



AGENDA

Committee of the Whole Meeting

9:00 AM - Tuesday, July 6, 2021

Zoom Public Meeting platform

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

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

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

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1. **CALL TO ORDER**
2. **ADOPT AGENDA**
 - a) Accept or amend agenda as presented.
3. **PETITIONS AND DELEGATIONS**
4. **ADOPTION OF MINUTES**
5. **CORRESPONDENCE**
6. **TABLE ITEMS**
7. **REPORTS**
8. **BYLAWS**
9. **OLD BUSINESS**
10. **NEW BUSINESS**
 - a) Meetings and availability. **3 - 8**
[Report on COW meetings](#)
[Calendar for Council Meetings 2021](#)
[July proposed meeting dates](#)
[August proposed meeting dates](#)
[OCP Schedule McElhanney](#)
 - b) Staffing Considerations. **9 - 11**
[Report on Staffing](#)

- 11. ITEMS FROM IN-CAMERA TO BE MADE PUBLIC**
- 12. IN-CAMERA**
- 13. QUESTIONS FROM THE PUBLIC AND MEDIA**
- 14. ADJOURNMENT**

REQUEST FOR RECOMMENDATION

STAFF REPORT



To: Mayor and Council

Meeting Date: July 06, 2021

From: Pete Nelson-Smith, CAO

Subject: Scheduled Meetings

PURPOSE:

To schedule meetings for the Official Community Plan/Zoning Bylaw review and further Committee of the Whole meetings.

BACKGROUND:

There are several strategic priorities and visions that the Town, Mayor and Council, need to discuss in depth prior to finalizing a decision at a regularly scheduled Council meeting.

At the May 11, 2021 Council meeting, it was resolved to have Committee of the Whole meetings in June, July and August on the first Tuesday:

128/2021 *Moved, seconded and CARRIED that regular Committee of the Whole meetings be scheduled for the 1st Tuesday of the month at 9:00 am for June, July and August.*

Council is requested to provide feedback to McElhanney Ltd. on the draft Official Community Plan and draft Zoning bylaw.

CURRENT:

To keep progress of the Official Community Plan on track, Kevin Brooks is proposing that Council meet with him on July 21st to review the Official Community Plan and Zoning bylaw drafts.

The Town only has one more pre-scheduled Committee of the Whole meeting. Plans for future Committee of the Whole meetings should be scheduled to allow for appropriate scheduling.

ATTACHMENT:

- 2021 Calendar with regular Council meetings
- July 2021 calendar
- McElhanney OCP and Zoning Bylaw proposed schedule

RECOMMENDATION:

That Council direct staff to prepare a calendar for regularly scheduled Committee of the Whole meetings and notify McElhanney Ltd. on availability to review the Official Community Plan and Zoning bylaw drafts.

Prepared by:

Pete Nelson-Smith
CAO

2021 Regular Council Meeting Schedule

Regular Council meetings are held the 2nd and 4th Tuesday of each month.

January						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		


October						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

 Regular Council Meeting

 STAT HOLIDAY

 Office closed in Lieu of Stat Holiday
 24th off in Lieu of Xmas Day on Saturday
 27th off in Lieu of Boxing Day on Sunday

July

Proposed Meeting Dates

2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6 Committee of the Whole	7	8	9	10
11	12	13 Council Meeting	14	15	16	17
18	19	20	21 Official Community Plan/Zoning	22 APC and Focus Groups OCP and Zoning	23	24
25	26	27	28	29	30	31

August

Proposed Meeting Dates

2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 Committee of the Whole	4	5	6	7
8	9	10 Council Meeting	11	12	13	14
15	16	17	18	19	20	21
22	23	24 Council Meeting	25	26	27	28
29	30	31				

