

## TOWN OF PORT McNEILL

**AGENDA** for the regular meeting of Council to be held Monday, September 19, 2011 at 7:30 p.m. at 1775 Grenville Place.

### 1. PETITIONS AND DELEGATIONS

- a) Presentation regarding the Community Wildfire Preparedness Planning (CWPP) process from the Strategic Group.

### 2. MINUTES

- a) Minutes of the Regular Council meeting, August 15, 2011. M S

### 3. CORRESPONDENCE

- a) Letter dated August 11, 2011 from BC Ambulance Service applying for a Grant-In-Aid for the use of the Old School Recreation Gym on August 13, 2011. M S
- b) Thank you card received August 23, 2011 from Ms. Gaudet for the Town of Port McNeill Scholarship she received. M S
- c) Letter received September 09, 2011 from Lynda Biggs offering her services to paint one of the BC Hydro Kiosks at the Harbour. M S
- d) Letter received September 11, 2011 from the Vancouver Island Health Authority (VIHA) regarding the request by Mayor Furney to locate one of the new MRI machines in Campbell River. M S

### 4. TABLE ITEMS

- a) Gowlings Publications from H. Brown M S
- b) HeritageBC Quarterly Newsletter M S
- c) Forest History Newsletter M S

### 5. REPORTS

- a) Ratification needed to accept the proposed Rogers telecommunication tower site to be located at the Public Works yard. M S
- b) Monthly Financial Report for August. M S

### 6. BYLAWS

- a) Town of Port McNeill Tax Due Date and Penalty Additions Bylaw No. 633, 2011  
Final Reading M S
- b) Town of Port McNeill 2012 Tax Exemption Bylaw No. 634, 2011  
First, Second and Third Reading M S

### 7. NEW BUSINESS

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

### 9. ADJOURNMENT

M S

## Deputy Administrator

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**From:** Jonathan Lok <jonathan.lok@sfmi.ca>  
**Sent:** Monday, September 12, 2011 11:38 AM  
**To:** mayor.portmcneill@telus.net; pmfinance@telus.net; pmassist@telus.net  
**Cc:** Niels Jorgensen; Henry Grierson  
**Subject:** Request to attend and present at Port McNeill Council Meeting September 19th

Dear Mayor Furney and Council,

**I would like to request an audience with you at your September 19th Council Meeting in Port McNeill with the intent of delivering a brief presentation regarding the Community Wildfire Preparedness Planning (CWPP) process.**

It is our intention to educate Council on the rationale for conducting a CWPP as well as the potential outcomes, timelines, costs and opportunities for UBCM funding that currently exist.

It is our hope that Council will, upon hearing our presentation, give consideration to whether they would support submitting an application to UBCM for the limited duration funding which currently exists and how this project might be of use to the community with respect to improving public safety, managing liability, integrating community values in its forested interface and participating in short and long-term municipal planning of development and infrastructure within the context of forestland encroachment.

With your acceptance of this request, Henry Grierson, Strategic's Fire Management Specialist, will be in attendance and will provide a brief presentation (approximately 10-15 minutes) which will help inform Council of what a CWPP is (and isn't) and how it may be of benefit.

Please reply at your earliest convenience so that we can make the appropriate arrangements to meet with you.

Regards,

Jonathan Lok

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**Jonathan W. Lok, RFT**  
General Manager | Strategic Group  
T 250.956.2260 ext 203 | F 250.956.4523 | C 250.230.0506

**TOWN OF PORT McNEILL**

**MINUTES** of the regular meeting of Council held Monday August 15, 2011 at 7:30 p.m. at 1775 Grenville Place.

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

**APOLOGIES:** Councillors G. Wickstrom

**1. PETITIONS AND DELEGATIONS**

**2. MINUTES**

a) Minutes of the Regular Council meeting, July 18, 2011.

**142/2011** – Moved, seconded and CARRIED that the July 18, 2011 minutes of the Regular Council meeting be accepted as circulated.

Regular  
Minutes

**3. CORRESPONDENCE**

a) Thank you card received July 12, 2011 from the North Island Community Services Society – Community Links/Semi Independent Living Program regarding Operation Trackshoes.

**143/2011** – Moved, seconded and CARRIED that the above correspondence be received and filed.

Operation  
Trackshoes

b) Letter received July 29, 2011 from the Canadian Cancer Society requesting a donation for the North Island Cops for Cancer Golf Tournament, dinner and auction.

**144/2011** – Moved, seconded and CARRIED that the above correspondence be received and filed for discussion.

Cops for  
Cancer

**145/2011** – Moved, seconded and CARRIED that the Town of Port McNeill support the North Island Cops for Cancer auction with a donation of a Harbour boat launch and parking pass.

c) Letter received August 05, 2011 from the Port McNeill Family Centre thanking the Town of Port McNeill for their donation to the Teen Summer program.

**146/2011** – Moved, seconded and CARRIED that the above correspondence be received and filed.

Teen Summer  
program

- d) Letter dated August 08, 2011 from the Port McNeill and District Chamber of Commerce requesting support for the 12<sup>th</sup> Annual OrcaFest.

**147/2011** – Moved, seconded and CARRIED that the above correspondence be received and filed for discussion.

C of C  
OrcaFest

**148/2011** – Moved, seconded and CARRIED that the request for a road closure for the section of Beach Drive from McNeill Road to the boat ramp between 9:00 am – 5:00 pm on August 20<sup>th</sup> 2011 be granted.

#### 4. TABLE ITEMS

**149/2011** – Moved, seconded and CARRIED that the Table Items be received and filed.

Table item

#### 5. REPORTS

- a) Ratification motion required for the recommendations from John Motherwell and Associates Engineering Ltd. award to Windley Contracting Phase V, 2010 Water Pipeline Replacement Project.

**150/2011** – Moved, seconded and CARRIED that Phase V, 2010 Water Pipeline Replacement be awarded to Windley Contracting.

Phase V  
Windley  
Contracting

- b) Report on painting the hydro kiosks at the harbour.

**151/2011** – Moved, seconded and CARRIED that the Town of Port McNeill have one hydro kiosk painted at the Harbour.

Hydro Kiosks

- c) Progress report on the 2010 Water Pipeline Replacement Project from John Motherwell & Associates Ltd.

**152/2011** – Moved, seconded and CARRIED that the above report be accepted as presented.

Progress  
report water  
pipeline  
project

- d) Financial report for July.

**153/2011** – Moved, seconded and CARRIED that the above report be accepted as presented.

Financial  
Report

#### 6. BYLAWS

- a) Town of Port McNeill Tax Due Date and Penalty Additions Bylaw No. 633, 2011  
First, Second and Third Reading.

**154/2011** – Moved, seconded and CARRIED that the Town of Port McNeill Tax Due Date and Penalty Additions Bylaw No. 633, 2011 be given First, Second and Third Reading.

