



**DISTRICT OF PORT HARDY**

**AGENDA**

**REGULAR MEETING OF COUNCIL**

**7:00 PM**

**TUESDAY, MARCH 11, 2014**

**MUNICIPAL HALL COUNCIL CHAMBERS**  
**7360 COLUMBIA STREET**

**Mayor:** Bev Parnham  
**Councillors:** Janet Dorward, Jessie Hemphill, Debbie Huddleston,  
Rick Marcotte, Nikki Shaw, John Tidbury

**Staff:** Rick Davidge, Chief Administrative Officer  
Jeff Long, Director of Corporate & Development Services  
Allison McCarrick, Director of Financial Services  
Trevor Kushner, Director of Operational Services  
Leslie Driemel, Recording Secretary

**DISTRICT OF PORT HARDY  
AGENDA FOR THE REGULAR MUNICIPAL COUNCIL MEETING  
7:00 pm TUESDAY, MARCH 11, 2014  
Council Chambers - Municipal Hall**

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**A. CALL TO ORDER**

Time:

**B. APPROVAL OF AGENDA AS PRESENTED (or amended)**

Motion required

1. 2.

**C. ADOPTION OF MINUTES**

- 1-4** 1. The minutes of the Regular Council Meeting held February 25, 2014.

Motion required

1. 2.

**D. DELEGATIONS AND REQUEST TO ADDRESS COUNCIL**

1. Pat Corbett-Labatt, Chair, and Mark Jones, Treasurer, Port Hardy Twinning Society re: Update on activities, 20 year anniversary plans and Torii gate project.

**E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS**

- 5-6** 1. Council Action items. For information.

2. Graham Richards, Delegation at February 25, 2014 Council meeting re: Port Hardy Minor Hockey Arena Projects

a. Purchasing and installing a scrolling sign for the arena. Minor Hockey will purchase the sign and requested District provides labour to install it.

b. Request the District considers improvements to the dressing rooms. Council was advised gaming grant funding cannot be used for capital projects but that PHMH would be willing to investigate whether they could be used for any necessary engineering studies.

Motion /direction

1. 2.

**F. CORRESPONDENCE**

- 7-18** 1. David Mailloux, Chair, BC Ocean Boating Tourism Association (Feb.24/14) re: Request for Letter of support for fundraising applications.

- 19-20** 2. Greg Grant, Provincial Executive Director, BC Transplant (Feb.26/14) re: Request to host "Register to be a Donor" banner on District website.

Motion /direction

1. 2.

- 21-22** 3. Kelvin Bei, Nurse Practitioner (Mar.4/14) re: request to initiate Orange Bottle Program for Port Hardy.

Motion /direction

1. 2.

**G. NEW BUSINESS**

None.

**H. COUNCIL REPORTS**

1. Verbal reports from Council members.

**I. COMMITTEE REPORTS**

- 23-26** 1. Emergency Planning Committee draft minutes of the meeting held February 25, 2014. For information. The Committee passed a motion requesting:

*That Council authorizes the Emergency Planning Committee to update and reorganize the 2007 District of Port Hardy Emergency Plan using the template for the Local Authority Emergency Plan prepared by the Mid-Island Emergency Coordinators & Managers organization.*

Motion /direction required 1. 2.

- 27-29** 2. Operational Services Committee draft minutes of the meeting held February 20, 2014. For information.

**J. STAFF REPORTS**

- 30-31** 1. Accounts Payable, February, 2014. For information.
- 32-43** 2. 2013 Carbon Emissions and Progress Towards Carbon Neutrality - R. Davidge, CAO and A. McCarrick, Director of Financial Services (Mar 3/14). For information.

**K. CURRENT BYLAWS AND RESOLUTIONS**

- 44-46** 1. Bylaw No. 1019-2013 A Bylaw to Close a Portion of Unnamed Highway and a Portion of Highway Formerly Known as Hardy Bay Forest Service Road, Both of Which are Adjacent to Properties Addressed as 8080 Goodspeed Road, and to Remove their Dedications as Highway. For Adoption.

Motion required 1. 2.

- 47-49** 2. Bylaw No. 1022-2014 A Bylaw to Amend Municipal Ticket Information System Bylaw No. 01-2010 to Include New Schedules for the Water Regulations Bylaw and Open Smoke and Burning Bylaw. For Adoption.

Motion required 1. 2.

- 50-53** 3. Bylaw No. 1023-2014 A Bylaw to Adopt the Annual Five-Year Financial Plan for the period 2014-2018. For First, Second and Third readings.

Motion required 1. 2.

**L. PENDING BYLAWS**

Zoning Bylaw No. 1010-2013

**M. INFORMATION AND ANNOUNCEMENTS**

- March 13 Wind Energy with Gerrard Olivotto, 4:00 pm Council Chambers
- March 20 Operational Services Committee, 4:00 pm Council Chambers,
- March 25 Emergency Planning Committee, Noon Council Chambers  
Economic Development Committee, 4:30 pm Council Chambers  
Regular Council Meeting, 7:00 pm Council Chambers
- March 28 Tsunami Community Forum, 6:00 pm Civic Centre

**N. NOTICE OF IN-CAMERA MEETING**

No In-Camera Meeting scheduled at this time.

**O. ADJOURNMENT**

1.

Time:



**MINUTES OF THE DISTRICT OF PORT HARDY  
REGULAR MEETING OF COUNCIL  
FEBRUARY 25, 2014**

CALL TO ORDER: Deputy Mayor Jessie Hemphill

Time: 7:00 pm

PRESENT: Deputy Mayor Jessie Hemphill  
Councillors: Janet Dorward, Debbie Huddleston, Rick Marcotte, Nikki Shaw,  
John Tidbury

Rick Davidge, Chief Administrative Officer  
Jeff Long, Director of Corporate & Development Services  
Leslie Driemel, Recording Secretary

Media: N.I. Gazette  
Members of the Public: 1

REGRETS: Mayor Bev Parnham

APPROVAL OF AGENDA

Deputy Mayor Hemphill advised of an addendum to the agenda under D.

Delegation:

Graham Richards, Port Hardy Minor Hockey re: Arena Projects

Moved/Seconded/Carried

THAT the agenda be approved as amended.

ADOPTION OF MINUTES

1. The minutes of the Regular Council Meeting held February 11, 2014.

Moved/Seconded/Carried

THAT the minutes of the Regular Council meeting held February 11, 2014 be approved as presented.

DELEGATIONS

Addendum

1. Graham Richards, Port Hardy Minor Hockey re: Arena Projects

Mr. Richards advised Council he is the current President of Port Hardy Minor Hockey (PHMH) and three years into a five year term. PHMH has received gaming grant funding and Mr. Richards outlined arena projects they would like to undertake with the District including:

1. Purchasing and installing a scrolling sign for the arena. This would be installed under the time clock at the same location the previous scrolling sign was located. It would be used during games to relay messages for volunteers, goal scorer names, upcoming hockey events etc.

2014-027  
APPROVAL OF  
AGENDA AS  
AMENDED

2014-028  
REGULAR COUNCIL  
MEETING MINUTES  
FEB 11/14  
APPROVED

GRAHAM RICHARDS,  
PORT HARDY MINOR  
HOCKEY RE: ARENA  
PROJECTS

Mr. Richards advised PHMH would purchase the sign and requested District staff provide labour to install it.

2. Use of gaming grant funds to purchase proper rink dividers for the purpose of providing two floor hockey surfaces during the off season. Mr. Richards advised floor hockey could be run during July and August so as not to interfere with the soccer season. Dividing the arena floor area would create two smaller play areas which could potentially bring in more users. There are floor hockey tournaments currently being held in the area in less than ideal facilities and a properly divided arena floor could bring in added revenue to arena rentals.
3. Needed improvements to the dressing rooms. Mr. Richards advised that Port Hardy could easily host a provincial championship tournament, but the current dressing room facilities are less than ideal for this purpose. Providing the block walls are not structural, enlarging dressing room #1 would be a great improvement. Mr. Richards advised gaming grant funding cannot be used for capital projects, but PHMH would be willing to investigate whether they could be used for any related purposes like engineering studies.

Deputy Mayor Hemphill thanked Mr. Richards for his presentation and advised that Council will discuss the requests at the next Council meeting scheduled for Tuesday, March 11, 2014.

#### BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

#### ACTION ITEMS

1. Council action items were received as information.

#### CORRESPONDENCE

1. Barry Pages, Chair, Skeena-Queen Charlotte Regional District (Feb.3/14) re: BC Ferries Service Cuts, was received as information
2. Kate Pinsonneault, Executive Director, North Island Early Child Development Society (Feb.4/14) re: Request for conference sponsorship, was received as information.

Council Policy CP2.7 Grants in Aid / Fee for Service, was received as information.

3. Philip Cizmic, Principal, Ripple Rock Elementary (Feb.6/14) re: Request for 30 pins.

Moved/Seconded/Carried

THAT the request from Philip Cizmic, Principal, Ripple Rock Elementary for 30 pins be approved.

4. James W. Hammond, OMM, CD, Private Secretary to the Lieutenant Governor of British Columbia, Judith Guichon re: *Sing Me A Song* program to promote music and community spirit across the province and request to forward information to relevant groups.

2014-029  
DISTRICT PINS TO  
RIPPLE ROCK  
ELEMENTARY  
SCHOOL

FORWARD THE SING  
ME A SONG  
PROGRAM  
INFORMATION

Council directed staff to forward the *Sing Me A Song* program information to various musical groups and organizations in the area and to post it on the District website.

### NEW BUSINESS

No New Business

### COUNCIL REPORTS

COUNCIL REPORTS

1. Deputy Mayor Hemphill and Councillors Dorward, Huddlestan, Marcotte, Shaw and Tidbury gave verbal reports on recent meetings and other activities they attended on behalf of the District of Port Hardy, as well information on a variety of community interest matters.

Councillor Tidbury advised the Emergency Planning Committee as adopted a resolution for consideration by Council which recommends that Council direct the EPC to revise and update the 2007 District of Port Hardy Emergency Plan in the format used in the Local Authority Emergency Plan prepared by the Mid-Island Emergency Coordinators and Managers.

2. Councillor Tidbury – Report on Island Health's Port Hardy Primary Care Centre

COUNCILLOR  
TIDBURY – REPORT  
ON ISLAND HEALTH'S  
PORT HARDY  
PRIMARY CARE  
CENTRE

Councillor Tidbury reviewed the plans and layout for Island Health's proposal for a Primary Care Centre in Port Hardy. The cost is approximately \$1.9 million and this includes purchasing the existing doctor's clinic building on Thunderbird Way. The cost sharing with Island Health and the Regional District is proposed at 40%. Councillor Tidbury advised the Regional District will continue to negotiate with Island Health on the cost sharing formula.

Deputy Mayor Hemphill asked if the 'traditional garden' shown in the plan was for a First Nations food source garden. Councillor Tidbury advised he will ask for clarification on the term 'traditional garden'.

Jeff Long advised that representatives from Island Health and the architectural firm that designed the Primary Care Centre are meeting with District staff on Thursday February 27<sup>th</sup> to discuss the proposed development.

### COMMITTEE REPORTS

1. Sustainability Committee, draft minutes of the meeting held February 11, 2014, was received as information.

### STAFF REPORTS

No Staff Reports

### BYLAWS

1. Bylaw No. 1022-2014 A Bylaw to Amend Municipal Ticket Information System Bylaw No. 01-2010 to Include New Schedules for the Water Regulations Bylaw and Open Smoke and Burning Bylaw. For First, Second and Third Reading.

