



AGENDA

Committee of the Whole Meeting

6:00 PM - Tuesday, February 8, 2022

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

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

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

	Page
1. CALL TO ORDER	
2. ADOPT AGENDA	
a) Accept or amend agenda as presented.	
3. PETITIONS AND DELEGATIONS	
4. ADOPTION OF MINUTES	
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6. TABLE ITEMS	
7. REPORTS	
8. BYLAWS	
9. OLD BUSINESS	
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10. NEW BUSINESS	
11. ITEMS FROM IN-CAMERA TO BE MADE PUBLIC	

12. **IN-CAMERA**
13. **QUESTIONS FROM THE PUBLIC AND MEDIA**
14. **ADJOURNMENT**



MINUTES

Committee of the Whole Meeting

9:00 AM - Tuesday, February 1, 2022

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

This meeting was recorded for future viewing.

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

PRESENT: Councillor Ann-Marie Baron, Councillor Shelley Downey, Councillor Derek Koel

MICROSOFT TEAMS: Mayor Gabriele Wickstrom, and Councillor Ryan Mitchell

APOLOGIES:

ALSO PRESENT: Pete Nelson-Smith, Chief Administrative Officer, Connor Mork, Deputy Corporate Officer

1 CALL TO ORDER

The February 1, 2022 Committee of the Whole Meeting was called to order at 9:01 AM.

2 ADOPT AGENDA

a) Accept or amend agenda as presented

1/2022 Moved, Seconded, and CARRIED that the agenda of the February 1, 2022 Committee of the Whole Meeting be adopted as presented.

3 PETITIONS AND DELEGATIONS

4 ADOPTION OF MINUTES

5 CORRESPONDENCE

6 TABLE ITEMS

7 REPORTS

a) Covid 19 Grant-in-Aid Funds Distribution

2/2022 Moved, Seconded, to recommend that the funds be drawn from the vulnerable person funds.

3/2022 Moved, Seconded, and DEFEATED to amend the motion to recommend that the funds be drawn from the shortfall revenue fund.

Opposed: Mayor Wickstrom, Councillor Baron, and Councillor Downey

4/2022 Moved, Seconded, and CARRIED to recommend that the funds be drawn from the vulnerable person funds.

Opposed: Councillor Koel, and Councillor Mitchell

b) Strategic Priorities 2022

5/2022 Moved, Seconded, and CARRIED to recommend that housing be added to the list of strategic priorities.

6/2022 Moved, Seconded, and CARRIED to recommend that Council have a strategic planning session with the Economic Development Manager before the end of February.

7/2022 Moved, Seconded, and CARRIED to recommend that there be a Committee of the Whole Meeting on February 8, 2022, at 6:00 PM prior to the Regular Council Meeting.

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**

8/2022 Moved, Seconded, and CARRIED that the Committee of the Whole Meeting be adjourned at 10:54 AM.

CAO

Mayor

INFORMATION

STAFF REPORT



To: Pete Nelson-Smith, CAO

Meeting Date: January 25, 2022

From: Marilyn MacArthur, Economic Development Manager

Subject: January 6, Economic Development Manager Report

PURPOSE:

I would like to respectfully submit a report on the Economic Development Workplan to Council for discussion and input.

BACKGROUND:

When I first came on as staff, I focused on fulfilling the requirements of the ICET funding for this position and submitted a workplan to ICET as well as to the CAO. The deadline for this plan was December 31, 2021

As per direction from Administration, I also met with each Councillor individually to ascertain their priorities. These meetings occurred just before and just after the Christmas break.

From this meeting it was clear that Housing, as well as Tourism and Business Attraction were key priorities. Upon review I noted I had not included Housing specifically – this was not meant to show I have not pursued Housing, in fact I have spoken to a developer who is keenly interested, I have had a good discussion with local investors on housing and reviewed all Housing surveys from the Town and the RDMW to determine who the market is.

I've met with the Public Works Manager on this, as well as communicated with McElhanney on how to get critical information to potential developers. Additionally, I have reached out to my personal contacts, as well as seniors to hear their concerns and what they want. Some solutions have come to light, including subdividing a larger house into two – renting out part with a 7 year payback plan on the investment. Potentially, *Granny Suites* are an option to enable seniors to stay in the community and on their property, while other family can live in the main home.

