



AGENDA

Regular Council Meeting

7:00 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.

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1. CALL TO ORDER	
2. ADOPT AGENDA	
a) Accept or amend agenda as presented.	
3. PETITIONS AND DELEGATIONS	
a) BC Salmon Farmers Association Presentation BCSFA - Restart Report	3 - 16
4. ADOPTION OF MINUTES	
a) Minutes of the January 25, 2022 Regular Council Meeting. January 25, 2022 Regular Council Meeting - Minutes	17 - 22
<i>that the minutes of the January 22, 2022 Regular Council Meeting be adopted as presented.</i>	
5. CORRESPONDENCE	
6. TABLE ITEMS	
7. REPORTS	
a) RTC- Harbour Project Overview RTC- Harbour Upgrade Project Update	23 - 24
b) RTC - Snow Removal & Winter Road Conditions RTC - Snow Removal and Winter Road Conditions Winter Snow and Ice Control Policy	25 - 30
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8. BYLAWS

- a) Harbour Management Amendment Bylaw No. 709, 2022 **33 - 61**
[RTC- Harbour Management Amendment Bylaw 709, 2022](#)
[RTC -Proposed Harbour Rate Changes 2022](#)
[RTC- - HAG Bylaw Amendment Recommendation](#)
[Harbour Amendment Bylaw No. 709 2022 -DRAFT](#)

9. OLD BUSINESS

- a) 2022 General Local Elections **63 - 80**
[RTC- 2022 General Local Elections](#)

That Pete Nelson-Smith, Chief Administrative Officer be appointed as the 2022 Chief Elections Officer and that Connor Mork, Deputy Corporate Officer, be appointed as the 2022 Deputy Chief Elections Officer.

10. NEW BUSINESS

11. ITEMS FROM IN-CAMERA TO BE MADE PUBLIC

12. IN-CAMERA

- a) Council to go In-Camera under Community Charter Section 90(1)(g) litigation or potential litigation affecting the municipality and Section 90(1)(d) the security of the property of the municipality;

13. QUESTIONS FROM THE PUBLIC AND MEDIA

14. ADJOURNMENT

BC SALMON FARMING: BUILDING A BETTER PATH FORWARD TOGETHER

RIAS INC.
October 2021



PREPARED FOR



BC SALMON
FARMERS

SUMMARY

With a new government comes the opportunity for a restart; an opportunity to establish a meaningful, respectful process moving forward to develop a fundamentally different approach to how salmon aquaculture is managed in BC, with clear rules, meaningful engagement and sound and transparent decision making.

- The BC Salmon Farmers Association (BCSFA) commissioned RIAS Inc. to work with their members to prepare this assessment of the current situation facing the BC salmon farming sector in BC, and to outline a constructive path forward.
- In the Fall of 2020, the BCSFA issued its “Raising Opportunity” report that showed the importance of the BC salmon farming sector as an economic driver in remote coastal communities in BC:
 - In 2019, BC’s salmon farming sector generated over \$1.6 billion in total economic output, \$577 million in total GDP, and employment for 6,370 workers in BC.
 - The report also detailed significant investments that BC salmon farmers were planning to make over the next 30 years that would add considerable additional economic stimulus to BC’s post-COVID economy: over \$44 billion in increased economic activity with over 9,400 new jobs for BC workers created by 2050.
 - The report also highlighted how BC salmon farmers contribute to BC’s social development objectives, strengthening food security systems, and BC’s environmental objectives.
- The Discovery Island (DI) decision came with no warning and contradicted the clear, science-based advice from DFO officials and scientists. And now while salmon farmers, First Nations partners and local communities in BC struggle to deal with the severe hardship caused by the DI decision, an even greater challenge looms: all remaining federal farm site licences, and many provincial tenures, are scheduled to expire on June 30th, 2022. The licence renewal process in BC will determine the fate of over 4,700 workers and over \$1.2 billion in economic activity in BC each year - and an additional \$200 million in economic activity and 900 jobs across the country.
- As BC works to emerge from the COVID pandemic, salmon farming can play an important role in the post-COVID recovery process, a role that is unique amongst BC industries due to salmon farming’s significant involvement in remote coastal communities, its engagement with First Nations, and contribution to social and environmental objectives.
- What is needed now at this critical juncture is a restart – a plan to establish a meaningful, respectful process moving forward to develop equitable solutions for all. Key features of a new, constructive plan forward should include:
 - Immediate, inclusive and meaningful engagement on 2022 site licence renewals, and the 2025 transition plan, by senior government officials with industry leaders and Indigenous partners, with a clear timetable to address these issues.
 - Meaningful, direct engagement of Indigenous partners/First Nations leadership (e.g., the Indigenous Partners Network), the salmon farming sector, local businesses and local community leaders.

- Financial incentives are needed to support Indigenous participation and partnership/ownership opportunities, to invest in joint ventures and to assist with capacity building within Indigenous communities to obtain the skills, training, and expertise to be full partners in salmon farming, guardianship, and monitoring.
- Clear federal, provincial and Indigenous government decision-making processes that do not undermine existing opportunities/benefits agreements with First Nations, do not pre-determine or favour adoption of specific technologies, are science-based, support financially viable approaches that advance industry adoption of leading production technologies, and that address delays in processing tenure amendments and new tenure applications.
- Increased transparency in decision-making for the future – for example, obtaining a licence re-issuance is complex and closed. All three governments should consider a dashboard type platform that allows the public to see what information/data companies provide as part of the process.



SITUATION OVERVIEW

Farm-raised salmon is BC's highest valued seafood product, the province's top agricultural export, and generates over \$1.6 billion towards the BC economy, resulting in nearly 6,400 jobs. The BC Salmon Farmers Association (BCSFA) represents 70 businesses and organizations throughout the value chain of finfish aquaculture in BC. BCSFA members account for over 95% of the annual provincial harvest of farm-raised salmon in British Columbia.

In the Fall of 2020, BCSFA released a comprehensive report, "Raising Opportunity: How Farm-Raised Salmon Can Lead BC's Post-COVID Recovery", demonstrating the important role BC salmon farmers would play in BC's post COVID recovery. Table 1 below shows the economic benefits of the farm-raised salmon sector in BC in 2019¹

Table 1: Economic Contribution of Salmon Farming in BC, 2019 (\$ millions)

	OUTPUT	GDP	LABOUR INCOME	EMPLOYEES (FTES)
DIRECT	\$823.7	\$256.4	\$226.3	2,860
INDIRECT	\$643.6	\$226.3	\$207.2	2,620
INDUCED	\$147.8	\$94.1	\$70.8	890
TOTAL	\$1,615.1	\$576.8	\$504.4	6,370

Source: Raising Opportunity: How Farm-Raised Salmon Can Lead BC's Post-COVID Recovery, <https://ready.bcsalmonfarmers.ca/wp-content/uploads/2020/11/BCSFA-ECONOMIC-IMPACT-REPORT-FINAL.pdf>

In 2019, BC's salmon farming sector generated:

- \$1.6 billion in total economic output, including direct output of \$823.7 million, indirect output of \$643.6 million, and induced output of \$147.8 million.
- \$576.8 million in total GDP, including direct GDP of \$256.4 million, indirect GDP of \$226.3 million, and induced GDP of \$94.1 million.
- Employment for 6,370 workers in BC, including 2,860 direct employment, indirect employment of 2,620 FTEs, and induced employment of 890 FTEs.

At that time, BC salmon farmers were planning significant investments in new production technologies that would add considerable additional economic stimulus to BC's post-COVID economy. BC salmon farmers identified immediate investments (shovel-ready, 2021) of \$113 million, expected to generate an additional 13,580 tonnes of annual production capacity, an additional \$684 million in investments in the medium term (2022-2030), increasing production capacity by more than 65,000 tonnes, and the potential for even more investments in the longer term (2031-2050) of \$618 million, adding 54,000 tonnes of production.

The economic gains from these investments would be generated from construction/expansion of facilities and infrastructure, and purchases of new capital equipment (e.g., boats, barges, etc.), as well as from the resulting gains in production that were expected to be achieved from these investments. In summary, total additional economic stimulus that the salmon farming sector expected to deliver in BC amounted to:

- Over \$44 billion in increased economic activity over the 2020-2050 period (average annual \$1.4 billion increase in economic activity)
- More than \$16.5 billion in additional GDP (average \$533 million per year)
- \$13.2 billion in additional wages paid to BC workers (average \$426 million in salaries per year), with over 9,400 new jobs for BC workers created by 2050

¹ Economic impacts are calculated using input-output multipliers for BC salmon farming according to the following definitions:

- Direct impacts are changes that occur in all "front-end" salmon farming operations, which includes not only on-farm grow-out activities, but also broodstock farms, hatcheries, smolt farms and primary processing of farm-raised salmon.
- Indirect impacts arise from changes in activity for suppliers of the front-end businesses.
- Induced impacts arise from the spending on goods and services as a consequence of the payroll of the directly and indirectly affected businesses. See BCSFA's "Raising Opportunity" report for more detail on how input-output multipliers were derived.

The report not only highlighted how BC salmon farmers can contribute to BC's healthy economic recovery, but it also detailed their contribution to BC's social development objectives, strengthening food security systems, and BC's environmental objectives. "The results of this report are very significant for the salmon farming community and for the province," said John Paul Fraser, Executive Director of the BC Salmon Farmers Association, in November 2020 with the release of the report. "It means more jobs and higher economic benefits in BC which are especially needed now, as our province deals with unprecedented economic hardships."

Then in December 2020, with no warning and despite clear advice to the contrary from DFO officials and scientists, former DFO Minister Jordan decided to close down salmon farms in the DI area. As shown in Table 2, the immediate impacts of this decision are devastating:

- More than 24% of BC's farmed salmon production is being shut down.
- More than 1,500 people will lose their jobs in the near term. This includes at least 690 direct salmon farming jobs across the entire production cycle – broodstock farms, hatcheries, smolt farms, ocean farms, and primary processing; 630 jobs within BC businesses supplying goods and services to the salmon farming sector and more than 200 induced jobs in local businesses where workers in the BC salmon farming sector spend their income – as diverse as grocery stores and vehicle dealerships.
- In total, almost \$390 million in annual economic output in BC will be lost, with \$87 million less in annual salaries and benefits and 1,535 fewer jobs, mainly in remote coastal communities of BC where there are very few alternative employment opportunities or income sources for families.

Table 2: Annual Economic Losses from Shutting Down Salmon Farming in the Discovery Islands

	OUTPUT (\$ MILLIONS)	GDP (\$ MILLIONS)	LABOUR INCOME (MILLIONS)	EMPLOYEES (FTES)
DIRECT	-\$198.7	-\$61.9	-\$50.8	-222 (salmon farming) -468 (other front-end)
INDIRECT	-\$155.2	-\$54.9	-\$28.1	-630
INDUCED	-\$35.6	-\$22.7	-\$7.9	-215
TOTAL	-\$389.6	-\$139.1	-\$86.8	-1,535

Source: RIAS Inc. calculations. Estimated loss in output (\$198.7 million) was calculated using an expected average price in 2021 of \$9.25/kg x the average annual production from sites in the Discovery Islands. Annual economic losses for BC were estimated by applying input-output multipliers from BCSFA's "Raising Opportunity" report to the estimated revenues from salmon farming operations in the DI.

It is important to note that the estimates in Table 2 are lower bound estimates of the likely impacts on BC's economy over time. Input-output models used in economics are constrained in their ability to accurately reflect the full effects across an industry value-chain when the "exogenous shock" to an industry is large enough to alter the underlying structure of dependencies between sectors, and the survival of suppliers in non-diversified markets. Shutting down 24% of an industry's production likely exceeds this threshold, particularly when it takes place in a predominately rural economy where businesses within the supply chain have very limited opportunities to pivot their operations to other sectors or markets. Some businesses may fall below economic viability and be forced to cease operations. Businesses operating in fish processing, high-tech equipment supply, and fish net supply have expressed concerns that the impact of this decision is significant enough it could make them economically unviable and force them to go out of business entirely, even though salmon farming is not their only line of business. In such instances, the indirect impacts shown in Table 2 would likely be larger than shown. This would have cascading forward effects (on induced impact estimates) and backwards effects (on direct impact estimates).

Minister Jordan's decision has ramifications that are still playing out over multiple cycles of fish in the production process and continues to sow uncertainty for a broad range of in sectors across the BC economy. Further ripple effects of former DFO Minister Jordan's decision include:

- Agreements that were in the process of being negotiated with First Nations have collapsed and didn't go forward.
- It is estimated that more than 10.7 million young salmon and fertilized eggs in hatcheries and other facilities and which were designated to be raised in the impacted farms will have to be euthanized. This is equivalent to over 210 million meals worth of fish or about two years' worth of the province's total harvest of wild salmon.
- Planned investments by the salmon farming sector are now in jeopardy, which will have direct implications for BC's economic recovery, particularly in remote coastal communities.
- First Nations partners will lose lease revenue companies pay on a quarterly or annual basis, donations to local food banks from salmon farming companies are at risk, as is the sector's support of hatchery and wild salmon restoration programs.

No other federally regulated sector in BC is facing such upheaval. Salmon farmers, their Indigenous partners and their suppliers across BC are currently struggling to adjust, create stability, and understand how best to move forward. Yet, on the horizon, more uncertainty is in sight – all remaining federal licences, and many provincial tenures, are scheduled to expire on June 30th, 2022. The Discovery Islands ministerial decision made one thing very clear: licences that are in full compliance, where environmental performance is sterling and the science is certain, can be denied renewal, despite sound advice from DFO officials.



WHAT IS AT STAKE IN JUNE 2022?

BCSFA members will have an estimated 79 site licences remaining (after closure of the DI and sites in the Broughton Archipelago Region) that will be up for renewal in June 2022. Below is a summary of what is at risk if all licences are not renewed:

1. ECONOMIC BENEFITS TO HELP BC'S RECOVERY

Table 3 shows the total economic benefits (direct, indirect and induced impacts) that these sites generate across BC that are an important part of the province's post-COVID recovery, particularly in remote coastal communities.

Table 3: Potential Economic Losses within BC if Licences Are Not Reissued, by region (\$ millions)

REGION	OUTPUT	GDP	LABOUR INCOME	EMPLOYEMENT
COURTENAY/COMOX/CUMBERLAND	\$48	\$17	\$14	193
PORT HARDY/PORT MCNEIL	\$135	\$47	\$38	512
PORT ALBERNI/TOFINO/UCLUELET	\$55	\$20	\$16	215
WEST COAST NVI	\$47	\$16	\$13	181
SUNSHINE COAST/METRO VANCOUVER	\$326	\$122	\$101	1,373
OTHER*	\$585	\$205	\$84	2,244
TOTAL	\$1,196	\$427	\$267	4,718
ESTIMATED LOSSES ALREADY TAKING PLACE IN THE BROUGHTON AND DISCOVERY ISLANDS	\$419	\$150	\$238	1,652

Source: RIAS Inc. calculations. Lost revenues were calculated using an average price of \$9.25/kg x the estimated annual production (tonnes) for all remaining sites up for licence reissuance in June 2022 (adjusted in a few instances based on feedback from companies). Economic losses for BC were estimated by applying input-output multipliers (total economic impacts = direct + indirect + induced) from BCSFAs "Raising Opportunity" report to the estimated annual revenues for sites within each production zone.

* Other includes impacts in other regions of BC, as well as impacts that were not allocated to any particular region within BC.

