

**VILLAGE OF PORT ALICE**  
**REGULAR COUNCIL MEETING AGENDA**  
TO BE HELD WEDNESDAY, APRIL 8, 2015 AT 7:00 PM  
IN THE PORT ALICE COUNCIL CHAMBERS

**CALL TO ORDER**

**ADOPTION OF AGENDA:**

**DELEGATIONS:**

1. "Who Are Those Guys" – Mt Waddington Community Futures Development Corporation PG 3
2. Rob McKenzie regarding concerns about the proposed logging of Blocks 43638 & 43696 PG 5

**COUNCIL MINUTES:**

1. Minutes of the Regular Council Meeting of March 25, 2015 PG 7-8

**OTHER MINUTES:**

1. Minutes of the February 4, 2015 Recreation Committee Meeting PG 9
2. Minutes of the February 5, 2015 Public Works Committee Meeting PG 11

**COMMUNICATIONS:**

1. February 18, 2015 letter of support from the Ministry of Environment for the Sewer Treatment Plant Upgrade Building Canada Grant Application PG 13
2. March 20, 2015 letter of thanks from the United Steelworkers for Westray Law support PG 15
3. March 26, 2015 email from Federation of Canadian Municipalities re: Membership PG 17
4. March 30, 2015 letter from Don and Liz Tozer re: Mobile Home zoning PG 19
5. April 7, 2015 letter from Port Alice Fish and Wildlife Association re: Room Rentals PG21

**REPORTS:**

1. Mayor's Report for March 2015 PG 23
2. Regular Report from the Chief Administrative Officer dated April 6, 2015 PG 25
3. March 13, 2015 Report re: Backhoe Replacement Options – Postponed from March 25<sup>th</sup> PG 27
4. March 21, 2015 Report re: Financial Plan Amendments PG 29

**POLICIES AND BYLAWS:**

1. Bylaw No. 612, 2015, Port Alice Financial Plan 2015-2019 for Third Reading PG 31-34

**QUESTION PERIOD**

**Adjournment**





Come learn how to get started:

Wednesday, April 15, 2015  
 2:00 – 4:00 pm  
 Port Alice Community Centre

Thinking about starting a business?

Community Futures can help with:

- ✓ Business Planning Support
- ✓ Workshops and Training
- ✓ Financing
- ✓ Work BC's Self Employment Program

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Our Community Futures office is a non-profit organization guided by a volunteer board of directors and staffed with business professionals. We work with community partners to help foster entrepreneurship and economic development in our region. Our services include:

- Business financing
- Business planning support
- One-on-one start-up or expansion consulting

Community Futures are developmental lenders. That means we work in collaboration with, not in competition to, conventional lenders like banks and credit unions. We have successfully helped local entrepreneurs get financing to:

- Start or expand a business
- Apply new technology to a business
- Upgrade a business' facilities and/or equipment
- Develop new products and services
- Access new markets
- Expand into the global marketplace

In addition we offer facilities rentals to local groups and businesses, as well as state-of-the-art video conferencing technology.

Community Futures is funded in western Canada by Western Economic Diversification Canada.

Community Futures Mt. Waddington has been operating on North Vancouver Island for over twenty years. We have never been more active than we are today. Over the past three years we have lent over \$1.0 million annually for new business start-ups and expansions. We have played a lead role in a number of key economic development projects and activities and we are continually seeking new ways to partner with communities, First Nations and small business to maintain the strength and vibrancy of the North Island economy and life style

"Building communities one idea at a time."



RECEIVED

MAR 25 2015

March 25, 2015

5

I am requesting delegate status for the next meeting regarding the matter of Western Forest Products expressing interest to log off the area of land close to Rumble Beach. Something must be said for this area is and has been sensitive to slides for many years

RB-McKee

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**VILLAGE OF PORT ALICE REGULAR COUNCIL MEETING MINUTES**  
**Held Wednesday March 25, 2015 AT 7:00 PM in the Village Council Chambers**

<b>MEMBERS PRESENT:</b>	Councillor Marnie Chase Councillor Christine Martin Councillor Dave Stewart Councillor Doug Worthington
<b>ALSO PRESENT:</b>	Madeline McDonald, Chief Administrative Officer Bonnie Danyk, Finance Officer
<b>ABSENT:</b>	Mayor Jan Allen

Mayor Allen called the meeting to order at 7:00 pm.

**ADOPTION OF AGENDA:**

**110/15** It was duly moved and seconded that the agenda be adopted as amended with the addition of a March 25<sup>th</sup> letter from Neucel Specialty Cellulose as a Late Item under Communications. **CARRIED**

**DELEGATIONS: NONE**

**MINUTES:**

**111/15** It was duly moved and seconded that the minutes of the Regular Council Meeting held March 11, 2015 be adopted as amended. **CARRIED**

**COMMUNICATIONS:**

**112/15** It was duly moved and seconded that travel costs be approved for up to five members of Council and one staff person to attend the Emergency Management BC Workshop in Courtenay on May 27, 2015. **CARRIED**

**113/15** It was duly moved and seconded that the March 9, 2015 letter from Emergency Management BC be received and filed. **CARRIED**

**114/15** It was duly moved and seconded that the letter from Neucel Specialty Cellulose regarding fire protection be received and filed. **CARRIED**