Jeff Long, Director of Corporate & Development Services, advised the proposed amendments to the Municipal Ticketing Information System Bylaw are of a housekeeping nature in that when the Open Burning and Water Regulations Bylaws were updated, the Municipal Ticketing Information System Bylaw was not updated accordingly. In this regard, Bylaw No. 1022-2014 will rectify this situation and will allow the District to e

2014-030  
BYL 1022-2014 TO  
AMEND MTI  
BL 01-2010

Moved/Seconded/Carried

THAT Bylaw No. 1022-2014 A Bylaw to Amend Municipal Ticket Information System Bylaw No. 01-2010 to Include New Schedules for the Water Regulations Bylaw and Open Smoke and Burning Bylaw receives First, Second and Third Reading.

ADJOURNMENT

2014-031  
ADJOURNMENT

Moved

THAT the meeting be adjourned.

Time: 7:30 pm

\_\_\_\_\_  
DIRECTOR OF CORPORATE  
& DEVELOPMENT SERVICES

\_\_\_\_\_  
DEPUTY MAYOR



|      |  | <b>REGULAR COUNCIL MEETING<br/>February 25, 2014</b>  |     |          |                                      |
|------|--|---|-----|----------|--------------------------------------|
|      | PH Minor Hockey Arena project requests   | Tabled to March 11, 2014 Council Agenda   |     | RD       | Agenda Item                          |
|      | Ripple Rock Elementary School request for 30 District pins   | Request approved. Mail pins   |     | LD       | Done                                 |
|      | Sing Me A Song contest information   | Post to website – distribute to relevant community groups   |     | LD       | Done                                 |
|      | Kate Pinsonneault, North Island Early Child Development, Request for conference Sponsorship  | Advise Ms Pinsonneault council did not consider request.  |     | AM       | Done                                 |
|      |  | <b>REGULAR COUNCIL MEETING<br/>February 11, 2014</b>  |     |          |                                      |
|      | C/Tidbury re: Wolves and CO office response  | Staff to contact the local Conservation Officer regarding wolf sightings and advise on their response to the calls  |     | RD       | Underway                             |
|      | Deputy Mayor Hemphill re: Kwakiutl band logging protest & request to distribute information  | District of Port Hardy to send a letter to the Kwakiutl Band and request a meeting to discuss and understand the issues regarding the recent Kwakiutl Band logging protest. |     | RD       | Underway                             |
|      |  | <b>REGULAR COUNCIL MEETING<br/>January 28, 2014</b>   |     |          |                                      |
|      | Eagleview School Delegation re: request to maintain trail beside Little Tsulquate River  | Referred to Op Scvs Committee for review and input  |     | TK       | On February Op Scvs Agenda - Done    |
|      | Letter from Chief Coreen Child, Kwakiutl First Nation re: request for provision of fire, water & services to proposed new K-7 School   | Referred to Op Scvs Committee for review and input  |     | TK       | On February Op Scvs Agenda- Done     |
|      | BL 1019-2013 to Close a Portion of Unnamed Highway and a Portion of Highway Formerly Known as Hardy Bay Forest Service Rd, Both of Which are Adjacent to 8080 Goodspeed Rd, and to Remove their Dedications as Highway | Submit to Ministry of Transportation for approval and conduct notification  |     | JL       | Done – on agenda for adoption        |
|      |  | <b>REGULAR COUNCIL MEETING<br/>December 10, 2013</b>  |     |          |                                      |
|      | Airport WasteWater Treatment Plant   | Adopted in principal Opt 3 in Stantec report: Divert AWWTP flows to Town Plant<br>Advise MOE<br>Investigate funding partners  |     | TK<br>TK | Developing letter<br>Developing Plan |
|      |  | <b>REGULAR COUNCIL MEETING<br/>November 12, 2013</b>  |     |          |                                      |
| ITEM |  | ACTION  | WHO |          | STATUS /COMMENTS                     |

|   |   |                               |  |
|---|---|-------------------------------|--|
| David Pratt, Harbour Manager, re: Spring and Summer Report for 2013       | Staff directed to review the recommendation by the Harbour Manager for the development of a contractual agreement between the District and a towing company to ensure consistency in towing practices for 2014. | D.Pratt<br>Harbour<br>Manager | Developing Tender  |
| Aquatic Coordinator re: Handicap parking at Port Hardy Recreation Center. | Council approves two more handicap parking spaces, adjacent to the two current spaces, at the Port Hardy Recreation Center<br>Proceed with marking of handicapped parking spaces as approved                    | TK                            | Signs ordered - install upon receiving<br>Scheduled with weather permitting. |
|   | <b>REGULAR COUNCIL MEETING</b><br>May 7, 2013<br><b>ACTION</b>  |                               |  |
| <b>ITEM</b>   |   | <b>WHO</b>                    | <b>STATUS /COMMENTS</b>  |
| Interpretive signage at Carrot Park.                                      | Subject to review of sign content, the District to fund \$2,532.60 for installation of the information stands along the seawall in Carrot Park. Advise PW   | PS                            | Ongoing: Working with Committee and C/Hemphill on final concepts             |
|   | <b>REGULAR COUNCIL MEETING</b><br>April 9, 2013<br><b>ACTION</b>  |                               |  |
| <b>ITEM</b>   |   | <b>WHO</b>                    | <b>STATUS /COMMENTS</b>  |
| Cenotaph Project  | Prepare grant application. Bring to Council for further consideration   | PS                            | Delayed due to sudden cancellation of funding program by federal government  |

# BCOBTA

February 24, 2014

Dear Mayor and Council:

## **RE: Letter of support for BC Ocean Boating Tourism Association**

I am pleased to inform you that after three years of planning, the goal of creating a marine tourism marketing and product development organization for BC's spectacular coastal waters is in sight. The BC Ocean Boating Tourism Association (BCOBTA) is a new, non-profit Society with a Board of Directors representing Coastal regions and key stakeholders in marine tourism. We have embarked on fundraising. **We need letters of support from local governments to support our fundraising applications.** I would be very grateful if your community could provide a letter.

In order to assist you, I provide information that you may use in your letter of support.

### **History**

Formation of the BC Ocean Boating Tourism Association<sup>1</sup> is supported by the Ministry of Jobs, Tourism and Skills Training, under its Experiences BC tourism sector development program. A Steering Committee - composed of 20 key stakeholders in the marine tourism industry – was formed to create a marine tourism marketing and product development strategy.

In 2012, five sub-regional meetings were held to gather input from marine tourism industry members and community organizations. This input guided the vision and development of a *Sector Development Strategy* by the Steering Committee at a series of workshops in 2012 and 2013.

The *Sector Development Strategy*<sup>2</sup> has a three-year implementation schedule. The BC Ocean Boating Tourism Association (BCOBTA) will require funding, in decreasing amounts, for all three years of the plan.<sup>3</sup> Experience BC will provide \$50,000 annually. In year four, the Association will be funded by Experiences BC, membership fees, advertising and sponsorships.

### **Goals**

The goals of the Ocean Boating Tourism initiative are to increase the number of domestic and international boaters in BC coastal waters, the length of their visits and the amount of money they spend while here. From every standpoint, coastal BC offers an internationally competitive boating experience. As the *Sector Development Strategy* documents, in order for BC to make the most of its advantages, it needs to establish a compelling brand in the international market place, actively market a BC marine experience and unite coastal harbours and marinas in the provision of an experience that is seamless and unforgettable.

### **Benefits**

There are approximately 200 marinas in BC coastal waters, including Small Craft Harbours. Marine tourists are potentially big contributors to a range of tourism, recreation and services sectors. BC

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<sup>1</sup> The initiative may be better know as the BC Marine Highway.

<sup>2</sup> The Executive Summary from the *Sector Development Strategy* accompanies this letter.

<sup>3</sup> Year one \$153,000; year two \$102,000; year three \$50,000

# BCOBTA

Coastal communities have invested many millions of dollars in marina expansion over the past five years. The BCOBTA initiative adds value to those investments by drawing users.

A top quality marketing effort will attract more boaters. A reservation process, sailing and on-shore itineraries, and elevated service standards will keep visitors here longer. A primary competitive goal is to provide services that make it easier and more enjoyable to explore BC's coastal waters than any other place in the world. Themed itineraries and seasonal highlights will encourage boaters to extend the sail and cruise season.

Our product development strategy is expressly aimed at increasing expenditures by marine tourists and widening the range of businesses that profit. Our website will enable marine tourists to plan activities during the length of their holiday. We will extend their experience to include on-shore activities. Once on-shore, revenues will flow to a many communities, regions and commercial sectors.

There are no provincial data on the value of the BC marine tourism industry. We know that the sector is important to many coastal communities. Communities invested in this economy have realized many benefits; we can definitely do much better working together as a Coastal Industry, sharing resources and efforts with a coordinated business plan supported at many levels. We predict that the BCOBTA initiative will increase the number of vessels in BC waters by 10% and the amount of revenue generated by 15% within ten years. This estimate is based on the experience of Sail Scotland, which created a similar initiative in 2006.

## Our Request

We respectfully request a letter of support be sent **via email** and addressed to:

David Mailloux  
Chair, BC Ocean Boating Tourism Association  
4836 Black Bear Ridge, Nanaimo, BC V9T 5E2  
dmailloux@npa.ca

Your letter will accompany applications for funding to Island Coastal Economic Trust, Coast Sustainability Trust and other funding organizations. In your letter please state that you support creation of a marketing and product development association because marine tourism is important to your community's economy. Identify recent or planned additions to marinas and harbours in your area.

Later in 2014, we will ask communities to provide information about events and activities for posting on the OBTA website. We anticipate making a small request to coastal communities for funds to build the Association's stakeholder base in year two (2015) of our implementation plan.

On behalf of the Directors of BCOBTA, I thank you for writing a letter of support for BC's coastal marine tourism initiative. We look forward to announcing completion of milestones in the implementation of our strategy and to an invigorated marine tourism industry.

Yours truly,

  
David Mailloux  
Chair, BCOBTA

phone: 250 753-4146 #251



email: dmailloux@npa.ca



TourismBC

**EXPERIENCES BC**  
**POWER AND SAIL**  
**CRUISE SECTOR**  
**SECTOR DEVELOPMENT**  
**STRATEGY**

**March 18, 2013**

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Ministry of Jobs, Tourism and Skills Training,  
Tourism BC Representative:

Heather Boyd  
(604) 660-3564

[Heather.Boyd@gov.bc.ca](mailto:Heather.Boyd@gov.bc.ca)

Tourism BC Facilitator:

Jennifer Nichol  
Grant Thornton LLP  
(604) 443-2146

[Jennifer.Nichol@ca.gt.com](mailto:Jennifer.Nichol@ca.gt.com)

## Executive Summary

This executive summary presents highlights from the Power and Sail Cruise Sector Tourism Development and Marketing Plan, which was developed through the Experiences BC program of Tourism British Columbia, as part of the Ministry of Jobs, Tourism and Skills Training. The Power and Sail Cruise Sector Tourism Development and Marketing Plan was created with input from a provincial sector Steering Committee, in addition to over 100 sector stakeholders along BC's coast.

### Background

The BC coast offers outstanding opportunities for power and sail cruising and currently attracts visitors from several key markets. However, in terms of formalized, collaborative tourism product development and marketing, the sector is not developed. There is strong interest by stakeholders associated with power and sail cruising in BC to formalize the sector and conduct coordinated, effective tourism product development and marketing to capitalize on the significant opportunities the coast presents. In response to this situation, key stakeholders formed a Provincial Steering Committee in March, 2012, to lead the development of this Sector Tourism Plan through the Experiences BC Program.

### Sector Definition

The BC power and sail cruise sector includes cruising by powerboat or sailboat anywhere along the BC coast. Other attributes that define the sector are as follows:

- Cruising or sailing is the main purpose of the activity (as distinct from fishing being the main purpose of the boating activity)<sup>1</sup>;
- The sector includes private recreational boaters (transient), bareboat charters and guided charters; and,
- The sector does not include pocket cruises, cruising on large cruise ships and companies that primarily offer fishing charters.

The typical experience involves visiting multiple marinas and/or harbours, usually over the course of one or more nights and often over several weeks.

### Key Learning and Findings from Situation Analysis

The Situation Analysis which was developed to support the planning process for the power and sail cruise sector offered the following insights.

