



AGENDA

Committee of the Whole Meeting

9:00 AM - Thursday, March 17, 2022

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

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

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

	Page
1. CALL TO ORDER	
2. ADOPT AGENDA	
a) Accept or amend agenda as presented.	
3. PETITIONS AND DELEGATIONS	
4. ADOPTION OF MINUTES	
5. CORRESPONDENCE	
6. TABLE ITEMS	
7. REPORTS	
8. BYLAWS	
9. OLD BUSINESS	
a) Covid Recovery Funds RTC 2022 03 17 - Requested Information from Council	3 - 4
b) Worksafe BC 5 Year Summary RTC 2022 03 17 - Worksafe BC 5-Year Summary	5 - 6
c) Council Remuneration RTC 2022 03 17 - Recommendation 49 2021 Information	7 - 11
d) Operating Budget RTC 2022 03 17 - 2022 Proposed Operating Budget RTC 2022 03 17 - 2022 Capital Budget Requests RTC 2022 03 17 - 2022 Harbour Capital Requests RTC 2022 03 17 - 2022 Public Works Capital Requests RTC 2022 03 17 - 2022 Idea's from Mayor and the Council	13 - 31

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

Report to Council



To: Pete Nelson-Smith, CAO

Meeting Date: March 17, 2022

From: Brenda Johnson, CPA CFO

Subject: Information Requests from Council on the Harbour Parking Lot B and Harbour shower and bathroom upgrade

PURPOSE: To provide information to Council on the current balance of the Covid Recovery funds allotted to the Town of Port McNeill.

INFORMATION:

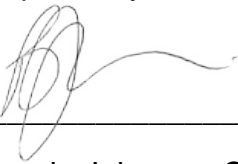
Date	Reference	Description
2021-03-23	075-2021	That \$70,000 toward Parking Lot B upgrades be included in the 2021 budget
2021-03-09	053-2021	Harbour Advisory Group report on request for upgrades to Parking Lot B at the Harbour front be brought forward to the 2021 budget process
2022-01-25	41/2022	Moved, Seconded, and CARRIED that the project titled Harbour shower upgrades be changed to Harbour shower and bathroom upgrade

There have been \$0 from the Covid Reserve committed to either the Harbour Parking Lot B or Harbour shower and bathroom upgrade.

Summary of the Covid Reserve fund:

	<u>Computer & other electronic costs</u>	<u>Emergency planning & response</u>	<u>Services for vulnerable persons</u>	<u>Addressing revenue shortfalls</u>	<u>Total</u>
Allocation - %	10%	10%	30%	50%	100%
Allocation - \$	88,000	88,000	264,000	440,000	880,000
Expenses	(12,697)	(8,321)	(31,360)		(52,377)
Committed					
Rotary trail - seniors scooter lane			(26,000)		(26,000)
Curling Club			(11,040)		(11,040)
Gate House - Furnace			(15,000)		(15,000)
Balance	75,303	79,679	180,600	440,000	775,583

Prepared by:



Brenda Johnson, CPA
CFO

Pete Nelson-Smith
CAO

Report to Council



To: Pete Nelson-Smith, CAO
Meeting Date: March 17, 2022
From: Brenda Johnson, CPA CFO
Subject: Worksafe BC 5-Year Summary

PURPOSE: Worksafe BC 5-year summary of rates and claims as requested by Council.

Classification: Local Government and Related Operations (753004)

<u>Year</u>	<u>Base Premium</u>	<u>Experience Rating Adjustment</u>	<u>Net Rate</u>
2018	1.91	(0.25)	1.66
2019	2.08	(0.29)	1.79
2020	2.19	(0.19)	2.00
2021	2.60	0.07	2.67
2022	2.92	0.17	3.09

<u>Year</u>	<u>Claims</u>	<u>Claims Cost</u>
2014	2	949
2016	4	6,692
2017	3	1,356
2018	3	10,415
2019	2	47,032
2020	2	891

Each account registered with Worksafe BC is assigned a classification which determines the base rate. The Town of Port McNeill is classified as Local Government and Related Operations (753004).

Every year the base rate is adjusted by the accounts experience rating. Those who are below the industry average, receive a discount, and those above industry average pay a surcharge. This method is used to encourage employers with high costs to improve their safety plans and to compensate those who have low claims to continue to provide safe workplaces. The experience rating adjustment is determined using three years of injury claims.