Housing remains as my number one priority since it directly impacts the ability of new and expanded businesses in Port McNeill.

KEY ISSUES DEFINED:

Wanted: Affordable 2 and 3 bedroom rental properties. This could be accomplished through the attraction of a developer for townhouses or apartments.

Wanted: Garden Suites for senior renters/purchasers – a place with a bit more outdoor space, either 1 or two bedroom options. This could be done through a not for profit, or a private developer

RECOMMENDATION:

Council, please review this report for information.

Prepared by:

Marilyn MacArthur
Economic Development Manager

Pete Nelson-Smith
CAO

Economic Development Manager

ANNUAL WORK PLAN – December 2021

Project	Actions	Outcome/Deadline
Introduction to Council	<p>Establish relationship and determine individual ideas and priorities</p> <p>Listen – this is an information intake</p> <p>CAO Nelson-Smith – to introduce me Jan 14, 2022</p> <p>Explore who is working with which committees and their priorities</p> <p>Set up these meetings asap after Christmas!</p>	<p>- Email sent out</p> <p>- Councillor Baron tentative lunch</p> <p>- Mayor Wickstrom – met</p> <p>Councillor Downey – met</p> <p>Councillor Mitchell – met</p> <p>Councillor Koel - met</p>
Introduction to Staff	<p>Information intake: what are their jobs, what are the highpoints and sensitive subjects, how to communicate in the future.</p> <p>Also discuss lunch breaks, vacation etc.</p> <p>Immediate – ongoing</p> <p>Time sheets – to count time away from work (complete)</p>	COMPLETED
Submit work plan to CAO	<p>Done</p> <p>Need to meet with CAO Nelson-Smith and discuss – set meeting date as per his schedule</p>	<p>COMPLETED</p> <p>Updated</p> <p>Jan 25</p> <p>Plan Approved by ICET</p>
Activities	Provide resources to aid the community in recovering from the COVID pandemic	ongoing
Timeline (Key Dates)	Immediate – ongoing	

Key Stakeholders	CAO Town of PM, Community members, health sector, business sector, resource industries. Committees of Council,.	
Most Important Thing	Promote healthy practices and information sources for persons to avoid illness during pandemic through media and online, connect to North Island Health.	
Deliverables	Information sources through BC Health and Community health sources Lead by example: using recommended practices to reduce chances of Covid and variants spreading Working with business to retain and train staff allowing them to remain open and able to meet their customer needs, thereby remaining viable	Ongoing Putting links on Website March 2022
Activities	Identify community resources to aid in the event of another long-term strike, or other labour force downturn	MWHN – attend meetings and meet with Angela Smith
Timeline (Key dates)	Immediate – ongoing	
Key Stakeholders	A Frame Church, Chamber of Commerce, local and area food banks, Port McNeill Family Centre.	Ongoing Leslie Dyck – Food Network, attending meeting
Most Important Thing	Keeping families in the region and businesses viable by supporting those impacted by labour disruption, retain skilled workforce	
Deliverables	Links to supporting organizations including Mental Health and Addictions support, Social Services and housing support Join/form a network of support organizations as well as making that information available in hard copy and online	Ongoing – website in March

