



# AGENDA

## Regular Council Meeting

7:00 PM - Tuesday, November 9, 2021

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

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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.

*that the Agenda of the November 9, 2021 Regular Meeting of Council be adopted as presented*

### 3. PETITIONS AND DELEGATIONS

- a) Andrew Ashford of The Ministry of Forests - Implications of the deferral of old growth logging in our region

- b) North Island College - Mixalakwa Campus Master Plan  
[Mixalakwa Campus Presentation to Community Leaders](#)  
[Programming Chart- Mixalakwa Campus 2019-present](#)

5 - 45

### 4. ADOPTION OF MINUTES

- a) Minutes of the October 26th, 2021 Committee of the Whole Meeting.  
[Committee of the Whole - 26 Oct 2021 - Minutes](#)

47 - 48

*that the minutes of the October 26th, 2021 Committee of the Whole be adopted as presented.*

- b) Minutes of the October 26, 2021 Regular Meeting of Council.  
[Regular Council - 26 Oct 2021 - Minutes](#)

49 - 51

*that the minutes of the October 26th, 2021 Regular Meeting of Council be adopted as presented.*

### 5. CORRESPONDENCE

- a) Port McNeill Rotary Request for Donations 53 - 55  
[Port McNeill Rotary Request for Donations - AR-21-049 - Pdf](#)
- That the Town match the 2020 donation with a similar donation for 2021.*
- b) Arts Initiative - North Vancouver Island Artists Society 57 - 61  
[NVIAS letter to Port McNeill October 2021](#)  
[ART COACH Proposal Poster Oct 2021](#)  
[ARTS IMPACT INFOGRAPHIC](#)
- c) Association of Vancouver Island and Coastal Communities 63 - 71  
[2022 AVICC Call for Resolutions](#)  
[2022 Call for Nominations and Nomination Form](#)
- d) Vancouver Island Regional Library Board 73 - 81  
[VIRL - Appointment Letter 2022](#)  
[VIRL - Information Form 2022](#)  
[VIRL - Statement of Disclosure Form 2022](#)  
[VIRL - Direct Deposit Authorizations 2022](#)
- e) Staff Notice - iCompass Goes Live November 10, 2021 83  
[iCompass](#)

## 6. TABLE ITEMS

## 7. REPORTS

- a) Administrative Activity Report for September and October 2021 85 - 88  
[Administrative Activity Report for September and October 2021](#)
- b) September Harbour Reports 89 - 93  
[September 2021 Harbour Staff Report](#)  
[September 2021 Harbour Footage Totals](#)  
[September 2021 Visitor Center Statistics](#)
- c) Building Permit Report 95 - 96  
[Building Summary 2021, 2020, 2019](#)
- d) 2022 Celebrate Canada Grant Application 97 - 98  
[Celebrate Canada Grant Application 2022](#)
- that Council approve the submission of a grant application to Canadian Heritage to provide support towards a 2022 Celebrate Canada event*
- e) Proposed Budget Planning Meeting Dates 2022 99 - 101  
[Proposed Budget Planning Meeting Dates 2022](#)

**8. BYLAWS**

- a) Zoning Bylaw No.705, 2021 Second reading **103 - 155**  
[Zoning Bylaw 2.1](#)

*that the Port McNeill Zoning Bylaw No.705, 2021 receive Second and Third reading*

- b) Official Community Plan Bylaw No. 704, 2021 Second reading **157 - 206**  
[OCP 2.1](#)

*that the Port McNeill Official Community Plan Bylaw No. 704, 2021 receive Second and Third reading*

**9. OLD BUSINESS****10. NEW BUSINESS**

- a) Town of Port McNeill Discrimination, Bullying and Harassment Policy **207 - 222**  
[Town of Port McNeill Discrimination, Bullying and Harassment Policy](#)

*That Council, having reviewed the Bullying and Harassment Policy, as attached, adopt the new policy and repeal the existing Bullying and Harassment policy to be replaced.*

- b) Mayor's Report **223 - 224**  
[October & November Mayor's Report](#)

- c) Council Reports

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

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



# Mixalakwila Campus Master Plan- draft



June 2021

The campus design was created by Kwagu't artist Ga'axastalas, Mervyn Child, for Mixalakwila campus.



# Territorial Acknowledgement

Mixalakwa Campus respectfully acknowledges that we operate on the traditional territory of the Kwagu'ł First Nation. North Island College is honoured to acknowledge the traditional territories of the combined thirty-five First Nations of the Kwakwaka'wakw, Nuuchahnulth and Coast Salish peoples, on whose traditional and unceded territories the College's campuses are located.

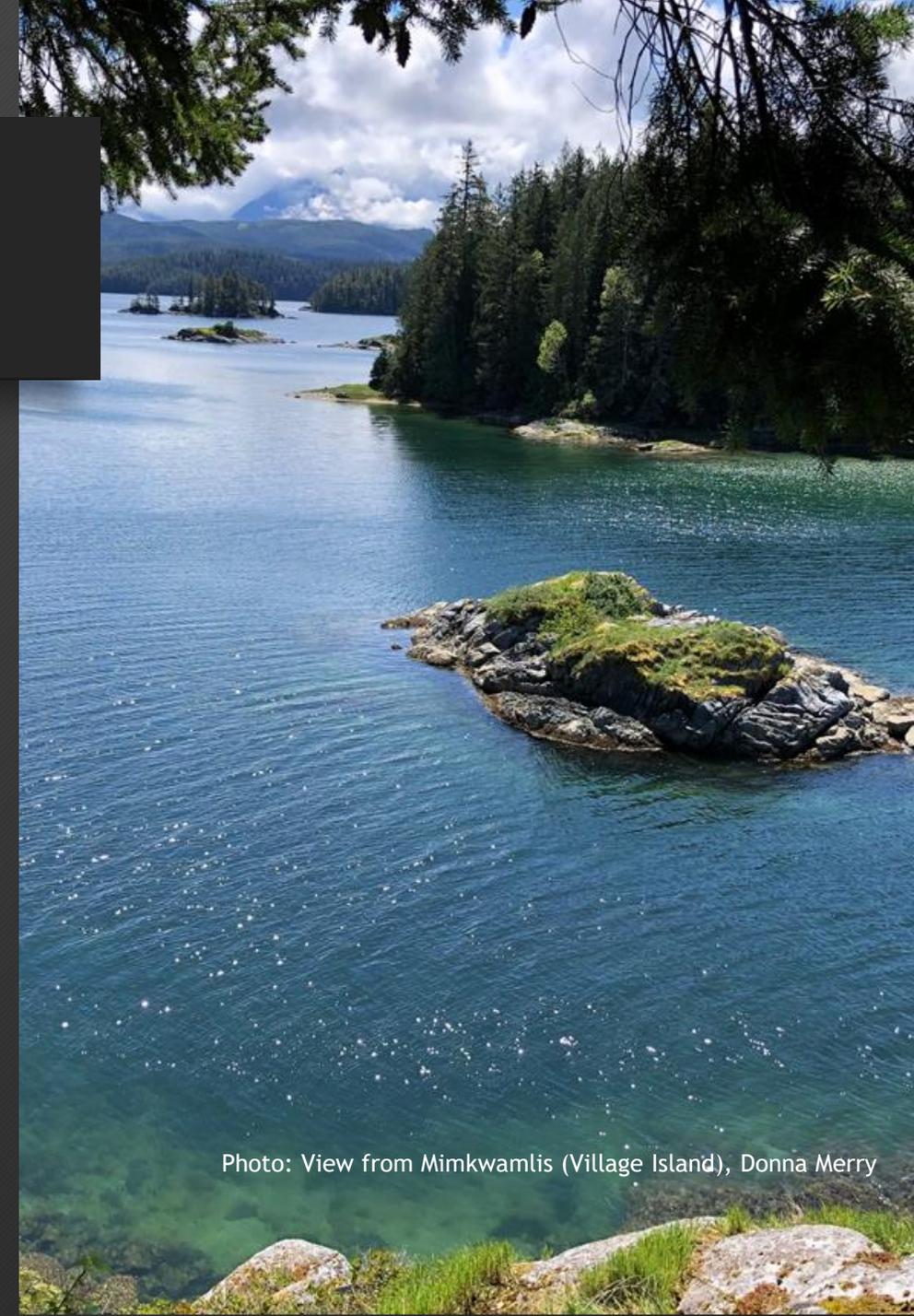


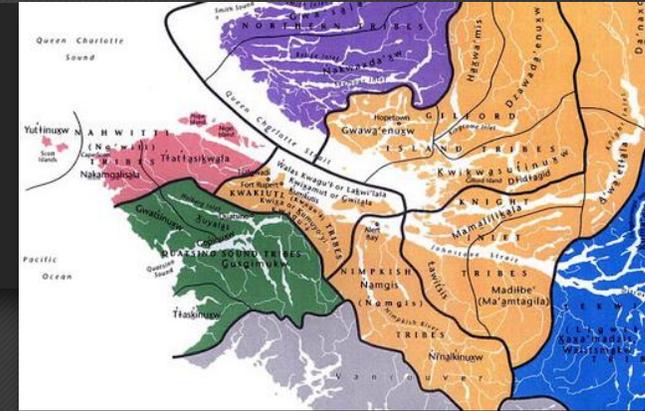
Photo: View from Mimkwamlis (Village Island), Donna Merry

# Geography

The campus serves students across a geographically diverse region which spans northern Vancouver Island and the central coast: a place of rivers and fiords, ocean passages dotted with islands, rich sea life, rocky shores, deep valleys and abundant natural beauty.

The area includes the traditional territories of Kwakwaka'wakw and Nuuchahnulth peoples. Several First Nations communities are accessible only by boat or plane, and there are many small, remote villages.

On average, 56% of the student body at M̓xalakwila campus identifies as Indigenous, while 30% of the regional population identifies as aboriginal (Statistics Canada 2016).



Map of Kwakwaka'wakw Territories : U'mista Cultural Society  
Photo inset Ehattesaht First Nation, Nuuchahnulth Territory

# Diversity, equity, inclusion

Education can support people to achieve many of the social determinants of health including literacy, employment, income and social status, social supports and coping skills, access to health services, and healthy behaviours.

However, Indigenous nations we serve fall far below the national average on every measure of the social determinants of health. Unfortunately, education has played a significant role in the inequities that exist (Sara Child).

# Community Context

- Population
- Economic Outlook
- Housing Issues



Sointula Waterfront Photo credit: <https://www.ehcanadatravel.com/british-columbia/vancouver-island/sointula.html>

# Population

Mixalakwa Campus is located in Port Hardy, the largest community in the region at approximately 4500 people.

The regional population is approximately 11,500, spread across communities 100km south to Woss and Zeballos, west to Holberg, Winter Harbour, Coal Harbour and Port Alice, across Queen Charlotte Strait northeast to Kingcome Inlet, River's Inlet, Bella Bella and Bella Coola, and southeast to the island communities of Gilford Island, Sointula and Alert Bay. Port McNeill is a main service center for the island communities.

First Nations communities of Gwa'sala-'Nakwaxda'xw, Kwagu'ł, Quatsino, 'Namgis, Dzawada-enuxw, Wuikinuxv, Kwikwasut'inuxw Haxwa'mis, Nuxalk, Heiltsuk, Ehattesaht, Kyuquot and Checlesaht fall within our service region.

Several of these communities are accessible only by gravel road, boat or seaplane.

# Economic outlook

- Port Hardy and region have been shaken by economic instability for over two decades
- Island Copper Mine closed in 1996, which at one time employed close to 1000 people
- Chinook salmon fishery reduction in 2008 followed by provincial buy-back of commercial fishing licenses changed the economy for small fishery and fish processing in the region
- The 2015 Neucel mill closure in Port Alice displaced 400 workers
- The forestry strike of 2019 impacted all sectors
- In 2020 Covid 19 pandemic imposed challenging economic impacts on all sectors
- The 2021 fish-farm closures in Discovery Passage and Johnstone Strait impact employment across the aquaculture industry and will cause an immediate 30% reduction in local fish processing

# Economic outlook

- The average family income in Port Hardy as of the 2016 Canadian census is \$70,000 per year, lower than the provincial average of \$85,000, while the median income is \$56,000, lower than the national median income.
- These figures do not represent the average or median income on First Nations reserves in the area.
- The child poverty rate in Port Hardy is second highest in BC.
- In Port Hardy, the population has increased slightly in the past ten years, while participation rates in the workforce have decreased. The median age is 40 years old, and 65% of the population are of working age.

# Economic outlook

- Aquaculture, forestry, manufacturing and retail are the largest industries. Sales and services is the largest occupational group, followed by trades and transport. Tourism is a growing industry in the region.
- There are numerous professional job openings not filled in the region, particularly in health care and a persistent need for trained childcare workers, educational assistants, middle managers, counsellors and tradespeople.
- The ratio of Indigenous to non-Indigenous professionals, teachers and managers is lower than the population ratio.

# Housing Issues

Housing shortages exist at all levels across the regional municipalities and reserves.

Mount Waddington Health Network has recently moved to develop a regional housing coalition to coordinate a regional response to the shortages.

The lack of housing directly impacts the ability to find safe and stable housing and recruit staff.

# Community Partners

Port Hardy and region is home to several strong professional and volunteer agencies and networks. NIC engages with many of them.



Port McNeill Farmers' Market.  
Photo credit BC Farmers' Market Trail and Troy Moth

- First Nations Education Council
- Mount Waddington Learning Council
- Mount Waddington Tourism Advisory Council
- Mount Waddington Food Security Initiative
- Mount Waddington Neighborhood Small Grants program
- Mount Waddington Health Network
- Mount Waddington Family Literacy Society
- Northern Region Indigenous Education Advisory Council
- North Island Employment Foundation Society
- North Vancouver Island Aboriginal Training Society
- Port Hardy and Port McNeill Chambers of Commerce
- Sacred Wolf Friendship Center
- School District 85
- Vancouver Island North Training and Attraction Society

# A brief history of NIC and Miḡalakwila Campus

1975- present

# Serving Port Hardy Region



Samarinda II, a 160-foot ex-whaling ship to brings NIC to remote coastal communities

NIC offers teacher training in partnership with UVic

Kwakwala teacher training in partnership with U'Mista

Indigenized university-transfer course "Math for elementary school teachers" developed and delivered

1975-77



NIC begins with two converted buses and a dozen locally staffed learning centers

Port Hardy learning centre opened in 1976.

In 1977 one of BC's first salmon aquaculture Programs at the learning centre in Alert Bay

1980s



Indigenized ECCE: "Tri-band Early Childhood Care and Education Training" – a partnership with Gwa'sala 'Nakwaxda'xw College

1990s



Indigenous Resource Management

2000s



Alert Bay student Emmalina Stadnyk received NIC's top award for academic excellence

NICs first Kwak'wala language classes developed and delivered at Mixalakwila campus

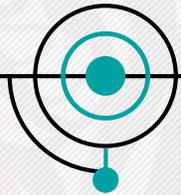
2013/14



# Serving Port Hardy Region



2015



ABE delivered at *Sacred Wolf* friendship center

Whole staff/faculty TRC talks spearheaded at MX Campus

International and Intercultural Food project  
Indigenous and international foods, intercultural intelligence and global citizenship

ITV classroom installed at NISS



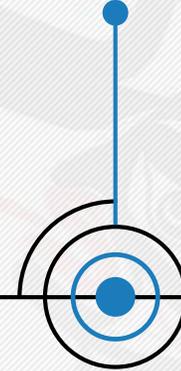
2016

2017



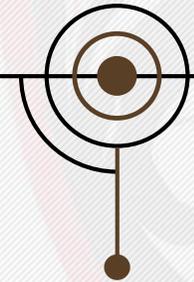
Awi'nakola land-based learning program opens at MX Campus

New location at Port Hardy  
New name Miḵalakwila Campus



2018/  
19

2020



Indigenous Language Fluency certificate opens, developed by MX Faculty, Sara Child

# Thunderbird Mall

Mixalakwila campus is located at Thunderbird Mall in downtown Port Hardy, beside Sacred Wolf Friendship Centre, with an exterior entrance from the parking lot.

The mall also houses North Vancouver Island Aboriginal Training Society, North Island Employment Foundation Society and the First Nations Health Authority, as well as several popular businesses and a large grocery store.

It is the transit bus exchange point for local and intercommunity transportation and a hub for community gatherings.



# Mixalakwila

Mixalakwila Campus is the only North Island College campus with an Indigenous name: Mixalakwila, meaning "maker of what's been dreamt about."

Tłi'linukw, Sara Child, Indigenous Education Facilitator, explains, "the campus was renamed as an act of reconciliation, and honours our commitment to change relationships. It is a demonstration of our understanding that Kwakwakw'wakw knowledge systems are encoded in Kwakwala. It also honours Mixalakwila campus' commitment to support language revitalization."

Kwakwakw'wakw Elders chose the name Mixalakwila because they believe the College is a place where your dreams for the future can come true.

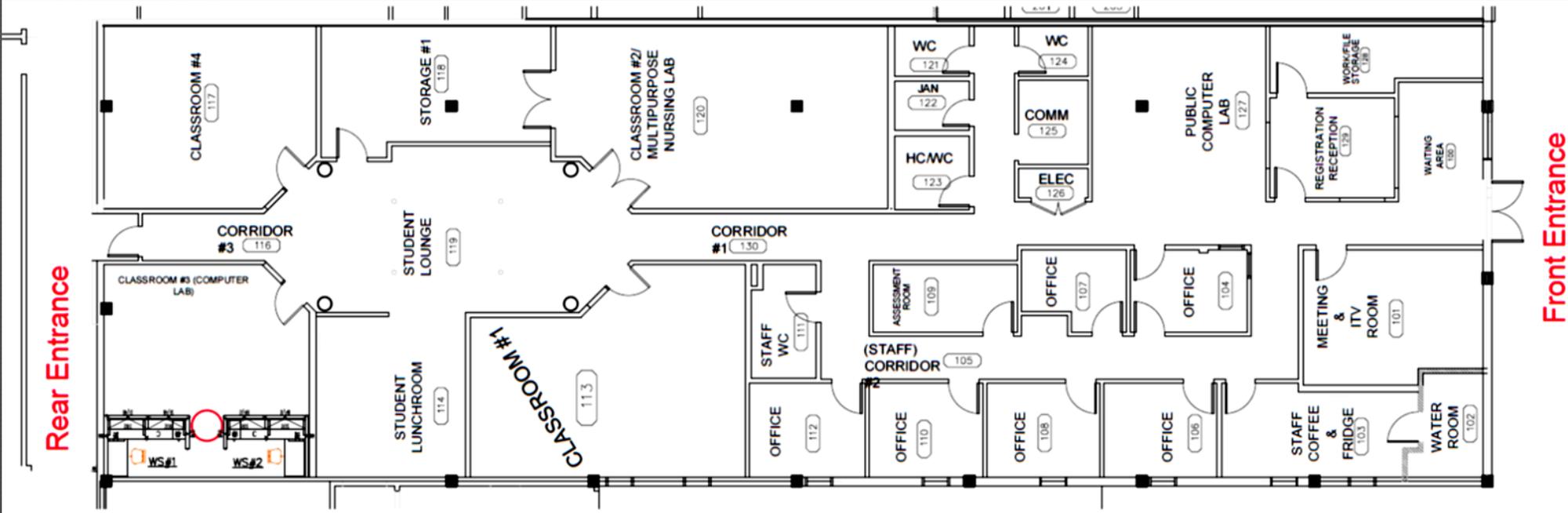
## Campus Design

Consultation and inclusion of staff in the design of Mixəlakwila campus lead to the central lounge area that includes four pillars representing the four corner posts of a Gukwdzi (Bighouse).

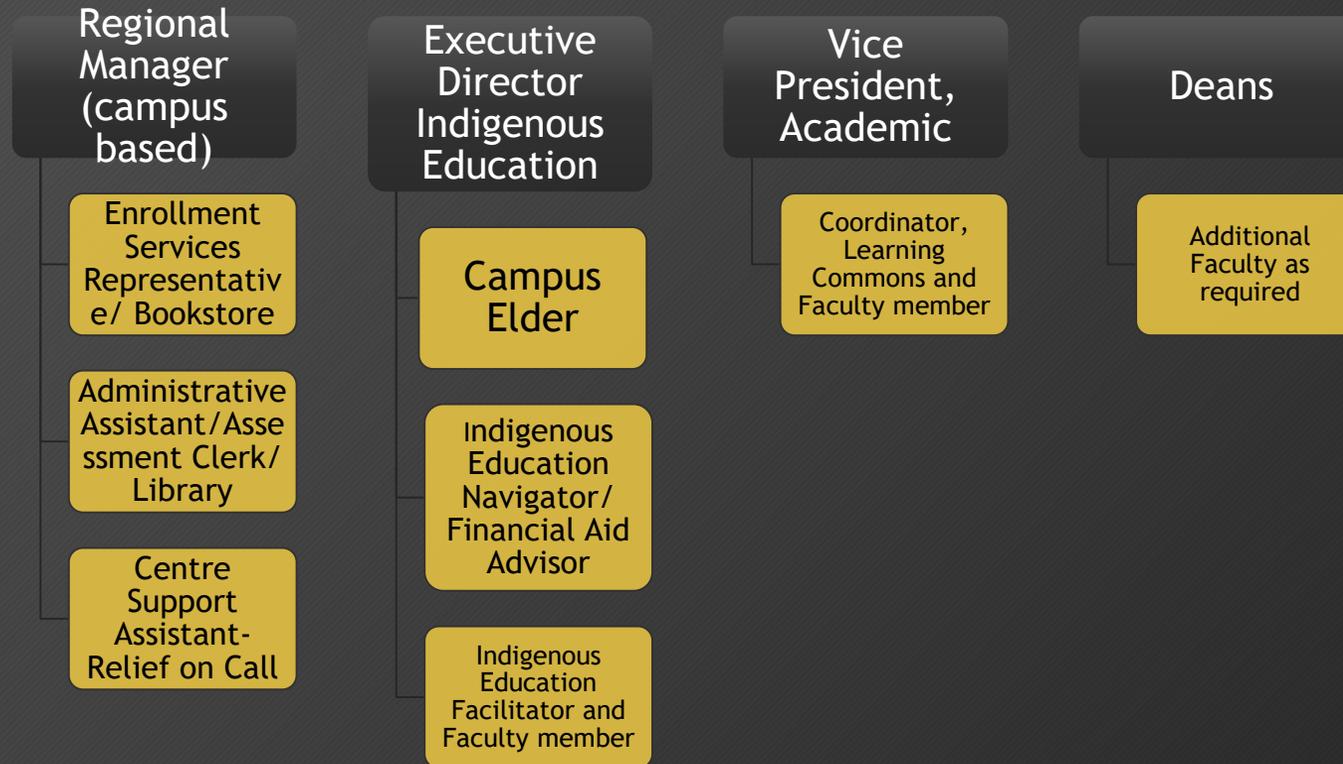
The design as well as the colours woven throughout the campus were chosen by staff to reflect Kwakwaka'wakw culture. Staff wanted to create a setting where students, faculty and staff would feel welcomed and where the traditions of the Kwakwaka'wakw were not only reflected but honoured.



# Campus Map



# Regional staff



# Mixalakwila Campus Master Plan- draft



“The BUILD 2026 vision uses architecture as an analogy to illustrate a responsive, student-centered strategic plan.

It envisions stronger, thriving, more integrated places of learning that reflect and support the richness of the region,”

NIC President Lisa Domae, Build 2026 Draft 6.

Mixalakwila campus master plan continues the architectural analogy of Build 2026, and presents similar themes as related to a Gukwdzi (big house):

- Floors- Serving the people of the region and Community
- Frame- Embedded and virtual student supports
- Walls and Roof- Reconciliation and Indigenous educationMixa
- Doorways- Higher levels of participation

# Kwagu'ł Gukwdzi (Big House)

The Kwagu'ł Gukwdzi depicts a Sisiyutł design, by Nakap'ankam, Chief Tony Hunt Sr.

Sisiyutł is a double headed sea serpent which represents balance.

The crest was one of those belonging to the artist's grandmother, Abusa, who was from the Mamalilikulla of Minkwamlis.



# Indigenous Education

This plan is informed by NIC's commitment to Truth and Reconciliation Commission's Calls to Action for education, the United Nations' Declaration on The Rights of Indigenous People, and Colleges and Institutes Canada's Indigenous Education protocol, that was signed with an understanding that living and learning according to such principals enriches the experiences of all students.