**REPORTS:**

**115/15** It was duly moved and seconded that the March 16, 2015 Fire Department Audit proposal from Firewise Consulting be approved at a cost of \$6000 to be funded from the 2015 Fire Department budget. **CARRIED**

**116/15** It was duly moved and seconded that the quote from Dabber Contracting of \$8900 plus taxes to supply and install an aluminium pier at the Rumble Beach Marina Boat Launch be approved. **CARRIED**

**117/15** It was duly moved and seconded that the annual Marina Management contract be advertised, requesting bids to provide the services for the period of June 15<sup>th</sup> through September 15<sup>th</sup>, 2015. **CARRIED**

8

**118/15** It was duly moved and seconded that the Village request that the RDMW contribute \$10,000 to the Village in support of local economic development planning. **CARRIED**

**119/15** THAT a Steering Committee be struck to provide guidance and oversight to an Economic Development Strategy project to consist of the following members:

- Mayor Jan Allen
- Madeline McDonald, CAO
- Bill Feader Jr., FP Foods
- Pat English, RDMW Economic Development Manager
- Cheryl McLay, Ministry of Jobs, Tourism, Skills Training
- David Mitchell, Mt. Waddington Community Futures
- A Western Forest Products representative

**CARRIED**

**120/15** It was duly moved and seconded that the CAO's Regular Report dated March 21, 2015 be received and filed. **CARRIED**

**POLICIES & BYLAWS**

**121/15** It was duly moved and seconded that Bylaw No. 612, 2015, the Village of Port Alice Financial Plan 2015-2019, be given Second Reading. **CARRIED**

**ADJOURNMENT** – Motion to adjourn at 7:37 p.m.

Certified Correct \_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Mayor

Confirmed this 8<sup>th</sup> day of April, 2015



**VILLAGE OF PORT ALICE**  
**MINUTES OF THE RECREATION COMMITTEE MEETING**  
HELD WEDNESDAY FEBRUARY 4, 2015 AT 4:00 PM  
IN THE COUNCIL CHAMBERS AT THE VILLAGE MUNICIPAL OFFICE

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**MEMBERS PRESENT:** Councillor Marnie Chase  
Mayor Jan Allen Councillor Dave Stewart  
Robert Cousins, Arena Foreman **ALSO PRESENT:**  
Elizabeth Brackett, CC Coordinator Bonnie Danyk, Finance Officer

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Mayor Allen called the meeting to order at 4:00 pm

**ADOPTION OF THE AGENDA:**

It was duly moved and seconded that the agenda be adopted as presented. **CARRIED**

**MINUTES:**

It was duly moved and seconded that the minutes of the January 7, 2015 Recreation Committee Meeting be adopted as presented. **CARRIED**

**CORRESPONDENCE**

It was duly moved and seconded that the Village thank Michelle MacMillan for the first right of refusal to purchase the Fast Fit exercise equipment in the Seaview Activity Centre and respectfully decline the offer. **CARRIED**

It was duly moved and seconded that the January 21<sup>st</sup> email from Michelle MacMillan regarding the sale of Fast Fit equipment be received and filed. **CARRIED**

**REPORTS**

It was duly moved and seconded that the Arena Foreman's Monthly Report for January 2015 and the Brine Chillers article from the 2014 Winter Issue of Facility to Facility Magazine be received and filed. **CARRIED**

It was duly moved and seconded that the Community Centre Coordinator's Monthly Report for January 2015 be received and filed. **CARRIED**

It was duly moved and seconded that the Community Centre Attendance Statistics for January 2015 be received and filed. **CARRIED**

**AGREEMENTS AND CONTRACTS**

It was duly moved and seconded that the 2014/2015 Port Alice Arena Concession Agreement endorsed as presented. **CARRIED**

**MATTERS FOR DISCUSSION**

It was duly moved and seconded that staff seek quotes for the installation of railings at the Angus Dawson Ball Field for inclusion in the 2015 budget cycle. **CARRIED**

**Adjournment:** Meeting adjourned at 4:38 p.m.

  
Chief Administrative Officer

  
Committee Member



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**VILLAGE OF PORT ALICE**  
**MINUTES OF THE PUBLIC WORKS COMMITTEE MEETING**  
HELD THURSDAY, February 5, 2015 AT 11:00 AM  
IN THE COUNCIL CHAMBERS AT THE VILLAGE MUNICIPAL OFFICE

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MEMBERS PRESENT: Mayor Jan Allen  
Councillor Christine Martin  
Councillor Doug Worthington  
Gord Ward, Public Works Foreman

ALSO PRESENT: Bonnie Danyk, Finance Officer

ABSENT: Councillor David Stewart

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Mayor Allen called the meeting to order at 11:00 pm

**ADOPTION OF THE AGENDA:**

It was duly moved and seconded that the agenda be adopted as amended with the addition of a February 5<sup>th</sup> letter from Bruce Lloyd regarding brushing on school property. **CARRIED**

**MINUTES:**

It was duly moved and seconded that the Minutes of January 8, 2014 Public Works Committee meeting be adopted as presented. **CARRIED**

**CORRESPONDENCE:**

It was duly moved and seconded that consideration of the January 14, 2015 letter from Jim Overland regarding traffic concerns be postponed pending consultation with the Port Alice RCMP. **CARRIED**

It was duly moved and seconded that the February 5, 2015 request from Bruce Lloyd to borrow brushing equipment from the Village be approved and that a letter of thanks be sent to him for continuing to provide this service on the school grounds. **CARRIED**

