

**VILLAGE OF PORT ALICE
COUNCIL MEETING AGENDA**
TO BE HELD WEDNESDAY OCTOBER 25, 2023, at 6:00 pm
AT COUNCIL CHAMBERS, VILLAGE OFFICE



(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 October 25, 2023, be approved; AND THAT all delegations, reports, correspondence, and other information set to the agenda be received.

(3) DELEGATIONS:

(4) MINUTES:

Pg 3-4

a.) *THAT the Minutes from the Regular Meeting of October 13, 2023, be approved.*

(5) NEW BUSINESS:

Pg 5-16

a.) Community Passenger Transportation Fund Application Guide

(6) COMMUNICATIONS:

(7) REPORTS:

Pg 17

a.) Port Alice Volunteer Fire Department - September
October 3, 2023, Report from Jerry Rose, Fire Chief

Pg 19-22

b.) Accounts Payable Listing for August 2023
October 19, 2023, Report from Bonnie Danyk, CAO/CFO

Pg 23-30

c.) Summary of Revenue & Expenses for August 2023
October 19, 2023, Report from Bonnie Danyk, CAO/CFO

Pg 31-48

d.) Fees and Charges Bylaw
October 19, 2023, Report from Bonnie Danyk, CAO/CFO

Pg 49-50

e.) Link River Lease
October 19, 2023, Report from Bonnie Danyk, CAO/CFO

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f.) REDIP Grant

Pg 53-55

(8) BYLAWS:

a.) Bylaw 685 to Exempt Specific Properties from Taxation for the Year 2024

Recommendation: That Bylaw 685, to Exempt Specific Properties from Taxation for the Year 2024, be given fourth reading and adoption.

(9) QUESTION PERIOD:

(11) ADJOURNMENT:

THAT the meeting of the Village of Port Alice Council held October 25, 2023, be adjourned

INFORMATION ITEMS:

a.) October 12, 2023, News release, North Island College Board of Governors elects new chair, vice chair.

**VILLAGE OF PORT ALICE COUNCIL
REGULAR MEETING MINUTES
WEDNESDAY, OCTOBER 11, 2023
AT COUNCIL CHAMBERS, VILLAGE OFFICE**



Present Mayor Kevin Cameron
Councillor Holly Aldis
Councillor Sean Watson
Councillor David Stewart

Absent Councillor Russell Murray

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

Call to order 6:00 pm

**84/23
Adoption of
Agenda**

ADOPTION OF AGENDA:

Moved, Seconded and CARRIED

***THAT** the Agenda for the Meeting of the Village of Port Alice for October 13, 2023, be approved;
AND THAT all delegations, reports, correspondence, and other information set to the agenda be received.*

DELEGATION:

MINUTES:

**85/23
Minutes of
September
13, 2023**

Moved, Seconded and CARRIED

***THAT** the Minutes from the Council Meeting of September 13, 2023, be approved.*

NEW BUSINESS:

COMMUNICATIONS:

REPORTS:

CAO UBCM Report

October 2, 2023, Report from Bonnie Danyk CAO / CFO

CAO Danyk discussed the Flood Plain seminar and the info that can be used in planning for our area.

Addition of a verbal report from Mayor Cameron regarding the forums and seminars he attended. Reconciliation, Housing, and Fire Safety for new homes were key topics covered during the week.

UBCM CEPF Volunteer and Composite Fire Department Equipment & Training

October 6, 2023, Report from Bonnie Danyk CAO / CFO

**86/23 UBCM
CEPF Funding**

Moved, Seconded and CARRIED

THAT staff apply to the Community Emergency Preparedness Fund: Volunteer and Composite Fire Department Equipment and Training for funding for three sets of MSA Firehawk SCBAs for a total cost of \$30,000 and ***FURTHER THAT*** the Village of Port Alice will provide overall grant management and will be responsible for any cost overruns.

Port Alice Volunteer Fire Department - August

September 15, 2023, Report from Jerry Rose, Fire Chief

BYLAWS:

87/23
Bylaw 685,
Tax
Exemptions

Bylaw 685 to Exempt Specific Properties from Taxation for the Year 2024

Moved, Seconded and CARRIED

THAT Bylaw 685, to Exempt Specific Properties from Taxation for the Year 2024, be given First, Second, and Third Reading

QUESTION PERIOD:

ADJOURNMENT:

Moved, Seconded and CARRIED

88/23
Adjournment

THAT the Regular meeting of the Village of Port Alice held October 11, 2023, be adjourned at 6:12pm.

I hereby certify the preceding to be a true and correct account of the Regular meeting of the Village of Port Alice Council held October 11, 2023.

Mayor

Chief Administrative Officer



COMMUNITY PASSENGER TRANSPORTATION FUND

Application Guide

icet ISLAND
COASTAL
ECONOMIC
TRUST

VANCOUVER ISLAND
ECONOMIC ALLIANCE

MNP

Delivered by MNP LLP for Island Coastal Economic Trust in partnership with Vancouver Island
Economic Alliance with funding from the Ministry of Transportation and Infrastructure.

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Cover Photo:

Pacific Rim Highway 4 connects communities on the west coast of Vancouver Island. © Destination BC / Yuri Choufour



Aerial Photo of Powell River, BC

ABOUT THE FUND

FUND OVERVIEW

In June 2023, the Island Coastal Economic Trust (the Trust) and the Vancouver Island Economic Alliance (VIEA), with funding provided by the Province of British Columbia, undertook strategic engagements on Vancouver Island, the Sunshine Coast, and parts of coastal B.C. The engagement process, including in-person and online engagement sessions and a public survey, was designed to seek input from local governments, First Nation governments, Indigenous organizations, community groups, transportation providers, and local research organizations on the challenges, gaps, and opportunities for passenger transportation within the study's geographic boundaries. The results of these engagements were published in a 'What We Heard Report' which can be found [here](#).

This report informed the Trust and VIEA to develop and launch the Community Passenger Transportation Fund ('Fund') using suggestions and recommendations that were identified by residents of the Trust's service area during the course of the engagements. This Fund aims to provide funding for projects that would enable people in communities to access and improve inter-community passenger transportation planning and services within this service area. The Fund will be administered by MNP LLP ('Program Management') and have a review committee comprised of management personnel from the Island Coastal Economic Trust and Vancouver Island Economic Alliance.

This Fund will begin accepting applications on **October 17, 2023** and the deadline to submit applications will be **November 17, 2023 at 2:00pm P.S.T.** If the Fund is not fully subscribed after the initial intake, applications will be accepted on a continuous basis until the Fund is fully subscribed. Fund information and applications can be found [here](#).

We invite applicants to contact **ProgramManagement@mnpc.ca** or phone **778-265-8883** if you have any questions regarding the Fund or your application.

FUND OBJECTIVES

The goal of this Fund is to enhance the ability of residents and visitors within communities on Vancouver Island, the Sunshine Coast, and parts of coastal B.C., to safely, reliably, cost-effectively, and sustainably travel to other communities within the region.

The specific objectives are to:

- Strengthen passenger transportation governance and collaboration;
- Broaden regional partnerships on inter-community passenger transportation;
- Expand or enhance inter-community passenger transportation services, especially in rural and remote communities; and
- Create and/or expand innovative and non-traditional passenger transportation opportunities (e.g., car sharing, ride hailing etc.).

AVAILABLE FUNDING

The Community Passenger Transportation Fund has approximately **\$230,000.00** available to fund projects between **\$5,000** to **\$20,000**.

Communities that would benefit from the Fund are invited to apply for funds from **October 17, 2023**, to **November 17, 2023**. Once started, projects must be completed by no later than **October 1, 2024** with final reporting and expense claims submitted no later than **November 1, 2024**.

ELIGIBILITY

ELIGIBLE APPLICANTS

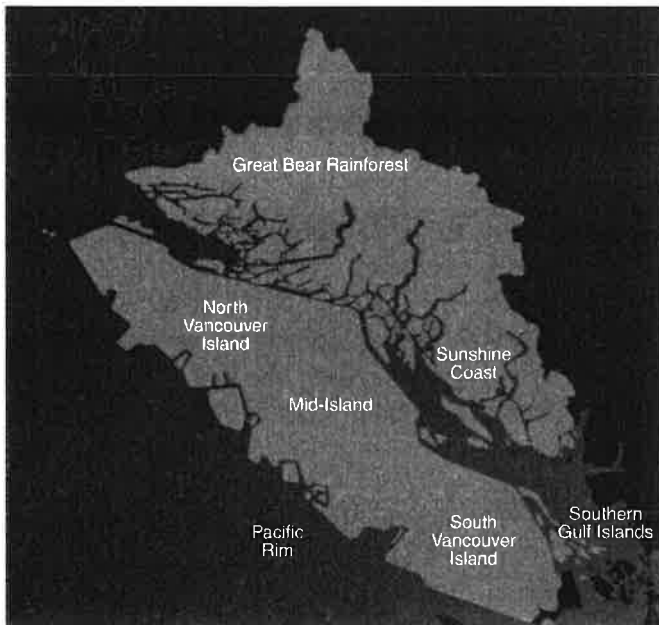


Figure 1 ICET Service Region

To be considered eligible for this Fund, applicants must be based within the Trust's service region per Figure 1 and represent one of the below:

- A local government (municipalities, regional districts, incorporated areas)
- A First Nations government (bands, corporations controlled by First Nations, Indigenous not-for-profit organizations).
- A registered not-for-profit organization
- Public Post Secondary Institutions
- A Public-Private partnership (lead applicant must be one of the above eligible applicants and the partnership must either be established by contract or by a Memorandum of Understanding).

ELIGIBLE PROJECTS

Proposals must meet the requirements as described in Part 1 and Part 2, below:

Part 1: Foundational Principles

Proposed projects should demonstrate adherence to one or more of the following foundational principles:

- Reconciliation
- Personal Safety
- Environmental Sustainability
- Community Empowerment
- Inclusivity

Part 2: Themes

Proposed projects must fit within at least one of the following four themes:

Theme 1: Strengthened Public Transportation Governance and Collaboration

Proposals that provide for positive change in the way that inter-community passenger transportation is governed. This could include improvements to existing, or the establishment of new policies and/or plans that set the direction for inter-community passenger transportation within a region or community. Specifically, the policies and/or plans would be prepared collaboratively with stakeholders and rightsholders, including service providers, and administered by local governments and/or First Nations.

Theme 2: Broader Partnerships on Inter-Community Passenger Transportation

Proposals that support regional partnerships to coordinate on, or provide shared capacity and capabilities to offer, inter-community passenger transportation, especially for rural and remote communities (including Island communities).

Theme 3: Expand or Enhanced Inter-Community Passenger Transportation Services

Proposals on projects that extend the frequency, geographic scope, and/or hours of public inter-community transportation services, which can be regionally based, community-led or through a public-private partnership.

Theme 4: Innovative and Non-Traditional Passenger Transportation

Projects that support the expansion and improvement of innovative and non-traditional inter-community passenger transportation corridors and hubs.

Eligible activities and expenses must be incurred after the date that the Funding Agreement is signed between program management and the recipient. Expenses incurred prior to this date will not be considered.

Eligible expenses may include but are not limited to:

- Staff wages as they relate directly to the design and implementation of the project or services;
- Consulting services related to the design and implementation of the project or services (e.g. business plans);
- Public outreach and marketing costs associated with the promotion and delivery of the project or services;
- Purchase or installation of technology (hardware or software) that support the delivery of the project or services;

- Rental equipment required for the successful delivery of the project or services;
- Other reasonable costs approved for by program management;
- Legal or professional fees associated with the formation of formal partnerships, including, but not limited to generation of terms of reference;
- Modifications to vehicles to increase accessibility; and
- The purchase of vehicle(s) in support of existing operations or service.

INELIGIBLE ACTIVITIES AND EXPENSES

The following activities and costs are not eligible for reimbursement under the Fund. This is not an exhaustive list and applicants are encouraged to reach out to Program Management if they are unsure if an activity is eligible.

- capital costs associated with purchasing vehicles (except as noted above under eligible expenses)
- administrative and overhead expenses such as rent, administration, payroll and accounting, supervision of employees other than where supervision is incidental to management of the project, insurance, office supplies, printing, mailing, utilities, membership dues, subscriptions, or accounting activities;
- costs of purchasing land, an interest in land, or licence to land, and real estate fees;
- in-kind contributions;
- GST and/or PST on or included in any Eligible Expense, or any other tax or government levy for which the Recipient is eligible for a refund or credit;
- interest or financing charges;
- expenses related to cost overruns or if the project or element(s) of the project are cancelled;
- staff wages not directly related to the implementation of the project;
- legal fees (except as noted above under eligible expenses);
- expenses associated with submitting the Proposal or negotiating the Funding Agreement;
- expenses related to the statutory duties of governments or other entities;
- activities inconsistent with provincial laws, regulation, determinations, or policies;
- expenses related to the lobbying of any government or government authority;
- expenses associated with the use or purchase of computers or personal devices (e.g., costs relating to mobile or landline phones, costs of desktop or laptop computers or internet service provider fees, etc.), except where the computer is an integral part of the Project;
- expenses paid prior to signing the Funding Agreement;
- expenses incurred that are not evidenced by Proof of Payment;
- expenses incurred outside of the Province of British Columbia.

