



AGENDA

Regular Council Meeting

7:00 PM - Tuesday, October 26, 2021

1473 Broughton Blvd Port McNeill, BC V0N 2R0

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.

	Page
1. CALL TO ORDER	
2. ADOPT AGENDA	
a) Accept or amend agenda as presented.	
3. PETITIONS AND DELEGATIONS	
4. ADOPTION OF MINUTES	
a) Minutes of the October 12, 2021 Regular Meeting of Council. Regular Council - 12 Oct 2021 - Minutes - Pdf	5 - 8
<i>that the minutes of the October 12, 2021 Regular Council Meeting be adopted as presented.</i>	
5. CORRESPONDENCE	
a) Premier's Award for Excellence in Education Letter to Mayors Premier's Award for Excellence in Education	9 - 11
b) Port McNeill Legion Large Grant Application RTC - 2021 Legion Donation Application Port McNeill Legion Branch 281 - Large Donation Application	13 - 15
6. TABLE ITEMS	
a) Flying Flags Flying Flags - AR-21-042 - Pdf	17 - 18
7. REPORTS	

- a) September 2021 Public Works Department Report **19 - 20**
[RTC Public September 2021](#)
- b) Finance updates to September 30, 2021. **21 - 26**
[Finance Update](#)
- c) August & September 2021 Cheque Listings **27 - 36**
[August & September 2021 Cheque Listings - AR-21-040 - Pdf](#)

8. BYLAWS

- a) Official Community Plan 2021 **37 - 100**
[Open House OCP Revision Summary](#)
[Summary of Revisions](#)
[No. 704, 2021 Official Community Plan](#)
[Port McNeill OCP - Final Draft](#)
that Council give the Town of Port McNeill Official Community Plan 704, 2021, First and Second Reading.

- b) Town of Port McNeill Zoning Bylaw No.705, 2021. **101 - 152**
[Proposed Zoning Bylaw No. 705, 2021 - Final Draft](#)
that Council give the Town of Port McNeill Zoning Bylaw No.705, 2021 First, and Second Reading.

9. OLD BUSINESS

10. NEW BUSINESS

- a) Development of Town Owned Property **153 - 158**
[Development of Town Owned Property - AR-21-039 - Pdf](#)
That the subject of Housing Development be passed on to the new Economic Development Manager for research and subsequent reporting to Mayor and Council.

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.



MINUTES

Regular Council Meeting

7:00 PM -Tuesday, October 12, 2021

Community Hall -1473 Broughton Blvd Port McNeill, BC V0N 2R0

This Meeting was recorded for future viewing.

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

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, Connor Mork, Deputy Corporate Officer, Harinder Singh, Chief Financial Officer, and Julian Allen, Public Works Manager

1. CALL TO ORDER

The October 12, 2021 Regular Meeting of Council was called to order at 7:00 PM

2. ADOPT AGENDA

a) Accept or amend agenda as presented

230/2021 Moved, seconded and CARRIED that the Agenda be amended to include a Notice of Motion by Councillor Downey for the October 26th Regular Meeting of Council under item 10 a) and that the agenda be accepted as amended.

3. PETITIONS AND DELEGATIONS

4. ADOPTION OF MINUTES

a) Minutes of September 28th, 2021 Meeting of Council.

231/2021 Moved, seconded and CARRIED that the minutes of the September 28, 2021 Regular Meeting of Council be amended to include a missed defeated motion under 8 a) "*to amend the procedure bylaw and extend the use of electronic Council Meetings for 6 months, and that the minutes be adopted as amended.*" And that the Minutes be adopted as amended.

b) Minutes of the October 5, 2021 Special Meeting of Council.

232/2021 Moved, seconded and CARRIED that the minutes of the October 5, 2021 Special Meeting of Council be adopted as presented.

c) Minutes of the October 5, 2021 Committee of the Whole meeting.

233/2021 Moved, seconded and CARRIED that the minutes of the October 5, 2021 Committee of the Whole be adopted as amended to correct the date under 10a from 2021 to 2022.

5. CORRESPONDENCE

a) Vancouver Island North Tourism -Request for Community Support on Community Signage

234/2021 Moved, seconded and CARRIED that council support the initiative in the amount of \$750 and that this correspondence be forwarded to the Tourism Advisory Committee for information

6. TABLE ITEMS

7. REPORTS

a) Report from Tourism Advisory Committee Economic Development Officer

b) Report From Tourism Advisory Committee - Website Recommendations

235/2021 Moved, seconded and CARRIED that Tourism Advisory Committee enter into an agreement with Vancouver Island North Tourism for the 2022 tourist season to redirect traffic from the Visit Port McNeil Website to the Vancouver Island North Tourism Website as a one year pilot project, and that the Tourism Advisory Committee monitor this project and report back to Council at regular intervals.

Opposed: Councillor Ryan Mitchell

- c) Public Works Report Fire Hall Upgrades
- d) Municipal Finance Authority (MFA) Loan to Finance the Purchase of Fire Truck.

236/2021 Moved, seconded and CARRIED that council direct staff to submit financing application for the term of five years

237/2021 Moved, seconded and CARRIED that the Council of the Town of Port McNeill resolve to seek financing for up to **Four Hundred Thirty Thousand Dollars (\$430,000)** for the purchase of the fire truck (Model M2 112, YEAR 2022 Freightliner) under Section 175 of the *Community Charter* from the Municipal Finance authority of B.C.

- e) Mayor Report

8. BYLAWS

9. OLD BUSINESS

10. NEW BUSINESS

a) *"that Council direct staff to solicit development proposals for the following two properties which are owned by the Town of Port McNeill. They are:*

1) Property located at the end of Beach Drive. This is made up of two parcels totaling approximately 12.2 acres with a combined tax assessed value currently of \$726,00

2) Property located between Campbell way and Pioneer Hill Drive.

It is understood that our new Official Community Plan, the most recent Housing Needs Assessment Plan, and our revised Zoning Bylaw will be referenced for determining the best use of these two properties."

11. ITEMS FROM IN-CAMERA TO BE MADE PUBLIC

a) The Town declined to sell 2772 Woodland Drive to a requesting purchaser.

12. IN-CAMERA

13. QUESTIONS FROM THE PUBLIC AND MEDIA

14. ADJOURNMENT

238/2021 Moved, seconded and CARRIED that the regular meeting be adjourned at 7:26 PM.

Mayor

Corporate Officer



OCT 13 2021

September 27, 2021

Ref: 250032

To: All Mayors

I am pleased to announce the launch of the 2021 Premier's Awards for Excellence in Education, effective today. Following the cancellation of the 2020 Awards due to the COVID-19 global pandemic, our government is once again proud to have an opportunity to recognize the enormous contributions of British Columbia's exceptional teachers, administrators and support staff that are vital to the cultural, economic and social well-being of the province. The Awards recognize all outstanding education professionals who have made exceptional contributions to benefit their school, students and their communities.

The Awards are open to all education professionals within the BC K-12 public, independent, and First Nations school systems. This year, Awards will be given in the following categories:

- Community Engagement
- District Leadership
- Extracurricular Leadership
- Indigenous Education
- Outstanding New Teacher
- Outstanding Support (School Community)
- Outstanding Support (Teaching Assistant)
- Outstanding Team Collaboration
- School Leadership
- Social Equity and Diversity

Nominations are now open and are welcomed from all BC citizens, including students, parents, teachers, administrators, trustees and community organizations. The deadline for nominations is January 7, 2022.

Additional information on the Awards, including a downloadable poster, can be found on the Premier's Awards for Excellence in Education website at www.gov.bc.ca/excellenceineducation.

.../2

Ministry of
Education

Office of the Minister

Mailing Address:
PO Box 9045 Stn Prov Govt
Victoria BC V8W 9E2

Location:
Parliament Buildings
Victoria

Thank you in advance for your participation in promoting the Premier's Awards for Excellence in Education, and in assisting to ensure that British Columbia's very best receive the recognition that they deserve.

Sincerely,

A handwritten signature in black ink, appearing to read "Jennifer Whiteside". The signature is fluid and cursive, with the first name being more prominent.

Jennifer Whiteside
Minister

Enclosure



EXCELLENCE
IN EDUCATION



★ NOMINATIONS NOW OPEN ★

DO YOU KNOW

a teacher, administrator, principal, vice-principal or support worker who has made a positive impact on students and your school community?

Education professionals deserve acknowledgement for their dedication to helping students succeed.

EACH WINNER WILL RECEIVE:

- ✔ **\$3,000** taxable personal bursary for professional learning
- ✔ **\$2,000** contribution to the winner's school community for professional learning *(for Outstanding Team Collaboration category, amount will be shared if members are from more than one school community)*

RUNNERS UP WILL RECEIVE:

- ✔ **\$1,000** taxable personal bursary for professional learning
- ✔ **\$1,000** contribution to their school community for professional learning *(for Outstanding Team Collaboration category, amount will be shared if members are from more than one school community)*

NOMINATION DEADLINE: JANUARY 7, 2022

For nomination info go to: gov.bc.ca/excellenceineducation



BRITISH
COLUMBIA

Memorandum



To: Pete Nelson-Smith, CAO

Meeting Date: October 19, 2021

From: Harinder Singh

Subject: Donation Request from Port McNeill Legion Branch 281

PURPOSE:

Staff requests directions from the council with reference to a large donation application received from Port McNeill Legion Branch 281. Legion has requested a donation of twenty thousand dollars (\$20,000) to upgrade their existing electric service so that an emergency generator can be installed. Legion, in their application, has stated that this will provide power and keep the legion hall operational in an emergency thereby providing a warming station during any extreme community hardship situation.

2021 Budget for Grants and Donations and current balance.

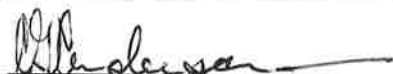
Grants and Donations- Budget (2021) and Balance as on 18 October 2021					
Grant\Donation	Budget	Non-budget	YTD Spend	Unspent Amt.	Where was money spent?
Grants to Community Partners	28,000.00		16,428.23	11,571.77	1. Chilton Arena Battery backup \$16,000. 2. Rotary \$428.33
Grant School Scholarship	2,000.00		2,000.00	-	1. Ella Barrett \$1,000 2. Joey Grant \$1,000
Grant Chamber of Commerce	1,000.00			1,000.00	
Grant Loggers Sports	1,000.00			1,000.00	
Grant Fireworks	1,200.00			1,200.00	
Grant RDMW	5,000.00		5,000.00	-	1. Contribution to Vintas 2021
Canada Day Celebration	5,000.00		2,823.06	2,176.94	1. Dekra Lite \$1695, 2. Island Foods \$838, 3. IGA \$289
Grant Orca Festival	2,000.00			2,000.00	
Covid-19 Safe Restart Grant		880,000.00	14,000.00	866,000.00	1. St. John Gaulbert \$10,000. 2. Gate House \$4,000
	45,200.00	880,000.00	40,251.29	884,948.71	

APPENDIX "B" APPLICATION – LARGE DONATION

Name of organization Port McNeill Legion Branch 281
Mailing address Box 886, Port McNeill, BC V0N 2R0
Contact person Grant Anderson **Telephone** 250 956-3682 250 956-4551
Are you a registered society? Yes No Registration # _____
Request for cash donation, please specify amount: \$20,000.00
Request for prize donation or service-in-kind, please specify type and amount:

Please describe the type of event:
This grant will enable the Legion to make reasonable upgrades to
_____ existing electric service so that an emergency generator can be installed. This will provide
_____ power and keep the Legion hall operational in an emergency, providing a warming station
_____ during extreme community hardship situations.

Please describe the benefit your group brings to the community or the common good the community will receive from this event.
The Legion's mission is to serve veterans including serving military and RCMP members
_____ and their families, to promote Remembrance and to serve our community and our country.
_____ The Legion strives to keep our community safe and thriving. This includes being ready in
_____ the event of a community disaster when our population needs shelter and warmth.


Signature of President


Signature of Secretary

Date of Application: October 5, 2021

For Town of Port McNeill use only



Date presented to Council: _____
Approved: Yes No
Amount approved: _____

Approved by Council June 08, 2021
Resolution 149/2021

Town of Port McNeill

Request for Direction - Staff Report



To: Mayor and Council **File No:**
Meeting Date: Regular Council - 26 Oct 2021
From: Pete Nelson-Smith, Chief Administrative Officer
Subject: Flying Flags

PURPOSE:

To obtain direction from Council on the flying of Town flags in relation to the discovery of remains at former residential schools.

BACKGROUND:

In following the Federal Government's lead, to recognize and respect our First Nation's partners after the discovery of remains found at former residential schools, the Town lowered all of the flags to half mast.

KEY ISSUES DEFINED:

Several months have passed since the initial lowering. In the last month, the Town has reached out to 'Namgis First Nation and Kwakiutl First Nation to gain some insight and feedback on the symbolism of the half-mast flags.

The 'Namgis First Nation have relayed to the Town that they believe *"sufficient time has passed having the flags at half-mast as a show of respect, and that real reconciliation is through action, not the symbolic gesture of the flag."*

The Town is still awaiting feedback from the Kwakiutl First Nation.

The Federal Government is maintaining their flags at half-mast until further notice. The Royal Canadian Mounted Police (RCMP) are federal and have their flags half-mast and are situated across the road from the Port McNeill Volunteer Fire Department.

Other gestures, such as orange lights or a flag of reconciliation may be an alternate show of respect.

Communication:

A public notice, press release or statement from Council to address any concerns or questions about the changes.

Staffing Implications:

Communications.

CONCLUSION:

That Council, having reviewed the included information, provide direction to staff of the flying of the Town flags.

INFORMATION

STAFF REPORT



To: Pete Nelson-Smith, CAO

Meeting Date: October 26th, 2021

From: Julian Allen, Public Works Manager

Subject: September 2021 Public Works Department Report

PURPOSE:

As the Public Works Manager, I would like to respectfully submit a progress report of the completed, ongoing, and upcoming work within the Public Works department along with updates on Capital Works projects. This report represents some of the highlights within the department, however, it by no means reflects all the work being accomplished during this time.

KEY ISSUES DEFINED:

Staffing:

Lots of Public Works time this month was spent on addressing the Boil Water Notice put on the Town with much trouble shooting, sampling and testing, water system repairs, disinfection and flushing resulting in a decrease of regular activities.

This summer saw the hard work of all four Summer Youth Employees grounds keeping, roads maintenance, building maintenance and fire hydrant servicing to name a few tasks. They were a great asset to the team with a lot more work being accomplished while reducing operating costs of the department.

PROJECTS:

Public works:

- Disinfection and flushing of the potable water reservoir and distribution system.
- Boil Water Notice rescinded on September 22nd.
- Annual swimming pool inspection by Vancouver Island Health Authority.
- Airport runway maintenance.
- Winterization and maintenance of the swimming pool.
- Working on Capital Projects and operating budget for 2022.
- Community Hall maintenance.
- Municipal dock repairs for insurance purposes in progress.
- Bus compound maintenance.

Contracted work:

- Beach drive phase III legal. (Civic Legal).
- Surveying of Beach Drive bank. Phase III (McElhanney Engineering).

- Electrical maintenance on water system. (Tex Electric).
- Backup power at the Town Office. (K & K Electric.).

Water

- Property isolation valve repairs.
- Annual Fire Hydrant servicing.

Sewer (Sanitary and Storm):

- Sanitary sewer flushing.
- Storm sewer repairs, scoping and flushing.
- New storm sewer installation – Pioneer Hill drive.

Roads

- Pothole repairs.

Parks

- Mowing and weedeating all areas.
- Parks/garden maintenance and pruning for winter season.

Capital Projects:

- Beach Drive landslide mitigation project phase II estimated completion early October. Deficiency list currently being addressed.
- Beach drive landslide mitigation project phase III surveying complete and legal consultation under way. Construction of design in progress and posting of tender scheduled for Winter 2021.
- Hemlock Street sanitary sewer upgrade project planning and design complete. Will be scheduled for 2022.
- Pioneer Hill lower sidewalk, installation of retaining wall completed and concrete pour scheduled.
- Municipal Harbour upgrade project detailed design phase complete. Off-site construction complete with installation scheduled for November 15th.
- Haddington storm sewer upgrade project completed.
- Water tower pressure washing and paint touch up complete.
- Fire hall upgrade project in progress. Contractor site visits underway.
- Sand spreader installation and truck modifications complete.

RECOMMENDATION:

Council, please review this report for information.

Prepared by:

Julian Allen
Public Works Manager

Pete Nelson-Smith
CAO

Memorandum



To: Pete Nelson-Smith, CAO

Meeting Date: October 26, 2021

From: Harinder Singh, Chief Financial Officer

Subject: Finance Updates

PURPOSE:

To provide Council with an update on the current financials through:

1. Income and Expense statement as on September 30, 2021.
2. Assets and Liabilities as on September 30, 2021.
3. Approved grants and money spent as on September 30, 2021.
4. Capital Budget (2021) and money spent as on September 30, 2021.
5. Other Information.

INCOME AND EXPENSE STATEMENT

See attached sheet

ASSETS AND LIABILITIES

See attached sheet

APPROVED GRANTS AND MONEY SPENT

See attached sheet

CAPITAL BUDGET (2021) AND MONEY SPENT TO DATE

See attached sheet

OTHER INFORMATION:

1. **Regular and improved communications with departmental heads:** Given that there are more human resources in the Town office, in accordance with the CAO's direction, regular meetings are being held between CFO and other departmental heads for coordination and mutual support.
2. **Employee benefits package through Pacific Blue Cross:** The benefits package had not been reviewed for several years. A review was completed with changes effective October 1, 2021.
3. **Compliance Inspection of the Cemetery:** Consumer Protection B.C had commenced an audit of the Port McNeill Memorial Cemetery in August 2021. Their review is complete, staff is working on implementing their recommendations.
4. **Electronic Pay Stubs:** The Town used to print paystubs, stuff them in envelopes and hand deliver to the staff including in the field. This took time, the time which could otherwise be used for more productive works. Effective October 12, 2021, staff have subscribed to a service through our payroll provider Ceridian which enables the staff to self print their pay stubs and tax slips as needed. It saves times, the data is more secure, and it is an environment friendly option.
6. **Investments:** The Town have two investments with Municipal Finance Authority (MFA).
 - a. **Short Term Bond** \$554,356.18 earning 1.036%.
 - b. **Money Market Fund** \$425,932.96 earning 0.268%.

On or before end of October 31, 2021, the Town will be moving funds from Money market fund to an interest-bearing savings account with CIBC (through MFA) earning a higher rate of interest 0.80%. While investing the funds, two factors need to be considered:

- a. **Liquidity:** Will the Town have access to funds when needed, and without paying any penalty? By moving funds, as noted, our liquidity would be become better. The funds will be with CIBC Savings account, interest bearing account. With MFA there is a delay of 5-7 days.
 - b. **Risk of losing principal:** The funds will be invested in an interest-bearing savings account, thereby eliminating any ups and downs associated with more speculative investments.
7. **Tax Sale:** Tax Sale was held in September. There were two properties advertised for sale. One property was sold during the tax sale. The owner of the other property owner excused by paying the delinquent taxes through a personal cheque.
 8. **Other projects:**
 - Accounts Receivable recovery for Harbour accounts.
 - Review of Fees & Charges Bylaw.
 - Staff equity review.
 - Council remuneration review.
 - 2022 budget preparations.



Income and Expense Statement, as on September 30, 2021

Description	2019 Actual	2020 Actual	2021 YTD Budget	2021 YTD Actual
Revenue				
Taxes, Interest and Penalties	1,494,395.43	1,513,167.59	1,160,932.95	1,555,497.73
Utility Payments in Lieu of Tax	46,387.22	51,363.34	37,556.01	50,074.60
Sale Goods & Services - General	157,873.28	116,496.03	103,981.41	113,973.14
Fire Department Revenue	39,051.53	39,040.40	15,000.03	7,698.20
Campground Revenue	38,347.76	47,849.78	33,750.00	26,942.86
Pool Revenue	34,679.46	-	15,712.47	28,478.49
Sewer, Solid Waste, Water	854,288.71	885,265.44	680,638.41	884,253.92
Harbour Revenue	442,055.47	350,926.99	250,537.59	445,284.05
Investment Income	1,047,527.61	76,496.22	66,750.03	32,194.09
Expenses				
Council- indemnity, benefits, travel	90,911.61	76,759.90	72,146.97	61,232.39
Wages				
General and Benefits	419,985.84	478,738.23	458,774.73	428,565.01
Fire Department	12,036.33	15,239.65	12,825.00	7,800.39
Parks, Museum, Pool	166,398.12	57,451.59	131,342.67	135,013.96
Solid Waste	44,964.00	43,336.12	35,845.47	12,821.96
Sewer	74,472.00	97,430.33	73,549.53	34,938.91
Water	74,472.00	76,419.04	57,750.03	26,450.44
Dock	154,476.53	122,544.19	126,955.44	148,233.97
Operating Costs				
General Operating costs	705,486.33	605,092.33	526,661.19	543,257.47
Fire Department	135,207.76	134,326.80	95,100.03	67,876.13
Recreation	110,625.52	70,143.22	105,393.42	96,365.73
Solid waste, Water, Sewer	304,987.03	335,043.49	256,087.53	187,651.79
Dock	255,303.44	225,517.59	169,824.42	116,628.67
Contract Services				
General	51,185.39	47,275.88	35,362.35	12,418.40
Fire Department	2,426.57	4,121.32	2,999.97	1,880.49
Campground & Pool	15,525.04	14,850.76	12,074.94	16,536.67
Sewer, Water, Waste	1,083.26	4,103.38	3,749.94	2,616.98
Dock	2,168.87	14,917.75	3,299.85	5,351.53



Assets and Liabilities Statement as on September 30, 2021				
Description- Assets		Amount	Description-Liabilities	Amount
Chequing bank balance		2,549,227.52	Accounts Payable	330,632.78
Savings bank balance		3,020,714.05		
Municipal Finance Authority-\$980,289.14			MFA Loans	
Short Term Bond yielding 1.036%	554,356.18		Water Debenture expiry April 4, 2031. RATE 1.47%	835,540.00
Money Market fund yielding 0.268%	425,932.96		Water Debenture expiry 23 April 2028, Rate 2.65%	220,820.00
Accounts Receivable	131,077.94			
Reserve Funds- Bylaw & Statutory Reserves				
Stormwater BL 667	146,646.20			
Old School Repair/Demo	200,000.00			
Sale of Land BL667	279,355.00			
Fire Dept BL 667	128,086.33			
NCIF BL 667	1,871,069.15			
PW Equip. BL 667	135,336.88			
Capital Priority BL667	81,214.64			
Road & Sidewalks	305,781.73			
Operating Reserves				
Drag Race	8,162.95			
Reserve - General	200,435.24			
Reserve - Beach Drive	133,127.97			
Reserve - Covid Recovery Funds	874,000.00			
Reserve - Harbour BL 667	255,000.00			
Reserve - Pool	168,200.00			
FD Funds-Drag Race	8,162.95			



Approved Grants and money spent as on September 30, 2021			
Grant Name	Grant Amount	Money Spent to date	Other Information, provided by department heads
Fire Hall Upgrades	338,923.00	42,995.00	All items except roof should be completed in 2021.
Beach Drive - phase 3	2,800,000.00	276,548.00	Work-in-process
Pool Grant	219,990.00	219,990.00	Complete
Hemlock St. upgrades	290,584.00		Awaiting conditional agreement
Covid 19 Fund- \$888,000			
Technology	88,800.00		
Emergency Planning	88,800.00		
Vulnerable Persons	266,400.00	14,000.00	See Note
Revenue Shortfalls	444,000.00		

Note:

During the council meeting held on July 20, 2021 the council approved a \$26,000 grant application from Rotary. This was through Vulnerable person's Covid grant

Capital Budget (2021) and money spent as on September 30, 2021		
Department	2021 Budget	Spent\Contracted
Administration	15,000.00	
Council Re: Old School	5,000.00	
Fire Department	748,194.00	Work in process for 100% of the approved spent
Pool	306,000.00	Project complete.
Public Works	2,922,900.00	This amount includes Beach Drive work and other projects.
Sewer	537,000.00	\$470,000 worth is complete.
Harbour	263,000.00	No progress on Parking Lot B, budget was \$70,000

Town of Port McNeill

Report for Information - Council



To: Pete Nelson-Smith, CAO **File No:**
Meeting Date: Regular Council - 26 Oct 2021
From: Laura Evans, Deputy Finance Officer
Subject: August & September 2021 Cheque Listings

PURPOSE:

That Council receive these cheque listings for information purposes.

BACKGROUND:

Council has directed staff to provide cheques listings on a monthly basis.

CONCLUSION:

Council, by reviewing and receiving this report will provide additional information to the community about the monthly operations of the Town of Port McNeill.

ATTACHMENTS:

[Sept 2021 Cheque List](#)

[Aug 2021 Cheque list](#)



TOWN OF PORT MCNEILL

Cheque Listing For Council

2021-Oct-21
10:45:30AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20210673	2021-09-07	ADAMS, REBECCA	24AUG2021	PAYMENT MASKS	17.90	17.90
20210674	2021-09-07	ALLEN, JULIAN P	BOOT21	PAYMENT BOOT ALLOWANCE	306.58	306.58
20210675	2021-09-07	ALL-TERRAIN EXCAVATING LTD.	21-2791 21-2793	PAYMENT HADDINGTON CR DRAIN UPGRADE& BEACH DRIVE PROJECT	15,611.40 97,335.00	112,946.40
20210676	2021-09-07	AMAN, SHARRI	Aug 21 Fines Aug2021.a	PAYMENT AUGUST 2021 FINES ANIMAL CONTROL SRVCS AUG 2021	175.00 1,925.00	2,100.00
20210677	2021-09-07	ANDREW SHERET LTD.	10-049126	PAYMENT PW SUPPLIES	1,059.51	1,059.51
20210678	2021-09-07	AUSSIE SIGNS, DECALS, & DESIGN	2812	PAYMENT POOL CLOTHING	448.00	448.00
20210679	2021-09-07	BASE GEOTECHNICAL INC	1268	PAYMENT BEACH DRIVE TENDER PKG	4,562.47	4,562.47
20210680	2021-09-07	DYMENT, TAMMY L	August 2021	PAYMENT CAMPSITE COMMISSION	1,933.81	1,933.81
20210681	2021-09-07	FOX'S DISPOSAL SERVICES LTD, (P.M. Div)	4802990475	PAYMENT JULY 2021	3,277.43	3,277.43
20210682	2021-09-07	PORT MCNEILL ENTERPRISES LTD.	41356 41357	PAYMENT ROAD CRUSH REGULAR BLOCKS	123.20 2,979.20	3,102.40
20210683	2021-09-07	REGIONAL DISTRICT OF MOUNT WADDINGTON	2593 June 2021	PAYMENT LANDFILL TIPPING JUNE 2021 MRDT	1,534.72 2,141.26	3,675.98
20210684	2021-09-07	ROAD RANGER FREIGHT, 0702344 BC LTD.	30593	PAYMENT DELIVERY FEES	30.16	30.16
20210685	2021-09-07	Shelley Kohlmann and Associates Consulting	120	PAYMENT CONSULTING	1,407.00	1,407.00
20210686	2021-09-07	SUNCO PLYWOOD SALES INC dba WINDSOR	265335 265684 July 2021 Town	PAYMENT 4' PVC PIPE RFND RE: INV# 265335, ADD 15%RE SUPPLIES	132.15 (98.05) 3,955.97	3,990.07
20210687	2021-09-07	SUPERIOR PROPANE	35285991	PAYMENT POOL PROPANE	2,297.38	2,297.38
20210688	2021-09-07	TEX ELECTRIC LTD.	2462 2463	PAYMENT ALARM SYSTEM UPGRADES ALARM SYSTEM UPGRADES	11,335.51 10,863.18	22,198.69
20210689	2021-09-07	WILLIAMS, LUCAS	Stf.LunchAug23	PAYMENT STAFF LUNCH	83.01	83.01
20210690	2021-09-07	[REDACTED]	Swim Lesson Rfn	PAYMENT SWIM LESSON FEE REFUND	130.00	130.00
20210691	2021-09-07	[REDACTED]	Swim Rfnd	PAYMENT SWIM LESSON FEE REFUND	40.00	40.00
20210692	2021-09-07	WALKER, ASHLYN	FD2021	PAYMENT FD BURSARY	500.00	500.00
20210703	2021-09-22	ABERNETHY CONTRACTING	203181	PAYMENT SIDEWALK PROJECT	25,955.49	25,955.49
20210704	2021-09-22	ALL-TERRAIN EXCAVATING LTD.	BEACH DR NO.2 HADD NO.1	PAYMENT BEACH DRIVE PROJECT HADDINGTON DRAINAGE PROJECT	77,301.00 145,889.10	223,190.10



TOWN OF PORT MCNEILL

Cheque Listing For Council

2021-Oct-21
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Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20210705	2021-09-22	ANDREW SHERET LTD.	10-051579	PAYMENT WATER SUPPLIES	1,065.16	1,065.16
20210706	2021-09-22	AUSSIE SIGNS, DECALS, & DESIGN	2828	PAYMENT POST CARDS	252.00	252.00
20210707	2021-09-22	BRANDT TRACTOR LTD.	5565769	PAYMENT BACKHOE PARTS	197.42	197.42
20210708	2021-09-22	BUNZL CLEANING & HYGIENE	7749772 7754384	PAYMENT FD CLEANING SUPPLIES PW CLEANING SUPPLIES	476.89 876.29	1,353.18
20210709	2021-09-22	CAN. UNION OF PUBLIC EMPLOYEES LOCAL 401	SEPT 2021	PAYMENT EMPLOYEE DUES	595.07	595.07
20210710	2021-09-22	CARWAY SIGNS 'N STUFF	304	PAYMENT MUSEUM SIGNAGE	188.16	188.16
20210711	2021-09-22	CHYNA SEA VENTURES LTD.	ADV2021-053	PAYMENT ADVERTISING	840.00	840.00
20210712	2021-09-22	CORPORATE EXPRESS CANADA INC	56989019 57043747	PAYMENT OFFICE SUPPLIES OFFICE SUPPLIES	177.21 505.29	682.50
20210713	2021-09-22	FOX'S DISPOSAL SERVICES LTD, (P.M. Div)	35187 SEPT 21 GARBAC	PAYMENT BRUSH BIN / YARD WASTE GARBAGE CONTRACT	1,561.10 8,702.99	10,264.09
20210714	2021-09-22	FROST, CLAUDIA	AUG 2021	PAYMENT ACCOUNTING SERVICES	2,470.00	2,470.00
20210715	2021-09-22	FURNEY DISTRIBUTING LTD.	AUG 2021 PW JULY 2021 PW JULY 21 OIL	PAYMENT PW FUEL PW FUEL GENERATOR OIL	3,462.87 2,382.33 1,974.33	7,819.53
20210716	2021-09-22	GREEN FOR LIFE ENVIRONMENTAL	LQ01051155 LQ01087010	PAYMENT WASTE OIL WASTE OIL	213.15 213.15	426.30
20210717	2021-09-22	GUS'S BAR & GRILL INC	100	PAYMENT ACCIDENT DEBRIEF	238.35	238.35
20210718	2021-09-22	IGA #25	AUG 21 CAN BBC AUG 21 FD AUG 21 PW TEST AUG 21 PW2 AUG 21 PW3	PAYMENT CELEBRATE BBQ FD FOOD WATER TESTING SUPPLIES PW SUPPLIES PW SUPPLIES	290.03 546.08 5.35 26.52 58.46	926.44
20210719	2021-09-22	IRWIN AIR LTD	1052 1052a	PAYMENT COMPRESSOR UNIT TRADE IN STORAGE CYLINDERS	53,378.26 (8,000.00)	45,378.26
20210720	2021-09-22	ISLAND FOODS 2017 LTD.	10405791 10405800 10405817 10405820 10406638 10406891	PAYMENT FOOD FROZEN FOOD FOOD CANADA DAY FD FOOD SENIORS BBQ	465.16 90.32 97.81 838.84 76.41 114.82	1,683.36
20210721	2021-09-22	K & K ELECTRIC LTD	064346	PAYMENT JIB CRANE MAINTENANCE	275.63	275.63
20210722	2021-09-22	KGC FIRE RESCUE INC.	235731	PAYMENT FD TOOLS	1,199.39	1,199.39
20210723	2021-09-22	LIDSTONE & COMPANY	37541	PAYMENT LEGAL SERVICES	1,111.04	1,111.04



