



# AGENDA

## Committee of the Whole Meeting

9:00 AM - Tuesday, February 1, 2022

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
<b>1. CALL TO ORDER</b>	
<b>2. ADOPT AGENDA</b>	
a) Accept or amend agenda as presented.	
<b>3. PETITIONS AND DELEGATIONS</b>	
<b>4. ADOPTION OF MINUTES</b>	
<b>5. CORRESPONDENCE</b>	
<b>6. TABLE ITEMS</b>	
<b>7. REPORTS</b>	
a) Covid 19 Grant-in-Aid Funds Distribution	<b>3 - 19</b>
<a href="#">RTC - Covid 19 Grant-in-Aid Funds Distribution</a>	
<a href="#">Donation Policy</a>	
<a href="#">Jan 26 2021 MINUTES</a>	
<a href="#">Jan 11 2022 MINUTES</a>	
b) Strategic Priorities 2022	<b>21 - 26</b>
<a href="#">RTC - Strategic Priorities</a>	
<b>8. BYLAWS</b>	
<b>9. OLD BUSINESS</b>	
<b>10. NEW BUSINESS</b>	
<b>11. ITEMS FROM IN-CAMERA TO BE MADE PUBLIC</b>	
<b>12. IN-CAMERA</b>	

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

**14. ADJOURNMENT**

# Town of Port McNeill

## Information - Staff Report



**To:** Pete Nelson-Smith, CAO **File No:**  
**Meeting Date:** Committee of the Whole - 01 Feb 2022  
**From:** Laura Evans, Deputy Finance Officer  
**Subject:** Covid 19 Grant-in-Aid Funds Distribution

### **PURPOSE:**

For Council to be informed on the allocation of the Covid-19 Safe Restart Grant.

### **BACKGROUND:**

In November 2020 the Town received \$888,000 through the Covid-19 Safe Restart Grant.

At the January 26, 2021 regular Council meeting the following motion was approved:  
That the Town disperse the COVID restart funds of \$888,000 in the following allocations: 10% computer and other electronic technology costs (to improve interconnectivity and virtual communications) ; 10% emergency planning and response costs: 30% services for vulnerable persons: 50% addressing revenues shortfalls.

In response to the 30% (\$266,400.00) being allocated to services for vulnerable persons a Covid Recovery Funds Committee was formed to look at ways to distribute funds. It was decided that an appendix/application be added to the current Council Policy on Donations.

At the June 8, 2021 regular Council meeting, amendments to the Council Policy on Donations were approved by Council adding a new appendix for the public to apply for funds from the vulnerable persons allocation from the Covid Safe Restart Grant.

### **KEY ISSUES DEFINED:**

At the January 11, 2022 regular Council meeting there were 2 Covid 19 Grant-in-Aid requests that were approved with the following 4 motions:

1. That the Gate House Theatre Covid-19 Grant-in-Aid Application be approved.
2. That the approved Gate House Theatre Covid-19 Grant-in-Aid Application be funded by the Covid-19 General Grant Fund.
3. That the Broughton Curling Club Covid-19 Grant-in-Aid Application be approved.
4. That the approved Broughton Curling Club Covid-19 Grant-in-Aid Application be funded by the Covid-19 General Grant Fund.

### **IMPLICATIONS:**

When the Covid 19 Safe Restart Grant was allocated to the 4 different areas, there was no general fund created.

### **Financial:**

Staff want to clarify if the 2 approved Covid 19 Grant-in-Aid applications can be taken from the services for for vulnerable persons fund.

**Policy/Legislation:**

Council Donation Policy.

**RECOMMENDATIONS:**

That Council approve the 2 donations to be funded by the services for vulnerable persons allotment of the Covid 19 Safe Restart Grant funds.

**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 \_\_\_\_\_

Mailing address \_\_\_\_\_

Contact person \_\_\_\_\_ Telephone \_\_\_\_\_

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

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

**Please describe the type of event:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Application: \_\_\_\_\_

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***For Town of Port McNeill use only***

Date application received

Date presented to Council: \_\_\_\_\_

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

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

**APPENDIX "B" APPLICATION – LARGE DONATION**

Name of organization \_\_\_\_\_

Mailing address \_\_\_\_\_

Contact person \_\_\_\_\_ Telephone \_\_\_\_\_

Are you a registered society? Yes \_\_\_\_\_ No \_\_\_\_\_ Registration # \_\_\_\_\_

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

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

\_\_\_\_\_

**Please describe the type of event:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please describe the benefit your group brings to the community or the common good the community will receive from this event.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of President

