

VILLAGE OF PORT ALICE
COUNCIL MEETING AGENDA

TO BE HELD WEDNESDAY MARCH 26, 2025, 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 March 26, 2025, 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 Minutes of March 12, 2025, be approved.*

(5) COMMUNICATIONS:

Pg 5-6

a.) Reforming the Local Government Act Survey
March 20, 2025 Letter from Ben Geselbracht, AVICC President

(6) BYLAWS:

7-12

a.) Bylaw 696 -Financial Plan for 2025 – 2029

Recommendation:

THAT the Village of Port Alice Bylaw 696 – Financial Plan for 2025-2029 be given third reading.

(7) QUESTION PERIOD:

(8) ADJOURNMENT:

THAT the meeting of the Village of Port Alice Council held March 26, 2025, be adjourned

INFORMATION ITEMS

a.)

VILLAGE OF PORT ALICE COUNCIL
REGULAR MEETING MINUTES
WEDNESDAY, MARCH 12, 2025
AT COUNCIL CHAMBERS, VILLAGE OFFICE



Present Mayor Kevin Cameron
Councillor Sean Watson
Councillor Holly Aldis
Councillor Russell Murray

Absent Councillor David Stewart

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

Call to order 6:00pm

17/25
Adoption of
Agenda

ADOPTION OF AGENDA:

Moved, Seconded and CARRIED

THAT the Agenda for the Meeting of the Village of Port Alice for March 12, 2025, be approved;
AND THAT all delegations, reports, correspondence, and other information set to the agenda be received.

DELEGATION:

18/25
Minutes of
February 26,
2025

MINUTES:

Moved, Seconded and CARRIED

THAT the Minutes from the Council Meeting of February 26, 2025, be approved.

COMMUNICATIONS:

Audit Planning Report for 2024

February 26, 2025, Report from Chan Nowosad Boates Inc

Retail Cannabis location proposed to the BC Liquor and Cannabis Regulation Branch

March 6, 2025, Letter from Derek Koel, Mainland Cannabis 247 Ltd

REPORTS:

Project Updates

March 5, 2025, Report from Ryan Nicholson, Economic Development Officer

Vancouver Island Regional Library Meeting Report – Verbal

March 2025, Verbal Report from Councillor Russell Murray

AGM took place on February, issues discussed is the need for security in many facilities, raising operating costs, and adding to costs to municipalities. They have also been working with Island Health on OD detecting devices bathrooms. New Masset Library is almost complete, will be an asset to the community.

Petitioning the BC Government for more funds to be budgeted as money to libraries has increased in a considerable time. Their policies are driving much of the higher expenses, with managing unhoused, additional training, and other societal issues.

BYLAWS:

19/25 Bylaw
696 – 2025
Financial Plan

Bylaw 696 -Financial Plan for 2025 – 2029

Moved, Seconded and CARRIED

THAT the Village of Port Alice Bylaw 696 – Financial Plan for 2025-2029 be given first and second reading, AND FURTHER THAT the Statement of objectives and policies be approved for 2025.

QUESTION PERIOD:

ADJOURNMENT: 6:35pm

20/25
Adjournment

Moved, Seconded and CARRIED

THAT the Regular meeting of the Village of Port Alice held March 12, 2025, be adjourned at 6:35pm.

I hereby certify the preceding to be a true and correct account of the Regular meeting of the Village of Port Alice Council held March 12, 2025.

Mayor

Chief Administrative Officer



March 20, 2025

AVICC Member Legislative Services
AVICC Member Councils, Boards, and CAOs

RE: FEEDBACK REQUESTED: Reforming the Local Government Act - A Roadmap

I am reaching out to formally request that this communication be included as a Board or Council Communication on your upcoming agenda.

Feedback is requested on the initiative to modernize the *Local Government Act (LGA)*. It has been identified that the input from member staff and elected officials is crucial, and we are asking that this opportunity be shared throughout your organization, and that time be allocated to allow for participation.

Don Lidstone K.C. has written a document, "[Regional District Legislation Roadmap](#)", as a framework to gather feedback from all five area associations on the challenges local governments are experiencing with the *LGA*. The *Roadmap* document has been transposed into a survey that is now available at the following link:

[Reforming the Local Government Act: A Roadmap – SURVEY LINK](#)

- The survey may be completed by individuals or as a group – we would like to hear from local government and First Nations elected officials and staff with comments about the legislation and recommendations, examples of how the current legislation impacts the work that you do, and potential solutions or additional recommendations.
- The *Roadmap* document has been divided into 9 survey pages in SurveyMonkey, consisting of an executive summary with recommendations, followed by examinations of Parts 5-12 of the *LGA*.
- Each of the 9 survey pages is followed by questions that you are invited to respond to as you wish. There is no requirement to answer all the questions – any degree of input is beneficial.
- Survey responses will be anonymously compiled to produce a report for UBCM and the Province that defines issues and specific preferences for modernizing the current legislation.
- There is an option in each section to input your contact information if you are willing to provide more information about your comments, or if you would like a response - this is not required.
- Your responses will be saved after each page, so that you can pause and return to the survey at your convenience – you must use the same device and web browser to access your saved survey.

P.O. Box 28058, Victoria, BC V9B 6K8
Email: info@avicc.ca • Tel: 236-237-1202 • www.avicc.ca

Representing Local Government on Vancouver Island, qathet, Sunshine, North and Central Coasts

- You may edit your responses, or add additional comments up until May 31, 2025 at 11:59pm – you must use the same device and web browser to access your previously submitted survey.

Any survey responses received by March 28 will be included in content provided to the area associations' annual conventions. The final deadline to submit responses to any of the survey pages is 11:59 pm on Saturday, May 31.

Thank you for considering our request. If you have any questions, please reach out to AVICC Executive Director, Theresa Dennison, at info@avicc.ca.

Sincerely,



Ben Geselbracht
AVICC President
Councillor, City of Nanaimo

cc: Theresa Dennison, Executive Director, AVICC; info@avicc.ca

**VILLAGE OF PORT ALICE
BYLAW NO. 696, 2025**

BEING A BYLAW FOR THE VILLAGE OF PORT ALICE FINANCIAL PLAN 2025 - 2029

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

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

1. Schedule "A" attached to and forming part of this Bylaw is the Village of Port Alice Financial Plan 2025 – 2029, Revenues and Expenditures.
2. Schedule "B" attached to and forming part of this Bylaw is the Village of Port Alice Financial Plan 2025 – 2029 Statement of Objectives and Policies.
3. This Bylaw may be cited for all purposes as the "Village of Port Alice Financial Plan 2025 - 2029 Bylaw No.696, 2025".

READ A FIRST AND SECOND TIME THIS 12th DAY OF MARCH 2025.

PUBLIC CONSULTATION HELD MARCH 25, 2025.

READ A THIRD TIME THIS 26th DAY OF MARCH 2025.

RECONSIDERED, AND ADOPTED THIS 9th DAY OF APRIL 2025.

Mayor

Chief Administrative Officer

Certified a true copy of Bylaw No.696, as adopted by Council on the 9th day of April 2025.

Chief Administrative Officer

**VILLAGE OF PORT ALICE
BYLAW NO. 696, 2025**

Bylaw No. 696, 2025 - Schedule 'A' REVENUES

REVENUES	2025	2026	2027	2028	2029
Property Taxes	\$812,630	\$836,149	\$860,933	\$886,461	\$912,755
Utility/Grant in Place of Taxes	\$21,370	\$22,011	\$22,672	\$23,352	\$24,052
Total Taxation	\$834,000	\$858,160	\$883,605	\$909,813	\$936,807
Fees and Charges					
Garbage Rates/Penalties	\$91,800	\$94,554	\$97,391	\$100,312	\$103,322
Recreation Supplies and Services	\$14,700	\$15,141	\$15,595	\$16,063	\$16,545
Recreation Facilities Rentals	\$21,500	\$22,145	\$22,809	\$23,494	\$24,198
Licenses/Permits	\$12,000	\$12,360	\$12,731	\$13,113	\$13,506
Water Utility	\$66,500	\$68,495	\$70,550	\$72,666	\$74,848
Sewer Utility	\$154,500	\$159,135	\$163,909	\$168,826	\$173,891
Other Revenue	\$265,800	\$273,774	\$281,987	\$290,447	\$299,160
Total Fees and Charges	\$626,800	\$645,604	\$664,972	\$684,921	\$705,470
Other Revenue					
Federal Govt Grants	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Provincial Govt Grants -	\$1,743,000	\$558,480	\$531,334	\$544,574	\$558,212
Regional District of Mt. Waddington	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Total Other Revenue	\$1,749,000	\$564,480	\$537,334	\$550,574	\$564,212
Appropriation from Reserve					
Appropriation from NICF Funds	\$40,000	\$0	\$0	\$0	\$0
Appropriation from Surplus	\$0	\$12,000	\$0	\$0	\$0
Appropriation from Deferred Revenue:Gas Tax Fun	\$730,000	\$30,000	\$30,000	\$30,000	\$30,000
Appropriation from Covid Recovey Funds	\$0	\$0	\$0	\$0	\$0
Appropriation from Climate Action Funds	\$172,000				
Appropriation from Growing Community Funds	\$757,520				
Total Appropriation from Reserve	\$1,699,520	\$42,000	\$30,000	\$0	\$0
Funds Transfers	\$0	\$0	\$0	\$0	\$0
TOTAL LOCAL GOVERNMENT REVENUE	\$4,909,320	\$2,110,244	\$2,115,911	\$2,145,308	\$2,206,489

**VILLAGE OF PORT ALICE
BYLAW NO. 696, 2025**

**VILLAGE OF PORT ALICE FINANCIAL PLAN 2025 - 2029
Bylaw No. 696, 2025 - Schedule 'A' Expenditures**

EXPENDITURES	2025	2026	2027	2028	2029
Debenture Debt Interest					
Community Centre Upgrades Matures - 2036	\$33,900	\$34,917	\$35,965	\$37,048	\$38,155
Total Debenture Debt	\$33,900	\$34,917	\$35,965	\$37,048	\$38,155
Capital Expenditures					
General	\$2,838,520	\$70,000	\$30,000	\$0	\$0
Water Utility	\$0	\$0	\$0	\$0	\$0
Sewer Utility	\$0	\$0	\$0	\$0	\$0
Total Capital Expenditures	\$2,838,520	\$70,000	\$30,000	\$0	\$0
Other Municipal Purposes					
General Government, & Fiscal Services	\$517,400	\$489,532	\$491,616	\$506,122	\$521,072
Fire & Protective Services	\$118,000	\$80,340	\$82,750	\$85,233	\$87,790
Public Works	\$481,800	\$496,254	\$511,142	\$526,476	\$542,270
Health & Environmental Services	\$303,500	\$307,455	\$316,679	\$326,179	\$335,964
Recreation Services	\$297,200	\$306,116	\$315,300	\$324,758	\$334,501
Water Utility	\$55,000	\$56,650	\$58,350	\$60,100	\$61,903
Sewer Utility	\$112,200	\$115,566	\$119,033	\$122,604	\$126,282
Total Other Municipal Purposes	\$1,885,100	\$1,851,913	\$1,894,870	\$1,951,472	\$2,009,782
Transfers to Reserves					
General Fund	\$98,000	\$98,000	\$98,000	\$98,000	\$98,000
Water Fund	\$11,500	\$11,845	\$12,200	\$12,566	\$12,943
Sewer Fund	\$42,300	\$43,569	\$44,876	\$46,222	\$47,609
Total Transfer of Funds	\$151,800	\$153,414	\$155,076	\$156,788	\$158,552
GRAND TOTAL	\$4,909,320	\$2,110,244	\$2,115,911	\$2,145,308	\$2,206,489
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**VILLAGE OF PORT ALICE
BYLAW NO. 696, 2025**

**Schedule B
Statement of Objectives and Policies**

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

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

Funding Sources

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2024. Property taxes normally contribute to the greatest proportion of the Village's revenue, however, in 2024 the largest proportion is Grant Revenue which is directly related to Capital Projects. The property tax revenue source offers several advantages. For example, it is simple to administer, and it is easy for residents to understand. It offers a stable and reliable source of revenue for local government services that are simply not practical or undesirable to fund on a user-pay basis. These services include general administration, fire protection, police services, bylaw enforcement, solid waste management, recreation, and local transportation services (i.e) maintenance & upkeep of local roads and streets.

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

Objective

Over the next 5 years, the Village of Port Alice will review the proportion of revenue that is received from user fees and charges and increase current levels as required.

Policies

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

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

Table 1: 2025 Sources of Revenue

Revenue Source	Revenue: Percentages of Total Budget	Dollar Value
Taxation	17%	\$834,000.00
Fees, Charges & Other Revenue	13%	\$626,800.00
Government Grants	36%	\$1,749,000.00
Approp. from Surplus & Deferred Rev.	35%	\$1,699,520.00
Total	100.00%	\$4,909,320.00

**VILLAGE OF PORT ALICE
BYLAW NO. 696, 2025**

Schedule B Continued

Distribution of Property Tax Rates

Table 2 outlines the distribution of property taxes among the property classes. Historically the major industrial property class provided the largest proportion of property tax revenue. This was appropriate as this class formed the largest portion of the assessment base and was the main reason for the existence of the community. BC Assessment changed the Class of the Major Industrial property to Business in 2020 and significantly reduced the value.

Objectives

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

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

Policies

Supplement, where possible, revenues from user fees and charges to help offset the tax burden on all property classes.

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

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

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

**Table 2: 2025 Distribution of Property Tax Rates
Based on Preliminary Values**

Property Class			Percentage of Total Property Taxation	2025 Dollar Value
Residential (1)			81.08%	\$658,864.00
Utilities (2)			7.2%	\$58,878.00
Major Industrial (4)			0.00%	\$0.00
Light Industrial (5)			4.32%	\$35,144.00
Business (6)			7.29%	\$59,232.00
Recreation (8)			0.063%	\$512.00
Total			100%	\$812,630.00

**VILLAGE OF PORT ALICE
BYLAW NO. 696, 2025**

Schedule B Continued

Permissive Tax Exemptions

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

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

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

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

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

Objective

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

Policies

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

Reviewed and adopted by Council on 12th March 2025.

Mayor

Chief Administrative Officer



INFORMATION ITEMS