Prepared by:



Brenda Johnson, CPA
CFO

Pete Nelson-Smith
CAO

Report to Council



To: Pete Nelson-Smith, CAO

Meeting Date: March 17, 2022

From: Brenda Johnson, CPA CFO

Subject: Information Requests from Council on Council Remuneration

PURPOSE:

From the December 9, 2021, Committee of the Whole meeting, Recommendation 49/2021: Report back to Council on adding cell phone expenses, childcare coverage, health benefits, cost of living increase, and income tax exemptions to Council remuneration

SUMMARY OF ADDITIONAL EXPENSES AND BENEFITS

<u>Description</u>	<u>MAYOR</u>		<u>COUNCIL</u>	
	<u>Low</u>	<u>High</u>	<u>Low</u>	<u>High</u>
Cell phone expense	790	918	790	918
Health benefits	1,160	3,096	1,160	3,096
Cost of living increase	113	113	62	62
Income tax exemption	1,107	1,107	605	605
Total	3,170	5,234	2,616	4,681
Current Salary	18,821	18,821	10,279	10,279
Expenses/Benefits	3,170	5,234	2,616	4,681
Increase as a % of salary	17%	28%	25%	46%
Child care coverage	Not included and discussed below			

CELL PHONE EXPENSE

Telus has offered a 24-month term with a monthly service cost of \$50/month per user account

There are two options for purchasing the device:

- Paid as a lump sum amount at beginning of term; or
- Include in monthly payment and at the end of the term, the device is paid off and owned by the user

Options	Samsung	iPhone
Purchase	960.00	976.00
Monthly expense	20.00	30.67
Term (months)	24.00	24.00
Total if paid monthly	<u>480.00</u>	<u>736.08</u>

Recommendation: Include in monthly payment and own device at end of term

Cost Analysis of devices	Samsung	iPhone
Device	20.00	30.67
Service	50.00	50.00
Subtotal	70.00	80.67
Annual (months)	12.00	12.00
Subtotal	840.00	968.04
One time credit	- 50.00	- 50.00
Total of term	<u>790.00</u>	<u>918.04</u>

**Prices are not guaranteed and are subject to change due to market trends*

HEALTH BENEFITS

Provided through Union of BC Municipalities (UBCM)

Employer paid premiums include:

- Extended Health (Standard EHB); or
- Enhanced Extended Health Benefit Plan (Enhanced EHB); and
- Employee and Family Assistance (EFAP) – Elected Officials are currently enrolled

Elected Officials have the option of purchasing:

- Optional Group Life; and, or
- Optional Accidental Death & Dismemberment (AD&D)

Cost Analysis of Employer provided benefits					
Description	Single	Couple/ Family		Single	Couple/ Family
Extended Health (Standard EHB)	46.73	105.13			
Enhanced Extended Health Benefit Plan (Enhanced EHB)				57.10	128.46
Dental	49.94	129.57		49.94	129.57
Employee and Family Assistance (EFAP)					
Total per month	96.67	234.70		107.04	258.03
Total per year	1,160.04	2,816.40		1,284.48	3,096.36
<i>*Elected Officials are currently enrolled in EFAP</i>					

COST OF LIVING ADJUSTMENT

The consumer price index change for the year 2021 is 0.60%

	Mayor	Council
Salary	18,821.40	10,279.44
COLA - 0.60%	112.93	61.68

FEDERAL INCOME TAX EXEMPTION RECOVERY FOR ELECTED OFFICIALS

Prior to 2019, a municipal elected official was able to be paid a non-accountable allowance for work-related expenses. This allowance could amount to one-third of the salary and qualify for a federal tax exemption. Federal legislation passed in 2017 eliminated the tax exemption effective January 1, 2019.

Assumption: Mayor and Council's only source of income is salary from the Town

Federal Tax Rate on the first \$50,197 of taxable income is 15%

To recover the salary due to legislation:

- The Mayor would require an additional \$1,107.14 of salary per year; and
- Council would require an additional \$604.67 of salary per year

<u>Mayor</u>	<u>2018</u>	<u>2021</u>	<u>Proposed</u>
Salary	18,821.40	18,821.40	19,928.54
Taxable amount	12,547.60	18,821.40	19,928.54
Tax - 15%	1,882.14	2,823.21	2,989.28
After tax income	16,939.26	15,998.19	16,939.26
Proposed Salary	19,928.54		
Current Salary	18,821.40		
Proposed increase	1,107.14		
	6%		