**REPORTS:**

It was duly moved and seconded that the Public Works Foreman Monthly Report for January 2015 be received and filed. **CARRIED**

It was duly moved and seconded that the February 3, 2015 Report regarding Proposed Disinfection for Groundwater Systems be received and filed. **CARRIED**

**MATTERS FOR DISCUSSION:**

It was duly moved and seconded that Spring Clean-up take place April 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup>, 2015. **CARRIED**

*Comments: A schedule for clean-up will be advertised as follows;*

*April 7 – Pick up on Rupert Ave, Clark Dr, Matsqui Ave & Dogwood St*

*April 8 – Pick up on Haida Ave, Maquinna Ave & McKay St*

*April 9 – Pick up on Marine Dr & Alderwood Acres*

It was duly moved and seconded the Village spend up to \$500 to have Brandt Tractor do an assessment on the condition of the Village John Deere back hoe. **CARRIED**

The Mayor has been in discussion with Contractor Sean Watson about the improvements necessary to make the boat ramp float (walkway) safer and more usable for boaters.

**ADJOURNMENT:** Meeting adjourned at 11:33 AM

  
Chief Administrative Officer

  
Committee Member





RECEIVED  
MAR 24 2015

February 18, 2015

File: 000324

Madeline McDonald  
Chief Administrative Officer  
Village of Port Alice  
PO Box 130  
Port Alice BC V0N 2N0

To Whom It May Concern:

RE: Village of Port Alice Wastewater Treatment Plant Improvement Project

Please accept this letter as confirmation of support from the Ministry of Environment, Environmental Protection Division regarding the Village of Port Alice's (VPA) application to the New Building Canada Fund – Small Communities Fund Program to upgrade their existing wastewater treatment plant.

The VPA's current wastewater treatment plant requires system bypasses during annual maintenance events which result in the discharge of raw unscreened sewage to Neroutsos Inlet. The Ministry has requested the VPA explore options and identify appropriate next steps to avoid any future bypass events. Upgrading the wastewater treatment plant will eliminate VPA's need for routine system bypasses and be an important step towards meeting the Ministry's long term goal for wastewater systems to meet or exceed the requirements of the Municipal Wastewater Regulation. As such, the Ministry strongly supports VPA's move to protect the environment and meet current wastewater treatment standards through this project.

If you have any question, please contact the undersigned.

Yours truly,

Melanie Mamoser  
Environmental Protection Officer  
Environmental Protection Division

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RECEIVED  
MAR 30 2015  
Ken Neumann  
National Director/ Directeur national

15

March 20, 2015

Dear Mayor and Councillors,

Last June, the Steelworkers wrote municipal leaders across Canada asking them to pass resolutions in support of proactive action to protect workers in our country by ensuring that the *Westray Act* is being enforced.

We are grateful and appreciative of your Council's support of that request. Your efforts have made a difference. Dozens and dozens of local governments have passed resolutions, as did the Union of British Columbia Municipalities at their annual convention last September. Provincial and Federal officials are hearing our voice and are starting to pay attention.

We want to build upon this momentum at the upcoming Federation of Canadian Municipalities Conference in Edmonton this June. The United Steelworkers will be there to ensure that this critical issue is front and centre. Tragically, approximately 1000 Canadian workers are still being killed on the job every year, and the *Westray Law* remains unenforced.

As community leaders who have supported efforts to stop this sad and preventable tragedy, we respectfully request your assistance. We ask that you consider forwarding your previously passed resolution to the FCM as an emergency resolution and that any members of your Council attending the FCM provide their voice and vote in favor of it.

We are making great strides and with your assistance at the FCM, we will send a clear message to senior levels of government that it's time to take this issue—that of workers dying for a living—seriously.

If you have any questions or require more information, please do not hesitate to contact us at (416) 487-1571 and visit our website at [www.stopthekilling.ca](http://www.stopthekilling.ca).

Thank you for your consideration.

Sincerely,

Ken Neumann  
National Director for Canada

Stephen Hunt  
District 3 Director, Western Canada

Daniel Roy  
District 5 Director, Québec

Marty Warren  
District 6 Director, Ontario & Atlantic Canada

/ss cope 343

United Steel, Paper and Forestry, Rubber, Manufacturing, Energy, Allied Industrial and Service Workers International Union  
Syndicat international des travailleurs unis de la métallurgie, du papier et de la foresterie, du caoutchouc,  
de la fabrication, de l'énergie, des services et industries connexes

800-234 av. Eglinton Ave. E., Toronto ON Canada M4P 1K7 - 416-487-1571 - 416-482-5548 (Fax/Télé.) - [www.usw.ca](http://www.usw.ca)





## Madeline McDonald

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**From:** FCM Membership <membership@fcm.ca>  
**Sent:** Thursday, March 26, 2015 12:01 PM  
**To:** Madeline McDonald  
**Subject:** Your FCM membership - Village of Port Alice



24, rue Clarence Street, Ottawa, Ontario K1N 5P3  
 T. 613-907-6273 | F. 613-244-1500

Dear Head of Council and Council Members:

We are pleased to welcome back the Village of Port Alice as a returning member of the Federation of Canadian Municipalities.

The Regional District of Mount Waddington has renewed its annual membership in FCM for the 2015-16 fiscal year. In doing so, it has paid for the Village of Port Alice's membership in FCM for the same period.