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<sup>1</sup> This does not mean that visitors participating in power and sail cruising will not fish or participate in other activities while on their cruising vacation; rather, it means that the main reason for their trip is for the actual power/sail cruising experience, which may involve other activities as well.



**BC's coastline offers outstanding natural assets that support power and sail cruising**, including: exceptional scenery, 450 kilometers of protected water, 20,000 kilometers of coastline, intact wildlife populations and ecosystems, wildlife diversity, an abundance of islands, many marine parks/ protected areas, beaches and clean water. These natural assets are supported by cultural attractions, communities, boating infrastructure and services and a range of land-based tourism activities to complement boating. Future marketing efforts should focus on building awareness about and promoting these outstanding assets.

**Currently, stakeholders in the power and sail sector operate independently.** There is very little, if any, coordination with regard to **tourism**, including sharing information, setting sector standards, coordinating tourism marketing activities and addressing issues that are of collective concern to the sector.

**Future efforts to coordinate the tourism development and marketing of the power and sail cruise sector must recognize that the BC coast offers considerable diversity** with regard to:

- The coastal settings within which people participate in power and sail cruising;
- The scale of marinas, docks and other facilities and services available to visitors; and,
- The types of products and experiences available for visitors.

Tourism product development and marketing efforts must recognize this diversity and ensure that we are marketing the "right" product to the "right" markets at the "right" time. At the same time, while this diversity exists, there is a common interest to:

- Enhance awareness about the entire BC coast as an exceptional power and sail cruising destination: and,
- Collectively address issues that affect the sector as a whole.

**Given the outstanding assets and the current lack of coordination noted above, there is a significant opportunity to coordinate the sector and enhance the overall competitiveness of BC as a world-class power and sail cruise destination.** In turn, this presents opportunities to increasing power and sail visitation and spending in BC, particularly in areas where and seasons when excess capacity exists.

**Very few jurisdictions have sector organizations that coordinate product enhancement, communication and marketing for power and sail cruise.** The absence of many such organizations also suggests that BC could gain a competitive advantage over other coastal destinations by establishing an effective power and sail cruise tourism sector organization.

**Other tourism sectors in BC that have realized success through the Experiences BC program have several factors in common, from which the power and sail sector should observe and learn.** Common success factors include:

- A sector or tourism champion to serve as a catalyst for other stakeholders and the organization;



- A mix of both private and public sector stakeholders engaged in the organization;
- A governance and membership model that is tailored to the sector and its stakeholders;
- A clear vision, supported by marketing and development priorities that are based on sound research;
- The ability to raise funding; and,
- The identification of a few, key action items to be implemented in the first year, which, in turn, will motivate other stakeholders to support the organization (in other words, “quick wins” to gain momentum for the organization).

### **Creation of a Tourism Sector Organization**

The Provincial Steering Committee has proposed the formation of a tourism sector organization – the BC Power and Sail Cruise Tourism Association – to address the above-noted opportunities and, ultimately, to lead the coordination, development and marketing of the sector in BC. The types of activities that the Provincial Steering Committee identified for the BC Power and Sail Cruise Tourism Association include:

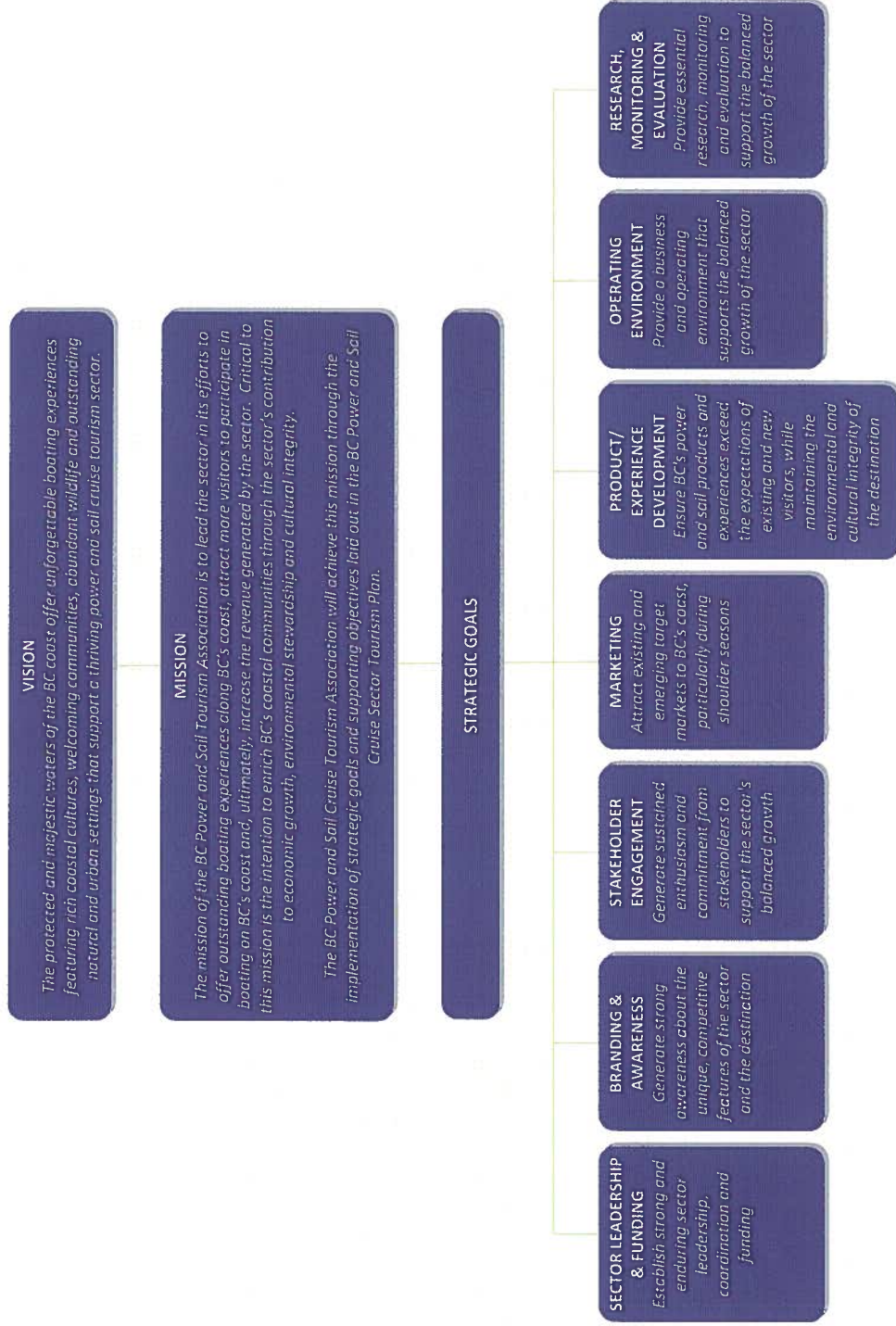
- Marketing and branding to help increase the volume of visitors and increase the yield per visitor;
- Increasing awareness about the sector both internally (amongst stakeholders in BC) and externally (within key markets);
- Supporting and facilitating tourism product/experience development and enhancement;
- Supporting and facilitating the consistent adherence to high standards of service, operations and environmental and cultural stewardship;
- Supporting and facilitating coordination and communication amongst sector stakeholders;
- Encouraging profitability within the sector and with sector partners;
- Generating economic benefits for coastal communities;
- Conducting research to support the sector’s tourism activities; and,
- Collectively addressing critical issues and barriers for the sector.

### **Strategic Framework**

The following vision, mission and goals – developed with input from the Steering Committee – form the Strategic Framework for the Power and Sail Cruise Sector Tourism Plan.



## Strategic Framework for the Power and Sail Cruise Sector Tourism Plan



13



## Goals and Objectives

The goals and objectives were developed with input from the Steering Committee and are designed to help achieve the vision and fulfill the BC Power and Sail Cruise Tourism Association purpose and mission. They are also intended to capitalize on key opportunities and address priority concerns documented in the Situation Analysis.

While reviewing the goals and objectives, it is important to be cognizant of the following points.

- Given that the BC Power and Sail Cruise Tourism Association is in its early, formative stage, the implementation of the objectives and initiatives will need to be carefully staged, focusing first on the more “foundational” initiatives.
- The goals and objectives are inter-related. For example, clearly the goal related to *Sector Leadership, Coordination and Funding* is critical to the realization of all of the subsequent goals and objectives. Also, as an example, the goal and objectives related to *Branding and Awareness* support the *Stakeholder Engagement* and the *Marketing* goals.

A summary of the goals and objectives is provided below. A more detailed description of each goal, objective and supporting initiatives is presented in the full Sector Plan.

| Goals   | Objectives   |
|---|--|
| <p>A. Establish strong and enduring sector leadership, coordination and funding.</p>                          | <p>A-1 Establish the governance model and structure for the BC Power and Sail Cruise Tourism Association</p> <p>A-2 Establish the management structure for the Tourism Sector BC Power and Sail Cruise Tourism Association</p> <p>A-3 Establish a membership model for the BC Power and Sail Cruise Tourism Association</p> <p>A-4 Establish a three-year operating plan, budget and funding model for the BC Power and Sail Cruise Tourism Association</p>  |
| <p>B. Generate strong awareness about the unique, competitive features of the sector and the destination.</p> | <p>B-1 Develop a corporate identity for the Power and Sail Cruise Tourism Sector Association</p> <p>B-2 Create a solid and compelling brand and message for BC's power and sail cruise destination and sector</p> <p>B-3 Develop and maintain a BC power and sail cruise website to support marketing initiatives and stakeholder engagement and communication initiatives</p> <p>B-4 Prepare collateral material to help build awareness about the sector, the destination's unique assets and the sector's products,</p> |



| Goals  | Objectives  |
|--|---|
|  | services and experiences  |
| <p><b>C. Generate sustained enthusiasm and commitment from stakeholders to support the sector's balanced growth.</b></p>   | <p><b>C-1 Generate awareness about and support for the sector and for the Power and Sail Cruise Sector Tourism Plan</b></p> <p><b>C-2 Encourage communication, coordination and collaboration within the sector</b></p>   |
| <p><b>D. Attract existing and emerging target markets to BC's coast to participate in power and sail cruising, particularly during shoulder seasons.</b></p>   | <p><b>D-1 Conduct the required research to support the development and evaluation of power and sail cruise sector tourism marketing initiatives</b></p> <p><b>D-2 Develop the capacity to conduct collaborative tourism marketing initiatives within the sector</b></p> <p><b>D-3 Establish strategic partnerships with key stakeholders and partners to pursue collaborative marketing initiatives</b></p> <p><b>D-4 Prepare a succinct three-year sector tourism marketing plan</b></p>   |
| <p><b>E. Ensure BC's power and sail cruise products and experiences exceed the expectations of existing and new visitors, while maintaining the environmental and cultural integrity of the destination.</b></p> | <p><b>E-1 Conduct the required research to support tourism product and experience enhancement and development</b></p> <p><b>E-2 Encourage high standards of environmental and cultural stewardship within the sector</b></p> <p><b>E-3 Enhance the visitor experience by making visitors aware of the diversity of products and services available</b></p> <p><b>E-4 Encourage the sector to provide consistently high standards of service</b></p> <p><b>E-5 Develop themed routes and/or areas that appeal to existing and emerging markets</b></p> |
| <p><b>F. Provide a business and operating environment that supports the balanced growth of the sector.</b></p>   | <p><b>F-1 Identify and monitor barriers to sector growth and, where resources permit, work to address priority barriers to help ensure that the sector can deliver outstanding and safe power and sail cruise experiences</b></p>   |
| <p><b>G. Provide essential research, monitoring and evaluation to support the balanced growth of the sector.</b></p>   | <p><b>G-1 Acquire, coordinate and/or conduct essential research to support the implementation, monitoring and evaluation of the Sector Tourism Plan</b></p> <p><b>G-2 Prepare and implement a monitoring and evaluation framework</b></p>   |