In total, the June 2022 licence renewal process will have an effect on \$1.2 billion in economic activity in BC, \$427 million in GDP and over 4,700 BC workers. This economic activity helps to offset economic damages and financial strains that BC families have had to endure throughout the COVID pandemic. As an essential service, salmon farmers in BC played their part by not only keeping existing staff employed, but by hiring additional staff to help them manage the COVID situation. By continuing their operations, BC salmon farmers helped to cushion the negative impacts of the pandemic for more than 1,700 local vendors across BC that serve the sector, like fish processors, transporters, technology suppliers, boat operators, as well as local restaurants, hotels and businesses.

As BC works to emerge from the COVID pandemic, the salmon farming industry remains uniquely positioned to play a critical role in BC's recovery strategy – particularly in remote, coastal and Indigenous communities that are most in need at this time. BC salmon farmers have built a strong employee base in the coastal communities they operate in, with year-round full-time jobs paying approximately 30% more than the median employment income in BC.

2. MOVING FORWARD ON RECONCILIATION WITH INDIGENOUS PEOPLES

In the true spirit of UNDRIP, BC salmon farmers continue to nurture established partnerships with First Nations, as well as build new relationships. Over the last decade, every new farm proposed has been in partnership with a First Nation. Twenty BC First Nations now have partnership agreements for farming salmon in their territory, with 80% of all BC salmon harvested from areas covered by First Nation partnerships. Not only have these agreements offered significant support to the establishment of sustainable

economies and improved living standards in the communities of First Nations partners, but each agreement has also expressed a commitment to respect First Nations rights, including the right to exercise jurisdiction over the land, resources and waters within their territories.

3. SUPPORTING YOUNG CANADIANS

The BC salmon farming industry has a younger-than-average workforce with approximately two-thirds of all employees under the age of 35. The industry creates a diverse array of careers and occupations for young people, ranging from on-farm jobs to careers in academia and government. Farm sector occupations are year-round, well-paying, and include numerous benefits. Since salmon farming largely takes place in Indigenous and rural coastal communities, the industry creates the opportunity for Indigenous and rural youth to find employment within their home communities. BC salmon farming also provides an excellent opportunity for young people to build careers in a sustainable, low carbon, technologically advanced industry.

4. FOOD SECURITY

BC salmon farmers play a significant role in bringing greater strength and resilience to the province's supply chain. The 87,000 tonnes of farmed salmon that BC has produced in previous years represents over 350 million meals of high-quality protein. Since farmed salmon production does not show seasonal variations, this means that BC salmon farmers provide 6.8 million meals each week, 52 weeks a year. Some major grocers saw a 300% increase in demand for fresh salmon during COVID, also new direct-to-consumer marketing has been very successful. This resurgence of cooking at home speaks to the growing trend to buy and prepare local, fresh foods. BC salmon farmers have the ability to supply British Columbians/Canadians with fresh salmon rather than rely on imported seafood of lesser quality. Moreover, with greater industry certainty, BC salmon farmers are prepared to invest in technologies and innovations that would facilitate responsible growth, thereby allowing them to take an even larger role in strengthening BC's food system.

5. ENVIRONMENTAL SUSTAINABILITY

Farmed salmon is recognized as part of the solution to combat climate change through low carbon footprint proteins. With a low carbon footprint, low land use, low water consumption, and efficient feed conversion ratio, farmed salmon contributes a healthy and climate-friendly protein source to the world's food needs. According to the High-Level Panel for A Sustainable Ocean Economy: "The largest potential gains for food production lie in the sustainable expansion of marine aquaculture."² BC salmon farmers align with several UN Sustainability Goals (Zero Hunger, Responsible Production & Consumption, Climate Change and Life Below Water), and are a key part of the Blue Economy, a high priority of the Government of Canada.

6. WILD SALMON ENHANCEMENT AND PROTECTION

Farmed salmon accounts for more than 75 per cent of all the salmon harvested in British Columbia every year, helping to alleviate pressure on harvesting of critically endangered wild stocks. BC salmon farmers also actively support the federal Pacific Salmon Strategy Initiative and the British Columbia Salmon Restoration and Innovation Fund, using their salmon rearing expertise to assist in restoration and enhancement of wild salmon stocks in rural coastal communities. BC salmon farmers also fund dozens of projects annually, volunteer their time, share expertise, collaborate within existing First Nations partnerships, and donate equipment for enhancement initiatives.

² High Level Panel for a Sustainable Ocean Economy. "Ocean could be key to future food security" Press Release. November 19, 2019. https://oceanpanel.org/sites/default/files/2020-07/2019_Blue%20Paper%20Food%20from%20the%20Sea_Press%20Release.pdf

CONSEQUENCES IF LICENCES ARE NOT RENEWED IN 2022

BC salmon farmers are still trying to survive the loss of production in the Broughton and the Discovery Islands, and weather the additional costs to euthanize fish and decommission the DI sites over the coming months. ***The reality is quite stark: any further loss of production in BC could spell the end of the entire sector.***

The Minister's licence renewal decisions at the end of June 2022 will be an inflection point in the very survival of the sector in BC. If all remaining licences aren't renewed or if "temporary" licences are issued (i.e., a return to 1-year licences), then investment in the sector will likely come to an end, and operations will have to wind down. While this may be welcome news for the small number of vocal anti-salmon farming activists in BC, it will exact a cruel toll on many workers, families and coastal and Indigenous communities across BC. Table 4 summarizes the full economic ripple effects across BC and the entire Canadian economy.

Table 4: Potential Economic Losses within BC and Across Canada if Licences Are Not Renewed (\$ millions)

	IMPACTS WITHIN BC				IMPACTS FOR ALL CANADA			
	REVENUE	GDP	LABOUR INCOME	EMPLOYEES (FTES)	REVENUE	GDP	LABOUR INCOME	EMPLOYEES (FTES)
DIRECT	\$610	\$190	\$156	2,118	\$610	\$190	\$156	2,118
INDIRECT	\$477	\$168	\$86	1,940	\$661	\$244	\$123	2,543
INDUCED	\$109	\$70	\$24	659	\$167	\$100	\$39	937
TOTAL	\$1,196	\$427	\$267	4,718	\$1,438	\$371	\$317	5,598

Source: Estimated loss in output (\$610.1 million) was calculated using an average price of \$9.25/kg x the estimated annual production (tonnes) for all remaining sites up for licence reissuance in June 2022. Annual economic losses for BC were estimated by applying input-output multipliers from BCSFAs "Raising Opportunity" report to the estimated revenues from salmon farming operations in the DI.

In addition to the potential losses cited in Table 4, BC will also lose-out on the planned investments by BC salmon farmers over the next 30 years that would have added considerable additional economic stimulus to BC's post-COVID economy. The opportunity costs of these foregone investments amount over \$44 billion in lost economic activity over the 2020-2050 period, \$16.5 billion in lost GDP, \$13.2 billion in lost wages, and 9,400 fewer new jobs for BC workers by 2050.

There will also be lost opportunity for meaningful Indigenous reconciliation in alignment with UNDRIP. As noted above, BC salmon farmers worked closely with Indigenous communities for years and have negotiated mutually beneficial partnership agreements that not only support sustainable economies and improved living standards in the communities of First Nations partners, but also express a commitment to respect First Nations rights, including the right to exercise jurisdiction over the land, resources and waters within their territories. While each partnership agreement between a salmon farming company and a First Nation reflects the unique challenges and aspirations of the First Nation, the agreements usually include:

- **Financial remuneration.**
Remuneration paid to First Nations partners may include fixed payments and/or payments based on the number of farms or farm productivity.
- **Employment opportunities.**
In 2011, the BC salmon farming/processing sector employed over 275 Indigenous people in management, production, and administrative positions; these employees earned \$11 million in wages annually.

- **Supply and service opportunities.**
Salmon farmers often rely on First Nations businesses to meet their local supply and service requirements (e.g., processors, harvesters, trucking, diving, vessel maintenance and repairs, fuel suppliers, ship chandlers, salmon farm equipment suppliers, feed suppliers, etc.).
- **Social responsibility commitments.**
BC salmon farmers demonstrate their commitment to social responsibility by providing scholarships, sponsorships, and donations to community service groups and sports teams. They also support capacity-building initiatives (e.g., technical or professional training programs), as well as health and social services that further contribute to the well-being of the community.
- **Environmental sustainability commitments.**
BC salmon farming companies and their First Nations partners share a common commitment to sustainability and environmental stewardship. Salmon farmers understand and support First Nations' desire to conserve healthy ecosystems within their territories. To achieve this goal, the partners collaborate in environmental protection initiatives, including Indigenous guardian and stewardship programs. A key element of many partnership agreements is recognition of the paramount importance of wild salmon in the daily lives and worldviews of First Nations.

Existing partnership and service agreements will end if licences are not renewed, and no new future agreements with Indigenous partners and contractors would take place. This will result in significant lost economic opportunities for First Nations involved in or interested in pursuing aquaculture development or other economic development supported by current agreements.



BUILDING A BETTER PATH FORWARD

Salmon farming can play an important role in BC's post-COVID recovery process, a role that is unique amongst BC industries due to salmon farming's significant involvement in remote coastal communities, its engagement with First Nations, and contribution to social and environmental objectives. BC salmon farmers can help BC and Canada move forward in:

1. BUILDING A MORE RESILIENT ECONOMY:

- Responsible growth of salmon farming in BC can make a significant contribution to BC's post-COVID economic recovery, delivering economic and social benefits to Indigenous and non-Indigenous rural coastal communities.
- With greater certainty and a secure future, BC salmon farmers could invest an additional \$1.4 billion in innovative new production technologies, generating over \$44 billion in increased economic activity over the next 30 years, and creating over 9,400 new, well-paying, year-round jobs in BC by 2050.
- BC salmon farming can also play a principal role in the success of Canada's Blue Economy Strategy by generating the magnitude of economic benefits, jobs, investment, and regional growth that will help to advance BC's economy on a low-carbon, climate-resilient, sustainable, and competitive pathway.
- BC salmon farmers can play an increasingly significant role in assuring long-term food security by bringing greater resilience and strength to global, national, and provincial food supply chains.

2. CREATING A CLEANER, GREENER FUTURE:

- Salmon farming's high standard of environmental integrity has been recognized by multiple independent, global environmental certification systems. BC salmon farmers continue to invest in clean technology innovations to further reduce impacts on the ocean environment and to meet the most rigorous standards of environmental responsibility and integrity.
- BC farm-raised salmon is one of the most carbon friendly animal proteins on the planet, with a low feed conversion ratio and freshwater usage, and can help Canada reach its climate targets. Farm-raised salmon is also a reliable source of healthy protein that can take the pressure off wild stocks while contributing to Canada's food security.
- Numerous formal review processes and multiple scientific investigations have concluded that BC salmon farming poses a minimal risk to wild Pacific salmon populations. Most recently, the Canadian Science Advisory Secretariat (CSAS), which coordinates the scientific peer review and science advice for Fisheries and Oceans Canada (DFO), has determined that fish farming in BC poses "minimal risk" to wild populations.

3. RECONCILIATION WITH INDIGENOUS PEOPLES:

- BC salmon farmers hold partnership agreements with 20 BC First Nations. Each of these agreements has been founded upon the recognition of First Nations rights. Salmon farming partnerships bring significant direct economic benefits, business opportunities, and jobs to Indigenous communities.
- Greater certainty for the salmon farming sector in BC would provide even greater opportunities for Indigenous involvement in the sector. Under the new 2022 BC tenure requirements, benefits of salmon farming partnerships could involve as many as 55 additional First Nations as tenures are renewed in the future.

But without licence renewals in 2022, the salmon farming sector can't deliver these economic, environmental, social/reconciliation benefits in BC. And there can be no federal 2025 transition plan in BC if there is no industry.



A PLAN TO MOVE FORWARD

With a new government comes the opportunity for a restart; an opportunity to establish a meaningful, respectful process moving forward to develop equitable solutions for all. BC salmon farmers are eager to work with federal, provincial and Indigenous governments to develop a fundamentally different approach to how salmon aquaculture is managed in BC, with clear rules, meaningful engagement and sound and transparent decision making.

Key features of a new plan to move forward should include:

- Immediate, inclusive and meaningful engagement on 2022 tenure and site licence renewals, and the 2025 transition plan. Decisions on future investment by this sector are taking place now. 2022 provincial tenure and federal site licence renewal requirements need to be defined and unified with requirements under any 2025 federal transition plan. A process for engagement by senior government officials with industry leaders and Indigenous partners, with a clear timetable to address these issues, needs to happen now.
- Meaningful, direct engagement of Indigenous partners/First Nations leadership (e.g., the Indigenous Partners Network), the salmon farming sector, local businesses and local community leaders.
- Support for Indigenous participation and partnership/ownership opportunities. Financial incentives are needed for Indigenous communities to invest in joint ventures and to assist with capacity building within Indigenous communities to obtain the skills, training, and expertise to be full partners in salmon farming, guardianship, and monitoring.
- Clear federal, provincial and Indigenous government decision-making processes that:
 - Do not undermine existing opportunities/benefits agreements with First Nations. Further, the path forward should endeavour to ensure there are no net job losses for British Columbians or any First Nations, particularly for workers in remote coastal communities.
 - Enable continued improvement as an environmentally responsible food production system.
 - Do not pre-determine or favour adoption of specific technologies. Instead, the focus should be on enabling innovation in the sector. For example, Norway, the world's leading salmon farming nation, has an enabling environment for salmon farming with innovation sites to trial new technologies.
 - Are science-based, supporting financially viable approaches that advance industry adoption of leading production technologies.
 - Address delays in processing tenure amendments and new tenure applications. Salmon farmers are experiencing significant delays in the processing of expired tenures, tenure amendments, and/or new tenure applications. The delays result in slow or delayed production, greatly increase business uncertainty, and impact First Nations partners, putting the business and economic aspirations of participating First Nations in jeopardy.

- Increased transparency in decision-making for the future – for example, obtaining a licence re-issuance is complex and closed. All three governments should consider a dashboard type platform that allows the public to see what information/data companies provide as part of the process.
- Other supports to advance the Blue Economy Strategy in BC
 - Support and incentivize trialing of new salmon farming technologies.
 - Invest in critical infrastructure required in rural coastal BC communities.
 - Increase funding for post-secondary youth skills training in rural coastal BC.
 - Enhance funding for ocean-based research regarding wild salmon.





MINUTES

Regular Council Meeting

7:00 PM - Tuesday, January 25, 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: Mayor Gabriele Wickstrom, Councillor Ann-Marie Baron, Councillor Shelley Downey, Councillor Derek Koel, and Councillor Ryan Mitchell.

APOLOGIES:

MICROSOFT

TEAMS: Julian Allan, Public Works Manager.

ALSO PRESENT: Pete Nelson-Smith, Chief Administrative Officer, Connor Mork, Deputy Corporate Officer, Rebecca Adams, Harbour Manager, Marilynne McArthur, Economic Development Manager.

1. CALL TO ORDER

The January 25, 2022 Regular Council Meeting was called to order at 7:01 PM.

2. ADOPT AGENDA

a) Accept or amend agenda as presented.

34/2022 Moved, Seconded, and CARRIED that the agenda of the January 25, 2022 Regular Council Meeting be adopted as presented.

3. PETITIONS AND DELEGATIONS

a) Western Forest Products General Update - Brad McCrae

4. ADOPTION OF MINUTES

a) January 4, 2022 Special Council Meeting

35/2022 Moved, Seconded, and CARRIED that the minutes of the January 4, 2022 Special Council Meeting be adopted as presented.

b) Minutes of the January 11, 2022 Regular Council Meeting

36/2022 Moved, Seconded and CARRIED that the minutes of the January 11, 2022 Regular Council Meeting be adopted as amended.

5. CORRESPONDENCE

a) Letter from Girl Guides of Canada requesting blue lighting.

