



AGENDA

Special Council Meeting

9:00 AM - Thursday, March 3, 2022

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

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

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

	Page
1. CALL TO ORDER	
2. ADOPT AGENDA	
a) Accept or amend agenda as presented.	
3. PETITIONS AND DELEGATIONS	
4. ADOPTION OF MINUTES	
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5. CORRESPONDENCE	
6. TABLE ITEMS	
7. REPORTS	
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8. BYLAWS	
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b) Harbour Rates Amendment Bylaw No.709, 2022 RTC -Harbour Rates Amendment Bylaw No. 709, 2022 Harbour Rates Amendment Bylaw No. 709, 2022 - DRAFT	19 - 24

9. OLD BUSINESS

- a) Elected Official Remuneration **25 - 28**
[RTC - Elected Official Remuneration](#)

- b) Budgetary Process Update **29 - 32**
[RTC - Information Requests from Council](#)
[RTC - Finance Update](#)

10. NEW BUSINESS

11. ITEMS FROM IN-CAMERA TO BE MADE PUBLIC

12. IN-CAMERA

- a) That Council recess the current meeting and go in-camera with the intention of releasing information protected under Community Charter 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

that the Special Council meeting be adjourned at (time) p.m.



MINUTES

Special Council Meeting

6:30 PM - Tuesday, February 22, 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, and Councillor Ryan Mitchell

APOLOGIES: Councillor Derek Koel

ALSO PRESENT: Pete Nelson-Smith, Chief Administrative Officer, Connor Mork, Deputy Corporate Officer, and Brenda Johnson, Chief Financial Officer

1. CALL TO ORDER

The February 22, 2022 Special Council Meeting was called to order at 6:30 PM.

2. ADOPT AGENDA

a) Accept or amend agenda as presented.

70/2022 Moved, Seconded, and CARRIED that the agenda be adopted as presented.

3. PETITIONS AND DELEGATIONS

4. ADOPTION OF MINUTES

5. CORRESPONDENCE

6. TABLE ITEMS

7. REPORTS

8. BYLAWS

9. OLD BUSINESS

10. NEW BUSINESS

11. ITEMS FROM IN-CAMERA TO BE MADE PUBLIC

12. IN-CAMERA

- a) That Council go in camera 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.

71/2022 Moved, Seconded and CARRIED that Council go in camera 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

72/2022 Moved, Seconded, and CARRIED that the February 22, 2022 Special Council Meeting be adjourned at 6:31 PM.

Mayor

Corporate Officer



MINUTES

Regular Council Meeting

7:00 PM - Tuesday, February 22, 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, and Councillor Ryan Mitchell

APOLOGIES: Councillor Derek Koel

ALSO PRESENT: Pete Nelson-Smith, Chief Administrative Officer, Connor Mork, Deputy Corporate Officer, and Brenda Johnson, Chief Financial Officer

1. CALL TO ORDER

The February 22, 2022 Regular Council Meeting was called to order at 7:02 PM.

2. ADOPT AGENDA

a) Accept or amend agenda as presented.

73/2022 Moved, Seconded, and CARRIED that the agenda of the February 22, 2022 Regular Council Meeting, be adopted as presented.

3. PETITIONS AND DELEGATIONS

4. ADOPTION OF MINUTES

a) Minutes of the February 8, 2022 Regular Council Meeting

74/2022 Moved, Seconded, and CARRIED that the minutes of the February 8, 2022, Regular Council Meeting be adopted as presented.

5. CORRESPONDENCE

- a) Vancouver Island Down Syndrome Society -Request for Support

6. TABLE ITEMS

7. REPORTS

- a) Chief Financial Officer - Oath of Office
- b) RTC -Fire January 2022
- c) RTC -Harbour January 2022
- d) January 2022 Cheque Listing

8. BYLAWS

- a) Procedure Amendment Bylaw No. 708, 2022

75/2022 Moved, Seconded, and CARRIED that item 2.1 d) iii. be amended to read "that all of Council at one time may participate electronically under 5(d)(i) and should be on camera whenever possible."