\_\_\_\_\_  
Signature of Secretary

Date of Application: \_\_\_\_\_

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***For Town of Port McNeill use only***

Date application received

Date presented to Council: \_\_\_\_\_

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

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

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

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

**Applicants MUST:**

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

**Programs/Activities/Events MUST:**

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

**Programs/Activities/Events MUST NOT:**

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

**Preference may be given to applications that:**

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

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

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

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

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

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



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

Name of organization \_\_\_\_\_

Purpose of the organization \_\_\_\_\_

Mailing address \_\_\_\_\_

Contact person \_\_\_\_\_ Telephone \_\_\_\_\_

Email \_\_\_\_\_

Are you a registered society? Yes \_\_\_\_\_ No \_\_\_\_\_ Registration # \_\_\_\_\_

Amount of grant requested: \_\_\_\_\_

Proposed mid project report date: \_\_\_\_\_

Proposed final project report date: \_\_\_\_\_

Proposed use of grant: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This is a: New Program \_\_\_\_\_ Existing Program \_\_\_\_\_

**Support From Other Funding Organizations:**

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

Name	Amount Requested	Status of Request

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

Yes \_\_\_\_\_ No \_\_\_\_\_ If no, explain: \_\_\_\_\_

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

Yes \_\_\_\_\_ No \_\_\_\_\_ If no, explain: \_\_\_\_\_

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

Yes \_\_\_\_\_ No \_\_\_\_\_

**In the past year, how many persons had your organization served?** \_\_\_\_\_

**How long has your organization been in existence in the community?** \_\_\_\_\_

**Is your organization voluntary and non-profit?** \_\_\_\_\_

**What is your main source of income?** \_\_\_\_\_

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

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain: \_\_\_\_\_

**Are all of the board members/directors volunteers?**

Yes \_\_\_\_\_ No \_\_\_\_\_ If no, explain: \_\_\_\_\_

**Acknowledgement & Signature:**

\_\_\_\_\_  
**Signature**

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

***For Town of Port McNeill use only***

Date application received

Date presented to Council: \_\_\_\_\_

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

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



# TOWN OF PORT MCNEILL

Minutes for the Regular Meeting of Council  
Tuesday, January 26, 2021 at 7:00 p.m.  
Council Chambers 1775 Furney Place, Port McNeill, BC  
and VIA Zoom Public Meeting platform

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

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

**PRESENT:** VIA Zoom - Mayor G. Wickstrom, Councillors AM. Baron, S. Downey, D. Koel, and R. Mitchell

**ALSO PRESENT:** VIA Zoom - P. Nelson-Smith, CAO, H. Swift, Admin Assistant, L. Evans, DFO, J. Allen, Public Works Manager and R. Adams, Interim Harbour Manager

**1. CALL TO ORDER**

The January 26, 2021 Regular Council Meeting was called to order at 7:00 p.m. Call to Order

**2. ADOPTION OF AGENDA**

a) Accept or amend agenda as presented.

**015/2021** Moved, seconded and CARRIED that the Agenda be adopted with the addition of 9.a) Council Meetings Discussion. Agenda

**3. PETITIONS AND DELEGATIONS**

**4. ADOPTION OF MINUTES**

a) Minutes of the January 12, 2021 Regular meeting of Council.

**016/2021** Moved, seconded and CARRIED that the minutes of the January 12, 2021 Regular Meeting of Council be adopted as presented. Regular Meeting Minutes

b) Minutes of the January 15, 2021 Committee of the Whole meeting.

**017/2021** Moved, seconded and CARRIED that the minutes of the January 15, 2021 Committee of the Whole Meeting be adopted as presented. Committee of the Whole Minutes

## 5. CORRESPONDENCE

- a) Letter dated January 06, 2021 from Greg Fletcher, RDMW requesting a donation towards the Chilton Arena Battery Back-Up Power System Project.

**018/2021** Moved, seconded and CARRIED to table discussion until next meeting on February 09, 2021. Chilton Arena back-up power

- b) Letter dated December 17, 2021 from Gerry Little, RDMW requesting a donation towards Green energy Zamboni skating aids for kids. RDMW Zamboni's

- c) Letter dated January 08, 2021 from Softball BC Canada requesting financial support for BC's male and female softball athletes for 2022 Canada Summer Games. Softball BC

- d) Letter dated January 13, 2021 from Geoff Bolby, Statistics Canada requesting support to increase awareness for May 2021 Census. Census – Statistics Canada

## 6. TABLE ITEMS

## 7. REPORTS

- a) December 2020 Volunteer Fire Department Operations Report. Dec 2020 VFD Report

- b) December 2020 Harbour & Information Centre Report. Dec 2020 Harbour Report

- c) COW Recommendations from January 15, 2020 meeting.

