

## TOWN OF PORT McNEILL

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

**1. PETITIONS AND DELEGATIONS**

**2. MINUTES**

- a) Minutes of the Regular Council meeting, February 21, 2011. M S
- b) Minutes of the Special Council meeting, February 23, 2011. M S

**3. CORRESPONDENCE**

- a) Letter dated February 08, 2011 from Community Futures Mount Waddington regarding the Tennis court. M S
- b) Letter dated February 09, 2011 from the Honourable Mary Polak, Minister of Children and Family Development regarding the fourth annual Child Care Awards of Excellence. M S
- c) Union of British Columbia Municipalities (UBCM) 2011 Throne/Budget Speech. M S

**4. TABLE ITEMS**

- a) Gowlings Publications from H. Brown M S
- b) News release: Vancouver Island Regional Library (VIRL) M S
- c) Heritage BC Quarterly newsletter M S

**5. REPORTS**

- a) Recommendation from John Motherwell & Associates Ltd. for Phase 3, 2010 Water Pipeline Replacement project. M S
- b) Report on Port McNeill & District Chamber of Commerce, Harbour Committee and Stream of Dreams from Councillor G. Wickstrom. M S
- c) Appointments of Sue Harvey for Chief Election Officer and Karen Cessford for Deputy Election Officer, for conducting the 2011 general local elections with power to appoint other election officials as required for the administration and conduct of the 2011 general local election. M S

**6. BYLAWS**

**7. NEW BUSINESS**

**8. QUESTIONS FROM THE PUBLIC AND THE MEDIA**

- 9. **Resolution to go "In Camera" as per section 90 (1) (c) employee relations, 90 (1) (e) improvements, and 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, February 21, 2011 at 7:30 p.m. at 1775 Grenville Place.

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

**APOLOGIES:** Councillor S. Downey and Staff A. Sweet

**1. PETITIONS AND DELEGATIONS**

- a) S. Barratt chair of Communities in Bloom (CiB) gave a presentation on the benefits of continuing to support CiB. CiB

**2. MINUTES**

- a) Minutes of the Regular Council meeting, February 21, 2011.

**026/2011** – Moved, seconded and CARRIED that the February 21, 2011 minutes of the Regular Council meeting be accepted as circulated. Regular Minutes

**3. CORRESPONDENCE**

- a) Executive Release received February 02, 2011 from the Union of British Columbia Municipalities (UBCM).

**027/2011** – Moved, seconded and CARRIED that the above correspondence be received and filed. UBCM Release

- b) Letter dated February 08, 2011 from Community Futures Mount Waddington regarding the Tennis Courts.

**028/2011** – Moved, seconded and CARRIED that the above correspondence be received and filed for discussion.

**029/2011** – Moved, seconded and CARRIED that the above correspondence be tabled to the next meeting. Tennis Club

- c) Letter dated February 11, 2011 from North Island Crisis & Counselling Centre Society regarding crisis line services.

**030/2011** – Moved, seconded and CARRIED that the above correspondence be received and filed. Crisis line

**4. TABLE ITEMS**

**031/2011** – Moved, seconded and CARRIED that the Table Items be received and filed. Table item

**5. REPORTS**

a) Request for resolutions for the Town's for Tomorrow Grant and WestCCap Grant to replace the access ramp and main dock.

**028/2011** – Moved, seconded and CARRIED that the Town of Port McNeill Council supports the application for the Town's for Tomorrow Grant of \$400,000 for the replacement of the Port McNeill Municipal Harbour Access Ramp and main dock. Towns for Tomorrow Grant for Access Ramp

**029/2011** – Moved, seconded and CARRIED that the Town of Port McNeill Council supports the application for the WestCCap Grant of \$250,000 for the replacement of the Port McNeill Municipal Harbour Access Ramp and main dock. WestCCap Grant for Access Ramp

b) 2010 CARIP Report

The 2010 CARIP Report was not discussed and is moved to the next Council meeting. 2010 CARIP Report

c) Report on the Mount Waddington Health Network, First Nations and Treaty Issues, and North Island Post-Secondary Educators Committee from Councillor S. Ackland Report S. Ackland

**6. BYLAWS**

a) Town of Port McNeill Fee Setting Bylaw No. 558.8, 2011 First, Second and Third Reading.

