

TOWN OF PORT McNEILL

AGENDA for the regular meeting of Council to be held Monday, February 07, 2011 at 7:30 p.m. at 1775 Grenville Place.

1. PETITIONS AND DELEGATIONS

2. MINUTES

- a) Minutes of the Regular Council meeting, January 17, 2011. M S

3. CORRESPONDENCE

- a) E-mail received January 10, 2011 from Dr. Alex Anawati regarding information needed for his research project. M S
- b) Letter dated January 12, 2011 from the Nanwakolas Council regarding the involvement of the Nanwakolas Council in the Pacific Integrated Management Area (PNCIMA). M S
- c) Letter dated January 13, 2011 from the Ministry of Transportation regarding the Port McNeill Crosswalks. M S
- d) News Release dated January 26, 2011 received from Vancouver Island Health Authority regarding the selection of the new Comox Valley hospital. M S
- e) Letter received January 31, 2011 from Communities in Bloom requesting that the 2011 membership fees be paid by the Town of Port McNeill. M S

4. TABLE ITEMS

- a) Gowlings Publications from H. Brown. M S
- b) Information on Heritage Week. M S

5. REPORTS

6. BYLAWS

- a) Town of Port McNeill Fee Setting Bylaw No. 558.8, 2011 First Reading. M S

7. NEW BUSINESS

8. QUESTIONS FROM THE PUBLIC AND THE MEDIA

- 9. Resolution to go "In Camera" as per section 90 (1) (k) municipal services of the Community Charter. M S

- 10. ADJOURNMENT M S

TOWN OF PORT McNEILL

MINUTES of the regular meeting of Council held Monday, January 17, 2011 at 7:30 p.m. at 1775 Grenville Place.

PRESENT: Mayor G. Furney, Councillors S. Ackland, S. Downey, A. Frost, G. Wickstrom and Staff S. Harvey

APOLOGIES: Staff A. Sweet

1. PETITIONS AND DELEGATIONS

- a) School Trustee W. Manke spoke on the upcoming challenges for School District 85.

2. MINUTES

- a) Minutes of the Regular Council meeting, December 13, 2010.

003/2011 – Moved, seconded and CARRIED that the December 13, 2010 minutes of the Regular Council meeting be accepted as circulated.

Regular
Minutes

- b) Minutes of the Special Council meeting, January 03, 2011.

004/2011 – Moved, seconded and CARRIED that the January 03, 2011 minutes of the Special Council meeting be accepted as circulated.

Special
Minutes

3. CORRESPONDENCE

- a) Letter dated December 10, 2010 from Ministry of Community, Sport and Cultural Development regarding the appointment of Stephanie Cadieux.

005/2011 – Moved, seconded and CARRIED that the above correspondence be received and filed.

Ministry of
Community
Development

- b) Letter dated December 16, 2010 from John Motherwell regarding Windley Contracting Ltd.

006/2011 – Moved, seconded and CARRIED that the above correspondence be received and filed.

Windley
Contracting

- c) Letter dated December 20, 2010 from the Vancouver Island Regional Library regarding the 2011 budget.

January 17, 2010

007/2011 – Moved, seconded and CARRIED that the above correspondence be received and filed.

VIRL 2011
budget

d) Letter dated December 20, 2010 from the District of Port Hardy regarding the centralization of six Vancouver Island crisis lines.

008/2011 – Moved, seconded and CARRIED that the above correspondence be received and filed.

Centralization
of Crisis lines

e) Letter and e-mail received from District of Port Hardy regarding the Department of Fisheries and Oceans allocation of six new positions in Port Hardy.

009/2011 – Moved, seconded and CARRIED that the above correspondence be received and filed.

DFO positions
in Pt Hardy

f) Letter dated January 07, 2011 from the Port McNeill & District Chamber of Commerce inviting the Council to attend their business portion of the Annual General meeting.

010/2011 – Moved, seconded and CARRIED that the above correspondence be received and filed.

Invitation from
Chamber of
Commerce

4. TABLE ITEMS

011/2011 – Moved, seconded and CARRIED that the Table Items be received and filed.

Table item

5. REPORTS

a) Councillor A. Frost reported on the feasibility of solar crossing lights at the intersection of Campbell Way and Pioneer Hill Drive.

Report A.
Frost crossing
lights

6. BYLAWS

7. NEW BUSINESS

a) Councillor G. Wickstrom requested that a study of water rates in other communities be done by staff.

012/2011 – Moved, seconded and CARRIED that a study of water rates of other communities be performed by staff by September 2011.

G. Wickstrom
Water rates

8. QUESTIONS FROM THE PUBLIC AND THE MEDIA

9. Resolution to go “In Camera” as per section 90 (1) (k) municipal services of the Community Charter.

013/2011 – Moved, seconded and CARRIED that Council go “In Camera” as per section 90 (1) (k) municipal services of the Community Charter.

“In camera”

10. ADJOURNMENT

375/2010– Moved, seconded and CARRIED that the meeting be adjourned at 8:10 p.m.

Adjourn

Mayor

Administrator

RECEIVED

JAN 11 2011

COPY TO Council

0530-01

DATE Jan 11/11

2-6

Reception

TOWN OF PORT McNEILL

From: "Alex Anawati" <alexanawati@gmail.com>
To: <reception.portmcneill@telus.net>; <mayor.portmcneill@telus.net>; <shirpath@telus.net>; <sadowney@telus.net>; <aaronfrost@telus.net>; <gwick@telus.net>
Sent: Monday, January 10, 2011 6:22 PM
Attach: Consent Form.doc
Subject: UBC resident research project - Social Accountability
 Hello Port McNeill town councillors,

I am Dr. Alex Anawati, a second year resident in the University of British Columbia's Rural Family Medicine Program. I am contacting you for interest in my research project as a participant.

