

**VILLAGE OF PORT ALICE
COUNCIL MEETING AGENDA**
TO BE HELD WEDNESDAY JANUARY 12, 2022, at 7:00 pm
AT SEA VIEW ACTIVITY CENTRE



(1) CALL TO ORDER

We are privileged to acknowledge that this meeting is being held on the traditional territory of the Quatsino First Nations.

(2) ADOPTION OF AGENDA:

THAT the Agenda for the Meeting of the Village of Port Alice for December 8, 2021, be approved; AND THAT all delegations, reports, correspondence, and other information set to the agenda be received for information.

(3) DELEGATIONS:

a.) Murals on Propane Tanks

Request for Delegation, David Dick, Port Alice Gas

(4) MINUTES:

a.) *THAT the Minutes from the Regular Meeting of December 15, 2021, be approved*

(5) COMMUNICATIONS:

a.) Notice of Motions

January 6, 2022, Notice of Motions submitted by Councillor Bruce Lloyd

(6.) REPORTS:

a.) Budget Meeting Calendar

January 4, 2022, Calendar by Bonnie Danyk CAO/CFO

b.) Murals

January 4, 2022, Report by Ryan Nicholson, Economic Development Officer

c.) Accounts Payable Listing for November 2021

January 5, 2022, Report by Bonnie Danyk CAO/CFO

d.) Summary of Revenue & Expenses for November 2021

January 5, 2022, Report by Bonnie Danyk, CAO/CFO

e.) Canada Summer Jobs Program Application

January 5, 2022, Report by Tanya Spafford, Administrative Assistant

f.) Fire Chief's Monthly Report

January 5, 2022, Report from Jerry Rose, Fire Chief

g.) CEPF Emergency Support Services Grant

January 6, 2022, Report by Bonnie Danyk, CAO/CFO

(7.) BYLAWS:

(8.) QUESTION PERIOD:

(9.) ADJOURNMENT:

THAT the meeting of the Village of Port Alice Council held January 12, 2022, be adjourned

INFORMATION ITEMS

a.) December 15, 2021, Letter from North Saanich, Rachel Dumas, re Elected Officials – Parental Leave

Preliminary Discussion regarding the Painting of Murals on Port Alice Gas's Propane Tanks and Murals in general at the January 12th, 2022 Port Alice Council meeting.

Does Council wish to consider and support the painting of Murals on the large propane storage tanks at the propane terminal? If the answer is generally yes, but with conditions, what are those conditions:

1. Should there be a theme to the Murals?
Wildlife, such as Eagles, Sea Otters, Bears, Cougars or Salmon or something else.
2. Will the Village assign a contact to assist with the Mural project to provide guidance as required to move this project forward?
3. Would the community like to sponsor a design contest to develop a theme or design for the Murals to be painted? If so, who would manage the contest?
4. The regional district has expressed a willingness to provide some financial support for the painting of Murals but such support is subject to some level of support from the Village.
5. Will the Village provide some financial support for the Murals to help defray the cost of the Murals? Will the support be in the form of a grant or assistance in-kind? Examples of in-kind assistance, might be the loan of a pressure washer or scaffolding or the use of other helpful equipment or even temporary access to personnel?

Regarding Port Alice Gas Inc. and the Murals. We have been offered, subject to conditions, a grant of up to \$5,000 from the regional district to paint Murals on the propane tanks.

Assuming we can satisfy those conditions and have the support of the Village and have agreed upon a Mural design we expect the following timetable for completion of the project.

1. Submit our proposed Mural design to Council by March 2022 to the Village and have the design approved by the May 2022.
2. Prepare the tanks for painting, which would include pressure washing of the tanks and then doing limited touch up painting of the tanks, in order that tank's surface is ready for the Mural painting.
3. Mural painting will require a few clear days without rain. It is anticipated that the Murals on the tanks could be completed by middle July if not before.
4. Using BC Day as the dedication day, Port Alice Gas Inc. might propose a limited festive event on the August 1st weekend with food and drink provided by Port Alice Gas Inc. and other Mural painting project's sponsors to celebrate the Murals at the tank farm and possibly elsewhere in the Village.

pag/dmd – January 3rd, 2022

VILLAGE OF PORT ALICE COUNCIL
REGULAR MEETING MINUTES
WEDNESDAY DECEMBER 15, 2021
AT SEA VIEW ACTIVITY CENTRE



(Rescheduled from postponed December 8th meeting)

Present Mayor Kevin Cameron
Councillor Holly Aldis
Councillor Bruce Lloyd
Councillor Sean Watson

Absent Councillor Angela Yunker

Staff Bonnie Danyk CAO / CFO
Tanya Spafford, Admin Assistant
Ryan Nicholson, Ec Dev Officer

Call to Order: 7:00pm

ADOPTION OF AGENDA:

Moved, Seconded and CARRIED

112/21
Adoption of
Agenda

***THAT** the Agenda for the Meeting of the Village of Port Alice for December 15, 2021, be approved; AND **THAT** all delegations, reports, correspondence, and other information set to the agenda be received for information.*

DELEGATION:

Regional District of Mount Waddington re Seven Mile Transfer Station – Postponed

MINUTES:

113/21
Minutes
November
24, 2021

Moved, Seconded and CARRIED

***THAT** the Minutes from the Regular Meeting of November 24, 2021, be approved.*

COMMUNICATIONS:

Moved, Seconded and CARRIED

114/21
Notice of
Motion re
forgoing
COLA
increase

Notice of Motion – Councillor Bruce Lloyd

That Council does not proceed with the January 1, 2022, COLA raise to the Honorarium

REPORTS:

Moved, Seconded and CARRIED

2022 Council Appointments

115/21
2022
Council
Appointments

WHEREAS Council is required under the Local Government Act to annually appoint a Regional District Director and Alternate Regional District Director; ***THAT** Mayor Kevin Cameron is appointed as the Regional District Director for 2022, and that Councillor Holly Aldis is appointed Alternate Regional District Director for 2022.*

WHEREAS Council is required under the Local Government Act to annually appoint a Regional Hospital District Director and Alternate Regional Hospital District Director; ***THAT** Mayor Kevin Cameron is appointed Regional Hospital District Director for 2022, and that Councillor Holly Aldis is appointed Alternate Regional Hospital District Director for 2022.*

2022 Council Meeting Dates

Moved, Seconded and CARRIED

That in accordance with Section 127 of the Community Charter, the following is the schedule for the Regular Meetings of Council for the Village of Port Alice for 2022. The Regular Council Meetings are held at 7:00 pm in the Sea View Activity Centre, at 901 Marine Drive, Port Alice, BC.

116/21
2022
Meeting
Dates

January 12, 2022	June 8, 2022
January 26, 2022	June 22, 2022
February 9, 2022	July 13, 2022
February 23, 2022	August 10, 2022
March 9, 2022	September 7, 2022
March 23, 2022	October 12, 2022
April 13, 2022	October 26, 2022
April 27, 2022	November 9, 2022
May 11, 2022	November 23, 2022
May 25, 2022	December 7, 2022

Release of Closed Meeting Minutes

November 29, 2021, Report by Bonnie Danyk CAO/CFO

Accounts Payable Listing for October 2021

November 26, 2021, Report by Bonnie Danyk CAO/CFO

Summary of Revenue & Expenses for October 2021

November 26, 2021, Report by Bonnie Danyk, CAO/CFO

Vancouver Island Regional Library Report – November 27, 2021

November 27, Report from Councillor Bruce Lloyd

117/21
Outdoor
Fitness
Equipment

Outdoor Fitness Equipment

Moved, Seconded and CARRIED

THAT staff be directed to order the outdoor fitness equipment to be funded through Covid-19 grant funds.

DISCUSSION: Community Centre Holiday Hours – Set earlier due to meeting being postponed

QUESTION PERIOD:**ADJOURNMENT:**

Moved, Seconded and CARRIED

118/21
Adjournment

THAT the Regular meeting of the Village of Port Alice held December 15, 2021, be adjourned at 7:12 pm

I hereby certify the preceding to be a true and correct account of the Regular meeting of the Village of Port Alice Council held December 15, 2021.

Mayor

Chief Administrative Officer

1) Notice of Motion:

At the upcoming January 12, 2022, Council Meeting I shall make motion that the village seek input from our residents as to whether they will be interested seriously to subscribing to the potential Kayak storage service or not? This by website, posters, etc.

