AGENDA
Regular Council Meeting
7:00 PM - Tuesday, July 20, 2021
Zoom Public Meeting platform

Following the release of Ministerial Order No. M192, 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 Kwakwaka'wakw peoples.

Page

1. CALL TO ORDER

2. ADOPT AGENDA

a) Accept or amend agenda as presented.

3. PETITIONS AND DELEGATIONS

a) Max Jajszczok from Island Health to speak on the current medical clinic transition for Port McNeill and recruitment.

4. ADOPTION OF MINUTES

a) Minutes of the June 22, 2021 Regular Meeting of Council. **4 - 7**
Regular Council - 22 Jun 2021 - Minutes - Pdf

b) Minutes of the July 06, 2021 Committee of the Whole meeting. **8 - 9**
Committee of the Whole - 06 Jul 2021 - Minutes - Pdf

5. CORRESPONDENCE

a) Application from the Rotary Club of Port McNeill requesting funding through the COVID-19 Grant-in-Aid for an accessibility ramp at 1775 Furney Place. **10 - 17**
Rotary Access Ramp

b) Application from the Rotary Club of Port McNeill requesting funding through the COVID-19 Grant-in-Aid for the Rotary Trail. **18 - 25**
Rotary Trail Application

c) Gate House Theatre request to hold a Music Festival at the ball park at the Community Hall. **26 - 36**
Request for Decision - Staff Report - RFD/SR-21-008 - Pdf
Schedule
Council letter Gate House
2021 festival overview
hcmf Covid Safety Plan for Aug 28th
2021 festival site plan

That the Town grant the Gate House Community Association permission to host the proposed Music Festival at the Broughton Ball Field, contingent on proof of insurance and other necessary permits.

6. TABLE ITEMS

7. REPORTS

a) Harbour Advisory Group June 10, 2021 meeting minutes. **37 - 38**
HAG June 10, 2021 Minutes

b) Pool operations report for June 2021. **39 - 40**
RTC Pool June 2021

c) June 2021 cheque listing **41 - 44**
June Cheque Listing

8. BYLAWS

9. OLD BUSINESS

a) Rescinding of resolution 168/2021 - Celebrate Canada barbecue. **45**
Celebrate Canada

10. NEW BUSINESS

a) Port McNeill Annual Report for 2020. **46 - 92**
2020 Annual Report - DRAFT

That the Town of Port McNeill Annual Report be approved.

b) Application for a Development Variance. **93 - 102**
2805 Woodland Drive DV Report
Application
Site Plan

That Council approve the requested development variance application to reduce the side yard set back from 3.05 m (10 ft.) to 1.5 m (5 ft.) to build a new deck.

c) Medal of Good Citizenship 2021 - Call for Nominations **103 - 113**
2016_goodcitizenship_poster
good-citizenship-nomination-form
how_to_write_a_compelling_nominationbc

d) Recommendations coming from the July 6th Committee of the Whole meeting. **114**
Recommendations from July 6 meeting

That Council adopt the recommendations as presented.

e) Tourism Advisory Committee request to release funds for a contract position to coordinate online media. **115 - 117**
2021 July Report Tourism Request
2021 Tactical Plan Budget

That Council approve the hiring of a contract media coordinator to oversee the Tourism web based platforms.

f) Visitor Information Centre request to carry promotional items. **118 - 121**
Staff Report - Sale of Promo items

g) Active Transportation Network Infrastructure grant. **122 - 126**
ATNP Infrastructure Grant Fund
ATNP Grant Information

h) Council reports.

11. ITEMS FROM IN-CAMERA TO BE MADE PUBLIC

12. IN-CAMERA

13. QUESTIONS FROM THE PUBLIC AND MEDIA

14. ADJOURNMENT

that the regular meeting be adjourned at (time) p.m.

Draft

MINUTES
Regular Council Meeting

7:00 PM - Tuesday, June 22, 2021
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.
This Meeting was recorded for future viewing.

We are privileged to gather on the traditional territory of the Kwakwaka'wakw peoples.

PRESENT: VIA Zoom - Mayor Gabriele Wickstrom, Councillor Ann-Marie Baron, Councillor Shelley Downey, Councillor Derek Koel, and Councillor Ryan Mitchell

ALSO PRESENT: VIA Zoom - Pete Nelson-Smith, Chief Administrative Officer and Laura Evans, Deputy Finance Officer

1. CALL TO ORDER

The June 22, 2021 Regular Council Meeting was called to order at 7:00 PM.

2. ADOPT AGENDA

a) Accept or amend agenda as presented. — Agenda

161/2021 Moved, seconded and CARRIED that the agenda be amended to remove item 10b), application for development variance.

Opposed: Councillor Ryan Mitchell

3. PETITIONS AND DELEGATIONS

a) Kevin Brooks from McElhanney Ltd. to discuss the next steps for the Official Community Plan and Zoning Bylaw. — OCP Update

4. ADOPTION OF MINUTES

a) Minutes of the June 08, 2021 Regular Meeting of Council. — June 08, 2021 Minutes

162/2021 Moved, seconded and CARRIED that the June 08, 2021 minutes be amended to add "schedule a meeting with BC Hydro" to motion 151/2021 and adopted.

5. CORRESPONDENCE

6. TABLE ITEMS

7. REPORTS

a) Fire Department May 2021 operations report. — May 2021 Fire Dept Report

b) Harbour and Information Centre May 2021 operations report — May 2021 Harbour Report

c) Public Works May 2021 operations report. — May 2021 Public Works Report

d) May 2021 cheque listing. — May 2021 Cheque Listing

e) 2020 Statement of Financial Information. — 2020 SOFI

163/2021 Moved, seconded and CARRIED That Council approve the Town of Port McNeill's Statement of Financial Information for the year 2020.

8. BYLAWS

a) Revenue Anticipation Bylaw No. 702, 2021. — Bylaw No. 702, 2021 1st - Final Readings

164/2021 Moved, seconded and CARRIED That Council give the Revenue Anticipation Bylaw No. 702, 2021 First, Second and Third reading.

165/2021 Moved, seconded and CARRIED that, as per Ministerial Order 192, Division 4, Section 12(a)(ii), Revenue Anticipation Bylaw No. 702, 2021 be given final reading and adopted.

9. OLD BUSINESS

a) Green House Gas Emissions Tracking. — Monthly Fuel Tracking

166/2021 Moved, seconded and CARRIED that staff continue monthly tracking of fuel usage.

b) Union of British Columbia Municipalities Annual Conference. UBCM Conference Meetings

167/2021 Moved, seconded and CARRIED that staff request meetings with:

- BCHydro to discuss the current 2 tier rate system and the affects on rural communities and BCHydro's preventative maintenance plan for lines affected by weather events;
- Premier Horgan to discuss the Province's forestry transition plan and United Nations Declaration on the Rights of Indigenous Peoples;
- Minister Osborne to discuss further fire department funding
- Minister Conroy to discuss the Gwa'Ni Land Use Plan.

and that Council supply staff with key points of discussion for each Minister and BCHydro.

c) 2021Celebrate Canada considerations. 2021 Canada Day Celebration

168/2021 Moved, seconded and CARRIED that the Town proceed with the Canada Day barbecue as planned.

Opposed: Mayor Gabriele Wickstrom and Councillor Derek Koel

10. NEW BUSINESS

a) Application for cannabis retail at #5 - 311 Hemlock St. Cannabis Retail Support Letter

169/2021 Moved, seconded and CARRIED That Council support the application made by 100 Percent Cannabis Ltd. to open a non-medical cannabis retail store at #5-311 Hemlock Street in Port McNeill.

Councillor Koel announce conflict of interest and left the meeting at 7:46 pm and returned at 7:58 pm

b) Application for a development variance *Removed*

c) Mayor's report.

d) Council reports.

Councillor Baron with a verbal report on the Museum's first meeting and to bring forward information on the Fire Department

request to hold 2021 fireworks, which she will bring more information back to Council on.

Councillor Downey with a verbal report on a request from the Harbour and Information Centre Manager on carrying sale items in the Visitor Information Centre. A report will be coming forth from the Tourism Committee.

11. ITEMS FROM IN-CAMERA TO BE MADE PUBLIC

12. IN-CAMERA

a) Council to go In-Camera under Section 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; Section 90(1)(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under Section 21 of the Freedom of Information and Protection of Privacy Act and Section 90(1)(c) labour relations and other employee relations. In-Camera

170/2021 Moved, seconded and CARRIED that Council to go In-Camera under Section 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; Section 90(1)(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under Section 21 of the Freedom of Information and Protection of Privacy Act and Section 90(1)(c) labour relations and other employee relations.

13. QUESTIONS FROM THE PUBLIC AND MEDIA

14. ADJOURNMENT

171/2021 Moved, seconded and CARRIED that the regular meeting be adjourned at 8:07 p.m.

Mayor

Corporate Officer

Draft

MINUTES
Committee of the Whole Meeting

9:00 AM - Tuesday, July 6, 2021
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. This Meeting was recorded for future viewing.

We are privileged to gather on the traditional territory of the Kwakwaka'wakw peoples.

PRESENT: Mayor Gabriele Wickstrom, Councillor Ann-Marie Baron, Councillor Shelley Downey, Councillor Derek Koel, and Councillor Ryan Mitchell

APOLOGIES:

ALSO PRESENT: Pete Nelson-Smith, Chief Administrative Officer

1 CALL TO ORDER

2 ADOPT AGENDA

a) Accept or amend agenda as presented.

COW35-2021 Moved, seconded and CARRIED that the Agenda is accepted as presented

3 PETITIONS AND DELEGATIONS

4 ADOPTION OF MINUTES

5 CORRESPONDENCE

6 TABLE ITEMS

7 REPORTS

8 BYLAWS

9 OLD BUSINESS

10 NEW BUSINESS

a) Meetings and availability.

COW36-2021 Moved, seconded and Carried to recommend that the Town schedule Committee of the Whole (COTW) meetings for the 1st Tuesday of each month at 9:00 AM until February of 2022.

COW37-2021 Moved, seconded and Carried to recommend that staff requests that McElhanny review the OCP and Zoning draft document with Council on July 26 through to 29th.

b) Staffing Considerations.

11 ITEMS FROM IN-CAMERA TO BE MADE PUBLIC

12 IN-CAMERA

13 QUESTIONS FROM THE PUBLIC AND MEDIA

14 ADJOURNMENT

CAO

Mayor

TOWN OF PORT MCNEILL
COUNCIL POLICY ON DONATIONS

Policy:

The Town of Port McNeill provides donations to assist not-for-profit, charitable organizations, students and sports teams that provide a benefit to the Town of Port McNeill.

Cash donations are subject to the availability of funds.

The purpose of this Policy is to establish a consistent and accountable process for dealing with donation requests from the Town of Port McNeill.

Definitions:

Applicant
Means a person, organization or group requesting a *grant*.

Donation
Means a financial, prize or in-kind service donation from the *Town*.

Town
Means the Corporation of the Town of Port McNeill.

Eligibility:

1. In order to be eligible for donation assistance, applicants may:
    a) be a not-for-profit organization;
    b) provide a social enrichment service to the *Town;*
    c) be well publicized in the community;
    d) demonstrate that the service being provided fills a need in the community;
    e) show that there is no overlapping with existing services, and;
    f) promote volunteering.

Application Process:

1. *Applicants* must submit the following documentation as part of the application process:
    a) For *donations* under $1000, a small *donation* application form (appendix A);
    b) For *donations* over $1000, a large *donation* application form (appendix B);
    c) For *donations* under the COVID-19 Grant-In-Aid, application form (appendix C);
    d) Attend a regular Council meeting as a delegate to present request.

Approved by Council June 08, 2021
Resolution 149/2021

APPENDIX "C" APPLICATION – COVID 19 GRANT-IN-AID

All applications for a Town of Port McNeill COVID-19 Grant-In-Aid must adhere to the following guidelines:

Applicants MUST:

- Be an organization, not an individual;
- Be located in the Town of Port McNeill.

Programs/Activities/Events MUST:

- Support businesses and/or residents through the COVID-19 or establish recovery programs post COVID-19 pandemic;
- be substantially focused on Town businesses and/or residents;
- follow current Public Health Order;
- provide start, mid project and end of project dates;
- return any disbursed Grant-In-Aid funding to the Town if the approved program, activity or event cannot be completed within 12 months of approval.

Programs/Activities/Events MUST NOT:

- be for any other form or section of a taxing or local government authority, such as School Districts, Regional Districts, Hospital Districts, etc.;
- use funds to pay salaries.

Preference <u>may</u> be given to applications that:

- are able to show actual or likely matching funding or grants options;
- strengthen and build resilience in the local economy;
- partner with other service providers in the community;
- request seed money to launch a program/activity/event.

In accepting a grant, the organization agrees to provide the Town with an accounting of how funds were used. The Town should be acknowledged as a sponsor of the organization's programs, activities, or events in all published materials and advertising.

Unless the grant amount is small ($10,000), grant funds will be dispersed as follows:

- 40% upon approval of the grant by Council
- 40% upon receipt of an approved mid project report to Council (progress and detailed breakdown of expenditures)
- 20% upon receipt of an approved end of project report to Council (progress and detailed breakdown of expenditures)

Reports to Council are to consist of a free form status update letter and a 1-page financial report, including detailed breakdown of expenditures. Failure to meet reporting deadlines may result in forfeiture of the grant amounts.

Please complete the application with as much detail as possible. This will assist Town Council in making an accurate and responsible assessment of your needs.

Approved by Council June 08, 2021
Resolution 149/2021

APPENDIX "C" APPLICATION – COVID 19 GRANT-IN-AID

Name of organization Rotary Club of Port McNeill

Purpose of the organization To: Provide Humanitarian Service

Mailing address Box 1148

Contact person Stuart Abernethy **Telephone** 250-949-0307

Email abernethy contracting @ me.com

Are you a registered society? Yes ____ No ✓ Registration # ____

Amount of grant requested: $26,000.~~00~~

Proposed mid project report date: ____

Proposed final project report date: ____

Proposed use of grant: Town Office Accessibility Ramp

This is a: New Program ✓ **Existing Program** ____

Support From Other Funding Organizations:

List other agencies/organizations, and in particular, other local governments, who's financial or in-kind support has been requested for this project. Provide letters of confirmation where applicable.

Name	Amount Requested	Status of Request
Rotary	$10,000.~~00~~	Accepted

Grant-In-Aid Application Details: (Provide additional documents as necessary)

Approved by Council June 08, 2021
Resolution 149/2021

How is the proposed program/activity/event focused on Town businesses and/or residents? (Provide additional documents as necessary)

Focusing on accessibility For Seniors Complex.

A detailed budget for the program/activity/event (including revenues/expenses) is attached

Yes _____ No X If no, explain: Quote Attached

A copy of the organization's most recent financial statements is attached

Yes ✓ No _____ If no, explain: _____ See Attachment

Is this your first grant application to the Town of Port McNeill?

Yes _____ No X

In the past year, how many persons had your organization served? _____

How long has your organization been in existence in the community? 25yrs.

Is your organization voluntary and non-profit? Yes

What is your main source of income? Community Fundraisers

Does your organization receive any benefit from property tax exemption, other exemptions or subsidies provided by the Town?

Yes _____ No X If yes, explain: _____

Are all of the board members/directors volunteers?

Yes ✓ No _____ If no, explain: _____

Acknowledgement & Signature:

Signature _____ Date July 06/21

For Town of Port McNeill use only

Date application received: JUL 07 2021

Date presented to Council: JUL 13 2021

Approved: Yes _____ No _____

Amount approved: _____

Approved by Council June 08, 2021
Resolution 149/2021

PORT MCNEILL ROTARY CLUB
Comparative Income Statement

Operating Account.

	Actual 2020-07-01 to 2021-06-22	Actual 2019-07-01 to 2020-06-30
REVENUE		
Revenue		
Membership Fees/Dues	6,810.00	9,225.00
Foundation Draw Club Portion	272.50	645.25
Foundation Draw Member Donations	272.50	645.25
Foundation Fundraiser	220.00	760.00
Happy Bucks - Foundation Donation	686.00	1,513.84
Total Operations Revenue	8,261.00	12,789.34
Other Revenue		
Interest Revenue	0.36	0.73
Total Other Revenue	0.36	0.73
TOTAL REVENUE	8,261.36	12,790.07
EXPENSE		
Expenses		
Meals	0.00	54.34
Bank Charges	0.00	71.75
Club Administration (office)	0.00	415.94
Flowers & Gifts	0.00	50.00
President/Executive Changeover	524.89	390.17
Foundation Draw Club 50 50 portion	252.50	645.25
Foundation Draw Members Donation	252.50	645.25
Foundation Member Donations -Happy$	220.00	2,273.84
Dues to Rotary International	2,383.56	2,835.91
Dues to District 5020	1,755.12	1,812.50
District Governor Visit	0.00	439.74
PETS /RYLA	428.21	1,189.94
Special Events	0.00	709.94
Memberships - Other	55.00	55.00
Total Expenses	5,871.78	11,589.57
Miscellaneous Expense		
Suspense	200.00	-200.00
Total Miscellaneous Expense	200.00	-200.00
TOTAL EXPENSE	6,071.78	11,389.57
NET INCOME	2,189.58	1,400.50

Printed On: 2021-06-22

Operating account

PORT MCNEILL ROTARY CLUB
Balance Sheet As at 2021-06-22

ASSET		
Current Assets		
CCCU Club Operating Bank Account	9,194.39	
Total Cash		9,194.39
Accounts Receivable	510.00	
Total Receivable		510.00
Total Current Assets		9,704.39
TOTAL ASSET		9,704.39
LIABILITY		
Current Liabilities		
Member Prepayments		90.00
Due to Interact Club		-31.30
Total Current Liabilities		58.70
TOTAL LIABILITY		58.70
EQUITY		
Owners Equity		
Retained Earnings - Previous Year		7,456.11
Current Earnings		2,189.58
Total Owners Equity		9,645.69
TOTAL EQUITY		9,645.69
LIABILITIES AND EQUITY		9,704.39

Printed On: 2021-06-22

ROTARY CLUB COMMUNITY ACCOUNT
Balance Sheet As at 2021-06-22

ASSET	
Current Assets	
CCCU Fundraising Bank Account	26,699.15
Total Current Assets	26,699.15
TOTAL ASSET	26,699.15
LIABILITY	
TOTAL LIABILITY	0.00
EQUITY	
Owners Equity	
Retained Earnings - Previous Year	2,874.87
Current Earnings	23,824.28
Total Owners Equity	26,699.15
TOTAL EQUITY	26,699.15
LIABILITIES AND EQUITY	26,699.15

Printed On: 2021-06-22

ROTARY CLUB COMMUNITY ACCOUNT
Comparative Income Statement

	Actual 2020-07-01 to 2021-06-22	Actual 2019-07-01 to 2020-06-30
REVENUE		
Revenue		
Revenue - Rotary Auction	29,589.91	11,081.31
Revenue - Spring Fling Trail	-400.00	400.00
Revenue- Rotary Trail Wood Sales	0.00	34,222.37
Trail- In Memory of Chris Stewart	2,025.00	0.00
Revenue- Trail seed donation	1,500.00	5,850.00
50/50 Draw Revenue	2,385.00	0.00
Total Operations Revenue	35,099.91	51,553.68
Other Revenue		
Interest Revenue	0.19	12.52
Miscellaneous Revenue	0.00	1,180.00
Total Other Revenue	0.19	1,192.52
TOTAL REVENUE	35,100.10	52,746.20
EXPENSE		
Expenses		
Auction Expenses	2,447.36	0.00
Missoula Theatre	0.00	500.00
NISS Soup / Breakfast Program	1,000.00	1,000.00
Christmas Don't Dine Alone	750.00	300.71
Hyde Creek Music fest	0.00	500.00
Clayton Harder Water Project	0.00	1,000.00
MWRD - sponsor ice time Christ...	85.00	170.00
Salvation Army	500.00	333.00
Signs & decals	1,586.75	0.00
Gazette Hamper Fund	500.00	333.00
Harvest Food Bank	500.00	333.00
Wild Heart - Marcus Mosley Wor...	0.00	1,000.00
Scholarship - NISS Student	750.00	750.00
Spring Fling Fundraiser - Trail	0.00	257.18
Port McNeill Fireworks	0.00	200.00
Global Engagement Group- NG...	1,000.00	0.00
Soap For Hope Canada	250.00	0.00
50/50 Winner Share	1,192.50	0.00
Trail Project	263.20	152,041.88
Trail Hydro Seeding	0.00	7,350.00
Post Office Flower Bed	401.00	0.00
Christmas Lights Bus Tour	0.00	190.00
Adventures on Oceans Program ...	0.00	500.00
Connected Community Project	0.00	1,000.00
Remembrance Day Wreath	50.00	0.00
Total Expenses	11,275.82	177,758.77
Rotary Community Expense A...		
Office /Stamps/Cheques expenses	0.00	139.70
Total Miscellaneous Expense	0.00	139.70
TOTAL EXPENSE	11,275.82	177,898.47
NET INCOME	23,824.28	-125,152.27

Printed On: 2021-06-22

TOWN OF PORT MCNEILL
COUNCIL POLICY ON DONATIONS

Policy:

The Town of Port McNeill provides donations to assist not-for-profit, charitable organizations, students and sports teams that provide a benefit to the Town of Port McNeill.

