

VILLAGE OF PORT ALICE
COMMITTEE OF THE WHOLE COUNCIL MEETING AGENDA
TO BE HELD THURSDAY FEBRUARY 3 AT 5:00PM
AT THE SEAVIEW ACTIVITY CENTER

CALL TO ORDER

ADOPTION OF AGENDA:

Committee of the Whole is a meeting to consider an issue, but not to decide upon any action.

- *Motions may be made, but do not need to be seconded*
- *Voting is undertaken in the same manner as in a regular council meeting*
- *Members of Council may speak on an issue an unlimited number of times, but may not speak longer than ten minutes on any one issue*
- *A motion to adjourn is not required*

MINUTES:

THAT the minutes of the May 6, 2021 Committee of the Whole meeting be approved.

ITEMS FOR DISCUSSION

1. Mural Project
 - a) October 29, 2021 Report from Bonnie Danyk, CAO / CFO
 - b) January 4, 2022 Report from Ryan Nicholson EDO
 - c) January 12, 2022 Discussion Paper from David Dick, Port Alice Gas
 - d) RDMW 2022 Regional Tourism Action Grant Guide
2. Port Alice Economic Development Update
 - a) Report from Ryan Nicholson, EDO
3. Release of Closed Meeting Minutes
 - a) Report from Bonnie Danyk CAO / CFO

ADJOURNMENT

VILLAGE OF PORT ALICE COUNCIL
COMMITTEE OF THE WHOLE MEETING MINUTES

THURSDAY MAY 6, 2021

IN THE LARRY PEPPER ROOM AT THE COMMUNITY CENTRE



Present Mayor Kevin Cameron
Councillor Holly Aldis
Councillor Sean Watson
Councillor Bruce Lloyd
Councillor Angela Yunker

Staff Bonnie Danyk, CAO / CFO

CALL TO ORDER: 4:36 pm

Mayor Kevin Cameron called the meeting to order at 4:36 pm

COTW 01/21

ADOPTION OF AGENDA:

It was duly moved that the agenda be adopted.

CARRIED

COTW 02/21

MINUTES:

It was duly moved:

THAT the minutes of the October 28, 2020 Committee of the Whole meeting be approved.

CARRIED

ITEMS FOR DISCUSSION:

1. Uninsured Vehicles on Boulevards

April 27, 2021 Report from Bonnie Danyk CAO/ CFO

Bylaw Enforcement Policy

Bylaw No. 645 Boulevard Maintenance Bylaw

Bylaw No. 9 Streets and Traffic Regulation Bylaw 1965

DRAFT Bylaw 566 Parking and Traffic Control Bylaw.

ADJOURNMENT: The meeting was adjourned at 5:00 pm

Certified Correct

Mayor

Chief Administrative Officer



**VILLAGE OF PORT ALICE
REPORT TO COUNCIL
COMMITTEE OF THE WHOLE**

To: Mayor & Council
From: CAO / CFO
Date: January 27, 2022
Subject: Murals

In October 2021 David Dick of Port Alice Gas contacted the Village of Port Alice about painting murals on his propane tanks.

I wrote a report for the November 10, 2021 Agenda which resulted in the following motion:

Murals on Propane Tanks

October 29, 2021, report from Bonnie Danyk, CAO/CFO

***THAT** the Village's Economic Development Officer, Ryan Nicholson, be directed to inquire if other local businesses and organization are interested in murals on their properties and **FURTHER THAT** staff be directed to research any funding grants that would apply to a mural project.*

David Dick appeared at the January 12, 2022 Council meeting to discuss his idea. Also, on the Agenda for the meeting was a report from Ryan stating that there was interest in murals from other local businesses and that staff was continuing to look for funding opportunities. Council requested that the murals be discussed at a Committee of the Whole Meeting.

On January 25, 2022 David Dick sent a letter to Mayor Cameron once again asking for support for murals on his propane tanks.

One possibility for funding is the Covid Relief Funds we received from the Province. There is approximately \$175,000 left in the fund. Some other municipalities have used this funding for community grants. Council could offer a grant to interested businesses for a set amount (perhaps \$1,000) on a first come first served basis with a maximum number of grants available.