Briefly, this study applies the World Health Organization's (WHO) definition of social accountability in the context of Vancouver Island's rural communities. Social accountability is defined, with respect to medical schools, as "the obligation to direct their education, research and service activities towards addressing the priority health concerns of the community, region, and/or nation they have a mandate to serve. The priority health concerns are to be identified jointly by governments, health care organizations, health professionals and the public" (Boelen & Heck, 1995). There are four intrinsic qualities to social accountability – relevance, quality, equity and cost effectiveness, and it is argued that this definition should be applied across the domains of education, research and service (Boelen & Heck, 1995).

The question we attempt to answer is: What are the priority health concerns of Port McNeill? It is hoped that these priority health concerns could then be used to help focus learning for medical students and residents in Port McNeill to address the main concerns of the community.

What is required from you?

A brief interview will be conducted using the WHO's definition of social accountability as a starting point. The interview may be conducted over the phone or in person at a time of your convenience. The interview will last no longer than 30min.

If you are inclined to participate, please provide me with your contact information (email, phone number). Should you have any questions, I can be reached by email alexanawati@gmail.com or phone (250) 863-4273.

I have attached the consent form to reference more information and I would be looking to conduct interviews over the next 2-3 weeks. As community leaders, your input is invaluable. If you know of other community leaders that would be interested in participating in this study, please forward this along to them.

Thank you for your time.

Alex Anawati
 UBC PGY2 Rural Family Medicine (Kelowna)
alexanawati@gmail.com

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Alex Anawati
UBC PGY2 Rural Family Medicine (Kelowna)
alexanawati@gmail.com



THE UNIVERSITY OF BRITISH COLUMBIA

Department of Family Practice
Post-graduate Residency Program
300-5950 University Boulevard
Vancouver, B.C. Canada
V6Z 1V6

**Social accountability in the setting of a Vancouver Island rural community.
CONSENT FORM**

Principal Investigator: Dr. Alex Anawati, MD, PGY2 Rural Family Medicine
alexanawati@gmail.com Phone: (250) 863-4273.
Co-Investigator: Dr. Colin Yarrow, MD, CFPC

Purpose

The purpose of this study is to apply the World Health Organization's (WHO) definition of social accountability in the context of Port McNeil, BC. Social accountability is defined, with respect to medical schools, as "the obligation to direct their education, research and service activities towards addressing the priority health concerns of the community, region, and/or nation they have a mandate to serve. The priority health concerns are to be identified jointly by governments, health care organizations, health professionals and the public." This definition revolves around the qualities of relevance, quality, equity and cost effectiveness (Boelen & Heck, 1995).

The study will attempt to answer: What are the priority health concerns of Port McNeil? We will be using a mixed qualitative/quantitative research methodology with an adaptation of grounded theory. With grounded theory, no hypothesis is formulated before research is undertaken. As information is collected, common concepts and themes emerge that will be grouped together to formulate an eventual theory that we hope will be representative of the priority health concerns of Port McNeil. Your participation is requested because we believe you can provide insight into what the priority health concerns of Port McNeil may be. You will not receive remuneration or compensation for your participation.

Study Procedures

If you agree to participate in this study, you will be invited to a one on one interview with the principle investigator (Dr. Alex Anawati, resident, second year, rural family medicine). The interview will last 30min, and may be concluded earlier at your discretion. It will take place in a location of your choice. This may be your home, office or a public place. It may also take place over the phone should you choose. During the interview, Dr. Alex Anawati will ask you to discuss your thoughts in relation to the WHO's definition of social accountability in the context of Port McNeil. You will be free to include as much or as little information as you wish and you may draw from your personal experiences, vicarious experiences and/or any other sources you are familiar with. The interview will be audio taped so that it may be transcribed. The audiotape

will be deleted and only a password protected electronic copy of the transcribed interview will be kept in a sealed and locked container.

Dr. Alex Anawati and his research assistants will aggregate the interview data into a single transcript. This aggregate data will be then be analyzed for common themes and concepts, which will illustrate some of the priority health concerns of Vancouver Island's rural communities. This data will be used to write a paper that will be submitted to the UBC post-graduate faculty of family medicine, presented at the resident research day and may also be published. At your request, the final copy of the paper may also be emailed to you.

Potential Risks

There is no risk of physical harm. There is a small risk of emotional, psychological and/or social harm. We are asking you to share you personal views, which may include sensitive topics for you. Should sensitive, personal topics become the focus of the interview, it will be your choice to continue discussing them or switch topics. Dr. Alex Anawati is also a second year family medicine resident who is trained to discuss sensitive issues. There is also the potential risk that your personal views, should they be attributed to you, may cause social harm to your standing as a professional or in the community. To mitigate these risks, strict confidentiality processes will be followed.

Potential Benefits

There are no immediate individual benefits from participation in this study. However, by identifying the priority health concerns of Port McNeil the community may benefit from increased knowledge and ability to train physicians with those priority concerns in mind.

Confidentiality

Dr. Alex Anawati, and any research assistant, will sign a declaration of confidentiality. There will be no demographic information collected during the interview or assigned to data collection. The only personal information collected will be to make initial contact and this will be kept separate from the data in a sealed and locked container. The audiotapes will be deleted. All transcribed interview data will be kept in a sealed and locked container. Finally, the data will be presented as one single, aggregated transcription. This will minimize the chance that your comments will be linked to you.

Contact Information for the Study

If you have any questions or desire further information with respect to this study, you may contact Dr. Alex Anawati at 250-863-4273 or by email alexanawati@gmail.com.

Contact for concerns about the rights of research subjects:

If you have any concerns about your treatment or rights as a research subject, you may contact the Research Subject Information Line in the UBC Office of Research Services at 604-822-8598 or if long distance e-mail to RSIL@ors.ubc.ca.

Consent:

Your participation in this study is entirely voluntary and you may refuse to participate

or withdraw from the study at any time.

Your signature below indicates that you have received a copy of this consent form for your own records.

Your signature indicates that you consent to participate in this study.