2) Notice of Motion:

At the upcoming January 12, 2022, Council meeting: That council write a letter of protest that the recent forestry policy be reviewed in total given the recent revelations of the Minister of Environment's manipulations and the like regarding his direct connections with the Sierra Club and the appointment of Forester's to the 5 person panel with the exclusion of non-preservationists being the foremost of many other concerns.

Sincerely,

Bruce Lloyd

JANUARY

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FEBRUARY

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APRIL

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AUGUST

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NOVEMBER

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DECEMBER

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JANUARY 21

1st Budget Meeting

February 4

2nd Budget Meeting

FEBRUARY 18

3rd Budget Meeting

March 4

4th Budget Meeting

MARCH 9

Financial Plan Bylaw 1st Reading

MARCH 23

Financial Plan Bylaw Public Meeting and 2nd
& 3rd Reading

APRIL 6

Financial Plan Bylaw Final Reading, Tax Bylaw
1st to 3rd Reading

APRIL 20

Tax Bylaw Final Reading

VILLAGE OF PORT ALICE REPORT TO COUNCIL

To: Mayor and Council
From: Ryan Nicholson, Economic Development Officer
Date: January 4, 2022
Subject: Murals

At the request of council, I reached out to several local businesses and building owners to see if there would be interest in having murals painted on buildings and infrastructure using municipal tourism funds and grants to cover some of the expense. This was initiated by a request from David Dick with Port Alice Gas, who is looking at having the Village propane tanks painted with a mural after seeing a similar project in Churchill MB. Mr. Dick was informed by Pat English with the regional district of Mount Waddington that funding could be provided by tourism grants for this mural. This raised a concern regarding municipal funds being used to benefit one specific business, without checking with other local businesses to see if they would be interested in participating as well. I spoke with Bill Fader Jr at Port Alice Foods, John Christou with the strip mall, Marney at Port Alice petroleum products, and Jan Allen with Bashaw Holdings. All the people I talked to about this had interest in participating depending on the costs. The murals that Mr. Dick has seen in Churchill were done as part of a community initiative organized by a non-profit called "Sea Walls". I have reached out to Sea Walls several times now to see about getting more information on becoming a host community for one of their future projects, but I have heard nothing back. Marney with Port Alice petroleum products mentioned that she had been looking at the possibility of improving her above ground tanks with artwork as well. Councillor Aldis had also mentioned the marina building could benefit from this project as well. I think there would be multiple other municipal buildings such as the arena, fire hall, and community centre that would also be good candidates for exterior painting projects. With there being multiple locations interested in having these murals on their buildings, the size and complexity of this project expands considerably. If the municipality chooses to support the painting of the propane tanks, I believe the same offer should be presented to Port Alice Petroleum products as well for their fuel tanks, as these would be very similar projects.



Ryan Nicholson, EDO

**VILLAGE OF PORT ALICE
ACCOUNTS PAYABLE LISTING FOR NOVEMBER 2021**

Total Payment of Accounts: \$49,526.31

Wages Payable: \$37,210.37

Total Accounts Payable Listing \$86,736.68

If you have any questions regarding the cheques on this month's Accounts Payable Listing, please ask me.

Respectfully submitted



Bonnie Danyk
CAO / CFO

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
000458	002	02/11/2021	A-071	ACE COURIER SERVIC	404030	Well pump shipping	204.44		204.44	
000459	002	02/11/2021	B-093	BUSY B'S DISTRIBUT	56902	CC Coffee	111.41		111.41	
000460	002	02/11/2021	G-060	GREGG DISTRIBUTORS	011-847508	Maintenance and Sa	161.46		161.46	
000461	002	02/11/2021	H-006	HOME HARDWARE	352831	Sewer Supplies	79.15		79.15	
000462	002	02/11/2021	K-101	KATHY O'REILLY TAY	1597	Permissive Exempti	689.85		689.85	
000463	002	02/11/2021	L-084	LADY FAER DESIGNS	INV0278	VO Janitorial	609.12		609.12	
000464	002	02/11/2021	N-072	NORTH ISLAND WASTE	Oct 2021	Garbage Collection	7,000.36		7,000.36	
000465	002	02/11/2021	P-101	PORT ALICE PETROLE	6120 6168	PW Fuel PW Fuel	340.01 1,300.10		1,640.11	
000475	002	25/11/2021	L-090	LIME DESIGNS INC	211107	Sign Progress bill	7,875.00		7,875.00	
000474	002	25/11/2021	I-101	INNOV8 DIGITAL SOL	IN296127	July Copy charges	77.69		77.69	
000473	002	25/11/2021	G-060	GREGG DISTRIBUTORS	011-849671	Fluid Film	234.93		234.93	
000472	002	25/11/2021	F-021	FOUR STAR WATERWOR	871213002486 871213002487 871213002485 871213002632	Water Supplies 3/4x100' Serv Tube Water Supplies Water Supplies, Sa	924.90 72.58 1,138.77 2,587.73		4,723.98	
000471	002	25/11/2021	F-004	FOX'S DISPOSAL SER	35486 35855 35854 35856	Sept Wood Bin rent Sludge Bin rental Blue Bin rental an Oct Wood Bin and R	899.59 215.03 671.40 443.22		2,229.24	
000470	002	25/11/2021	E-005	ENVIRONMENTAL OPER	127455	Water Distribution	113.48		113.48	
000469	002	25/11/2021	C-010	CAN.UNION OF PUBLI	Oct 21 dues	CUPE Dues - Octobe	576.99		576.99	
000468	002	25/11/2021	A-071	ACE COURIER SERVIC	14315305	Water Parts delive	160.82		160.82	
000467	002	25/11/2021	A-045	ALSCO UNIFORM & LI	LNAN812300	PW Coveralls	87.40		87.40	
000466	002	25/11/2021	O-345	ORACH ENTERPRISES	4394	Port-a-potty Renta	422.10		422.10	
000476	002	25/11/2021	M-001	MACANDALES	312322	Chainsaw parts	123.05		123.05	
000477	002	25/11/2021	M-069	MCELHANNEY CONSULT	2221 169575 2211 171245	Bank and Culvery A Kayak Project to N	3,580.26 8,494.50		12,074.76	
000478	002	25/11/2021	M-153	BUREAU VERITAS CAN	VA10499820	Effluent Samples	107.52		107.52	
000479	002	25/11/2021	P-090	PORT ALICE GAS INC	Oct 2021 Aren Oct 2021 CC	Arena Propane - Oc CC Propane - Octob	16.86 749.92		766.78	
000480	002	25/11/2021	R-003	REGIONAL DISTRICT	2784	Updated Hoomak Lak	750.00		750.00	
000481	002	25/11/2021	T-195	TEX ELECTRIC LTD	2496 2517	Street Light Repai Street Light Repai	2,196.60 1,266.63		3,463.23	
000482	002	25/11/2021	W-055	WOLVEN IT SERVICES	2313	Screen Replacement	403.44		403.44	
000483	002	25/11/2021	W-100	WESTWOOD TREE SERV	WTS0278	Tree Removal and d	840.00		840.00	
Total:							45,526.31	0.00	45,526.31	

SUMMARY OF REVENUE & EXPENSES FOR NOVEMBER 2021

Attached is the detailed report of Revenue and Expenditures for November 2021. The following summary is an analysis relating to specific general ledger accounts for Council's information & questions:

- 1 The ideal amount of revenue received and expenditures paid from January to November is:

92%

- 2 Actual year to date (surplus)/deficit is as follows:

Fund	Revenues	Expenditures	Total
General	\$ (1,214,178.83)	\$ 1,136,351.84	\$ (77,826.99)
Water	\$ (54,666.50)	\$ 40,243.34	\$ (14,423.16)
Sewer	\$ (132,319.67)	\$ 130,343.77	\$ (1,975.90)
(Surplus)/deficit	\$ (1,401,165.00)	\$ 1,306,938.95	\$ (94,226.05)

3	Wages	G.L. Code	Budget	year to date	% Spent
[a]	Office	112 120 0101	\$ 215,000.00	\$ 210,870.01	98%
[b]	P.W. General	112 120 0101	\$ 172,500.00	\$ 192,487.71	
	P.W. Transfer Stn	112 130 0101	\$ 15,000.00	\$ 11,349.62	
	Recycling Depot Wages	112 130 0106	\$ 23,000.00	\$ 22,687.24	
	P.W. Cemetery	112 140 0101	\$ 1,500.00	\$ 147.20	
	P.W. Boulevards	112 150 0101	\$ 30,000.00	\$ 24,339.12	
	P.W. Dykes	112 150 0102	\$ 1,000.00	\$ -	
	P.W. Water	212 120 0101	\$ 20,000.00	\$ 11,230.19	
	P.W. Sewer T.P.	312 120 0101	\$ 25,000.00	\$ 24,702.19	
	P.W. Sewer Dist.	312 120 0102	\$ 10,000.00	\$ 5,290.44	
	Sub Total		\$ 298,000.00	\$ 292,233.71	98%
[c]	Recreation	112 160 0101	\$ 71,000.00	\$ 72,453.94	102%
[d]	Arena	112 170 0101	\$ -	\$ -	
[e]	Com. Centre	112 180 0101	\$ 22,000.00	\$ 20,782.54	94%