Respectfully submitted,



Bonnie Danyk
CAO / CFO

Attachments:

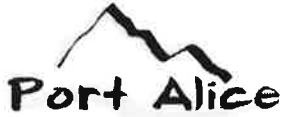
October 29, 2021 Report from Bonnie Danyk, CAO / CFO

January 4, 2022 Report from Ryan Nicholson, EDO

January 12, 2022 Request to Council from David Dick, Port Alice Gas

January 25, 2022 Letter to Mayor Cameron from David Dick, Port Alice Gas

RDMW- Regional Tourism Action Grants Guide



VILLAGE OF PORT ALICE REPORT TO COUNCIL

To: Mayor and Council
From: CAO / CFO
Date: October 29, 2021
Subject: Murals on Propane Tanks

David Dick from Port Alice Gas recently went to Churchill Manitoba and was impressed with the murals he saw that were part of the Sea Walls Churchill project. David called me this week and asked if Council would support murals being painted on the Port Alice Gas propane tanks at the entrance to the Village.

David also talked to Pat English, the Economic Development Officer, at the Regional District of Mount Waddington who suggested that the murals could be partially funded through the Rural Tourism Action Grant program which provides matching grants up to \$5,000. To receive this matching grant revenue the project would have to be a Village of Port Alice initiative.

The proposal from David, as discussed with Pat English, is that Port Alice Gas would “donate” the surface of the propane tanks to a community tourism initiative. In my initial conversation with David he also said that Port Alice Gas would be willing to contribute some money to the cost of the project. Pat has suggested that an advisory committee be formed to determine details.

Some things for Council to consider when deciding whether to participate in the project are; the scope of the project, for example whether all businesses / organizations in Port Alice would be given an opportunity to participate, how the project would be funded and staff capacity to manage the project.

Bonnie Danyk
CAO / CFO



VILLAGE OF PORT ALICE REPORT TO COUNCIL

To: Mayor and Council
From: Ryan Nicholson, Economic Development Officer
Date: January 4, 2022
Subject: Murals

At the request of council, I reached out to several local businesses and building owners to see if there would be interest in having murals painted on buildings and infrastructure using municipal tourism funds and grants to cover some of the expense. This was initiated by a request from David Dick with Port Alice Gas, who is looking at having the Village propane tanks painted with a mural after seeing a similar project in Churchill MB. Mr. Dick was informed by Pat English with the regional district of Mount Waddington that funding could be provided by tourism grants for this mural. This raised a concern regarding municipal funds being used to benefit one specific business, without checking with other local businesses to see if they would be interested in participating as well. I spoke with Bill Fader Jr at Port Alice Foods, John Christou with the strip mall, Marney at Port Alice petroleum products, and Jan Allen with Bashaw Holdings. All the people I talked to about this had interest in participating depending on the costs. The murals that Mr. Dick has seen in Churchill were done as part of a community initiative organized by a non-profit called "Sea Walls". I have reached out to Sea Walls several times now to see about getting more information on becoming a host community for one of their future projects, but I have heard nothing back. Marney with Port Alice petroleum products mentioned that she had been looking at the possibility of improving her above ground tanks with artwork as well. Councillor Aldis had also mentioned the marina building could benefit from this project as well. I think there would be multiple other municipal buildings such as the arena, fire hall, and community centre that would also be good candidates for exterior painting projects. With there being multiple locations interested in having these murals on their buildings, the size and complexity of this project expands considerably. If the municipality chooses to support the painting of the propane tanks, I believe the same offer should be presented to Port Alice Petroleum products as well for their fuel tanks, as these would be very similar projects.

Ryan Nicholson, EDO

Preliminary Discussion regarding the Painting of Murals on Port Alice Gas's Propane Tanks and Murals in general at the January 12th, 2022 Port Alice Council meeting.

Does Council wish to consider and support the painting of Murals on the large propane storage tanks at the propane terminal? If the answer is generally yes, but with conditions, what are those conditions:

1. Should there be a theme to the Murals?
Wildlife, such as Eagles, Sea Otters, Bears, Cougars or Salmon or something else.
2. Will the Village assign a contact to assist with the Mural project to provide guidance as required to move this project forward?
3. Would the community like to sponsor a design contest to develop a theme or design for the Murals to be painted? If so, who would manage the contest?
4. The regional district has expressed a willingness to provide some financial support for the painting of Murals but such support is subject to some level of support from the Village.
5. Will the Village provide some financial support for the Murals to help defray the cost of the Murals? Will the support be in the form of a grant or assistance in-kind? Examples of in-kind assistance, might be the loan of a pressure washer or scaffolding or the use of other helpful equipment or even temporary access to personnel?

Dear Mayor,

January 25th, 2022

Thank you for the opportunity to meet with Council on January 12th, 2022 to discuss the prospect of murals on the two large propane tanks at the Port Alice Gas terminal. We thought murals on the tanks would be a positive contribution to the Village.