**019/2021** Moved, seconded and CARRIED that the Council adopt the recommendations from the January 15, 2021 Committee of the Whole meeting: COW Recommendations

That the Town disperse the COVID restart funds of \$888,000 in the following allocations: COVID-19 Restart funds

- 10% computer and other electronic technology costs (to improve interconnectivity and virtual communications);
- 10% emergency planning and response costs;
- 30% services for vulnerable persons;
- 50% addressing revenues shortfalls.

	That a one-time expense of \$6,500 from the COVID recovery funds to purchase personal electronic devices to improve overall Council connectivity, with costs above \$1,200 to be expensed to the requesting Councillor AND that staff be directed to adjust operating budgets to include software expenses for said devices.	Council Devices
	d) Report on the Fire Underwriters Survey and Council to provide questions for the Fire Underwriters Survey delegate.	Fire Underwriters
	e) 2020 Annual Harbour & Information Centre Department Report.	2020 Annual Harbour & Info Centre Report
	f) November & December 2020 Public Works Report.	Nov-Dec PW Reports
	g) 2021 Canada Summer Jobs Grant.	
<b>020/2021</b>	Moved, seconded, and CARRIED that Council approve the application to the 2021 Canada Summer Jobs Program.	2021 Summer Job Grant
<b>8.</b>	<b>BYLAWS</b>	
<b>9.</b>	<b>OLD BUSINESS</b>	
	a) Council meeting discussion on electronic versus in-person meetings.	Council Meetings
<b>10.</b>	<b>NEW BUSINESS</b>	
	a) Councillor Koel December 2020 Report.	Council Reports
	b) Council Reports – verbal report from Councillor Downey on the Tourism video and verbal report from Councillor Baron that the Harbour Advisory Group is putting a report together.	
<b>11.</b>	<b>ITEMS FROM IN-CAMERA TO BE MADE PUBLIC</b>	
<b>12.</b>	<b>IN-CAMERA</b>	
	a) That Council go In-Camera as per Community Charter section 90 (1)(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the <i>Freedom of Information and Protection of Privacy Act</i> , and section 90 (1)(c) labour relations or other employee relations.	
<b>021/2021</b>	Moved, seconded and CARRIED that Council go In-Camera as per Community Charter section 90 (1)(j) information that is prohibited, or	In-Camera

information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*, and section 90 (1)(c) labour relations or other employee relations.

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

**14. ADJOURNMENT**

**022/2021** Moved, seconded and CARRIED that the regular meeting be adjourned at 7:52 p.m. Adjourn

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Mayor

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Corporate Officer



# MINUTES

## Regular Council Meeting

7:00 PM - Tuesday, January 11, 2022

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, and Councillor Derek Koel
- MICROSOFT TEAMS:** Councillor Ryan Mitchell
- APOLOGIES:** Harinder Singh, Chief Financial Officer
- ALSO PRESENT:** Pete Nelson-Smith, Chief Administrative Officer, Connor Mork, Deputy Corporate Officer, and Laura Evans Deputy Finance Officer

### 1 CALL TO ORDER

The January 11, 2022 Regular Council Meeting was called to order at 7:01 PM.

### 2 ADOPT AGENDA

- a) Accept or amend the agenda as presented.

**14/2022** Moved, Seconded, and CARRIED that the agenda of the January 11, 2022 Regular Council Meeting be adopted as presented.

### 3 PETITIONS AND DELEGATIONS

### 4 ADOPTION OF MINUTES

- a) December 9, 2021 Committee of the Whole Meeting - Minutes

**15/2022** Moved, Seconded, and CARRIED that the Minutes of the December 9, 2021 Committee of the Whole be adopted, as presented.

- b) December 14, 2021 Special Council Meeting - Minutes

**16/2022** Moved, Seconded, and CARRIED that the Minutes of the December 14, 2021 Special Meeting of Council be adopted as presented.

c) December 14, 2021 Regular Council Meeting - Minutes

**17/2022** Moved, Seconded and CARRIED that the minutes of the December 14, 2021 Regular Council Meeting be adopted as presented.

d) January 4, 2022 Special Council Meeting - Minutes

**18/2022** Moved, Seconded, and CARRIED that the minutes of the January 4, 2022 Special Council Meeting be tabled to the January 25, 2022 Regular Council Meeting to allow staff to change the formatting.

## **5 CORRESPONDENCE**

a) Gate House Theatre Covid -19 Grant-in-Aid - RTC and Application

**19/2022** Moved, Seconded, and CARRIED that the Gate House Theatre Covid -19 Grant- in -Aid Application for \$25,000 be approved.