<u>Council</u>	<u>2018</u>	<u>2021</u>	<u>Proposed</u>
Salary	10,279.44	10,279.44	10,884.11
Taxable amount	6,852.96	10,279.44	10,884.11
Tax - 15%	1,027.94	1,541.92	1,632.62
After tax income	9,251.50	8,737.52	9,251.50
Proposed Salary	10,884.11		
Current Salary	10,279.44		
Proposed increase	604.67		
	6%		

CHILDCARE

Childcare is difficult to quantify for the following qualitative reasons:

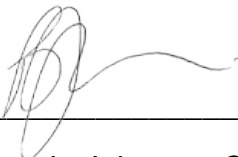
- Rate or allowance
 - Childcare is a very personal decision and individuals have different levels of comfort
 - Some people may choose a daycare, while others prefer private care which come at differing costs
 - Others may rely on family and friends and not incur a cost at all
- Perceived fairness among Elected Officials
 - Are all Elected Officials provided the same allowance regardless if they have children or not?

Recommendation: Council to discuss whether childcare should be included as an additional benefit at this time. If so, it is requested that Council provide the scope of the benefit.

CONCLUSION:

That Council, having received this report, provide direction to staff on the next steps of pursuing changes to the Council Indemnity Bylaw No. 651, 2014

Prepared by:



Brenda Johnson, CPA
CFO

Pete Nelson-Smith
CAO

Report to Council



To: Pete Nelson-Smith, CAO

Meeting Date: March 17, 2022

From: Brenda Johnson, CPA CFO

Subject: 2022 Proposed Operating Budget & Capital Requests

PURPOSE: To present Mayor and Council with the 2022 proposed operating budget and 2022 capital requests.

REQUESTS:

- Council to review proposed 2022 operating budget and provide direction and decisions to approved operating budgetary items.
- Council to review 2022 capital requests and provide direction and decisions to approved capital requests.

TOPICS:

1. Revenue and Expenses
 - a. Revenues: 2021 Actuals and 2022 Proposed Budget
 - b. Expenses: 2021 Actuals and 2022 Proposed Budget
2. Notes for clarification of proposed increased expenditures
3. 2021 Tax Revenue Sources
4. Historic Tax Increases
5. Summary of Reserves and Surpluses
6. Capital Requests
7. Self-Sustaining Department Statements
8. Permissive Tax Exemption Bylaw No. 693, 2019 for 2020-2024
9. Five-Year Proposed Operating Budget

PROPOSED OPERATING BUDGET

1. REVENUES & EXPENSES

a) Revenues: 2021 Actuals and 2022 Proposed Budget

2022 proposed revenue is comparable to 2021 before any tax increase consideration.

Revenues	2021 Actual	2022 Proposed
Municipal Tax	1,533,611	1,534,429
Public Works Operating	1,875	2,000
Public Works Solid Waste	214,212	215,841
Public Works Water	299,531	295,319
Public Works Sewer	384,599	390,490
Payments in Lieu	50,075	51,073
Harbour	536,466	538,800
Fire Department	97,741	52,000
Pool	28,478	35,000
Campground	31,286	55,000
Other	112,521	134,400
Rentals	55,862	56,950
Penalties & Interest	29,232	21,500
Investment Income	43,208	45,000
Unconditional Grants	481,000	480,000
Conditional Grants	690,509	1,328,775
Total Revenues	4,590,205	5,236,578

b) Expenses: 2021 Actuals and 2022 Proposed Budget

2022 proposed expenses are an estimated \$405,000 more than 2021 actuals.

This represents a 14% increase from 2021.

<u>Expenses</u>	<u>2021 Actual</u>	<u>2022 Proposed</u>
Administration	326,023	382,327
Council	78,112	87,263
Economic Development	-	101,866
Emergency Social Services	9,827	9,450
Public Works Operating	671,294	776,158
Public Works Solid Waste	196,062	197,100
Public Works Water	180,561	183,321
Public Works Sewer	182,910	191,214
Harbour	419,970	423,394
Fire Department	145,531	194,000
Pool	160,841	170,799
Airport	12,731	12,360
Animal Control	21,485	22,000
Building Inspections	9,886	10,000
Campground	34,770	51,700
Cemetary	1,958	2,050
Community Hall	25,250	26,941
Fiscal Expenditures	55,401	56,350
Library	94,982	96,963
Museum/Visitor	17,301	144,914
Old School	112,490	111,590
Other	23,702	2,450
Grants (Local)	26,138	20,500
Total Expenses	2,807,225	3,274,709

