs	North West BC funding Agreement (RBA)		2025	75, 000					
		External Painting 7 External repairs				$ -		Completed	**$ 9,762.00**

PROJECTS	Funding Source		YEAR APPROVED	Budget	Funding Sounce Amount	Total Funding	Comments	STATUS- September 2026	Expenditures as of September 2026
Installing Heatpumps- St. Marks Church, Community Hall, Fire Hall	Local Govt Climate Action Programme		2024	$ 37,412.00				Completed	**32, 605.43**
	Local Govt Climate Action Programme	Replacing Water Treatment Plant old diesel generator with Propane generator	2025	$ 67,600.00				Completed	**$ 68,088.00**
Emergency and Disaster Management	Ministry of EMCR		2024	$ 40,000.00	$ 40,000.00		Equipment purchased,		**$ 12,234.00**
		Emergency Service Support - Equipment & Training					Incomplete	Training incomplete	
Local Housing Initiatives	Ministry of Housing		2024	$ 151,141.00	$ 151,141.00			Completed	**$ 68,906.00**
		Modernizing Land Development bylaws & Tools					Modernizing Land Development bylaws & Tools		
Road Paving-Select patches & area	North West BC funding Agreement (RBA)		2025	$ 50,000.00				Completed	**$ 68,089.00**
Tingley Street & Hemlock Avenue	North West BC funding Agreement (RBA)	Road Paving & Resurfacing							
		Jasper Street, Grouse Street, Yakoun Lane	2026	$ 150,000.00				Completed	**$ 229,751.00**
Road repaving & Fire hall parking	North West BC funding Agreement (RBA)	Cedar Avenue fr Park Street - Tingley & Fire Hall driveway & Parking	2026	$ 100,000.00					
								Completed	**$ 108,190.00**
Mini Excavator & Trailer			2026	$ 120,000.00					
	North West BC funding Agreement (RBA)							Completed	**$ 117,500.00**
Outdoor Stage -Community Park	North West BC funding Agreement (RBA)		2025	$ 150,000.00				In progress	**$ 45,041.00**
Community Park Playground Equipment Replacement			2025	$250,000.00					
	Gwaii Trust Society				$ 100,000.00				
	North West BC funding Agreement (RBA)				$ 150,000.00			In progress	**$ 124,047.00**
Campground Upgrade	North West BC funding Agreement (RBA)	Pads for Tent sites, & Removal of excess vegetation	2025		$ 50,000.00			In progress	**$ 9,996.00**
Bayview South Sewer Line Cost Analysis	Northern Development Initiative Trust (NDIT)		2026		$ 10,000.00			In Progress	**$ 2,061.00**
Fire Hydrant Maintenance	North West BC funding Agreement (RBA)		2026	$ 50,000.00	$ 50,000.00		Inspection completed - Replacement outstanding	In Progress	**$ 27,069.00**

CruxPoint
— SOLUTIONS CORP —

27 Yakoun St,
Port Clements BC V01 1R0
+1 604-725-5377
scott@cruxpointcorp.com
cruxpointcorp.com

Village of Port Clements
Project Management Status Report
Reporting Period: October, 2026

Prepared By:
Scott Cabianca/Cruxpoint Solutions
Project Manager

ACTIVE PROJECTS

1. Sewage Lagoon Upgrade
Status: Substantially completed.
Major civil works completed. Electrical work completed. Fence install is 90% complete
Next Steps: Install hydro seed, and monitor deactivation of old lagoon (with additional steps taken in 2027)

2. Bayview Sewage Feasibility and Funding
Status: In Progress
Rob Shearer Engineering engaged.
Next Steps: Complete feasibility review, confirm servicing concepts, report findings to Council.