**20/2022** Moved, Seconded, and CARRIED that the approved Gate House Theatre Grant-in-Aid Application for \$25,000 be drawn from the Covid-19 General Grant Fund.

b) Broughton Curling Club Covid -19 Grant-in-Aid - RTC and Application

**21/2022** Moved, Seconded and CARRIED that the Broughton Curling Club Covid -19 Grant-in-Aid Application for \$18, 400 be approved.

**22/2022** Moved, Seconded, and CARRIED that the approved Broughton Curling Club Covid -19 Grant-in-Aid Application for \$18, 400 be drawn from the Covid-19 General Grant Fund.

## **6 TABLE ITEMS**

a) Association of Vancouver Island and Coastal Communities Nominations - Deadline January 28, 2022



**7            REPORTS**

- a)    2022 Canada Summer Jobs Program

**23/2022**    Moved, Seconded, and CARRIED that Council direct staff to apply for the 2022 Canada Summer Jobs program.

- b)    December 9, 2021 Harbour Advisory Group Meeting - Minutes
- c)    RTC - Policy Safety Audit

**24/2022**    Moved, Seconded, and CARRIED that the Town hire Bjarne Nielsen, of Bear Safety Services to do our safety gap analysis and report back to Council, this analysis is to have a budget of no more than \$5,000 and that it be included in the 2022 budget and five-year financial plan.

- d)    Council Reports

**8            BYLAWS**

- a)    Tourism Advisory Committee to Commission Bylaw No. 706, 2021

**25/2022**    Moved, Seconded, and CARRIED that the Tourism Advisory Committee to Commission Bylaw No. 706, 2021 be given Fourth and Final Reading.

- b)    Museum Committee to Heritage Commission Bylaw No. 707, 2021

**26/2022**    Moved, Seconded, and CARRIED that the Museum Committee to Heritage Commission Bylaw No. 707, 2021 be given Fourth and Final Reading.

**9            OLD BUSINESS**

- a)    Strategic Priorities

**27/2022**    Moved, Seconded, and CARRIED that strategic priorities be moved to the February 1, 2022 Committee of the Whole.

**28/2022** Moved, Seconded, to direct staff to prioritize the development of an amendment to the procedure bylaw to include capacity for full online meetings in the event of extraordinary circumstances.

**29/2022** Moved, Seconded, Amended, and CARRIED that staff be directed to bring forward an amendment to the procedure bylaw to include the ability for full online meetings for all council members.

**30/2022** Moved, Seconded, that the Town source and purchase N95 masks for the community.

**31/2022** Moved, Seconded, Amended, and CARRIED that the Town source and purchase 2500 N95 masks for staff and the community.

*Opposed: Councillor Baron and Councillor Mitchell*

b) December 9, 2021 Committee of the Whole Meeting - Recommendations

**32/2022** Moved, Seconded, and CARRIED that Council approve the recommendations of the December 9, 2021 Committee of the Whole below:

Moved, Seconded, and CARRIED to recommend that staff report back to Council on adding cell phone expenses, childcare coverage, health benefits, cost of living increase and income tax exemptions to Council remuneration.

Moved, Seconded, and CARRIED to recommend to accept credit card payments for 2022 utility payments and include a notice to residents that 2022 property taxes cannot be paid by credit card.

Moved, Seconded, and CARRIED to recommend that Council receive a copy of the previous review of credit card fees.

**10 NEW BUSINESS**

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

**12 IN-CAMERA**

- a) That Council go in Camera, closing the meeting to the public, under **Community Charter s, 90 (1)(a)** personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality.

**13 QUESTIONS FROM THE PUBLIC AND MEDIA**

**14 ADJOURNMENT**

**33/2022** Moved, Seconded, and CARRIED that the regular meeting of Council be adjourned at 7:46 PM

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Mayor

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Corporate Officer



# Town of Port McNeill

## Request for Direction - Staff Report



**To:** Pete Nelson-Smith, CAO **File No:**  
**Meeting Date:** Committee of the Whole - 01 Feb 2022  
**From:** Connor Mork, Deputy Corporate Officer  
**Subject:** Strategic Priorities

### **PURPOSE:**

For Council to review the 2019 Strategic Priorities, and rank projects in order of importance so that preparations can be made for the 2022 calendar year.

### **BACKGROUND:**

Attached is a briefing document from the 2019 Strategic Priorities session outlining the Town's ongoing projects. At the January 11, 2022 Regular Council Meeting, the attached document was brought forward to Council for consideration, and was tabled to the Committee of the Whole Meeting on February 1, 2022.