In our initial approach to the regional district, we were pleasantly surprised to find that there may be some funding available to assist with murals subject to contributions from us, and others, either in terms of cash or assistance in kind. Such financial support to help defray some of the costs would have been most welcome. However, we do think it has been inappropriate to describe Port Alice Gas as wanting funding ahead of anyone else. That has never been our intent. When we inquired as to funding from the regional district, no other party, so we understood, had expressed interest in doing murals in Port Alice.

Our initial discussion with the Village regarding this project was prior to others that had suitable locations for murals being canvassed by the Village. We are pleased others would consider similar efforts as I think the more murals the better the visual impact. With others participating it is obvious that any support that might come from governments should be distributed among the participants. That fact is fully understood. I appreciate that funding favoritism to any participant should be avoided. The question now is how will support, if any, be allocated. Will assistance be based on the size of the mural, the complexity of the mural or by some other factor? It seems too early to define these factors until we know who will participate, the number of murals and the possibly size of the murals etc. I would therefore encourage Council to concentrate not on the money side of the project but rather help direct those interested in participating with some direction as to a theme and timetable.

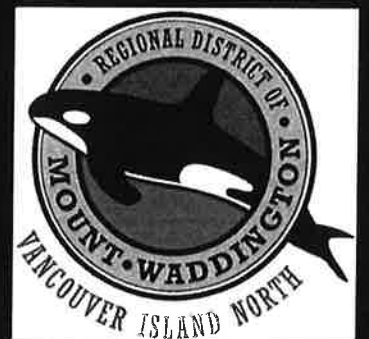
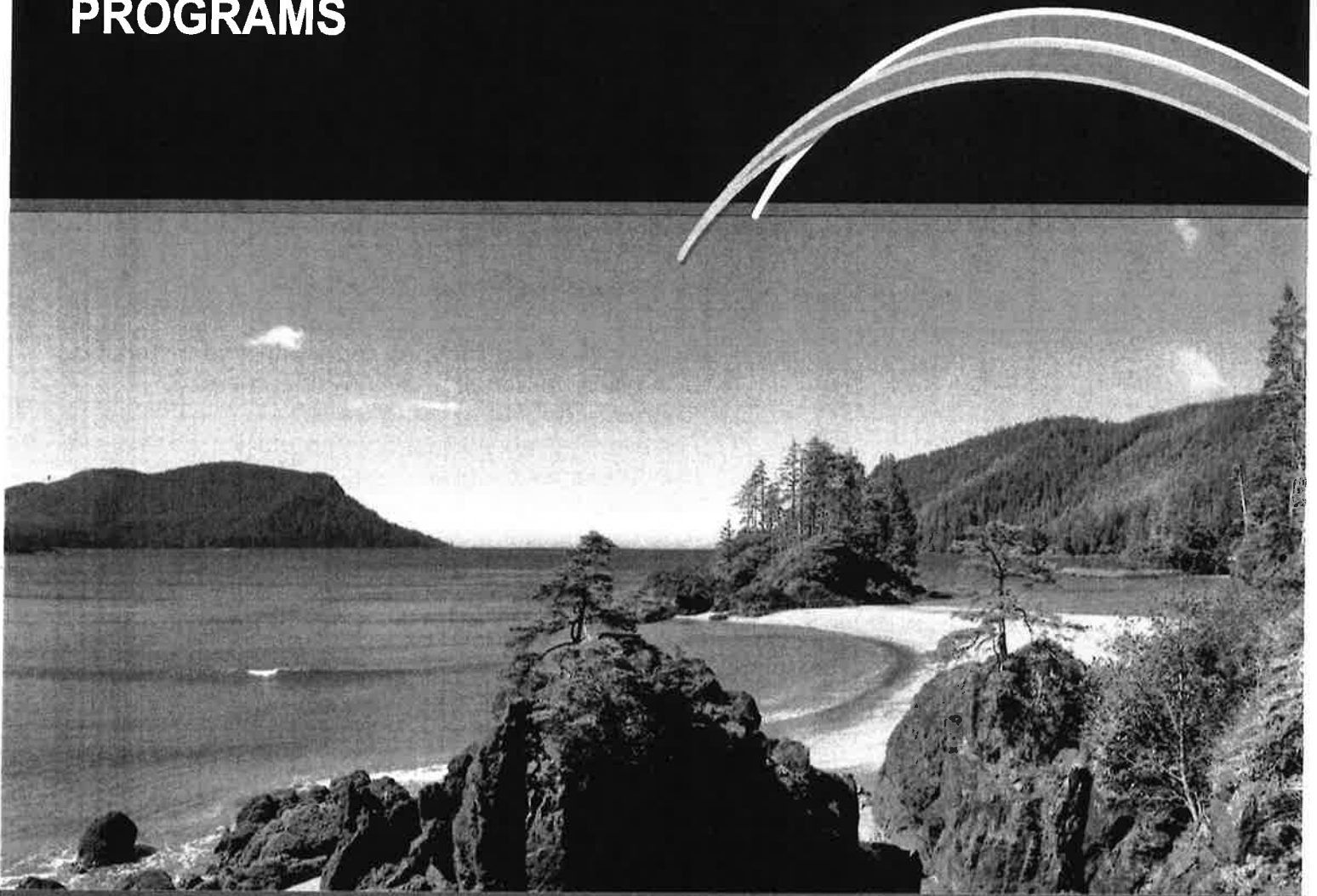
As for Port Alice Gas Inc. we thought of doing murals that were either of historical ships that brought supplies to Port Alice or of local wildlife. But before we invest further time and effort into the design it would be beneficial to receive some direction from Council.