Opposed: Councillor Mitchell

76/2022 Moved, Seconded and CARRIED that Procedure Amendment Bylaw No. 708, 2022 be given 3rd reading as amended.

Opposed: Councillor Mitchell

- b) Harbour Rates Amendment Bylaw No. 709, 2022

77/2022 Moved, Seconded, and CARRIED that Harbour Rates Amendment Bylaw No. 709, 2022 be amended to reflect the recommendations from the Harbour Advisory Group.

Opposed: Councillor Mitchell

78/2022 Moved, Seconded, and CARRIED that Harbour Rates Amendment Bylaw No. 709, 2022 be given 3rd reading with the amendments recommended by the Harbour Advisory Group.

Opposed: Councillor Mitchell

9. OLD BUSINESS

- a) RTC- Harbour Upgrades
- b) Economic Development Plan
- c) Strategic Priorities

79/2022 Moved, Seconded, and CARRIED that February 22, 2022 Regular Council Meeting be recessed at 7:33 PM and that Council move into a Committee of the Whole Meeting.

80/2022 Moved, Seconded, and Carried that Council adjourn the Committee of the Whole Meeting and resume the February 22, 2022 Regular Council Meeting at 7:50 PM.

81/2022 Moved, Seconded, and CARRIED that staff prepare a draft development cost charges bylaw for Council's consideration within 45 days.

82/2022 Moved, Seconded, and TABLED that Council resume holding regular meetings in Council Chambers at the Town Office at 1775 Furney Place.

- d) McElhanney Water Conservation Report 2022

83/2022 Moved, Seconded, and CARRIED that the Town adopts the Water Conservation Plan as prepared by McElhanney Ltd. And amended, to include recent census figures.

10. NEW BUSINESS

11. ITEMS FROM IN-CAMERA TO BE MADE PUBLIC

12. IN-CAMERA

- a) That Council go in camera 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; and (d) the security of the property of the municipality.

84/2022 Moved, Seconded, and CARRIED hat Council go in camera 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; (d) the security of the property of the municipality, and (a)personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

13. QUESTIONS FROM THE PUBLIC AND MEDIA

14. ADJOURNMENT

85/2022 Moved, Seconded, and CARRIED that the regular meeting of Council be adjourned at 8:04 PM

Mayor

Corporate Officer

Town of Port McNeill

Report for Information - Council



To: Pete Nelson-Smith, CAO **File No:** 1770-20
Meeting Date: Special Council - 03 Mar 2022
From: Laura Evans, Deputy Finance Officer
Subject: Gate House Theatre, Youth Theatre Initiative Progress Report

PURPOSE:

That Council receive the Gate House Theatre's progress report for information purposes.

BACKGROUND:

The Gate House Theatre was approved for a Covid 19 Grant-in-Aid to use towards the Youth Theatre Initiative.

Covid 19 Grant-in-Aid recipients are required to report to Council on the status of the project every 6 months.

Policy/Legislation:

Donation Policy

CONCLUSION:

Gate House Theatre After School Drama program grant six month grant report

Each group is allotted \$2000 to cover scripts, props and costumes, sets, production fees, and wages. There is flexibility between programs should one require a tad more funding than the other as scripts and production fees vary from script to script.

Jr drama program-fall expenses

The play that we filmed, with filming fees generously waved by our filmographer Rob Hilts, was written by Jr drama instructor Chlòe Warren. As a result, there were no script or production fees for the fall.

Costumes and props- \$137.83

Wages- \$448.08

Overall Total for Fall- \$585.91

It was decided that filming would be better than a live show so we would be able to enable all family members to see the kids regardless of vaccination status. The play can be found in our YouTube page <https://youtu.be/twLrff3QAcw>

Jr drama program-spring expenses (up until February 16th)

Script selected : Chaos in Fairy Tale Forest

Scripts: \$275.77 CAD total

Included: fifteen scripts at \$7USD each, enough for each actor, \$22.50USD for a director's copy, and \$30 USD for a graphics package (Pioneer Drama Services provides pdf images for physical and online advertising, and gives us licensing permission to freely advertise wherever we would like). The remainder of the fee was shipping and a foreign fee.

