



AGENDA

Committee of the Whole Meeting

9:00 AM - Thursday, January 6, 2022
1473 Broughton Boulevard

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

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

	Page
1. CALL TO ORDER	
2. ADOPT AGENDA	
a) Accept or amend agenda as presented.	
3. PETITIONS AND DELEGATIONS	
4. ADOPTION OF MINUTES	
5. CORRESPONDENCE	
6. TABLE ITEMS	
7. REPORTS	
8. BYLAWS	
9. OLD BUSINESS	
a) Capital Projects Requested by Staff for 2022-2026 RTC January 6, capital budget	3 - 20
b) Mayor and Councillor Compensation RTC 2021- Mayor and Councillor Compensation Jan 3.2022 VER 3 No. 651, 2014 Council Indemnity, Expenses	21 - 24
10. NEW BUSINESS	
11. ITEMS FROM IN-CAMERA TO BE MADE PUBLIC	
12. IN-CAMERA	
13. QUESTIONS FROM THE PUBLIC AND MEDIA	

14. ADJOURNMENT

Memorandum



To: Pete Nelson-Smith, CAO
Meeting Date: January 4, 2022
From: Harinder Singh and Laura Evans
Subject: Capital Budget

PURPOSE:

Capital budget 2022-2026 follow up discussions.

DOCUMENT ATTACHED:

Memorandum dated 16 November 2021

STAFF RECOMMENDATION and DECISION REQUESTED:

That Council consider approving capital projects requested by staff in entirety, subject to availability of funds and grants.

Assuming that for 2022, there is a surplus of \$1.5 million (as noted in the attached memorandum page 3 of 17), Council give directions on which capital project should this \$1.5 million be spent on. It is important to note that this is an estimation only.

Council give directions to staff to apply for grants funds and other available funding (except borrowings) which would be available from time to time, and which would enable the Town to complete the approved capital projects.

Approval of all projects in entirety will allow the Town to access grant and other sources of funds.

Memorandum



To: Pete Nelson-Smith, CAO
Meeting Date: November 16, 2021
From: Harinder Singh & Laura Evans
Subject: Budget Process for 2022-2026

PURPOSE:

To share with Council the Capital budget (year 2022-2026).

PROCESS:

Staff has started preparation of the 2022-2026 budget. The budget will be handled in two phases: first phase will be the capital budget; the second phase will be operating budget.

Capital budget: I followed the following process:

1. Provide Council a financial snapshot of 2018 to 2021 with information on revenue without grants (see note), expenses, and corresponding annual surplus/deficit.
2. Reserve fund balance as on November 14, 2021, along with a narration on what these funds are for.
3. Status of 2021 capital projects.
4. Capital projects requested by staff and members of the Council.

Note: Gas tax and small communities grant is annual and is included in Town's revenue.

Operating budget: I will prepare the operating budget within 2 weeks after receipt of some directives on capital budget.

TIMELINES:

Historically, the budgets have been approved in May of the following year. With Council's support I aim to reduce the timeline for this budget to be on or before March 31, 2022.

HISTORICAL DATA:

	2018 Total	2019 Total	2020 Total	2021 Budget	Average
Revenue					
Taxation	1,458,213.00	1,464,334.00	1,498,539.00	1,543,510.03	
PILT	41,761.00	50,989.00	55,678.00	56,618.00	
Sale of Goods & Services	1,632,784.00	1,573,011.00	1,454,628.00	1,466,160.00	
Interest & Investment Income	68,421.00	71,366.64	86,810.00	89,000.00	
Small Communities Grant	466,055.00	480,930.00	495,904.00	480,930.00	
Gas Tax	165,811.00	135,855.00	36,412.00	153,000.00	
Canada Summer Jobs	9,115.00	13,583.00	6,600.00	6,000.00	
Transfer from Reserves				74,000.00	
Total Revenue	3,842,160.00	3,790,068.64	3,634,571.00	3,869,218.03	3,784,004.42
Expenses					
Wages & Benefits	1,217,610.00	1,112,356.00	1,028,205.00	1,196,057.19	
Operating Expenditure	2,572,234.00	1,734,159.00	1,381,171.00	1,537,200.00	
Contract Services	46,133.00	110,434.00	132,645.00	76,650.00	
Interest	77,050.00	72,050.00	72,050.00	135,855.00	
			-		
Total Expenses	3,913,027.00	3,028,999.00	2,614,071.00	2,945,762.19	3,125,464.80
Surplus/Deficit	- 70,867.00	761,069.64	1,020,500.00	923,455.84	658,539.62
Other Cash Items					
Grants	1,015,409.00	152,250.00	978,197.00	3,002,470.00	
Community Forest Partnership		1,001,621.36			
	944,542.00	913,319.64	1,998,697.00	3,925,925.84	

Town is averaging annual revenue of \$3.78 million, with average annual expenditure of \$3.12 million.

RESERVE FUNDS:

Town maintains two reserve funds: statutory and non-statutory. Non-statutory reserves have been set aside for future capital projects, these are not dictated by bylaws, and can be allocated to different projects than originally intended. As of November 14, 2021, the balances in these funds are:

Statutory Reserves:	Amount	Non-Statutory Reserves:	Amount
North Island Community Forest	1,871,069.00	Old School Repairs	200,000.00
Land Acquisitions	279,355.00	Road & Side Walk Maintenance	305,782.00
Public Works Mobile Equipment	135,337.00	General	200,435.00
Fire Department	128,086.00	Beach Drive	133,128.00
Capital Priority	81,215.00	Storm Water	146,646.00
Harbour	255,000.00	Pool	168,200.00
		Covid-19 safe restart	870,035.00
	2,750,062.00		2,024,226.00

Statutory reserve fund was established through Bylaw No. 667, 2016. Copy attached.