37/2022 Moved, Seconded, and CARRIED that we use the same lighting for the Girl Guides as was used last year on October 27th, 2021.

b) Namgis Health Centre -Donation Letter

38/2022 Moved, Seconded, and CARRIED that Council donate a family swim pass and boat launch pass to the Namgis Health Centre for their *Our Community Our Water* event.

c) North Island Community Services move from the Old School Facilities.

39/2022 Moved, Seconded, and CARRIED that the Town gives North Island Community Services use of the rooms used for the Teen Centre that they have requested, free of charge for the next 6 months.

40/2022 Moved, Seconded, and CARRIED that a report from staff on the current use and expenses of the old school be presented to Council.

6. TABLE ITEMS

7. REPORTS

a) December 2021 Cheque Listing

b) RTC -Economic Development

c) RTC - Fire Department December 2021

d) RTC - Public Works December 2021

e) RTC - Harbour Operations

- 41/2022** Moved, Seconded, and CARRIED that the project titled *Harbour shower upgrades* be changed to Harbour shower and bathroom upgrade.
- 42/2022** Moved, Seconded, and DEFEATED that the work on the fish cleaning float be halted and that Council review the use of the surplus funds.
- Opposed: Mayor Wickstrom, Councillor Baron, and Councillor Downey*
- 43/2022** Moved, Seconded, and CARRIED that staff bring a report back to Council on the status of the fish cleaning float, the surplus funds, and plans for use.
- f) Tourism Advisory Commission Proposed Budget 2022
- 44/2022** Moved, Seconded, and CARRIED that Council accept this proposed Tourism Commission budget for information and that it be brought back before council at the February 22, 2022 Regular Council Meeting.
- 8. BYLAWS**
- a) Proposed Amendment to Procedure Bylaw No. 679, 2017 - Electronic Meetings -Bylaw 708, 2022
- 45/2022** Moved, Seconded, and CARRIED that the language in 2.1 d. in procedure Amendment Bylaw No. 708, 2022 be changed to read 'pursuant to sections 128.1-128.3 of the Community Charter and provided the requirements in the community charter are met the following will apply: '
- Opposed: Councillor Baron and Councillor Downey*
- 46/2022** Moved, Seconded, and CARRIED that Procedure Amendment Bylaw No. 708, 2022, as amended, be given first, and second, reading.
- Opposed: Councillor Downey*
- b) Proposed Zoning Bylaw 705, 2021
- 47/2022** Moved, Seconded, and CARRIED that the additional exclusion of cannabis retail in 9.1.1 b, removed from the Proposed Zoning Bylaw 705, 2021.

48/2022 Moved, Seconded, and CARRIED that the 3 cubic meters of manure be reduced to 0.5 cubic meters of manure in 5.10 in proposed Zoning Bylaw 705, 2021.

Opposed: Mayor Wickstrom

49/2022 Moved, Seconded, and CARRIED that churches (places of worship) be removed from principal uses in all zones proposed Zoning Bylaw 705, 2021.

50/2022 Moved, Seconded, and CARRIED that libraries be included in permitted uses in C2.

51/2022 Moved, Seconded and CARRIED that marinas be added to permitted uses in C1.

Opposed: Councillor Downey

52/2022 Moved, Seconded, and CARRIED that proposed Zoning Bylaw 705, 2021 receive second reading, with amendments.

9. OLD BUSINESS

- a) Harbour Rates and Bylaw recommendations from the Harbour Advisory Group.

53/2022 Moved, Seconded, and CARRIED that 1.2.m. and 1.2.n., Schedule C, Mooring Rules and Regulations pursuant to Harbour Management Bylaw 683, 2018 be amended to: 1.2. m. scrape, sand, or paint vessel hulls in the water at the facilities. 1.2. n. do repairs or maintenance on a vessel in the water that can cause the introduction of harmful substances to the water.

Opposed: Councillor Koel and Councillor Mitchell

10. NEW BUSINESS

- a) RTC - October 15, 2022 General Local Election

54/2022 Moved, Seconded, and CARRIED that the \$ 10, 000 budget be approved for the October 15, 2022 General Local Election.

55/2022 Moved, Seconded, and CARRIED that the appointment of elections officers be tabled until staff can provide a more detailed report on required staffing resources and time commitments.

- b) Investing in Canada Infrastructure Program - Water System Upgrades

56/2022 Moved, Seconded, and CARRIED that staff submit an application, using McElhanney Engineering, for grant funding for the water system upgrades through the Investing in Canada Infrastructure Program – British Columbia – Green Infrastructure – Environmental Quality for \$1,200,000 and agree to budget for any cost overruns. And further that the Town of Port McNeill include \$330,000 of our contribution and \$1,200,000 in the 2022 budget, contingent on grant funding, and that the water system upgrade project be included in the 2022 – 2026 Five-year financial plan.

Opposed: Councillor Mitchell

- c) Mayor's Report January 2022
- d) Council Reports

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 Section 90 1 (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

57/2022 Moved, Seconded, and CARRIED that council go in camera, closing the meeting to the public under Community Charter Section 90 1 (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

13. QUESTIONS FROM THE PUBLIC AND MEDIA

14. ADJOURNMENT

58/2022 Moved, Seconded, and CARRIED that the regular meeting of Council be adjourned at 9:20 PM.

Mayor

Corporate Officer

INFORMATION

STAFF REPORT



To: Pete Nelson-Smith, CAO

Meeting Date: February 8th, 2022

From: Julian Allen, Public Works Manager

Subject: 2021 Harbour Upgrades

PURPOSE:

To update Mayor and Council on the Municipal Harbour Upgrade Project

BACKGROUND:

Council approved this Capital Project which was to replace “P” dock, the ramp and perform repairs to the abutment and approach to the Municipal docks as there were many deficiencies with this part of the Harbour infrastructure which was well past it’s useful life. After much consultation with marine structural engineers with McElhanney engineering a proposed improvement plan was agreed upon and a tender document along with engineered drawings was created. The tender package was posted on BC Bid which included a non-mandatory site meeting. The tender closing date was extended by one week as there were several “question and answer” discussions and time to digest added information was requested by the contractors. The project was awarded to Blue Water Systems of Delta, B.C.

Original tender prices which did NOT include new aluminum trestle, new mooring piles, or aluminum framed floating dock:

Blue Water Systems - \$351K

Salish Sea - \$532K

Pacific Industrial - \$460K

KEY ISSUES DEFINED:

Original construction drawings approved by council were for modification to the existing timber trestle, not replacement of the trestle altogether. These two are different structural types (stringer span vs. truss) with different support conditions. It was realized during construction that the cost of replacing the timber trestle versus repairing the old wooden structure was the same.

During construction, Blue Water Systems completed a number of additional items at no additional cost to the project (approx. \$14K to \$18K value). These are chargeable items per the contract administrator (McElhanney).

- Construction of the temporary floating bridge to the concrete float (which had to be completed twice).
- New aquacan dock flotation.
- Pile driving issues with one of the trestle piles.
- Miscellaneous adjustments/alterations to existing dock connections.
- Saving the “hut” structure for alternative placement.

STATUS:

- Confirmed with Blue Water Systems that it is feasible to modify the existing ramp (either lower or cut the approach short) in order to gain a level transition from the sidewalk to the trestle. Blue Water Systems is confirming the price for this work but it is anticipated to be \$4K to \$6K range.
- Blue Water Systems will likely be mobilizing to site in early spring 2022 to complete the installation of the fish cleaning float.
- Approval of the cost to Blue Water Systems to modify the trestle. In return, Blue Water Systems will not seek to recover the cost for the additional items during construction.
- Blue Water Systems provided a very high level of quality workmanship and installation of the dock, gangway, and approach trestle.

CONCLUSION:

In conclusion staff has provided Mayor and Council an update on the status of the Harbour Upgrade Project.

Prepared by:

Julian Allen
Public Works Manager

Pete Nelson-Smith
CAO

INFORMATION

STAFF REPORT



To: Pete Nelson-Smith, CAO

Meeting Date: February 8th, 2022

From: Julian Allen, Public Works Manager

Subject: Snow removal and Winter Road conditions

PURPOSE:

To update Mayor and Council on the procedure undertaken by the Public Works department to clear roads, sidewalks and stairs of snow and ice during the winter season.

BACKGROUND:

In 1998 a “Winter Snow and Ice Control” policy was put in place to enact a structured approach in dealing with winter conditions throughout the town. In summary it is to carry out snow removal and sanding on emergency facilities, high volume traffic roads, streets and hills on a first priority basis followed by snow removal and sanding on pedestrian routes. Ice Control measures will be initiated, when necessary, primarily to provide improved traction for vehicular traffic.

During the winter months (approximately November to March) a schedule will be established to provide 7 day a week coverage to monitor and respond to weather conditions during regular working hours and standby for response after regular working hours and weekends. Personnel may be assigned to split shifts or adjusted working hours to mitigate overtime costs wherever possible. Call out of contractors is also an option if required. Duties of the Public Works Manager or designate are to monitor and respond to weather conditions which include inspecting roads and sidewalks for snow buildup, ice buildup and rapid thaw conditions.

KEY ISSUES DEFINED:

When approaching the winter season all relevant equipment is readied for service which includes the installation of the sand/salt spreader and front plough on one gravel truck, preparation and servicing as required of the brine/de-icing system on the Brine truck, installation of sweeper/front plough and salt/sand spreader on the Kubota tractor along with ensuring adequate stock of road sand, road salt and de-icing materials for sidewalks and stairs.

Full snow and ice removal operations include plowing all roads owned by the Town,

plowing priority walkways, public parking lots and clearing snow for access to fire hydrants in order of priority.

Access to Fire, Ambulance Station and Hospital.

Main/High Traffic roads.

Side roads, residential roads.

Sidewalks on main streets – as soon as the snow fall has ceased.

Walkways and stairs.

Storm drain clean-out – main areas of concern.

It should be noted at this time that the route Campbell Way, Broughton Boulevard, McNeill Road, Beach Drive from the entrance at Highway 19 to the Ferry Terminal is the responsibility of the Ministry of Transportation. Snow clearing by the Town will only be done on this route when contacted by the Ministry of Transportation and Highways and requested to do so due to extreme weather conditions.

STATUS:

Presently with a recent increase in Public Works staff and equipment on hand, snow and ice control throughout the town under normal circumstances is achievable. December 2021 and into January 2022 saw an unusually extended stretch of extreme weather which posed a challenge in timely removal of snow and ice. As a result, consideration is being given to the addition of snow control equipment to the one-ton pickup recently added to the fleet. It has also renewed discussions with local contractors' availability to assist in these extreme conditions or equipment unavailability. Once per year, (typically the first week of April), sidewalks and streets are swept clean of road sand by Public Works and a contracted street sweeping company.

RECOMMENDATION:

Council, please review this report for information.

Prepared by:

Julian Allen
Public Works Manager

Pete Nelson-Smith
CAO

**TOWN OF PORT McNEILL
WINTER SNOW AND ICE CONTROL POLICY**

OBJECTIVE

To perform winter snow and ice control operations to maintain vehicular and pedestrian mobility and safety in a cost effective and timely manner.

POLICY

To carry out snow removal and sanding on emergency facilities, high volume traffic roads, streets and hills on a first priority basis followed by snow removal and sanding on pedestrian routes.

1. During the winter months (approximately November to March) a schedule will be established to provide 7 day a week coverage to monitor and respond to weather conditions during regular working hours and standby for response after regular working hours and weekends.
 - 1.1 In order to plan the manpower for snow removal and sanding, after consultation with staff, personnel may be assigned to split shifts or adjusted working hours to mitigate overtime costs wherever possible.
2. Duties of workers scheduled to monitor and respond to weather conditions will include inspecting roads and sidewalks for snow buildup, ice buildup and rapid thaw conditions.
3. The Town will initiate full snow removal operations, including after hours callout of regular employees and contractors if required at the discretion of the Public Works Foreman or his/her designate.
4. Full snow removal operations include plowing all roads owned by the Town, plowing priority walkways, public parking lots and clearing snow for access to fire hydrants. Except in extraordinary circumstances, fire hydrant clearing will be performed during regular working hours only (Monday to Friday).

Priority order for Snow Removal:

- 4.1 Access to Fire, Ambulance Station and Hospital
- 4.2 Main Roads
- 4.3 Side Roads
- 4.4 Sidewalks on main streets – as soon as the snow fall has ceased
- 4.5 Storm drain clean-out – main areas of concern

Approved December 15, 1998
Reviewed October 1, 2015

5. Campbell Way and Broughton Boulevard (a one block portion between Campbell Way and McNeill Road), McNeill Road (one block portion between Broughton Blvd. and Beach Drive) and Beach Drive from McNeill Road to the Ferry terminal is part of the secondary arterial Highway system and is the responsibility of the Ministry of Transportation and Highways. Snow clearing by the Town will only be done on these roads when contacted by the Ministry of Transportation and Highways and requested to do so due to extreme weather conditions.

2. ICE CONTROL

Ice Control measures will be initiated when necessary primarily to provide improved traction for vehicular traffic. It is recognized that the Town of Port McNeill does not have the resources to keep roads, parking lots and walkways free of ice, snow piles, or other hazards for pedestrians. Ice control will be based on the following:

- 2.1 Main high traffic roads – on an as needed basis by means of sand, brine or salt application in proportions determined by the operator as instructed or by policy. Application will be made by following established routes unless extraordinary circumstances warrant immediate spot applications. Sander on trucks will not be turned off when meeting oncoming vehicular traffic.
- 2.2 Residential roads – Sand, brine or salt will only be applied to roads and sidewalks where icing conditions frequently occur subject to weather and snow conditions. Sanding operations on hills may be carried out subject to weather conditions following snow plowing, as personnel and time permit.
- 2.3 Walkways and stairs – on an as needed basis as determined by the Public Works Foreman or his designate. Generally sand/brine/salt application will not take place when further snow fall or a warming trend is anticipated. Complaints of slippery conditions from the public or others will be investigated on site as soon as practicable without affecting operations. Where remedial action is deemed necessary, it will be added to the list of current operations at a priority established in consideration of other works.
- 2.4 Parking lots – sand/brine/salt application will be limited to main vehicle lanes when deemed necessary by Public Works Foreman or his designate, after snow removal operations are completed, when further snowfall or a warming trend is not anticipated.

3. WINTER SEASON PREPARATIONS

The following preparations will be undertaken each year:

- 3.1 Prior to October 1st, ensure sufficient stockpiles of sand are available for sanding operations.

Approved December 15, 1998
Reviewed October 1, 2015

Winter Snow and Ice Control Policy

- 3.2 Prior to October 15th, inspect and service all sanding/brining/salting units.
- 3.3 Prior to October 31st, mount one sander, test, and place on reserve status.
- 3.4 Prior to October 31st, all plows will be serviced and checked for operational capability. Trucks will have plow mounts attached.
- 3.5 Prior to November 30th, create a work schedule for evening and weekend on-call personnel.