Done through Pioneer Drama Services

Production fees- production fees will be updated in May. We are expecting 2 performances, performance fee for this Script is \$40 each performance (I need to clarify with the distributor if that is in USD or CAD closer to the productions. We are waiting until closer to the date to see what current restrictions will allow for performances)

Wages (from January 1st-February 16th)- \$140.44

Props, costumes and set- update to come in May

Total overall Jr spring cost to date (February 16th)- \$416.21

Overall Jr budget Total spent thus far (from start date, until feb 16th)- \$1002.12

Sr drama program- fall expenses

The play that we filmed, with filming fees generously waved by our filmographer Rob Hilts, was written by Sr drama assistant instructor Taryn Walker. As a result, there were no script or production fees for the fall.

Costumes and props- \$215.26

Wages- \$460.86

Overall Total for fall- \$676.12

It was decided that filming would be better than a live show so we would be able to enable all family members to see the kids regardless of vaccination status. The play can be found in our YouTube page

https://youtu.be/e5_O3YOjOVA

Sr drama program- spring expenses

Script selected: The Greek Mythology Olympiaganza (one act)

Scripts- \$350.08

Included: fifteen scripts at \$10.99 USD each (enough for each actor, plus extras for stage manager and backstage help/ late registrations), and \$24.99 USD for a director's copy. The rest of the script cost was shipping, a customs fee, as well as a foreign fee.

Done through Playscripts Inc.

They do not offer a graphics package. Restrictions for advertising and images used will be specified in the script itself.

Production Fees- will be updated in May. Performance fees for this script start at \$60 per performance, and we are planning on doing 2. Traditionally, the teens usually do 3, so it will be something we look at closer to productions when we have an idea what current restrictions will allow.

Wages (from January 1st-February 16th)- \$140.44

Props, costumes, and set- update to come in May

Total overall cost for Sr spring to date (February 16th)- \$490.52

Overall Sr budget spent thus far (from start date, to February 16th): \$1166.64

Total overall cost for both programs to date (February 16th)- \$2168.76

Town of Port McNeill

Request for Decision - Staff Report



To: Pete Nelson-Smith, CAO **File No:**

Meeting Date: Special Council - 03 Mar 2022

From: Connor Mork, Deputy Corporate Officer

Subject: Bylaw to Amend Procedure Bylaw No. 679, 2017 to include full Council Electronic Meetings.

PURPOSE:

To receive 4th and final reading of Procedure Bylaw amendment No. 708, 2022 to allow for full Council electronic meetings, as outlined in the Community Charter Sec 128.

BACKGROUND:

At the January 11, 2022 regular council meeting, a resolution was put forward to have staff prepare an amendment to the Town's Council Procedure Bylaw to allow for greater flexibility in holding Council, Special Council, Committee and Commission meetings through electronic means when in-person meetings are not practical. Amending the Procedure Bylaw requires Public Notice, under section 94 of the Community Charter, which is 2 weeks publishing in a locally distributed newspaper. Public notice was given for Procedure Amendment Bylaw No. 708, 2022, and third reading was given at the February 22, 2022, Regular Council Meeting.

KEY ISSUES DEFINED:

The Province has recently updated the Community Charter to allow local governments greater flexibility on how Council conducts business.

Council has expressed that, although they wish to hold in-person Council meetings, some extenuating circumstances, such as health emergencies, climate emergencies and other unforeseen issues may prevent the Council from doing so.

Amending the Procedure Bylaw requires Public Notice, under section 94 of the Community Charter, which is 2 weeks publishing in a locally distributed newspaper.

Public notice was given for Procedure Amendment Bylaw No. 708, 2022, and third reading was given at the February 22, 2022 Regular Council Meeting.

IMPLICATIONS:

Not amending the bylaw may lead to meetings not having quorum, which could potentially reduce the efficiency of Town business.

Strategic Priority:

To allow Council to conduct business through all circumstances.

Staffing Implications:

Community Charter requires that the Town provide a place where the Council can be seen and heard, even in the event that the meeting is held online. We would be required to set up a publicly accessible space with video feed for the public to be able to attend the online meetings.