Activities	Implement key near and short-term initiative as outlined in the Port McNeill 2015 Economic Development Strategy and current initiatives as set out by Council								
<ul style="list-style-type: none"> ALIGNMENT WITH ECONOMIC DEVELOPMENT PRIORITIES 	<p>Establish and oversee a diverse recreation committee to explore the desirability and feasibility of designing and constructing a multi-use recreational facility in Port McNeill, to serve residents and residents from surrounding communities. Includes community events and celebrations – no current recreation committee.</p> <table border="1" data-bbox="543 610 1323 925"> <thead> <tr> <th data-bbox="543 610 800 651">Timeline</th> <th data-bbox="800 610 1062 651">Key Stakeholders</th> <th data-bbox="1062 610 1323 651">Deliverables</th> </tr> </thead> <tbody> <tr> <td data-bbox="543 651 800 925">May 2022</td> <td data-bbox="800 651 1062 925">Council Committee Rep, School, Chamber of Commerce, sports groups ie: Cross country ski, hiking, soccer etc.</td> <td data-bbox="1062 651 1323 925">Committee formed, establish meeting dates and goals</td> </tr> </tbody> </table> <p>Most Important Thing: Meet with Council Liaison re goals and key issues. Metrics to demonstrate need by population for an enhanced facility including benefits to the region. Cost of construction and ongoing maintenance of such a facility – Analysis and comparison of current costs of operation to projected costs and assessment of new facilities. Ongoing use of facility – programs required and demonstrated need</p>		Timeline	Key Stakeholders	Deliverables	May 2022	Council Committee Rep, School, Chamber of Commerce, sports groups ie: Cross country ski, hiking, soccer etc.	Committee formed, establish meeting dates and goals	<p>Met with Ross DeBoer, (telephone) re community campus projects he was working on and completed – stress need for public and council support Met with Public Works Manager, discuss logistics - need to see OCP to ensure it is aligned with the Plan. Seeking grants to apply for - ongoing</p>
Timeline	Key Stakeholders	Deliverables							
May 2022	Council Committee Rep, School, Chamber of Commerce, sports groups ie: Cross country ski, hiking, soccer etc.	Committee formed, establish meeting dates and goals							

	<p>Identify funding agents: Naming rights, etc. for the facility and proposed user fees. ie: <i>LeMare Recreation Complex</i>, as an example.</p> <p>Safe, viable location: land usage, parking issues, public transportation options, accessibility to neighboring communities (Alert Bay, Sointula etc.) multi season programming.</p>							
	<p>To Enhance maintenance and development of the community trail system, explore development of ATV, bicycle etc. accessible trails and attracting events/groups.</p> <table border="1" data-bbox="541 610 1320 810"> <thead> <tr> <th data-bbox="541 610 800 651">Timeline</th> <th data-bbox="800 610 1058 651">Key Stakeholders</th> <th data-bbox="1058 610 1320 651">Deliverables</th> </tr> </thead> <tbody> <tr> <td data-bbox="541 651 800 810">April 2022</td> <td data-bbox="800 651 1058 810">Hiking and walking groups, Council reps, RDMW rep input</td> <td data-bbox="1058 651 1320 810">Committee formed, establish meeting dates and goals</td> </tr> </tbody> </table> <p>Most Important Thing: Meet with Council liaison re objectives/key issues Keep the trails in a safe state, and accessible to users. Signage and lighting where required. Accurate and attractive trail maps/guides including time to complete specific segments. Encourage walking groups, individuals, schools. Signage to highlight nature ie: berries, wildlife, birdlife on the trail. Attract corporate sponsors to augment funding to maintain and sign the trails. Market an annual or seasonal event showcasing the trails ie: <i>Saunter with Santa, July Jog, etc...</i> Establish understanding and land use agreements with private landowners.</p>	Timeline	Key Stakeholders	Deliverables	April 2022	Hiking and walking groups, Council reps, RDMW rep input	Committee formed, establish meeting dates and goals	<p>Met with Councillor Koehl re options Seeking funds for signage Ongoing</p>
Timeline	Key Stakeholders	Deliverables						
April 2022	Hiking and walking groups, Council reps, RDMW rep input	Committee formed, establish meeting dates and goals						