## Next Steps

A three-year implementation schedule is presented in the last section of the main body of the Power and Sail Cruise Tourism Sector Plan. The implementation steps for Year 1 are shown below. The next steps for Year 1 are critical to ensure the Power and Sail Cruise Tourism Association is established and the foundational work is completed to enable the sector to mature. These timelines were defined with input from the Steering Committee.

| YEAR 1 - IMPLEMENTATION                 |   | WHO   | WHEN  |
|---|---|---|---|
| <b>A. SECTOR LEADERSHIP AND FUNDING</b> |   |   |   |
| A-1                                     | Establish the governance model and structure <ul style="list-style-type: none"> <li>• Name search</li> <li>• Constitution</li> <li>• Inaugural board (draw from Steering Committee)</li> <li>• Legal entity</li> </ul>  | Governance Sub-Committee  | By August 2013  |
| A-2                                     | Establish the management structure  | Governance Sub-Committee  | Fall 2013   |
| A-3                                     | Establish the membership model  | Governance Sub-Committee  | Fall 2013   |
| A-4                                     | Establish 3-Year Operating Plan and budget  | Governance Sub-Committee  | By December 2013                                      |
| <b>B. BRANDING AND AWARENESS</b>        |   |   |   |
| B-1                                     | Develop corporate identity  | Governance Sub-Committee  | By August 2013  |
| B-3                                     | Develop website (start)   | Selected members of Steering Committee  | Start in September 2013<br>Complete in 2014           |
| <b>C. STAKEHOLDER ENGAGEMENT</b>        |   |   |   |
| C-1                                     | Generate awareness and support  |   |   |
|   | <b>Regular Communication with Steering Committee</b> <ul style="list-style-type: none"> <li>• Communicate regularly with the Steering Committee regarding progress and milestones and to seek assistance with implementation of the Sector Plan</li> </ul>  | Governance Sub-Committee  | Monthly Steering Committee teleconference during 2013 |
|   | <b>Post-planning Communication with Stakeholders</b> <ul style="list-style-type: none"> <li>• Obtain list of stakeholders involved in process to date</li> <li>• Prepare announcement about the formation of the Power and Sail Cruise Tourism Association</li> <li>• Include highlights from the Power and Sail Cruise Tourism Sector Plan and indicate how the full document</li> </ul> | Governance Sub-Committee to lead this<br>Steering Committee members to support this | By June 2013  |

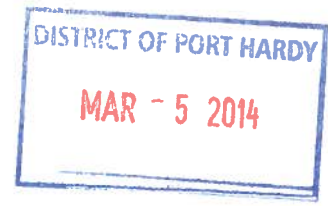




| YEAR 1 - IMPLEMENTATION |   | WHO   | WHEN  |
|-------------------------|---|---|---|
|                         | <p>can be obtained</p> <ul style="list-style-type: none"> <li>Distribute this to all stakeholders who have been involved in the process to date, in addition to other key stakeholders</li> <li>Have Steering Committee members distribute this communication to their respective networks of stakeholders</li> </ul>   |   |   |
|                         | <p><b>Ongoing Regular Communication with Stakeholders</b></p> <ul style="list-style-type: none"> <li>Develop a communication plan and schedule:               <ul style="list-style-type: none"> <li>Use a simple template for periodic one-page updates</li> <li>Primarily use email distribution</li> <li>Decide upon frequency (possibly quarterly)</li> </ul> </li> </ul>                 | <p>Governance Sub-Committee</p> <p>Selected members of Steering Committee</p>                   | <p>After the June 2013 communication noted above, issue communication quarterly</p> |
| C-2                     | <p>Encourage communication, coordination and collaboration amongst stakeholders</p>   | <p>Governance Sub-Committee</p> <p>Selected members of Steering Committee</p>                   | <p>Start in September 2013</p>  |
|                         | <p><b>Fall Steering Committee Meeting</b></p> <ul style="list-style-type: none"> <li>Work with Tourism BC to host a Steering Committee meeting to report on progress to date, establishment of the Association and confirmation of the Board</li> </ul>   | <p>Governance Sub-Committee</p> <p>Selected members of Steering Committee</p> <p>Tourism BC</p> | <p>Host in fall 2013</p>  |
|                         | <p><b>Broader Stakeholder Meeting (Following Steering Committee Meeting)</b></p> <ul style="list-style-type: none"> <li>Consider working with Tourism BC to host a broader stakeholder session following the fall Steering Committee meeting to update existing stakeholders and engage new stakeholders</li> </ul>   | <p>Governance Sub-Committee</p> <p>Selected members of Steering Committee</p> <p>Tourism BC</p> | <p>Host in fall 2013</p>  |
| <b>D. MARKETING</b>     |   |   |   |
| D-1                     | <p>Conduct the required research to support the development of marketing initiatives</p> <ul style="list-style-type: none"> <li>Start assembling existing research and identifying gaps and research priorities (refer to Situation Analysis)</li> <li>Do this in conjunction with Tourism BC's Research, Planning and Evaluation Branch</li> <li>Coordinate this with E-1 and G-1</li> </ul> | <p>Selected members of Steering Committee</p>   | <p>Start in fall 2013 and continue to build in subsequent years</p>                 |



| <b>E. PRODUCT/EXPERIENCE DEVELOPMENT</b>      |  |  |  |
|---|--|--|--|
| E-1   | Conduct the required research to support product development <ul style="list-style-type: none"> <li>• Start assembling existing research and identifying gaps and research priorities (refer to Situation Analysis)</li> <li>• Do this in conjunction with Tourism BC's Research , Planning and Evaluation Branch</li> <li>• Coordinate this with D-1 and G-1</li> </ul> | Selected members of Steering Committee | Start in fall 2013 and continue to build in subsequent years |
| <b>F. OPERATING ENVIRONMENT</b>               |  |  |  |
| F-1   | Identify/monitor barriers and, where resources permit, address priority issues <ul style="list-style-type: none"> <li>• Develop the process for identifying and monitoring barriers</li> <li>• Include this in the Three-Year Operating Plan developed under A. Sector Leadership and Funding</li> </ul>   | Governance Sub-Committee               | By December 2013   |
| <b>G. RESEARCH, MONITORING AND EVALUATION</b> |  |  |  |
| G-1   | <ul style="list-style-type: none"> <li>• Acquire, coordinate and/or conduct essential research to support the sector</li> <li>• Develop a three-year research plan and budget</li> <li>• Coordinate this with D-1 and E-1</li> </ul>   | Selected members of Steering Committee | Start in fall 2013 and continue to build in subsequent years |
| G-2   | Prepare and implement a monitoring and evaluation framework for the Power and Sail Tourism Sector Plan and for sector performance more broadly   | Selected members of Steering Committee | Complete framework in 2013                                   |



H. G. J. da

26 February, 2014

Dear Mayor,

April is National Organ and Tissue Donor Awareness month, and as part of BC Transplant's campaign for 2014 we are writing to ask you to consider hosting our "Register to be a donor" banner on your website for the month of April.

BC Transplant has a mandate to increase organ donation and to reduce wait times for patients in need of a life -saving transplant. We are working hard to support organ donation at the hospital level, but we know that ongoing success requires a comprehensive approach involving education and awareness. Despite a record year for transplants in BC in 2013, nearly 500 British Columbians are currently on the wait list for a transplant.

More than 85 percent of British Columbians support organ donation, yet only 19 percent have registered their decision. Organ donation is not something people talk about or like to think of until they, or someone they know, need a transplant. We'd like to change that and we need your help. Hosting the registration banner on your website will make it easy for your citizens to register their decision and give hope to those who are waiting.

Attached to this letter is a document with a copy of the banner and additional information you may require when considering this request. Feel free to contact Maureen Mooney for additional information or to discuss other ways to promote awareness for organ donation.

Thank you very much for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Greg Grant".

Greg Grant  
Provincial Executive Director

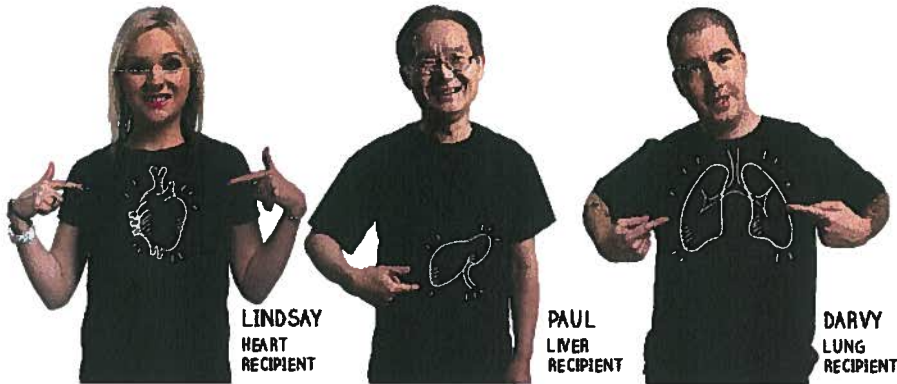
Encl

**April is National Organ and Tissue Donor Awareness Month**

Join BC Transplant in raising awareness and encourage all British Columbians to register their decision. Host the 'Are You Registered' banner during the month of April on your website.

Website Banner:

# ARE YOU REGISTERED?



**Register Now.**

**Verify your Registration.**

**Request a mini-  
Campaign Kit**

Join our community online:



Banner links to:

Register Now - <https://transplant.bc.ca/OnlineReg/bcts.asp>

Verify your Registration - [https://www.transplant.bc.ca/odr\\_search.asp](https://www.transplant.bc.ca/odr_search.asp)

# of British Columbians who've registered their decision – 892,903

# of residents from your community - we can provide that information when organizing the banner on your website

For more information and to request a jpeg of the banner please contact:

Maureen Mooney  
Project Manager  
1 800 663 6189  
604 877 2137  
mmooney@bcts.hnet.bc.ca



## Leslie Driemel

---

**From:** Rick And Dorothy Marcotte [ridor@telus.net]  
**Sent:** March-04-14 7:32 AM  
**To:** Leslie Driemel; Rick Davidge  
**Subject:** Fwd: Orange Bottle Program for Port Hardy  
**Attachments:** Orange bottle program.pdf; ATT00031.htm

Hi there, could you please add this letter to the next council agenda. Thank you

Sent from my iPad

Begin forwarded message:

**From:** "Bei, Kelvin" <Kelvin.Bei@viha.ca>  
**Date:** March 3, 2014 8:54:52 AM PST  
**To:** "ridor@telus.net" <ridor@telus.net>  
**Subject:** FW: Orange Bottle Program for Port Hardy

Hi Rick,

I got your contact from George Kearey, as you may be the person to connect us with the town council. Please see my original email and attachment below and let me know if you are able to help. I emailed the mayor and fire chief but have not received any response from them. There seems to be interest and support from the legion, seniors centre, and pharmacy.

Looking forward to hearing from you.

Best,  
Kelvin

Kelvin Bei NP(F) MN-NP  
Nurse Practitioner  
Port Hardy Medical Clinic  
PO Box 1619 Port Hardy, BC V0N2P0  
P:250-949-7117 F:250-949-7110

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**From:** Bei, Kelvin  
**Sent:** February 24, 2014 9:50 AM  
**To:** [mayor@porthardy.ca](mailto:mayor@porthardy.ca); [firechief@porthardy.ca](mailto:firechief@porthardy.ca); [rcligion237@hotmail.com](mailto:rcligion237@hotmail.com);  
[pdm193@gmail.com](mailto:pdm193@gmail.com)  
**Subject:** Orange Bottle Program for Port Hardy

Hi everyone,

I'm writing you to ascertain willingness and possibility of initiating the Orange Bottle Program for Port Hardy. The program has taken off in different areas of BC, most recently Sooke, and I was thinking that it would also benefit our community. The project provides an orange medication bottle and a personal medical info form with spaces for allergies, medications, medical conditions, family/friend, NP/GP contacts. The bottle is kept in the fridge and a magnet is included for outside the fridge door to notify first responders and paramedics, in an emergency, that the person is a program participant. Please see the attached news article. I believe this will greatly benefit our community members by facilitating emergency preparedness and ensuring they receive safe and appropriate health interventions. Please share your thoughts and hit "reply all" when responding.