APPLICATION PROCESS

CALL FOR APPLICATIONS

This Fund will begin accepting applications on October 17, 2023 and the deadline to submit applications will be November 17, 2023 at 2:00pm P.S.T. If the Fund is not fully subscribed after the initial intake, applications will be accepted on a continuous basis until the Fund is fully subscribed.

REQUIRED APPLICATION INFORMATION

To apply for funding, you must submit the following information:

- A completed application (accessibility alternatives provided below);
- A completed project budget, with quotes to support any single expenses that exceed \$1,000.

ADDITIONAL SUPPORTING MATERIAL

- Evidence of Not-for-Profit Status
- A Contract or Memorandum of Understanding that establishes a Public-Private partnership (if applicable)
- Confirmation of financial support from cost-sharing organizations (if applicable)

APPLICATION SUBMISSION

MNP is administering this fund on behalf of the Trust. We invite applicants to contact **ProgramManagement@mnpc.ca** or phone **778-265-8883** if you have any questions regarding this Fund or your application. Completed applications, budget templates, workplans and supporting information can be submitted in one email to **ProgramManagement@mnpc.ca** before the deadline to submit applications.



British Columbia's scenic Inside Passage with multiple islands viewed from a ferry.

ACCESSIBILITY

In administering this Fund, MNP, the Trust and its partners wish to remove barriers associated with application and reporting processes. If you wish to submit your application through an alternate means, such as an audio or video recording, or a live audio or video call, you may do so by observing the below:

For recorded audio / video submissions

- Clearly state the question from the application form that you are addressing.
- Provide your response to the specified question.
- It is important to follow the order of questions as outlined in the application form and capturing your responses accordingly.
- Each response will be assessed individually, thus its important to provide a comprehensive answer to each question.
- Once you have addressed all questions within the application, proceed to submit your audio or video file via email to **ProgramManagement@mnpc.ca**.
- When submitting your audio or video file(s) please make sure to include the completed budget template, and supporting information (if necessary) within the same email.

For live audio or video call submissions:

- Request a time from the Program Management team to conduct a live submission of your application. Note: submission meetings must be held, concluded, and supporting information provided prior to the stated deadline. Requests for submission meetings should be made no less than 72 hours prior to the deadline (no later than November 14 at 2:00pm PST).
- On the established date and time, a member of the Program Management team will call the applicant.
- This call will be recorded to ensure the applicant's responses are transcribed in full.
- The Program Management team will follow the same set of questions found in the application available through the Fund website. A member of the team will ask the applicant each question and transcribe the provided answers.
- Its important to note that each response will be assessed individually, thus its important to provide a comprehensive answer to each question and not rely on answered provided to earlier questions.
- After completing all the questions, the Program Management team will read all answers back to the applicant and ask for their confirmation to consider their submission as final.
- Following this, all applicants will be required to submit a budget template and supporting information (if necessary) via email to **ProgramManagement@mnpc.ca** before the application submission can be considered complete.

If other accommodations that may increase accessibility and reduce barriers are required, please contact Program Management for further assistance.

INTAKE PROCESS



STEP 1: APPLICATIONS SUBMITTED

The application, budget template, and supporting information must be submitted before the stated application deadline. Incomplete applications will not be considered for funding.

Applicants are to:

- Provide a clear description of the proposed project objectives (goals), activities and allocation of requested funds.
- Describe how the proposed project objectives meet the Fund Objectives and other Eligibility Criteria.
- Describe specific, measurable results for the project as follows:
 - Key milestones and a clear timeline.
 - Metrics that offer a means for judging success in achieving the desired results.
 - A rationale for how these results can be achieved with the available time and resources.
- Breakdown a proposed project budget including any contributions being made by the applicant or project partners and any additional sources of external funding that has been considered, applied for, or received as well as a cost estimate supported by quotes, if possible

STEP 2: APPLICATIONS ASSESSED

Fund staff will conduct an initial review of all applications to ensure completeness of documentation and eligibility. A Review Committee comprising of but not limited to management personnel from the Trust and VIEA will evaluate all applications. Applications that best demonstrate that they meet the Fund Objectives and Eligibility Criteria will be prioritized for funding.

STEP 3: DECISIONS COMMUNICATED

All applications received prior to the Call for Applications closing date will be reviewed by the Review Committee using the screening and Assessment Criteria.

Once the Review Committee has completed their evaluation of the application, an official response will be given to the applicant. It is anticipated that funding decisions will be communicated to applicants in January 2024.

Successful applicants will be notified and offered a Funding Agreement. Unsuccessful applicants will also be notified and offered an opportunity to seek feedback.

STEP 4: FUNDING AGREEMENTS ISSUED

Upon notification of a successful application, applicants (soon to be recipients) and MNP LLP will enter into a Funding Agreement that sets out the terms and conditions of funding. This will confirm both parties understanding of the project, the maximum contributions and amounts to which the applicant is entitled, the reporting requirements, and the payment terms and conditions.

Projects with executed Funding Agreements will be eligible to receive 50% of approved project funds in advance, with the balance of the funds held back upon conclusion of the project, submission and approval of a final report and expense claim.

STEP 5: PROJECTS CAN BEGIN

Projects will only be eligible to receive funding after the date on which the Funding Agreement is signed with MNP LLP.

Any expenses incurred before the Funding Agreement has been executed will be deemed ineligible and not reimbursed.

Projects must be completed by **October 1, 2024**.

ASSESSMENT CRITERIA

All applicants must meet basic eligibility criteria. Eligible applications will be assessed and scored based on the information provided in their submitted application. Applications will be assessed using the below weightings:

Projects assessment and decision making will made to strive for balance across the principles and themes of the Fund.

Project Intention (50 Points)	Project Implementation (30 points)	Project Outcomes (20 points)
<ul style="list-style-type: none">• Clarity of Project Scope and Intentions (5 points) How well is the project described, including its scope and goals?• Indigenous involvement (15 points) Is the project led by or does it have substantive involvement or partnership with a First Nation or Indigenous organization.• Alignment with Fund Objectives and Themes (20 Points) Does the project clearly align with one or more of the specified Fund objectives and principles as well as support at least one of the four themes?• Project Need (10 points)Does the project support the inter-connection of underserved Indigenous, island, and/or smaller rural communities?	<ul style="list-style-type: none">• Timeline and Budget (15 points) Is there a realistic and well-defined budget and timeline (with the project concluding as of October 1, 2024) for project implementation, including key milestones and deliverables?• Achievability (15 points) Given its scope, is the proposed project plan achievable within the stated timeline and budget?	<ul style="list-style-type: none">• Ability to Demonstrate Success (10 points) Can the project reasonably report on successes in keeping with its goals within the timeframe of the Funding Agreement?• Sustainability (5 points) Does the proposal have the potential to create lasting benefits as it relates to transportation solutions for the communities involved?• Measurable Impact (5 points) Are there clear metrics or indicators to measure the success and impact of the projects in terms of increased transportation options, connectivity, and reduced environmental impact?

FUNDING TERMS

FUNDING AWARD

Successful applicants will receive an initial payment (50% of the total grant amount) upon execution of a funding agreement. To request additional payments, approved applicants are required to submit progress/ final reports which include a description of activities to date. This may mean that recipients will be required to undertake expenses first and be reimbursed upon acceptance and approval of their progress/final reports. The total funding cannot exceed what was awarded to the recipient through the funding agreement.

REPORTING

Funding recipients are required to submit a mid-term progress report and a final report that outlines the project's performance and outcomes. Program Management will provide reporting and expense claim templates to funding recipients.

Reports and expense claims must be filled out and submitted to Program Management by the reporting deadline(s) outlined in the Funding Agreement. Project invoices and proof of payment are also required to be submitted along with the expense claim. It is important that all project reports are submitted on time and with all required information.

Reimbursement will be based on actual expenses incurred and must correspond to those listed in the fully executed Funding Agreement.

All approved projects are to be completed within the term specified in the funding agreement, and no later than October 1, 2024.

PRIVACY AND CONFIDENTIALITY

Applications submitted under the Fund are subject to the Freedom of Information and Protection of Privacy Act. The information being collected is for the purpose of Fund administration and the evaluation of eligibility. All documents received by the Fund are treated as confidential.

Once a project is approved, the name of the successful applicant, location, date of approval, funding amount, and the project descriptions may be proactively disclosed to the public.

APPLICATION SUPPORT AND ENQUIRIES

Dani Petra, Program Manager
Community Passenger Transportation Fund
ProgramManagement@mnt.ca, 778-265-8883



Float plane flying above Ruby Lake, BC



Delivered by MNP LLP for Island Coastal Economic Trust in partnership with Vancouver Island Economic Alliance with funding from the Ministry of Transportation and Infrastructure.

VILLAGE OF PORT ALICE

Port Alice Volunteer Fire Department Fire Chief's Monthly Report For the month September 2023


Active Members	12	Rescue Calls	0
On Leave	1	Fire Calls	1
New/Recruits **	4	Lift Assist Calls	0
Total	17	Ambulance Driver Assist Calls	0
Mutual Aid Calls	0	Public Relation Events	3
Number Of False Alarms	0	Training Events	1

Practices / Events:

Date	Attendance	Purpose
02Sept2023	1	Community Market
05Sept2023	7	Practice: Review Medical Narcan & Ambo
12Sept2023	2	Club Night
12Sept2023	12	Practice: Sea Vac Hose
13Sept2023	2	Take down the Grad Banner
17Sept2023	2	1083 Maquinna Fire Burning Call (Fire Ban – No Permit)
19Sept2023	13	Port Alice Health Forum Dinner
19Sept2023	13	Practice: Bunker Gear & SCBA's
26Sept2023	11	Practice: Month End Checks
30Sept2023	4	Live Fire Refresher Training
PAVFD Updates		
Dec 2022		We need to look for grant to replace the SCBA's Packs & Cylinders
May 2023		Received \$200 donation from the Morgan's & \$100 from PA Gas
Sept 2023		Received \$3055.12 donation from Port Alice Health Forum

Fire Chief:

Administrator:



VILLAGE OF PORT ALICE
ACCOUNTS PAYABLE LISTING FOR AUGUST 2023

Total Payment of Accounts: \$12,469.43

Wages Payable: \$63,788.50

Total Accounts Payable Listing \$76,257.93

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
001315	002	11/08/2023	0-345	ORACH ENTERPRISES	5481	Port-a-Potty Renta	422.10		422.10	
001316	002	11/08/2023	A-082	APPLEWOOD FORD - P	IF10937	40 Amp Fuse	15.06		15.06	
001317	002	11/08/2023	D-003	DISTRICT OF PORT H	10896	Building Inspector	207.62		207.62	
001318	002	11/08/2023	F-004	FOX'S DISPOSAL SER	43792 43790 43791	Wood Bin Sludge Bin Bin Rental and pic	843.18 540.12 843.19		2,226.49	
001319	002	11/08/2023	G-060	GREGG DISTRIBUTORS	011-948761	Gloves	239.61		239.61	
001325	002	11/08/2023	W-058	WOLSELEY CANADA IN	9279870	Couplings	336.45		336.45	
001324	002	11/08/2023	P-101	MJG ENTERPRISES LT	7276	PW & FD Fuel	1,061.47		1,061.47	
001323	002	11/08/2023	P-090	PORT ALICE GAS INC	July 23 Arena CC 2023 July	Arena Propane CC Propane	16.82 16.82		33.64	
001322	002	11/08/2023	N-071	NORTH ISLAND TRACT	81433N	Fan	799.80		799.80	
001321	002	11/08/2023	M-153	BUREAU VERITAS CAN	VA10546113 VA10909270 VA10946111	Effluent Sampls Effluent Samples Effluent Samples	109.62 403.07 403.07		915.76	
001320	002	11/08/2023	H-006	HOME HARDWARE	386416 389233 392192 392193 392550 392552	Grass Seed Credit Grass Seed Credit Toilet Seat and Wa Ceiling Panels Shop SUPplies & Sm Galvalume with scr	268.79- 201.57- 64.93 212.79 218.48 62.44		88.28	
001326	002	22/08/2023	C-089	CAMERON, KEVIN	2023 Tax Over	Tax Overpay Refund	1,045.00		1,045.00	
001327	002	22/08/2023	C-203	CLINT KONRAD and\o	2023 Tax Over	Tax Overpay Refund	770.00		770.00	
001328	002	22/08/2023	K-086	JOEL JOHNSON &\or	2023 Tax Over	2023 Tax Overpayme	770.00		770.00	
001329	002	22/08/2023	W-092	WILLIAM RUSSELL	2023 Tax over	Tax Overpay Refund	880.47		880.47	
001330	002	22/08/2023	S-075	SCOTT, SHIRLEY &\o	2023 Tax Over	Tax Overpay Refund	2,657.68		2,657.68	
Total:							12,469.43	0.00	12,469.43	

