



TOWN OF PORT MCNEILL

Agenda for the Regular Council Meeting

Tuesday, May 11, 2021 at 7:00 p.m.

Via the Zoom Public Meeting platform

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.

Please be aware, if you are attending this meeting, our meetings are recorded for future viewing.

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

- | | | | |
|-----------|---|------------|--------------|
| 1. | CALL TO ORDER | | PG |
| 2. | ADOPT AGENDA | | |
| | a) Accept or amend agenda as presented. | M S | 1-2 |
| 3. | PETITIONS AND DELEGATIONS | | |
| 4. | ADOPTION OF MINUTES | | |
| | a) Minutes of the April 27, 2021 Regular Meeting of Council. | M S | 3-5 |
| | b) Minutes of the May 04, 2021 9:00A.M. Special Meeting of Council. | M S | 6-7 |
| | c) Minutes of the May 04, 2021 Public Consultation meeting. | M S | 8-9 |
| | d) Minutes of the May 04, 2021 10:00A.M. Special Meeting of Council. | M S | 10-11 |
| 5. | CORRESPONDENCE | | |
| | a) Email from the Regional District of Mount Waddington (RDMW) requesting a letter of support toward the Community Workforce Response Grant Application for the Fundamentals of Forestry Harvesting Practices course. | M S | 12-13 |

Recommendation: That the Town issue a letter of support to the RDMW toward the Community Workforce Response Grant Application for the Fundamentals of Forestry Harvesting Practices course.

6. TABLE ITEMS

7. REPORTS

- a) Advisory Planning Commission recommendations to Council on the 311 Hemlock request to have Zoning Bylaw 671, 2016 amended to allow auto sales in Commercial-1 zones. M S 14-15

Recommendation: That Council approve the recommendation, as presented, and direct staff to include the subject at the Official Community Plan and Zoning land use planning meetings.

- b) Advisory Planning Commission recommendations on continued membership and advertising for new APC members. M S 16-19

Recommendation: That Council approve the recommendation, as presented, and direct staff to advertise for the replacement of the 3 vacant member positions.

8. BYLAWS

9. OLD BUSINESS

10. NEW BUSINESS

- a) North Island Municipal Old Growth Resolution. M S 20-21
- b) Council Reports. INFO

11. ITEMS FROM IN-CAMERA TO BE MADE PUBLIC

12. IN-CAMERA

- a) That Council go In-Camera as per Community Charter section 90(1)(c) labour relations or other employee relations. M S

13. QUESTIONS FROM THE PUBLIC AND MEDIA

14. ADJOURNMENT M S



TOWN OF PORT MCNEILL
Minutes for the Regular Meeting of Council
Tuesday, April 27, 2021 at 7:00 p.m.
VIA Zoom Public Meeting platform

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.

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PRESENT: VIA Zoom - Mayor G. Wickstrom, Councillors AM. Baron, S. Downey, D. Koel, and R. Mitchell

ALSO PRESENT: VIA Zoom - P. Nelson-Smith, CAO, C. Frost, CFO, L. Evans, DFO, J. Allen, PWM

1. CALL TO ORDER

The April 27, 2021 Regular Council Meeting was called to order at 7:00pm. Call to Order

2. ADOPTION OF AGENDA

a) Accept or amend agenda as presented.

101/2021 Moved, seconded and CARRIED that the Agenda be adopted as presented. Agenda

3. PETITIONS AND DELEGATIONS

4. ADOPTION OF MINUTES

a) Minutes of the March 23, 2021 Regular Meeting of Council.

102/2021 Moved, seconded and CARRIED that the minutes of the March 23, 2021 Regular Meeting of Council be accepted as presented. Mar 23, 2021 Minutes

b) Minutes of the April 13, 2021 Regular Meeting of Council.

103/2021 Moved, seconded and CARRIED that the minutes of the April 13, 2021 Regular Meeting of Council be accepted as presented. Apr 13, 2021 Minutes

c) Minutes of the April 21, 2021 Special Meeting of Council.