### **KEY ISSUES DEFINED:**

Town's Strategic Priorities are in essence the Town's business plan for the coming year, outlining what projects are to be completed, and in what order. This will aid in the areas of strategic planning, budgeting, and providing support to the community.

### **IMPLICATIONS:**

Council's direction will allow staff to make necessary preparations for this calendar year.

### **Financial:**

An outline of the Town's Strategic Priorities will allow the finance department to better allocate funds and aid in the overall budgeting process for 2022.

### **Strategic Priority:**

A current list of Strategic Priorities will allow the Town to better allocate resources and provide services to the community.

### **Staffing Implications:**

A list of priorities will allow the town to more efficiently utilize staffing resources.

### **RECOMMENDATIONS:**

That Council review our current and upcoming projects and assign each a level of priority and expected timeframes for completion.

### **CONCLUSION:**

That Council accept this report for information purposes and direct staff according.

### **ATTACHMENTS:**

[Strategic Priorities \(1\)](#)

# 2019 STRATEGIC PRIORITIES

## TOP SHORT TERM PRIORITIES

1. Start OCP – deal with old school, campground, consider expansion of Town boundaries;
  - OCP at second reading
  - Old School still outstanding
2. Beach Drive slide mitigation;
  - Recent works completed in 2021
  - Major works slated for 2022
3. Harbour Business Plan;
  - Harbour Advisory Group
4. Attend to campground;
  - Further 1 year lease anticipated
5. Wildfire prevention and mitigation plan;
  - Plan Complete;
  - Consider implementation measures for 2022.
6. Review volunteer firefighters bylaw e.g. insurance implications;
  - Met with representative from Fire Underwriters in 2021.
7. Review tax policy and user fees through budgeting process /establish development cost charges in conjunction with Port Hardy and other NI communities (for a level ‘playing field’);
  - No movement.
8. Develop Tourism Marketing Plan;
  - Establishment of Tourism Advisory Committee (potentially commission);
  - Partnership with Vancouver Island North Tourism for web content;
  - Increase to MRDT contributions to Port McNeill;
  - MRDT plans submitted to Council;
  - Hired Ec Dev Manager
9. Collaborate with neighbouring communities and First Nations;
  - Received feedback and input in OCP process;
  - Collaboratively working on land use projects;
  - Still need to arrange a C2C meeting with both Kwakiutl and ‘Namgis.
10. Update website;

- Complete. Expectation that new Museum/Information centre manager will create/upkeep content.
11. Poll community on recreation project options to tap into OCP process
- OCP in second reading.
12. Change Office staffing structure
- Hired CFO, Deputy Corporate Officer and Economic Development Manager.

#### PARKING LOT PRIORITIES

1. Island Health Cleaning Contract (end or renegotiate Tenancy Contract, offer spot in old school)
  - No movement
2. Campground Sani Dump (public works identify possible locations and costs)
  - Tentative locations identified by Julian Allen
3. Drag Club donating fees to The Flying Club & not the Town (Flying Club contract)
  - No movement
4. Business License Rates (Business Licence Bylaw– planning contract?)
  - Complete
5. Policy for Fire Department (missed time for call outs)
  - No movement
6. Bylaw for Animal Enforcement (currently bylaw 663, 2016 – planner?)
  - No movement
7. Community Hall & Old School (what to do – consider RFP to sell old school?)
  - No movement
8. Museum/VIC (plan to utilize un utilized museum space)
  - Museum Commission bylaw under review
  - Museum/Information Center manager interviews imminent
9. Water & Sewer Rates
  - Initiated, but not completed for Council review
10. Vacant Property Taxes (or other incentives to get vacant land developed)
  - No movement
11. Utility Bill addition of Storm Water Charge
  - No movement
12. Consider change of office hours (8:30-4:30) (staff identified)
  - No movement
13. Five-year strategic plan
  - No movement



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## POSSIBLE PRIORITIES OF COUNCIL

- Vancouver Island Regional Library partnership
- Chamber of Commerce donation/agreement
- Public engagement increase (stream council meeting online?)
  - Complete
- Old School future
- Hoy Bay development (commence survey of area, public works clear brush?)
- Airport lease review
- survey Hoy Bay property, 19 acres on Pioneer Hill and potentially other town properties;
- Secure water supply and watershed (source);
- Develop multi-use trail on Town property (Campbell Way);
  - Active Transportation Network Plan
- Hire contract planner/economic development officer;
  - Complete
- Review town office accessibility;
  - Underway
- Seniors housing development.