Payment Summary		
Description	Qty	Amount
Cheque	16	12,469.43
EFT	0	0.00
Direct Deposit	0	0.00
Credit Card	0	0.00
Void	0	0.00
Total:	16	12,469.43

*** End of Report ***

VILLAGE OF PORT ALICE
SUMMARY OF REVENUE & EXPENSES FOR AUGUST 2023

Attached is the detailed report of Revenue and Expenditures for August 2023. 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 August is:

69%

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

Fund	Revenues	Expenditures	Total
General	\$ (2,346,744.89)	\$ 1,313,738.52	\$ (1,033,006.37)
Water	\$ (40,086.62)	\$ 41,233.50	\$ 1,146.88
Sewer	\$ (93,058.77)	\$ 75,339.14	\$ (17,719.63)
(Surplus)/deficit	\$ (2,479,890.28)	\$ 1,430,311.16	\$ (1,049,579.12)

3	Wages	G.L. Code	Budget	year to date	% Spent
[a]	Office	112 120 0101	\$ 300,000.00	\$ 210,184.71	70%
[b]	P.W. General	112 120 0101	\$ 210,500.00	\$ 140,502.01	
	P.W. Transfer Stn	112 130 0101	\$ 33,500.00	\$ 23,928.31	
	Recycling Depot Wages	112 130 0106	\$ 34,000.00	\$ 23,500.09	
	P.W. Cemetery	112 140 0101	\$ 1,500.00	\$ 150.00	
	P.W. Boulevards	112 150 0101	\$ 30,000.00	\$ 15,058.94	
	P.W. Dykes	112 150 0102	\$ 1,000.00	\$ -	
	P.W. Water	212 120 0101	\$ 20,000.00	\$ 7,903.58	
	P.W. Sewer T.P.	312 120 0101	\$ 25,000.00	\$ 21,109.42	
	P.W. Sewer Dist.	312 120 0102	\$ 5,000.00	\$ 4,858.38	
	Sub Total		\$ 360,500.00	\$ 237,010.73	66%
[c]	Recreation	112 160 0101	\$ 100,000.00	\$ 79,169.02	
[d]	Arena	112 170 0101	\$ -	\$ -	
[e]	Com. Centre	112 180 0101	\$ 34,500.00	\$ 19,987.39	
			\$ 134,500.00	\$ 99,156.41	74%

Respectfully submitted



Bonnie Danyk, Finance Officer

For All Revenue, Expense Accounts
Zero Balance Accounts NOT Included

Transactions Entered From 01/08/2023
To 31/08/2023

Account	Description	Period Actual	YTD Actual	YTD Budget	Remaining In \$
REAL PROPERTY TAXES					
1110000100	GENERAL TAXATION	0.00	723,300.18-	723,300.00-	0.18
1110000101	UTILITY TAX	0.00	11,467.01-	15,000.00-	3,532.99-
1110000102	GRANT-IN-PLACE OF TAXES	0.00	775.13-	6,000.00-	5,224.87-
	TOTAL REAL PROPERTY TAXES	0.00	735,542.32-	744,300.00-	8,757.68-
SALES OF SERVICE & GOODS					
1111000100	GARBAGE RATES & PENALTIES	7,687.90-	49,614.64-	88,000.00-	38,385.36-
	TOTAL SALES OF SERVICE & GOODS:	7,687.90-	49,614.64-	88,000.00-	38,385.36-
RECREATION SUPPLIES & SERVICES					
1111000210	RUMBLE SHEET REVENUE	0.00	412.00-	1,000.00-	588.00-
1111000213	WEIGHT ROOM PASSES & LOCKER RENTALS	914.00-	5,465.00-	4,000.00-	1,465.00-
1111000214	REC. DEPT. - RESALE MERCHANDISE	0.00	1.33-	0.00	1.33
1111000215	RECREATION DEPT. SWEAT/T SHIRT REVEN	442.87-	1,717.96-	1,000.00-	717.96
1111000219	RECREATION PROGRAMS, EVENTS & CLASSE	235.00-	4,544.75-	3,500.00-	1,044.75
1111000220	TOURISM REVENUE	3.75-	3.75-	0.00	3.75
	TOTAL RECREATION SUPPLIES & SERVICE	1,595.62-	12,144.79-	9,500.00-	2,644.79
RECREATION FACILITIES RENTAL REVENUE					
1111000319	SEA VIEW ACTIVITY CENTRE	0.00	4,000.01-	0.00	4,000.01
1111000320	COMMUNITY CENTRE REVENUE	1,154.83-	12,000.80-	19,000.00-	6,999.20-
1111000321	CC CONCESSION REVENUE	521.50-	2,974.50-	4,000.00-	1,025.50-
1111000330	SEA VIEW ACTIVITY CENTER	0.00	0.00	3,000.00-	3,000.00-
	TOTAL REC. FACILITIES RENTAL REVENUE	1,676.33-	18,975.31-	26,000.00-	7,024.69-
OTHER REVENUE FROM OWN SOURCES					
LICENCES & PERMITS					
1111100105	CANS AND BOTTLES REVENUE	1,546.05-	4,377.12-	4,000.00-	377.12
1111100110	BUSINESS LICENCE FEE REVENUE	50.00-	4,422.50-	5,000.00-	577.50-
1111100120	DOG LICENCES/FINES	45.00-	540.00-	500.00-	40.00
1111100130	PERMITS:BUILDING/BURNING	0.00	613.00-	4,000.00-	3,387.00-
	TOTAL LICENCES & PERMITS	1,641.05-	9,952.62-	13,500.00-	3,547.38-
OTHER REVENUE					
1111100220	SCHOOL TAX ADMINISTRATION FEE	0.00	0.00	2,500.00-	2,500.00-
1111100225	COMMUNITY FOREST REVENUE	0.00	65,000.00-	0.00	65,000.00
1111100230	INTEREST M.F.A. INVESTMENTS	9,374.65-	68,862.34-	50,000.00-	18,862.34
1111100231	BANK BALANCE INTEREST	4,846.19-	22,959.58-	0.00	22,959.58
1111100232	SCOTIABANK INVESTMENT ACCT INTEREST	7,312.76-	42,159.93-	0.00	42,159.93
1111100240	TAX PENALTIES	18,081.99-	18,081.99-	4,500.00-	13,581.99
1111100241	TAX ARREARS INTEREST	559.87-	3,095.15-	4,500.00-	1,404.85-
1111100243	TAX CERTIFICATES - Com.Charter - Sec	60.00-	300.00-	500.00-	200.00-
1111100246	RECYCLING REVENUE	0.00	1,593.70-	5,000.00-	3,406.30-
1111100250	MISCELL. REVENUE	2,400.00-	13,073.30-	500.00-	12,573.30
1111100253	LAMINATING, FAX & PHOTOCOPY SERVICES	88.25-	366.25-	500.00-	133.75-
1111100255	RUMBLE BEACH MARINA PARKING FEES	1,772.74-	13,191.95-	12,000.00-	1,191.95
1111100256	RUMBLE BEACH MARINA RECREATION MOORA	1,448.98-	5,775.44-	7,000.00-	1,224.56-
1111100257	BACKROAD MAPBOOK ADVERTISING REVENUE	88.35-	128.25-	0.00	128.25
1111100258	RUMBLE BEACH MARINA COMMERCIAL MOORA	441.07-	1,644.61-	1,000.00-	644.61
1111100259	MARINA LAUNDRY AND SHOWERS	0.00	1,087.00-	1,500.00-	413.00-
	TOTAL OTHER REVENUE	46,474.85-	257,319.49-	89,500.00-	167,819.49
TRANSFER FROM OTHER GOVERNMENTS					
PROVINCIAL GOVERNMENT & OTHER GRANTS					
1111200110	SMALL COMMUNITY GRANT	0.00	368,000.00-	430,000.00-	62,000.00-
1111200111	RDMW - AHART FUNDING	0.00	0.00	5,000.00-	5,000.00-
1111200120	CARIP-Carbon Tax 12	0.00	0.00	44,082.00-	44,082.00-
1111200122	CANADA SUMMER JOBS	0.00	0.00	7,000.00-	7,000.00-
1111200123	ICE-T: GRANT PROJECTS	0.00	0.00	50,000.00-	50,000.00-
1111200125	NEW DEAL - GAS REVENUE	45,675.72-	45,675.72-	85,000.00-	39,324.28-
1111200131	ECONOMIC DEVELOPMENT PLAN	0.00	35,000.00-	302,000.00-	267,000.00-
1111200134	UBCM ESS GRANT	0.00	0.00	16,000.00-	16,000.00-
1111200137	UBCM FIRE DEPARTMENT GRANT	0.00	8,000.00-	16,000.00-	8,000.00-
1111200138	GROWING COMMUNITIES FUND GRANT	0.00	783,000.00-	783,000.00-	0.00
1111200139	COMMUNITY WELLNESS GRANT	0.00	15,000.00-	15,000.00-	0.00
1111200142	PACIFICAN SIDEWALK GRANT	0.00	0.00	97,500.00-	97,500.00-

VILLAGE OF PORT ALICE
REVENUE AND EXPENSE (HEADER - DETAIL - TOTALS) WITHOUT ENCUMBRANCE
For Fiscal Year 2023, Period 8 to 8 and Budget Cycle Provisional and Prd 1 to 8 Actuals