104/2021 Moved, seconded and CARRIED that the minutes of the April 21, 2021 Special Meeting of Council be accepted as presented. Apr 21, 2021 Minutes

5. CORRESPONDENCE

a) Email dated April 14, 2021 from Craig Murray requesting a letter of support for Fraser Murray’s walk to raise awareness for tourism in the COVID-19 pandemic.

105/2021 Moved, seconded and CARRIED to send a letter to Destination BC on behalf of all tourism organizations operating in the area to request them to provide a plan for reopening post Covid. Letter to Destination BC

6. TABLE ITEMS

7. REPORTS

- a) Public Works operational report for March 2021. Mar 2021 PW Report
- b) Harbour and Information Centre operations report for March 2021. Mar 2021 Harbour Report
- c) Fire Chief’s operational report for March 2021. Mar 2021 Fire Dept. Report
- d) Resolution’s update. Resolutions Update
- e) March 2021 Cheque listing. Mar 2021 Cheque Listing

8. BYLAWS

a) 2021-2025 Five Year Financial Plan Bylaw No. 700, 2021.

106/2021 Moved, seconded and CARRIED that Council give the 2021-2025 Five Year Financial Plan Bylaw No. 700, 2021 First and Second reading, with the addition of 2022-2025 campground revenue. 5 Yr Fin. Plan 1st & 2nd Reading

b) 2021 Tax Rate Bylaw No. 701, 2021.

107/2021 Moved, seconded and CARRIED that Council give the 2021 Tax Rate Bylaw No. 701, 2021 First and Second reading. Tax Rate Bylaw 1st & 2nd Reading

9. OLD BUSINESS

10. NEW BUSINESS

- a) COVID recovery funds standing committee appointments. COVID Recovery funds committee
- b) Waterfront Community Group Project Committee.
- 108/2021** Moved, seconded and CARRIED that the presented committee members be approved. Waterfront Group Project Committee
- c) Mayor Wickstrom's April report. Mayor's April 2021 Report
- d) Council Reports.
- Verbal report from Councillor Downey that the Rotary clean up collected almost 6000 lbs of garbage from around Town and backroads. Rotary Clean Up Update
- 11. ITEMS FROM IN-CAMERA TO BE MADE PUBLIC**
- 12. IN-CAMERA**
- a) That Council go In-Camera as per Community Charter section 90(1)(c) labour relations or other employee relations.
- 109/2021** Moved, seconded and CARRIED that Council go In-Camera as per Community Charter section 90(1)(c) labour relations or other employee relations. In-Camera
- 13. QUESTIONS FROM THE PUBLIC AND MEDIA**
- 14. ADJOURNMENT**
- 110/2021** Moved, seconded and CARRIED that the regular meeting be adjourned at 7:54 p.m. Adjourn

Mayor

Corporate Officer



TOWN OF PORT MCNEILL
Minutes for the Special Meeting of Council
Tuesday, May 04, 2021 at 9:00 a.m.
VIA Zoom Public Meeting platform

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.

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PRESENT: VIA Zoom - Mayor G. Wickstrom, Councillors AM. Baron, S. Downey, D. Koel, and R. Mitchell

ALSO PRESENT: VIA Zoom - P. Nelson-Smith, CAO

1. CALL TO ORDER

The May 04, 2021 Special Council Meeting was called to order at 9:05 a.m. Call to Order

2. ADOPTION OF AGENDA

a) Accept or amend agenda as presented.

111/2021 Moved, seconded and CARRIED that the Agenda be adopted as presented. Agenda

3. PETITIONS AND DELEGATIONS

4. ADOPTION OF MINUTES

5. CORRESPONDENCE

6. TABLE ITEMS

7. REPORTS

9. OLD BUSINESS

10. NEW BUSINESS

11. ITEMS FROM IN-CAMERA TO BE MADE PUBLIC

12. IN-CAMERA

- a) Council to go In-Camera under Community Charter Sec 90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

13. QUESTIONS FROM THE PUBLIC AND MEDIA

14. ADJOURNMENT

112/2021 Moved, seconded and CARRIED that the Special meeting be adjourned at 9:06 a.m. Adjourn

Mayor

Corporate Officer





TOWN OF PORT MCNEILL
Minutes for the Public Consultation Meeting
Tuesday, May 04, 2021 at 10:00 a.m.
VIA Zoom Public Meeting platform

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.