	<p>To establish and oversee a committee to explore and develop business opportunities in the community, particularly in association with harbor development. Link to possible Downtown Improvement Committee.</p> <table border="1" data-bbox="541 375 1320 922"> <thead> <tr> <th data-bbox="541 375 800 418">Timeline</th> <th data-bbox="800 375 1062 418">Key Stakeholders</th> <th data-bbox="1062 375 1320 418">Deliverables</th> </tr> </thead> <tbody> <tr> <td data-bbox="541 418 800 922">March 2022</td> <td data-bbox="800 418 1062 922">Council Rep on Harbor Advisory, RDMW, Community Futures, Downtown Improvement District members, Chamber of Commerce, Tourism, Harbor Advisory and Harbor Manager</td> <td data-bbox="1062 418 1320 922">Committee formed, establish meeting dates and goals</td> </tr> </tbody> </table> <p>Most Important Thing: Attracting or expanding existing businesses should complement the corporate or community feel of Port McNeill. Attractive to residents and visitors to the area, explore divers, whale and wildlife viewing, sailing club and school, boat safety courses.</p>	Timeline	Key Stakeholders	Deliverables	March 2022	Council Rep on Harbor Advisory, RDMW, Community Futures, Downtown Improvement District members, Chamber of Commerce, Tourism, Harbor Advisory and Harbor Manager	Committee formed, establish meeting dates and goals	<p>Ongoing meetings planned with Harbour Advisory, Tourism, RDMW and Downtown Improvement group Waiting on OCP to devise next steps Joining VICEA and VIEA to gather more data and funding options</p>
Timeline	Key Stakeholders	Deliverables						
March 2022	Council Rep on Harbor Advisory, RDMW, Community Futures, Downtown Improvement District members, Chamber of Commerce, Tourism, Harbor Advisory and Harbor Manager	Committee formed, establish meeting dates and goals						
	<p>Establish and help maintain partnerships with First Nations, Businesses, non-profits and community members to further the goals of the 2015 Economic Development Strategy and grow our economy</p>	<p>Ongoing Joining VINTAS Set up meeting with C of C</p>						

	<table border="1" data-bbox="543 220 1320 613"> <thead> <tr> <th data-bbox="543 220 793 261">Timeline</th> <th data-bbox="793 220 1060 261">Key Stakeholders</th> <th data-bbox="1060 220 1320 261">Deliverables</th> </tr> </thead> <tbody> <tr> <td data-bbox="543 261 793 613">Ongoing</td> <td data-bbox="793 261 1060 613">Town Administration, Council liaisons First Nation representatives, RDMW staff, Alert Bay, Chamber of Commerce, VINTAS</td> <td data-bbox="1060 261 1320 613">Advisory Group formed, establish meeting dates and goals, strengthen relationships; Explore C2C and other funding.</td> </tr> </tbody> </table> <p data-bbox="543 657 844 690">Most Important Thing:</p> <p data-bbox="543 735 1297 1040">Respect all partners and invite continued input and feedback in order to minimize negative impacts to the community and to maximize new ideas and strategies for growth. Invite inclusion from long time as well as newer residents. Explore their ideas and learnings from previous strategies to grow the economy. Continue to respect and encourage growth from existing businesses.</p>	Timeline	Key Stakeholders	Deliverables	Ongoing	Town Administration, Council liaisons First Nation representatives, RDMW staff, Alert Bay, Chamber of Commerce, VINTAS	Advisory Group formed, establish meeting dates and goals, strengthen relationships; Explore C2C and other funding.	
Timeline	Key Stakeholders	Deliverables						
Ongoing	Town Administration, Council liaisons First Nation representatives, RDMW staff, Alert Bay, Chamber of Commerce, VINTAS	Advisory Group formed, establish meeting dates and goals, strengthen relationships; Explore C2C and other funding.						
	<p data-bbox="543 1089 1297 1198">Increase the Town’s participation in groups and initiatives that further the achievement of the goals in the 2015 Economic Development Strategy</p> <table border="1" data-bbox="543 1227 1320 1419"> <thead> <tr> <th data-bbox="543 1227 793 1268">Timeline</th> <th data-bbox="793 1227 1060 1268">Key Stakeholders</th> <th data-bbox="1060 1227 1320 1268">Deliverables</th> </tr> </thead> <tbody> <tr> <td data-bbox="543 1268 793 1419">Ongoing</td> <td data-bbox="793 1268 1060 1419">Council committee liaison, Local groups ie: Lions,</td> <td data-bbox="1060 1268 1320 1419">Attend meetings, including AGM’s where possible,</td> </tr> </tbody> </table>	Timeline	Key Stakeholders	Deliverables	Ongoing	Council committee liaison, Local groups ie: Lions,	Attend meetings, including AGM’s where possible,	<p data-bbox="1350 1089 1927 1390">Ongoing Met with RDMW, and joined BCEDA, research through Tourism BC Meetings to be setup with Namgis and Alert Bay Exploring Tourism Relief Fund Working on Housing and accommodations for seasonal workers</p>
Timeline	Key Stakeholders	Deliverables						
Ongoing	Council committee liaison, Local groups ie: Lions,	Attend meetings, including AGM’s where possible,						