We want to ensure that your community gets full value from your FCM membership, so please take note of the many exclusive benefits you receive, including:

- Access FCM expert insight on federal policy matters;
- Receive timely and in depth analysis of federal announcements, budgets, and policies.
- Access domestic and international program expertise;
- Participate in FCM governance;
- Receive discounts on hotels, postal services and a range of other products and services offered by FCM's corporate partners;
- Benefit from significant savings on registration fees for FCM events and conferences; and
- Access to free postings of municipal job opportunities on FCM's website.

If you have any questions about these benefits, please contact Member Services at 613-907-6273 or [membership@fcm.ca](mailto:membership@fcm.ca).

Again, thank you for being part of the FCM family and supporting our efforts to help build strong, sustainable cities and communities in a strong Canada.

Yours sincerely,

Brad Woodside  
 CM President

Brock Carlton  
 Chief Executive Officer, FCM



RECEIVED

MAR 30 2015

March 30, 2015

Jan Allen - Mayor of the Village of Port Alice  
Box 130  
Port Alice, BC V0N 2N0

Dear Jan,

Liz and I enjoyed our talk with you while we were downsizing our storage units last month. With us being off work, we have a lot of time to think of our future and our retirement wishes. We are quickly approaching the time where we must make a choice of where to live and we love Port Alice and it is at the top of our list. However we do have some hurdles to overcome to make this a reality.

During our discussion at the storage units I mentioned that I am a tradesman and one of my concerns is for a large work shop. Secondly we currently have a 2006 manufactured home of high value that is currently not sellable during this real estate slump. We have grown tired of living in the trailer court since the lots are so small and we have two vehicles and two boats. We cannot accommodate a shop or our other passion of vegetable gardening.

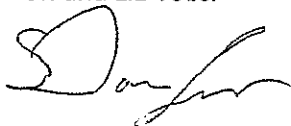
We were going to purchase one of the industrial lots at the original price but there was a square footage restriction that applied at the time. I did and still think of opening a welding shop. Most of our storage consists of my tools and shop equipment. It seems now the restriction has been lifted after we lost the opportunity to buy at a reasonable price since there is a large home with a full basement on one of the lots. We were thinking of crown land application as well but it seems as if most of the land is tied up in TFL's. It also seems that there is no outlying rural land at all in the Port Alice area.

We would like your opinion on the matter. Is there any of the industrial lots left? Is there a possibility of lots in the future? Is there a city lot available with reduced restrictions of framed housing only that we could put our manufactured home on? Without selling our current home above our mortgage owing, only relocating it is the option at the moment. We have looked at other possibilities besides Port Alice, and Hyde Creek has available lots as well as Quatsino but the remoteness of Quatsino for medical access almost rules out that possibility.

As we expressed before, we love Port Alice and we wish to stay here. We have lived here for close to 10 years and have established friends and ties to the community but our dreams of gardening and a workshop seems to be a deal breaker. Any ideas from you or your council/contacts to help us with our dilemma would be most welcome.

Sincerely,

Don and Liz Tozer





Port Alice Fish and Wildlife Association Society  
P.O. Box 666  
Port Alice, BC V0N 2N0

RECEIVED  
APR 07 2015

April 7, 2015

Village of Port Alice  
Recreation Committee  
P.O. Box 130  
Port Alice, BC V0N 2N0

Dear Recreation Committee:

On behalf of the Port Alice Fish and Wildlife Association Society, I would like to request a waiver of fees for the room rentals at the SeaVac Centre for the following courses:

Firearms Safety Course: April 24, 25 and 26, 2015  
C.O.R.E: April 30, May 1, 2 and 3, 2015

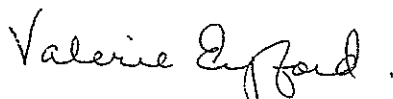
Successful completion of the Firearms Safety Course allows an individual to acquire a P.A.L. Successful completion of the C.O.R.E. allows an individual to acquire a hunting license.

We would also request at this time waiver of fees for scheduled meetings in the Community Centre.

The Port Alice Fish and Wildlife Association is a not for profit Society and is in good standing with the BC Societies Registry. These courses are a community service. They benefit Port Alice by ensuring individuals are trained in safe hunting practices and the use of firearms.

Your consideration of this request is greatly appreciated.

Yours sincerely,



Valerie Eyford  
Secretary/Treasurer  
Port Alice Fish and Wildlife Association





# REPORT TO COUNCIL

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**TO:** Council  
**FROM:** Mayor  
**DATE:** April 6, 2015  
**SUBJECT:** Monthly Report for March 2015

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**Monday, March 2**

- Port Alice Transition Conference Call with Ministry of Jobs, Tourism & Skills Training (JTST)

**Wednesday, March 4**

- Port Alice Transition Meeting Conference Call with Facilitator Carrie Dusterhoft, JTST, Neucel, Union,
- Village of Port Alice Recreation Meeting

**Thursday, March 5**

- Village of Port Alice Public Works Meeting

**Tuesday, March 10**

- Port Alice Meeting with Cheryl McLay, JTST

**Wednesday, March 11**

- Village of Port Alice Council Meeting

**Thursday, March 12**

- Meeting with Pat English, RDMW, re "Transition Study"

**Friday, March 13**

- Meeting with Village of Port Alice Hiring Committee

**Monday, March 16**

- Meeting with Pat English, RDMW, re Economic Development Plan
- Meeting with Village of Port Alice Hiring Committee