3. Well #4 Connection Project
Status: Procurement / Contractor Development
Direct discussions underway with Canadian Western Mechanical continue. Planning underway.
Next Steps: Finalize delivery model, pricing, and construction schedule.
Target Completion: Spring 2027

4. Community Park Stage
Status: Substantially competed.
Phase 1 structure 90% completed.
Next Steps: competed enclosed section at the rear.
Target Completion: Nov 2026

5. Community Playground Replacement
Status: Equipment delivered and partially installed. Delays are due to recall of some equipment pieces, and the need to adjust the tower install.
Target Completion: Nov 2026

6. Campground Tent Pad Development
Status: In Progress
Contract signed)

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Next Steps: Waiting on contractor to install. Issue EOI for pad install.
Target Completion: TBD

7. Boat Launch Feasibility and Funding
Status: Planning and preliminary discussions and information gathering underway.
Next Steps: Define concept, assess feasibility, identify funding opportunities.
Target Completion: TBD

8. Community Hall Painting
Status: Near Completion
Approximately 90% complete. Interior substantially complete.
Target Completion: TBD

COMPLETED PROJECTS

- Community Hall Repairs
- Community Hall Window Replacement
- Rainbow Wharf Railing Replacement
- Tingley Street Watermain
- Campground Brushing

Small Craft Harbour Rubber Matting
Village Paving Program

OVERALL PROJECT STATUS

Active Projects: 8
Completed Projects: 7
Major Issues: None

OVERALL ASSESSMENT

Projects are progressing well and generally remain on schedule. Significant progress has been achieved across multiple infrastructure, recreation, utility, and community improvement initiatives.

The Village continues to successfully manage and advance a diverse portfolio of capital projects while maintaining a strong focus on infrastructure renewal, community enhancement, external funding opportunities, and long-term service sustainability.

VILLAGE OF PORT CLEMENTS

COUNCIL PROCEDURE AMENDMENT BYLAW NO 460.4 2026

A Bylaw of the Village of Port Clements to amend Council Procedure Bylaw #460, 2020

WHEREAS the Council of the Village of Port Clements deems it desirable to amend the general procedures to be followed by Council and Council committees in conducting their business as set forth in its procedural bylaw,

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

To amend Council Procedure Bylaw #460, 2020, with the following in its wordings from:

15. (1) Prior to each Council meeting, the Corporate Officer must prepare an agenda setting out all the items for consideration at that meeting, noting in short form a summary for each item on the agenda.
(2) The deadline for submissions by the public to the Corporate Officer or designate of items for inclusion on the Council meeting agenda is 1:00 pm on the Wednesday prior to the meeting.
(3) The Corporate Officer or designate must make the agenda available to the members of Council and the public on the Friday afternoon prior to the meeting.
(a) the Corporate Officer may achieve this by distributing the Agenda electronically to Council by email and by posting the Agenda on the Village's website for public access.
(b) the Corporate Officer may digitally distribute the In-Camera Agenda package to Council as well
(4) Council must not consider any matters not listed on the agenda unless a new matter for consideration is properly introduced as a late item pursuant to section 17 of this Bylaw.

16.(1) The agenda for all regular Council meetings contains the following matters in the order in which they are listed below:

(a) Approval of agenda including additions or deletions and consideration of late items;
(b) Petitions, Delegations & Opening of Sealed Tenders;
(c) Adoption of minutes;
(d) Business arising & Unfinished Business;
(e) Original Correspondence
(f) Finance
(g) Government (Bylaws and Statutory Requirements)
(h) New Business
(i) Reports and Discussions
(j) Action Items
(k) Questions from the public & press
(l) Adjourn to In-camera
(m) Rise and Report
(n) Adjournment

(2) Item 16(1)(k) is intended to permit members of the public to ask single questions of Council pertinent to the items on the agenda. Council may permit more general use of this opportunity at their discretion. Council may impose a time limit for this agenda item.
(3) Particular business at a Council meeting must in all cases be taken up in the order in which it is listed on the agenda unless otherwise resolved by Council.

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17.(1) Late items are discouraged as neither Council nor the Corporate Officer may have had time to review and bring any related information forward pertaining to the issue.

(2) An item of business not included on the agenda must not be accepted by Council until the Corporate Officer or designate has first read the item and determined that it is not information that would taint an ongoing action of Council. After that vetting Council may, by resolution, choose to add the item as a late item.

(3) If the Council makes a resolution under section 17(2) of this Bylaw, information pertaining to the late item(s) must be distributed to the members.

22.(1) Council may debate and vote on a motion only if it is first made by one Council member and then seconded by another.

(2) A motion that deals with a matter that is not on the agenda of the Council meeting at which the motion is introduced may be introduced with Council's permission.