_____ Subject Signature Date _____

_____ Printed Name of the Subject

*Alternatively you may email Dr. Alex Anawati (alexanawati@gmail.com) to indicate you have read the consent form and are freely consenting. This will be accepted as a substitute for your signature.

From:

To: 12509564300

01/13/2011 15:29

#550 P.002/003



**203-2005 EAGLE DRIVE
CAMPBELL RIVER, BC V9H 1V8
TELEPHONE: (250) 286-7200 FAX: (250) 286-7222
TOLL FREE: 1-877-286-7204**

January 12, 2011

Town of Port McNeill
PO Box 728
1775 Grenville Place
Port McNeill BC V0N 2R0

by Fax: 250 956-4300

Dear: Mayor & Council

**Re: Nanwakolas Participation in Pacific North Coast Integrated Management Area (PNCIMA)
Marine Planning**

This letter is sent to provide you with information on the involvement of the Nanwakolas Council in the PNCIMA process. It is our intent to provide you with periodic updates on our work related to this initiative during the next two years, and hope to be able to discuss aspects of our work with you during that time. You will no doubt have some familiarity with the PNCIMA process, and Nanwakolas Council involvement in it, through the participation of your regional district representative on the Integrated Oceans Advisory Committee (IOAC) established for PNCIMA.

Nanwakolas recently became a signatory to the Memorandum of Agreement (MOU) between Canada, BC and other First Nations' umbrella organizations which provides for collaborative governance of the PNCIMA marine planning process. This process will produce a broad marine plan for PNCIMA in 2012 to provide management direction for a number of important marine activities and values. It will also lay out an ecosystem-based approach to marine management and conservation. The Nanwakolas are represented on the steering committee responsible for directing the PNCIMA process, and on the Planning Office responsible for managing the process and producing the final plan.

As a part of this process, the eight member First Nations in the Nanwakolas Council have also begun preparation of individual marine plans for their territories, which will be completed by the fall of 2011 and then integrated into a broader, area-wide plan for Northern Vancouver Island. Through this work, we will be ensuring that the final plan for the entire PNCIMA area incorporates the interests and values of all First Nations in the area, and leads to greater involvement of First Nations in marine management activities.

Nanwakolas Council is hoping to work with local governments at various stages of its planning work, which may include efforts to provide information on our work and obtain local government input from the perspective of its community and regional plans, and marine interests. We are open to meeting with you at your convenience to discuss our organization, our approach and future opportunities for cooperation in PNCIMA-related marine planning.

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From:

To: 12509564300

01/13/2011 15:30

#550 P.003/003

We look forward to ongoing dialogue with you on our PNCIMA work. If you have any questions please don't hesitate to contact me. For technical follow-up feel free to contact John Bones, Nanwakolas Marine Planning Coordinator at 250-652-4002.

Sincerely

A handwritten signature in black ink, appearing to read 'Dallas W. Smith', written over a horizontal line.

Dallas W. Smith
President
Nanwakolas Council

Cc: Nanwakolas Council Board of Directors
Merv Child, Executive Director, Nanwakolas Council
John Bones, Nanwakolas Marine Planning Coordinator



3-13
5400-08

COPY TO AI/Council/Glen
DATE Jan 19/11

RECEIVED

JAN 19 2011

TOWN OF PORT McNEILL

January 13, 2011

Aaron Frost
Councillor
P.O. Box 699
Port McNeill, BC V0N 2R0

Dear Aaron:

Re: Port McNeill Crosswalks

Thank you for the opportunity to meet with yourself and Glen Boyd on January 10 2011 to discuss the Town's desire to see pedestrian activated flashing crosswalks on Campbell Way at the intersections of 1) Mine Road, 2) Haddington Crescent, and 3) McNeill Road/Pioneer Hill Drive.

As per our discussion, the Ministry is open to the installation of one (1) pedestrian activated flashing crosswalk as a pilot project, with a 2-year evaluation period following the installation of the crosswalk. The evaluation period is intended to monitor the effectiveness of the device, both for pedestrian and vehicle users. We will also be seeking user feedback from the Town, the RCMP and other community members as to the effectiveness of this device. Following this 2-year period, we will be then open to discussing the possibility of an additional installation, depending on the results of the pilot project.

Also as discussed at our meeting, the Ministry is amenable to a pilot project at the intersection of Campbell Way and McNeill Road/Pioneer Hill Drive. It is felt that this location has the highest number of pedestrian users, given the proximity of the school and recreation center; therefore the enhancement would benefit the greatest number of users.

The construction of the pedestrian activated flashers will require a permit from the Ministry of Transportation and Infrastructure. To acquire this permit, an engineered signed and sealed electrical design, conforming to Ministry standards, will be required. All products used in the construction of the pedestrian activated flasher must conform to Ministry specifications. Upon completion of the installation, the Ministry will take over the ongoing maintenance of this device.

Ministry of
Transportation

Vancouver Island District

Mailing Address:
PO Box 9850 Stn Prov Govt
Victoria BC V8W 9T5
Telephone: 250 751-3281
Fax: 250 751-3289

Location:
3rd Fl - 2100 Labieux Rd
Nanaimo BC V9T 6E9
www.gov.bc.ca/tran

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Aaron Frost
January 13, 2011
Page 2

As this enhancement is not warranted based on our technical criteria (pedestrian and vehicle volumes), all project costs will be at the expense of the Town of Port McNeill. For your consideration, ICBC may be willing to partner on this initiative, so it may be beneficial to touch base with someone there to determine if this is a possible source of funding.

At the meeting, you raised concerns about the crosswalk location at Haddington Crescent. Given the location of the Town's existing sidewalks infrastructure, relocation of the crosswalk to the opposite side of Campbell Way would require a significant investment from the Town. If the Town is able and willing to incur these expenses, the Ministry would be pleased to relocate the crossing location to the opposite side of the intersection. In the interim, to remind drivers not to pass while approaching the crosswalks on the Campbell Way, we will be installing 'No Passing' tabs on all the advance crosswalk warning signs.