Prepared by: Margaret Page, Administrator
Dennis Westrum, Public Works Foreman

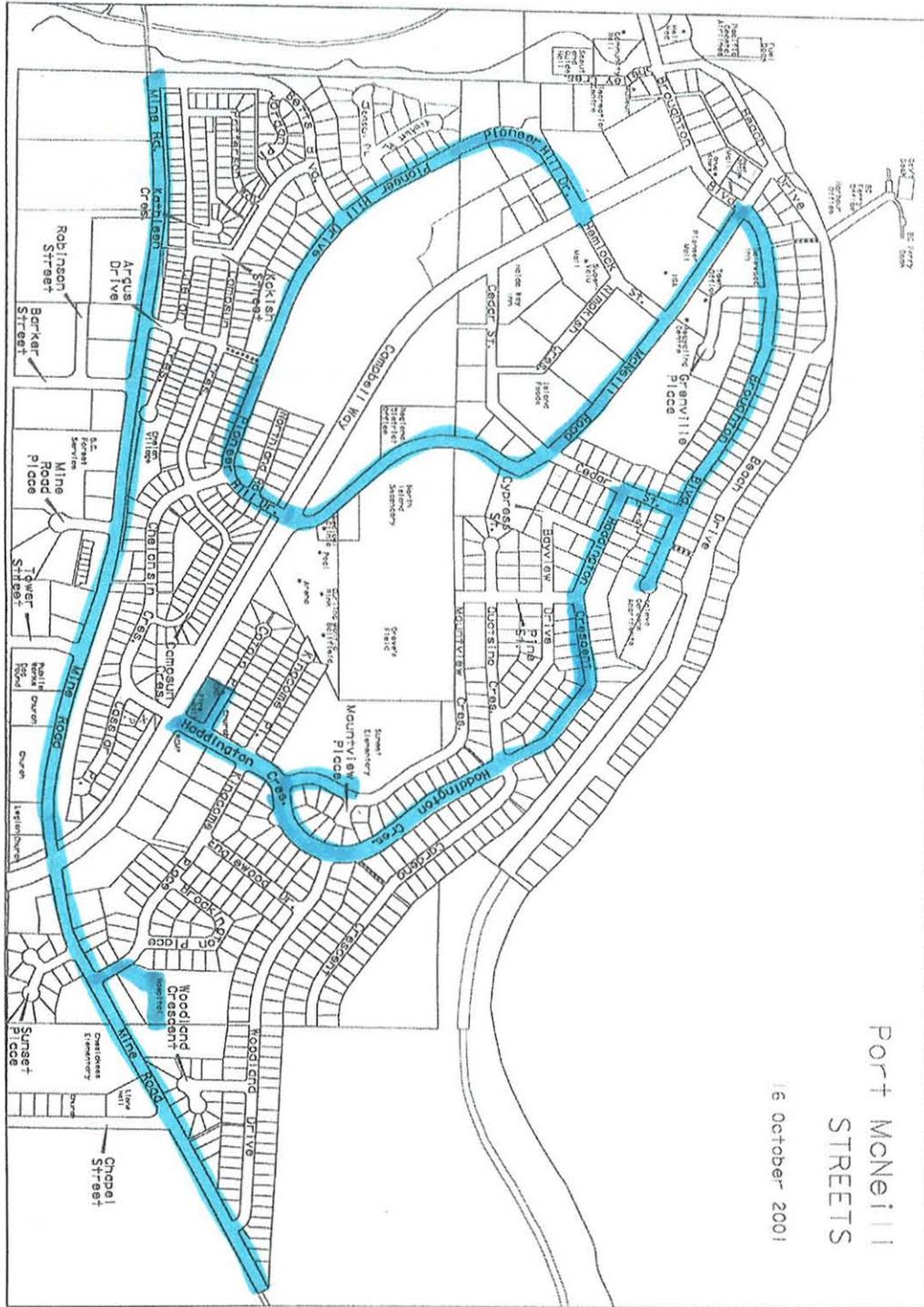
Date of Approval by Council: December 15, 1998, Resolution #421/98

Amendment Dates:

Approved December 15, 1998
Reviewed October 1, 2015

Winter Snow and Ice Control Policy

 = MAIN STREETS (4.4.2)



Approved December 15, 1998
Reviewed October 1, 2015

Town of Port McNeill

Information - Staff Report



To: Mayor and Council **File No:**
Meeting Date: Regular Council - 08 Feb 2022
From: Pete Nelson-Smith, Chief Administrative Officer
Subject: Purchase of N-95 Masks

PURPOSE:

To provide Council on the current status of resolution 35/2022 that the Town source and purchase 2,500 N-95 masks for staff and the community.

BACKGROUND:

At the January 11, 2022 regular Council meeting, a resolution was put forward for staff to purchase 2,500 N-95 masks.

KEY ISSUES DEFINED:

Availability of masks to the public may help reduce the spread of communicable diseases.

N-95 masks are designed for single use.

To date, the Town has purchased 1,760 N-95 masks. They are readily available to Town staff and public.

N-95 masks must be stamped with TC-84A-#####n to show Canadian approval, which the ones we have purchased have.

At time of purchase, N-95 masks were in short supply locally. Town staff used inside contacts to procure the masks from other BC Emergency departments. Emergency Health personnel have indicated that they have had to re-use N-95 masks in response to the reduced supply.

IMPLICATIONS:

There are concerns that the Town's purchase of the N-95 masks may have reduced availability to emergency and health professionals.

Further concerns (in discussions with professional emergency personnel) were raised that unless properly instructed on fit and use, the masks may not provide any greater protection than the readily available 3-ply masks.

Availability of these masks may increase traffic to the Town Office.

Financial:

The 1,760 masks came at a cost of \$2,640.00.

Policy/Legislation:

The most recent Public Health Order regarding Face Coverings does not specify a type of mask required for use.

Strategic Priority:

To reduce the spread of communicable diseases.

Sustainability:

The masks are designed for single use.

Communication:

From the BC Center for Disease Control website:

Types of masks

Different types of masks include certified respirators (e.g., N95, KN95, or CAN95), certified medical masks (e.g., ASTM F2100, EN 14683), non-medical disposable masks, and cloth masks.

All types of masks help reduce transmission of COVID-19 when they fit comfortably over the mouth and nose with no gaps around the face.

In settings where a large proportion of the population is at risk for severe outcomes of COVID-19 (e.g. long-term care facilities, shelters), respirators and medical masks may provide better protection than other masks when worn correctly and consistently.

Choose the mask that is best for you, depending on your ability to comfortably wear it, what you can afford, and your individual risk.

Staffing Implications:

Seeking and procuring the additional 740 masks as directed by Council.

RECOMMENDATIONS:

That the Town reserve the purchased N-95 masks for Council, staff and emergency responders and that the Town purchase the more readily available 3-ply masks for public distribution.

Town of Port McNeill

Request for Decision - Staff Report



To: Pete Nelson-Smith, CAO **File No:**
Meeting Date: Regular Council - 08 Feb 2022
From: Connor Mork, Deputy Corporate Officer
Subject: Port McNeill Harbour Management Amendment Bylaw 709, 2022 to amend Harbour Management Bylaw No. 683, 2018.

PURPOSE:

For Council to consider amendments to the Harbour Management Bylaw No. 683, 2018.

BACKGROUND:

At the January 4, 2022 Regular Council Meeting, a report from the Harbour Manager suggesting moderate increases in Harbour fees was presented to Council. At that same meeting, Council referred Schedule 'C' Mooring Rules and Regulations of the Harbour Management Bylaw No. 683, 2018, to the Harbour Advisory Group for review. The recommendations from the Harbour Advisory Group were then presented to Council at the January 25, 2022 Regular Council meeting. The recommendations of the Harbour manager and the recommendations of the Harbour Advisory Group have been consolidated in proposed Harbour Management Amendment Bylaw No. 709, 2022. Both original reports are attached below.

KEY ISSUES DEFINED:

The Harbour fee schedule is out of date and moderate rate increases have been recommended to meet increasing costs. To clarify and expand the allowable maintenance for Harbour users, the Harbour Advisory Group have recommended slight changes to the wording of two sections under Schedule 'C' Mooring Rules and Regulations.

IMPLICATIONS:

Rate increases at the Port McNeill Harbour will provide the Town with revenue to implement much-needed maintenance to Harbour facilities.

Financial:

The changes to the Harbour Management Bylaw will allow the Town to more cost-effectively provide Harbour services.

Strategic Priority:

To maintain and improve upon Harbour services.

RECOMMENDATIONS:

That Council review this report and the two preceding reports for information and give Harbour Management Amendment Bylaw No. 709, 2022, first, second, and third reading.

CONCLUSION:

That Council, having received this information, provide direction to staff accordingly.

Town of Port McNeill

Information - Staff Report



To: Pete Nelson-Smith, CAO **File No:**
Meeting Date: Special Council - 04 Jan 2022
From: Rebecca Adams, Harbour Manager
Subject: 2022 Harbour Rate Changes.

PURPOSE:

1. To provide Council with information regarding the amendment of Schedule "B" Harbour Rates pursuant to Town of Port McNeill Harbour Management Bylaw No. 683, 2018 in order to update the scheduled rates for the 2022 season.
2. To provide Council with the projected revenue changes for the proposed rate changes.

BACKGROUND:

The Port McNeill Harbour Authority last updated their general rates in 2018. In the three years since these new rates were implemented, numerous capital projects have been identified and an increase in maintenance that is needed over the next several years have been brought forward as necessary to maintain and, in some instances, replace our aging docks and facilities. These issues were brought forward by the 2018 McElhanney inspection, current insurance requirements, and Small Craft Harbours engineering assessment from 2019 (released in July 2021 to the Harbour Authority).

KEY ISSUES DEFINED:

At the June 2021 Harbour Advisory Group (HAG) meeting, the committee approved the proposed rate changes. At the October HAG meeting, the committee again approved the additional proposed rates and submitted a letter of approval and recommendation.

When services at our docks are compared to other Harbour Authorities in BC we are significantly below the average rates. All proposed rate increased presented still remain under the average rate set by the Harbour Authorities of BC. The only except being our Pleasure Craft Daily rate on the Federal dock, which is in place to deter pleasure craft users from mooring at the Federal docks that are used by local businesses and commercial fisheries.

Currently 6 other Harbour Authorities in BC have confirmed that they will be increasing their rates for 2022. These are: Port Edward, Lund, Port Hardy, Salt Spring, False Creek, and Ucluelet. Several other Harbour Authorities have expressed interest in increasing their rates but have not confirmed a date to do so. This will further raise the averages of all the rates and increasing the margin.

New rates for Annual Commercial Residents on the Municipal Dock were developed as many of our reserved slips are held by commercial businesses such as water taxis, diving companies, touring companies and fishing charters. This new rate will allow us to put additional maintenance into the areas on the docks that are used at a much higher frequency than the remainder of the facility and in turn it will increase safety and reduce liability. The new rate for the use of the MOT crane has been suggested by Small Craft Harbours as they have indicated that they require access to the crane to be controlled. As this crane is less often used due to its location on the lifted MOT wharf, it will be offered at a reduced cost to users than the highly used Foreshore Jib Crane.

As operational costs to maintain our docks and facilities goes up, we need to increase our revenue as well to maintain a successful business. This will help to ensure that major capital projects for the

facilities at the Harbour are able to be funded by the Harbour Authority and not funded through Town of Port McNeill taxpayer dollars.

The Harbour Advisory Group has approved the changes. The Harbour Advisory Group requested the Harbour rates annually increase by the British Columbia cost of living every subsequent year.

IMPLICATIONS:

Implementation date for the new rates for the Port McNeill Harbour Authority is slated to begin on March 1st, 2022. This will allow us to notify Harbour users of the rate changes in advance and encourage prepayment of fees. It will encourage Harbour Staff to communicate with Harbour Users about new payment methods available at the Harbour such as pre-authorized payments.

The introduction of the new rate rule, section 1.5, will encourage harbour users to pay in advance, on time and set up various payment methods with the Harbour Office to avoid additional interest being added to their account.

The new rate rule, 1.6, will help to stabilize the rates of the Harbour and allow rate changes to be more gradual. Currently, the Harbour Hydro rates (section 6.0) use a similar method of increase. This would create minimal increase in staff time to update each year. It is proposed that when section 1.6 is added to the Bylaw Schedule that a full review of the rates be done every 5 years to ensure consistency with other Harbour Authorities on the West Coast.

Financial:

The following chart shows what the projected increase in revenue would have been for the Harbour if these rates had been in effect during that time:

	Revenue	Surplus / (Deficit)	Projected Increase	
2019	442,055.47	33,022.79	47,992.06 (10.9%)	
2020	350,926.99	(7,787.75)	33,990.47	(9.7%)
2021 (until Dec. 23, 2021)	410,959.75	15,203.71	34,862.03	(8.5%)

surplus/deficit for 2021 projected assuming full expense budget used*

Policy/Legislation:

That Schedule "B" Harbour Rate pursuant to Town of Port McNeill Harbour Management Bylaw No. 683, 2018 be amended to represent the new proposed rates and that these new rates will be set to begin on March 1st, 2021.

Staffing Implications:

Creation of an amending bylaw.

RECOMMENDATIONS:

That Council approve the rate changes to amend Schedule "B" Harbour Rates pursuant to Town of Port McNeill Harbour Management Bylaw No. 683, 2018.

CONCLUSION:

That Council, having received this information, provide direction to staff on creating a bylaw to amend the Town of Port McNeill Harbour Management Bylaw No. 683, 2018.

ATTACHMENTS:

[Rate Changes Proposal DRAFT
No. 683, 2018 Harbour Management Bylaw](#)

Proposed Rate Changes for 2022

	Current Port McNeill Rate	Average BC Harbour Authority	Proposed Rate for 2022
Municipal Moorage (Recreational Vessels)			
Summer Daily Rate (2-5 hours)	0.55	0.89 per foot	0.75 per foot
Summer Daily Rate (overnight)	1.00	0.89	1.20 per foot
Winter Daily Rate (overnight)	0.50	0.89	0.60 per foot
New Annual Commercial Resident	---	60	\$55 per foot
Federal / Small Craft Harbour			
CFV Daily	0.20	0.26	0.25 per foot
Non-CFV Commercial Daily	0.30	0.51	0.45 per foot
Pleasure Craft Daily	0.75	---	1.35 per foot
CFV Annual	12.60	21.84	18 per foot
Non-CFV Commercial	20	32.04	27 per foot
Pleasure Craft Annual (grandfathered)	32	---	37 per foot
Liveaboard Services Rate	800 per year	---	1000 per year
Commercial Use			
MOT Load/Offload Annual	250	---	300 per year
Concrete Dock Daily Moorage	1.10	---	1.35 per foot
Concrete Dock Single Load/Offload	10	33.46 per use	20 per use
Concrete Dock Annual Load/Offload	300	---	450 per year
General Services Use Annual	500	---	750 per year
General Services – Additional parking pass	25	---	50 per year
Foreshore Jib Crane Single Use	10	20.25 per ½ hour	20 per use
Foreshore Jib Crane Annual Use	300	---	450 per year
New MOT Crane Single Use	---	---	10 per use
New MOT Crane Annual Use	---	---	300 per year

Proposed Revenue Projections:

GL	Description	2019 projected increase	2020 projected increase
1-1-05-00-001	H Pleasure Craft Daily Rate (from summer rate only)	20,912.17	7,906.80
1-1-05-00-005	H Pleasure Craft Annual Rate	0	0
1-1-05-00-007	**NEW** H Pleasure Craft Annual Commercial Rate	5,630	5,630
1-1-05-20-001	H Comm Fed Dock Daily Fishing	833	1,044.75
1-1-05-20-002	H Comm Fed Dock Daily Non-Fishing	2,498.25	2,897.59
1-1-05-20-005	H Comm Fed Dock Annual Fishing	2,679.87	2,250
1-1-05-20-006	H Comm Fed Dock Annual Non-Fishing	4,624.37	3,539.23
1-1-05-30-001	H MOT Dock Commercial Loading (Concrete Dock Daily)	3,389.4	4,882.1
1-1-05-30-002	H MOT Annual (Concrete Dock Annual)	3,900	3,900
1-1-05-30-004	H MOT Daily Rate (Moorage)	0	0
1-1-05-30-006	H Concrete Annual Commercial	1,650	1,200
1-1-05-06-020	H Hydro Live Aboard	600	600
1-1-05-70-007	H Jib Crane Service Fees	1,275	890
		\$47,992.06	\$33,990.47
		2019 Normal year	2020 Covid year