2. NOTES FOR CLARIFICATION OF PROPOSED INCREASED EXPENDITURES:

Notable increases by department:

Note 1: Administration		
New staff - Deputy Corporate Officer and CFO	46,000	<i>Salary and benefits</i>
Election year	10,000	
Total	<u>56,000</u>	

Note 2: Council		
Election year - training for new council	9,000	

Note 3: Economic Development		
New contract position	102,000	
Offset by grant	(70,000)	
Total	<u>32,000</u>	

Note 4: Public Works Operating		
Collective Agreement wage increase	9,000	
Training and travel	2,000	<i>Decrease in 2021 due to Covid. Expect training to be available again.</i>
Possible admin contract position (6 months)	22,000	
Garden Boxes	14,000	
Vehicle/Equip Parts & Maint	16,000	<i>New generators require annual servicing. Older equipment will require maintenance.</i>
Fuel	6,000	
Supplies, materials, and parts	36,000	<i>Previously classified as capital request now included in operating. Some vehicles and equipment parts will need replacing. eg. Tires</i>
Total	<u>105,000</u>	

Note 5: Fire Department			
Computers, radios		3,000	
Turn out gear		9,000	<i>Was a captial request, moved to operating budget.</i>
Small Tools		25,000	<i>Was a captial request, moved to operating budget.</i>
Vehicle/Equip Parts & Maint		8,500	
General		3,500	
Total		<u>49,000</u>	

Note 6: Pool			
Wages		8,000	<i>2021 restricted access due to Covid. Anticipate full opening for 2022 plus Wage increase of 1.5%.</i>
Supplies, uniforms, jackets		2,000	
Total		<u>10,000</u>	

**1.5% wage increase will account for an estimated \$1,400 of the \$8,000 of wages.*

Note 7: Campground			
Public Works Wages		4,000	<i>To bring campground to operational status.</i>
Supplies, materials, and parts		5,000	<i>To bring campground to operational status.</i>
Danger tree removal		8,000	<i>To bring campground to operational status.</i>
Total		<u>17,000</u>	

Note 8: Museum/Visitor Centre			
New staff and program for 2022		127,000	
TOTAL		<u>405,000</u>	

3. 2021 TAX REVENUE SOURCES

The following table shows the 2021 distribution of property tax values.

Tax Source	Property Tax Revenue	Percentage
Residential	1,041,010	68%
Utilities	1,625	0%
Light Industry 1	130,947	9%
Light Industry 2	31,495	2%
Major Industry	18,636	1%
Business & Other	287,412	19%
Managed Forests 1	14,353	1%
Managed Forests 2	2,513	0%
Recreation/Non-Profit	519	0%
TOTAL	1,528,510	100%

The Town had surplus of \$780,000 in 2020 and similar surplus is anticipated for 2021.

The Town has traditionally used surplus to fund capital projects. This will have a significant impact on capital projects for 2023 and going forward. Additional funds will be required in order to continue investing at the current level of spending.

This can be done by raising taxes, reducing expenditures, using surplus/reserve accounts, or a combination of all. Staff is requesting Council direction on how to move forward.

4. HISTORIC TAX INCREASES:

<u>Year</u>	<u>Taxes</u>	<u>Increase</u>
2017	1,366,714	2%
2018	1,429,595	5%
2019	1,464,334	2%
2020	1,498,539	2%
2021	1,528,630	2%

If Council kept with the historic 2% increase, 2022 increase would amount to an additional \$30,500 for a total of \$1,559,000.

5. SUMMARY OF RESERVES AND SURPLUSES:

The Town maintains two reserve funds: Statutory and Non-statutory.

Statutory Reserves are established through Bylaw No. 667, 2016.

Non-statutory Reserves have been allocated for future capital projects which are not dictated by bylaws and may be allocated to other projects than originally intended.