**030/2011** – Moved, seconded and CARRIED that Bylaw No. 558.8, 2011 be given First Reading with the following amendments: Pages 4 & 5 reference to beer parlour/neighbourhood pub to remain the description for licensed premises and have its own category. On page 14 the daily amp rates to be changed from 20 amp - \$4.00 per day to \$5.00 per day, 30 amp - \$6.00 per day to \$7.00 per day, and 50 amp - \$10.00 per day to \$12.00 per day. Fee Setting Bylaw No. 558.8, 2011

**031/2011** – Moved, seconded and CARRIED that Bylaw No. 558.8, 2011 be given Second Reading.

**032/2011** – Moved, seconded and CARRIED that Bylaw No. 558.8, 2011 be given Third Reading.

**7. NEW BUSINESS**

**8. QUESTIONS FROM THE PUBLIC AND THE MEDIA**

**9. ADJOURNMENT**

**033/2010**– Moved, seconded and CARRIED that the meeting be adjourned at 8:05 p.m.

Adjourn

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Mayor

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Administrator

**TOWN OF PORT McNEILL**

**MINUTES** of the special meeting of Council held Wednesday, February 23, 2011 at 5:15 p.m. at 1775 Grenville Place.

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

**APOLOGIES:** Councillor S. Downey

**1. NEW BUSINESS**

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

**034/2011**– Moved, seconded and CARRIED that the Town of Port McNeill Fee Setting Bylaw No. 558.8, 2011 be given Final Reading. Bylaw No. 558.8, 2011

- b) Resolution needed to accept the 2010 Climate Action Revenue Incentive Program (CARIP) Report.

**035/2011**– Moved, seconded and CARRIED that the 2010 Climate Action Revenue Incentive Program (CARIP) Report be accepted as presented. CARIP

- c) Communities in Bloom (CiB) request for support.

**036/2011**– Moved, seconded and CARRIED that Council will not be supporting the request for funding for CiB. CiB

**2. ADJOURNMENT**

**037/2011**– Moved, seconded and CARRIED that the meeting be adjourned at 5:30 p.m. Adjourn

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Administrator

February 8, 2011

**COPY**  
John Martin  
Secretary-Treasurer  
School District # 85  
P.O. Box 90, Port Hardy, BC  
V0N 2P0

COPY TO AL Cherry  
Feb 9/11

0230-01  
6-6

**RECEIVED**

FEB - 9 2011

TOWN OF PORT McNEILL

Dear John Martin,

Recently a group of tennis enthusiasts met at Community Futures in Port McNeill to discuss the need for a usable tennis court in this community.

It was noted by the group that there are tennis courts in Port Hardy (currently being upgraded), Sointula (recently resurfaced) and in Alert Bay, all of which are actively used. However, as you know the only courts in Port McNeill are currently unusable.

There was acknowledgement by the group that the location of the current Port McNeill courts present some challenges with respect to security and maintenance. Further it is understood that the condition of the courts is such that repairs would be needed to bring them up to a safe playing level.

The group went on to consider potential new locations for a tennis court(s) and the cost of building one or two courts at that location. To that end the group approached OK Paving Company (Mike Balcke) to ascertain an estimate of cost for a new court(s). Based on the estimate received (\$37,000 for one court and \$65,000 for two) the group came to the conclusion that a newly built court would not be a feasible short or even medium term goal.

With all of this in mind I am writing to you today, on behalf of the group, which will be the nucleus of the Port McNeill Tennis Club, to discuss a short term plan, which would allow enthusiasts to again play tennis in Port McNeill.