RECOMMENDATIONS:

That Council give Bylaw 708, 2022 4th and final reading.

**TOWN OF PORT MCNEILL
BYLAW NO. 708, 2022**

A bylaw to amend the Town of Port McNeill Procedure Bylaw No. 679, 2017.

WHEREAS the Council has given due regard to the requirements of the Community Charter relating to Procedural 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 Procedure Amendment Bylaw No. 708, 2022”.

Part 2: Amendments

2.1 Town of Port McNeill Bylaw No. 679, 2017 is hereby amended as follows:

- a) Amend Part 5. Meetings of the Council, to include new section d) to read:
 - d. *Pursuant to section 128.1 to 128.3, of the Community Charter and amendments thereto, and provided the conditions set out in accordance with the Community Charter are met;*
 - i. *Regular, special council, commission and committee meetings may be conducted by means of audio electronic, video electronic or other communication facilities provided that the members participating have received a copy of the agenda material.*
 - ii. *Up to 2 consecutive meetings may be held under section 5(d), unless further meetings are designated under this section by majority vote of Council at the last properly convened meeting.*
 - iii. *The member chairing a council or council committee or commission meeting may participate electronically but must participate with video capabilities (watch and be seen) if the majority of members are participating with video capabilities. All of council at one time may participate at a council meeting under 5(d)(i) and should be on camera whenever possible.*
 - iv. *If the audio electronic, video electronic or other communication equipment loses the connection or the connection is disrupted during the course of the meeting, the Corporate Administrator will note this in the minutes and if this disruption results in the loss of a quorum the meeting shall dissolve and the issue under discussion at the time of the loss of communication shall be raised at the next meeting.*

Read a first time this 25 day of January, 2022

Read a second time this 25 day of January, 2022

Read a third time this 22 day of February, 2022

Reconsidered, finally passed, and adopted the ___ day of _____, 2022

Mayor

Corporate Officer

Certified to be a true and correct copy of Bylaw No. 708, 2022 as adopted.

Corporate Officer

Town of Port McNeill

Request for Decision - Staff Report



To: Pete Nelson-Smith, CAO **File No:**
Meeting Date: Special Council - 03 Mar 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:

That Port McNeill Harbour Management Amendment Bylaw 709, 2022 be given 4th and final reading.

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. The recommendations of the Harbour manager and the recommendations of the Harbour Advisory Group have been consolidated in the proposed Harbour Management Amendment Bylaw No. 709, 2022 as last modified at the February 22, 2022, Regular Council Meeting

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, and the last present schedule of fees.

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 for information and give Harbour Management Amendment Bylaw No. 709, 2022, 4th and final reading.

CONCLUSION:

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

**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 All rates will be reviewed in December of the calendar year and rate change amendments will take place for each section either by:

- a) A full review and proposed amendment of the rates to Town Council;
or
- b) Rates will change every January 31st of the calendar year based on the Annual Consumer Price Index for British Columbia released by Statistics Canada, excluding Section 6.0.

Under Section 2.0 Municipal Harbour, the potential of regional rates will be considered in November 2022 with a variable rate.

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

Section 2.4 and 2.5 shall now read:

Section 2.4 Monthly Rates – Summer:

Transient	\$22.00 per foot
Port McNeill Resident	\$11.00 per foot

Section 2.5 Monthly Rates – Winter:

Transient:	\$12.00 per foot
Port McNeill Resident:	\$6.00 per foot

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	\$35.00 per foot

3.7 Live Aboard Service Charge:

Utilities with Live Aboard contract	\$1200.00 annually
Pleasure boats	\$35.00 per foot

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 substances to the water.

Read a first time this 8 day of February 2022

Read a second time this 8 day of February 2022

Read a third time this 22 day of February 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

Report to Council



To: Pete Nelson-Smith, CAO
Meeting Date: March 3, 2022
From: Brenda Johnson, CPA CFO
Subject: Elected Officials Remuneration

PURPOSE:

To determine if a review of Elected Officials remuneration is required and if so, how to move forward.