Tax Due Date  
Bylaw No.633,  
2011

**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 and 90 (1) (k) municipal service of the Community Charter.

**155/2011** – Moved, seconded and CARRIED that Council go “In Camera” as per section 90 (1) (c) employee relations and (1) (k) municipal service of the Community Charter.

In Camera

**10. ADJOURNMENT**

**156/2011**– Moved, seconded and CARRIED that the meeting be adjourned at 8:01 p.m.

Adjourn

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Administrator

TO THE MAYOR & COUNCIL OF THE TOWN OF PORT McNEILL,

My name is Lee-Ann Watson, and I am writing to you to request that you consider providing Grant in Aid funding to cover the cost of the rental of the Old School Gym for one day.

I am a part-time Paramedic in Port Alice. Currently, I am licensed as an Emergency Medical Responder for B.C. Ambulance Service, but am applying for a position in the Primary Care Paramedic Course that the Justice Institute of B.C. is offering in Port McNeill this Fall. The Justice Institute has made this course available in your town to increase the level of Paramedic care that is available.

One of the requirements for application for this course is a Physical Fitness Assessment, which will be held in the Old School Gym this Saturday, August 13, 2011.

The cost of this course will be approximately \$5000.00 for each of us (tuition, books & other fees).

I am writing to request that you consider funding the cost of the rental of your facility for one day to keep our cost from increasing any higher. I believe that by granting this funding you will be helping us to achieve our goal of providing the North Island with a higher level of emergency response, which will reduce the length of recovery times and improve the outcomes for our patients.

Thanking you in advance for your consideration,

Sincerely,

Lee-Ann Watson

EMR, PORT ALICE, B.C.

RECEIVED

AUG 11 2011

TOWN OF PORT MCNEILL

TOWN OF PORT MCNEILL  
Box 728, Port McNeill, B.C. V0N 2R0  
Tel: 250 956-3111  
Fax: 250 956-4300



GRANT IN AID APPLICATION

I, LEE-ANN WATSON of 950 MARINE DR.  
Full Name Street Address  
PORT ALICE, B.C. Telephone No. (250) 284-6266 or (    )  
Town Home Work

In the Province of British Columbia, do solemnly declare that:

1. I am <sup>an</sup> EMERGENCY MEDICAL RESPONDER (PARAMEDIC) of the  
~~the~~ Position currently held within organization  
B.C. AMBULANCE SERVICE.  
Name of Association, Society or Organization

and have knowledge of the facts as stated with respect to the following application.

1. Name and phone number of two other officials in the organization

Name: <u>CLAUDETTE WILSON</u>	Name: <u>CAROLYN MEECH</u>
Title: <u>EMR</u>	Title: <u>EMR</u>
Day Phone No.: <u>956-2970</u>	Day Phone No.: <u>250-284-7710</u>
Night Phone No.: <u>    </u>	Night Phone No.: <u>250-284-<del>77</del>6277</u>

2. Please describe the work your organization does in this community.

PROVIDE EMERGENCY RESPONSE AND CARE TO THE  
MEMBERS OF THE COMMUNITIES ON THE NORTH ISLAND,  
AS WELL AS PROVIDING TRANSPORTATION TO MEDICAL  
FACILITIES.

3. What are your organization's specific priorities for the coming year?

THERE IS A GROUP OF EMERGENCY MEDICAL RESPONDERS (FROM THE NORTH ISLAND)  
WHO WISH TO PARTICIPATE IN A PRIMARY CARE PARAMEDIC  
COURSE THAT THE JUSTICE INSTITUTE OF B.C. WILL BE  
HOSTING IN PORT MCNEILL THIS FALL, SO THAT WE MAY  
PROVIDE A HIGHER LEVEL OF PARAMEDIC CARE TO OUR  
COMMUNITIES.

4. How does your organization ensure that its services address continuing and emerging community needs?

BCAS HAS WORKED WITH THE JUSTICE INSTITUTE TO BRING MORE OPPORTUNITIES FOR HIGHER LEVELS OF EDUCATION AND TRAINING TO THE RURAL AREAS OF OUR PROVINCE.

5. Please describe the role of volunteers in your organization.

MANY OF BCAS EMPLOYEES ON THE NORTH ISLAND VOLUNTEER THEIR SERVICES AS FIRST AID ATTENDANTS FOR LOCAL EVENTS.

6. Please list grants applied for/received from other governments or service clubs.

N/A.

7. Please provide details of fees for service in your organization, and how costs and fees are determined.

8. If your organization is a branch of a larger organization, please indicate how this affects the financial and other information you have provided.

9. Please provide details of any funds that are controlled by your organization that are not part of your operating income. Also provide details of any capital, special purpose bequests, endowments or reserve funds.

AS PARAMEDICS, WE CANNOT ACCESS ANY OPERATING INCOME  
EMERGENCY MEDICAL RESPONDER TUITIONS ARE PAID BY  
B-C. AMBULANCE, BUT ALL HIGHER LEVELS OF TRAINING  
MUST BE PAID BY THE STUDENTS.

10. Please describe your policy and treatment of year-end surpluses or deficits.

DON'T KNOW THAT THERE ARE ANY SURPLUSES.  
DON'T KNOW WHAT IS DONE WITH THE DEFICITS.

11. Please detail current and/or planned revenue-generating activities of your organization.

N/A.

12. What will the effect be if you do not receive a Grant in Aid from the Town of Port McNeill?

ALL OF THE APPLICANTS WILL HAVE ONE MORE COST TO ADD  
TO THE LIST OF: \$4000 TUITION FEES; \$500 TEXTBOOKS, \$600  
UNIFORMS; \$165 LEARNER SERVICE FEE (JI); COST OF PHYSICAL FITNESS  
ASSESSMENT; \$50 CPR COURSE; \$75 APPLICATION FEE

13. Calculation for Grant in Aid funding. (Attach extra page if required)

Facility requested	Dates requested	Rental rate
<u>OLD SCHOOL GYM</u>	<u>AUGUST 13, 2011</u>	<u>\$ 75/day</u>
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
Total assistance requested		<u>\$ 75 + taxes.</u>
		=====

14. Please describe the event(s) for which you require the facility. (Attach extra page if required.)

PHYSICAL FITNESS ASSESSMENT FOR THE APPLICATION  
TO THE PRIMARY CARE PARAMEDIC COURSE

15. Please describe the benefit or the common good the community will receive from this event. (Attach extra page if required.)

It is one way the community can assist those  
of us who want to be able to participate in the  
upcoming PCP course, so that we will be able  
to provide higher levels of emergency care to our  
communities, so that people can have shorter healing  
times from injury or illnesses.

Copy of current financial statements:  attached

AND I make this solemn declaration, conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath, and by virtue of the CANADA EVIDENCE ACT.