GL	Description	2021 Actual	2021 Projected
1-1-05-00-001	H Pleasure Craft Daily Rate	51,502.88	61,803.46
1-1-05-00-005	H Pleasure Craft Annual Rate	97,729.84	66,899.84
1-1-05-00-007	**NEW** H Pleasure Craft Annual Commercial Rate	0	30,830.00
1-1-05-20-001	H Comm Fed Dock Daily Fishing	2,604.42	3,255.53
1-1-05-20-002	H Comm Fed Dock Daily Non-Fishing	4,263.91	6,395.87
1-1-05-20-005	H Comm Fed Dock Annual Fishing	12,412.36	17,731.94
1-1-05-20-006	H Comm Fed Dock Annual Non-Fishing	11,468.21	15,451.18
1-1-05-30-001	H MOT Dock Commercial Loading (Concrete Dock Daily)	4,380.00	8,760.00
1-1-05-30-002	H MOT Annual (Concrete Dock Annual)	4,800.00	7,200.00
1-1-05-30-004	H MOT Daily Rate (Moorage)	6,491.60	7,966.96
1-1-05-30-006	H Concrete Annual Commercial	3,900.00	5,850.00
1-1-05-06-020	H Hydro Live Aboard	2,979.52	4,650.00
1-1-05-70-007	H Jib Crane Service Fees	51,502.88	61,803.46
Projected Increase in Revenue from: January 1st to December 23rd, 2021			\$34,862.03

Invoicing for November and December 2021 not included

Schedule “B”
HARBOUR RATES

1.0 RATE RULES:

- 1.1 All rates are subject to GST unless otherwise noted.
- 1.2 A person must pay the rate set out below in advance.
- 1.3 All services shall be consecutive unless otherwise noted.
- 1.4 A person shall pay Municipal Harbour rates for all *vessels* moored at the *Municipal Harbour*, even if the person has already paid the Federal rates as set out in the *fees*.
- 1.5 All invoices are due 30 days from issue. On the 31st day, late payments are subject to 1% interest per month.*
- 1.6 Rates in sections 2.0, 3.0, 4.0, 5.0, and 7.0 will change every January 31st of the calendar year based on the Annual Consumer Price Index for British Columbia released by Statistics Canada.*

2.0 MUNICIPAL HARBOUR

2.1 No charge for tenders if within the footprint of the main vessel.

2.2 Daily Rates – Summer: May 01 – Sept. 30

Day (overnight, more than 5 hours)	<i>\$ 1.20 per foot</i>
Day (2-5 hours)	<i>\$ 0.75 per foot</i>

2.3 Daily Rates – Winter: October 01 – April 30

Day (overnight)	<i>\$ 0.60 per foot</i>
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2.4 Monthly Rates – Summer:

Transient	\$ 20.00 per foot
Port McNeill <i>Resident</i>	\$ 10.00 per foot

2.5 Monthly Rates – Winter:

Transient	\$ 10.00 per foot
Port McNeill <i>Resident</i>	\$ 5.00 per foot

2.6 Annual Rate (April – March):

- a) Includes parking pass;
- b) Is subject to the following conditions:
 - i. The rate shall be non-transferable;

- ii. The rate shall only be available if a person pays in advance;
- iii. The rate shall not be pro-rated;
- iv. A person shall not be entitled to receive a refund for monthly or daily charges assessed prior to the person making a late annual payment; and
- v. A person apply for the rate is a full-time *resident*
- c) 20% *senior* discount for *resident* with advanced payment and proof of age for annual moorage only.

<i>Reserved Resident</i>	\$45.00 per foot
<i>Non-reserved Resident</i>	\$40.00 per foot
<i>Reserved Commercial Resident</i>	<i>Introduce \$55.00 per foot</i>
<i>Reserved or non-reserved non-resident</i>	\$65.00 per foot

3.0 FEDERAL/SMALL CRAFT HARBOUR RATES:

3.1 The following rates shall apply to the *Federal Dock* only:

3.2 No new annual *Pleasure Boats* permitted.

3.3 Monthly or daily charges non-reversible for late annual payment.

3.4 Daily Rates:

Commercial Fishing Vessels (CFV)	<i>\$ 0.25 per foot</i>
Non-CFV (commercial)	<i>\$ 0.45 per foot</i>
<i>Pleasure boats</i>	<i>\$ 1.35 per foot</i>

3.5 Monthly Rates:

CFV (non-consecutive)	\$ 3.00 per foot
Non-CFV (consecutive) (commercial)	\$ 4.50 per foot

3.6 Annual Rates:

- a) Includes Parking Pass (non-transferable).
- b) Only available if paid in advance, no pro-rating.

CFV	<i>\$ 18 per foot</i>
Non-CFV (commercial)	<i>\$ 27 per foot</i>
<i>Pleasure boats</i>	<i>\$ 37 per foot</i>

3.7 Live Aboard Service Charge:

- a) moorage not included,
- b) regular rates apply
- c) includes 30amp power

Utilities with <i>Live Aboard</i> contract	<i>\$ 1000.00 annually</i>
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4.0 COMMERCIAL USE

4.1 MOT Dock (Wharfhead):

Daily moorage	\$ 0.45 per foot
Storage lockers (annual rates January 1 – December 31)	\$ 300.00
Load/offload	\$ 55.00 per use
Load/offload (annual rates January 1 – December 31)	\$ 300.00

4.2 Concrete dock (drive on):

- a) *Pleasure Boat* users with annual reserved moorage exempt if under 2 hours.
- b) *Vessels* exceeding posted time limit or overnight mooring on loading dock(s) are subject to a \$100.00 charge unless pre-arranged with *Harbour Manager*.

Daily moorage (pre-arranged only)	\$ 1.35 per foot
Load/offload (commercial/resort/water taxis/crew boats*)	\$ 20.00 per use
Annual load/offload pass (commercial/resort/ water taxis/ crew boats*)	\$ 450.00
Load/offload - shipping/dock use (fish/supplies/mechanical)	\$ 20.00 per use
Annual load/offload – shipping/doc (fish/supplies/mechanical)	\$ 450.00
Pre-arranged storage	\$ 35.00 per day
Pre-arranged storage	\$ 300.00 per month

4.3 General Use:

- a) Advanced payment of this fee per single vehicle includes:
 - i. commercial boat launch pass,
 - ii. parking,
 - iii. concrete dock use

Servicing	\$ 600.00
Per additional vehicle	\$ 50.00

5.0 PARKING/BOAT LAUNCH

- a) All fees:
 - i. are payable in advance;
 - ii. are non-refundable;
 - iii. shall not be pro-rated.

5.1 Parking: Single vehicle

Hour	\$ 1.00
Day	\$ 5.00
Month	\$ 75.00
Annual Parking (Apr. 1 – Mar. 31)	\$225.00

5.2 Boat Launch: Vehicle and trailer

Launch/park (per day)	\$ 10.00
Launch/park (per week)	\$ 35.00
Season launch pass – Port McNeill <i>Resident Only</i> (includes one day of parking each day of launch)	\$ 100.00
Annual Commercial/Non-Resident (Apr. 1 – Mar. 31)	\$ 160.00

6.0 POWER

- a) Rates in this section will change annually as per Bylaw No. 678, 2017 Harbour Annual Electrical Fees.

6.1 Daily rates:

20 amp	\$ 5.80
30 amp	\$ 8.10
50 amp	\$ 13.80
100 amp	\$ 23.00

6.2 Monthly rates:

20 amp	\$ 51.70
30 amp	\$ 86.20
50 amp	\$138.00
100 amp	\$230.00

7.0 ADDITIONAL CHARGES

- a) Wastewater pump out free for users with annual *reserved* moorage.

Foreshore JIB Crane	\$ 20.00 per use
Foreshore JIB Crane Annual	\$ 450.00 per use
<i>MOT Crane</i>	<i>\$10 per use</i>
<i>MOT Crane Annual</i>	<i>\$300</i>
Wastewater Pump Out	\$ 10.00 per use
Wastewater Pump Out annual	\$300.00
Showers	\$ 5.00 per day
Showers Key Deposit	\$ 20.00 key deposit
NSF Cheques	\$ 25.00 per cheque
Emergency Pump Out	\$150.00 per hour
<i>Bylaw Penalty</i>	<i>\$100.00 per offense</i>

**TOWN OF PORT MCNEILL
HARBOUR MANAGEMENT BYLAW NO. 683, 2018**

A bylaw to regulate the administration of the Harbour facilities.

The Council of the Town of Port McNeill, in an open meeting assembled, enacts as follows that:

DEFINITIONS

For this bylaw, the following words shall mean:

Abandoned

Means leaving a *vessel* at a dock without payment of moorage for a period in excess of ninety (90) days.

Berth

Means a location along a float within the *facilities* where a *vessel* may be moored.

Commercial Fishing Vessel - CFV

Means a *vessel* with a current Canadian Commercial Fishing License or permit with the primary use being commercial fishing or harvesting of living resources of the sea.

Commercial Vessel

Means a *vessel* with a valid commercial license.

Derelict

Means A vessel that is left, stored, or abandoned and appears to the Harbour Authority to be disused or neglected by reason of it's age, appearance, or mechanical condition (seaworthiness).

Federal Dock

Means the facility owned by the Department of Fisheries and Oceans Small Craft Harbours and operated by the *Harbour Authority*.

Facilities

Includes the areas laid out on the map in Schedule A which include The *Federal Dock* (the Small Craft Harbour), *Municipal Harbour*, Concrete Drive-On Float, Ministry of Transportation (MOT) Dock and shed, parking lots, municipal launch ramp and the shower building.

Fees

Means the fees as set out in Schedule B, attached to and forming part of the bylaw.

Harbour

Means *Municipal Harbour* and *Federal Dock* properties as set out in the attached map in Schedule A.

Harbour Authority

Means the *Town*, under a *Harbour Authority Agreement* for overall management of the *Federal Dock* and all other areas as defined in the *Harbour Authority Agreement*.

Harbour Authority Agreement

Means the most recent agreement between the *Town* and The Department of Fisheries and Oceans Canada for the overall management of the *Federal Dock* and other areas defined within this agreement.

Harbour Manager

Means a person or company employed or contracted by the *Harbour Authority* to operate the *Municipal Harbour* and *Federal Dock* facilities and his designate.

Live Aboard

Means a person whose lives on a *vessel* at the *facilities*.

Moorage

Means a charge for the occupation of space by a *vessel* at the *facilities*.

Municipal Harbour

Means a facility owned and operated by the *Town*.

Pleasure Boat

Means a *vessel* used for pleasure, personal, family, and or recreational activities.

Reserved

Means a single *berth* assigned by the *Harbour Manager* to a user for their exclusive use as defined in the *fees* and regulations of this bylaw.

Resident

Means a person who is:

- a) a resident as defined under the Elections Act; or
- b) a sole shareholder or senior shareholder of corporations that own real property within the municipal boundaries.

Senior

Means a person who is 65 years or older as of January 1st in the current calendar year.

Tender

Means a smaller *vessel* towed or carried by a larger *vessel* that aids in the operation of the larger *vessel*.

Town

Means the Corporation of the Town of Port McNeill.

Vessel

Includes a craft designed for water transportation, such as - a boat, watercraft, sailboat, yacht, *pleasure boat*, catamaran, *commercial fishing vessel* and *commercial vessel*.

1) EMPOWERMENT

1.1 The *Harbour Authority* may:

- a) establish rates, as set out in the *Fees*, for the use of the *Facilities*.
- b) create regulations, policies, and procedures for the safe operation of the *facilities*.
- c) construct and acquire docks, wharves, and slips for the operation of a *Municipal Harbour*.
- d) move or direct to be moved any *vessel* or *vessels* from one location at a wharf or floats in the *facilities* whenever necessary.
- e) order the removal of any *vessel* moored directly or indirectly to the floats which in the *Harbour Authority* or *Harbour Manager's* opinion is in danger of sinking or is a hazard to water borne traffic or a hazard to the floating structures to which a *vessel* is moored.
- f) may beach the *vessel* on the beach contained within the *facilities*, if in the opinion of the *Town* or the *Harbour Manager*, the conditions in section 1.1(e) exist and the owner or person responsible for the *vessel* cannot be found ; and employ a person or persons as may be necessary for the supervision and operation of the *facilities* and fix the rate of remuneration therefore.

1.2 The *Town* may pay out such monies for any expenses involved in the operation of the *facilities*.

1.3 A person shall comply with the provisions of schedules C and D attached to and forming part of this bylaw.

1.4 The *Harbour Manager*:

- a) may allot *berths* to *vessels* at the wharf and floats in such order of precedence as the *Harbour Manager* deems fit; and
- b) shall determine the length of a vessel and charge moorage rates as set out in the Schedule B based on that determined length measured from bow to stern, adding all appendages such as swim boards, outboard motors and bow sprits.

1.5 The *Town* or *Harbour Manager* may issue printed notices regarding particular regulations for the benefit of *vessel* owners and operators at the *facilities*.

2) PARKING

2.1 A person may park at any of the parking lots owned and operated by the *Town* as described as follows:

- a) Compound A - lot adjacent to the *Federal Dock*,
- b) Compound B - lot adjacent to the *Municipal Harbour*,

- c) Compound C - lots 11 and 12, Plan 16354 across the road from the boat launch ramp,
- d) Compound D – Remainder of Parcel A, Plan 23094, fenced compound at Broughton Boulevard and Shelley Crescent.

2.2 A person must pay the charges for parking that are listed in Schedule B.

3) LIABILITY

3.1 If the *Harbour Manager* is in the opinion that a *vessel* located at the *facilities* is in danger of sinking, the *Harbour Manager* may place equipment on the *vessel* or take other measures to save the *vessel*.

3.2 If Harbour Manager acts pursuant to section 3.1, a person must pay the charges listed in Schedule B.

3.3 If the Harbour Authority is of the opinion that *a vessels*, gear, or material left on the beach or deserted on or berthed at the floats or wharf head to be *abandoned* or *derelect*, the *Harbour Authority* may order the owners to remove such *vessels*, gear or materials.

3.4 If:

- a) the conditions of section 3.3 occurs;
- b) Harbour Authority has placed a notice on said vessel, gear, or materials or given notice to the registered owner; and
- c) the owner has not removed the *vessels*, gear or materials within thirty (30) days of the date contained in the notice.

the *Harbour Authority* may dispose of the *vessels*, gear or material as they see fit.

3.5 The *Harbour Authority* shall not be liable for any damage to a *vessel* arising from removal under the authority of sections 3.1, 3.3 or 3.4.

4) LEGAL

- 4.1 The *Town* may recover any charge levied against any *vessel* under this bylaw by action taken against the owner in any court of competent jurisdiction.
- 4.2 This bylaw may be cited as the Town of Port McNeill Harbour Management Bylaw No. 683, 2018
- 4.3 Bylaw No. 570, 2004 and its amendments shall be repealed.

Read a first time the 26 day of March, 2018.

Read a second time the 26 day of March, 2018.

Read a third time the 26 day of March, 2018.

Adopted on the 03 day of April, 2018.