The courts located between the Track and NISS are currently in a state of disrepair, but they are fixable. We would like to have a discussion with you about allowing our group to raise the funds and the volunteers needed to fix the courts and get them to a "safe and playable" level. The group has investigated the equipment, materials and cost to do the repairs. We found that the needed repairs could be done in a very cost effective way. The Club would be responsible for repairs and ongoing maintenance.

Growing communities one idea at a time.


Of course we would be open to School District involvement in the repairs, as we do believe that high school students may also benefit from a tennis court near their school.

It is noted that one of our supporting members, Shane Field, is a Level 1 Tennis Coach and would be very pleased to provide after school instruction to students (and adults) free of charge, if that is something that the School District would like to do.

We would also like to talk to you about locking the entrance to the court, to reduce and hopefully eliminate the likelihood of vandalism, while still providing *key entry* to club members or schools who will use and care for the court, including teachers and students.

We would like to meet with you at your earliest convenience to discuss this opportunity. I will call you shortly to arrange a meeting time.

Yours truly,



David Mitchell  
On Behalf of the Port McNeill Tennis Club

cc: Port McNeill Tennis Club Supporters: Shane Field, Shelly Downey, Greg Fox, Nicole Yorke, Jordan Altmiks, Dave Hamilton, Fernand Duperreault, Kelly Kennedy, Werner Manke, Larry Burroughs, Mike Cleary

Werner Manke, Trustee, School District #85

Mayor and Council, Town of Port McNeill



February 9, 2011

Ref: 197018

Dear Local Government:

I am pleased to announce that the Ministry of Children and Family Development is celebrating outstanding individuals, local governments, facilities and organizations who deliver exceptional service to British Columbia's children and families, with the fourth annual Child Care Awards of Excellence.

These awards acknowledge the valuable contribution early childhood educators (ECEs) and licensed family child care providers make in support of early learning and child care in British Columbia. This year, two new categories have been added to recognize individual and organizational innovation and the important role municipalities and regional districts play in developing and supporting child care initiatives in their communities. The ministry will be presenting awards in four different categories to honour these exceptional contributions:

1. **General:** (5 regional awards) for Early Childhood Educators (ECEs) with an active license to practice or licensed family child care providers who are currently working in a licensed child care setting.
2. **Aboriginal:** (3 awards) there are two individual awards for ECEs who are of Aboriginal descent and currently working in a licensed child care setting. This award category includes the Lenora Pritchard Award of Excellence to honour outstanding leadership and mentorship by an Aboriginal child care provider. This year a new award has been added to honour an Aboriginal organization that provides innovative programming and services that support cross-cultural understanding.
3. **Innovation:** (2 awards) one for an individual and one for a facility or organization demonstrating innovation in child care programming in a traditional or non-traditional setting.
4. **Municipal/Regional Government:** (2 awards) honours local and regional governments that demonstrate excellence in support of, and current involvement in, the delivery of existing child care initiatives.

.../2

The selection criteria for the Municipal/Regional Government category are commitment and leadership; staff engagement; policy integration; and, investment. Contributions by individuals and organizations nominated in the General, Aboriginal and Innovation categories will be assessed on their achievements in four different areas: supporting child development; supporting diversity; involving parents, families and communities; and commitment to and leadership in the child care sector.

Nominations for these awards will be accepted until Friday, March 11, 2011. For further information please refer to: <http://www.mcf.gov.bc.ca/childcare/awards/index.htm>. Should you have further questions please call the ministry's Client Relations Branch toll-free at 1 877 387-7027 or in Victoria at 250 387-7027 or via e-mail at: [EarlyYears@gov.bc.ca](mailto:EarlyYears@gov.bc.ca).

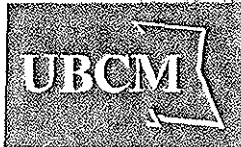
Please share this information with anyone who may be interested in nominating an exceptional early childhood educator or licensed family care provider; an individual or organization showing innovation in child care programming; or a local government showing commitment to, and leadership in, the development and support of community child care. Local municipal and regional governments may self-nominate.