  
Signature

August 10/11.  
Date

**For Town of Port McNeill use only**

Date application received: August 11, 2011

Approved:  Yes  No

Amount Approved: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

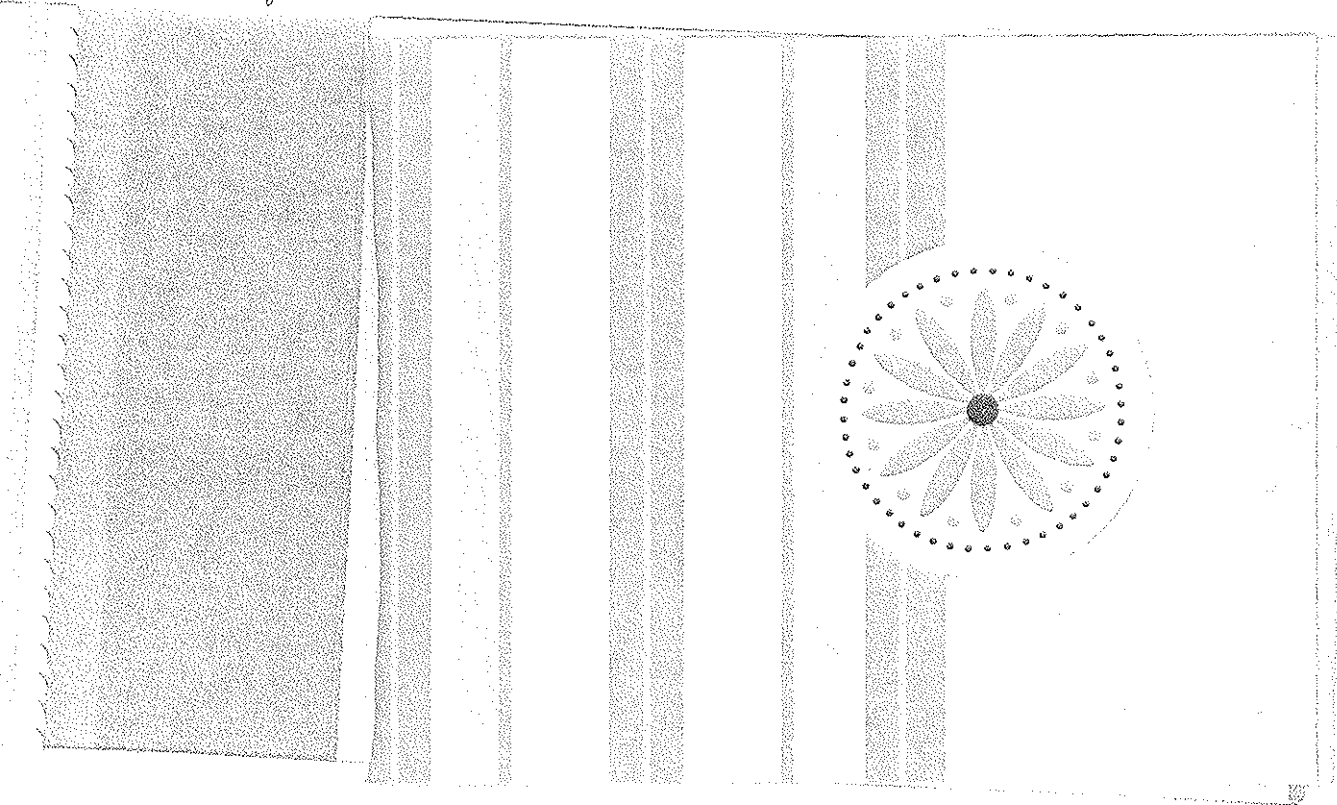
\_\_\_\_\_

Thank you for selecting me  
to be the recipient of the  
Town of Port McNeil Scholarship.

This scholarship, is the one that  
meant the most  
to me.

Sincerely,  
Meron J. Gaudet

Received Aug. 23/11 33-6 1770-20



Lynda Biggs  
P.O. Box 1065  
Port McNeill  
B.C. V0N 2R0

35-13  
1855-00

COPY TO Agenda - Sept. 19  
DATE Sept. 9/11

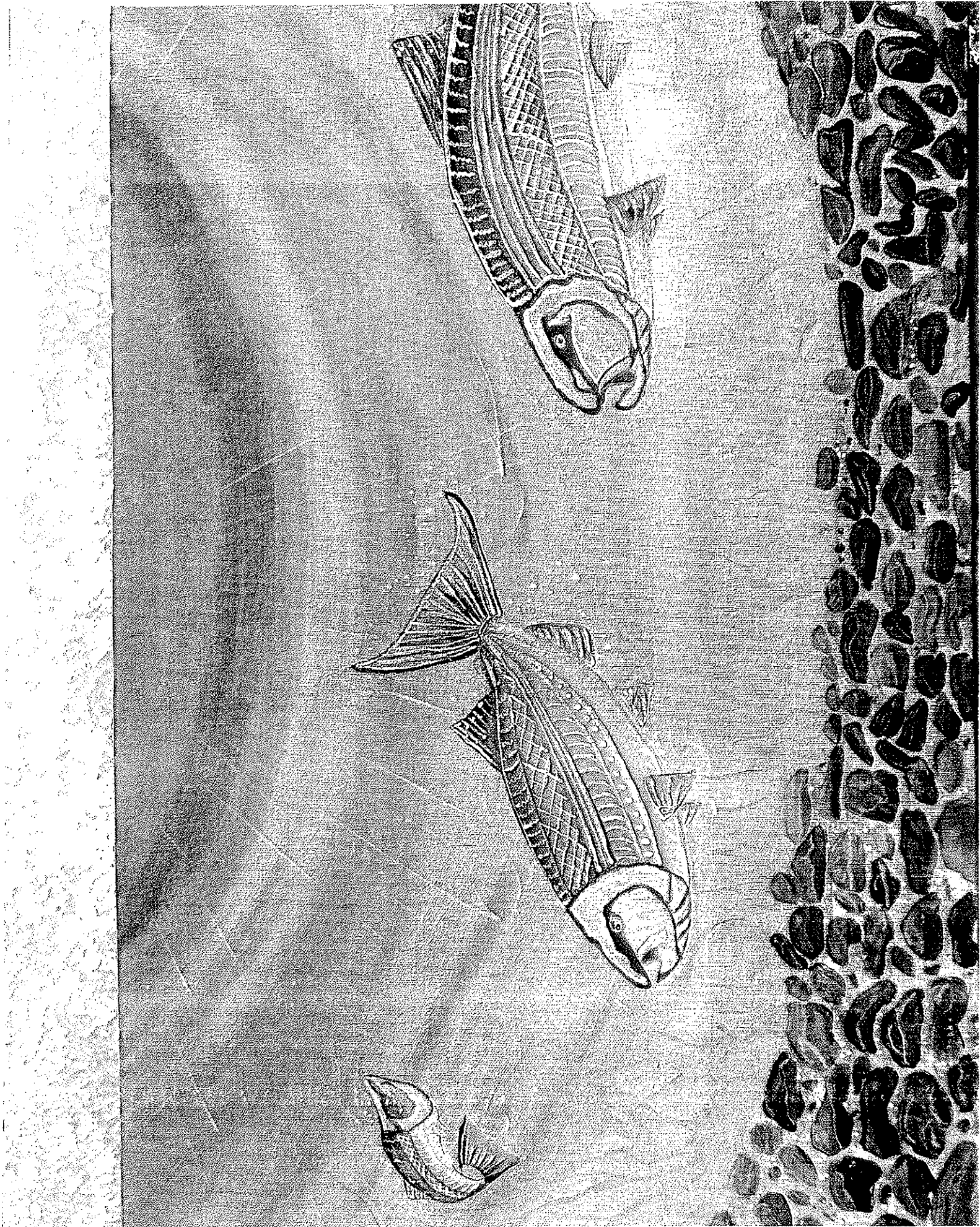
RECEIVED  
SEP 9 2011  
TOWN OF PORT McNEILL