Regards,

David Dick

Regional District of Mount Waddington

2022 REGIONAL TOURISM ACTION GRANT PROGRAMS



Tourism Grant Programs



RURAL COMMUNITY ORGANIZATIONS CAN ACCESS SUPPORT

In 2022, the local tourism accommodation sector authorized the Province to levy a 3% accommodation room tax in Electoral Areas A, B, C, D and the Village of Port Alice. Over 50% of the tax revenues raised provides financial support for the Vancouver Island North Tourism Association's regional destination marketing activities.

The remainder of the revenue is available to community organizations for trailhead signage, festival and event marketing and the development and promotion of community tourism.

PROGRAM DESCRIPTIONS

Trail Enhancement Program

- Provides funding for the production and installation of an information sign at a trailhead and improvements to existing trails.
- For trail improvements, a community organization may apply for program funding up to \$5,000 with matching funding, a maximum of which may be 50% in kind, and will assume responsibility for carrying out the improvements.
- For trailhead signs, the RDMW may apply up to \$10,000 annually to the production and installation of not more than 4 trailhead signs based on a standard format and may provide a trailhead sign shelter and may supervise installation.

Festival and Event Program

- Support for event planning and implementation
- Design, production and distribution of marketing materials that target out-of-region consumers.
- Program funding up to \$5,000 is available to match spending by the applicant.
- Festivals and Events may not access funding from the program for 2 consecutive years.

Community Tourism Program

- Development of community projects that contribute to the tourism experience.
- Program funding up to \$5,000 is available to match spending by the applicant, half of which may include documented in-kind contributions
- Expenditures for on-going operational costs are not eligible.

PROGRAM GOALS

- Assist rural communities to increase tourism activity.
- Improve visitor experience and information on trails.
- Leverage private sector resources to secure community tourism goals.
- Improve the visitor experience and;
- Increase attendance at, and support for, local events and festivals that target consumers from outside the local area.

Grant Programs

1) Trail Enhancement

2) Festivals and Events

3) Community Tourism

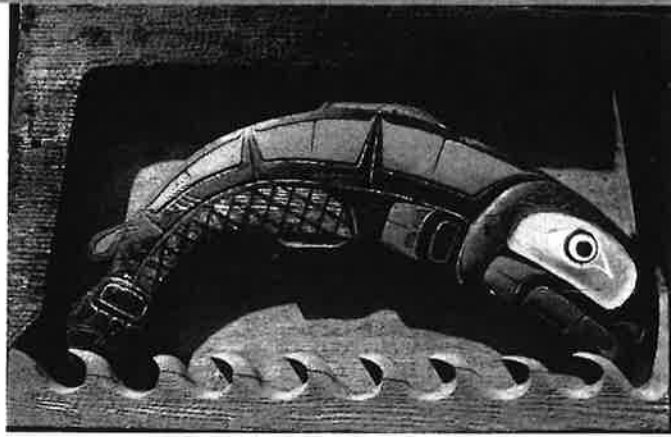
ELIGIBLE APPLICANTS

- 1. Community organizations, Service clubs, Not-for-Profit societies and social enterprises (partnership proposals with the local commercial sector encouraged)**
- 2. Village of Port Alice**
- 3. First Nations governments within the bylaw area**

THE PROPOSAL'S ACTIVITIES MUST BE BASED MAINLY WITHIN BYLAW AREA COMMUNITIES.