Sincerely,

## **Sooke Community Orange Bottle Program Launch**

**A new tool for emergency preparedness -  
THE ORANGE BOTTLE PROJECT-  
will be coming to Sooke & area this January.**

The project provides an orange medication bottle and a personal medical information form for each member of the family. There is space for a list of medications, medical conditions, allergies, with contact information for physician, family, neighbours and friends. There is even space for the family

pet- the oft-neglected individual during a human emergency. This valuable information is to be stored in the bottle and kept inside the fridge door shelf. An orange bottle magnet is included for outside the fridge door to notify first responders and paramedics that you are participating in this potentially lifesaving program.

Often in an emergency, it is very difficult for a person in crisis- or their family- to supply crucial information. The Orange Bottle information can assist paramedics to assess the situation and needs of the person in distress much more quickly. The form must be updated each time medical conditions or medications change to remain helpful. Needless to say, this update remains the responsibility of the individual. The program can be successful ONLY with accurate information.

The idea of this campaign originally came from The Victorian Order of Nurses who have a program called Vial of Life; the name belongs to them. The Vernon branch of B.C. Pensioners & Seniors Organization (also known as Old Age Pensioners Organization) re-named the program the Orange Bottle Program with great success and it is spreading across the province at many branches. Sooke Branch #88 became a member of the B.C. O.A.P. Organization in March 1964; so it seemed like a good 50<sup>th</sup> birthday project for the local branch to take on.

The Sooke Fire~ Rescue folks were consulted and became involved. The two local pharmacies generously offered to sponsor the program, supplying the orange bottles and space to make the package available. The SECHS board for Ayre Manor have been generous with paperwork and space for meetings. Branch #88 members will fill packages & help with distribution.

This program is for everyone- not just seniors- and Branch #88 will welcome new volunteer helpers of all ages along with new members (age 50 or better!).

This exciting program will be presented with individual ORANGE BOTTLE packages available at the next meeting of Sooke Branch #88 on January 21, 2014 @11AM in the downstairs Dining Room, Sooke Community Hall.

Please plan to attend. Pick up your important ORANGE BOTTLE package.

The Sooke Seniors' Drop-In Centre Kitchen staff will be offering us a delicious but inexpensive lunch.

Contact Carol Mallett email [cbmallett@shaw.ca](mailto:cbmallett@shaw.ca)



**MINUTES  
DISTRICT OF PORT HARDY  
EMERGENCY PLANNING COMMITTEE MEETING OF  
FEBRUARY 25, 2014 AT 12 NOON  
MUNICIPAL HALL, 7360 COLUMBIA STREET**

CALL TO ORDER: Chair Mike McCulley, DPH Emergency Coordinator Time: 12:00 pm

PRESENT: Norma Hemphill – Co Director, Emergency Social Services; Richard Hemphill - Director, Emergency Social Services; Jeff Long - DPH Director of Corporate & Development Services; Rick Marcotte - Councillor, District of Port Hardy; Brenda McCorquodale - Fisheries & Oceans Canada; Brett Sinden - Port Hardy RCMP; Bob Swain - Emergency Program Coordinator, Gwa'sala-'Nakwaxda'xw Nations; John Tidbury – Councilor, District of Port Hardy; Brent Borg - Deputy Fire Chief, Port Hardy Fire Rescue Department; Al Dodd - Supervisor, Port Hardy Airport; Chris Wagner – Paramedic, BC Ambulance Service; Robbie Jai - Unit Chief, BC Ambulance Service; Eric Bergsma - Environmental Health Officer, Island Health; Leslie Driemel – DPH Confidential Secretary

REGRETS: Bob Hawkins; Gord Brownridge - RCMP Detachment Commander; Norman Champagne - Band Manager, Kawkiutl Band; Casey Larochelle - Economic Development Manager, Kwakiutl Band; Gloria Le Gal - RDMW Emergency Program Coordinator; Alison Mitchell - Vancouver Island Health Authority; Schell Nickerson - Fire Chief, Port Hardy Fire Rescue Department;

**A. APPROVAL OF AGENDA**

M. McCulley, DPH Emergency Coordinator requested the addition of three addenda to the agenda to be addressed early in the agenda as follows:

1. Introduction of Robbie Jai - Unit Chief, BC Ambulance Service
2. Regional District of Mt. Waddington Emergency Coordinator Position
3. Vancouver Island Emergency Preparedness Workshop, April 25-27, 2014 in Campbell River BC

EPC-04-2014  
APPROVAL OF AGENDA  
AS AMENDED

**Moved/Seconded/Carried**

*THAT the agenda be approved as amended.*

**Addenda**

1. Introduction of Mr. Robbie Jai - Unit Chief, BC Ambulance Service

Mike McCulley introduced Robbie Jai who replaces Dan Earl as the Port Hardy Unit Chief with the BC Ambulance Service. Mr. Jai reviewed his 28 year experience with the BC Ambulance Service and advised he has also received training from the late Mr. Tim Jones, renowned leader of North Shore Search & Rescue. Mr. Jai has worked in different locations in the Greater Vancouver area and on Vancouver Island. He advised the Committee that he hopes to be of service to Port Hardy and area in his current capacity until his retirement in a few years. Mr. Jai also introduced Chris Wagner, a paramedic with the BC Ambulance Service. Mr. McCulley welcomed both men and thanked them for their participation

at the Committee.

2. Regional District of Mt. Waddington Emergency Coordinator Position

Mike McCulley advised that Gloria LeGal, Emergency Coordinator for the Regional District of Mt. Waddington has tendered her resignation effective April 30, 2014. The Regional District will be positing the position in the very near future. It is not known whether the regular bimonthly meeting of the North Island Regional Emergency Planning Committee would take place in March on the Tzulquate Reserve as previously scheduled. Bob Swain commented that the space has been booked and he understands it will take place as previously scheduled. Mr. McCulley advised he would look into this and report to the Committee.

3. Vancouver Island Emergency Preparedness Workshop, April 25-27, 2014.

Mike McCulley advised the Committee that he will be attending the conference in Oyster Bay on behalf of the District of Port Hardy. He feels that this would provide an excellent opportunity to network with others from the North Island area involved in emergency planning and response. Bob Swain is uncertain as to whether he would be attend the conference at this point.

B. ADOPTION OF MINUTES

Minutes of the meeting held January 28, 2014.

Moved/Seconded/Carried

*THAT the minutes of the Emergency Planning Committee meeting held January 28, 2014 approved as presented.*

C. DELEGATIONS

None

D. CORRESPONDENCE

None

E. BUSINESS ARISING / UNFINISHED BUSINESS

- 1) EMBC Community Workshop on Tsunami Awareness in Port Hardy on March 28, 2014 – status update by Mike McCulley.

Mike McCulley advised that EMBC has not provided much in the way of any detailed information regarding the proposed EMBC Community Workshop on Tsunami Awareness in Port Hardy on March 28, 2014. The date and place have been established and the Civic Centre has been tentatively booked with the Lions Club in this regard. Mr. McCulley advised this event is supposed to involve presentations by four experts on information related to tsunamis and tsunami awareness. Details need to be confirmed in order to prepare advertising for publication in the newspaper, posting on DPH website, etc.

EPC-05-2014  
APPROVAL OF JAN 28/14  
MINUTES AS  
PRESENTED

Brenda McCorquodale suggested the event would be an excellent opportunity to provide attendees with basic information pertaining to tsunami response from a local perspective. In this regard, information about what the District has done to help prepare for future events of this nature (e.g. location of the evacuation sites, media sources for up-to-date information, tsunami warning sources, etc). Jeff Long suggested this could include information on the Emergency Plan update initiative by the EPC and offered that the tsunami preparedness brochures and the newsletters on emergency preparedness could also be made available at the event.

The Committee agreed that EMBC needs to provide the information associated with the event as soon as possible in order to allow for proper advance advertising and preparation of a presentation on local initiatives.

2) District of Port Hardy Emergency Plan Update and Restructuring Project –  
Mike McCulley

Mike McCulley outlined discussed the benefits associated with updating and revising the District of Port Hardy 2007 Emergency Plan such that it utilizes a similar template as the Local Authority Emergency Plan (LAEP) template prepared by the Mid-Island Emergency Coordinators and Managers. Both of these plans had previously been forwarded by email by Mr. McCulley to the EPC members. Gloria Le Gal, Regional

The Committee discussed how the LAEP format can easily integrate matters included in the current District Emergency Plan, is very well laid out and provides clarity on important aspects of an emergency plan such as the regulatory jurisdiction from which emergency response stems, identification of and the roles of the various participants, etc. In addition, the trend towards other Vancouver Island and more particularly, North Island jurisdictions moving towards this plan template makes it logical for Port Hardy to do the same. In this regard, a uniform approach to preparation of the emergency plans allows for a common familiarity amongst those involved in emergency planning and this has numerous benefits, particularly when emergency responders and other personnel are assisting with emergency situations in another jurisdiction.

The need for formal direction to move forward with this initiative was discussed and Mr. McCulley read aloud a suggested motion for dealing with this.

Moved/Seconded/Carried

*That Council authorizes the Emergency Planning Committee to update and reorganize the 2007 District of Port Hardy Emergency Plan using the template for the Local Authority Emergency Plan prepared by the Mid-Island Emergency Coordinators & Managers organization.*

3) Emergency Warning System, Tsulquate Reserve, Gwa'sala-'Nakwaxda'xw Nations – status update by Bob Swain

Mr. Swain updated the Committee on the testing of the Emergency Warning System at the Tsulquate Reserve on February 5<sup>th</sup>. The test went well although work on a protocol plan is needed and additional testing will be required. It is anticipated that there will be four tests per year and Mr. Swain is in discussion with the Gwa'sala-'Nakwaxda'xw Emergency Committee on having persons other than just himself, authorized to test and enact the siren when needed. It is hoped that

EPC-06-2014  
COUNCIL DIRECTION  
ON UPDATE TO 2007  
DPH EMERGENCY  
PLAN USING LOCAL  
AUTHORITY EMERG  
PLAN AS TEMPLATE

future tests will also include emergency exercises. The original test was only for two minutes, the proper test period would be for ten to fifteen minutes.

Al Dodd commented that the Committee has not heard if the District of Port Hardy Council has considered moving forward with a siren project for Port Hardy as part of its budget deliberations. Councillor Tidbury advised the sirens were not carried forward as part of the current draft 2014 budget. Jeff Long advised that although the project has not been included as a budget item in 2014, it will be carried forward for discussion as part of future budget deliberations.

Mike McCulley indicated that perhaps the Committee needs to conduct additional research into the siren warning system project including identification of alternatives that may be available. This would include obtaining information about the purchase of the equipment for the Gwa'sala-'Nakwaxda'xw system and costs associated with installation.

#### F. NEW BUSINESS

INVITE MR. GREG  
FERGUSON, MANAGER  
OVERWAITEA FOODS  
TO THE COMMITTEE

Norma Hemphill suggested that the Committee invite Mr. Greg Ferguson, manager of the Overwaitea grocery store, to participate on the Committee. Mr. Ferguson, as the manager of the only large scale retail food outlet, has indicated an interest in serving on the Committee.

Mr. Eric Bergsma commented that in the event of an emergency food security in the area is a significant issue.

The Committee agreed by consensus to invite Mr. Ferguson to the next meeting. Mike McCulley will follow up with Mr. Ferguson to extend the Committee's invitation. He will obtain his contact information and advise so that Jeff Long can include him on the Committee distribution list.