Finally, I would like to reiterate my suggestion from our meeting that the Town consider a crossing guard program during school hours. I recognize there are challenges that come along with a crossing guard program, however do feel that this program, in addition to the pedestrian activated light, will serve the community well. I will leave this with you for further consideration.

Thank you again for taking the time to meet with myself and Larry. It was a pleasure meeting with yourself and Glen. Should you have any follow up questions, please don't hesitate to contact me at Janelle.Erwin@gov.bc.ca or (250) 751-3281.

I look forward to working with the Town as you advance this project and helping you make this pilot initiative a reality.

Yours truly,



Janelle Erwin, P.Eng
Vancouver Island District Engineer

Electronic copy:
Barbara Thomas, District Manager Transportation
Larry Park, District Technician

Mayor of Port McNeill

COPY TO Agenda
DATE Jan 27/114-6
4920-01

RECEIVED

JAN 27 2011

TOWN OF PORT McNEILL

From: V Island Health [VIslandHealth.Info@viha.ca]**Sent:** Wednesday, January 26, 2011 2:43 PM**To:** V Island Health**Subject:** VIHA News Release - COMOX VALLEY HOSPITAL SITE SELECTED

The following VIHA news release has been sent to all Vancouver Island media, members of parliament, MLAs, mayors, VIHA directors, foundations and regional hospital district chairs on Vancouver Island.

View online at http://www.viha.ca/about_viha/news



NEWS RELEASE

For Immediate Release
January 26, 2011

COMOX VALLEY HOSPITAL SITE SELECTED

VICTORIA – A site for the construction of a new Comox Valley Hospital on Ryan Road within the Crown Isle development in Courtenay has been approved.

"This is a very exciting day for all residents of the North Island," said Don McRae, MLA Comox Valley. "I am very pleased with the selection of this site as the best location possible to serve residents of the Comox Valley and the broader North Island."

Comox Valley consulting firm Fletcher Pettis made an initial examination of a number of sites in the communities of Cumberland, Courtenay and Comox. VIHA took this analysis and further examined the top six sites that had been identified by the consulting team with the selection of the final site approved by the BC Government North Island Hospitals Project Board.

"VIHA examined these sites very thoroughly to ensure we were selecting a hospital site that could meet the needs of all residents of the North Island," said Don Hubbard, VIHA Board Chair. "We are confident that this is the best site on which to build a hospital to meet the needs of today and also into the future."

The current hospital site in Campbell River had previously been confirmed as the site of the new hospital that will be built in Campbell River. With both sites now confirmed, the consultant team can undertake the work necessary to produce a business case that incorporates the costs associated with building on each site.

In the Comox Valley, VIHA has entered into an agreement with Silver Sand Land Corp. (Crown Isle) for the purchase of the site once the project receives a funding commitment from the provincial government.

The parcel of land being purchased is 15 acres with an option on a further five acres to allow for

the future growth of services at the site. The proximity of the site to North Island College allows VIHA to host health care students from that institution to get hands-on training in a hospital environment in the Comox Valley. In-hospital training will also occur at the new Campbell River Hospital.

“The selection of a Comox Valley site is great news for all residents of the North Island,” said Comox-Strathcona Regional Hospital Board Chair Charlie Cornfield. “The site was the last piece of the puzzle that was needed to produce a comprehensive business case to take forward to the provincial government and VIHA’s commitment to train students at our two new hospitals will provide opportunities for the young people of the North Island to learn and work at home.”

– 30 –

BACKGROUND

COMOX VALLEY HOSPITAL SITE SELECTION

Selected Site:

- The following site has been approved for the Comox Valley Hospital:



Selection Process:

- VIHA contracted with Fletcher Pettis consultants for a broad examination of all potential sites within the Comox Valley. The consultants initially identified over 20 potential sites. In addition, a number of land owners made VIHA aware of other potential locations for a hospital.
- A VIHA site selection committee examined a number of sites against criteria that included proximity to the population (including North Island residents), access to transportation and transit routes, financial considerations and the size of the site.

- VIHA shortlisted three sites on Ryan Road in the Crown Isle/North Island College area. Prior to making a final decision, VIHA discussed these locations with the Courtenay planning department to understand their perspectives on the opportunities and challenges provided by each site.
- The Site Selection Committee recommended the selected site, and the North Island Hospitals Project Board accepted this recommendation.

Site Access:

- The selected site is accessible from Campbell River and the North Island through either the Old Island Highway or via the Inland Island Highway by taking the Dove Creek, Piercy Road or the Comox Valley Parkway (Cumberland interchange) exits.
- The new hospital in the Comox Valley is part of a two-hospital project that will also see a new hospital built in Campbell River. The Campbell River Hospital will maintain existing hospital services, including the Emergency Department. The new Campbell River Hospital will continue to provide emergency service for residents of Campbell River and areas to the north and west. Patients requiring a transfer will be stabilized before being transported to the Comox Valley, Victoria or Vancouver.

– 30 –

Media Contact:

Val Wilson
VIHA Communications
250-739-6303

0230-20
5-3

COPY TO Agenda- feb 7th, Gerry, AL
DATE Jan 31/11

RECEIVED

JAN 31 2011

TOWN OF PORT McNEILL

COMMUNITIES IN BLOOM

PORT MCNEILL

Dear Mayor and Council

Our committee is looking forward to 2011 and opportunities to help Port McNeill bloom. We thank you for your support over the past three years and celebrate the town's success of earning 'Three Blooms' in 2010.

As you know, the Communities in Bloom Program is designed to show communities how to become more attractive. Communities that are attractive and look successful are more likely to be successful. It is a competitive world and if we want to attract the best employers and employees, we must be able to compete for them.

Port McNeill has much to offer in the natural landscape but its residents express a strong desire for beautification of their community. The Communities in Bloom Program has helped many villages, towns and cities reach their dreams of having residents become proud of their communities. With full participation, Port McNeill can too.