Mayor



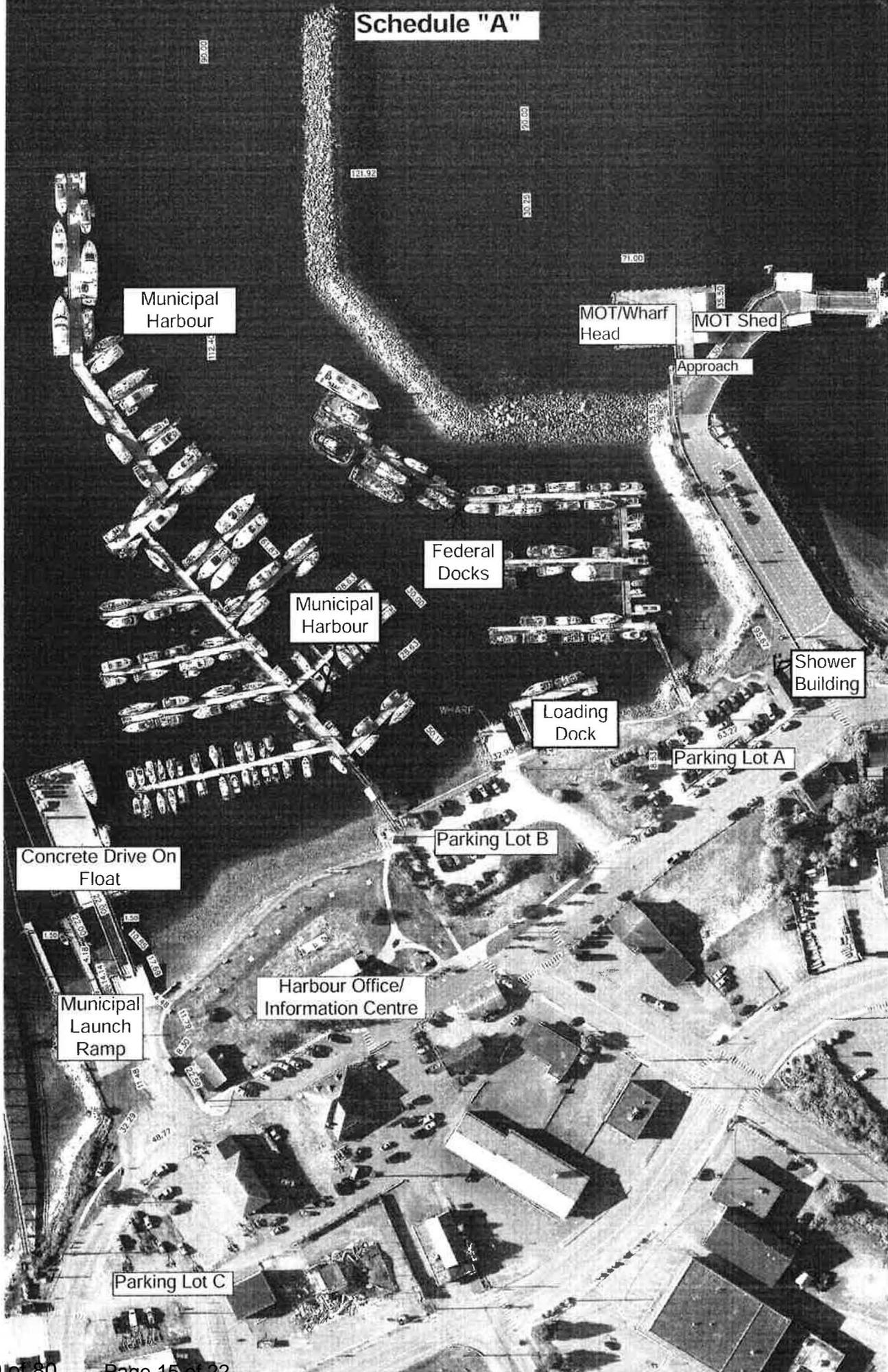
Corporate Officer

Certified to be a true copy,



Corporate Officer

Schedule "A"



Schedule "B"**HARBOUR RATES****1.0 RATE RULES:**

- 1.1 All rates are subject to GST unless otherwise noted.
- 1.2 A person must pay the rate set out below in advance.
- 1.3 All services shall be consecutive unless otherwise noted.
- 1.4 A person shall pay Municipal Harbour rates for all *vessels* moored at the *Municipal Harbour*, even if the person has already paid the Federal rates as set out in the *fees*.

2.0 MUNICIPAL HARBOUR

2.1 No charge for tenders if within the footprint of the main vessel.

2.2 Daily Rates – Summer: May 01 – Sept. 30

Day (overnight, more than 5 hours)	\$ 1.00 per foot
Day (more than 2 hours)	\$ 0.55 per foot

2.3 Daily Rates – Winter: October 01 – April 30

Day (overnight)	\$ 0.50 per foot
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2.4 Monthly Rates – Summer:

Transient	\$20.00 per foot
Port McNeill <i>Resident</i>	\$10.00 per foot

2.5 Monthly Rates – Winter:

Transient	\$10.00 per foot
Port McNeill <i>Resident</i>	\$ 5.00 per foot

2.6 Annual Rate (April – March):

- a) Includes parking pass;
- b) Is subject to the following conditions:
 - i. The rate shall be non-transferable;
 - ii. The rate shall only be available if a person pays in advance;
 - iii. The rate shall not be pro-rated;
 - iv. A person shall not be entitled to receive a refund for monthly or daily charges assessed prior to the person making a late annual payment; and
 - v. A person apply for the rate is a full-time *resident*

- c) 20% *senior* discount for *resident* with advanced payment and proof of age for annual moorage only.

<i>Reserved Resident</i>	\$45.00 per foot
<i>Non-reserved Resident</i>	\$40.00 per foot
<i>Reserved or non-reserved non-resident</i>	\$65.00 per foot

3.0 FEDERAL/SMALL CRAFT HARBOUR RATES:

3.1 The following rates shall apply to the *Federal Dock* only:

3.2 No new annual *Pleasure Boats* permitted.

3.3 Monthly or daily charges non-reversible for late annual payment.

3.4 Daily Rates:

Commercial Fishing Vessels (CFV)	\$ 0.20 per foot
Non-CFV (commercial)	\$ 0.30 per foot
<i>Pleasure boats</i>	\$ 0.75 per foot

3.5 Monthly Rates:

CFV (non-consecutive)	\$ 3.00 per foot
Non-CFV (consecutive) (commercial)	\$ 4.50 per foot

3.6 Annual Rates:

- a) Includes Parking Pass (non-transferable).
- b) Only available if paid in advance, no pro-rating.

CFV	\$12.60 per foot
Non-CFV (commercial)	\$20.00 per foot
<i>Pleasure boats</i>	\$32.00 per foot

3.7 *Live Aboard* Service Charge:

- a) moorage not included,
- b) regular rates apply
- c) includes 30amp power

Utilities with <i>Live Aboard</i> contract	\$800.00 annually
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4.0 COMMERCIAL USE

4.1 MOT Dock (Wharfhead):

Daily moorage	\$ 0.30 per foot
Storage lockers (annual rates January 1 – December 31)	\$300.00
Load/offload	\$ 55.00 per use
Load/offload (annual rates January 1 – December 31)	\$250.00

4.2 Concrete dock (drive on):

- a) *Pleasure Boat* users with annual reserved moorage exempt if under 2 hours.
- b) *Vessels* exceeding posted time limit or overnight mooring on loading dock(s) are subject to a \$100.00 charge unless pre-arranged with *Harbour Manager*.

Daily moorage (pre-arranged only)	\$ 1.10 per foot
Load/offload (commercial/resort/water taxis/crew boats*)	\$10.00 per use
Annual load/offload pass (commercial/resort/ water taxis/ crew boats*)	\$300.00
Load/offload - shipping/dock use (fish/supplies/mechanical)	\$10.00 per use
Annual load/offload – shipping/doc (fish/supplies/mechanical)	\$300.00
Pre-arranged storage	\$35.00 per day
Pre-arranged storage	\$300.00 per month

4.3 General Use:

- a) Advanced payment of this fee per single vehicle includes:
 - i. commercial boat launch pass,
 - ii. parking,
 - iii. concrete dock use

Servicing	\$500.00
Per additional vehicle	\$ 25.00

5.0 PARKING/BOAT LAUNCH

- a) All fees:
 - i. are payable in advance;
 - ii. are non-refundable;
 - iii. shall not be pro-rated.

5.1 Parking: Single vehicle

Hour	\$ 1.00
Day	\$ 5.00
Month	\$ 75.00
Annual parking (Apr. 1 – Mar. 31)	\$225.00

5.2 Boat Launch: Vehicle and trailer

Launch/park (per day)	\$ 10.00
Launch/park (per week)	\$ 35.00
Season launch pass – Port McNeill <i>Resident</i> Only (includes one day of parking each day of launch)	\$ 100.00
Annual Commercial/Non-Resident (Apr. 1 – Mar. 31)	\$ 160.00

6.0 POWER

- a) Rates in this section will change annually as per Bylaw No. 678, 2017
Harbour Annual Electrical Fees.

6.1 Daily rates:

20 amp	\$ 5.20
30 amp	\$ 7.30
50 amp	\$ 12.50
100 amp	\$ 20.80

6.2 Monthly rates:

20 amp	\$ 46.80
30 amp	\$ 78.00
50 amp	\$124.80
100 amp	\$208.00

7.0 ADDITIONAL CHARGES

- a) Wastewater pump out free for users with annual *reserved* moorage.

Foreshore JIB Crane	\$ 10.00 per use
Foreshore JIB Crane annual	\$300.00
Wastewater Pump Out	\$ 10.00 per use
Wastewater Pump Out annual	\$300.00
Showers	\$ 5.00 per day
Showers	\$ 20.00 key deposit
NSF Cheques	\$ 25.00 per cheque
Emergency Pump Out	\$150.00 per hour

Schedule “C”
MOORING RULES AND REGULATIONS

A person must comply with the following regulations when that person moors a *vessel* at the *facilities*.

1. Harbour Regulations

1.1 The regulations set out in the Minister of Justice’s Fishing and Recreational Harbours Act, as amended, and Municipal Bylaws, as amended and amendments apply to all *vessels* using wharves, floats, and other services in the Municipal Harbour and Small Craft Harbour in Port McNeill.

1.2 A person shall not:

- a. moor any *vessel* without proper authorization of:
 - i. the *Harbour Manager* or authorized personnel as appointed by the *Harbour Authority*;
 - ii. Completion of a *moorage* agreement, in the form prescribed by the *Harbour Authority*, the terms and conditions of which are to be considered regulations for the purpose of this bylaw.
- b. berth any *vessel* in front of that section of the floats or wharf head marked “loading zone” except for the purpose of loading and unloading, and such *vessels* shall not be left unattended in the “loading zone”.
- c. berth a derelict hull, barge, pile driver, scow, log float, log or logs, aircraft or houseboat or boat house at the *facilities*.
- d. leave gear, small boats or other material on the floats.
- e. attach chattels to or alter the *facilities*.
- f. leave a *tender* in any area that will interfere with the regular operation of the harbour.
- g. connect to any outlet an extension cord of less than #12 wire-3 wire grounded cord.
- h. attach lines to lamp standards, electrical pedestals or any fire line outlet.
- i. use a wood burning stove or permit any other open fire on board a *vessel* while moored at the *facilities*.
- j. pump engine room bilge or empty holding tanks or dump any harmful substances into the waters at the *facilities*.
- k. dispose of garbage at the facilities except into the containers provided at the *facilities* for that purpose.
- l. park or leave standing any vehicle, except for the purpose of loading or unloading, on the approach to or on the wharf head or concrete drive-on float.
- m. scrape, sand or paint vessels in the water at the facilities.
- n. do repairs on a *vessel* in the water that can cause the introduction of any harmful substance to the water.

- o. repair or service vessels or vehicles on the boat launch, docks or any parking area; or
 - p. Sublet or allow another *vessel* to use a *reserved berth* unless authorized by the *Harbour Manager* or the *vessel* is registered to the assignee.
- 1.3 The Harbour Authority shall not pro-rate any refunds on pre-paid moorage
- 1.4 Annual *reserved berths* shall:
- a. Only be made available on docks A, B, C, D, E, N and O on the *Municipal Docks* and;
 - b. Be only up to 65% on docks A and N.
- 1.5 A person shall assume the risk for a *vessel* while *moored* at the *facilities* or while fast to or tied up alongside any other *vessel moored* at the *facilities*, and any goods handled, brought to or placed in or on the *facilities*.
- 1.6 A person shall:
- a. be responsible for the safe mooring of their vessel;
 - b. furnish and maintain their own safe line and chaffing gear; and
 - c. not foul any *berth* or interfere access with mooring lines.
- 1.7 A *Vessel* owner who has a *reserved berth* shall:
- a. Give the *Harbour Manager* notice if the *berth* is going to be vacant for more than a 24-hour period; and
 - b. Give the *Harbour Manager* notice of expected return.
- 1.8 If a person fails to comply with section 1.7(a) or (b) the *Harbour Manager* may have the *vessel* moored in an alternate *berth* until the *reserved berth* is made vacant.
- 1.9 A person shall not moor the *vessel* at any float unless the person displays the name or the registration number of the *vessel* in a conspicuous place on the *vessel*.
- 1.10 A person must be produce a current licence for a *Commercial Fishing Vessel* or a *Commercial Vessel* to be eligible for fees listed in this schedule.
- 1.11 A person shall not have to pay a fee for a dinghy or a *tender* that are rafted alongside or in the footprint of the *vessel* provided that the dinghy or the tender does not impede navigation in fairways or block other *vessels* at the *Municipal Dock* only.
- 1.12 A *Live Aboard* shall not be permitted at the *facilities* for more than 30 days in a 90-day period, except for those already grandfathered in.
- 1.13 All tour boat operators, charter boat operators, crew boat operators, and water taxi operators shall hold harmless and indemnify the *Town* from all liability for damage to property of, or personal injury or death to, any third party, resulting from the use of the *facilities*. The tour operators, charter operators, crew boat operators and water taxi operators shall include The *Town* as a named insured on a minimum \$2,000,000.00 comprehensive general liability insurance policy.
- 1.14 The Harbour Authority may evict without notice a person or a *vessel* from the *facilities* for contamination of the *facilities*.

**Schedule “D”
PARKING AND LAUNCHING REGULATIONS**

The following regulations shall apply.

1. Parking Regulations:

- 1.1 Daytime parking only from June 1 - Sept 30. Overnight or long-term parking in overflow only.
- 1.2 Single Vehicles - Harbour user and visitor parking is restricted to designated parking lots at compounds A, B and D.
- 1.3 Vehicles and Boat Trailers - (together) - Vehicles with boat trailers attached are restricted for parking purposes to the designated lot at compound C, D or overflow parking at the Port McNeill Community Hall.
- 1.4 A person with a vehicle or a vehicle with a boat trailer must be in possession of a valid daily parking and launching ticket or an annual pass purchased from the agent for the Town or from the automated pay stations provided on Beach Drive.
- 1.5 A person shall display the ticket or pass visibly for inspection by the agent for the *Town*.
- 1.6 A vehicle parked in violation of the conditions listed in this bylaw or in violation of posted signs may be towed away and impounded at the owner's expense.
- 1.7 A vehicle and trailer must have current, valid insurance clearly displayed.

2. Launching Regulations

- 2.1 Prior to using the launch ramp at the municipal launch area, a person must obtain a daily parking and launching ticket or annual pass from the agent for the *Town* or from the automated pay stations provided on Beach Drive.
- 2.2 The Harbour Authority may tow away or impound a vessel, vehicle or trailer parked without valid permit or parking ticket in contravention of section 2.1 above, at the owner's expense.
- 2.3 A person shall not use the municipal launch ramp under the following conditions:
 - a) The vehicle and vessel has a combined weight of 7,000 kg or more; and
 - b) the tide is less than 3.04 meters.
- 2.4 Vessels exceeding the 30-minute loading limit in any area of the municipal launch docks may be subject to fines per 24-hour period or portion thereof as per the *fees*.

Information

STAFF REPORT



To: Pete Nelson-Smith, CAO

File No:

Meeting Date: January 25, 2021

From: Peter Darwin, Harbour Advisory Group Chair

Subject: Recommendation to Council

PURPOSE:

To have the Town review and amend Schedule C, Mooring Rules and Regulations pursuant to Harbour Management Bylaw 683, 2018.