INFORMATION:

Remuneration can be comprised of one or more of the following:

- Salaries
- Pension Plan
- Benefits – Extended health, dental, vision, etc.
- Supplemental payment in the form of per-meeting stipends
- Cell phone
- Tablet

Port McNeill Elected Officials receive salaries as the only source of remuneration:

<u>Position</u>	<u>Name</u>	<u>Indemnity</u>
Mayor	Wickstrom, Gabriele	18,821.40
Council	Baron, Ann-Marie	10,279.44
Council	Downey, Shelley	10,279.44
Council	Koel, Derek	10,279.44
Council	Mitchell, Ryan	10,279.44
Total		<u>59,939.16</u>

Remuneration of other Elected Officials of Towns in British Columbia:

Area	Year	Mayor	Council
Cowichan	2019	23,386	14,032
Oliver	2019	28,754	15,775
Golden	2020	29,448	16,466
Creston	2019	31,836	16,529
Ladysmith	2020	37,676	15,552
Average		30,220	15,671
Port McNeill		18,821	10,279
Port McNeill as a % of Avg		62%	66%

On average compared to other towns, the Port McNeill Mayor is earning 62% of the average or 38% less than those in her position. Councillors are earning 66% of the average or 34% less than their counterparts.

This information indicates that a remuneration review should be initiated.

The Union of BC Municipalities has developed a Council & Board Remuneration Guide (Guide) to assist in the process. Some of their Best Practices include:

- Recommend establishing an independent task force to conduct reviews of elected official remuneration.
- Conduct reviews and report the results at least one year before the next election.
- Conduct remuneration reviews once per term and set out timing for subsequent reviews.
- Include in policies or bylaws provision for an automatic cost-of-living adjustment, using the CPI, to elected officials' base remuneration.
- Have changes to base levels, determined through reviews, take effect at the beginning of the following term.
- Use base remuneration paid to elected officials in similar local government jurisdictions as preferred basis for determining remuneration.
- Provide access to extended health, dental, vision, and insurance benefits to all elected officials.

Other considerations when determining remuneration:

- Elected Officials are most times in their position because they are passionate about their community, but remuneration must also be fair to attract a diverse group of people to represent the Town.
- When comparing areas of similar population, consideration must also be taken for the role, scope of services, time commitment, location, growth rate, and size of operating and capital budgets. Population should not be the only factor or carry the most weight.
- Elected Officials do not have regular 9 to 5 hours. They are often required to provide service at differing times of the day and evening.
- Elected Officials who are in a career path may have to remove themselves from their employment duties from time to time which can have a financial impact.

WHO SHOULD CONDUCT THE REVIEW?

The Guide also provides suggestions as to who should conduct the reviews and the pros and cons of each.

OPTION	PROS	CONS
Local Government Staff	<ul style="list-style-type: none"> • Understand roles, responsibilities, and workload • Understand local context • Easy access to data from other communities • Cost effective 	<ul style="list-style-type: none"> • Perceived as being less than independent from governing body • May be perceived or actual conflict of interest in cases where linkage between elected official and staff remuneration
Experienced Consultant	<ul style="list-style-type: none"> • Independent from elected officials • Familiar with use of data and metrics, and with local government practices • Able to rely on expert advice 	<ul style="list-style-type: none"> • May not understand of be sensitive to local context • May be costly
Independent Task Force	<ul style="list-style-type: none"> • Independent from elected officials • Places in hands of community • Understands local context • Cost effective • Different perspectives involved • Potential to raise profile of local government, and importance of remuneration 	<ul style="list-style-type: none"> • May lack understanding of the roles, responsibilities, and workload of elected officials • Relies on credibility of committee members • Governing body may have difficulty rejecting recommendations

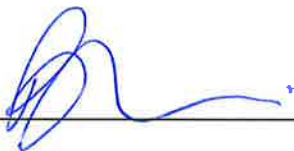
RECOMMENDATION:

Based on the pros and cons of each suggested group, it is recommended that an independent task team or committee be formed. The group should be comprised of three to five members which of at least two are local residents, preferably one being a business owner, and another being previous Mayor or Councillor. An odd number of members will help to avoid any split votes when a decision is required. The committee should also use the Council & Board Remuneration Guide as their main resource for the process. The CFO can serve as support to the group by providing information and context.