(3) A Council member may make only the following motions when the Council is considering a question:

(a) to refer to a committee;
(b) to amend;
(c) to lay on the table;
(d) to postpone indefinitely;
(e) to postpone to a certain time;
(f) to move the previous question;
(g) to adjourn.

(4) A motion made under subsections (3)(c) to (g) is not amendable or debatable.

(5) Council must vote separately on each distinct part of a question that is under consideration at a Council meeting if requested by a Council member.

To:

15.(1) Prior to each Council meeting, the Corporate Officer must prepare an agenda setting out all the items for consideration at that meeting, noting in short form a summary for each item on the agenda.

(2) The deadline for submissions by the public to the Corporate Officer or designate of items for inclusion on the Council meeting agenda is 3:00 PM on the Monday prior to the meeting.

(3) The Corporate Officer or designate must send out the agenda to the members of Council by 3:00 PM on the Wednesday prior to the meeting.

(a) the Corporate Officer may achieve this by distributing the Agenda electronically to Council by email

(4) The Corporate Officer or designate must send out the agenda and full draft agenda package to the Mayor by 3:00 PM on the Wednesday prior to the meeting.

(a) the Corporate Officer may achieve this by distributing the Agenda electronically to the Mayor by email

(5) The Corporate Officer or designate must make the agenda and full agenda package available to the members of Council and the public by 3:00 PM on the Friday afternoon prior to the meeting.

(a) the Corporate Officer may achieve this by distributing the Agenda electronically to Council by email and by posting the Agenda on the Village's website for public access.

(b) the Corporate Officer may digitally distribute the In-Camera Agenda package to Council as well

(c) as part of the public distribution process a post will be made to the Village's Facebook group which identifies the meeting date, provides a link for remote access to the meeting, and provides a link to the Village's website where the agenda package can be accessed

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(6) Council must not consider any matters not listed on the agenda unless a new matter for consideration is properly introduced as a late item pursuant to section 17 of this Bylaw.

16.(1) The agenda for all regular Council meetings contains the following matters in the order in which they are listed below:

(a) Call to Order
(b) Introduction of Late Items
(c) Approval of Agenda – including deletions from the agenda
(d) Delegations
(e) Public Comment Regarding Agenda Items
(f) Consent Items
(g) Correspondence
(h) Committee and Commission Recommendations
(i) Business Arising and New Business
(j) Finance
(k) Government
(l) Reports and Discussions
(m) Questions from the Public
(n) Adjourn to Closed Meeting
(o) Rise and Report
(p) Adjournment

Explanations for the matters listed above are defined below:

(a) Call to Order
(b) Introduction of Late Items
This section is for the proposal and consideration of a late item to be added onto the agenda.
(c) Approval of Agenda – including deletions from the agenda
This section is the approval of the agenda, including the removal of any items from the agenda or re-ordering of the order in which agenda items proceed.
(d) Delegations
Delegations to Council are limited to ten (10) minutes to present unless otherwise permitted by Council to extend their time. Council may permit this extension without needing a motion if all members of Council present are in unanimous agreement to permit the extension; otherwise, Council may permit such extension by motion. Council is not required to provide immediate comment, take action or otherwise provide a response to the delegation regarding the information they have provided to Council.
(q) Public Comment Regarding Agenda Items
This section is for members of the public present at the meeting to provide comment to items on the agenda. Such comments are provided as statements to Council, and does not require Council to provide immediate comment, take action or otherwise respond back to the statements received.
(r) Consent Items
This section is for the approval of routine, non-controversial items together for approval in one motion, including minutes, correspondence, payments and other housekeeping items. However, any member of Council may request that an item from the list be removed for separate consideration. Items removed for separate consideration will automatically become the next items on the agenda and will be addressed immediately following a vote on the consent agenda (which may be permitted

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without needing a motion if all Council present are in unanimous agreement by way of discussion and/or by motion otherwise).

(s) Correspondence
This section is for items of correspondence where a Council decision is requested or required.

(t) Committee and Commission Recommendations
This section is for recommendations to Council by its committees and commissions.

(u) Business Arising and New Business
This section is for business arising from previous Council motions and to deal with late items that are added onto the agenda and being added as new business.

(v) Finance
This section is to deal with matters relating to the finances of the Village, such as financial reports.