BACKGROUND:

On January 4th, 2022, Council put forward a resolution for the Harbour Advisory Group review Schedule C, Mooring Rules and Regulations pursuant to Harbour Management Bylaw 683, 2018 with a focus on clause 1.2.m. and 1.2.n.

KEY ISSUES DEFINED:

It was decided that the phrasing of subsection 1.2 in Schedule C was restricting to harbour users who need to do repairs and maintenance on their vessels. This would create difficulties for our harbour users to complete required work on their vessels and in result causing undue enforcement actions to be taken or require harbour users to leave during the work completion unnecessarily.

RECOMMENDATIONS:

The Harbour Advisory Group recommends that 1.2.m. and 1.2.n., Schedule C, Mooring Rules and Regulations pursuant to Harbour Management Bylaw 683, 2018 be amended to:

1.2.m. scrape, sand or paint vessel hulls in the water at the facilities.

1.2.n. do repairs or maintenance on a vessel in the water that can cause the introduction of harmful substance to the water.

CONCLUSION:

That Council, receive this for information and amend the Bylaw as stated above.

Prepared by:

Peter Darwin
Harbour Advisory Group Chair

Pete Nelson-Smith
CAO

**TOWN OF PORT MCNEILL
BYLAW NO. 709, 2022**

A bylaw to amend the Town of Port McNeill Harbour Management Bylaw No. 683, 2018.

WHEREAS the Council of the Town of Port McNeill deems it necessary to update the Harbour Management Bylaws;

NOW THEREFORE the Council of the Town of Port McNeill in open meeting assembled enacts as follows:

Part 1: Title

1.1 This bylaw may be cited for all purposes as “The Town of Port McNeill Harbour Management Amendment Bylaw No. 709, 2022

Part 2: Amendments

2.1 Town of Port McNeill Bylaw No. 683, 2018 is hereby amended as follows:

Under Schedule “B” Harbour Rates and Rules Section 1.0 shall now include items 1.5 and 1.6

1.5 All invoices are due 30 days from issue. On the 31st day, late payments are subject to 1% interest per month.

1.6 Rates in sections 2.0, 3.0, 4.0, 5.0, and 7.0 will change every January 31st of the calendar year based on the Annual Consumer Price Index for British Columbia released by Statistics Canada.

Under Section 2.0 Municipal Harbour, items 2.2 and 2.3 shall now read:

2.2 Daily Rates – Summer: May 01 – Sept. 30

Day (overnight, more than 5 hours)	\$ 1.20 per foot
Day (2-5 hours)	\$ 0.75 per foot

2.3 Daily Rates – Winter: October 01 – April 30

Day (overnight)	\$ 0.60 per foot
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Under Section 2.6 c there shall also be the introduction of:

Reserved Commercial Resident	\$55.00 per foot
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Under 3.0 Federal/ Small Craft Harbour Rates 3.4, 3.5, 3.6, 3.7 shall now read as follows:

3.4 Daily Rates:

Commercial Fishing Vessels (CFV)	\$ 0.25 per foot
Non-CFV (commercial)	\$ 0.45 per foot

Pleasure boats \$ 1.35 per foot

3.5 Monthly Rates:

CFV \$ 3.00 per foot

Non-CFV (commercial) \$ 4.50 per foot

3.6 Annual Rates:

CFV \$18.00 per foot

Non-CFV (commercial) \$27.00 per foot

Pleasure boats \$37.00 per foot

3.7 Live Aboard Service Charge:

Utilities with Live Aboard contract \$1000.00 annually

Under 4.1 rates shall now be:

Daily moorage \$ 0.45 per foot

Storage lockers (annual rates January 1 – December 31) \$300.00

Load/offload \$ 55.00 per use

Load/offload (annual rates January 1 – December 31) \$300.00

Under 4.2 rates shall now be:

Daily moorage (pre-arranged only) \$ 1.35 per foot

Load/offload (commercial/resort/water taxis/crew boats*) \$ 20.00 per use

Annual load/offload pass (commercial/resort/ water taxis/ crew boats*) \$450.00

Load/offload - shipping/dock use (fish/supplies/mechanical) \$ 20.00 per use

Annual load/offload – shipping/doc (fish/supplies/mechanical) \$ 450.00

Pre-arranged storage \$35.00 per day

Pre-arranged storage \$300.00 per month

Under 4.3 General Use rates shall now be:

Servicing \$ 600.00

Per additional vehicle \$ 50.00

Under 7.0 Additional Charges rates shall now be:

Foreshore JIB Crane \$ 20.00 per use

Foreshore JIB Crane Annual \$ 450.00 per use

MOT Crane \$10.00 per use

MOT Crane Annual \$ 300.00

Bylaw Penalty \$100.00 per offense

Under Schedule "C" Mooring Rules and Regulations Section 1.2 A person shall not: items m and n shall now read:

- m. scrape, sand, or paint vessel hulls in the water at the facilities.
- n. do repairs or maintenance on a vessel in the water that can cause the introduction of harmful substance to the water.

Read a first time this ____ day of _____, 2022

Read a second time this ____ day of _____, 2022

Read a third time this __ day of _____, 2022

Reconsidered, finally passed, and adopted __ day of _____, 2022

Mayor

Corporate Officer

Certified to be a true and correct copy of Bylaw No.709, 2022 as adopted.

Corporate Officer

Town of Port McNeill

Request for Decision - Staff Report



To: Mayor and Council **File No:** 4200-01
Meeting Date: Regular Council - 08 Feb 2022
From: Pete Nelson-Smith, Chief Administrative Officer
Subject: 2022 General Local Elections

PURPOSE:

To provide Council with information on the resources required for the 2022 General Local Election.

BACKGROUND:

As per Section 52 of the Local Government Act:

52 (1) Elections for the mayor and all councillors of each municipality and elections for the electoral area directors of each regional district, to be known collectively as a general local election, must be held in the year 2014 and in every fourth year after that.

And Section 81 of the Community Charter:

81 (1) A general local election for the mayor and all councillors of each municipality must be held in the year 2014 and in every fourth year after that.

Historically, the Town of Port McNeill has appointed the Chief Administrative Officer as the Chief Election Officer (CEO) and the Deputy Corporate Officer as the Deputy Chief Election Officer (DCEO). This is a typical format for most local governments, but not a requirement.

KEY ISSUES DEFINED:

Section 58 of the Local Government Act:

58 (1) For the purposes of conducting an election, the local government must appoint a chief election officer and a deputy chief election officer.

At the January 25, 2022 Regular Council meeting, Council requested that staff present a report on what fulfilling those duties mean in terms of time investment and resources.

Generally, local elections are held every 4 years and minor legislative or process changes can be anticipated. There is a level of re-education required for experienced Chief Elections Officers. This is done primarily through education provided by the Local Government Management Association, in conjunction with Elections BC.

This year, elections training is being done through an online platform (see attached brochure). It is anticipated that this education will take roughly 16 hours. Further, new elections manuals are being provided for the 2022 Election, which the CEO and DCEO will need to review for changes from the 2018 manual.

In 2018, a substantial portion of the Form creation was done in hours beyond office hours.

IMPLICATIONS:

Training: 16 Hours Each (approximately)
Document Preparation: 40 Hours (approximately)
Voting Days: (in 2018 there were 9) 80 Hours All (approximately)

Policy/Legislation:

Although forms and legislation may change from election year to election year, the Town has a well documented history of how our own General Local Elections have been held. Much of the required documentation, supplies and processes are already in place.

Strategic Priority:

2022 is a General Local Election year.

Staffing Implications:

Chief Election Officer - Responsible for oversight of the General Local Election Process.
Deputy Chief Elections Officer - Responsible for supporting the Chief Election Officer.
(see "CEO Responsibilities" attachment) The DCEO should be familiar enough with the election process to be able to take over from the CEO, if necessary.

Not all Election's preparations need to be physically done by the Chief or Deputy Chief Election Officer. Form creation, voter list review and other tasks can be delegated through to other staff, as needed.

RECOMMENDATIONS:

That Pete Nelson-Smith, Chief Administrative Officer be appointed as the 2022 Chief Elections Officer and that Connor Mork, Deputy Corporate Officer, be appointed as the 2022 Deputy Chief Elections Officer.

CONCLUSION:

That Council, having reviewed this report, provide a decision on the appointment of the 2022 General Local Elections Chief and Deputy Chief Elections Officers.

ATTACHMENTS:

- [No. 542, 2002 Election Procedures](#)
- [general local elections 101](#)
- [CEO Responsibilities](#)
- [Election Training Online Brochure November 2021](#)

**TOWN OF PORT MCNEILL
BYLAW NO. 542**

A bylaw to provide for the determination of various procedures for the conduct of local government elections and other voting.

WHEREAS in accordance with the *Local Government Act*, Council may, by bylaw, determine procedures and requirements to be applied to the conduct of local government elections and other voting;

NOW THEREFORE, the Council of the Town of Port McNeill, in open meeting assembled, enacts as follows:

1. CITATION

This Bylaw may be cited for all purposes as “General Local Government Election Bylaw No. 542, 2002.”

2. USE OF LIST OF ELECTORS

a) As authorized under section 61 of the *Local Government Act*, the most current list of electors prepared under the Election Act, existing at the time an election or other voting is to be held, is deemed to be the register of resident electors for the Town of Port McNeill.

3. ADVANCE VOTING OPPORTUNITES

(a) An advance voting opportunity must be held for an election on the 10th day before general voting day in accordance with section 97 of the *Local Government Act*. Voting hours for the advance voting shall be from 8 a.m. to 8 p.m.

(b) As authorized under section 98 of the *Local Government Act*, the Council authorizes the chief election officer to establish additional advance voting opportunities for each election to be held in advance of general voting day and to designate the voting places, and to establish the date and voting hours for these voting opportunities.

4. SPECIAL VOTING OPPORTUNITIES

(a) To give electors who may otherwise be unable to vote an opportunity to do so, the Council will provide a special voting opportunity as authorized under section 99 of the *Local Government Act* for each election and authorizes the chief election officer to establish a special voting opportunity for each election and to designate the location, the date and the voting hours within the limits set out in section 99 of the *Local Government Act*, for the special voting opportunity.

(b) The following procedures for voting and for conducting the voting proceedings apply to the special voting opportunities:

(i) Hospital Special Voting Opportunity: The only electors who may vote are electors who meet the requirements of Sections 50 and 51 of the *Local Government Act* and who on the date on which the special voting

opportunity is held and before the end of the voting hours for that special voting opportunity, have been admitted as patients to the hospital and any eligible staff on duty during the time of the special voting opportunity.

(c) Council authorizes the chief election officer to limit the number of candidate's representatives who may be present at the special voting opportunity.

5. ORDER OF NAMES ON BALLOT

(a) The order of names of candidates on the ballot will be arranged alphabetically by their surnames as authorized under section 106 of the *Local Government Act*.

6. NUMBER OF SCRUTINEERS AT VOTING PLACES

(a) As authorized under section 110(3) of the *Local Government Act Act*, the number of scrutineers for each candidate that may attend at an election is a maximum of one scrutineer for each ballot box in use;

7. RESOLUTION OF TIE VOTE AFTER JUDICIAL RECOUNT

(a) In the event of a tie vote after a judicial recount, the tie vote will be resolved by a runoff election as authorized under Section 142 of the *Local Government Act*

8. BYLAW REPEAL

a) The Town of Port McNeill General Local Government Election Bylaw No. 519, 1999 is hereby repealed.

Read a first time the 18th day of March, 2002.

Read a second time the 18th day of March, 2002.

Read a third time the 18th day of March, 2002.

Finally reconsidered and adopted on the 22nd day of April, 2002.

Mayor

Corporate Administrator

Certified to be a correct copy of Bylaw No. 542, 2002 as adopted.

Corporate Administrator



General Local Elections 101





This brochure answers a few of the basic questions about local government elections in British Columbia. Local government is government at the community level – government that affects British Columbians, every day.

Locally elected officials are charged with making decisions that affect the daily lives of citizens, families, the business community and others. Municipal councils, regional district boards, boards of education, the Islands Trust local trust committees, local community commissions, specified parks boards and other local bodies influence jobs, foster healthy, safe and sustainable communities for British Columbians and shape the long-term vision for their communities as a whole.

GENERAL LOCAL ELECTIONS

What are general local elections?

Through general local elections, residents and non-resident property electors determine the individuals who collectively will make decisions and govern on their behalf following general voting day. Electors do this by voting – casting their ballots in favour of a candidate(s).

What jurisdictions hold general local elections?

General local elections are held for: municipalities; regional districts; boards of education; specified parks boards; local community commissions; and, Islands Trust trust areas.

How often are general local elections held?

General local elections for: mayors; councilors; electoral area directors; school trustees; specified parks board commissioners; local community commissioners; and, Islands Trust local trustees are held every **four years on the third Saturday of October.**

General local elections will be held on **Saturday, October 20, 2018.**

How many people run for elected office in general local elections?

Approximately 3,300 candidates run for 1,650 positions in over 250 jurisdictions across British Columbia. Because British Columbia is made up of small and large communities, the scale of individual general local elections varies. Some communities may only have a handful of candidates running for office and one or two voting places, while others may have many candidates running for office and multiple voting places.

What should the public expect from people who run for elected office?

People who are able to lead with *integrity, accountability, and respect* and in *collaboration* with other locally elected officials and local government staff are essential to the effectiveness and success of a local government.

Refer to the **Foundational Principles of Responsible Conduct** brochure for information about responsible conduct and expectations for B.C.'s locally elected officials. The brochure is available online at: www.gov.bc.ca/localgov-elected-officials-conduct

How are general local elections administered?

General local elections are a shared responsibility between local governments (municipalities and regional districts) and Elections BC. Each local government is responsible for running its own general local election.

Local governments appoint local Chief Election Officers to run the elections process. The local Chief Election Officer may be a senior local government employee, such as a corporate officer, or a private contractor hired to conduct the election on the local government's behalf.

Local Chief Election Officers are responsible for overseeing all local elections administration activities, including: receiving nomination documents; declaring candidates; administering voting opportunities; counting ballots; and, declaring election results. Local Chief Election Officers also work with Elections BC to monitor compliance

The local Chief Election Officer's role is different from the B.C. Chief Electoral Officer's role. The B.C. Chief Electoral Officer is an independent officer of the Legislature who administers campaign financing and election advertising in general local elections and ensures compliance with the *Local Elections Campaign Financing Act*. Local Chief Election Officers are appointed by local governments to administer local elections.

with election advertising regulations, and may assist Elections BC to address incidents of election advertising non-compliance.

Elections BC is the non-partisan and independent Office of the Legislature responsible for the administration of the provincial electoral process in B.C. and the campaign financing and third party advertising rules for local elections and non-election assent voting events under the *Local Elections Campaign Financing Act*.

What legislation governs general local elections?

General local elections must be run in accordance with the *Local Government Act*, the *Local Elections Campaign Financing Act*, the *Vancouver Charter*, the *Community Charter*, the *School Act*, and the local government's election bylaw, as applicable.

The elections legislation contains provisions that must be consistently applied to all general local elections; however, the legislation is also flexible enough that local governments are able to make choices about how to conduct some aspects of elections in a way that suits local circumstances – such as determining the number of advance voting opportunities to be held or drawing lots to break a tied election.

The election bylaw enables a local government to make decisions about election administration, including whether: voting machines will be used; mail ballot voting will be allowed; additional advance voting opportunities will be offered; voter registration will be conducted both on voting day and in advance or on voting day only; and, nomination deposits will be required.

Who are the key participants in general local elections?