Statutory Reserves	Amount
Reserve - Capital Priority BL667	81,215
Reserve - Fire Dept BL 667	128,086
Reserve - Harbour BL 667	255,000
Reserve - NCIF BL 667	1,871,069
Reserve - PW Equip. BL 667	135,337
Reserve - Sale of Land BL667	279,355
Reserve - Stormwater BL 667	146,646
Total	2,896,708

Non-Statutory Reserves	
Reserve - Beach Drive	133,128
Reserve - FD Funds (Drag Race)	5,322
Reserve - General	200,435
Reserve - Covid Recovery Funds	858,497
Reserve - Old School Repair/Demo	200,000
Reserve - Pool	168,200
Reserve - Road & Sidewalks	305,782
Total	1,871,364

Surplus (Deficit)	
Harbour Surplus (Deficit)	(49,891)
Solid Waste Surplus (Deficit)	(15,109)
Water Surplus (Deficit)	(87,926)
Sewer Surplus (Deficit)	538,855
General Surplus (Deficit)	675,563
Total	1,061,493

6. CAPITAL REQUESTS:

From the Budget Meeting of February 17, 2022, it was recommended that capital expenditures for 2022 not exceed \$600,000

Attached is an updated capital requests schedule with notes from the previous meeting.

7. SELF-SUSTAINING DEPARTMENT STATEMENTS:

Harbour	<u>2021 Actual</u>	<u>2022 Proposed</u>
Revenue	538,800	536,466
Expense		
Salary/Wages & Benefits	268,144	271,795
Office and administartion	20,750	13,691
Supplies, materials, and parts	15,950	13,465
Maintenance	12,500	8,694
General	95,450	89,682
Insurance	10,500	22,589
Fuel & Oil	100	54
Total Expenses	423,394	419,970
Net Revenue	115,406	116,496

Public Works Sewer	<u>2021 Actual</u>	<u>2022 Proposed</u>
Revenue	390,490	384,599
Expense		
Salary/Wages & Benefits	71,014	69,756
Office and administartion	4,150	3,902
Supplies, materials, and parts	13,300	9,098
Maintenance	10,200	7,626
General	78,100	78,213
Insurance	12,000	12,170
Fuel & Oil	2,450	1,918
Total Expenses	191,214	182,685
Net Revenue	199,277	201,914

Public Works Solid Waste	<u>2021 Actual</u>	<u>2022 Proposed</u>
Revenue	215,841	214,212
Expense		
Salary/Wages & Benefits	33,500	32,778
Maintenance	12,000	12,194
General	151,600	151,053
Total Expenses	197,100	196,025
Net Revenue	18,741	18,187

Public Works Water	<u>2021 Actual</u>	<u>2022 Proposed</u>
Revenue	295,319	299,531
Expense		
Salary/Wages & Benefits	54,446	53,378
Office and administartion	3,475	2,535
Supplies, materials, and parts	15,150	11,311
Maintenance	200	6,427
General	102,750	99,902
Insurance	4,500	4,426
Fuel & Oil	2,800	2,532
Total Expenses	183,321	180,510
Net Revenue	111,999	119,021

8. PERMISSIVE TAX EXEMPTION BYLAW, No. 693, 2019 for 2020-2024:

Is a bylaw to exempt certain properties in the Town of Port McNeill from property taxation for the years 2020-2024.

The following properties are included in the above-mentioned bylaw. The approximate amount of Municipal Tax exempted is \$32,000.

PROPERTY	Folio	Class	Land Value	Building Value	Exempt by Statue	Exempt by Bylaw	TAX INCOME FOREGONE
Bishop of Victoria	893.452	8	97,300	77,600	0	174,900	1,050
Broughton Curling Club	790.001	6	65,400	727,000	10,000	782,400	14,867
Broughton Strait Campground	2.000	6	3,200	28,700	10,000	21,900	416
	2.000	8	62,600	0	0	62,600	376
Church of Jesus Christ of Latter-day Saints	885.626	8	182,400	201,000	0	383,400	2,301
Full Gospel Church	885.256	8	45,900	291,000	0	336,900	2,022
Guide / Scout Hall	101.000	8	107,000	144,000	0	251,000	1,506
North Island Community Services Society (Thrift Store)	720.000	6	79,300	58,400	10,000	127,700	2,427
Port McNeill Baptist Church	885.370	8	108,400	254	0	108,654	652
Port McNeill Lions Club	893.450	8	125,000	208,000	0	333,000	1,998
Royal Canadian Legion Branch 281	886.005	6	68,600	91,600	10,000	150,200	2,854
United Church of Canada	692.000	8	100,900	182,000	0	282,900	1,698
TOTALS			1,046,000	2,009,554	40,000	3,015,554	32,165