Pete Nelson-Smith has advised that allocating funds from non-statutory reserves to different projects than originally intended requires making public aware of intended change.

2022 PROJECTED SURPLUS AND ESTIMATION OF AVAILABLE FUNDS FOR CAPITAL PROJECTS:

It is likely that the Town shall end the year with a surplus of \$1.00 million. Historically, the annual contributions to reserve funds are around \$300,000. This leaves an available surplus of \$700,000.

Non-statutory reserve: These funds have been set aside for specific purpose and use during unforeseen emergencies. Staff recommends that Council do not consider accessing any sum greater \$800,000.

In summary, if no grant funding is approved, the maximum amount for capital projects is \$1.5 million.

STATUS OF 2021 CAPITAL PROJECTS:

1. See attached sheet

PROPOSED CAPITAL PROJECTS:

1. See attached spreadsheet.
2. 2021 Capital projects with approved grant funding and their shortfalls
 - a) Beach Drive Mitigation: Approved grant does not cover legal, and other soft costs estimated to be \$100,000.
 - b) Fire Hall upgrade project: Grant funding is for \$338,000. It is likely that cost of these upgrades will be around \$400,000.

In other words, we will be requiring \$162,000 to cover for these. *This effectively leaves a balance of \$1,338,000 available for capital spend.*

FEEDBACK FROM MAYOR AND COUNCILLOR'S:

1. See attached spreadsheet.

LIST OF SCHEDULES:

- a) Status of 2021 Capital Projects
- b) Capital Projects requested by Staff (2022-2026)
- c) Harbour 2022 Capital needs
- d) Harbour 2023 Capital needs
- e) Harbour 2024 Capital needs
- f) Harbour 2025 Capital needs
- g) Harbour 2026 Capital needs
- h) Public Works 2022 Capital needs
- i) Fire Department 2022 Capital needs
- j) Council 2022 Ideas
- k) 2021 Capital Budget

Status of 2021 Capital Projects - Schedule A

	Carry over budget	2021 Budget	Status of project as on October 31, 2021
Prior year incomplete capital projects			
Prior years incomplete capital projects, carried over to 2021			
Website	16,863.00		Complete
Council Equipment	3,055.00		
Community Planning	149,813.00		Incomplete
19 Turn Out	11,922.93		
Harbour Dock Repairs- contracted out.	75,000.00		Complete
2021-2025 Approved Capital Budget			
Ergonomic Office Improvements		15,000	Work in process, expected completion 1st Qtr 2022
Old School		5,000	Not sure what this is?
Fire Hall- \$748,194			
New Fire Pumper Truck		552,760	Under Contract, completion 4th qtr. 2022
Firehall - back up power		70,000	RFP closed, project to be awarded. Expected March 2022
Computers for Officers Room		2,400	Complete
Air Bottles		15,000	Complete
SCBA Rechargeable Batteries		10,000	Complete
Pagers		3,600	Complete
Radios		3,000	Complete
Compressor		47,634	Complete
Nozzles		4,000	Complete
Fire Dept. - TIC Camera		15,000	Complete
Training Grounds		5,000	Work in Process, Ongoing expected to be completed in 2022
Gas Detector		1,100	Complete
Wildfire Gear		4,000	Expected completion before 1st qtr 2022
Gear Lockers		3,000	Work in Process, expected completion before Dec. 31, 2022
Gym Equipment		2,500	Work in Process, expected completion before Dec. 31, 2022
Firehall - electrical upgrades		5,000	Complete
Officer Jackets		4,200	On order, expcted completion before December 31, 2021
Firehall - spaceheaters			
Pool- \$306,000			
Swimming pool (mats)		6,000	Purchase complete, yet to arrive.
Pool Upgrade Phase 2		300,000	95% completed. Expected 100% completion before year end.
Public Works- \$2,922,900			
Sand Spreader		40,000	Equipment purchased and in-service.
2 Replacement Pick Up Trucks		40,000	Equipment purchased and in-service.
Pioneer Hill sidewalk		20,000	Complete
Water Tower Painting		10,000	Complete
Beach Drive Mitigation		2,812,900	Phase 2 (\$350,000 Town's funds) is complete. Phase 3, 10% complete
Sewer- \$537,000			
Haddington Storm Sewer		157,000	Complete
Alarm System Upgrades Phase 3		20,000	Complete
Conditional Assesment for 4-6 shelf ready projects (storm & sanitary sewer)		50,000	Expected completion before Dec.31, 2021
Hemlock Street Sanitary Sewer Upgrade		310,000	10% complete, expected full completion by July 2022
Harbour- \$263,000			
E Dock Replacement (2021 - Engineering Plans 2022 - Build)- \$40,000		40,000	Work in process
Harbour shower upgrades		100,000	On hold. Waiting for SCH re: property transfer contract & hazard assessment.
Harbour Dock Repairs- Insurance		45,000	WIP, expected completion in 2022
Electrical Schematic		8,000	Work in process.
Parking Lot B		70,000	Not started. Harbour Advisory group in charge. Quotes recd by Peter Darwin.
	256,653.93	4,797,094.00	