Electors, candidates, financial agents, official agents, scrutineers, volunteers, elector organizations and third party sponsors are the key participants in general local elections.





Electors

An elector is an individual who is a resident elector (e.g. lives in the municipality or regional district electoral area) or a non-resident property elector (registered owner of property in a municipality or regional district electoral area) and who is qualified to vote in municipal, regional district, school district, Islands Trust, community commission and specified parks board elections.

Candidates

A candidate is an individual seeking election as a mayor, councillor, electoral area director, school trustee, specified parks board commissioner, local community commissioner or Islands Trust local trustee, within a municipality, regional district electoral area, school district, specified parks board jurisdiction, local community commission area or trust area. A candidate must be nominated by eligible electors and declared a candidate by the local Chief Election Officer.

Financial Agents

A financial agent is a representative that candidates and elector organizations are legally required to have during an election campaign. A candidate is their own financial agent unless they appoint another individual to the position. The financial agent is responsible for administering campaign finances in compliance with the *Local Elections Campaign Financing Act*.

Official Agents

Candidates may appoint an official agent to represent them during the election process. The official agent can act as the campaign manager or spokesperson or be the point of contact for the people helping on the candidate's election campaign. Candidates must appoint their official agent in writing and deliver the appointment (including the name and address of the person) to the local Chief Election Officer as soon as practicable after the appointment has been made.

Scrutineers

Candidates may appoint scrutineers to observe voting procedures and the ballot-counting process. Candidates may appoint one scrutineer for each ballot box used at a voting place during general local elections – the local government may allow a candidate to have more than one scrutineer at each voting place. Candidates must appoint their scrutineers in writing and deliver the appointment (including the name and address of the person) to the local Chief Election Officer as soon as practicable after the appointment has been made.

Volunteers

Candidates may retain volunteers to take on election campaign-related activities (such as preparing and distributing flyers, calling eligible voters and/or handling logistics). A volunteer who works on a candidate's campaign must not receive any payment or remuneration for their services.



What are some of the key dates in general local elections?

Elector Organizations

An elector organization is an organization that endorses or intends to endorse a candidate(s) in local elections and that files endorsement documents with the local Chief Election Officer. An elector organization may endorse candidates on the ballot by allowing its name, abbreviation or acronym to appear on the ballot beside the candidate's name and/or promote the candidate's election platform or the organization's viewpoints during its election campaign.

Third Party Sponsors

Third party sponsors are individuals or organizations that sponsor election advertising independently from candidates and elector organizations during the campaign period. Third party advertising includes advertising for or against a candidate or

elector organization and advertising on an issue with which a candidate or elector organization is associated. **Third party sponsors must register with Elections BC.**

Refer to Elections BC's *Guide for Local Elections Third Party Sponsors in B.C.* for detailed information regarding third party sponsors, available online at: www.elections.bc.ca/lecf

2018 GENERAL LOCAL ELECTIONS KEY DATES

ACTION OR DEADLINE	DATE
Start of Election Period	January 1, 2018
Start of Nomination Period	September 4, 2018
End of Nomination Period	September 14, 2018
Declaration of Candidates	September 14, 2018
Candidate Nomination Withdrawal Deadline	September 21, 2018
End of Election Period (12:00 Midnight)	September 21, 2018
Start of Campaign Period (12:01 a.m.)	September 22, 2018
Required Advance Voting Opportunity	October 10, 2018
General Voting Day	October 20, 2018
End of Campaign Period	October 20, 2018
Determination of Official Election Results	October 22, 2018
Start of Period to Make Oath of Office	October 30, 2018
End of Period to Make Oath of Office (by Voting)	December 8, 2018
End of Period to Make Oath of Office (by Acclamation)	December 10, 2018
End of Period to File Campaign Financing Disclosure Statement with Elections BC	January 18, 2019
Start of Period for Late Filing of Campaign Financing Disclosure Statement with Elections BC	January 21, 2019
End of Period for Late Filing of Campaign Financing Disclosure Statement with Elections BC	February 18, 2019

FURTHER INFORMATION

Local government mailing addresses, telephone numbers, email addresses and websites are available online from CivicInfoBC at: www.civicinfo.bc.ca/directories

For answers to legislative **questions about municipal and regional district elections** please contact:

Ministry of Municipal Affairs and Housing

Governance and Structure Branch

Phone: 250 387-4020

Email: LGgovernance@gov.bc.ca

www.gov.bc.ca/localelections

For answers to **questions about election advertising, third party sponsors and campaign financing disclosure** please contact:

Elections BC

Phone: 250 387-5305

Toll-free: 1 855 952-0280 / TTY 1 888 456-5448

Fax: 250 387-3578

Toll-free Fax: 1 866 466-0665

Email: lcef@elections.bc.ca

www.elections.bc.ca/lcef

Full text of the *Local Government Act*, *Local Election Campaign Financing Act*, *Community Charter*, *Vancouver Charter*, *School Act*, and *Offence Act* can be found online at: www.bclaws.ca

DISCLAIMER

In the event that there is inconsistency between this brochure and the *Local Government Act*, the *Local Elections Campaign Financing Act*, or any other Act, the legislation will prevail.

3.2 CHIEF ELECTION OFFICER'S DUTIES AND RESPONSIBILITIES

LGA 59
VC 15

Being a chief election officer can be very exciting, challenging and gratifying, but it can also be very stressful, as the person in this position may be open to public scrutiny, comment, questioning, and legal challenges. In addition to being well informed and well organized, the chief election officer must:

- uphold the statutes while still appearing to be flexible and fair, and
- be consistent in decision making.

The chief election officer has certain legislated responsibilities, but also has the authority to delegate some responsibilities and powers to other election officials, subject to specified restrictions or conditions (see sections 3.2(1) and (2) of this Manual).

3.2(1) CHIEF ELECTION OFFICER'S MANDATORY DUTIES

Under the LGA and VC, the chief election officer's *mandatory* duties include the following:

LGA 58(2) & (3)
VC 14(2) & (3)

- Appoint election officials (other than deputy chief election officer).

LGA 59(1)(a)
VC 15(1)(a)

- Ensure that sufficient ballots are prepared.

LGA 59(1)(b)
VC 15(1)(b)

- Ensure that voting places are supplied appropriately and have an area that may be used as a voting booth. (See sections 4.3.6, 4.4.6 and 4.9 of this Manual)

LGA 59(1)(c)
VC 15(1)(c)

- Take 'reasonable precautions' to ensure electors only vote once.

LGA 59(1)(d)
VC 15(1)(d)

- Ensure that the election is conducted in accordance with the LGA, VC or SA, LECFA, and any applicable bylaws and regulations.

LGA 78
VC 35(10)

- If requested to do so by an elector, amend the list of electors for the protection of privacy.

LGA 85
VC 42

- Issue a notice of nomination.

LGA 88
VC 44.1

- Hold and administer nomination deposits, where applicable.

LGA 89(1)
VC 45(1)

- Receive nomination documents or designate others to do so.

LGA 97(1)
VC 46(1)

- Declare as candidates all persons who have been nominated for office.

- LECFA 92(1), (2) & (3) • Provide to Elections BC the candidate and elector organization information listed in s.92 of LECFA.
- LGA 91(5) VC 45.2(5) • Challenge a nomination if the name of a candidate or elector organization appears on the disqualification lists.
- LGA 98 VC 48 • Declare that an election by voting is to be held and/or that the candidate (s) are elected by acclamation.
- LGA 99(1) VC 49(1) • Issue a notice of election.
- LGA 101(1) VC 52(1) • Accept candidate withdrawals.
- LGA 101(3) & (4) VC 52(3) & (4) • Notify the Minister of late candidate withdrawals, if a candidate dies, or if a candidate is incapacitated from holding office.
- LGA 105 VC 67 • Designate voting places.
- LGA 114 VC 76 • Establish the form of ballots.
- LGA 145 VC 107 • Determine the official election or assent voting results.
- LGA 146 VC 108 • Declare the official results of an election or assent vote.
- LGA 148(5) VC 110(5) • Apply for a judicial recount because of a tie vote.
- LGA 152(5) VC 114(5) • Set the general voting day for a runoff election if there is a tie vote after a judicial recount (general voting day must be held on a Saturday no later than 50 days after completion of the judicial recount).
- LECFA 92(4) • Provide to Elections BC the names of the candidates declared elected and other information or material required by regulation.
- LGA 158 VC 120 • Submit a report of the voting results to the council or board.
- LGA 160(1) VC 122 • Keep the sealed ballot packages and retain the nomination documents, endorsement documents (other than the written disclosure under the *Financial Disclosure Act*), and the remaining voting materials until the end of the period for conducting a judicial recount.

3.2(2) CHIEF ELECTION OFFICER'S OPTIONAL RESPONSIBILITIES

Under the LGA and VC, the chief election officer *may* do the following:

- LGA 59(2)(a)*
VC 15(2)(a)

 - Exercise the powers of presiding election officials at election or assent voting proceedings (where a presiding election official has been appointed).
- LGA 59(2)(b)*
VC 15(2)(b)

 - Despite the existence of voting divisions, authorize election officials to vote at the voting place at which they're working.
- LGA 59(2)(c)*
VC 15(2)(c)

 - Take solemn declarations where these are required under LGA Part 3, VC Part I, or under LECFA.
- LGA 59(2)(d)*
VC 15(2)(d)

 - Delegate the chief election officer's duties and powers (under LGA Part 3, VC Part I, or under LECFA) to other election officials (e.g., deputy chief election officer, presiding election officials), subject to any restrictions or conditions specified by the chief election officer.
- LGA 59(2)(e)*
VC 15(2)(e)

 - In special circumstances, apply to the Minister for an order under LGA s.167 (VC s.127) or LECFA s.99.
- LGA 91*
VC 45.2

 - Challenge a nomination on the bases listed in LGA s.91(4) or VC s.45.2(4).
- LGA 148(4)*
VC 110(4)

 - Apply for a judicial recount for reasons stated in LGA s.148(2) and (5) or VC s.110(2) and (5).
- LGA 153(4)*
VC 115(4)

 - Apply for a declaration of invalid election for reasons stated in LGA s.153(5) or VC s.115(5).

3.3 PRESIDING ELECTION OFFICIAL'S DUTIES AND RESPONSIBILITIES

Presiding election officials are responsible for conducting the vote at voting places.

Presiding election officials must:

- be knowledgeable about election legislation,
- know the voting and counting procedures,
- be able to work with and manage other election officials, and
- be able to respond with knowledge and courtesy when dealing with electors, candidates and candidate representatives.



LGMA
LOCAL GOVERNMENT
MANAGEMENT ASSOCIATION
OF BRITISH COLUMBIA

Election Training Online Course

**Self-paced Online Course with 12 pre-recorded modules,
interactive discussion forums and live “Ask the Expert”
Townhalls**

Will you be responsible for administering or assisting in the administration of the upcoming General Local Election in October 2022, by-election, or assent voting (referendum) processes? Are you looking to add elections to your skillset or perhaps need a refresher to get you ready for the 2022 General Local Elections? If so, this program is for you! This self-paced and interactive, fully online course has been developed for staff whose job requirements include administering elections, by-elections, and assent voting processes.

The LGMA Elections Advisory Committee, comprised of professionals who have administered local government elections across BC, has developed 12 pre-recorded modules that cover the basics of administering an election. These modules can be viewed on your own time and as many times as you need. Each module will also include an interactive Discussion Forum where you can ask questions and engage with your colleagues across the province. “Ask the Expert” Townhalls will be scheduled where you can pose questions and clarify concepts and election requirements with Elections Advisory Committee members and your peers across the province.

Course Format: This self-paced online course consists of 12 pre-recorded modules which include weekly Discussion Forums and periodic “Ask the Expert” live Townhall meetings. The recordings will be made available on scheduled dates, and you will receive an automatic notification of their availability.

Modules 1, 2, 3 – AVAILABLE November 15, 2021

Module 1: Getting Started + Discussion Forum

Module 2: Developing an Election Workplan + Discussion Forum

Module 3: Developing the Election Budget + Discussion Forum

Module 4 & 5 – AVAILABLE BY December 15, 2021

Module 4: Election Bylaw + Discussion Forum

Module 5: Voting Places + Discussion Forum

“Ask the Expert” Townhall for Modules 1 to 5: January 14, 2022 – 9:00 to 11:00 am

Modules 6 & 7 – AVAILABLE BY December 30, 2021

Module 6: Nomination Package & Nomination Period + Discussion Forum
Module 7: Candidate Information Session + Discussion Forum

Modules 8, 9, 10 – AVAILABLE BY January 30, 2022

Module 8: Election Staff + Discussion Forum
Module 9: Ballots + Discussion Forum
Module 10: Mail Ballots + Discussion Forum

“Ask the Expert” Townhall for Modules 6 to 10: February 11, 2022 – 9:00 to 11:00 am

Modules 11 and 12 – AVAILABLE BY February 25, 2022

Module 11: Assent Voting + Discussion Forum
Module 12: Safety Protocols + Discussion Forum

“Ask the Expert” Live Townhall – March 11, 2022 – 9:00 to 11:00 am

Cost: \$375 +GST LGMA member
\$425 + GST Non-member
\$100 bulk pricing: for additional employees from your organization after the first person registers at regular price

Registration: [Register online](#)

Cancellation Policy: No refunds will be provided once registration has been completed, although substitutions within your organization are permitted.

FACILITATORS: LGMA Elections Advisory Committee Members
Sonia Santarossa, LGMA Program Advisor
Lisa Zwarn, Local Government Consultant

MODULE 1: GETTING STARTED

Understand the key decisions you will need to make at the outset to begin the election process. These key decision points include determining who will administer the election, securing voting places and determining if an assent voting (referendum) question will be included on the ballot.

MODULE 2: HOW TO DEVELOP AN ELECTION WORKPLAN

Learn to build a workplan to guide you through the election process including key dates and times. This module also touches on election requirements for School Districts.

MODULE 3: DEVELOPING THE ELECTION BUDGET

Building your election budget is one of the first tasks that should be completed. Securing the budget early will ensure you have the necessary funds to administer the election. Understand what items should be included in your election budget and will provide some guidance on how to estimate costs.

MODULE 4: ELECTION BYLAW

An Election Bylaw grants specific authority to the Chief Election Officer and guides the administration of the election. Learn the mandatory and optional components of an Election Bylaw.

MODULE 5: VOTING PLACES

Know the factors to consider when determining the number, type and location of voting places for the election.

MODULE 6: NOMINATION PACKAGES & NOMINATION PERIOD

Be confident in the information that must and could be included in the Nomination Package for candidates. This session also provides an overview of the Nomination Period and what you need to do when the nomination papers are received.

MODULE 7: CANDIDATE INFORMATION SESSION

Learn what a candidate needs to know if they plan to run for office such as the documentation that must be submitted during the nomination period, campaign financing requirements and where election signs can be placed.

MODULE 8: ELECTION STAFF

Learn about the different roles and responsibilities required in each voting place including some tips on how to determine the number of staff required and how to begin the hiring process. This module also touches on the content to be covered during staff training.

MODULE 9: BALLOTS

Be knowledgeable of all things related to ballots such as how many to order, manual count vs. automated voting tabulators/machines, multiple races, elector organizations etc.

MODULE 10: MAIL BALLOTS

Know the requirements and procedures to administer voting by mail in your local government.

MODULE 11: ASSENT VOTING

Understand assent voting (referendum) including how it compares to a general local election, preparing the question. It also touches on the alternative approval process.

MODULE 12: SAFETY PROTOCOLS

Learn the safety protocols you should consider for your election process to ensure the personal safety of staff, electors and candidate representatives present in a voting place. It also addresses safety tips on how to deal with a communicable disease event.