Cash donations are subject to the availability of funds.

The purpose of this Policy is to establish a consistent and accountable process for dealing with donation requests from the Town of Port McNeill.

Definitions:

Applicant
Means a person, organization or group requesting a *grant*.

Donation
Means a financial, prize or in-kind service donation from the *Town*.

Town
Means the Corporation of the Town of Port McNeill.

Eligibility:

1. In order to be eligible for donation assistance, applicants may:
    a) be a not-for-profit organization;
    b) provide a social enrichment service to the *Town*;
    c) be well publicized in the community;
    d) demonstrate that the service being provided fills a need in the community;
    e) show that there is no overlapping with existing services, and;
    f) promote volunteering.

Application Process:

1. *Applicants* must submit the following documentation as part of the application process:
    a) For *donations* under $1000, a small *donation* application form (appendix A);
    b) For *donations* over $1000, a large *donation* application form (appendix B);
    c) For *donations* under the COVID-19 Grant-In-Aid, application form (appendix C);
    d) Attend a regular Council meeting as a delegate to present request.

Approved by Council June 08, 2021
Resolution 149/2021

APPENDIX "C" APPLICATION – COVID 19 GRANT-IN-AID

All applications for a Town of Port McNeill COVID-19 Grant-In-Aid must adhere to the following guidelines:

Applicants MUST:

- Be an organization, not an individual;
- Be located in the Town of Port McNeill.

Programs/Activities/Events MUST:

- Support businesses and/or residents through the COVID-19 or establish recovery programs post COVID-19 pandemic;
- be substantially focused on Town businesses and/or residents;
- follow current Public Health Order;
- provide start, mid project and end of project dates;
- return any disbursed Grant-In-Aid funding to the Town if the approved program, activity or event cannot be completed within 12 months of approval.

Programs/Activities/Events MUST NOT:

- be for any other form or section of a taxing or local government authority, such as School Districts, Regional Districts, Hospital Districts, etc.;
- use funds to pay salaries.

Preference <u>may</u> be given to applications that:

- are able to show actual or likely matching funding or grants options;
- strengthen and build resilience in the local economy;
- partner with other service providers in the community;
- request seed money to launch a program/activity/event.

In accepting a grant, the organization agrees to provide the Town with an accounting of how funds were used. The Town should be acknowledged as a sponsor of the organization's programs, activities, or events in all published materials and advertising.

Unless the grant amount is small ($10,000), grant funds will be dispersed as follows:

- 40% upon approval of the grant by Council
- 40% upon receipt of an approved mid project report to Council (progress and detailed breakdown of expenditures)
- 20% upon receipt of an approved end of project report to Council (progress and detailed breakdown of expenditures)

Reports to Council are to consist of a free form status update letter and a 1-page financial report, including detailed breakdown of expenditures. Failure to meet reporting deadlines may result in forfeiture of the grant amounts.

Please complete the application with as much detail as possible. This will assist Town Council in making an accurate and responsible assessment of your needs.

Approved by Council June 08, 2021
Resolution 149/2021

APPENDIX "C" APPLICATION – COVID 19 GRANT-IN-AID

Name of organization Rotary Club of Port McNeill

Purpose of the organization To: Provide Humanitarian Service

Mailing address Box 1148

Contact person Stuart Abernethy **Telephone** 250-949-0307

Email _____

Are you a registered society? Yes ____ No ✓ Registration # _____

Amount of grant requested: $51,000.00

Proposed mid project report date: _____

Proposed final project report date: _____

Proposed use of grant: Add final capping material to phase 3 of Community Trail

This is a: New Program _____ **Existing Program** ✓

Support From Other Funding Organizations:

List other agencies/organizations, and in particular, other local governments, who's financial or in-kind support has been requested for this project. Provide letters of confirmation where applicable.

Name	Amount Requested	Status of Request
Rotary Club	10,000. In-Kind	Accepted

Grant-In-Aid Application Details: (Provide additional documents as necessary)

Approved by Council June 08, 2021
Resolution 149/2021

How is the proposed program/activity/event focused on Town businesses and/or residents? (Provide additional documents as necessary)

Improved Accesibility

A detailed budget for the program/activity/event (including revenues/expenses) is attached

Yes _____ No ✓ If no, explain: See Quote

A copy of the organization's most recent financial statements is attached

Yes ✓ No _____ If no, explain: _____

Is this your first grant application to the Town of Port McNeill?

Yes _____ No ✓

In the past year, how many persons had your organization served? _____

How long has your organization been in existence in the community? 25 years

Is your organization voluntary and non-profit? Yes

What is your main source of income? Community Fundraisers

Does your organization receive any benefit from property tax exemption, other exemptions or subsidies provided by the Town?

Yes _____ No ✓ If yes, explain: _____

Are all of the board members/directors volunteers?

Yes ✓ No _____ If no, explain: _____

Acknowledgement & Signature:

Signature

July 06/21
Date

For Town of Port McNeill use only

JUL 13 2021

Date application received
JUL 07 2021

Date presented to Council: _____

Approved: Yes _____ No _____

Amount approved: _____

Approved by Council June 08, 2021
Resolution 149/2021

PORT MCNEILL ROTARY CLUB
Comparative Income Statement

Operating Account.

	Actual 2020-07-01 to 2021-06-22	Actual 2019-07-01 to 2020-06-30
REVENUE		
Revenue		
Membership Fees/Dues	6,810.00	9,225.00
Foundation Draw Club Portion	272.50	645.25
Foundation Draw Member Donations	272.50	645.25
Foundation Fundraiser	220.00	760.00
Happy Bucks - Foundation Donation	686.00	1,513.84
Total Operations Revenue	8,261.00	12,789.34
Other Revenue		
Interest Revenue	0.36	0.73
Total Other Revenue	0.36	0.73
TOTAL REVENUE	8,261.36	12,790.07
EXPENSE		
Expenses		
Meals	0.00	51.34
Bank Charges	0.00	71.75
Club Administration (office)	0.00	415.94
Flowers & Gifts	0.00	50.00
President/Executive Changeover	524.89	390.17
Foundation Draw Club 50 50 portion	252.50	645.25
Foundation Draw Members Donation	252.50	645.25
Foundation Member Donations -Happy$	220.00	2,273.84
Dues to Rotary International	2,383.56	2,835.91
Dues to District 5020	1,755.12	1,812.50
District Governor Visit	0.00	439.74
PETS /RYLA	428.21	1,189.94
Special Events	0.00	709.94
Memberships - Other	55.00	55.00
Total Expenses	5,871.78	11,589.57
Miscellaneous Expense		
Suspense	200.00	200.00
Total Miscellaneous Expense	200.00	-200.00
TOTAL EXPENSE	5,071.78	11,389.57
NET INCOME	2,189.58	1,400.50

Printed On: 2021-06-22

Operating account

PORT MCNEILL ROTARY CLUB
Balance Sheet As at 2021-06-22

ASSET		
Current Assets		
CCCU Club Operating Bank Account	9,194.39	
Total Cash		9,194.39
Accounts Receivable	510.00	
Total Receivable		510.00
Total Current Assets		9,704.39
TOTAL ASSET		9,704.39
LIABILITY		
Current Liabilities		
Member Prepayments		90.00
Due to Interact Club		-31.30
Total Current Liabilities		58.70
TOTAL LIABILITY		58.70
EQUITY		
Owners Equity		
Retained Earnings - Previous Year		7,456.11
Current Earnings		2,189.58
Total Owners Equity		9,645.69
TOTAL EQUITY		9,645.69
LIABILITIES AND EQUITY		9,704.39

Printed On: 2021-06-22

ROTARY CLUB COMMUNITY ACCOUNT
Balance Sheet As at 2021-06-22

ASSET	
Current Assets	
CCCU Fundraising Bank Account	26,699.15
Total Current Assets	26,699.15
TOTAL ASSET	26,699.15
LIABILITY	
TOTAL LIABILITY	0.00
EQUITY	
Owners Equity	
Retained Earnings - Previous Year	2,874.87
Current Earnings	23,824.28
Total Owners Equity	26,699.15
TOTAL EQUITY	26,699.15
LIABILITIES AND EQUITY	26,699.15

Printed On: 2021-06-22

ROTARY CLUB COMMUNITY ACCOUNT
Comparative Income Statement

	Actual 2020-07-01 to 2021-06-22	Actual 2019-07-01 to 2020-06-30
REVENUE		
Revenue		
Revenue - Rotary Auction	29,589.91	11,081.31
Revenue - Spring Fling Trail	-400.00	400.00
Revenue- Rotary Trail Wood Sales	0.00	34,222.37
Trail- In Memory of Chris Stewart	2,025.00	0.00
Revenue- Trail seed donation	1,500.00	5,850.00
50/50 Draw Revenue	2,385.00	0.00
Total Operations Revenue	35,099.91	51,553.68
Other Revenue		
Interest Revenue	0.19	12.52
Miscellaneous Revenue	0.00	1,180.00
Total Other Revenue	0.19	1,192.52
TOTAL REVENUE	35,100.10	52,746.20
EXPENSE		
Expenses		
Auction Expenses	2,447.36	0.00
Missoula Theatre	0.00	500.00
NISS Soup / Breakfast Program	1,000.00	1,000.00
Christmas Don't Dine Alone	750.00	300.71
Hyde Creek Music fest	0.00	500.00
Clayton Harder Water Project	0.00	1,000.00
MWRD - sponsor ice time Christ...	85.00	170.00
Salvation Army	500.00	333.00
Signs & decals	1,586.75	0.00
Gazette Hamper Fund	500.00	333.00
Harvest Food Bank	500.00	333.00
Wild Heart - Marcus Mosley Wor...	0.00	1,000.00
Scholarship - NISS Student	750.00	750.00
Spring Fling Fundraiser - Trail	0.00	257.18
Port McNeill Fireworks	0.00	200.00
Global Engagement Group- NG...	1,000.00	0.00
Soap For Hope Canada	250.00	0.00
50/50 Winner Share	1,192.50	0.00
Trail Project	263.20	152,041.88
Trail Hydro Seeding	0.00	7,350.00
Post Office Flower Bed	401.00	0.00
Christmas Lights Bus Tour	0.00	190.00
Adventures on Oceans Program ...	0.00	500.00
Connected Community Project	0.00	1,000.00
Remembrance Day Wreath	50.00	0.00
Total Expenses	11,275.82	177,758.77
Rotary Community Expense A...		
Office /Stamps/Cheques expenses	0.00	139.70
Total Miscellaneous Expense	0.00	139.70
TOTAL EXPENSE	11,275.82	177,898.47
NET INCOME	23,824.28	-125,152.27

Printed On: 2021-06-22

Request for Decision
STAFF REPORT

To:	Mayor and Council	**File No:**	
Meeting Date:	Regular Council - 20 Jul 2021		
From:	Pete Nelson-Smith, Chief Administrative Officer		
Subject:	Gate House Theatre request to hold a Music Festival at the ball park at the Community Hall		

PURPOSE:
To receive Council permissions to hold an outdoor music festival at the Broughton Ball Park.

BACKGROUND:
See attachments from the Gate House.

KEY ISSUES DEFINED:
The Gate House is seeking an outdoor venue that will "draw visitors to our town,
support our local businesses, and provide a family-friendly event we can be proud of." and to raise funds for the Gate House Theatre and Port McNeill Curling Club.
This event aligns with other events the Town has supported in previous years. (OrcaFest, Logger Sports, Canada Day)

IMPLICATIONS:

For a centralized event, such as the one proposed, the organizers will need to consider parking for the increase traffic in the area. Outside of the parking at the field, vacant property in the area is privately owned.
The event location is not near any residential areas. The Broughton Strait Campground is adjacent to the field.
Stages, appurtenances and increased foot traffic may do damage to the grass and infield of the ball diamond.
The community has been unable to gather for the better part of two years. A well planned event, such as this, may help the community move forward from the pandemic.

Financial:
There are no fees associated with the use of the Ball Field, however, there are fees associated with the use of the Concession Stand and the Community Hall. (attached)

Policy/Legislation:
Proof of insurance, naming the Town as an insured by the event coordinators. Other permits as deemed necessary to ensure all regulations are met.

Strategic Priority:
The Town has identified increased Tourism as a focus for the Town of Port McNeill.

Communication:
The Town has contacted the Port McNeill RCMP for feedback on this event. They have no concerns at the writing of this report.
The Town has contacted Island Health to review the COVID Safety Plan and to bring forward any other concerns. The Town has not received feedback at the writing of this report.

Staffing Implications:
Public Works preparation of the grounds and potential clean-up after the event. Administrative support to ensure permits, insurance and other requirements are met.

RECOMMENDATIONS:
That the Town grant the Gate House Community Association permission to host the proposed Music Festival at the Broughton Ball Field, contingent on proof of insurance and other necessary permits.

CONCLUSION:
That Council, having read the report and attached information, provide direction to staff.

ATTACHMENTS:
Schedule

Testing Only, Tester	None

Schedule "D"

Recreation Fees and Charges
All subject to GST except where noted

COMMUNITY HALL

Funerals and Non-Profit Groups shall pay the janitorial fee and applicable bond only.

Non-alcohol Event	$ 35.00 per hour
Non-alcohol Event, Day Rate to 5:00 p.m.	$ 100.00 per day
Alcohol Event	$ 50.00 per hour
Janitorial Fee – Non-alcohol banquet	$ 75.00
Janitorial Fee – Alcohol Event	$ 200.00
Kitchen	$ 40.00 per day
Refundable Bond – Alcohol Events	$ 300.00
Refundable Bond – Beer Garden	$ 300.00
Chairs and Tables	No outside rental permitted

OLD SCHOOL RECREATION CENTRE

Meeting Room	$ 15.00 per hour
Meeting Room, Day Rate to 5:00 p.m.	$ 75.00 per day
Meeting Room, Monthly Contract Rate	$ 400.00 per month
Gymnasium	$ 20.00 per hour
Gymnasium, Day Rate to 5:00 p.m.	$ 75.00 per day
Kitchen, Used as Meeting Room	$ 15.00 per hour
Kitchen, Used as Meeting Room, Day Rate to 5:00 p.m.	$ 75.00 per day
Storage Units	$ 25.00 per month

CONCESSION STANDS

Day Rate	$ 40.00 per field
Weekend Rate (Friday through Monday)	$ 75.00 per field
Refundable Cleaning Deposit	$ 75.00 per field

MISCELLANEOUS RENTAL RATES

Portable Public Address System (No charge if using Town facility)	$ 25.00 per day
Coffee Urns (No charge if using Town facility)	$ 5.00 per day

Keys

Refundable Deposit, up to 5 Sets of Ball Keys	$ 50.00
Lost Keys	$ 5.00 per key
Refundable Deposit, Community Hall Gate	$ 30.00

Sign Space

Harbour Park Sign Board	$ 50.00 per year per space (182/2016)
Ball Fields	$ 50.00 per year per space
Installation Fee	$ 25.00 one time fee per sign

Schedule "D"

Recreation Fees and Charges
All subject to GST except where noted

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Gate House Community Association

1705 Campbell Way
Port McNeil!, BC
VON 2RO

phone. 780-964-7422
email: gord@oppen.ca

July 14th, 2021,

Port McNeill Mayor and Town Council
Box 728
1775 Furney Place
Port McNeill, BC
V0N 2R0

RE: Port McNeill Music Festival

This letter is offered to request your support to host a music festival on August 28th, 2021. The location most appropriate would be the ball diamond near the Port McNeill Community Hall. This event would be sponsored by the Gate House Theatre and draw upon the support of our business community and volunteers.

A Covid Safety Plan has been created based upon Ministry of Health Guidelines. A major focus of the event would be a full afternoon of activities for children. This would include a bouncy house, face painting, and modest petty zoo. An entertaining afternoon and evening of live music would be presented focusing on local BC musicians. We would extend an invitation to our local crafters and farmers market vendors to be on-site, as well as several food vendors. A modest beer garden would be provided with support from Devils Bath Brewery. Discussions have begun with the Namgis First Nation to provide a colorful, and timely, opening ceremony.

With your support, together we can create a destination event for Port McNeill that will draw visitors to our town, support our local businesses, and provide a family-friendly event we can be proud of. I respectfully request your support to proceed.

Regards

Gord Oppen

President
780-964-7422

Port McNeill Music Festival Proposal

Aug 28th, 2021, 2:00 PM to 11:30 PM

Big Burl Ball Diamond

Objective

- Provide a family friendly community event to contribute to bringing together residents of Port McNeill
- Raise funds for the Gate House Theatre and Curling Rink

Overview

- Live music provided by North Island bands and solo artists
- Limited to 800 tickets, wristbands required for entry
- Full slate of children's activities, Bouncy House, face painting, races
- Welcoming First Nations dance/drum ceremony
- Farmers Market vendors and crafters on-site
- Free Shuttle for Port Mcneill and Hyde Creek
- Multiple food vendors
- Partnership with Devils Bath Brewery

Requirements

- Council Approval
- RDMW approval
- Health Board approval
- License for beer sales
- Food Permits, Foodsafe certifications
- 60 amp 220 electrical service

Sponsors

- Target of $10,000 from local business leaders

Volunteer Requirements

35-45 hosts

- Gate, Security
- Clean-up
- Beer Garden servers
- Backstage, setup, teardown
- 50/50, silent auction
- Kids Zone
- Covid protocol observers

Infrastructure Requirements

- 12 Portable toilets
- 25 Hand wash/sanitization stations
- First Aid
- Staging, sound system, lighting committed

Media Coverage

- Island Gazette, Eagle
- Radio Coverage
- Posters throughout the area
- Tickets available at Eventbrite.ca

Covid Safety Plan for Aug 28th, 2021

The Hyde Creek Music Festival (HCMF) volunteer team is committed to the safety and well-being of our patrons, staff, volunteers, artists, and community at large. As part of that, we are monitoring advice and complying with regulations set forth by the BC Ministry of Health and WorkSafeBC on June 29th, 2021 to ensure that we are in accordance and follow best practices to help limit the spread of COVID-19.

Please note, these policies are subject to change at any time in accordance with regulations set forth by the BC Ministry of Health and WorkSafeBC.

Guest Experience and Safety Measures

- This COVID-19 Safety Plan will be clearly posted on the website as well as on ticket purchase pages before check-out, and all confirmation emails. Updates will be made as required in accordance with the current safety measures and will be communicated with ticket purchasers.

- All ticket sales will administered by the Eventbrite ticket website reducing person to person contact with cash or physical tickets. This website will also capture all attendees email addresses and will provide an easy-to-administer vehicle for refunds if dictated by future public health orders

- Capacities and seating plans will follow guidelines and regulations set forth by health authorities and will be adjusted as required. With this in mind, we are preparing to require our guests to designate a specific spot on the festival grounds with an 8'X8' tarp. while on this tarp a mask will

not be mandatory, but encouraged. Each tarp area will be limited to 6 individuals

- On the day of the event, ticket purchasers will be sent information in regards to safety measures and required protocols by email. Each person attending an event will be required to fill out a COVID-19 Self Assessment Declaration, based on the BC COVID-19 Self-Assessment Tool as well as agreeing to the liability waiver which will be included. This will allow us to capture accurate contact tracing information for each individual attending performances as well as confirming fitness to attend the event.

- Anyone experiencing any symptoms of COVID-19 or anyone who has travelled outside of Canada in the 14 days prior or has provided care or has close contact with a person with confirmed COVID-19 will not be permitted to attend and will be provided with a refund. If a guest does not feel comfortable attending for any reason related to COVID-19, they will be provided with a refund if requested in advance of the festival.

- Staggered entrance times will be distributed with safety information and protocols, to ensure that there is sufficient space for physical distancing in the venue before, during, and when exiting the performance. A total of three entrances will be utilized to help maintain social distancing.

- Hand sanitizing stations will be available throughout the festival grounds and guests will be encouraged to use them frequently.

- Upon arrival at the venue, ticket holders will be expected to line up outside. Clearly visible signage and markings will encourage physical distancing and reinforce what is expected of them once they are inside the venue. These signs will include a reminder to wear masks at all times, information on cleaning practices, warnings about potential washroom lines, and an encouragement to remain in their designated tarp area during their visit.

- Staff and/or Volunteers at the entrance of the venue will ask ticket holders if they have completed their Self Assessment Declaration and will help them do so prior to entering the venue if they have not completed the required documentation. Safety measures and protocols will be reiterated verbally at this time.

- Ticket holders, staff, volunteers, and artists (when not performing) will be encouraged to wear a mask at all times and a mask will be provided to anyone who does not have one.

- All artists engaged by HCMF will be provided with an orientation on safe working policies before their performance, which will include but is not limited to filling out the Self Assessment Declaration, building access, physical distancing protocols and cleaning procedures.

- If performers, stage managers, or creative team members must get within 6 feet of one another, it will be done with the explicit consent of all parties and the written understanding of the risks involved. If staff are required to be closer than 6 feet to a performer they will be required to wear a three-ply fabric mask as well as plastic face shields. Time spent in close proximity will be as limited as possible.