Date: 19/10/2023
Time: 11:54:40

For All Revenue, Expense Accounts
Zero Balance Accounts NOT Included

Transactions Entered From 01/08/2023
To 31/08/2023

Account	Description	Period Actual	YTD Actual	YTD Budget	Remaining In \$
1111200143	BIKE TRAILS GRANT	0.00	0.00	8,000.00-	8,000.00-
1111200144	ACTIVE TRANSPORTATION GRANT	0.00	7,200.00-	15,000.00-	7,800.00-
1111200145	UBCM FIRESMART GRANT	0.00	0.00	50,000.00-	50,000.00-
	TOTAL PROVINCIAL GRANTS	45,675.72-	1,261,875.72-	1,923,582.00-	661,706.28-
FEDERAL GOVERNMENT					
1111200210	CELEBRATE CANADA DAY - GRANT	0.00	1,320.00-	1,100.00-	220.00
	TOTAL FEDERAL GRANTS	0.00	1,320.00-	1,100.00-	220.00
TRANSFER FROM SURPLUS & TEMP. BORROWING					
1111300009	APPROPRIATION FROM NICF RESERVE	0.00	0.00	15,000.00-	15,000.00-
1111300013	APPROP.FROM GAS TAX RESERVE	0.00	0.00	792,000.00-	792,000.00-
1111300014	APPROP. FROM DEFERRED REV. BCWIP	0.00	0.00	190,900.00-	190,900.00-
	TOTAL TRANSFERS FROM SURPLUS & TEMP. BORROWING:	0.00	0.00	997,900.00-	997,900.00-
	GRAND TOTAL GENERAL FUND REVENUE	104,751.47-	2,346,744.89-	3,893,382.00-	1,546,637.11-
COLLECTIONS FOR OTHER GOVERNMENTS					
1111500100	PROVINCIAL GOV'T SCHOOL TAX	0.00	266,996.46-	0.00	266,996.46
1111500110	REGIONAL DIST. OF MT. WADDINGTON	0.00	71,471.83-	0.00	71,471.83
1111500120	MOUNT WADDINGTON REGIONAL HOSPITAL D	0.00	29,812.79-	0.00	29,812.79
1111500140	B.C. ASSESSMENT AUTHORITY	0.00	4,761.76-	0.00	4,761.76
1111500150	MUNICIPAL FINANCE AUTHORITY	0.00	23.66-	0.00	23.66
1111500160	POLICE TAX	0.00	38,789.18-	0.00	38,789.18
	TOTAL TRANSMISSION OF TAXES	0.00	411,855.68-	0.00	411,855.68
	GRAND TOTAL GENERAL FUND REVENUE:	104,751.47-	2,758,600.57-	3,893,382.00-	1,134,781.43-
EXPENDITURES					
GENERAL GOVERNMENT					
ADMINISTRATION					
1120000100	COUNCIL INDEMNITY	3,612.47	29,181.52	45,000.00	15,818.48
1120000101	OFFICE STAFF SALARIES & BENEFITS	30,613.38	210,184.71	300,000.00	89,815.29
1120000102	OFFICE STAFF MEDICAL REFERRAL	0.00	100.00	500.00	400.00
1120000103	WAGE NEGOTIATIONS & STAFF RECRUITMEN	0.00	0.00	500.00	500.00
1120000104	EDUCATION, TRAINING & SAFETY EXPENSE	0.00	0.00	4,500.00	4,500.00
1120000105	AUDIT FEES AND EXPENSES	0.00	24,000.00	19,000.00	5,000.00-
1120000107	PROFESSIONAL DEVELOPMENT	0.00	2,787.46	4,500.00	1,712.54
1120000109	CONTRACTOR FEES	0.00	1,062.92	0.00	1,062.92-
	TOTAL ADMINISTRATION	34,225.85	267,316.61	374,000.00	106,683.39
OTHER EXPENSES					
1120000201	OFFICE INSURANCE	0.00	2,861.81	3,000.00	138.19
1120000202	OFFICE TELEPHONE/FAX	0.00	1,353.67	3,500.00	2,146.33
1120000203	OFFICE HYDRO	0.00	1,479.86	3,000.00	1,520.14
1120000204	OFFICE OPERATING SUPPLIES, MAINT. &	0.00	1,439.81	3,000.00	1,560.19
1120000205	OFFICE JANITORIAL CONTRACT	0.00	3,360.00	7,200.00	3,840.00
1120000206	LEGAL FEES	0.00	6,686.24	15,000.00	8,313.76
1120000207	IT EXPENSES	0.00	14,913.07	20,000.00	5,086.93
1120000208	COMPUTERS & OFFICE EQUIPMENT	0.00	0.00	2,500.00	2,500.00
1120000209	ASSOCIATION DUES/MEMBERSHIPS	0.00	2,289.00	2,000.00	289.00-
1120000301	OFFICE POSTAGE	0.00	1,196.00	2,000.00	804.00
1120000302	OFFICE COURIER/FREIGHT CHARGES	0.00	204.57	100.00	104.57-
1120000303	OFFICE STATIONERY	0.00	2,234.56	2,000.00	234.56-
1120000304	COMPUTER FORMS & SUPPLIES	0.00	677.31	1,000.00	322.69
1120000305	XEROX LEASE/ADVERTISING	0.00	1,456.95	3,500.00	2,043.05
1120000306	OFFICE ALARM MONITORING	0.00	263.45	300.00	36.55
1120000308	CANON LEASE	0.00	0.00	4,000.00	4,000.00
1120000309	CANON LEASE PAYMENTS	0.00	1,610.26	0.00	1,610.26-
1120000401	CONVENTIONS, DELEGATIONS & TRAVEL EX	0.00	6,592.48	20,000.00	13,407.52
1120000402	TOURISM	0.00	2,916.43	8,000.00	5,083.57
1120000403	HERITAGE	100.00	1,666.24	2,500.00	833.76
1120000404	INTERGOVERNMENTAL RELATIONS	0.00	0.00	500.00	500.00
1120000405	GRANTS & DONATIONS	0.00	200.00-	500.00	700.00
1120000407	MISCELLANEOUS	0.00	2,645.60	500.00	2,145.60-
1120000408	WOOD STOVE EXCHANGE PROGRAM	0.00	400.00	0.00	400.00-
1120000410	TAX SALE REDEMPTION, FILING & SERVIC	0.00	0.00	200.00	200.00
1120000418	VTN PILOT PROJECT	0.00	8,000.00	8,000.00	0.00
1120000500	HERITAGE/TOURISM/OFFICE STORAGE EXPE	0.00	1,242.85	1,000.00	242.85-
	TOTAL OTHER EXPENSES	100.00	65,290.16	113,300.00	48,009.84

For All Revenue, Expense Accounts
Zero Balance Accounts NOT Included

Transactions Entered From 01/08/2023
To 31/08/2023

Account	Description	Period Actual	YTD Actual	YTD Budget	Remaining In \$
	TOTAL GENERAL GOVERNMENT :	34,325.85	332,606.77	487,300.00	154,693.23
PROTECTIVE SERVICES					
FIRE DEPARTMENT					
1121000101	FIRE FIGHTERS MEMBERS PAY	905.00	6,550.00	10,700.00	4,150.00
1121000103	FIRE DEPT WORK SAFE BC PREMIUMS	0.00	0.00	500.00	500.00
1121000104	FIRE DEPT TRAINING	0.00	1,194.22	10,000.00	8,805.78
1121000201	FIRE DEPT INSURANCE	0.00	6,524.49	7,000.00	475.51
1121000202	FIRE HALL PHONE	0.00	269.74	1,000.00	730.26
1121000204	FIRE HALL HEAT & LIGHT	0.00	3,460.73	6,000.00	2,539.27
1121000205	FIRE HALL MAINT. & FURNISHINGS	203.29	203.29	5,000.00	4,796.71
1121000206	FIRE TRUCK REPAIR & MAINTENANCE	0.00	0.00	5,000.00	5,000.00
1121000207	FIRE DEPT OPERATING SUPPLIES	131.80	5,908.17	18,300.00	12,391.83
1121000209	FIRE DEPT. DUES, LICENSE & PERMIT FE	0.00	1,064.70	1,500.00	435.30
1121000211	FIRE DEPT PROMO	0.00	0.00	4,000.00	4,000.00
1121000213	UBCM GRANT EQUIPMENT/TRAINING	0.00	12,666.31	16,000.00	3,333.69
	TOTAL FIRE DEPARTMENT EXPENDITURES :	1,240.09	37,841.65	85,000.00	47,158.35
MUNICIPAL EMERGENCY PROGRAM					
1121100101	EMERGENCY COORD HONORARIUM & WBC PRE	0.00	1,037.28	3,000.00	1,962.72
1121100102	EMERGENCY PROGRAM SUPPLIES	0.00	2,661.15	1,500.00	1,161.15
1121100104	EMERGENCY PROGRAM TRAINING	0.00	0.00	1,500.00	1,500.00
1121100202	EMERGENCY TELEPHONE	0.00	1,561.93	2,000.00	438.07
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	5,260.36	9,000.00	3,739.64
	TOTAL PROTECTIVE SERVICES :	1,240.09	43,102.01	94,000.00	50,897.99
TRANSPORTATION SERVICES					
PUBLIC WORKS DEPARTMENT					
1121200101	PUBLIC WORKS DEPT. WAGES & BENEFITS	18,483.28	140,502.01	210,500.00	69,997.99
1121200102	PUBLIC WORKS MEDICAL REFERRAL	0.00	165.00	1,000.00	835.00
1121200103	P.W. COVERALLS & WORKBOOTS	0.00	1,105.87	3,000.00	1,894.13
1121200104	P.W. CONFERENCE, EDUCATION & SAFETY	0.00	3,564.92	4,500.00	935.08
	TOTAL PUBLIC WORKS WAGES & BENEFITS :	18,483.28	145,337.80	219,000.00	73,662.20
P.W. YARD & STORES					
1121200201	P.W. INSURANCE	0.00	6,038.18	6,500.00	461.82
1121200202	P.W. YARD & STORES - PHONE	0.00	987.86	1,500.00	512.14
1121200203	P.W. YARD & STORES - HYDRO	0.00	3,393.33	7,000.00	3,606.67
1121200204	P.W. YARD & SHOP: SUPPLIES & FEES	90.45	7,722.69	9,000.00	1,277.31
1121200205	P.W. MAINTENANCE WORKSHOP	0.00	311.17	1,500.00	1,188.83
1121200206	DOG CONTROL SUPPLIES	0.00	101.84	300.00	198.16
	TOTAL P.W. YARD & STORES :	90.45	18,555.07	25,800.00	7,244.93
REPAIRS, MAINTENANCE, RENTALS & TOOLS					
1121200301	DITCHES, DRAINS AND STORMSEWERS	0.00	449.80	2,000.00	1,550.20
1121200302	P.W. EQUIPMENT REPAIR & MAINT	1,657.60	23,796.90	40,000.00	16,203.10
1121200305	ANGUS DAWSON MEMORIAL BALLFIELD EXPE	0.00	0.00	500.00	500.00
1121200306	PARKS - MAINTENANCE	0.00	150.00	10,000.00	9,850.00
1121200307	DOCK & BOAT LAUNCH EXPENSES	0.00	14,514.60	20,000.00	5,485.40
1121200308	P.W. SMALL TOOLS/EQUIPMENT	180.31	1,353.71	2,500.00	1,146.29
1121200309	PORTA POTTI RENTALS	403.20	3,224.40	5,000.00	1,775.60
	TOTAL P.W. REPAIRS/MAINT/RENTALS/TOOLS :	2,241.11	43,489.41	80,000.00	36,510.59
ROADS, STREETS, HIGHWAY & SIDEWALKS					
1121200401	ROADS, STREETS AND LANES	0.00	10,545.70	20,000.00	9,454.30
1121200402	SIDEWALKS	0.00	0.00	1,000.00	1,000.00
1121200403	MUNICIPAL HIGHWAY	0.00	11,496.09	15,000.00	3,503.91
1121200405	STREET LIGHTS - HYDRO	0.00	8,857.69	18,000.00	9,142.31
1121200406	STREET LIGHTS - MAINTENANCE	0.00	1,797.01	5,000.00	3,202.99
1121200407	STREET & TRAFFIC SIGNS	0.00	2,635.41	1,500.00	1,135.41
1121200408	BRIDGE REPAIR & MAINTENANCE	0.00	0.00	1,000.00	1,000.00
1121200409	ARTERIAL ROAD PAVING	0.00	0.00	10,000.00	10,000.00
1121200410	MUNICIPAL HIGHWAY PAVING	0.00	0.00	10,000.00	10,000.00
	TOTAL ROADS, ST., HIWAY, & SIDEWALKS :	0.00	35,331.90	81,500.00	46,168.10
	TOTAL PUBLIC WORKS DEPARTMENT :	20,814.84	242,714.18	406,300.00	163,585.82
ENVIRONMENTAL HEALTH SERVICES					

VILLAGE OF PORT ALICE
REVENUE AND EXPENSE (HEADER - DETAIL - TOTALS) WITHOUT ENCUMBRANCE
For Fiscal Year 2023, Period 8 to 8 and Budget Cycle Provisional and Prd 1 to 8 Actuals