Respectfully submitted


Bonnie Danyk, Finance Officer

For All Revenue, Expense Accounts
Zero Balance Accounts NOT Included

Transactions Entered From 01/11/2021
To 30/11/2021

Account	Description	Period Actual	YTD Actual	YTD Budget	Remaining In \$
REAL PROPERTY TAXES					
1110000100	GENERAL TAXATION	0.00	620,875.50-	620,450.00-	425.50
1110000101	UTILITY TAX	0.00	13,831.35-	17,000.00-	3,168.65-
1110000102	GRANT-IN-PLACE OF TAXES	0.00	5,925.61-	5,500.00-	425.61
	TOTAL REAL PROPERTY TAXES	0.00	640,632.46-	642,950.00-	2,317.54-
SALES OF SERVICE & GOODS					
1111000100	GARBAGE RATES & PENALTIES	13.80	59,326.44-	65,600.00-	6,273.56-
1111000102	GARBAGE RATES SENIORS DISCOUNT	0.00	0.00	600.00	600.00
	TOTAL SALES OF SERVICE & GOODS:	13.80	59,326.44-	65,000.00-	5,673.56-
RECREATION SUPPLIES & SERVICES					
1111000210	RUMBLE SHEET REVENUE	8.00-	582.40-	700.00-	117.60-
1111000213	WEIGHT ROOM PASSES & LOCKER RENTALS	445.00-	3,750.00-	4,000.00-	250.00-
1111000215	RECREATION DEPT. SWEAT/T SHIRT REVEN	0.00	190.16-	200.00-	9.84-
1111000218	RECREATION PROGRAMS	60.00-	75.00-	0.00	75.00
1111000219	RECREATION PROGRAMS, EVENTS & CLASSE	345.00-	1,601.60-	500.00-	1,101.60
1111000220	TOURISM REVENUE	0.00	20.55-	0.00	20.55
	TOTAL RECREATION SUPPLIES & SERVICE	858.00-	6,219.71-	5,400.00-	819.71
RECREATION FACILITIES RENTAL REVENUE					
1111000320	COMMUNITY CENTRE REVENUE	1,535.00-	12,383.70-	13,500.00-	1,116.30-
1111000330	SEA VIEW ACTIVITY CENTER	0.00	0.00	250.00-	250.00-
	TOTAL REC. FACILITIES RENTAL REVENUE	1,535.00-	12,383.70-	13,750.00-	1,366.30-
OTHER REVENUE FROM OWN SOURCES					
LICENCES & PERMITS					
1111100105	CANS AND BOTTLES REVENUE	0.00	2,433.11-	2,000.00-	433.11
1111100110	BUSINESS LICENCE FEE REVENUE	0.00	4,979.17-	4,000.00-	979.17
1111100120	DOG LICENSES/FINES	0.00	690.00-	500.00-	190.00
1111100130	PERMITS:BUILDING/BURNING	0.00	1,822.00-	2,000.00-	178.00-
	TOTAL LICENCES & PERMITS	0.00	9,924.28-	8,500.00-	1,424.28
OTHER REVENUE					
1111100220	SCHOOL TAX ADMINISTRATION FEE	0.00	0.00	2,500.00-	2,500.00-
1111100230	INTEREST M.F.A. INVESTMENTS	0.00	1,416.67-	10,000.00-	8,583.33-
1111100231	BANK BALANCE INTEREST	0.00	2,349.82-	9,000.00-	6,650.18-
1111100232	SCOTIABANK INVESTMENT ACCT INTEREST	0.00	3,924.99-	0.00	3,924.99
1111100240	TAX PENALTIES	0.00	13,943.39-	4,500.00-	9,443.39
1111100241	TAX ARREARS INTEREST	12.76-	2,054.28-	4,500.00-	2,445.72-
1111100243	TAX CERTIFICATES - Com.Charter - Sec	200.00-	1,450.00-	700.00-	750.00
1111100244	M.I.A.-2011 DIVIDENDS & RISK MANAGEM	0.00	1,065.00-	1,000.00-	65.00
1111100246	RECYCLING REVENUE	327.05-	2,975.33-	3,000.00-	24.67-
1111100247	TAX SALE ADMIN & FILING FEES	0.00	0.00	200.00-	200.00-
1111100250	MISCELL. REVENUE	1,602.35-	6,891.70-	500.00-	6,391.70
1111100251	SALE OF VILLAGE ASSETS & DONATIONS	0.00	600.00-	0.00	600.00
1111100253	LAMINATING, FAX & PHOTOCOPY SERVICES	139.75-	367.00-	500.00-	133.00-
1111100255	RUMBLE BEACH MARINA PARKING FEES	151.78-	12,034.18-	9,000.00-	3,034.18
1111100256	RUMBLE BEACH MARINA RECREATION MOORA	255.57-	6,014.59-	2,000.00-	4,014.59
1111100257	BACKROAD MAPBOOK ADVERTISING REVENUE	0.00	724.60-	0.00	724.60
1111100258	RUMBLE BEACH MARINA COMMERCIAL MOORA	23.40-	1,392.75-	3,600.00-	2,207.25-
	TOTAL OTHER REVENUE	2,712.66-	57,204.30-	51,000.00-	6,204.30
TRANSFER FROM OTHER GOVERNMENTS					
PROVINCIAL GOVERNMENT & OTHER GRANTS					
1111200110	SMALL COMMUNITY GRANT	0.00	0.00	335,000.00-	335,000.00-
1111200111	RDMW - AHART FUNDING	0.00	0.00	2,500.00-	2,500.00-
1111200120	CARIP-Carbon Tax 12	0.00	0.00	1,900.00-	1,900.00-
1111200121	INFRASTRUCTURE STIMULUS - PROVINCIAL	0.00	0.00	2,774,630.00-	2,774,630.00-
1111200122	CANADA SUMMER JOBS	6,384.00-	6,384.00-	7,000.00-	616.00-
1111200125	NEW DEAL - GAS REVENUE	0.00	87,103.94-	83,000.00-	4,103.94
1111200131	ECONOMIC DEVELOPMENT PLAN	0.00	335,000.00-	335,000.00-	0.00
1111200141	RURAL DIVIDEND GRANT	0.00	0.00	80,000.00-	80,000.00-
	TOTAL PROVINCIAL GRANTS	6,384.00-	428,487.94-	3,619,030.00-	3,190,542.06-
FEDERAL GOVERNMENT					
1111200210	CELEBRATE CANADA DAY - GRANT	0.00	0.00	1,100.00-	1,100.00-