PROPOSALS THAT WILL MAINLY BENEFIT THE DISTRICT OF PORT HARDY, TOWN OF PORT MCNEILL AND VILLAGE OF ALERT BAY ARE NOT ELIGIBLE.

If you have any questions about the RTAG program, please contact Pat English, Manager Economic Development, penglish@rdmw.bc.ca



ELIGIBLE COSTS

- Eligible costs mean direct costs properly and reasonably incurred and paid by the proponent in the development or implementation of an eligible project.
- A successful proponent is eligible to be funded up to \$5,000 (subject to available funding) and may be required to make matching contributions in-kind or in cash, based on the program guidelines.
- Costs are only eligible when they take place after the proponent is notified of their successful award and are payable upon receipt of a valid invoice.
- **No "up front" contributions or instalments will be made upon award.**
- **Applicants are responsible for obtaining and disclosing all necessary permits and approvals for the project.**

APPLICATIONS WILL BE ACCEPTED UNTIL SEPTEMBER 30, 2022. PROJECTS MUST BE COMPLETED WITHIN A YEAR OF FUNDING APPROVAL.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.



HOW TO APPLY

The 2022 Application Form for the Tourism Grant Program is available at the RDMW office or may be downloaded from the website. Additional information requested in the application, including evidence that, as proponent, your organization is in good legal and financial standing in the Province of British Columbia, must be attached to the form. Please ensure that you attach all letters, approvals and permits in support of the application.

The project must be completed and a final report with accompanying financial statements and invoices must be submitted by December 31, 2023.

APPLICATION CHECK LIST

The following documentation is required for all applications:

- Proof that the applicant is current with regulatory registration
- Copy of the applicant's latest financial statement.
- Permits required for the project
- Evidence of support from the area's regional director

If the application is approved, payment of the grant requires proof of spending and proof of contributions, including any allowed in-kind contribution.



Regional District of Mount Waddington
Box 729, 2044 McNeill Road
Port McNeill, British Columbia
V0N 2R0

Telephone: 250-956-3301
Facsimile: 250-956-3232

E-mail: info@rdmw.bc.ca



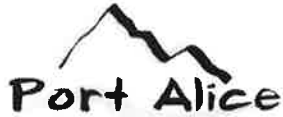
**VILLAGE OF PORT ALICE
REPORT TO COUNCIL
COMMITTEE OF THE WHOLE**

To: Mayor & Council
From: Economic Development Officer
Date: January 31, 2022
Subject: Economic Development Report

Economic Development Report for Feb 3, 2022

- Review OCP, Port of Potential, Bylaws etc.
- Attended Economic Development Forum at 7 Hills golf course
- Attended (virtually) the State of the Island Economic summit
- Attending VINTAS meetings for tourism development
- General research into Housing programs
- Reviewing available grants to find municipal projects that may qualify
- Spoke with different business and property owners in regards to possible mural project
- Meeting with different business owners to introduce myself and offer assistance
- Meeting with councillors for introductions and ideas for moving forward
- Updating our municipal business directory to better connect our businesses
- In communication with a company that expressed interest in former mill site
- In communication with "Still Standing" TV show for possible Port Alice filming
- Working with several people to help retain and start new businesses in town
- Looking into the details of acquiring a license to remove rock from pit on SE Main
- Reviewing upcoming interpretive signs
- Reviewing seaweed report for possible aquaculture opportunities
- Working on updating our outdated appearance on many different websites (Hello BC, Vancouver Island North, Vancouver Island Tourism, BC Marine Trails, AHOY BC, TripAdvisor, Google maps to name the main ones)
- Attempting to meet with other visitor centres and chamber of commerce in the tri-port area
- Looking into getting an official visitor centre with Destination BC
- Working with Community Futures on bringing information and programs to the community
- Constantly looking for ways increase municipal revenues with minimal costs
- Preparing for future land sales & purchases

Ryan Nicholson, Economic Development Officer



**VILLAGE OF PORT ALICE
REPORT TO COUNCIL
COMMITTEE OF THE WHOLE**

To: Mayor & Council
From: CAO / CFO
Date: January 27, 2022
Subject: Closed Meeting Minutes

Provincial Legislation does not have clear guidelines regarding the release of Closed Meeting minutes. The Office of the Ombudsperson does talk about it in their booklet on "Open Meetings: Best Practices Guide for Local Governments" however, these are guidelines and not legislative requirements.