OCP AND ZONING BYLAW PROCESS AND SCHEDULE

Task/Deliverable	Deadline	Resource/Required
Newsletter Draft	Nov 25th	Pete
Newsletter Final	Nov 27 th	KB/Pete
Newsletter Sent	To be confirmed	Pete/Heather
Vertisee Map Closed for comment	Week of Nov 30th	Sian/Greg
Photo Contest	Week of Dec 4th	KB/Pete/Heather
OCP Report Template	Week of Dec 4th	KB/Pete
Survey 1 Draft - Survey Monkey	Dec 4 th	FG, Council
IPad set up and testing	Dec 4th	KB/Greg/Keltie
FG Meetings to Review Survey	Week of Dec 7th-11th	KB **
Survey 1 Final	Dec 16th	KB/Greg/Keltie
Survey 1 Launch	Dec 18	KB/Greg/Keltie
Survey 1 mailout	Dec 18	Pete
Grocery Store Sessions	delayed due to COVID	Council/Pete
Survey 1 close	Dec 31	
Vertisee Map Update – Land use	Week of Dec 31	Sian/Greg
Draft OCP and Zoning Bylaw Writing	Jan 22	KB/Keltie/Greg/John S. (Mapping)
Presentation to FGs -Draft	Week of Jan 18th	KB**
On-line Workshop	Week of Jan 25	KB/Keltie
Survey 2 draft	Week of Jan 25th	KB/Keltie
FG Meetings to Review Survey # 2	Week of Feb 1st	KB**
Survey 2 Final	Week of Feb 8th	KB/Keltie
Survey 2 Launch	Feb 12th	Pete
Survey 2 mailout	Feb 15th	Pete
Grocery Store Sessions	delayed due to COVID	Pete/Council
Survey 2 Close	March 12th	
Engagement Summary	April 24 th	Keltie/KB
Draft OCP and Zoning Bylaw	June 14 th	KB/Keltie
Survey #3	TBD - July	KB/Keltie
Public Worksop	TBD – July/August	KB/Keltie
Referral to Province and RD	TBD - August	Pete/KB/Keltie
Final OCP and Zoning Bylaw	August 27	KB/Keltie
Presentation to Council	TBD	KB
Approval Process	Early September	Pete/KB

** extra meetings, young Family Group and APC were added during the review

*** extra council meetings were added through out process. Proposal included 5 meetings to review process and documents. Completed 7 to date.

Information

STAFF REPORT



To: Mayor and Council

File No:

Meeting Date: July 06, 2021

From: Pete Nelson-Smith, CAO

Subject: Levels of Service: Staffing Implications

RECOMMENDATION:

That Council receive the report for information and consider service delivery and strategic focus (Council Priorities) with current staffing levels, near future staffing levels and proposed increases to staffing.

BACKGROUND:

At the June 22, 2021 Council meeting, there was a request to review the current staffing levels for the Town of Port McNeill to ensure Council driven service levels and Council priorities are met.

CURRENT STATUS:

Office Administration:

Pete Nelson-Smith – Chief Administrative Officer

Connor Mork – Deputy Corporate Officer

Vacant - Economic Development Manager

Vacant – Receptionist

Finance Department:

Claudia Frost – Chief Financial Officer (contract) (working from home)

Vacant – Full time resident CFO

Laura Evans – Deputy Finance Officer

Harbour: (seasonal staff not included)

Rebecca Adams – Interim Harbour Manager (covering Information Centre)

Lucas Williams – Assistant Harbour Manager (covering Information Centre)

Leanna Ogden – Part-time dock hand

Museum and Visitor Information Centre: (seasonal staff not included)

Vacant – Museum and Visitor Information Centre Supervisor

Public Works/Pool: (seasonal staff not included)

Julian Allen – Manager (Public Works)

Kenadii Lasota – Supervisor (Pool)

Scott Sinclair – Charge Hand

Lee Hawley – (retires July 2021)

Alisa Vanderberg

Carole Fraboni

Aaron Neely

Garret Chalmers (Temp position)

Contracted Services:

Building Inspection – Port Hardy

Janitorial – Peg Pahti

Animal Control – Sharri Aman

Engineering – McElhanney Ltd.

Planning – McElhanney Ltd.

COUNCIL SERVICE LEVELS:

- Increased social media and web-based presence.
- Grant funding availability
- Museum
- Increased Tourism engagement
- Increased community planning (housing, land development)
- Increased committees and required support
- Business arising

COMMUNITY NEEDS:

- Recreation programs
- Planning support
- Bylaw enforcement

CURRENT ISSUES DEFINED:

- All staff are falling behind with current workloads.
 - Council priorities, community needs and legislative requirements have to be triaged
- Attraction and retention is challenging
- Required training is postponed in favour of immediate priorities
- Staff mentoring and support is triaged

RECOMMENDATION:

Based on the current staffing levels, Council requested levels of service and community needs, Council direct staff to report back on optimal staffing requirements and budgetary implications.

Prepared by:

A handwritten signature in black ink, appearing to be 'Pete Nelson-Smith', written over a horizontal line.

Pete Nelson-Smith, CAO