	<table border="1"> <tr> <td data-bbox="531 191 800 391"></td> <td data-bbox="800 191 1062 391">Salmon Enhancement, First Nations, Chamber of commerce</td> <td data-bbox="1062 191 1325 391">contribute information</td> </tr> </table>		Salmon Enhancement, First Nations, Chamber of commerce	contribute information				
	Salmon Enhancement, First Nations, Chamber of commerce	contribute information						
	<p>Most Important Thing: Nurture and maintain relationships with our partners including VINTAS, RDMW, and economic development groups including BCEDA and Tourism BC Continue to market and attract entrepreneurs and residents to Port McNeill</p>							
	<p>Support activities of youth that further the achievement of the goals in the 2015 Economic Development Strategy</p> <table border="1"> <thead> <tr> <th data-bbox="531 886 800 927">Timeline</th> <th data-bbox="800 886 1062 927">Key Stakeholders</th> <th data-bbox="1062 886 1325 927">Deliverables</th> </tr> </thead> <tbody> <tr> <td data-bbox="531 927 800 1122">July 2022</td> <td data-bbox="800 927 1062 1122">North Island Community Society</td> <td data-bbox="1062 927 1325 1122">Advisory Committee formed, establish meeting dates and goals</td> </tr> </tbody> </table>	Timeline	Key Stakeholders	Deliverables	July 2022	North Island Community Society	Advisory Committee formed, establish meeting dates and goals	
Timeline	Key Stakeholders	Deliverables						
July 2022	North Island Community Society	Advisory Committee formed, establish meeting dates and goals						
	<p>Continue the work of Downtown Improvement committee, established 2020 following the Roger Brooks assessment, to enhance commercial and public spaces in the community.</p> <p>Most Important Thing:</p> <table border="1"> <thead> <tr> <th data-bbox="531 1386 800 1427">Timeline</th> <th data-bbox="800 1386 1062 1427">Key Stakeholders</th> <th data-bbox="1062 1386 1325 1427">Deliverables</th> </tr> </thead> <tbody> <tr> <td data-bbox="531 1427 800 1516"></td> <td data-bbox="800 1427 1062 1516"></td> <td data-bbox="1062 1427 1325 1516"></td> </tr> </tbody> </table>	Timeline	Key Stakeholders	Deliverables				<p>Ongoing meetings with Pita Rosbek and Liza Furney, provided grant application for more improvements</p>
Timeline	Key Stakeholders	Deliverables						

	Ongoing	Downtown Improvement group	Committee formed, establish meeting dates and goals	
CAPACITY BUILDING	<p>EDM to support the ability of individuals, organizations and sectors to pursue economic activities to achieve a better standard of living; to mobilize resources needed to overcome economic and social problems and develop creative solutions that address community issues.</p> <p>Desired outcomes include:</p> <ul style="list-style-type: none"> • Input on education needs including career development and industry training • Explore regional health care options <p>Confer with Forestry Program, North Island College re: carpentry program, Bi-Weekly meetings with Vancouver Island Health Authority.</p>			<p>Working with VINTAS</p> <p>Ongoing</p> <p>Attend MWHN meetings</p> <p>Ongoing</p> <p>Chamber of Commerce</p>

	Timeline	Key Stakeholders	Deliverables	
	August 2021	Council, Harbor Advisory Group, business and community members, Downtown Improvement group	Community Input meeting – gather information and formulate a formal process. Create draft plan and amend as needed as input is gathered. Develop an engaged community development Committee formed, establish meeting dates and goals	
<p>-Most Important Thing:</p> <p>Actively seek input from Key Stakeholders, create clear communications between the Town and the partners reporting on progress and any potential snags that may slow progress. Share successes with the public with a newsletter/blog online or in hardcopy</p>				
Recreation Committee	Timeline	Key Stakeholders	Deliverables	Waiting for OCP to be approved Confer with other professionals – how did they make it happen
	Ongoing	Including representatives from Hyde Creek,	Using partnership model support the development	

		<p>Nimpkish Heights, Alert Bay and Sointula</p>	<p>of a multi-use recreational facility, develop and maintain the existing ice arena and secure ongoing use of trail system available to residents in the area. With collaboration of recreation groups, develop programs.</p>	<p>Seeking funding sources, potential feasibility study</p>
<p>Most Important Thing:</p> <p>Identify funding sources, and a plan to attract investors; feasibility study to support any grant applications; identify and secure partners from NGO's and resource sectors. Once feasibility is proven, have plans to include emergency response, neighborhood concerns and potential tax implications.</p>				

<p>Farmers Market</p>	<table border="1"> <thead> <tr> <th data-bbox="541 224 793 261">Timeline</th> <th data-bbox="793 224 1052 261">Key Stakeholders</th> <th data-bbox="1052 224 1318 261">Deliverables</th> </tr> </thead> <tbody> <tr> <td data-bbox="541 261 793 613">Ongoing</td> <td data-bbox="793 261 1052 613">Community members, council, Chamber of Commerce</td> <td data-bbox="1052 261 1318 613">Support and enhance the local farmers market to encourage local gardening, food security and small scale entrepreneurship.</td> </tr> </tbody> </table> <p>Most Important Thing:</p> <p>Engaging local growers to maintain/expand current operations, providing food security and healthy food options in an affordable manner in the area. Assist in marketing to residents and visitors, food growing programs for school children to enhance knowledge of where our food comes from.</p>	Timeline	Key Stakeholders	Deliverables	Ongoing	Community members, council, Chamber of Commerce	Support and enhance the local farmers market to encourage local gardening, food security and small scale entrepreneurship.	<p>Exploring food sustainability options Ongoing Gather information from small regional growers (Farmers Market)</p>
Timeline	Key Stakeholders	Deliverables						
Ongoing	Community members, council, Chamber of Commerce	Support and enhance the local farmers market to encourage local gardening, food security and small scale entrepreneurship.						
<p>Diversify the Tourist Economy</p>	<table border="1"> <thead> <tr> <th data-bbox="541 1073 793 1110">Timeline</th> <th data-bbox="793 1073 1052 1110">Key Stakeholders</th> <th data-bbox="1052 1073 1318 1110">Deliverables</th> </tr> </thead> <tbody> <tr> <td data-bbox="541 1110 793 1417">Ongoing</td> <td data-bbox="793 1110 1052 1417">Forestry and resource-based industries, Council liaisons, CAO, Tourism Advisory Committee</td> <td data-bbox="1052 1110 1318 1417">Improve and enhance tourism services, business and marketing initiatives flowing through the community.</td> </tr> </tbody> </table>	Timeline	Key Stakeholders	Deliverables	Ongoing	Forestry and resource-based industries, Council liaisons, CAO, Tourism Advisory Committee	Improve and enhance tourism services, business and marketing initiatives flowing through the community.	<p>Researching trends, impact of COVID restrictions, Meeting with Tourism Commission</p>
Timeline	Key Stakeholders	Deliverables						
Ongoing	Forestry and resource-based industries, Council liaisons, CAO, Tourism Advisory Committee	Improve and enhance tourism services, business and marketing initiatives flowing through the community.						

		Vancouver Island North Training and Support North Island College	Support Tourism training and familiarization tour initiatives Improve access to tourism opportunities	
	<p>Most Important Thing:</p> <p>Working with the Bill McQuarrie and the Tourism Commission, complete market research and feasibility study to realize needed infrastructure improvements such as a common gathering area, potential market area, showcase local artists and tourism operators.</p>			
Activities	<p>HOUSING – PRIORITY</p> <p>The shortage of space to build, as well as available apartment rentals will continue to impact the ability of people to move to Port McNeill. This will also limit the ability of homeowners to sell their homes, and wish to remain in Port McNeill.</p> <p>Challenges: the cost of rentals with new construction will be higher than what the current market is used to.</p> <p>Opportunity: Newer apartments/townhouses will provide additional conveniences, and with people renting the new spaces, which will open up the vacated apartments. The</p>			

	<p>market will level out with prices being comparable to down island.</p> <p>Challenges: construction costs are higher in the North Island (I will research this to determine how much more) and trades are limited.</p> <p>Opportunity: Utilize local business who are able to meet the requirements, enable local investors to “get into the game”, Town could <i>incentivize</i> this priority.</p> <p>Challenge: Bringing in construction crews is a challenge in terms of where they can stay while the job is being completed.</p> <p>Opportunity: Work with local hotels/motels to agree on a reduced rate for workers and crews which will in turn impact the current vacancy rates.</p> <p>Challenges: Seniors want to downsize but are not able to find alternative residences.</p> <p>Opportunities: Explore potential Granny Suites, and Subdividing houses to include two families vs One person living alone.</p>	
<p>Timeline (Key Dates)</p>	<p>PRIORITY – started December 2021</p>	<p>Meetings with developers, builders ongoing now Interest is fairly high with larger developers down island as well as local investors</p>

Key Stakeholders	Town Staff , young families, new employees to the North Island, investors, real estate managers/agents	I have met formally and informally with seniors as well as rental owners to discuss how this housing crisis can be addressed. From this I have also spoken to local as well as large developers regarding potentially building some garden suites, apartment blocks and houses. I'm also pursuing not for profits for specifically seniors housing. Ongoing discussions re land and infrastructure has resulted. McElhanney has been referred to for planning. There definitely is interest to move this forward.
Most Important Thing	All inquiries must meet local zoning requirements, developers would be responsible for providing a comprehensive plan addressing all issues such as roads, water run off, etc.	
Deliverables	New housing! Finding local entrepreneurs who will invest in housing development, attracting investors to build ie: apartment complex, town houses, seniors housing...	

Town of Port McNeill

Report for Information - Council



To: Pete Nelson-Smith, CAO **File No:**
Meeting Date: Committee of the Whole - February 8, 2022
From: Connor Mork, Deputy Corporate Officer
Subject: Strategic Priorities

PURPOSE:

For Council to review the list of potential strategic priorities from the February 1, 2022 Committee of the Whole, and the 2019 strategic priorities document, and rank these projects in order of importance, so that preparations can be made for the 2022 calendar year.

BACKGROUND:

Attached is a draft list of potential strategic priorities developed at the February 1, 2022 Committee of the Whole, and a briefing document from the 2019 strategic priorities session outlining the Town's ongoing projects.

KEY ISSUES DEFINED:

The 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.

Policy/Legislation:

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.

Potential Strategic Priorities - Feb 1, 2022 COTW

1. Housing -EDM
2. Senior's Centre -Potential use of Town Office
3. Development Cost Charges -CFO/COUNCIL
4. CD -1 Development, Campground Future, Mosaic -COUNCIL
5. Hoy Bay Development
6. Beach Drive Slide Mitigation – Underway
7. Pending Land Acquisition

8. Policy Development - COUNCIL/CAO
9. Cor Certification -CAO/SENIOR MANAGEMENT
10. Wildfire Mitigation Plan -Start Action -CAO
11. Bullying and Harassment -CAO
12. Code of Conduct -CAO
13. Violence in the Workplace -CAO
14. Project Reporting – CAO

15. Fugitive Water Control -PW/CFO
16. Roads and Sidewalks, Active Transport -PW/CFO
17. Fire Fighter Wages Reimbursement -CFO/CAO
18. Review of Fees and Charges Bylaw - CFO
19. Sani-dump Downtown -CFO/PW
20. Public Bathrooms - HARBOUR/ PW/CFO

21. Review the use of Town Properties -CAO/PW/CFO/EDM
22. Town Office Accessibility -CFO/CAO
23. Potential uses of the Old School/Asbestos Mitigation -CAO/PW/CFO
24. Analysis on moving Town Office to Old School - CFO/CAO
25. Library Project – COUNCIL

26. Recreation Projects -Dog Park / Bike Park -CAO
27. Recreation Committee -CAO
28. Beach Drive Public Water Access -PW
29. Fishing Float/ Budget -CFO

COTW – Feb 8, 2022 6PM

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

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.