- Microphones and body mics will be disinfected before and after every use. If a technician is required to adjust the position or set a body mic on a performer, they will be required to wear a three-ply mask.

- The use of common spaces will be limited, and time spent before a show will be limited to personal stations or dressing rooms. Similarly, stage management will remain in their designated area whenever possible, and the crew will remain at their technical stations.

- Dressing rooms and stations between technical/stage management areas backstage will reflect a physical distance of six feet where possible.

- Cleaning of dressing rooms, common touch areas backstage, the theatre control booth, and crew and cast bathrooms will be done on an hourly basis or more frequently.

- Hand sanitizer will be available backstage and in all common areas.

- Entrances and exits will be divided between performers to allow for physical distancing wherever possible.

- Staff/Volunteers Experience and Safety Measures

- Staff and volunteers working at the venue will be provided with an orientation on safe working policies online before their first shift.

- We recognize the importance of not coming to work when sick may conflict with the idea that "the show must go on." However, performers, staff, and volunteers must not come to work if they are experiencing any cold, flu, or COVID-19-like symptoms, such as coughing, fever, or sneezing. Efforts will be taken to ensure that team members feel comfortable coming forward if they are feeling unwell. Staff and volunteers will also be required to fill out the Self Assessment Declaration before attending a shift.

- Personal protective equipment will be provided to all staff and volunteers as well as having hand sanitizing stations throughout the venue both front and back of house. Time spent in close proximity will be as limited as possible and every effort will be made to adhere to this.

- As stated previously, we care deeply about the health and welfare of our patrons, staff, volunteers, artists, and community. We will strive to create as safe an experience as possible using these guidelines.

Broughton Blvd
Broughton Blvd
Broughton Blvd
Broughton Blvd
Broughton Blvd
Broughton Blvd
World's Largest Burl

TOWN OF PORT McNEILL
HARBOUR ADVISORY GROUP

MINUTES of the regular meeting of the Harbour Advisory Group held Thursday, June 10, 2021 at 7:00 p.m. at 1775 Furney Place - Council Chambers

PRESENT: Peter Darwin – Chair, Ann-Marie Baron, Glen Boyd, Staff Lucas Williams

APOLOGIES: Doug Anweiler – Vice Chair, Dave Iskra, Staff Rebecca Adams

1. CALL TO ORDER

The June 10, 2021 Regular Harbour Advisory Group meeting was called to order at 7:04 p.m.

Call to Order

2. ADOPTION OF AGENDA

22/2021 – Moved, seconded, and CARRIED that the Agenda be adopted as presented.

Agenda

3. DELEGATES

4. MINUTES

a) Minutes from the May 13, 2021 Regular Meeting.

23/2021 – Moved, seconded, and CARRIED that the minutes from the May 13, 2021 regular meeting be accepted as presented.

Minutes

5. CORRESPONDENCE

6. REPORTS

a) April 2021 Staff Report from Lucas Williams

Staff Report

24/2021 - Moved, seconded, and CARRIED that April 2021's staff report be accepted as presented.

7. OLD BUSINESS

a) Update on Parking Lot B development. Peter Darwin to meet with CAO Pete Nelson-Smith in following weeks to discuss.

25/2021 – Moved, seconded, and CARRIED that item a) will remain on old business until meeting takes place.

Lot B Development

b) Rate change discussion. Inclusion of Ministry of Transportation wharfhead crane to be on same scale as the Foreshore Jib Crane.

26/2021 – Moved, seconded, and CARRIED that the updates to rate change proposal be accepted as amended. Rate Changes

8. NEW BUSINESS

9. ADJOURNMENT

27/2021 – Moved, seconded, and CARRIED that the regular meeting be adjourned at 7:39 p.m. Adjourn

Chair
Peter Darwin

Recording Secretary
Lucas Williams

INFORMATION
STAFF REPORT

To: Pete Nelson-Smith, CAO

Meeting Date: June 22nd, 2021

From: Kenadii Lasota, Pool Supervisor

Subject: June 2021 Pool Operations Report

PURPOSE:

To provide Council and the public with information on the Port McNeill pool's operation for the month of June.

Items Accomplished in June 2021

- Painting our fence making the pool brighter and more attractive
- New heating system allowing us to better control the temperature
- New roof for the undercover area
- Installed outside shower on deck which has been crucial to opening during COVID since it allows people to avoid going indoors
- New space heater for building
- Made up a covid safety plan to allow us to safely open to the public
- Repainted the pool making it look much more appealing to swimmers

Items Currently in Progress

- Most of our new staff is no longer training and is comfortable working independently
- Opening our pool more with the COVID restrictions easing up on July 1st, allowing us to have more people in the water at a time.
- Opening changerooms

Upcoming Items Short Term (Before Season Ends)

- Inservice training in July where we go over safety protocols, physical standards, and ask staff for any ideas they might have for this season/ safety hazards.
- Find a bronze cross and standard first aid instructor for our cashiers

Throughout the month of June, we have had more than 2,546 patrons come through the facility, this number is lower than in previous years due to COVID-19 restrictions and a lower number of lifeguards.

RECOMMENDATION:

Council, please review this report for information.

Prepared by:

_____	_____
Kenadii Lasota Pool Supervisor	Pete Nelson-Smith CAO

Information
STAFF REPORT

To: Pete Nelson-Smith, CAO **File No:**

Meeting Date: July 08, 2021

From: Laura Evans, Deputy Finance Officer

Subject: June 2021 Cheque Listing

PURPOSE:
That Council receive this cheque listing for information purposes.

BACKGROUND:
Council has directed staff to provide the cheque listing on a monthly basis.

ATTACHEMENT:
June 2021 Cheque Listing.

Prepared by:

L. Evans

Laura Evans
Deputy Finance Officer

Pete Nelson-Smith
Chief Administrative Officer

Cheque #	Cheque Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20210440	2021-06-04	ALTERNATIVE FIRE EXT. INSPECTIONS		PAYMENT		1,422.75
			202122	FIRE EXTINGUISHER INSPECTIONS	1,422.75	
20210441	2021-06-04	AMAN, SHARRI		PAYMENT		1,925.00
			MAY 2021	ANIMAL CONTROL SERVICES	1,925.00	
20210442	2021-06-04	ARRAY WEB + CREATIVE		PAYMENT		1,023.75
			7886	TOURISM WEBSITE	1,023.75	
20210443	2021-06-04	CITY OF NANAIMO		PAYMENT		525.00
			AR011489	FD TRAINING	525.00	
20210444	2021-06-04	COMMERCIAL AQUATIC SUPPLIES		PAYMENT		1,955.31
			162506	POOL SUPPLIES	501.43	
			162656	POOL SUPPLIES	1,453.88	
20210445	2021-06-04	DYMENT, TAMMY L		PAYMENT		906.38
			MAY 2021	CAMPSITE COMMISSION	906.38	
20210446	2021-06-04	FROST, CLAUDIA		PAYMENT		6,987.50
			202104	ACCOUNTING SERVICES	6,987.50	
20210447	2021-06-04	GUS'S BAR & GRILL INC		PAYMENT		254.73
			APRIL FD	FD FOOD	149.73	
			MAY/21 FD	FD FOOD	105.00	
20210448	2021-06-04	IGA #25		PAYMENT		203.98
			FD APRIL 2021	FD FOOD	111.63	
			FD APRIL 2021-1	FD FOOD	19.99	
			FD APRIL 2021-2	FD FOOD	42.60	
			FD APRIL 2021-3	FD FOOD	29.76	
20210449	2021-06-04	KATHY O'REILLY, THE EAGLE		PAYMENT		535.50
			1464	CA ADVERTISING	535.50	
20210450	2021-06-04	LASOTA, KENADII		PAYMENT		156.79
			POOL-1	POOL SUPPLIES	123.20	
			POOL-2	POOL SUPPLIES	33.59	
20210451	2021-06-04	ORACH ENTERPRISES LTD.		PAYMENT		366.19
			4082	ROTART TRAIL PORTAPOTTIE	366.19	
20210452	2021-06-04	PAHTI, PEGGY		PAYMENT		2,464.54
			JUNE 2021	JANITORIAL SERVICES	2,464.54	
20210453	2021-06-04	PROGRESSIVE DIESEL LTD.		PAYMENT		216.82
			72715	FD PARTS AND REPAIRS	216.82	
20210454	2021-06-04	PUROLATOR INC.		PAYMENT		58.91
			447669470	FREIGHT CHARGES	58.91	
20210455	2021-06-04	RIDGELINE MECHANICAL		PAYMENT		182,665.50
			2221-49171-09	POOL PROJECT	182,665.50	
20210456	2021-06-04	ROCKY MOUNTAIN PHOENIX		PAYMENT		23,317.35
			IN0129471	FD BATTERIES AND CHARGER	9,603.30	
			IN0129535	FD AIR BOTTLES	13,714.05	
20210457	2021-06-04	ROYAL CANADIAN LEGION, BRANCH 281		PAYMENT		50.00
			#003	2020 REMEBERANCE DAY WREATH	50.00	
20210458	2021-06-04	WILSON, MELODY D.		PAYMENT		641.63
			ESS 21	ESS TRAINING	641.63	
20210459	2021-06-04	ADAMS, REBECCA		PAYMENT		633.57
			LOCK & KEYS	HARBOUR LOCK & KEYS	633.57	
20210460	2021-06-10	CHAN NOWOSAD BOATES INC.		PAYMENT		24,333.13
			2021 AUDIT	2020 AUDIT	24,333.13	
20210461	2021-06-10	EVANS, LAURA JEAN		PAYMENT		490.86
			ALLOWANCE	CA TRAINING	490.86	

Cheque #	Cheque Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20210462	2021-06-10	IGA #25		PAYMENT		58.34
			MAY 2021	MAY 2021	58.34	
20210463	2021-06-10	NI SPORTSMANS STEAK HOUSE & INN		PAYMENT		247.27
			447987	FD FOOD	247.27	
20210464	2021-06-10	PETTY CASH		PAYMENT		156.85
			JUNE 2021	POSTAGE AND POOL SUPPLIES	156.85	
20210465	2021-06-10	REGIONAL DISTRICT OF MOUNT WADDINGTON		PAYMENT		2,783.74
			MAR 21 MRDT	HOTEL TAX	2,783.74	
20210466	2021-06-10	SUPERIOR PROPANE		PAYMENT		2,491.76
			34433281	CAMPSITE FUEL	274.64	
			34474558	POOL FUEL	2,550.85	
			NOV 2020	CAMPSITE FUEL CREDIT	(333.73)	
20210467	2021-06-10			PAYMENT		361.90
			202106101	CREDIT BALANCE PAID	361.90	
20210469	2021-06-11	ICBC		PAYMENT		55.00
			FD PARADE TR	FD PARADE TRUCK INSURANCE	55.00	
20210470	2021-06-10	CERIDIAN		PAYMENT		47,184.89
			JUNE 11 2021	EMPLOYEE PAYROLL	47,184.89	
20210471	2021-06-10	DE LAGE LANDEN , FINANCIAL SERVICES CANADA		PAYMENT		238.56
			JUNE 21 FD	FD COPIER LEASE	238.56	
20210472	2021-06-10	GLOBAL PAYMENTS		PAYMENT		2,300.65
			MAY 21 POS1	HARBOUR POS FEES	681.09	
			MAY21 POS2	CAMPSITE POS FEE	116.04	
			MAY21 POS3	CORP ADMIN POS FEE	1,432.78	
			MAY21 POS4	PARKING POS FEE	70.74	
20210473	2021-06-10	MUNICIPAL PENSION PLAN		PAYMENT		5,127.21
			JUNE11/21	EMPLOYEE PENSION	5,127.21	
20210474	2021-06-07	CIBC - VISA		PAYMENT		3,303.44
			AVICC1	MAYOR REGISTRATION	103.95	
			AVICC2	COUNCILLOR DOWNEY REGISTRAT	103.95	
			FD CELLCASE	FD CELL CASE	65.22	
			FD ZOOM APR21	FD ZOOM - APIRL 15/2021	22.40	
			INV80510162	FD ZOOM ANNUAL	204.59	
			MARINE FIRSTAI	FEDERAL MARINE FIRST AID KIT	54.50	
			MAY 21 LOG	POSTAGE - MAY 2021 TOWN LOG	171.21	
			N210001219929	WEBNAMES ANNUAL SUBSCRIPTIOI	174.58	
			PAY PAL TEST	PAY PAL TEST	2.45	
			PW CELL	PW MANAGER CELL STORAGE	1.35	
			SCAFFOLDING	PUBLIC WORKS SUPPLIES	2,399.24	
20210475	2021-06-14	TELUS MOBILITY (BC)		PAYMENT		543.79
			188	ESS VOLUNTEER	36.41	
			189	PUBLIC WOKRS CHARGE HAND	67.20	
			190	FIRE CHIEF	181.82	
			191	PIBLIC WORKS MANAGER	67.20	
			192	HARBOUR	107.16	
			193	WELL #5 ALARM	84.00	
20210476	2021-06-24	C.A.B.INDUSTRIAL AUTOMOTIVE SUPPLIES LTD		PAYMENT		82.94
			MAY 2021	MAY 2021 SUPPLIES	82.94	
20210477	2021-06-24	CAN. UNION OF PUBLIC EMPLOYEES LOCAL 401		PAYMENT		628.59
			MAY 2021	EMPLOYEE DUES	628.59	
20210478	2021-06-24	COMMERCIAL AQUATIC SUPPLIES		PAYMENT		845.81
			162624	POOL SUPPLIES	845.81	
20210479	2021-06-24	CORPORATE EXPRESS CANADA INC		PAYMENT		248.33
			56069836	RE: INC# 55495375 INCORRECT ITEI	(20.66)	
			56320640	/	24.02	
			56345641	HARBOUR SUPPLIES	10.05	
			56358194	OFFICE SUPPLIERS	234.92	

Cheque Listing For Council

2021-Jul-8
9:45:56AM

Cheque #	Cheque Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20210480	2021-06-24	FOX'S DISPOSAL SERVICES LTD, (P.M. Div)		PAYMENT		923.70
			34099	MAY 2021 - BRUSH BIN / YARD WAS	923.70	
20210481	2021-06-24	FROST, CLAUDIA		PAYMENT		2,697.50
			202105	ACCOUNTING SERVICES	2,697.50	
20210482	2021-06-24	GOVERNMENT FINANCE OFFICERS ASSC.OF BC		PAYMENT		603.75
			E-7888	TAX SALE WEBINAR	210.00	
			E-7891	DFO TRAINING	393.75	
20210483	2021-06-24	GREEN FOR LIFE ENVIRONMENTAL		PAYMENT		213.15
			LQ01051142	WASTE OIL	213.15	
20210484	2021-06-24	HARDY SOUND LTD, THE SOURCE		PAYMENT		27.99
			432436	PW CELL SCREEN	27.99	
20210485	2021-06-24	LIDSTONE & COMPANY		PAYMENT		1,957.21
			35942	LEGAL SERVICES	1,436.96	
			35943	LEGAL SERVICES	399.84	
			35944	LEGAL SERVICES	120.41	
20210486	2021-06-24	ORACH ENTERPRISES LTD.		PAYMENT		544.58
			4083	HARBOUR - PORTABLE TOILET	544.58	
20210487	2021-06-24	PORT MCNEILL DRUGS LTD.		PAYMENT		45.51
			JUNE 2021	JUNE 2021	45.51	
20210488	2021-06-24	PRICE'S ALARM SYSTEMS LTD		PAYMENT		1,478.30
			3443187	BUILDING ALARMS	1,478.30	
20210489	2021-06-24	PUROLATOR INC.		PAYMENT		91.85
			447840039	FREIGHT	91.85	
20210490	2021-06-24	SUPERIOR PROPANE		PAYMENT		3,284.16
			34636585	POOL PROPANE	1,504.19	
			34683252	POOL PROPANE	1,779.97	
20210491	2021-06-24	UNION OF BC MUNICIPALITIES		PAYMENT		155.09
			2022 TAGS	2022 ANIMAL TAGS	155.09	
20210492	2021-06-24	BC CONSERVATION FOUNDATION		PAYMENT		122.50
			5402005-008	WILDLIFE BROCHURES	122.50	
20210493	2021-06-24	FROST, XANDRYN		PAYMENT		500.00
			FD 2021 BURSAR	FD BURSARY	500.00	
20210494	2021-06-24	NORTH COAST COLLISION		PAYMENT		317.32
			7005	TRUCK REPAIRS	317.32	
20210495	2021-06-24	OSPREY ELECTRIC LTD.		PAYMENT		465.83
			01462	POOL SUPPLIES	465.83	

Total 331,222.70

*** End of Report ***

Request for Direction
STAFF REPORT

To: Mayor and Council **File No:**

Meeting Date: July 13, 2021

From: Pete Nelson-Smith, CAO

Subject: Rescind Resolution 168/2021 Celebrate Canada barbecue.

PURPOSE:

To rescind the resolution from the June 22, 2021 regular meeting of Council to reflect the decision made to not have a barbecue on July 01, 2021.

BACKGROUND:

The Town of Port McNeill received grant funding through Celebrate Canada to host an event on July 01, 2021. Due to external circumstances, Celebrate Canada provided alternate methods of using the funding, including postponing, which would allow the community to use the funds up to September 06, 2021.

At the June 22, 2021 regular meeting of Council, resolution 168/2021 “That the Town proceed with the barbecue as planned” was passed.

CURRENT:

On June 25, 2021, the Town issued a press release, indicating that the barbecue would not be happening on July 01, 2021.

As the barbecue did not happen on July 01, 2021, contrary to resolution 168/2021, Council must rescind that resolution to reflect the decision for public record.

CONCLUSION:

Council, by reviewing this report, rescind resolution 168/2021.

Prepared by:

_____

Pete Nelson-Smith, CAO

PORT MCNEILL RESPECTFULLY ACKNOWLEDGES THAT WE ARE SITUATED ON THE TRADITIONAL TERRITORIES OF THE KWAKWAKA'WAKW PEOPLES

ANNUAL REPORT

PORT MCNEILL 2020

Room to Dream. Room to Grow.

TOWN OF PORT MCNEILL | RECEPTION@PORTMCNEILL.CA

MAYOR'S MESSAGE

Mayor Gaby Wickstrom
mayorwickstrom@portmcneill.ca

- RCMP Liaison
- VIR Library Member Chair
- Regional District Hospital
- Community Forest Representative
- Youth Liaison

What a year 2020 was!

Barely out of the longest labour dispute in B.C. history and COVID hit. I am sure many of you were wondering what in the world was going on. Certainly, something I had not anticipated when I ran for Mayor in 2018.

But here we are still standing and despite the hiccups along the way, are emerging more vibrant than ever!

In March of 2020, Roger Brooks came to Port McNeill, performed a community assessment, and gave his recommendations for helping Port McNeill be the best it could be. Businesses took hold of his ideas and have embraced change. We are seeing upgrades to properties, gathering spaces created and a host of other things in the works for the coming year. The way people have embraced the recommendations and are moving their ideas forward is truly inspiring!

Last year saw us take on three important plans; our Official Community Plan (OCP), Active Transportation Plan (ATP) and the Community Wildfire Protection Plan (CWPP). Our OCP has been put on pause until we can complete in-person public consultations. This document will lay the foundation for the next 5-10 years and Council felt it important we wait. We are confident it will be completed by the fall of 2021.

Our swimming pool finally received the heating upgrades that were so desperately needed. After many years of deferring this project, and our public works doing their best to keep things running, we have a system in place that will not only be reliable but reduce costs as well. I know many of you are excited the pool is available to enjoy once again.

Despite a pandemic, hope is in the air and that is my biggest takeaway from 2020. Volunteers are bringing forward wonderful ideas to improve our community and we are trying our best to support them. People are investing in their community through entrepreneurism, sweat equity and support for everything local. The pandemic has shown us the importance of community and what a beautiful and safe community we live in.

I cannot wait to see what happens in the months ahead!

Thank you, Port McNeill!

2018-2022 ELECTED OFFICIALS

FROM LEFT TO RIGHT:

Councillor Ryan Mitchell
Councillor Ann-Marie Baron
Mayor Gaby Wickstrom
Councillor Shelley Downey
Councillor Derek Koel

MAYOR GABY WICKSTROM

mayorwickstrom@portmcneill.ca

- RCMP Liaison
- VIR Library Member Chair
- Regional District Hospital
- Community Forest Representative
- Youth Liaison

COUNCILLOR ANN-MARIE BARON

ambaron@portmcneill.ca

- Harbour Advisory Group Liaison
- Fire Department Liaison
- Museum Liaison

COUNCILLOR SHELLEY DOWNEY

shelleydowney@portmcneill.ca

- Chamber of Commerce Liaison
- Mount Waddington Heath Network Steering Com. Representative
- Tourism Advisory Committee Liaison
- Senior's Liaison

2018-2022 ELECTED OFFICIALS

COUNCILLOR DEREK KOEL

dkoel@portmcneill.ca

- Public Works Liaison
- Parks and Recreation Liaison
- Vancouver Island North Tourism Advisory Committee

COUNCILLOR RYAN MITCHELL

rmitchell@portmcneill.ca

- Emergency Management BC Liaison
- Ferry Advisory Representative
- Airport Liaison
- Not-For-Profit Liaison
- Vancouver Island North Training & Attraction Society Liaison

2018-2022 ELECTED OFFICIALS

COUNCILLOR ANN-MARIE BARON

ambaron@portmcneill.ca

Dynamic...

The pendulum of balance hadn't righted itself after the 8 month strike; and along came COVID and that pendulum has now swung back and forth so many times it looks like a clock hand. In light of the last two years, Port McNeill has proven it is dynamic. Adapting to changes that no-one could have predicted.

As we move forward with completion of the Official Community Plan, the planning opportunities and possibilities are exciting. As I said last year, ideas will keep us progressive and relevant. Our resource background gives us an ability to figure out how to get things over the finish line to completion. People are ready for change... as long as things stay the same... we are recognizing our shortfalls but have answers before the questions are asked. Some dynamic changes are coming for us, some we applaud, some we appreciate, some we would rather not see; but change is inevitable. Our dynamic, resilient spirit will get us through; and take us to levels that will enhance us as a community.

The residents, volunteers and companies of our town will help maintain the balance and provide the excitement for the future.

COUNCILLOR SHELLEY DOWNEY

shelleydowney@portmcneill.ca

I would like to thank everyone for their patience and understanding over this past year. We have had some obstacles and some successes. Who could have guessed we would still be wearing masks and using hand sanitizer? We have a kind and resilient community and it shows!

Like many of you, the business of council and all its related committees have been on-line. I welcome the opportunity to begin meeting face-to-face again. A camera does not replace personal connection.

We had a number projects undertaken in this last year and many will be completed in 2021. It will be great to have our pool open this year and using its new mechanical system. Our new Official Community Plan (OCP) will set out the direction and plan for our community for the future. We have seen some new housing built but we need more. The OCP and Zoning bylaw will let builders and developers know what to expect when they consider our community and we will be better able to market to them.

Our Tourism Advisory Committee has had a busy year. This group dreams big and has great ideas and vision for our town and region. Some of the items completed last year are the new tourist webpage and new signage which will be appearing in the community soon. Thank you to the members for your hard work. Your input in invaluable.

2018-2022 ELECTED OFFICIALS

COUNCILLOR DEREK KOEL

dkoel@portmcneill.ca

Well, 2021 will certainly be one for the history books. The pandemic has dished out its fair share of surprises and setbacks for the Town, Staff and Council.

We have seen an upsurge in real estate sales, activity and interest in our area, now it is the time to plan and get it right when it comes to growth and development.

Local government moves slowly, and it has taken a while for this council to get rolling but we now have several planning initiatives on the go and it is more important than ever for us to hear from the citizens and our neighbours, and for you to get involved.

I have advocated for Town Council and Committee meeting to be recorded and posted online for years. Covid has made this a reality, you can Zoom in live or view them on your own schedule, easily accessible on YouTube. Written meeting minutes are brief and rarely give you the full story, I encourage everyone to check out the meetings on video to see the warts and all. As we enter what will be a pivotal time in the development of our community, it is more important than ever to get involved.

We are in the process of updating our Official Community Plan and doing the final touches on our Active Transportation Plan, we NEED you to be involved.

Port McNeill's residents have opinions and really care about our community, yet it always surprises me how few actual pay attention to Municipal affairs, it seems I can count them on one hand. Local government can have a big effect on your day-to-day life.

Being a Councillor has been a rewarding experience for me both personally and professionally. It has helped me to strive for that elusive work/life balance, strengthening my ties with family, friends, and the whole North Island community. I am constantly learning, meeting new people, and marveling in all the opportunities we have here on the North Island.

COUNCILLOR RYAN MITCHELL

rmitchell@portmcneill.ca

Halfway through my term as Councillor, I no longer feel like a deer caught in the headlights. Our primary role is the provision of water, sewer, garbage pick-up and road maintenance. Our staff does a great job taking care of these and other duties. Some of our accomplishments to date: Sourcing a $300,000 government grant to update the swimming pool which will allow us to open in 2021; we approved marina upgrades to the tune of $600,000. Council also completed the acquisition of a piece of land in anticipation of the potential improvement to our trail network.

Our Public Works department skillfully brushed out around our museum revealing what a great facility we have. Thanks to Julian Allan, our Public Works Manager, for maneuvering this project through the red tape to get the job done! Our Administration team has been bolstered with the appointment of Pete Nelson-Smith as CAO and Claudia Frost as CFO. I look forward to hearing from residents as we draft a new Official Community Plan (OCP). I encourage everyone to share their thoughts during the public process of creating the OCP. If there is an issue or service you would like Council to consider I will be happy to talk to you.

TOWN STAFF

Grant Revenue

- Ministry of Transportation and Infrastructure - Active Transportation Network Plan - $24,000
- Island Coastal Economic Trust - Downtown Assessment – Roger Brooks - $15,000
- UBCM – Community Wildfire Protection Plan - $25,000
- Investing in Canada Infrastructure Program – Community, Culture, Recreation – Pool Mechanical Upgrade - $219,990
- And more…

ADDED PRIORITIES

- Improve web and social media presence.
- COVID-19 Resilience and Recovery
- Improved Health and Safety “Safe Operating Procedures”

2020 Employee Opportunities

- Administrative Assistant
- Interim Harbour and Information Centre Manager
- Animal Control
- Museum

OFFICE ADMINISTRATION

Chief Administrative Officer – Pete Nelson-Smith
Chief Financial Officer – Claudia Frost
Deputy Finance Officer – Laura Evans
Administrative Assistant – Heather Swift
Reception/Finance Assistant – Shelley MacEachern
Youth Employee – Kenadii Lasota

PUBLIC WORKS

Public Works Manager – Julian Allen
Charge Hand – Scott Sinclair
Public Works Crew - Lee Hawley, Alisa Vanderberg, Carole Fraboni, Aaron Neely
Youth Employees – Chad Bell, Mandy Foldy, Matthew Harder, Kai Cyr

HARBOUR AND INFORMATION CENTRE

Manager – Emma Bates
Interim Manager – Rebecca Adams
Assistant Manager – Lucas Williams
Dock Hand - Leanna Ogden
Youth Employees – Allyson Briscoe, Chloe Noel, Ella Barrett

PORT MCNEILL MUSEUM

Supervisor - Kenadii Lasota
Staff - Michael Wickstrom
Staff - Cassadii Lasota

CONTRACT POSITIONS

Animal Control – Connie Brown
Broughton Strait Campground – Doug and Tammy Dyment
Janitor – Peg Pahti

COMMITTEES AND VOLUNTEERS

FIRE DEPARTMENT

Fire Chief – Dean Tait
Deputy Chief – Vacant
Captain – James Willson, John Cyr, Kyle Rezansoff, Andrew Fletcher
Lieutenants - Kris Jorgenson, Michael Miller, Garret Chalmers
Fire Fighters – Michael Bremner, Adam Dmetrichuk, Courtenay Guindon, T. Harder, Darren Kostiuk, Courtney Lancaster, Brody MacNeil, Michael Peterson, Michael Scott, Kyarra Tait, Allen Wilson, Shelby Wilson

EMERGENCY MANAGEMENT

Emergency Planning Coordinator – Melody Wilson
Deputy Emergency Planning Coordinator – Grant Anderson
Emergency Support Services Director – Ken Burkholder
Emergency Support Services – Pat Boyd, Christina Hinton, Linda Romuld, Kim Vanvelzen.

ADVISORY PLANNING COMMISSION

Chair – David Mitchell
Vice Chair – Jon Flintoft
Members – Charlotte Mellstrom, Kim Lefebvre, Theresa Light, Jean Wheeler

HARBOUR ADVISORY GROUP

Chair – Peter Darwin
Vice Chair – Doug Anweiler
Members – Councillor Ann-Marie Baron, Dave Iskra, Geoff Harrop, Darren Matwichuk, Luc Williams (staff)

TOURISM ADVISORY COMMITTEE

Chair – Cheryl Jorgenson
Members – Councillor Shelley Downey, Jonna Dixon, Liza Furney, Emily Grubb, Bruce McMorran, Bill McQuarrie, Rick Restell, Boni Sharpe, Laura Evans (staff), Shelley MacEachern (staff)

CHIEF ADMINISTRATIVE OFFICER

Pete Nelson-Smith
pete@portmcneill.ca

Thanks again for taking the time for having a look at the Town of Port McNeill 2020 Annual Report! Every year, we like to review where we have been, and let everyone know where we're going! Last year's Annual Report came littered with amazing photos of the goings on in and around Town, but unfortunately with the way 2020 took us, we weren't able to garner as many photos as we would have hoped!

Due to the circumstances of 2020, that year definitely took us in a different direction than we were expecting, but despite the obstacles, we were still able to get some amazing projects started and make some great strides for the future of the Town of Port McNeill. If 2019 was the year to lay the groundwork of things to come, 2020 was the year we took those plans to execution!

Through grant funding, we were able to get moving on a *Community Wildfire Protection Plan*, with our own Strategic Natural Resources leading the way, helping us through this complex planning process. And with healthy living, environment and active lifestyle in mind, through the Ministry of Transportation and Infrastructure, we received funding toward developing an *Active Transportation Network Plan*! The public feedback has been absolutely amazing, with the people of Port McNeill making great use of our online surveys, paper surveys and an amazing online interactive mapping system that let us pinpoint exactly where we wanted focus, thanks to our consultants from McElhanney Ltd. in Campbell River.

McElhanney Ltd., led by planner Kevin Brooks, also took the lead on one of the most important documents in Port McNeill's arsenal, The *Official Community Plan*, with the supporting Zoning Bylaw that accompanies such an important piece of community planning. Despite the pandemic, we were still able to hold some limited in- person engagements to get feedback on what we want for the future of this great community. Mayor, Councillors, Kevin and I, with grit and determination, through an epic rainfall, were also able to hand delivered fliers to every house in Port McNeill, to highlight this important process. 2021 will see the draft document ready for review and hopeful adoption in the fall of 2021.

Part of our successes were through the introduction of new team members! Claudia Frost joined the team in January of 2020 as our Chief Financial Officer. And after 2 years of being short one person in the Town Office, Heather Swift joined our crew as the Administrative Assistant. And as Emma Bates, our Harbour and Information Centre Manager took some leave to see an expansion to her own family, Rebecca Adams joined us as the Interim Harbour and Information Centre Manager!

I would be remiss if I did not acknowledge the rest of the Town of Port McNeill team (see Town Staff and Committee and Volunteer headings in this report) that banded together in two of the toughest years this community has seen. Working from home, adapting work plans and persevering to bring the services to each household, business and visitor in Town despite the obstacles being thrown at us in a moment-by-moment flurry to keep everyone safe. And I would be even further negligent if I did not mention every volunteer group, volunteers and caring neighbours in Port McNeill and surrounding area that glued us all together.

This one page does not even touch the amazing accomplishments we had in 2020, in defiance of the odds. I'm grateful and humbled by the amazing people I get to work with, from Council, to Staff and every one of you.

2020 GOALS AND ACCOMPLISHMENTS

OCP (OFFICIAL COMMUNITY PLAN)

The last iteration of the Port McNeill Official Community Plan was brought forward in 1997. In 2020, led by Kevin Brooks, McElhanney Ltd., out of Campbell River, we had to make some dynamic shifts in how traditional public consultation can be achieved to gather public views on what this new OCP should look like. Starting with a socially distanced in person high-level survey at the Old School Gym, plans then shifted to an online overview map of Port McNeill that users could add comments to. We then pushed forward with a mass door-to-door information hanger and engaged online with several focus groups, including the Advisory Planning Commission, a Youth Representative group, a Seniors group, a Young Families group and a Business group. Next, a more comprehensive survey was put online and mailed to each box in Port McNeill. This led to an absolutely amazing public response that will culminate in an OCP that represents where you want the Town to be!

ACTIVE TRANSPORTATION NETWORK PLAN

Active transportation is human-powered forms of commuting to work, school, recreation, socializing or running errands. Through the Ministry of Transportation and Infrastructure, funding was made available for communities to assess their communities and come up with a plan on how to enhance these different modes of transportation. The Town applied for, and received, funding to come up with such a plan, to provide up with a Network Plan that we can look forward to implementing in the short and long term. Future funding, also though the Ministry of Transportation and Infrastructure can aid in seeing these new plans come true. Look for the Active Transportation Network Plan on the Town website https://portmcneill.ca

COMMUNITY WILDFIRE PROTECTION PLAN

With increased incidents of wildfires in the Province, and noticeably more frequently on the north end of Vancouver Island, it is imperative that communities create a plan on how we can reduce our risk of wildfires, as well as increase public awareness so we are able to actively prevent wildfires from occurring. Through the Union of British Columbia Municipalities (UBCM), the Town of Port McNeill are recipients of funding from the FireSmart Community Funding & Supports Program to have our community assessed and a plan developed through locally owned and operated Strategic Natural Resources. A comprehensive review of the Town and surrounding area brought forward a plan that can be reviewed at https://portmcneill.ca

ROGER BROOKS INTERNATIONAL COMMUNITY ASSESSMENT

Through the hard work of Community Futures Mount Waddington, several local business owners and volunteers, and with financial aid from Island Coastal Economic Trust, Rural Dividends BC and gracious local donors, we were able to procure the services of world-renowned Roger Brooks International to provide “a first-time visitor’s impression of Port McNeill”. Through an amazing live presentation at the Gate House Theatre, Roger Brooks presented his findings to a full house. The assessment can be found through the Town of Port McNeill website, or a hard copy can be retrieved through the Town Office. This assessment led to many initiatives, such as the improvements to business fronts in the downtown core and a successful bid to Tourism Vancouver Island to get wayfinding signs purchased.

OUTDOOR POOL MECHANICAL UPGRADES

In early 2019, the Town provided an application to Investing in Canada Infrastructure Program (ICIP) – Community, Culture, and Recreation Program to see much needed upgrades to the Town of Port McNeill Outdoor Community Pool and tie in to the Regional District of Mount Waddington’s heat loop. In early 2020, the Province announced that the Town would be a recipient of funding towards these needed upgrades. Public Works Manager, Julian Allen, is working studiously to get this project underway for the pool to be back in full operation for 2021.

OTHER 2020 ACCOMPLISHMENTS

- Hired Array Creative to help put together a Town and Tourism Website
- Shelley Creek tree removal
- Accepted responsibility of the Port McNeill Museum
- Partner in creation of the Regional District Solid Waste Management Plan
- Regional and Port McNeill Housing Assessment

2021 GOALS AND OBJECTIVES

BEACH DRIVE SLIDE

An albatross around the Town's neck, Beach Drive has provided many challenges to the Town of Port McNeill for several decades with slides with enough energy to destroy the homes below. In December of 2020, the Town put an application in to the Provincial and Federal government to get financial aid in the massive undertaking to make this area safe again. Pending final approval, the Town is excited to finally move forward on a substantial project to divert storm water, remove overburden and further protect the homes, and lives along Beach Drive.

ECONOMIC DEVELOPMENT MANAGER

Island Coastal Economic Trust acknowledged a need in the Island Communities to rebound from the financial strain put on us through the measures taken to slow the spread of Coronavirus. To support our revival, funding was put in place for key positions in each local government organization. In 2021, the Town of Port McNeill, employing these funds, will be looking to hire a key position that will focus on further economic development for our community.

PORT MCNEILL MUSEUM AND INFORMATION CENTER

With sadness in 2020, the Port McNeill Museum Society was no longer able to sustain the operation. Already owning the Museum building, the Town will be taking up the task of picking up where the society left off. To support this new endeavor, in 2021, a new supervisory position will be open to see the Museum, and the Visitor Information Centre, into our future. The start of this new branch will be in the inception of the Town's newest committee, the Museum Committee, which will bring forward ideas to Council on the future of the Museum needs and ideas for promotions, working closely with the already established Tourism Advisory Committee who will continue their role in promoting Port McNeill as a destination.

PORT MCNEILL MUNICIPAL HARBOUR UPGRADES

The spine of the Port McNeill Municipal Harbour's infrastructure, "P" dock, has seen this integral part of the "Port" in Port McNeill for several decades. Time and use has taken its toll, and the Town is moving forward with Blue Water Systems to see some much needed improvements and upgrades, not only to the floating portion of our dock system, but also the ramp and approach, making the facility safer and more accessible.

FIRE PUMPER TRUCK

Pumper Truck #3 has seen its fair share of use, being the supportive and then secondary unit to protect our community for over two decades. In 2015, the Fire Underwriters provided a report to Port McNeill, outlining how we can continue to improve our services to the community. One of these recommendations was the replacement of Pumper Truck #3. In 2021, the Town will be putting out requests for a supplier to purchase a replacement Fire Pumper truck.

WATERFRONT GATHERING PLACE

In 2020, a group of energetic and passionate community members came to Council with a vision. This was a dream that has been 30 years in the making. To establish a multi-use, family friendly gathering place at the waterfront in Port McNeill. With minimal support through the Town, this group pulled together this idea and, in hopes to see their dream come to fruition, they have applied for funding through the Healthy Communities Initiative. Council has provided more support in creating a Waterfront Improvement Committee of very diverse members to aid in this undertaking.

OTHER 2021 OBJECTIVES

- Hire a Deputy Corporate Officer
- Pioneer Hill sidewalk
- Adoption of Community Wildfire Protection Plan
- Adoption of Active Transportation Network Plan
- Adoption of Official Community Plan
- Harbour shower upgrades

PUBLIC WORKS MANAGER

Julian Allen
pmworks@portmcneill.ca

2020 was a very challenging yet productive year for the Public Works department. Although COVID 19 threw us all a curve ball, we still managed to navigate our way through this challenge and with the addition of another full-time employee we accomplished a lot of meaningful in-house work and several projects. One of the unfortunate casualties of the pandemic was the fact that the swimming pool remained closed for the season, however, on a brighter note the Capital Project of a mechanical upgrade was approved by Mayor and Council and was well underway prior to the end of the year.

Along with the regular maintenance of the town buildings, roads and sidewalks, parks, campground, the sewage treatment plant and sanitary sewers, wells, and water distribution system, one of the main focuses of the department was to gain control of the "fugitive water" throughout the Town. This can be in the form of poor condition, installation or even design of the Storm Sewer system which is in place to convey surface and groundwater to the ocean in a controlled manner. New installation and repairs were completed. Also, water leaks on the potable water system, (quite often water service connections to private property), contribute to this uncontrolled water issue which can cause severe property damage were eliminated. Two major projects, which deal with this fugitive water, were approved in 2020 but due to the lack of lead time for contractors were regrettably deferred to 2021. These were the installation of a new storm sewer system and regrading of two intersections on Haddington Crescent to control surface water and the installation of a comprehensive drainage system on the bank above Beach drive. In order to move forward better with these larger projects, in- depth assessments including hydraulic modelling of the Storm Sewer, Sanitary Sewer and in 2020 the Potable Water System have been completed which highlight in order of priority the deficiencies with them. This now allows the department to have many shelf ready projects to propose when compiling the Five Year Financial Plan Bylaw. Other projects included substantial overhauls of critical mobile equipment, (the Brine truck and sewer flusher), continued instrumentation upgrades to the sewer treatment plant and potable water system and start of installation of another new sidewalk on Pioneer Hill drive to further improve the safety of pedestrian traffic.

As in the previous year the hiring of four summer youth employees allowed for fire hydrant servicing and a whole host of other work to be completed during the summer months which ensures a good level of service to the residents of the town. These local youth working alongside a committed Public Works crew continuously improve the town and make it one to be proud of.

HARBOUR AND INFORMATION CENTRE

Rebecca Adams (Interim)
manager@portmcneillharbour.ca

MUNICIPAL AND SMALL CRAFT HARBOUR

2020 had many successes accompanied with challenges. From staffing to the Covid-19 pandemic, the operations saw another busy year from start to finish. The concrete dock supported both commercial and fishing operations throughout the year. Due to travel restrictions, the Municipal Dock saw an increase in local vessel traffic and a large decrease in recreational use of larger vessels.
With the Harbour Manager, Emma Bates, away on a maternity leave, Assistant Manager, Lucas Williams, over saw the day to day operations and management throughout the majority of the year. Seasonal support provided department assistance increased summer support from part time employee Leanna Ogden and summer students, Allison Briscoe (2nd year), Chloe Noel (2nd year), and Ella Barrett. In the fall Interim Harbour Manager, Rebecca Adams, was hired for operations and management.
The Harbour had an extra challenge of a barge capsizing in December. This showcased our Harbour's collaboration with outside agencies and contractors, while continuing to maintain daily operations.

HARBOUR 2020 ACCOMPLISHMENTS

- Replacement of "P" Dock and Municipal Ramp tender awarded to Blue Water Systems
- Development of Staff Operations Manual.
- Completion of LED lighting upgrade.
- Completion of repairs to Municipal Dock approach foundation.
- 2020 Dock repair list completed
- Electronic Dock walks were developed.
- New electric bilge pump purchased and ready for use.
- Warranty for dock carts replacements implemented.
- Completion of upgrading the security cameras

HARBOUR 2021 GOALS

- Municipal Ramp and P Dock Replacement installation
- Harbour Shower Building
- Harbour Parking Lot B
- 2021-2022 Harbour Dock Repairs List Started
- Harbour Electrical Schematics
- Harbour E Dock Plans
- Completion of Staff Operations Manual
- Development of Manager Operations Manual
- Development of Debt Collection Policy
- 2021 Rate Changes
- Repairs to MOT Wharf from barge incident
- Switch to QuickBooks

VISITOR INFORMATION CENTRE (VIC)

The Visitor Centre continued to provide services that enhanced visitors' authentic experiences, although we saw a significant decrease in the number of in-person visits. Due to Covid-19, a number of new procedures and limitations were put into effect within the Visitor Centre to decrease transmission of disease. An emphasis was placed on our online presence through various online platforms – Destination BC, Trip Advisor, Google Business Listing, Face Book, and Instagram. This improved the ability to access our Centre, reach out to visitors, find information online regarding our hours of operations, directional information, location, and community events. Accessibility to visitors was improved by the installation of additional banners on Beach Drive. The signs provide distance information to assist visitors, arriving by car, to find our Centre once they have entered off the highway. Staff worked closely with Array Studios to develop a tourism specific website for Port McNeill.

VIC 2020 ACCOMPLISHMENTS

- Covid Safe Work Practices and signage introduced.
- TVIC training requirements changed and implemented.
- Development of Tourism website

VIC 2021 GOALS AND OBJECTIVES

- Visitor Centre and Museum to split off into own department.
- Interim Visitor Centre and Museum Supervisor to be hired.
- Develop and implement youth low/no cost programs to encourage local tourism.
- Develop and implement Tourism catalog rack
- Create Supervisor Operations Manual and Resource binder

PORT MCNEILL VOLUNTEER FIRE RESCUE

Led by Fire Chief Dean Tait and supported by 22 other volunteers, the Port McNeill Volunteer Fire Department protects our community from fires and provides support on our highways to save lives. They also back up other communities in times of need and in their free time, continue to train and study to further their capabilities in aiding the communities of the North Island. But they also do much, much more than that:

2020 ACCOMPLISHMENTS

Through their hard work, dedication and volunteer spirit, several members were able to accomplish a move in ranking within the Fire Department. Congratulations to Michael Miller and Garrett Chalmers on your promotion to Lieutenant, and to John Cyr, Andrew Fletcher and Kyle Rezansoff for their promotion to rank of Captain! And, along with the rest of the Town volunteers and other emergency services, our own PMVFD showed pride in our community by overcoming adversity of the COVID pandemic, not only ensuring the members were properly equipped for their personal safety and the safety of those we serve, but also taking the time to brighten the lives of so many others by taking part in a multitude of parades, for many birthdays and to help celebrate the 2020 Grad Class!

Other 2020 Accomplishments include:

Training:

- 8 members finished their book work 1001 testing through VIERA (Vancouver Island Emergency Response Academy)
- Hazmat training (Hazardous Material)
- RIT (Rapid Intervention Team) training through PREPARE 4
- Due too Covid 19 practices have been limited to smaller groups and multiple different practices in a night
- Forcible entry through PREPARE 4
- PMVFD members to Sointula to help train in auto-extrication
- S-200 course

Community Service:

- Attended 89 call outs throughout 2020
- Obtained collector plates for Pumper Truck #1
- Grad 2020 parade
- COVID friendly Halloween Treat Station
- 2020 Emergency Services Holiday Parade
- Response to the December 24th barge sinking

Mosaic

MOWI

Equipment Purchases:

- Water Tender 1
- New rescue tools
- Rescue equipment
- Wildfire equipment
- Hoses structural and wild land
- Paratech stabilization equipment by donation from Western, MOWI , Lemare, Mosaic.

Western Forest Products

2021 GOALS:

- Through grant funding, major hall upgrades including:
  - Breathing apparatus compressor
  - Generator to power the whole hall
  - Roof, flooring and paint
  - Electrical upgrades
- Purchase of a new Pumper Truck
- Display cover for Pumper #1
- Annual Halloween Fireworks display
- Improved personal equipment for firefighters
- Exercise alternatives for firefighters
- Continue to support volunteer groups

PORT MCNEILL RCMP

http://www.portmcneill.bc.rcmp-grc.gc.ca/

The Port McNeill RCMP Detachment is operating fully staffed and fully operational. We have sufficient resources and materiel to take us into 2022. We are making regular patrols to all of our communities, throughout our policing region. Our staff have been participating in a number of community functions in support of youth, seniors and Indigenous communities.
We will continue to focus on traffic safety and substances abuse throughout the year and into 2022.

Months: April 1st, 2020 to March 31, 2021	TOTAL	PORT MCNEILL
Total # of Files	1600	1169
Road Blocks - 8120/6	23	19
Street Checks	29	29
Assaults - 1410:1480/0:90	61	24
Sex Assaults - 1310:1356/0	12	6
Missing Persons - 8190/3:33	29	22
B&E Residence - 2120/2:4	7	5
B&E Commercial - 2120/1	0	0
Mischief - 2170/1:4	39	27
Mental Health - 7300/Z34	94	57
Shoplifting - 2133/0 & 2143/0	5	5
Theft From Motor Vehicle - 2132/0 & 2142/0	1	1
False Alarm - 8190/9	69	64
Bylaw – Noise Complaint - 8100/20	15	15
Intoxicated in Public Place - 7100/3	14	13
Breach of Peace - 8350/0	56	33
Unspecified Assistance - 8190/1	75	51
Abandoned 9-1-1 - 8190/80	46	28
Motor Vehicle Accidents - 8130/1:60	68	40
Drugs Files - 4110:4160/0:10 & 4210:4260/0:16	8	8
Prisoners		
Breach of Probation - 3520/0	5	2
Cause Disturbance - 3430/0	37	25
Impaired Driving Investigations (Includes IRPs) 9210:9235/0:40 & 8120/40:50	59	44

Cops for Cancer

EMERGENCY OPERATIONS

portmcneill.epc@gmail.com

In 2020, the Town's Emergency Management Team made some transitions. After many years at the helm of our Emergency Operations, Grant Anderson and Cliff Slack took their leave, handing the keys over to the former lead of our Emergency Support Services (ESS), Melody Wilson. A huge thanks goes out to Grant and Cliff for their service to the community, and a warm and gracious welcome to Melody, who landed in the lead, just as a world-wide emergency took over.

To replace Melody in the ESS, Ken Burkholder stepped up to the task. With years of service as a key member of the ESS, Ken is a natural in the position, and has been key with his involvement in several successful grant applications that have provided much needed supplies, training and support for our Emergency Support Services.

2020 SUCCESSES

- Melody Wilson appointed to Emergency Planning Coordinator
- Grant Anderson stayed on in the Deputy Coordinator position
- Ken Burkholder appointed to Emergency Support Services Director, with assistance through Pat Boyd, Christina Hinton, Linda Romuld, Kim Vanvelzen.
- Successful direction, support and many, many hours spent helping the Town of Port McNeill and surrounding communities navigate the COVID-19 pandemic and state of emergency

2021 GOALS

- Continue team training
- Build mobile Emergency Operations Centre mobile unit with grant funding through UBCM
- Consider logistics in including warming centers into the Emergency Plan

FINANCE DEPARTMENT

Claudia Frost
cfo@portmcneill.ca

The year 2020, was a challenging year for everyone, including the finance department.

Starting with the team in January, I was able to work closely with Laura Evans, previously the Finance Assistant, to a more important role of Deputy Finance Officer.

The Provincial Government provided guidance to local governments and extended statutory reporting requirements to help ease the restrictions caused by COVID-19.

Some staff worked from home, while others were able to be self-contained within the office environment. At Tax time the office was open with the safety measures in place to protect the Town residents and the office staff.

The Town choose to use the Alternative Tax Scheme for the 2020 Property Taxes. Thus, the current taxes were due on July 2, 2020, and a 5% penalty would apply to outstanding current taxes on October 1, 2020. This gave taxpayers an extra 90 days to pay their taxes before the 5% penalty (a decrease from the normal 10% penalty) would be applied on overdue current taxes. The Town also choose to extend the Tax Sale to September 2021, which was allowed through the Provincial Government, thus there was no tax sale in 2020.

Top row: Shelley MacEachern, Pete Nelson-Smith, Kenadii Lasota
Bottom row: Laura Evans, Claudia Frost

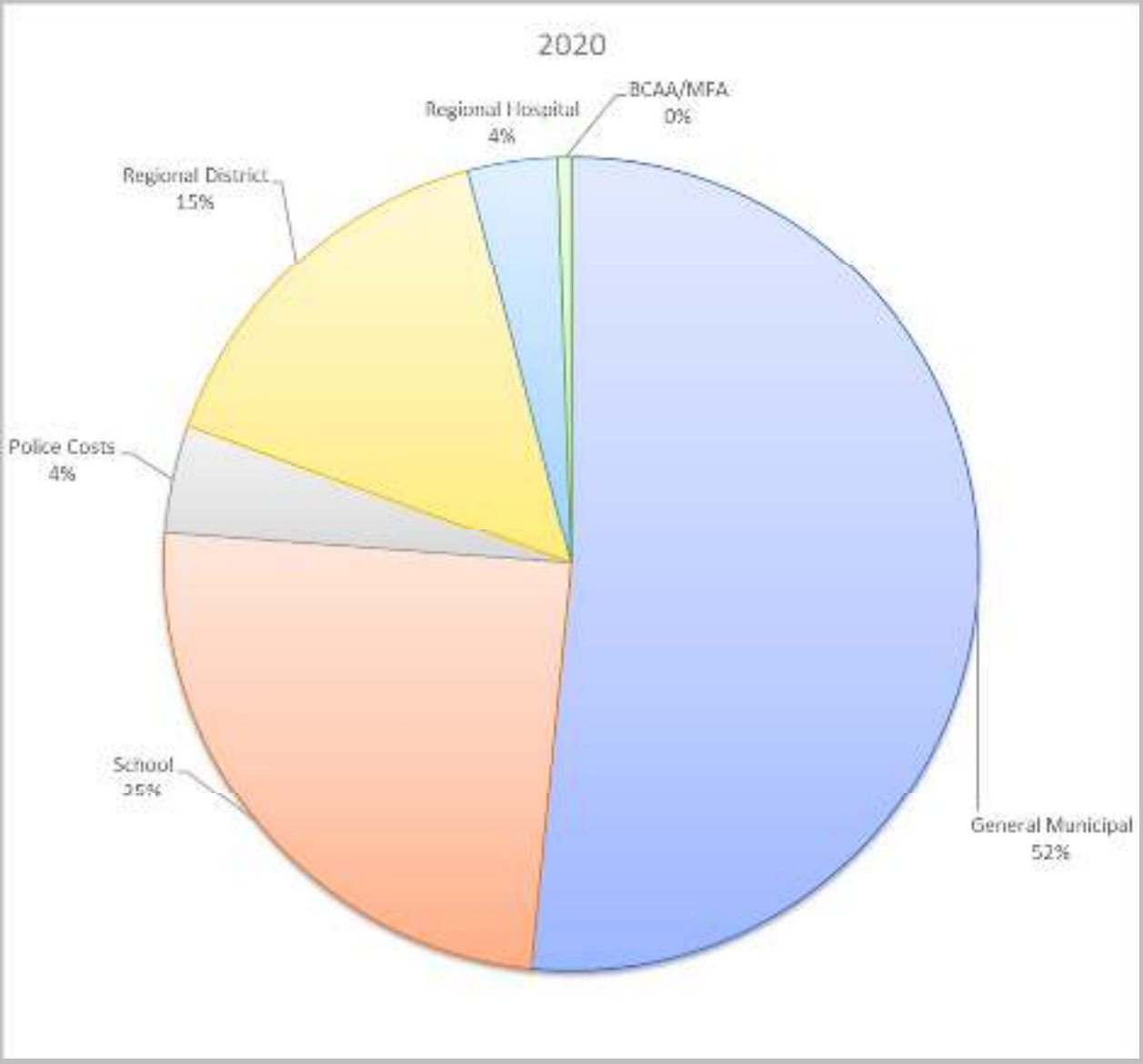
2020 PERMISSIVE EXEMPTIONS REPORT

Tax exemption provided by a council under Division 7 (Permissive Tax Exemptions) of Part 7 (Municipal Revenue), the amount of property taxes that would have been imposed on the property in the previous year if it were not exempt for that year by bylaw.

PROPERTY	Folio	Class	Land Value	Building Value	Exempt by Statue	Exempt by Bylaw	TOTAL TAX INCOME FOREGONE
Bishop of Victoria	893.452	8	97,300	78,700	0	176,000	746.46
Broughton Curling Club	790.001	6	65,400	727,000	10,000	782,400	12,038.08
Broughton Strait Campground	2.000	6	3,200	28,700	10,000	21,900	336.96
	2.000	8	62,600	0	0	62,600	265.50
Church of Jesus Christ of Latter-day Saints	885.626	8	182,400	201,000	0	383,400	1,626.10
Full Gospel Church	885.256	8	45,500	291,000	0	336,500	1,427.19
Guide / Scout Hall	101.000	8	107,000	144,000	0	251,000	1,064.56
North Island Community Services Society (Thrift Store)	720.000	6	79,300	58,400	10,000	127,700	1,964.80
Port McNeill Baptist Church	885.370	8	108,400	256,000	0	364,400	1,545.52
Port McNeill Lions Club	893.450	8	125,000	208,000	0	333,000	1,412.34
Royal Canadian Legion Branch 281	886.005	6	68,600	91,600	10,000	150,200	2,310.99
United Church of Canada	692.000	8	100,600	182,000	0	282,600	1,198.58
TOTALS			1,045,300	2,266,400	40,000	3,271,700	$25,937.10

2020 PROPERTY TAXES

Property taxes paid to the Town cover a wide variety of services that are provided to the residents of Port McNeill. The Town collects taxes on behalf of other governments and these taxes account for 48% of the total property taxes collect.



What Do Your Taxes Pay For?

Wages	Infrastructure	Equipment	Road/Land	Administration
Administrative	Municipal Office	Backhoe	Sidewalks	Council conferences
Building Inspector	Information Center	Public Works trucks	Signage	Staff conferences
Bylaw Officer	Public Works Shop	Lawn Mowers	Storm drains	Staff training
Public Works	Public Works Yard	Loader	Dust control	Hydro
Corporate	Old School	Tractor	Paving	Insurance
Finance	Broughton Campground	Water works truck	Crack sealing	Legal Fees
Harbour	Community Hall	Brine truck	Brine removal	Computers
Tourism	Library	Dumptruck	Grading	Software
Emergency	Museum	Portable generators	Sand/Salt	Mines operator
Cemetery	Dog Pound	Equipment attachments	Elva painting	Bylaws
Grants	Fire hydrants	Playground equipment	Street lighting	Public correspondence
Planning	Water Tower	Fencing	Cemetery	Government reporting
Communications	Water Wells	Fire Truck	Parks	Human resources
Fire	Underground water pipes	Fire Pumper Truck	Harbour	Meetings
	Underground sewer pipes	Fire Rescue	Brushing	Cemetery mimic
	Lift stations	Fire Apparatus		Parcels
	Sewer Treatment Plant			Lease agreements
	Harbour Docks			Grants
	Harbour Office			Licensing
	Airport			Communications
	Outdoor Pool			
	Fire Station			
	Ambulance Station			
	Solid Waste/Reward			
	Recycling			

2020 FINANCIAL STATEMENTS

(following pages)

TOWN OF PORT MCNEILL

Financial Statements

December 31, 2020

TOWN OF PORT MCNEILL

Index to Financial Statements

Year Ended December 31, 2020

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MANAGEMENT REPORT

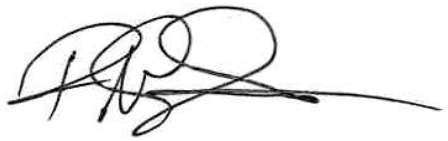
December 31, 2020

The Mayor and Council of the Town of Port McNeill has delegated the responsibility for the integrity and objectivity of the financial information contained in the financial statements to the management of the Town of Port McNeill. The financial statements which, in part, are based on informed judgments and estimates, have been prepared by management in accordance with Canadian public sector accounting standards, which have been applied on a basis consistent with that of the preceding year.

To assist in carrying out their responsibility, management maintains an accounting system and internal controls to provide reasonable assurance that transactions are properly authorized and recorded in compliance with legislative and regulatory requirements and that financial records are reliable for preparation of the financial statements. These systems are monitored and evaluated by management.

The Town of Port McNeill's independent auditors, Chan Nowosad Boates Inc., Chartered Professional Accountants, are engaged to express an opinion as to whether these financial statements present fairly the Town of Port McNeill's financial position and operating results in accordance with Canadian public sector accounting standards. Their opinion is based on procedures they consider sufficient to support such an opinion.

The financial statements have, in management's opinion, been properly prepared within reasonable limits of materiality and in accordance with Canadian public sector accounting standards. These financial statements present, in all significant respects the financial position of the Town of Port McNeill as at December 31, 2020.



Pete Nelson-Smith
Chief Administrative Officer
April 13, 2021

INDEPENDENT AUDITORS' REPORT

To the Mayor and Council of the Town of Port McNeill

Opinion

We have audited the accompanying financial statements of the Town of Port McNeill (the "Town"), which comprise the statement of financial position as at December 31, 2020, and the statements of operations, changes in net financial assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information (hereinafter referred to as the "financial statements").

In our opinion, the Town's financial statements present fairly, in all material respects, the financial position of the Town as at December 31, 2020, and of its financial performance and its cash flows for the year then ended. The financial statements have been prepared by management in accordance with Canadian public sector accounting standards.

Basis of Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report.

We are independent of the Town in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis of our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Town's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management intends for the Town to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for over-seeing the Town's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of the users taken on the basis of these financial statements.

Auditors' Responsibilities for the Audit of the Financial Statements (continued)

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Town's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Town to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chan Nowosad Boates Inc

Chartered Professional Accountants
Campbell River, BC

April 13, 2021

TOWN OF PORT MCNEILL

Statement of Financial Position

December 31, 2020

	2020	2019
	$	$
FINANCIAL ASSETS		
Cash	5,349,796	3,811,005
Portfolio Investments **(Note 2)**	982,161	944,921
Accounts Receivable **(Note 3)**	216,638	240,791
Investment in Government Business Enterprises **(Note 4)**	250,979	361,901
	6,799,574	5,358,618
LIABILITIES		
Accounts Payable **(Note 5)**	333,750	366,942
Deferred Revenue **(Note 6)**	404,852	289,553
Long Term Debt **(Note 7)**	1,150,159	1,240,350
	1,888,761	1,896,845
NET FINANCIAL ASSETS	4,910,813	3,461,773
NON-FINANCIAL ASSETS		
Prepaid Expenses	57,503	58,502
Tangible Capital Assets **(Note 8)**	24,719,478	25,388,020
	24,776,981	25,446,522
ACCUMULATED SURPLUS (Note 12)	29,687,794	28,908,295

Contingent Liabilities (Note 10)

Approved by:

Mayor

Chief Administrative Officer

TOWN OF PORT MCNEILL

Statement of Operations

Year Ended December 31, 2020

	2020		
	Budget	Actual	2019
	$	$	$
	(Note 13)		
Revenues (Schedules 2 and 3)			
Taxation	1,501,601	1,498,539	1,464,334
Payments in Lieu of Taxes	56,524	55,678	50,989
Sale of Goods and Services	1,396,179	1,454,628	1,573,011
Interest and Investment Income	91,000	86,810	1,072,988
Government Transfers **(Schedule 1)**	947,030	1,517,113	782,618
	3,992,334	4,612,768	4,943,940
Expenditures (Schedules 2 and 3)			
General Government Services	1,163,385	1,635,841	1,772,260
Recreation and Parks Services	304,388	333,819	484,150
Protective Services	183,487	230,144	279,147
Solid Waste	198,030	205,650	199,336
Sewer Services	162,949	439,380	441,248
Water Services	272,803	403,391	397,754
Harbour and Dock	356,213	585,044	666,416
	2,641,255	3,833,269	4,240,311
Annual Surplus	1,351,079	779,499	703,629
Accumulated Surplus - Beginning of Year	28,908,295	28,908,295	28,204,666
Accumulated Surplus - End of Year	30,259,374	29,687,794	28,908,295

TOWN OF PORT MCNEILL

Statement of Change in Net Financial Assets

Year Ended December 31, 2020

	2020		
	Budget	Actual	2019
	$	$	$
	(Note 13)		
Annual Surplus	1,351,079	779,499	703,629
Use of Prepaid Expenses	-	58,502	95,194
Acquisition of Prepaid Expenses	-	(57,503)	(58,502)
Net Acquisition of Tangible Capital Assets	(2,217,697)	(550,657)	(622,939)
Amortization of Tangible Capital Assets	-	1,219,199	1,211,312
	(866,618)	1,449,040	1,328,694
Net Financial Assets - Beginning of Year	3,461,773	3,461,773	2,133,079
Net Financial Assets - End of Year	2,595,155	4,910,813	3,461,773

TOWN OF PORT MCNEILL

Statement of Cash Flows

Year Ended December 31, 2020

	2020	2019
	$	$
Cash Flows From Operating Activities:		
Annual Surplus	779,499	703,629
Items Not Involving Cash		
Amortization of Tangible Capital Assets	1,219,199	1,211,312
	1,998,698	1,914,941
Changes in Non-Cash Operating Balances		
Accounts and Taxes Receivable	24,153	287,157
Accounts Payable	(33,193)	(42,090)
Deferred Revenue	115,299	184,789
Prepaid Expenses	999	36,692
	2,105,956	2,381,489
Cash Flows From Capital Activities:		
Purchase of Tangible Capital Assets	(550,657)	(622,939)
Cash Flows From Investing Activities:		
Purchase of Portfolio Investments	(37,240)	(23,656)
Distributions from Government Business Enterprises	90,000	707,946
Income from Government Business Enterprises	20,923	(1,000,955)
Repayments of Long Term Debt	(90,191)	(86,723)
	(16,508)	(403,388)
Increase in Cash and Cash Equivalents	1,538,791	1,355,162
Cash and Cash Equivalents - Beginning of Year	3,811,005	2,455,843
Cash and Cash Equivalents - End of Year	5,349,796	3,811,005

The Town of Port McNeill (the "Town") was incorporated as a municipality on February 18, 1966 under the provisions of the British Columbia Municipal Act. Its principal activities are the provision of local government services to the residents of the Town. These services include fire protection, public works, planning, parks and recreation, water distribution and sewer collection, and other general government services, as governed by the Community Charter and Local Government Act.

1. Significant Accounting Policies:

a) Basis of Presentation:
The Town prepares its financial statements in accordance with Canadian public sector accounting standards using guidelines developed by the Public Sector Accounting Board ("PSAS") for the Chartered Professional Accountants of Canada.

b) Cash:
Cash consists of cash on hand and demand deposits.

c) Portfolio Investments:
Investments are comprised entirely of Municipal Finance Authority (MFA) pooled investments including money market, intermediate and short-term bond funds. Portfolio investments are carried at market value.

d) Investment in Government Business Enterprises:
Investment in Government Business Enterprises are accounted for using the modified equity method.

f) Tangible Capital Assets:
Tangible capital assets are recorded at cost less accumulated amortization and are classified according to their functional use. Cost includes amounts that are directly related to the acquisition, design, construction, development, improvement or betterment of the assets. Amortization is recorded on a straight-line basis over the estimated useful life of the tangible capital asset commencing once the asset is in use. Donated tangible capital assets are recorded at fair value at the time of the donation.

Estimated useful lives of tangible capital assets are as follows:

Buildings	20 to 40 years
Automotive	10 to 30 years
Equipment	5 to 15 years
Water and Sewer Infrastructure	30 to 80 years
Paving and Lighting	40 to 50 years
Storm Drains	60 to 80 years
Harbour	10 to 40 years

d) Collection of Taxes on Behalf of Other Taxation Authorities:
The Town collects taxation on behalf of other entities. Such levies, other revenues, expenses, assets and liabilities with respect to the operations of these other entities are not reflected in these financial statements. Levies imposed by other taxing authorities are not included as taxes for municipal purposes.

1. Significant Accounting Policies (Continued):

e) Deferred Revenue:
Funds received for specific purposes which are externally restricted by legislation, regulation or agreement and are not available for general municipal purposes are accounted for as deferred revenue on the statement of financial position. The revenue is recognized in the statement of operations in the year in which it is used for the specific purpose.

f) Revenue Recognition:
Revenues are recorded on the accrual basis of accounting and are recorded in the period in which the transaction or events occurred.

Taxes are recorded at estimated amounts when they meet the definition of an asset, have been authorized and the taxable event occurs. Tax revenue is initially measured at management's best estimate of the amount resulting from the original taxable event in accordance with tax legislation. Through the British Columbia Assessment's appeal process, taxes may be adjusted by way of supplementary roll adjustments. The affects of these adjustments on taxes are recognized at the time they are awarded. Charges for utility usage are recorded as user fees. Connection fee revenues are recognized when the connection has been established.

Government transfers, which include legislative grants, are recognized when received if the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability.

Sale of goods and services and other revenues are recognized when the service is provided or the amount is earned, when the amount can be estimated and when collection is reasonably assured. Amounts received in advance of services being rendered are recorded as deferred revenue until the Town discharges the obligation that led to the collection of the funds.

g) Administration Apportionment:
A percentage of certain budgeted general government services expenses of the Town has been allocated to other functions. These expenses include wages of administrative staff and the public works supervisor and utility discounts. Wages are allocated based on actual time spent in various segments, and utilities discounts are allocated based on the percentage of utilities revenue that relates to each segment.

h) Financial Instruments:
Financial instruments consist of cash, portfolio investments, accounts receivable and accounts payable. Unless otherwise noted, it is management's opinion that the Town is not exposed to significant interest rate, currency or credit risk arising from these financial instruments.

i) Use of Estimates:
The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements, as well as the reported amounts of revenue and expenses during the reporting period.

Significant areas requiring the use of management estimates relates to the collectability of accounts receivable, valuation of investments, estimates of contingent liabilities, the provision of amortization and the estimation of potential environmental liabilities. Actual results could differ from management's best estimates as additional information becomes available in the future.

1. Significant Accounting Policies (Continued):

j) Contaminated Sites:

Governments are required to accrue a liability for the costs to remediate a contaminated site. Liabilities are recognized when an environmental standard exists, contamination exceeds the standards, the government has a responsibility for the remediation, future economic benefits will be given up, and a reasonable estimate can be made.

Management has assessed its potential liabilities under the new standard including sites that are no longer in productive use and sites which the Town accepts responsibility. There were no such sites that had contamination in excess of an environmental standard which required remediation, therefore no liability was recognized as at December 31, 2020 or December 31, 2019.

2. Portfolio Investments:

Portfolio investments includes $982,161 (2019 - $944,921) held with the Municipal Finance Authority (MFA) in money market, intermediate and bond funds. These investments are carried at market value.

3. Accounts Receivable:

	2020 $	2019 $
Property Taxes and Utilities	117,493	151,129
Other Governments	27,757	31,883
Trade and Other	93,727	75,595
Allowance for Doubtful Accounts	(22,339)	(17,816)
	216,638	240,791

4. Investment in Government Business Enterprises:

The Town has a 33% ownership interest in North Island Community Forestry Ltd. (NICFL) and North Island Community Forest Limited Partnership (NICFLP). The investments in NICFL and NICFLP are reported as a government business enterprise and accounted for using the modified equity method. Under this method, the government businesses' accounting principles are not adjusted to conform with those of the Town and inter-corporate transactions are not eliminated.

As a government business enterprise, the NICFLP is required to report under International Financial Reporting Standards (IFRS). In the prior and current years, the NICFLP financial statements were prepared under Canadian Accounting Standards for Private Enterprises (ASPE). Any differences between ASPE and IFRS are considered to be insignificant.

4. Investment in Government Business Enterprises (Continued):

The summary of the Town's investment in government business enterprises is as follows:

	2020 $	2019 $
NICFLP	229,193	340,071
NICFL	21,786	21,830
	250,979	361,901

The condensed supplementary financial information of the Town's investments in government business enterprises is as follows:

	2020 $	2019 $
Total Assets	795,226	1,132,061
Total Liabilities	42,289	46,357
Total Equity	752,937	1,085,704
Total Liabilities and Equity	795,226	1,132,061
Revenue	6,480	3,029,866
Expenses	69,746	62,813
Net Income	(63,266)	2,967,053

5. Accounts Payable:

	2020 $	2019 $
Other Governments	53,864	101,245
Trade and Other	236,194	219,370
Payroll Liabilities	43,692	46,327
	333,750	366,942

6. Deferred Revenue:

	2019 $	Collections $	Transfers $	2020 $
Community Works Fund	183,452	153,541	(36,412)	300,581
Municipal Regional District Tax	48,137	35,093	(38,070)	45,160
Harbour Annual Contracts	44,237	39,544	(44,236)	39,545
Miscellaneous	7,245	12,800	(7,245)	12,800
Cemetery Fund	6,482	284	-	6,766
	289,553	241,262	(125,963)	404,852

7. Long Term Debt:

The Town has debt instruments through the Municipal Finance Authority (MFA) obtained for the purposes of funding Water Infrastructure. The gross amount borrowed for Water in 2008 on Water Debenture #116 was $1,400,000 and for Water Debenture #103 in 2011 was $500,000. Both loans are amortized over a twenty year period. The current balance of long-term debt is as follows:

	2020 $	2019 $
Total Outstanding Debt - Beginning of Year	1,240,350	1,327,073
Reduction of Long-Term Debt	(90,191)	(86,723)
Total Outstanding Debt - End of Year	1,150,159	1,240,350

The interest rate for the year on Water Debenture #116 was 4.44% (2019 - 4.40%) and on Water Debenture #103 was 1.61% (2019 - 1.81%). The interest expense on the debt in the year ended December 31, 2020 is $72,050 (2019 - $72,050).

Future payments on net outstanding debt over the next five years are:

	Water Debenture #116 $	Water Debenture #103 $	Total $
2021	66,916	26,883	93,799
2022	69,593	27,958	97,551
2023	72,377	29,076	101,453
2024	75,272	30,239	105,511
2025	78,283	31,449	109,732
	362,441	145,605	508,046

The MFA of British Columbia provides capital financing for regional districts and their member municipalities. The MFA is required to establish a debt reserve fund. Each regional district, through its member municipalities who are in the proceeds of the debt issue, is required to pay into the debt reserve fund certain amounts set out in the debt agreements. The MFA pays into the debt reserve fund these monies from which interest earned thereon less administrative expenses becomes an obligation to the regional districts. It must then use this fund if at any time there are insufficient funds to meet payments on its obligations. When this occurs, the regional districts may be called upon to restore the fund.

Upon maturity of a debt issue, the unused portion of the debt reserve fund established for the issue will be discharged to the Town. The proceeds from these discharges will be credited to income in the year they are received. As at December 31, 2020, the Town debt reserve fund was $79,470 (2019 - $78,955).

8. Tangible Capital Assets:

	Cost				Accumulated Amortization				Net Book Value	
	Opening $	Additions $	Disposals $	Closing $	Opening $	Amort $	Disposals $	Closing $	2020 $	2019 $
General Capital Assets										
Land	1,352,069	37,000	-	1,389,069	-	-	-	-	1,389,069	1,352,069
Buildings	19,795,943	68,262	-	19,864,205	15,996,079	377,145	-	16,373,224	3,490,981	3,799,864
Automotive	960,612	145,056	-	1,105,668	487,664	43,545	-	531,209	574,459	472,948
Equipment	978,422	136,362	-	1,114,784	681,836	79,793	-	761,629	353,155	296,586
Work in Progress	-	152,495	-	152,495	-	-	-	-	152,495	-
Engineered Structures										
Water Infrastructure	12,443,970	-	-	12,443,970	3,394,519	154,289	-	3,548,808	8,895,162	9,049,451
Sewer Infrastructure	9,656,718	-	-	9,656,718	5,863,016	145,395	-	6,008,411	3,648,307	3,793,702
Paving and Lighting	28,943,710	-	-	28,943,710	27,316,254	266,426	-	27,582,680	1,361,030	1,627,456
Storm Drains	2,082,940	-	-	2,082,940	780,811	26,891	-	807,702	1,275,238	1,302,129
Harbour	4,834,322	11,482	-	4,845,804	1,140,507	125,715	-	1,266,222	3,579,582	3,693,815
	81,048,706	550,657	-	81,599,363	55,660,686	1,219,199	-	56,879,885	24,719,478	25,388,020

Included in Work in Progress at December 31, 2020 is $152,495 (2019 - $nil) of capitalized costs for various capital projects that are not presently being amortized as a result of the projects being in various stages of construction and development and not yet being in use. The assets are expected to be placed in use during the year ending December 31, 2021, at which time amortization will begin to be recorded on the assets.

9. Collections for Other Governments:

	Actual 2020 $	Actual 2019 $
Province of British Columbia - School Tax	714,659	798,351
Regional Hospital District of Mount Waddington	103,732	99,721
Mount Waddington Regional District	448,362	431,684
Municipal Finance Authority	71	65
British Columbia Assessment Authority	15,638	13,857
Province of BC - Police Tax	127,015	116,918
	1,409,477	1,460,596

10. Contingent Liabilities:

(a) The Town is a member of the Municipal Insurance Association of British Columbia and is contingently liable for claims that are in excess of insurance funds as a member. As at December 31, 2020, the Town is not liable for any claims that are in excess of insurance funds.

(b) The Town has a lease with the Crown in right of the Province of British Columbia for the land on which the Town operates its harbour. This is a 30-year lease, which expires on January 1, 2032. Annual payments total $14,061.

(c) As a member of the Mount Waddington Regional District, the Town is responsible for its portion of operating deficits or the long-term debt related function in which it participates.

11. Pension Plan:

The Town and its employees contribute to the Municipal Pension Plan (a jointly trusteed pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2019, the plan had about 213,000 active members and approximately 106,000 retired members. Active members include approximately 41,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry- age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2018, indicated a $2,866 million funding surplus for basic pension benefits on a going concern basis.

The Town paid $68,465 (2019 - $56,926) of employer contributions while employees contributed $60,594 (2019 - $50,670) to the plan in fiscal 2020.

The next valuation will be as at December 31, 2021, with results available in 2022.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

12. Accumulated Surplus:

The Town segregates its accumulated surplus in the following categories:

	2020 $	2019 $
Accumulated Surplus		
Operating Surplus	1,075,243	182,209
Statutory Reserves	2,750,062	2,960,330
Internally Restricted Reserves	2,042,191	1,256,185
Equity in North Island Community Forest	250,979	361,901
Equity in Tangible Capital Assets	23,569,319	24,147,670
	29,687,794	28,908,295

Statutory Reserves

The following reserves have been set aside by Council resolution for future capital projects:

	2020 $	2019 $
North Island Community Forest	1,871,069	1,891,992
Land Acquisitions	279,355	316,355
Public Works Mobile Equipment	135,337	249,137
Fire Department	128,086	139,846
Capital Priority	81,215	108,000
Harbour	255,000	255,000
	2,750,062	2,960,330

Internally Restricted Reserves

The following non-statutory reserves have been set aside by Council for future capital projects. The non-statutory reserves are not dictated by bylaws and the funds may be allocated to different projects than originally intended.

	2020 $	2019 $
Old School Repairs	200,000	200,000
Road and Sidewalk Maintenance	305,782	310,000
General	200,435	260,856
Beach Drive	133,128	157,129
Stormwater	146,646	160,000
Pool	168,200	168,200
COVID-19 Recovery	888,000	-
	2,042,191	1,256,185

13. Fiscal Plan:

The Fiscal Plan amounts represent the Financial Plan Bylaw adopted by Council on May 12, 2020.

The budget anticipated use of surpluses accumulated in previous years to balance against current expenditures in excess of current year revenues. In addition, the budget anticipated capital expenditures rather than amortization expense. The following schedule reconciles the approved bylaw to the amounts presented in the financial statements.

	2020 $
Financial Plan (Budget) Bylaw	-
Add:	
Capital Expenditures	2,217,697
Contributions to Reserves	165,000
Self-Sustaining Department Surplus	628,124
Less:	
Transfers from Reserves	(1,659,742)
Annual Surplus Presented in Financial Statements	1,351,079

14. Segmented Information:

The Town provides various services within various departments. The segmented information as disclosed in Schedules 2 and 3 reflects those functions offered by the Town as summarized below:

General government services – activities related to the administration of the Town as a whole including central administration, which includes legislative services, finance, human resources, feasibility studies, grants in aid, business licensing, animal control services and bylaw enforcement. Public works consists of road and street patching, maintenance and repairs, snow removal, brush and tree cutting, maintenance of all municipal buildings and property and bylaw enforcement.

Recreation and parks services – activities related to all recreational and parks services including the maintenance of the pool, campgrounds, parks, community hall and museum.

Protective services – activities related to providing for the security of the property and citizens of the Town including fire protection, health and emergency planning.

Solid waste – activities related to solid waste management.

Sewer services – activities related to gathering, treating, transporting, storing and discharging sewage or reclaimed water.

Water services – activities related to supplying, storing, treating and transporting water.

Harbour and Dock – activities consist of operation, repairs and maintenance of the Small Craft Harbour and the Dock public boat launch.

14. Segmented Information (Continued):

For each reported segment, revenues and expenses represent amounts that are directly attributable to the segment, in addition to amounts that are allocated to each segment on a reasonable basis. Refer to Schedules 2 and 3 for segment revenues and expenses detail on a comparative basis.

15. Comparative Figures:

Certain comparative figures have been reclassified, where necessary, to conform with the current year's presentation.

16. Significant Event:

COVID-19 Pandemic
The global outbreak of the coronavirus disease (COVID-19) continued to cause economic uncertainties that are likely to have a material impact on the annual surplus of the Town. The extent, if any, of the continued impact of COVID-19 on the Town and its operations for the year ending December 31, 2021 cannot be determined at this time.

Schedule 1 - Government Grants and Transfers to the Town and Ratepayers

Year Ended December 31, 2020

	2020		
	Budget	Actual	2019
	$	$	$
	(Note 13)		
Federal Government			
Other	13,600	6,600	13,583
Province of BC and Federal/Provincial Programs			
General Fund			
Small Communities Grant	480,930	495,904	480,930
Gas Tax	165,000	36,412	135,855
COVID Safe Restart Grant	-	888,000	-
Other	56,000	55,727	80,173
	536,930	1,476,043	696,958
General Capital			
Infrastructure (Provincial)	-	-	56,566
Other	219,000	34,470	15,511
	219,000	34,470	72,077
	934,530	1,517,113	782,618

TOWN OF PORT MCNEILL

Schedule 2 - Combined Statement of Operations by Segment

Year Ended December 31, 2020

	General Government Services	Recreation and Parks Services	Protective Services	Solid Waste	Sewer Services	Water Services	Harbour and Dock	2020 Actual	2020 Budget
	$	$	$	$	$	$	$	$	$
Revenues									
Taxation	1,498,539	-	-	-	-	-	-	1,498,539	1,501,601
Payments in Lieu of Taxes	55,678	-	-	-	-	-	-	55,678	56,524
Sales of Goods and Services	129,245	47,850	41,340	212,675	378,657	293,934	350,927	1,454,628	1,396,179
Interest and Investment Income	86,810	-	-	-	-	-	-	86,810	91,000
Government Transfers	1,504,613	12,500	-	-	-	-	-	1,517,113	947,030
	3,274,885	60,350	41,340	212,675	378,657	293,934	350,927	4,612,768	3,992,334
Expenses									
Amortization	419,527	95,802	65,917	-	223,394	192,477	222,081	1,219,198	-
Wages and Benefits	547,884	59,528	15,240	43,336	97,430	76,419	188,368	1,028,205	1,260,364
Operating Expenditures	553,328	177,011	144,285	162,314	114,940	61,958	167,335	1,381,171	1,275,894
Contract Services	115,102	1,478	4,702	-	3,616	487	7,260	132,645	32,947
Interest	-	-	-	-	-	72,050	-	72,050	72,050
	1,635,841	333,819	230,144	205,650	439,380	403,391	585,044	3,833,269	2,641,255
Annual Surplus (Deficit)	1,639,044	(273,469)	(188,804)	7,025	(60,723)	(109,457)	(234,117)	779,499	1,351,079

TOWN OF PORT MCNEILL

Schedule 3 - Combined Statement of Operations by Segment

Year Ended December 31, 2019

	General Government Services	Recreation and Parks Services	Protective Services	Solid Waste	Sewer Services	Water Services	Harbour and Dock	2019 Actual	2019 Budget
	$	$	$	$	$	$	$	$	$
Revenues									
Taxation	1,464,334	-	-	-	-	-	-	1,464,334	1,487,000
Payments in Lieu of Taxes	50,989	-	-	-	-	-	-	50,989	42,000
Sales of Goods and Services	164,588	73,027	39,052	208,267	364,367	281,655	442,055	1,573,011	1,427,000
Interest and Investment Income	1,072,988	-	-	-	-	-	-	1,072,988	30,000
Government Transfers	770,118	12,500	-	-	-	-	-	782,618	966,000
	3,523,017	85,527	39,052	208,267	364,367	281,655	442,055	4,943,940	3,952,000
Expenses									
Amortization	422,441	93,740	60,397	-	221,973	190,954	221,807	1,211,312	-
Wages and Benefits	510,897	166,398	12,036	44,964	74,472	74,472	229,117	1,112,356	1,221,274
Operating Expenditures	741,591	221,545	199,330	154,372	144,527	59,471	213,323	1,734,159	1,730,161
Contract Services	97,331	2,467	7,384	-	276	807	2,169	110,434	39,710
Interest	-	-	-	-	-	72,050	-	72,050	135,855
	1,772,260	484,150	279,147	199,336	441,248	397,754	666,416	4,240,311	3,127,000
Annual Surplus (Deficit)	1,750,757	(398,623)	(240,095)	8,931	(76,881)	(116,099)	(224,361)	703,629	825,000

Request for Decision
STAFF REPORT

To: Mayor and Council **File No:** 3030-01

Meeting Date: July 13, 2021

From: Pete Nelson-Smith, CAO

Subject: Development Variance Permit Application 2805 Woodland Cres

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PURPOSE:

To have Council consider a development variance permit application to vary the side yard set back on a corner lot from 3.05 m (10 ft.) to 1.5 m (5 ft.) to build a deck to a house under construction.

BACKGROUND:

On March 31, 2021, the subject brought their application forward to the Board of Variance. The application was denied, as there was no evidence of hardship. Under the Local Government Act, a local government may, by resolution, issue a development variance permit that varies, in respect of the land covered in the permit, the provisions of a bylaw under any of the following:

(a)the following Divisions of this Part:

(i)Division 5 *[Zoning Bylaws]*;
(ii)Division 11 *[Subdivision and Development: Requirements and Related Matters]*;
(iii)Division 13 *[Other Land Use Regulation Powers]*;
(iv)Division 17 *[Regulation of Farm Businesses in Farming Areas]*;

An application for a development variance permit has been made for the property located at 2805 Woodland Crescent to vary the required side yard setback on a corner lot to build a deck.

The property is zoned R-1 Low Density Residential and has a new single family dwelling unit with a deck located on the front of the house facing Woodland Drive. The deck addition is proposed on the Woodland Crescent side of the home.

The applicant wishes to have access to the deck from the driveway and indicated that the proposed deck will not impact the views of neighbours.

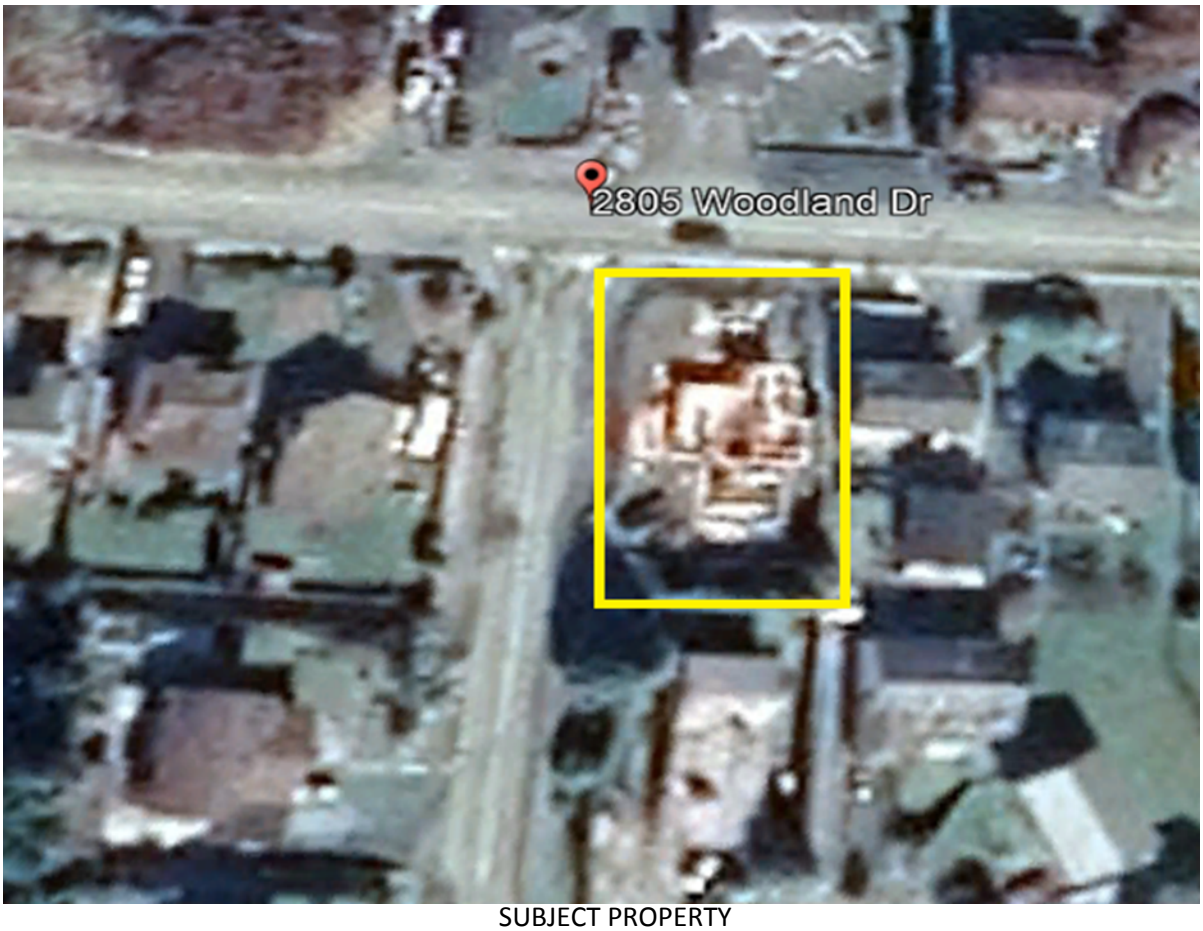
KEY ISSUES DEFINED:

The property is zoned R-1 Low Density Residential. The property is located on a corner lot and front and side yard setbacks are 7.6 m (25ft.) and 3.05 m (10 ft.) respectively.

Entrance porches and steps may project from the exposing building face in to the front or rear setback area to a maximum distance of 1.6m (5 ft.) from the principal building. However, there is no provision in the zoning bylaw for projection into the side yard setback on a corner lot.

The proposed deck would not project into the 7.6 m (25 ft.) front yard setback or into the 2.4 m (8 ft.) vision clearance requirement formed by two intersecting lot lines on a corner lot.

We recommend that Council support the requested side yard variance from 3.05 m (10 ft.) to 1.5 m (5 ft.) to build out the new deck.



SUBJECT PROPERTY

IMPLICATIONS:

Should Council support the requested variance, the proposed deck would have to meet current British Columbia Building Code regulations and be located a minimum of 1.5m (5ft.) from the property line.

Financial:

None identified at this time.

Policy/Legislation:

If Council decides to permit the variance, it will permit the new deck in a portion of the side yard setback. Zoning Bylaw Part 7 – Residential Zone 1 (R-1), Section 705.1 provides the minimum depth of yard for buildings, and 705.3 for porches.

705 Siting, Eaves and Porches

1. Siting - The minimum depth of yard for buildings shall be as follows:

a) front yard	-	7.6 m (25 ft.)
b) rear yard	-	7.6 m (25 ft.)
c) side yard	-	1.52 m (5 ft.)
d) side yard on corner site	-	3.05 m (10 ft.)

3. Porches - Entrance porches and steps may project from the **exposing building face** into the front or rear setback area for a maximum distance of 1.6 m (5 feet) from the principal building **provided that the extension does not add usable floor space**.

Strategic Priority:

None identified at this time.

Sustainability:

None identified at this time.

Communication:

Notice to adjacent property owners was issued on June 22, 2021, requesting comment no later than July 08, 2021. They were also informed of the date of the meeting.

Staffing Implications:

That staff issue the development variance permit and register with Land Titles.

RECOMMENDATIONS:

Option 1: (recommended)

That Council approve the requested development variance application to reduce the side yard set back from 3.05 m (10 ft.) to 1.5 m (5 ft.) to build a new deck.

Option 2:

That Council deny the development variance application to reduce the side yard set back from 3.05 m (10 ft.) to 1.5 m (5 ft.) to build the new deck as proposed.

CONCLUSION:

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

Prepared by:

_____

Pete Nelson-Smith
CAO

TOWN OF PORT MCNEILL

APPLICATION FOR DEVELOPMENT VARIANCE PERMIT

REGISTERED OWNER

First Name Tyson Last Name Dick

Company Name

Address 2805 Woodland Cres

City Port McNeill Province BC Postal Code V0N 2R0

Telephone Cell [redacted]

Email [redacted]

AGENT OR CONSULTANT WORKING UNDER THE WRITTEN AUTHORITY OF THE OWNER

Contact
First Name Last Name

Company Name

Address

City Province Postal Code

Telephone Cell

Email

PROPERTY INFORMATION

Civic Address

Legal Description

Present Land Use Designation Present Zoning

Description of the Existing Use

SPECIFICS OF PROPOSAL

Description of the Proposed Use (use a separate sheet if necessary)

A deck to wrap around the side of the house on Woodland Cres side with access from the driveway. It is a corner lot, set originally 10 feet from our property line.

Proposed variation and/or supplementation to the existing regulations (use separate sheet if necessary)

It is a corner lot, the house is originally set 10 feet from our property line, with the deck wrapped around it would be set 5 feet from our property line.

Reasons and comments in support of the application (use separate sheet if necessary)

Our house is set 25 feet back from our property line from Woodland Drive so it wouldnt obstruct with the stop sign located on the corner as well as our neighbours veiws. We would like the deck to wrap around the house for access on and off the deck from the driveway in case of emergency since there will be no staircase to access the yard.

Technical information or reports and other information required to assist in the preparation of the permit

Specific Reports

General

25 ft
from set back
where we would
like to
approach on
setback
10 ft set back
SITE PLAN
WOODLAND CRES
LOT 26(2805) WOODLAND DRIVE
PROPERTY LINE
FRONT SETBACK LINE
REAR SETBACK LINE
DRIVEWAY
PROPOSED HOUSE LOCATION

Medal *of* Good Citizenship

I want to nominate someone!

Nomination forms are available at *www.gov.bc.ca/medalofgoodcitizenship*.

For information on eligibility and other information: *www.gov.bc.ca/medalofgoodcitizenship*.

Email us at:
bchonoursandawards@gov.bc.ca

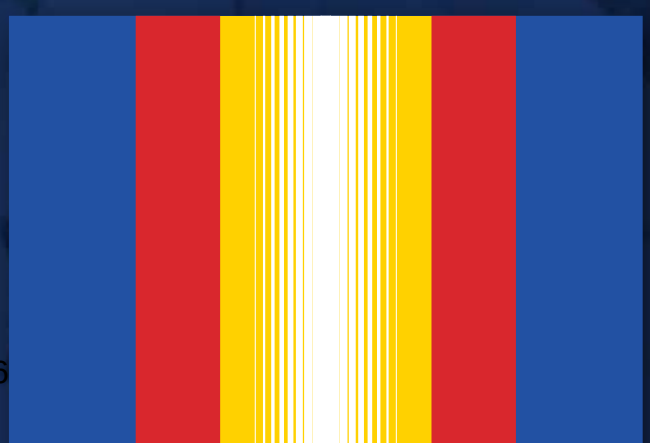
Mail us at:
Honours and Awards Secretariat
P.O. Box 9422, Stn Prov Govt
Victoria, BC V8V 1S2

Phone: 250-387-1616 Fax: 250-356-2814

Show an **Extraordinary Citizen** *their contributions are noticed*

The **Medal of Good Citizenship** recognizes individuals who have acted in a particularly generous, kind or selfless manner for the common good without expectation of reward. The medal reflects their acts of selflessness, generosity, and service to community life at the local or regional level.

Formal recognition of citizens is an important way to express the gratitude and highlight exceptional role models for British Columbians.



British Columbia

Medal of Good Citizenship

British Columbia

Purpose

Provincial honours are a memorable and distinctive way for the government of British Columbia to thank and pay special tribute to those British Columbians whose lives exemplify excellence and achievement of the highest order. The people we honour are truly representative of the province of British Columbia's caring and diverse society, and their lives and deeds stand as shining examples for us all.

In 2015, the government of British Columbia launched the British Columbia Medal of Good Citizenship to recognize persons who have acted in a particularly generous, kind or selfless manner for the common good without expectation of reward or recognition.

Who is eligible?

Any current or former long-term resident of British Columbia is eligible for nomination for the B.C. Medal of Good Citizenship. Nominations for elected representatives or members of the judiciary who still hold office will not be accepted. The Medal is not awarded for acts of bravery. Self-nominations will not be accepted. There is no age limit - youth nominations (ages 15-25) are welcome.

For 2021, the Medal will focus exclusively on recognizing those who have gone above and beyond without expectation of reward in their efforts in response to the COVID-19 pandemic. Nominations not specific to COVID-19 will be considered in 2022.

How are recipients selected?

An independent selection committee considers all nominations.

When is the deadline?

The cut-off date to nominate someone this year is September 19, 2021.

Nomination Guidelines

The completed signed nomination form, 500 word description of achievement, two signed testimonials and any supporting materials must be submitted electronically as one package. If more than one nomination is submitted for the same nominee, only the first nomination received will be considered. Please contact the Honours and Awards Secretariat for alternate submission options if required.

Need more information?

Additional information and nomination forms may be obtained by contacting the British Columbia Honours and Awards Secretariat at 250-387-1616 or by email to *bchonoursandawards@gov.bc.ca*

The information on this form is collected under the authority of the Section 26(c) and 27(1)(c) of the *Freedom of Information and Protection of Privacy Act* [RSBC 1996 c.165] and will help us to assess the eligibility and to notify recipients of the Medal of Good Citizenship.

By submitting this form you are confirming that individuals who have agreed to submit letters in support of this nomination have authorized you to provide their information as disclosed on this form.

If you have any questions about the collection, use or disclosure of this information, please contact the Honours and Awards Secretariat at 250-387-1616 or by e-mail at *bchonoursandawards@gov.bc.ca*. Knowledge of a proposed nomination should be restricted to the individuals compiling the nomination.

B.C. Medal of Good Citizenship – Nomination Form

The nominee's response to the COVID-19 pandemic, with out expectation of reward, has gone above and beyond.
Yes No

Legal Name of Person being Nominated

Prefix First Name Last Name *(include post-nominals where applicable)*

Title Organization

Address

City/Town Province British Columbia Postal Code

Telephone Cell Email

Date of Birth* (yyyy/mm/dd) *If you don't know your nominee's year of birth, please enter 0000.

Is your nominee a resident of British Columbia? Yes No If no, please specify:

Is this a youth nomination (15-25)? Yes No

Short description of achievement (*maximum 10 words*)

Name of Nominator

Prefix First Name Last Name *(include post-nominals where applicable)*

Title Organization

Address

City/Town Province British Columbia Postal Code

Telephone Cell Email

Signature of Nominator Date (yyyy/mm/dd)

Names of Nomination Supporters

Following are names of two people or organizations who have agreed to submit letters in support of my nomination:

Name Name

Email Email

Telephone Telephone

Send the completed form and supporting material electronically to *bchonoursandawards@gov.bc.ca*.

Useful Contacts:

Mail: Honours and Awards Secretariat
P.O. Box 9422 STN PROV GOVT
Victoria, BC V8W 9V1

Courier: 2nd Floor, 620 Superior Street
Victoria, BC V8V 1V2

The cut-off date to nominate someone this year is September 19, 2021.

For more information, contact the British Columbia Honours and Awards Secretariat at 250-387-1616 or by email to *bchonoursandawards@gov.bc.ca*

Each nomination must include the following:

- The completed nomination form signed by the nominator (including the 10 word summary)
- Description of achievement (500 words) submitted electronically describing:
  - an achievement which emphasizes and encourages the virtue of good citizenship by showing that the individual being nominated exemplifies that virtue;
  - the impact of the achievement and how the achievement enriched the lives of others;
  - what made this an outstanding achievement—indicate any extraordinary circumstances or challenges the nominee faced, if applicable include statistics or historical background;
  - examples of ongoing leadership and dedication;
  - how long you have known the nominee;
  - when the achievement was initiated and completed.
- A minimum of (2) two signed testimonials from (2) two separate individuals, other than the nominator, who have direct knowledge of the value and impact of the achievement and who support your nomination. Please ensure that the contact information (address, telephone number and e-mail) for the testimonial writers is included in the letter. Please *do not exceed six letters.*

Please Note: Nominations should be submitted electronically whenever possible. The person submitting the nomination must sign the nomination form.

BRITISH COLUMBIA

Submitting your completed application

Please review and acknowledge the following. Please email your completed nomination to *bchonoursandawards@gov.bc.ca*. Note that Supporters may be contacted to validate their testimonials.

- ☐ The Nominator (the person completing this form) is clearly identified and the contact information is complete to allow correspondence from the Honours and Awards Secretariat.
- ☐ Description of achievement (500 word max) is included.
- ☐ Two signed testimonials from two separate individuals, other than the nominator, are attached.
- ☐ The Freedom of Information requirements as specified are understood.
- ☐ I hereby declare that all the information provided in this application is true and accurate in every respect. I understand that the nominee would be denied the Medal if the information is found to be inaccurate for any reason.

- How did you hear about us? select
  If you selected "School" or "Other", please specify:

How to Write a Compelling Nomination

Who deserves an honour or an award?

British Columbia's medal and recognition programs celebrate the people who make our province a better place to live.

The programs acknowledge outstanding achievements in education, health care, business, science and technology, community service, the arts, and many other fields.

There are always fewer honours and awards than people who deserve them. Because receiving honours and awards are so rare, they are reserved for people:

- who have achieved excellence in their field and/or made significant, observable changes or accomplishments;
- whose work has benefited the people of British Columbia or anywhere in the world in their field or activity.

If you think your nominee demonstrates these criteria and that their contribution stands out from other people's, please consider nominating them for one of our medal and recognition programs.

How do I write a compelling nomination?

In order for your nomination to stand out amongst the many others we receive, you must explain and include evidence and clear examples of what makes your nominee so exceptional.

Don't just say your nominee is outstanding – prove it!
It's important to use specific and concrete examples to illustrate how your nominee meets each of the eligibility and award criteria. Provide examples of how your nominee has demonstrated outstanding character and is a deserving candidate for the honour or award.

Used with permission from the Ontario Honours and Awards Secretariat

Show how they have:

- encouraged and exemplified the virtue of good citizenship;
- touched or enriched the lives of others, particularly those who are vulnerable or less able to help themselves;
- shown ongoing initiative, leadership and dedication;
- devoted themselves to sustained and selfless voluntary service;
- earned the respect of their peers and become a role model in their field;
- demonstrated innovation or creativity in delivering lasting results.

A compelling nomination should also describe as vividly and precisely as possible the difference your nominee's contribution has made and show why it has been important. Include details such as:

- how were things before the achievement;
- what knowledge your nominee had of the situation and what actions they choose to take;
- the scale of the achievement and whether it is completed or ongoing;
- the achievement's sustainability and impact on the community or province and how it has enriched the lives of others;
- what made this an outstanding achievement – indicate any extraordinary circumstances or challenges the nominee faced (include statistics or historical background if applicable);
- what makes your nominee different from others doing the same thing?

Here is an actual citation that illustrates how a nominee has demonstrated outstanding character and meets many of the criteria mentioned above:

> "He has made a measurable impact over the past 10 years as a passionate advocate for all those afflicted with cancer, especially British Columbians. His volunteer activities are as varied as his skills, and they include: working with new patients to help them understand and overcome the fear of their diagnoses; assisting new patients with understanding the administrative nuances of the medical system in British Columbia; public speaking about the benefits of cancer research in British Columbia; and simply acting like a friend to those who are most in need of one… He has also directly and personally raised more than $250,000 for cancer research as a participant in an annual cycling event. He has also frequently been asked to speak at presentations to the Vancouver business community as well as to appear as the subject of a variety of media-related fundraising material – each of which has encouraged thousands and thousands of other financial contributions to cancer research in British Columbia… His contribution to others becomes all the more impressive when you consider the many personal health challenges that he himself has endured over the years."

It is achievements and effects of this kind and scale that deserve an honour or award and that will convince a selection panel to consider your nominee. For more examples of strong citations, visit the last section of this guide.

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Give different perspectives - don't tell the same story three times!
In addition to the description of the achievement, we also require testimonial letters from two individuals (other than the nominator) who support the nomination. These testimonial letters are an integral part of the nomination process, since they help to paint a complete picture of your nominee and what they have accomplished.

The testimonial letters should:

- be written by individuals who know the nominee well enough to be able to talk about the impact of their achievement from first-hand experience;
- be current and written specifically for the honour or award you are nominating for;
- provide various examples from a range of views and perspectives.

The testimonial letters should not:

- simply state that the authors support the nomination – they need to provide more information about the nominee and their achievement.

Here is an example of three actual citations written about the same nominee, each from a different perspective:

> "I was quite impressed by her maturity and dedication at the tender age of eleven. She is now 17, still visits us on a regular basis and has [organized] numerous fundraising events for the CNIB on behalf of our daughter." – Parent
>
> "I have never, in 36 years of teaching, encountered a young person so prepared to immediately assume a leadership role when a need arises." – Teacher
>
> "She has truly inspired me to become more involved in the community, reach out to those who are not as privileged as ourselves, and share our talents with those around us in order to make a positive change in our community and our world. I am merely one of the many lives that she has influenced throughout her daily life." – Fellow Student and Friend

Note: It is often perceived that a testimonial letter written by an influential or high-profile individual will automatically give it more weight; however this is not the case if the letter does not specifically address the nominee's merits.

Keep it simple.
Remember that longer doesn't necessarily mean better. When presenting your nominee, keep your explanations clear and to the point while ensuring there is enough information for the selection panel to make their decision.

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How do I find the right words to present my nominee?

Strong nominations will often include persuasive nouns such as:

- determination
- drive
- innovation
- impact
- visionary
- pioneer
- commitment
- sustainability
- creativity
- mentor
- teamwork
- hidden hero
- respect
- recognition
- selflessness
- performance
- leadership
- role model

adjectives such as:

- trusted
- dedicated
- persuasive
- resourceful
- persevering
- unflustered
- positive
- generous
- inspirational
- passionate
- enthusiastic
- sympathetic
- supportive
- articulate
- conscientious
- incomparable
- exemplary
- fair
- admired
- vibrant
- diligent

and phrases such as:

- making a difference
- succeeding against the odds
- going over and above
- mentor and role model
- overcoming obstacles.

What shouldn't I do?

Selection panels evaluate nominees' merits based on the information provided to them. That is why only the strongest and most compelling nominations often result in an honour or an award.

There must be enough convincing information in the nomination package to make a good case. Therefore your nomination should not be:

- an extended CV or resume;
- a list of educational achievements or transcripts;
- a list of appointments, awards or posts;
- a job description showing what the person has been hired to do.

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Because weaker nominations often list these things, a regular complaint from selection panels is that the nominee was "simply doing their job" or "nothing exceptional was demonstrated".

Instead, you should describe what is outstanding about your nominee's achievements and show memorably and persuasively how and where they have made a difference.

Ready to nominate?

We hope that you have found this guide useful. If you are now ready to nominate someone:

- Visit our website and click on the program you're interested in.
- Download the appropriate nomination form for that program.
- Read the eligibility criteria and instructions carefully.
- Prepare in advance and give yourself (and your testimonial letter writers) lots of time to complete the nomination package before the deadline.
- Fill out the form and gather your testimonial letters as well as any additional materials, if applicable.
- Submit your nomination package before the deadline. Instructions for submitting your nomination online or by post can be found on the website.
- Remember that nominations are accepted all year, so if you miss the current deadline, eligible nominations will be considered in the following year.

Questions?

If you have any questions or require additional information, please visit our website or contact us:

British Columbia Honours and Awards Secretariat
620 Superior St, 2nd Floor
Victoria BC V8V 1V2

Email: bchonoursandawards@gov.bc.ca
Phone: 250.387.1616

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How to Write Nominations – Some Examples

Here are some disguised examples from persuasive citations:

"He organized the Student Activist Association to reach out to other newcomer students and his desire was to give an opportunity to newcomer students to experience community engagement in Canada to gain their self-esteem and confidence. I was impressed by his altruism in promoting social justice issues in a broader level and engage many newcomer students who are marginalized in the school. I consider this initiative as a tangible step where he created a framework and a forum for marginalized students to get involved and it has a lasting impact. This is very important since our school is home to a diverse student population."

- This nominee has taken the initiative to do something to help his community. He has identified a need and started something from scratch to make things better for others, and his work has had a lasting impact on his peers, his school and his community.

"Her roots run deep as a newcomer who fled Honduras after her husband's disappearance, torture and murder. From this tumultuous beginning as a refugee in Canada, she has made a commitment to ease the transition for newcomers to Canada… Her 21-year tenure at the health centre has afforded much success in welcoming, supporting, advocating, and mentoring new arrivals to Canada. She spearheaded the Multicultural Health Department at the health centre, when there was no avenue for newcomers to access primary care. Her department provided cultural interpretation services and peer support to newcomers from several countries looking to settle in her area. Over the years, her work has contributed to the successful transition of thousands of families and individuals."

- This nominee has touched and enriched the lives of newcomers, who are particularly vulnerable when they first arrive in Canada. Her initiatives have demonstrated lasting results and impacted thousands of individuals in her community.

"Once she moved on to high school, her commitment to raising funds and awareness on behalf of CNIB continued through an organization she founded… In her junior year, she announced her ambitious intention of organizing an annual school gala…CNIB received a cheque for $2,000 as a result of this event, which is a tremendous contribution… She and two of her friends offered to volunteer their time at our one-week summer camp for [blind] children in 2009 and 2010, putting in over 70 hours each… I would estimate that she has completed approximately 600 hours [of voluntarism] over 6 years (including direct time spent and time she has spent organizing events to raise funds and awareness..."

- This nominee clearly exemplifies the virtue of good citizenship and has gone over and above simply volunteering her time with a charitable organization. She has shown exemplary initiative and leadership skills by founding a group within her school to raise funds and awareness and organizing numerous fundraising activities and events. Her dedication and achievement has been impressive (with 600+ hours of service) and ongoing (for over 6 years).

"She set about fundraising for a children's orphanage in South Africa, one of the worst-hit countries in the AIDS epidemic. In 2004, she visited and volunteered for a month at the orphanage. Disregarding the risk of infection for herself, she fed and comforted the babies and children with a human warmth that few of them would have otherwise experienced."

- This nominee is voluntarily helping others beyond her community and in doing so has helped and made life better for many who are vulnerable.

"She has subtly and effectively altered the face of Canadian literary culture over a period of 59 years. First, she was a potent force in fostering the study of Canadian literature in high school and university courses during the late 50s and early 60s, before it was regarded an acceptable field for serious study. Second, in 1975, she co-founded an academic journal which established Canadian criticism of Canadian children's authors, helping this fledging field develop. Third, she has changed how we read early Canadian women writers – especially L.M. Montgomery, who is now seen, thanks to [the nominee's] work, as a powerful international influence. Finally, she has served as a role model and mentor for several generations of Canadian women who aspired to professional careers. There is no question that she has made a huge difference in many aspects of what now constitutes Canadian "literary history", as well as in broader aspects of Canadian culture. She has always been British Columbia based, but her work ranged far beyond."

- This nominee has achieved excellence in her field of work and made significant, observable changes to the Canadian literary landscape. She has broken many barriers and touched and enriched the lives of many generations of Canadian writers by serving as a role model and mentor. The scope of her work has extended beyond the province and influenced writers and scholars at an international level.

"When she was in Grade 10 history class, she openly discussed her Metis heritage with her classmates. Because she is such a positive role model, this created a ripple effect among our Native Communities. Many parents chose to send their children to [our school] even though we are not their home school… Due to the increase of [our school's] Native population, we have developed a strong bond with our Native Cultural Resource Centre… Her recent work with "Residential School Experience has enriched the Grade 10 Canadian History curriculum. She has actively researched documents and resources that would support the curriculum. She has graciously donates these to the school, leaving a legacy of information and support for future Native students."

- This nominee has inspired her entire community through her pride in her heritage. Her initiative to learn more about her culture and share these learnings with her peers and teachers has directly influenced the curriculum that is now being taught in her school and created strong ties with the local Native cultural resource centre. This nominee has left a lasting, sustainable legacy within her school, the Native community and the community at large.

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Request for Decision
STAFF REPORT

To: Pete Nelson-Smith, CAO

Meeting Date: July 13, 2021

From: Connor Mork, DCO

Subject: Recommendations from the July 6, 2021, Committee of the Whole meeting

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PURPOSE:

To bring forward recommendations made at the Committee of the Whole (COTW) meeting for Council consideration.

BACKGROUND:

At the July 6th, 2021, Committee of the Whole meeting, there was a discussion about scheduling future COTW meetings and holding a review of OCP and Zoning draft documents with Council.

RECOMMENDATIONS FROM COW:

10. New Business

- that the Town schedule COTW meetings for the 1st Tuesday of each month at 9:00 AM until February of 2022.

- that the Town staff request that McElhanny review the OCP and Zoning draft document with Council on July 26th through to July 29th, 2021.

CONCLUSION:

Council, by reviewing this report, adopt the recommendation as made at the Committee of the Whole meeting on July 6, 2021.

Prepared by:

Connor Mork Deputy Corporate Officer	Pete Nelson-Smith CAO

Request for Decision

To: Council **File No:**

Meeting Date: July 13, 2021

From: Tourism Advisory Committee

Subject: **Release funds to implement MRDT Tactical Plan for Tourism**

PURPOSE:

The Tourism Advisory Committee requests approval from council to hire a contract coordinator to manage content for Visit Port McNeill social media pages and website using the MRDT funds that were budgeted for this purpose for 2021.

BACKGROUND:

Port McNeill Tourism Advisory Committee set forth a tactical plan for the year 2021. The plan and the accompanying budget were approved by council at the December 8, 2020 council meeting. The budget document is attached to this submission.

The plan was focussed on four areas. They were:

- Media advertising and production
- Website - hosting development, maintenance
- Consumer focused asset development
- Industry development and training

To meet the plan objectives, funds were allocated to asset development and to hire a contractor to manage our website and social media as well as create content. The funds set aside for these two purposes are $15,000.

To date, no funds have been spent in these two categories.

KEY ISSUE

Our Tourism website is now live and it is appropriate to spend these funds to keep our website and content dynamic.

STRATEGIC PRIORITY

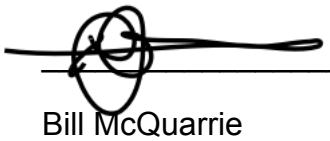
The Port McNeill Tourism Project is aligned with the Vancouver Island North Tourism partnership in its strategic direction for growth in tourism in the Vancouver Island North region.

The Port McNeill project works to increase the economic growth within the Town of Port McNeill through tourism and to ensure that Port McNeill is known as a premier destination, famous for its unparalleled wilderness and adventure experiences.

CONCLUSION:

We ask for council's approval to spend $15,000 to move forward with the hiring of a contractor to mange our tourism website and social media and create content.

Prepared by:



Bill McQuarrie
Chair, Tourism Advisory Committee

Shelley Downey
Councillor

Port McNeill 2020 Retained MRDT Revenue	
Opening balance: January 1, 2020	$51,350
MRDT received to date 2020	$5,731
MRDT to be received to Dec 2020 (ESTIMATE)	$600
Total Estimated Revenue	**$57,681**
Port McNeill 2020 MRDT Expenses	
Tourism Domain	$18
Website Fee	$75
Website Fee	$720
Either Way Production (deposit)	$1,600
Refund TVI (video)	-$1,995
Either Way Production (final payment - pending)	$1,600
Website (final payment - pending)	$5,000
Total Estimated Expenses	**$7,018**
Estimated 2020 Balance	**$50,664**
Port McNeill 2021 Retained MRDT Revenue Forecast	
Opening balance: January 1, 2021	$50,664
MRDT forecast to be received Jan to Dec 2021	$6,216
Total Forecast Revenue	**$56,879**
Proposed 2021 Port McNeill Tactics: Expense Forecast	
Website Development - Enhancement	$7,000
Search Engine Marketing & Digital Advertising - Promotion of the new website after launch	$5,000
Asset Development - Photography, editorial, video	$5,000
Additional Promotion - Digital, social media, other	$5,000
Stakeholder Development & Communication - Connecting with stakeholders and encouraging participation in available programs	$5,000
Contractor Wages	$10,000
Total Forecast Expenses	**$37,000**
Forecast 2021 Balance	**$19,879**

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Request for Decision
STAFF REPORT

To: Pete Nelson-Smith, CAO **File No:**

Meeting Date: July 13, 2021

From: Rebecca Adams, Harbour and Information Centre Manager

Subject: Sale of small promotional items at the Visitor Centre

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PURPOSE:

To seek Council's approval on the sale of small promotional items through the Visitor Centre.

BACKGROUND:

Most Visitor and Tourism Centre's sell promotional items for the community that they represent. Tourists collect these items from all the communities that they visit and display them. You will often see people with boats, kayaks/canoes, suitcases, water bottles, and vehicles displaying these stickers from the places they have travelled. At the Port McNeill Visitor Centre, we have people ask for postcards and stickers on a daily basis. We currently only have complimentary Town pins to give out. We often have tourist come into the Visitor Centre complimenting us on the painted rocks around the building, telling us that they love the community's touch.

IDEA

For Port McNeill Visitor and Information Centre to sell small promotional items for the Town of Port McNeill.

Our main ideas were the sale of postcards, small magnets, and vinyl waterproof stickers. Our main focus would be post cards. We would like to develop an annual contest for the community to design each year's postcards. We can have 3 categories; youth, adult and professional. We can have one postcard that is a black and white outline of a Port McNeill attraction for youth to colour and send to relatives and grandparents across the world. The Tourism Advisory Committee supports the sale of these small promotional items in the Visitor Centre. An annual postcard design contest would help promote local artists and community involvement. This contest would assist in promoting young artist's and youth in their creativity. Youth who succeed in the

contest can then use this on their resumes for both work and post secondary education in their Art portfolios.

Magnet Examples:

Vinyl Sticker Examples:

WORK

Staff will organize and advertise the postcard contest to the local area and artists. The required addition of Provincial Sales Tax (PST) to our finance department will be minimal. The Visitor Centre and Harbour currently do monthly reports for finances and can easily make an addition to add one for PST. For the initial year, the Visitor Centre would use the Point of Sale (POS) card terminal from the Harbour and will need a small cash drawer or box. As all items would be less than $5, we suspect that cash sales would be more popular as this is what the Harbour finds for daily parking and shower use.

RISKS

We have canvased the local stores in Port McNeill. At this time, no one sells Port McNeill specific magnets or vinyl stickers. East of Java/Island Dawn's Consignment does have 6 photography postcards of the North Island done by a local artist. We will have our postcards priced higher than these and ours will be Port McNeill specific. This should help to minimize the impact of the sale of the promotional items from our Visitor Centre on local businesses.

In the past the Visitor Centre has had little success selling promotional items. We have chosen only items that are most requested by tourist coming to the area to increase the success rate of the sale of these items, while not taking away from local businesses. By advertising a postcard contest, the community involvement and word of mouth will help to increase the number of sales. These items were also chosen for their low cost of production.

SUCCESS PROJECTIONS

The sale of these small items would help the Visitor Centre to bring in its own revenue. Our projected profit margin would be 68% using preliminary quotes.

These promotional items would be low cost advertising for the Tourism industry for the Town of Port McNeill and its surrounding communities. It will help to advertise our amazing area and artists across Canada and the World and increase the total number of visitors each year. This could later be expanded to the Museum and could include the sale of products and the production of promotional material from local businesses.

FINANCIAL:

Item	Size	Quantity	Cost	Cost/unit	Proposed Sale Price	Revenue
Postcard	4" x 6"	500	$75	$0.15	$1.50	$1.35/item
Magnets	3.4" x 1.9"	500	$171.60	$0.35	$1.00	$0.65/item

Large Vinyl Sticker	3” x 5” oval	100	$187.50	$1.88	$3.00	$1.12/item
		Total Cost	$434.10		Total Revenue	$1062

RECOMMENDATIONS:

That Council approve the sale of small promotional items that are Port McNeill specific at the Visitor Centre.

CONCLUSION:

Council, by reviewing this report, provide a decision to staff on the sale of small promotional items at the Visitor Centre. If approved, staff requests that Town Council declare their preference of using the new or old logos for the design of the promotional items as seen in the example images given in this report.

Prepared by:

_____ _____

Rebecca Adams
Harbour and Information Centre Manager

Pete Nelson-Smith
CAO

Request for Direction
STAFF REPORT

To: Mayor and Council **File No:**

Meeting Date: April 13, 2021

From: Pete Nelson-Smith, CAO

Subject: B.C. Active Transportation Infrastructure Grant Program

---

PURPOSE:

For Council to provide direction to staff on providing an application to this funding stream.

BACKGROUND:

In March of 2021, the Town adopted an Active Transportation Network Plan.

Since 2019, the Town has committed funding towards safety and active transportation upgrades to the route up Pioneer Hill by installing new sidewalks. On page 31 of the plan, upgrades to the Pioneer Hill sidewalk were identified as consistently identified projects.

KEY CONCEPTS:

The 2021/22 B.C. Active Transportation Infrastructure Grant Program intake is open. Application deadline is July 30, 2021.

The Town is anticipating further sidewalk installations along this route, including additions to Hemlock Street. Public Works plan is to connect upper and lower Pioneer Hill Drive and install a sidewalk between Campbell Way and McNeill Road on Hemlock Street.

IMPLICATIONS:

The Town has identified this route as a key corridor for active transportation and has already committed funds toward sidewalk installation. Grant funding would allow further anticipated budgeting to go to other key strategic priorities in the community.

Financial:

The province cost-shares to a maximum of $500,000 per project.

Provincial cost-share portions are determined by the type and size of community applying for a grant. Eligible and ineligible costs are detailed in the Program Guidelines.

The Town would be eligible for 70% project funding.

Estimated cost to finish the sidewalk on Pioneer Hill and include Hemlock Street is $170,000.

The Town's input would be roughly $51,000, based on Public Works received quotes.

Policy/Legislation:

Strategic Priority:

This corridor has been identified by our Public Works Manager and identified through the public consultation process as a key area for active transportation.

Sustainability:

Sidewalks become a part of the Town's permanent infrastructure.

Communication:

Grant Application

Staffing Implications:

Grant application, submission and management.

Application due dates:

July 30, 2021

CONCLUSION:

Council, by reviewing this report, provide direction to staff regarding the presented grant funding opportunity.

Prepared by:

_____

Pete Nelson-Smith/ Julian Allen
CAO Public Works Manager

Eligibility

The B.C. Active Transportation Infrastructure Grant Program offers two grant options for Indigenous governments and local governments, including municipalities, regional districts and Islands Trust.

Active Transportation Network Planning Grant

Network planning grants help communities develop active transportation network plans to support active transportation for all ages and abilities. Eligible governments may apply if:

- Their community has a population under 25,000
- Their community Active Transportation Network Plan is over 5 years old or non-existent

Active Transportation Infrastructure Grant

Eligible governments may apply for a maximum of **two** active transportation infrastructure grants if projects satisfy the following criteria:

- Previously funded active transportation projects (formerly BikeBC) awarded before 2020/2021 are complete by the time of the application submission
- Project is part of an active transportation network plan or equivalent
- Project can begin construction once provincial funding has been announced
- Projects will be completed by March 2023 (projects under $1 million) or by March 2024 (projects over $1 million)
- Projects are open to the public

There is a reconsideration application available for infrastructure grants that were submitted in the 2020/21 intake if the projects have not yet been built, are shovel-ready, and remain a funding priority for the community.

The funding is **not available** for:

- Maintenance
- Beautification
- Recreation sites (e.g. skateboard park)
- Projects that create an unsafe or illegal environment

Overview

Active transportation relates to human-powered forms of commuting to work, school, recreation, socializing or running errands. It can take many forms and is continually evolving as new technologies emerge. It includes:

- Walking
- Cycling

- Rolling (skateboarding, in-line skating)
- Winter focused (cross-country skiing, snowshoeing)
- Water focused (kayaking, stand-up paddleboard)
- Other emerging modes

The B.C. Active Transportation Infrastructure Grant Program provides cost-sharing opportunities for network planning grants and infrastructure grants. Funding from these grant programs support the development of active transportation infrastructure for all ages and abilities. For example, infrastructure grants fund:

- Multi-use protected travel lanes
- Pedestrian and cycling safety improvements
- End-of-trip facilities and other amenities
- Lighting and way-finding

Benefits

The B.C. Active Transportation Infrastructure Grant Program aligns with the provincial government's Active Transportation Strategy, Move. Commute. Connect. This is B.C.'s strategy for cleaner, more active transportation, part of the Province's CleanBC plan to reduce carbon pollution and build a better future for all British Columbians.

Active transportation infrastructure improves:

- Safety
    - See ICBC Statistics and crash maps for the province, and
    - Transport Canada's National Collision Database
- Community connectivity
- Continuity between existing or planned transportation corridors
- Linkages to public transit, ferries, airports
- Local economic opportunities
- Tourism
- Partnerships between neighboring jurisdictions
- Physical health
- Mental health

Funding Amount

The B.C. Active Transportation Infrastructure Grant Program provides guidance and cost-sharing for B.C. communities to make it easier and safer for people to walk, ride or roll using active transportation modes.

Active Transportation Network Planning Grant

The province cost-shares to a maximum of 50%, or $50,000 whichever is less.

Active Transportation Infrastructure Grant

The province cost-shares to a maximum of $500,000 per project.

Provincial cost-share portions are determined by the type and size of community applying for a grant. Eligible and ineligible costs are detailed in the Program Guidelines.

Eligible Infrastructure Funding by Community Type

Percent of eligible funding by applicant's community profile:

- Indigenous community or local government(s) working in partnership with an Indigenous community - **80%**
- Population less than 15,000 - **70%**
- Population between 15,000 to 25,000 - **60%**
- Population over 25,000 - **50%**

Successful recipients of a grant will:

- Be asked to sign a Conditional Grant Agreement
- Receive initial funding when the agreement is signed
- Submit before and after photos
- Submit expense reports with supporting documentation
- Receive the remainder of the grant funding when the agreement is fulfilled

Apply

Complete a separate application for each project you would like to have funded. There is a maximum of two applications for infrastructure grants. There is a reconsideration application available for infrastructure projects previously submitted through the 2020/21 intake. Completed application packages must be submitted by 11:59pm on July 30, 2021.