**Wednesday, March 17**

- Regional District of Mt. Waddington Meetings, Port McNeill
- Meeting with Dr. Jeff Beselt and Alison Mitchell, VIHA

**Thursday, March 18**

- Conference call with JTST

**March 23, 24 & 25**

- Regional District CEO/CAO Conference in Victoria

**March 27 & 28**

- Vancouver Island Regional Library Meeting in Nanaimo

**Tuesday, March 31**

- Tourism Planning Workshop, Community Futures in Port McNeill

With respect,

Jan Allen  
Mayor Jan Allen







## REPORT TO COUNCIL

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**To:** Mayor & Council  
**From:** Chief Administrative Officer  
**Date:** April 6, 2015  
**Subject:** Regular Report

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### **Proposed Joint Meeting of Village of Port Alice & Quatsino First Nation Councils**

The Mayor along with Councillors Martin and Worthington met with representatives of the Quatsino First Nation on April 2, in Port Alice. An invitation was extended to the Village to have a joint meeting of the two Councils to meet one another and start discussions regarding areas of mutual interest. We are waiting for a suggested date from the Band with the understanding that the meeting will be in the early evening.

### **Emergency Coordinator Contract**

Council will consider the applications from individuals interested in entering into a contract for Emergency Coordinator Services. A recommendation may be brought forward to this meeting if Council so desires.

### **North Island Community Forest**

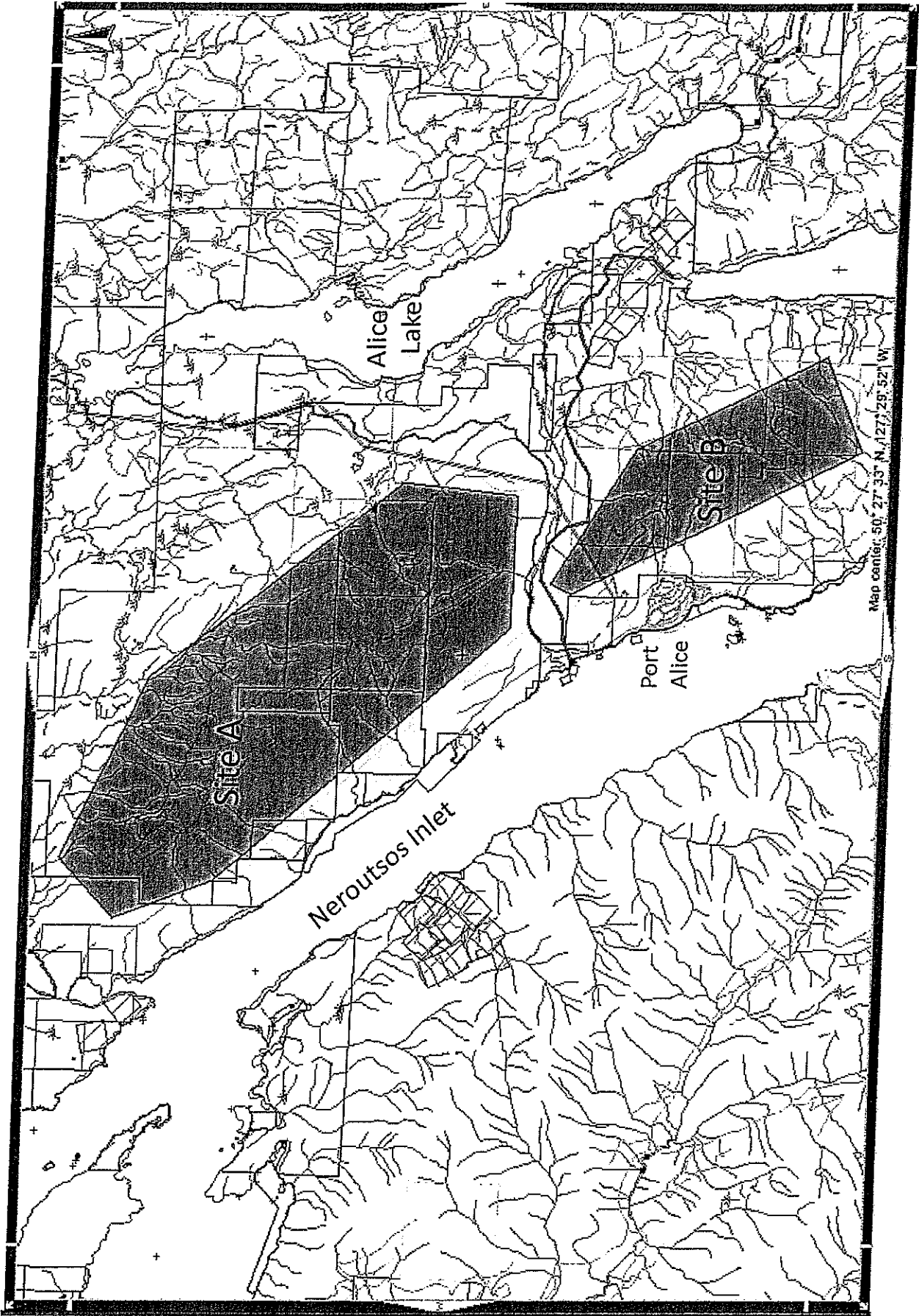
The Village has received the Audited Financial Statements from the North Island Community Forest, which arrived in time for our own audit which is now underway. The auditors from MNP completed their site visit last week.