REQUEST:

To accept the recommendation of a remuneration review by an independent task group (or other) and if accepted, commit to a completion timeline of August 15, 2022. This information may be a deciding factor for the public as nominations begin August 30, 2022.

Prepared by:



Brenda Johnson, CPA
CFO



Pete Nelson-Smith
CAO

Report to Council



To: Pete Nelson-Smith, CAO
Meeting Date: March 3, 2022
From: Brenda Johnson, CPA CFO
Subject: Information Requests from Council

PURPOSE:

To respond to Mayor and Council requests from February 17, 2021, Budget Meeting.

REQUEST:

Summary of the Reserve of Covid Recovery Funds:

Grant Amount: 880,000

Allocation as per January 15, 2021 Committee of the Whole meeting
 Resolution: 019/2021

	<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

2021 Fire Department Revenue and Reserve – Fire Dept BL 667 Balance

- The balance of the Reserve for Fire Department is \$128,086
- \$100,000 of the reserve is committed to the new pumper truck
- Leaves a balance of \$28,086


- Fire department revenues for 2021 of \$94,419
- If revenues are added to reserve, the balance would be \$122,505

Opening Balance	128,086
Committed - Pumper Truck	<u>(100,000)</u>
Balance	28,086
2021 Revenue	<u>94,419</u>
Total if revenue moved to reserve	<u>122,505</u>

2021 Fire Department Revenue

Kwagis Power Limited	6,823
MVI Tasks 202103 & 202179	680
Woss Wildfire July 9-10	17,018
Mt Law Wildfire Aug 16-24	<u>69,898</u>
Total	<u>94,419</u>

Prepared by:



Brenda Johnson, CPA
CFO

Pete Nelson-Smith
CAO

Report to Council



To: Pete Nelson-Smith, CAO

Meeting Date: March 3, 2022

From: Brenda Johnson, CPA CFO

Subject: Finance Update

PURPOSE:

To inform Mayor and Council of activities within the Finance Department

COMPLETED:

- Met with Department Managers to review and gain an understanding of their capital and operating budgets
- Presented capital budget and recommendations to Council
- GST Audit (2021 – Quarter 3)
- Worksafe BC Annual Payroll Report:
 - Reconciliation and preparation of report
- Broughton Strait Campground:
 - Worked with CAO to draft Operator Agreement and Schedules
 - Researched and implemented Let's Camp (online reservation platform).
 - Scheduled onboarding of Let's Camp for staff

CURRENT:

- Final meetings planned with Department Managers this week to finalize operating budgets to present in conjunction with capital budget
- Year end initial meeting with auditors from Chan Nowosad Boates
 - Year end audit list received and have begun compiling requested documents and information
- Review of BC Emergency Health Services Contract and research to provide Council with commercial rates
- Elected Officials Remuneration review
- Telus phone system upgrade and review of mobility plans
 - Initial meeting with Telus representative
- Standard Towing Contract (Orca Sand & Grave – tug boats)

ONGOING:

- Muniware
 - Continuous learning
- Accounts Payable
 - Weekly review of payables (vendors, amounts, coding, etc.)
- Local Government Information System (LGIS)
 - Monthly and quarterly reporting of Grant progress
 - Beach Drive Debris Flow Mitigation
 - Fire Hall Upgrades
 - Pool Upgrades
- etax reconciliations and reporting:
 - Employer Health Tax
 - PST
 - Property Tax

FORWARD LOOKING:

- Asset Management
- Move Accounts Payable to Electronic Funds Transfer (EFT)
- Create a month end process and a procedure to review and account for budget to actual variances with Department Managers
- Payroll Accrual
 - Currently tracked within the office. Move to Ceridian (Payroll provider).
 - This is a liability that needs to be recorded within our accounting system.

RISK MITIGATION:

- Implemented a purchasing approval policy within the office
- Payroll information and documents are now locked in CFO office file cabinet

Prepared by:



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CAO