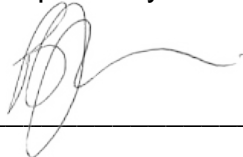
9. FIVE-YEAR PROPOSED OPERATING BUDGET 2022 - 2026:

Revenues	2022 Proposed	2023	2024	2025	2026
Municipal Tax	1,534,429	1,565,118	1,596,420	1,628,349	1,660,916
Public Works Operating	2,000	2,000	2,000	2,000	2,000
Public Works Solid Waste	215,841	220,157	224,561	229,052	233,633
Public Works Water	295,319	301,226	307,250	313,395	319,663
Public Works Sewer	390,490	398,300	406,266	414,392	422,679
Payments in Lieu	51,073	52,094	53,136	54,199	55,283
Harbour	538,800	549,576	560,568	571,779	583,214
Fire Department	52,000	52,000	52,000	52,000	52,000
Pool	35,000	35,000	35,000	35,000	35,000
Campground	55,000	55,000	55,000	55,000	55,000
Other	134,400	134,400	134,400	134,400	134,400
Rentals	56,950	58,000	58,000	58,000	58,000
Penalties & Interest	21,500	21,500	21,500	21,500	21,500
Investment Income	45,000	45,900	46,818	47,754	48,709
Unconditional Grants	480,000	480,000	480,000	480,000	480,000
Conditional Grants	1,328,775	700,000	700,000	700,000	700,000
Total Revenues	5,236,578	4,670,272	4,732,919	4,796,820	4,861,998

Expenses	2022 Proposed	2023	2024	2025	2026
Administration	382,327	389,974	397,773	405,729	413,843
Council	87,263	89,008	90,788	92,604	94,456
Economic Development	101,866	103,903	105,981	108,101	110,263
Emergency Social Services	9,450	9,639	9,832	10,028	10,229
Public Works Operating	776,158	791,681	807,514	823,665	840,138
Public Works Solid Waste	197,100	201,042	205,063	209,164	213,347
Public Works Water	183,321	186,987	190,727	194,541	198,432
Public Works Sewer	191,214	195,038	198,939	202,918	206,976
Harbour	423,394	431,862	440,499	449,309	458,295
Fire Department	194,000	197,880	201,838	205,874	209,992
Pool	170,799	174,215	177,700	181,254	184,879
Airport	12,360	12,607	12,859	13,117	13,379
Animal Control	22,000	22,440	22,889	23,347	23,814
Building Inspections	10,000	10,200	10,404	10,612	10,824
Campground	51,700	52,734	53,789	54,864	55,962
Cemetary	2,050	2,091	2,133	2,175	2,219
Community Hall	26,941	27,480	28,029	28,590	29,162
Fiscal Expenditures	56,350	57,477	58,627	59,799	60,995
Library	96,963	98,902	100,880	102,898	104,956
Museum/Visitor	144,914	147,812	150,769	153,784	156,860
Old School	111,590	113,822	116,098	118,420	120,789
Other	2,450	2,499	2,549	2,600	2,652
Grants (Local)	20,500	20,910	21,328	21,755	22,190
Total Expenses	3,274,709	3,340,204	3,407,008	3,475,148	3,544,651

**Subject to change after budget discussions with Council.*

Prepared by:



Brenda Johnson, CPA
CFO

Pete Nelson-Smith
CAO

2022 CAPITAL PROJECTS REQUESTS

<u>SUMMARY BY DEPARTMENT</u>	<u>2022</u>	<u>Tax or Utility Fees</u>	<u>Grant Funded</u>	<u>Surplus/ Reserve</u>
ADMIN	5,000	5,000	-	-
COUNCIL	99,000	-	-	-
FIRE DEPT	124,702	124,702	-	-
HARBOUR	867,000	67,000	-	-
PUBLIC WORKS	2,520,000	725,000	1,275,000	520,000
TOTAL	3,615,702	921,702	1,275,000	520,000