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Account	Description	Period Actual	YTD Actual	YTD Budget	Remaining In \$
TOTAL FEDERAL GRANTS		0.00	0.00	1,100.00-	1,100.00-
TRANSFER FROM SURPLUS & TEMP. BORROWING					
1111300009	APPROPRIATION FROM NICF RESERVE	0.00	0.00	56,670.00-	56,670.00-
1111300010	APPROPRIATION FROM SURPLUS [2013]	0.00	0.00	70,000.00-	70,000.00-
1111300013	APPROP. FROM GAS TAX RESERVE	0.00	0.00	80,000.00-	80,000.00-
1111300014	APPROP. FROM DEFERRED REV. BCWIP	0.00	0.00	90,000.00-	90,000.00-
TOTAL TRANSFERS FROM SURPLUS & TEMP. BORROWING:		0.00	0.00	296,670.00-	296,670.00-
GRAND TOTAL GENERAL FUND REVENUE		11,475.86-	1,214,178.83-	4,703,400.00-	3,489,221.17-
COLLECTIONS FOR OTHER GOVERNMENTS					
1111500100	PROVINCIAL GOV'T SCHOOL TAX	0.00	228,560.10-	0.00	228,560.10
1111500140	B.C. ASSESSMENT AUTHORITY	0.00	3,765.82-	0.00	3,765.82
1111500150	MUNICIPAL FINANCE AUTHORITY	0.00	15.63-	0.00	15.63
1111500160	POLICE TAX	0.00	31,036.17-	0.00	31,036.17
TOTAL TRANSMISSION OF TAXES		0.00	263,377.72-	0.00	263,377.72
GRAND TOTAL GENERAL FUND REVENUE:		11,475.86-	1,477,556.55-	4,703,400.00-	3,225,843.45-
EXPENDITURES					
GENERAL GOVERNMENT					
ADMINISTRATION					
1120000100	COUNCIL INDEMNITY	3,580.82	39,389.02	45,000.00	5,610.98
1120000101	OFFICE STAFF SALARIES & BENEFITS	22,557.81	210,870.01	215,000.00	4,129.99
1120000102	OFFICE STAFF MEDICAL REFERRAL	0.00	1,032.76	500.00	532.76-
1120000103	WAGE NEGOTIATIONS & STAFF RECRUITMEN	0.00	0.00	500.00	500.00
1120000104	EDUCATION, TRAINING & SAFETY EXPENSE	0.00	0.00	5,000.00	5,000.00
1120000105	AUDIT FEES AND EXPENSES	0.00	18,025.00	18,000.00	25.00-
1120000107	PROFESSIONAL DEVELOPMENT	0.00	2,025.00	5,000.00	2,975.00
1120000109	CONTRACTOR FEES	58.85	411.95	0.00	411.95-
TOTAL ADMINISTRATION		26,197.48	271,753.74	289,000.00	17,246.26
OTHER EXPENSES					
1120000201	OFFICE INSURANCE	0.00	3,531.96	3,500.00	31.96-
1120000202	OFFICE TELEPHONE/FAX	0.00	2,870.73	4,500.00	1,629.27
1120000203	OFFICE HYDRO	0.00	1,487.18	3,000.00	1,512.82
1120000204	OFFICE OPERATING SUPPLIES, MAINT. &	0.00	831.44	3,000.00	2,168.56
1120000205	OFFICE JANITORIAL CONTRACT	489.12	4,089.12	7,200.00	3,110.88
1120000206	LEGAL FEES	0.00	1,416.99	20,000.00	18,583.01
1120000207	IT EXPENSES	503.13	24,937.49	20,000.00	4,937.49-
1120000208	COMPUTERS & OFFICE EQUIPMENT	0.00	0.00	2,500.00	2,500.00
1120000209	ASSOCIATION DUES/MEMBERSHIPS	0.00	1,840.00	1,500.00	340.00-
1120000301	OFFICE POSTAGE	276.00	932.00	2,000.00	1,068.00
1120000302	OFFICE COURIER/FREIGHT CHARGES	0.00	53.66	100.00	46.34
1120000303	OFFICE STATIONERY	0.00	1,488.92	3,000.00	1,511.08
1120000304	COMPUTER FORMS & SUPPLIES	0.00	735.09	1,000.00	264.91
1120000305	XEROX LEASE/ADVERTISING	657.00	2,429.40	5,000.00	2,570.60
1120000306	OFFICE ALARM MONITORING	0.00	262.86	300.00	37.14
1120000309	CANON LEASE PAYMENTS	74.22	2,357.63	3,000.00	642.37
1120000401	CONVENTIONS, DELEGATIONS & TRAVEL EX	0.00	1,365.48	10,000.00	8,634.52
1120000402	TOURISM	750.00	2,725.97	8,000.00	5,274.03
1120000403	HERITAGE	220.00	1,720.00	2,000.00	280.00
1120000404	INTERGOVERNMENTAL RELATIONS	0.00	0.00	500.00	500.00
1120000405	GRANTS & DONATIONS	0.00	20.00-	500.00	520.00
1120000407	MISCELLANEOUS	0.00	715.31	500.00	215.31-
1120000410	TAX SALE REDEMPTION, FILING & SERVIC	0.00	0.00	200.00	200.00
1120000415	BAD DEBT - UNCOLLECTABLE REVENUE	0.00	0.00	1,000.00	1,000.00
1120000418	VTN PILOT PROJECT	0.00	0.00	8,000.00	8,000.00
1120000500	HERITAGE/TOURISM/OFFICE STORAGE EXPE	0.00	514.12	1,500.00	985.88
TOTAL OTHER EXPENSES		2,969.47	56,285.35	111,800.00	55,514.65
TOTAL GENERAL GOVERNMENT		29,166.95	328,039.09	400,800.00	72,760.91
PROTECTIVE SERVICES					
FIRE DEPARTMENT					
1121000101	FIRE FIGHTERS MEMBERS PAY	640.00	6,727.39	9,500.00	2,772.61
1121000103	FIRE DEPT WORK SAFE BC PREMIUMS	0.00	0.00	500.00	500.00
1121000104	FIRE DEPT TRAINING	0.00	116.64	10,000.00	9,883.36
1121000201	FIRE DEPT INSURANCE	0.00	2,300.71	8,000.00	5,699.29

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1121000202	FIRE HALL PHONE	0.00	667.93	1,000.00	332.07
1121000204	FIRE HALL HEAT & LIGHT	0.00	2,493.49	6,000.00	3,506.51
1121000205	FIRE HALL MAINT. & FURNISHINGS	0.00	191.53	3,000.00	2,808.47
1121000206	FIRE TRUCK REPAIR & MAINTENANCE	0.00	1,237.62	3,000.00	1,762.38
1121000207	FIRE DEPT OPERATING SUPPLIES	0.00	5,674.44	5,000.00	674.44-
1121000209	FIRE DEPT. DUES, LICENSE & PERMIT FE	0.00	545.00	1,000.00	455.00
1121000211	FIRE DEPT PROMO	0.00	0.00	2,000.00	2,000.00
1121000212	TF TO FIRE TRUCK RESERVE	0.00	0.00	20,000.00	20,000.00
	TOTAL FIRE DEPARTMENT EXPENDITURES	640.00	19,954.75	69,000.00	49,045.25
MUNICIPAL EMERGENCY PROGRAM					
1121100101	EMERGENCY COORD HONORARIUM & WBC PRE	0.00	705.00	3,000.00	2,295.00
1121100102	EMERGENCY PROGRAM SUPPLIES	0.00	1,187.89	500.00	687.89-
1121100104	EMERGENCY PROGRAM TRAINING	0.00	0.00	2,500.00	2,500.00
1121100202	EMERGENCY TELEPHONE	0.00	1,627.16	2,000.00	372.84
1121100204	M.E.P. EMERGENCY PROGRAM: - ESS TRAI	0.00	0.00	500.00	500.00
1121100205	M.E.P. EMERGENCY PROGRAM: ESS SUPPLI	0.00	0.00	500.00	500.00
	TOTAL MUNICIPAL EMER. PRO. EXP.:	0.00	3,520.05	9,000.00	5,479.95
	TOTAL PROTECTIVE SERVICES	640.00	23,474.80	78,000.00	54,525.20
TRANSPORTATION SERVICES					
PUBLIC WORKS DEPARTMENT					
1121200101	PUBLIC WORKS DEPT. WAGES & BENEFITS	19,263.21	192,487.71	172,500.00	19,987.71-
1121200102	PUBLIC WORKS MEDICAL REFERRAL	0.00	481.65	1,000.00	518.35
1121200103	P.W. COVERALLS & WORKBOOTS	83.50	2,029.57	3,500.00	1,470.43
1121200104	P.W. CONFERENCE, EDUCATION & SAFETY	274.00	1,180.62	4,500.00	3,319.38
	TOTAL PUBLIC WORKS WAGES & BENEFITS	19,620.71	196,179.55	181,500.00	14,679.55-
P.W. YARD & STORES					
1121200201	P.W. INSURANCE	0.00	2,462.27	7,000.00	4,537.73
1121200202	P.W. YARD & STORES - PHONE	58.85	1,190.95	1,800.00	609.05
1121200203	P.W. YARD & STORES - HYDRO	0.00	3,323.19	7,000.00	3,676.81
1121200204	P.W. YARD & SHOP: SUPPLIES & FEES	931.82	8,878.60	6,000.00	2,878.60-
1121200205	P.W. MAINTENANCE WORKSHOP	0.00	659.05	1,500.00	840.95
1121200206	DOG CONTROL SUPPLIES	0.00	0.00	300.00	300.00
	TOTAL P.W. YARD & STORES	990.67	16,514.06	23,600.00	7,085.94
REPAIRS, MAINTENANCE, RENTALS & TOOLS					
1121200301	DITCHES, DRAINS AND STORMSEWERS	0.00	426.00	5,000.00	4,574.00
1121200302	P.W. EQUIPMENT REPAIR & MAINT	1,933.16	33,043.27	35,000.00	1,956.73
1121200305	ANGUS DAWSON MEMORIAL BALLFIELD EXPE	0.00	0.00	1,000.00	1,000.00
1121200306	PARKS - MAINTENANCE	0.00	1,202.67	4,000.00	2,797.33
1121200307	DOCK & BOAT LAUNCH EXPENSES	58.85	27,584.83	20,000.00	7,584.83-
1121200308	P.W. SMALL TOOLS/EQUIPMENT	60.91	812.33	3,000.00	2,187.67
1121200309	PORTA POTTI RENTALS	403.20	4,894.18	5,000.00	105.82
	TOTAL P.W. REPAIRS/MAINT/RENTALS/TOOLS	2,456.12	67,963.28	73,000.00	5,036.72
ROADS, STREETS, HIGHWAY & SIDEWALKS					
1121200401	ROADS, STREETS AND LANES	0.00	4,759.29	5,000.00	240.71
1121200402	SIDEWALKS	0.00	76.98	1,000.00	923.02
1121200403	MUNICIPAL HIGHWAY	0.00	4,774.00	10,000.00	5,226.00
1121200405	STREET LIGHTS - HYDRO	0.00	7,280.02	19,000.00	11,719.98
1121200406	STREET LIGHTS - MAINTENANCE	3,298.31	7,283.61	3,500.00	3,783.61-
1121200407	STREET & TRAFFIC SIGNS	0.00	706.14	500.00	206.14-
1121200408	BRIDGE REPAIR & MAINTENANCE	0.00	0.00	1,000.00	1,000.00
1121200409	ARTERIAL ROAD PAVING	0.00	20,750.00	10,000.00	10,750.00-
1121200410	MUNICIPAL HIGHWAY PAVING	0.00	0.00	10,000.00	10,000.00
	TOTAL ROADS, ST., HIWAY, & SIDEWALKS	3,298.31	45,630.04	60,000.00	14,369.96
	TOTAL PUBLIC WORKS DEPARTMENT	26,365.81	326,286.93	338,100.00	11,813.07
ENVIRONMENTAL HEALTH SERVICES					
1121300101	TRANSFER STATION WAGES	3,142.27	11,349.62	15,000.00	3,650.38
1121300103	TRANSFER STATION OPERATING	1,062.82	19,682.26	20,000.00	317.74
1121300105	GARBAGE COLLECTION CONTRACT	7,524.40	60,860.48	82,000.00	21,139.52
1121300106	RECYCLING DEPOT WAGES	0.00	22,687.24	23,000.00	312.76
	TOTAL ENVIRONMENTAL HEALTH SERVICES	11,729.49	114,579.60	140,000.00	25,420.40
PUBLIC HEALTH & WELFARE					
1121400101	CEMETERY WAGES	0.00	147.20	1,500.00	1,352.80