Councillor Mrs. Shelley Downey

Shelley as you requested for me to submit a sample of something I would envision on the Hydro/B.C tell boxes on the new development along the water front. Please find two enclosed pictures of painting I have done. I feel either would fit into the water front look.

Thank you for the request and I will look forward to hear from the council.  
Lynda







COPY TO Agenda 4920-01  
DATE Sept 9/11 35-14  
**RECEIVED**  
SEP 9 2011  
TOWN OF PORT McNEILL

August 25, 2011

Ref # 12507

Gerry Furney, Mayor  
Town of Port McNeill  
Port McNeill BC V0N 2R0

Dear Gerry:

Thank you for your letter of July 25, 2011 regarding MRI services for the North Island.

As you likely know, the Vancouver Island Health Authority (VIHA) is in the midst of developing a Business Case for review by government to secure the required funding for the two new hospitals in the Comox Valley and Campbell River. The plan includes a new MRI at the Comox Valley facility.

From a Mt. Waddington access point of view, I understand your rationale for proposing to locate the MRI in Campbell River. However, the MRI needs to be located at the Comox Valley facility to support the development of new specialty programs, particularly cancer care and enhanced trauma services, as the MRI is a superior imaging method for soft tissue diseases and musculoskeletal trauma. We also have to account for the fact that the majority of the population on the North Island lives in the Comox Valley and is projected to grow the most over the next 15-20 years.

While I realize this is disappointing to you, I hope you take some comfort in noting that an MRI in the Comox Valley will reduce the burden of travel for Mt. Waddington residents by at least two hours for a return trip by avoiding travel to Nanaimo. It is challenging to anticipate the longer term need and distribution of MRI. In order to keep options open, we will be designing the new Campbell River hospital to allow for expansion to accommodate an MRI, should that direction become viable and necessary.

However, we also recognize that completion of these important projects is still some years away. That is why VIHA issued a Request for Proposal (RFP) seeking cost effective solutions to provide a mobile MRI service for Campbell River and other communities.

Based on the results of the RFP, VIHA recognizes that providing a mobile service will cost more on a per case basis than at our fixed sites in Victoria and Nanaimo. That said, we are aware that best-practice, cost sensitive solutions for the delivery of mobile MRI services are in place elsewhere in BC and Canada. As a result, I have asked my team to further explore these options in order to determine what can be done to enhance local access to MRIs.

**Executive Office**

.../2

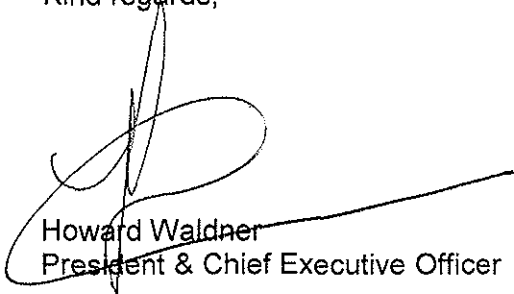
located at 2101 Richmond Avenue, Victoria, B.C., Canada V8R 4R7 • Tel: (250) 370-8699 • Fax (250) 370-8750  
mailing address: 1952 Bay Street, Victoria, B.C., Canada V8R 1J8

*Our Vision: Healthy People, Healthy Island Communities, Seamless Service*

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I trust this information is helpful to you and appreciate your inquiry on behalf of the citizens of Port McNeill.

Kind regards,



Howard Waldner  
President & Chief Executive Officer

- cc. Alice Gelpke, Executive Director – Pharmacy, Diagnostics and Community Hospitals  
Dr. Brian Weinerman, Executive Medical Director – Pharmacy, Diagnostics and Community Hospitals  
Grant Hollett, Project Director, North Island Hospitals Project

# Town of Port McNeill

Box 728  
Port McNeill, B.C. V0N 2R0



Tel: (250) 956-3111

Fax: (250) 956-4300

1775 Grenville Place

E-mail: reception.portmcneill@telus.net

File: 0530-01

July 25, 2011

Howard Waldner CEO  
Vancouver Island Health Authority  
1952 Bay Street  
Victoria BC V8R 1J8

Dear Howard:

I have read the report on MRI services and can understand the decision to stay with the fixed locations of Victoria and Nanaimo. The services are well utilized in the major centres and it is gratifying to see the utilization of the services and the increasingly shorter wait times.

I'm sure you are planning to increase the services in the future by adding another MRI unit sometime.

Owing to the expenses, the inconvenience and the travel time for North Islanders to get to Nanaimo or Victoria, I would like to suggest that planning be commenced for a new MRI for the North Island.

Ideally it should be located in Campbell River's new hospital owing to the large number of patients that can access Campbell River easily from the Comox Valley and less conveniently from the real North Island and northern Coastal communities. (Less than an hour from the Comox Valley and two to three hours from the communities of Mount Waddington.)

Is this envisioned for the new North Island Hospital being planned for Campbell River? If not, could we respectfully suggest that it be included as a priority for the consideration of the planners of that Hospital?

With best regards

A handwritten signature in cursive script, appearing to read "Gerry", with a horizontal line underneath.