Date: 19/10/2023
Time: 11:54:40

For All Revenue, Expense Accounts
Zero Balance Accounts NOT Included

Transactions Entered From 01/08/2023
To 31/08/2023

Account	Description	Period Actual	YTD Actual	YTD Budget	Remaining In \$
1121300101	TRANSFER STATION WAGES	3,685.38	23,928.31	33,500.00	9,571.69
1121300103	TRANSFER STATION OPERATING	1,607.47	11,056.86	15,000.00	3,943.14
1121300105	GARBAGE COLLECTION CONTRACT	0.00	50,311.43	85,000.00	34,688.57
1121300106	RECYCLING DEPOT WAGES	4,232.72	23,500.09	34,000.00	10,499.91
	TOTAL ENVIRONMENTAL HEALTH SERVICES :	9,525.57	108,796.69	167,500.00	58,703.31
PUBLIC HEALTH & WELFARE					
1121400101	CEMETERY WAGES	150.00	150.00	1,500.00	1,350.00
1121400102	CEMETERY SUPPLIES & MAINTENANCE	0.00	1,575.22	500.00	1,075.22
1121400201	BUILDING INSPECTION	197.73	1,507.04	1,500.00	7.04
1121400302	OFFICIAL COMMUNITY PLAN - Min. No. 1	0.00	44,147.63	0.00	44,147.63
	TOTAL PUBLIC HEALTH & WELFARE :	347.73	47,379.89	3,500.00	43,879.89
ENVIRONMENTAL DEVELOPMENT					
1121500101	BOULEVARD & MUNICIPAL GROUNDS WAGES	1,708.36	14,058.94	30,000.00	15,941.06
1121500102	BOULEVARD MAINTENANCE	449.36	15,039.83	15,000.00	39.83
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	10,732.50	8,000.00	2,732.50
1121500208	HWY SIGNS MAINTENANCE	0.00	0.00	500.00	500.00
	TOTAL ENVIRONMENTAL DEVELOPMENT :	1,259.00	39,831.27	63,500.00	23,668.73
	TOTAL ENVIRONMENTAL SERVICES :	11,132.30	196,007.85	234,500.00	38,492.15
RECREATION SERVICES					
RECREATION DEPARTMENT					
1121600101	RECREATION DEPARTMENT WAGES & BENEFITS	10,883.83	79,169.02	100,000.00	20,830.98
1121600102	RECREATION DEPT. MEDICAL REFERRAL	0.00	165.00	500.00	335.00
1121600104	EDUCATION & TRAINING C.C.	0.00	0.00	500.00	500.00
	TOTAL RECREATION DEPT. WAGES/BENEFITS :	10,883.83	79,334.02	101,000.00	21,665.98
RECREATION PROGRAMS					
1121600302	RECREATION PROGRAMS AND SUPPLIES	0.00	1,164.34	4,000.00	2,835.66
1121600305	STAFF SWEAT/T SHIRT EXPENSE	0.00	442.07	500.00	57.93
1121600306	C.C. COMPUTER LAB	0.00	674.10	2,000.00	1,325.90
1121600308	MISC. MERCHANDISE	0.00	2,035.71	3,000.00	964.29
1121600309	CONCESSION SUPPLIES	0.00	1,894.36	3,000.00	1,105.64
	TOTAL RECREATION DEPARTMENT PROGRAMS :	0.00	6,210.58	12,500.00	6,289.42
OTHER RECREATION SERVICES					
1121600402	AID TO PUBLIC HOLIDAYS	0.00	825.03	4,500.00	3,674.97
1121600403	LIBRARY REQUISITION	0.00	21,638.25	29,000.00	7,361.75
	TOTAL OTHER RECREATION DEPT. SERVICES :	0.00	22,463.28	33,500.00	11,036.72
	TOTAL RECREATION DEPARTMENT SERVICES :	10,883.83	108,007.88	147,000.00	38,992.12
ARENA					
1121700106	ARENA ALARM MONITORING	0.00	0.00	300.00	300.00
1121700201	ARENA INSURANCE	0.00	15,561.18	15,500.00	61.18
1121700202	ARENA TELEPHONE	0.00	335.10	1,000.00	664.90
1121700203	ARENA HYDRO & PROPANE	16.02	1,079.98	5,000.00	3,920.02
1121700204	ARENA BUILDING OPERATION & MAINTENANCE	0.00	1,537.67	5,000.00	3,462.33
	TOTAL ARENA EXPENDITURES :	16.02	18,513.93	26,800.00	8,286.07
	TOTAL ARENA EXPENSES :	16.02	18,513.93	26,800.00	8,286.07
COMMUNITY CENTRE					
1121800101	JANITOR SALARIES & BENEFITS	2,071.62	19,987.39	34,500.00	14,512.61
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	0.00	300.00	300.00
1121800106	COMMUNITY CENTRE ALARM MONITORING	0.00	545.91	300.00	245.91
1121800201	COMMUNITY CENTRE INSURANCE	0.00	9,811.26	10,000.00	188.74
1121800202	COMMUNITY CENTRE TELEPHONE	0.00	337.17	1,000.00	662.83
1121800203	COMMUNITY CENTRE HEAT & LIGHT	16.02	10,812.60	17,000.00	6,187.40
1121800204	COMMUNITY CENTRE BUILDING & GROUNDS	0.00	17,256.77	15,500.00	1,756.77
	TOTAL COMMUNITY CENTER EXPENDITURES :	2,087.64	58,751.10	79,000.00	20,248.90
	TOTAL COMMUNITY CENTRE EXPENSES :	2,087.64	58,751.10	79,000.00	20,248.90
SEA VIEW ACTIVITY CENTER					
1121900201	SEA VIEW ACTIVITY CENTER INSURANCE	0.00	1,186.38	1,500.00	313.62
1121900202	SEA VIEW ACTIVITY CENTRE TELEPHONE	0.00	335.15	1,000.00	664.85

For All Revenue, Expense Accounts
Zero Balance Accounts NOT Included

Transactions Entered From 01/08/2023
To 31/08/2023

Account	Description	Period Actual	YTD Actual	YTD Budget	Remaining In \$
1121900205	WEIGHT ROOM EQUIPMENT/MAINTENANCE	0.00	0.00	4,000.00	4,000.00
	TOTAL SEA VIEW ACTIVITY CENTER SERVICES:	0.00	1,521.53	6,500.00	4,978.47
DEBT CHARGES					
BANK CHARGES					
1122100100	DEBT CHARGES: PRINCIPAL & INTEREST -	0.00	4,410.00	33,900.00	29,490.00
1122100102	SCOTIA DIRECT BANK SERVICE CHARGE	25.00	375.00	0.00	375.00-
1122100103	BANK CHARGES	537.03	3,508.06	3,000.00	508.06-
1122100106	TRANSFER GAS TAX	0.00	0.00	129,082.00	129,082.00
	TOTAL DEBT CHARGES :	562.03	8,293.06	165,982.00	157,688.94
	TOTAL FISCAL SERVICES & DEBT CHARGES :	562.03	8,293.06	165,982.00	157,688.94
LAND & OFFICE EQUIPMENT					
1122300109	ESS EQUIPMENT	0.00	0.00	16,000.00	16,000.00
1122300115	EC DEV PROJECTS	0.00	0.00	45,000.00	45,000.00
1122300116	OCP UPDATE	0.00	0.00	37,000.00	37,000.00
1122300117	ACTIVE TRANSPORTATION PLAN	0.00	0.00	30,000.00	30,000.00
1122300118	FIREHALL UPGRADES	0.00	0.00	65,000.00	65,000.00
1122300119	WILDFIRE RISK ASSESSMENT	0.00	30,000.00	50,000.00	20,000.00
1122300121	GROWING COMMUNITIES FUND PROJECTS	0.00	0.00	783,000.00	783,000.00
	TOTAL LAND/OFFICE EQUIPMENT CAPITAL EXPENDIDTURES:	0.00	30,000.00	1,026,000.00	996,000.00
PUBLIC WORKS					
1122300418	REPLACE STREETLIGHTS	0.00	29,012.02	30,000.00	987.98
1122300419	PW CAP: MARINE DRIVE SIDEWALK	0.00	119,175.00	130,000.00	10,825.00
1122300420	PW CAP:CULVERT REPLACEMENT & BRIDGE	0.00	0.00	500,000.00	500,000.00
1122300421	PW CAP:MARINE DRIVE BANK ASSESSMENT	0.00	0.00	180,000.00	180,000.00
1122300422	TRAFFIC SPEED SIGN	0.00	11,230.00	30,000.00	18,770.00
	TOTAL PUBLIC WORKS CAP. EXPENDITURES :	0.00	159,417.02	870,000.00	710,582.98
RECREATION					
1122300503	REC. CAP.: BIKE TRAILS	0.00	0.00	8,000.00	8,000.00
1122300507	KAYAK PROJECT	0.00	114,803.19	302,000.00	187,196.81
1122300508	LIONS PARK PAVILLION UPGRADE	0.00	0.00	40,000.00	40,000.00
	TOTAL REC. DEPART. CAP. EXPENDITURES :	0.00	114,803.19	350,000.00	235,196.81
	TOTAL CAPITAL EXPENDITURES :	0.00	304,220.21	2,246,000.00	1,941,779.79
	GRAND TOTAL GENERAL FUND EXPENDITURES :	81,062.60	1,313,738.52	3,893,382.00	2,579,643.48
TRANSMISSION OF TAXES					
1122500100	PROVINCIAL GOV'T - SCHOOL TAX	0.00	26,455.09	0.00	26,455.09-
1122500110	REGIONAL DISTRICT OF MT. WADDINGTON	0.00	71,472.00	0.00	71,472.00-
1122500120	MOUNT WADDINGTON REGIONAL HOSPITAL D	0.00	29,813.00	0.00	29,813.00-
	TOTAL TRANSMISSION OF TAXES :	0.00	127,740.09	0.00	127,740.09-
	TOTAL 2001 GENERAL FUND EXPEND. BUDGET:	81,062.60	1,441,478.61	3,893,382.00	2,451,903.39
WATER REVENUE FUND					
REVENUE					
2110000101	WATER RATES REVENUE	9,121.63-	39,233.09-	60,000.00-	20,766.91-
2110000102	WATER RATES PENALTIES	0.00	853.53-	1,000.00-	146.47-
	TOTAL WATER RATES REVENUE :	9,121.63-	40,086.62-	61,000.00-	20,913.38-
	GRAND TOTAL WATER REVENUE :	9,121.63-	40,086.62-	61,000.00-	20,913.38-
WATER FUND EXPENDITURE					
2121200101	WATER EQUIP. MAINT. WAGES	982.20	7,903.58	20,000.00	12,096.42
2121200201	INSURANCE - WATER SYSTEM	0.00	4,780.08	5,000.00	219.92
2121200301	WATER EQUIP. REPAIR/MAINT.	321.43	19,961.43	30,000.00	10,038.57
2121200302	WATER FUND CAPITAL RESERVE	0.00	0.00	6,000.00	6,000.00
	TOTAL WATER MAINTENANCE EXPENDITURES :	1,303.63	32,645.09	61,000.00	28,354.91
FUNDS TRANSFERS					
2122300103	WATER WELL REPLACMENTS	0.00	8,588.41	0.00	8,588.41-
	TOTAL DEBT CHARGES & CAPITAL EXPEND. :	0.00	8,588.41	0.00	8,588.41-
	TOTAL WATER FUND EXPENDITURES :	1,303.63	41,233.50	61,000.00	19,766.50
	TOTAL	1,303.63	41,233.50	61,000.00	19,766.50
SEWER REVENUE					
3110000101	SEWER RATES REVENUE	19,614.18-	90,906.66-	140,000.00-	49,093.34-
3110000103	SEWER RATES PENALTIES	0.00	2,152.11-	2,000.00-	152.11

VILLAGE OF PORT ALICE
REVENUE AND EXPENSE (HEADER - DETAIL - TOTALS) WITHOUT ENCUMBRANCE
For Fiscal Year 2023, Period 8 to 8 and Budget Cycle Provisional and Prd 1 to 8 Actuals

Date: 19/10/2023
Time: 11:54:40

For All Revenue, Expense Accounts
Zero Balance Accounts NOT Included

Transactions Entered From 01/08/2023
To 31/08/2023

Account	Description	Period Actual	YTD Actual	YTD Budget	Remaining In \$
	TOTAL SEWER REVENUE	19,614.18-	93,058.77-	142,000.00-	48,941.23-
	GRAND TOTAL SEWER FUND REVENUE	19,614.18-	93,058.77-	142,000.00-	48,941.23-
EXPENDITURES					
3121200101	SEWER TREATMENT PLANT WAGES	2,492.57	21,109.42	25,000.00	3,890.58
3121200102	SEWER DIST. SYSTEM WAGES	841.23	4,758.38	5,000.00	241.62
3121200201	SEWER INSURANCE	0.00	6,576.93	6,500.00	76.93-
3121200202	SEWER PLANT TELEPHONE EXPENSE	0.00	736.02	1,500.00	763.98
3121200203	SEWER HYDRO	0.00	9,557.20	23,000.00	13,442.80
3121200204	SEWER SUPPLIES & MAINTENANCE	1,160.01	24,439.35	20,000.00	4,439.35-
3121200205	SLUDGE DISPOSAL	515.11	5,999.37	10,000.00	4,000.63
3121200206	WASTE MANAGEMENT PERMIT FEES	0.00	677.47	700.00	22.53
	TOTAL SEWER OPERATING EXPENSE	5,008.92	73,854.14	91,700.00	17,845.86
CAPITAL EXPENDITURES FROM REVENUE					
3122300102	SEWER CAP.:RESERVE FOR CAPITAL UPGRA	0.00	0.00	50,300.00	50,300.00
3122300108	SCADA SYSTEM	0.00	1,485.00	0.00	1,485.00-
	TOTAL CAP. EXPEND. FROM SEWER REVENUE	0.00	1,485.00	50,300.00	48,815.00
	TOTAL:	22,423.26-	16,572.75-	0.00	16,572.75
	REPORT TOTALS:	46,112.13-	1,333,694.71-	0.00	1,333,694.71

*** End of Report ***



VILLAGE OF PORT ALICE REPORT TO COUNCIL

To: Mayor and Council
From: CAO / CFO
Date: October 19, 2023
Subject: Fees and Charges Bylaw

Attached to this report are the schedules for the Fees and Charges Bylaw.