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1121400102	CEMETERY SUPPLIES & MAINTENANCE	0.00	0.00	500.00	500.00
1121400201	BUILDING INSPECTION	0.00	951.09	2,000.00	1,048.91
	TOTAL PUBLIC HEALTH & WELFARE	0.00	1,098.29	4,000.00	2,901.71
ENVIRONMENTAL DEVELOPMENT					
1121500101	BOULEVARD & MUNICIPAL GROUNDS WAGES	0.00	24,339.12	30,000.00	5,660.88
1121500102	BOULEVARD MAINTENANCE	800.00	13,982.04	20,000.00	6,017.96
1121500103	GARDEN CONTRACT	0.00	0.00	9,000.00	9,000.00
1121500201	PROTECTIVE DIKE SYSTEM WAGES	0.00	0.00	1,000.00	1,000.00
1121500205	DIKE MAINTENANCE	0.00	0.00	8,000.00	8,000.00
1121500208	HWY SIGNS MAINTENANCE	0.00	0.00	500.00	500.00
	TOTAL ENVIRONMENTAL DEVELOPMENT	800.00	38,321.16	68,500.00	30,178.84
	TOTAL ENVIRONMENTAL SERVICES	12,529.49	153,999.05	212,500.00	58,500.95
RECREATION SERVICES					
RECREATION DEPARTMENT					
1121600101	RECREATION DEPARTMENT WAGES & BENEFITS	8,933.54	72,453.94	71,000.00	1,453.94
1121600102	RECREATION DEPT. MEDICAL REFERRAL	0.00	660.00	250.00	410.00
1121600104	EDUCATION & TRAINING C.C.	0.00	0.00	250.00	250.00
	TOTAL RECREATION DEPT. WAGES/BENEFITS	8,933.54	73,113.94	71,500.00	1,613.94
RECREATION PROGRAMS					
1121600302	RECREATION PROGRAMS AND SUPPLIES	129.96	1,815.34	4,000.00	2,184.66
1121600305	STAFF SWEAT/ T SHIRT EXPENSE	0.00	0.00	500.00	500.00
1121600306	C.C. COMPUTER LAB	117.70	1,753.00	3,000.00	1,247.00
1121600308	MISC. MERCHANDISE	0.00	538.80	0.00	538.80
	TOTAL RECREATION DEPARTMENT PROGRAMS	247.66	4,107.14	7,500.00	3,392.86
OTHER RECREATION SERVICES					
1121600402	AID TO PUBLIC HOLIDAYS	0.00	525.00	4,000.00	3,475.00
1121600403	LIBRARY REQUISITION	0.00	33,636.00	37,000.00	3,364.00
	TOTAL OTHER RECREATION DEPT. SERVICES	0.00	34,161.00	41,000.00	6,839.00
	TOTAL RECREATION DEPARTMENT SERVICES	9,181.20	111,382.08	120,000.00	8,617.92
ARENA					
1121700106	ARENA ALARM MONITORING	0.00	263.45	300.00	36.55
1121700201	ARENA INSURANCE	0.00	14,255.77	13,500.00	755.77
1121700202	ARENA TELEPHONE	0.00	664.19	1,000.00	335.81
1121700203	ARENA HYDRO & PROPANE	16.06	3,377.55	8,000.00	4,622.45
1121700204	ARENA BUILDING OPERATION & MAINTENANCE	0.00	931.48	4,000.00	3,068.52
	TOTAL ARENA EXPENDITURES	16.06	19,492.44	26,800.00	7,307.56
	TOTAL ARENA EXPENSES	16.06	19,492.44	26,800.00	7,307.56
COMMUNITY CENTRE					
1121800101	JANITOR SALARIES & BENEFITS	798.25	20,782.54	22,000.00	1,217.46
1121800102	JANITOR MEDICAL REFERRAL	0.00	0.00	300.00	300.00
1121800103	PROTECTIVE CLOTHING	0.00	0.00	100.00	100.00
1121800104	C.C. EDUCATION, TRAINING, & SAFETY	0.00	115.00	300.00	185.00
1121800106	COMMUNITY CENTRE ALARM MONITORING	0.00	263.45	300.00	36.55
1121800201	COMMUNITY CENTRE INSURANCE	0.00	9,086.01	8,500.00	586.01
1121800202	COMMUNITY CENTRE TELEPHONE	0.00	665.63	1,000.00	334.37
1121800203	COMMUNITY CENTRE HEAT & LIGHT	714.21	10,862.27	17,500.00	6,637.73
1121800204	COMMUNITY CENTRE BUILDING & GROUNDS	0.00	9,613.58	10,000.00	386.42
	TOTAL COMMUNITY CENTER EXPENDITURES	1,512.46	51,388.48	60,000.00	8,611.52
	TOTAL COMMUNITY CENTRE EXPENSES	1,512.46	51,388.48	60,000.00	8,611.52
SEA VIEW ACTIVITY CENTER					
1121900201	SEA VIEW ACTIVITY CENTER INSURANCE	0.00	1,331.37	1,500.00	168.63
1121900202	SEA VIEW ACTIVITY CENTRE TELEPHONE	0.00	664.19	1,000.00	335.81
1121900205	WEIGHT ROOM EQUIPMENT/MAINTENANCE	0.00	737.28	4,000.00	3,262.72
	TOTAL SEA VIEW ACTIVITY CENTER SERVICES:	0.00	2,732.84	6,500.00	3,767.16
DEBT CHARGES					
BANK CHARGES					
1122100100	DEBT CHARGES: PRINCIPAL & INTEREST -	0.00	33,907.18	33,900.00	7.18
1122100102	SCOTIA DIRECT BANK SERVICE CHARGE	0.00	515.17	0.00	515.17
1122100103	BANK CHARGES	0.00	4,226.97	5,000.00	773.03
1122100106	TRANSFER GAS TAX	0.00	0.00	83,000.00	83,000.00