*“The dialogues  
that occur  
between our  
students  
will lay the  
foundation for  
transforming  
relationships”  
(Sara Child)*



# 1. Floors: Serving the People of the Region and Community

Connecting with the learning community, staying abreast of funding opportunities, and providing a blend of short and longer term programs ensures a variety of access points for students to achieve their learning goals.

A traditional Big House has a dirt floor, to connect the people to the land.

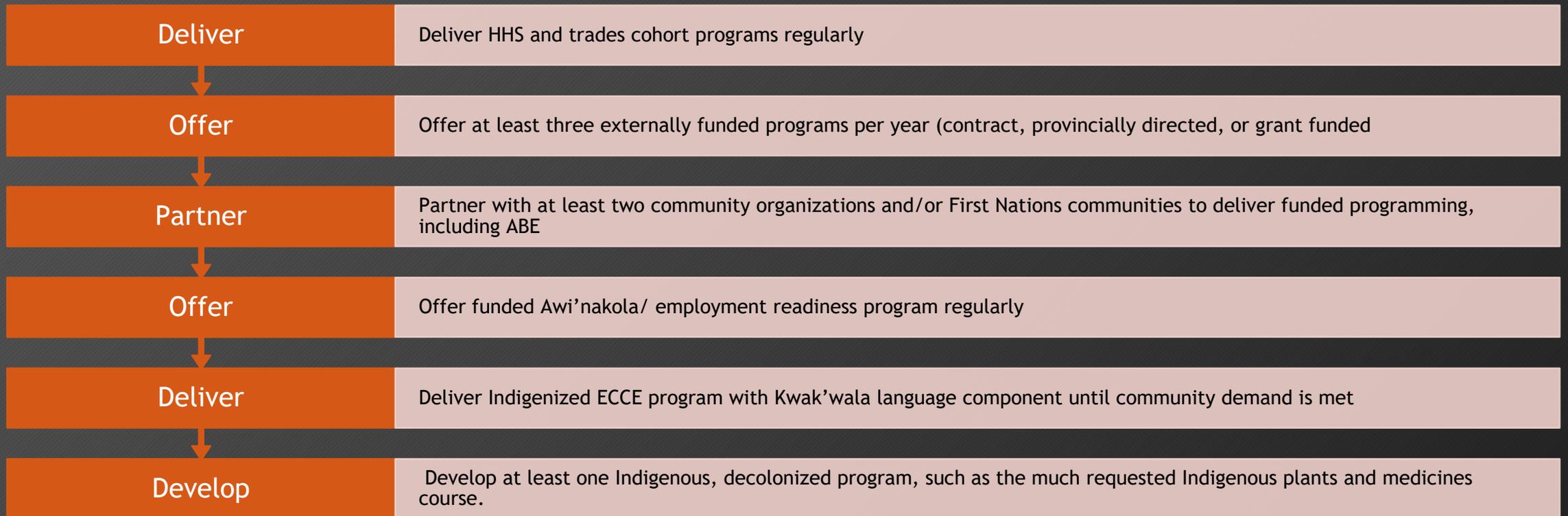
In Kwagu'ł culture, Elder Maggie Sedgemore explains, “we are one with the earth and we are all connected.”



# Floors: Serving the People of the Region and Community- Strategies

Consult	Support	Partner	Access	Develop	Develop	Support
Consult regularly with community partners, staying a breast of learning interests, emerging skills needs, training opportunities and funding prospects	Support departments to deliver contract training: HHS, trades, CET, etc	Partner with community organizations to access Ministry funding e.g. CWRG partnerships with MWFLS to offer HSW, GNN to offer Digital Essential Skills	Access funding that NIC can apply for directly, e.g. STER funding to deliver Carpentry Foundations in Port McNeill	Develop CET courses to meet community needs as a result of the pandemic and other pressures, e.g. DEEP and DES	Support the development of an Indigenous ECCE program that incorporates Kwak'wala language	Support international exchange opportunities, such as with Kapi'olani College, Hawaii

# Floors: Serving the People of the Region and Community - Year 5 targets



## 2.Frame: Embedded and Virtual Student Supports

Many students served at Mixalakwa campus have experienced trauma or have been impacted by intergenerational trauma due to residential school impacts, the Sixties scoop, missing and murdered women and girls, substance abuse, racism and colonialism.

Mixalakwa Campus serves a high proportion of first generation post-secondary students from settler and Indigenous communities: studies show that first generation students enroll in more remedial language and math courses and take advantage of lower levels of student supports than their second and further generation peers.



Gukwdzi posts at Mimkwamlis (Village Island)

# Frame: Embedded and Virtual Student Supports-Strategies

## Provide

- Provide professional development opportunities for staff and faculty for trauma-informed care and teaching

## Engage

- Engage the campus Elder in learning activities; create opportunities for students to connect with them

## Support

- Support a holistic approach to care and safety around student services provision. Indigenize and decolonize our practice and student supports

## Create

- Create opportunities to connect with students to build relationships and community and connect to student services in meaningful ways

## Celebrate

- Create opportunities for students to celebrate and be acknowledged for their hard work and effort

## Support

- Support student mental health and wellbeing on campus including inclusion of Indigenous, BIPOC, and LGBTQ2S+

## Connect

- Connect with student services and library/learning commons to strategize how to better serve students at MX campus

## Include

- Support inclusion of Indigenous processes, history and content throughout our programs. Include Indigenous knowledge keepers.

## Support

- Support aligning a Campus Elder and Educational Advisor as a primary contact for each cohort

# Frame: Embedded and Virtual Student Supports- Year 5 target(s)

## Offer

- Offer locally developed Indigenous trauma-informed care and teaching professional development opportunities at least every two years for staff and faculty

## Invite

- Invite students and families to intake ceremonies and acknowledge each term the small steps toward completion. Invite families to celebrate successes.

## Schedule

- Schedule times for Campus Elder and/or Student Advisor to engage with classes at least two times per semester

## Provide

- Provide weekly hot soup lunches to bring students, staff and faculty together

## Celebrate

- Celebrate diversity on campus annually

### 3. Walls and Roof: Indigenous Education and Reconciliation

Kwag'ul Elder Maggie Sedgemore explains that in the Big House the roof always has a hole to allow the smoke from the sacred fire to connect with the ancestors, following the practice that has been handed down for centuries.

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Mixalakwila campus has always been uniquely situated to offer relevant, community directed programming to support growth and success according needs determined and guided by local Indigenous communities.

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Mixalakwila Campus serves Kwakwaka'wakw, Nuuchahnulth, Heiltsuk, and Nuxalk Peoples who share common Indigenous values and beliefs but also have unique cultures, languages and traditions.

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Each Indigenous community has their own schools, pre-schools, daycares, economic development offices, business interests, and goals.

## Walls and Roof: Indigenous Education and Reconciliation

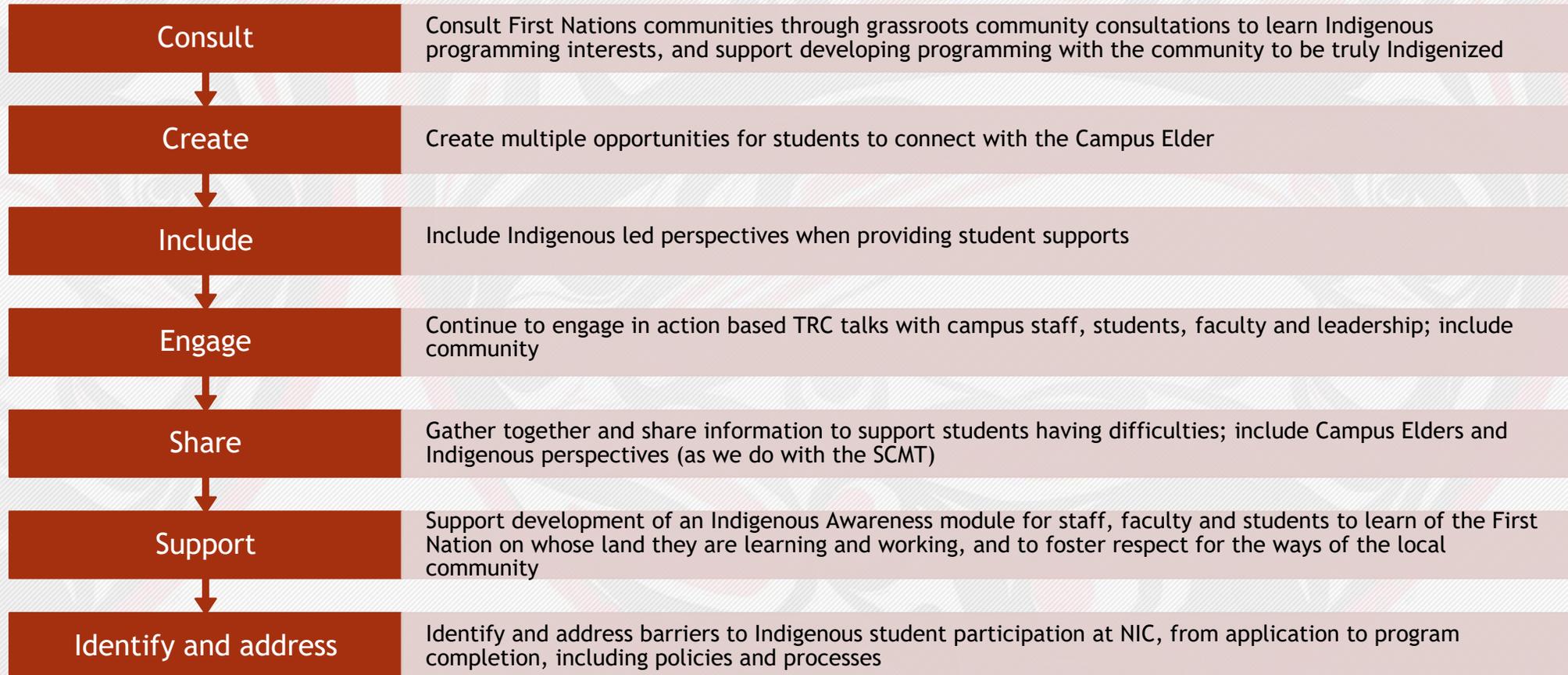
This photo shows Kwagu't community member and NIC faculty instructor Sara Child leading a class activity for traditional pit cooking with Awi'nakola students and their family members.

The Awi'nokola program is strengths-based, grounded in Kwak'wala language and culture and includes upgrading in math and English. It was developed in direct response to the TRC, with a goal to Indigenize adult basic education, reduce barriers to participation, and offer learning content that grounds students in understanding who they are and where they come from.

Awi'nakola means "we are one with the land and sea we come from".



# Walls and Roof: Indigenous Education and Reconciliation- Strategies



Develop and offer a bridging program for high school students and recent graduates to strengthen academic skills and complete a college-level course

Develop and offer land-based employment readiness program for in-community delivery

Develop Indigenous science based credit-courses that lead toward the science/healthcare pathway

Develop and offer Indigenous management skills program

Engage in reconciliation talks with the campus staff every two months

Practice inclusive and respectful rules of engagement for formal meetings; include local Indigenous practices

Develop and deliver a local Indigenous awareness module for Miḡalakwila campus region

Regularly offer Awi'nakola land-based learning program at Miḡalakwila campus

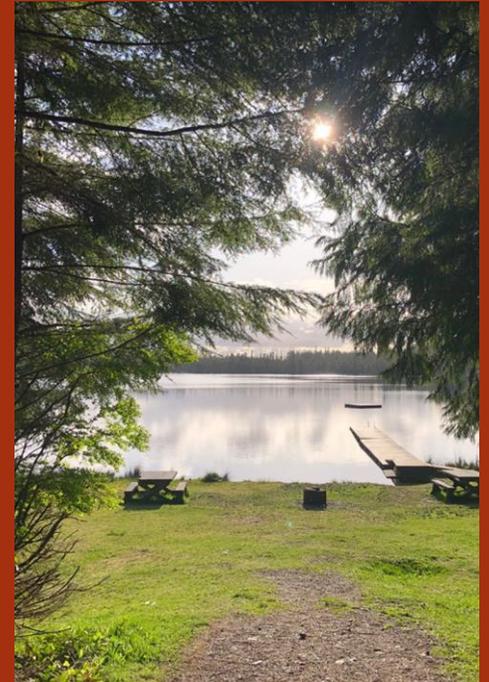
Adjust Colleague to allow for students to identify as Indigenous citizens in lieu of or in addition to identifying as Canadian citizens

## Walls and Roof: Indigenous Education and Reconciliation- Year 5 targets

## 4. Doorways: Higher Levels of Participation

When entering the Big House, the doorways are surrounded by hemlock branches to brush away the negativity, and to enter with a good heart. Elder Maggie Sedgemore tells people when there is a doorway in life, don't be afraid to go through it.

- Students may encounter economic, social and structural barriers to participation, particularly as we transition toward increased digital options
- The five As of technology access are Availability, Affordability, Awareness, Ability and Agency. According to Marco Campana: “We know that race, class, gender, age, and geographic location (among other factors) all shape people’s access to digital connectivity, tools, skills, and support networks”
- Designing processes and courses with these challenges in mind is important, or we risk marginalizing rural and remote learners



# Doorways: Higher Levels of Participation-Strategies

Recognize barriers and accommodate students' needs through the application and registration processes

Support the planning of programs with flexibility so students can meet community obligations when they arise

Support offering Kwak'wala language classes and Indigenous Language Fluency courses face to face and digitally

Offer adult upgrading classes with a face to face component

Reduce barriers by integrating upgrading into the learning program for cohort-based programs

Increase awareness of pathways to adult diploma: English/Math/KWA courses, or college level electives

Plan for challenges in delivering digital education by building in supports and time for students to learn the technology and the course content

Provide regular in-person DALs support for students

Develop a PLAR protocol for assessing Indigenous and industry-based prior learning

Embed technology skills-development supports in academic and vocational programs

Connect with CITL to discuss the challenges students in MX region face, and what supports could be implemented to support them

Participate in local community events and host campus events to celebrate diversity and inclusion

Develop and deliver services and instruction with cultural sensitivity and humility

Offer face to face writing, math and research support through the Library and Learning Commons

Offer face to face counselling, financial aid and Elder support

# Doorways: Higher Levels of Participation- Year 5 target(s)

Build	Build upgrading into program scheduling and costing for funded programs
Provide	Provide a computer to participants in funded programs when possible
Offer	Offer dedicated Library and Learning Commons hours for writing, math and research support
Provide	Provide on-campus support for digital and face to face students, aim for at least .4 FTE
Support	Provide DALs support at least every two months
Arrange	Arrange that student forms can be completed and signed on a mobile device
Host	Host at least one annual diversity and inclusion event at MX Campus
Identify and implement	Identify and implement new ways to support the Awi'nakola learning program

# Looking Forward: Trades and Technical Programs

The region is poised to advance with a range of trades and technical programs inclusive of:

- Trades Pathway Programming
- Motorcycle and Marine Maintenance
- Carpentry Foundations
- Carpentry Apprenticeship Level Two-Four
- Profession Cook Foundation
- Professional Cook Level Two-Three
- Electrical Foundations
- Plumbing Foundations

Annual trades programming could support an estimated 10 to 20 students each year, yet program delivery is directly dependent on program delivery budget, access to facilities, and access to qualified faculty. Trades programming in the region would require at minimum an annual budget allocation of \$250,000 to \$375,000.00 in addition to access to training space and relevant instructional expertise.



# Looking Forward: Health and Human Services



The region is poised to advance with a range of Health and Human Services programming, including:

- Early Childhood Education and Care Certificate
- Early Childhood Education and Care Diploma
- Health Care Assistant Certificate
- Community Mental Health Worker Certificate
- Human Services Worker Certificate

Annual health and human services programming could support an estimated 10 to 12 students each year, yet program delivery is directly dependent on program delivery budget, access to facilities, and access to qualified faculty. Such programming in the region would require at minimum an annual budget allocation of \$250,000 to \$375,000.00 in addition to access to training space and relevant instructional expertise.

## Looking forward: Adult Upgrading and University Arts and Sciences

NIC will continue to offer adult upgrading and university arts and sciences through a digital format and to seek alternate funding arrangements to support face to face delivery.



# Port Hardy Filomi Days

“Filomi” stands for Fishing, Logging, Mining, while the weekend celebrates all aspects of living in the region. The celebration usually takes place in July.





# Mixalakwila Campus



# Programming from Mixalakwila Campus, Port Hardy and region, 2019-present

Program	Date	Delivery method	Funding Source
Adult Upgrading	Sept 2019- June 2020	Face to face, Port Hardy	Base funding
	Sept 2020- June 2020	Face to face until March, then Digital due to Covid 19, Port Hardy	Base funding
Awí'nakola Land-based Learning Program	Jan – March 2021	Face to face, Port Hardy	Base funding
Carpentry Foundation Program	March 7-Aug 20, 2021	Face to face, Port McNeill	STER grant and ITA funding
Community Mental Health Worker Certificate	Sept 2021-June 2021	Digital, delivered to college region	Targeted/ one-time only funding
Digital Elevated Experience Program	Fall 2020 and May 2021	Digital, delivered to region	CWRG grant applicant Port Hardy Chamber of Commerce
Digital Essential Skills	March 6- April 16, 2021	Digital, delivered to Gwa'sala-'Nakwaxda'xw First Nations	STER grant
	Nov. 1- Dec. 13, 2021	Digital, delivered to Gwa'sala-'Nakwaxda'xw, Quatsino, Kwagu'ł and Dzawada-enuxw First Nations	STER grant
Early Childhood Education and Care Certificate, Part-time	Fall 2018- June 2021	Face to face and ITV, Port Hardy and Alert Bay	Targeted/ one-time only funding
Early Childhood Education and Care Certificate to ECE Assistants, Part-time	May 2021	Digital, delivered to college region	Targeted/ one-time only funding
Early Childhood Education and Care Diploma	Sept 2021	Digital, delivered to college region	Targeted/ one-time only funding
Health Care Assistant Certificate	Jan-June 2019	Face to face, Port Hardy	Targeted/ one-time only funding
	Jan-June 2020	Face to face, blended, Port Hardy	Targeted/ one-time only funding
Human Services Worker Certificate Program	Sept 2020-June 2021	Digital, delivered to college region	CWRG grant applicant Mount Waddington Family Literacy Society
Indigenous Language Fluency Pathway program	Jan-May 2021	Digital, delivered beyond NIC region	Contract funded
Kwak'wala Language classes	Sept 2019- March 2020	Face to face, Port Hardy	Base funding
	Sept 2020-May 2021	Digital, delivered to college region	Base funding
	Sept 2021-Dec 2021	Digital, delivered to college region	Base funding
Marine Essential Skills	July 2021	Face to face, Port Hardy	STER grant
	August 2021	Face to face, Port McNeill	STER grant
Pathways to Carpentry	May-June 2019	Face to face, Port Hardy	ITA funding
Professional Cook 1 and Essential Skills	Oct. 19-July 28, 2021	Face to face, Port Hardy	STER grant and ITA funding





# MINUTES

## Committee of the Whole Meeting

6:00 PM - Tuesday, October 26, 2021

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

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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, Kevin Brooks of McElhanney Ltd.

### 1 CALL TO ORDER

October 26, 2021, Committee of the Whole was called to order at 6:01PM

### 2 ADOPT AGENDA

a) Accept or amend agenda as presented.

**43/2021** Moved, Seconded, and CARRIED, that the Agenda of the October 26, 2021, Committee of the Whole be adopted as presented

*Opposed: Councillor Mitchell*

### 3 PETITIONS AND DELEGATIONS

a) Official Community Plan & Zoning Bylaw - Final Draft presentation from Kevin Brooks of McElhanney Ltd.

### 4 ADOPTION OF MINUTES

### 5 CORRESPONDENCE

- 6            **TABLE ITEMS**
- 7            **REPORTS**
- 8            **BYLAWS**
- 9            **OLD BUSINESS**
- 10           **NEW BUSINESS**
- 11           **ITEMS FROM IN-CAMERA TO BE MADE PUBLIC**
- 12           **IN-CAMERA**
- 13           **QUESTIONS FROM THE PUBLIC AND MEDIA**
- 14           **ADJOURNMENT**

a)    Adjournment

**44/2021**    Moved, Seconded and CARRIED, that the October 26, 2021, Committee of the Whole be Adjourned at 7:20 PM

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CAO

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Mayor



# MINUTES

## Regular Council Meeting

7:00 PM -Tuesday, October 26, 2021

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

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This Meeting was recorded for future viewing.

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

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

**APOLOGIES:**

**ALSO PRESENT:** Pete Nelson-Smith, Chief Administrative Officer, Harinder Singh, Chief Financial Officer, Connor Mork, Deputy Corporate Officer, Julian Allen, Public Works Manager

**1. CALL TO ORDER**

The October 26, 2021, Regular Council Meeting was called to order at 7:21 PM

**2. ADOPT AGENDA**

a) Accept or amend agenda as presented.

**238/2021** Moved, Seconded, and CARRIED, that the agenda of the October 26, 2021, Regular Meeting of Council be adopted as presented

**3. PETITIONS AND DELEGATIONS**

**4. ADOPTION OF MINUTES**

a) Minutes of the October 12, 2021, Regular Meeting of Council.

**239/2021** Moved, Seconded, and CARRIED, that the minutes of the October 12, 2021, Regular Meeting of Council be adopted as presented

**5. CORRESPONDENCE**

- a) Premier's Award for Excellence in Education

**240/2021** Moved, Seconded, and CARRIED, that the Premier's Award for Excellence in Education be advertised on the Town's Social Media Platforms

- b) Port McNeill Legion Large Grant Application

**241/2021** Moved, Seconded, and CARRIED, that the Port McNeill Legion Large Grant Application be tabled, pending further information  
*Opposed: Councillor Downey*

**242/2021** Moved, Seconded, and CARRIED, that the Chief Financial Officer enquire with the Covid Recovery Grant Officer whether a generator is eligible expenditure of the Covid Recovery Funds

**6. TABLE ITEMS**

- a) Flying Flags

**243/2021** Moved, Seconded, and CARRIED, that the flags be returned to full mast

**244/2021** Moved, Seconded and CARRIED, that staff prepare a public notice prior to raising the flag, and that this notice be distributed to Council for input by November 5, 2021, before it is released to the public

**7. REPORTS**

- a) September 2021 Public Works Department Report

**245/2021** Moved, Seconded, and CARRIED, that the Chief Financial Officer investigate other sources of funding so that the Rotary Access Ramp Project can move ahead

- b) Finance updates to September 30, 2021.

- c) August & September 2021 Cheque Listings

**8. BYLAWS**

- a) Official Community Plan 2021

**246/2021** Moved, Seconded, and CARRIED, *that the Town of Port McNeill Official Community Plan 704, 2021, receive First reading*

*Opposed: Councillor Mitchell*

- b) Town of Port McNeill Zoning Bylaw No.705, 2021.

**247/2021** Moved, Seconded, and CARRIED, *that the Town of Port McNeill Zoning Bylaw No.705, 2021 receive First reading*

**9. OLD BUSINESS**

**10. NEW BUSINESS**

- a) Development of Town Owned Property

**248/2021** Moved, Seconded, and CARRIED, that the subject of Housing Development be passed on to the new Economic Development Manager for research and subsequent reporting to Mayor and Council.

*Opposed: Councillor Koel*

**11. ITEMS FROM IN-CAMERA TO BE MADE PUBLIC**

**12. IN-CAMERA**

**13. QUESTIONS FROM THE PUBLIC AND MEDIA**

**14. ADJOURNMENT**

**249/2021** Moved, Seconded, and CARRIED, that the October 26, 2021, Regular Meeting of Council be adjourned at 8:30 PM

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Mayor

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Corporate Officer



# Town of Port McNeill

## Request for Decision - Staff Report



**To:** Pete Nelson-Smith, CAO **File No:**  
**Meeting Date:** Regular Council - 09 Nov 2021  
**From:** Christina Jackson, Receptionist  
**Subject:** Port McNeill Rotary Request for Donations

### **PURPOSE:**

To receive direction from Council on the donation of prizes for the annual Rotary Auction

### **BACKGROUND:**

Every year the Rotary Clubs of Port Hardy and Port McNeill host an annual auction.

Funds raised from this event are used to undertake many projects on the North Island.

The Town of Port McNeill has been supporting the Port Hardy & Port McNeill Rotary Radio Auction for several years. In 2020, the Town generously donated two 2021 Harbour Boat Launch Passes valued at \$100.00 each, and one Harbour Parking Pass valued at \$225.00

### **KEY ISSUES DEFINED:**

Port McNeill Rotary is requesting the Town's support in the 2022 Auction.