I am recommending some changes to Schedules:

A (Water Rates),
B (Sewer Rates),
C (Storm Sewer Rates),
E (Statutory Rates),
G (Recreation Facilities Rates),
L (Zoning and OCP Rates).

The Schedules below were updated recently:

I (Cemetery Rates),
J (Burning Permit Rates),
D (Garbage Rates),
N (Marina Rates).

Bonnie Danyk
CAO / CFO

SCHEDULE A – WATER RATES

1. Inspection, Connection, Turn Water On/Off Fees		
a)	Any property owner who desires a turn off or on of service must give to the Village office, seven (7) days' notice in writing, except in the case of an emergency, and shall at the same time pay the fee for each turning off or on.	\$75.00
b)	Where installation of a water connection exists the fee for inspection of a standard 18mm (3/4") connection will be:	\$75.00
c)	For each additional inspection required after the first inspection because of defective material or workmanship the fee will be:	\$75.00
d)	Where a water connection (standard 18mm (3/4")) is to be installed, a water main or lateral line must be within twenty (20) metres distance from the property line. The fee shall be at cost or a minimum of:	\$2,000.00
e)	Where a water connection is required above the standard 18mm (3/4") or is beyond the 20 metre distance, the fee shall be at cost or a minimum of:	\$2,000.00
2. Semi Annual Rates		Rate per month
The rates reflected in this schedule are based on a flat rate billing system.		
a	For each single residential dwelling unit	\$8.25
b	For Strata Plan I (rate per month per unit) x 63 Units:	\$8.25
c	For Strata Plan II (rate per month per unit) x 101 Units:	\$8.25
d	For Trailer and Mobile Homes	\$8.25
e	For Schools – each class room	\$8.25
f	For each Yacht Club	\$8.25
g	Garage or Service Station	\$8.25
	With Car Wash Facilities	Metered Rate
h	For Commercial Light Industrial & Industrial	Metered Rate
i	For each Strata Titled Apartment Building (owner to provide metre) Forest Grove (Minimum rate \$5.15 per unit) Seaview (Minimum rate \$5.15 per unit) Misty Manor (Minimum rate \$5.15 per unit) Quatsino Chalet (Minimum rate \$5.15 per unit)	Metered Rate
j	For Campground (Minimum rate \$5.15 per site)	Metered Rate
k	For Health Clinic (Minimum rate \$7.00 per month)	Metered Rate
l	For each beer parlor/lounge (Minimum rate \$8.25 per month)	Metered Rate
m	For each Legion (Minimum rate \$8.25 per month)	Metered Rate
n	For each Office, Shop, Small Store (Minimum rate \$8.25 per month)	Metered Rate
o	For each Legion (Minimum rate \$8.25 per month)	Metered Rate
3. Metered Rate Users		
a	First 20,000 cu. Ft. used per month – per 100 cu. Ft. or part thereof	\$0.38
b	Next 30,000 cu. Ft. used per month – per 100 cu. Ft. or part thereof	\$0.38
c	Next 30,000 cu. Ft. used per month – per 100 cu. Ft. or part thereof	\$0.40
d	80,000 plus cu. Ft. used per month – per 100 cu. Ft. or part thereof	\$0.42

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SCHEDULE B – SEWER RATES

1. Rates – Inspection and Connection Fees		
Before any owner's sewer is connected to a sewer connection or public sewer, the owner of the lands requiring such connection or his agent shall make application to the office of the Village, upon such form as provided from time to time, for a permit to connect the owner's sewer to the sewer connection or public sewer, and he shall pay to the Village a sewer inspection/connection fee as follows:		
a)	where installation of sewer connection exists, for standard 100 mm (4") connection an inspection/connection fee of:	\$75.00
b)	where a sewer connection is to be installed, provided a sanitary main or lateral line is within 20 metres distance of the property line, the inspection/connection fee shall be at cost or a minimum of :	\$2,000.00
c)	where a sewer connection is required above the 100 mm (4") or is beyond the 20 metre distance, the charge will be the minimum rate or cost, whichever is higher.	\$2,000.00 minimum
Seniors Discount: Senior means a person who is 65 years of age or older (for principle residence only).		10%
Re-Inspection Fee An inspection fee shall be paid to the Village for each additional inspection required after the first inspection because of defective materials or workmanship.		\$75.00
2	Semi Annual Rates	
The rates reflected in this schedule are based on a flat rate billing system.		Rate per month
a	For each single residential dwelling unit	\$19.50
b	For Strata Plan I (rate per month per unit) x 63 Units:	\$19.50
c	For Strata Plan II (rate per month per unit) x 101 Units:	\$19.50
d	For Trailer and Mobile Homes	\$19.50
e	For Schools – each class room	\$19.50
f	For Garage or Service Station	\$19.50
g	For each Strata Titled Apartment Building – Rate per unit Forest Grove (42 units) Seaview (38 units) Misty Manor (34 units) Quatsino Chalet (60 units)	\$16.67
h	For each hotel/motel – per unit	\$6.67
i	For each campground site	\$1.25
j	For each beer parlor/legion	\$23.33
k	Coffee shop/restaurant/cocktail lounge	\$16.67
l	For each Office, Shop, Small Store or Laundry	\$16.67
m	Supermarket	\$16.67
n	Health Clinic	\$16.67
o	Church	\$7.50
p	Light Industrial shops:	
p (i)	5 employees or less	\$18.50
p (ii)	6 – 15 employees	\$22.65
p (iii)	16 – 30 employees	\$28.00

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SCHEDULE C – STORM SEWER RATES

3. That at such time as the application is executed the applicant shall pay a connection fee in accordance with the fees listed below:

a) Inspection of connection:	\$75.00
b) Re-inspection of connection and each subsequent connection	\$75.00
c) Where a storm drain connection (standard 100 mm) is to be installed, a fee of Fifteen Hundred Dollars (\$1,500.00) shall be charged provided a storm drain main or lateral is within twenty (20) metres of the property line.	\$2,000.00
d) Where a storm drain connection is required above the 100 mm (4") or is beyond the twenty (20) metre distance, the fee shall be Fifteen Hundred Dollars (\$1,500.00) or at cost, whichever is higher.	\$2,000.00 minimum

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VILLAGE OF PORT ALICE

BYLAW NO. 679

SCHEDULE D – GARBAGE COLLECTION & DISPOSAL RATES

1. Garbage Rates	
<p>The rates reflected in this schedule are based on a flat rate billing system as listed in the table below. The utility requires appropriate funds to operate and the use of the system is not commensurate of rate but a portion of the average base costs.</p> <p>(a) The minimum fee payable for the removal of garbage, ashes, and trade waste shall be as per the table below and shall apply to:</p> <p>(i) Residential unit – based on a maximum of two regulation garbage cans per pickup per week for each single-family unit.</p> <p>(ii) Commercial unit – with no bins – based on a maximum of two regulation garbage cans per pickup per week for offices, warehouses, small retail and wholesale outlets and other small commercial enterprises.</p> <p>(iii) Large quantity commercial and industrial – will be charged according to their Usage of 3 cu. Yard or 30 cu. Yard bins.</p>	
	Rate Per month
Residential dwelling units, Strata Plan II & Mobile Homes	\$14.75
Strata Corporations – Seaview, Misty Manor, Forest Grove, Evergreen Terrace, & Quatsino Chalet per unit	\$7.35
Commercial/Institutions – per unit:	
Small	\$20.00
3-yd bin – per pickup	\$17.50
Seniors Discount: Senior means a person who is 65 years of age or older (for principle residence only).	10%

SCHEDULE E – STATUTORY FEE RATES

Rates do not include applicable taxes.

1.	Tax Certificate The collector shall provide tax certificates as provided under Section 249 of the <i>Community Charter</i> for the fee established.	\$25.00
2.	Reports	
	a) Photocopies (Black & White)	
	8-1/2" x 11"	\$0.25/per page
	8-1/2" x 14"	\$0.25/per page
	11" x 17"	\$0.30/per page
	Photocopies (Color)	
	8-1/2" x 11"	\$1.00/per page
	8-1/2" x 14"	\$1.00/per page
	11" x 17"	\$1.50/per page
	b) Faxes	
	8-1/2" x 11"	\$1.00/per page
	8-1/2" x 14"	\$1.00/per page
	11" x 17"	\$1.00/per page
	c) Laminating	
	8-1/2" x 11"	\$3.00/per page
	8-1/2" x 14"	\$3.50/per page
	11" x 17"	\$4.00/per page
	d) Maps or Plans	At Cost
	e) Council Meeting Agendas	\$4.00
	f) FOI Request	\$25.00
3.	NSF cheques returned	\$40.00
4.	Boulevard Debris Pick up or other Rental Purposes – Equipment will only be rented out with Village Operator	
	Dump Truck (includes operator)	\$200.00/hr
	Back Hoe (includes operator)	\$250.00/hr

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SCHEDULE E - STATUTORY FEE RATES

(continued)

Rates do not include applicable taxes

5.	Commemorative benches	
	(a) Bench, plaque and installation	\$2,000.00
	(b) Commemorative tree or shrub and plaque	\$700.00 plus tree /shrub
6.	Search for information and records, other than Freedom of Information Request	
	(a) for locating or retrieving a record	\$7.50 per ¼ hour
	(b) for producing a record manually	\$7.50 per ¼ hour
	© for preparing a record for disclosure	\$7.50 per ¼ hour
	(d) for shipping copies	actual costs of shipping method chosen by applicant
7.	Advertising	
	Rumble Sheet Commercial Ads:	
	Classified Ad	\$2.00 per line/ \$6.00 Minimum
	Business Card.....	\$6.00/per month
	¼ page.....	\$8.00/per month
	½ page.....	\$16.00/per month
	1 full page.....	\$32.00/per month
8.	Signage at Marina	
	17" wide x 9" high	\$18.36
	23" wide x 9" high	\$24.84
	17" wide x 20" high	\$40.80
9.	Tourism	
	Sales Commission on Gift Shop Items at Info Centre	15%

SCHEDULE F – BUSINESS LICENCE FEES

DEFINITION	BASIS OF FEE	FEE (per annum unless otherwise stated)
Commercial/Industrial Definition – any business permitted in the zones designated in the Village of Port Alice Zoning and Land Use Bylaw and any amendments thereto.	Employing up to 3 people Employing up to 10 people Employing up to 25 people Employing up to 50 people Employing over 50 people	\$50.00 \$80.00 \$100.00 \$200.00 \$400.00
Rental units/spaces Definition – Any building containing rental units for residential or accommodation purposes or any land containing spaces to rent (including campgrounds, storage units, manufactured home parks, etc).	Up to 10 units Up to 20 units Up to 30 units Over 30 units	\$50.00 \$100.00 \$200.00 \$400.00
Home Occupation Definition – any business permitted in residential areas under the provisions of the Home Occupation Regulations set out in the Village of Port Alice Zoning Land Use Bylaw and any amendments thereto.	Per business	\$50.00
Miscellaneous Business Definition – any business not carried out of a building or premises within the Village of Port Alice, including, but not limited to: canvasser, agents, contractors, delivery services, mobile sales and servicing (not including “Mobile Business” defined hereinbefore) and any other business not hereinbefore provided.	Per business *Exception: Instructors offering less than 10 hours instruction/week	\$50.00 \$20.00
Mobile Business Definition – See Bylaw 496 – Schedule “B”	Per day	\$50.00
Each mobile unit	Per year	\$300.00
Non- Resident Business Definition – any type of business carried on in the Village by a non-resident (not including a non-resident that owns, or leases property in the Village for the purpose of operating the said business), including, but not limited to: direct sales, agents, professionals, contractors, delivery services, and mobile sales (except mobile Business defined in Schedule “B”-Bylaw 496).	North Island (Mt. Waddington Regional District) Business Per day Per year All other non-resident businesses Per day Per year	 \$20.00 \$80.00 \$30.00 \$100.00

Business License fees will be pro-rated 50% after July 31st of each year.