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	TOTAL DEBT CHARGES	0.00	38,649.32	121,900.00	83,250.68
	TOTAL FISCAL SERVICES & DEBT CHARGES	0.00	38,649.32	121,900.00	83,250.68
LAND & OFFICE EQUIPMENT					
1122300106	GENERAL CAP.:RURAL DIVIDEND GRANT PR	7,500.00	23,351.73	100,000.00	76,648.27
1122300112	HEAT PUMP FOR OFFICE	0.00	4,845.11	0.00	4,845.11
1122300115	WEBSITE UPDATE PART 2	0.00	5,773.00	20,000.00	14,227.00
1122300116	OCP UPDATE	0.00	0.00	40,000.00	40,000.00
	TOTAL LAND/OFFICE EQUIPMENT CAPITAL EXPENDITURES:	7,500.00	33,969.84	160,000.00	126,030.16
PUBLIC WORKS					
1122300401	P.W. TRUCK SANDER	0.00	1,156.93	0.00	1,156.93
1122300417	PICNIC TABLES	0.00	3,136.84	2,500.00	636.84
1122300418	REPLACE STREETLIGHTS	0.00	25,262.63	30,000.00	4,737.37
1122300419	PW CAP: MARINE DRIVE SIDEWALK	0.00	0.00	201,300.00	201,300.00
1122300420	PW CAP:CULVERT REPLACEMENT & BRIDGE	0.00	0.00	2,500,000.00	2,500,000.00
1122300421	PW CAP:MARINE DRIVE BANK ASSESSMENT	3,409.77	3,409.77	10,000.00	6,590.23
	TOTAL PUBLIC WORKS CAP. EXPENDITURES	3,409.77	32,966.17	2,743,800.00	2,710,833.83
RECREATION					
1122300506	LIONS PARK OUTDOOR FITNESS	0.00	0.00	100,000.00	100,000.00
1122300507	KAYAK PROJECT	8,090.00	13,970.80	335,000.00	321,029.20
	TOTAL REC. DEPART. CAP. EXPENDITURES	8,090.00	13,970.80	435,000.00	421,029.20
	TOTAL CAPITAL EXPENDITURES	18,999.77	80,906.81	3,338,800.00	3,257,893.19
	GRAND TOTAL GENERAL FUND EXPENDITURES	98,411.74	1,136,351.84	4,703,400.00	3,567,048.16
TRANSMISSION OF TAXES					
1122500100	PROVINCIAL GOV'T - SCHOOL TAX	0.00	36,793.05	0.00	36,793.05
	TOTAL TRANSMISSION OF TAXES	0.00	36,793.05	0.00	36,793.05
	TOTAL 2001 GENERAL FUND EXPEND. BUDGET:	98,411.74	1,173,144.89	4,703,400.00	3,530,255.11
WATER REVENUE FUND					
REVENUE					
2110000101	WATER RATES REVENUE	0.00	54,416.42	60,000.00	5,583.58
2110000102	WATER RATES PENALTIES	0.00	250.08	1,000.00	749.92
2110000106	Misc Water Revenue	0.00	0.00	50,000.00	50,000.00
	TOTAL WATER RATES REVENUE	0.00	54,666.50	111,000.00	56,333.50
	GRAND TOTAL WATER REVENUE	0.00	54,666.50	111,000.00	56,333.50
WATER FUND EXPENDITURE					
2121200101	WATER EQUIP. MAINT. WAGES	910.59	11,230.19	20,000.00	8,769.81
2121200201	INSURANCE - WATER SYSTEM	0.00	4,562.48	4,500.00	62.48
2121200301	WATER EQUIP. REPAIR/MAINT.	4,860.95	24,450.67	30,000.00	5,549.33
2121200302	WATER FUND CAPITAL RESERVE	0.00	0.00	6,500.00	6,500.00
	TOTAL WATER MAINTENANCE EXPENDITURES	5,771.54	40,243.34	61,000.00	20,756.66
FUNDS TRANSFERS					
2122300103	WATER WELL REPLACEMENTS	0.00	0.00	50,000.00	50,000.00
	TOTAL DEBT CHARGES & CAPITAL EXPEND.	0.00	0.00	50,000.00	50,000.00
	TOTAL WATER FUND EXPENDITURES	5,771.54	40,243.34	111,000.00	70,756.66
	TOTAL	5,771.54	40,243.34	111,000.00	70,756.66
SEWER REVENUE					
3110000101	SEWER RATES REVENUE	23.40	121,753.98	140,000.00	18,246.02
3110000103	SEWER RATES PENALTIES	0.00	542.29	2,000.00	1,457.71
3110000104	INFRASTRUCTURE PLANNING GRANT	0.00	10,000.00	0.00	10,000.00
3110000107	TRANSFER FROM GAS TAX	0.00	0.00	145,000.00	145,000.00
	TOTAL SEWER REVENUE	23.40	132,296.27	287,000.00	154,703.73
	GRAND TOTAL SEWER FUND REVENUE	23.40	132,296.27	287,000.00	154,703.73
EXPENDITURES					
3121200101	SEWER TREATMENT PLANT WAGES	2,551.97	24,702.19	25,000.00	297.81
3121200102	SEWER DIST. SYSTEM WAGES	428.60	5,290.44	10,000.00	4,709.56
3121200201	SEWER INSURANCE	0.00	6,178.02	6,500.00	321.98
3121200202	SEWER PLANT TELEPHONE EXPENSE	80.25	1,512.19	800.00	712.19
3121200203	SEWER HYDRO	0.00	11,315.87	23,000.00	11,684.13
3121200204	SEWER SUPPLIES & MAINTENANCE	75.62	21,637.26	20,000.00	1,637.26
20121200205	SLUDGE DISPOSAL	307.83	8,032.67	20,000.00	11,967.33
3121200206	WASTE MANAGEMENT PERMIT FEES	0.00	677.47	600.00	77.47

For All Revenue, Expense Accounts
Zero Balance Accounts NOT Included

Transactions Entered From 01/11/2021
To 30/11/2021

Account	Description	Period Actual	YTD Actual	YTD Budget	Remaining in \$
	TOTAL SEWER OPERATING EXPENSE	3,444.27	79,346.11	105,900.00	26,553.89
CAPITAL EXPENDITURES FROM REVENUE					
3122300102	SEWER CAP.:RESERVE FOR CAPITAL UPGRA	0.00	0.00	36,100.00	36,100.00
3122300109	SEWER SYSTEM STUDY	0.00	1,773.34	0.00	1,773.34
3122300110	ODOUR CONTROL	0.00	9,661.79	16,000.00	6,338.21
3122300111	CCTV INSPECTION	0.00	39,562.53	129,000.00	89,437.47
	TOTAL CAP. EXPEND. FROM SEWER REVENUE	0.00	50,997.66	181,100.00	130,102.34
	TOTAL:	9,239.21	16,375.66	0.00	16,375.66
	REPORT TOTALS:	96,175.09	320,787.32	0.00	320,787.32

*** End of Report ***

VILLAGE OF PORT ALICE

Report to Council

TO: Mayor and Council
FROM: Tanya Spafford, Administrative Assistant
DATE: January 5, 2022
SUBJECT: Canada Summer Jobs Program Application

Background

The Canada Summer Jobs program is accepting applications until January 31st, 2022. The Village applied for this grant in 2021 and had three students working for the summer. Three positions were applied for last year, and as all applicants were in high school the later start to working allowed all three positions to be filled, giving Public Works 2 students.

Having summer employees for 12 weeks can alleviate staff shortages in public works and offer a full-time support to our tourism centre now that it has been moved back to the Heritage Centre.

If approved, the federal funding covers \$11.40\hr of the student's wages. The Village's portion would be \$3.88\hr. If budgeted for 12 weeks at 40\hrs week the cost to the Village will be \$2793.60. Without the funding the full cost to the Village would be \$11,001.60

Recommendations

THAT council direct staff to apply for the Canadian Summer Jobs 2022 program.