### **Windfarm Investigative License Referral**

A copy of Front Counter BC referral # 71740641-005 was distributed to Council members last week. The Village is invited to give feedback on this proposal for a windpower investigative license in an area above and adjacent to the Village. Both proposed Sites A & B would be within the sight lines of the community and Site B is in an area which has been identified as being at high risk for landslides. Responses are due by April 17<sup>th</sup>, 2015. A map of the proposed development areas is attached to this report for your reference.

Respectfully submitted,

**Madeline McDonald**  
Chief Administrative Officer





### VILLAGE OF PORT ALICE REPORT TO ADMINISTRATOR

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**To:** Madeline McDonald, Chief Administrative Officer  
**From:** Tanya Spafford  
**Date:** March 13, 2015  
**Subject:** Backhoe Repair or Replacement

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Coast Tractor recently performed a full machine inspection on the John Deere Backhoe currently used at Public Works. The report indicated that major repairs are needed to the Backhoe and that the machine is unsafe to use on public roads due to steering issues. The Machine Inspection Report indicates that the unit requires extensive repair before it can be put back into full service.

In the interim, the backhoe is on yard duty at the transfer station and Spring Cleanup has been cancelled until further notice. Response to water or sewer emergencies will require the use of hired equipment until the backhoe is repaired or replaced.

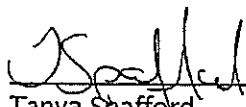
Three options have been researched by staff: repair, replacement with a used model, or replacement with a new model. The quotes and financing scenarios for these options are as follows:

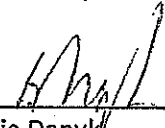
Option	Full cost including tax	Monthly Payment over 5 Years	Annual Financing Cost for 5 years
Repair the Current Backhoe	\$36,550.00	N/A	\$36,550.00
Replace with Used Backhoe	\$75,000.00	\$1300.00	\$15,600.00
Replace with New Backhoe	\$126,000.00	\$2273.00	\$27,277.00

The 2015 annual cost to purchase a new unit would be pro-rated to \$15,900, or \$9100 for a used unit.

Respectfully submitted,

Reviewed by:

  
 Tanya Spafford  
 Administrative Assistant

  
 Bonnie Danyk  
 Finance Officer





# VILLAGE OF PORT ALICE REPORT TO COUNCIL

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**To:** Mayor & Council  
**From:** Chief Administrative Officer  
**Date:** March 21, 2015  
**Subject:** 2015-2019 Financial Plan March 25<sup>th</sup> Proposed Amendments

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Several items have been brought to staff's attention which will require changes to the Financial Plan and which create opportunities for reconsideration. Economic Development Funding has been discussed in an earlier report. The matching expenditures are dependent on the Village receiving the funds from the various agencies and the project will not proceed without funding.

Residual funds from a 2005 BC Water Community Improvement Program grant have been outstanding for several years. The Province recently contacted staff for more information the file is now considered complete. It is expected that the final \$15,000 owing will be paid out of the Province's 2014/2015 fiscal budget which closed on March 31<sup>st</sup>.

It is hoped that with these adjustments, Council will reconsider reinstating professional development and training funds which, while initially approved, were subsequently cut due to concerns about funding capacity.

### REVENUES


Economic Development Planning		
Provincial Transition Funding:	\$15,000	
Island Coastal Economic Trust:	\$15,000	
RDMW Contribution:	\$10,000	
Community Futures:	<u>\$ 2,500</u>	
	Total Economic Development Funding	\$42,500
	Residual funding from 2005 BC Water Community Improvement Program	<u>\$15,000</u>
	<b>TOTAL ADDITIONAL REVENUE</b>	<b>\$57,500</b>

### EXPENDITURES

Economic Development Planning/Implementation:	\$42,500
Public Works Replacement Backhoe:	\$ 9,100
Marina Finger Float: reduce by -\$5500 (\$9500 from \$15,000)	-\$ 5,000
Administrative professional development:	<u>\$ 7,000</u>
<b>TOTAL ADDITIONAL EXPENDITURES</b>	<b>\$53,100</b>

**Recommendation:** THAT the budget be amended to reflect the changes as described above.

Respectfully submitted,

  
 Madeline McDonald  
 Chief Administrative Officer



**VILLAGE OF PORT ALICE  
BYLAW NO. 612, 2015**

BEING A BYLAW FOR THE VILLAGE OF PORT ALICE FINANCIAL PLAN 2015 - 2019

WHEREAS, under section 165 of the Community Charter the Council of the Village of Port Alice is required to adopt a financial plan before the annual property tax bylaw is adopted.

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

1. Schedule "A" attached to and forming part of this Bylaw is the Village of Port Alice Financial Plan 2015 - 2019.
2. Schedule "B" attached to and forming part of this Bylaw is the Village of Port Alice Financial Plan 2015 – 2019 Statement of Objectives and Policies.
3. This Bylaw may be cited for all purposes as the "Village of Port Alice Financial Plan 2015 - 2019 Bylaw No.612, 2015".

READ A FIRST, TIME THIS 11<sup>TH</sup> DAY OF MARCH, 2015.

PUBLIC CONSULTATION MEETING HELD ON THE 25<sup>TH</sup> DAY OF MARCH 2015.

READ A SECOND TIME THIS 25<sup>TH</sup> DAY OF MARCH 2015.

