



**TOWN OF PORT MCNEILL**  
Agenda for the Committee of the Whole Meeting  
Tuesday, February 02, 2021 at 10:00 a.m.  
Via Zoom Webinar, Port McNeill, BC

Following the release of Ministerial Order No. M192 whereas a Provincial State of Emergency due to COVID-19 has been declared, Municipal councils may hold their meetings via electronic means.

We are privileged to gather on the traditional territory of the Kwak'wala-speaking peoples.

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**1. CALL TO ORDER**

**2. ADOPT AGENDA**

a) Accept or amend agenda as presented.

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**3. ADOPTION OF MINUTES**

**4. PETITIONS AND DELEGATIONS**

a) Kevin Brooks, McElhanney - Official Community Plan (OCP).

**5. OLD BUSINESS**

**6. NEW BUSINESS**

a) Considerations for changes in the Town Log

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b) 3% MRDT

INFO

**7. REPORTS**

**8. ADJOURNMENT**

# Request for Direction

## STAFF REPORT



**To:** Pete Nelson-Smith, CAO

**File No:** 1425-20

**Meeting Date:** Tuesday, February 02, 2021

**From:** Shelley MacEachern, Reception

**Subject:** Town Log

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### **PURPOSE:**

To have the Town consider a re-design of the Town Log based on time and cost savings.

### **BACKGROUND:**

Currently Town staff prepares the Town Log for publication on a monthly basis, and has been doing so for the past several years.

### **KEY ISSUES DEFINED:**

Although the Town Log is a great source of community information, because consumption of staff time and publication cost we felt a review of the Town Log process is due.

Preparing the Town Log for publication takes several hours of staff time. The printing process takes approximately two days, monopolizing use of the copier, which in turn holds up other staff from completing their tasks.

Please see the attached example of the Town Log re-design. This re-design will cut the number of pages from 6 sheets of regular paper (on average) to one legal size per town log. This will not only reduce the cost of paper but will drastically reduce the cost of print. Postage will remain the same as there will still be 1350 copies distributed.

### **IMPLICATIONS:**

**Financial:** Please see attached Cost Analysis.

**Policy/Legislation:** Please see attached Town Log Advertising and Articles Policy.

**RECOMMENDATIONS:**

It is my recommendation that Council approve the presented re-design of the Town Log or provide direction for a new design that is more time and cost efficient.

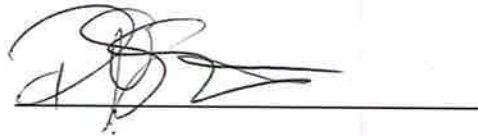
**CONCLUSION:**

Council, by reviewing this report, provide direction to staff.

Prepared by:



Shelley MacEachern  
Reception



Pete Nelson-Smith  
CAO

**Cost Analysis: Town Log monthly publication**

Postage:	1350 copies	\$173.01
Printing:	\$0.014/page x 1350 copies	\$113.40
Paper:	\$0.01/sheet x 8100	\$ 81.00
Preparation:	\$20.00 x 8 hours	<u>\$160.00</u>
Monthly Cost		\$527.41
Annual Cost		\$6328.92

**Cost Analysis – Town Log re-design monthly publication**

Postage:	1350 copies	\$173.01
Printing:	\$0.014/page x 1350	\$ 37.80
Paper:	\$0.01/sheet x 2700	\$ 27.00
Preparation:	\$20.00 x 4 hours	<u>\$ 80.00</u>
Monthly Cost		\$317.81
Annual Cost		\$3813.72

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Monthly Savings	\$209.60
Annual Savings	\$2515.20

**TOWN OF PORT MCNEILL  
TOWN LOG ADVERTISING &  
ARTICLES POLICY**

**Policy:**

1. Priority for placement of items in this publication is as follows:
  - 1.1 Public safety items, information and new legislation arising from Council (ie. bylaws, policies) and general news items.
  - 1.2 Information from the Health Care System that is of general interest or help to local residents.
  - 1.3 Local community recreational events for:
    - 1.3.1 Non-profit agencies (clubs, societies, children's organizations);
    - 1.3.2 Organizations whose revenue or profit goes to support local events or facilities;
    - 1.3.3 Religious services;
    - 1.3.4 Public functions/fund raising events; and
    - 1.3.5 Courses/seminars of general community interest.
  - 1.4 School events, news and editorials. North Island College general interest courses.
  - 1.6 Local businesses who advertise leisure time activities for profit (i.e. craft classes, organized recreational programs for youth, sports schools, martial arts, or any self-improvement course/seminar).
  - 1.7 Recreational events within the Regional District (from areas outside Town boundaries), which are available to local residents.
  - 1.8 Local daycare information.
2. Paid advertising is not accepted.
3. All items are subject to availability of space and editing at the discretion of Town Staff.
4. The Town of Port McNeill and its staff are not liable for any errors or omissions.