We have a vibrant committee with numbers growing each year. We have a commitment to our community. Our mandate is to help our Council fulfill the wishes of the residents of Port McNeill by following the criteria set out by Communities in Bloom.

As you will remember from previous years, to participate in this program we are required to register. The fee is only \$475. This entitles us to all the full benefits and guidance of Communities in Bloom, as well as the services of their judges. These judges are carefully selected and trained. They are not paid. They take their role very seriously. They take considerable time to evaluate our community, give positive comments and make productive recommendations.

Our committee thanks the Mayor and Council for supporting the worthy Communities in Bloom Program.

Sincerely,

Sharon Barratt, Chair

2011 PROVINCIAL EDITION BC COMMUNITIES IN BLOOM

REGISTRATION DEADLINE: March 31, 2011

*EARLY BIRD DRAW: PAID registrations received by January 31, 2011 will be eligible to WIN one free registration to the BC CIB Provincial Awards & Conference in Sooke this fall

MUNICIPALITY (PLEASE PRINT)		TOTAL POPULATION	MAYOR
NAME OF MUNICIPAL CONTACT		POSITION / TITLE	
ADDRESS		CITY	POSTAL CODE
PHONE AND FAX		MUNICIPAL CONTACT EMAIL	
NAME OF COMMUNITY CONTACT OR LOCAL CIB CHAIR		WEBSITE ADDRESS FOR COMMUNITY	
PHONE		COMMUNITY CONTACT/CHAIR E-MAIL	
CATEGORIES		FEE BASED ON POPULATION SIZE:	
<input type="checkbox"/> PROVINCIAL EDITION <input type="checkbox"/> First Year Rookie (Entry Program)		<input type="checkbox"/> up to 1000 - \$ 375.00	<input type="checkbox"/> 1001 to 5000 - \$ 475.00
<input type="checkbox"/> MENTOR with New Community (form and fee for each community please)		<input type="checkbox"/> 5001 to 10,000 - \$ 625.00	<input type="checkbox"/> 10,001 to 20,000 - \$ 750.00
<input type="checkbox"/> 5-BLOOM WINNERS CIRCLE (Non-Evaluated - ½ fee) Holds Rating 1-year		<input type="checkbox"/> 20,001 to 50,000 - \$ 850.00	<input type="checkbox"/> 50,001 to 100,000 - \$ 975.00
<input type="checkbox"/> FRIENDS/COMMUNITY MEMBER (Non-Evaluated - ½ fee)		<input type="checkbox"/> 100,000+ - \$1300.00	(Please Add 12% HST)

PARTICIPATING MUNICIPALITY:

- Provides some staff support (Councillor/Administrator, Public Works, Parks &/or Recreation) to assist your committee;
- Budgets for registration fee (dependant on population size), conference/awards attendance, projects to create CiB awareness in community, inspire citizen involvement;
- Helps their committee locate funds for large projects;
- Involves their community in the CiB effort;
- Prepares for judges evaluation to take place in mid to late July;
- Creates a **Community Profile Book** outlining the community's achievements in the CiB evaluation criteria;
- Provides meals & accommodation for judges during evaluation time: maximum 2 nights, separate rooms, same location (billeting is acceptable);
- Sends a delegate to the BC CIB Provincial Awards & Conference.

COMMUNITY RECEIVES:

- Evaluation by a pair of trained BC CIB judges (\$20,000 value);
- Bloom Rating Certificate (2 to 5 blooms);
- 16+ page Evaluation Report with comments & suggestions presented at the Provincial Awards Ceremony in the fall;
- Information about National participation in future years.

BENEFITS:

- **Ignites Community Energy**
- **Encourages Tidiness & Beautification in all Areas**
- **Networks Various Organizations with a Common Goal**
- **Promotes Excellence in Environmental Initiatives**
- **Catalyst to Inventory Community's Assets**
- **Friendly Competition provides Focus & Deadline for Projects**
- **Cost Effective Measurement of Success**

Payable to: **BC COMMUNITIES IN BLOOM** Suite 102, 5783 - 176A Street, Surrey, BC V3S 6S6 Tel: (604) 574-7772 or Fax: (604) 574-7773

AMOUNT ENCLOSED	\$ Population Fee + 12% HST = \$ HST # 8446 03670 RT0001	<input type="checkbox"/> Early Bird Draw * (Eligible ONLY if Form & Fee are received by Jan. 31, 2011)
PLEASE INVOICE US AT:	<input type="checkbox"/> Above Address or:	
OTHER SUPPORT	<input type="checkbox"/> Individual Membership @ \$20 EACH (No HST)	<input type="checkbox"/> \$500 COMMUNITY SPONSOR (No HST)

TOWN OF PORT MCNEILL
Bylaw No. 558.8, 2011

A bylaw to establish fees and charges for various municipal services and goods for the Town of Port McNeill.

WHEREAS in accordance with the provisions of Section 8(2) of the Community Charter, a municipality may provide any service that the council considers necessary or desirable, and may do this directly or through another public authority or another person or organization,

AND WHEREAS in accordance with the provisions of Section 8(3) of the Community Charter, a council may, by bylaw, regulate, prohibit and impose requirements in relation to municipal services,

AND WHEREAS in accordance with the provisions of Section 12 of the Community Charter a council may, by bylaw, establish variations, terms and conditions in relation to municipal services,

AND WHEREAS in accordance with the provisions of Section 15 of the Community Charter a council may provide for a system of licenses, permits or approvals,

AND WHEREAS in accordance with the provisions of Section 194 of the Community Charter a council may, by bylaw, impose a fee payable in respect of all or part of a service of the municipality,

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

a. THAT FEES AND CHARGES BE ESTABLISHED AS FOLLOWS:

1. Fees and Charges for a service established under the Town of Port McNeill Solid Waste Bylaw No. 559, 2003 and attached as Schedule "A" to Bylaw No 558.8, 2011.
2. Fees and Charges for a service established under the Town of Port McNeill Sewer Regulation Bylaw No. 560, 2003 and attached as Schedule "B" to Bylaw No. 558.8, 2011.
3. Fees and Charges for a service established under the Town of Port McNeill Water Regulation Bylaw No. 561, 2003 and attached as Schedule "C" to Bylaw No. 558.8, 2011.
4. Schedule "D" Recreation Fees and Charges
5. Schedule "E" Administration Fees and Charges
6. Schedule "F" Harbour Rates
7. Schedule "G" Building Permit Fees

- b. The Town of Port McNeill Fee Setting Bylaw No. 558.7, 2010 and all amendments thereto are repealed on the date this bylaw comes into effect.

c. This Bylaw may be cited as the "Town of Port McNeill Fee Setting Bylaw No. 558.8, 2011".