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PRESENT: VIA Zoom - Mayor G. Wickstrom, Councillors AM. Baron, S. Downey, D. Koel and R. Mitchell

ALSO PRESENT: VIA Zoom – L. Evans, DFO, C. Frost, CFO and P. Nelson-Smith, CAO

1. CALL TO ORDER

The May 04, 2021 Public Consultation Meeting was called to order at 10:00am.

Call to Order

2. ADOPTION OF AGENDA

a) Accept or amend agenda as presented.

PC01/2021 Moved, seconded and CARRIED that the Agenda be adopted as presented.

Agenda

3. REPORTS

4. BYLAWS

a) 2021-2025 Five Year Financial Plan Bylaw No. 700, 2021.

5. Presentation of submissions from persons wishing to speak. Speakers will be given an opportunity to speak and are required to give their full name and residential address prior to being allowed to speak.

Call for any further submission three (3) times.

6. ADJOURNMENT

PC02/2021 Moved, seconded and CARRIED that the Public Consultation meeting be adjourned at 10:02 a.m.

Adjourn

Mayor

Corporate Officer



TOWN OF PORT MCNEILL
Minutes for the Special Meeting of Council
Tuesday, May 04, 2021 following the
Public Consultation meeting at 10:00 a.m.
VIA Zoom Public Meeting platform

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.

PRESENT: VIA Zoom - Mayor G. Wickstrom, Councillors AM. Baron, S. Downey, D. Koel, and R. Mitchell

ALSO PRESENT: VIA Zoom - P. Nelson-Smith, CAO, C. Frost, CFO, L. Evans, DFO

1. CALL TO ORDER

The May 04, 2021 Special Council Meeting was called to order at 10:03 am. Call to Order

2. ADOPTION OF AGENDA

a) Accept or amend agenda as presented.

113/2021 Moved, seconded and CARRIED that the Agenda be adopted as presented. Agenda

3. PETITIONS AND DELEGATIONS

4. ADOPTION OF MINUTES

5. CORRESPONDENCE

6. TABLE ITEMS

7. REPORTS

a) Rural Tax Rate Information.

114/2021 Moved, seconded and DEFEATED that the Town increase the tax rates for classes 4, 5 and 7 to 80% of the maximum allowable. Class 4, 5 & 7
tax rate
increase

Opposed by Mayor Wickstrom, Councillor Baron and Councillor Downey

8. BYLAWS

a) 2021-2025 Five Year Financial Plan Bylaw No. 700, 2021.

115/2021 Moved, seconded and CARRIED that Council give the 2021-2025 Five Year Financial Plan Bylaw No. 700, 2021 Third and Final reading.

5 Yr Fin. Plan
3rd & Final
Reading

Opposed by Councillor Mitchell

b) 2021 Tax Rate Bylaw No. 701, 2021.

116/2021 Moved, seconded and CARRIED that Council give the 2021 Tax Rate Bylaw No. 701, 2021 Third and Final reading.

Tax Rate
Bylaw 3rd &
Final Reading

Opposed by Councillor Mitchell

9. OLD BUSINESS

10. NEW BUSINESS

11. ITEMS FROM IN-CAMERA TO BE MADE PUBLIC

12. IN-CAMERA

13. QUESTIONS FROM THE PUBLIC AND MEDIA

14. ADJOURNMENT

117/2021 Moved, seconded and CARRIED that the Special meeting be adjourned at 10:23 a.m.

Adjourn

Mayor

Corporate Officer

Community Workforce Response Grant

EMERGING PRIORITIES STREAM

This stream supports communities experiencing workforce challenges or emerging opportunities that require skills training to address. Some reasons for the shift may be a new economic development opportunity or an ongoing transition in the local labour market that has resulted from an industry closure or expansion, a natural disaster such as a forest fire or a flood, or other conditions that have impacted employment in the community.