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20210724	2021-09-22	LINDE CANADA INC.	65673775	PAYMENT CYLINDER RENT	29.43	29.43
20210725	2021-09-22	MCELHANNEY CONSULTING SERVICES LTD	165345 165419 165498 165502 165509 165525	PAYMENT OCP REVIEW OCP PROJECT BEACH DRIVE PROJECT POOL PROJECT HADDINGTON DRAINAGE BEACH DRIVE PROJECT	21,244.23 6,127.77 25,297.26 2,200.02 5,160.60 2,473.83	62,503.71
20210726	2021-09-22	MIKE BALCKE CONTRACTING	2021-035	PAYMENT HADDINGTON PROJECT	8,978.99	8,978.99
20210727	2021-09-22	NI SPORTSMANS STEAK HOUSE & INN	447991	PAYMENT # 32, 24 04	239.93	239.93
20210728	2021-09-22	NORTH ISLAND PACIFIC PARTS & SALES	101382	PAYMENT PW SUPPLIES	17.97	17.97
20210729	2021-09-22	O.K. PAVING (UPPER ISLAND) CO.	P21-022RM	PAYMENT BEACH DRIVE PROJECT	23,231.25	23,231.25
20210730	2021-09-22	ORACH ENTERPRISES LTD.	4268 4269	PAYMENT HARBOUR PORT A POTTY ROTARY TRAIL PORT A POTTIE	366.19 349.65	715.84
20210731	2021-09-22	PAHTI, PEGGY	SEPT 2021	PAYMENT JANITORIAL SERVICES	2,464.54	2,464.54
20210732	2021-09-22	PORT HARDY BULLDOZING LTD.	13330	PAYMENT SIDEWALK PROJECT	698.25	698.25
20210733	2021-09-22	PORT HARDY, DISTRICT OF	10354	PAYMENT BUILDING INSPECTOR SERVICES	550.00	550.00
20210734	2021-09-22	PORT MCNEILL ENTERPRISES LTD.	41376 41383 41391 41429	PAYMENT BLOCKS, RE.: PIONEER HILL BLOCKS RE.: PIONEER HILL CRUSHED ROCK PIT RUN	5,064.64 1,191.68 985.60 255.36	7,497.28
20210735	2021-09-22	POSITIVE CONNECTIONS, DIV OF, TWOFOURONE CC	11400 11417 11431	PAYMENT 6 PAGERS FD RADIOS FD RADIO SUPPLIES	5,331.20 1,198.40 754.75	7,284.35
20210736	2021-09-22	PROGRESSIVE DIESEL LTD.	73749 73774	PAYMENT PUMPER 3 MAINTENANCE WATER TENDER MAINTENANCE	1,202.05 214.73	1,416.78
20210737	2021-09-22	PUROLATOR INC.	448474256	PAYMENT COURIER	111.31	111.31
20210738	2021-09-22	RIDGELINE MECHANICAL	POOL NO.2 POOL NO.3	PAYMENT POOL UPGRADES POOL UPGRADES	258,332.02 53,000.22	311,332.24
20210739	2021-09-22	SHOP RITE STORES	AUG 21 FD AUG 21 PW JULY 21 PW	PAYMENT FD SUPPLIES PROGRAM SUPPLIES PROGRAM SUPPLIES	327.43 1,984.35 2,268.27	4,580.05
20210740	2021-09-22	SINGH, HARINDER	DRAW 1	PAYMENT RELOCATION EXPENSE	315.89	315.89
20210741	2021-09-22	SUPERIOR PROPANE	35371726 35412092 35504768 35575623	PAYMENT PROPANE TANK RENTAL POOL PROPANE CAMPSITE PROPANE	1,965.69 173.60 998.86 304.84	3,442.99
20210742	2021-09-22	V-ECHO RESTORATIONS		PAYMENT		1,230.25



TOWN OF PORT McNEILL

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Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20210742	2021-09-22	V-ECHO RESTORATIONS	023804	LOADER MAINTENANCE	1,230.25	1,230.25
20210743	2021-09-22	WOLVEN I.T. SERVICES	2259 2260	PAYMENT IT SERVICES LABOUR UPS BATTERY REPLACEMENT	182.01 546.00	728.01
20210744	2021-09-22	[REDACTED]	Aug 2021	PAYMENT REFUND LESSONS	40.00	40.00
20210745	2021-09-22	[REDACTED]	HAR REF 2021	PAYMENT HARBOUR MOORAGE REFUND	2,100.00	2,100.00
20210746	2021-09-22	FLETCHER, ANDREW	REPL-20210152 REPL-20210152	Replacement Cheque Replacement Cheque	96.67	96.67
20210747	2021-09-22	WILLIAMS, LUCAS	REPL-20200964 REPL-20200964	Replacement Cheque Replacement Cheque	257.25	257.25
20210748	2021-09-22	[REDACTED]	REPL-20200783 REPL-20200783	Replacement Cheque Replacement Cheque	12.60	12.60
20210749	2021-09-09	CIBC - VISA	21 UBCM MAYOR FD REFUND VISIT PM DOMAI	PAYMENT UBCM CONVENTION FD ITEM REFUND VISIT PT McNEILL DOMAIN FEE	498.75 (3.49) 16.73	511.99
20210750	2021-09-09	MINISTER OF FINANCE	2021 Q3	PAYMENT EMPLOYEE HEALTH TAX	2,914.45	2,914.45
20210751	2021-09-20	CERIDIAN	SEPT 17 2021	PAYMENT EMPLOYEE PAYROLL	41,402.63	41,402.63
20210752	2021-09-20	CIBC	SEPT 2021	PAYMENT ONLINE PAYMENT FEES	69.32	69.32
20210753	2021-09-20	MUNICIPAL PENSION PLAN	SEPT 17 2021	PAYMENT EMPLOYEE PENSION	5,107.25	5,107.25
20210794	2021-09-02	CERIDIAN	SEPT 3/21	PAYMENT EMPLOYEE PAYROLL	53,080.95	53,080.95
20210795	2021-09-02	DE LAGE LANDEN , FINANCIAL SERVICES CANADA	FD SEPT 21	PAYMENT FD COPIER LEASE	238.56	238.56
20210796	2021-09-02	MUNICIPAL PENSION PLAN	SEPT 3/21	PAYMENT EMPLOYEE PENSION	4,886.38	4,886.38
20210797	2021-09-02	PACIFIC BLUE CROSS	SEPT 1 2021	PAYMENT EMPLOYEE BENEFITS	2,819.40	2,819.40
20210798	2021-09-13	MUNICIPAL FINANCE AUTHORITY	SEPT 8 2021	PAYMENT 2021 TAX LEVY	70.33	70.33
20210799	2021-09-13	TELUS MOBILITY (BC)	207 208 209 210 211 212	PAYMENT ESS CELL PW CHARGEHAND CELL FIRE CHIEF CELLL PW MANAGER CELL HARBOUR CELL WELL #5 ALARM	35.29 67.20 154.36 106.81 107.16 67.20	538.02
20210800	2021-09-29	CERIDIAN	SEPT 21 COUNCI	PAYMENT COUNCIL REMUNERATION	4,580.13	4,580.13
20210801	2021-09-28	CERIDIAN	OCT 01/21	PAYMENT EMPLOYEE PAYROLL	32,646.21	32,646.21
20210802	2021-09-02	CLOUD COLLECTIVE INC.	11115	PAYMENT OFFICE 365	290.52	290.52
20210803	2021-09-01	GLOBAL PAYMENTS	AUG 21 POS1 AUG 21 POS2 AUG 21 POS3	PAYMENT CAMPSITE POS FEE HARBOUR POS FEE PARKING POS FEE	109.42 914.31 270.35	2,077.20



TOWN OF PORT McNEILL

Cheque Listing For Council

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Cheque			Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date	Vendor Name				
20210803	2021-09-01	GLOBAL PAYMENTS	AUG 21 POS4	CORP ADMIN POS FEE	722.28	2,077.20
			AUG 21 POS5	POOL POS FEE	60.84	
20210804	2021-09-27	TELUS COMMUNICATIONS (BC) INC.		PAYMENT		2,609.19
			824	STP ALARM	61.91	
			825	COTTAGE INTERNET	72.80	
			826	LIFT STN#2	33.60	
			827	OLD SCHOOL ALARM	66.11	
			828	STP PHONE	89.69	
			829	SEARCH & RESCUE	106.49	
			830	HARBOUR FAX	66.11	
			831	CORP ADMIN POS	66.11	
			832	CORP ADMIN PHONE & INTERNET	271.47	
			833	CAMPSITE PHONE & INTERNET	213.66	
			834	OS & CH PHONE	85.84	
			835	ESS PHONE	66.11	
			836	POOL PHONE & INTERNET	134.49	
			837	WELL #3 ALARM	84.00	
			838	HARBOUR POS	66.11	
			839	HARBOUR INTERNET	162.40	
			840	HARBOUR PHONE	269.78	
			841	WELL #2 ALARM	67.20	
			842	CORP ADMIN FAX	66.18	
			843	FD PHONE & INTERNET	226.40	
			844	PW PHONE & INTERNET	151.29	
			845	LIFT STN#3	84.00	
			846	LIFT STN#1	97.44	
20210805	2021-09-14	BC HYDRO		PAYMENT		16,120.09
			689	FED WHARF	1,635.41	
			690	MUN WHARF	1,164.01	
			691	OVERHEAD STREET LIGHTS	7,128.07	
			692	ORNAMENTAL STRT LIGHTS	385.09	
			693	WELL #2	862.25	
			694	PUBLIC WORKS YARD	252.98	
			695	PUBLIC WORKS YARD	486.48	
			696	STP	3,452.72	
			697	FIRE HALL	729.50	
			698	MANITC FIELD	23.58	

Total 1,100,056.46

*** End of Report ***



TOWN OF PORT McNEILL

Cheque Listing For Council

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Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20210615	2021-08-06	AMAN, SHARRI	JULY 2021	PAYMENT ANIMAL CONTROL CONTRACT	1,925.00	1,925.00
20210616	2021-08-06	COMMERCIAL AQUATIC SUPPLIES	162977 163004	PAYMENT POOL SUPPLIES POOL SUPPLIES	947.52 152.37	1,099.89
20210617	2021-08-06	DYMENT, TAMMY L	JULY 2021	PAYMENT CAMPSITE COMMISSION	1,123.38	1,123.38
20210618	2021-08-06	FOX'S DISPOSAL SERVICES LTD, (P.M. Div)	34596 34712 34713 34714 34715 34716 34717 34718 34719 JUNE 21 RECYCL	PAYMENT BRUSH BIN / YARD WASTE CAMPSITE FIRE HALL PUBLIC WORKS SHOP OLD SCHOOL STP BOAT RAMP LOADING WHARF MUNICIPAL WHARF RECYCLING	1,231.60 197.98 193.38 278.61 317.56 173.62 833.30 500.92 1,291.67 3,277.43	8,296.07
20210619	2021-08-06	INNOV8 DIGITAL SOLUTIONS INC.	292168	PAYMENT CA PHOTOCOPIER CONTRACT	1,347.96	1,347.96
20210620	2021-08-06	LASOTA, KENADII	POOL PAINT	PAYMENT POOL TILE PAINT	15.16	15.16
20210621	2021-08-06	MCHELHANNEY CONSULTING SERVICES LTD	160432 161757 161760 161762 161764 161768 161772	PAYMENT OCP PROJECT BEACH DRIVE PROJECT POOL PROJECT MARINA PROJECT ELECTRICAL RFF HADDINGTON DRAINAGE PROJECT BEACH DRIVE PROJECT WATER SYSTEM ASSESSMENT	14,790.72 59,446.87 2,028.84 314.29 1,002.51 727.05 8,672.48	86,982.76
20210622	2021-08-06	ORNAMENTAL BRONZE LTD.	98198	PAYMENT BENCH PLAQUE	268.80	268.80
20210623	2021-08-06	REGIONAL DISTRICT OF MOUNT WADDINGTON	MAY 2021 MRDT	PAYMENT MAY 2021 HOTEL TAX	342.84	342.84
20210624	2021-08-06	ROAD RANGER FREIGHT, 0702344 BC LTD.	30464	PAYMENT PW FREIGHT	53.55	53.55
20210625	2021-08-06	TECHNICAL SAFETY BC	01614277	PAYMENT POOL	310.68	310.68
20210626	2021-08-06	VANCOUVER ISLAND REGIONAL LIBRARY	3RD QTR LEVY	PAYMENT LIBRARY TAX	23,745.50	23,745.50
20210627	2021-08-06	PIONEER RESEARCH CORPORATION	260090	PAYMENT STP/SEWER SUPPLIES	1,697.23	1,697.23
20210628	2021-08-06	SHELLEY KOHLMANN & ASSOCIATES CONSULTING	0000113	PAYMENT CONSULTING	1,302.00	1,302.00
20210629	2021-08-06	[REDACTED]	202108041	PAYMENT CREDIT BALANCE PAID	149.60	149.60
20210630	2021-08-06	BC ASSESSMENT	2021 TAX LEVY	PAYMENT 2021 TAX LEVY	15,308.38	15,308.38
20210631	2021-08-06	CERIDIAN	AUG 6/21	PAYMENT EMPLOYEE PAYROLL	52,545.10	52,545.10
20210632	2021-08-06	MUNICIPAL PENSION PLAN	AUG 6/21	PAYMENT EMPLOYEE PENSION	4,803.94	4,803.94
20210633	2021-08-06	PACIFIC BLUE CROSS	AUG 2021	PAYMENT EMPLOYEE BENEFITS	3,553.00	3,553.00



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Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20210635	2021-08-12	AUSSIE DIESEL SERVICES LTD.		PAYMENT		10,504.26
			2681	WELL #2 MAINTENANCE	1,365.95	
			2682	YARD GENERATOR MAINTENANCE	1,047.96	
			2683	STP MAINTENANCE	1,488.26	
			2689	WELL #5 MAINTENANCE	1,416.50	
			2690	PW SUPPLIES	100.47	
			2773	LIFT STN#1 MAINTENANCE	941.16	
			2774	LIFT STN#3 MAINTENANCE	941.65	
			2775	GENERATOR MAINTENANCE	1,486.48	
			2776	ESS GENERATOR MAINTENANCE	1,715.83	
20210636	2021-08-12	BLACK PRESS GROUP LTD.		PAYMENT		101.35
			34116816	ADVERTISING	101.35	
20210637	2021-08-12	BUREAU VERITAS CANADA (2019) INC		PAYMENT		107.52
			VA10412540	STP TESTING	107.52	
20210638	2021-08-12	BUSY B'S DISTRIBUTING		PAYMENT		128.70
			56212	FD WATER FOR TRUCKS	128.70	
20210639	2021-08-12	COMMERCIAL AQUATIC SUPPLIES		PAYMENT		436.37
			163278	POOL SUPPLIES	436.37	
20210640	2021-08-12	ENVIRONMENTAL OPERATORS CERTIF. PROGRAM		PAYMENT		420.00
			127132	STP ANNUAL DUES	210.00	
			127235	WATER DIST. SYSTEM ANNUAL DUE	210.00	
20210641	2021-08-12	FOX'S DISPOSAL SERVICES LTD, (P.M. Div)		PAYMENT		1,231.60
			34832	BRUSH BIN / YARD WASTE	1,231.60	
20210642	2021-08-12	FURNEY DISTRIBUTING LTD.		PAYMENT		714.00
			JULY 21 FD	FD FUEL	714.00	
20210643	2021-08-12	GREEN FOR LIFE ENVIRONMENTAL		PAYMENT		569.05
			01085082	WASTE OIL REMOVAL	355.90	
			01085870	WASTE OIL REMOVAL	213.15	
20210644	2021-08-12	IGA #25		PAYMENT		278.93
			JULY 21 FD	FD FOOD	217.30	
			JULY 21 TOWN	CA / PW SUPPLIES	61.63	
20210645	2021-08-12	LINDE CANADA INC.		PAYMENT		248.03
			64392693	CYLINDER LEASE	220.58	
			65136693	CYLINDER RENTAL	27.45	
20210646	2021-08-12	MINISTER OF FINANCE		PAYMENT		131.93
			3688	CAMPBELL FLASHING BEACONS	131.93	
20210647	2021-08-12	ORACH ENTERPRISES LTD.		PAYMENT		7,892.27
			4180	CLEAN CATCH BASINS	7,193.81	
			4203	HARBOUR PORTA A POTTIE	349.23	
			4204	ROTARY TRAIL PORT A POTTIE	349.23	
20210648	2021-08-12	PAHTI, PEGGY		PAYMENT		2,464.54
			AUG 2021	JANITORIAL SERVICES	2,464.54	
20210649	2021-08-12	PORT HARDY, DISTRICT OF		PAYMENT		607.54
			10325	BUILDING INSPECTION SERVICES	607.54	
20210650	2021-08-12	PORT MCNEILL ENTERPRISES LTD.		PAYMENT		123.20
			41303	ROAD CRUSH	123.20	
20210651	2021-08-12	PUROLATOR INC.		PAYMENT		103.03
			447956631	SHIPPING FEES	103.03	
20210652	2021-08-12	REGIONAL DISTRICT OF MOUNT WADDINGTON		PAYMENT		63.00
			2567	TIPPING FEES	63.00	
20210653	2021-08-12	ROCKY MOUNTAIN PHOENIX		PAYMENT		15,093.12
			0130308	FD TIC CAMERA	15,093.12	
20210654	2021-08-12	SHOP RITE STORES		PAYMENT		96.28
			JULY 21 FD	FD SUPPLIES	96.28	



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20210655	2021-08-12	TAIT , KYARRA	MAR-JULY 2021	PAYMENT FD JANITORIAL SERVICES	1,252.80	1,252.80
20210656	2021-08-12	WHOLESALE FIRE & RESCUE LTD.	2594	PAYMENT FD SUPPLIES	206.80	206.80
20210657	2021-08-12	WICKSTROM, GABRIELE B.	I.H. TOUR	PAYMENT ISLAND HEALTH TOUR	129.25	129.25
20210658	2021-08-12	WOLVEN I.T. SERVICES	2191 2192	PAYMENT PW IT SERVICES CORP ADMIN IT SERVICES	190.40 705.59	895.99
20210659	2021-08-12	BLACKROCK AUTOMATION LTD	16181	PAYMENT WELL #5 MAINTENANCE	2,164.58	2,164.58
20210660	2021-08-12	[REDACTED]	677-001	PAYMENT LEGAL SERVICES	2,010.97	2,010.97
20210661	2021-08-24	C.A.B.INDUSTRIAL AUTOMOTIVE SUPPLIES LTD	JULY 2021	PAYMENT SUPPLIES	848.78	848.78
20210662	2021-08-24	CAN. UNION OF PUBLIC EMPLOYEES LOCAL 401	AUG 2021	PAYMENT EMPLOYEE DUES	790.63	790.63
20210663	2021-08-24	DILIGENT CANADA	299751	PAYMENT ICOMPASS ANNUAL FEE	6,720.00	6,720.00
20210664	2021-08-24	FOX'S DISPOSAL SERVICES LTD, (P.M. Div)	34906 AUG 21 GARBAG	PAYMENT PUBLIC DUMPSTER AT YARD GARBAGE CONTRACT	645.33 8,702.99	9,348.32
20210665	2021-08-24	FROST, CLAUDIA	202106 202107	PAYMENT ACCOUNTING SERVICES ACCOUNTING SERVICES	2,136.45 2,567.50	4,703.95
20210666	2021-08-24	HAWLEY, LEE	RETIRE	PAYMENT RETIREMENT	1,000.00	1,000.00
20210667	2021-08-24	MUNIWARE, MUNICIPAL INFORMATION SYSTEM INC.	20211239	PAYMENT CA TRAINING	210.00	210.00
20210668	2021-08-24	NORTH ISLAND PACIFIC PARTS & SALES	100941	PAYMENT PW SUPPLIES	17.45	17.45
20210669	2021-08-24	SUPERIOR PROPANE	35181588 35181589	PAYMENT CAMPSITE PROPANE POOL PROPANE	274.16 1,398.30	1,672.46
20210670	2021-08-24	LANDMARK SIGN	20784	PAYMENT WAYFINDING SIGNS	26,992.00	26,992.00
20210671	2021-08-24	[REDACTED]	UT REFUND	PAYMENT UTILITY OVERPAYMENT	48.00	48.00
20210672	2021-08-24	[REDACTED]	PARKING REFUN	PAYMENT PARKING REFUND	36.75	36.75
20210693	2021-08-18	CERIDIAN	AUG 20 2021	PAYMENT EMPLOYEE PAYROLL	54,925.04	54,925.04
20210694	2021-08-18	CIBC	AUG 2021	PAYMENT ONLINE PAYMENT FEE	69.48	69.48
20210695	2021-08-18	CLOUD COLLECTIVE INC.	11020	PAYMENT OFFICE 365	270.47	270.47
20210696	2021-08-27	CERIDIAN	AUG 21 COUNCIL	PAYMENT COUNCIL STIPEND	5,480.95	5,480.95
20210697	2021-08-27	MUNICIPAL PENSION PLAN	AUG 20/21	PAYMENT EMPLOYEE PENSION	4,854.51	4,854.51
20210698	2021-08-27	TELUS COMMUNICATIONS (BC) INC.		PAYMENT		2,609.58



TOWN OF PORT MCNEILL

Cheque Listing For Council

2021-Oct-21
10:42:41AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20210698	2021-08-27	TELUS COMMUNICATIONS (BC) INC.	800	STP ALARM	61.91	2,609.58
			801	COTTAGE INTERNET	72.80	
			802	LIFT STN #2	33.60	
			803	OLD SCHOOL ALARM	66.11	
			804	STP PHONE	89.69	
			805	SEARCH & RESCUE	106.49	
			806	HARBOUR FAX	66.11	
			807	CORP ADMIN POS	66.11	
			808	CORP ADMIN	271.47	
			809	CAMPSITE	213.66	
			810	OS & COMM HALL	85.84	
			811	ESS	66.11	
			812	POOL	134.49	
			813	WELL #3 ALARM	84.00	
			814	HARBOUR POS	66.11	
			815	HARBOUR INTERNET	162.40	
			816	CORP ADMIN PHONE & INTERNET	270.18	
			817	WELL #2 ALARM	67.20	
			818	CORP ADMIN FAX	66.17	
			819	FD PHONE & INTERNET	226.40	
			820	PW PHONE & INTERNET	151.29	
			821	LIFT STN#3 ALARM	84.00	
			822	LIFT STN# 1	97.44	
20210699	2021-08-05	CIBC - VISA		PAYMENT		527.85
			13876	HARBOUR PUMP OUT PARTS	145.59	
			ANNEX PUBLISH	FD SUPPLIES	22.00	
			DOCK CLEATS	HARBOUR DOCK CLEATS	40.90	
			HARB LOCKS	HARBOUR LOCKS	73.88	
			HARBOUR BINOS	HARBOUR SUPPLIES	72.78	
			JULY 21 LOG	TOWN LOG SHIPPING	171.35	
			PWMAN ICLLOUD	PW MANAGER STORAGE	1.35	
20210700	2021-08-05	GLOBAL PAYMENTS		PAYMENT		
			JULY 21 POS 3	HARBOUR POS FEE	1,081.22	
			JULY 21 POS 4	CAMPSITE POS FEE	170.44	
			JULY 21 POS1	PARKING POS FEE	195.74	
			JULY 21 POS2	CORP ADMIN POS FEE	6,597.28	
20210701	2021-08-12	BC HYDRO		PAYMENT		23,071.24
			400003497563	ELECTRICITY	23,071.24	
20210702	2021-08-13	TELUS MOBILITY (BC)		PAYMENT		517.19
			200	PW CHARGEHAND	67.20	
			201	ESS	34.17	
			202	FIRE CHIEF	154.36	
			203	PW MANAGER	87.10	
			204	HARBOUR	53.58	
			205	HARBOUR	53.58	
			206	WELL #5 ALARM	67.20	
20210754	2021-08-26	CIBC		PAYMENT		604.15
			REVERSAL	RECTIFY BANK ERROR	604.15	

Total 406,209.43

*** End of Report ***



Room to Dream. Room to Grow.

Port McNeill B.C.

**Open House, Pop-up Engagement Event & Survey #4 –
Summary and Proposed Final OCP and Zoning Bylaw
Revisions**

OCP Policies and Land Use

The Survey and Open House provide a final look prior to bringing a consolidated OCP and Zoning Bylaw to Council for consideration. Input gathered from the public and stakeholders was considered alongside extensive technical research of policies, plans, strategies, guidelines, regulations, and bylaw documents including development permit areas and land use designations as well as updated population projections, housing characteristics, and legislative requirements. The following summarize the survey and open house comments and how these are reflected in the OCP and Zoning Bylaw.

Question #1

When asked about the key topics addressed in the OCP with policies to support the vision, future growth and changes 73.4% of respondents felt that nothing had been missed. 26.8%.6% answered that they thought something was missing, which had 43 discreet comments.

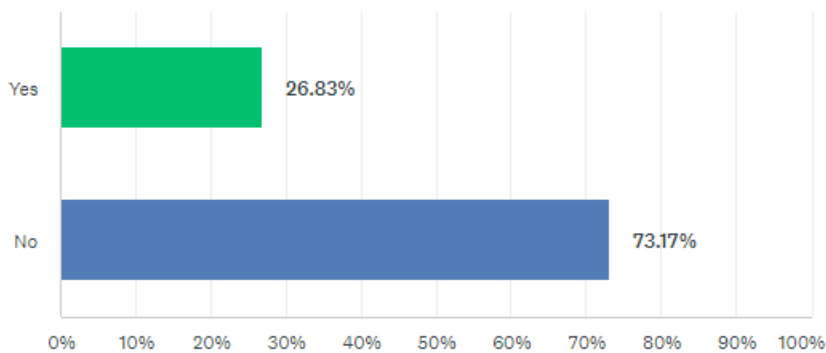


Figure 4. Number of Respondents who wanted to add to the Key Topics Identified

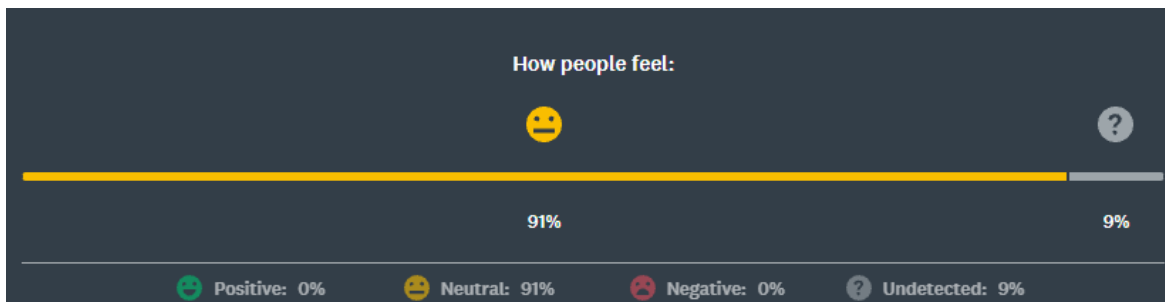


Figure 5. Neutral Sentiment in responses

The 43 mainly neutral responses were analyzed with the following topic TAGS to ensure that the comments are addressed in the draft OCP and two had clear implications for the draft OCP. The topic tags identified and implications to the draft OCP are included in Table 2 below.

Topic TAGS	# of Comments	Topic to add to OCP	Implication
Development Permit Areas	3	Forest Fire and Downtown Development areas	Included in Sec. 13.4.4, 13.4.1, 10.0
Housing	6	Seniors housing, assisted living, active seniors, appropriate housing	Included in Sec. 7.1
Included		Downtown Development	Secion 13.4.1
Parking	1	Parking / loading at ferry terminal	Not included - MOTI
Seniors	3	Affordable housing, keep Broughton campsite	Included in Sec. 7.1
Social Planning	13	Social procurement, childcare, food security, seniors long term care, medical services, adult education, cell service, opportunities for youth	Included Sec 6.0 Add to Sec 6.0
Urban Agriculture	2	Add Urban Agriculture, food security	Included in Zoning Bylaw Add to Sec 6.0 Add to Sec. 13.0
Youth	2	Opportunity and resources and programs for youth	Included in Sec. 10.2, 10.4, 13.1 & 13.2
Other	8	Cell service, Budget for implementation, more stores/shopping, stable electricity	Included in Sec 6.0

Table 2. Topics Respondents wanted to add to OCP

Through discussion at the open house many of these issues were also reviewed. A discussion that was not captured in the survey included highlighting key issues of accessibility. The accessibility policies were in the Transportation section. These have been reiterated in the Culture and Inclusion section of the OCP and expanded to address universal accessibility.

Question #2

There was a question around the future land use around Broughton Strait Campsite and the response showed the public is most interested in seeing Residential Rural Estate Lots. Second to that, 34.6% of individuals wanted to have Recreational land use in the location.

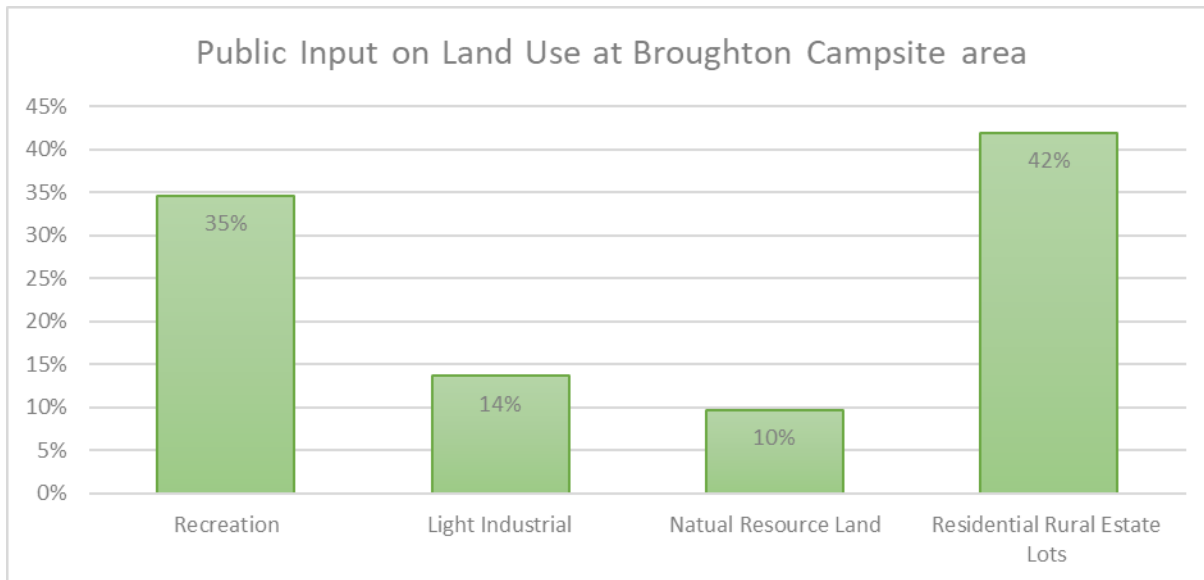
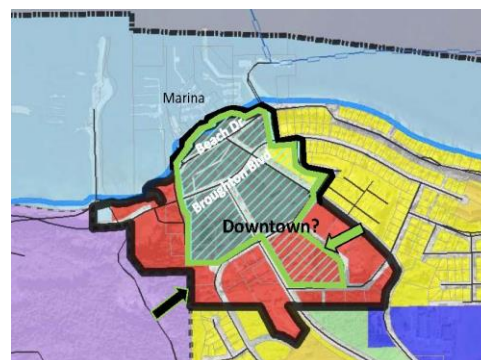
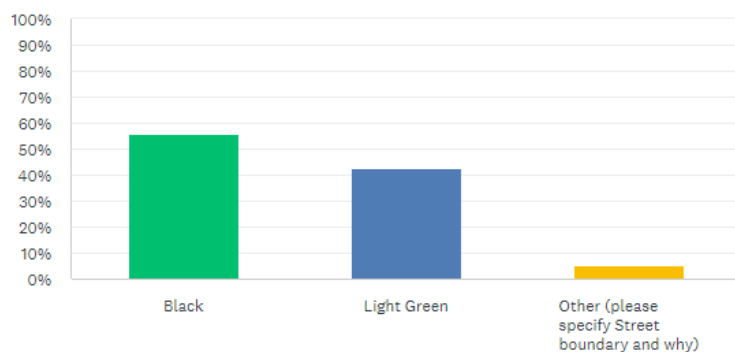


Figure 6. Respondents preference for future land use at Broughton Strait Campsite area currently Natural Resource Land.