SCHEDULE G – RECREATION FACILITIES RATES

Rates do not include applicable taxes

Facility Rentals (during regular scheduled hours)	Rate
Community Centre	
Gym/Larry Pepper Room	\$13.00/hr
Gym/Larry Pepper Room	\$80.00/day
Gym/Larry Pepper Room (Event & Equipment Damage Deposit)	\$200.00
Gym/Larry Pepper Room Cleaning fee	\$30.00/hr
Activity Rooms	\$8.00/hr
Activity Rooms	\$50.00/day
Computer Room	\$13.00/hr
Computer Room	\$80.00/day
After Hours Rental	\$50.00/hr
Room Set up Fees (Chairs, Tables, Coffee, etc.) up to one hour of staff time:	\$30.00
For every half hour thereafter:	\$15.00
Coffee Service: includes coffee and supplies: Per Person	\$1.00
Minimum Fee	\$10.00
Sound System	\$50.00
Projector/Screen	\$15.00
TV/DVD	\$15.00
Tablecloths (per tablecloth)	\$2.50
CC Arts & Crafts at Cost plus 10%	
Sea View Activity Centre	
Multi Purpose Room	\$13.00/hr
Multi Purpose Room	\$80.00/day
Home Economics Room	\$13.00/hr
Home Economics Room	\$80.00/day
Reading or Seniors Room	\$8.00/hr
Reading or Seniors Room	\$50.00/day
Arena	
Hockey Side	\$40.00/hr
Curling Side	\$40.00/hr
Arena Dry Floor: Hockey or Curling Slab	\$40.00/hr
Upper Curling Lounge	\$40.00/hr
Lower Curling Lounge	\$40.00/hr
Rental fees established in a Rental Agreement between the Village of Port Alice and the respective users takes precedence over the rental fees above.	

Deleted: After Hours Rental

Deleted: \$50.00/hr

SCHEDULE H – BUILDING PERMIT & TEMPORARY BUILDING PERMIT RATES

1. Building Fees	
a) Value of construction up to \$1,000.00	\$175.00
b) For each additional \$1,000.00 of value of construction, or fraction thereof, over \$1,000.00 but not exceeding \$100,000.00.	\$8.00
c) For each additional \$1,000.00 of value of construction, or fraction thereof, over \$100,000.00 but not exceeding \$500,000.00.	\$5.50
d) For each additional \$1,000.00 of value of construction, or fraction thereof, exceeding \$500,000.00	\$4.00
e) For renewal of a permit where the value of the proposed construction is less than \$100,000	\$50.00
f) For renewal of a permit where the value of the construction is \$100,000 or more	\$50.00 plus \$1.00 per \$1,000, or fraction thereof, for construction value in excess of \$100,000
g) The fee for a permit to demolish a building	\$50.00
(1) Deposit for residential demolition	\$1,000.00
(2) Deposit for commercial/industrial demolition	\$2,000.00
h) The fee for permission to locate a mobile home, factory built building, or similar structure in a location, plus the fee based on the value of the work required to be done on the site, as set out in construction fees above	\$100.00 single wide \$150.00 double wide
2. Refund of Fees	
a) An applicant for a Building, Building Moving, Demolition, Plumbing or Sign permit may obtain a refund of the Permit Fee when a permit is surrendered and cancelled on the following basis:	
i) Refund before any construction begins:	75% of permit fees
ii) No refund shall be made where construction or work has begun or an inspection has been made.	
iii) No refund shall be made for less than	\$100.00
3. Re-inspection Charge	
A re-inspection fee where more than two inspections are necessary	\$175.00

SCHEDULE H – BUILDING PERMIT & TEMPORARY BUILDING PERMIT RATES
(continued)

4. Application or Permit Transfer Fee	
A transfer fee of	\$50.00
i) Applies when a permit is outstanding with respect to a parcel of land and the registered ownership of the land is transferred. The new owner may apply for a revised building permit issued in the name of that owner upon payment of the transfer fee.	
ii) A revised building permit issued under Subsection a) i) shall be deemed to have been issued on the date of the original issuance of the permit and to take effect from that date.	
iii) Subsection a) i) does not apply when the building plans or the conditions of issuance for a building permit are proposed to be changed. A new building permit application and permit fee must be submitted to the Building Inspector and a new building permit obtained.	
5. Permit Extension Fee	
An additional non-refundable permit extension fee applies when an extension is requested in writing by the owner.	\$50.00
6. Letter Advising of Status of Property and Improvements	\$70.00/per hour
7. Building File Review	\$70.00/per hour
8. Fire Protection Equipment - Resubmission of plans	\$100.00 each submission

SCHEDULE I – CEMETERY RATES

Rates do not include applicable taxes.

	Care Fund (included)	Total Fee
Grave Space		
Adult Size	\$100.00	\$400.00
Child /Infant (under 10 years old)	\$75.00	\$300.00
Cremated Remains Size	\$30.00	\$120.00
Services - Opening and Closing grave for burials		
Adult Size: Monday- Friday 8:00 a.m. – 2:00 p.m.		\$600.00
Adult Size: Monday- Friday after 2:00 p.m.		\$800.00
Adult Size: Saturday, Sunday, Statutory Holidays		\$1,500.00
Child/Infant Size (under 10 years old): Monday- Friday 8:00 a.m. – 2:00 p.m.		\$500.00
Child/Infant Size (under 10 years old): Monday- Friday after 2:00 p.m.		\$700.00
Child/Infant Size (under 10 years old): Saturday, Sunday, Statutory Holidays		\$800.00
Services - Opening and Closing grave for Cremated Remains		
Monday- Friday 8:00 a.m. – 2:00 p.m.		\$200.00
Monday- Friday after 2:00 p.m.		\$360.00
Saturday, Sunday, Statutory Holidays		\$460.00
Services - Opening and Closing grave for Exhumation		
Adult Size: Monday – Friday 8:00 a.m. – 2:00 p.m.		\$620.00
Child/Infant Size (under 10 years old) Monday – Friday 8:00a.m. – 2:00 p.m.		\$565.00
Transfer of License		\$25.00
Installation of Memorials (Including Care Fund of \$25.00)		\$100.00
Goods		
Grave Liners		\$500.00
Oversize Grave Liners		\$650.00
Cremation Vaults		\$200.00

SCHEDULE J – BURNING PERMIT RATES

Class “A” Burning Permit: Industrial Land Clearing or Other Major Burning	\$30.00 per issue
Class “B” Burning Permit: Yard Waste & Minor Clean-up	\$5.00 per month
Penalty for False 911 Calls	\$50.00 per call

SCHEDULE K – ANIMAL CONTROL RATES

Annual license fee for spayed/neutered dog over eight (8) months old – January	\$15.00
Annual license fee for not spayed/neutered dog over eight (8) months old	\$30.00
Replacement tags	\$2.50
Kennel License (plus \$2.50 per dog)	\$150.00
Impoundment (first offence)	\$50.00
Impoundment (second offence – within three months of the first)	\$75.00
Impoundment (third offence plus subsequent offences within 3 months of 1 st)	\$100.00
Care & Feeding	\$50.00

**SCHEDULE L - ZONING AND OFFICIAL COMMUNITY PLAN
BYLAW AMENDMENT RATES & VARIANCE APPLICATION RATES**

1. Any application for an amendment to the Official Community Plan or Zoning Bylaw shall, at the time of application, be accompanied with payment of the following fees:	
a) Amendment to the Zoning Bylaw or Official Community Plan	
Processing and inspection of application	\$750.00
For statutory public hearing advertising	\$500.00*
Mapping the amendment on Zoning or Official Community Plan Maps	\$300.00**
<i>*If the proposed bylaw amendment is not advertised, 100% of the advertising fee will be reimbursed.</i>	
<i>** If the rezoning is refused after public hearing, the mapping fee will be Reimbursed</i>	
b) Amendment to the Zoning Bylaw and Official Community Plan	
Processing and inspection of application	\$750.00
For statutory public hearing advertising	\$650.00*
Mapping the amendment on Zoning & Official Community Plan Maps	\$500.00**
<i>*If the proposed bylaw amendment is not advertised, 100% of the advertising fee will be reimbursed.</i>	
<i>** If the rezoning is refused after public hearing, the mapping fee will be Reimbursed</i>	
2. Any application for a Development Permit or a Development Variance Permit pursuant to this bylaw shall, at the time of application, be accompanied with payment of the following fees:	
Processing and inspection of application, costs associated notice and the mailing or delivery of the notice	\$250.00 First and \$100.00 each additional
3. Any Board of Variance Application	\$100.00
4. Sign application, processing and inspection	\$75.00
5. Temporary Land Use Permit	\$ 250.00

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SCHEDULE M - SUBDIVISION APPLICATION RATES

Processing and inspection of application	\$600.00
Application fee: For 2 – 10 lots	\$175.00 per lot
For 11 or more lots	\$225.00 per lot
Extension of preliminary approval	\$250.00
Amendment to a Strata Subdivision	\$250.00
Application for a strata conversion of a previously occupied building, per strata plan:	
Application fee	\$100.00
Per unit/parcel *Up to 50% reimbursed if Council refuses strata and planning/engineering costs have not been incurred by the Village.	\$200.00*
If the applicant wishes to submit a revised application within four weeks of the original submission, the fee for considering the revised application will be:	\$500.00
If the applicant wishes to submit a revised application after more than four weeks, but less than one year, from the date of the original submission the fee for each revised submission shall be:	fifty percent (50%) of the original submission fee
For a revised application submitted later than one year from the date of the original submission, the applicant must pay:	the same fees as for a new application

VILLAGE OF PORT ALICE

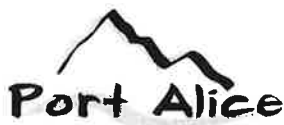
BYLAW NO. 679

SCHEDULE N – MARINA RATES

The following fees and charges shall be in effect at the Port Alice Municipal Marina and designated parking lots:

Rates Include Applicable Taxes

Daily Moorage Rate for Recreational Vessels per foot per day	\$ 1.05
Monthly Moorage Rate for Recreational Vessels per foot	\$ 13.25
Daily Moorage Rate for Commercial Vessels per foot per day	\$0.55
Monthly Moorage Rate for Commercial Vessels per foot	\$6.50
Vehicle parking permit – Daily (Includes Boat Launch)	\$10.50
Vehicle parking permit – Annual (Includes Boat Launch), Residents Only*	\$84.00
Service Charge: Any service undertaken to resolve a vessel related emergency or nuisance at the Marina shall be charged to the owner of the vessel at actual costs plus \$150 and shall not be less than \$150.	\$157.50 plus actual costs
Replacement Annual Pass	\$5.25
Secondary Annual Pass	\$5.25
Slip Reservation Fee to be paid annually in advance	\$1,325.00
Trailer Parking after 24 hours	\$5.25 per day
*Resident means a person who is: a) a resident as defined under the Elections Act; or b) A sole shareholder or senior shareholder of corporations that own real property within the Municipal boundaries.	
Fee for Vendors to set up at Marina	
Daily Rate	\$ 6.00
Weekly Rate	\$35.00
Monthly Rate	\$118.00



VILLAGE OF PORT ALICE REPORT TO COUNCIL

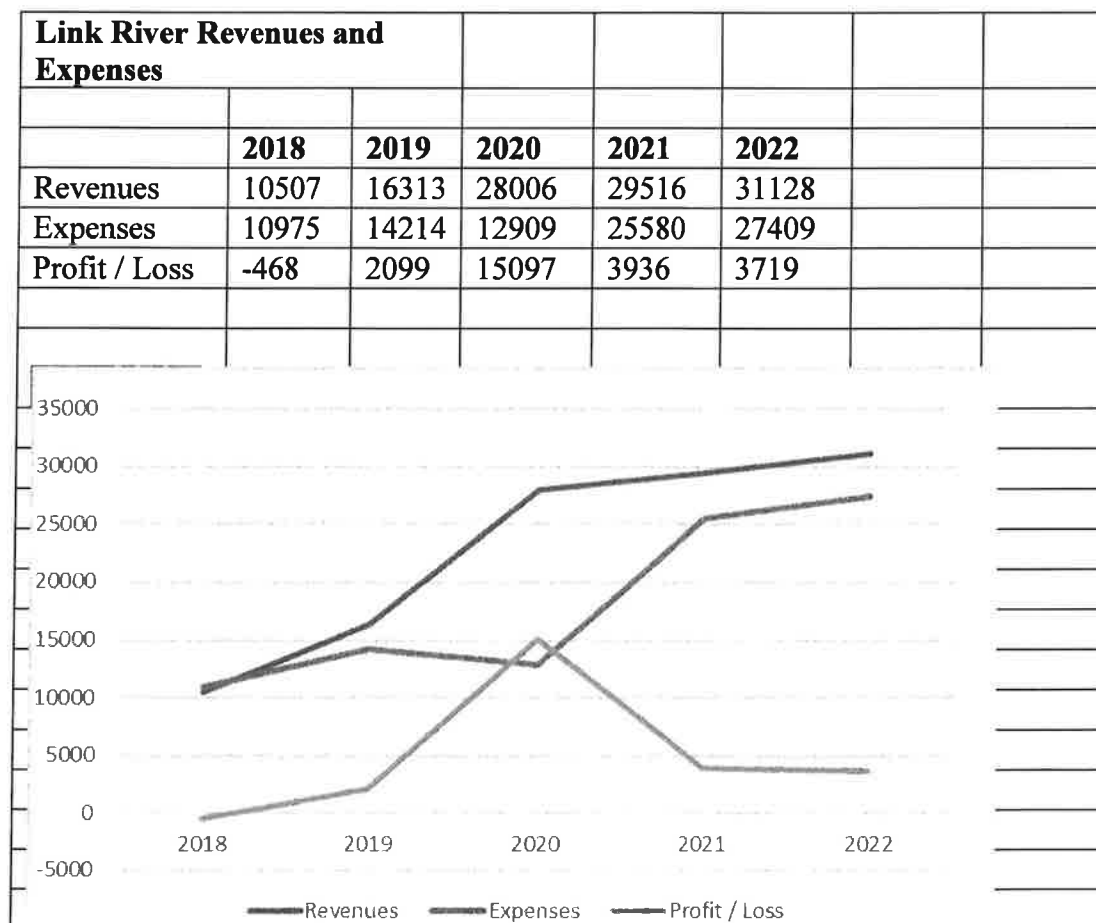
To: Mayor and Council
From: CAO / CFO
Date: October 19, 2023
Subject: Link River Lease

The Village of Port Alice is the registered owner in fee simple of the lands and improvements known as the "Port Alice Link River Park". The Regional District of Mount Waddington has leased the Port Alice Link River Park since the 1980's. Our current five-year lease expires on November 30, 2023.