### **RECOMMENDATIONS:**

That the Town match the 2020 donation with a similar donation for 2021.

### **CONCLUSION:**

That Council, by reviewing this report, provide direction to staff regarding this donation.

### **ATTACHMENTS:**

[Rotary Auction request](#)

**TOWN OF PORT MCNEILL  
COUNCIL POLICY ON DONATIONS**

**Policy:**

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

Cash donations are subject to the availability of funds.

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

**Definitions:**

*Applicant*

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

*Donation*

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

*Town*

Means the Corporation of the Town of Port McNeill.

**Eligibility:**

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

**Application Process:**

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

**APPENDIX "A" APPLICATION – SMALL DONATION**

Name of organization Port McNeill Rotary Club

Mailing address rotarytreasurepm@gmail.com

Contact person Shelley Downey Telephone \_\_\_\_\_

Request for cash donation, please specify amount: \_\_\_\_\_

Request for prize donation or service-in-kind, please specify type and amount:

Boat Launch Pass/Parking Pass

Please describe the type of event:

Rotary Auction

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Application: November 1, 2021

**For**

Date application received
---------------------------

**Town of Port McNeill use only**

Date presented to Council: November 9, 2021

Approved: Yes \_\_\_\_\_ No \_\_\_\_\_

Amount approved: \_\_\_\_\_





NVIAS North Vancouver Islands Art Society  
c/o Susan Mohler (Chair)  
510 Quatsino Road West  
Quatsino BC  
V0N 2V0

Port McNeill  
BOX 728  
1775 Furney Place  
Port McNeill  
October 26 2021

Dear Mayor Wickstrom and Councillors;

As you may be aware NVIAS, the North Vancouver Islands Art Society, has been serving artists in the North Island region since 2004 when it was first established by the Henschels; Anne and Gord. Since my tenure as Chair, beginning in 2014, we have continued in their footsteps and have been able to organize a number of arts related activities in the region. You may have been among the hundreds of visitors we had attending two hugely successful ART shows in Port McNeill held at the Community Centre over Mother's Day weekends a few years ago!

Of course with Covid all things ground to halt. Slowly and cautiously NVIAS is now carefully moving forward with a number of new and exciting projects in preparation for roll out over the next year:

1. NVIAS in collaboration with VINTA is about to release a self guided studio tour initiative which will include brochures and maps of Artists' Studios and Galleries in the region for online access by all tourists, visitors, guests and locals on staycations!
2. NVIAS is planning to launch a first ever physical studio tour event of a week to ten days length in the 2022 season, an exciting project that has been delayed by COVID. Most communities down island and throughout the province feature studio tour events annually and they are a great draw for visitors and tourists and generate a lot of local participation and excitement.
3. **NVIAS** in collaboration with **CREATIVE COAST** is involved in a third major project called **ART COACH**. This initiative involves a busload of up to date technology being brought to Port McNeill for a 2 day presentation and "hands on" event for artists who want to increase their technology skills.

You will be able to find a more detailed description of this exciting project in the following material being provided by **JENNY FARKAS** of **CREATIVE COAST**.

Our intention is to introduce this initiative to you and invite you to support it and engage with us in its planning and execution.

For more information on any of the above organizations please consult the links provided.

<https://nvias.ca>

<https://www.creativecoast.ca/art-coach>

<https://vancouverislandnorth.ca/things-to-do/galleries-studios/>

We would be happy to answer any questions you may have and look forward to keeping you updated on our **ART COACH** project planning and progress.

Sincerely

Susan Mohler (Chair)  
NVIAS North Vancouver Islands Art Society

[nviasarts@gmail.com](mailto:nviasarts@gmail.com)

<https://seasidestudioandgallery.com>

[https://www.instagram.com/seaside\\_quatsino/](https://www.instagram.com/seaside_quatsino/)



*PARTicipate*

*PARTicipate*

*PARTicipate*



October 28, 2021

Dear Mayor Wickstrom and Councillors

I am pleased to introduce ArtCoach, a pilot project funded by the Canada Council for the Arts Digital Strategy Fund (DSF). ArtCoach is a mobile learning lab: a trailer full of technology that will roll into select visual artist/arts communities in the Vancouver Island/Gulf Islands super-region this fall/winter (2021) and next spring (2022). The idea is to show artists what's possible using a variety of cameras, video cameras, sound and lighting equipment, live-streaming tools and more.

The project's goal is to identify and address digital capacity and support gaps in rural and remote parts of the super-region, and then to pay attention to the outcomes and impacts by starting to fill these gaps.

ArtCoach is one of a number of arts-specific projects currently being piloted in the super-region. Most notable is an initiative called the Digital Innovation Group (DIG) – a collaboration of 6 arts councils which has grown into a network of all 25 arts councils, including NVIAS. DIG is also funded by the DSF, and – when the project completes later this year – the network will continue under the umbrella of Creative Coast.

I've been volunteering with DIG for almost three years, and will soon co-chair Creative Coast. The ArtCoach project was conceived about a year ago, when we started to start to understand that some arts communities were overserved, while others were underserved.

DIG just completed a groundbreaking arts impact study of the super-region, and the findings confirm what we have always imaged: we're an arts and culture powerhouse. At least 5% of our population, meaning 35,000 professional and casual artists and creatives, live and work here – and represent a highly underutilized resource and asset for sustained growth and resilience.

This week, DIG is presenting to the impact study's findings to the Vancouver Island Economic Alliance Summit. This is a first for the arts sector. The study contains a fantastic list of recommendations for next steps, including active integration with tourism planning. To this end, DIG is now initiating a new pilot project with Tourism Vancouver Island.

The ArtCoach project is actually comprised of two components – the mobile tech trailer (mentioned above) that we are hoping to bring to your community next spring in partnership with NVIAS and your council; and a free tech helpdesk pilot for artists and arts orgs. I have contracted with Jason Guille and his team from Stream of Consciousness to deliver the mobile tech trailer portion of the project. I will soon be partnering with the Ladysmith Arts Council to deliver the tech helpdesk.

All of these initiatives are intended to build and support digital capacity and competence – fundamental skill sets these days for artists and arts organizations, and also foundational to our ability to function as an arts ecosystem and realize the full potential of the arts and culture sector.

For more contextual information about the projects mentioned above, visit [digarts.ca](http://digarts.ca) (especially the impact page), [creativecoast.ca](http://creativecoast.ca) and [creativecoast.ca/art-coach](http://creativecoast.ca/art-coach) and [streamofconsciousness.ca](http://streamofconsciousness.ca). To learn more about my involvement in these projects go to: [jennyfarkas.com](http://jennyfarkas.com)

With much thanks

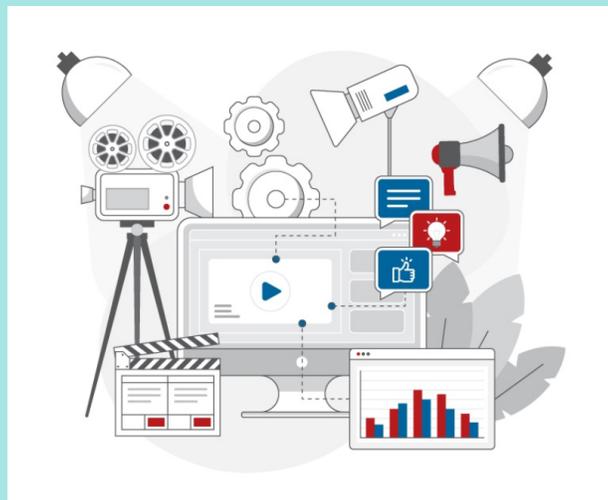
Jenny Farkas | [jfarkas@telus.net](mailto:jfarkas@telus.net) | 250-896-6446

# WHAT IF DIGITAL FELT EASIER? FOR VISUAL ARTISTS



[creativecoast.ca/art-coach](http://creativecoast.ca/art-coach)

Free, 30-day hands-on learning and remote coaching for artists wanting to up their digital game.



## A TRUCK-LOAD OF DIGITAL TOOLS IS COMING YOUR WAY

- 2** >> days of in-person learning + content creation
- 3** >> learning packages from which to choose
- 20** >> different kinds of tech to play with including drones, videocameras, green screens, sound + lighting equip
- 30** >> days of follow-up coaching and support

We are grateful for funding from the Canada Council for the Arts Digital Strategy Fund

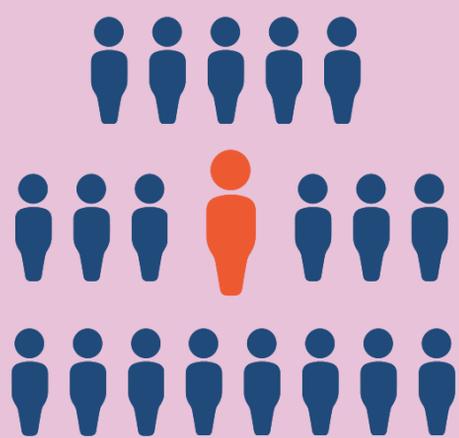


Canada Council  
for the Arts

Conseil des arts  
du Canada

# WE'RE AN ARTS SUPER REGION!

2021 Arts Impact Study Highlights

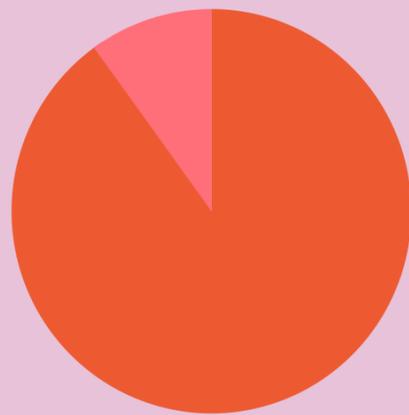


**1 IN 20**  
PEOPLE ARE  
ARTISTS

That means there are **5x** more artists than previously thought

**5x**

**OVER 90%** of people feel the arts are foundational to economic, community and individual wellness



The ARTS add nearly **1 BILLION** in direct economic outputs every year



The ARTS have a **5 to 1** social return on investment

We have **35,000+** full-time and casual creatives adding beauty and value

**35,000**



**25** arts councils collaborating, and building connections with other arts orgs and sectors





## 2022 AGM & CONVENTION

# RESOLUTIONS NOTICE REQUEST FOR SUBMISSIONS

The AVICC Executive is calling for resolutions to be considered at the 2022 AGM and Convention that, subject to public health order restrictions, will be held at the Victoria Conference Centre as an in-person event from April 1-3, 2022.

Members are now asked to submit resolutions for consideration at the 2022 Convention. The requirements for the resolutions are outlined below and in the following pages.

### DEADLINE FOR RESOLUTIONS

AVICC must receive all resolutions by: **noon, Friday, January 28, 2022**

### IMPORTANT SUBMISSION REQUIREMENTS

To submit a resolution to the AVICC for consideration please send:

1. One copy as a **word document** by email to [avicc@ubcm.ca](mailto:avicc@ubcm.ca) by the deadline; AND
2. One copy of the resolution by regular mail that may be received after the deadline to:  
AVICC, 525 Government Street, Victoria, BC V8V 0A8

AVICC's goal is to have resolutions that can be clearly understood, and that have specific actions. If a resolution is endorsed, it's "therefore clause" will form the basis for advocacy work with other levels of government and agencies. Detailed guidelines for preparing a resolution are on the next pages, but the basic requirements are:

- Resolutions are only accepted from AVICC member local governments, and must have been endorsed by the board or council.
- Members are responsible for submitting accurate resolutions. AVICC recommends that local government staff assist in drafting the resolutions, check the accuracy of legislative references, and be able to answer questions from AVICC & UBCM about each resolution. Please contact AVICC & UBCM for assistance in drafting the resolution.
- Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a **single** resolution. Do not submit backgrounders for multiple resolutions. The backgrounder may include links to other information sources and reports.
- Sponsors should be prepared to speak to their resolutions.
- Resolutions must be relevant to other local governments within AVICC rather than specific to a single member government.
- The resolution must have at least one "whereas" clause and should not contain more than two "whereas" clauses. Each whereas clause must only have **one sentence**.

## **LATE AND OFF THE FLOOR RESOLUTIONS**

- a. A resolution submitted after the regular deadline is treated as a "Late Resolution". Late Resolutions need to be received by AVICC by noon on **Wednesday, March 30<sup>th</sup>**.
- b. Late resolutions are not included in the resolutions package sent out to members before the Convention. They are included in the Report on Late Resolutions that is distributed on-site.
- c. The Resolutions Committee only recommends late resolutions for debate if the topic was not known prior to the regular deadline date or if it is emergency in nature. Late resolutions require a special motion at the convention to admit for debate.
- d. Late resolutions are considered after all resolutions printed in the Resolutions Book have been debated. The time is set out in the program, and is normally on Sunday morning.
- e. Off the Floor resolutions must be submitted in writing to the Chair of the Resolutions Session, and copies must be made available to all delegates no later than Sunday morning.

## **UBCM RESOLUTION PROCEDURES**

UBCM urges members to submit resolutions to Area Associations for consideration. Resolutions endorsed at Area Association annual meetings are submitted automatically to UBCM for consideration and do not need to be re-submitted to UBCM by the sponsor.

UBCM and its member local governments have observed that submitting resolutions first to Area Associations results in better quality resolutions overall. If absolutely necessary, however, local governments may submit council or board endorsed resolutions directly to UBCM by June 30. Should this be necessary, detailed instructions are available on the UBCM website.

## **UBCM RESOLUTIONS PROCESS**

1. Members submit resolutions to their Area Association for debate.
2. The Area Association submits resolutions endorsed at its Convention to UBCM.
3. The UBCM Resolutions Committee reviews the resolutions for submission to its Convention.
4. Resolutions endorsed at the UBCM Convention are submitted to the appropriate level of government for response.
5. UBCM will forward the response to the resolution sponsor for review.

## **UBCM RESOLUTIONS GUIDELINES**

### **The Construction of a Resolution:**

All resolutions contain a preamble – the whereas clause(s) – and an enactment clause. The preamble describes *the issue* and the enactment clause outlines *the action being* requested of AVICC and/or UBCM. A resolution should answer the following three questions:

- a) **What is the problem?**
- b) **What is causing the problem?**
- c) **What is the best way to solve the problem?**

### **Preamble:**

The preamble begins with "WHEREAS", and is a concise paragraph about the nature of the problem or the reason for the request. It answers questions (a) and (b) above, stating the problem and its cause, and should explain, clearly and briefly, the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. Supporting background documents can describe the problem more fully if necessary. Do not add extra clauses.

Only one sentence per WHEREAS clause.

### **Enactment Clause:**

The enactment clause begins with the phrase "Therefore be it resolved", and is a concise sentence that answers question (c) above, suggesting the best way to solve the problem. **The enactment should propose a specific action by AVICC and/or UBCM.**

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

## **HOW TO DRAFT A RESOLUTION**

### **1. Address one specific subject in the text of the resolution.**

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if it is unclear or too complex for them to understand quickly. If there are multiple topics in a resolution, the resolution may be sent back to the sponsor to rework and resubmit, and may end up as a Late Resolution not admitted for debate.

### **2. For resolutions to be debated at UBCM, focus on issues that are province-wide.**

The issue identified in the resolution should be relevant to other local governments across BC. This will support productive debate and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC municipalities and regional districts. Regionally specific resolutions may be referred back to the AVICC, and may not be entered for debate during the UBCM Convention.

### **3. Use simple, action-oriented language and avoid ambiguous terms.**

Explain the background briefly and state the desired action clearly. Delegates can then debate the resolution without having to try to interpret complicated text or vague concepts.

#### **4. Check legislative references for accuracy.**

Research the legislation on the subject so the resolution is accurate. Where necessary, identify:

- the correct jurisdictional responsibility (responsible ministry or department, and whether provincial or federal government); and
- the correct legislation, including the title of the act or regulation.

#### **5. Provide factual background information.**

Even a carefully written resolution may not be able to convey the full scope of the problem or the action being requested. Provide factual background information to ensure that the resolution is understood fully so that members understand what they are debating and UBCM can advocate effectively with other levels of government and agencies.

Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a single resolution. Do not submit backgrounders that relate to multiple resolutions. The backgrounder may include links to other information sources and reports.

The backgrounder should outline what led to the presentation and adoption of the resolution by the local government, and can link to the report presented to the council or board along with the resolution. Resolutions submitted without background information **will not be considered** until the sponsor has provided adequate background information. This could result in the resolution being returned and having to be resubmitted as a late resolution.

#### **6. Construct a brief, descriptive title.**

A title identifies the intent of the resolution and helps eliminate the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution. For ease of printing in the Annual Report and Resolutions Book and for clarity, a title should be no more than three or four words.

## **TEMPLATE FOR A RESOLUTION**

Whereas << *this is the area to include an issue statement that outlines the nature of the problem or the reason for the request* >> ;

And whereas << *if more information is useful to answer the questions - what is the problem? what is causing the problem?>> :*

Therefore be it resolved that AVICC & UBCM << *specify here the action(s) that AVICC & UBCM are being asked to take on, and what government agency the associations should be contacting to solve the problem identified in the whereas clauses* >>.

*If absolutely necessary, there can be a second enactment clause (the “therefore” clause that specifies the action requested) with the following format:*

And be it further resolved that << *specify any additional actions needed to address the problem identified in the whereas clauses* >>.





## 2022 AGM & CONVENTION

### CALL FOR NOMINATIONS FOR AVICC EXECUTIVE

AVICC members elect directors to the Executive Committee at the AGM. The Executive Committee ensures that the policies set by the general membership are carried forward, and provides direction for the Association between annual meetings. This circular is notice of the AVICC Executive Committee positions open for nomination, and the procedures for nomination.

#### 1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Director at Large (3 positions)
- Electoral Area Representative

#### 2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

Candidates must be an elected official of an AVICC local government member and must be nominated by two elected officials of an AVICC local government member. Background information on the key responsibilities and commitments of an AVICC Executive member is provided following the nomination form. The Chair of the 2022 Nominating Committee is Past President Carl Jensen.

#### 3. NEXT STEPS

The Nominating Committee will review the credentials of each candidate for eligibility. A Report on Nominations including a photo and biography will be prepared under the direction of the Nominating Committee, and distributed prior to the Convention.

**To be included in the Report on Nominations,  
Nominations Must Be Received by noon, Friday, January 28, 2022**

#### 4. AT CONVENTION

Candidates may also be nominated at the Convention from the floor. Candidates and their two nominators must be elected officials of an AVICC local government member.

#### 5. FURTHER INFORMATION

All enquiries should be directed to:

**Past President Carl Jensen, Chair, 2022 Nominating Committee  
c/o AVICC  
525 Government Street  
Victoria, BC V8V 0A8  
Phone: (250) 356-5122  
email: [avicc@ubcm.ca](mailto:avicc@ubcm.ca)**



# BACKGROUND INFORMATION FOR CANDIDATES TO THE AVICC EXECUTIVE

## 1. RESPONSIBILITY OF AVICC EXECUTIVE

Under the AVICC Bylaws:

*“The Executive shall manage or supervise the management of the Society”*

See <http://avicc.ca/about-the-avicc/constitution-bylaws/> for a complete copy of the AVICC Constitution and Bylaws.

## 2. AVICC EXECUTIVE STRUCTURE

- President
- First Vice-President
- Second Vice-President
- Director at Large (three positions)
- Electoral Area Representative
- Past President

### COMMITTEES

The President may appoint Executive members to AVICC committees and to external committees and working groups as required. The Nominating Committee is a standing committee and is comprised of the Past President and the Executive Director. All members of the Executive serve on the Resolutions Committee.

### CONTRACTED EMPLOYEE

The Association contracts with UBCM for the provision of key services that support the Association. A staff person based in Victoria’s Local Government House provides the key functions. The President is responsible for overseeing the regular activities of the Association and for providing direction to staff.

## 3. EXECUTIVE MEETINGS

The full Executive normally meets in person five times a year, following this pattern:

- During the last day of the annual Convention (less than 15 minutes)
- Mid June
- End of October
- Mid January
- Thursday before the Annual Convention

Executive meetings (other than those held in conjunction with the Convention) are generally held on a Friday or Saturday from 10:00 am to 3:00 pm and are typically held in Nanaimo. Online meetings usually occur 2-3 times per year on an as needed basis (60-90 minutes).

Travel expenses and a per diem are provided for Executive Meetings. For the meeting held on the Thursday before the Convention, reimbursement is only for the added expenses that would not normally be incurred for attending the annual Convention. AVICC does not provide Executive members with complimentary registration for the AGM and Convention.

# NOMINATIONS FOR THE 2022-23 AVICC EXECUTIVE

We are qualified under the AVICC Constitution to nominate<sup>1</sup> a candidate and we nominate:

Candidate Name: \_\_\_\_\_

Local Government Position (Mayor/Councillor/Director): \_\_\_\_\_

Local Government Represented: \_\_\_\_\_

**AVICC Executive Office** Nominated For: \_\_\_\_\_

## MEMBERS NOMINATING THE CANDIDATE:

Printed Name: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Position: \_\_\_\_\_ Position: \_\_\_\_\_

Muni/RD: \_\_\_\_\_ Muni/RD: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

## CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated for pursuant to the AVICC Bylaws and Constitution<sup>2</sup>. I also agree to provide the following information to [avicc@ubcm.ca](mailto:avicc@ubcm.ca) by **noon, Friday, January 28, 2022**.

- Photo in digital format
- Biographical information of approximately 300 words that may be edited by AVICC

Printed Name: \_\_\_\_\_

Current Position: \_\_\_\_\_

Muni/RD: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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<sup>1</sup> Nominations require two elected officials of local governments that are members of the Association.

<sup>2</sup> All nominees must be an elected official of an AVICC local government member. Nominees for the position of Electoral Area Representative must be an Electoral Area Director.

**Return To: Past President Carl Jensen, Chair, Nominating Committee,  
c/o AVICC, 525 Government Street, Victoria, BC V8V 0A8  
or scan and email to [avicc@ubcm.ca](mailto:avicc@ubcm.ca)**

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**AVICC AGM & Convention – April 1-3, 2022 – Victoria**





Administration  
Box 3333 | 6250 Hammond Bay Road  
Nanaimo, BC Canada V9R 5N3  
t: 250.758.4697 f: 250.758.2482  
e: [info@virl.bc.ca](mailto:info@virl.bc.ca) w: [www.virl.bc.ca](http://www.virl.bc.ca)

October 22, 2021

Mayor Gaby Wickstrom  
Town of Port McNeill  
Box 728, 1775 Furney Place  
Port McNeill, BC V0N 2R0  
Original sent: [MayorWickstrom@portmcneill.ca](mailto:MayorWickstrom@portmcneill.ca)

Dear Mayor Wickstrom,

**Re: Appointment to the 2022 Vancouver Island Regional Library Board**

It is time to consider your 2022 representation on the Vancouver Island Regional Library (VIRL) Board of Trustees. VIRL is the fifth largest library system in British Columbia serving more than 457,000 residents on Vancouver Island, Haida Gwaii, and Bella Coola on the Central Coast. VIRL enhances lives through universal access to knowledge, lifelong learning, and literacy in the communities we serve.

In appointing your representative, the *Library Act* (August 12, 2020), section 17 (2) states:  
**"All subsequent regular appointments must be made each November at the first meeting of the municipal council or regional district board."**

The term of office is January 1 to December 31. Reappointment of sitting members is encouraged for continuity, with no more than 8 consecutive years served.

The *Library Act*, section 55, reimbursement of expenses states: "(1) The members of a library board are not entitled to be paid by the library board for their services but may be reimbursed by it for reasonable travelling and out of pocket expenses, including child care expenses, necessarily incurred by them in performing their duties under this Act. (2) A library board may not reimburse a member for any expenses if another body reimburses the member for the expenses or pays the expenses."

Please submit for both your appointed Trustee and Alternate:

1. Certified copy of the Resolution (by provincial legislation)
2. VIRL 2022 Appointment Form
3. 2022 Financial Statement of Disclosure
4. Direct Deposit Authorization form (for travel expense reimbursement)

Strong Libraries ■ Strong Communities

Bella Coola Bowser Campbell River Chemainus Comox Cortes Island Courtenay Cowichan Cowichan Lake Cumberland Gabriola Island Gold River Hornby Island Ladysmith Masset Nanaimo Harbourfront Nanaimo North Nanaimo Wellington Parksville Port Alberni Port Alice Port Clements Port Hardy Port McNeill Port Renfrew Quadra Island Qualicum Beach Queen's Beach Sandspit Sayward Sidney/North Saanich Sointula Sooke South Cowichan Tahsis Tofino Ucluelet Union Bay Woss

**By December 10, 2021**, return completed forms to Mariah Patterson, Executive Assistant, [mpatterson@virl.bc.ca](mailto:mpatterson@virl.bc.ca). Please call 250-729-2310 or [email](#) if you have any questions.