The OCP Proposed Land Use map was updated to reflect these results. The new area has a dashed line to note the area for future Residential/Recreational uses.

Question #3

In the public's view, the black line represents the boundary to Downtown in Port McNeill. Eleven "other" responses were mainly neutral and positive.



Figures 7. and 8. Response to Downtown Boundary location

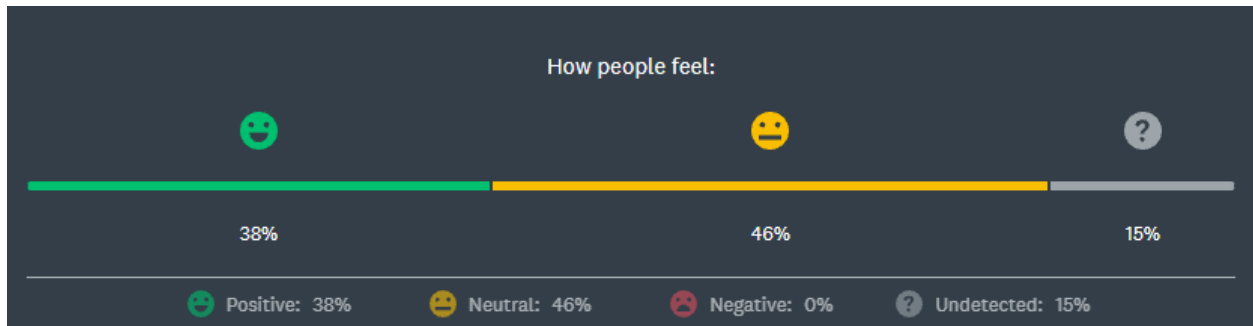
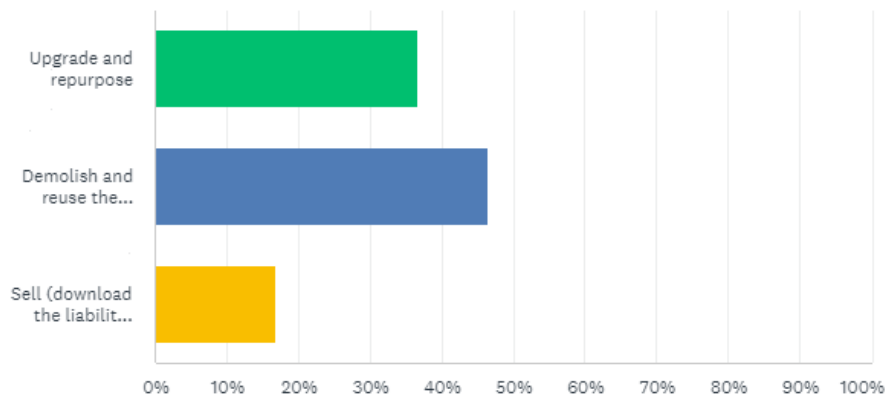


Figure 9. Respondents sentiment to Question #3

The OCP Proposed Land Use Map was updated to reflect these comments.

The Old School Site

In your opinion, which of the following options for the old school should the Town pursue in the future?



ANSWER CHOICES	RESPONSES
▼ Upgrade and repurpose	36.63% 63
▼ Demolish and reuse the property	46.51% 80
▼ Sell (download the liability to the private sector to repurpose the property)	16.86% 29

Figure 12. Percent Responses to Question #8

Almost half (46.5%) of the respondents felt that the old school should be demolished and reuse of the land should take place.

Zoning Bylaw

Question #4

When asked if the proposed Zoning Bylaw revisions were supported, 48 of the 205 respondents commented. Overall, 72.5% said yes they support the revisions and 27.5% said no they do not support the revisions. Of the 27.5% who responded they do not support the revisions, some of the comments were mixed and included positive support/comments for other revisions to the bylaw. The response in the 27.5% was mostly neutral.

Topic TAGS	# of Comments	Comment on adding:	Implication
Don't support Height regulation	4	Not in support	Small minority don't support
*Support Height regulation	1	In support	NA
No Chickens	26	No to chickens due to wildlife attractants and rodents	Minority of respondents don't support
Support Chickens	2	Support Only 4 hens and less restrictions	NA
Don't support Bees	5	No to bees due to wildlife attractants and rodents	Small minority don't support
Don't support Short Term Rental regulations	4	Don't regulate, look to APC study, rentals for tourists, visiting professionals	Small minority don't support
Support Short Term Rental regulations	6	Rental shortage for residents, more long term rentals needed, housing shortage, limit seasonally, impacts rental availability	NA
*Undetermined Urban Agriculture	6	Regarding building height and unable to understand calculation	

Table 3. Respondents reasons for non-support and support of Zoning Bylaw revisions.

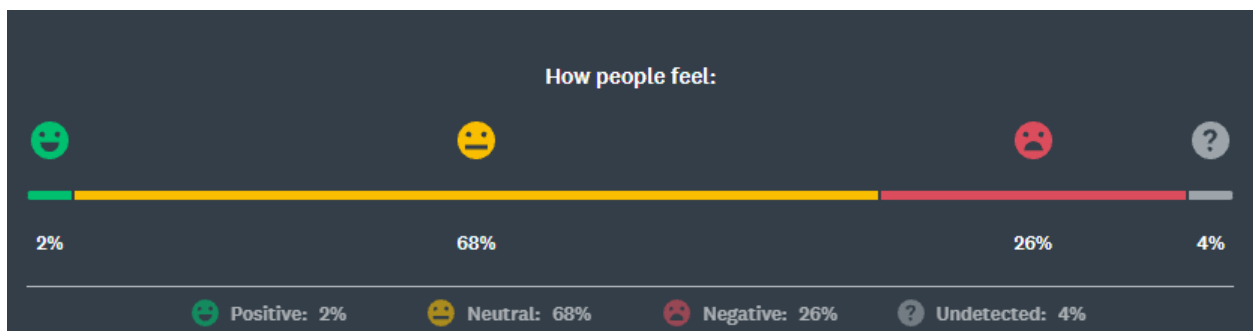
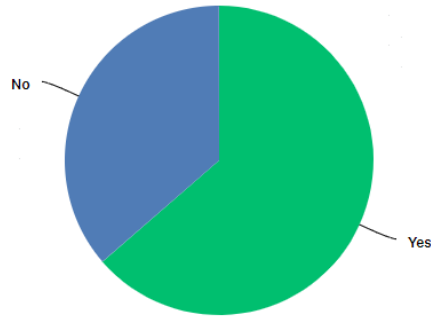


Figure 10. Respondents sentiment to Question #4

Question #5

Do you agree with the regulations for recreational vehicles listed above?



ANSWER CHOICES	RESPONSES	
Yes	63.64%	112
No	36.36%	64

Figure 11. Percent Responses to Question #5

Question #6

In your opinion, what is the most important topic to make certain is included and addressed in the OCP?

Topic TAGS	# of Comments	Comments	Implication
Urban agriculture	2	Distance to food sources	Included in 6.0 Economic Development
Beautification	8	Downtown, Waterfront, Visitor Centre	Included in 13.0 Development Permit Guidelines, 13.0 Implementation
Economic Development	16	Attract working people, marketing, local jobs, emerging businesses, social policy, activities for tourists waterfront, attract medical professionals	Included in Sec. 6.0 Economic Development and Sec 13.0
Housing	44	More land for development, seniors housing, attainable housing, live aboard housing, secondary suites	Included in Sec. 7.0, and 13.0
Infrastructure	12	Roads, lighting, paving, maintenance	Included in Sec. 11.0 Infrastructure and Growth
Recreation	12	Seniors recreation, add parks, add programmed community space	Included in Sec. 10.0 Parks and Recreation and 13.0 Implementation
Seniors	9	Housing and recreation	Included in Zoning Bylaw
Transportation	1	Transportation for growth	Included in Sec 12.0 Transportation
Environment	5	Protection, natural spaces protection, Chemical free forests, green energy, water quality	Included in Sec. 8.0 Climate and the Environment
Other	39	Responses that apply to Zoning, not policy – parking, housing, medical services, trees	Included in the Zoning Bylaw

Question #7

In your opinion, what is the most important topic to make certain is included and addressed in the Zoning Bylaw?

Topic TAGS	# of Comments	Comments regarding Zoning Bylaw	Implication
Short Term Rentals	18	4 comments wanted to allow them 2 comments wanted more study 12 comments to restrict them as proposed	Keep in updated Zoning Bylaw
Chickens & Bees	12	5 comments to allow chicken 2 comments to allow bees 5 comments to not allow chickens	Reduce number of chickens permitted from 6 to 4 hens. Keep urban bees in Zoning Bylaw
Recreational Vehicle parking	26	11 comment in favour of regulating 15 comments specifically about recreational vehicles on STREETS	Include in updated Zoning Bylaw Enforcement of Traffic Bylaw
Height regulations	3	Regulate height	Include in Zoning Bylaw update
Other	78	Had no response or comments that do not apply	

In addition, comments were received through e-mail regarding the restriction of the number of individuals permitted in a Bed and Breakfast. The total number was revised to allow for up to 4 people excluding the permanent residents of the home. The original provision was 10 including permanent residents which equates to 6-8 individuals. Parking was deemed an issue.

Summary of all Zoning Revisions

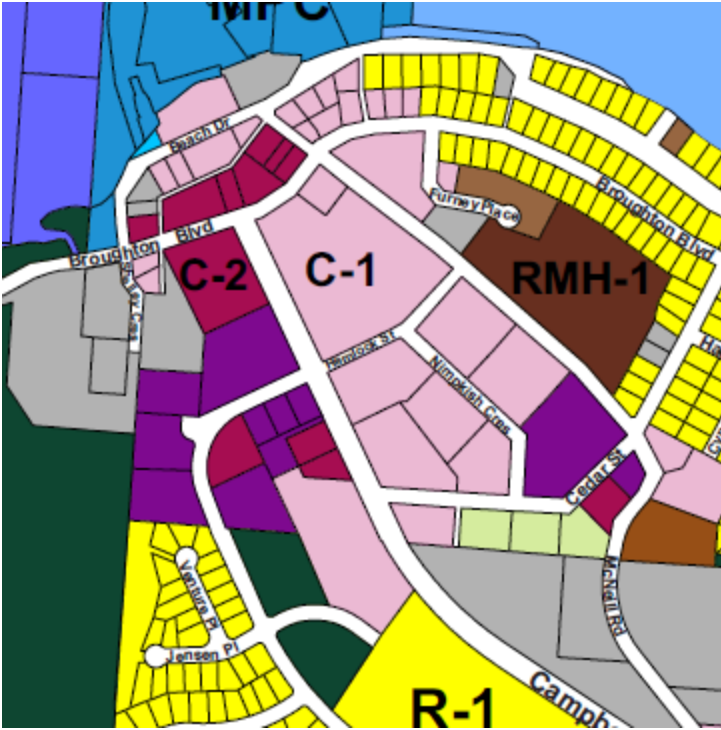
The following Table provides a summary of all the proposed changes to the Zoning Bylaw. The highlighted items were revised based on feedback from the Open House and Survey on September 26 and 27, 2021.

Task	Description
General Formatting and revisions	This includes the numbering and formatting of section. The revision of zones for the consistency of regulation between zones and removal of outdated legislative references.
Definitions and Use Reconciliation	This consisted of a review of all uses listed within the entire bylaw. Each use was then matched to the corresponding definition. Where uses had no definition, new definitions were provided.
Diagrams	Diagrams were added to hard-to-understand issues.

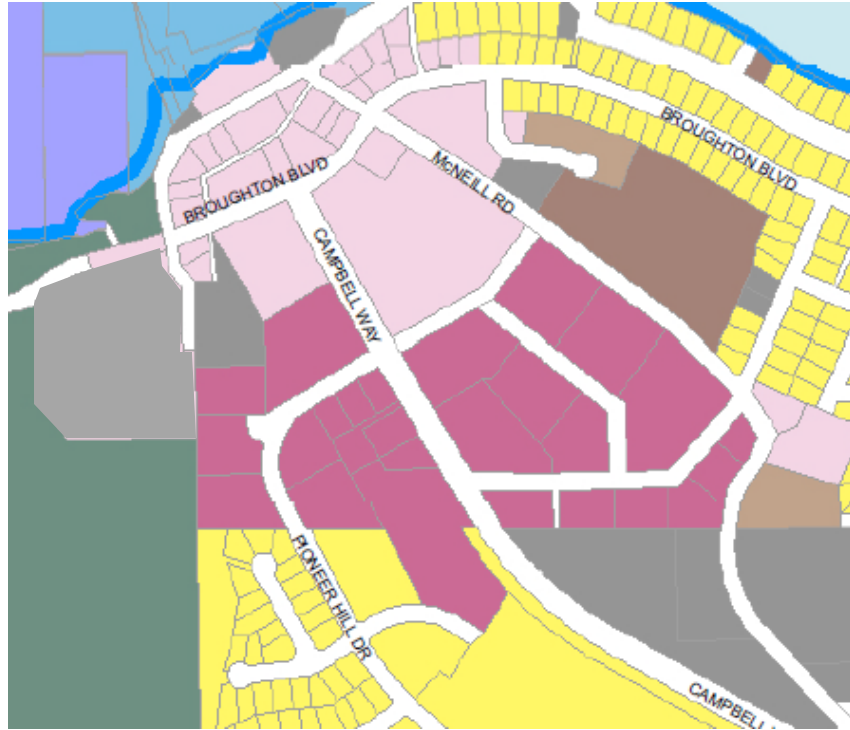
<p>General Provisions</p>	<p>Section was modernized. Consolidated landscaping and buffering provisions from the zones into GP.</p> <p>Updated wording for clarity purposes</p> <p>Add occupancy during construction</p> <p>Add shipping container and temporary building provisions</p> <p>Added vacation and short-term rental provisions</p> <p>Add urban chicken provisions (4 versus 6 hens)</p> <p>Add urban bees' provisions (remove hive must be 2 m above ground)</p> <p>Bed and Breakfast (4 versus 8-6 individuals)</p> <p>Industrial One – Height 14 m was proposed. Was a copying error. 10 m revised.</p> <p>Added boat/barge provisions in Marine Industrial zone</p> <p>Consolidated the Accessory Building provisions</p> <p>Moved all yard exceptions out of the zones and place in GP</p> <p>Added storage in residential zones provisions</p> <p>Consolidated secondary and caretaker suites into GP</p> <p>Updated the parking provisions</p> <p>Added driveway provisions</p> <p>Simplified Clearance on Corners</p>
---------------------------	---

<p>Zones</p>	<p>Reformatted all zones</p> <p>Reviewed all listed uses and provided definition or revised use to reflect an existing definition.</p> <p>Reviewed and update conditions of use for specific zones</p> <p>Still an opportunity for zone consolidation</p> <p>Removed provision that required concurrent authority with BC Building code</p> <p>Revised building height approach – removed storeys and replaced with maximum height in meters</p> <p>Removed minimum house size requirements</p>
<p>Mapping</p>	<p>Updated map to reflect the latest data</p> <p>Following Rezoning's (see attached):</p> <p>Downtown</p> <p>M-1 to C-2</p> <p>C-1 to C-2</p> <p>P-1 to C-1</p> <p>Cedar Street</p> <p>A-1 to C-2</p> <p>M-1 to C-2</p> <p>Mine Road and Campbell Way</p> <p>A-1 to M-1</p> <p>A-2 to CS-1</p> <p>Mine Road</p> <p>M-1 -extended along Mine Rd.</p>

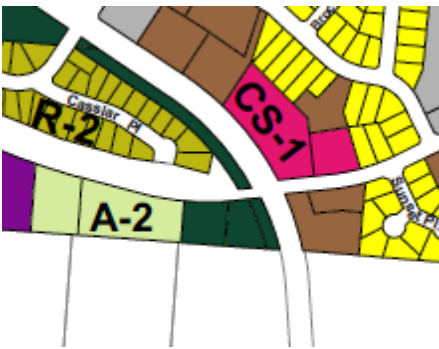
Downtown - Existing



Downtown - Proposed

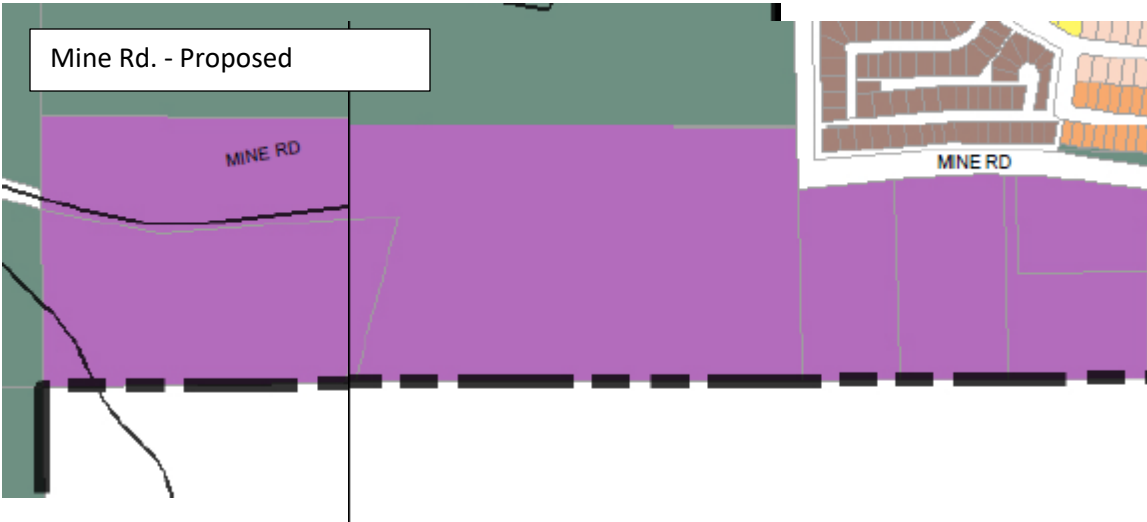
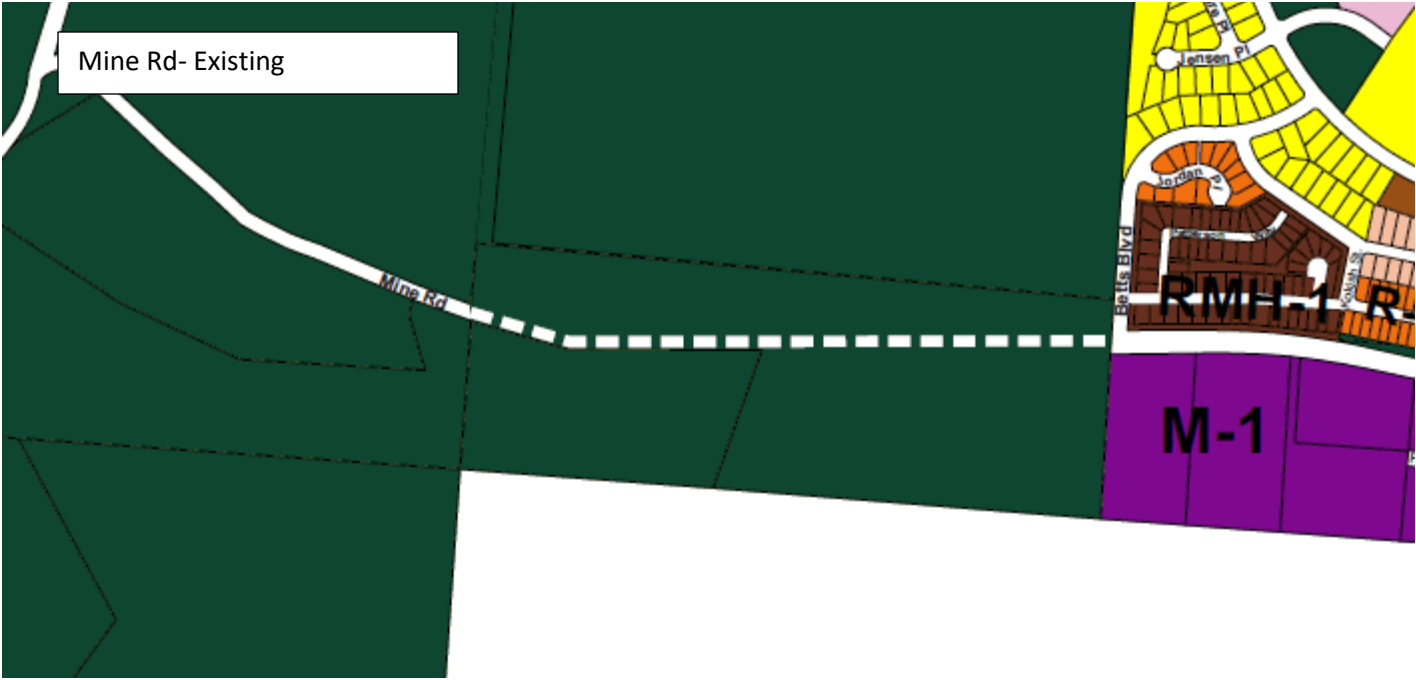


Mine Rd./Campbell Way - Existing



Mine Rd./Campbell Way - Proposed





Task	Description
General Formatting and revisions	This includes the numbering and formatting of section. The revision of zones for the consistency of regulation between zones and removal of outdated legislative references.
Definitions and Use Reconciliation	This consisted of a review of all uses listed within the entire bylaw. Each use was then matched to the corresponding definition. Where uses had no definition, new definitions were provided.
Diagrams	Diagrams were added to hard-to-understand issues.
General Provisions	<p>Section was modernized. Consolidated landscaping and buffering provisions from the zones into GP.</p> <p>Updated wording for clarity purposes</p> <p>Add occupancy during construction</p> <p>Add shipping container and temporary building provisions</p> <p>Added vacation and short-term rental provisions</p> <p>Add urban chicken provisions</p> <p>Add urban bees' provisions</p> <p>Consolidated the Accessory Building provisions</p> <p>Moved all yard exceptions out of the zones and place in GP</p> <p>Added storage in residential zones provisions</p> <p>Consolidated secondary and caretaker suites into GP</p> <p>Updated the parking provisions</p> <p>Added driveway provisions</p> <p>Simplified Clearance on Corners</p>
Zones	<p>Reformatted all zones</p> <p>Reviewed all listed uses and provided definition</p>

	<p>or revised use to reflect an existing definition.</p> <p>Reviewed and update conditions of use for specific zones</p> <p>Still an opportunity for zone consolidation Removed provision that required concurrent authority with BC Building code</p> <p>Revised building height approach – removed storeys and replaced with maximum height in meters</p>
Mapping	Updated map to reflect the latest data. Need review and confirmation from community.

**TOWN OF PORT MCNEILL
BYLAW NO. 704, 2021**

WHEREAS the Council of the Town of Port McNeill wishes to adopt an Official Community Plan;

NOW THEREFORE the Council of the Town of Port McNeill in open meeting assembled enacts as follows:

Part 1: Citation

1.1 This bylaw may be cited for all purposes as "The Town of Port McNeill Official Community Plan Bylaw No. 704, 2021".

Part 2: Bylaw

2.1 The plan titled Town of Port McNeill Official Community Plan set out in Schedule A to this bylaw is adopted and designated as the Official Community Plan for the Town of Port McNeill.

Part 3: Repeal

3.1 Bylaw No. 490, 1997, Official Community Plan for the Town of Port McNeill, as amended is repealed.

Read a first time this day of , 2021

Read a second time this day of , 2021

Read a third time this day of , 2021

Reconsidered, finally passed, and adopted the day of , 2021

Mayor

Corporate Officer

Certified to be a true and correct copy of Bylaw No. 704, 2021 as adopted.

Corporate Officer



Room to Dream. Room to Grow.
Port McNeill B.C.

Official Community Plan

Bylaw 704, 2021

Publishing Information

Title: Town of Port McNeill
Official Community Plan
Prepared By: McElhanney Ltd.

Contact Details:

Kevin Brooks, Mplan, RPP
Senior Planner
McElhanney Ltd.

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First Nations

Port McNeill lies within the unceded territory of the Kwak'waka speaking peoples. The two nations in the closest proximity to the existing Port McNeill settlement are the Kwakiutl and 'Namgis nations.

The First Nations peoples of North Vancouver Island and Discovery Passage have resided in the area for a millennium. The richness of this heritage permeates all residents and contributes to the vitality of life on the North Island. A goal of this document is to both recognize the contributions of the **Kwakwaka'wakw** people and to foster an open and on-going conversation to move our communities toward a deep relationship and alliance as we move toward reconciliation.





1.1 The Port McNeill Context

Prior to articulating OCP policies, it is essential to understand the historical contexts of growth and change from demographic (i.e., population) and housing perspectives. Port McNeill has had major shifts on population in the last 20 years. This can be seen in *Figure 1*.

1.1.1 Population

Recent population estimates for Port McNeill, the RDMW, and the province of BC are provided in *Table 1* showing the percent change between 2011 and 2016. While BC

has been growing at a moderate rate, the Regional District of Mount Waddington (RDMW) and the Port McNeill’s permanent population has been declining. Historical population between 1996 and 2016 is provided in *Figure 1*.

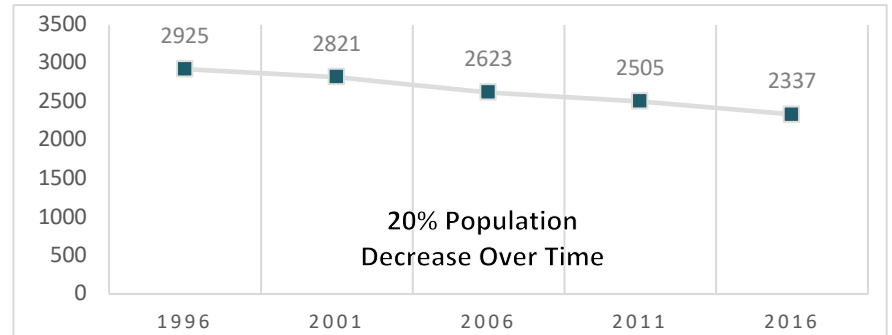
1.1.2 Age Characteristics

The average age of communities across Canada and BC is increasing; Port McNeill is no exception. According to Statistics Canada Census data, the median age of Port McNeill residents has increased slightly from 38.0 in 2011 to 40.7 in 2016 (*Table 2*). Approximately, 12% of the population of Port McNeill is over the age of 65 and 24% are under the age of 20. The largest proportions of residents are between 20-44 years (32%) and 45-64 years (32%) (*Figure 2*). This age distribution is similar when compared to the RDMW and BC which all have an even distribution of residents between age groups.

Table 1: Historical Population 2011-2016

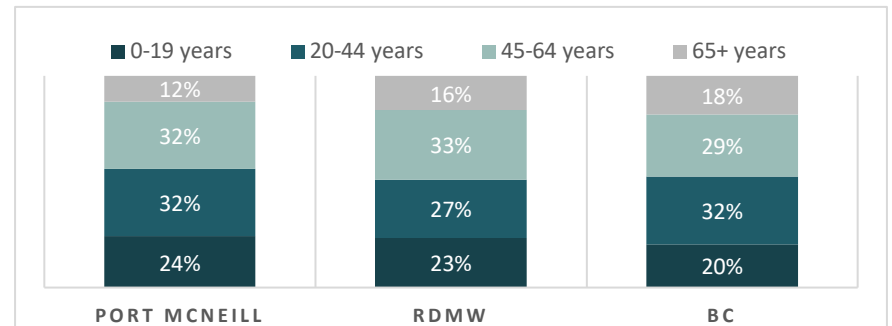
Location	2011	2016	% change
Port McNeill	2,505	2,337	-6.7%
Regional District of Mount Waddington	11,506	11,035	-4.1%
British Columbia	4,400,057	4,648,055	5.6%

Figure 1: Port McNeill’s Historical Population 1996-2016



Source: Statistics Canada, Census Data 1996-2016.

Figure 2: Percent Population by Age Group - 2016



Source: Statistics Canada, Census Data 2016.

Table 2: Median Age, 2011-2016

Location	2011	2016
Port McNeill	38.0	40.7
Regional District of Mount Waddington	41.8	44.3
British Columbia	41.9	43.0

1.1.3 Household Characteristics

Household characteristic data contains information about residents living within dwellings and includes number of people and household incomes. Households refer to a person or group of persons who occupy the same dwelling and do not have a usual place of residence elsewhere.

Average Household Size

Average household sizes (persons per household) have been decreasing over the decades at all geographic levels. This trend is typical for aging populations that contain households without children or spouses. Port McNeill's household size has been averaging just above two persons over the past ten years, and as of the 2016 Census, is 2.3 persons per household (*Table 3*). This is similar to the RDMW and BC which are 2.2 and 2.4 respectively.

Households by Household Size

Further details on household size are provided by the Census regarding the number of households relative to the number of persons living within. In Port McNeill, the number of one (1) person households increased from 245 in 2011 to 295 in 2016, while the number of two (2) person stayed the same at 375 and three (3) person households increased (*Table 4*). In comparison, there was little change in RDMW's household sizes between the 2011 and 2016 Censuses (*Table 5*).

Table 3: Average Number of Persons per Household – 2006, 2016

Location	2006	2011	2016
Port McNeill	2.5	2.5	2.3
Regional District of Mount Waddington	2.4	2.3	2.2
British Columbia	2.5	2.5	2.4

Table 4: Port McNeill Total Households by Household Size – 2011, 2016

Household size	Port McNeill 2011	% of Households 2011	Port McNeill 2016	% of Households 2016
1 person	245	25%	295	29%
2 persons	375	38%	375	37%
3 persons	135	13%	160	16%
4 persons	160	16%	120	12%
5 or more persons	80	8%	60	6%
Total Private Households	995	100%	1010	100%
Total number of persons	2495	n/a	2330	n/a

Table 5: RDMW Total Households by Household Size – 2011, 2016

Household size	RDMW 2011	% of Households 2011	RDMW 2016	% of Households 2016
1 person	1495	31%	1595	33%
2 persons	1780	37%	1805	37%
3 persons	680	14%	660	14%
4 persons	565	11%	480	10%
5 or more persons	355	7%	315	6%
Total Private Households	4875	100%	4855	100%
Total number of persons	11363	n/a	10870	n/a

Source: Statistics Canada, Census Data 2016.

Average Household Income

Household income includes salaries, wages, retirement income, and government transfers of all persons residing within a household. Average household income in Port McNeill after-tax is 73,301 (*Table 6*). For context, the RDMW has an average household income (after tax) of 28,672.

Table 6: Average Household Income (after tax), 2016

Location	2016
Port McNeill	\$73,301
Regional District of Mount Waddington	\$28,672
British Columbia	\$61,280

Source: Statistics Canada, Census Data 2011- 2016.

Table 7: Town of Port McNeill’s Dwellings and Full-time Occupancy Rates, 2001-2016

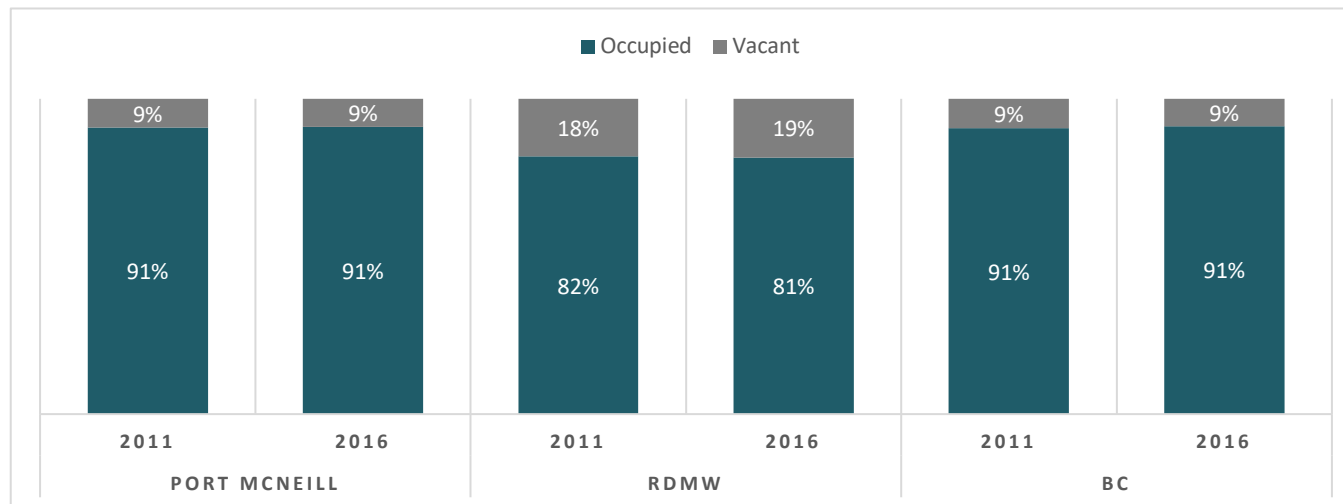
Location	2001	2006	2011	2016
Total Dwellings	1134	1102	1106	1109
Total Occupied Dwellings	1075	1026	1005	1010
Full-time Occupancy Rate	95%	93%	91%	91%

Source: Statistics Canada, Census Data 2011- 2016.

Housing Profile Dwellings and Dwelling Occupancy

Total dwellings and occupied dwelling data for Port McNeill for the 2001-2016 Censuses are identified in *Table 7*. Occupancy rates for dwellings is derived between total dwellings and occupied dwellings. While the total number of dwellings has remained relatively constant, occupied dwellings have declined along with occupancy rates. Port McNeill’s 2011 and 2016 occupancy rates are compared to RDMW and the province in *Figure 3*. Port McNeill and the province’s occupancy rates are around 91% for both areas.

Figure 3: Percent Dwelling Full-time Occupancy, 2011, 2016



Source: Statistics Canada, Census Data 2016.

Housing Types

The majority (55%) of Port McNeill's dwellings are single-detached dwellings. Note, data between the 2011 and 2016 Censuses varies slightly for dwelling types. This is most likely the result of the same structures being reported differently in the two Census periods. (*Table 8*).

Age of Housing Stock

The majority (60%) of Port McNeill's housing was built prior to 1981. In comparison, 61% of the RDMW's housing stock was also built prior to 1981 (*Table 9*).

Housing Value

Housing value refers to the amount an owner expects if the asset is sold and includes land and all structures located on it for single-detached dwellings. For multiple dwellings within a structure (i.e., apartments, row house), it includes only the individual dwelling. Average values for dwellings are provided in *Table 10*. Also noted in the table, is the average value of dwellings from the 2006 Census.

Table 8: Port McNeill Occupied Dwellings by Structural Type - 2011, 2016

Structural (Dwelling) type	2011	%	2016	%
Single-detached house	625	62%	550	55%
Apartment in a building that has five or more storeys	0	0%	0	0%
Apartment in a building that has fewer than five storeys	115	12%	100	10%
Row house	105	11%	120	12%
Semi-detached house	35	3%	30	3%
Apartment or flat in a duplex	0	0%	15	1%
Other single-attached house	0	0%	20	2%
Movable Dwelling	125	12%	175	17%
Total	1005	100%	1010	100%

Source: Statistics Canada, Census Data 2011- 2016.

Table 9: Period of Construction – Percent (%) of Housing Stock, 2016

Time Period	Port McNeill	RDMW
1960 or before	4%	10%
1961-1980	56%	51%
1981-1990	19%	19%
1991-2000	18%	13%
2001-2005	1%	3%
2006-2010	1%	3%
2011-2016	1%	1%
Total	100%	100%

Source: Statistics Canada, Census Data 2016.

Table 10: Housing Value – Average Value of Dwellings, 2006 and 2016

Time Period	Average Value of Dwellings
Port McNeill 2006	\$171,618
Port McNeill 2016	\$207,515
RDMW 2016	\$233,263

Source: Statistics Canada, Census Data 2006- 2016.

Housing Tenure

Tenure refers to whether persons living within the dwelling own or rent it. In Port McNeill, 67% of dwellings are owner occupied. This is similar to the RDMW which is 68% of occupied dwellings. (Table 11).

High ownership rates are also an indicator of housing affordability. Another housing indicator available from the Census is “housing suitability”. In Port McNeill, 96.5% of housing is considered suitable for persons occupying the housing, meaning the dwelling has enough bedrooms for the size and composition of the household.

Household Maintainers

Household maintainers refers to the primary person, whether or not they are residing in the household, who pays the rent, mortgage, taxes, and utilities. In Port McNeill, the majority (60%) of household maintainers are between the ages of 55-74. (Table 12).

Table 11: Housing Tenure, 2016

Location	% Owner occupied	% Renter occupied	% Band housing
Port McNeill	67%	33%	0%
Regional District of Mount Waddington	68%	30%	2%

Source: Statistics Canada, Census Data 2016.

Table 12: Total Households by Age of Primary Household Maintainer, 2016

Age Group	Port McNeill	%	RDMW	%
15 to 24 years	45	5%	155	3%
25 to 34 years	165	16%	645	13%
35 to 44 years	200	20%	665	14%
45 to 54 years	215	21%	975	20%
55 to 64 years	185	18%	1220	25%
65 to 74 years	160	16%	845	17%
75 to 84 years	25	3%	310	7%
85 years and over	10	1%	45	1%
Total	1010	100%	4855	100%

Source: Statistics Canada, Census Data 2016.

Table 15: Labour Force Population by Industry- Port McNeill and RDMW, 2016

Industry	Port McNeill	%	RDMW	%
Agriculture, Forestry, Fishing and Hunting	360	26%	1005	18%
Mining, Quarrying, and Oil & Gas Extraction	15	1%	65	1%
Utilities	0	0%	15	0.5%
Construction	105	8%	400	7%
Manufacturing	50	4%	460	9%
Wholesale Trade	25	2%	60	1%
Retail Trade	180	13%	510	9%
Transportation and Warehousing	60	4%	385	7%
Information and Cultural Industries	0	0%	40	1%
Finance and Insurance	10	1%	75	1%
Real Estate and Rental Leasing	15	1%	50	1%
Professional, Scientific and Technical Services	50	4%	185	3%
Management of Companies and Enterprises	0	0%	10	0.5
Administrative and Support, Waste Management and Remediation Services	35	2%	175	3%
Educational Services	85	6%	395	7%
Healthcare and Social Assistance	115	8%	600	11%
Arts, Entertainment and Recreation	15	1%	105	2%
Accommodation and Food Services	110	8%	385	7%
Other Services (except public administration)	60	4%	245	4%
Public Administration	100	7%	360	7%
Total	1390	100%	5525	100%

Source: Statistics Canada, Census 2016.

Labour Force and Employment

Labour force by industry

Agriculture, Forestry, Fishing, and Hunting; Retail Trade; Construction; and Accommodation and Food services, are the largest classifications of workers in Port McNeill (*Table 15*).

Historic labour force population data is provided in *Table 16*.

In 2001, Agriculture and other resource-based industries was the largest labour force class (33%) followed by Other Services (20%).

Note: Due to different categorization between the 2001, 2006, and 2016 census' some data had to be aggregated into similar categories. For example, 'Construction and Manufacturing' were combined into one category 'Manufacturing and Construction Industries'.

Employment Rates

Labour force employment rates include all persons aged 15 and over who are participating in the labour force. In Port McNeill, there were 1395 residents participating in the labour force, 94% of which were employed (*Table 13*).

Of those that were employed, 37% worked full-time and 63% worked part year and/or part-time. The overall participation rate (relative to full-time residents) for Port McNeill is 74%. In comparison, RDMW's participation rate is 63% and the provincial participation rate is 64%. Participation rates are affected by a number of factors, including population age (retired vs. non-retired residents) and employment demand.

Historic participation rates are provided in *Table 14* for Port McNeill and BC. The participation rate is greater in Port McNeill than BC for 2001, 2006 and 2016.

Table 16: Port McNeill Labour Force Population by Industry, 2001, 2006, 2016

Industry	2001	%	2006	%	2016	%
Agriculture and other Resource-based Industries	560	33%	435	26%	375	27%
Manufacturing and Construction Industries	230	14%	195	12%	155	12%
Wholesale and Retail Trade	195	11%	220	13%	265	19%
Finance and Real Estate	25	1%	25	2%	25	2%
Health and Education	210	12%	220	12%	200	14%
Business Services	145	9%	245	15%	310	4%
Other Services	340	20%	330	20%	60	22%
Total	1705	100%	1670	100%	1390	100%

Source: Statistics Canada, Census 2001, 2006, 2016.

Table 13: Labour Force Employment Rates, 2016

	Port McNeill	RDMW	BC
Employed	94%	90%	93%
Unemployed	6%	10%	7%

Source: Statistics Canada, Census 2016.

Table 14: Port McNeill's Labour Force Participation Rates, 2001, 2006, 2016

	2001	2006	2016
Port McNeill	78.9%	81.6%	74.4%
BC	65.2%	65.6%	64%

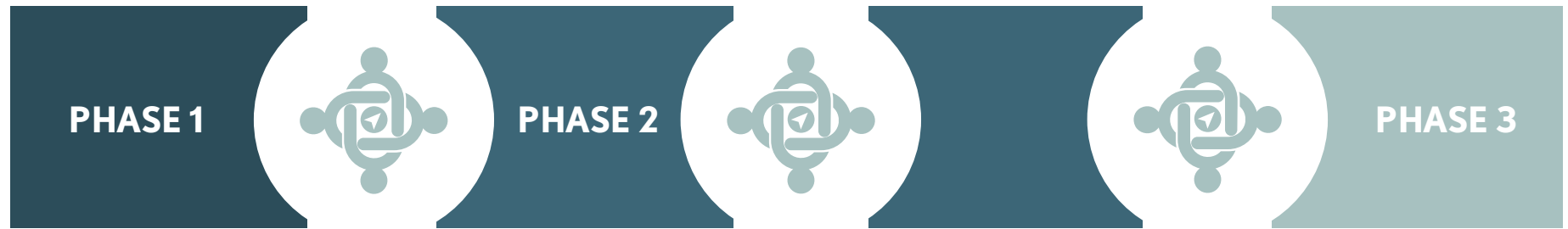


The Town of Port McNeill began the process of public engagement for the review of the Official Community Plan (OCP), Active Transportation (AT), and Zoning Bylaw in August 2020.

The process included three phases. During Phase 1, the project was initiated, and invitation letters were sent to School District 85, the Regional District, First Nation, and Vancouver Island Health Authority.

The Town communicated the scope of the project and update process and gathered early input on the community vision, community values, key issues, and opportunities.





- 1** - The project initiation meeting with the Town of Port McNeill Chief Administrating Officer.
- 2**- Sessions were held with Council and Staff to confirm key issues and areas of concern for both the zoning bylaw and OCP.
- 3**- Project information was shared with the public early on the Town’s project website.
- 4**- Project posters were put up at key locations.
- 5**- The project information was shared in emails to stakeholders, community members, and First Nations.

- 1**- The Town of Port McNeill’s Mayor, Gaby Wickstrom, was in a short film which was added to the Town’s webpage and social media to introduce the project and interactive mapping session.
- 2**- Door knockers were placed on residences and businesses in the Town.
- 3**- Input from meetings and focus groups was received over multiple sessions.
- 4**- Engagement through interactive in-person and online community mapping on Vertisee.
- 5**- Input through three online and in person surveys:

Visioning and Issues

- Community Survey #1
- Official Community Plan and Zoning Bylaw Review
- Community Survey #2
- Prioritizing Active Transportation
- Projects Survey #3

- 6**- Engagement in active transportation priorities and resource allocation.
- 7**- A memo and presentation to Council to review the draft vision and guiding principles to confirm the concept and community well-being framework was completed.
- 8**- Reporting back to Council regarding the Active Transportation Plan meeting deadline for Provincial funding.

- 1**- The draft OCP and Zoning Bylaw review was completed to ensure the documents had captured the key objectives, policies, and regulations that will guide the development of the Town of Port McNeill throughout the coming years.
- 2**- The Town of Port McNeill’s Mayor and Council, with Staff, engaged in an intensive day-long workshop to review the draft OCP and Zoning Bylaw.
- 3**- The Advisory Planning Committee provided input on the draft documents. Providing insight into the key sections of policy and land use mapping.
- 4**- The focus groups were invited to engage in the review of the draft documents where the objectives, policies and regulations were reviewed.

The final Public engagement (TBD) was completed in the community survey #4 online and in-person, in a pop-up engagement event at the IGA and at an in-person Open House to review the revisions and report on “what we heard”

The project, broken into three Phases, started with Phase 1 and 2 which highlighted key topics and issues including economic development, downtown revitalization, and housing. The initial sessions, online mapping and workbook were completed to receive important information.

Between September 2020 and March 2021, the Town conducted the following in-person and online engagement events and activities:

MEETINGS:

In August & September 2020, and July 2021; Council, and Staff sessions were completed. This included in-person engagement to complete a values and visioning session and discuss key issues to develop a draft table of contents for the OCP and to identify key land use regulation issues. The final revisions were reviewed in an all-day workshop before taking them to the public.

FOUR FOCUS GROUPS:

From November 12, 2020 to July 2021, multiple focus groups (youth, business, families, seniors) were engaged to discuss key issues to be explored in Community Survey #2 (OCP). The groups received a brief opening context presentation followed by discussion, and a facilitated meeting on key issues, and values and visioning for the future of the community (the seniors group wasn't able to meet to review the key issues). The final revisions were reviewed in workshops before taking them to the public.

PHOTO AND DRAWING CONTEST

Residents were invited to enter a photo and drawing contest expressing their interpretation of Port McNeill. The photo and drawing contest winners were decided on by Council. The drawing contest was drawn on April 13th, 2021. These images will be used in the updated OCP and Zoning Bylaws.

INTERACTIVE MAPPING:

The Vertisee Map was launched in September of 2020. The online interactive mapping was available

with McElhanney's Vertisee, a web-based platform which integrates Geographic Information Systems (GIS) with maps and the ability to add comments. There were 300 discrete comments received online from participants. To flesh out the comments from the online mapping, on October 25, 2020, participants took part in a mapping session to identify transportation and other issues. Findings from the mapping session and Survey #2 and #3 informed the Active Transportation Plan and will be included in the OCP and Zoning Bylaw update. Participants had an opportunity to focus on a wide variety of topics including community vision and values, transportation, recreation opportunities, and land use, and could provide feedback from home and download a workbook from the Town's website.

Phase 3 of the project was completed to check-in with the public on "what was heard".

“There is no power for change greater than a community discovering what it cares about”

– Margaret J. Wheatley

SURVEY #1 Available during in-person sessions, the survey provided information and feedback opportunities on the existing OCP and the OCP update. For residents that didn't make it to the Interactive Mapping session in October, the survey was provided in hardcopy. The key issues, community values and the community vision were confirmed. There were 72 surveys received. This was the basis of the following focus group meetings which provided input into the OCP framework and initial policy development.

SURVEY #2 Available online and in hardcopy from January 11 until February 5, 2021, the survey provided information and feedback opportunities for the OCP and Zoning Bylaw update and the Active Transportation Plan. The survey was developed utilizing the previous engagement findings and was reviewed with youth, young families, and business focus groups. This was also reviewed at an Advisory Planning Commission meeting prior to launch of the survey.

There were 302 surveys received and an additional 38 surveys that were incomplete, yet had to be included and reviewed in order to capture important input. The input received from the surveys will inform the long-term vision for the community regarding use of land, community facilities, infrastructure and the environment.

SURVEY #3 Available online from February 12 until March 5, 2021. Prioritizing the Active Transportation Plan Project Survey #3 provided community input to direct the Town in which projects, identified from the on-line map, interactive mapping session, and in Survey #2, should be prioritized. This key information was, in part, the basis for the Active Transportation Report and formed part of the grant application to the Province.

SURVEY #4 Available online and in hardcopy to the public from September 16 to October 2021. Revisions to the OCP and Zoning Bylaw were reviewed by the public.





Port McNeill is one member municipality in the larger Mount Waddington Regional District.

The Town is a partner in the implementation of the Mount Waddington Regional Plan. As the economy and demographics of the regional shift, the District and the member municipalities must work together for the success of economic diversification and overall health of the region.

The *Local Government Act* Section 866 requires member municipalities to include a regional context statement in their Official Community Plan that indicates the OCP's relationship with the Regional Plan. Even though the Mount Waddington Regional Plan is not a full regional growth strategy, the Town has provided a context statement that identifies the extent to which the OCP is consistent with the Regional Plan.

The context statement outlines how the Town of Port McNeill will support the implementation of the Regional Plan's four strategic goals:

- I. To encourage development that supports economic stability, social well-being and over the long term improved economic growth
- II. To encourage the ecologically sound use of land and water and the resources which they provide/ support
- III. To support development that can be serviced within the capacity of existing RDMW services, through privately funded expansion of existing RDMW services, or through privately developed, owned and maintain services systems
- IV. To support development of efficient and effective transportation and communication services that provide long term and efficient linkages within the RDMW and beyond.

RD Strategic Goals

Encourage development that supports economic stability, social wellbeing and over the long term improved economic growth.

Encourage the ecologically sound use of land and water and the resources which they provide/ support.

Support development that can be serviced within the capacity of existing RDMW services, through privately funded expansion of existing RDMW services, or through privately developed, owned and maintain services systems.

Support development of efficient and effective transportation and communication services that provide long term and efficient linkages within the RDMW and beyond.

**OCP Policy Response
Section 4.0**
Community Vision and Guiding Principles

Section 5.0
Culture and Inclusion

Section 6.0
Economic Development

Section 9.0
Land Use

**OCP Policy Response
Section 4.0**
Community Vision and Guiding Principles

Section 8.0
Climate Change

Section 13.0
Implementation

Section 13.3.2
Steep Slopes

Section 13.4.3
Flood Hazard

**OCP Policy Response
Section 9.0**
Land Use

Section 11.0
Infrastructure and Growth

**OCP Policy Response
Section 4.0**
Community Vision and Guiding Principles

Section 12.0
Transportation



Port McNeill's OCP defines the vision of the community – how the community sees itself growing and developing the future and what kind of place Port McNeill will be.

Key Themes

Themes identified by the community to include in the OCP update include Economic Development, Downtown Revitalization, and Housing. Key themes summarized from the meetings and focus groups.

1. Economic prosperity
2. Social Equity
3. Cultural Vitality
4. Environmental Sustainability



A number of consistent key themes emerged from the input received in meetings, focus groups, and the community surveys. The participants expressed enjoyment of the friendly community feeling and quiet small-town atmosphere. Residents enjoy the scenic beauty with proximity to the natural environment, ocean, and the recreation opportunities this provides. Yet, there is also a desire for additional housing stock and growth in the Town to attract more professionals, businesses and tourism. The Town is described by the community as safe and secure and a great place to raise a family.

The community's vision was identified through public consultation.

The community identified **access to the natural environment, rural lifestyle, industrial heritage, and family** as key community values. The vision statement is an outline of what the community wishes to become. It, when combined with the guiding principles and goals, provides a guide to help in the Town's decision making.

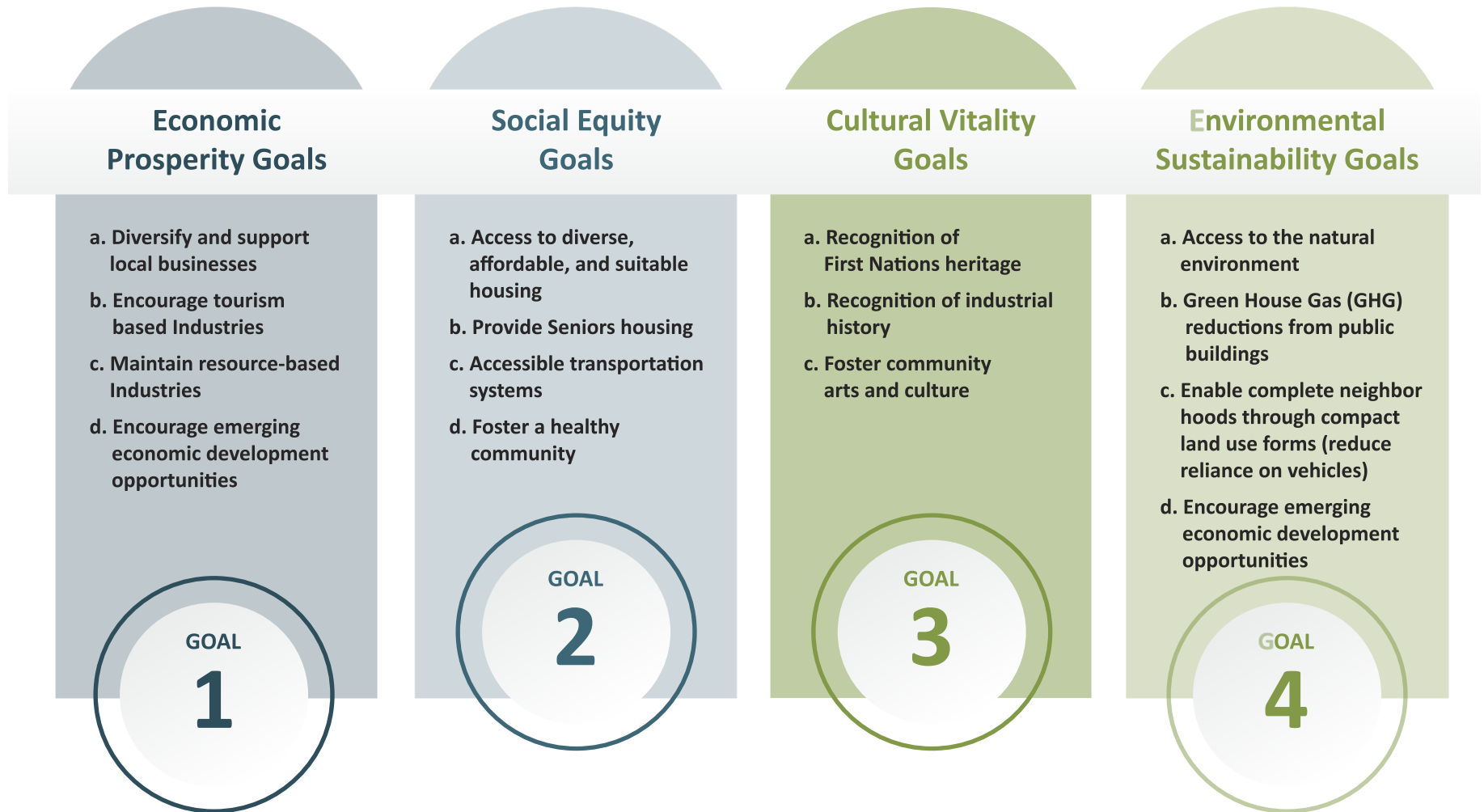
Vision

Port McNeill will continue to provide an atmosphere of well-being. A community that encourages healthy living is a hometown of choice for families, entrepreneurs, and innovative industry, where people wish to grow and retire. The Town provides an environment and community where people can succeed. This is nurtured through the rural lifestyle, access to nature and a sustainable environment. It is a place that fosters individual potential and embraces new possibilities. Here we can pursue our dreams for generations to come.

Guiding Principles

1. Ensure community values are implemented in access to the natural environment, rural lifestyle, industrial heritage, and family.
2. Foster community health and happiness with a focus on the economic, social, cultural, and environmental pillars of sustainability.
3. Foster community well-being, the optimal quality of healthy community.
4. Foster economic prosperity
5. Protect and preserve the environment and scenic ocean-side town atmosphere.
6. Revitalize the Downtown.
7. Ensure housing meets the needs of the whole community to provide social equity.
8. Create a youth friendly Town for families.
9. Create cultural vitality







Goals and Guiding

Principles Met: Economic prosperity, social equity, cultural vitality, environmental sustainability goals, community values implemented, foster healthy community and happiness with a focus on the pillars of sustainability.

5.1 FIRST NATIONS

Culture and Inclusion

OBJECTIVE 1

To build alliances and relationships in recognition of First Nations culture and heritage.

POLICY:

1. Council will work with the local First Nations to identify and protect sites of cultural and historical importance.
2. Council will invite First Nations participation for decision making where decisions will impact members of the nation.

First Nations

Culture and Inclusion

OBJECTIVE 2

To foster an environment of healing.

POLICY:

1. Council will consider working with the local First Nations to deliver joint projects that reflect the culture and heritage of Port McNeill.
2. Council will consider working with local First Nations to integrate and recognize historical names and places alongside historical settler community and industrial naming.

5.2

Culture and Inclusion

OBJECTIVE 1

To foster community arts, culture and inclusion.

POLICY:

1. Work towards creating a strategic ***Inclusion and Diversity Action Plan*** that is unique to the Town and community values.
 2. Consider opportunities to partner and collaborate with local First Nations on initiatives that acknowledge and celebrate the traditional territory and cultural values of First Peoples.
 3. Support age-friendly and differently-abled accessibility for inclusion in social and cultural participation.
4. The town strives for common-features of age-friendly communities; such as event programming for all ages in the public realm.
 - Outdoor spaces and public buildings remain pleasant, clean, secure, and physically accessible.
 - Housing is affordable, appropriately located, well-built and designed, and secure.
 - Opportunities exist for social participation in leisure, social, cultural and spiritual activities with people of all ages and cultures.
 - Opportunities for employment and volunteerism cater to all ages of peoples interests and abilities.
 - Community support and health services are tailored to meet the needs of aging population and differently abled individuals.

5.3 COMMUNITY AND IMMIGRANTS

Community and Immigrants OBJECTIVE 1

To encourage a welcoming and open community to new residents.

POLICY:

1. Council will consider working with local groups to develop programs to support new residents such as welcome wagon.

Community and Immigrants OBJECTIVE 2

To celebrate cultural diversity.

POLICY:

1. Council will work with the community to host events to celebrate Cultural Diversity.
2. Multicultural events and participation are encouraged in all of the community.

5.4 ARTS AND HERITAGE

Arts and Heritage OBJECTIVE 1

To recognize and celebrate the Town’s Industrial heritage.

POLICY:

1. Council will work to develop interpretive signage and stops of interest along key pedestrian walkways that represent local industry.
2. Create points of interest to highlight the marine heritage.

Arts and Heritage OBJECTIVE 2

To deliver community events and concerts.

POLICY:

1. Continue to establish a central community open space that can be used to host community gatherings. This should be located in the downtown area of the Town.
2. Continue to improve community calendars and public notification on-line, in print, on notice boards.

Arts and Heritage OBJECTIVE 3

Ensure arts, culture, and entertainment is supported and accessible to all ages and abilities in the community.

POLICY:

1. Enhance partnerships to increase cultural sectors in the economy that will enable cultural development in the Town.
2. Work with the RDMW to develop and implement an inclusive arts strategy.
3. Support opportunities to collaborate with the Kwakiutl and ‘Namgis First Nations on arts and culture initiatives.
4. Continue to support all artists, organizations, and community partners through the Towns cultural policies, planning and regulatory processes.
5. Continue to promote arts and culture programs, services, and events for all ages and abilities.
6. Foster community-led arts and culture programs that engage local residents, organizations and business owners.



Arts and Heritage

OBJECTIVE 4

Create a strong Town identity and revitalize the downtown through public art, seasonal and permanent displays and event themes.

POLICY:

1. Develop a Public Art Policy
2. Consider incentives to downtown businesses to include displays of art on private property.
3. Recognize the industrial heritage of the Town.
4. Support ideas, experiences, worldviews, objects, forms of expressions, practices, knowledge, spirituality, kinship ties and places valued by Indigenous Peoples.

Arts and Heritage

OBJECTIVE 5

The Town’s history, culture and natural heritage is celebrated.

POLICY:

1. Continue to strengthen the town’s identity with the relationship to the natural environment and outdoor recreation in many forms.
2. Celebrate the Town’s waterfront and marine heritage and natural beauty.

Arts and Heritage

OBJECTIVE 6

Increase the amount of public art in the Town.

POLICY:

1. Secure and maintain art in public places through:
 - a) Civic funding;
 - b) Voluntary position by the private sector; and,
 - c) Community initiatives
2. Encourage and enable community-led public art programs with support from the Town.



5.5 UNIVERSAL ACCESSIBILITY AND INCLUSION

OBJECTIVE 1

Provide a community that can be navigated by all levels of mobility.

POLICY:

1. Improve the pedestrian realm with a focus on those with mobility challenges, through improved sidewalks, crossings, lighting, and wayfinding.

2. Integrate universally accessible design standards into development standards.
3. When retrofit sidewalk, path or trails consider universal accessible design during design and construction.
4. Promote building design and construction that consider accessibility for all levels of mobility.



Over the past decade the economy on the North Island and in Port McNeill has changed significantly. Forestry has historically and is currently a major economic factor for Port McNeill, however there is a need and desire to provide other economic opportunities to support a healthy community and economy.



Tourism and other supporting and valued added industries provide additional properties to residents and allow for local business to expand and prosper.

Goals and Guiding

Principles Met: Economic prosperity, foster a healthy community, environmental sustainability, foster emerging economic development opportunities, implement community values and the pillars of sustainability, revitalize downtown, Port McNeill is the hub of the North Island and Tourism remains an important sector in the Town.

The Economic Development 2014 plan outlined the following objectives:

Diversified and strong economy

- Major industries in the region are successful. Local business grow and prosper. Local residents have job opportunity.

Attractive & sought-after community

- Residents stay in the community. New families move to Port McNeill

Engaged Youth

- Our youth are healthy and happy, stay in school and have access to suitable career opportunities at home and away.

Economic Development plans should be reviewed every three to five years to align to new community needs and priorities.

6.1 ECONOMIC DEVELOPMENT

Economic Development OBJECTIVE 1

To foster downtown revitalization and redevelopment by encouraging new business and development.

POLICY:

1. Council will explore options such as the feasibility of a downtown and waterfront development revitalization tax exemptions and other incentive tools.
2. Council will develop policies and regulation that encourages an active and vibrant downtown such as a downtown form and character development permit area, and special signage wayfinding program.
3. Council will work with the higher levels of government to obtain funds to establish central downtown community gathering space.

Economic Development

OBJECTIVE 2

To support and maintain the natural resource sector employment in Port McNeill.