DEPARTMENT	PROPOSED CAPITAL PROJECTS	2022	Tax or Utility Fees	Grant Funded	Surplus/ Reserve	Suggested Surplus or Reserve
ADMIN	Replacement Windmill (possibly solar?)	5,000	5,000			
	New phone system	3,000	3,000			
	Subtotal	5,000	5,000	-	-	
COUNCIL	Cemetery expansion	65,000				
	Town Office repaint	14,000				
	Town Office LED lighting conversion	10,000				
	Hoy Bay development	10,000				
	Chamber Reno	80,000				
Subtotal	99,000	-	-	-		
FIRE DEPT	Accessories for new Fire Truck	49,202	49,202			
	Training Ground improvements\lumber for training props	57,000	57,000			
	Exhaust Brake Parts	3,500	3,500			
	Enclosed Cargo Trailer	15,000	15,000			
Subtotal	124,702	124,702	-	-		
HARBOUR	E & O Dock Replacement (Construction and Installation)	700,000				Harbour Manager reviewing proposal to see if expense can be decreased.
	Security Cameras	35,000	35,000			
	Harbour Office and Visitor Centre Renovations Phase 1	100,000				New Museum and Info Centre Manager. Recommend waiting to see what the needs are.
	Harbour Dock repairs for insurance purposes	32,000	32,000			
Subtotal	867,000	67,000	-	-		
PUBLIC WORKS	Beach Drive legal - Phase 3	100,000	100,000			
	Schoolhouse Creek tree removal	35,000	35,000			
	New sidewalk installation - Phase 3	80,000			80,000	Road and Sidewalk Maintenance Reserve
	Town office Front Door	25,000		25,000		Grant funding?
	Water system upgrade	1,200,000		1,200,000		Grant funding?
		330,000	330,000			
	Sanitary sewer repairs	180,000			180,000	Sewer surplus
	Haddington/Quatsino storm sewer upgrade	260,000			260,000	General surplus?
	Water Chlorination Study	30,000		30,000		Grant funding?
	Airport Well seal and upgrade, and well rehabilitation	20,000	20,000			
	Swimming Pool surge tank lining	10,000	10,000			
	Steam Donkey repairs	20,000		20,000		Grant funding? (Heritage, tourism) or covid recovery
	Pumper #1 enclosure	30,000	30,000			
	Storm sewer reserve	100,000	100,000			
	Sanitary sewer reserve	100,000	100,000			
	Campground danger tree removal	8,000	8,000			
	Fire Access - Kingcome apartments	20,000			20,000	Road and Sidewalk Maintenance Reserve
Subtotal	2,520,000	725,000	1,275,000	520,000		
TOTAL CAPITAL EXPENDITURES		3,615,702	921,702	1,275,000	520,000	

Total allocated	2,716,702
Variance	899,000
Council	- 99,000
Harbour	- 800,000
Total	-



2022 Harbour Capital Requests

Request	Estimated Cost	Logic	Reasoning	Cost Breakdown	Grant Funding Available
E & O Dock Replacement (Construction and Installation)	700,000	Asset Maintenance/Safety Improvements/Long-term Asset Management	In the 2018 asset assessment, E dock – school ferry dock was identified as requiring prompt action for replacement. The structure shows critical levels of damage and improper float design for the type of use it provides. The float is under high stress based on the location and type of use. It has received repairs to the timber stringers underneath the dock every year since 2018. Options for replacement: 1. Full upgrade (concrete dock and steel pilings), 2. Semi-upgrade (concrete dock and current timber pilings), or 3. Replacement (treated wood timber structure). McElhanney Engineering has recommend based on the deterioration and high stress of the dock to do #1 Full Upgrade. This will reduce liability, significantly reduce maintenance requirements, achieve a longer life expectancy, significantly reduce high stress level impact of the float and support structures, and reduce immediate repair costs.	\$600,000 for E Dock float replacement and installation and \$100,000 for O Dock	Rural Infrastructure Funding?
Security Cameras	35,000	Safety and Security, Asset Management	Port McNeill Harbour has had 3 confirmed thefts off of the docks since November 2020. All other Harbours in the North Island have seen an increase in thefts and vandalism on the docks in 2020 and 2021. Our current system only has cameras on land and none on the water for the docks. There has also been areas of concern found (by Harbour Management and RCMP) that need more and/or better security camera footage.		
Harbour Office and Visitor Centre Renovations Phase 1	100,000	Asset Maintenance, Long Term Asset Management	Phase 1 will focus on energy efficiency and accessibility of the building. Our front entrance does not meet BC Building Code for wheelchair accessibility. The aging construction of the building has been shown to be very energy inefficient (improper insulation resulting in leaks and drafts, seal failures on double paned windows, constant temperature fluctuations in summer and winter resulting in complaints from the public, failure of incandescent lighting ballasts, etc.). Through doing an energy audit of the building and upgrading items that will increase the energy efficiency of the building, we will reduce our long term maintenance and hydro casts.	Cost breakdown: \$50,000 for new windows, \$20,000 for new LED lighting, \$10,000 for new accessible entrance meeting BC Building Codes, \$10,000 exterior repairs and refinishing, \$10,000 for insulation and sealant for building.	BC Hydro Business Energy Audit and Business Energy-saving Incentives, Accessibility grants