Thank you for your continued support of Vancouver Island Regional Library!

Sincerely,

A handwritten signature in blue ink, appearing to read "Ben Hyman", with a horizontal line extending to the right.

Ben Hyman  
Executive Director

cc: Pete Nelson-Smith, CAO, Town of Port McNeill



## Board of Trustees 2022 Appointment Form

\_\_\_\_\_ has appointed  
*Municipality/ Regional District*

**Trustee**       **Alternate**      \_\_\_\_\_  
*Name*

to the Vancouver Island Regional Library (VIRL) Board for the term January 1 – December 31, 2022.  
This appointment will continue until a successor is appointed, as provided under Section 18(3) of the Library Act, unless the member is removed for cause as provided under Section 18(4) of the Library Act.

### Mailing/Courier Address

Address: \_\_\_\_\_  
City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### Email

Primary: \_\_\_\_\_ Secondary: \_\_\_\_\_

### Phone (Check main contact number)

Home: \_\_\_\_\_ Cell: \_\_\_\_\_  
Other: \_\_\_\_\_

**Birthdate** (required for insurance): \_\_\_\_\_

### Administration Contact

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
*Trustee / Alternate Signature*

\_\_\_\_\_  
*Date*

Submit by December 10, 2021 to Mariah Patterson, Executive Assistant,  
[mpatterson@virl.bc.ca](mailto:mpatterson@virl.bc.ca) with:

- Certified Copy of the Resolution
- 2022 Statement of Financial Disclosure
- Direct Deposit Authorization form for travel claim reimbursements (if not provided in the previous year)



# Statement of Disclosure

## Financial Disclosure Act

### You must complete a Statement of Disclosure form if you are:

- a nominee for election to provincial or local government office\*, as a school trustee or as a director of a francophone education authority
- an elected local government official
- an elected school trustee, or a director of a francophone education authority
- an employee designated by a local government, a francophone education authority or the board of a school district
- a public employee designated by the Lieutenant Governor in Council

*\*("local government" includes municipalities, regional districts and the Islands Trust)*

### Who has access to the information on this form?

The Financial Disclosure Act requires you to disclose assets, liabilities and sources of income. Under section 6 (1) of the Act, statements of disclosure filed by nominees or municipal officials are available for public inspection during normal business hours. Statements filed by designated employees are not routinely available for public inspection. If you have questions about this form, please contact your solicitor or your political party's legal counsel.

### What is a trustee? – s. 5 (2)

In the following questions the term "trustee" does not mean school trustee or Islands Trust trustee. Under the Financial Disclosure Act a trustee:

- holds a share in a corporation or an interest in land for your benefit, or is liable under the Income Tax Act (Canada) to pay income tax on income received on the share or land interest
- has an agreement entitling him or her to acquire an interest in land for your benefit

<b>Person making disclosure:</b>	<input type="text" value="last name"/>	<input type="text" value="first &amp; middle name(s)"/>
<b>Street, rural route, post office box:</b>	<input type="text"/>	
<b>City:</b>	<b>Province:</b>	<b>Postal Code:</b>
	<input type="text"/>	<input type="text"/>
<b>Level of government that applies to you:</b>	<input type="radio"/> provincial <input type="radio"/> local government <input type="radio"/> school board/francophone education authority	

*If sections do not provide enough space, attach a separate sheet to continue.*

### Assets – S. 3 (a)

List the name of each corporation in which you hold one or more shares, including shares held by a trustee on your behalf:

<input type="text"/>

## Liabilities – s. 3 (e)

List all creditors to whom you owe a debt. Do not include residential property debt (mortgage, lease or agreement for sale), money borrowed for household or personal living expenses, or any assets you hold in trust for another person:

*creditor's name(s)*

*creditor's address(es)*



## Income – s. 3 (b-d)

List each of the businesses and organizations from which you receive financial remuneration for your services and identify your capacity as owner, part-owner, employee, trustee, partner or other (e.g. director of a company or society).

- Provincial nominees and designated employees must list all sources of income in the province.
- Local government officials, school board officials, francophone education authority directors and designated employees must list only income sources within the regional district that includes the municipality, local trust area or school district for which the official is elected or nominated, or where the employee holds the designated position

*your capacity*

*name(s) of business(es)/organization(s)*



## Real Property – s. 3 (f)

List the legal description and address of all land in which you, or a trustee acting on your behalf, own an interest or have an agreement which entitles you to obtain an interest. Do not include your personal residence.

- Provincial nominees and designated employees must list all applicable land holdings in the province
- Local government officials, school board officials, francophone education authority directors and designated employees must list only applicable land holdings within the regional district that includes the municipality, local trust area or school district for which the official is elected or nominated, or where the employee holds the designated position

*legal description(s)*

*address(es)*



## Corporate Assets – s. 5

Do you individually, or together with your spouse, child, brother, sister, mother or father, own shares in a corporation which total more than 30% of votes for electing directors? (Include shares held by a trustee on your behalf, but not shares you hold by way of security.)

no  yes

**If yes, please list the following information below & continue on a separate sheet as necessary:**

- the name of each corporation and all of its subsidiaries
- in general terms, the type of business the corporation and its subsidiaries normally conduct
- a description and address of land in which the corporation, its subsidiaries or a trustee acting for the corporation, own an interest, or have an agreement entitling any of them to acquire an interest
- a list of creditors of the corporation, including its subsidiaries. You need not include debts of less than \$5,000 payable in 90 days
- a list of any other corporations in which the corporation, including its subsidiaries or trustees acting for them, holds one or more shares.

\_\_\_\_\_ *signature of person making disclosure*

\_\_\_\_\_ *date*

### Where to send this completed disclosure form:

#### Local government officials:

... **to your local chief election officer**

- with your nomination papers, and

... **to the officer responsible for corporate administration**

- between the 1st and 15th of January of each year you hold office, and
- by the 15th of the month after you leave office

#### School board trustees/ Francophone Education Authority directors:

... **to the secretary treasurer or chief executive officer of the authority**

- with your nomination papers, and
- between the 1st and 15th of January of each year you hold office, and
- by the 15th of the month after you leave office

#### Nominees for provincial office:

- with your nomination papers. If elected you will be advised of further disclosure requirements under the *Members' Conflict of Interest Act*

#### Designated Employees:

... **to the appropriate disclosure clerk (local government officer responsible for corporate administration, secretary treasurer, or Clerk of the Legislative Assembly)**

- by the 15th of the month you become a designated employee, and
- between the 1st and 15th of January of each year you are employed, and
- by the 15th of the month after you leave your position

Print Form

Clear Form





Administration  
 Box 3333 | 6250 Hammond Bay Road  
 Nanaimo, BC Canada V9R 5N3  
 t: 250.758.4697 f: 250.758.2482  
 e: info@virl.bc.ca w: [www.virl.bc.ca](http://www.virl.bc.ca)

**DIRECT DEPOSIT AUTHORIZATION FOR ELECTRONIC FUNDS TRANSFER (EFT)**

Use this form to:

**Start** Direct Deposit Payments OR  **Change** information previously submitted

Effective date: \_\_\_\_\_  
 D M Y

**Contact Information:**  
 Company or person to receive payment:  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 \_\_\_\_\_ Fax: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_  
 Title: \_\_\_\_\_

**Confirmation of Deposits:**  
 Your statement of account from your bank will show payment from Vancouver Island Regional Library.

**Bank Account for Deposits**

Please attach a blank cheque containing banking information. Write 'VOID' across the front.

OR

Name of bank or financial institution: \_\_\_\_\_  
 Address of branch where account is located: \_\_\_\_\_  
 Transit No. \_\_\_\_\_ Institution No. \_\_\_\_\_  
 Account No. \_\_\_\_\_  
 Teller Stamp: \_\_\_\_\_

**Authorized Electronic Funds Payments:**  
 I authorize Vancouver Island Regional Library (VIRL) to deposit, by electronic fund transfer, payments owed to me and, if necessary, to debit entries and adjustments for amounts deposited electronically in error. VIRL will deposit the payments in the bank account designated above. I recognize that I am responsible for payment errors that result from incomplete or inaccurate information on this form.

**Fax, scan and email, or mail completed form and void cheque to:**  
 Vancouver Island Regional Library  
 Box 3333  
 Nanaimo, BC V9T 6M9  
 Attention: Finance Dept.  
 Fax: 250.729.2331  
 Email: apclerk@virl.bc.ca

Authorized Signature: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Questions?**  
 Call: 250.585.9068  
 Email: apclerk@virl.bc.ca

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# iCompass

A DILIGENT BRAND



## Exciting News!

Port McNeill Is Launching iCompass

**November 10<sup>th</sup>, 2021**

iCompass is a new interactive platform supporting the Town of Port McNeill and community engagement where you can view Council and Committee Meetings read Agendas and Minutes, review Bylaws and Policies, subscribe to receive automatic updates, and much more!



# Town of Port McNeill

## Information - Staff Report



**To:** Mayor and Council **File No:**  
**Meeting Date:** Regular Council - 09 Nov 2021  
**From:** Pete Nelson-Smith, Chief Administrative Officer  
**Subject:** Administrative Activity Report for September and October 2021

### **PURPOSE:**

To keep Council and the Public apprised of recent administrative functions.

### **BACKGROUND:**

The Administrative Office have several roles in regard to the efficient, productive and safe operation of a community.

### **KEY ISSUES DEFINED:**

The attached report will provide a general overview of activities performed on the administrative level for September and October of 2021, as well as some broader annual administrative duties.

### **IMPLICATIONS:**

This report is not inclusive of all activities, but a general overview of key topics.

### **CONCLUSION:**

That Council, having reviewed this report, receive for informational purposes.

### **ATTACHMENTS:**

[RTC 2021 11 09 CAO Activity Report](#)

# TOWN OF PORT MCNEILL

**DATE:** November 09, 2021

**FILE NO:**

**TO:** Mayor and Council

**FROM:** Chief Administrative Officer

**SUBJECT:** CAO Activity Report: September and October 2021

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## General Administration

- Prepared briefing notes for Union of British Columbia Municipality (UBCM) minister meetings
- September 10 Senior's Barbecue
- Public Health Orders in response to COVID-19
- Research, correspondence on transitioning from electronic meetings to in-person meetings (Island Health)
  - Research on potential Procedure Bylaw changes
  - Set up Community Hall to provide in-person meetings
  - Working with Telus on providing wifi
  - Having plugs installed for ease of accessibility to power
- Met with several local administrators and representatives from the Immigration Programs Branch of Ministry of Municipal Affairs to look at Entrepreneur Immigration Regional Pilot program. Pat English, from the Mount Waddington Regional District has offered to head this program up regionally. More information to come.
- Met with Alison Mitchell (Island Health) and key applicants for Island Health positions
- Met with various residents to discuss proposed projects, business ideas, general inquiries, bylaw enforcement, etc.
- Conversations with Kwakiutl and 'Namgis on the respectful flying of flags
- Correspondence with Kwakiutl and 'Namgis on various land use issues
- Met with representatives from the Port McNeill Slo-Pitch Association on the past, current and future uses of Centennial and Mantic Fields
- Met with MusicFest rep to discuss the 2021 event, and potential of moving forward to 2022

## Staff

- Welcomed Chief Financial Officer, Harinder Singh to the Town Administrative team
- Welcomed Receptionist Christina Jackson to the Town Administrative team
- Working with Tall Cedars Recruitment on filling the newly formed Economic Development position
  - Hiring Committee of Pete Nelson-Smith, Harinder Singh and Mayor Wickstrom, with Flo Follermo-Pugh
- Weekly overview meetings with department heads and staff
- Weekly staff meetings
- Re-advertising for a permanent Museum and Information Centre Manager.
- Staff support in drafting a new "Communicable Disease" safety plan (based off of previous COVID-19 plan)
- Developed a draft "Workplace Discrimination and Harassment" policy.
- Training and development

## Finance

- Developed a proposed schedule for the 2022 budget process
- Working with Finance Team and department heads on proposed capital expenditures for 2022-, and 5-year capital expense outlook

## Bylaw Enforcement/Complaints

Bylaw enforcement is addressed through the Town's Bylaw Enforcement and Complaint Policy. Some enforcement is accomplished through relative ease, with the respondents voluntarily complying. Other enforcement measures can, and have been more complicated, and can involve outside agencies for supportive services.

### January 01, 2021 YTD

Animal (chickens)	5
Business License	1
Building	4
COVID related	1
Nuisance/Unsightly Premises	9
Parking	5
Public Works (brushing)	2
Zoning	3

## Grants/Capital Projects

- Pumper truck procurement
- Staff support in Fire Hall upgrades (CVRIS)
- Met with key staff from the Province and Federal branches to discuss the Beach Drive Slide grant parameters (CVRIS ADRM)
- Waterfront gathering grant submitted was oversubscribed. Have been working with Bridget Horel (Rural Development) on review of other appropriate grant sources

## Emergency Operations

- Boil Water Notice
  - Frequent correspondence with Health Officers, engineers and water quality experts
  - Addressing public concerns through emails and phone calls
  - Support to the Public Works Department on notices, phone outs, and administrative needs
- CAO and Ken Burkholder (Emergency Social Services) attended a free Incident Command System session and Emergency Operation Centre training put on for free through the Justice Institute of BC and the District of Port Hardy
- CAO, Deputy Corporate (Connor Mork), Melody Wilson and Ken Burkholder met to discuss various key Emergency Operation matters, including the development of an Emergency Operations Committee (RCMP, Fire, Ambulance, Public Works, Harbour and Emergency Coordinators)
- Work with Island Health Officer on changes to Public Health Orders, key areas of concern

### **Official Community Plan/Zoning**

- IGA Public interaction session
- Community Hall Public interaction session
- Survey data collection
- Further correspondence with key stakeholders (School District, Ministry of Transportation, Regional District of Mount Waddington, Kwakiutl, 'Namgis)
- Preparations for first and second reading

### **Committees**

- Continue to advertise for volunteers to replace vacant positions in various committees
- Provide administrative support to committees
  - 2 committees considering requests to become “commissions”
  - Support in Reports to Council

# Information

## STAFF REPORT



**To:** Pete Nelson-Smith, CAO

**File No:**

**Meeting Date:** October 26th, 2021

**From:** Lucas Williams, Assistant Harbour Manager

**Subject:** September 2021 Harbour and Visitor Information Centre Report

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### **PURPOSE:**

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

### **OFFICE/GENERAL:**

- ✓ Sent letters and statements to A/R owners with outstanding invoices.
- ✓ Debt collection policy in final stages of development.
- ✓ Eviction letters sent.
- ✓ Town Log development – Published October 2021's Log.
- ✓ Flag's half masted until further notice.
- ✓ Boil Water Advisory lifted. Signage removed.
- ✓ Parking Meter 1 coin receiving error repaired.
- ✓ Farmers Market on waterfront, September 4<sup>th</sup> & 16<sup>th</sup> 2021.
- ✓ Final summer staff evaluations.
- ✓ 2022 Capitol Project development.
- ✓ Water Boil Advisory – additional signage posted where required. Removed as of now.
- ✓ Working with new C.F.O. on A/R and Debt Collections.
- ✓ Assisted Coast Guard with M/V Charlotte Princess, sinking vessel South of Ledge Point.

### **MUNICIPAL DOCK:**

- ✓ Vessels requiring Staff assistance: 1 (Vessel sank)
- ✓ Spills/Contaminations reported: 1 (Vessel with bilge problem: all repaired)
- ✓ Phase 2 of municipal dock repairs continued.
- ✓ Replacement anodes delivered and installed where required.
- ✓ Developing rate changes.
- ✓ Assisted Aussie Diesel and owner of sunken vessel recover.

## **FEDERAL DOCK/MOT SITE – MINISTRY OF TRANSPORTATION**

- ✓ Spills/Contaminations reported: 1 (Vessel with bilge problem, monitoring)
- ✓ Small Craft Harbour inspection repairs and maintenance list started.

## **CONCRETE DOCK/BOAT LAUNCH**

- ✓ Vessels requiring Staff assistance: 1 (repairs on concrete dock.)
- ✓ SCH assessment complete following damage to end of Concrete Dock, repair plan being formulated.
- ✓ Hub City Fisheries installed processor on end of Concrete Dock in conjunction with their contract.

## **INFORMATION CENTRE:**

- ✓ Promotional Port McNeill postcards received. Added to sales.
- ✓ Restocking of recreational maps, brochures and business cards.

## **CONCLUSION:**

That Council receive this report for information.

Prepared by:



Lucas Williams  
Assistant Harbour Manager

---

Pete Nelson-Smith  
CAO

2021 FEDERAL DAILY FOOTAGE TOTALS																																2021	CAPACITY	2021		
	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	AVG	(%)	TOTAL		
Jan	1824	1832	1832	1862	1893	1782	1794	1788	1819	1814	1610	1742	1677	1707	1602	1609	1579	1549	1509	1530	1495	1495	1459	1389	1401	1401	1354	1354	1401	1604	1644	1624	96	50351		
Feb	1471	1493	1487	1459	1459	1724	1659	1588	1520	1599	1639	1639	1639	1639	1671	1639	1526	1510	1432	1728	1576	1540	1540	1577	1616	1616	1553	1553				1575	93	44092		
Mar	1363	1354	1354	1354	1384	1519	1547	1533	1569	1524	1594	1669	1674	1674	1610	1570	1523	1555	1603	1714	1695	1731	1759	1723	1629	1540	1624	1487	1279	1279	1279	1539	91	47712		
Apr	1382	1429	1352	1312	1207	1177	1309	1328	1328	1530	1531	1420	1405	1403	1444	1357	1452	1373	1408	1444	1456	1456	1491	1479	1407	1312	1321	1387	1406	1341		1542	91	41647		
May	1548	1521	1457	1515	1572	1706	1576	1670	1611	1600	1647	1654	1462	1446	1527	1436	1386	1467	1330	1512	1419	1504	1412	1509	1436	1564	1559	1519	1587	1564	1532	1524	90	47248		
Jun	1624	1659	1662	1602	1637	1563	1454	1690	1522	1548	1548	1768	1732	1696	1719	1652	1552	1584	1618	1584	1750	1721	1577	1582	1582	1611	1647	1578	1542	1556		1619	95	48560		
Jul	1811	1724	1727	2945	1766	1622	1720	1507	1507	1715	1751	1511	1544	1519	1512	1696	1585	1754	1555	1523	1682	1278	1454	1341	1474	1528	1403	1470	1285	1292	1311	1597	94	49512		
Aug	1519	1535	1432	1446	1474	1604	1756	1615	1516	1394	1400	1497	1447	1449	1272	1341	1266	1333	1233	1249	1474	1478	1390	990	1322	1382	1499	1429	1460	1500	1338	1421	84	44040		
Sep	1339	1413	1482	1804	1555	1455	1383	1351	1336	1336	1328	1291	1291	1380	1380	1512	1461	1404	1464	1518	1467	1397	1390	1430	1496	1607	1601	1741	1622	1388		1454	86	43622		
Oct																																				
Nov																																				
Dec																																				
<b>ANNUAL TOTALS</b>																															<b>13895</b>	<b>817</b>	<b>416784</b>			
<i>Monthly Average (1700 available before rafting)</i>																															<b>1544</b>	<b>91</b>	<b>46309</b>			
<b>2021</b>																															<b>AVG</b>	<b>CAPACITY</b>	<b>2021</b>			
																																<b>(%)</b>	<b>TOTAL</b>			

2021 MUNICIPAL DAILY FOOTAGE TOTALS																																2021	CAPACITY	2021		
	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	AVG	(%)	TOTAL		
Jan	1750	1743	1777	1825	1907	1969	1969	1866	1934	1790	1794	1742	1746	1742	1776	1694	1694	1813	1809	1770	1770	1792	1813	1755	1833	1833	1807	1773	1773	1861	1871	1806	42	55991		
Feb	1814	1850	1825	1880	1880	1856	1854	1833	1799	1876	1904	1918	1886	1872	1872	1888	1890	1974	1974	1939	1902	1840	1822	1840	1866	1866	1972	1996				1882	44	52688		
Mar	1859	1815	1866	1866	1908	1820	1865	1852	1770	1798	1822	1862	1776	1776	1868	1933	1959	1877	1922	1720	1766	1736	1732	1702	1765	1795	1962	1962	1982	1970	1970	1848	43	57276		
Apr	1895	1931	1903	1889	1784	1972	1968	2006	1836	1986	1969	1951	1796	1891	1952	1952	2172	2010	2069	2005	2028	2047	2113	2128	2088	1994	1916	2029	2232	2208	1991	47	59720			
May	1989	2014	2186	1874	1843	1916	1772	2057	1989	2015	2213	2107	1897	1824	1958	1995	1804	2052	1733	1803	1707	1999	1967	1968	2024	2345	2334	2354	2305	2248	2183	2015	47	62475		
Jun	2347	2409	2343	2292	2330	2128	2165	2399	2328	2330	2387	2461	2451	2441	2382	2313	2399	2362	2441	2587	2717	2643	2337	2270	2302	2513	2512	2307	2403	2615		2397	56	71914		
Jul	2505	2405	2261	2890	2601	2667	2689	2363	2330	2121	2085	2309	2229	2166	2001	2351	2931	3086	3042	2666	2550	2289	2566	2498	2669	2673	2551	2563	2708	2546	2409	2507	59	77720		
Aug	2927	2938	2977	3061	3327	2993	2898	3292	3394	3022	2869	2899	2872	2946	3054	3067	2716	2955	2784	2793	3184	2956	2908	2638	2636	3086	2928	2570	2708	2644	2614	2924	69	90656		
Sep	2184	2168	2225	1912	2388	2406	2338	2267	1952	2146	2137	2197	2220	2270	2293	2205	2177	2258	2329	2351	2445	2160	2160	2160	2252	2267	2200	2248	2208	1836		2212	52	66359		
Oct																																				
Nov																																				
Dec																																				
<b>ANNUAL TOTALS</b>																															<b>19582</b>	<b>461</b>	<b>594799</b>			
<i>Monthly Average (4250 Available)</i>																															<b>2176</b>	<b>51</b>	<b>66089</b>			
<b>2021</b>																															<b>AVG</b>	<b>CAPACITY</b>	<b>2021</b>			
																																<b>(%)</b>	<b>TOTAL</b>			



<b>Visitor Services Network Statistics Program 2021</b>		
<b>PORT MCNEILL</b>		
<b>Start Date: 01/09/2021</b>		
<b>End Date: 30/09/2021</b>		
<b>MONTHLY TOTAL</b>	<b>Sep-21</b>	<b>TOTAL</b>
<b>Administration Parties/Hour</b>	2.27	2.27
# of hours (in-person)	219.50	219.50
# of parties	499	499
# of visitors	842	842
<b>Alternate Type of Support</b>	<b>5</b>	<b>5</b>
# of hours alt support (no in-person available)	5	5
# of phone calls	5	5
<b>Visitor Origin</b>	<b>269</b>	<b>269</b>
Local Resident	30	30
BC	171	171
Alberta	15	15
Other Canada	21	21
Washington	3	3
Other US/Mexico	1	1
Europe	21	21
Asia/Australia	4	4
Other	3	3
<b>Nights in Community</b>	<b>168</b>	<b>168</b>
Same day	51	51
1	43	43
2	23	23
3	27	27
4-6 (1 week)	17	17
7-13 (2 weeks)	5	5
14+	2	2
<b>Information Requested</b>	<b>1,874</b>	<b>1,874</b>
Accommodation	65	65
Adventure Recreation	115	115
Attractions / Tours	132	132
Maps / Directions	306	306
Events / Conferences	8	8
Food / Beverage	80	80
Transportation	84	84
Shopping	31	31
Parks	78	78
First Nations	73	73
Community Services	20	20
Investment/Moving	4	4
Site Facilities (e.g. Washrooms)	864	864
Other	14	14
<b>Community Specific Info</b>	<b>771</b>	<b>771</b>
Alert Bay	134	134
Sointula	123	123
BCFerries	158	158
Hiking/Trails	106	106
Camping	78	78
WiFi, Showers, Parking	23	23
Bookings	14	14
Eco Tours (Whale Watching, Fishing Charters)	51	51
Museum	81	81
Community Events (Farmer's Market, Orca Fest ect.)	3	3



# Town of Port McNeill

## Information - Staff Report



**To:** Pete Nelson-Smith, CAO  
**Meeting Date:** Regular Council - 09 Nov 2021  
**From:** Connor Mork, Deputy Corporate Officer  
**Subject:** Building Summary 2021

**File No:**

### **PURPOSE:**

To provide Council with a quick glimpse of building that has occurred in Port McNeill through 2021 and a comparison with previous years.