Read a first time the ___ day of _____, 2011.

Read a second time the ___ day of _____, 2011.

Read a third time the ___ day of _____, 2011.

Reconsidered, finally passed and adopted the ___ day of _____, 2011.

Mayor

Administrator

Certified to be a correct copy of Bylaw No. 558.8, 2011 as adopted.

Administrator

Schedule "A"
To Bylaw No. 558.8, 2011

Town of Port McNeill
Solid Waste Bylaw Fees For Service
(refers to Bylaw No. 559, 2003)

<u>1. Description</u>	<u>Monthly Rates</u>
Single Family Dwelling	\$ 9.00
Per Unit of a Duplex	\$ 9.00
Per Unit of a Townhouse Development	\$ 9.00
Per Unit of an Apartment Development	\$ 9.00
Per Bay of a Mobile Home Park	\$ 9.00
Each Residence in a Light Industrial/ Commercial Area	\$ 9.00
Each Office, Each Church Building	\$ 9.00
Extra Container tag	\$ 2.00 per tag

Rates shall be charged from the date of service.

2. Accounts are billed from January 1st to December 31st in each year and shall be allowed a discount of five percent (5 %) for prompt payment if paid by the last business day in February in the year in which the account is billed.

3. An additional twenty five percent (25%) discount on utility bills shall be allowed for Senior Citizens and physically challenged property owners, who qualify under the regulations set out in the Homeowner Grant Act (Age and Disability). This discount is applicable for the entire calendar year in which the utilities are billed. The twenty five percent (25%) discount is to be applied first, followed by the normal five percent (5%) discount being applied to the balance after the additional discount is taken.

Schedule "B"
To Bylaw No. 558.8, 2011

Town of Port McNeill
Sewer Regulation Bylaw Fees For Service
(refers to Bylaw No. 560, 2003)

<u>1. Description</u>	<u>Monthly Rate</u>
Single family dwelling	\$ 19.50
Bed and Breakfast/Boarding House	19.50
Per Room	9.00
Duplex, multiple dwellings, apartments (per single family dwelling suite or unit)	19.50
Campsites (per serviced site)	9.00
Hotel/motel/motor inn	
Coffee shop or dining room (per unit)	19.50
Per room	9.00
Beer parlour/neighbourhood pub	32.00
Cocktail lounge	19.50
Laundromat - per wash machine	9.00
Schools:	
Per classroom	19.50
Store, office, restaurant or other commercial establishment	19.50
Car wash - additional charge if part of other commercial establishment	19.50
Churches, non-profit organizations - per establishment	19.50

2. Accounts are billed from January 1st to December 31st in each year and shall be allowed a discount of five percent (5 %) for prompt payment if paid by the last business day in February in the year in which the account is billed.

3. An additional twenty five percent (25%) discount on utility bills shall be allowed for Senior Citizens and physically challenged property owners, who qualify under the regulations set out in the Homeowner Grant Act (Age and Disability). This discount is applicable for the entire calendar year in which the utilities are billed. The twenty five percent (25%) discount is to be applied first, followed by the normal five percent (5%) discount being applied to the balance after the additional discount is taken.

Schedule "C"
To Bylaw No. 558.8, 2011

Town of Port McNeill
Water Regulation Bylaw Fees For Service
(refers to Bylaw No. 561, 2003)

<u>1. Description</u>	<u>Monthly Rate</u>
Single family dwelling	\$ 15.00
Bed and Breakfasts/Boarding House	15.00
Per rentable room	7.50
Duplex, multiple dwellings, apartments (per single family dwelling suite or unit)	15.00
Campsites (per serviced site)	7.50
Hotel/motel/motor inn	
Coffee shop or dining room (per unit)	15.00
Per room	7.50
Licensed premises	15.00
Laundromat - per wash machine	7.50
Schools:	
Per classroom	15.00
Store, office, restaurant or other commercial establishment	15.00
Churches, non-profit organizations - per establishment	15.00
Metered rate users - per cubic meter or part thereof	.25

2. Accounts are billed from January 1st to December 31st in each year and shall be allowed a discount of five percent (5%) for prompt payment if paid by the last business day in February in the year in which the account is billed.

3. An additional twenty five percent (25%) discount on utility bills shall be allowed for Senior Citizens and physically challenged property owners, who qualify under the regulations set out in the Homeowner Grant Act (Age and Disability). This discount is applicable for the entire calendar year in which the utilities are billed. The twenty five percent (25%) discount is to be applied first, followed by the normal five percent (5%) discount being applied to the balance after the additional discount is taken.