#### G. NEXT MEETING DATE

March 25, 2014 at 12 noon, Municipal Hall, 7360 Columbia Street, Port Hardy.

#### ADJOURNMENT

EPC-07-2014  
ADJOURNMENT

*THAT the meeting be adjourned.*

Time: 1:00pm



**DISTRICT OF PORT HARDY  
OPERATIONAL SERVICES COMMITTEE  
MINUTES OF THE MEETING HELD  
FEBRUARY 20, 2014**

**Present:** Chair: Councillor John Tidbury  
Councillors Huddleston, Marcotte,

**Also Present:** Trevor Kushner, Director of Operational Services  
Fire Chief Schell Nickerson  
Leslie Driemel, Recording Secretary

**Citizens:** None

Councillor Tidbury agreed to chair the meeting

Call to Order: Councillor Tidbury

Time: 4:00 pm

1. Approval of Agenda

Trevor Kushner, Director of Operational Services requested an addendum to the agenda under 7) D Other Items: Multi-Material BC Update

Moved/Seconded/Carried

THAT the agenda be approved as presented.

2. Delegation  
None

3. Minutes  
Minutes of the meeting held January 23, 2014.

Moved/Seconded/Carried

THAT the minutes of the meeting held January 23, 2014 be approved as presented.

4. Business Arising / Unfinished Business

a. Action Items Review

Ball fields: Councillor Marcotte advised he has a contact for the airport ball field user group, Leanne Deans and that he has passed this name onto Rick Davidge, CAO.

Flag pole at Fire Hall #1: T. Kushner advised he has met with Fire Chief Nickerson and priced out a flag pole at \$1,500. The information has been given to the CAO and he is waiting further direction.

Compressor: Fire Chief Nickerson advised is working to negotiate a price and requested to be included on the next agenda.

Watershed: T. Kushner advised he is working to get an operational committee of watershed stakeholders together for a meeting in March.

OP SCVS  
2014-05  
AGENDA  
APPROVED AS  
AMENDED

OP SCVS  
2014-06  
MINUTES JAN  
23/14  
APPROVED

ACTION ITEMS  
REVIEW

Stakeholders include the District, First Nations, and forestry companies etc. Who have interest or activities within the watershed area. Councillor Marcotte and Tidbury advised they want to be part of the watershed committee.

5. Correspondence  
None

6. Staff Reports  
None

7. New Business

A. Referred from Council meeting of January 28, 2014

1. Letter from Chief Coreen Child, Kwakiutl First Nation re: request for provision of fire, water and services to proposed new K-7 School

T. Kushner updated the Committee on the request for provision of fire, water and services to the proposed new K-7 school at Fort Rupert Reserve. A history of notice of the project by the Band and of the lands adjoining the Reserve was given.

A discussion on issues regarding the development included:

- funding
- road access alongside Fire hall #2,
- traffic pattern issues,
- development costs for services and who is to pay for them
- the need for municipal standards for services
- work in progress on a Municipal Type Service Agreement,
- the need for engineered approved drawings,
- significant issues regarding water pressure, supply and storage in the area
- how development may affect Byng Road flooding issues

T. Kushner advised are upcoming meetings with Kwakiutl First Nation and Aboriginal Affairs and Northern Development Canada (AANDC)

2. Eagleview School Delegation re: request to maintain trail alongside Little Tsulquate River for environmental and educational activities.

The Committee was advised by T. Kushner that it would cost significant capital dollars to improve the trails as requested and bring them up to municipal standards. Costs would include bridge work, widening trails, a danger tree assessment and removal of any danger trees, as well as yearly ongoing maintenance costs. The Committee was advised the District could

1. approve the request and the approve funding;
2. allow the school to use the areas but not recognize the areas as 'improved' trails and thus mitigate liability and maintenance costs.

Councillor Marcotte discussed utilizing in-kind donations for materials and labour for trails and a bridge with the Committee and commented that if the project was allowed to go ahead in that manner, liability and maintenance of the bridge would become an issue.

T.Kushner advised he will contact Michelle Sedola and Sean Barfoot at Eagleview School and discuss the Committee's concerns with them.

KWAKIUTL  
FIRST NATION  
RE: REQUEST  
FOR  
PROVISION OF  
FIRE, WATER  
AND SERVICES  
TO PROPOSED  
NEW K-7  
SCHOOL

EAGLEVIEW  
SCHOOL  
DELEGATION  
RE: REQUEST  
TO MAINTAIN  
LITTLE  
TSULQUATE  
RIVER TRAIL



- B. Hardy Bay Road street light, BC Hydro Quote –T. Kushner updated the Committee and advised that BC Hydro has agreed to put in a streetlight for \$300 and that the cost will come out of general operations.

OP SCVS  
2014-07  
STREET LIGHT  
HARDY BAY RD

Moved/Seconded/Carried

THAT Trevor Kushner proceed and issue a purchase order to BC Hydro for \$300 for the installation of a street light on the existing pole on Hardy Bay Road between Robert Scott School and the lift station.

- C. Rotary park street light – T. Kushner updated the Committee and advised it would cost approximately \$7,000 to install a streetlight pole in that area. The Director suggested that when the seawall lights are replaced with bollards next year, the bollards be extended into that area and that the cost be part of next year's capital plan.

D. Other Items

Addendum: Multi-Material BC Update

Trevor Kushner updated the Committee on the progress on initialising the MMBC recycling program in the District. A full report will be forthcoming to Council in the near future. A general discussion took place on:

- the history of the MMBC program
- the current service agreement with Fox's Disposal
- purchase/supply of the recycling containers to residents
- residential and future commercial participation in the program
- overall financial cost
- the need for cost comparisons with other communities

NEXT MEETING  
DATE

8. Next Meeting Date

Committee members advised they were not available for a March 20<sup>th</sup> meeting. The next meeting date for Operational Services Committee was set for Thursday April 17, 2014 at 4:00 pm in Council Chambers

OP SCVS  
2014-08  
ADJOURNMENT

Upcoming Meeting dates: May 15, June 19, July 17,  
August 21, September 18, October 16, November 20, December 18

9. Adjournment

THAT we adjourn.

Time: 5:00 pm

| Cheque # | Pay Date   | Vendor # | Vendor Name              | Paid Amount | Void |
|----------|------------|----------|--------------------------|-------------|------|
| 003523   | 06/02/2014 | 02514    | Alsco                    | 251.34      |      |
| 003524   | 06/02/2014 | 00829    | ANA'S HARDY CLEAN        | 2,429.09    |      |
| 003525   | 06/02/2014 | 00046    | ANDREW SHERET LTD.       | 94.85       |      |
| 003526   | 06/02/2014 | 02790    | Aplin & Martin Consultan | 6,153.05    |      |
| 003527   | 06/02/2014 | 00047    | B.C. HYDRO               | 48,269.13   |      |
| 003528   | 06/02/2014 | 02271    | BAILEY WESTERN STAR TRUC | 253.86      |      |
| 003529   | 06/02/2014 | 01805    | BUSY B'S DISTRIBUTING    | 313.04      |      |
| 003530   | 06/02/2014 | 02872    | Calder, Jeff             | 761.33      |      |
| 003531   | 06/02/2014 | 00281    | CHEVRON CANADA LTD.      | 1,077.70    |      |
| 003532   | 06/02/2014 | 01433    | COMOX PACIFIC EXPRESS LT | 120.90      |      |
| 003533   | 06/02/2014 | 02188    | D.T. BLASTING LTD.       | 420.00      |      |
| 003534   | 06/02/2014 | 00218    | DB PERKS AND ASSOCIATES  | 356.02      |      |
| 003535   | 06/02/2014 | 01476    | DOR-TEC SECURITY LTD.    | 115.25      |      |
| 003536   | 06/02/2014 | 02870    | Fabcher Holdings Ltd.    | 84.00       |      |
| 003537   | 06/02/2014 | 01860    | GREYHOUND COURIER EXPRES | 67.14       |      |
| 003538   | 06/02/2014 | 00058    | GUILLEVIN INTERNATIONAL  | 89.46       |      |
| 003539   | 06/02/2014 | 01335    | HARBOUR AUTHORITY ASSOCI | 150.00      |      |
| 003540   | 06/02/2014 | 00273    | JM'S MOBILE WELDING INC  | 46.83       |      |
| 003541   | 06/02/2014 | 02807    | Johnson Security Solutio | 126.34      |      |
| 003542   | 06/02/2014 | 02871    | Kilpatrick Testing       | 367.50      |      |
| 003543   | 06/02/2014 | 00069    | MACANDALE'S              | 161.24      |      |
| 003544   | 06/02/2014 | 00304    | MONK OFFICE              | 147.51      |      |
| 003545   | 06/02/2014 | 00033    | NAPA AUTO PARTS/PORT HAR | 1,043.47    |      |
| 003546   | 06/02/2014 | 02071    | PACIFICUS BIOLOGICAL SER | 10,705.72   |      |
| 003547   | 06/02/2014 | 02202    | Planet Clean             | 462.83      |      |
| 003548   | 06/02/2014 | 00769    | Praxair Distribution     | 939.93      |      |
| 003549   | 06/02/2014 | 02303    | Provident                | 5,716.62    |      |
| 003550   | 06/02/2014 | 00080    | PUROLATOR INC.           | 235.11      |      |
| 003551   | 06/02/2014 | 02564    | RadioWorks Communication | 464.80      |      |
| 003552   | 06/02/2014 | 01884    | Tru Hardware             | 41.90       |      |
| 003553   | 13/02/2014 | 00044    | ACKLANDS - GRAINGER INC. | 1,623.05    |      |
| 003554   | 13/02/2014 | 01836    | ARIES SECURITY LTD.      | 3,441.38    |      |
| 003555   | 13/02/2014 | 02875    | Budget Blinds            | 2,567.41    |      |
| 003556   | 13/02/2014 | 02468    | Canwest Propane          | 130.93      |      |
| 003557   | 13/02/2014 | 02828    | Corix Control Solutions  | 920.37      |      |
| 003558   | 13/02/2014 | 00099    | FOX'S DISPOSAL SERVICES  | 17,953.90   |      |
| 003559   | 13/02/2014 | 01860    | GREYHOUND COURIER EXPRES | 59.78       |      |
| 003560   | 13/02/2014 | 02874    | Gypsy Wagon Courier      | 37.80       |      |
| 003561   | 13/02/2014 | 00063    | HOME HARDWARE BUILDING C | 146.94      |      |
| 003562   | 13/02/2014 | 00065    | K & K ELECTRIC LTD.      | 664.49      |      |
| 003563   | 13/02/2014 | 00253    | Keta Cable               | 133.20      |      |
| 003564   | 13/02/2014 | 02600    | Kushner, Trevor          | 163.71      |      |
| 003565   | 13/02/2014 | 02761    | Lidstone & Company       | 181.44      |      |
| 003566   | 13/02/2014 | 01777    | MCCARRICK,ALLISON        | 35.00       |      |
| 003567   | 13/02/2014 | 02662    | McCulley, Michael        | 680.25      |      |
| 003568   | 13/02/2014 | 01014    | NICKERSON, SCHELL        | 35.00       |      |
| 003569   | 13/02/2014 | 01559    | NORTH ISLAND LABORATORIE | 357.00      |      |
| 003570   | 13/02/2014 | 00027    | NORTH ISLAND VETERINARY  | 201.53      |      |
| 003571   | 13/02/2014 | 00075    | O.K. TIRE STORE (PORT HA | 468.76      |      |
| 003572   | 13/02/2014 | 02749    | Orach Enterprises Ltd.   | 2,083.73    |      |
| 003573   | 13/02/2014 | 00217    | ORKIN CANADA CORPORATION | 72.45       |      |
| 003574   | 13/02/2014 | 02071    | PACIFICUS BIOLOGICAL SER | 10,705.72   |      |
| 003575   | 13/02/2014 | 00203    | Port Hardy & Dist. Chamb | 13,109.25   |      |
| 003576   | 13/02/2014 | 00406    | PORT HARDY FIREFIGHTERS  | 4,253.75    |      |
| 003577   | 13/02/2014 | 00264    | PORT HARDY HERITAGE SOCI | 11,330.00   |      |
| 003578   | 13/02/2014 | 00107    | RECEIVER GENERAL FOR CAN | 25,361.65   |      |
| 003579   | 13/02/2014 | 00187    | REGIONAL DISTRICT OF MT  | 2,653.05    |      |
| 003580   | 13/02/2014 | 00272    | ROLLINS MACHINERY LIMITE | 188.02      |      |
| 003581   | 13/02/2014 | 02546    | SCP Distributors Inc     | 64.09       |      |
| 003582   | 13/02/2014 | 02349    | Silver King Ventures Ltd | 724.50      |      |
| 003583   | 13/02/2014 | 02306    | Terry E. Duncan          | 2,834.89    |      |
| 003584   | 13/02/2014 | 00201    | Vancouver Island Regiona | 32,372.00   |      |
| 003585   | 13/02/2014 | 02837    | Waterhouse Enviromental  | 5,998.72    |      |
| 003586   | 13/02/2014 | 00164    | Xerox Canada Ltd.        | 715.58      |      |
| 003587   | 20/02/2014 | 00735    | A.C.E. COURIER SERVICES  | 67.25       |      |
| 003588   | 20/02/2014 | 01145    | BLACK CAT REPAIRS        | 643.26      |      |
| 003589   | 20/02/2014 | 02207    | Blanchard Security       | 299.02      |      |
| 003590   | 20/02/2014 | 00302    | BUILDING OFFICIALS' ASSO | 603.75      |      |
| 003591   | 20/02/2014 | 00281    | CHEVRON CANADA LTD.      | 2,607.64    |      |
| 003592   | 20/02/2014 | 02762    | Cleartech Industries Inc | 1,643.02    |      |
| 003593   | 20/02/2014 | 01998    | COASTAL WEAR PRODUCTS    | 736.96      |      |