### **BACKGROUND:**

That staff prepares building permit summary for 2021.

### **IMPLICATIONS:**

2021 showed an increase in development over 2020, but remains lower than than 2019 which represents a three year high. While we have not yet reached the end of the year it seems unlikely we will see any further significant development until the spring of 2022.

### **RECOMMENDATIONS:**

That Council receive the attached Building reports for information purposes, and direct staff accordingly.

### **ATTACHMENTS:**

[Town of Port McNeill Building Permit 3 Year Comparison 2021, 2020, 2019](#)

Pete Nelson-Smith, Chief  
Administrative Officer

Denied - 02 Nov 2021

## Town of Port McNeill Building Permit 3 Year Comparison

	2021		2020		2019	
Project Description	Number of Projects	Dollar Value	Number of Projects	Dollar Value	Number of Projects	Dollar Value
New Housing Start	4	\$ 1,560,000	2	\$ 272,000	2	\$ 540,000.00
Manufactured Home Installation	0		2	\$ 36,000		
Residential Renovations	12	\$ 684,500	10	\$ 334,500	6	\$ 159,200.00
Commercial New Construction or Addition	0		5	\$ 548,000	3	\$ 1,986,117.00
Commercial Renovation	1	\$ 5,000			3	\$ 123,475.00
Industrial	0		0		0	
Institution Additions	0		0		0	
Institution Renovations			1	1,000,000	0	
<b>Total</b>	<b>17</b>	<b>\$ 2,249,500</b>	<b>19</b>	<b>\$ 2,190,500</b>	<b>14</b>	<b>\$ 2,808, 792.00</b>

# Town of Port McNeill

## Request for Direction - Staff Report



**To:** Pete Nelson-Smith, CAO **File No:**  
**Meeting Date:** Regular Council - 09 Nov 2021  
**From:** Laura Evans, Deputy Finance Officer  
**Subject:** 2022 Celebrate Canada Grant Application

### **PURPOSE:**

For Council to provide direction to staff regarding the submission of an application to the 2022 Celebrate Canada Grant Application.

### **BACKGROUND:**

Canadian Heritage is a department of the Government of Canada that promotes and supports Canadian identity, values, cultural development, and heritage.

The Town of Port McNeill has applied for the Canada Day grant and has been successful numerous times. The Town typically acts as the grant administrator only, the planning and groundwork of the celebration are in the hands of a Canada Day Committee.

### **KEY ISSUES DEFINED:**

The 2020 Canada Day event was canceled due to Covid 19 and Celebrate Canada allowed the funds to spent on items that went with the theme of red & white. The Town purchased strings of lights. The 2021 Canada Day event was postponed due to the discovery of remains on the grounds of residential schools. A barbecue was held in late August.

### **Financial:**

In recent years the Town has applied for \$5000 and has recieved \$1600.

### **Policy/Legislation:**

The 2022 intake of grant applications is open until November 22, 2021.

### **Strategic Priority:**

Community events bring people together and help stregthen bonds that can improve mental well-being.

### **Staffing Implications:**

Support for events, as determined by Council and the Planning Committee.

### **RECOMMENDATIONS:**

That Council approve the submission of a grant application to Canadian Heritage to provide support toward a 2022 Celebrate Canada event.

### **CONCLUSION:**

That Council provide direction to staff regarding the submission of an application to the 2022 Celebrate Canada grant application.



# Town of Port McNeill

## Request for Decision - Staff Report



**To:** Pete Nelson-Smith, CAO **File No:**  
**Meeting Date:** Regular Council - 09 Nov 2021  
**From:** Laura Evans, Deputy Finance Officer  
**Subject:** 2022 Proposed Budget Planning Meeting Dates

### **PURPOSE:**

To have Council approve the proposed 2022 budget planning meeting schedule.

### **BACKGROUND:**

Currently, department heads are gathering information regarding capital and operating budgets for the next five years. Department heads work closely with the Chief Financial Officer and Chief Administrative Officer in order to present their anticipated budgets to Council.

### **KEY ISSUES DEFINED:**

In recent years, budget planning meeting dates have not been scheduled and have happened adhoc.

### **IMPLICATIONS:**

The last minute scheduling of meetings can be difficult for some to attend.

### **Policy/Legislation:**

As per Community Charter section 165, a municipality must have a financial plan adopted annually, by bylaw, before the annual property tax bylaw is adopted, which must be adopted by May 15 annually.

### **Strategic Priority:**

The budget planning meeting calendar allows everyone to plan their schedules accordingly.

### **Sustainability:**

In future years, a budget planning schedule will allow department heads, staff and Council to plan their work schedule.

### **Communication:**

Finance Department, department heads.

### **Staffing Implications:**

Department heads work with the Chief Financial Officer to prepare budget planning documents prior to budget planning meeting dates.

### **RECOMMENDATIONS:**

That Council approve or edit the proposed 2022 budget planning meeting schedule.

### **CONCLUSION:**

To have Council approve the proposed 2022 budget planning meeting schedule.

**ATTACHMENTS:**

[Budget Meetings](#)

Sep 2021						
S	M	T	W	T	F	S
			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		

Oct 2021						
S	M	T	W	T	F	S
					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						

Nov 2021						
S	M	T	W	T	F	S
	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				

Dec 2021						
S	M	T	W	T	F	S
			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	

Jan 2022						
S	M	T	W	T	F	S
						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					

Feb 2022						
S	M	T	W	T	F	S
		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					

Mar 2022						
S	M	T	W	T	F	S
		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		

Apr 2022						
S	M	T	W	T	F	S
					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 2022						
S	M	T	W	T	F	S
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				

Jun 2022						
S	M	T	W	T	F	S
			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		

Jul 2022						
S	M	T	W	T	F	S
					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						

Aug 2022						
S	M	T	W	T	F	S
	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			

**Committee of the Whole Meetings**

Every first Tuesday of the Month 9AM – 11AM

**Regular Council Meetings**

Every second and fourth Tuesday of the month: 7PM  
 April 12, 2022 Public Consultation 1<sup>st</sup> and 2<sup>nd</sup> reading  
 April 26, 2022 3<sup>rd</sup> reading  
 May 10, 2022 Adoption

**Proposed Budget Meetings**

9AM – 11AM To meet May 14, 2022 adoption deadline



Town of Port McNeill

# ZONING BYLAW

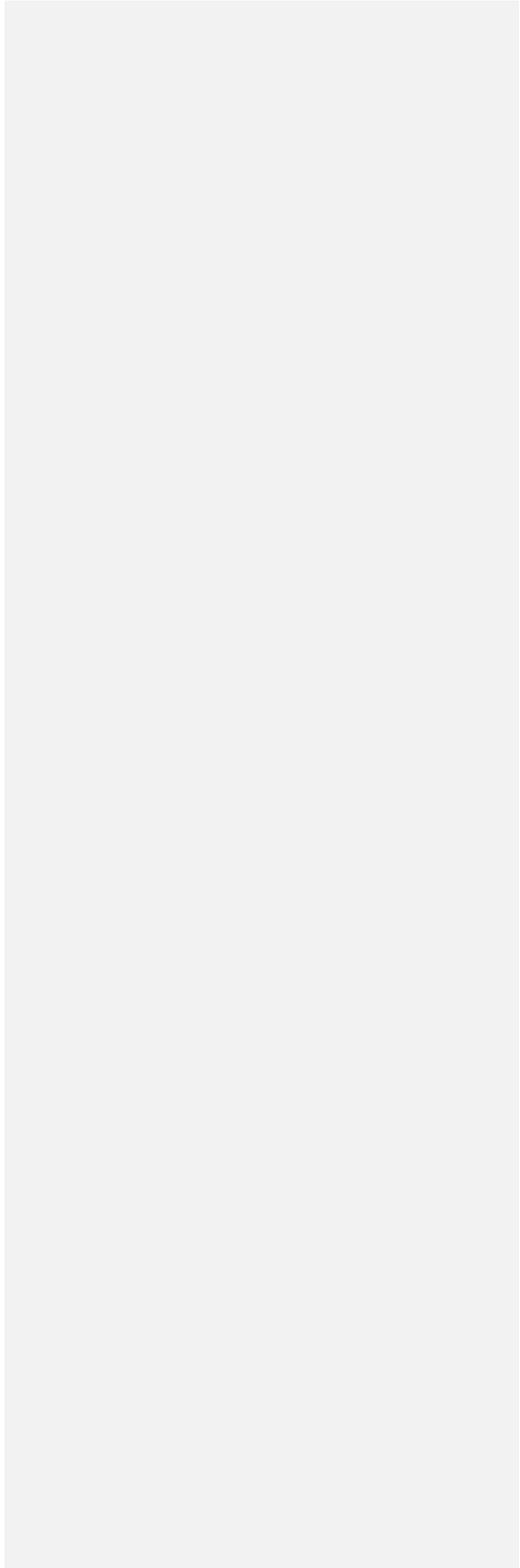
Bylaw No.705, 2021

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

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Bylaw No. 705, 2021  
Zoning Bylaw



**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  
a) No land shall be subdivided to render it non-conforming to the provisions of this bylaw for the zone in which it is located.  
[b\) Subdivisions affecting land adjacent to a controlled access highway, as designated under section 48 of the Transportation Act, will require signature from the Designated Highways Official on the final subdivision plan.](#)
- 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.

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- 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 m<sup>2</sup> (753.5 sq. ft.), ancillary to and separate from the principal dwelling, which may be used for residential purposes.

[DAY CARE means a facility providing group day care, family day care, nursing school, child minding, out of school care, or specialized day care in accordance with the provisions of the Community Care and Assisted Living Act or any subsequent Act or Acts which may be enacted in substitution therefor.](#)

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**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.

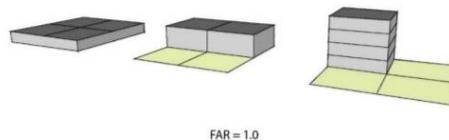
**DWELLING, TOWNHOUSE OR ROW HOUSE** means a block of at least three side by side family dwelling units, where each family dwelling unit is separated from the other by a party (common) wall.

**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, sun decks, 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.

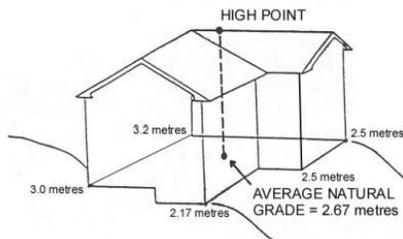
**GARDEN CENTRE** means a business for the purpose to sell plants and materials for landscaping to the general public but does not include bulk sales of garden materials.

**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.

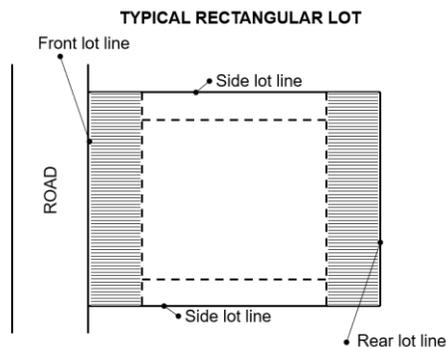
**INDOOR ENTERTAINMENT OR RECREATION** means the use of a building, or part thereof, for indoor entertainment activities including, but not limited to pool halls, arcades, bowling alleys, racquet sport courts, theatres, fitness clubs, and night clubs.

**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.

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**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 m<sup>2</sup> 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.—~~

~~**VETERINARY CLINIC** - means any building, structure, or premises in which animals are treated for medical reasons, hospitalized or groomed.~~

**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 km<sup>2</sup> 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.

**Commented [KB2]:** Will need to be removed or modified based on decision on backyard hens.

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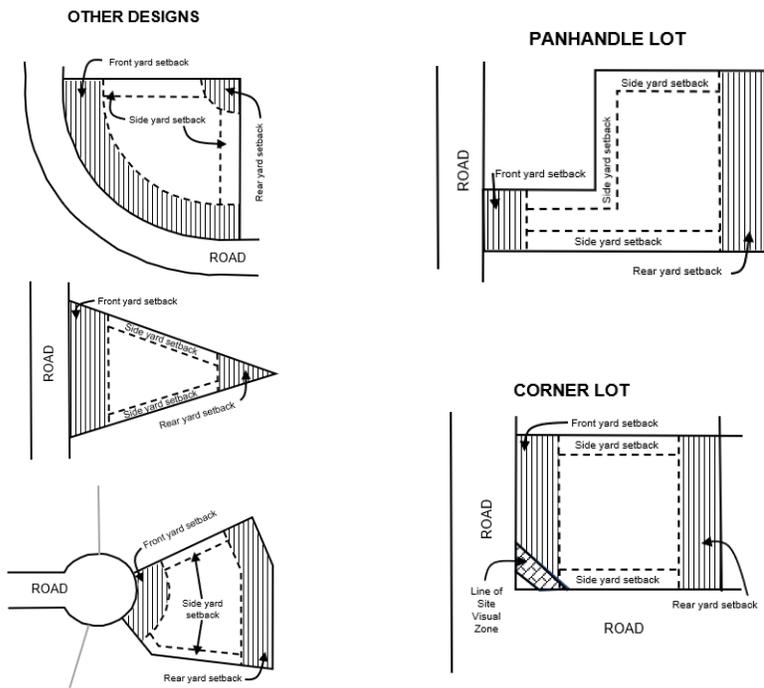
**YARD** means an area created by setbacks from one or more lot lines in front, behind or on the sides of the buildings or structures on the site. Yards shall be free of any buildings unless otherwise permitted in this bylaw.

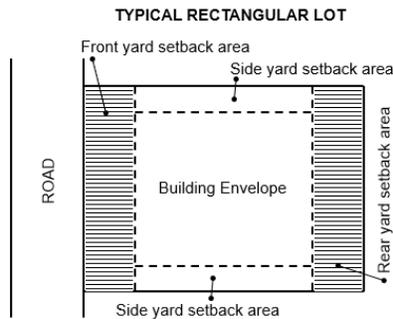
**YARD, FRONT** means that part of the site situated between the front lot line, extending from one side lot line to the other, and the horizontal measurement of the required setback of the zone into the site. In case of a through lot there shall be two such front yards.

**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;
  - c) [day cares](#) and [places of worship](#); and
  - d) 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 m<sup>2</sup>, 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 m<sup>2</sup>.

### 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

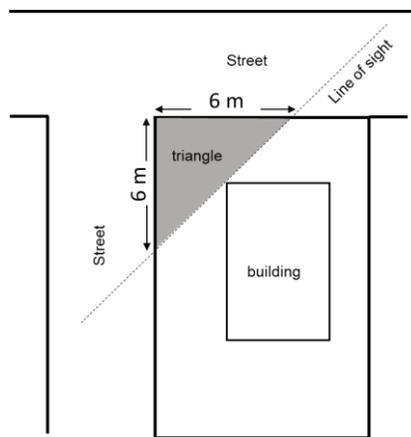
5.4.5 All outdoor storage and refuse bins located on a Commercial and Industrial zoned property shall:

- 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:

<b>Length of Temporary Use</b>	<b>Max. Allowable Size of Container</b>	<b>No. of Containers Permitted on Property</b>
120 days within a calendar year	20 m <sup>2</sup>	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 BED AND BREAKFAST OPERATIONS~~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.~~

5.9.15 **Bed and Breakfast** operations may be carried out in R-1, R-2, R-3, R-4 and CD-1 Zones provided that:

- a) the provisions of **Home Occupations** Section 5.3.1 are adhered to.
- b) ~~A maximum of 3 room are permitted to be used for the lodging of the the dwelling shall not lodgtravelling public more than 4 people excluding the permanent residents of the dwelling.~~
- c) the requirements for **off-street parking** Section 5.15 are adhered to.
- d) 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) 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.~~
- b) coops and runs shall not be located within a 4.5 m buffer of habitable structures on adjacent property(ies).

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- c) runs shall not exceed 4.5 m in height.
- d) hens shall only be located in the rear yard.
- e) the maximum number of hens shall be four (4) per lot.
- f) roosters are not permitted.
- g) sales of eggs, manure and other products associated with the keeping of hens are prohibited.
- h) coops and runs shall be maintained in a clean condition and the coop shall be kept free of obnoxious odours, substances and vermin.
- i) stored manure shall be kept in an enclosed structure such as a compost bin and no more than 3.0 m<sup>3</sup> shall be stored at any one time.
- j) manure shall be disposed of in accordance with municipal bylaws; hen waste must be solid and bagged; and
- k) 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 m<sup>2</sup>.
- 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 m<sup>2</sup> 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:-~~

~~— 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.~~

~~a) 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~~

~~a) 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:~~

~~— One truck or commercial vehicle not exceeding 8,600 kilogram (18,960 pounds) gross vehicle weight.~~

~~— Trucks, commercial vehicles or equipment being used directly in the construction, repair, servicing or maintenance of the buildings or structures on that parcel.~~

~~— One dismantled or wrecked commercial vehicle for a period of not more than 30 consecutive days.~~

~~— One commercial boat or vessel not exceeding a length of 6.0 m (Suggest 8-9m)~~

~~5.13.3 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 m<sup>2</sup> 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

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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 <sup>2</sup> of gross floor area or fraction thereof and 1 space per employee
Medical clinic and dental office	1 space per 21.87 m <sup>2</sup> 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 <sup>2</sup> 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 <sup>2</sup> of Convenience Store area

5.15.5 Off-Street loading spaces shall:

- a) be 18.6 m<sup>2</sup> (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 m<sup>2</sup> (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 m<sup>2</sup> (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 McNeil.
- 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:

<b>6.0 Rural Zones</b>		
6.1 Rural Residential	Rural and agricultural	A-1
6.2 Small Holding	Rural, semi-rural and suburban	A-2
<b>7.0 Residential Zones</b>		
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
<b>8.0 Commercial Zones</b>		
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
<b>9.0 Industrial Zones</b>		
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
<b>10.0 Public Zones</b>		
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 <b>accessory</b> 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 not 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 <b>accessory</b> to the principal use
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**7.2.2 Lot Area:**

<b>Minimum Lot Area</b>	0.20 ha.
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**7.2.3 Height:**

<b>Maximum Height</b>	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) <b>front yard</b>	7.6 m
b) <b>rear yard</b>	7.6 m
c) <b>side yard</b>	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:

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- 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) <b>Dwelling, Single-Family</b>
b) <b>Dwelling, Two-Family</b>

**Accessory uses:**

c) <b>Bed and Breakfast</b>
d) <b>Suite, Secondary</b>

**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:**

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

**8.1.5 Minimum Yard Dimensions:**

<b>Location</b>	<b>Setback</b>
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:**

<b>Maximum Height</b>	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:**

<b>Minimum Lot Area</b>	<b>Dwelling, Single family</b>	464.5 m <sup>2</sup>
	<b>Dwelling, Two-family</b>	384.4 m <sup>2</sup> /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:**

<b>Maximum Height</b>	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 <sup>2</sup>
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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:**

<b>Minimum Lot Area:</b>	464.5 m <sup>2</sup>
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**8.4.5 Minimum Yard Dimensions:**

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

**8.4.6 Height:**

<b>Maximum Height</b>	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 m<sup>2</sup>

**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:**

<b>Minimum Lot Area</b>	464.5 m <sup>2</sup>
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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:

<b>Townhouses</b>	9.1 m
<b>Low-rise apartments</b>	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 m<sup>2</sup> 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) <b>Dwelling, Single-Family</b>
b) <b>Manufactured Home</b> Parks
c) <b>Tiny Home</b>

**8.6.2 Height:**

<b>Maximum Height</b>	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) <b>Dwelling, Single-Family</b>
b) <b>Dwelling, Two Family</b>

**Accessory uses:**

a) <b>Bed and Breakfast</b>
b) <b>Suite, Secondary</b>
c) <b>Cottage</b>

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

<b>Dwelling, Single family</b>	371.6 m <sup>2</sup>
<b>Dwelling, Two-family</b>	606.8 m <sup>2</sup>
<b>Dwelling, Single family with a cottage</b>	2,000 m <sup>2</sup>

**9.9.5 Minimum Yard Dimensions:**

Location	<u>Up to 2,000 m<sup>2</sup></u>	<u>Greater than 2,000 m<sup>2</sup></u>
<b>Front yard</b>	4.6 m	7.5 m
<b>Rear yard</b>	1.5 m	5.0 m
<b>Side yard</b>	1.5 m	5.0 m
<b>Side yard on corner site</b>	4.6 m	7.5 m

**8.9.6 Height:**

<b>Maximum Height</b> - 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 m<sup>2</sup> above the basement (if any).

**b) Cottage Regulations:**

- I. The total floor area of the cottage must not be more than 70.0 m<sup>2</sup>
- 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) <b>Bus terminals</b>
b) <b>Cannabis retail</b> excluding the parcel located at PID 000-054-780, Lot 1, Section 13, Township 2, Rupert District, Plan 40156
c) <b>Church</b>
d) <b>Community hall or centre</b>
e) <b>Hotels</b>
f) <b>Indoor Entertainment or Recreation</b>
g) <b>Library</b>
h) <b>Liquor retail</b>
i) <b>Motel</b>
j) <b>Office</b>
k) <b>Personal service establishments</b>
l) <b>Professional service establishments</b>
m) <b>Pub</b>
n) <b>Restaurant</b>
o) <b>Retail Store</b>
p) <b>School</b>

**Accessory uses:**

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

**9.1.2 Lot Coverage:**

The maximum lot coverage 100%.

**9.1.3 Lot Area:**

<b>Minimum Lot Area</b>	No minimum required
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**9.1.4 Minimum Yard Dimensions**

<b>Location</b>	<b>Setback</b>
<b>Front Yard</b>	0.0 m
<b>Side Yard</b>	0.0 m
<b>Side Yard adjacent to residential uses</b>	3.0 m
<b>Rear Yard</b>	0.0 m
<b>Rear yard adjacent to residential use</b>	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:**

<b>Maximum Height</b>	12.4 m
<b>Maximum Height</b> 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 m<sup>2</sup> 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) <b>Automotive sales/Rental</b>
b) <b>Bus terminals</b>
c) <b>Cannabis retail</b>
d) <b>Community hall or centre</b>
e) <b>Drive thru</b>
f) <b>Garden centre</b>
g) <b>Hotels</b>
h) <b>Indoor Recreation and Entertainment</b>
i) <b>Liquor Retail</b>
j) <b>Lumberyard</b>
k) <b>Marina</b>
l) <b>Motel</b>
m) <b>Offices</b>
n) <b>Personal service establishments</b>
o) <b>Pub</b>
p) <b>Professional service establishments</b>
q) <b>Restaurant</b>
r) <b>Retail Store</b>
s) <b>School</b>
t) <b>Veterinary Clinic</b>

**Accessory uses:**

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

**9.2.2 Lot Coverage:**

The maximum lot coverage is 90%.

**9.2.3 Lot Area:**

<b>Minimum Lot Area</b>	No minimum required
-------------------------	---------------------

**9.2.4 Minimum Yard Dimensions:**

<b>Location</b>	<b>Setback</b>
<b>Front Yard</b>	7.6 m
<b>Side Yard</b>	0.0 m

<b>Side yard adjacent to residential use</b>	3.0 m
<b>Side Yard on Corner</b>	7.6 m
<b>Rear Yard</b>	0.0 m
<b>Rear yard adjacent to residential use</b>	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:**

<b>Maximum Height</b>	12.4 m
<b>Maximum Height when abutting tidal waters</b>	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 m<sup>2</sup> 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) <b>Drive thru</b>
b) <b>Gas Service Station</b>
c) <b>Hotel</b>
d) <b>Motel</b>
e) <b>Restaurant</b>
f) <b>Retail Convenience store</b>

**Accessory uses:**

a) <b>Suite, Caretaker</b>
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**9.3.2 Lot Coverage:**

The maximum lot coverage is 80%.

**9.3.3 Lot Area:**

<b>Minimum Lot Area</b>	No minimum required
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**9.3.4**

**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:**

<b>Maximum Height</b>	12.4 m
<b>Maximum Height</b> 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) <b>Automotive Sales/Rental</b>
b) Broadcasting station
c) <b>Drive thru</b>
d) <b>Garden centre</b>
e) <b>Motel</b>
f) <b>Restaurant</b>

**Accessory uses:**

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

**9.4.2 Lot Coverage:**

The maximum lot coverage is 65%.