Schedule "D"
To Bylaw No. 558.8, 2011

Recreation Fees and Charges
All subject to HST except where noted

COMMUNITY HALL

Funerals	There shall be no charge for funerals
Non-alcohol Event	\$ 35.00 per hour
Non-alcohol Event, Day Rate to 5:00 p.m.	\$ 100.00 per day
Alcohol Event	\$ 50.00 per hour
Janitorial Fee – Non-alcohol banquet	\$ 75.00
Janitorial Fee – Alcohol Event	\$ 200.00
Kitchen	\$ 40.00 per day
Refundable Bond – Alcohol Events	\$ 300.00
Refundable Bond – Beer Garden	\$ 300.00
Chairs and Tables	No rental permitted

OLD ELEMENTARY SCHOOL RECREATION CENTRE

Meeting Room	\$ 15.00 per hour
Meeting Room, Day Rate to 5:00 p.m.	\$ 75.00 per day
Meeting Room, Monthly Contract Rate	\$ 400.00 per month
Gymnasium	\$ 20.00 per hour
Gymnasium, Day Rate to 5:00 p.m.	\$ 75.00 per day
Kitchen, Used as Meeting Room	\$ 15.00 per hour
Kitchen, Used as Meeting Room, Day Rate to 5:00 p.m.	\$ 75.00 per day
Storage Units	\$ 25.00 per month

CONCESSION STANDS

Day Rate	\$ 40.00 per field
Weekend Rate (Friday through Monday)	\$ 75.00 per field
Refundable Cleaning Deposit	\$ 75.00 per field

MISCELLANEOUS RENTAL RATES

Portable Public Address System (No charge if using Town facility)	\$ 25.00 per day
Coffee Urns (No charge if using Town facility)	\$ 5.00 per day

Keys

Refundable Deposit, up to 5 Sets of Ball Keys	\$ 50.00
Lost Keys	\$ 3.00 per key
Refundable Deposit, Community Hall Gate	\$ 30.00

Recreation Fees and Charges Continued

Sign Space

Harbour Park Sign Board	\$ 25.00 per year per space
Ball Fields	\$ 50.00 per year per space
Installation Fee	\$ 25.00 one time fee per sign

Pad Rental, Airport Security	\$100.00 per month
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SWIMMING POOL

Season (50% after June 30th)

Child, 3 – 12	\$100.00
Senior, 55+	\$115.00
Teen/Student (with card)	\$115.00
Adult	\$165.00
Family	\$300.00
Lengths Only	\$150.00
Weight watchers	\$148.50
Aquafit	\$150.00

Monthly

Child, 3 – 12	\$ 40.00
Senior , 55+	\$ 45.00
Teen/Student (with card)	\$ 45.00
Adult	\$ 60.00
Family	\$105.00
Lengths Only	\$ 50.00

Day

Loonie Swim	\$ 1.00
Child, under 3	free
Child, 3 – 12	\$ 2.00
Senior, 55+	\$ 2.00
Teen/Student (with card)	\$ 2.00
Adult	\$ 3.00
Family	\$ 7.00

Punch Cards (11 Tickets for the Price of 10)

Child, 3 – 12	\$ 20.00
Senior, 55+	\$ 20.00
Teen/Student (with card)	\$ 20.00
Adult	\$ 30.00
Family	\$ 70.00

Pool Rentals

One Hour	\$ 50.00
Deck Area (After pool hour is finished)	\$ 15.00/30 minutes

Lesson Rates

Preschool Swimkids	\$ 35.00 (10 – 20 minute classes)
Swimkids, Levels 1 – 4	\$ 40.00 (10 – 30 minute classes)
Swimkids, Levels 5 – 10	\$ 45.00 (10 – 45 minute classes)

Recreation Fees and Charges Continued

Junior Lifeguard Club	\$105.00
Patrols and Bronze Star	\$110.00 (10 – 45 minute classes)
Bronze Medallion	\$150.00 including books
Bronze Cross	\$150.00 (20 hour course)
Assistant Water Safety Inst. (AWSI)	\$300.00 (30 hour course)
Water Safety Instructor (WSI)	\$300.00 (30 hour course)
Private Lessons	\$ 15.00 per Half Hour
Additional Child	\$ 5.00

Schedule "E"
To Bylaw No. 558.8, 2011

Administration Fees and Charges
except where noted

Application to amend Official Community Plan Bylaw	\$350.00
Application to amend Zoning Bylaw	\$350.00
Application to amend Zoning Bylaw which requires that the Official Community Plan Bylaw also be amended	\$500.00
Certification by the Corporate Officer for the authenticity of a document	\$ 5.00
Commemorative Gift Program	
Bench	\$ 900.00 plus HST
Picnic Table	\$1,250.00 plus HST
Shrub or tree	\$ 75.00 plus HST
	Plus actual cost of plant and plaque
Copies of Bylaws	
Official Community Plan	\$ 10.00 plus HST
Subdivision Bylaw	\$ 10.00 plus HST
Copies of miscellaneous Bylaws exceeding 20 pages	\$ 5.00 per bylaw plus HST
Election Costs, School Trustee Election	
If the election involves a Councillor, Mayor and School Trustee ballot	33.3% of election cost billed to School District No. 85
If the election involves only 2 ballots (Mayor in by acclamation)	50% of election cost billed to School District No. 85
If the Regional District of Mount Waddington does not have an election for either Electoral Area "D" (Woss) or Area "C" (Hyde Creek, Telegraph Cove) the Town's CEO will arrange the School Trustee ballot	100% of cost billed to School District No. 85
Election Staffing Pay Rates	
Staff Positions	
▪ Chief Election Officer	\$800.00
▪ Deputy Chief Election Officer	\$500.00
▪ Election Official	\$350.00
Non-Staff Positions	
▪ Election Official	\$200.00
▪ Counters/Advance Voting Opportunity	

Administration Fees and Charges Continued

- Staff \$ 15.00 per hour
- Training (flat fee) \$ 20.00

Additional Election Rates

If an election is required for School Trustee at Woss and there is no Regional District Election (due to acclamation) the Chief Election Officer shall receive an additional \$100, to be charged out 100% to School District No. 85