| Cheque # | Pay Date   | Vendor # | Vendor Name              | Paid Amount | Void |
|----------|------------|----------|--------------------------|-------------|------|
| 003594   | 20/02/2014 | 01982    | DIGITAL POSTAGE ON CALL  | 1,050.00    |      |
| 003595   | 20/02/2014 | 02746    | Huddleston, Deborah      | 27.78       |      |
| 003596   | 20/02/2014 | 00065    | K & K ELECTRIC LTD.      | 1,771.08    |      |
| 003597   | 20/02/2014 | 02197    | LANDON COLLISION AND TOW | 192.83      |      |
| 003598   | 20/02/2014 | 01419    | MURDY & MCALLISTER       | 1,556.87    |      |
| 003599   | 20/02/2014 | 01645    | NORTH ISLAND COMMUNICATI | 273.63      |      |
| 003600   | 20/02/2014 | 02844    | Pereboom, Carly          | 295.09      |      |
| 003601   | 20/02/2014 | 00080    | PUROLATOR INC.           | 100.51      |      |
| 003602   | 20/02/2014 | 00088    | Swiftsure Petroleum Dist | 29.50       |      |
| 003603   | 20/02/2014 | 01457    | TELUS COMMUNICATIONS COM | 28,271.32   |      |
| 003604   | 20/02/2014 | 00161    | TELUS MOBILITY (BC)      | 1,382.09    |      |
| 003605   | 20/02/2014 | 02486    | Trapeze Communications I | 546.00      |      |
| 003606   | 20/02/2014 | 01026    | VIMAR EQUIPMENT LTD.     | 147.15      |      |
| 003607   | 20/02/2014 | 02837    | Waterhouse Enviromental  | 22,296.96   |      |
| 003608   | 20/02/2014 | 01854    | ZEE MEDICAL CANADA CORPO | 57.18       |      |
| 003609   | 28/02/2014 | 00044    | ACKLANDS - GRAINGER INC. | 4,849.55    |      |
| 003610   | 28/02/2014 | 01375    | ADT SECURITY SERVICES CA | 85.05       |      |
| 003611   | 28/02/2014 | 00047    | B.C. HYDRO               | 180.43      |      |
| 003612   | 28/02/2014 | 02090    | BC OUTDOORS FISHING ADVE | 1,575.00    |      |
| 003613   | 28/02/2014 | 00073    | BLACK PRESS GROUP LTD.   | 590.61      |      |
| 003614   | 28/02/2014 | 01988    | BRITISH COLUMBIA LIFE AN | 1,766.41    |      |
| 003615   | 28/02/2014 | 00302    | BUILDING OFFICIALS' ASSO | 420.00      |      |
| 003616   | 28/02/2014 | 02468    | Canwest Propane          | 51.18       |      |
| 003617   | 28/02/2014 | 02882    | Catalys Lubricants Inc.  | 425.98      |      |
| 003618   | 28/02/2014 | 00281    | CHEVRON CANADA LTD.      | 2,027.44    |      |
| 003619   | 28/02/2014 | 01433    | COMOX PACIFIC EXPRESS LT | 145.33      |      |
| 003620   | 28/02/2014 | 02730    | CUPE Local 401           | 604.33      |      |
| 003621   | 28/02/2014 | 02621    | Discovery Island Emergen | 75.00       |      |
| 003622   | 28/02/2014 | 02140    | DOUG LLOYD CONTRACTING   | 102.90      |      |
| 003623   | 28/02/2014 | 00099    | FOX'S DISPOSAL SERVICES  | 392.75      |      |
| 003624   | 28/02/2014 | 01860    | GREYHOUND COURIER EXPRES | 66.17       |      |
| 003625   | 28/02/2014 | 00052    | HARDY BUILDERS' SUPPLY   | 417.77      |      |
| 003626   | 28/02/2014 | 00194    | INT'L UNION OPERATING EN | 1,163.23    |      |
| 003627   | 28/02/2014 | 01875    | ISLAND ADVANTAGE DISTRIB | 2,195.69    |      |
| 003628   | 28/02/2014 | 02873    | Jewell, Joe              | 7.25        |      |
| 003629   | 28/02/2014 | 00065    | K & K ELECTRIC LTD.      | 1,325.91    |      |
| 003630   | 28/02/2014 | 02600    | Kushner, Trevor          | 151.98      |      |
| 003631   | 28/02/2014 | 02883    | Lekker Food Distributors | 542.64      |      |
| 003632   | 28/02/2014 | 00271    | LIFESAVING SOCIETY       | 229.95      |      |
| 003633   | 28/02/2014 | 00069    | MACANDALE'S              | 28.67       |      |
| 003634   | 28/02/2014 | 02007    | MARSHALL WELDING AND FAB | 686.51      |      |
| 003635   | 28/02/2014 | 00304    | MONK OFFICE              | 63.61       |      |
| 003636   | 28/02/2014 | 00033    | NAPA AUTO PARTS/PORT HAR | 310.54      |      |
| 003637   | 28/02/2014 | 01559    | NORTH ISLAND LABORATORIE | 26.25       |      |
| 003638   | 28/02/2014 | 00013    | PACIFIC BLUE CROSS       | 7,452.80    |      |
| 003639   | 28/02/2014 | 02844    | Pereboom, Carly          | 277.37      |      |
| 003640   | 28/02/2014 | 00080    | PUROLATOR INC.           | 81.82       |      |
| 003641   | 28/02/2014 | 00107    | RECEIVER GENERAL FOR CAN | 23,302.22   |      |
| 003642   | 28/02/2014 | 01523    | RECEIVER GENERAL FOR CAN | 429.46      |      |
| 003643   | 28/02/2014 | 00187    | REGIONAL DISTRICT OF MT  | 3,024.10    |      |
| 003644   | 28/02/2014 | 02349    | Silver King Ventures Ltd | 1,186.50    |      |
| 003645   | 28/02/2014 | 02234    | Sutherland Armbrust      | 689.34      |      |
| 003646   | 28/02/2014 | 00088    | Swiftsure Petroleum Dist | 23.60       |      |
| 003647   | 28/02/2014 | 00477    | U.B.C.M.                 | 2,788.78    |      |
| Total:   |            |          |                          | 348,098.31  |      |

\*\*\* End of Report \*\*\*



# DISTRICT OF PORT HARDY

## STAFF REPORT



**DATE:** March 3, 2014

**Climate Action Revenue Incentive Public Report 2013 (CARIP)**

**TO:** Mayor and Councillors

**FROM:** Rick Davidge, Chief Administrative Officer  
Allison McCarrick, Director of Finance

**RE:** To report the 2013 carbon emissions and progress towards carbon neutrality.

Attached is the Climate Action Revenue Incentive Public (CARIP) Report 2013 for the District of Port Hardy.

Executive summary:

| District of Port Hardy  | Tonnes CO <sub>2</sub> e |
|---|--------------------------|
| Emissions from services delivered directly by the District of Port Hardy                      | 261                      |
| Emissions from contracted services (eg. Curling club, library & museum)                       | 34                       |
| <b>Total emissions for the District of Port Hardy in 2013</b>                                 | <b>295</b>               |
| Green house gas reduction projects - MWRD Bio-cover Methane Emissions Reductions Project 2012 | 72.3                     |
| Green house gas reduction projects - MWRD Bio-cover Methane Emissions Reductions Project 2013 | 177.1                    |
| <b>Balance of emissions for the District of Port Hardy 2013</b>                               | <b>45.6</b>              |
| Valued at \$ 25.00/tonne CO <sub>2</sub> e  | \$1,140.00               |
| <b>Contribution to the District of Port Hardy Climate Action Carbon Neutral Fund</b>          | <b>\$1,140.00</b>        |

*The District of Port Hardy has adopted a Climate Action Carbon Neutral Fund Policy. The District will make a contribution to this fund that equals the value of the offsets required for the District to be Carbon Neutral in the reporting year. This fund will be used for projects within the community and will only be used for green initiatives. The District is also a large contributor to the Regional District of Mount Waddington's Bio-cover Methane Emissions Reductions Project which will provide the District of Port Hardy with further offsets in future years.*

Respectfully submitted,

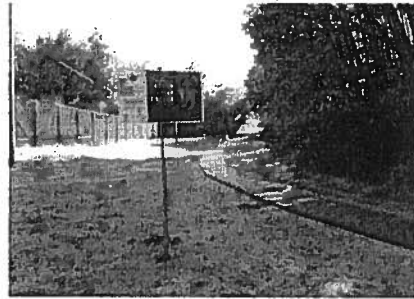
Signed

Allison McCarrick  
Director of Finance

# Climate Action Revenue Incentive Program (CARIP) Public Report Climate Action Revenue Incentive (CARIP) Public Report for YEAR 2013

District of Port Hardy

Mount Waddington Regional District



**Report Submitted by**

Allison McCarrick  
Director of Finance  
alli@porthardy.ca

March 3, 2014

**General Information**

|   |                                    |
|---|------------------------------------|
| <b>Name of Local Government</b>                 | District of Port Hardy             |
| <b>Member of Regional District (RD)</b>         | Mount Waddington Regional District |
| <b>Regional Growth Strategy (RGS) in region</b> |                                    |
| <b>Population</b>                               | 4,008                              |

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## Community Wide Actions for 2013

### 1.1 Measure

#### Community Wide Measurement Actions

|                               |  |
|-------------------------------|--|
| <b>Question</b>               | Have you been using the Community Energy and Emissions Inventory (CEEI) to measure progress? What else have you been using instead of/in addition to CEEI? |
| <b>Answer</b>                 | No   |
| <b>Additional Information</b> | SMARTTool  |

### 1.2 Plan

#### Community Wide Targets

|                               |  |
|-------------------------------|--|
| <b>Question</b>               | Does your OCP(s) have targets, policies and actions to reduce GHG emissions, as per the requirements under the <i>Local Governments Act (LGA)</i> ? If yes, please identify the targets set. If no or in progress, please comment. |
| <b>Answer</b>                 | Yes  |
| <b>Additional Information</b> | Decrease energy demands of District buildings, infrastructure and fleet.   |