Mutual use/policies/Town Log Advertising & Articles  
Approved by Council "In Camera" August 18, 2014



Room to Dream, Room to Grow.

Port McNeill BC

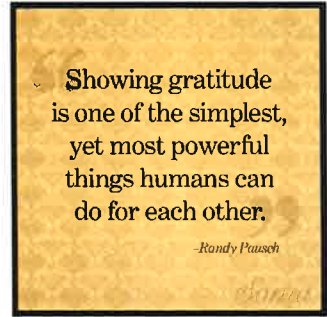
# The Port McNeill SPIEL!



## Mayor's Message :

We are not out of the woods yet. We still must remain careful to keep each other safe. The finish line is nearing, and we want to make sure we are all together when this wretched pandemic is over. For 2021 Council would like to wish you peace. May you find the joy in the little things. May we never take for granted those who assisted us in the retail and service sector, in the medical field, as public works personal, staff in our town office, fire department, police and ambulance. These people selflessly gone to work each day during a pandemic and they deserve our utmost gratitude.

May this year bring renewal and hope. Here's to a great little community becoming even better.  
With Gratitude,  
Mayor Gaby Wickstrom



## Meetings in January -

### Regular Meeting of Council :

Tuesday, February 09, 2021 at 7:00pm  
Tuesday, February 23m 2021 at 7:00pm

### Harbour Advisory Group :

Thursday, February 11, 2021 at 7:00pm

### Tourism Advisory Committee :

Thursday, February 18, 2021 at 6:30pm

[www.town.portmcneill.bc.ca](http://www.town.portmcneill.bc.ca)

All meetings are open to the public.

Occasionally meeting dates and times may change due to other events

Watch for meeting zoom links on our Town website and Facebook page.



## Town Office Hours :

**OPEN:** 9:00am - 5:00pm, Monday to Friday - 250-956-3111

**CLOSED: Monday, February 15, 2021**

For Public Works emergencies after hours call 250-956-4521

## Harbour Office & Info Center Hours :

Open: 8:30am - 4:30pm, Monday to Friday - 250-956-3181

For Harbour emergencies after hours call 250-974-8499



## Public Works - Fall Maintenance & Drainage

The Sanitary Sewer infrastructure like the Potable Water infrastructure is a very valuable asset belonging to the Town of Port McNeill. It is comprised of Sewer Mains which are strategically located along roadways, boulevards and in some cases within easements on private property. These are the pipes to which each individual residential and commercial property are connected. The Sewer Mains crisscross the entire town, the sewage passing by gravity through many manholes which are located at junctions and facilitate cleaning and maintenance. The sewage is then collected at the High Solids Lift Stations which are comprised of a wet well and pumps which pump the effluent through the Forced Sewer Main all the way to the Sewage Treatment Plant. It is here that the effluent undergoes a treatment process and solids are also removed from the stream. The clean effluent, which is routinely tested in order to follow the regulatory standards, then flows through the Outfall 1.2 Km into the ocean.

The Public Works department is responsible for the maintenance and repair of the entire system. On a quarterly basis, as a minimum, certain stretches of sewer mains are cleaned using a piece of mobile equipment called a sewer flusher. There are many contributing factors when it comes to the plugging of the sewer lines ranging from physical damage such as the ingress of tree roots to Fats, Oils and Greases, (F.O.G.), which can accumulate in the piping and restrict flow possibly resulting in sewer backing up in the lines. Home and business owners through awareness can help to reduce plugging within the lines by not dumping garbage, fats, oils and greases down any toilet or sink drain.



## February - Garbage & Recycling Schedule

Wednesday, February 3, 2021 - Garbage Pick-up  
Wednesday, February 10, 2021 - Recycling Pick-up  
Wednesday, February 17, 2021 - Garbage Pick-up  
Wednesday, February 24, 2021 - Recycling Pick-up



**FOX'S DISPOSAL**  
Serving the North Island since 1970.



For information regarding garbage and recycling pick-up please call Fox Disposal at 250-949-6306 or email [foxsdisposal@shaw.ca](mailto:foxsdisposal@shaw.ca)

## Harbour— Annual moorage

Payments for both reserved and non-reserved users are due March 31, 2021.

Unfortunately, the Harbour has a limited number of reserved moorage spots available and there is a wait list for boats wanting a reserved spot for the 2021 year.

If payment is not received by the due date, moorage will be charged the daily rate and your spot will go to the next in line wanting for a reserved spot. Retroactive payments will no longer be accepted. Please call the Port McNeill Harbour Office at 250-956-3881 if you have any questions.



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## FEBRUARY 2021 - INFORMATION AND EVENTS

Monday, February 08, 2021



# FAMILY DAY

Tuesday, February 09, 2021

New year, new classes.

Ready for a new opportunity to expand your painting horizons? Be part of our next water color painting class. Whether you are a beginner or have previously painted, these classes have something to offer you.

There are 4 classes per session at a cost of \$120.00 per session. Supplies can be purchased locally and online.

Session: February 09, 16, 23 and March 02, from 7:00pm - 8:30pm

To register or for more information please email [1204artist@gmail.com](mailto:1204artist@gmail.com) or text 250-202-0198



Sunday, February 14, 2021



Happy Valentines Day



### Get your business looped in to regional economic development programs and communications.

A group of North Island business organizations have partnered to build a new business communications platform for the region. This platform will be a means of communicating with businesses about emergency management, business retention, business expansion, and business support programs.

As we roll out this program, businesses can expect:

- To receive a call, if you haven't already, from your community's partnership group representative
- A request for your business email address
- An email with program details and a link to the form to list your business with the communications platform

For more information, or to list your business now please visit: [www.vancouverislandnorth.ca/business-communications-platform](http://www.vancouverislandnorth.ca/business-communications-platform) or contact David Mitchell, Community Futures Mt. Waddington: [info@cfmw.ca](mailto:info@cfmw.ca) or 250-956-2220

### Builder's Block :

Did you know? When making any structural changes or building or fixing a deck you need to apply for a building permit. Having a building permit ensures that your building meets the BC Building Code and provides health and safety protection of persons and property.

If you are unsure if you need a permit please call the Town Office at 250-956-3111.

**PERMIT  
REQUIRED**

### Reminder - Please clean up after your dog :

The Town Office would like to remind pet owners of their responsibility to pick-up after their dogs. We have provided several dog poop bag stations around the Town, for your convenience.



### Sunset School says Thank you!

The Breakfast/Lunch Program at Sunset would like to thank the following local businesses for their continued support.

I.G.A. and the wonderful staff (BBQ Sales)

Petro Can and the Ice Cream sales

Island Foods

Bargain Store

As well as, many personal donations from lovely residents. Our children are so lucky to live in the Town of Port McNeill. With these generous donations we are able to provide much more for our students and families.



## We Need Your Input!

The Town of Port McNeill has launched a review of the Official Community Plan and Zoning Bylaw.

The Official Community Plan sets the vision for the town for the next 20+ years.

This is your chance to help shape your town.



Watch for our Community Survey team out at locations around town asking for your input.

The key issues that we are aware of are:

- Economic Development
- Downtown Revitalization
- Housing

We will be hosting several sessions over the next few months.

This will include:

Workshops, Surveys\* & Photo and Drawing Contest.

\*For brevities of the surveys please visit town hall

If you have any questions or want to make sure you are notified of our sessions please join us in one or all of the upcoming sessions. Use the QR code below to access our site.

### Get involved!

Fill out an upcoming Community Survey or enter the Photo & Drawing Contest for your chance to

**WIN!**

Prizes include iPads and Gift Certificates from local businesses!!

Visit our Facebook page or the town website shown below for more information.



Have your say and visit our interactive map at: <http://www.town.portmceill.bc.ca/ocp>

We will list ways that you can be involved.

## Pete Nelson-Smith (CAO)

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**From:** Councillor Derek Koel  
**Sent:** January 18, 2021 6:39 PM  
**To:** Mayor Gaby Wickstrom; Pete Nelson-Smith (CAO)  
**Cc:** Councillor Ann-Marie Baron; Councillor Shelley Downey; Councillor Ryan Mitchell  
**Subject:** Re: Town log Derek's input

Pete and Council: here is my input on the Town Log

Currently it is typically 3/4 double sided pages, reduce to two or even one page on slow 'news' months.

Top half front page only for Mayors Message and Council Corner (it's not in the corner, how about calling it Councillors Comment or something else?)

Bottom half of front page, Personalized monthly Staff message. Most month CAO writing it (summarizing council business) but with guest writing from Public Works (seasonal warnings and info), CFO (tax time), Harbour (boat season), Pool (start of season), EES, Fire Department (recruitment drive? safety messages) when noteworthy info and developments come up in those departments.

I fondly recall Pete doing the cover of the Sept Town Log of this year.

Every November we print **the same** long winded (pun intended) warning about trees under a "Public Works" heading, a shorter, a more personalized, different message each year from Jullien himself would be more effective, I think. It seems we are recycling the same Public Works info each year, snow and ice, trees, fall maintenance and drainage, catch basins, sewer info, etc. I reviewed the articles and they seem too long to me, again a more concise, personal message from public works, (not just Jullien either) I think would be better.

Maybe short 'profiles' of town Staff members as fillers, on the slow 'news' months, that would be interesting.

On the bottom half of the cover page I would like to see Staff take more of a focus on explaining Town Council resolutions and decisions in plain English, rather than our current practice of just posting meeting minutes which can be hard to find and decode for the average citizen.

Ditch readily available info like the Tide Chart, do not print the tide chart.

Print and list Library special events, not their regular hours, but include contact info (phone) and web link each month

Chilton Arena Schedule: print a link to the schedule that the Arena must have online, I am not a regular user of the arena but I imagine users are not referencing the Town Log for the schedule, they have their hockey practice and game schedules or they just know it, public skating EVERY wend 11:30-1pm, EVERY Friday 6-7:15pm, for example. However, continuing printing Dec/Jan schedule that typically deviates from the normal schedule, listing sponsors of holiday ice time etc.

Continue to publish the pool schedule, news and event in the relevant months but limit size to 1/2 page, or less .



Just posting a small calendar showing the relevant one or two month's ahead garbage/recycling schedule, in each Town log, I think it would be better than just posting an annual schedule. it would be a good on- going reminder especially taking into account not all residents, new or otherwise, will catch the Dec post. Provide a web link instead of description of depot materials/refundable materials.

The annual school schedule comes out in the Sept town log, again, consider just printing the relevant month(s) schedule (with the in-service days and holidays etc) listed in each month's Town Log. Maybe just one calendar listing all events, garbage days, school and community events etc.

No more full page notices from 3rd parties (local groups, organizations, charities etc. Half or quarter page only

Under News and Events: skip reminders that are not 'local' or have a local connection, like 'daylight savings time"

In General, more web links to information, less descriptive text with the exception being information especially relevant to Seniors, that info should offer more description as we hear they are less tech savvy... continue to list seniors items on back half or full page as needed. Consider larger type for important items.

I'm not sure we should be listing for profit ventures in the Town Log, even if they are recreation or community orientated. For example, we have advertisements for the Port Side Academy (dance classes) and painting classes. I think listing a Port Side Academy event or dance recital is appropriate but not advertisements for their classes. Another example : August 2020 'New Business Operating in Port McNeill', a comprehensive add explaining 'Jay's' services, boat towing etc. I suggest we develop clear for profit/not for profit submissions guidelines and policy for the Town Log, something that could apply to our social media posts, as well.

Condense Harbour, Planning, Tourism, Advisory Committee etc contact info but have the committees submit articles on what they are doing from time to time.

I don't have a problem with the Town Log layout, but if we are doing a revamp, perhaps give it a different look.

May I be so bold as to suggest a fully digital Town Log, giving the option for citizens to opt in to get a personalized Town Log mailed to them. I guess the TL would need to be in an envelope which would take more time and cost per unit to mail, vrs the mass mail out, but the amount of people asking for this option might negligible.

Regardless if it is a mass mailout or not, regularly post the Town Log on Facebook (not just on the Town Web site). I did a quick search and eventually found the last FB Town Log posted, the July 2020 edition.

If we are to consider reducing the Town log size, can we get an idea of the costs involved to produce and mail the current 3/4 page Town Log vrs how much a 1 or 2 page Town Log would cost. Also estimates of what going to a digital TL would cost with a personalized TL mail out for people who opt in, say for 5 or 10% of the households.

Thanks all!... Derek