Capital Projects Requested by Staff for 2022-2026 - Schedule B

Proposed Project Description	2021 Incomplete projects carried over to 2022	Proposed Projects 2022 to 2026 Budget					Grant Funding
		2022	2023	2024	2025	2026	
Harbour							
E Dock Replacement (Construction and Installation)		600,000.00					
Harbour Office and Visitor Centre Renovations Phase 1		100,000.00					
Security Cameras		35,000.00					
Harbour Shower Upgrades (Carried over from 2021)	100,000.00						
Parking Lot B (Carried over from 2021)	70,000.00						
Harbour Office and Visitor Centre Renovations Phase 2			50,000.00				
Harbour Parking Lot A Paving			150,000.00				
Dredging (Boat Launch and A Dock)			250,000.00				
Harbour Front Bollards Phase 1				30,000.00			
Harbour Parking Lot B Paving				250,000.00			
Bear Proof Bins at Harbour Front				15,000.00			
Beach Drive Bollards Phase 2					30,000.00		
Harbour Parking Lot C Paving					225,000.00		
Seabins					50,000.00		
Harbour Parking Lot D Paving						225,000.00	
E Dock Replacement (2021 - Engineering Plans 2022 - Build)	40,000.00						
Electrical Schematic- \$8,000	8,000.00						
Total	218,000.00	735,000.00	450,000.00	295,000.00	305,000.00	225,000.00	
Public Works Department							
Water Chlorination Study		30,000.00					
New sidewalk installation - Phase 3		80,000.00					
Haddington/Quatsino storm sewer upgrade		260,000.00					
Sanitary sewer repairs		180,000.00					
Schoolhouse Creek tree removal		35,000.00					
Airport Well seal and upgrade		10,000.00					
Swimming Pool surge tank lining		10,000.00					
Sanitary sewer reserve		100,000.00					
Storm sewer reserve		100,000.00					
Steam Donkey repairs		20,000.00					
Complete downtown gardens.		14,000.00					
Accessible door for Town office		25,000.00					
Pumper #1 enclosure		30,000.00					
Sanitary sewer condition assessment CCTV			50,000.00				
New playground			85,000.00				
Schoolhouse creek tree removal			30,000.00				
Burl structure renovation			20,000.00				
Dog park fencing			50,000.00				
Sewage treatment plant Microscreener replacement				400,000.00			
Ambulance hall sleeping quarters				100,000.00			
Shelly creek bridge replacement				200,000.00			

Capital Projects Requested by Staff for 2022-2026 - Schedule B

Proposed Project Description	2021 Incomplete projects carried over to 2022	Proposed Projects 2022 to 2026 Budget					Grant Funding
		2022	2023	2024	2025	2026	
Welcome signage					40,000.00		
Schoolhouse creek bridge replacement						200,000.00	
Sewage treatment plant roof replacements						60,000.00	
Cemetery expansion						75,000.00	
Beach Drive Mitigation - 90% carried over to 2022	2,531,610.00						Approved
Hemlock Street Sanitary Upgrade, 90% carried over to 2022	279,000.00						Approved
Total	2,810,610.00	894,000.00	235,000.00	700,000.00	40,000.00	335,000.00	
Fire Department							
Accessories for new Fire Truck		49,202.00					
Tools- Rescue/Fire		24,993.00					
Training Ground improvements\lumber for training props		57,000.00					
Turn Out Gear		9,000.00					
Emergency Fund		2,000.00					
Exhaust Brake Parts		3,500.00					
Enclosed Cargo Trailer		15,000.00					
Fire Hall Upgrades	288,000.00						Approved
Total	288,000.00	160,695.00	-	-	-	-	
Grand Total	3,316,610.00	1,789,695.00	685,000.00	995,000.00	345,000.00	560,000.00	