Gerry Furney



# TOWN OF PORT MCNEILL

## Monthly Financial Report

For the Period Ending August 31, 2011

Description	August 2011 Actual	2011 YTD Actual	2011 Budget	2011 Budget Remaining \$
<b>TAXATION</b>				
GENERAL TAXATION	0.00	946,187.69	946,000.00	(187.69)
UTILITY TAXATION	0.00	32,002.98	33,000.00	997.02
FEDERAL GRANTS IN LIEU OF TAX	0.00	0.00	4,500.00	4,500.00
CROWN CORPORATION GRANTS	0.00	3,000.00	3,000.00	0.00
* <b>TOTAL TAXATION</b>	<b>0.00</b>	<b>981,190.67</b>	<b>986,500.00</b>	<b>5,309.33</b>
<b>SALE OF SERVICES</b>				
DOCUMENT WITNESSING	0.00	0.00	50.00	50.00
PHOTOCOPYING FEES	70.00	511.70	950.00	438.30
FEDERAL WHARF MOORAGE	781.40	47,234.59	65,000.00	17,765.41
FEDERAL WHARF UTILITIES	460.50	3,326.40	18,000.00	14,673.60
MUNICIPAL WHARF UTILITIES	3,362.50	14,965.33	30,000.00	15,034.67
MUNICIPAL WHARF MOORAGE	28,960.93	90,201.49	100,000.00	9,798.51
MUNICIPAL WHARF ANNUAL MOORAGE	(144.00)	85,686.75	100,000.00	14,313.25
BOAT LAUNCH	405.00	6,400.00	8,000.00	1,600.00
HARBOUR PARKING	4,336.25	18,454.55	16,350.00	(2,104.55)
WHARFHEAD/BARGE RAMP	150.00	4,453.60	7,500.00	3,046.40
SHOWERS	0.00	622.00	5,000.00	4,378.00
GARBAGE COLLECTION FEES	0.00	122,778.00	123,000.00	222.00
COMMUNITY HALL RENTAL	1,410.00	2,690.00	6,000.00	3,310.00
OLD SCHOOL RENTAL	3,312.50	36,160.00	50,000.00	13,840.00
POOL REVENUE	2,126.00	29,624.55	40,000.00	10,375.45
POOL FUND RAISING	0.00	0.00	150.00	150.00
AIRPORT REVENUES	400.00	6,327.14	10,000.00	3,672.86
Broughton Campground Revenue	0.00	14,321.14	20,000.00	5,678.86
* <b>TOTAL SALE OF SERVICES</b>	<b>45,631.08</b>	<b>483,757.24</b>	<b>600,000.00</b>	<b>116,242.76</b>
<b>OTHER REVENUE</b>				
PLANNING & ZONING REVENUE	0.00	4,525.00	5,000.00	475.00
BUSINESS LICENSE FEES	90.00	16,525.00	17,000.00	475.00
BUILDING PERMITS	1,027.50	8,024.00	17,000.00	8,976.00
ANIMAL LICENSES AND FEES	160.00	2,025.00	3,000.00	975.00
INVESTMENT INCOME	0.00	0.00	500.00	500.00
PENALTIES ON PROPERTY TAXES	0.00	10,396.54	14,000.00	3,603.46
INTEREST ON PROPERTY TAXES	167.95	2,606.85	4,000.00	1,393.15
PENALTIES ON UTILITY FEES	0.00	(1.35)	8,000.00	8,001.35
PUBLIC WORKS REVENUE	199.98	3,529.98	7,000.00	3,470.02
CEMETERY FEES	0.00	1,366.00	1,000.00	(366.00)
RENTAL INCOME	3,417.45	27,339.57	40,500.00	13,160.43
SUNDRY REVENUE	227.15	9,052.45	10,000.00	947.55
MUNICIPAL TICKETING	0.00	0.00	1,000.00	1,000.00
* <b>TOTAL OTHER REVENUE</b>	<b>5,290.03</b>	<b>85,389.04</b>	<b>128,000.00</b>	<b>42,610.96</b>

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# TOWN OF PORT MCNEILL

## Monthly Financial Report

For the Period Ending August 31, 2011

Description	August 2011 Actual	2011 YTD Actual	2011 Budget	2011 Budget Remaining \$
<b>GRANTS</b>				
SMALL COMMUNITY GRANT	0.00	625,858.00	625,858.00	0.00
STUDENT GRANTS	0.00	0.00	0.00	0.00
STREET LIGHTING GRANTS	144.26	427.42	650.00	222.58
UBCM COMMUNITY WORKS	0.00	0.00	157,000.00	157,000.00
SUNDRY GRANTS	0.00	14,747.00	72,000.00	57,253.00
PLANNING GRANTS	0.00	0.00	0.00	0.00
<b>* TOTAL GRANTS</b>	<b>144.26</b>	<b>641,032.42</b>	<b>855,508.00</b>	<b>214,475.58</b>
<b>LEVIES FOR OTHER GOVERNMENTS</b>				
RESIDENTIAL SCHOOL TAX	0.00	558,342.07	558,342.07	0.00
NON-RESIDENTIAL SCHOOL TAX	0.00	224,896.13	224,896.13	0.00
REGIONAL HOSPITAL DISTRICT	0.00	100,671.14	100,614.00	(57.14)
REGIONAL DISTRICT	0.00	469,698.22	469,667.00	(31.22)
MUNICIPAL FINACE AUTHORITY	0.00	57.54	58.00	0.46
B.C. ASSESSMENT	0.00	20,021.80	20,022.00	0.20
POLICE TAX	0.00	107,258.90	107,258.90	0.00
<b>* TOTAL LEVIES FOR OTHER GOVERNMENT</b>	<b>0.00</b>	<b>1,480,945.80</b>	<b>1,480,858.10</b>	<b>(87.70)</b>
<b>SURPLUS &amp; RESERVES</b>				
SURPLUS APPROPRIATION	0.00	0.00	(573,031.00)	(573,031.00)
CAPITAL RESERVE CONTRIBUTION	0.00	0.00	298,649.00	298,649.00
<b>* TOTAL SURPLUS &amp; RESERVES</b>	<b>0.00</b>	<b>0.00</b>	<b>(274,382.00)</b>	<b>(274,382.00)</b>
<b>**P TOTAL REVENUE</b>	<b>51,065.37</b>	<b>3,672,315.17</b>	<b>3,776,484.10</b>	<b>104,168.93</b>