(w) Government
This section is for matters relating to governance of the Village, such as bylaws and statutory requirements.

(x) Reports and Discussions
This section is to deal with written and verbal reports from members of Council in relation to their role on Council and their activities on behalf of the Village, reports on operations and projects from staff, and reports from the Village's committees and commissions.

(y) Questions from the Public
This section is for questions from the public and is open to questions regarding any matter under municipal jurisdiction or concern. However, members of the public are restricted to only having five (5) minutes per person to ask questions to Council. Council is not required to provide immediate answer, take action, or otherwise provide a response to the questions received.

(z) Adjourn to Closed Meeting
This section is a part of a council meeting that may be closed to the public if the subject matter being considered relates to items listed in section 90 of the Community Charter.

(aa) Rise and Report
This section is to make public items or decision that were handled or made in Closed Meeting that have been released from the Closed Meeting and this confidentiality.

(bb) Adjournment

(2) Particular business at a Council meeting must in all cases be taken up in the order in which it is listed on the agenda unless otherwise resolved by Council.

17.(1) Late items can be introduced by members of Council at the meeting after it has been called to order.

(2) A late item may be added to the agenda without needing a motion if there is unanimous consent by all Council present for the addition. If there is not unanimous consent, the member of Council introducing the late item can make a motion that the late item be introduced, and then the item will be voted on through the standard motion process. If the motion fails, the item will not be added and not heard at the meeting.

(3) Late items that are approved to be added onto the agenda will be added as New Business. Any information available pertaining to the late item(s), such as documents, must be distributed to the members.

22.(1) Council may discuss an agenda item without a motion.

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(a) Public input will be invited during the consideration of an item.
(b) The Chair controls recognition and speaking order.
(c) Council members may respond to public input.
(d) No decision or binding direction occurs until a motion or resolution is properly before Council.
(e) Public input does not become a formal vote for part of Council's decision making authority.
(f) The Chair can move the discussion to a motion, once Council is ready to act.

(2) Council may debate and vote on a motion only if it is first made by one Council member and then seconded by another.

(3) A motion that deals with a matter that is not on the agenda of the Council meeting at which the motion is introduced may be introduced with Council's permission.

(4) A Council member may make only the following motions when the Council is considering a question:
(a) to refer to a committee;
(b) to amend;
(c) to lay on the table;
(d) to postpone indefinitely;
(e) to postpone to a certain time;
(f) to move the previous question;
(g) to adjourn.

(5) A motion made under subsections (4)(c) to (g) is not amendable or debatable.

(6) Council must vote separately on each distinct part of a question that is under consideration at a Council meeting if requested by a Council member.

This Bylaw may be cited for all purposes as "Council Procedure Amendment Bylaw #460.4, 2026"

READ a first time this 20th day of July 2026
READ a second time 20th day of July 2026
READ a third time this 15th day of October 2026

FINALLY PASSED AND ADOPTED this __ day of ___ 2026

Mayor Scott Cabianca

Chief Administrative Officer Marjorie Dobson

CERTIFIED A TRUE COPY OF 'COUNCIL PROCEDURE AMENDMENT BYLAW #460.4, 2026'

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REPORT TO COUNCIL

Author: Marjorie Dobson, Chief Administrative Officer
Date: October 19, 2026

RE: Regular Report on Current Operations

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:

Education & Training
Staff continue to strengthen their expertise in key operational areas through specialized courses and webinars**.**

Critical & Other Infrastructure
See reports on Capital Projects:

- Expenditure to September 2026
- Project Management Status report as at October , 2026

Finance:

- Continue work to meet statutory requirements.
- Continue preparing required reports for funding agencies.
- Maintain routine processing of accounts payable, accounts receivable, payroll, and bank reconciliations.

Public Works
Public works continued with our maintenance of the village infrastructure, alongside our ongoing projects with fixing line of site issues and removing overgrown 'brush' (berry bushes, trees, and shrubs) along the banks of our storm water drainage ditches.
In September Public Works assisted with the demolition of the old and construction of the new playground set at the Community Park.
The village also sent the public works assistant to attend this year's EOCP conference and Trade Show in Richmond, Vancouver.

Respectfully submitted:

Marjorie Dobson, CAO