POLICY:

1. The Town will support forestry and all related industry.
2. Local industry leaders will be encouraged to propose opportunities for existing and new economic development options.
3. The Town will work with the higher levels of government to support the health of the forest sector.
4. Support local marine and aquaculture industry as a primary industry in Port McNeill.

Economic Development

OBJECTIVE 3

To grow local business and entrepreneurs.

POLICY:

1. Explore the establishment of a business incubator.
2. Work with the local Chamber of Commerce and other business and community groups to identify gaps and obstacles to local business.

3. Work with SD85 to promote the development of a youth entrepreneur program.

Economic Development

OBJECTIVE 4

To diversify the economy through a focus on new and emerging industries.

POLICY:

1. Council will work with the Chamber and local business to explore opportunity for high tech industries.
2. Council will begin to promote Port McNeill as a lifestyle community to attract companies and individuals that can work from well-connected remote locations.
3. Council will support regional initiatives that focus on providing increased internet access and speeds.
4. Council will support advancements in food security and technology around food security.
5. Grow local agricultural economy and support local food growers.

Economic Development

OBJECTIVE 5

To encourage the development and redevelopment of land and private managed forest lands inside the boundary of the town.

POLICY:

1. The Town will actively work with owners of privately managed forests to explore
2. future industrial, commercial, and residential development opportunities.
3. The Town will develop available Town-owned land to support economic development.
4. The Town will explore opportunities for economic stimulus for development.

Economic Development

OBJECTIVE 6

To establish Port McNeill as an open for business and Development Center for the North Island.

POLICY:

1. The Town will work to attract land development in support of future residential, commercial, and industrial development.

2. The Town will establish land development policies that remove barriers for residential land development that will result in a greater diversity of housing.
3. Ensure commercial direct marketing opportunities are a supported use in the Town.

Economic Development

OBJECTIVE 7

To promote Port McNeill as a main base camp and hub for allpoint north and North Island Tourism.

POLICY:

1. The Town will encourage opportunities and businesses that support north island tourism such as kayak, hiking, and other ecotourism operations.
2. The Town will establish opportunity for water, land, air-based tourism operators.
3. The Town will work with surrounding communities and the RD to promote key north island attractions.



7.0

HOUSING

Goals and Guiding

Principles Met: Social Equity, access to diverse, affordable, and suitable housing, provide seniors housing, foster a healthy community, implement the pillars of sustainability, ensure housing meets the needs of the whole community, community values implemented

Housing and access to housing is an issue across Vancouver Island. It is essential for Port McNeill to encourage housing diversity and affordability. It is essential for vibrant communities.

The population density in Port McNeill is 169.7 per square kilometer. Port McNeill is 14 square kilometers. The population in 2016 was 2,337, which is down from 2,505 in 2011.

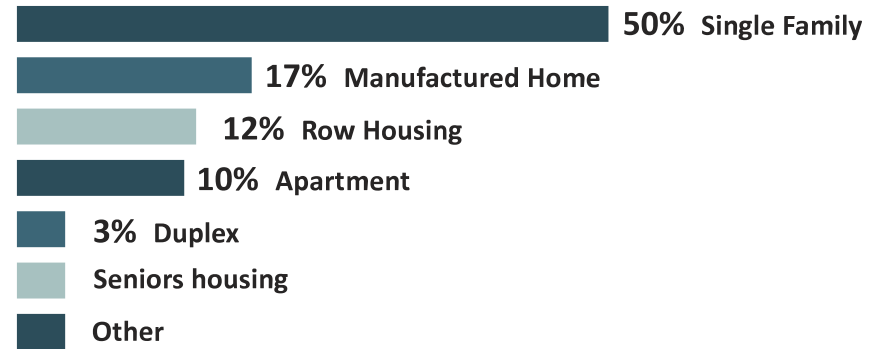
The largest population of Port McNeill is the age group of 55 to 59 years old. Private residences occupied by usual residents was 1,010.

An average year has approximately 2-5 housing starts. The 47.8 hectares represents decades of residential housing stock.

The housing stock is aging. Most of the housing was constructed before 2000 and over half constructed before 1981.

Approximately two-thirds of all the housing is owner occupied, with one third rental housing.

The current housing composition in Port McNeill is:



The Three Key housing issues are:



VACANCY RATES

Currently there is 47.8 hectares of land zoned for residential uses, 6.6 hectares owned by the town and 41.2 hectares owned privately.

Short term stay housing can support both tourism and local industries. However, it has the ability to impact vacancy rates due to the loss of rental units.

DIVERSITY

The main area of need is within what is known as the “missing middle” such as duplexes and row housing. These are the forms of housing that enable new home buyers to enter the market.

7.1 HOUSING OBJECTIVES

Housing

OBJECTIVE 1

To diversify the housing stock

POLICY:

1. Consider allowing secondary suites in all single-family zones
2. Consider allowing carriage housing on a site-specific basis through rezoning applications.
3. Consider rezoning for duplex and townhouses in established neighborhoods if requirements of:
 - a. Height
 - b. Parking
 - c. Design
 - d. Views
 - e. Traffic are met
4. Enable the development of Tiny homes (a home less than 47m²) through rezoning applications.
5. Consider permitting Tiny Homes as a secondary dwelling lots if requirements of:
 - a. Parking
 - b. Servicing
 - c. Lot coverage
 - d. Needs are met
6. Encourage residential development on land already zoned for residential uses using incentives and expedited permit review processes.
7. Consider incentives to encourage residential development of vacant infill lots and Town-owned lots.
8. Zoning regulations, as appropriate, to increase permitted housing typologies in residential and mixed-use zones.
9. Affordable, rental and special needs/supportive housing – including seniors housing – will be permitted throughout the Town with preference given to locations or nodes that provide amenities and services.

Housing

OBJECTIVE 2

To enable residents to stay in the community to age in place.

POLICY:

1. Actively lobby prospective partners for the development of seniors housing.
2. Work with developers (known and new) to purchase or use Town owned land to develop a seniors housing complex.





8.0

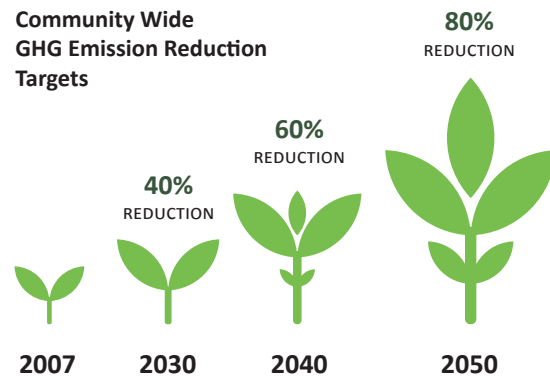
CLIMATE AND THE ENVIRONMENT

Goals and Guiding

Principles Met: Environmental sustainability, greenhouse gas reductions from public buildings, enable complete neighbourhoods with compact land use forms, social equity, foster a healthy community, protect and preserve the environment and scenic ocean-side atmosphere and foster community well-being for quality of a healthy community and pillars of sustainability.

The Town of Port McNeill is a signatory the Climate Action Charter (CAC). Our community has committed to:

- (i) being carbon neutral in respect of their operations by 2012
- (ii) measuring and reporting on their community’s GHG emissions profile; and
- (iii) creating complete, compact, more energy efficient rural and urban communities. (e.g., foster a built environment that supports a reduction in car dependency and energy use, establish policies and processes that support fast tracking of green development projects, adopt zoning practices that encourage land use patterns that increase density and reduce sprawl.).



8.1 CLIMATE

OBJECTIVE 1

To reduce overall community Green House Gas and meet commitment to the CAC.

POLICY:

1. The Town of Port McNeill will strive to reduce community wide GHG emissions to:
 - I. 40% less than 2007 by 2030
 - II. 60% less than 2007 by 2040
 - III. 80% less than 2007 By 2050
2. The Town of Port McNeill will continue to measure and report on the community’s GHG emissions profile.

Climate

OBJECTIVE 2

To ensure growth in Port McNeill occurs in a manner that supports active living and reduce GHGs

POLICY:

1. The Town of Port McNeill will strive to develop in a manner the achieves Sustainable Land Use Patterns. This will be reflected in the Towns future proposed land use designations.
2. The Town will complete facilities use assessment of existing facilities to assist in determination of building energy efficiency of existing facilities.

8.2 ENVIRONMENT

OBJECTIVE 1

To reduce the impact of urban sprawl on natural and resource areas.

POLICY:

1. Town will focus on development of existing lands through incentives such as tax or frontage works reductions.
2. Develop policies that encourage a complete neighbourhood and a walkable community.
3. New development should integrate Active Transportation (AT) infrastructure, sidewalks and bike lanes.

Environment

OBJECTIVE 2

To protect natural assets and environmentally sensitive areas.

POLICY:

1. The Town will develop a Development Permit Area to promote the protection of streams and to meet the Riparian Area Regulations (RAR).



Goals and Guiding

Principles Met: Social Equity, Environmental Sustainability, focus on pillars of sustainability and housing to meet the needs of the community.

Land Use designations outlined below, are shown on the Proposed Future Land Use Maps. The following sections outlines the intent, uses and future considerations for each land use. The land use shown on the Proposed Land Use Map typically follow parcel boundaries, however OCP boundaries should be considered approximate as they reflect proposed future uses on a site.

9.1 RESIDENTIAL

The purpose of the residential designation allows a broad range of existing and future residential uses including single family homes to walk up apartment buildings. The proposed residential use include:

- Single Family homes with or without suites
- Duplexes
- Townhomes
- Apartments

Residential OBJECTIVE 1

To ensure adequate land is available for residential development for 10 years.

POLICY:

1. The Town will use its residential land assessment to confirm land availability. This will occur concurrently with the required Housing Needs Reporting.

Residential OBJECTIVE 2

To enable flexible living arrangements for both first time home buyers and residents who wish to age in place.

POLICY:

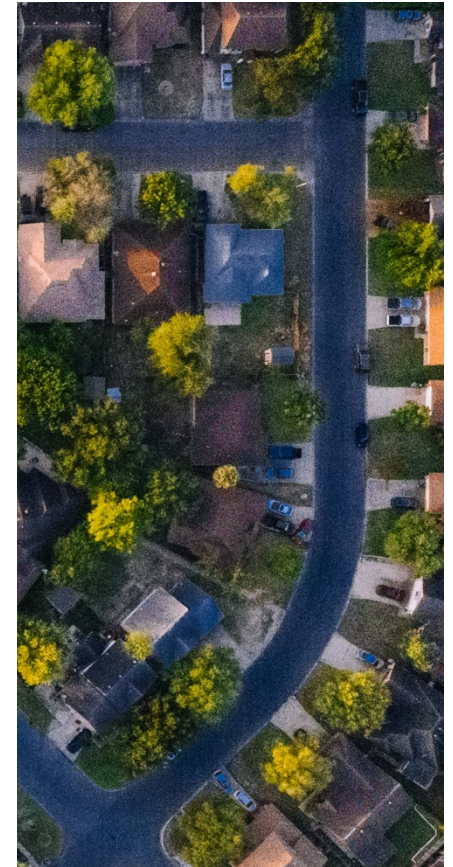
1. Council will consider zoning that will permit secondary suites in single family homes in designated areas in the Town.
2. The Town will use its zoning bylaw to enable the development of a wide range of housing types to support a diversity of housing.

Residential OBJECTIVE 3

To promote a wide range of housing types while reducing conflict between high and lower density neighborhoods.

POLICY:

1. The Town will enable higher residential densities uses closer to key amenities such as school, downtown and recreational facilities.



9.2 COMMERCIAL

The commercial designation provides for retail, services, and office commercial uses. The designation encompasses sub areas such as highway commercial and downtown commercial designations. The typical uses include restaurants, offices, personal and professional services, and tourist accommodations.

9.2.1

DOWNTOWN

This area falls generally adjacent to the waterfront and includes the area designated “Downtown” on the Proposed Land Use Map.

Typical downtown uses include eating and drinking, tourism accommodation, retail sales, office, and personal and professional service establishments.

The downtown acts as the heart of the community with the primary community attractions for both residents and visitors.

Downtown

OBJECTIVE 1

To encourage increased vitality and redevelopment within the downtown.

POLICY:

1. Council will prioritize downtown for activity-based retail and support commercial activities.
2. Council will develop a signage standard specially for downtown.
3. Council will support events in the downtown that highlight and showcase local businesses.

9.3

INSTITUTIONAL

The purpose of the Institutional land use designation is to provide for services and operations that are institutional in nature. These uses typically include schools, hospitals, fire halls and other civic uses.

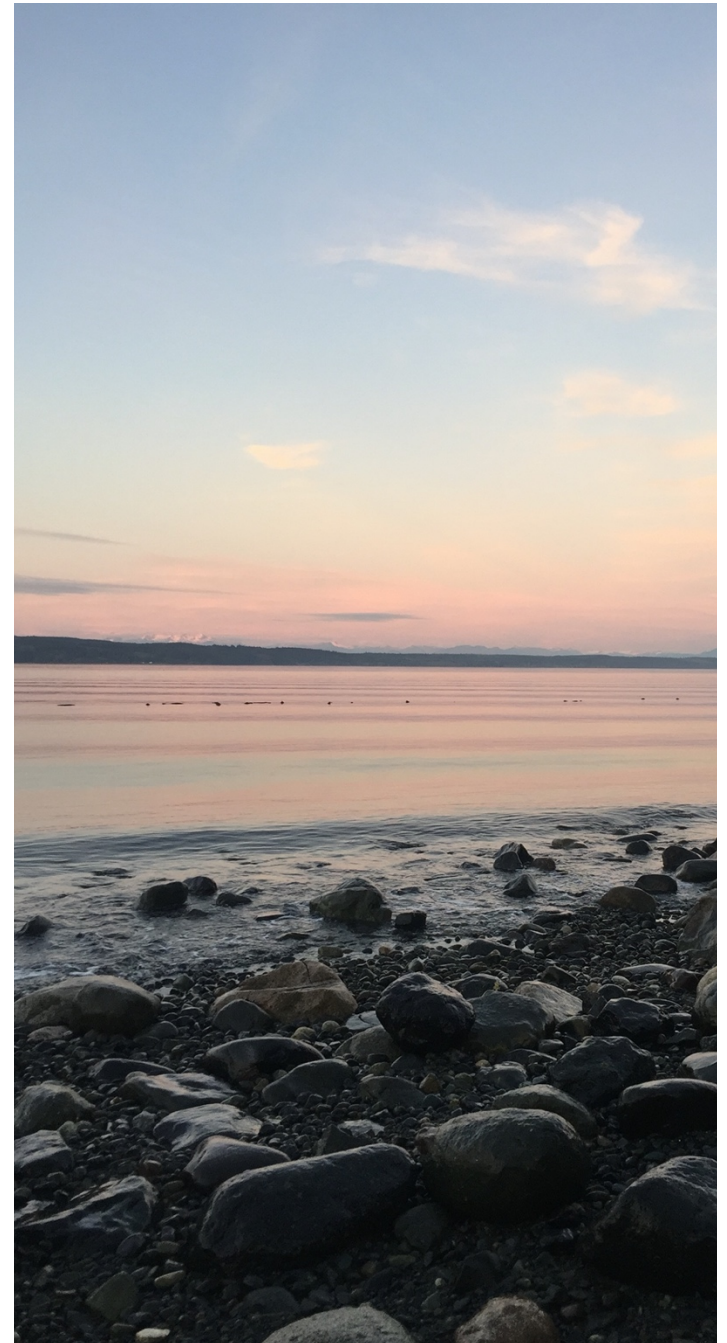
Institutional

OBJECTIVE 1

To use town’s-built assets and resources in an effective and efficient manner.

POLICY:

1. The Town will catalogue and inventory of Town owned buildings. This includes the old school building, townhall and the museum.
2. Council will conduct a facilities assessment with the intent of determining existing and future uses for Town owned assets.





9.4 MARINE

The marine land use designation is associated with the foreshore and water directly adjacent to the foreshore. This area is envisioned to provide industrial, commercial and recreational opportunities for the town.

Marine OBJECTIVE 1

To encourage marine based industry.

POLICY:

1. The Town will assess the zoning and land use along the foreshore to provide opportunity for marine based industry.

Marine OBJECTIVE 2

To provide access to the foreshore and shoreline for tourism and recreational purposes.

POLICY:

1. The Town will identify areas that are suitable for recreational and park uses that provide access to the shoreline.
2. The Town will identify areas on the foreshore for tourist amenities including kayaking and pleasure craft facilities.

9.5 RURAL/ NATURAL RESOURCE, MINING

The rural resource area identifies areas that are suitable for rural and resource-based industry uses. This area encompasses the lands suitable for mining and resource extraction activities.

Resource OBJECTIVE 1

To provide areas for resource-based industries.

POLICY:

1. Will support new and expanded resource-based industries.

9.6 PARKS

Parks form a part of the atmosphere of the Town of Port McNeill that is vitally important to the community.

The Town is situated in a natural environment that is valued for the recreation opportunities it provides. The Park land use designation delineates the location and area of existing parks (future parks are identified in the Recreation and culture section).

Parks OBJECTIVE 1

To provide parks and green spaces within 500m of all residential uses.

POLICY:

1. Council will develop a parks master plan to inventory existing parks and provide a framework to establish new parks.
2. The Town will continue to create strong, compact and complete neighbourhoods.

Parks

OBJECTIVE 2

Create a vision for the waterfront.

POLICY:

1. Council will develop a vision for the waterfront with existing and future parks and trails included.
2. Cultural importance of the Kwakiutl and 'Namgis First Nations will be recognized.
3. The working waterfront will be a key element.

9.7 INDUSTRIAL

The industrial designation identifies the areas that are suitable for light, medium and heavy industrial uses. This form of development often needs specific road and infrastructure to support the numerous activities that may occur in this designation. Typical uses include activities that are associated with heavy traffic, require large areas for outdoor storage of material and equipment, and often are accompanied by high levels of noise and/or emissions. These can include automotive services, auto body shops, manufacturing, contractor's yards, freight transfer yards, and warehousing. There are current water pressure issues in

this area and as such new development will need to provide upgrades to enable future development.

Industrial


OBJECTIVE 1

To provide light industrial land to enable uses to move from downtown to a more suitable location.

POLICY:

1. Prior to rezoning to industrial, council must ensure capacity and pressure issues are addressed. Identify lands for both current and future expansion of light industrial uses to support increased employment opportunities.





10.0

PARKS AND RECREATION

Goals and Guiding

Principles Met: Environmental Sustainability Goals with complete neighbourhoods, access to the natural environment, community well-being with community health, create a youth friendly Town for families.



Parks play an important role in the community and provide opportunities for physical activity and relaxation, a place for residents to meet, and protect sensitive ecosystems and habitat.

Parks and Recreation

OBJECTIVE 1

The Town will continue to provide and improve parks and open space locations and opportunity for recreation for the community.

POLICY:

1. Public owned lands will be considered for additional parks and recreation opportunities.

2. Implement a Park Designation Bylaw to provide consistent identification of city parks.
3. Upon subdivision, the 5% dedication of land for parks will be used to acquire lands that complement the Town’s park and trail system and to fulfill park needs.
4. The Town will encourage subdivision applicants to dedicate more than 5% of a parcel where portions of the parcel are largely undevelopable, and the proposed dedicated area can serve some park or open space functions, protect environmentally sensitive areas and/or avoid natural hazards.
5. The option to accept cash in lieu of 5% dedication will be considered under one or more of the following circumstances:
 - 5% of total parcel size would be too small for a park or trail component,
 - no part of the parcel would complement the park or trailway system; and
 - No local park land needs are identified.

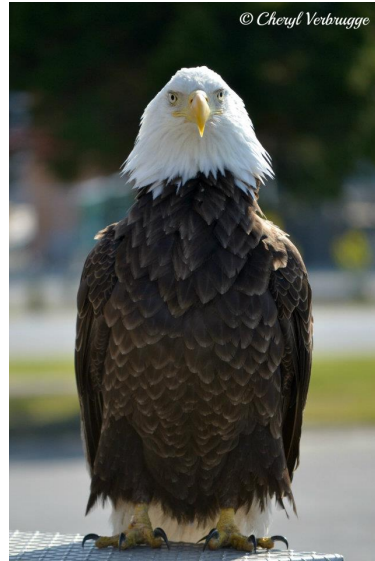
Parks and Recreation

OBJECTIVE 2

Improve the livability of the community by identifying and securing parks that meet the needs of all residents.

POLICY:

1. Future park locations will be generally identified in a parks master plan.
2. Determine a funding mechanism for implementation of a Parks Master Plan and review every five years.
3. All residents should have access to green space within 500m of their home. The Town will strategically purchase land for parks to meet this goal.
4. Support initiatives between the Town and RDMW to produce trail and Park publications for residents and visitors.
5. Utilize existing town owned land in identification of future park locations.
6. In partnership with the RDMW, support the creation and expansion of natural areas or passive parkland serving the needs of the community.



Parks and Recreation

OBJECTIVE 3

Maintain and improve access to waterfront

POLICY:

1. Explore a Waterfront Access Plan.
2. Enhance pedestrian access points with waterfront areas.
3. When possible obtain new parks along the waterfront areas.
4. Increase pedestrian continuity between the water's edge and street network.

Parks and Recreation

OBJECTIVE 4

Parks will be a space for all ages to be active and engaged within the community.

POLICY:

1. The Town will endeavour to have parks located within a 500 meter walking distance throughout the Town.
2. Universal design will be implemented in Town parks in redevelopment or new parks.
3. Consider a variety of programming to engage all ages.
4. Maintain accessible, common recreation facilities.

Parks and Recreation

OBJECTIVE 5

To encourage active living the community has convenient access to community parks, open spaces, facilities, amenities, and programs close to where they live.

POLICY:

1. Continue to provide and improve indoor and outdoor recreational facilities and opportunities throughout the Town with a range of activities and events.



Goals and Guiding

Principles Met: Social equity goals of access to diverse, affordable, and suitable housing, provide seniors housing, Forster a healthy community, Environmental Sustainability Goals of enabling complete neighbourhoods, focus on community health and well-being, economic prosperity, and housing for all.

11.1 POPULATION GROWTH

The Town's population has decreased over the last 20 years. This decrease has resulted in the loss of some amenities and makes it difficult to attract new business and amenities. A stable and growing population will support economic development and diversification, provide new housing opportunities and encourage the development of new local amenities.

Growth

OBJECTIVE 1

To grow by 2% per year for the next 20 years.

POLICY:

1. The Town will actively promote the residential affordability advantage of the community to attract new residents.
2. The Town will promote growth through implementation of the Economic Development Plan and explore innovative ways to attract families to the Town.
3. The Town will actively explore ways to develop growth through the ecotourism opportunities and the unique

position of the Town as the gateway to the North Island.

4. The Town will explore ways with community to activate recruitment of Health Care professionals.
5. The Town will advocate for the development of existing residentially zoned properties within the town boundary to provide for new housing options in the community.

11.2 INFRASTRUCTURE

The Town's infrastructure consists of a system of storm water and sanitary mains that run the length of the Town. This equates to approximately 30 Km of total pipes. The operation and maintenance of this infrastructure is essential for the financial health of the town. Planning to manage these built assets is a primary function of the Town and is needed to facilitate future growth and development. Sustainable communities control the costs of servicing existing and future development, which lessens pressure to raise taxes resulting in more money freed for other services such as parks and recreation facilities.

11.2.1 SANITARY INFRASTRUCTURE

The Town sanitary sewer consists of 12.x km of sanitary mains with three lift stations. The raw sewage is piped to the treatment system located south of the town, which is treated and then discharged to the ocean. The overall system is functioning well, however, there are some known bottlenecks where the infrastructure is beginning to age.

11.2.2 WATER INFRASTRUCTURE

The water system consists of three ground water wells. The wells have adequate capacity for both existing uses and future growth. The water is currently not treated. There are some now low pressure and volume areas that are the result of aging infrastructure.

**11.2.3
STORM SYSTEMS**

The Storm water system is made up of a combination of open ditches and pipes. The primary discharge location is along the waterfront. As with the other infrastructure assets, the system is functioning adequately, however new development will trigger system upgrades.

**Infrastructure
OBJECTIVE 1**

To efficiently use existing infrastructure.

POLICY:

1. Will not extend service beyond the municipal boundary.
2. Require all development within the boundary to connect to services where and when they are provided.

**Infrastructure
OBJECTIVE 2**

To plan for the replacement and extension of services to support future developments.

POLICY:

1. The Town will implement an Asset Management Plan.

2. Council will require new development to pay the proportion of the infrastructure cost directly
3. related to servicing the new development.
4. The Town will develop a built asset inventory and capacity assessment. This will be used to develop an asset management plan with a focus to repair and replace key assets that hinder new development.
5. The Town will explore the feasibility of a Development Cost Charges bylaw to help fund infrastructure upgrades triggered by new development.

**Infrastructure
OBJECTIVE 3**

To enable growth and development.

POLICY:

1. The Town will work with developers and landowners to address infrastructure capacity issues to encourage development.

**Infrastructure
OBJECTIVE 4**

To protect the health of residents.

POLICY:

1. Council will work to provide potable water that meets the 4-3-2-1 water quality objectives of Island Health.

**11.3
BOUNDARY EXTENSION**

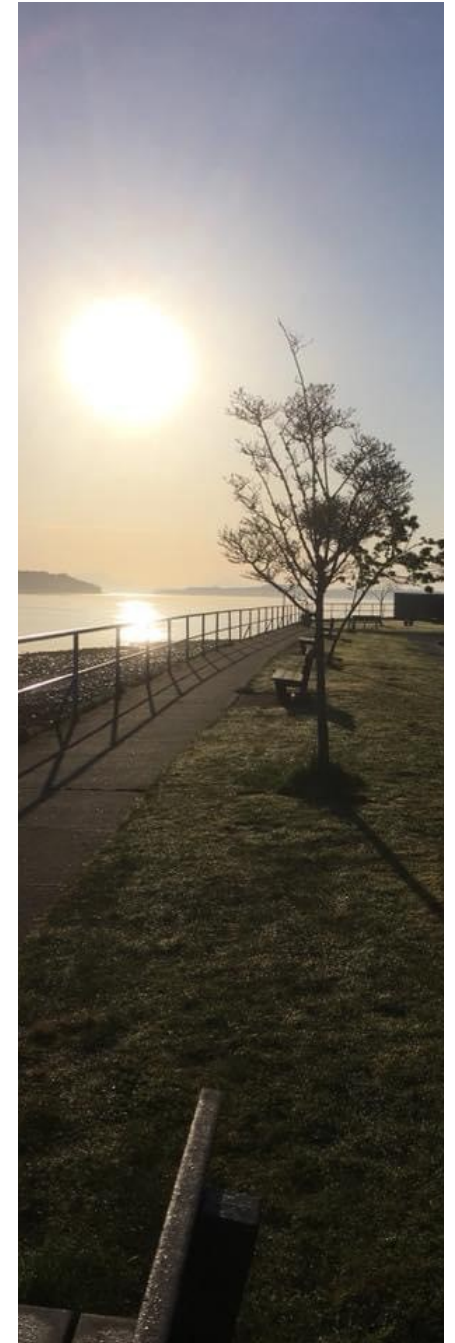
Council will consider boundary extensions as needed based on designation on the land use map.

**Boundary Extension
OBJECTIVE 1**

To ensure there is adequate land for future development.

POLICY:

1. Any proposed boundary extension may only occur if 80% infill of a specific land use designation; as defined in the Land Use Map, has occurred and it can be shown that there is a vacancy rate of less than 5% within existing buildings for the proposed use. The future expansion areas are shown on the proposed Future Land Use map.





Goals and Guiding Principles Met:

Environmental sustainability and greenhouse gas reduction, foster community well-being and healthy community, focus on the pillars of sustainability, create a youth friendly town for families, create cultural vitality.

Land use is a significant factor that affects how people travel. The Town's role in regulating land use has a tremendous impact on whether people walk, cycle, or drive to work, shopping, and recreation. Provincial vehicle emission standards, regional transportation systems, and transportation related programs and incentives also play a role on transportation modes.

12.1 TRANSPORTATION AND CONNECTIVITY

The proximity of workplaces, shopping, and recreation to where people live has a direct effect on how people travel. Land uses and densities determine what mode of transportation is used to get to destinations.

Transportation

OBJECTIVE 1

Support transportation options that reduce fossil fuel dependence and greenhouse gas emissions.

POLICY:

1. Enable complete neighbourhoods through compact land use forms (reduce reliance on vehicles).
2. Support transportation options, such as active transportation, to reduce GHG emissions.
3. Implement an Electric Vehicle (EV) charging stations Plan.
4. Provide incentive for alternatives to vehicle commuting.
5. Continue to maintain streets and sidewalks to encourage alternate forms of transportation.

Transportation and Connectivity

OBJECTIVE 1

The town's road infrastructure meets the needs of the residents and businesses utilizing best management policies in a fiscally responsible manner.

POLICY:

1. Improvements to street networks will be consistent with the Active Transportation Plan and the priorities outlined.
2. Projects in the Active Transportation Plan and the priorities continue to be implemented based on the funding as it is available.
3. The cost of transportation infrastructure should be borne by the development which they serve.

Transportation and Connectivity

OBJECTIVE 2

To enable orderly road connection with lands within the Regional District.

POLICY:

1. New road construction and enhancements must be consistent with the objectives of the Regional District for connectivity and standards.

12.2 ACTIVE TRANSPORTATION

Prioritization of alternative transportation modes, such as walking and cycling, and present opportunities to encourage non-automobile travel for trips.

OBJECTIVE 1

Implement Town-wide improvements to the existing pedestrian and cycling network to support universal accessibility.

POLICY:

1. Maintain sidewalks and keep clear of physical obstructions for comfortable pedestrian movement.
2. Implement priority projects from the Active Transportation Plan in an order that takes advantage of available funding opportunities.
3. Consider improvements to the pedestrian and cycling experience, including those with mobility challenges, through improved crossings, lighting, and wayfinding.
4. Support cycling through on-street bike parking, and good maintenance procedures, route signage, and end of trip facilities in development.

5. Support use of mobility scooters, skateboards, and other alternative active transportation mobility modes.

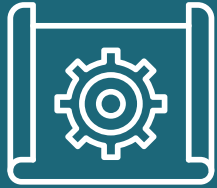
OBJECTIVE 2

Maintain and implement trail connectivity to the region.

POLICY:

1. The town will work with the Regional district to promote trail connectivity between Port McNeill and adjacent rural communities such as Nimpkish Heights and Hyde Creek.
2. The town will consider active transport updates on infrastructure routes identified in the Active Transportation Plan.
3. The town will provide efficient, safe network of pathways, trails, and bike routes that are accessible and support alternative forms of transportation by implementing the Active Transportation Plan.





13.0

IMPLEMENTATION

Goals and Guiding Principles Met:

Economic prosperity, social equity, cultural vitality, environmental sustainability goals, community values implemented, foster community health and well-being with a focus on the pillars of sustainability, economic prosperity, protect and preserve the environment and ocean-side town atmosphere, revitalize the downtown, ensure housing meets the needs of the whole community to provide social equity, create a youth friendly Town for families, create cultural vitality. Implement a Development Procedures Bylaw.

13.1 TOOLS FOR IMPLEMENTATION

There are many tools that the Town can use to implement the vision outlined in this document. The following list provides a summary of tools that can be used to support the implementation of this Bylaw.

Downtown Revitalization

- Revitalization Tax Exemption
- Business Improvement Associations
- Development Permit Guidelines
- Density Bonusing

Parks, Culture and Recreation

- Parks Master Plan
- Facilities Utilization Study
- Public Art Policy

Land Development and Administration

- Subdivision and Development Servicing Bylaw
- Development Procedures Bylaw
- Temporary Use Permits
- Development Permits
- Delegation Bylaw for technical development permit review
- Local Improvement areas
- Density Bonusing

Infrastructure Management and Funding

- Development Cost Charges
- Subdivision and Development Servicing Bylaw
- Works and Service Agreements

Food Security

- Work with farmers market organizations to ensure suitable locations and supports
- Allow farm gate and yard gate stands to enable residents to share/ and or sell produce and consider controlling through design guidelines

13.2 FACILITY UTILIZATION

OBJECTIVE 1

Existing facilities are managed to address the needs of the community.

POLICY:

1. Council will catalogue and assess all town owned properties and buildings for existing and future uses.
2. The operating budget will be reviewed yearly to determine highest and best use for each facility.

SECTION 13.0: IMPLEMENTATION

3. Where feasible the Town will locate town operations in existing town owned buildings
4. Where buildings and facilities are deemed surplus the town will explore opportunities for partnerships to redevelop the sites to support the objectives of the OCP. Where not possible the town will explore the sale of the properties.

DEVELOPMENT APPROVAL INFORMATION

Pursuant to the establishment of a Development Approval Information Area bylaw, the area covered by this OCP is designated as a development approval information area under the authority of *Section 485 of the Local Government Act*, as amended time to time.

Development approval information will be required for:

- (a) Zoning bylaw amendments;
- (b) Temporary use permits, and;
- (c) Development permits.

13.3 TEMPORARY USE PERMITS

All lands shall be designated as being eligible for consideration for the issuance of Temporary Use Permits. The consideration of applications for a temporary use permit shall be conditional upon the applicant providing:

- a) A detailed description of the proposed use and the duration of the proposed activity;
- b) Plans for mitigating potentially harmful impacts on the environment, adjacent lands, and the local community;
- c) Applicable provincial and federal government approvals or permits;
- d) A plan for rehabilitation of the site following the discontinuance of the proposed temporary use;
- e) Other information required to fully evaluate the application.

13.4 DEVELOPMENT PERMITS, AREAS AND GUIDELINE

13.4.1 DOWNTOWN REVITALIZATION

Designation

In accordance with the provisions of Sections 488 (1) (d) and (f) of the Local Government Act, **all of the lands shown as downtown on Proposed Land Use Map; Development Permit Area**, shall be subject to approval for a development permit in accordance with the following development permit guidelines for the purposes of:

(d) revitalization of an area in which a commercial use is permitted

(f) establish of objectives for the form and character of commercial, industrial, or multi-family residential development

Development permits are required for all forms of development within a Development Permit Area except those described under 'Exemptions'. *'Development' means any residential, commercial, or industrial structures or ancillary uses.*

Justification

Commercial, industrial, and multi-family residential development in the downtown area is designated within a Development Permit Area in response to the following objectives:

- Recognize the downtown area as a critical area due, in part, to its high potential for new development and redevelopment;
- Ensure a high quality of both tourist oriented commercial development and new residential development;
- Encourage uses, building design and landscaping which build on the unique opportunities presented by the inner harbour; and
- Establish design guidelines for development within the waterfront area to maintain the small-town character, promote compatibility and architectural integrity with existing development, and preserve views.

Guidelines

Development Permits issued in this area shall be in accordance with the following guidelines:

Site Design

Site should be designed to locate site servicing and utilities, parking and access, to maximize pedestrian safety and enhance existing properties.

Off-street surface parking, access and loading areas should be located to the side or rear of the building.

Enclosed and unenclosed storage areas such as refuse areas and outdoor storage should be located in an area that is screened from public view. These shall not be located in front of the principle building.

When designing the site, the design should preserve and create view and pedestrian corridors to the waterfront.

Building Design

Building should strive to reduce the apparent mass of structures and to integrate the development within its site and local context. Variety of uses and pedestrian interest should be expressed in the design of buildings, especially at ground level.

Buildings and structures should be permanent in nature and should not be trailers or appear to be temporary structures.

Mechanical equipment should be screened from public view. These include, but are not limited to vents, meters, AC units and transformers.

Building materials should be of high quality and include materials such as wood timbers, cultured stone, shakes but shall not include vinyl siding or stucco.

Entrances should be reinforced architecturally to provide building identity and address. Commercial entries tend to be public, and residential entries tend to be private, and should therefore be designed accordingly.

Where possible, locate main entrances with access from public streets and sidewalks.

Ground floor entries should be weather protected to provide comfort for pedestrians. Examples include awnings, covered entrances, or recessed entrances. Building design elements, details, and materials should create a proportional and pedestrian scale building form.

Where new development is taller than existing adjacent development, buildings and groups of buildings should transition in scale from larger to smaller developments and should not inadvertently block any key view planes to the waterfront. Buildings should be designed to avoid blank walls that face a street.

During design of a building the colour palate should be selected to enhance, not detract from, the surrounding neighborhood.

Landscaping and Screening

Landscape screening requirements should be supplemented to separate parking clusters and to mask storage and service areas from any adjacent residential uses and pedestrian view.

Natural landscape and significant tree stands should be retained and incorporated into site development plans when feasible.

Storage and service areas should be screened with decorative walls, fencing, hedging, planting, or other screening materials, or a combination of these materials.

Access and Circulation

Bicycle parking should provide 0.25 spaces per each 100m² (1,076.4 ft²) of gross leasable area;

Bicycle racks:

- should be located within 15m (49.2 ft.) of a building entry;
- shall be situated in well-lit locations, clearly visible from building entries and/ or public roads;
- shall be made of sturdy, theft-resistant material, securely anchored to the ground;
- shall be designed to support the bicycle frame, not the wheels, and allow both the frame and the front wheel to be locked to the rack with a U-style lock.

Development should maintain pedestrian connectivity through the site to key waterfront destinations.

Developments should be designed for ease of movement and consider principles of universal design. Visual, tactile and acoustic elements and barrier-free changes in grade and road crossings should be considered in all aspects of design.

Developments shall require design of access points to provide for safe access and egress of vehicles and pedestrians, including consideration of minimizing conflicts with pedestrian traffic.

13.4.2 Steep slopes Development Permit Guidelines Designation

In accordance with the provisions of Sections 488 (1) (a) and (b) of the Local Government Act, **all the lands located within 7.5m from a slope 30% or greater are a Development Permit Area** and shall be subject to approval for development permit in accordance with the following development permit guidelines for the purposes of:

- protection of development from hazardous conditions.

Development permits are required for all forms of development within a Development Permit Area except those described under 'Exemptions'. 'Development' means any residential, commercial or industrial structures or ancillary uses.

Justification

Steep slopes are subject to potential risk of hazards such as landslides and erosion. Steepness of slope, however, does not necessarily correlate with slope stability, which depends on many factors. As a result, precautions are needed to ensure development activity does not create hazardous conditions.

The following guidelines are intended to allow land to be used for its planned purposes, while also protecting residents and property from the potential risk of natural hazards.

Guidelines

Prior to issuance of a development permit, the potential for both rock and soil slope instability and the impact of the proposed development should be addressed by a site-specific investigation and report prepared by a qualified registered professional with specific experience in geotechnical engineering and/or engineering geology.

The report should address the following:

- a)** The potential for soil and rock slope instability, including the potential for rockfalls, supported by documentation of the extent of anticipated instability, accurate field determination of slope crest location or other geological features. Site plans and slope profiles should be provided.
- b)** Geotechnical considerations of cut and fill slope stability with recommendations and restrictions on excavation, blasting and filling.
- c)** Possible building envelopes in relation to natural or cut slope crests and possible rockfall zones.

d) Possible evidence of slope conditions that might indicate an imminent landslide or rockfall hazard.

e) Groundwater conditions and the potential slope instability which might be caused by groundwater seepage due to drainage and septic field system.

f) In all areas underlain by limestone, the potential for the existence of solution cavities and sinkholes and the implications of such features for the proposed development.

g) Erosion potential by ocean waves or drain discharges.

h) The maintenance of vegetation on soil slopes and within the setback zone above the slopes to minimize erosion; the necessity for selective scaling, rock bolting and tree removal to improve stability conditions, on a site-specific basis, in areas of bedrock.

13.4.3 Flood Hazard Development Permit Guidelines Designation

In accordance with the provisions of Sections 488 (1) (a) and (b) of the Local Government Act, **all the lands within 30m of a water course or sea are a Development Permit Area** and shall be subject to approval for development permit in accordance with the following development permit guidelines for the purposes of:

- protection of development from hazardous conditions.

Development permits are required for all forms of development within a Development Permit Area except those described under 'Exemptions'. 'Development' means any residential, commercial or industrial structures or ancillary uses.

Justification

Watercourses creeks and lands around streams and the harbour are subject to flooding from time to time. The following guidelines are intended to allow land to be used for its planned purpose(s), while also protecting, residents and property from the potential risk of natural hazards.

Guidelines

Prior to issuance of a development permit, the application shall be responsible for completing a report by a qualified registered professional with appropriate education, training and experience to provide professional services related to floodplain mapping and analysis in the province.

The stormwater management potential for erosion or flooding, and the impact of the proposed development on, or by, flood hazard conditions should be addressed by a site-specific investigation and report.

The report should address the following:

- a) The potential impacts of proposed development relative to flood hazards.
- b) Required flood proofing or other measures needed to provide suitable protection of structures intended for human occupancy.

13.4.4 Interface Fire Hazard Development Permit Guidelines Designation

In accordance with the provisions of Sections 488 (1) (a) and (b) of the Local Government Act, **all the lands that fall within 30m of standing forest is defined as a Development Permit Area** and shall be subject to approval for development permit in accordance with the following development permit guidelines for the purposes of:

- protection of the natural environment, its ecosystems and biological diversity;
- protection of development from hazardous conditions.

Development permits are required for all forms of development within a Development Permit Area except those described under 'Exemptions'. 'Development' means any residential, commercial or industrial structures or ancillary uses.

Justification

The Town has designated all lands that fall within 30m of standing forest as an Interface Fire Hazard Development Permit Area pursuant to provisions in the Local Government Act. The justification for this designation is to ensure that the Town has the ability to regulate development within high wildfire hazard risk areas to minimize associated risk to people and property from wildfire hazards.

Exemptions

1) Minor renovations involving 25% or less of the façade of an existing building (but not including expansion of the floorplate or cantilevered elements) are exempt from the Development Permit application approval process.

Guidelines

For new development in high-risk interface fire hazard areas, applications must be accompanied by a wildfire hazard assessment and interface mitigation plan prepared by a qualified professional that minimizes the risk associated with the proposed development/ building concept.

1) The wildfire hazard assessment and interface mitigation must be developed in accordance to Fire Smart principles.

2) Larger residential development are encouraged to be cluster residential densities to limit the interface.

3) For larger developments, it is encouraged that access that can accommodate fire vehicle for fighting wildfire in interface areas is established along the periphery of the development.

4) Where possible, developments shall incorporate fire breaks adjacent to residential areas. These may be in the form of cleared parkland, roads, or trails.

5) Landscape plans must be prepared in consultation with a qualified professional, and provide recommendations for ensuring minimal fuel loading within landscaped areas.



MAPS

Maps are provided for convenience purpose. For Official Maps please contact or visit Town Hall.

Town of Port McNeill

ZONING BYLAW

Bylaw No.705, 2021

TOWN OF PORT MCNEILL
ZONING BYLAW NO. xxxx, 2021

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Part 1 – Repeal

Bylaw No. 671, 2016 and all amendments thereto are hereby repealed.

Read a first time the xx day of xxxxx, 2021
Read a second time the xx day of xxxxxx, 2021
Read a third time the xx day of xxxxx, 2021

Reconsidered, finally passed and adopted the xx day of xxxx, 2021.

Mayor

Administrator

Certified to be a correct copy of Bylaw No. 705, 2021 as adopted.

Administrator

**TOWN OF PORT MCNEILL
ZONING BYLAW NO. 705, 2021**

Pursuant to the Local Government Act, the Council of the Town of Port McNeill in open meeting assembled enacts as follows:

PART 2 - TITLE

- 1.1 Title
This bylaw may be cited for all purposes as the “Town of Port McNeill Zoning Bylaw No. 705, 2021”.

PART 3 – ADMINISTRATION

- 2.1 Prohibition
- a) Subject to the provisions of the appropriate legislation respecting non-conforming uses, land shall not be used, buildings or structures constructed, altered, located or used, contrary to this bylaw.
 - b) No land may be used for a use than what is listed in the corresponding zone as defined by this bylaw. Any use not listed in a specific zone is considered prohibited within that zone.
- 2.2 Conflicting use or siting
No parcel or area of land shall be alienated, and no use shall be initiated, and no building or structure shall be sited in a manner, which thereby renders non-conforming any existing use, building or structure on that parcel.
- 2.3 Subdivision
No land shall be subdivided to render it non-conforming to the provisions of this bylaw for the zone in which it is located.
- 2.4 Administration
The Administrator or such other municipal officer as may be appointed by Council shall administer this bylaw.
- 2.5 Violation
- a) It shall be unlawful for any person to cause, suffer, or permit any building or structure to be constructed, reconstructed, altered, moved, extended or used, or land to be occupied or
 - b) used, in contravention of this bylaw or otherwise to contravene or fail to comply with this bylaw except as provided for in the appropriate legislation.
 - c) It shall be unlawful for any person to prevent or obstruct any official appointed under section 2.4 of this bylaw from the carrying out of his duties under this bylaw.

2.6 Penalty

- a) Any person who violates the provisions of this bylaw is liable on summary conviction to a penalty not exceeding five hundred dollars in addition to the cost of prosecution.
- b) Each day during which such violation is continued shall be deemed to be a new and separate offense.

2.7 Severability

If any part, subsection, sentence, clause or phrase of this bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the bylaw.

PART 4 - INTERPRETATION

4.1 Definitions

In this bylaw, unless the context otherwise requires, all definitions specified in Section 4.2 are intended to supersede definitions for the same words or term in provincial statutes that would otherwise apply to the interpretation of this Bylaw, and to supersede their normal or common meaning.

4.2 In this bylaw, defined uses are in bold type and the following definitions and interpretations shall apply:

AGRICULTURAL USE means a use providing for the cultivation and growing crops, rearing of animals, producing, harvesting and sale of agricultural products; includes the processing on an individual farm of primary agricultural products harvested, reared or produced on that farm.

ACCESSORY BUILDINGS means:

1. A detached building, the use or intended use of which is ancillary to that of a principal building situated on the same lot and excludes use for residential purposes, or
2. A building which is ancillary to a principal use being made of the lot upon which such building is located, provided always that no building directly used in the practice of farming shall be construed to be an accessory building.

ACCESSORY USE means:

1. A use which is ancillary to a principal building, or use of a principal building, situated on the same lot, or,
2. A use which is ancillary to a principal use being made of the lot upon which such accessory use is located.

AMENITY OPEN SPACE means land free of buildings, structures, roads and parking areas and intended for the amenity or recreational use of the occupants of the buildings.

AUTO BODY SHOP means a building or part thereof used for the painting or repairing of automobile, boats, and motorcycle bodies but does not include a wrecking or salvage yard.

AUTO REPAIR SHOP means a building or part thereof where the services performed or executed on motor vehicles include the installation or repair of exhaust system, electrical system, transmissions, brakes, radiators, tires and wheels, rust proofing, diagnostic services, major and minor mechanical repairs, and in conjunction with an automotive repair garage there may be a motor vehicle service station, a towing service, and an automobile rental service for the convenience of the customers while their vehicles are being repaired. Towing compounds for vehicle storage, and salvage operations are not included in this definition.

AUTOMOTIVE SALES/RENTAL means a lot or building, or combination thereof use for the sales and/or rental of vehicles including but not limited to boats, cars, motorcycles and trucks and accessory parts sales and services.

BED AND BREAKFAST means an owner-occupied single-family dwelling containing a room or rooms without cooking facilities intended primarily for the temporary sleeping accommodation of the travelling public, with breakfast meals being prepared and served to guests.

BOARDER means a person who is not a household member, but is a lodger, roomer, or person who pays for and takes regular lodging, with or without meals.

BOARDING ROOM means a room within a dwelling unit in which the owner provides sleeping accommodation for remuneration. It may or may not include meal service. It does not include hotels, motels, temporary shelter services, boarding housing, or bed and breakfasts.

BOARDING HOUSE means a building containing one or more room(s) within a dwelling unit in which the owner or manager resides and supplies sleeping unit (s) for use by persons other than individuals who permanently live in the dwelling unit. The room are provided for remuneration, and it may or may not include meal service. It does not include hotels, motels, shelters, bed and breakfast homes and boarding room.

BUILDING means a structure located on the ground, which is designed, erected, or intended for the support, enclosure, or protection of persons or property.

BUS TERMINAL means a facility for the parking and storage of passenger taxi or buses and may include the loading and unloading of passengers or parcels.

CAMPGROUND means a site operated and occupied for part of the year only as temporary accommodation for holiday makers in tourist trailers, cabins or tents, but a campground is not a manufactured home park or motel or hotel.

CANNABIS RETAIL means a store where cannabis is sold to the public, under license by the Province of British Columbia.

CARRIAGE HOUSE means a residential unit located in an accessory building (separate from a single family residence) containing cooking, sleeping and bathroom facilities which is occupied by a tenant or tenants, which use as a rental unit is secondary to a single family dwelling;

CHURCH means a place of public worship. It includes but is not limited to churches, chapels, mosques, temples, and synagogues. Residential uses associated with churches shall include residences for religious order or individuals of a religious profession. It includes but is not limited to covenants, monasteries, manses, or rectories

COMMUNITY HALL or CENTRE means a building or complex or part thereof used for recreational, social, educational and cultural activities or events, and open to the public this includes places of worship.

COMMUNITY SEWER SYSTEM means a common sewer or the system of sewerage or sewage disposal within the meaning of the Health Act which is owned, operated and maintained by the Town of Port McNeill.

COMMUNITY WATER SYSTEM means a system of waterworks within the meaning of the Health Act, which is owned, operated and maintained by the Town of Port McNeill.

COTTAGE means a dwelling unit of not more than 70 m² (753.5 sq. ft.), ancillary to and separate from the principal dwelling, which may be used for residential purposes.

DRIVE THRU means a business with or without indoor seating for sale of food or a service that is intended and designed to service the driving public.

DWELLING UNIT means a room or room which form a self-contained unit for the domestic use of one or more persons living as a single household and with a private entrance which is not another dwelling unit.

DWELLING, SINGLE-FAMILY means a building used for dwelling purposes and which has only one dwelling unit, this includes modular homes but excludes manufactured homes as listed under CSAZ240.

DWELLING, TWO-FAMILY (duplex) means any building used for dwelling purposes and which has two dwelling units.

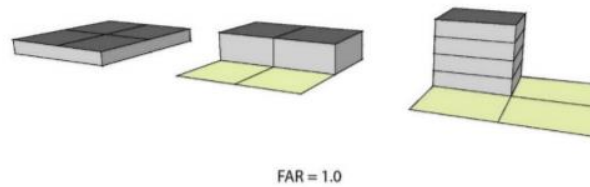
DWELLING, TOWNHOUSE OR ROW HOUSE means a block of at least three side by side family dwelling units, where each family dwelling unit is separated from the other by a party (common) wall.

DWELLING, LOW RISE APARTMENT means any building divided into not less than three dwelling units each of which is occupied as a permanent home or residence of one family as distinct from a hotel, motel, auto court or similar transient accommodation.

FAIRGROUNDS means areas and facilities for events, exhibitions, fairs, rodeos, and activities for active participation or public viewing.

FLOOR AREA means the total area of all the floors, measured to the extreme outer limits of the buildings, but **excludes** areas intended for the maneuvering or parking of automobiles, cellars or basements not to be used for habitable purposes; and roof gardens, balconies, sundecks, porches, cantilevered canopies and patios appurtenant to the structure and not enclosed by walls.

FLOOR AREA RATIO means the "floor area" divided by the total lot area.



FRONTAGE means the horizontal distance of a parcel of land which abuts road allowance; in the case of a corner lot or a lot with multiple sides abutting roads, the shortest side abutting a road shall be considered the frontage.

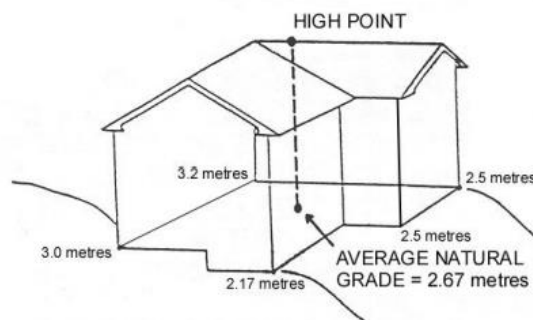
GARDEN CENTRE means a business for the purpose to sell plants and materials for landscaping to the general public but does not include bulk sales of garden materials.

GAS SERVICE STATION means premises primarily for the sale of fuel, lubricating oil and motor vehicle accessories directly to the users of motor vehicles and the servicing of motor vehicles **excluding** body works, painting and major repairs.

GRADE FINISHED (as applying to the determination of building height) means the lowest grade of the finished ground adjoining each exterior wall of a building.

GRADE, AVERAGE NATURAL means the average ground level recorded at the outermost corners of a building or proposed building site and may be determined by survey and referenced benchmark as prepared by a BCLS prior to site preparation as shown below.

Figure 1: Grade and Height



HEIGHT means, when in reference to a building, the vertical distance from the average natural grade of the footprint of the building to the highest point of the roof surface of the building, and when in reference to a structure, means the vertical distance from the average natural grade of the footprint of the structure to the highest point of the structure.

HOME OCCUPATION means any occupation or profession carried on for consideration which is clearly incidental to the use of the dwelling unit for residential purposes.

HOTEL means a building or buildings containing living units or sleeping units, or both, where payment for occupancy is usually on a daily or weekly basis to the operator of the premises but may

include living units on a shared ownership basis, and which may also include ancillary services such as restaurants, meeting or conference room, recreational facilities.

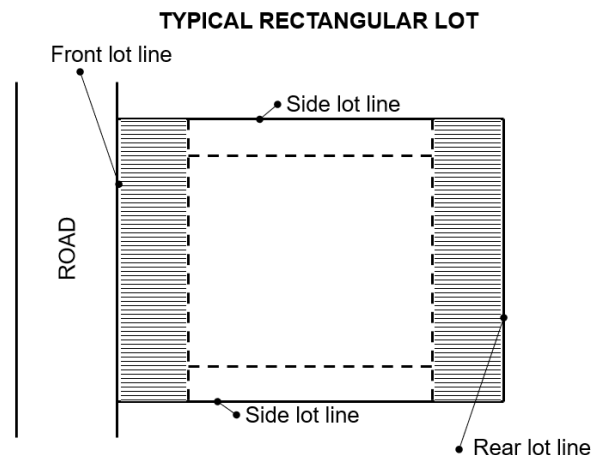
INDOOR ENTERTAINMENT OR RECREATION means the use of a building, or part thereof, for indoor entertainment activities including, but not limited to pool halls, arcades, bowling alleys, racquet sport courts, theatres, fitness clubs, and night clubs.

LIQUOR RETAIL means a store where alcoholic and liquor is sold to the public, under license by the Province of British Columbia.

LOT see "Parcel"

LOT LINE means the legal boundary of a lot that divides one lot from another lot, or from a road right-of-way, and is further defined as follows:

- a) "FRONT LOT LINE" means the line dividing the lot from the road. In the case of a lot with more than one road frontage, the shorter lot line abutting a road shall be deemed the front lot line, and the longer lot line abutting a road shall be deemed to be a lot line adjacent to road, except where abutting a controlled access highway or where access restrictions apply, in which case the lot line where access is provided shall be deemed the front lot line.
- b) "REAR LOT LINE" means, in the case of a lot having four or more lot lines, the lot line furthest from and opposite to the front lot line. Minor deflections are deemed to be part of the same lot line.
- c) "SIDE LOT LINE" means a lot line other than a front or rear lot line.



LIBRARY means a public facility where books and related materials are kept for viewing or short-term borrowing.

LUMBERYARD means a retail business for the purpose to sell building materials to both contractors and the general public but does not include bulk sales.

MARINA means a site including the surface of water which provides for the rental of mooring space and floats for boats, the sale, rental and repair of boats and engines; the sale, rental of marine fuel and marine supplies and fishing equipment and may include docks, wharves and floats for the use of commercial mooring facilities, boat rentals and the temporary residence on a boat moored at the facility.

MANUFACTURING OR PROCESSING, HEAVY means those operations which are a necessary part of, and clearly related to, the production of the articles or goods specified such as sawmills and planing mills, production of asphalt, concrete products, and ready-mix concrete, and aggregated processing and other similar uses.

MANUFACTURING OR PROCESSING, LIGHT means those operations which are a necessary part of, and clearly related to, the production of the articles or goods specified but excludes sawmills and planing mills, production of asphalt, concrete products, and ready-mix concrete, and rock, sand, and gravel. For the purposes of this Bylaw the term "manufacturing" may also include the sales and repairing of the items specified.

MANUFACTURED HOME means a structure, whether or not ordinarily equipped with wheels, that is:

- a) designed, constructed or manufactured to be moved from one place to another by being towed or carried.
- b) used or intended to be used as a living accommodation; and
- c) that conform with the CAN/CSA Z240 MH Series at the time of manufacture

MANUFACTURED HOME PARK means the parcel or parcels, as applicable, on which one or more manufactured home sites that the same landlord rents or intends to rent and common areas are located.

MANUFACTURED HOME SITE means a site in a manufactured home park, which is rented or intended to be rented to a tenant for the purpose of being occupied by a manufactured home.

MODULAR HOME (prefabricated) means finished section(s) of a complete dwelling built in a factory for transport to the site for installation. Finished means fully enclosed on the exterior and interior but need not include interior painting, taping, installation of cabinets, floor covering, fixtures, heating system, and exterior finishes. Modular homes conform to the National Building Code of Canada or British Columbia Building Code where mandated and may contain a CSA Modular home label.

MOTEL means a building or a group of buildings providing separate sleeping or dwelling units intended to be occupied primarily by the travelling public.

MUSEUM means an institution or establishment devoted to the procurement, care, and display of objects of lasting or historical interest or value and includes a Marine Museum.

NATURAL BOUNDARY means the visible high-water mark of any lake, river, stream, or other body of water where the presence and action of the water are so common and usual, and so long continued in all ordinary years, as to mark upon the soil of the bed of the lake, river, stream, or other body of water, a character distinct from that of the banks thereof, in respect to vegetation, as well as in respect to the nature of the soil itself.

NON-CONFORMING BUILDING OR USE means any building or use which does not conform with all the regulations of this bylaw, or any amendments thereto.

NURSERY and GREENHOUSES means the use of lands principally involved in agriculture and horticulture, and accessory product sales and garden supply sales, but specifically excludes the sale of agricultural or horticultural machinery.

OFFICE means that area within a building or structure or part thereof wherein business is transacted, or a service is provided, including the office of a bank, private business or corporation, or the office of a local, provincial, or federal government agency.

OUTDOOR RECREATION FACILITIES means activities and facilities for driving ranges, mini golf, facilities for canoeing, hiking skiing and similar outdoor activities excluding campgrounds and recreational complexes.

PARCEL means a parcel of land registered in the Land Titles Office.

PARKING means an open or covered area of land used for the parking of vehicles of residents, clients, customers, or employees, but does not include streets or driveways.

PERSONAL SERVICE ESTABLISHMENT means a business establishment wherein personal services are performed, including a barber shop, hair or beauty salon, shoe repairs, tailor shop, photographic studio or other similar uses that provide services to persons and households, but specifically excludes massage parlors or escort services.

PRINCIPAL BUILDING means a building containing a principal use permitted in the zone in which it is located.

PRINCIPAL USE means the primary purpose for which land, buildings or structures are ordinarily used.

PROFESSIONAL SERVICE ESTABLISHMENT means the use of buildings for the provision of professional management, administrative, consulting, financial and health services and includes but is not limited to the offices of lawyers, accountants, engineers, architects, doctors and dentists and offices for the provision of health services of a preventative, diagnostic, treatment, therapeutic or counselling nature, but does not include premises for the provision of veterinary services.

PUB means an establishment where liquor is sold to the public for consumption on the premises and includes craft breweries, under licence by the Province of British Columbia.

RECREATIONAL VEHICLE means a vehicle requiring a licence and designed to be used for temporary living and travel, recreation or vacationing and includes such vehicles commonly known as travel trailers, camper trailers, truck camper, motor homes, boats, snowmobiles or other similar vehicles but does not include a manufactured home.

RESTAURANT means a business establishment where food and beverages are prepared, served and consumed on the premises, but excludes drive-thru restaurants. A restaurant includes dining establishments issued a food primary license pursuant to the Liquor Control and Licensing Act.

RETAIL CONVENIENCE STORE means a building containing miscellaneous household and person item and groceries available for retail sale to the public but does **not include** the sale or rental of appliances, furniture, or movie rentals.

RETAIL STORE means a business establishment involved in the selling of goods and merchandise directly to the consumer for personal or household use and providing services incidental to the sale of such goods and merchandise but excludes lumberyards, contractor and building supply sales.

SCHOOL means buildings or structures or parts thereof which are designed, constructed or used for educational purposes, and includes private and public elementary, secondary and post-secondary educational facilities, as well as related ancillary facilities including areas and facilities for recreational use, auditoriums, and dormitories for the temporary residential occupation of students.

SCREENING means a continuous fence, wall, compact coniferous hedge or combination thereof, that would effectively screen the property which it encloses, and is broken only by access driveways and walks.

SETBACK OR LINE OF SETBACK means the required minimum horizontal distance measured between a building or use and each of the respective lot lines. In the case of a building, the measurement is taken from the **outer face of the foundation**.

SHORT-TERM see “**Temporary**”

SITE means a tract of land occupied or to be occupied by a principal building and its accessory buildings together with such open spaces and yards as are required in this bylaw, but a site need not coincide with a parcel.

SLEEPING UNIT means a room or room used as a temporary sleeping quarter for travelers.

STORAGE, COMMERCIAL means a self-contained building or group of buildings containing lockers available for rent for the storage of personal goods or a facility used exclusively to store bulk goods of a non-hazardous nature.

STORAGE CONTAINERS means a prefabricated unit not requiring any construction or assembly placed on a property for the purpose of storage and includes shipping containers and may act as an accessory building

STORAGE, OUTDOOR means the outside storage of equipment, goods, and materials. Typical uses include but are not limited to pipe yards or heavy equipment storage compounds as well as outdoor storage for building materials, vehicles or boats.

STRUCTURE means a construction of any kind whether fixed to, supported by or sunk into land, and includes, for example, sheds, fences, platform, display signs, tanks, poles, towers or pools.

SUITE, CARETAKER means an accessory dwelling unit to a principal use located on the same parcel and intended to provide accommodation for a person or persons who provide management, maintenance, and security of the principal uses on the parcel.

SUITE, SECONDARY means a residential unit within a single-family residence containing cooking, sleeping and bathroom facilities which is occupied by a tenant or tenants, which use as a rental unit is secondary to a single-family dwelling.

TEMPORARY means not greater than 30 days.

TINY HOME means a single dwelling unit intended for permanent residency that includes the basic amenities of a permanent home including a kitchen, washroom and sleeping area, is less than 47 m² and can be mobile (on wheels), or with a temporary or permanent foundation.

URBAN AGRICULTURE means the growing of fruits and vegetables, flowers, native and ornamental plants, edible berries and food perennials for beautification, education, recreation, community use, personal consumption, sales of produce grown on the lot or the donation of vegetables, fruits, edible flowers and berries only. Includes the keeping of backyard hens operating in accordance with section 5.10, but excludes rearing of livestock animals

VACATION RENTAL means land, buildings, or structures used or intended to be used for the purpose of providing temporary accommodation for transients and may include a provision of parking for recreational vehicles, a provision of space for tenting, and may include the provision of accessory facilities.

WATERCOURSE means any natural or man-made depression with well-defined banks and a bed 0.61 m or more below the surrounding land serving to give direction to a current of water at least six months of the year or having a drainage area of 1.61 km² or more as required by a designated official of the Ministry of Environment of the Province of British Columbia.

WAREHOUSING means an establishment, including buildings and structures, used for the storage and distribution of goods, wares, merchandise, materials, and commodities and may include ancillary office space but excludes retail sales unless otherwise specified herein.

WHOLESALE means a business establishment devoted to wholesale sales, being the sale of goods, commodities, and merchandise to retail distributors; to other wholesale distributors; to industrial, commercial, institutional, or professional business users; or acting as agents or brokers and buying or selling goods, commodities and merchandise for incorporation and assembly into other products.

WORKS YARD means a yard, buildings or part thereof, including office area and structures for any public works, building trade or contractor, where equipment, materials, tools and machinery are stored, and includes a shop or related assembly work, but specifically excludes the storage or repair of any industrial equipment, machinery or motor vehicles, excluding recreational vehicles, with a rated gross vehicle weight of more than 10,000 kilograms (22,045 pounds).

WRECKING YARD means the use of land, buildings or structures where boats, motor vehicles, recreational vehicles, vehicles intended to be towed by motor vehicles, machinery or equipment is disassembled, prepared for disposal or recycled, and the storage of salvaged materials where such materials are bought, sold, exchanged, baled or otherwise processed for further use.

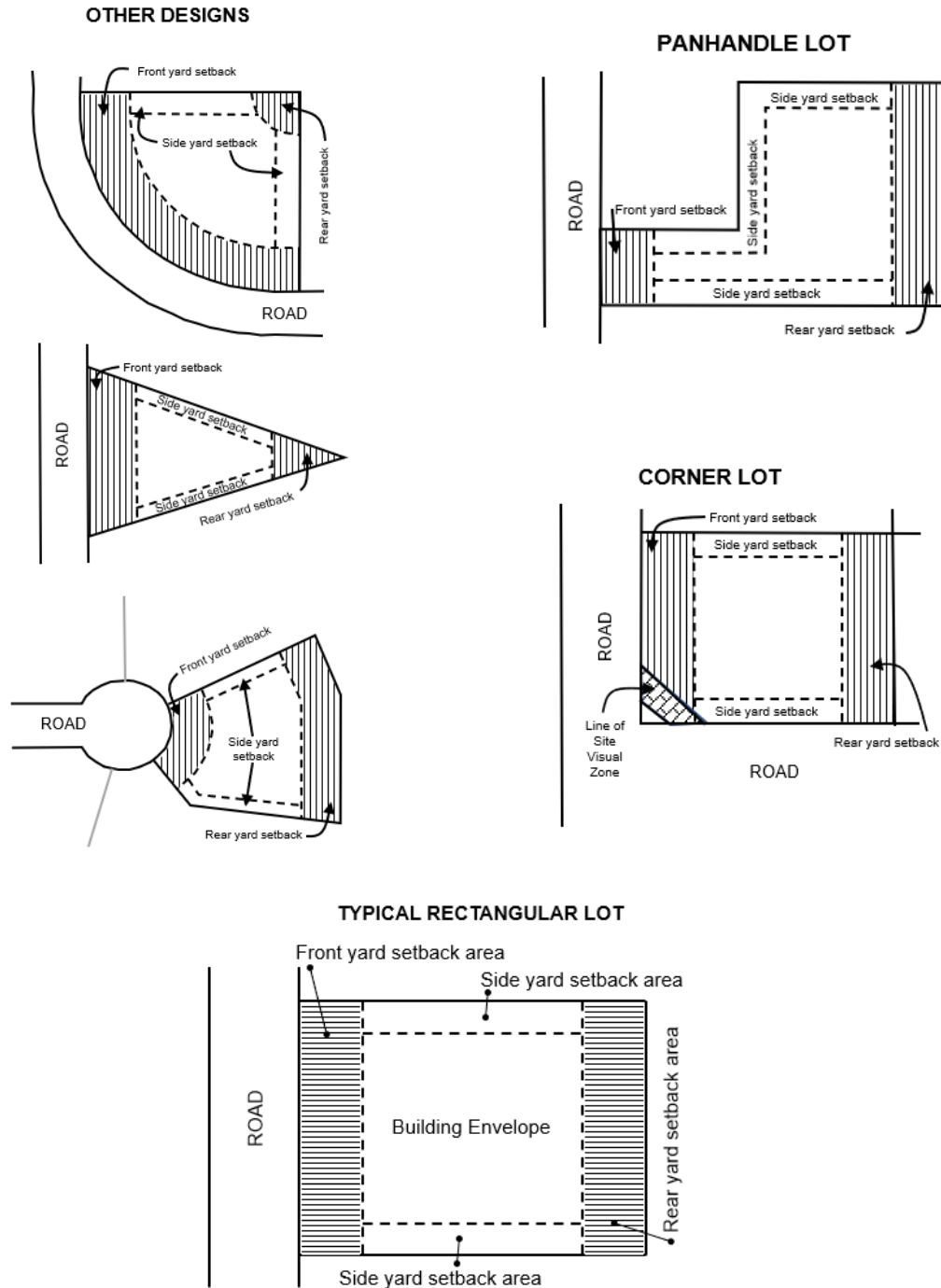
YARD means an area created by setbacks from one or more lot lines in front, behind or on the sides of the buildings or structures on the site. Yards shall be free of any buildings unless otherwise permitted in this bylaw.

YARD, FRONT means that part of the site situated between the front lot line, extending from one side lot line to the other, and the horizontal measurement of the required setback of the zone into the site. In case of a through lot there shall be two such front yards.

YARD, REAR means that part of the site situated between the rear lot line, extending from one side lot line to the other, and the horizontal measurement of the required setback of the zone into the site.

YARD, SIDE means that part of the site extending from the front lot line to the rear lot line and situated between the side lot line and the horizontal measurement of the required setback of the zone into the site.

Figure: Yard Setbacks



PART 5 – GENERAL PROVISIONS

5.1 USES PERMITTED – GENERAL

- 5.2.1 No person shall use or occupy any buildings, structures or land, including land covered by water, except as expressly permitted by this bylaw, and everything that is not expressly permitted is prohibited.
- 5.2.2 A permitted use may only be carried on if all provisions of this bylaw are complied with.
- 5.2.3 The following uses are permitted throughout all zones:
- a) accessory uses and buildings in accordance with the regulations in this bylaw.
 - b) public parks, greenways, trails and playgrounds; and
 - c) urban agriculture in accordance with the regulations in this bylaw.

5.2 PUBLIC UTILITIES

Unattended utility structures including electrical transformer stations, substations, telephone exchanges, water pumping stations, sewage lift. Pumps, reservoirs, and any other public utility structures, may be located in any zone provided that:

- a) the structure or use is necessary for the safe and efficient operations of the utility.
- b) the utility which the structure serves are available to or for service to the public.
- c) height and yard restrictions are in accordance with those provided for the zone in which the use is to be located.
- d) notwithstanding subsection c, a 7.6 m wide buffer area shall be provided on all sides of the parcel as prescribed in section 5.4 of this bylaw the outdoor storage of materials shall be screened by a landscape screen, solid fence or opaque wall, any of which shall be at least equal in height to the material stored.
- f) all driveways and temporary parking areas shall be treated with a dust-free surface.
- g) the parking of motor vehicles other than to temporarily service or maintain the utility structure shall be prohibited.
- h) where there may be a danger to any member of the public, fencing at least 1.8 m in height shall be erected.

5.3 HOME OCCUPATIONS

- 5.3.1 A home occupation may be carried on in any zone subject to the following provisions:
- a) it shall be carried on only by the person or persons who reside on the parcel, and no more than one person that is not a resident thereon shall be employed in it.
 - b) it shall be carried on wholly within a building.
 - c) it shall produce no public offence or nuisance whether by noise, vibration, smoke, odor, dust, heat, glare, electrical disturbance, or by any other means.
 - d) the total display area of non-illuminated outdoor advertising media shall not exceed 0.19 m², otherwise there shall be no external indication of the existence of the

occupation whether by displays, floodlighting, or any other means.

- d) no material or objects produced, repaired, treated, sold or used in the occupation shall be kept or stored out of doors.

The maximum floor area permitted of a home occupation within a building is 30% to a maximum of 83 m².

5.4 BUFFER AREAS AND LANDSCAPE REQUIREMENTS

5.4.1 Within any required landscape buffer area of a zone:

- a) no building or structure may be erected or placed.
- b) no garbage disposal area and no part of any private sewage disposal system shall be located.
- c) no vehicle parking area shall be located.
- d) no storage shall be permitted.
- e) the only roads permitted are those which cross it as close to right angles as practicable and connect directly with the road system.

5.4.2 Any Commercial lot that abuts an A-2, R-1, R-2, R-3, R-4 or RM-1 zone shall provide a screening hedge within the required yard setback adjacent to the property line.

5.4.3 Where the boundary of any commercial zoned parcel abuts an A-2, R-1, R-2, R-3, R-4 or RM-1 zone, then there shall be a landscaped buffer area a minimum of 3.0 m in depth.

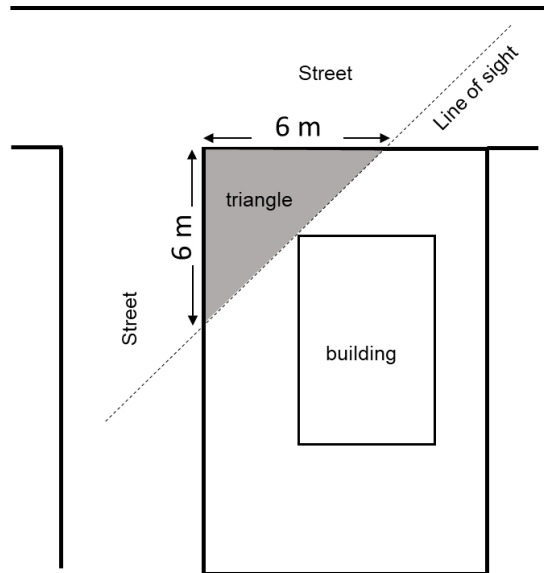
5.4.4 Buffer areas shall be planted and established with suitable vegetation. Plans must be provided to the Town of Port McNeill of such landscaping before commencement

5.4.5 All outdoor storage and refuse bins located on a Commercial and Industrial zoned property shall:

- a) be enclosed by screening, such screening to consist of a solid 2.4 m high fence or opaque wall, or an evergreen hedge.
- b) not have material or goods piled higher than the screening.
- c) have a fence or wall which shall:
 - I. be uniformly painted and well maintained.
 - II. not be used for advertising or display purposes, or for the posting of notices.
- d) be screen using with coniferous hedge shall be maintained and kept in good condition at all times.

5.5 CLEARANCE ON CORNERS

At any road junction on a corner lot, no person shall place or permit to be placed any permanent or temporary structure and/or fence or grow any vegetation exceeding 1.0 m in height within the triangular area as shown below.



5.6 FLOOD CONTROL

5.6.1 Notwithstanding any other provisions of this bylaw, no building or part thereof shall be constructed, moved, or extended, nor shall any manufactured home unit or modular home or any other structure be located:

- a) with the underside of the floor system of any area used for habitation, business, or storage of goods damageable by floodwater, or in the case of a manufactured home or unit the ground level on which it is located, lower than 1.52 m above the natural boundary of any nearby watercourse.
- b) within 15.24 m of the natural boundary of any nearby watercourse. If landfill is used to achieve the required elevation, no portion of the landfill slope shall be closer than the above distance from the natural boundary, and the face of the landfill slope must be adequately protected against erosion from floodwaters.
- c) comply with Provincial Guidelines with respect to sea level rise.

5.6.2 Notwithstanding section 5.6.1, with the approval of the Province, these requirements may be reduced.

5.7 OCCUPANCY DURING CONSTRUCTION

5.7.1 A recreational vehicle may be used for occupation during the construction of a permanent dwelling on a lot provided that the occupancy shall not occur prior to the issuance of a building permit for the permanent residence, where applicable, and shall not continue beyond

the commencement of the occupancy of the permanent residence or 12 months whichever, comes first.

5.7.2 In all zones, a temporary building, trailer, or accessory buildings may be used for the purposes of a construction site office, for security purposes, and for the storage of tools, equipment and materials for construction of infrastructure in a developing subdivision or for construction of a principal building(s) on a lot, provided that:

- a) the building or trailer shall be located so as not to cause a public hazard or nuisance and
- b) the building or trailer shall be located on the lot where construction is being undertaken and only for so long as is necessary for the work in progress and until the work is completed or abandoned and
- c) a building permit has been issued for the principal building, where applicable, and, at the expiration of such permit or issue of final inspection for that permit, the building or trailer shall be removed or
- d) a preliminary layout approval (PLA) has been issued for subdivision and, at the acceptance of the works for the subdivision, the building or trailer shall be removed.

5.8 SHIPPING CONTAINERS AND TEMPORARY BUILDINGS

5.8.1 A maximum of one fabric covered structure is permitted on a property and must be maintained in good condition.

5.8.2 Fabric covered structures are not permitted in the front yard and not permitted to be placed within the required setbacks of a property.

5.8.3 The use of land for the placement of shipping containers shall be prohibited in all residential zones, with the following exemptions:

- a) Containers shall be permitted as an accessory use for a temporary period, subject to the following requirements:

Length of Temporary Use	Max. Allowable Size of Container	No. of Containers Permitted on Property
120 days within a calendar year	20 m ²	No more than 1

5.8.4 Notwithstanding 5.8.3 a), the container shall only be used to store materials or products that are incidental to the operation of a business or facility located on the parcel and shall not be used for mini storage.

5.8.5 Notwithstanding 5.8.3 a), no container may be located within the front yard or setback areas, as specified within the applicable zone, and within 3m from any lot line adjoining a property zoned for residential use.

5.8.6 A container may be used for the temporary storage of tools and materials during the construction or maintenance of any utility, building or structure for which a required building permit has been obtained and remains active, provided the container is removed within 14 days upon completion of the construction.

5.9 VACATION AND SHORT-TERM RENTALS

- 5.9.1 No noise, vibration, smoke, dust, odors, heat, glare, electrical or radio disturbance detectable beyond the property boundary shall be produced by the vacation rental.
- 5.9.2 Permitted in accessory dwelling unit of a home only where the principal residential use is permanently occupied.
- 5.9.3 Meals may be provided to customers of a vacation rental operation only and not the public.
- 5.9.4 Any person intending to operate a vacation rental shall hold a valid business license from the Town of Port McNeill.
- 5.9.5 **Bed and Breakfast** operations may be carried out in R-1, R-2, R-3, R-4 and CD-1 Zones provided that:
- the provisions of **Home Occupations** Section 5.3.1 are adhered to.
 - the **dwelling** shall not lodge more than 4 people excluding the permanent residents of the **dwelling**.
 - the requirements for **off-street parking** Section 5.15 are adhered to.
 - the British Columbia Building Code, Fire Code and any other requirements of the Statutes of British Columbia are adhered to.

5.10 URBAN CHICKENS

The keeping of hens is permitted on all lots allowing urban agriculture use, provided that:

- a coop and run shall be located at least 1.5 m from all property lines unless there is a solid barrier such as a wall or fence.
- coops and runs shall not be located within a 4.5 m buffer of habitable structures on adjacent property(ies).
- runs shall not exceed 4.5 m in height.
- hens shall only be located in the rear yard.
- the maximum number of hens shall be four (4) per lot.
- roosters are not permitted.
- sales of eggs, manure and other products associated with the keeping of hens are prohibited.
- coops and runs shall be maintained in a clean condition and the coop shall be kept free of obnoxious odours, substances and vermin.
- stored manure shall be kept in an enclosed structure such as a compost bin and no more than 3.0 m³ shall be stored at any one time.
- manure shall be disposed of in accordance with municipal bylaws; hen waste must be solid and bagged; and
- home slaughter of hens is prohibited, and any deceased hens shall be disposed of at a livestock disposal facility or through the services of a veterinarian.

5.11 ACCESSORY BUILDINGS

5.11.1 Accessory Buildings shall satisfy all the following provisions:

- a) shall not be closer to the front property line than the exposing building face of the principal building.
- b) shall not be closer than 3.0 m to the side property line on a corner lot.
- c) shall not be constructed upon statutory rights-of-way or easements.
- d) shall not be closer than:
 - i. 3.0 m from the principal building except carports sharing a common wall with the principal building.
 - ii. 1.5 m from any rear lot line which abuts a lane if the accessory building is to be constructed exiting directly onto this lane.
 - iii. 1.0 m from any other rear lot line.
 - iv. 1.0 m from any side lot line.
- e) shall not exceed 4 m in height.
- f) shall not exceed in floor area eight percent (8%) of the area of the lot to a maximum of 55 m².
- g) Notwithstanding subsection (d) accessory buildings which meet all of the following requirements shall be permitted inside and rear yards (but not side yards on a corner lot) with no setback required from property line and:
 - i. shall not exceed 13.0 m² in floor area.
 - ii. shall not exceed 3.0 m in height.
 - iii. shall not be closer than 1.5 m to a principal dwelling or an accessory building.

5.11.3 Where accessory buildings are attached to the principal building, they shall be considered part of the principal building and shall conform to the required yard setbacks of this bylaw.

5.12 YARD EXCEPTIONS

5.12.1 The following projections into the required yards are permitted:

- a) Eaves and gutters, cornices, sills, bay windows, cantilevers, chimneys, or other similar features, to a maximum of 0.6m into the setback requirement,
- b) Eaves, sunshades, decks, balconies and open porches, to a maximum of 1.5 m in the front or rear yard setback and 0.8m in a side yard.
- c) Unenclosed steps and mobile home hitches
- d) Notwithstanding the above, all projections have to comply with the minimum distance to the parcel line and separation from adjacent structures, as required by the BC Building Code.

5.13 STORAGE IN RESIDENTIAL ZONES

- 5.13.1 No parcel in any Residential Zone shall be used as a wrecking yard, storage yard or for the storage of derelict vehicles or more than two unlicensed motor or recreational vehicles or boats.
- 5.13.2 No front or side yard in a Residential Zone shall be used for parking or storage of a recreational vehicle or boat, except as follows:
- a) One recreational vehicle up to 15 m in length may be parked in a front or side yard provided it is located no closer than 1.0 m to any side parcel line.
 - b) One boat up to 15 m in length may be parked in a front or side yard provided it is located no closer than 1.0 m to any side parcel line; or
 - c) One boat and one recreational vehicle having a combined length of 15 m may be parked in a front or side yard provided they are located no closer than 1.0 m to any side parcel line.
- 5.13.3 No commercial vehicle, truck, bus, contractor's equipment, dismantled or wrecked automobile, boat, trailer or any similar commercial vehicle, craft or conveyance shall be parked or stored in the open in a Residential Zone, except the following which may be parked or stored in the rear yard only, provided they are located no closer than 1.0 m to the rear parcel line:
- a) One truck or commercial vehicle not exceeding 8,600 kilogram (18,960 pounds) gross vehicle weight.
 - b) Trucks, commercial vehicles or equipment being used directly in the construction, repair, servicing or maintenance of the buildings or structures on that parcel.
 - c) One dismantled or wrecked commercial vehicle for a period of not more than 30 consecutive days.
 - d) One commercial boat or vessel not exceeding a length of 6.0 m (Suggest 8-9m)
- 5.13.4 The parking and storage of recreational vehicles in a rear yard in a residential zone shall be limited to one vehicle or trailer which cannot exceed a length of 6.0m (Suggest 8-9m) and must be located at least 1.0m from the rear parcel line.

5.14 SECONDARY AND CARETAKERS' SUITES

- 5.14.1 Where permitted by the applicable zone, only one secondary or caretaker suite is permitted per parcel.
- 5.14.2 The following restrictions apply to secondary suites:
- a) a total floor area of not more than 90 m² in area.
 - b) a floor area less than 40% of the habitable floor space of the principal building.
 - c) not more than two bedrooms.
 - d) located within a building of residential occupancy containing only one other dwelling unit; and
 - e) located in and part of a building which is a single real estate entity and otherwise a single-family dwelling or commercial building in case of caretakers dwelling.

5.15 PARKING PROVISIONS

5.15.1 An off-street parking area shall have the following dimensions:

Angle of Parking	Stall Width	Stall Depth	Aisle Width	
			One way	Two way
Parallel	2.5 m	6.7 m	3.7 m	5.5 m
30°	3.0 m	6.1 m	3.7 m	4.6 m
45°	3.0 m	6.1 m	4.6 m	5.5 m
60°	3.0 m	6.1 m	5.5 m	6.4 m
90°	3.0 m	6.1 m	6.7 m	7.3 m

5.15.2 Where more than two parking spaces are required on a parcel, except for townhouses having a dedicated parking area for each dwelling unit, any parking area or maneuvering aisle shall be separated from any building containing a dwelling unit by a buffer area not less than 7.6 m wide. Such a buffer area is not required where an opaque wall or fence not less than 1.8 m high above the vehicle surface surrounds the parking area, except for necessary exits and access roads.

5.15.3 An off-street parking area shall have each parking space and all internal access and egress driveways surfaced with a dust-free material.

5.15.4 Off-street parking spaces for each building shall be provided in accordance with the following table:

Use	Requirement
Single-family or Two-family dwelling	2 spaces per dwelling unit
Single-family dwelling with a cottage or a secondary suite	3 parking spaces
Dwelling unit above commercial facilities	1 space per dwelling unit
Townhouse or rowhouse	1.75 spaces per dwelling unit
Apartment dwelling	1.5 spaces per dwelling unit
Boarding house	2 spaces plus 1 space per each bedroom after the three
Bed & breakfast	2 spaces for primary residents plus 1 space per bedroom used in Bed and Breakfast
Motel and hotel	1 space per room and 1 space per two employees
Store, office, and restaurant	1 space per 46.5 m ² of gross floor area or fraction thereof and 1 space per employee
Medical clinic and dental office	1 space per 21.87 m ² of gross floor area or fraction thereof
Industrial	3 spaces and 1 space per employee
School	1 space per teaching area and 1 space per non-teaching employee and, in the case of a senior secondary school 1 space per 8 students
Church	1 space per 10 seats
Theatre	1 space per 4 seats and 1 space per employee

Assembly hall, auditorium, fraternal building, lodge, community hall, dance hall, public library, and funeral parlour	1 space per 10 seats or 1 space per 9.3 m ² of floor area used for assembly or dancing, whichever is greater
Hospital, nursing home, rest home	2 spaces per 3 patient beds
Retail convenience store	when combined with another separate and different business, an additional 1 parking space per 46.5 m ² of Convenience Store area

5.15.5 Off-Street loading spaces shall:

- a) be 18.6 m² (200 sq. ft.) or greater in area.
- b) have convenient vehicular access to a public thoroughfare.

5.15.6 One off-street loading space shall be provided for:

- a) every 1,858 m² (20,000 sq. ft.) of floor space, or fraction thereof, for structures involved in the receipt or delivery of goods or materials by vehicles.
- b) every 1,858 m² (20,000 sq. ft.), or fraction thereof, of yard involved in the receipt or delivery of goods or materials by vehicles.

5.15.7 Off-street parking areas shall not be considered as off-street loading space.

5.15.8 Driveways shall:

- a) be limited to one per lot
- b) be graded and drained to dispose of all surface water on site. Drainage across the surface of sidewalks, adjacent properties and abutting roads or lanes is not permitted.
- c) be surfaced with asphalt, concrete or equivalent material.
- d) not cross the surface of sidewalks, curbs or gutters.
- e) shall be designed and constructed in accordance with all other requirements set out in the Town of Port McNeill bylaws, as amended from time to time.

5.15.9 Parking lots in commercial or industrial zones shall:

- a) be graded and drained to dispose of all surface water on site. Drainage across the surface of sidewalks, adjacent properties and abutting roads or lanes is not permitted.
- b) Be surfaced with asphalt, concrete or equivalent material as approved by the Town of Port McNeill.
- c) shall be designed and constructed in accordance with all other requirements set out in the Town of Port McNeill bylaws, as amended from time to time
- d) be finished so that the individual parking spaces, maneuvering aisles, entrances and exits are clearly marked by curbs, fences, painted lines and/or signs. Such markings shall be maintained to remain legible.
- e) be adequately lit and arranged so that lighting is reflected upon the parking area and not on any adjoining properties.

5.16 URBAN BEEKEEPING AND APRIARIES

5.16.1 Beehives used for the purpose of apiculture are permitted and may not be placed within 7.5m of any adjacent property line except when the adjacent property is within the ALR, or when there are

no residential, commercial, industrial or institutional buildings located within 7.5m of the location where the hives are placed.

5.16.2 Beekeepers must comply with the Bee Regulation and other applicable standards adopted by the Province of British Columbia.

5.16.3 Beekeepers or persons on whose property bees are kept have the duty to take reasonable measures to ensure that:

- a. The urban beekeeping operations does not pose a safety risk to persons on adjacent public or private property.
- b. The potential for damage to buildings and/or property located on adjacent public or private property as a result of the urban beekeeping operation is minimized.
- c. A water supply is provided on the property to prevent bees from seeking water from other sources, such as neighbourhood birdbaths, pool decks, ponds or other water sources.

5.16.4 Urban beekeeping is permitted on residential, agricultural, comprehensive development, institutional, commercial, or industrial properties.

5.16.5 Beehives shall not be located on the same property as schools or hospitals, except if the beehives are associated with a maintained community garden or educational use.

5.16.6 The number of beehives permitted on a property shall be:

- a. Up to 2 beehives on property less than or equal to 0.1 ha, and
- b. Up to 4 beehives on property greater than 0.1 ha.

5.16.7. All beehives shall be situated in the rear yard of a property.

5.16.8. Beehives shall be:

- a. Sited behind a solid fence or hedge that is at least 1.8m in height with a setback of 6m from the property line.

PART 6 – ZONES

For the purposes of this bylaw, the area incorporated into the Town of Port McNeill shall be classified and divided into the zones, as illustrated in Schedule “A” which forms part of this bylaw. The table below provides a summary of the designations with their short form equivalents as follows:

6.0 Rural Zones		
6.1 Rural Residential	Rural and agricultural	A-1
6.2 Small Holding	Rural, semi-rural and suburban	A-2
7.0 Residential Zones		
7.1 Residential One	Low density residential	R-1
7.2 Residential Two	Compact low density permanent (R-2) and manufactured home residential	R-2
7.3 Residential Three	Manufactured home residential	R-3
7.4 Residential Four	Compact low density residential	R-4
7.5 Residential Multiple One	Apartment, townhouse medium density	RM-1
7.6 Residential Manufactured Home One	Manufactured home park	MHP
7.7 Comprehensive Development Zone One	Comprehensive Development	CD-1
8.0 Commercial Zones		
8.1 Commercial One	Core commercial	C-1
8.2 Commercial Two	Service Commercial	C-2
8.3 Commercial Service One	Highway commercial	CS-1
8.4 Commercial Service Two	Commercial sales area	CS-2
8.5 Marine Pleasure Commercial	Marine Pleasure Commercial	MPC
9.0 Industrial Zones		
9.1 Industrial One	Light industrial area	M-1
9.2 Industrial Two	Heavy industrial area	M-2
9.3 Marine Heavy Industrial	Marine heavy industrial	MHI
9.4 Marine Industrial Commercial	Marine Industrial Commercial	MIC
10.0 Public Zones		
10.1 Public Use	Park and public use area	P-1
10.2 Marine Recreation Pleasure	Marine recreation pleasure	MRP

6.1 Where a zone boundary does not follow a legally defined line, and where the distances are not specifically indicated, the location of the boundary shall be determined by scaling from the map referred to in Schedule A) of this bylaw.

6.2 Where a zone abuts a road or creek the zone boundary is the centerline of the features.

7.0 RURAL ZONES

7.1 RURAL RESIDENTIAL: A-1 ZONE

Purpose:

Rural Residential: A-1 Zone designates land that because of relative distance to community facilities and services is best suited for non-urban types of land use.

7.1.1 Permitted Uses:

Land, buildings and structures shall be used for the following purposes only:

Principle Uses:

a) Agriculture
b) Campgrounds
c) Church
d) Community hall or centre
e) Dwelling, Single Family
f) Fairgrounds
g) Manufactured home
h) Museum
i) Nursery and Greenhouses
j) Outdoor recreation facilities
k) School
l) The extraction of raw materials from the land, provided that no further processing is permitted on the site

Accessory uses:

g) Buildings and structures accessory to the principal use

7.1.2 Lot Area:

Minimum Lot Area	2.4 ha
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7.1.3 Minimum Yard Dimensions:

The minimum depth of yard for buildings shall be as follows:

a) front yard	7.6 m
b) rear yard	7.6 m
c) side yard	3.05 m

7.1.4 Height:

Maximum Height	8.0 m
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7.1.5 Conditions of Use:

- a) On parcels not served by a community water system and on parcels adjacent to parcels not served by a community water system, the keeping and raising of animals is permitted provided that:
 - i. no drinking or feeding trough, manure pile or enclosure or structure for housing animals or for the storage of feed, bedding or similar materials shall be less than 22.9 m from any property line; or
 - ii. the Medical Health Officer is satisfied that no well would suffer contamination from either:
 - the keeping and raising of animals in such locations.
 - the disposal of sewage and the operation of septic tanks.
- b) Only one dwelling unit or one manufactured home shall be permitted per parcel
- c) The maximum height of buildings used for the keeping and raising of animals shall be no more than 8 m .

7.2 SMALL HOLDING: A-2 ZONE

Purpose

The Small Holding: A-2 Zone designates land that, because of proximity to urban areas in the community, prevailing development, and small holding needs, is best suited for suburban residential land use. Land designated A-2 will, in conformance with regulations and policy, be the residential expansion areas of the community.

7.2.1 Permitted Uses:

Land, buildings and structures shall be used for the following purposes only:

Principal Uses:

a) Agriculture
b) Campgrounds
c) Church
d) Community hall or centre
e) Dwelling, Single Family
g) Manufactured home
h) School

Accessory uses:

g) Buildings and structures accessory to the principal use

7.2.2 Lot Area:

Minimum Lot Area	0.20 ha.
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7.2.3 Height:

Maximum Height	8.0 m
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7.2.4 Minimum Yard Dimensions:

The minimum depth of yard for buildings shall be as follows:

a) front yard	7.6 m
b) rear yard	7.6 m
c) side yard	3.0 m

7.2.5 Conditions of Use:

- a) On parcels not served by a community water system and on parcels adjacent to parcels not served by a community water system, the keeping and raising of animals is permitted, provided that:
 - i. no drinking or feeding trough, manure pile or enclosure or structure for housing animals, or for the storage of feed, bedding or similar materials shall be less than 22.9 m from any property line or dwelling.
 - ii. the Medical Health Officer is satisfied that not well would suffer contamination from:

- the keeping and raising of animals in such locations.
- the disposal of sewage and the operation of septic tanks.
- b) The maximum height of buildings used for the keeping and raising of animals shall be no more than 8 m.
- c) Only one residential unit or one manufactured home shall be permitted per parcel.
- d) Comply with Provincial Health Guidelines

8.0 RESIDENTIAL ZONES

8.1 RESIDENTIAL ONE: R-1 ZONE

Purpose:

The Residential One: R-1 Zone provides for single-family and two-family dwellings, and accessory compatible uses.

8.1.1 Permitted Uses:

Land, buildings, and structures shall be used for the following purposes only:

Principal Uses:

a) Dwelling, Single-Family
b) Dwelling, Two-Family

Accessory uses:

c) Bed and Breakfast
d) Suite, Secondary

8.1.2 Lot Coverage:

Buildings and structures shall not cover more than 35% of the site area.

8.1.3 Lot Frontage:

The minimum **frontage** per lot shall be 18.3 m, except on curves or cul-de-sacs in which case the minimum average width shall be 11.0 m

8.1.4 Lot Area:

Minimum Lot Area	Dwelling, Single family	659.3 m ²
	Dwelling, Two-family	464.5 m ² /dwelling unit

8.1.5 Minimum Yard Dimensions:

Location	Setback
Front Yard	7.6 m
Side Yard	1.5 m
Side yard adjacent to a highway/Rd	3.0 m
Rear Yard	7.6 m

8.1.6 Height:

Maximum Height	8.0 m
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8.2 RESIDENTIAL TWO: R-2 ZONE

Purpose:

The Residential Two: R-2 Zone provides for compact low density residential uses, including a single-family dwelling unit or manufactured home and two-family dwelling unit.

8.2.1 Permitted Uses:

Land, buildings, and structures shall be used for the following purposes only:

Principal Uses:

a) Dwelling, Single-Family
b) Dwelling, Two-Family
c) Manufactured home

Accessory uses:

a) Bed and Breakfast
b) Suite, Secondary

8.2.2 Lot Coverage:

Buildings and structures shall not cover more than 35% of the site area

8.2.3 Lot Frontage:

The minimum **frontage** per lot shall be 15.24 m except on curves or cul-de-sacs in which case the minimum average width shall be 11.0 m

8.2.4 Lot Area:

Minimum Lot Area	Dwelling, Single family	464.5 m ²
	Dwelling, Two-family	384.4 m ² /dwelling unit

8.2.5 Minimum Yard Dimensions:

Location	Setback
Front Yard	6.0 m
Side Yard	1.5 m
Side yard adjacent to a highway/Rd	3.0 m
Rear Yard	3.0 m

8.2.6 Height:

Maximum Height	8.0 m
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8.2.7 Conditions of Use:

b) Only those manufactured homes that are certified as meeting the Canadian Standards Association specification CAN/CSA Z240 MH shall be permitted.

8.3 RESIDENTIAL THREE: R-3 ZONE

Purpose:

The Residential Three: R3 Zone provides for manufactured home residential.

8.3.1 Permitted Uses:

Land, buildings, and structures shall be used for the following purposes only:

Principal Uses:

a) Dwelling, Single-Family
b) Manufacture Home

Accessory uses:

a) Bed and Breakfast

8.3.2 Lot Coverage:

Buildings and structures shall not cover more than 35% of the site area.

8.3.3 Lot Frontage:

The minimum **frontage** per lot shall be 12.19 m except on curves or cul-de-sacs in which case the minimum **frontage** shall be 11.0 m

8.3.4 Lot Area:

Minimum Lot Area	371.6 m ²
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8.3.5 Minimum Yard Dimensions:

Location	Setback
Front Yard	4.6 m
Side Yard	1.5 m
Side yard adjacent to a highway/Rd	4.6 m
Rear Yard	1.5 m

8.3.6 Height:

Maximum Height	5.3 m
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8.3.7 Conditions of Use:

a) Only those manufactured homes that are certified as meeting the Canadian Standards Association specification CAN/CSA Z240 MH shall be permitted.

8.4 RESIDENTIAL FOUR: R-4 ZONE

Purpose:

The Residential Four: R-4 Zone provides for compact low density residential.

8.4.1 Permitted Uses:

Land, buildings, and structures shall be used for the following purposes only:

Principal Uses:

a) Dwelling, Single-Family
b) Dwelling, Two-Family
c) Dwelling, Townhouse or Row house

Accessory uses:

a) Suite, Secondary
b) Bed and Breakfast

8.4.2 Lot Coverage:

Buildings and structures shall not cover more than 35% of the site area.

8.4.3 Lot Frontage:

The minimum frontage per lot shall be 15.24 m except on curves or cul-de-sacs in which case the minimum average width shall be 11.0 m

8.4.4 Lot Area:

Minimum Lot Area:	464.5 m ²
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8.4.5 Minimum Yard Dimensions:

Location	Setback
Front Yard	4.6 m
Side Yard	1.5 m
Side yard adjacent to a highway/Rd	4.6 m
Rear Yard	1.5 m

8.4.6 Height:

Maximum Height	8.0 m
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8.4.7 Conditions of Use:

a) Buildings for residential use shall have a minimum main floor interior area of 65.03 m²

8.5 RESIDENTIAL MULTIPLE ONE: RM-1 ZONE

Purpose:

The Residential Multiple One: RM-1 Zone provides for medium density apartment housing and townhouse residential.

8.5.1 Permitted Uses:

Land, buildings, and structures shall be used for the following purposes only:

Principal Uses:

a) Boarding houses
b) Dwelling, Low-rise apartment
c) Dwelling, Single-family
d) Dwelling, Townhouses or rowhouses
e) Dwelling, Two Family

8.5.2 Lot Coverage:

Buildings and structures shall not cover more than 35% of the site area.

8.5.3 Density:

Maximum total floor areas of all buildings cannot exceed a **Floor Area Ratio** (FAR) of 0.90.

8.5.4 Lot Frontage:

The minimum frontage per lot shall be 15.2 m except on curves or cul-de-sacs in which case the minimum average width shall be 15.2 m

8.5.5 Lot Area:

Minimum Lot Area	464.5 m ²
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8.5.6 Minimum Yard Dimensions:

Location	Setback
Front Yard	7.6 m
Side yard adjacent to a highway/Rd	4.6 m
Side Yard	3.0 m
Rear Yard	10.7 m, except it is 1.0 m for accessory buildings

8.5.7 Height:

The maximum permitted height of any dwelling unit shall be no more than:

Townhouses	9.1 m
Low-rise apartments	12.2 m

8.5.8 Conditions of Use:

a) Single-family and two-family dwelling units shall meet the **R-1** setback and height zone requirements.

b) Parcels shall have a least 37.2 m² of **amenity open space** for each dwelling unit.

8.6 RESIDENTIAL MANUFACTURED HOME ONE: RMH-1 ZONE

Purpose:

The Manufactured Home Park: RMH-1 Zone provides for manufactured and tiny home residential use.

8.6.1 Permitted Uses

Land, buildings, and structures shall be used for the following purposes only:

Principal Uses:

a) Dwelling, Single-Family
b) Manufactured Home Parks
c) Tiny Home

8.6.2 Height:

Maximum Height	5.2 m
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8.6.3 Conditions of Use:

a) Every permanent manufactured home park shall meet the requirements of the Town of Port McNeill Manufactured Home Park Bylaw and any amendments thereto.

b) Only those manufactured homes that are certified as meeting the Canadian Standards Association specification CAN/CSA Z240 MH shall be permitted.

c) Single family dwelling units shall meet the **R-1** setback and height zone requirements

8.9 COMPREHENSIVE DEVELOPMENT ONE: CD-1 ZONE

Purpose:

The Comprehensive Development One: CD-1 Zone provides for residential uses combined with parks, trails, and playgrounds.

8.9.1 Permitted Uses:

Land, buildings, and structures shall be used for the following purposes only:

Principal Uses:

a) Dwelling, Single-Family
b) Dwelling, Two Family

Accessory uses:

a) Bed and Breakfast
b) Suite, Secondary
c) Cottage

8.9.2 Lot Coverage:

Buildings and structures shall not cover more than 35% of the site area.

8.9.3 Lot Frontage:

Lots up to 2,000 m ² in area	12.2 m
Lots up to 2,000 m ² on curves or cul-de-sacs	12.2 m measured at the front yard setback line
Lots greater than 2,000 m ² in area	Minimum of 10% of the perimeter of the lot
Lots greater than 2,000 m ² on curves or cul-de-sacs	Minimum of 10% of the perimeter of the lot, frontage to be measured at the front yard setback line

8.9.4 Lot Area:

Dwelling, Single family	371.6 m ²
Dwelling, Two-family	606.8 m ²
Dwelling, Single family with a cottage	2,000 m ²

9.9.5 Minimum Yard Dimensions:

Location	Up to 2,000 m ²	Greater than 2,000 m ²
Front yard	4.6 m	7.5 m
Rear yard	1.5 m	5.0 m
Side yard	1.5 m	5.0 m
Side yard on corner site	4.6 m	7.5 m

8.9.6 Height:

Maximum Height - principal dwelling	10.0 m
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Maximum Height - cottage	5.0 m
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8.9.7 Conditions of Use:

a) All dwellings shall have a minimum main floor area of 92.9 m² above the basement (if any).

b) Cottage Regulations:

- I. The total floor area of the cottage must not be more than 70.0 m²
- II. The cottage must be separate from the principal dwelling.
- III. The maximum permitted height of a cottage shall be no more than 5.0 m
- IV. A cottage shall be connected to municipal water and sewer system and shall be separately metered and subject to utility billings; and
- V. **Parking requirements** for a property with a **principal dwelling** and a **cottage** shall
- VI. comply with the parking provisions of section 5.15 of this bylaw.

9.0 COMMERCIAL ZONES

9.1 COMMERCIAL ONE: C-1

Purpose:

The Commercial One: C-1 Zone provides for core commercial land uses.

9.1.1 Permitted Uses:

Land, buildings, and structures shall be used for the following purposes only:

Principal Uses:

a) Bus terminals
b) Cannabis retail excluding the parcel located at PID 000-054-780, Lot 1, Section 13, Township 2, Rupert District, Plan 40156
c) Church
d) Community hall or centre
e) Hotels
f) Indoor Entertainment or Recreation
g) Library
h) Liquor retail
i) Motel
j) Office
k) Personal service establishments
l) Professional service establishments
m) Pub
n) Restaurant
o) Retail Store
p) School

Accessory uses:

a) Accessory Buildings and Use
b) Dwelling, Low-rise apartment
c) Dwelling, Townhouse or Row House
d) Offices

9.1.2 Lot Coverage:

The maximum lot coverage 100%.

9.1.3 Lot Area:

Minimum Lot Area	No minimum required
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9.1.4 Minimum Yard Dimensions

Location	Setback
Front Yard	0.0 m
Side Yard	0.0 m
Side Yard adjacent to residential uses	3.0 m
Rear Yard	0.0 m
Rear yard adjacent to residential use	3.0 m

Commercial development must conform to the requirements of section 5.4 of this bylaw.

9.1.5 Density:

Maximum density is not to exceed 1.0 floor area ratio (FAR).

9.1.6 Height:

Maximum Height	12.4 m
Maximum Height when abutting tidal waters	5.5 m

9.1.7 Conditions of Use:

All **dwelling units** shall:

- a) be on second floor or above.
- b) have a private exterior entrance separate from any commercial facilities; and
- c) contain a minimum of 18.6 m² of **amenity open space** per **dwelling unit**, but this amenity open space need not be located on the ground.

9.2 COMMERCIAL TWO: C-2 ZONE

Purpose:

The Commercial Two: C-2 Zone provides for service commercial land use.

9.2.1 Permitted Uses:

Land, buildings, and structures shall be used for the following purposes only:

Principal Uses:

a) Automotive sales
b) Bus terminals
c) Cannabis retail
d) Community hall or centre
e) Drive thru
f) Garden centre
g) Hotels
h) Indoor Recreation and Entertainment
i) Liquor Retail
j) Lumberyard
k) Marina
l) Motel
m) Offices
n) Personal service establishments
o) Pub
p) Professional service establishments
q) Restaurant
r) Retail Store
s) School

Accessory uses:

a) Accessory Buildings and Uses
b) Dwelling, Low rise apartment
c) Dwelling, Townhouse or Row House
d) Storage, Outdoor

9.2.2 Lot Coverage:

The maximum lot coverage is 90%.

9.2.3 Lot Area:

Minimum Lot Area	No minimum required
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9.2.4 Minimum Yard Dimensions:

Location	Setback
Front Yard	7.6 m
Side Yard	0.0 m
Side yard adjacent to	3.0 m

residential use	
Side Yard on Corner	7.6 m
Rear Yard	0.0 m
Rear yard adjacent to residential use	3.0 m

Commercial development must conform to the requirements of section 5.4 of this bylaw.

9.2.5 Density:

Maximum density is 1.0 floor area ratio (FAR).

9.2.5 Height:

Maximum Height	12.4 m
Maximum Height when abutting tidal waters	5.5 m

9.2.6 Conditions of Use:

- a) All **dwelling**s shall:
 - i. be on second floor or above.
 - ii. have a private exterior entrance separate from any commercial facilities.
 - iii. contain a minimum of 18.6 m² of amenity open space per dwelling unit, but this amenity open space need not be located on the ground.
- b) Every business or undertaking shall be conducted within a completely enclosed building or structure except for outdoor display, rental, sales, storage, parking and loading facilities.

9.3 COMMERCIAL SERVICE ONE: CS-1 ZONE

Purpose:

The Commercial Service One: CS-1 Zone provides commercial service land use with a mixture of tourist accommodation, services, and retail commercial uses.

9.3.1 Permitted Uses:

Land, buildings, and structures shall be used for the following purposes only:

Principal Uses:

a) Drive thru
b) Gas Service Station
c) Hotel
d) Motel
e) Restaurant
f) Retail Convenience store

Accessory uses:

a) Suite, Caretaker

9.3.2 Lot Coverage:

The maximum lot coverage is 80%.

9.3.3 Lot Area:

9.3.4	Minimum Lot Area	No minimum required
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Minimum Yard Dimensions:

Location	Setback	When fronting onto Campbell Way
Front Yard	7.6 m	15.2 m
Side Yard	3.0 m	NA
Rear Yard	7.6 m	NA

Commercial development must conform to the requirements of section 5.4 of this bylaw.

9.3.5 Density:

Maximum density is 1.0 floor area ratio (FAR).

9.3.6 Height:

Maximum Height	12.4 m
Maximum Height when abutting tidal waters	5.5 m

9.3.7 Conditions of Use:

- a) **Retail Convenience Stores** established under the regulations set out in this bylaw on property used for a gas **service station** must be included within and be a part of the principal building (service station building).

9.4 COMMERCIAL SERVICE TWO: CS-2 ZONE

Purpose:

The Commercial Service Two: CS-2 Zone provides for a mix of commercial land uses.

9.4.1 Permitted Uses:

Land, buildings, and structures shall be used for the following purposes only:

Principal Uses:

a) Automotive Sales/Rental
b) Broadcasting station
c) Drive thru
d) Garden centre
e) Motel
f) Restaurant

Accessory uses:

a) Accessory Buildings and Uses
b) Retail Store
c) Dwelling, Caretaker
d) Outdoor storage

9.4.2 Lot Coverage:

The maximum lot coverage is 65%.

9.4.3 Lot Area:

9.4.4	Minimum Lot Area	No minimum required
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Minimum Yard Dimensions

Location	Setback	When fronting onto Campbell Way
Front Yard	7.6 m	15.2 m
Side Yard	3.0 m	NA
Rear Yard	6.1 m	NA

Commercial development must conform to the requirements of section 5.4 of this bylaw.

9.4.5 Density:

Maximum density is 1.0 floor area ratio (FAR).

9.4.6 Height:

Maximum Height	12.4 m
Maximum Height when abutting tidal waters	5.5 m

9.5 MARINE PLEASURE COMMERCIAL: MPC

Purpose

The Marine Pleasure Commercial: MPC Zone provides for Marinas, commercial services and compatible accessory services and uses.

9.5.1 Permitted Uses:

Land, buildings, and structures shall be used for the following purposes only:

Principal Uses:

a) Pub
b) Marina
c) Restaurant

Accessory uses:

a) Personal Service Establishment
b) Retail Store
c) Suite, Caretaker
d) Offices

9.5.2 Height:

Maximum Height	5.5 m
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9.5.3 Conditions of Use:

- a) Suite, Caretaker may occur as onboard vessel living where appointed by the Town for such purposes.

10.0 INDUSTRIAL ZONES

10.1 INDUSTRIAL ONE:M-1 ZONE

Purpose:

The Industrial One: M-1 Zone designates land that because of location, actual or potential large site sizes, and location in relation to the waterfront or transportation routes, is best suited for general industrial development.

10.1.1 Permitted Uses:

Land, buildings and structures shall be used for the following purposes only:

Principal Uses:

a) Automotive Sales/Rental
b) Lumber yards,
c) Garden centres
d) Restaurants
e) Storage, Outdoors
f) Manufacturing or Processing, Light
g) Marinas
h) Nursery and Greenhouses
i) Warehousing
j) Wholesale
k) Works Yard

Accessory uses:

a) Accessory Buildings and Uses
b) Suite, Caretaker

10.1.2 Lot Coverage:

The maximum lot coverage is 80%.

10.1.3 Lot Area:

Minimum Lot Area	No minimum required
-------------------------	---------------------

10.1.4 Minimum Yard Dimensions:

Location	Setback
Front yard (properties zoned M-1 located on Campbell Way-Arterial Highway)	15.2 m
Front yard (all other I-1 areas of the Town)	7.6 m
Side Yard	3.0 m
Rear Yard	3.0 m

10.1.5 Density:

Maximum density is 1.0 floor area ratio, FAR.

10.1.6 Height:

Maximum Height	10.0 m
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10.1.7 Conditions of Use:

- a) Where the boundary of any parcel abuts either an A-2, R-1, R-2, R-3, R-4, RM-1, RMH-1, C-1 or P-1 zone, then there shall be a buffer area a minimum of 15.2 m in depth. Such a buffer area shall conform to the requirements of section 5.4 of this bylaw.
- b) Every business or undertaking shall be conducted within a completely enclosed building or structure, except for outdoor display, rental, sales, servicing or storage yards, parking and loading facilities.
- c) All industrial activity and storage not contained within a building shall be enclosed by screening and such activity and storage shall not be piled higher than the screening. Where screening is required, it shall consist either of a solid 2.4 m high fence or opaque wall or of an evergreen hedge not less than 1.83 m in height.

10.2 INDUSTRIAL TWO: M-2 ZONE

Purpose:

The Industrial Two: M-2 Zone designates land that because of location, actual or potential large site sizes, and location in relation to the waterfront or transportation routes, is best suited for general industrial development.

10.2.1 Permitted Uses:

Land, buildings and structures shall be used for the following purposes only:

Principal Uses:

a) Automotive Sales/Rental
b) Lumberyard
c) Garden centres
d) Restaurants
e) Storage, Outdoors
f) Manufacturing or Processing, Heavy
g) Manufacturing or Processing, Light
h) Marinas,
i) Warehousing
j) Wholesale
k) Works Yard
l) Wrecking yard

Accessory uses:

a) Accessory Buildings and Uses
b) Suite, Caretaker

10.2.2 Lot Coverage:

The maximum lot coverage is 80%.

10.2.3 Lot Area:

Minimum Lot Area	No minimum required
-------------------------	---------------------

10.2.4 Minimum Yard Dimensions:

Location	Setback
Front yard (properties zoned M-1 located on Campbell Way-Arterial Highway)	15.2 m
Front yard (all other I-1 areas of the Town)	7.6 m
Side Yard	3.0 m
Rear Yard	3.0 m

10.2.5 Density:

Maximum density is 1.0 floor area ratio, FAR.

10.2.6 Height:

Maximum Height	14.0 m
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10.2.7 Conditions of Use:

- a) Where the boundary of any parcel abuts either an A-2, R-1, R-2, R-3, R-4, RM-1, RMH-1, C-1 or P-1 zone, then there shall be a buffer area a minimum of 15.2 m in depth. Such a buffer area shall conform to the requirements of section 5.4 of this bylaw.
- b) Every business or undertaking shall be conducted within a completely enclosed building or structure, except for outdoor display, rental, sales, servicing or storage yards, parking and loading facilities.
- c) All industrial activity and storage not contained within a building shall be enclosed by screening and such activity and storage shall not be piled higher than the screening. Where screening is required, it shall consist either of a solid 2.4 m high fence or opaque wall or of an evergreen hedge not less than 1.83 m in height.

10.3 MARINE HEAVY INDUSTRIAL: MHI ZONE

Purpose

The Marine Heavy Industrial: MHI Zone applies to the area of water covered by Water Lots L1645, L1711 and L2082 together with all foreshore land abutting or adjoining such Water Lots to a point 15.24 m from the high-water mark.

10.3.1 Permitted Uses

a) Log dumping
b) Log sorting
c) Log storage
d) Barge operation and unloading
e) Storage of fuel oil and/or gasoline
f) Boat salvage / decommission

10.4 MARINE INDUSTRIAL COMMERCIAL: MIC ZONE

Purpose

This zone covers the area of water covered by Water Lot Numbered L2099 together with all foreshore land abutting or adjoining such Water Lot to a point 12.24 m from the high-water mark. This zoning provides for the accommodation of industries that are associated with the fishing industry, marine transportation, ship building and maintenance.

10.4.1 Permitted Uses

a) Marine and aircraft fueling operations and bulk storage
b) Mooring of commercial vessels
c) Repair and maintenance shops oriented to marine use and water traffic
d) Ship building, boat building and repair
e) Warehouses, works yards, storage and loading facilities oriented to marine use and water traffic
f) Fish and seafood buying, selling, and packing
g) Water taxis, ferries, boat rental, aircraft, and amphibious vessels
h) Sales of supplies and fishing equipment
i) All uses under Marine Recreation, Pleasure: MRP Zone

11.0 PUBLIC USE ZONES

11.1 Public One: P-1 ZONE

Purpose

Public Use: P-1 Zone designates land that is best suited to public uses such as civic, educational, religious, hospitals, parks, cultural and recreational facilities.

11.1.1 Permitted Uses

Land, buildings and structures shall be used for the following purposes only:

a) Assembly, cultural and recreational facilities including arenas, auditorium, swimming pools, tennis courts, community halls and similar publicly operated facilities;
b) Fire halls
c) Police stations
d) Public hospitals
e) Municipal Halls
f) Library
g) Marina
h) School
i) Suite, Caretaker
j) Parking
k) Buildings and structures accessory to the principal use

11.1.2 Minimum Yard Dimensions

Location	Setback
Front yard	7.6 m
Side Yard	3.0 m
Rear Yard	9.1 m

11.2 MARINE RECREATION, PLEASURE: MRP ZONE

Purpose

The Marine Recreation, Pleasure: MRP Zone covers the area of water covered by Hoy Bay within the Town Boundary outside of Water Lots L1645, L1646 and L2099, together with all foreshore land abutting or adjoining Hoy Bay outside of the Water Lots designated herein to a point 12.24 m from the high-water mark.

11.2.1 Permitted Uses

All recreational boating pursuits.

SCHEDULE A
ZONING MAP

Town of Port McNeill

Information - Staff Report



To: Pete Nelson-Smith, CAO **File No:**
Meeting Date: Regular Council - 26 Oct 2021
From: Connor Mork, Deputy Corporate Officer
Subject: Development of Town Owned Property

PURPOSE:

To assess options for implementing the development of Town owned property.

BACKGROUND:

In response to an acknowledged need for housing in Port McNeill, at the October 12th Regular Council Meeting, Councilor Downey submitted a notice of motion (attached) to discuss the development of two parcels of Town owned property. There is one on Beach Drive and the other is between Campbell Way and Pioneer Hill Drive.

KEY ISSUES DEFINED:

It is acknowledged that there is a shortage of housing in Port McNeill, including rentals and houses for sale.

The Town has two larger parcels of property that may be used in development of residential properties. In keeping with our newly propose Official Community Plan, and the use of adjacent properties, these lands would be best suited to residential development.

While making land available for individual homes will help in some small way to solve the housing shortage in Port McNeill, it will be a much slower process if properties are developed on an individual need.

There is currently no key infrastructure (roads, storm sewer, water, wastewater) servicing these properties.

In 2007, a Request for Proposal was issued for the development of the Pioneer Hill property. It was revised in 2017 after the sale of a portion of that property. The sample RFP is attached.

Soliciting the development or partnering with industry and government agencies to build high and medium density housing (Apartments and Townhouses) could most efficiently solve the housing shortage in Port McNeill and allow for greater growth.

The governments of Canada and British Columbia have both recognized that more generally there is both a provincial and national housing shortage, and through their respective agencies and crown corporations (e.g. Canada Mortgage and Housing Corporation (CMHC), & BC Housing) they have created a number of programs to assist with new housing projects and for the renovation of the existing supply, prioritizing higher density developments.

<https://www.cmhc-schl.gc.ca/en/professionals/project-funding-and-mortgage-financing/funding-programs>

<https://www.bchousing.org/projects-partners/funding-opportunities>

These funding programs provide low-cost and/or forgivable loans, and grants which prioritize higher density housing and partnerships between local and regional governments, non-profits, and the private sector to produce energy efficient, accessible, and socially inclusive housing for mixed incomes.

The Town might consider a partnership with either or both of these organizations and local builders and contractors to finance and build a new housing project, while taking advantage of our current relationship with McElhanney Ltd. to provide project management, technical planning, architectural and engineering support.

IMPLICATIONS:

Proceeding with development partnerships will incur significant administrative time and should a development project go ahead, it is likely to consume a significant portion of Town resources.

Financial:

Any housing development will incur a significant expense to the Town either in real property, funding, infrastructure, or in-kind support. (eg. a private developer may ask for the land in exchange for building the homes, and or that public works install all the infrastructure hook-ups). Significant administrative time will be used in project management, unless a private entity takes on the project in exchange for some other form of support.

Policy/Legislation:

Grants and loans programs to build high-density housing are available from federal and provincial crown corporations already taking into applicable legislation.

Strategic Priority:

Port McNeill is a growing community, and if the Town wishes to continue to grow and attract new business and industry, there must be available and adequate accommodation. It is known that there is currently a housing shortage, and that local business and government services have had trouble housing their employees.

Communication:

Planning department with McElhanney Ltd. for advice on community property development.

RECOMMENDATIONS:

That Council refer the subject of Housing Development to the new Economic Development Manager for research and subsequent reporting to Mayor and Council.

CONCLUSION:

That Council, having reviewed this report, direct staff on the development of the two Town owned properties outlined in the attached map.

ATTACHMENTS:

[Councillor Downey Notice of Motion](#)

Subject Property Map
Parcel Sale - Lot 1 2 4 Pioneer Hill

Document 1 - Notice of Motion

Notice of Motion

October 12, 2021

From: Councillor Downey

I will be submitting the following motion for our next meeting:

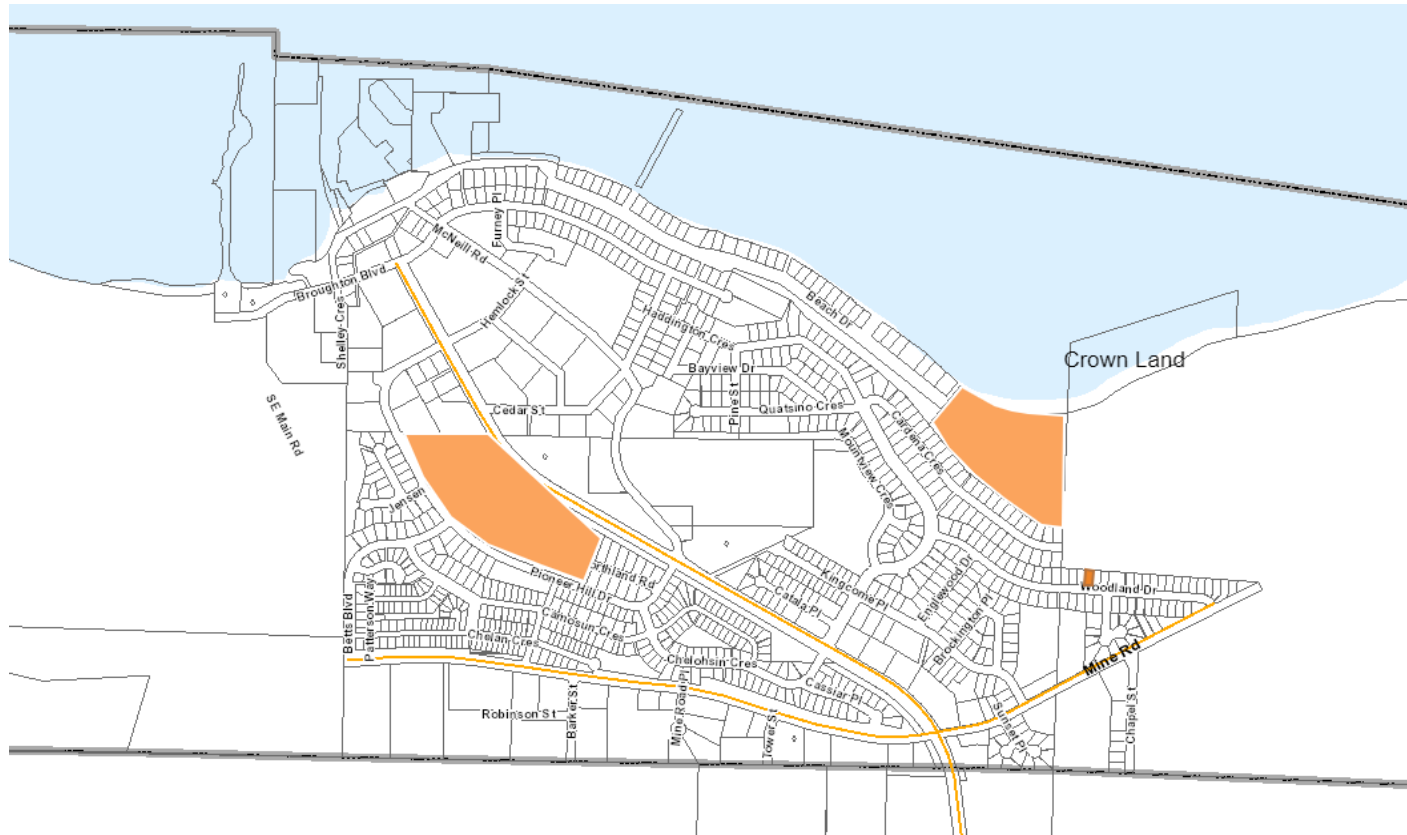
“That council direct staff to solicit development proposals for the following two properties which are owned by the Town of Port McNeill. They are:

- 1) Property located at the end of Beach Drive. This is made up of two parcels totaling approximately 12.2 acres with a combined tax assessed value currently of \$726,000.
- 2) Property located between Campbell Way and Pioneer Hill Drive.”

It is understood that our new Official Community Plan, the most recent Housing Needs Assessment Plan, and our revised Zoning Bylaw will be referenced for determining the best use of these two properties.

Document 2 -Map

The green highlighted areas represent all Town owned land and the orange highlight areas represent the portion of Town land identified in Councillor Downey's Motion





REQUEST FOR PROPOSALS FOR DEVELOPMENT PROPERTY

The Town of Port McNeill (The Town) wishes to receive proposals for the purchase and development of three (3) lots of land shown below.

1. Information applying to available parcels.
 - 1.1. The Town will provide clear title to the parcels.
 - 1.2. The Town will reserve statutory rights of way for sewer and drainage as shown enabling the installation of these services to connect to the Town's existing sewer and drain of the northeast corner of Lot 3.
 - 1.3. The successful responder or responders will be required to construct sewer, water, drain, road and BCHydro power works to serve all parcels in accordance with the Town's Bylaw 414.
 - 1.4. Responders should describe the details of any zoning they would apply for.
 - 1.5. If responders wish to further subdivide the lots, they should provide details showing the lots they propose to create.
 - 1.6. Responders are requested to provide general descriptions of the buildings, if any, which they would construct the lots.
 - 1.7. Responders should include the price which they propose to pay for each lot.
2. General Information
 - 2.1. The RFP does not necessarily include all the project information and interested parties may request further particulars from the Town.
 - 2.2. This RFP is not a tender call and does not commit the Town to accept any proposal until a written agreement is signed.
 - 2.3. The Town will be prepared to negotiate with responders.
 - 2.4. No specific time for receipt of the proposals is set and the Town will allow what it considers a reasonable time for responders to respond.
 - 2.5. The Town will not construct any road, sewer, water, drain or other works in relation to these parcels.

