



Terms of Reference

Harbour Advisory Group

Background:

Section 142 of the Community Charter allows Council to establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the council.

On January 07, 2019, council passed a resolution to establish a Harbour Advisory Group.

Purpose:

The Town of Port McNeill is seeking diversified members of the public to make recommendations to Mayor and Council to address the issues related to the Port McNeill Harbour as passed down from Council time to time.

The Harbour Advisory Group is an advisory board of Council and as such is in place for the sole purposes of providing advice to Council in achieving work plans and objectives. All management and operations of the harbour are the direct responsibility of Port McNeill staff and not the Harbour Advisory Group.

Decisions of the Committee are advisory and are not binding on the Town. Comments or decisions of the Committee must be in a form of a recommendation, and will be referred to Council for consideration after the respective Committee minutes have been adopted, unless otherwise directed by the Chief Administrative Officer.

Role:

The Advisory Group will:

- Provide advice on Rates
 - Review of existing Port McNeill Harbour rates;
 - Review of comparable harbour rates throughout BC;
 - Review budgetary influences (income and expenditures);
 - Review social and economic impacts of the harbour rates.

- Provide advice on a five-year business plan
 - Review recent structural reports;

- Review federal and provincial regulations;
 - Review lease requirements;
 - Review the Town of Port McNeill Harbour Management Bylaw 683, 2018.
- Provide advice on harbour enhancement
 - - Review Economic Development Plan in relation to the harbour;
 - Review Port McNeill's Official Community Plan in relation to the harbour.

Advisory Group Members:

This group will consist of 7 individuals to include representatives from Council, commercial harbour users, recreational harbour users and non-harbour users for a term of 2 years.

Council - 1

Recreational Sector - 2

Commercial Sector - 2

Residents – 2

Selection Process:

Volunteers will be required to fill out an application form. Group members will be selected based on relevant experience, representation of the community, voter eligibility and interest in the subject matter. Applicants with like qualifications will be selected by lottery.

Meetings:

Agendas will be created by staff and submitted to committee members and meetings will be held in accordance to the Town of Port McNeill Procedure Bylaw. Recommendations to Council must be made 1 week prior to council meetings.

Frequency of the meetings, and meeting dates will be established by the group members.

It shall be required that a harbour representative be available at meetings in an advisory capacity.

Committee Support:

When requested by Council or the Committee Chair, Staff or their representative will attend a Committee meeting to provide technical support. Administrative support is provided by Staff.

Contact:

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 Acting CAO/Interim CO

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