### 1.3 Reduce

#### Supportive Community Wide Actions

|                                       |   |
|---------------------------------------|---|
| <b>Action Type</b>                    | Broad Planning  |
| <b>Actions Taken this Year</b>        | Completed zoning bylaw review and rewrite. Increased pedestrian and bike paths. |
| <b>Proposed Actions for Next Year</b> | Revitalization of downtown core. New energy efficient lighting.                 |

|                    |                       |
|--------------------|-----------------------|
| <b>Action Type</b> | Building and Lighting |
|--------------------|-----------------------|

|                                       |   |
|---------------------------------------|---|
| <b>Actions Taken this Year</b>        | Completed phase one of the downtown lighting project.   |
| <b>Proposed Actions for Next Year</b> | To replace a portion of the lighting within the recreation facilities with energy efficient lighting. To complete phase 2 of the downtown lighting program. |

|                                       |  |
|---------------------------------------|--|
| <b>Action Type</b>                    | <b>Energy Generation</b>                     |
| <b>Actions Taken this Year</b>        | Continue to research Biomass energy options. |
| <b>Proposed Actions for Next Year</b> | Continue to research Biomass energy options. |

|                                       |   |
|---------------------------------------|---|
| <b>Action Type</b>                    | <b>Green Space</b>  |
| <b>Actions Taken this Year</b>        | Continued support and involvement with the North Island Community Forest. |
| <b>Proposed Actions for Next Year</b> | Continued support and involvement with the North Island Community Forest. |

|                                       |  |
|---------------------------------------|--|
| <b>Action Type</b>                    | <b>Transportation</b>  |
| <b>Actions Taken this Year</b>        | Completed new and improved bike and pedestrian commuter trails.  |
| <b>Proposed Actions for Next Year</b> | To maintain the newly completed commuter trails and bring public awareness to the environmentally friendly method of transportation. |

|                                       |   |
|---------------------------------------|---|
| <b>Action Type</b>                    | <b>Waste</b>  |
| <b>Actions Taken this Year</b>        | Signed a Multi Material BC contract. Planning stage for curbside recycling program. |
| <b>Proposed Actions for Next Year</b> | Implementation of the MMBC curbside recycling program.                              |



|                                       |  |
|---------------------------------------|--|
| <b>Action Type</b>                    | Water/Sewer  |
| <b>Actions Taken this Year</b>        | Continued with the metering and water wise programs.                             |
| <b>Proposed Actions for Next Year</b> | Complete commercial metering. Set a new commercial metered water rate structure. |

**Direct Community Wide Actions**

|                                       |   |
|---------------------------------------|---|
| <b>Action Type</b>                    | Buildings   |
| <b>Actions Taken this Year</b>        | Continued to monitor the energy consumption of areas within the District. Identified areas that are in need of methods to decrease consumption. |
| <b>Proposed Actions for Next Year</b> | New lighting programs. Increase awareness of low energy options to use when replacing or constructing new projects.                             |

|                                       |  |
|---------------------------------------|--|
| <b>Action Type</b>                    | Transportation   |
| <b>Actions Taken this Year</b>        | Completed Trail Enhancement project.   |
| <b>Proposed Actions for Next Year</b> | Maintain newly completed trail system. Public awareness of new trail system. |

|                                       |   |
|---------------------------------------|---|
| <b>Action Type</b>                    | Waste   |
| <b>Actions Taken this Year</b>        | MMBC curbside recycling program underway.   |
| <b>Proposed Actions for Next Year</b> | Implementation of the MMBC curbside recycling program. Public awareness of program. |

|                                       |  |
|---------------------------------------|--|
| <b>Action Type</b>                    | Water/Sewer  |
| <b>Actions Taken this Year</b>        | Quarterly news letter promoting water efficiency and water regulation reminders. |
| <b>Proposed Actions for Next Year</b> | Mapping and leak detection programs.   |

|                                       |   |
|---------------------------------------|---|
| <b>Action Type</b>                    | Green Space   |
| <b>Actions Taken this Year</b>        | Support of Community Forest. Support of Community Garden.                 |
| <b>Proposed Actions for Next Year</b> | Continued support and involvement with the North Island Community Forest. |

## Corporate Actions for 2013

### 2.1 Measure

#### Corporate Measurement Actions

|                 |   |
|-----------------|---|
| <b>Question</b> | What steps has your local government taken toward completing its corporate emissions inventory? |
| <b>Answer</b>   | Input into the District SMARTTool program on a weekly basis.                                    |

|                 |   |
|-----------------|---|
| <b>Question</b> | What tool are you using to measure, track and report on your corporate emissions? |
| <b>Answer</b>   | SMARTTool   |

### 2.2 Reduce

#### Supportive Corporate Actions

|                                       |   |
|---------------------------------------|---|
| <b>Action Type</b>                    | Broad Planning  |
| <b>Actions Taken this Year</b>        | Continued tracking in SMARTTool the District's emissions to evaluate and plan for areas of reduction. |
| <b>Proposed Actions for Next Year</b> | Continued tracking and reduction.   |

|                                       |   |
|---------------------------------------|---|
| <b>Action Type</b>                    | Building and Lighting                                   |
| <b>Actions Taken this Year</b>        | New downtown energy efficient lighting. Phase 1         |
| <b>Proposed Actions for Next Year</b> | Complete phase 2 of downtown energy efficient lighting. |

| Action Type                           | Transportation   |
|---------------------------------------|--|
| <b>Actions Taken this Year</b>        | Completion of commuter trails. Developed a fleet management plan.                              |
| <b>Proposed Actions for Next Year</b> | Rehabilitation of an Estuary trail. Fleet replacement plan to provide more efficient vehicles. |

| Action Type                           | Water/Sewer   |
|---------------------------------------|---|
| <b>Actions Taken this Year</b>        | Purchased more efficient pumps for wastewater plant.            |
| <b>Proposed Actions for Next Year</b> | Planning stages for Airport wastewater treatment plant options. |

**Direct Corporate Actions**

| Action Type                           | Building and Lighting   |
|---------------------------------------|---|
| <b>Actions Taken this Year</b>        | Auto light sensors in all Municipal buildings. New downtown efficient lighting.   |
| <b>Proposed Actions for Next Year</b> | Downtown lighting phase 2. Staff awareness of energy efficiencies while at work. Energy efficient lighting program for recreation facilities. |

| Action Type                           | Energy Generation   |
|---------------------------------------|---|
| <b>Actions Taken this Year</b>        | Supported wind farm initiative.                                   |
| <b>Proposed Actions for Next Year</b> | Biomass research. Continued support of the wind farm initiatives. |

| Action Type                    | Fleet   |
|--------------------------------|---|
| <b>Actions Taken this Year</b> | Continued web based meetings and conferences when available. Continued to monitor fleet fuel consumption. |

|                                       |   |
|---------------------------------------|---|
| <b>Proposed Actions for Next Year</b> | Fleet fuel consumption monitoring. Adhere to idle free District policy. |
|---------------------------------------|---|

|                    |              |
|--------------------|--------------|
| <b>Action Type</b> | <b>Waste</b> |
|--------------------|--------------|

|                                |                                       |
|--------------------------------|---------------------------------------|
| <b>Actions Taken this Year</b> | Curbside recycling program education. |
|--------------------------------|---------------------------------------|

|                                       |   |
|---------------------------------------|---|
| <b>Proposed Actions for Next Year</b> | Implement curbside recycling and public education of the program. |
|---------------------------------------|---|

|                    |                    |
|--------------------|--------------------|
| <b>Action Type</b> | <b>Water/Sewer</b> |
|--------------------|--------------------|

|                                |  |
|--------------------------------|--|
| <b>Actions Taken this Year</b> | Continued education of water conservation. |
|--------------------------------|--|

|                                       |  |
|---------------------------------------|--|
| <b>Proposed Actions for Next Year</b> | Utility mapping program. Study for options regarding the Airport wastewater treatment plant. |
|---------------------------------------|--|

|                    |                    |
|--------------------|--------------------|
| <b>Action Type</b> | <b>Green Space</b> |
|--------------------|--------------------|

|                                |   |
|--------------------------------|---|
| <b>Actions Taken this Year</b> | Supported the Community Garden and Community Forest on their initiatives. |
|--------------------------------|---|

|                                       |  |
|---------------------------------------|--|
| <b>Proposed Actions for Next Year</b> | Continue support of Community Forest and Community Garden. |
|---------------------------------------|--|

|                    |                      |
|--------------------|----------------------|
| <b>Action Type</b> | <b>Other Actions</b> |
|--------------------|----------------------|

|                                |                                       |
|--------------------------------|---------------------------------------|
| <b>Actions Taken this Year</b> | Created a Carbon Neutral Fund policy. |
|--------------------------------|---------------------------------------|

|                                       |   |
|---------------------------------------|---|
| <b>Proposed Actions for Next Year</b> | Continue support of MWRD Bio-cover project. |
|---------------------------------------|---|

# Carbon Neutral Progress Reporting

## 3.1 Carbon Neutral Progress Reporting

| Emissions/Offsets  | Tonnes CO2e  |
|--|--------------|
| <b>Annual corporate emissions using SMARTTool or equivalent inventory tool</b>   | <b>295</b>   |
| <i>Emissions from services delivered directly by the local government</i>  | 261          |
| <i>Emissions from contracted services</i>  | 34           |
| <b>Less:</b>   | <b>0</b>     |
| <b>GHG reductions being claimed for this reporting year from Option 1 - GHG reduction project</b>  |              |
| <i>Energy Efficient Building Retrofits and Fuel Switching</i>  |              |
| <i>Solar Thermal</i>   |              |
| <i>Household Organic Waste Composting</i>  |              |
| <i>Low Emissions Vehicles</i>  |              |
| <b>Less:</b>   | <b>249.4</b> |
| <b>GHG reductions being claimed for this reporting year from Option 2 - GHG reduction projects</b>   |              |
| <i>Option 2 Project A</i>  | 249.4        |
| <i>Option 2 Project B</i>  |              |
| <i>Sum of Other Option 2 Projects (if you have added projects below)</i>   | 0            |
| <b>Less:</b>   |              |
| <i>Offsets purchased for this reporting year (Option 3). Please identify your offset provider in the offset provider information section below.</i>                                    |              |
| <b>Balance of corporate emissions for this reporting year.</b><br><i>(If the corporate emissions balance is zero, your local government is carbon neutral for this reporting year)</i> | <b>45.6</b>  |
| <b>Additional "Option 2" Projects</b>  |              |
| <i>Option 2 Project C</i>  |              |
| <i>Option 2 Project D</i>  |              |
| <i>Option 2 Project E</i>  |              |
| <i>Option 2 Project F</i>  |              |
| <i>Option 2 Project G</i>  |              |
| <i>Option 2 Project H</i>  |              |

### 3.2 Making Progress on Your Carbon Neutral Commitment

|                 |  |
|-----------------|--|
| <b>Question</b> | If your community has not achieved carbon neutrality for this reporting year please describe the actions that you intend to take next year to move you toward your carbon neutral goal.  |
| <b>Answer</b>   | The District of Port Hardy has adopted a Climate Action Carbon Neutral Fund Policy. The District will make a contribution to this fund that equals the value of the offsets required for the District to be Carbon Neutral in the reporting year. This fund will be used for projects within the community and will only be used for green initiatives. The District is also a large contributor to the Regional District of Mount Waddington's Bio-cover Methane Emissions Reductions Project which will provide the District of Port Hardy with further offsets in future years. |



## DISTRICT OF PORT HARDY

### BYLAW NO. 1019-2013

A Bylaw to Close a Portion of Unnamed Highway and a Portion of Highway Formerly Known as Hardy Bay Forest Service Road, