

**TOWN OF PORT McNEILL
HARBOUR ADVISORY GROUP**

AGENDA for the regular meeting of The Harbour Advisory Group to be held Thursday, August 12, 2021 at 7:00 p.m. at 1594 Beach Drive, Port McNeill, BC. *We are privileged to gather on the traditional territory of the Kwak'waka-speaking peoples.*

1. CALL TO ORDER

2. ADOPTION OF AGENDA

- a) Accept or amend agenda as presented.

3. DELEGATES

4. MINUTES

- a) Minutes from the June 10th, 2021 regular meeting.

5. CORRESPONDENCE

6. REPORTS

- a) May 2021 Staff Report.
- b) June 2021 Staff Report

7. OLD BUSINESS

8. NEW BUSINESS

- a) MOT Wharfhead repair update.
- b) Concrete Dock damage and repair update.

9. ADJOURNMENT

Chair
Peter Darwin

Recording Secretary
Lucas Williams

**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

June 10, 2021

- 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

File No:

Meeting Date: June 22nd, 2021

From: Lucas Williams, Assistant Harbour Manager

Subject: May 2021 Harbour and Visitor Information Centre Report

PURPOSE:

To present May 2021's operational report for the Port McNeill Harbour Authority and Visitor Information Centre.

OFFICE/GENERAL:

- ✓ Continued with quote work for Capitol Projects.
- ✓ Site visit for potential shower development.
- ✓ Sent letters and statements to A/R owners with outstanding invoices.
- ✓ Preparing Quickbooks transition.
- ✓ Researching Marina specific Accounts Receivable software.
- ✓ Town Log development – Published May 2021's Log.
- ✓ Summer staff interviews held, and hires completed.
- ✓ Summer schedule finalized and distributed.
- ✓ Harbour Advisory Group meeting held.
- ✓ Flags replaced due to wind damage.
- ✓ Standard Operating Procedure Manual development.
- ✓ Updated Trip Advisor, Google My Business listings.
- ✓ Voicemail and hours postings updated for May 1st operation hours extension.
- ✓ Safety visi-vests labelled for Harbour use.

MUNICIPAL DOCK:

- ✓ Vessels requiring Staff assistance: 1. (Vessel moved by staff with owners' consent during piling work.)
- ✓ Spills/Contaminations reported: 1.
- ✓ Annual municipal moorage map finalized.
- ✓ Pile replacements began. Further replacements, rub strips and wrapping to continue into May. (Tuff Marine Products)
- ✓ Fireline repairs completed, arranged testing with Fire Department.

FEDERAL DOCK/MOT SITE – MINISTRY OF TRANSPORTATION

- ✓ Vessels requiring Staff assistance: 1. (Potential abandoned vessel)
- ✓ Spills/Contaminations reported: 1. (Same as in Municipal water)
- ✓ Y Dock repairs by Small Craft Harbours, contractor making arrangements to replace float.
- ✓ 3 Federal Dock ladders replacements delivered, work ordered reinstallation, to be completed in May.

CONCRETE DOCK/BOAT LAUNCH

- ✓ Vessels requiring Staff assistance: 0.
- ✓ Boat Launch Dock piling ring repairs remaining. (Public Works)
- ✓ Uptick in boat launch sales as season begins.

INFORMATION CENTRE:

- ✓ Manager position posted to public.
- ✓ Standard Operating Procedure manual development.
- ✓ New Manager/Supervisor Training Manual and Reference Binder created
- ✓ Brochures inventoried in preparation for season.
- ✓ Developing outreach program for businesses locally without Business Licenses.

CONCLUSION:

That Council receive this report for information.

Prepared by:

Lucas Williams
Assistant Harbour Manager

Pete Nelson-Smith
CAO

Visitor Services Network Statistics Program 2021**PORT MCNEILL****Start Date: 01/05/2021****End Date: 31/05/2021**

MONTHLY TOTAL	May-21	TOTAL
Administration Parties/Hour	0.29	0.29
# of hours (in-person)	245.00	245.00
# of parties	71	71
# of parties-event/roaming	0	0
# of visitors	109	109
# of visitors-event/roaming	0	0
# of buses	0	0
Alternate Type of Support	1	1
# of hours alt support (no in-person available)	0	0
# of phone calls	1	1
# of mail/fax/email enquiries	0	0
# of social media	0	0
Visitor Origin	46	46
Local Resident	7	7
BC	37	37
Alberta	1	1
Other Canada	1	1
Washington	0	0
California	0	0
Other US/Mexico	0	0
Europe	0	0
Asia/Australia	0	0
Other	0	0
Nights in Community	34	34
Same day	5	5
1	6	6
2	9	9
3	6	6
4-6 (1 week)	6	6
7-13 (2 weeks)	1	1
14+	1	1
Information Requested	504	504
Accommodation	10	10
Adventure Recreation	37	37
Attractions / Tours	25	25
Maps / Directions	45	45
Events / Conferences	2	2
Food / Beverage	6	6
Transportation	10	10
Shopping	7	7
Parks	16	16
First Nations	8	8
Community Services	8	8
Investment/Moving	1	1
Site Facilities (e.g. Washrooms)	329	329
Other	0	0
Community Specific Info	109	109
Alert Bay	12	12

Sointula	18	18
BCFerries	13	13
Hiking/Trails	29	29
Camping	15	15
WiFi, Showers, Parking	8	8
Bookings	0	0
Eco Tours (Whale Watching, Fishing Charters)	7	7
Museum	3	3
Community Events (Farmer's Market	4	4

Information

STAFF REPORT



To: Pete Nelson-Smith, CAO

File No:

Meeting Date: July 13th, 2021

From: Lucas Williams, Assistant Harbour Manager

Subject: June 2021 Harbour and Visitor Information Centre Report

PURPOSE:

To present June 2021's operational report for the Port McNeill Harbour Authority and Visitor Information Centre.

OFFICE/GENERAL:

- ✓ Sent letters and statements to A/R owners with outstanding invoices.
- ✓ Town Log development – Published July 2021's Log.
- ✓ Visitor Center summer staff interviews and hires finalized.
- ✓ Harbour Advisory Group meeting held.
- ✓ Flag's half masted until further notice.
- ✓ Standard Operating Procedure Manual development.
- ✓ Updated Trip Advisor, Google My Business listings.
- ✓ Ordered and initialized portable P.O.S. terminal, temporarily for summer season.
- ✓ Annual report for 2020 submitted.
- ✓ Assessment/maintenance binder built, trained staff on assessments.
- ✓ Office burnt lightbulb/fluorescent replacement.
- ✓

MUNICIPAL DOCK:

- ✓ Vessels requiring Staff assistance: 1. (Vessel damaged ladder, reported to management)
- ✓ Spills/Contaminations reported: 0.
- ✓ Placement of reserved signs update, on going with adjustments to vessel spacing.
- ✓ Rate change proposal.
- ✓ Pressure washer prepared and delivered. (Public Works)
- ✓ Began pressure washing municipal docks.
- ✓ Deckboard replacement and re-nailing.
- ✓ Final summer staff member joined office and completed training.
- William Grant.

FEDERAL DOCK/MOT SITE – MINISTRY OF TRANSPORTATION

- ✓ Vessels requiring Staff assistance: 2. (Vessel scraping & painting.)
- ✓ Spills/Contaminations reported: 1. (Pumpout in harbour, reported.)
- ✓ Replaced lock on Jib Crane, developed new tracking system for key holders.
- ✓ Rate change proposal.
- ✓ Pumpout nozzle ordered and installed.

CONCRETE DOCK/BOAT LAUNCH

- ✓ Vessels requiring Staff assistance: 3. (Moorage on concrete dock.)
- ✓ Boat Launch Dock piling ring repairs. (Public Works.)
- ✓ Ordered replacement cleat for RCMP reserved placement on concrete dock.
- ✓

INFORMATION CENTRE:

- ✓ Developing outreach program for businesses locally without Business Licenses.
- ✓ Annual report for 2020 submitted.
- ✓ Visitor Center budget confirmed.
- ✓ Pressure washer prepared and delivered. (Public Works)
- ✓ Held interviews and hired additional summer staff for Visitor Center.
- Ashlyn Walker and Emilie Adams hired.
- ✓ T.A.C. requested staff poll guests on interest in promotional materials.
- ✓ Manager attended Vancouver Island North MRDT meeting.
- ✓ Visitor Center catalog rack ordered and arrived.

CONCLUSION:

That Council receive this report for information.

Prepared by:

Lucas Williams
Assistant Harbour Manager

Pete Nelson-Smith
CAO

Visitor Services Network Statistics Program 2021**PORT MCNEILL****Start Date: 01/06/2021****End Date: 30/06/2021**

MONTHLY TOTAL	Jun-21	TOTAL
Administration Parties/Hour	1.26	1.26
# of hours (in-person)	240.00	240.00
# of parties	302	302
# of visitors	509	509
Alternate Type of Support	8	8
# of hours alt support (no in-person available)	1	1
# of phone calls	8	8
Visitor Origin	122	122
Local Resident	7	7
BC	111	111
Alberta	1	1
Other Canada	2	2
Europe	1	1
Nights in Community	122	122
Same day	30	30
1	28	28
2	17	17
3	21	21
4-6 (1 week)	21	21
7-13 (2 weeks)	4	4
14+	1	1
Information Requested	1,289	1,289
Accommodation	61	61
Adventure Recreation	136	136
Attractions / Tours	79	79
Maps / Directions	207	207
Events / Conferences	8	8
Food / Beverage	49	49
Transportation	65	65
Shopping	12	12
Parks	32	32
First Nations	56	56
Community Services	22	22
Investment/Moving	3	3
Site Facilities (e.g. Washrooms)	534	534
Other	25	25
Community Specific Info	520	520
Alert Bay	92	92
Sointula	101	101
BCFerries	90	90
Hiking/Trails	114	114
Camping	68	68
WiFi, Showers, Parking	17	17
Bookings	1	1
Eco Tours (Whale Watching, Fishing Charters)	17	17
Museum	12	12
Community Events (Farmer's Market	8	8