Respectfully,



Tanya Spafford, Administrative Assistant



VILLAGE OF PORT ALICE

Port Alice Volunteer Fire Department Fire Chief's Monthly Report For the month of December 2021,

Active Members	9	Number Of False Alarms	
On Leave	1	Mutual Aid Calls	
Rescue Calls		Lift Assist Calls	3
Fire Calls		Public Relation Events	

Practices / Events:


Date	Attendance	Purpose
Dec.7/21	9	Interior Sweep of the Fire Hall on Air
Dec. 14	4	Naloxone Injection Practice
Dec. 19	5	Lift Assist
Dec.21	4	Equipment and Truck Checks
Dec 25	5	Lift Assist
Dec 26	5	Lift Assist

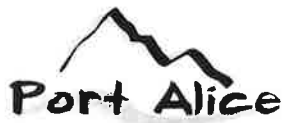
Public Relations Events:

Situation Responses:

Fire Chief:

Administrator:

_____



VILLAGE OF PORT ALICE REPORT TO COUNCIL

To: Mayor and Council
From: CAO / CFO
Date: January 6, 2022
Subject: CEPF Emergency Support Services Grant

The Community Emergency Preparedness Fund has three funding streams which are intended to help local governments and First Nations respond to emergencies. The funding is provided by the Province of BC and administered by UBCM.

The Emergency Support Service Funding Stream is accepting applications with a deadline of January 28, 2022. The focus of the ESS funding stream for 2022 is supporting the modernization of local ESS programs to move towards digital registration and reporting through the Evacuee Registration and Assistance Tool. Eligible costs which support this focus include computers, printers and mobile devices.

RECOMMENDATION: THAT the Village of Port Alice apply to the CEPF – ESS Stream for \$ 5,000 to purchase two laptop computers for our ESS team and FURTHER THAT grant management be provided by the Village of Port Alice's CAO/ CFO.

Bonnie Danyk
CAO / CFO

Community Emergency Preparedness Fund

Emergency Support Services

2022 Program & Application Guide

1. Introduction

The Community Emergency Preparedness Fund (CEPF) is a suite of funding programs intended to enhance the resiliency of local governments, First Nations and communities in responding to emergencies. Funding is provided by the Province of BC and is administered by Union of BC Municipalities (UBCM).

As of September 2021, the funding streams include:

- Evacuation route planning
- Emergency support services
- Emergency operations centres and training

Background

British Columbians forced from their homes by fire, floods, earthquakes or other emergencies may receive short-term emergency support services. Services may include food, lodging, clothing, emotional support, information about the crisis, and family reunification. There may also be special services provided by other partners or agencies like first aid, child minding, pet care, and transportation.

Under the *Emergency Program Act*, municipalities and regional districts are responsible for responding to emergencies in their areas, including providing emergency support services. Under the 10 year agreement between Indigenous Services Canada and the Province, First Nations in BC may elect to provide emergency support services to their residents.

Emergency Support Services Funding Stream

The intent of this funding stream is to support eligible applicants to build local capacity to provide emergency support services through ESS volunteer/responder recruitment, retention and training, and the purchase of ESS equipment.

The focus of the ESS funding stream for the 2022 intake continues to be support of the modernization of local ESS programs in order to move toward digital registration and reporting through the Evacuee Registration & Assistance (ERA) Tool. Additionally, the intake will focus on promoting knowledge sharing, enhancing mutual aid, and for applicants to act as host communities.

2. Eligible Applicants

All local governments (municipalities and regional districts) and all First Nations (bands and Treaty First Nations) in BC are eligible to apply.

Eligible applicants can submit one application per intake, including regional applications or participation as a partnering applicant in a regional application.

3. Grant Maximum

The Emergency Support Services funding stream can contribute a maximum of 100% of the cost of eligible activities to a maximum of \$25,000.00.

In order to ensure transparency and accountability in the expenditure of public funds, all other contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the funding. This includes any other grant funding and any revenue that is generated from activities that are funded by the Community Emergency Preparedness Fund.

4. Eligible Projects

To be eligible for funding, applications must demonstrate the extent to which proposed projects will build local capacity to provide emergency support services.

In addition, to be eligible for funding, projects must be:

- A new project (retroactive funding is not available)
- Capable of completion by the applicant within one year from the date of grant approval
- Be in alignment with Emergency Support Services policies and operational guidelines

Regional Projects

Funding requests from two or more eligible applicants for regional projects may be submitted as a single application for eligible, collaborative projects. In this case, the maximum funding available would be based on the number of eligible applicants included in the application. It is expected that regional projects will demonstrate cost-efficiencies in the total grant request.

The primary applicant submitting the application for a regional project is required to submit a resolution as outlined in Section 7 of this guide. Each partnering applicant is required to submit a resolution that clearly states their approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf.

5. Requirements for Funding

As part of the approval agreement, approved projects must meet the following requirements for funding:

- Any in-person activities, meetings, or events must meet public health orders and/or guidance in relation to COVID-19;
- Activities must comply with all applicable privacy legislation under the *Freedom of Information and Protection of Privacy Act* in relation to the collection, use, or disclosure of personal information while conducting funded activities. Personal information is any recorded information about an identifiable individual other than their business contact information. This includes information that can be used to identify an individual through association or inference.

6. Eligible & Ineligible Costs & Activities

Eligible Costs & Activities

Eligible costs are direct costs that are approved for funding, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted.

Eligible activities must be cost-effective and are limited to:

- Purchase of supplies and equipment in support of modernization (i.e. computers, printers, and mobile devices)

- Purchase of supplies and equipment (i.e. reception centre kits, group lodging kits and storage containers for supplies and equipment, portable generators, towable trailers)
- Training and exercises for ESS responders to increase capacity for the provision of emergency support services, including travel costs
- ESS responder recruitment and retention activities, including awards and small gifts for ESS responders, directly related to the provision of emergency support services
- Personal protective equipment for ESS responders (PPE for members of the public is not eligible)

Additional Eligible Costs & Activities

In addition to the activities identified above, the following expenditures are also eligible provided they relate directly to eligible activities:

- Incremental applicant staff and administration costs
- Consultant costs
- Public information costs

Ineligible Costs & Activities

Any activity that is not outlined above or is not directly connected to activities approved in the application is not eligible for grant funding. This includes:

- Routine or ongoing operating costs or activities (i.e. heating and lighting; security; software subscriptions or other subscription fees)
- Routine or ongoing planning costs or planning activities that are not incremental to the project
- Delivery of emergency support services during an emergency
- Activities intended to increase the capacity of third party organizations to deliver emergency support services on behalf of the approved applicant
- Training offered through the EMBC 2021/2022 ESS Training program, through JIBC
- Major capital improvements or renovations to existing facilities and/or construction of new, permanent facilities
- Purchase of vehicles
- Regular salaries and/or benefits of applicant staff or partners
- Project-related fees payable to the eligible applicant(s) (e.g. permit fees, etc.)
- Purchase of promotional items, door/raffle prizes, give-away items, and/or gifts for community members
- Costs related to developing or submitting the application package

7. Application Requirements & Process

Application Deadline

The application deadline is January 28, 2022. Applicants will be advised of the status of their application within 90 days of the application deadline.

Required Application Contents

All applicants are required to submit an electronic copy of the complete application, including:

- Completed Application Form
- Detailed budget that indicates the proposed expenditures from the Community Emergency Preparedness Fund and aligns with the proposed activities outlined in the application form.

Although additional funding or support is not required, any other grant funding or in-kind contributions must be identified

- Council, Board, Band Council or Treaty First Nation resolution indicating support for the current proposed activities and willingness to provide overall grant management
- For regional projects only: local government Council or Board resolution, Band Council resolution or Treaty First Nation resolution from each partnering applicant that clearly states their approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf

Resolutions from partnering applicants must include the language above

Submission of Applications

Applications should be submitted as Word or PDF files. Total file size for email attachments cannot exceed 20 MB.

All applications should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: cepf@ubcm.ca

Review of Applications

UBCM will perform a preliminary review of applications to ensure the required application elements have been submitted and to ensure that basic eligibility criteria have been met. Only complete application packages will be reviewed.

Following this, the CEPF Evaluation Committee will assess and score all eligible applications. Higher application review scores will be given to projects that:

- Were not funded under previous intakes of the Emergency Support Services funding stream
- Support the modernization of local ESS programs in order to move toward electronic registration and reporting through the Evacuee Registration & Assistance (ERA) Tool
- Clearly demonstrate how the capacity of the eligible applicant to deliver emergency support services in their community and act as a host community will be increased
- Demonstrate transferability and knowledge sharing with other local governments and First Nations in BC
- Include partnerships and enhance mutual aid
- Support recommendations or requirements identified in the local Emergency Plan
- Include in-kind or cash contributions to the project from the eligible applicant, partnering applicant(s), community partners, or other grant funding
- Demonstrate cost-effectiveness

Point values and weighting have been established within each of these scoring criteria. Only those applications that meet a minimum threshold point value will be considered for funding.