**9.4.3 Lot Area:**

<b>Minimum Lot Area</b>	No minimum required
-------------------------	---------------------

**9.4.4**

**Minimum Yard Dimensions**

Location	Setback	When fronting onto Campbell Way
<b>Front Yard</b>	7.6 m	15.2 m
<b>Side Yard</b>	3.0 m	NA
<b>Rear Yard</b>	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:**

<b>Maximum Height</b>	12.4 m
<b>Maximum Height</b> 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) <b>Pub</b>
b) <b>Marina</b>
c) <b>Restaurant</b>

**Accessory uses:**

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

**9.5.2 Height:**

<b>Maximum Height</b>	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) <del>Auto Body Shop</del>
b) <del>Auto Repair Shop</del>
<del>a)c) Automotive Sales/Rental</del>
<del>b)d) Lumber yards,</del>
<del>e)e) Garden centres</del>
<del>e)f) Restaurants</del>
<del>e)g) Storage, Outdoors</del>
<del>f)h) Manufacturing or Processing, Light</del>
<del>e)h) Marinas</del>
<del>h)j) Nursery and Greenhouses</del>
k) <del>Restaurants</del>
l) <del>Storage, Commercial</del>
m) <del>Storage, Outdoors</del>
n) <del>Veterinary Clinic</del>
<del>i)o) Warehousing</del>
<del>j)p) Wholesale</del>
<del>k)q) Works Yard</del>

Commented [KB3]: Please confirm that this was approved by Council as my notes did not confirm this addition.

**Accessory uses:**

a) <del>Accessory Buildings and Uses</del>
b) <del>Suite, Caretaker</del>

**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
----------------	--------

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

**Accessory uses:**

a) <b>Accessory Buildings and Uses</b>
b) <b>Suite, Caretaker</b>

**10.2.2 Lot Coverage:**

The maximum lot coverage is 80%.

**10.2.3 Lot Area:**

<b>Minimum Lot Area</b>	No minimum required
-------------------------	---------------------

**10.2.4 Minimum Yard Dimensions:**

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

**10.2.5 Density:**

Maximum density is 1.0 floor area ratio, FAR.

**10.2.6 Height:**

<b>Maximum Height</b>	14.0 m
-----------------------	--------

**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 <b>Marine Recreation, Pleasure: MRP Zone</b>

## 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) <b>Library</b>
g) <b>Marina</b>
h) <b>School</b>
i) <b>Suite, Caretaker</b>
j) <b>Parking</b>
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**

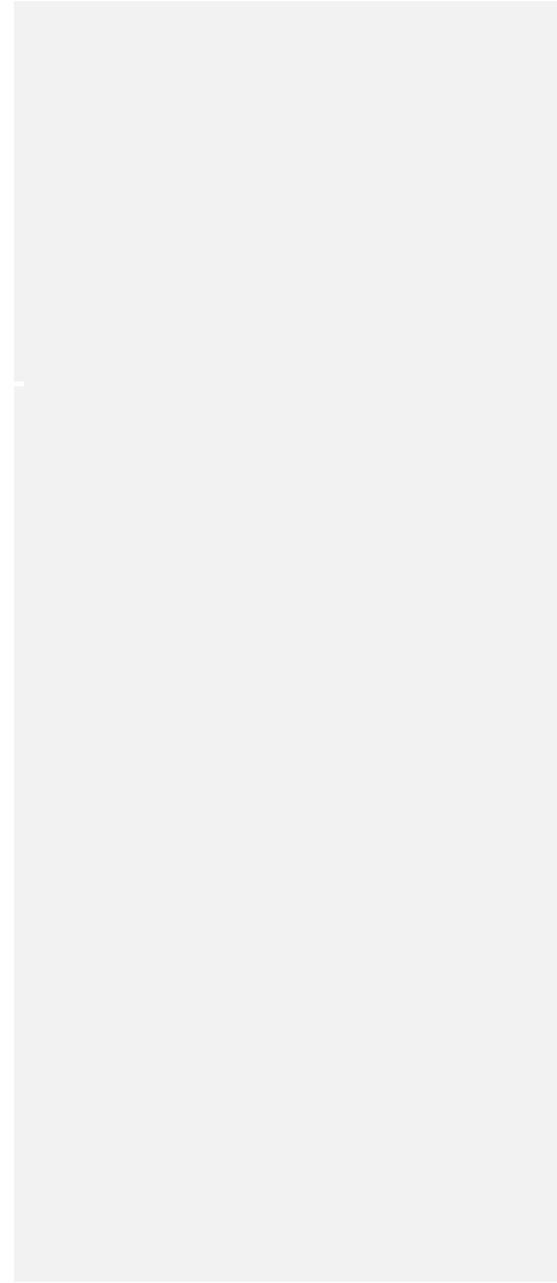




Room to Dream. Room to Grow.

Port McNeill B.C.

# Official Community Plan



**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 [traditional territories](#) 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

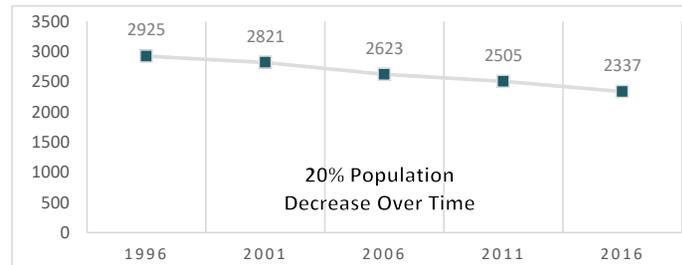
The average age of communities across Canada and BC is increasing; Port McNeill is no exception. According to Statistics Canada Census data, the median age of Port McNeill residents has increased slightly from 38.0 in 2011 to 40.7 in 2016 (*Table 2*). Approximately, 12% of the population of Port McNeill 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.

## SECTION 1.0: COMMUNITY CONTEXT

**Table 1: Historical Population 2011-2016**

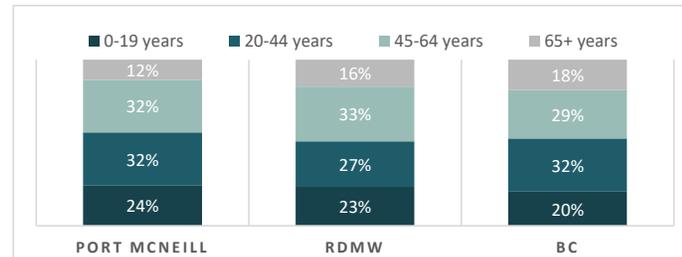
Location	2011	2016	% change
Port McNeill	2,505	2,337	-6.7%
Regional District of Mount Waddington	11,506	11,035	-4.1%
British Columbia	4,400,057	4,648,055	5.6%

**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

SECTION 1.0: COMMUNITY CONTEXT

### 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%
<b>Total Private Households</b>	<b>995</b>	<b>100%</b>	<b>1010</b>	<b>100%</b>
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%
<b>Total Private Households</b>	<b>4875</b>	<b>100%</b>	<b>4855</b>	<b>100%</b>
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

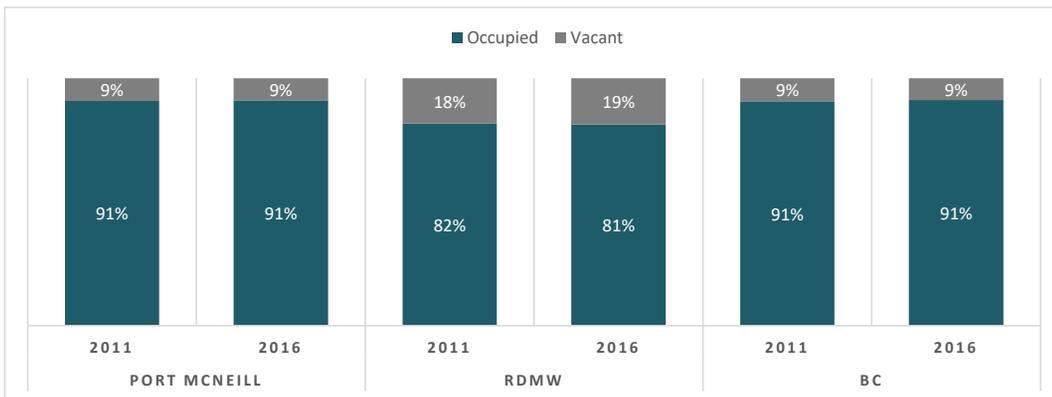
Location	2001	2006	2011	2016
Total Dwellings	1134	1102	1106	1109
Total Occupied Dwellings	1075	1026	1005	1010
Full-time Occupancy Rate	95%	93%	91%	91%

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%
<b>Total</b>	<b>1005</b>	<b>100%</b>	<b>1010</b>	<b>100%</b>

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%
<b>Total</b>	<b>100%</b>	<b>100%</b>

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%
<b>Total</b>	<b>1010</b>	<b>100%</b>	<b>4855</b>	<b>100%</b>

Source: Statistics Canada, Census Data 2016.

## SECTION 1.0: COMMUNITY CONTEXT

**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%
<b>Total</b>	<b>1390</b>	<b>100%</b>	<b>5525</b>	<b>100%</b>

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%
<b>Total</b>	<b>1705</b>	<b>100%</b>	<b>1670</b>	<b>100%</b>	<b>1390</b>	<b>100%</b>

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%

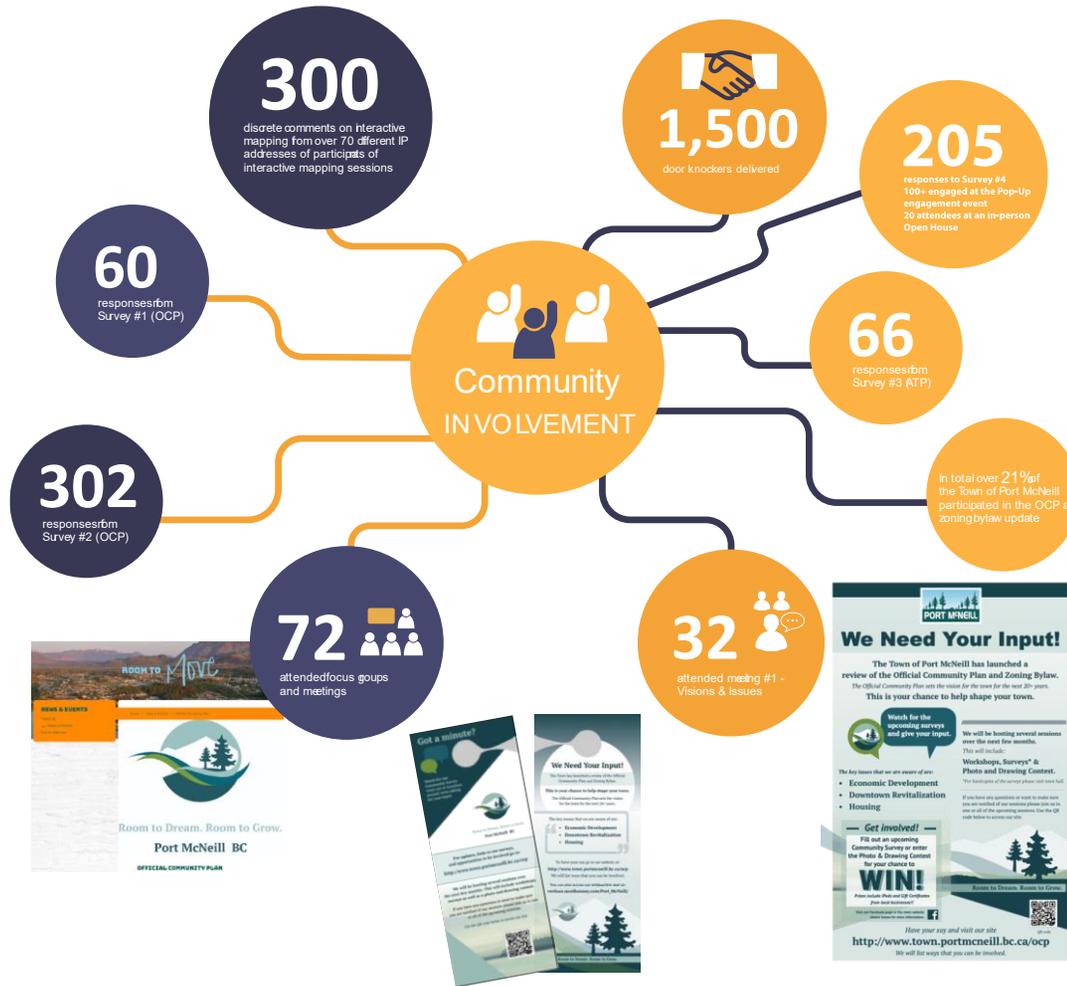


The Town of Port McNeill began the process of public engagement for the review of the Official Community Plan (OCP), Active Transportation (AT), and Zoning Bylaw in August 2020.

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.

SECTION 2.0: COMMUNITY INVOLVEMENT



SECTION 2.0: COMMUNITY INVOLVEMENT



- PHASE 1**
- 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.

- PHASE 2**
- 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

- PHASE 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".

## SECTION 2.0: COMMUNITY INVOLVEMENT

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

– Margaret J. Wheatley

## SECTION 2.0: COMMUNITY INVOLVEMENT

**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.



3.0  
REGIONAL  
CONTEXT  
STATEMENT

SECTION 3.0: REGIONAL CONTEXT STATEMENT



**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

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

**OCP Policy Response  
Section 9.0**  
Land Use

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

**Section 5.0**  
Culture and Inclusion

**Section 8.0**  
Climate Change

**Section 11.0**  
Infrastructure and Growth

**Section 12.0**  
Transportation

**Section 6.0**  
Economic Development

**Section 13.0**  
Implementation

**Section 9.0**  
Land Use

**Section 13.3.2**  
Steep Slopes

**Section 13.4.3**  
Flood Hazard

SECTION 4.0: COMMUNITY VISION AND GUIDING PRINCIPLES



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



SECTION 4.0: COMMUNITY VISION AND GUIDING PRINCIPLES





**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. ~~The Town will w~~ork towards creating a strategic **Inclusion and Diversity Action Plan** that is unique to the Town and community values.
2. ~~Council will c~~onsider 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. ~~The Town will s~~upport age-friendly and ~~differently-abled~~~~differently abled~~ accessibility for inclusion in social and cultural participation.

SECTION 5.0: CULTURE AND INCLUSION

4. The ~~T~~own strives for common-features of age-friendly ~~communities;communities,~~ such as event programing 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.

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- 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. [The Town will work to](#) create points of interest to highlight the marine heritage.

#### Arts and Heritage OBJECTIVE 2

To deliver community events and concerts.

**POLICY:**

1. [The Town will](#) 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. [The Town will](#) 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. [Council will work to](#) enhance partnerships to increase cultural sectors in the economy that will enable cultural development in the Town.
2. [The Town will](#) work with the RDMW to develop and implement an inclusive arts strategy.
3. [Council will](#) support opportunities to collaborate with the Kwakiutl and 'Namgis First Nations on arts and culture initiatives.
4. [Council will](#) continue to support all artists, organizations, and community partners through the Towns cultural policies, planning and regulatory processes.



5. [Council will](#) continue to promote arts and culture programs, services, and events for all ages and abilities.
6. [The Town will](#) foster community-led arts and culture programs that engage local residents, organizations and business owners.

spirituality, kinship ties and places valued by Indigenous Peoples.

**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. [The Town will](#) develop a Public Art Policy
2. [Council will](#) consider incentives to downtown businesses to include displays of art on private property.
3. [The Town will identify opportunities to](#) recognize the industrial heritage of the town.
4. [Council will](#) support ideas, experiences, worldviews, objects, forms of expressions, practices, knowledge,

**Arts and Heritage**

**OBJECTIVE 5**

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

**POLICY:**

1. [The Town will](#) continue to strengthen the town’s identity with the relationship to the natural environment and outdoor recreation in many forms.
2. [The Town will](#) 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. [The Town will](#) secure and maintain art in public places through:
  - a) Civic funding;
  - b) Voluntary position by the private sector; and,
  - c) Community initiatives
2. [Council will](#) 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. [The Town will](#) improve the pedestrian realm with a focus on those with mobility challenges, through improved sidewalks, crossings, lighting, and wayfinding.

SECTION 5.0: CULTURE AND INCLUSION

2. [The Town will](#) integrate universally accessible design standards into development standards.
3. When retrofit sidewalk, path or trails [the Town will](#) consider universal accessible design during design and construction.
4. [The Town will](#) promote building design and construction that consider accessibility for all levels of mobility.



**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.

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 proposer.**

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.*

SECTION 6.0: ECONOMIC DEVELOPMENT

**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. [The Town will](#) 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. [The Town will encourage the growth of a](#) 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 future industrial, commercial, and residential development opportunities.
2. The Town will develop available Town-owned land to support economic development.
3. 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,

SECTION 6.0: **ECONOMIC DEVELOPMENT**

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. [The Town will enable](#) 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 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 [Regional District](#) 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.

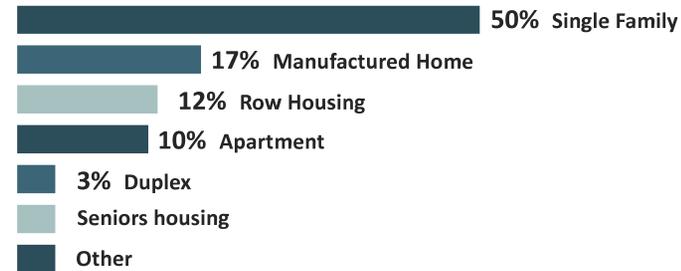
The largest population of Port McNeill is the age group of 55 to 59 years old. Private residences occupied by usual residents was 1,010.

**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. Council will consider allowing secondary suites in all single-family zones
2. Council will consider allowing carriage housing on a site-specific basis through rezoning applications.
3. Council will consider rezoning for duplex and townhouses in established neighborhoods [key design requirements are met including:](#)
  - a. Height
  - b. Parking
  - c. Design
  - d. Views, [and](#)
  - e. [Traffic](#).
4. The Town will enable the development of Tiny homes (a home less than 47m<sup>2</sup>) through rezoning applications.
5. Council will consider permitting Tiny Homes as a secondary dwelling lots if :
  - a. Parking
  - b. Servicing, [and](#),
  - c. Lot coverage [requirements](#) are met
6. The Town will encourage residential development on land already zoned for residential uses using incentives and expedited permit review processes.
7. Council will consider incentives to encourage residential development of vacant infill lots and Town-owned lots.
8. The Town will review the 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. Council will actively lobby prospective partners for the development of seniors housing.
2. Council will work with developers (known and new) to purchase or use Town owned land to develop a seniors housing complex.





# 8.0

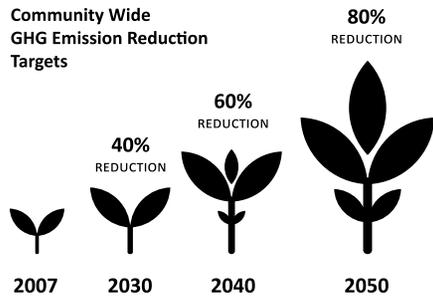
## CLIMATE AND THE ENVIRONMENT

### 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.).



## SECTION 8.0: CLIMATE AND THE ENVIRONMENT

### 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. The Town will focus on development of existing lands through incentives such as tax or frontage works reductions.
2. The Town will 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.

## SECTION 9.0: LAND USE



## 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.

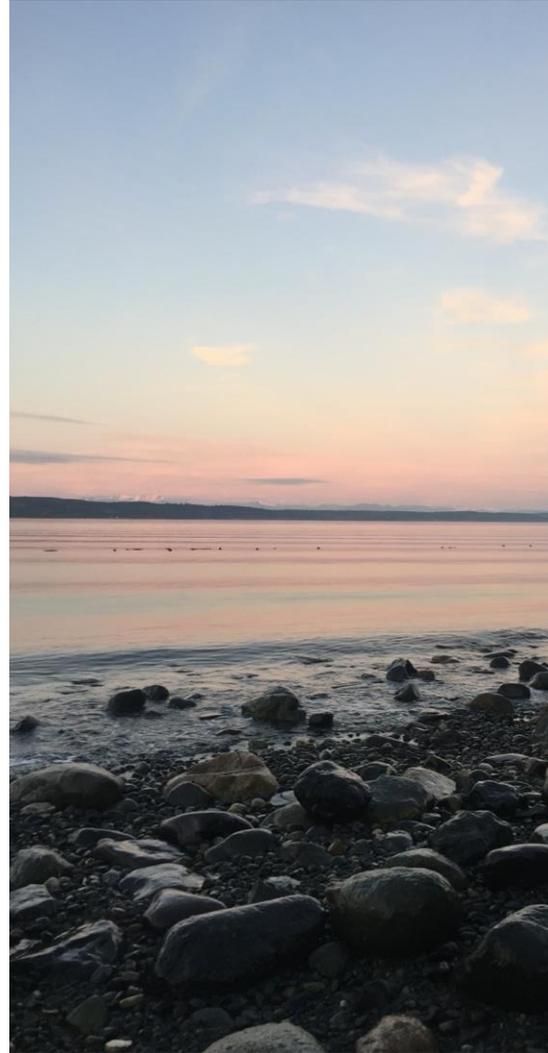
#### Institutional OBJECTIVE 1

**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.

## SECTION 9.0: LAND USE





## 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. [Council 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.

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, [the landowner](#) must [confirm](#) capacity and pressure issues are addressed.
- 1.2. [The Town will](#) identify lands for both current and future expansion of light industrial uses to support increased employment opportunities.

**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

SECTION 10.0: PARKS AND RECREATION



# 10.0

## PARKS AND RECREATION



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**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.

**6.2.** The Town will implement a Park Designation Bylaw to provide consistent identification of city parks.

**7.3.** 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.

**8.4.** 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.

**9.5.** 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.

SECTION 10.0: PARKS AND RECREATION

**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. [The Town will](#) 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. [Council will](#) support initiatives between the Town and RDMW to produce trail and Park publications for residents and visitors.
5. [The Town will](#) utilize existing town owned land in identification of future park locations.
6. In partnership with the RDMW, [Council will](#) 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. [Council will](#) explore [the need for](#) a Waterfront Access Plan.
2. [The Town will work to](#) enhance pedestrian access points with waterfront areas.
3. When possible, [the Town will](#) obtain new parks along the waterfront areas.
4. [The Town will work to](#) increase pedestrian continuity

between the water's edge and street network.

3. [The Town will](#) consider a variety of programming to engage all ages.
4. [The Town will work to](#) maintain accessible, common recreation facilities.



**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.

**Parks and Recreation**

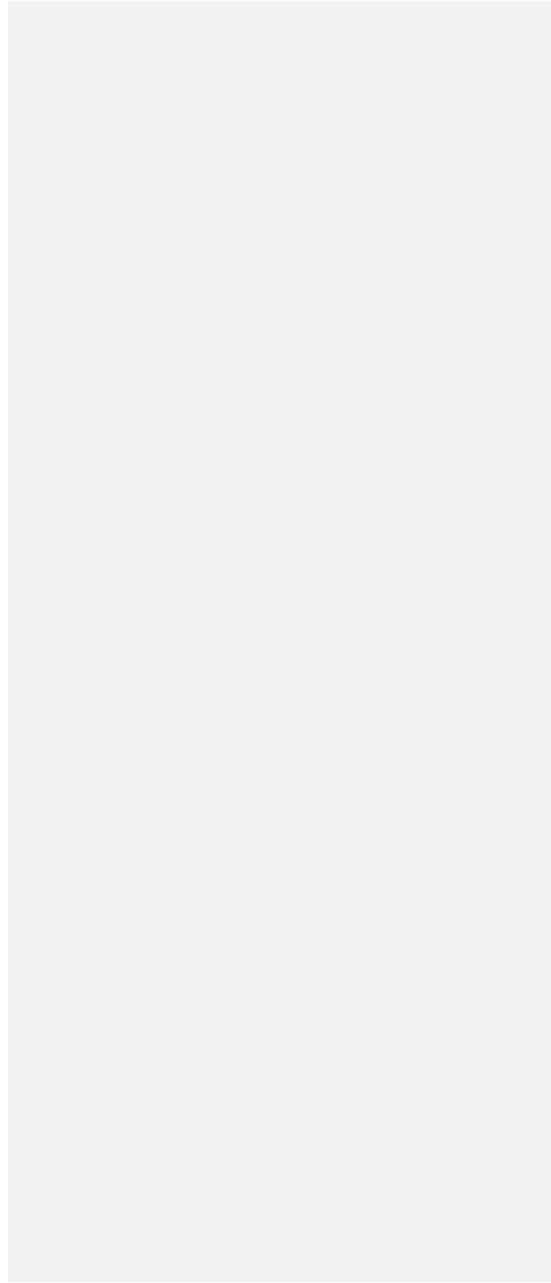
**OBJECTIVE 5**

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. [Council will](#) continue to provide and improve indoor and outdoor recreational facilities and opportunities throughout the Town with a range of activities and events.