Thank you for assisting us in supporting and recognizing these individuals, local governments and organizations for their commitment to the children and families of British Columbia.

Sincerely,



Mary Polak  
Minister



## 2011 Throne Speech

The Third Session of the Thirty-Ninth Parliament by was opened yesterday with the reading of the Speech from the Throne. In the speech, British Columbia's Lieutenant-Governor, the Honourable Steven L. Point, touched on the legacy of 2010 Olympic and Paralympics Winter Games and the priorities of the Government over the past decade. The Throne Speech indicated that the spending priorities of the 2011 Budget would continue to focus on health and education. The speech also noted that the Government will seek approval from the House for an interim supply to allow for the completion of the leadership contests by the government and the opposition.

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## 2011 Provincial Budget Highlights

The February 15th, 2011 provincial budget is largely a status quo budget, which provides some decision making flexibility for the future premier. With projected deficits of \$925 million in 2011/12, \$440 million in 2012/13, and a surplus of \$175 million in 2013/14, the budget re-affirms the government's commitment of returning to a balanced budget by 2013/2014. The budget forecasts the 2010/11 deficit at \$1.265 billion, which is over 25 percent lower than the \$1.715 billion forecast in Budget 2010.

Overall, the budget provides:

- \$605 million to the Ministry of Health Services in 2013/14 to sustain front line service delivery;
- \$65 million over three years to the Ministry of Social Development to income assistance for individuals and families in need; and
- an additional \$150 million in contingencies in 2011/12 to address unforeseen issues, for total contingencies of \$600 million in 2011/12.

Of interest to local governments, the budget provides:

- following the completion of the Strategic Community Investment Fund program, a reinstatement of the Traffic Fine Revenue Sharing Grant and Small Community Grant to 2008/09 levels;
- continued funding of the 2010 Sports and Art Legacy initiative, with \$40 million over the next two years;
- continued funding of \$80 million over the next two years for Climate Action and Clean Energy initiatives; and
- an overall reduction in the Ministry of Community Sport and Cultural Development operating budget due to the winding down of stimulus infrastructure, stimulus top-up, and Towns For Tomorrow programs.

UBCM also notes that this is the first budget that reflects the newly re-organized Ministry of Community, Sport and Cultural Development's (MCSCD) priorities, and that the budget does not adversely impact MCSCD's full time equivalent staff (FTE).

A3-2  
0110-01, 5600-04  
Phase 3

COPY TO AL/GERRY/AGENDA/Glen RECEIVED

DATE Feb 22/11 FEB 22 2011

*John Motherwell & Associates Engineering Ltd.* TOWN OF PORT McNEILL

35 CADILLAC AVENUE, VICTORIA B. C. V8Z 1T3

Telephone: Bus. 250 475-3535  
Fax. 250 475-3536  
Res. 250 477-8701

**CONSULTING ENGINEERS**

JOHN L. MOTHERWELL  
B.A.Sc., P.Eng., C.L.S., B.C.L.S.

P22-417

February 22, 2011

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

(250) 456-1900

Attention: F. Albert Sweet, CA,  
Administrator

Dear Sirs:                    **Re:    2010 Water Pipeline Replacement Project  
   Phase 3, Campbell Way and Mine Road**

The following tenders for the above work were received at 4:00 p.m. on Friday February 18, 2011.

Herb Saunders Trucking Ltd.	621,497.00
Upland Excavating Ltd.	566,892.53
Locar Industries Ltd.	562,000.00
Rohl Enterprises Ltd.	437,980.00
Palladian Developments Ltd.	431,237.04
J. R. Ewen Ltd.	398,785.00
Copcan Contracting Ltd.	367,870.00
Hub Excavating Ltd.	327,000.00
J. R. Edgett Excavating Ltd.	314,223.77
Windley Contracting Ltd.	
Initial price	391,140.00
Amendment - 91,132.07	300,007.93

The lowest tenderer is thus Windley Contracting Ltd. and we have accordingly examined their tender.

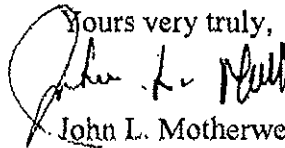
5a)

The Contract Documents require at Page IT 2, certain particulars. A copy of that page is attached. Windley has submitted the following documents:

- The Form of Tender duly completed, which includes acknowledgement of Addendum No 1.
- Appendix 1 to Form of Tender, duly completed.
- Appendix 2 to Form of Tender, duly completed.
- Amendment No. 1 to Form of Tender.
- An Amendment to the Form of tender.
- A bid bond.
- Consent of Surety.
- A copy of Addendum No. 1.

We believe this is to be a compliant tender and therefore wish to recommend its acceptance.

Kindly advise of the Council's decision.

Yours very truly,  
  
John L. Motherwell, P. Eng.

JLM:ma

**4.0 Tender Requirements**

- 4.1 A tender must be on the Tender Form as provided and be signed by the authorized signatory(s):
  - 4.1.1 signature(s) must be in original handwriting.
  - 4.1.2 if the tenderer is a partnership or joint venture then the name of the partnership or joint venture and the name of each partner or joint venturer must be included, and each partner or joint venturer must sign personally; if a partner or joint venturer is a corporation then such corporation must sign as indicated in paragraph 4.1.3 below; and
  - 4.1.3 if the tenderer is a corporation the full name of the corporation must be included, together with the names and signatures of authorized signatories.
- 4.2 A tender must be accompanied by tender security ("Bid Security") in the form of
  - 4.2.1 a bid bond issued by a surety licensed to carry on the business of suretyship in British Columbia in a form reasonably satisfactory to the Owner, or
  - 4.2.2 cash, bank draft or letter of credit in a form acceptable to the Owner in an amount equal to 10% of the Tender Price.
- 4.3 A tender must include the following Appendices
  - 4.3.1 Appendix 1 Schedule of Quantities and Prices
  - 4.3.2 Appendix 2 Privilege Clause

**5.0 Qualifications, Modifications, Alternative Tenders**

- 5.1 Tenders which contain qualifications or omissions, so as to make comparison with other tenders difficult, may be rejected by the Owner
- 5.2 A tenderer may, at the tenderer's election, submit an alternative tender ("Alternative Tender") which varies the materials, products, designs or equipment from those approved under the Contract Documents, or approved by the Owner as Approved Equals as the case may be, but an Alternative Tender must be in addition to, and not in substitution for, a tender which conforms to the requirements of the Contract Documents.
- 5.3 The only Alternative Tender that the Owner may accept is an Alternative Tender submitted by that tenderer whose conforming tender, submitted as required by paragraph 6.2 of these Instructions to Tenderers, would have been accepted by the Owner in preference to other conforming tenders, if no Alternative Tenders had been invited.

March 2011 Councillor's report – Gaby Wickstrom

**I attended the AGM for the Port McNeill & District Chamber of Commerce on Feb 22/11. The following is a list of the 2011 Chamber board:**

Executive

President- Sharon Barratt, Barratt Enterprises Ltd.

Vice President- David Mitchell, Community Futures Mount Waddington

Treasurer- Terrence Eissfeldt, West Coast Helicopters Ltd.

Secretary- Miles Trevor, Access Forest Management

Board of Directors

Barry Foster, Code 3 Charters

Jerry Hempler, Port McNeill Auto Body

Chris Sharpe, Progressive Diesel Ltd.

Kathryn Rosback, Shop-Rite Rona

Angela Smith, Ocean Rose Coastal Adventures

Jonathan Lok, Strategic Group

Les Beech, Timberland Sports Centre

(See attachment for an overview of the Chamber's Strategic plan presented at their AGM.)

**On February 25, 2011, I attended the dedication ceremony of Cheslakees "Stream of Dreams".** What a wonderful project that has been dedicated in memory of Mr. Ray Bentley. It is a must see and enhances the ferry terminal area as well as brings people's attention to wild salmon enhancement. Well done Cheslakees!

**March 1, 2011 – Harbour Commission meeting**

Recommendations to council:

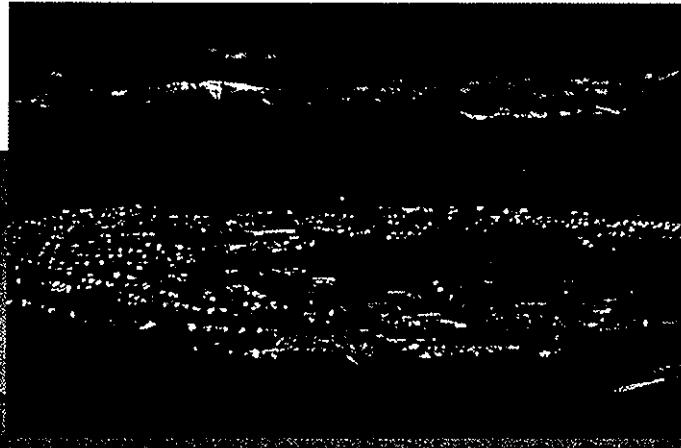
- To investigate the possibility of metering for annual municipal moorage on the new docks (There is a concern of the lack of 20 amp outlets. What happens if 20 amp is all that is needed but 30 amp plug ins are all that's available? Metering would solve this problem)
- To decide on a suitable location (with Glenn's help) for the "Kid's don't Float" lifejacket program sponsored by the Coast Guard Aux. & supported by the Harbour Committee.

There is sufficient room at the Harbour office for us to meet with the Committee on April 5<sup>th</sup> at 6:30 pm.

**RECEIVED**  
MAR - 2 2011  
TOWN OF PORT McNEILL

## Port McNeill and District Chamber of Commerce Strategic Plan 2011-2013

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Port McNeill & District Chamber of Commerce

## What Guides Us?

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### The Vision:

We are a driving force within a prosperous and vibrant community with a growing, diverse range of services and businesses making Port McNeill a preferred location in which to live and work.

### The Mission:

The Port McNeill and District Chamber of Commerce supports and enhances local business, which contributes to the quality of living in Port McNeill and area.

Port McNeill & District Chamber of Commerce

## Core Values

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The Port McNeill and District Chamber of Commerce values:

- Integrity in our actions, relationships with business, and our outcomes
- Excellent Service to member business, our community and its visitors
- Respect for our businesses, our community and our environment,
- Accountability to our members and our community,
- Collaboration between business, government, industry and community
- Our Members, their contributions and their achievements



Port McNeill & District Chamber of Commerce

## Strategic Goals

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1. Support and enhance member businesses;
2. Promote Port McNeill and the surrounding areas as places of opportunity to invest;
3. Support and promote Port McNeill and surrounding areas as a destination for visitors;
4. To advance the quality of living in Port McNeill and surrounding areas;
5. To strengthen the PMCC as an organization.



Port McNeill & District Chamber of Commerce

## **Commitment of PMCC Services to Members**

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**In addition to the goals that have been identified, the following services will continue to be provided to all members:**

- Point of contact**
- Constructive feedback**
- Mutual support and networking**
- Advocacy**
- Business development support**
- Training**
- Marketing**
- Visitor information**

*Port McNeill & District Chamber of Commerce*

## **Feedback**

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**We want your input and feedback on our strategic plan, our services and our organization as a whole.**

**Please feel free to contact Cheryl Jorgensen, Manager (250-956-3131) or Sharon Barratt, President (250-956-4008).**

*Port McNeill & District Chamber of Commerce*