READ A THIRD TIME THIS 8<sup>TH</sup> DAY OF APRIL 2015.

RECONSIDERED, AND ADOPTED THIS 22<sup>ND</sup> DAY OF APRIL 2015.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

Certified a true copy of Bylaw No.612, as adopted by Council on the 22<sup>ND</sup> day of April, 2015.

\_\_\_\_\_  
Chief Administrative Officer

**VILLAGE OF PORT ALICE  
BYLAW NO. 612, 2015**

**VILLAGE OF PORT ALICE FINANCIAL PLAN 2015 - 2019  
Bylaw No. 612, 2015 - Schedule 'A' REVENUES**

REVENUES	2014	2015	2016	2017	2018	2019
<b>Property Taxes</b>	<b>\$1,223,200</b>	<b>\$1,298,100</b>	<b>\$1,410,084</b>	<b>\$1,350,845</b>	<b>\$1,366,304</b>	<b>\$1,389,916</b>
Utility/Grant in Place of Taxes		\$47,000	\$47,470	\$47,945	\$48,425	\$48,908
<b>Total Taxation</b>		<b>\$1,345,100</b>	<b>\$1,457,554</b>	<b>\$1,398,790</b>	<b>\$1,414,729</b>	<b>\$1,438,824</b>
<b>Fees and Charges</b>						
Garbage Rates/Penalties		\$69,300	\$69,993	\$70,693	\$71,400	\$72,114
Recreation Supplies and Services		\$16,000	\$16,160	\$16,322	\$16,485	\$16,650
Recreation Facilities Rentals		\$29,000	\$29,290	\$29,583	\$29,879	\$30,178
Licenses/Permits		\$8,000	\$8,080	\$8,161	\$8,242	\$8,325
Water Utility		\$61,000	\$61,610	\$62,226	\$62,848	\$63,477
Sewer Utility		\$138,000	\$139,380	\$140,774	\$142,182	\$143,603
Other Revenue		\$61,000	\$61,610	\$62,226	\$62,848	\$63,477
<b>Total Fees and Charges</b>		<b>\$382,300</b>	<b>\$386,123</b>	<b>\$389,985</b>	<b>\$393,884</b>	<b>\$397,824</b>
<b>Other Revenue</b>						
Federal Govt Grants		\$260,000	\$0	\$0	\$0	\$0
Provincial Govt Grants -		\$543,200	\$282,769	\$198,978	\$199,018	\$199,058
Regional District of Mt. Waddington		\$0	\$0	\$0	\$0	\$0
<b>Total Other Revenue</b>		<b>\$803,200</b>	<b>\$282,769</b>	<b>\$198,978</b>	<b>\$199,018</b>	<b>\$199,058</b>
<b>Appropriation from Reserve</b>						
Appropriation from General Surplus		\$53,000	\$0	\$0	\$0	\$0
Appropriation from Surplus.: Capital Upgrades		\$260,000	\$0	\$0	\$0	\$0
Appropriation from Deferred Revenue:Gas Tax Func		\$0	\$16,170	\$0	\$0	\$0
<b>Total Appropriation from Reserve</b>		<b>\$313,000</b>	<b>\$16,170</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Funds Transfers</b>		\$0	\$0	\$0	\$0	\$0
<b>TOTAL LOCAL GOVERNMENT REVENUE</b>		<b>\$2,843,600</b>	<b>\$2,142,616</b>	<b>\$1,987,753</b>	<b>\$2,007,631</b>	<b>\$2,035,706</b>



**VILLAGE OF PORT ALICE  
BYLAW NO. 612, 2015**

**Bylaw No. 612, 2015 - Schedule 'A' EXPENDITURES**

EXPENDITURES		2015	2016	2017	2018	2019
<b>Debenture Debt Interest</b>						
Community Centre Upgrades	Matures - 2036	\$33,900	\$34,239	\$34,581	\$34,927	\$35,276
Sewer Treatment Plant	Matures - 2015	\$27,435	\$0	\$0	\$0	\$0
<b>Total Debenture Debt</b>		<b>\$61,335</b>	<b>\$34,239</b>	<b>\$34,581</b>	<b>\$34,927</b>	<b>\$35,276</b>
<b>Capital Expenditures</b>						
General		\$93,000	\$160,000	\$0	\$0	\$0
Water Utility		\$10,000	\$0	\$0	\$0	\$0
Sewer Utility		\$780,000	\$0	\$0	\$0	\$0
<b>Total Capital Expenditures</b>		<b>\$883,000</b>	<b>\$160,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Other Municipal Purposes</b>						
General Government, & Fiscal Services		\$499,800	\$512,763	\$517,890	\$523,069	\$536,300
Fire & Protective Services		\$85,200	\$83,022	\$69,163	\$69,854	\$70,553
Public Works		\$420,450	\$424,655	\$428,901	\$433,190	\$437,522
Health & Environmental Services		\$246,200	\$246,137	\$248,598	\$251,084	\$253,595
Recreation Services		\$476,050	\$480,811	\$485,619	\$490,475	\$495,379
Water Utility		\$53,150	\$53,680	\$54,219	\$54,762	\$55,309
Sewer Utility		\$106,900	\$107,969	\$109,049	\$110,139	\$111,241
<b>Total Other Municipal Purposes</b>		<b>\$1,887,750</b>	<b>\$1,909,037</b>	<b>\$1,913,439</b>	<b>\$1,932,573</b>	<b>\$1,959,899</b>
<b>Transfers to Reserves</b>						
General Fund		\$0	\$0	\$0	\$0	\$0
Water Fund		\$7,850	\$7,929	\$8,008	\$8,088	\$8,169
Sewer Fund		\$3,665	\$31,411	\$31,725	\$32,043	\$32,362
<b>Total Transfer of Funds</b>		<b>\$11,515</b>	<b>\$39,340</b>	<b>\$39,733</b>	<b>\$40,131</b>	<b>\$40,531</b>
<b>GRAND TOTAL</b>		<b>\$2,843,600</b>	<b>\$2,142,616</b>	<b>\$1,987,753</b>	<b>\$2,007,631</b>	<b>\$2,035,706</b>
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**VILLAGE OF PORT ALICE  
BYLAW NO. 612, 2015**