As we do not have Closed Meetings all the time and sometimes it can be months before Closed Meeting minutes are approved it is reasonable to release minutes that no longer need to be kept confidential on a twice-yearly basis.

In 2021 there were nine Closed Meetings. Out of those nine meetings there were thirty-four motions. Eighteen of the thirty-four were motions to adopt the agenda and approve the minutes. Six motions were released in an agenda report in December. This left ten motions which were unable to be released due to confidentiality.

Respectfully submitted,

Bonnie Danyk
CAO / CFO

Attachment:

Office of the Ombudsperson guidelines for the Release of Minutes and Other Records

Release of Minutes and Other Records

Many subjects requiring the confidentiality of a closed meeting only require it for a limited period of time. Consequently, it is important that local governments have a process in place to regularly review the information produced at closed meetings. Information that would no longer undermine the reason for discussing it in a closed meeting should be released as soon as practicable.

Some local governments have acted proactively in this regard. They have assigned responsibility to specific staff for reviewing and releasing minutes of closed meetings and related information that no longer requires confidentiality. It is not only large and well-resourced local governments that have adopted this approach; smaller local governments have done so as well.

If it is not appropriate to release all information related to a closed meeting, it may be preferable to release incomplete information rather than to wait for a time when it will eventually be proper to release all the information. Local governments should strive to release as much information as possible as often as possible, in order to demonstrate their commitment to the principles of transparency and accountability and to receive the benefit of a more informed, engaged and trusting public.

Section 12 of FIPPA³¹

Closed meeting minutes may be excluded from disclosure under section 12 of the *Freedom of Information and Protection of Privacy Act* (FIPPA).³² Section 12 allows a local government to refuse to disclose information that would reveal the substance of deliberations of a closed meeting. It should be noted that if the information in question has also been discussed at an open meeting or is at least fifteen years old, the information is not protected from disclosure under FIPPA.

The test for invoking section 12 has three parts and places the onus of proof on the public body seeking to withhold the information. First, it must be shown that a meeting was held. Second, the public body must prove that the meeting was authorized to be closed. And third, the public body must establish that the disclosure would "reveal the substance of deliberations at that meeting".³³

Information in minutes may be withheld under section 12 if it would reveal the substance of deliberations in a closed meeting, either directly or by enabling accurate inferences to be drawn. However, local governments must still retain information that cannot be disclosed and release the remainder of the record in accordance with subsection 4(2) of FIPPA. Normally the dates, times, locations, and names of attendees will not be protected by section 12, nor will the general subjects addressed in a closed meeting. Only information that, whether by itself or when combined with other publicly available information, reveals "the substance of deliberations" will be protected.^{34 35}

³¹ For complete information on the provisions of FIPPA, please go to the Office of the Information and Privacy Commissioners' website at <http://www.oipc.bc.ca/>.

³² *Freedom of Information and Protection of Privacy Act*, R.S.B.C. 1996, c 165.

³³ *City of Coquitlam* (14 May 2002), Order 02-19, online: Office of the Information and Privacy Commissioner <http://www.oipc.bc.ca/orders/2002/Order02-19.pdf>.

³⁴ *Inquiry Regarding Vancouver Police Board In Camera Meeting Minutes*, Order 00-14, online: Office of the Information and Privacy Commissioner <http://www.oipc.bc.ca/orders/2000/order00-14.html>.

³⁵ The Information and Privacy Commissioner is the final authority over matters under FIPPA.

Duty to Respect Confidentiality

Section 117 of the *Community Charter* imposes an obligation on councillors to maintain confidentiality in respect of information considered in a closed meeting.³⁶ Specifically, it requires that a council member or former council member must, unless specifically authorized by council, keep in confidence information considered in a lawfully closed meeting until that information has been discussed at an open meeting or otherwise released to the public.

The obligation under section 117 must be respected regardless of any individual opinion as to whether or not a matter should have been discussed in a closed meeting. It is also important to remember that any statements in this guide that encourage the release of information generated or discussed in a closed meeting applies to local governments as a whole and not to individual council members or other elected officials.

Best Practices (After a Closed Meeting)

Best practices with respect to actions after a closed meeting include:

- complying with the provisions of FIPPA
- establishing a process and assigning responsibility to specific staff for reviewing and releasing minutes of closed meetings and related information no longer requiring confidentiality
- releasing as much information as possible as often as possible once confidentiality is no longer required

³⁶ Section 117 of the *Community Charter* applies to Regional Districts under section 787.1 of the *Local Government Act*.