# TOWN OF PORT MCNEILL

## Monthly Financial Report

For the Period Ending August 31, 2011

Description	August 2011 Actual	2011 YTD Actual	2011 Budget	2011 Budget Remaining \$
<b>GENERAL GOVERNMENT</b>				
COUNCIL MEMBERS INDEMNITY	2,238.17	17,868.54	27,000.00	9,131.46
COUNCIL MEMBERS EXPENSES	66.65	2,791.61	9,000.00	6,208.39
COUNCIL MEMBERS GENERAL EXPENSES	188.19	3,857.31	8,000.00	4,142.69
WAGES AND BENEFITS	7,555.45	63,439.15	93,000.00	29,560.85
LEGAL	0.00	10.90	2,000.00	1,989.10
AUDIT	5,392.75	13,024.00	6,000.00	(7,024.00)
ADVERTISING	0.00	1,536.91	2,000.00	463.09
OFFICE AND SUNDRY	1,470.72	11,621.02	24,000.00	12,378.98
TELEPHONE	1,072.86	5,042.40	9,000.00	3,957.60
INSURANCE (ADMIN.)	0.00	4,836.44	6,000.00	1,163.56
PUBLICITY	320.51	2,331.74	5,000.00	2,668.26
MEMBERSHIPS, DUES & SUBSCRIPTIONS	38.15	4,870.80	6,000.00	1,129.20
OFFICE MAINTENANCE	763.45	7,504.56	12,000.00	4,495.44
TRAINING AND TRAVEL	622.08	7,053.98	10,000.00	2,946.02
GRANT AND DONATIONS	3,970.41	33,703.74	33,000.00	(703.74)
POSTAGE AND COURIER	(1.25)	3,128.60	5,100.00	1,971.40
COTTAGE EXPENSES	31.90	683.05	1,000.00	316.95
HEALTH UNIT EXPENSES	92.54	753.54	1,200.00	446.46
GRANT IN AID	1,432.50	30,355.00	30,000.00	(355.00)
GENERAL ELECTIONS	0.00	240.21	2,700.00	2,459.79
<b>* TOTAL GENERAL GOVERNMENT</b>	<b>25,255.08</b>	<b>214,653.50</b>	<b>292,000.00</b>	<b>77,346.50</b>
<b>FIRE DEPARTMENT</b>				
INSURANCE (FIRE DEPT.)	(65.00)	14,564.35	18,000.00	3,435.65
TELEPHONE AND RADIO	245.65	1,785.68	7,000.00	5,214.32
VEHICLE OPERATION AND MAINT.	220.23	5,398.45	5,000.00	(398.45)
BUILDING OPERATION AND MAINT.	165.34	2,962.93	6,000.00	3,037.07
EQUIPMENT OPERATION AND MAINT.	1,915.29	8,395.93	10,000.00	1,604.07
EQUIPMENT REPLACEMENT	0.00	11,234.39	12,000.00	765.61
OFFICE AND SUNDRY	103.53	1,212.73	3,500.00	2,287.27
WAGES AND BENEFITS	0.00	0.00	10,000.00	10,000.00
UTILITIES	0.00	3,593.93	6,000.00	2,406.07
PRINCIPAL	0.00	13,000.00	13,000.00	0.00
INTEREST	351.83	2,822.50	4,000.00	1,177.50
TRAINING AND TRAVEL	0.00	5,346.69	10,000.00	4,653.31
<b>* TOTAL FIRE DEPARTMENT</b>	<b>2,936.87</b>	<b>70,317.58</b>	<b>104,500.00</b>	<b>34,182.42</b>



# TOWN OF PORT MCNEILL

## Monthly Financial Report

For the Period Ending August 31, 2011

Description	August 2011 Actual	2011 YTD Actual	2011 Budget	2011 Budget Remaining \$
<b>PEP</b>				
ESS - OFFICE & SUNDRY	0.00	223.83	500.00	276.17
ESS - SUPPLIES	0.00	291.50	500.00	208.50
ESS - TRAVEL & TRAINING	0.00	0.00	500.00	500.00
PEP - TRAINING & TRAVEL	0.00	205.92	1,000.00	794.08
PEP TELEPHONE AND RADIOS	222.21	910.76	1,500.00	589.24
PEP - EQUIPMENT & SUPPLES	0.00	282.46	500.00	217.54
<b>* TOTAL PEP</b>	<b>222.21</b>	<b>1,914.47</b>	<b>4,500.00</b>	<b>2,585.53</b>
<b>AMBULANCE</b>				
AMBULANCE HALL EXPENSES	0.00	524.78	1,000.00	475.22
<b>* TOTAL AMBULANCE</b>	<b>0.00</b>	<b>524.78</b>	<b>1,000.00</b>	<b>475.22</b>
<b>ANIMAL CONTROL</b>				
ANIMAL CONTROL OPERATIONS	1,495.85	11,833.11	17,000.00	5,166.89
POUND DONATIONS	0.00	212.69	0.00	(212.69)
<b>* TOTAL ANIMAL CONTROL</b>	<b>1,495.85</b>	<b>12,045.80</b>	<b>17,000.00</b>	<b>4,954.20</b>
<b>TRANSPORTATION SERVICES</b>				
SMALL TOOLS AND EQUIPMENT	438.61	4,790.43	10,000.00	5,209.57
VEHICLE OPERATIONS AND MAINT.	2,195.69	16,845.42	33,000.00	16,154.58
INSURANCE (PUBLIC WORKS)	0.00	13,664.41	15,000.00	1,335.59
DITCH AND DRAIN MAINT.	108.20	13,015.04	17,500.00	4,484.96
ROADS AND STREETS MAINT.	1,210.71	13,027.66	17,500.00	4,472.34
WAGES AND BENEFITS ( P.W.)	8,036.48	83,410.76	118,000.00	34,589.24
TRAINING & TRAVEL (P.W.)	0.00	1,314.63	2,000.00	685.37
OFFICE AND SUNDRY (P.W.)	48.84	390.72	1,000.00	609.28
UTILITIES & TELEPHONE (P.W.)	275.57	1,233.46	2,000.00	766.54
BUILDING INSPECTION	2,313.06	8,113.32	12,000.00	3,886.68
STREET LIGHTING	5,753.84	32,774.48	57,000.00	24,225.52
SIGNAGE	38.21	2,294.51	3,000.00	705.49
FEDERAL WHARF OPERATIONS	296.04	22,042.47	7,000.00	(15,042.47)
MUNICIPAL WHARF OPERATIONS	(175.12)	6,957.03	14,000.00	7,042.97
MUNICIPAL HARBOUR MANAGEMENT	9,450.98	43,173.15	65,000.00	21,826.85
FEDERAL HARBOUR MANAGEMENT	6,131.85	33,544.62	40,000.00	6,455.38
MUNICIPAL HARBOUR TELEPHONE/RADIO	216.35	1,197.57	2,500.00	1,302.43
FEDERAL HARBOUR TELEPHONE/RADIOS	216.34	1,175.88	2,500.00	1,324.12
MUNICIPAL HARBOUR UTILITIES	1,805.15	12,950.04	25,000.00	12,049.96
FEDERAL HARBOUR UTILITIES	0.00	798.40	12,500.00	11,701.60
MUNICIPAL HARBOUR BUILDING OPERATI	766.17	4,779.91	5,000.00	220.09
FEDERAL HARBOUR BUILDING OPERATIO	766.16	4,779.92	5,000.00	220.08
MUNICIPAL HARBOUR OFFICE & SUNDRY	303.38	2,335.76	3,500.00	1,164.24
FEDERAL HARBOUR OFFICE & SUNDRY	323.14	2,425.10	3,500.00	1,074.90
BOAT LAUNCH	0.00	568.32	1,500.00	931.68
HARBOUR PARKING	64.65	4,061.46	4,000.00	(61.46)
MUNICIPAL MARINA LEASE	0.00	12,244.45	12,500.00	255.55
WHARFHEAD OPERATIONS & MAINT.	0.00	404.90	1,000.00	595.10
HARBOUR STAFF TRAINING & TRAVEL	0.00	924.90	3,500.00	2,575.10
HARBOUR COMMISSION	0.00	236.62	1,000.00	763.38
MUNICIPAL HARBOUR INSURANCE	1,214.00	17,857.20	18,000.00	142.80
AIRPORT INSURANCE	0.00	3,651.78	4,000.00	348.22
AIRPORT OPERATIONS & MAINT.	433.96	10,864.57	8,000.00	(2,864.57)
Public Works Yard & Shop	0.00	2,855.48	3,000.00	144.52
<b>* TOTAL TRANSPORTATION SERVICES</b>	<b>42,232.26</b>	<b>380,704.37</b>	<b>530,000.00</b>	<b>149,295.63</b>



# TOWN OF PORT MCNEILL

## Monthly Financial Report

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For the Period Ending August 31, 2011

Description	August 2011 Actual	2011 YTD Actual	2011 Budget	2011 Budget Remaining \$
<b>RECREATION &amp; CULTURAL SERVICES</b>				
WAGES & BENEFITS (RECREATION)	5,757.11	55,887.63	80,000.00	24,112.37
RECREATION TELEPHONE	122.01	469.84	700.00	230.16
TOWN LOG PUBLICATION	143.16	946.42	1,300.00	353.58
SPECIAL EVENTS	0.00	0.00	1,000.00	1,000.00
INSURANCE (RECREATION)	0.00	11,699.27	8,000.00	(3,699.27)
OLD SCHOOL OPERATIONS	1,259.76	17,051.47	20,000.00	2,948.53
OLD SCHOOL UTILITIES	714.95	3,363.03	5,100.00	1,736.97
OLD SCHOOL HEATING	33.14	17,316.63	24,000.00	6,683.37
COMMUNITY HALL OPERATIONS	383.85	7,596.12	8,000.00	403.88
COMMUNITY HALL UTILITIES	171.82	869.70	1,600.00	730.30
COMMUNITY HALL HEATING	64.20	5,268.33	8,400.00	3,131.67
MUSEUM UTILITIES	371.48	3,243.85	3,500.00	256.15
MUSEUM OPERATIONS	0.00	1,091.70	15,000.00	13,908.30
POOL - WAGES & BENEFITS	21,845.11	63,864.67	81,400.00	17,535.33
POOL - UTILITIES	0.00	2,561.60	6,000.00	3,438.40
POOL - OFFICE & SUNDRY	127.17	218.36	1,000.00	781.64
POOL - OPERATIONS & MAINT.	1,437.28	17,204.17	12,000.00	(5,204.17)
POOL - HEATING	7,546.79	22,095.21	30,000.00	7,904.79
POOL - TELEPHONE	167.35	636.40	1,000.00	363.60
SWIMMING LESSON COSTS	1,237.16	1,922.76	3,000.00	1,077.24
POOL STAFF TRAINING & DEVELOPMENT	0.00	2,094.30	3,000.00	905.70
PARKS OPERATIONS & MAINT.	13,444.10	79,462.57	90,000.00	10,537.43
LIBRARY ASSESSMENT	18,103.00	54,309.00	72,400.00	18,091.00
Broughton Campground Operations	2,410.26	10,158.30	5,000.00	(5,158.30)
Broughton Campground Lease	0.00	3,052.50	3,000.00	(52.50)
Broughton Campground Commission	1,943.50	3,953.94	6,000.00	2,046.06
<b>* TOTAL RECREATION &amp; CULTURAL</b>	<b>77,283.20</b>	<b>386,337.77</b>	<b>490,400.00</b>	<b>104,062.23</b>
<b>ENVIRONMENTAL HEALTH</b>				
GARBAGE COLLECTION	6,958.40	55,225.21	80,000.00	24,774.79
GARBAGE DUMP OPERATIONS	0.00	0.00	1,000.00	1,000.00
RECYCLING CENTRE OPERATIONS	4,713.89	18,919.44	27,000.00	8,080.56
<b>* TOTAL ENVIRONMENTAL HEALTH</b>	<b>11,672.29</b>	<b>74,144.65</b>	<b>108,000.00</b>	<b>33,855.35</b>
<b>OTHER</b>				
CEMETERY OPERATION	0.00	1,486.49	2,000.00	513.51
PLANNING & ZONING	0.00	5,470.55	5,000.00	(470.55)
<b>* TOTAL OTHER</b>	<b>0.00</b>	<b>6,957.04</b>	<b>7,000.00</b>	<b>42.96</b>
<b>DEBT CHARGES &amp; DISCOUNTS</b>				
INTEREST & BANK CHARGES	26.75	16,142.03	30,000.00	13,857.97
DISCOUNTS ON PREPAYMENTS	0.00	41,490.99	42,000.00	509.01
DEBENTURE PRINCIPAL	0.00	26,000.00	26,000.00	0.00
DEBENTURE INTEREST	0.00	4,604.19	5,000.00	395.81
MFA Lease Payment	0.00	36,976.31	60,640.00	23,663.69
<b>* TOTAL DEBT CHARGES &amp; DISCOUNTS</b>	<b>26.75</b>	<b>125,213.52</b>	<b>163,640.00</b>	<b>38,426.48</b>



# TOWN OF PORT MCNEILL

## Monthly Financial Report

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For the Period Ending August 31, 2011

Description	August 2011 Actual	2011 YTD Actual	2011 Budget	2011 Budget Remaining \$
<b>CAPITAL</b>				
RECREATIONS & PARKS CAPITAL	0.00	0.00	0.00	0.00
PUBLIC WORKS EQUIPMENT (CAPITAL)	0.00	0.00	0.00	0.00
ROADS & SIDEWALKS (CAPITAL)	0.00	0.00	0.00	0.00
HARBOUR IMPROVEMENTS (CAPITAL)	0.00	0.00	0.00	0.00
OFFICE (CAPITAL)	0.00	5,165.70	8,000.00	2,834.30
SCHOOL HOUSE CREEK	2,648.32	10,218.80	146,718.00	136,499.20
FIRE DEPARTMENT (CAPITAL)	0.00	0.00	0.00	0.00
AIRPORT IMPROVEMENTS (CAPITAL)	0.00	0.00	0.00	0.00
HARBOUR REDEVELOPMENT PROJECT	1,139.60	52,072.50	422,858.00	370,785.50
<b>* TOTAL CAPITAL</b>	<b>3,787.92</b>	<b>67,457.00</b>	<b>577,576.00</b>	<b>510,119.00</b>
<b>TAXES LEVIED OTHER GOV'T</b>				
RESIDENTIAL SCHOOL TAX	0.00	487,003.35	558,342.07	71,338.72
NON-RESIDENTIAL SCHOOL TAX	0.00	224,896.13	224,896.13	0.00
REGIONAL HOSPITAL DISTRICT	0.00	100,614.00	100,614.00	0.00
REGIONAL DISTRICT	0.00	469,677.00	469,677.00	0.00
MUNICIPAL FINANCE AUTHORITY	0.00	57.54	58.00	0.46
B.C. ASSESSMENT	0.00	20,021.80	20,022.00	0.20
Police Tax	0.00	107,259.30	107,258.90	(0.40)
<b>* TOTAL TAXES LEVIED OTHER GOV'T</b>	<b>0.00</b>	<b>1,409,529.12</b>	<b>1,480,868.10</b>	<b>71,338.98</b>
<b>**P TOTAL EXPENSES</b>	<b>(164,912.43)</b>	<b>(2,749,799.60)</b>	<b>(3,776,484.10)</b>	<b>(1,026,684.50)</b>
<b>***P SURPLUS (DEFICIT)</b>	<b>(113,847.06)</b>	<b>922,515.57</b>	<b>0.00</b>	<b>(922,515.57)</b>