TOTAL 835,000

2022 Public Works Capital Requests



Request	Cost	Logic	Reasoning
Beach Drive legal - Phase 3	100,000	Legal	Grant does not cover legal and other soft costs
Schoolhouse Creek tree removal	35,000	Public safety.	The area of Schoolhouse creek from the bridge on Broughton boulevard to the Community Hall has a large number of danger trees both within the creek or on it's banks. These need to be removed as there is a real possibility of damage to people and property.
Campground Danger tree removal	8,000	Public safety.	
New sidewalk installation - Phase 3	80,000	Safety concern for pedestrian traffic.	A new sidewalk would be installed from the storage lot located near the bottom of Pioneer Hill drive to Jenen place in order to provide a safe path for pedestrians as this area currently sees a high interaction of vehicular and pedestrian traffic. This phase would complete the project by connecting the previous sidewalk installations.
Fire Access - Kingcome Apartments	20,000	Public safety.	
Town office Front Door	25,000	Accessibility	The accessability to the front door of the Town Office is not suitable for mobility challenged members of the public entering and exiting the building. The landing and stairs need to be reconfigured and automatic opener installed.
Water System Upgrade	1,530,000	Grant funded ICIP	
Sanitary sewer repairs	180,000	Major asset preservation/Environmental protection.	These repairs are identified by the conditional assessment performed by CCTV inspections of the system. The type and severity of damage is identified and suitable repairs executed. The cost of repairs is reflected by a similar exercise being undertaken by another coastal municipality.
Haddington/Quatsino storm sewer upgrade	260,000	Safety/Asset preservation/System reliability improvements.	This is a continuation of the Fugitive Water Control Program and was identified in the Storm Water Assessment completed in 2018. As with the previous project on Haddington crescent this will address a major concern with overland water freezing along this area of road while preserving the asset. Upgrades to the aging infrastructure will also be achieved.
Water Chlorination Study	30,000	Regulatory compliance.	This would be an engineering study to assess the infrastructure changes required to facilitate the need for primary and secondary disinfection of the Town of Port McNeill potable water system which would include a high level cost estimate. It is highly anticipated that this will become a future regulatory requirement so in being proactive we can acquire funds for possible future expenditures.
Airport Well seal and upgrade, and well rehabilitation	20,000	Public safety/regulation.	The deep Well at the Municipal airport needs upgrading and a Well Seal installed. This has been identified by the Vancouver Island Health Authority as a requirement.
Swimming Pool surge tank lining	10,000	Asset preservation/upgrade.	The concrete Surge Tank is an integral part of the swimming pool and is in need of repairs to the failing concrete. It is also recommended that it be lined to preserve it's integrity.
Steam Donkey repairs	20,000	Public safety/Asset preservation.	The unit has fallen into a state of disrepair and now poses a hazard to the general public. It requires some repairs then painting, with a plan to build a new skid for it and it to be placed on a new concrete pad immediately behind where it presently sits. This cost is assuming some donations of materials and labour which has already been offered in the past.
Pumper #1 enclosure	30,000	Asset preservation	This piece of Port McNeill heritage is currently on display at the Firehall and is exposed to the elements. Building a concrete pad and enclosure with roof will dramatically increase it's lifespan.
Storm sewer reserve	100,000	Major asset preservation.	As was completed with the Potable water upgrades in recent years, a phased approach to major upgrades to the Storm sewer system will be required in the relatively near future. Consideration should be given to accumulation of funds in a reserve to be prepared for when major infrastructure funding becomes available.
Sanitary sewer reserve	100,000	Major asset preservation.	As was completed with the Potable water upgrades in recent years, a phased approach to major upgrades to the Sanitary sewer system will be required in the relatively near future. Consideration should be given to accumulation of funds in a reserve to be prepared for when major infrastructure funding becomes available.

2,548,000



2022 Idea's from Mayor and the Council

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