**Schedule B  
Statement of Objectives and Policies**

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

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

**Funding Sources**

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2015. Property taxes contribute to the greatest proportion of the Village's revenue. This revenue source offers a number of advantages. For example, it is simple to administer and it is easy for residents to understand. It offers a stable and reliable source of revenue for local government services that are simply not practical or undesirable to fund on a user-pay basis. These services include general administration, fire protection, police services, bylaw enforcement, solid waste management, recreation, and local transportation services (i.e) maintenance & upkeep of local roads and streets.

User fees and charges form the third largest portion of planned revenue. Many services can be measured and charged on a user-pay basis. Services that are effectively charged on a user fee basis include water and sewer services, garbage collection, building permits, and the sale of other goods and services such as recreation and cemetery services. Village Council and Staff support the value of user fees that are relative to the cost of the service in an effort to avoid the service being subsidized by taxation.

**Objective**

Over the next 5 years, the Village of Port Alice will increase the proportion of revenue that is received from user fees and charges by a least 2% over the current levels.

**Policies**

The Village will annually review all user fee levels to ensure they are adequately meeting the delivery costs of service.

Where possible, the Village will endeavor to supplement revenues from user fees and charges, rather than taxation, to lessen the burden on its limited property tax base.

**Table 1: 2015 Sources of Revenue**

Revenue Source	Revenue: Percentages of Total Budget	Dollar Value
Taxation	47%	\$ 1,345,100.00
Fees, Charges & Other Revenue	13%	\$ 382,300.00
Federal & Provincial Grants	29%	\$ 803,200.00
Appropriation from Reserves & Surplus	11%	\$ 313,000.00
<b>Total</b>	<b>100.00%</b>	<b>\$ 2,843,600.00</b>

**Schedule B Continued**

**Distribution of Property Tax Rates**

Table 2 outlines the distribution of property taxes among the property classes. The major industrial property class provides the largest proportion of property tax revenue. This is appropriate as this class forms the largest portion of the assessment base and is the main reason for the existence of the community.

**Objectives**

The Village Council continues to work with all levels of government and local business in an effort to attract additional economic opportunities.

The Village also recognizes the need to maintain the property tax rate for business (class 6) at a low rate.

**Policies**

Supplement, where possible, revenues from user fees and charges to help offset the tax burden on all property classes. This will provide some relief and reduction of dependency on the pulp mill and other rate payers.

Council will continue to maintain and encourage economic development initiatives designed to attract more retail and commercial business to invest in the community. New business investments will help offset revenue dependency on all tax payers by providing a broader tax base.

Align the distribution of tax rates among the property classes with the social and economic goals of the community, particularly to encourage a range of employment opportunities

Regularly review and compare the Village's distribution of tax burden relative to other BC municipalities.

**Table 2: 2015 Distribution of Property Tax Rates**

Property Class	Percentage of Total Property Taxation	Dollar Value
Residential ( 1)	21%	\$ 267,538
Utilities (2)	0.23%	\$ 2,940
Major Industrial (4)	74%	\$ 965,739
Light Industrial (5)	1.67%	\$ 21,672
Business (6)	2.85%	\$ 37,046
Recreation (8)	0.25%	\$ 3,165
<b>Total</b>	<b>100.00%</b>	<b>\$ 1,298,100</b>

VILLAGE OF PORT ALICE  
BYLAW NO. 612, 2015

**Schedule B Continued**

**Permissive Tax Exemptions**

The Village of Port Alice Council reviews all existing permissive tax exemption bylaws on an annual basis. Council bases their consideration on the following criteria:

The tax exemption must demonstrate benefit to the community and residents of Port Alice by enhancing the quality of life (economically, socially and culturally) within the community.

The goals, policies and principles of the organization receiving the exemption must not be inconsistent or in conflict with those of the Village of Port Alice.

The organization receiving the exemption must be a registered non-profit society, as the support of the municipality will not be used for commercial or private gain.

Permissive tax exemptions will be considered in conjunction with: (a) other assistance being provided by the Village; (b) the potential demands for Village services or infrastructure arising from the property; and (c) the amount of revenue that the Village will lose if the exemption is granted.

**Objective**

The Village of Port Alice will continue to provide permissive tax exemptions to non-profit societies that contribute social, economic and cultural benefits to the community.

**Policies**

Council will continue working with all the non-profit societies for the betterment of the Community.

Reviewed and adopted by Council on 22<sup>nd</sup> April, 2015.

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Mayor

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Chief Administrative Officer