The Regional District of Mount Waddington pays the Village of Port Alice \$1.00 for the lease and operates the Port Alice Link River Park as a campground. The RDMW is responsible for the management, maintenance and capital improvements of the Park and they collect the revenue from the campground.

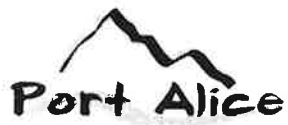
The RDMW has contacted the Village of Port Alice to let us know that they would like to renew the lease with no changes to the current terms of the agreement.

The chart below shows the revenues and expenses for the park from 2018-2022



Expenses do not include "Parks Wages" which averaged \$17,000 per year							
	Total Sites						
2018	527						
2019	701						
2020	1259						
2021	1301						
2022	1274						
*May include no shows							

Bonnie Danyk
CAO / CFO



VILLAGE OF PORT ALICE REPORT TO COUNCIL

To: Mayor & Council
From: Ryan Nicholson, Economic Development Officer
Date: Oct 19, 2023
Subject: REDIP grant

Background: At the Oct 5, 2023 committee of the whole meeting, council discussed applying for the current intake of the REDIP-FIT grant. Ideas for how this grant could be used were discussed, and there was support for the idea of applying to the REDIP grant for the completion of a feasibility study on the redevelopment of the Port Alice arena.

Recommendation: That the Village of Port Alice apply to the REDIP-FIT grant for the completion of a feasibility study on the redevelopment of the Port Alice arena. Further that the Village of Port Alice will be responsible for any cost overruns on the project.

Ryan Nicholson
Economic Development Officer

VILLAGE OF PORT ALICE

BYLAW NO. 685

A BYLAW TO EXEMPT SPECIFIC PROPERTIES FROM TAXATION FOR THE YEAR 2024

WHEREAS, Section 220 of the Community Charter exempts from taxation: 1) land, improvements or both of a public library; 2) a building and the land on which the building stands if title registered in the name of the religious organization using the building and Section 224 of the Community Charter empowers Council, by Bylaw, to exempt from taxation, land, improvements or both owned or held by a charitable, philanthropic or other not for profit corporation that are used for a purpose that is directly related to the purposes of the corporation;

NOW THEREFORE, the Council of the Village of Port Alice, in open meeting assembled, enacts that the following lands and improvements thereon, are hereby exempted from taxation, imposed under Section 197 (1) of the *Community Charter*, for the year 2024:

1. THE WHARF AT JEUNE LANDING

- 1.1 Plan 594321, D.L. 188, Rupert District, Wharf Approach, & D.L. 1514, Rupert District, Wharf Properties registered in the name of the Port Alice Marine Rescue Society **Roll No: 00002.000**
& Roll No. 01025.00

2. ECUMENICAL AND PENTECOSTAL CHURCHES

- 2.1 Plan 18774, Lot 3, Block 7, D.L. 2137, Rupert District, located at 1100 Nigei St
Property registered in the name of the Port Alice Ecumenical Society **Roll No. 00648.000**
- 2.2 Plan 33023, Lots 13 & 14, D.L. 2137, Rupert District, located at 850-860 Marine Dr
Properties registered in the name of the Pentecostal Assemblies of Canada **Roll No. 00788.030**
& Roll No. 00788.031

3. THE LEGION HALL

- 3.1 The Legion Hall, Plan 22668, Lot 1, D.L. 2137, Rupert District
Registered to the Royal Canadian Legion Branch #180 **Roll No. 00779.000**
- 3.2 The portion of Plan 22668, Lot 1, DL 2137, Rupert District, which contains a residential housing unit is exclusive of this Bylaw

4. THE YACHT CLUB

- 4.1 Rupert Land District, District Lot PT304 Roll Number 27506.940
The property registered in the name of the Port Alice Yacht Club **Roll No. 27506.940**

5. PORT ALICE GOLF CLUB

- 5.1 Eastern portion of District Lot 1187, Rupert Land District which is identified and assessed by BC Assessment as Recreation / Non-profit.
Property registered in the name of Neucel Specialty Cellulose Ltd. **Roll No: 00075.000**

6. CITATION

This Bylaw may be cited as the "Village of Port Alice Permissive Exemption Taxation Bylaw for the Year 2024, Bylaw No. 685, 2023."

7. SEVERABILITY

If a court of competent jurisdiction declares any portion of this bylaw invalid, then the invalid portion must be severed, and the remainder of the bylaw is deemed valid.

READ A FIRST, SECOND & THIRD TIME THE 11th DAY OF OCTOBER 2023.
ADOPTED THE 25th DAY OF OCTOBER 2023.

Mayor

Chief Administrative Officer

Certified a true and correct copy of Bylaw No. 685, as adopted on the ____ day of _____, 20__.

Chief Administrative Officer

VILLAGE OF PORT ALICE
2024 ESTIMATE OF PERMISSIVE EXEMPTION OF PROPERTY TAXATION
Based on 2023 Tax Rates
For Information Only

Village of Port Alice Tax Rates Bylaw No. 666, 2021

ASSESSMENT/1000.		CLASS	GENERAL MUNICIPAL	SCHOOL	REGIONAL HOSPITAL	REGIONAL DISTRICT	B.C.A.A.	M.F.A.	POLICE	TOTAL	
2023 TAX RATES		1	6.10577	2.193	0.24918	0.59737	0.0360	0.0002	0.3242	9.50572	
2023 TAX RATES		6	10.99038	3.33	0.61049	1.46356	0.0964	0.0005	0.7944	17.28573	
2023 TAX RATES		8	6.10577	1.99	0.24918	0.59737	0.0336	0.0002	0.3242	9.30032	
FOLIO	ROYAL CANADIAN LEGION										
779000	6	370900	370.9	\$ 4,076.33	\$ 1,235.10	\$ 226.43	\$ 542.83	\$ 35.75	\$ 0.19	\$ 294.64	\$ 6,411.28
FOLIO	PORT ALICE MARINE RESCUE SOCIETY										
2000	6	17800	17.8	\$ 195.63	\$ 59.27	\$ 10.87	\$ 26.05	\$ 1.72	\$ 0.01	\$ 14.14	\$ 307.69
1025000	6	198000	198	\$ 2,176.10	\$ 659.34	\$ 120.88	\$ 289.78	\$ 19.09	\$ 0.10	\$ 157.29	\$ 3,422.57
FOLIO	\$ 2,371.72										
648000	8	151600	151.6	\$ 925.63	\$ 301.68	\$ 37.78	\$ 90.56	\$ 5.09	\$ 0.03	\$ 49.15	\$ 1,409.93
FOLIO	PENTECOSTAL ASSEMBLIES										
788030	8	196000	196	\$ 1,196.73	\$ 390.04	\$ 48.84	\$ 117.08	\$ 6.59	\$ 0.04	\$ 63.54	\$ 1,822.86
788031	8	275000	275	\$ 1,679.09	\$ 547.25	\$ 68.52	\$ 164.28	\$ 9.24	\$ 0.06	\$ 89.16	\$ 2,557.69
FOLIO	\$ 2,875.82										
75000	6	639,000	639	\$ 3,901.59	\$ 1,271.61	\$ 159.23	\$ 381.72	\$ 21.47	\$ 0.13	\$ 207.16	\$ 4,380.45
FOLIO	PORT ALICE YACHT CLUB										
27506940	8	69700	69.7	\$ 425.57	\$ 138.70	\$ 17.37	\$ 41.64	\$ 2.34	\$ 0.01	\$ 22.60	\$ 5,942.90
27506940	6	145000	145	\$ 1,593.61	\$ 482.85	\$ 88.52	\$ 212.22	\$ 13.98	\$ 0.07	\$ 115.19	\$ 2,506.43
TOTAL PROPERTY TAXATION			\$ 16,170.27	\$ 5,086.85	\$ 778.43	\$ 1,866.17	\$ 115.27	\$ 0.63	\$ 1,012.87	\$ 3,154.66	\$ 25,029.48



Gateway to the Wild West Coast

INFORMATION ITEMS

MEDIA RELEASE

Oct. 12, 2023
 FOR IMMEDIATE RELEASE
 MR23-032

North Island College Board of Governors elects new chair, vice chair

Patricia Trasolini, who sat on the North Island College Board of Governors this past year as vice-chair, will now serve as chair for the coming year.

She takes over from Jane Atherton, who will continue to sit on the board as past chair.

Trasolini joined the board in 2019 as a Campbell River representative. Her work background is in education, having served as a teacher of English, English literature, law and public speaking. This included working as a high school counsellor, vice principal and ultimately principal of Carihi Secondary in Campbell River. Her volunteer activities include the Island Soul Choir and Storey Creek Women's Club.

"North Island College provides a rich, nurturing and multi-faceted learning environment that caters to the well-being of all its constituents. In my years on the Board of Governors, I have had a peek at the breadth and depth of NIC's impact on the communities it serves," Trasolini said. "As I observed faculty and staff adapt and change to continue to deliver quality educational opportunities through the pandemic, which in many cases involved a complete re-vamping of curricula to move from in-person delivery to fully online and then morph into hybrid delivery options as the campuses re-opened, I have been astounded at the dedication, passion and vision that permeates the culture of this institution."



The NIC Board of Governors recently elected Patricia Trasolini (left) as its chair for the next year and Shelley Dore as vice chair.

She also emphasized NIC's focus on Indigenization, international options, new ways to reach remote communities and new programs as signs that the college is meeting the needs of present and future work environments.

Trasolini is proud to serve as chair, adding, "NIC is working creatively and intelligently with and for the people of the vast geographic region it serves."

Shelley Dore, another Campbell River representative, will now serve as vice chair. She is a businesswoman and entrepreneur, and also serves as the president of Campbell River's Tidemark Theatre board of directors.

At the inaugural meeting in September, the board also welcomed new members Jerad Langille, Claire Moglove and Vicky White.

Langille is a chartered professional accountant, who was also active in his community as duty coxswain with Royal Marine Search and Rescue and previously served as an RCMP auxiliary constable. Moglove is a retired lawyer and city

NIC is honoured to acknowledge the traditional territories of the combined 35 First Nations of the Nuu-chah-nulth, Kwakwaka'wakw and Coast Salish traditions, on whose traditional and unceded territories the college's campuses are situated.

www.nic.bc.ca

**MEDIA RELEASE**

councillor in Campbell River. White is executive director of the Tseshaht First Nation who works as a research officer at the Office of the Representative for Children and Youth and has worked for the Nuuchahnulth people for more than 20 years.

The three will join Trasolini, Dores, Atherton and other current members Barry Minaker and Valery Puetz, as well as Murray Erickson (faculty representative) and Rylee LaTrace (support staff representative).

Two new student representatives were also elected to the board this month. Business management student Shubham Chauhan and business administration student Kudakwashe Wingwiri begin their one-year terms.

As well, NIC President Lisa Domae and NIC Education Council chair Wilma Gus sit on the board as ex officio non-voting board members.

The NIC Board of Governors oversees the college's strategic direction of the college and makes policy-level decisions to guide the organization. For more information on the work of NIC's Board of Governors, including upcoming meetings and agendas: www.nic.bc.ca/board.

Media Contact

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Multi-Media Specialist, North Island College

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media@nic.bc.ca