**TOWN OF PORT MCNEILL**

**BYLAW NO. 633, 2011**

A bylaw to establish due dates and penalty additions to unpaid property taxes

WHEREAS the Council of the Town of Port McNeill is empowered under Section 235 of the Community Charter to establish one or more dates on which the property taxes are due;

AND WHEREAS Section 193.1 empowers the Town to establish penalties to be paid after the tax due date established by the bylaw;

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

1. Definition of Working Day – a day when the Town Office is normally open for business.
2. That the property tax due date is June 30<sup>th</sup> of each year.
3. That a five percent (5%) penalty will be added to all unpaid taxes on the next working day after June 30 each year.
4. That a further 5 percent (5%) penalty will be added to all unpaid taxes on the next working day after October 31<sup>st</sup> each year.
5. That Bylaw No. 541, 2002 Tax Due Date and Penalty Additions is hereby repealed.
6. This Bylaw may be cited as the "Town of Port McNeill Tax Due Date and Penalty Additions Bylaw No. 633, 2011".

Read a first time the 15<sup>th</sup> day of August, 2011

Read a second time the 15<sup>th</sup> day of August, 2011

Read a third time the 15<sup>th</sup> day of August, 2011

Reconsidered, finally passed and adopted the \_\_\_\_ day of \_\_\_\_\_, 2011

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Administrator

Certified to be a true copy of Bylaw No. 633, 2011 as adopted

\_\_\_\_\_  
Corporate Administrator

**TOWN OF PORT MCNEILL  
BYLAW NO. 634, 2011**

**A bylaw to exempt certain property in the Town of Port McNeill from property taxation for the year 2012.**

**Whereas** by virtue of provisions of the Local Government Act R.S.B.C. and the Community Charter, the Council may exempt from taxation certain properties;

**And whereas** by virtue of provisions of the Local Government Act and the Community Charter, the Council of any Municipality may by bylaw adopted by an affirmative vote of at least two-thirds of its members, determine the proportions that shall, for the land and improvements, be exempt and taxable;

**Now therefore** the Council of the Town of Port McNeill in open meeting assembled enacts as follows:

That, by virtue of the Community Charter, section 220 (general statutory exemptions) the Town of Port McNeill exempts from taxation all that land or land and buildings described hereinafter:

1. **Bishop of Victoria** - land and buildings described as Lot B, Plan VIP57568, Section 18, Township 1, Rupert District, owned by the Bishop of Victoria and being used solely for the public worship of God (Folio 893.452, 430 Chapel Street). Approximate taxes \$1,700.00
2. **United Church of Canada** - building and all that land described as Lots 6 and 7, Block 7, Plan 16354 owned by the United Church of Canada and being used solely for the public worship of God (Folio 692.000, 155 & 175 Cedar Street). Approximate taxes \$3,000.00
3. **Full Gospel Church** - building and all that land described as Lot A, Plan 96319M, Section 18, Township 1 (formerly Lots 22, 23 and 24, Plan 30063) owned by the Full Gospel Church and being used solely for the public worship of God (Folio 885.256, 2450 Catala Place). Approximate taxes \$3,500.00
4. **Port McNeill Baptist Church** - land and buildings including a mobile home described as Lot A, Plan 30690, owned by the Port McNeill Baptist Church and being used solely for the public worship of God (Folio 885.370, 2501 Mine Road). Approximate taxes \$3,400.00
5. **Church of Jesus Christ of Latter-day Saints** - land and buildings described as Lot 1, Plan 31310, owned by the Church of Jesus Christ of Latter-day Saints and being used solely for the public worship of God (Folio 885.626, 2551 Mine Road). Approximate taxes \$3,200.00
6. **Port McNeill Jehovah's Witnesses** - land and building described as Lot B, Plan 32432, owned by the Port McNeill Jehovah's Witnesses and being used solely for the public worship of God (Folio 886.006, 2651 Mine Road). Approximate taxes \$1,800.00

That, by virtue of the Community Charter, section 224 (general authority for permissive exemptions) the Town of Port McNeill exempts from taxation all that land or land and buildings described hereinafter:

66)

1. **Broughton Curling Club** - building owned by the Broughton Curling Club situated on part of remainder of Lot 1, Plan 23085, west half of Section 18, Township 1, Rupert District (Folio 790.001, 2203 Campbell Way). Approximate taxes \$13,500.00
2. **Royal Canadian Legion** - land and building described as Lot A, Section 18, Township 1, Plan 32432 owned by the Royal Canadian Legion, Branch 281 (Folio 886.005, 2631 Mine Road). Approximate taxes \$2,500.00
3. **Guide/Scout Hall** – land and building owned by Scout Properties (B.C. Yukon Ltd.) and Girl Guides of Canada/Guides du Canada, Broughton Strait District, situated on leased land described as NE part of Lot 1, Plan 24423, Section 25 (Folio 101.000, 420 Shelley Crescent). Approximate taxes \$2,500.00
4. **Port McNeill Lions Club** – building owned by the Port McNeill Lions Club situated on leased land described as Lot A, Plan VIP57568, Section 18, Township 1 (Folio 893.450, 2897 Mine Road). Approximate taxes \$1,900.00
5. **North Island Community Services Society** - land and building described as Lot 1, Block 12, Plan 16354 owned by Family Services Society and operated as a Thrift Shop (Folio 720.000, 1503 Broughton Boulevard). Approximate taxes \$2,000.00
6. **Broughton Strait Campground** – a portion of land and improvements within Tree Farm 21 owned by Island Timberlands and leased to the Town of Port McNeill for use as a Recreational Campsite described as North East part of Section 25, Rupert District (Folio 2.000, 550 Southeast Main Road). Approximate taxes \$1,700.00.

This Bylaw may be cited as the "2012 Tax Exemption Bylaw, No. 634, 2011".

Read a first time the \_\_\_\_<sup>th</sup> day of September, 2011.

Read a second time the \_\_\_\_<sup>th</sup> day of September, 2011.

Read a third time the \_\_\_\_<sup>th</sup> day of September, 2011.

Reconsidered, finally passed and adopted on the \_\_\_\_<sup>th</sup> day of October, 2011.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Administrator

Certified to be a true copy of Bylaw No. 634, 2011 as adopted.

\_\_\_\_\_  
Corporate Administrator