Fax – to send	\$ 1.00
Freedom of Information and Privacy Act Requests for Information	Actual cost as provided for in the Act
Garbage Collection – extra tags	\$ 2.00
General Search Fee	\$ 20.00 plus HST
Laminating-per page or part thereof	\$ 5.00 plus HST
Maps – House Numbering	\$ 15.00 plus HST
NSF Cheques	\$ 25.00
Photocopies/Printer Copies Plus HST	
8.5" x 11"	\$.25 per page
8.5" x 14"	\$.25 per page
double sided, 8.5" x 11" or 8.5" x 14"	\$.50 per page
11" x 17"	\$.50 per page
Colour laser copies, 8.5" x 11" or 8.5" x 14"	\$ 1.00 per page
Pins for resale	Actual Cost
Property Tax Information Request	\$ 10.00
Public Works Charges (all labour rates calculated on actual rate plus benefits) Plus HST	
Backhoe, Including Operator	\$ 70.00 per hour
Dump Truck, Including Operator	\$ 50.00 per hour
L90 Loader, Including Operator	\$ 85.00 per hour
Equipment Operator – working within scheduled 8 hour day	\$ 40.00 per hour
Equipment Operator – working in excess of 8 hour day	\$ 55.00 per hour
Public Works Supervisor – working within scheduled 8 hour day	\$ 50.00 per hour
Public Works Supervisor – working in excess of 8 hour day	\$ 70.00 per hour
Sewer Flusher – Includes Pickup Truck, One Employee and Flusher, charged from the time the flusher leaves Port McNeill yard to the return to the yard	\$ 70.00 per hour

To turn water off and turn it on again to allow for repairs	\$ 50.00
Mileage	\$ 0.52 per km
Ferry Actual Cost	
Meals – Breakfast	\$ 15.00 (includes tip and HST)
Lunch	\$ 15.00 (includes tip and HST)
Dinner	\$ 25.00 (includes tip and HST)

Vehicle Parking (All fees are payable in advance and are non-refundable)

Parking only, per day or portion thereof	\$ 3.00 (HST included)
Parking Weekly	\$ 15.00
Monthly vehicle parking pass	\$ 50.00
Annual vehicle parking pass	\$ 180.00

Note: One parking pass is included in the annual moorage rate purchase (not transferable)

<u>Shed Open Storage</u> remove	\$ 0.10 per square foot per day
remove	\$ 0.50 per square foot per month

<u>Baseball Caps with Harbour Logo</u>	\$ 14.00 (HST included)
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Hydro

20 amp daily	\$ 4.00
20 amp monthly	\$ 45.00
30 amp daily	\$ 6.00
30 amp monthly	\$ 75.00
30 amp 6 months adv	\$200.00
30 amp yearly (delete)	\$375.00 per cord (paid in advance, October 1 – September 30)
30 or 20 amp 6 months adv	\$200.00
50 amp daily	\$ 10.00
50 amp monthly	\$120.00

Live Aboard Service Charge

Remove, replace with tenant contract.	Annual (includes hydro, moorage not included) \$800.00 (\$200.00 paid quarterly Oct. 1, Jan. 1, Apr. 1, Jul. 1)
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Current live aboard to be grandfathered in. No new live aboards will be accepted

<u>Emergency Pump-out</u>	\$ 50.00 per hour
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<u>NSF Cheques</u>	\$ 25.00
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Loading Dock – 1 hour courtesy unloading except by prearrangement with Harbour Manager – vessels exceeding the posted time limit or overnight mooring are subject to a \$100.00 moorage charge.

Schedule "G"
To Bylaw No. 558.8, 2011

BUILDING PERMIT FEES

The Schedule of fees to be charged for the issuance of a permit under the current Town of Port McNeill Building and Plumbing Bylaw and any amendments is as follows:

1. DECLARED OR ASSESSED VALUE

The permit fee for the construction, reconstruction, addition, extension, alteration and repair of any buildings or any other work requiring a permit and not specifically listed here:

Minimum fee \$ 50.00

Plus \$5.00 per \$1,000.00 or portion thereof to \$500,000 of value and \$4.00 per \$1,000.00 thereafter.

The fee for each plumbing fixture, which includes all traps and hot water tanks shall be:

\$7.50 per fixture when issued in conjunction with a Building Permit, or
\$7.50 per fixture plus \$75.00 flat rate when issued separately from a Building Permit.

2. NON-REFUNDABLE APPLICATION FEE

Every permit application shall include a non-refundable application fee:

Actual Permit Fee up to \$10,000.00 of construction cost;
• \$50.00 for each application \$10,000.00 to \$50,000.00
• \$150.00 for each application valued over \$50,000.00.

This fee will be applied against the cost of the permit.

3. RELATED BUILDING PERMIT FEES

Solid Burning Fuel Appliance Inspection (max. 2 visits per)	\$ 75.00
Re-inspection fee	\$ 75.00
Demolition Fee	\$ 50.00
Moving Permit	\$ 75.00
Temporary Building Permit	\$ 75.00**
Mobile Home or Modular Home Placement	\$ 75.00**
Minimum Inspection Fee	\$ 50.00
After Hours Building Inspection Fee	based on time actually spent making the inspection, including travel time.
Water Connection Permit Fee	\$500.00
Sanitary Sewer Connection Permit Fee	\$500.00
Storm Sewer Connection Permit Fee	\$500.00
Water Capping Off Fee	\$ 50.00
Sanitary Sewer Capping Off Fee	\$ 50.00
Storm Sewer Capping Off Fee	\$ 50.00
Deposit – building or demolition – single family/ Duplex residential	\$1,000.00

Deposit – building or demolition – commercial or
Industrial \$2,000.00

** Plus construction values of new work on-site such as foundations, basements,
additions and plumbing.

4. BUILDING PERMIT REFUNDS

Construction Value up to \$50,000.00 \$ 50.00
Construction Value in excess of \$50,000.00 \$ 2.00 per \$1,000.00 value

Where a Permit has been issued pursuant to the current Town of Port McNeill Building
and Plumbing Bylaw and any amendments thereto, and construction has not
commenced:

75% of the permit fee may be refunded upon application for the cancellation of the
permit.

No refund shall be made in the amount of less than \$50.00.

Applications for refunds must be received within 12 months of permit issuance.

5. NOTICE ON TITLE

Administrative Charge to Remove \$200.00