SECTION 10.0: **PARKS AND RECREATION**





#### 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 12.4\* 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 related to servicing the new development.

**2.3.** 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.

**3.4.** 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**

**Boundary Extension  
OBJECTIVE 1**

**To ensure there is adequate land for future development.**

**POLICY:**

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

**1.2.** 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.





# 12.0

## TRANSPORTATION

**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. [Council will encourage](#) ~~Enable~~ complete neighbourhoods through compact land use forms (reduce reliance on vehicles).
2. [Council will s](#)upport transportation options, such as active transportation, to reduce GHG emissions.
3. [The Town will consider the development and](#) ~~i~~mplementation of an Electric Vehicle (EV) charging stations Plan.
4. [The Town will explore](#) ~~Provide~~ incentive for alternatives to vehicle commuting.

5. [Council will c](#)ontinue 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. [The Town will work to make](#) ~~i~~mprovements to street networks ~~will be~~ consistent with the Active Transportation Plan ~~and the priorities outlined.~~
2. [The Town will work to implement the](#) Projects in the Active Transportation Plan ~~and the priorities continue to be implemented based on the as~~ funding ~~as it~~ is available.
3. [The Town will require t](#)he cost of ~~new~~ transportation infrastructure ~~should~~ be borne by the development which they serve.

SECTION 12.0: TRANSPORTATION

**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. [The Town will](#) maintain sidewalks and keep clear of physical obstructions for comfortable pedestrian movement.
2. [The Town will](#) implement priority projects from the Active Transportation Plan in an order that takes advantage of available funding opportunities.
3. [Council will](#) consider improvements [to the](#) pedestrian and cycling

experience, including those with mobility challenges, through improved crossings, lighting, and wayfinding.

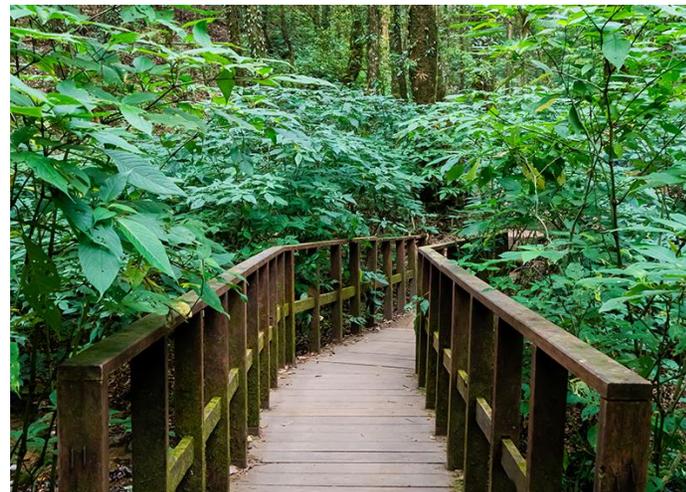
- 4.—[Council will](#) support cycling through on-street bike parking, and good maintenance procedures, route signage, and end of trip facilities in development.
5. [Council will](#) support use of mobility scooters, skateboards, and other alternative active transportation mobility modes.

### 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





## 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 asses 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-its 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.

SECTION 13.0: IMPLEMENTATION

**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 palette 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 100m<sup>2</sup> (1,076.4 ft<sup>2</sup>) 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.

## SECTION 13.0: IMPLEMENTATION

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,

## SECTION 13.0: IMPLEMENTATION

**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

## SECTION 13.0: IMPLEMENTATION

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.

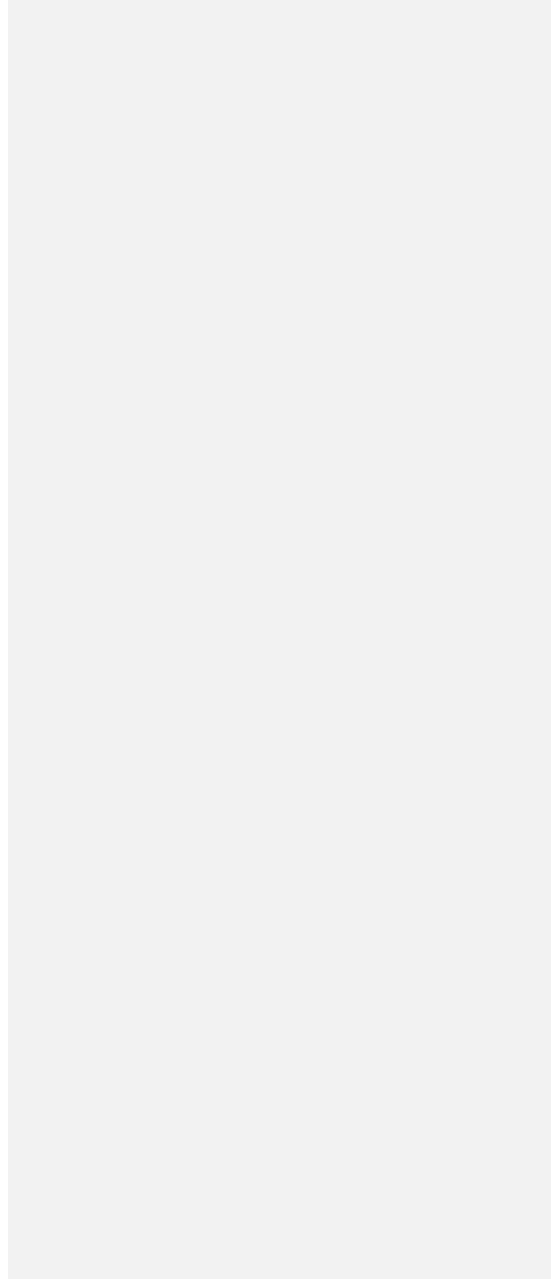
- 5) Landscape plans must be prepared in consultation with a qualified professional, and provide recommendations for ensuring minimal fuel loading within landscaped areas.



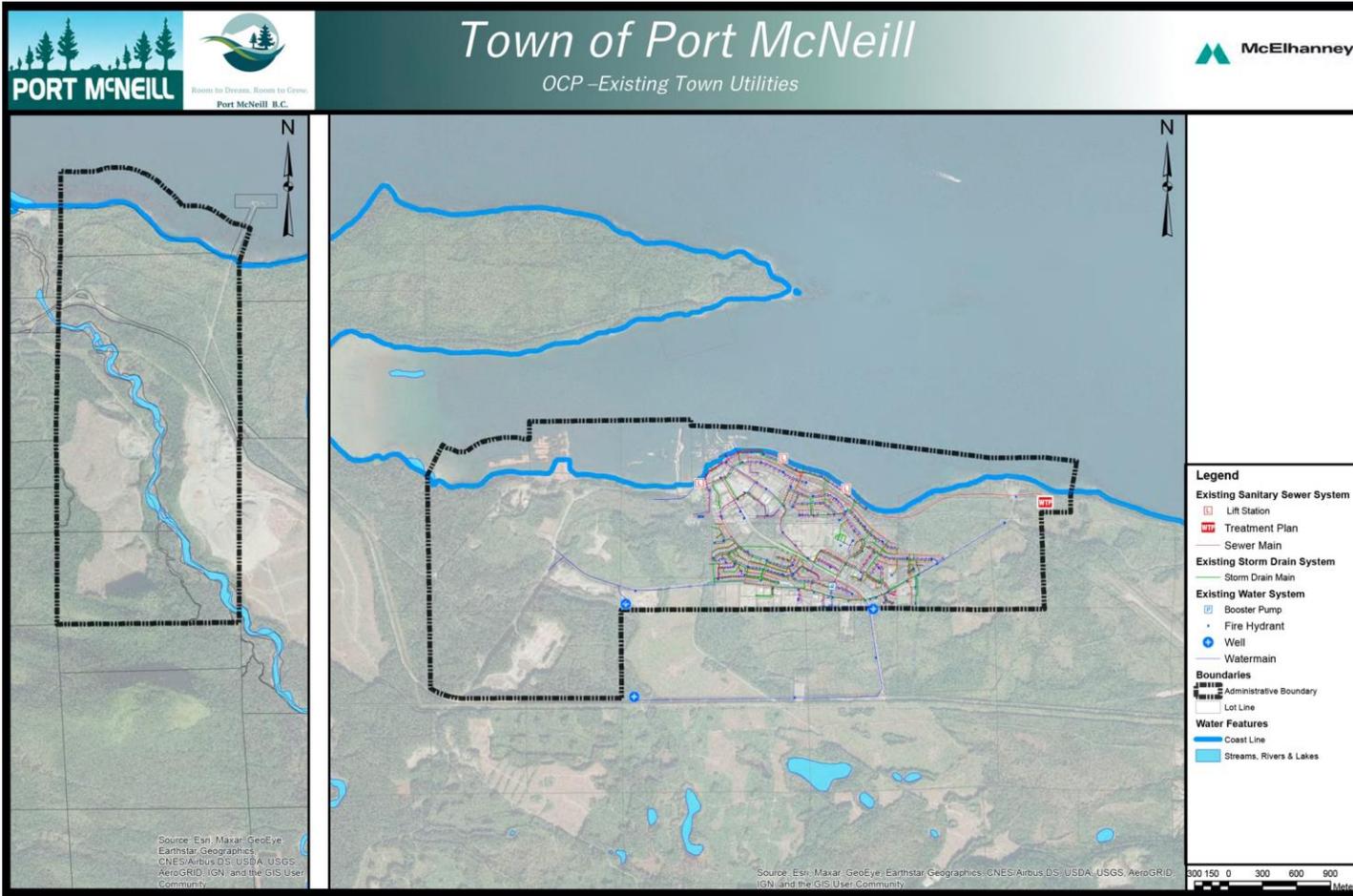
# MAPS

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

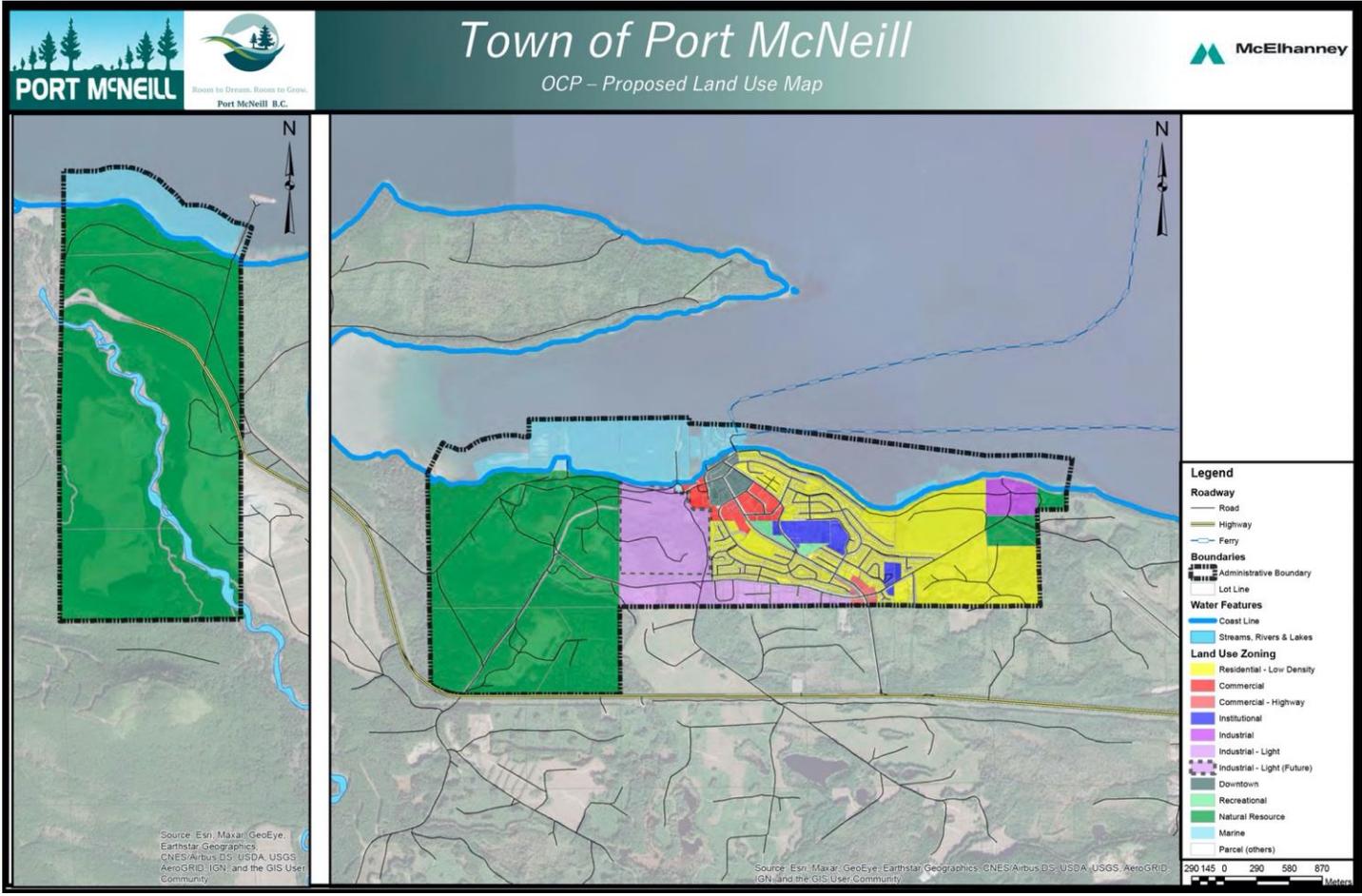
SECTION 14.1: **EXISTING TOWN OWNED LOTS MAP**



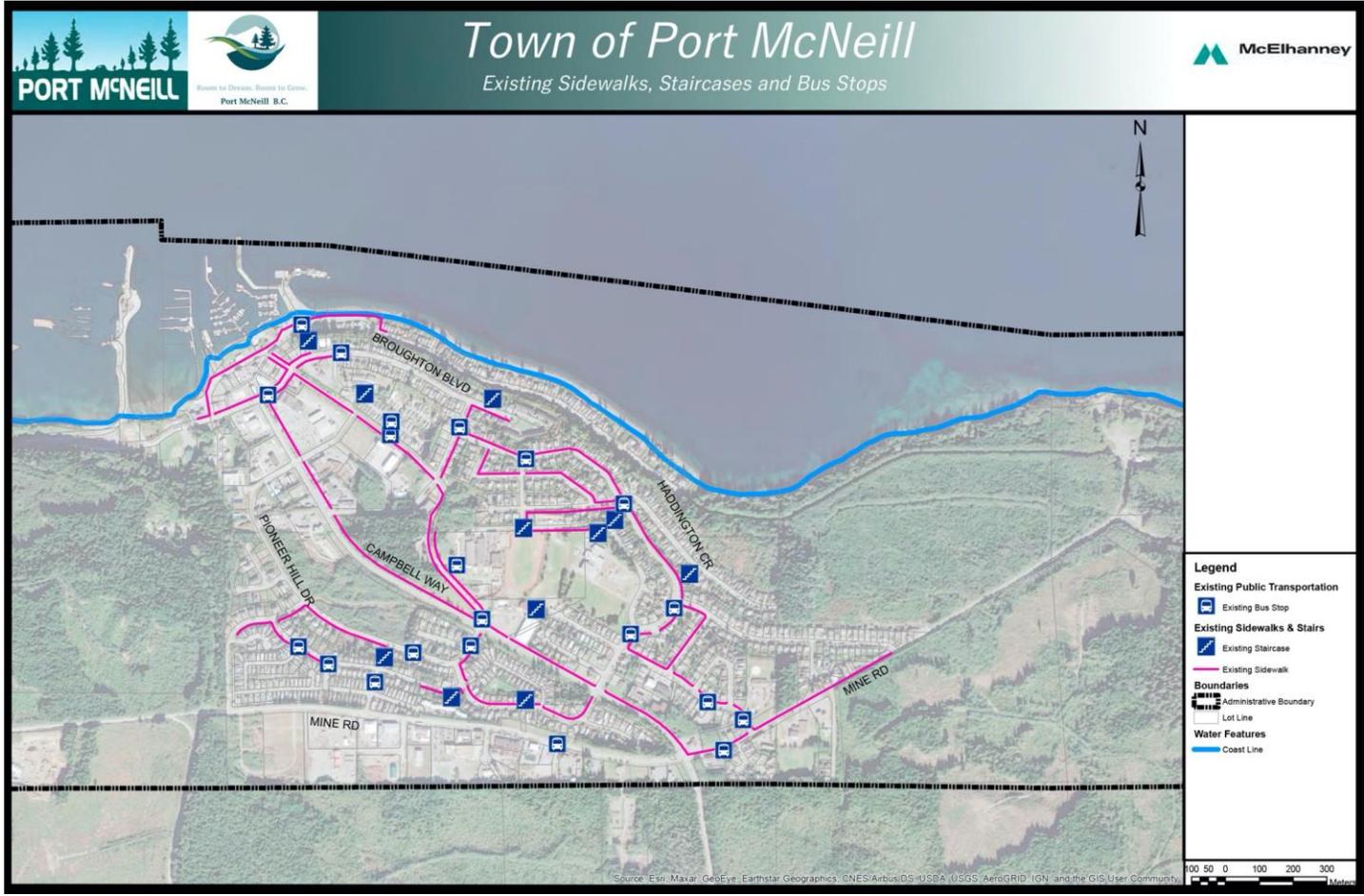
SECTION 14.2: EXISTING TOWN UTILITIES MAP



SECTION 14.3: PROPOSED LAND USE MAP



SECTION 14.4: EXISTING TRANSPORTATION MAP



# Town of Port McNeill

## Request for Decision - Staff Report



**To:** Mayor and Council **File No:** 1900-01  
**Meeting Date:** Regular Council - 09 Nov 2021  
**From:** Pete Nelson-Smith, Chief Administrative Officer  
**Subject:** Town of Port McNeill Discrimination, Bullying and Harassment Policy.

### **PURPOSE:**

To review and adopt the Workplace Discrimination, Bullying and Harassment Policy as attached.

### **BACKGROUND:**

In October of 2013, the Town of Port McNeill adopted a revised version of a Bullying and Harassment policy.

### **KEY ISSUES DEFINED:**

From WorkSafeBC: *"Employers must implement procedures for responding to reports or incidents of bullying and harassment. The procedures must ensure a reasonable response to the report or incident and aim to fully address the incident and ensure that bullying and harassment is prevented or minimized in the future."*

The 2013 Bullying and Harassment Policy, although meeting criteria for WorkSafeBC, fails to properly address different procedures and levels of investigation for incidents of discrimination, bullying and harassment.

The Town procured the services of Lidstone and Company Law Corporation to provide the Town with a thorough policy for staff, Council, volunteers and contractors to incorporate into a safe working environment. The draft policy is attached to, and forming part of this report.

### **IMPLICATIONS:**

Introduction of this new policy will provide Mayor, Council and staff (of all levels) a means in which allegations of discrimination, bullying and harassment are dealt with in the Town of Port McNeill's organization.

### **Policy/Legislation:**

Replacement of the Town's existing Bullying and Harassment Policy.

### **Strategic Priority:**

To ensure that all staff and members of Council will be treated in a fair and respectful manner.

### **Sustainability:**

To be included for all new hires and annually reviewed with current Mayor and Council, staff, volunteers and contractors.

### **Communication:**

Upon adoption from Council, Mayor and Council, all current staff, volunteers and contractors. Emailed out to CUPE for comment.

**Staffing Implications:**

Communications, annual review and new hire review.

**RECOMMENDATIONS:**

That Council, having reviewed the Bullying and Harassment Policy, as attached, adopt the new policy and repeal the existing Bullying and Harassment policy to be replaced.

**ATTACHMENTS:**

[Workplace Discrimination Bullying and Harassment 2021 2](#)



## TOWN OF PORT MCNEILL

TITLE: **DRAFT - Workplace Discrimination, Bullying and Harassment Policy**

DATE ADOPTED: \_\_\_\_\_

APPROVED: \_\_\_\_\_

Mayor Gabriele Wickstrom

### 1. PURPOSE:

- a. The purposes of this Policy are to:
  - i. promote and foster a respectful workplace environment for everyone working for the Town of Port McNeill and to state clearly that *discrimination, bullying and harassment* and *sexual harassment* of any kind are unacceptable and will not be tolerated by the Town;
  - ii. reassure all individuals covered by this Policy that any claims of *discrimination, bullying and harassment* and *sexual harassment* will be dealt with in accordance with the terms of this Policy;
  - iii. aim to prevent all forms of *discrimination, bullying and harassment*, and *sexual harassment* of any kind;
  - iv. provide procedures for prompt handling and resolving of complaints of *discrimination, bullying and harassment* and *sexual harassment*, and to assist all those to whom this Policy applies in doing so.

### 2. POLICY:

- a. The Town of Port McNeill is committed to a safe and professional workplace where Council members, officers, *employees*, contractors and volunteers of the Town are treated with respect and dignity.
- b. The Town of Port McNeill is committed to providing a workplace that is free from *discrimination, bullying and harassment*, and *sexual harassment* and to complying with the *Workers Compensation Act*, R.S.B.C. 1996, c. 492, the *Occupational Health and Safety (OHS) Policies*, the *Employment Standards Act*, R.S.B.C. 1996, c. 113, and the *Human Rights Code*, R.S.B.C. 1996, c. 210, all as amended from time to time.

### 3. APPLICATION:

- a. Individuals covered by this Policy must not engage in the *discrimination, bullying and harassment* of others; they must report if *discrimination, bullying and harassment*, and *sexual harassment* is observed or experienced; and they must apply and comply with this Policy and these procedures.
- b. This Policy governs the resolution of all informal or formal complaints in respect of

incidents of *discrimination, bullying and harassment* and *sexual harassment* made by mayor, councillors, *employees* (including permanent, temporary, casual, student and contract workers) and volunteers of the Town.

- c. This Policy applies to all forms of communication (verbal, non-verbal, electronic, written, etc.).
- d. This Policy applies to all situations where activities are connected to work with the Town and could impact employment during and outside of regular business hours at and away from the workplace. *Discrimination, bullying and harassment, and sexual harassment* can occur at, but is not limited to, the following:
  - i. the workplace and Town premises;
  - ii. work-related business functions, such as meetings, conferences, training sessions or workshops (virtual or in-person);
  - iii. work-related travel;
  - iv. in-person / telephone conversations, emails, text messages, and social media messaging;
  - v. work-related social functions.
- e. The application of this Policy is also triggered when a complaint is received by a mayor, councillor, *employee* or volunteer of the Town where *discrimination, bullying, and harassment, and sexual harassment* is allegedly perpetrated by a member of the public.
- f. While complaints under the Policy may and should be made where an individual covered by this Policy feels *discriminated* against, *bullied and harassed, and sexual harassment* by a member of the public, the rights, obligations and protections set out in this Policy do not apply to members of the public.
- g. This Policy does not cover legitimate and good faith management of the workplace such as performance evaluations, direction or discipline given by management.

#### 4. DEFINITIONS

##### **Bullying and Harassment:**

- a. *Bullying and harassment* includes unwanted and unwelcome comments or conduct from a person who knows, or reasonably ought to know, such comments or conduct are unwelcome and would cause the person to feel humiliated or intimidated.
- b. *Bullying and harassment* can consist of a single incident or several or repeated incidents over a period of time which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals. It can also consist of incidents that create an uncomfortable environment or which might reasonably be expected to cause insult, embarrassment, intimidation, humiliation, insecurity, discomfort, or offence to a person or group.
- c. *Bullying and harassment* includes, but is not limited to:
  - i. written or verbal abuse, intimidation, teasing, undermining, bullying or threats, including swearing, shouting or making derogatory gestures or comment to or about an individual;
  - ii. physical assault;

- iii. unwelcome remarks, jokes, innuendoes, criticisms or taunting about a person's body, sexual orientation, gender identity, gender expression, attire, age, marital status, ethnic or racial origin, religion, or family members etc.;
- iv. practical jokes which cause or which should reasonably be known to cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance;
- v. isolation practices, hazing or initiation rites;
- vi. condescension, paternalism, or patronizing behavior which undermines self-respect or adversely affects performance or working conditions;
- vii. rude, belittling, sarcastic or slanderous comments or malicious gossip;
- viii. vandalizing personal belongings;
- ix. false accusations of harassment, motivated by malice or mischief, meant to cause others harm;
- x. *sexual harassment*, as further described below.