The Evaluation Committee will consider the provincial, regional, and urban/rural distribution of proposed projects. Recommendations will be made on a priority basis. All funding decisions will be made by UBCM.

All application materials will be shared with the Province of BC

8. Grant Management & Applicant Responsibilities

Grants are awarded to eligible applicants only and, as such, the applicant is responsible for completion of the project as approved and for meeting reporting requirements.

Applicants are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

Notice of Funding Decision & Payments

All applicants will receive written notice of funding decisions. Approved applicants will receive an Approval Agreement, which will include the terms and conditions of any grant that is awarded, and that is required to be signed and returned to UBCM within 30 days.

Grants are paid at the completion of the project and only when the final report requirements have been met.

Please note that in cases where revisions are required to an application, or an application has been approved in principle only, the applicant has 30 days from the date of the written notice of the status of the application to complete the application requirements. Applications that are not completed within 30 days may be closed.

Progress Payments

To request a progress payment, approved applicants are required to submit:

- Description of activities completed to date
- Description of funds expended to date
- Written rationale for receiving a progress payment

Changes to Approved Projects

Approved grants are specific to the project as identified in the application, and grant funds are not transferable to other projects. Approval from UBCM will be required for any significant variation from the approved project.

To propose changes to an approved project, applicants are required to submit:

- Amended application package, including updated, signed application form, updated budget, and an updated resolution
- Written rationale for proposed changes to activities and/or expenditures

The revised application package will then be reviewed by the CEPF Evaluation Committee.

Applicants are responsible for any costs above the approved grant unless a revised application is submitted and approved prior to work being undertaken.

Extensions to Project End Date

All approved activities are required to be completed within the time frame identified in the approval agreement and all extensions beyond this date must be requested in writing and be approved by the CEPF Evaluation Committee. Extensions will not exceed one year from the date of the original final report deadline.

9. Final Report Requirements & Process

All funded activities must be completed within one year of notification of funding approval and the final report is due within 30 days of project completion.

Applicants are required to submit an electronic copy of the complete final report, including the following:

- Completed Final Report Form with all requirement attachments
- Detailed financial summary that indicates the actual expenditures from the Community Emergency Preparedness Fund and other sources (if applicable) and that aligns with the actual activities outlined in the final report form
- Copies of any training or capacity building materials that were produced with grant funding
- Optional: any photos or media related to the funded project

Submission of Final Reports

Final reports should be submitted as Word, Excel or PDF files. Total file size for email attachments cannot exceed 20 MB.

Local Government Program Services, Union of BC Municipalities

E-mail: cepf@ubcm.ca

All final report materials will be shared with the Province of BC.

10. Additional Information

For enquiries about the application process or general questions regarding the program, please contact UBCM at cepf@ubcm.ca or call (250) 387-4470.



INFORMATION ITEMS



Sent via email: MUNI.Minister@gov.bc.ca

December 15, 2021

File No. 0550-20

Honorable Josie Osborne
Minister of Municipal Affairs
PO Box 9056 Stn Prov Govt
Victoria BC V8W 9E2

Dear Honorable Josie Osborne:

Re: Elected Officials – Parental Leave

At its meeting held November 15, 2021, the District of North Saanich Council approved its Council Maternity & Parental Leave Policy and passed the following resolution:

"That a letter be sent to the Honourable Josie Osborne, Minister of Municipal Affairs, requesting the Provincial Governments urgent attention to the matter of parental leave provisions for elected officials, and further, that copies of this letter be sent to all local governments in British Columbia encouraging Councils to express the same direction."

The District of North Saanich Council requests the urgent attention from the Provincial Government to include provisions in the *B.C Community Charter* that enable Council members who are new parents to take time off without being disqualified from Council.

The Policy is enclosed for your information and should you have any questions please contact the undersigned.

Rachel Dumas
Director of Corporate Services

cc: all BC municipalities
Encl

DISTRICT OF NORTH SAANICH

SECTION NO.	SECTION NAME:	POLICY NO.
1000	LEGISLATIVE	1002.20
SUBJECT: COUNCIL MATERNITY & PARENTAL LEAVE		

1.0 POLICY:

This Council Policy provides guidance on eligibility, process and principles for leaves under section 125(7) of the *Community Charter* when a Member of Council is a new parent.

2.0 LEGISLATION:

The *Community Charter* does not contemplate a situation where a Member of Council would be on leave due to pregnancy or parental reasons.

Section 125(5) of the *Community Charter* provides as follows: If a council member is absent from council meetings for (a) A period of 60 consecutive days, or (b) 4 consecutive regularly scheduled council meetings, whichever is the longer time period, the council member is disqualified from holding office in accordance with subsection (6).

Section 125(7) of the *Community Charter* provides, "*disqualification under subsection (5) does not apply if the absence is because of illness or injury or is with the leave of the council.*"

3.0 SCOPE:

This Policy applies to District of North Saanich Members of Council.

4.0 DEFINITIONS:

"Parent" - A parent is defined as: a natural or adoptive parent; or a person who is in a relationship of some permanence with the natural or adoptive parent of the child and intends to treat the child as their own.

"Maternity Leave" – Maternity Leave is leave entitlement for a person giving birth to a child.

"Parental Leave" – Parental leave is leave entitlement for a parent.

5.0 NOTICE OF LEAVE:

Prior to taking maternity leave or parental leave, a Member of Council must give six (6) weeks' written notice to the Mayor and CAO of their intention to do so.

The Notice of Leave should include:

- the start date of the leave and the expected return date;

- information about any Council duties that the Member of Council requests continue to perform during the leave; and
- any workplace accommodations requested for the duration of the leave.

No Council motion is required for approval of the leave. The Notice of Leave will fulfill the requirement of Section 125(7) of the *Community Charter*.

6.0 LEAVES (In accordance with the *Employment Standards Act*):

Maternity Leave

A Member of Council is eligible for a maternity leave, covering pre-and post-natal time, for a period of up to seventeen (17) consecutive weeks of unpaid leave (unless otherwise agreed upon by the employer and employee), which must be taken during the period that begins:

- (a) no earlier than 13 weeks before the expected birth date, and
- (b) no later than the actual birth date

and ends no later than the 17 weeks after the leave begins.

Parental Leave

A Member of Council is eligible for parental leave if their spouse or partner has given birth, or if they have adopted a child.

A Member of Council is eligible for parental leave:

- (a) up to sixty-one (61) consecutive weeks of unpaid leave beginning immediately following the end of the maternity leave, unless the employer and employee agree otherwise;
- (b) for a parent who does not take maternity leave, up to sixty-two (62) consecutive weeks of unpaid leave beginning after the child's birth and within seventy-eight (78) weeks after that event;
- (c) for an adopting parent, up to sixty-two (62) consecutive weeks of unpaid leave beginning within seventy-eight (78) weeks after the child has been placed with the parent.

7.0 PRINCIPLES OF LEAVE:

By this policy, Council confirms its intention to provide a leave approval based on the following:

- (a) A Member of Council who takes leave pursuant to this policy shall not be disqualified from Council by being absent from Council meetings during the leave.
- (b) A Member of Council who takes maternity or parental leave pursuant to this Policy is not required to participate in Council meetings, public hearings and Council committee meetings or meetings of other bodies to which they are appointed by Council.
- (c) Despite being on maternity or parental leave, a Member of Council may attend any meeting of Council and exercise all rights and privileges of office. Such exercise of rights and privileges of office will not affect Council's leave approval.

(d) For the purposes of the minutes, a Member of Council absent from a meeting due to maternity or parental leave, shall be recorded in the minutes as on approved leave.

(e) During a Member of Council's maternity or parental leave, Council may authorize the temporary assignment of the Member's committee membership(s) or regional appointment(s). The Member of Council shall provide written notice to the Mayor and CAO of their intent to resume any of the Council-approved appointments.

(f) All memberships and appointments will be returned to the Member of Council at the end of their leave unless the membership(s) and appointment(s) expire before their return.

8.0 COMPENSATION AND BENEFITS:

(a) During the maternity or parental leave, the Member of Council will be compensated the difference between the EI benefit being received by the member and one hundred **(100%)** of their gross Council earnings. This benefit would be paid for the first seventeen (17) weeks of the leave, which includes the two (2) week EI waiting period.

(b) While on maternity or parental leave, the Member of Council will continue to participate in any benefit programs offered by the District.