Note: The CWRG program is not intended to meet the same needs as the B.C. Employer Training Grant (ETG). Please carefully review the objective and criteria of the CWRG program before applying. If you are an employer looking to train new or current employees, the ETG program may be the right program for you. Please go to www.workbc.ca/bcemployertaininggrant to learn more about the ETG program.

Eligible Applicants:

- Non-profit service providers
- Local governments
- Unions
- Major employer in a community with a single resource economy; or
- Other relevant representatives supported by the community

Please refer to the [Emerging Priorities Stream Criteria](#) for a complete list of eligibility requirements.

Funding:

- The maximum funding per application is \$300,000
- The maximum funding per participant is \$15,000 per fiscal year (April 1 to March 31)
This amount is cumulative across CWRG-funded projects within the same fiscal year

Supported Activities:

- Employment assistance services
- Skills training
- Financial support for participants

Expected Outcome:

Unemployed or precariously employed participants obtain full-time employment or become self-employed.

Town of Port McNeill
P.O. Box 728
Port McNeill, B.C. V0N



Town Office: (250) 956-3111
Fax: (250) 956-4300
2R0
reception@portmcneill.ca

Andrew Hory – Chair
Regional District of Mount Waddington

May 11, 2021

Dear Chairman Hory:

Re: RDMW Community Workforce Response Grant Application

On behalf of Council, I writing to confirm support from the Town of Port McNeill for the application from the Regional District of Mount Waddington to the Community Workforce Response Grant to fund an August program for the Fundamentals of Forest Harvesting Practices course at Woss.

The Town of Port McNeill was an original partner in the Vancouver Island Training and Attraction initiative, and we have continued to support the program as a member of the Society's Executive Committee. The August Fundamentals program will be the 4th in an ongoing training initiative and, based on the historical record of local firms hiring program graduates, it fills an important role in securing a sustainable industry workforce in the North Island.

Establishing a record of successful training for entry level forestry workers who are well received by the industry will help to confirm the industry as a viable long-term career choice and anchor the economic benefits for the north island.

Sincerely,

A handwritten signature in black ink that reads "Gaby Wickstrom".

Mayor Gaby Wickstrom

Request for Decision

COMMITTEE REPORT



To: Mayor and Council

Meeting Date: May 11, 2021

From: David Mitchell, APC Chair

Subject: Application for Amendment of Zoning Bylaw No. 671, 2016

PURPOSE:

The Town of Port McNeill APC recommends that Council defer consideration of the proposed amendment to Zoning Bylaw 671, 2016 to delete Section 1302(a) ii and add a new use, to permit automobile sales and accessory use, pending the findings of the Official Community Plan and Zoning Bylaw Review process which is currently underway.

BACKGROUND:

Council referred the Application for Zoning Amendment to the Advisory Planning Commission (APC) following their April 13, 2021 meeting.

APC met on April 28, 2021 and accepted delegate presentations from the Applicant, Derek Koel and from Kevin Brooks of McElhanney Ltd.

Following the presentations APC members considered the four options available to them:

1. Accept the application to amend Zoning Bylaw 671, 2016 to delete Section 1302 (a) ii and recommend to Council to add a new use to permit automobile sales and accessory uses to the C1 Bylaw.
2. Deny the application to amend Zoning Bylaw 671, 2016 to delete Section 1302 (a) ii.
3. Recommend a variation of the request from the applicant to adjust only the zoning of the subject property and allow automobile sales and accessory uses only for that property.
4. Defer consideration of the proposed amendment to Zoning Bylaw 671, 2016 pending the findings of the Official Community Plan and Zoning Bylaw Review process.

ANALYSIS:

This application had to be considered under the existing Zoning Bylaw policies as well as the vision set out in the OCP.

In both of those instances the requested change to Bylaw 671, 2016 is not consistent with the purpose of Commercial Zone (C1), which “designates land that because of its location in the centre of the community, or immediate proximity to major roads, is best suited for pedestrian oriented retail shopping facilities and personal service commercial facilities centred on a shopping centre.”

Adding automobile sales, which are explicitly prohibited under the Commercial One zone, would be contrary to the vision and purpose of that zone.

Given that the Zoning Bylaw and the Official Community Plan are under review and will be updated in the coming weeks, there will be an opportunity to review this application in the light of those new guiding documents.

CONCLUSION:

The APC members unanimously agreed to recommend to Council that the Rezoning Application for 311 Hemlock Street be deferred until the new Official Community Plan and Zoning Bylaw are approved by Council.

Submitted by:

Approved by:

David Mitchell
APC Chair

Pete Nelson-Smith
Chief Administrative Officer

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Request for Decision

COMMITTEE REPORT



To: Mayor and Council

Meeting Date: May 11, 2021

From: David Mitchell, APC Chair

Subject: Advisory Planning Commission Term Renewal

PURPOSE:

To have Commission members put names forward to sit on the Advisory Planning Commission for the 2021 -2023 term.

BACKGROUND:

The Advisory Planning Commission Bylaw, section 2b), requires that the Commission put forward to Council recommendations for membership renewal and new membership.

In February 2021 Felyn Lynch resigned. In May 2021 David Mitchell and Theresa Light indicated that they would not be continuing as members.

RECOMMENDATION:

That Council approve the following APC members who have advised that they are willing to continue for a second term (2021-2023):

Jon Flintoft (Vice-chair)

Kim Lefebvre

Jeannie Wheeler

Charlotte Mellstrom

and that Town staff place an advertisement to fill the 3 vacant positions.

Prepared by:

Approved by:

David Mitchell
APC Chair

Pete Nelson-Smith
Chief Administrative Officer

**TOWN OF PORT MCNEILL
BYLAW NO. 543, 2002**

A Bylaw of the Town of Port McNeill to provide for the establishment of an Advisory Planning Commission.

WHEREAS the Local Government Act provides for the establishment of an Advisory Planning Commission;

NOW THEREFORE Council, in open meeting assembled, enacts as follows:

1. CITATION

This Bylaw may be cited as the "Town of Port McNeill Advisory Planning Commission Bylaw No. 543, 2002.

2. MEMBERSHIP

(a) The Commission shall consist of seven (7) residents of the Town of Port McNeill who represent a variety of community interests.

(b) The term of office for Commission members shall be for two calendar years. Renewal of a term of office for members shall be confirmed in January of each year by a majority of Council upon the recommendation by the Commission.

3. DUTIES OF THE COMMISSION

(a) The function of the Commission shall be to advise Council on all matters, referred to the Commission from time to time by the Council, respecting land use, community planning or a proposed bylaw or permit that may be enacted or issued in accordance with the requirements of the Local Government Act.

(b) All members of the Commission shall abide by the Town of Port McNeill Conflict of Interest Policy.

(c) Where any member of the Commission considers that he or she is not entitled to participate in the discussion of a matter or to vote on a question in respect of the matter, the member shall declare this and state the general nature of why the member considers this to be the case.

(d) After making a declaration required by section 3(c), the member:

- i) shall not take part in the discussion of the matter and is not entitled to vote on any question in respect of the matter;
- ii) shall immediately leave the meeting or that part of the meeting during which the matter is under consideration; and
- iii) shall not attempt in any way, whether before, during or after the meeting, to influence the voting on any question in respect of the matter.

(e) When a declaration required by section 3(c) is made:

- i) the recording secretary shall record the member's declaration, the reasons given for it and the times of the member's departure from the meeting room, and, if applicable, of the member's return; and

- ii) the Chairperson shall ensure that the member is not present at the meeting at the time of any vote on the matter.

4. APPOINTMENT OF MEMBERS

- (a) Members of the Commission shall be appointed by resolution of Council. Members of Council, employees and officers of the Town of Port McNeill, are not eligible to be members of the Commission but may attend a meeting of the Commission in a support capacity.
- (b) The term of office for the Council representative may be one calendar year or longer if the Council approves the extended appointed.
- (c) Whenever a vacancy arises on the Commission, the Council may appoint a person to fill the vacancy for the balance of the term.
- (d) Notice of vacancies shall be submitted to the Administrator as they occur and an advertisement shall be placed for a replacement. Applications for membership on the Commission shall be in writing directed to the Administrator.
- (e) The Council may, at any time, by a vote of 2/3 of Council, revoke the appointment of any member of the Commission.
- (f) In the event that a member of the Commission fails to attend two (2) consecutive regular meetings of the Commission, the member's seat shall be deemed to be vacant unless he/she has been excused by resolution of the Commission.

5. MEETINGS

- (a) At its first meeting each year, the Commission shall choose from among its members a Chairperson who shall preside over the meetings of the Commission, a Vice-Chairperson who shall preside in the absence of the Chairperson and a Recording Secretary who shall take minutes of the meeting.
- (b) Subject to this Bylaw the Commission shall have the power to regulate its own procedures provided that such rules and regulations do not contravene any Town of Port McNeill bylaw or the Local Government Act.
- (c) A majority of the members of the Commission shall constitute a quorum.
- (d) The Commission shall hold regular meetings at such time and place as may be fixed by resolution of the Commission and approved by Council. Additional meetings may take place as required.
- (e) The Commission shall cause proper minutes to be kept of all its proceedings and meetings, and those minutes shall be available to the public, upon request. Minutes shall be signed by the Chairman.

6. BUDGET

- (a) In accordance with the provisions of the Local Government Act, members of the Commission shall serve without remuneration; however, any Commission member may be paid by the Town for reasonable and necessary expenses that arise directly out of the performance of their duties.

7. RECISSION

Bylaw No. 310, 1985 cited as "The Town of Port McNeill Advisory Planning Commission Bylaw" is hereby rescinded.

Read a first time the 22nd day of April, 2002.

Read a second time the 22nd day of April, 2002

Read a third time the 22nd day of April, 2002.

Finally reconsidered and adopted on the 6th day of May, 2002.

Mayor

Corporate Administrator

Certified to be a correct copy of Bylaw No. 543, 2002 as adopted.

Corporate Administrator

Report to Council

MAYOR REPORT



To: Council **File No:**
Meeting Date: May 11, 2021
From: Mayor Gaby Wickstrom
Subject: North Island Municipal Forestry Resolution

PURPOSE:

To show support of sustainably managed, working forestry practices and recognize the socio-economic and environmental benefits of the industry to our community and region.

BACKGROUND:

Recent resolutions by urban municipalities are asking for the ban of Old Growth logging. This would mean a 50% reduction for our region and would result in job losses and impact the broader business community. Similar motions will be submitted by Gold River and Campbell River to AVICC and UBCM as late resolutions.

CONCLUSION:

That Council highlights the impact a ban on old growth logging would have to our region and the Province by passing the attached resolution and submitting to AVICC and UBCM as a late item.

Prepared by:



Gaby Wickstrom
Mayor

North Island Municipal Motion

WHEREAS a sustainably managed, working forest is critical for assisting carbon sequestering, managing climate change, supporting continued indigenous reconciliation, providing a vibrant economy for forest fortunate communities, and employing the hard-working men and women of the forest industry in British Columbia;

AND WHEREAS 1 in 17 jobs in British Columbia are directly, or indirectly tied to the forest industry;

AND WHEREAS where millions of dollars are invested in the North Island, directly supporting forest fortunate communities and the overall Provincial economy;

AND WHEREAS British Columbia is recognized as having stringent legislation and enforcement related to elements of sustainable forest management, including requirements for wildlife habitat, water quality, and public and First Nations involvement;

AND WHEREAS policy on the management of forests in British Columbia should continue to be managed through a rigorous, science-based approach; **BE IT RESOLVED:**

THAT Council calls on the Ministry of Forests, Lands, Natural Resource Operations and Rural Development to continue to support working forests on Vancouver Island and in British Columbia;

AND THAT Council calls on all forest fortunate communities to develop similar motions to further support working forests in British Columbia;

AND THAT the above motion be sent to the Union of BC Municipalities and AVICC for late submissions;

AND THAT the above motion be distributed to the Council of Forest Industries.