**Bystander:** An individual who has witnessed behaviour that, in their view, potentially constitutes a violation of this Policy. Bystanders should report their concerns in accordance with Step 2 of the Informal Process set out below. Bystanders are not parties to a complaint. However, they may be interviewed as witnesses in the event there is a formal investigation into their concerns.

**Complainant:** An individual who believes that they have been subject or witness to *discrimination*, bullying or harassment and brings forward a complaint under this Policy.

**Discrimination:**

- a. *Discrimination* is the adverse differential treatment of an individual or group, whether intentional or unintentional, on the basis of race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity, gender expression, age or a criminal conviction unrelated to employment or to the intended employment of that person. ("Prohibited Ground") [BC Human Rights Code, Section 13]
- b. Any conduct, comment, gesture or contact which likely harms, intimidates, offends, degrades or humiliates any person, whether intentionally or unintentionally, based on a *Prohibited Ground* constitutes *discrimination*.
- c. *Discrimination* is based on the erroneous assumption that a particular individual shares attributes, usually negative, stereotypically associated with a group to which they are perceived to belong. *Discrimination* imposes burdens on, or denies opportunities to, individuals or groups and is unfair because it is not based on actual academic or job performance, or any other form of competence.
- d. Adverse differential treatment has the effect of imposing burdens, obligations or disadvantages on an individual or group that are not imposed on others. Adverse differential treatment may also withhold or limit access to opportunities, benefits and advantages available to other individuals or groups. It is important to note that *discriminatory* conduct is not only a breach of this Policy, it may also be a breach of the *BC Human Rights Code*.

**Employee:** An individual who performs work on behalf of the Town, including permanent, temporary, casual, student, volunteer and contract worker

**Facilitator:** An unbiased individual, such as a supervisor, the CAO, the Mayor or designate that can help facilitate a resolution to a complaint in a fair, informal manner.

**Investigator:** The person assigned to investigate a complaint. The Investigator may be the Chief Administrative Officer or designate, Mayor, or in some instances, an external third party.

**Mediation:** A voluntary process used to resolve conflict by having a neutral, trained third party help the disputing parties arrive at a mutually acceptable solution.

**Respondent:** An individual against whom an allegation of *discrimination*, bullying and harassment and *sexual harassment* has been made and to which they are responding. Does not include members of the public.

**Sexual Harassment:**

- a. *Sexual harassment* is to engage in a course of vexatious comment or conduct against a person in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of conduct is known or reasonably ought to be known to be unwelcome or unwanted.
- b. This includes the making of unwanted and offensive sexual advances, solicitations, offensive remarks, gestures or acts where the individual making them is in a position to confer, grant or deny a benefit or advancement to a person and the individual knows or ought to reasonably know that such behaviour or conduct is unwelcome.
- c. *Sexual harassment* may include, but is not limited to:
  - i. unwanted or inappropriate physical contact, including but not limited to, touching, pinching, grabbing, patting, rubbing, or purposefully brushing up against another person;
  - ii. unwanted verbal abuse or advances, invitations or propositions of a sexual nature or repeated invitations after previous requests have been refused;
  - iii. displaying, sending or sharing sexually inappropriate images or videos, such as pornography, or suggestive letters, notes, photos, videos, text messages or e-mails with co-workers;
  - iv. telling lewd jokes, sharing sexual anecdotes or asking sexual questions, such as questions about someone's sexual history or their sexual orientation;
  - v. leering, staring in a sexually suggestive or offensive manner, or whistling;
  - vi. making sexual comments about appearance, clothing, body parts, personal life; or
  - vii. making offensive comments about someone's sexual orientation, gender identity or gender expression.

**5. FAIRNESS:**

- a. All parties, including *Complainants*, *Respondents* and witnesses, have a right to fair treatment in the investigation and adjudication of complaints made under this Policy.
- b. Fair treatment includes the following:
  - i. the right to bring forward concerns and have them addressed in a timely manner;

- ii. the right to be informed in a timely manner of complaints made against them and an opportunity to respond;
- iii. an impartial and objective consideration and evaluation of each complaint, through formal or informal resolution processes;
- iv. confidentiality to the extent possible in the circumstances;
- v. protection from retaliation;
- vi. being informed of the outcome of any formal investigation or intervention (*Complainants* and *Respondents* only).

## 6. ANNUAL REVIEW

- a. This Policy will be reviewed on an annual basis. All individuals working on behalf of the Town of Port McNeill will be advised and educated on this policy and program when they are hired through the *employee* orientation process.

## 7. ROLES, RIGHTS, RESPONSIBILITIES

- a. **Senior Management** (CAO and Managerial Staff) must:
  - i. Ensure that the workplace is free from *discrimination, bullying and harassment* and *sexual harassment* and to ensure the principles of the Policy are reflected in the execution of their duties, operational policies and practices within their area of responsibility;
  - ii. Model inclusive and professional behaviour and not participate in discriminatory, bullying or harassing behaviour;
  - iii. Report incidents of *discrimination, bullying or harassment* and *sexual harassment*;
  - iv. Listen to any complaint, treating it sensitively, seriously and confidentially;
  - v. Maintain confidentiality of all involved.
- b. **Chief Administrative Officer (“CAO”)**
  - i. The CAO is responsible for the implementation and administration of this Policy.
  - ii. The CAO shall assess every complaint for appropriate action and exercise their discretion as to how this Policy is implement and who in management is advised of the complaint and its findings.
  - iii. The CAO must:
    - When appropriate and required, provide a timely, thorough, confidential and objective investigation of any allegation and answer any complaints in accordance with this Policy;
    - If necessary, appoint a third-party *investigator* to investigate any allegations or complaints;

- Consult with the *investigator(s)* to set a reasonable period for the completion of the investigation;
- Review the findings and recommendations;
- Determine the outcome and the appropriate action to be taken, which may include education, training or disciplinary action, dependent upon the results;
- As per section 5(b)(vi), ensure the *Complainant* and *Respondent* are informed of the outcome, in writing, in a timely fashion and that appropriate education and such other proactive measures as necessary for a workplace free from *discrimination, bullying and harassment* and *sexual harassment*.

c. **Managerial staff** have a responsibility to:

- Take appropriate action if anyone is found to have engaged in conduct contrary to this Policy; and
- Provide reasonable and appropriate remedies for anyone who has been the target of *discrimination* or *bullying and harassment* and *sexual harassment*.

d. **Employees and Volunteers** must:

- Not engage in *discrimination, bullying and harassment* and *sexual harassment* of *employees, councillors, mayor, volunteers* or *contractors*;
- Report incidents of *discrimination, bullying and harassment* and *sexual harassment* experienced or witnessed to *Managerial staff*.

e. **Mayor and Councillors** must:

- Ensure that the workplace is free from *discrimination, bullying and harassment* and *sexual harassment* to ensure the principles of the Policy are reflected in the execution of their duties;
- Model inclusive and professional behaviour and not participate in *discriminatory, bullying and harassing* and *sexual harassment* behaviour;
- Report incidents of *discrimination, bullying and harassment* and *sexual harassment*.

f. **Complainants**

i. Complainants have a right to:

- Make a complaint and receive a copy of the complaint;
- Be informed of the status and progress of the investigation;
- Be informed of the results of the investigation in writing including any corrective action that has or will be taken as a result of the investigation;
- Not be subject to retaliation;

- Withdraw a complaint at any time during the procedure; however, depending upon the nature and severity of the allegations, the CAO or its designate, or Mayor may determine that an investigation is required and the process will continue notwithstanding the withdrawal.
- ii. Complainants have a responsibility to:
  - Maintain confidentiality with respect to the investigation and sign a Confidentiality Agreement (Appendix B);
  - Cooperate with all those responsible for dealing with the investigation of the complaint.

**g. Respondents**

- i. Respondents have a right to:
  - Be informed that a complaint has been filed;
  - Be informed of the status and progress of the investigation;
  - Have the allegations provided to the *Investigator*;
  - Be informed of the allegations against them and be provided an opportunity to respond;
  - Be informed of the results of the investigation in writing and validation of corrective action that has been taken or will be taken as a result of the investigation.
- ii. Respondents have a responsibility to :
  - Follow all procedures under this Policy;
  - Cooperate with all those responsible for dealing with the investigation of the complaint;
  - Maintain confidentiality with respect to the investigation and sign a Confidentiality Agreement.

**h. Bystanders**

- i. Bystanders have the right to:
  - Not be subject to retaliation because they have participated as a witness.
- ii. Bystanders have a responsibility to:
  - Meet with the investigator and to cooperate with all those responsible for the investigation of the complaint;
  - Maintain confidentiality with respect to the investigation and sign a Confidentiality Agreement.

**i. Investigator**

- i. The *investigator* shall:
  - Ensure the Respondent is informed of the allegations;
  - Ensure all parties involved have been informed of their rights and responsibilities;

- Interview the parties concerned and any witnesses;
- Collect all pertinent information;
- Recommend a *mediation* process where appropriate;
- Prepare a written report;
- Ensure the investigation is completed in a timely fashion taking into account particular circumstances;
- Maintain confidentiality.

## 8. COMPLAINT RESOLUTION PROCEDURE

- a. *Complainants* are encouraged to resolve complaints and concerns about *discrimination, bullying and harassment* and *sexual harassment* with others as soon as they arise, first using the individual conversation or informal processes unless it is clearly inappropriate in the circumstances.
- b. Without limiting its application, the informal resolution process is commonly used in circumstances where the alleged conduct appears to be non-repetitive (such as a “one-off” interaction or discussion) and relatively minor in severity or seriousness, considering its content, potential impact on the health and safety of the individual and/or of the organization overall. Although a *Complainant* may wish to proceed by way of the informal resolution process, the Town may at any time exercise its discretion to initiate a formal process based upon its overall review of the circumstances.
- c. A *Complainant* should approach their direct supervisor, or if the *Complainant* is uncomfortable approaching their direct supervisor, the *Complainant* should approach the CAO. If the *Respondent* is the CAO, the *Complainant* should approach the Mayor. If the *Respondent* is a Council member, the *Complainant* should approach the CAO.
- d. If the *Complainant* is a Council member, the *Complainant* should approach the CAO. If the *Complainant* is the CAO, the *Complainant* should approach the Mayor, unless the *Respondent* is the Mayor. In such case, the CAO should approach the Chief Financial Officer.

## 9. STEP 1: INDIVIDUAL CONVERSATION

- a. A *Complainant* should first bring the matter to the attention of the *Respondent* in a direct and discreet manner as soon as possible following the incident and advise them that their conduct is unwelcome and ask that the conduct cease.

## 10. STEP 2: INFORMAL COMPLAINT PROCESS

- a. If the conduct persists, the *Complainant* or *Bystander* should approach their direct supervisor, the CAO, the Mayor, or their designate, as set out in section 8 above with their concerns as a *Facilitator*, including particular examples of inappropriate statements or behaviour by the *Respondent*. The *Complainant* should provide as much detail as is possible, including dates, times, and witnesses to the alleged conduct. This should be done as soon as reasonably possible following the incident(s).
- b. *Complainants* should keep written records of date(s), time(s), what was said and done, and the name of any witnesses to the incident(s), if any.
- c. The *Facilitator* will review the concern(s) and must directly or indirectly facilitate a

resolution of the complaint in a manner that he or she considers to be effective and reasonable considering all of the circumstances. The filing of a written complaint under Step 2 does not automatically mean that a formal investigation will be conducted. The manner in which the complaint is resolved will be determined by the Town, following consultation with the parties and will depend on a number of factors, including the nature, extent and severity of the allegations brought forward by the *Complainant(s)* and the history of circumstances leading up to the filing of the written complaint.

- d. Interventions may include one or more of the following:
  - i. Meeting separately with each person involved in the alleged conduct to discuss and investigate the situation;
  - ii. Meeting together with the persons involved to facilitate a discussion aimed at understanding and resolving the issue in a practical, non-punitive manner or mediating a solution that works for all persons;
  - iii. Coaching one or more of the parties (verbally or in writing) on workplace expectations regarding appropriate workplace conduct;
  - iv. Recommending or applying progressive discipline where warranted;
  - v. Engaging an external third-party *facilitator* or mediator to work with the parties involved to achieve a practical and mutually agreeable resolution to outstanding concerns without making findings against the parties; or
  - vi. Requiring one or more of the parties involved to complete relevant training.
- e. Step 2 should be completed within thirty (30) days of receiving a complaint unless the circumstances reasonably permit an extension of this timeline.
- f. At the completion of Step 2, the *Facilitator* must prepare a written report to the CAO (or Mayor if the CAO is the *Respondent*) which should contain the following:
  - i. The facts from the interviews with the *Complainant*, *Respondent*, and *Bystander(s)*, if any;
  - ii. Steps the *Facilitator* took to resolve the complaint, including coaching or discipline imposed;
  - iii. Any recommendations designed to ensure that further *discrimination*, *bullying and harassment* and *sexual harassment* does not occur.
- g. If *mediation* is not successful in resolving the complaint, or if the *Complainant* is not satisfied with the result, the *Complainant* can submit a formal complaint as set out in Step 3 within ten (10) business days.
- h. If at any time during Step 2 the *Facilitator* concludes that, given the severity of the alleged complaint, including the potential for physical or psychological harm on the *Complainant* or other individuals protected by this Policy, a formal investigation is warranted, then the matter should be immediately referred to Step 3.

## 11. STEP 3: FORMAL COMPLAINT PROCESS

- a. **Formal Process:** involves an objective and fulsome investigation of a complaint of *discrimination*, *bullying and harassment* and *sexual harassment* brought forward to the attention of a supervisor or the CAO (or their designate), Mayor or by the *Facilitator*.
- b. **File a Complaint:** Individuals can formally report incidents or complaints of workplace

*discrimination, bullying and harassment* and *sexual harassment* either verbally or in writing. When submitting a written complaint, individuals are to use the Respectful Workplace Complaint Form (see Appendix A). When reporting verbally, the person who receives the complaint, along with the Complainant, will be required to fill out the Respectful Workplace Complaint Form.

- c. **When to File a Complaint:** Incidents or complaints should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated and addressed promptly.
- d. **Documentation to Include:** Individuals must provide as much information as possible in the complaint form, such as the names of people involved, witnesses, where the events occurred, when they occurred, and what behaviour and/or words led to the complaint, along with anyone who may have been witness to the incidents. Attach any supporting documents, such as emails, handwritten notes, or photographs. Include the impact of the behaviour complained of on the *Complainant* and any steps that have already been taken under either Steps 1 or 2 of this Policy and the outcome of those steps.
- e. **Screening and Acknowledgement of the Complaint:** Within ten (10) business days of the receipt of a complaint, the CAO (or their designate) or the Mayor will review the complaint and exercise their discretion to either conduct an investigation, appoint a neutral third party to investigate the complaint or dismiss the complaint if it would not constitute a violation of this Policy or the Human Rights Code.
  - i. If the CAO (or their designate) or the Mayor decides not to conduct an investigation, he/ she will inform the *Complainant* in writing of the reasons.
  - ii. If an investigation is determined necessary, the procedures are outlined below.
- f. **Appointment of Investigator:** The Town will retain either an internal or external *investigator* depending on the overall complexity of the facts/ law related to the complaint, the parties to the complaint, the anticipated length of time necessary to conduct the investigation, the potential severity of the outcome of the investigation to the *Respondent* should the complaint be substantiated, and any other relevant considerations.
  - i. For complaints brought against the Mayor, members of council or the CAO, an external *investigator* with expertise regarding the matters covered under this Policy will be retained.
  - ii. In cases involving the Mayor as *Respondent*, the *investigator* will be retained by, and will report directly to, the CAO. In cases involving other Council members as *Respondents*, the *investigator* will be retained by, and will report directly to, the Mayor and CAO. In cases involving the CAO as *Respondent*, the *investigator* will be retained and report directly to the Chief Financial Officer.
- g. **Investigation:** An investigation will be conducted as quickly as possible to determine the facts of the situation. The *Investigator* will review all relevant documents and conduct interviews with the *Complainant*, the *Respondent* and any *Bystander(s)* that may have relevant information.
  - i. Each party has the right to be accompanied or represented by a person of their choosing (union representative, another *employee*, legal representative). All participants will be asked to maintain confidentiality and sign off accordingly.
  - ii. The *Respondent* will be provided with the *Complainant's* name and information on the particulars of the complaint and offered an opportunity to respond.

- iii. The investigation will normally commence within two (2) weeks of the filing of the complaint and be completed within thirty (30) business days following such time. Completion time may be reasonably extended beyond those timelines in order to ensure a thorough investigation has been conducted.
  - iv. During the investigation, depending on the severity of the allegations, changes in scheduling or reporting may be implemented; or the Town may suspend individuals with pay pending the outcome of the investigation if deemed appropriate.
  - v. Following the completion of the investigation, the *investigator* will file a written report with the instructing officer of the Town (CAO, or their designate, or Mayor) or the Town's legal counsel.
  - vi. The CAO (or their designate) or Mayor will review the report to determine if the investigation reveals evidence to support the allegation(s) made in the complaint. They will then inform the *Complainant* and *Respondent*, in writing, of the findings and, if warranted, validation of corrective action that has been or will be taken and any other action (s) the Town may take.
  - vii. Determining culpability and discipline will be the sole responsibility of the CAO (or designate) or Mayor depending on the circumstances.
- h. **Remedies:** Any individual covered by this Policy, who is found to have engaged in, or known about and took no action to report or stop *discrimination, bullying and harassing and sexual harassment* behaviour in the workplace contrary to this Policy may be subject to appropriate disciplinary action, up to and including termination of employment for just cause, sanction or legal action, depending up on the severity of the misconduct. The range of appropriate disciplinary action may include, but is not limited to, the following:
- i. Oral and/or written apology from the Respondent and/or Town;
  - ii. Any administrative change that is appropriate (i.e.: job site or position transfer; no contact for a period of time, temporary or permanent changes to reporting structures or work assignments)
  - iii. Coaching;
  - iv. Counselling;
  - v. Training or education;
  - vi. Re-orientation to this Policy and its purpose;
  - vii. Discipline up to and including termination of employment for just cause.
  - viii. Where the Respondent is not covered by this Policy, the Town will take any and all steps necessary to remedy the substantiated complaint to protect the Complainant from future harm.
- i. **Unsubstantiated Complaints:** If the *Investigator* finds insufficient evidence to support the Complainant's allegations, the *Investigator* will submit that finding. There will be no record of the complaint on the *Complainant's* or *Respondent's* file and there will be no penalty to anyone concerning the incident. A finding of no evidence is a simple reflection of an absence of evidence to support the claim and nothing more.
- j. **No Reprisals or Retaliation:** Any *Complainant* (or person closely related to or associated with the *Complainant*), *Bystander*, *Respondent*, or *employee* responsible for implementing this Policy and procedure, who in good faith:

- i. Makes a complaint alleging workplace *discrimination, bullying and harassment* and *sexual harassment*;
  - ii. Identifies or opposes a practice that he or she reasonably believes to constitute workplace *discrimination, bullying and harassment* and *sexual harassment*;
  - iii. Implements or participates in a *discrimination, bullying and harassment* and *sexual harassment* investigation, proceeding or hearing under this Policy or pursuant to any applicable statutory complaint process.
  - iv. Any reprisal or retaliatory action that is related, in any way, to the circumstances noted above violates this Policy and will not be tolerated. Any individual covered by this Policy who is found to have engaged in any reprisal or retaliation in violation of this Policy will be subject to appropriate disciplinary action, which action may include the termination of employment for just cause or sanction.
- k. **Vexatious Allegations and Complaints:** Any individual covered by this Policy who makes an allegation or complaint under this Policy that is subsequently found to have been made in a deliberately vexatious or malicious manner, or otherwise to have been made in bad faith, will be subject to appropriate disciplinary action, which action may include the termination of employment for just cause or sanction.

## Appendix A

### Respectful Workplace Complaint Form

<b>Name and position of Complainant</b>
<b>Name and position of Respondent</b>
<b>Address or location where the incident(s) occurred</b>
<b>Date(s) and time of each incident</b>
<b>Detailed summary of all of the specific incidents or examples of behaviour that have led to the filing of the complaint (continue on separate page if needed)</b>
<b>Name(s) of any potential bystander(s)</b>
<b>Impact of the behaviour / incident complained of</b>
<b>Any steps that have already been taken under either Steps 1 or 2 of this Policy to resolve the complaint and the outcome of those processes.</b>

**Appendix B**

**Confidentiality Form**

This is to certify that I, \_\_\_\_\_, an employee, volunteer, contractor, or Councillor of The Town of Port McNeill understand that any information (Written, verbal or other form) obtained during this investigation must remain confidential. This includes all information about the Complaint, the Complainant, Bystander, Respondent, Facilitator, Investigator, employees, and other details associated with this investigation, as well as any other information otherwise marked or known to be confidential.

I understand that any unauthorized release or carelessness in the handling of this confidential information is considered a breach of the duty to maintain confidentiality.

I further understand that any breach of the duty to maintain confidentiality could be grounds for immediate dismissal and/or possible liability in any legal action arising from such breach.

\_\_\_\_\_  
Signature of Employee/Councillor/Volunteer/Contractor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Staff Witness

# Report



**To:** Council

**File No:**

**Meeting Date:** September 26, 2021

**From:** Mayor Gaby Wickstrom

**Subject:** Mayor's Report

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**September 25, 2021:** I travelled to Nanaimo for the Vancouver Island Regional Library (VIRL) Board budget meeting. A 3.84% increase was approved which included 1.5% to maintain existing operations, 1% for capital which ensures maintenance and planned projects can proceed, and 1.34% for the Consolidated Facilities Master Plan (CFMP) update, the elimination of Young Adult Fines, a moratorium on Adult Fines for one more year. It should be noted that any new builds (other than those approved in 2020) will be put on hold until the CFMP is complete.

**October 13, 2021:** I participated in a Microsoft Teams call for Mayors and Regional District Chairs with Minister Josie Osbourne MLA. The question was asked what challenges we face and what opportunities are we pursuing.

**October 14 & 15, 2021:** I participated in the interview process for our new Economic Development Manager.

**October 21, 2021:** I was invited to participate on a panel discussion at the Indigenous Resource Opportunities Conference (IROC). The topics I spoke on were: our Community Forest, and the offer extended to the Quatsino and Kwakiutl to be equity share partners in North Island Community Forest Limited Partnership (NICFLP). I also spoke on the role of local governments, and First Nations where advocacy was concerned. Specifically, I mentioned the BC Hydro power outage issues on Northern Vancouver Island, and how so many of us are working together to amplify each other's voices. I was able to attend both days of the IROC.

**October 25, 2021:** I participated on a call with Bob Brash of the Truck Loggers Association, and Mayor Andy Adams of Campbell River. Mr. Brash contacted us for information on how a moratorium on Old Growth Logging would affect our communities and whether we had been involved in any of the briefings. It is expected that an announcement will be made in the next week or so.

**October 26, 2021:** I participated in a meeting with Parliamentary Secretary Finn Donnelly MLA and Mayor's Adams, Dugas, and Baker of Campbell River, Port Alberni and Sayward respectively. The topics of discussion included: the fact that it's been a year since the decision on open pen fish farming in the Discovery Islands, that layoffs have begun, and that there is still no transition plan for those who have lost their employment. We also discussed Salmon Enhancement and the lack of funding to our region.

**October 29, 2021:** I attended the VIRL Executive meeting via Zoom.

**November 1, 2021:** I attended a technical briefing with Minister Katrine Conroy MLA prior to the announced deferrals on old growth logging.

**November 3, 2021:** I reached out to District Manager Andrew Ashford of the Ministry of Forests, Lands, Natural Resource Operations, and Rural Development (FLNRORD), following the public announcement on deferred old growth logging. Mr Ashford has been invited to speak to us at our November 9, 2021, Meeting of Council.

I also attended a consultative session on Modernizing Land Use Planning with a variety of other Vancouver Island elected officials. They were looking for input from other communities on the following topics:

- Minimizing slash burning
- Re-integrating prescribed and cultural fire burning
- Harmonizing area-based tenure pricing
- Strengthening compliance and enforcement (in forestry)
- Revising BC Timber Sales' 3-sale maximum policy
- Creating a fibre access program for value-added wood manufacturers

Prepared by:



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Gaby Wickstrom  
Mayor

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Pete Nelson-Smith  
CAO