Harbour 2022 Capital Needs- Schedule C

Request	Estimated Cost	Logic	Reasoning	Cost Breakdown	Grant Funding Available
E Dock Replacement (Construction and Installation)	\$ 600,000	Asset Maintenance/Safety Improvements/Long-term Asset Management	In the 2018 asset assessment, E dock – school ferry dock was identified as requiring prompt action for replacement. The structure shows critical levels of damage and improper float design for the type of use it provides. The float is under high stress based on the location and type of use. It has received repairs to the timber stringers underneath the dock every year since 2018. Options for replacement: 1. Full upgrade (concrete dock and steel pilings), 2. Semi-upgrade (concrete dock and current timber pilings), or 3. Replacement (treated wood timber structure). McElhanney Engineering has recommend based on the deterioration and high stress of the dock to do #1 Full Upgrade. This will reduce liability, significantly reduce maintenance requirements, achieve a longer life expectancy, significantly reduce high stress level impact of the float and support structures, and reduce immediate repair costs.	\$600,000 for E Dock float replacement and installation	Rural Infrastructure Funding?
Harbour Office and Visitor Centre Renovations Phase 1	\$ 100,000	Asset Maintenance, Long Term Asset Management	Phase 1 will focus on energy efficiency and accessibility of the building. Our front entrance does not meet BC Building Code for wheelchair accessibility. The aging construction of the building has been shown to be very energy inefficient (improper insulation resulting in leaks and drafts, seal failures on double paned windows, constant temperature fluctuations in summer and winter resulting in complaints from the public, failure of incandescent lighting ballasts, etc.). Through doing an energy audit of the building and upgrading items that will increase the energy efficiency of the building, we will reduce our long term maintenance and hydro casts.	Cost breakdown: \$50,000 for new windows, \$20,000 for new LED lighting, \$10,000 for new accessible entrance meeting BC Building Codes, \$10,000 exterior repairs and refinishing, \$10,000 for insulation and sealant for building.	BC Hydro Business Energy Audit and Business Energy-saving Incentives, Accessibility grants
Security Cameras	\$ 35,000	Safety and Security, Asset Management	Port McNeill Harbour has had 3 confirmed thefts off of the docks since November 2020. All other Harbours in the North Island have seen an increase in thefts and vandalism on the docks in 2020 and 2021. Our current system only has cameras on land and none on the water for the docks. There has also been areas of concern found (by Harbour Management and RCMP) that need more and/or better security camera footage.		
Harbour Shower Upgrades (Carried over from 2021)	\$ 100,000	Asset Management/Long Term Asset Management	Transfer of incomplete 2021 project. Removal of the deteriorating Small Craft Harbours building currently hosting the showers that does not meet BC Building Codes. Installation of a new modular building for pay per use showers and expansion of Parking Lot A.		Covid Funds
Parking Lot B (Carried over from 2021)	\$ 70,000	Asset Management/Long Term Asset Management	Harbour Advisory Group project transfer of incomplete 2021 project. Improvements to the current configuration to improve and reduce risk with commercial traffic flow, increase the available parking spaces, provide a location for recycling services, replace existing drainage, provide useable (flat) space above the parking lot and beautification of the area.		

\$ 905,000



Harbour 2023 Capital Needs- Schedule D

Request	Estimated Cost	Logic	Reasoning
Harbour Office and Visitor Centre Renovations Phase 2	\$ 50,000	Asset Maintenance and Management, Long Term Asset, Improve Building Functionality, Improve Tourist Outlook	Phase 2 (planned for 2023) will be interior of the building to update, increase functionality, and create a more inviting space for Tourist (Harbour & Visitor Centre Layout, Flooring, Interior Painting/Renos). The current flooring is stained, smells poorly, and the carpet has begun to lose fibres when being vacuumed indicating that the carpet is beyond repair. With the introduction of a new Visitor Centre Manager, another office will need to be created. The layout of the Visitor Centre can be opened up to allow for higher occupancy and better functionality. This will allow better social distancing, showcase our harbour views, allow more brochure racking or retail space and an alternate location for the Visitor Centre desk to increase staff efficiency with helping tourist. Updating the interior layout of the Visitor Centre will improve the professionalism of the office and help to boost tourism.
Harbour Parking Lot A Paving	\$ 150,000	Asset Maintenance, Long Term Asset Management	The current parking lot is gravel. Every year Public Works must do maintenance of large reoccurring pot holes, maintenance of weeds encroaching on edges of the lot and gravel clean up being pushed out of the parking lot. Due to the gravel lot the parking of vehicles by Harbour Users is done inefficiently. A paved lot will allow for reduce short and long term maintenance allowing the Town's Public Works team to put efforts into higher priority projects. A paved lot with painted parking spaces will maximize the parking available in this area and increase the available revenue for parking.
Dredging (Boat Launch and A Dock)	\$ 250,000	Asset Maintenance and Management, Public Safety and Liability	**To be coordinated with Dredging of North Island Marina and Small Craft Harbour's Concrete Dock to reduce overall cost of multiple projects.** Every year the School House Creek, tidal water currents, and motor boat use causes rock, sediment and other debris to pile up at the end of our Boat Launch and along the shoreline near A dock (Municipal Dock). This debris causes repeated holes at the base of the boat launch, which boat trailers get stuck in. It is also undermining the edge of the concrete pad of the launch which decreases the life expectancy of the boat launch. This increasing debris near A dock reduces the water depth and, in turn, reduces the ability to access the individual fingers of the dock on the shore side.

\$ 450,000



Harbour 2024 Capital Needs- Schedule E

Request	Estimated Cost	Logic	Reasoning
Harbour Front Bollards Phase 1	\$ 30,000	Asset Maintenance and Management	In previous years, installation had begun and was left incomplete. The completed project will provide beautification to the Harbour front. It will provide additional lighting for pedestrians at dark times of day increasing the safety of our harbour walkways.
Harbour Parking Lot B Paving	\$ 250,000	Asset Maintenance, Long Term Asset Management	The current parking lot is gravel. Every year Public Works must do maintenance of large reoccurring pot holes, maintenance of weeds encroaching on edges of the lot and gravel clean up being pushed out of the parking lot. Due to the gravel lot the parking of vehicles by Harbour Users is done inefficiently. A paved lot will allow for reduce short and long term maintenance allowing the Town's Public Works team to put efforts into higher priority projects. A paved lot with painted parking spaces will maximize the parking available in this area and increase the available revenue for parking.
Bear Proof Bins at Harbour Front	\$ 15,000	Public Safety, Environmental Maintenance, Beautification, Long term Asset	Every year we have issues with crows and other wildlife getting into and spreading garbage from our current pedestrian bins. The current bins are often full and overflowing which increases this problem. Every year we have members of the public and the Harbour Advisory Group inquire about recycling containers in the harbour. Introducing bear proof bins to our harbour will reduce wildlife attractants, reduce environmental contamination, increase garbage and recycling availability, contribute to the beautification of the Town of Port McNeill and the outlook of our Town to Tourist coming through our Harbour and Ferry Terminal.
	\$ 295,000		



Harbour 2025 Capital Needs- Schedule F

Request	Estimated Cost	Logic	Reasoning
Beach Drive Bollards Phase 2	\$ 30,000	Asset Maintenance and Management	In previous years, installation had begun and was left incomplete. The completed project will provide beautification to the Harbour front. It will provide additional lighting for pedestrians at dark times of day increasing the safety of our harbour walkways.
Harbour Parking Lot C Paving	\$ 225,000	Asset Maintenance, Long Term Asset Management	The current parking lot is gravel. Every year Public Works must do maintenance of large reoccurring pot holes, maintenance of weeds encroaching on edges of the lot and gravel clean up being pushed out of the parking lot. Due to the gravel lot the parking of vehicles by Harbour Users is done inefficiently. A paved lot will allow for reduce short and long term maintenance allowing the Town's Public Works team to put efforts into higher priority projects. A paved lot with painted parking spaces will maximize the parking available in this area and increase the available revenue for parking.
Seabins	\$ 50,000	Safety and Liability, Environmental Maintenance, Town and Harbour Beautification	Seabins are a device that allow for water skimming of trash and recycling. Seabins can also be adapted to skim and collect oil residue as well. The average Seabin can collect up to 1.5 tons of marine debris per year and hold up to 20 kgs. The addition of Seabins to our Harbour would increase staff safety as they would not have to walk along the rocky shoreline to collect garbage that has washed up. This will help reduce pollutants in our Harbour to improve our environmental impact and the outlook to the public of our Harbour. We suggest two Seabins; one for trash/recycling at the Municipal dock and one outfitting for oil residue at the Federal dock.

\$ 305,000



Harbour 2026 Capital Needs- Schedule G

Request	Estimated Cost	Logic	Reasoning
Harbour Parking Lot D Paving	\$ 225,000	Asset Maintenance, Long Term Asset Management	The current parking lot is a grass lot. Every year Public Works must do maintenance of large reoccurring pot holes, maintenance of weeds encroaching on edges of the lot and gravel clean up being pushed out of the parking lot. Due to the gravel lot the parking of vehicles by Harbour Users is done inefficiently. A paved lot will allow for reduce short and long term maintenance allowing the Town's Public Works team to put efforts into higher priority projects. A paved lot with painted parking spaces will maximize the parking available in this area and increase the available revenue for parking.

\$ 225,000



Public Works 2022 Capital Needs- Schedule H

Request	Cost	Logic	Reasoning
Water Chlorination Study	\$ 30,000	Regulatory compliance.	This would be an engineering study to assess the infrastructure changes required to facilitate the need for primary and secondary disinfection of the Town of Port McNeill potable water system which would include a high level cost estimate. It is highly anticipated that this will become a future regulatory requirement so in being proactive we can acquire funds for possible future expenditures.
New sidewalk installation - Phase 3	\$ 80,000	Safety concern for pedestrian traffic.	A new sidewalk would be installed from the storage lot located near the bottom of Pioneer Hill drive to Jenen place in order to provide a safe path for pedestrians as this area currently sees a high interaction of vehicular and pedestrian traffic. This phase would complete the project by connecting the previous sidewalk installations.
Haddington/Quatsino storm sewer upgrade	\$ 260,000	Safety/Asset preservation/System reliability improvements.	This is a continuation of the Fugitive Water Control Program and was identified in the Storm Water Assessment completed in 2018. As with the previous project on Haddington crescent this will address a major concern with overland water freezing along this area of road while preserving the asset. Upgrades to the aging infrastructure will also be achieved.
Sanitary sewer repairs	\$ 180,000	Major asset preservation/Environmental protection.	These repairs are identified by the conditional assessment performed by CCTV inspections of the system. The type and severity of damage is identified and suitable repairs executed. The cost of repairs is reflected by a similar exercise being undertaken by another coastal municipality.
Schoolhouse Creek tree removal	\$ 35,000	Public safety.	The area of Schoolhouse creek from the bridge on Broughton boulevard to the Community Hall has a large number of danger trees both within the creek or on it's banks. These need to be removed as there is a real possibility of damage to people and property.
Airport Well seal and upgrade	\$ 10,000	Public safety/regulation.	The deep Well at the Municipal airport needs upgrading and a Well Seal installed. This has been identified by the Vancouver Island Health Authority as a requirement.
Swimming Pool surge tank lining	\$ 10,000	Asset preservation/upgrade.	The concrete Surge Tank is an integral part of the swimming pool and is in need of repairs to the failing concrete. It is also recommended that it be lined to preserve it's integrity.
Sanitary sewer reserve	\$ 100,000	Major asset preservation.	As was completed with the Potable water upgrades in recent years, a phased approach to major upgrades to the Sanitary sewer system will be required in the relatively near future. Consideration should be given to accumulation of funds in a reserve to be prepared for when major infrastructure funding becomes available.
Storm sewer reserve	\$ 100,000	Major asset preservation.	As was completed with the Potable water upgrades in recent years, a phased approach to major upgrades to the Storm sewer system will be required in the relatively near future. Consideration should be given to accumulation of funds in a reserve to be prepared for when major infrastructure funding becomes available.
Steam Donkey repairs	\$ 20,000	Public safety/Asset preservation.	The unit has fallen into a state of disrepair and now poses a hazard to the general public. It requires some repairs then painting, with a plan to build a new skid for it and it to be placed on a new concrete pad immediately behind where it presently sits. This cost is assuming some donations of materials and labour which has already been offered in the past.
Complete downtown gardens.	\$ 14,000	Town beautification	Although improvements have been made to this area the remaining costs in order to complete this project cannot be absorbed within the Parks operating budget.
Pumper #1 enclosure	\$ 30,000	Asset preservation	This piece of Port McNeill heritage is currently on display at the Firehall and is exposed to the elements. Building a concrete pad and enclosure with roof will dramatically increase it's lifespan.
Town office Front Door	\$ 25,000	Accessibility	The accessibility to the front door of the Town Office is not suitable for mobility challenged members of the public entering and exiting the building. The landing and stairs need to be reconfigured and automatic opener installed.

\$ 894,000

Schedule I Fire Department 2022 Capital Needs

Jewellery/Pumper 5		
Monitor, Stand and Tips		\$ 8,000.00
Hydrant Hose 5" 100'	7	\$ 7,000.00
Hydrant Hose 5" 50'	1	\$ 650.00
Hydrant Hose 5" 25'	1	\$ 475.00
Storz Adaptor 4"-5"	4	\$ 1,400.00
5" Storz to BC Hydrant	1	\$ 365.00
2½" Male to Male	1	\$ 50.00
2½" Female to Female	1	\$ 70.00
2½"-1½" Reducer	2	\$ 110.00
Piercing Nozzle 3' & 6'	1	\$ 2,280.00
2½"-1½" Gated Wye	2	\$ 1,060.00
1½" Siamese Wye	1	\$ 617.00
2½" Siamese Wye	1	\$ 1,025.00
2½" Water Thief	1	\$ 1,850.00
Fire Attack Nozzles		\$ 7,000.00
Battery Powered Combi Tool		\$ 13,000.00
Rotary Rescue Saw K970		\$ 2,450.00
Stihl MS462 Rescue/RIT Chainsaw		\$ 1,800.00
Total Jewellery/Pumper 5		\$ 49,202.00

Tools - Rescue/Fire		
Rescue PFDs	8	\$ 848.00
28" Collapsible Pylons	30	\$ 1,020.00
Rescue Webbing/Cordage		\$ 2,000.00
Holmatro Tool Mounts		\$ 2,500.00
LED Spotlights/Handlights		\$ 3,500.00
LED Light Bar R3		\$ 625.00
Battery Powered Hand Tools		\$ 2,200.00
Assorted Hand Tools R3		\$ 550.00
Scene Lighting LED Upgrades		\$ 500.00
Ram Support		\$ 1,250.00
Cinch Rescue Collar	1	\$ 600.00
Rope Rescue MPD	2	\$ 2,000.00
Handheld GPS	2	\$ 1,000.00
Chaps/Saw Kit	2	\$ 400.00
SCBA Lithium Batteries	8	\$ 6,000.00
Total Tools-Rescue/Fire		\$ 24,993.00

Training		
Lumber for Training Props		\$ 7,000.00
Training Ground Improvements		\$ 50,000.00
Total Training		\$ 57,000.00

Miscellaneous		
Turnout Gear	3	\$ 9,000.00
Emergency Fund		\$ 2,000.00
\$200/Member Health/Wellness		\$ 6,000.00
P3 Exhaust Brake Parts		\$ 3,500.00
Enclosed Cargo Trailer	?	

Fire Boat	?
Total Miscellaneous	\$ 20,500.00
Total 2021	\$ 151,695.00
Fire Apparatus- Pumper 5	\$ 552,760.00



Idea's from Mayor and the Council - Schedule J

#	Description	Rationale
1	Bike Park or Skateboard Park	Physical, and mental health. Active Communities program
2	Parks Study	Per new OCP
3	Facilities Assessment Study	For the Town to conduct an assessment of all buildngs it owns and find opportunities for consolidation and/or disposition.
4	Hoy Bay Lands	Land survey, topographical survey, creeks, archaeological survey, slope study.
5	Audio, Visual for Community Hall	We moved to Community hall due to Covid-19 and allocated 10% of Covid grant to technology, invest in buying a audio system for better sound, such as microphones.
6	Full Taxation	This applies to Industrial and managed forest lands.
7	Stop the receipt of taxes and utilities through credit cards	This will annually save \$30-35,000 (fees paid to credit card processing company).
8	Downtown Improvement Fund	Help businesses improve through grants.
9	Strategic Plan	What is the state of our equipment & facilities, schedule of preventive maintenance 2-5-7- years
10	Safety Program	Hire a third party to do a safety audit and develop a safety plan
11	Museum	Landscaping, land bridge, IT equipment, hire a person to split time between museum and info. Centre
12	Old School	Present a report on real condition.
13	Long Term Plan	What is our 10 year plan for sidewalks, do we have other locations such as Beach Drive
14	Fire Department 3rd party review	Let a 3rd party come and perform an audit of FD, particularly their equipment. The study to include what is regulation, what should be replaced and when, what can we do to be fully compliant with applicable regulations, tell us about the best practices.
15	Safety Audit	The Town requires a safety program.
16	Marina: Fishing Float, Kayak float	It is recreation, it will promote tourism as well
17	Compensation and medical benefits for Council	Staff has inquired with our health care benefits provider and was advised that extended health benefits can only be made available at the start of the new Council's term. Staff has submitted to the CAO a prposed compensation methodolgy.
18	No increase in taxes	No increase in property taxes. A detailed review of the trial balance and general ledger listing will be requested. Council to advise staff if a detailed trial balance and general ledger listing is to be provided.
19	Do we need to hire a project manager\coordinator in PWD	
20	Remove Pole in Council chambers	
21	Generator for Senior's home	
22	Small pump track for the little ones at Robinson Park.	
23	New Equipment at the parks	
24	Better rocks in the park, current one's are sharp	

**2021 Financial Plan Statement
Schedule "D" of Bylaw 700,2021
Capital Expenditures**

Schedule K

	2021 CAPITAL PROJECTS	2021	2022	2023	2024	2025	2021 Tax or Utility Fees	Funded Reserves or Surplus	Related Reserve/Surplus Account	Funded Gas Tax	Financing	Guaranteed Funding Others	Funder Name	
Admin Council	Ergonomic Office Improvemnets	15,000					15,000							
	Cemetery expansion		65,000						-					
	Town Office repaint		14,000											
	Town office LED lighting conversion		10,000											
	Hoy Bay development		10,000											
	Chamber Reno		80,000											
	Old School	5,000					5,000							
	Waterfront Park Development			?										
Mine Rd. Path			?											
Fire Dept.	Fire - Pumper Truck (Replace #3 by 2022)	552,760						100,000	Fire Dept Reserve		452,760			
	Firehall - back up power	70,000							If no grant - Covid			70,000	Grant Applied - TBA	
	Computers for Officers Room	2,400					2,400							
	Air Bottles	15,000					15,000							
	SCBA Rechargeable Batteries	10,000					10,000							
	Pagers	3,600					3,600							
	Radios	3,000					3,000							
	Compressor	47,634							If no grant - Covid				47,634	Grant Applied - TBA
	Nozzles	4,000					4,000							
	Fire Dept. - TIC Camera	15,000						15,000	Fire Dept Reserve					
	Training Grounds	5,000					5,000							
	Gas Detector	1,100					1,100							
	Wildfire Gear	4,000					4,000							
	Gear Lockers	3,000					3,000							
	Gym Equipment	2,500					2,500							
	Firehall - electrical upgrades	5,000					5,000							
	Officer Jackets	4,200					4,200							
	Firehall - spaceheaters			12,000										
	Firehall - Interior painting				10,000									
	Pumper 1 Display Building				?									
Pool	Swimming pool (mats)	6,000					6,000							
	Pool Upgrade Phase 2	300,000										300,000	Grant Applied - TBA	
Public Works	Sand Spreader	40,000					40,000							
	2 Replacement Pick Up Trucks	40,000						40,000	Equipment Reserve					
	Pioneer Hill sidewalk	20,000						20,000	Roads & Sidewalks					
	Water Tower Painting	10,000					10,000							
	Beach Drive Mitigation	2,812,900										2,812,900	Grant Applied - TBA	
	LED lighting Museum, Pool, Sewage treatment, Ambulance, Fire & Comm Hall			43,000										
Recreation	Community hall tables		15,000											
	Recreation funds - transfer to reserve		25,000											
Sewer	Haddington Storm Sewer (Approved by Council)	157,000					157,000		Sewer Surplus					
	Alarm System Upgrades Phase 3	20,000						20,000	Sewer Surplus					
	Conditional Assessment for 4-6 shelf ready projects (storm & sanitary sewer)	50,000						50,000	Sewer Surplus					
	Hemlock Streert Sanitary Sewer Upgrade	310,000								310,000				
Harbour	E Dock Replacement (2021 - Engineering Plans 2022 - Build)	40,000	260,000				40,000							
	Harbour shower upgrades	100,000						100,000	Covid					
	Harbour Dock Repairs	45,000					45,000							
	Electrical Schematic	8,000					8,000							
	Parking Lot B	70,000					70,000							
	Bollards on Harbour Front		25,000											
	Accessible Persons Ramp and Concrete Walkway for 2nd Entrance/Exit		20,000											
	Carpets/Flooring for Harbour Office		20,000											
Total Capital Projects	4,797,094	599,000	10,000	-	-	458,800	345,000	-	-	310,000	452,760	3,230,534		
Total Requested by Department														
Fire Department	748,194						100,000		Covid Reserve					
Sewer	537,000						115,000		Fire Dept Reserve					
Pool	306,000						40,000		Equipment Reserve					
Harbour	263,000						20,000		Roads & Sidewalk Reserve					
Public Works	2,922,900													
Council & Admin	20,000						275,000		Total Reserve funds					
	4,797,094						310,000		Gas tax Reserve					
							70,000		Sewer Surplus					

Memorandum



To: Pete Nelson-Smith, CAO

Meeting Date: January 3, 2022

From: Harinder Singh, Chief Financial Officer

Subject: Mayor & Council Remuneration and Expenses

PURPOSE:

To provide Council with requested information from the Budget meeting held on December 9, 2021.

Mayor and Councillor compensation and reimbursement of expenditures is set by bylaw No. 651, 2014 (hereinafter referred to as "MC-CRE").

INFORMATION REQUEST:

1. **Cell Phone Reimbursement:** Mayor and Council use their personal cell phones for attending to their official responsibilities. A typical cell phone plan with unlimited calling across Canada, text messages, voicemail and 10 gigabyte of data costs around \$80-\$100 a month. It is recommended that Town provide an allowance of \$50 a month for these costs.

Our CAO has advised that if the Town is reimbursing these costs, then the device and its records are subject to Freedom of Information and Privacy Act guidelines which could mean that the phone records can be requested by the appropriate authority. If correct, then this does create privacy issues.

Annual Financial Implication: \$3,000.00

2. **Home office allowance:** It is suggested that rather than reimbursing for cell phone, the reimbursement should be for usage of home office for a maximum of \$100 per month which would cover the cost of utilities, set up, space etc.

Annual Financial Implication: \$6,000.00

3. **Health Benefits:** An information request was sent to our provider, please find attached their response.

Annual Financial Implication: It varies by whether single or family coverage. For year 2022 the Town's costs are the following:

	Monthly Premium	
	Single Coverage	Family Coverage
Extended Health	\$ 57.10	\$ 128.46
Dental	\$ 49.94	\$ 129.57

- Childcare:** Mayor and Councillor's be reimbursed for expenses incurred to provide childcare when attending to Town's commitments. For clarity, this would only apply to childcare provided after office hours, for children who they are legally responsible for, and at a rate no more than minimum wage rate in the Province of British Columbia. The reimbursement would not apply if the childcare were provided is for a visiting grand child, or when the childcare is being provided so that parents can go on vacation or something similar.

Annual Financial Implication: Difficult to quantify.

- Cost of Living Increase:** Mayor and Council's compensation rate should be increased each year by a percentage that is equal to the average percentage wage rate increase given to Town's staff. The cumulative data for total compensation paid to Mayor and Council in the years 2019, 2020, 2021 is noted below.

Year	Mayor's Compensation	Councillor's Compensation
2019	\$ 18,679.56	\$ 37,260.46
2020	\$ 18,821.40	\$ 41,117.76
2021	\$ 20,458.32	\$ 42,239.37

- Federal Income Tax revision:** At the time the existing MC-CRE was implemented one-third of the Mayor's and Councillors' salaries was exempt from income tax. However, in the 2017 federal budget, the federal Income tax was revised to eliminate this allowance thereby leaving Council's remuneration fully taxable starting in January 2019. This change in tax rule has reduced Council's after-tax income. To account for this loss (based on the 30 percent tax bracket for each member of council), remuneration would need to rise by roughly 14 percent to offset the reduction in pay.

It is therefore recommended that the current Mayor and Council be provided a payment increase of 14%.

DIRECTIONS REQUESTED:

- Which of these are approved for payments to Mayor and Council?

RECOMMENDATION:

That Council direct staff to create a new Council Remuneration Bylaw, to include items identified by Council from this report, and other required inclusions.



**TOWN OF PORT MCNEILL
BYLAW NO. 651, 2014**

A bylaw to provide Mayor and Councillor compensation and reimbursement of expenditures.

In accordance with the provisions of the Community Charter, the Council of the Town of Port McNeill in open meeting assembled, enacts as follows:

1. Annual Remuneration to Mayor and Councillors:

1.1 Each year when the data is available from CivicInfo BC the Annual Compensation of Mayor and Councillors will be adjusted by the Compensation Formula.

1.2 Any required adjustment will be made retroactive to January 1st of the current year.

1.3.1 The Compensation Formula is defined as:

50th Percentile of the range of Per Capita Compensation Rates paid to Mayor or Councilor as the case may be;

Multiplied by:

The reported CivicInfo population value for the Town of Port McNeill.

1.3.2 50th Percentile Per Capita Compensation Rate is defined as:

The 50th Percentile of the range of Per Capita Rates of each Municipalities, with a population between 2,000 – 4,999 people that has reported the compensation of Mayor and Councillors.

1.3.2.1 Per Capita Rate is defined as:

The Annual Compensation paid to Mayor or Councillor as the case may be divided by the reported CivicInfo population for the municipality.

2. Income Tax Act:

One third (1/3) of the Annual Compensation will be deemed a payment to the recipient for incidental expenses pursuant to the Canada Income Tax Act.

3. Payment Criteria:

The Annual Compensation will be paid in twelve (12) equal Monthly Installments. To receive payment of a Monthly Installment a Mayor or Councillor must not be disqualified from office.

4. Travel Expense Policy:

Mayor and Councillor will receive reimbursement of travel expenditures in accordance to the Town of Port McNeill's Travel Expense Policy.

5. Repeal:

"Council Indemnity & Remuneration Bylaw No. 536, 2001 is hereby repealed.

5. Effective Date:

This Bylaw becomes effective upon final adoption thereof.

6. Citation:

This bylaw may be cited as "Council Indemnity & Remuneration Bylaw No.651, 2014.

Read a first time the 13th day of May, 2014

Read a second time the 13th day of May, 2014

Read a third time the 13th day of May, 2014

Reconsidered, finally passed and adopted the 2nd day of June, 2014

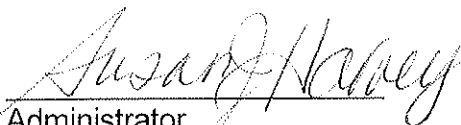


Mayor



Administrator

Certified to be a true and correct copy of Bylaw No. 651, 2014 as adopted.



Administrator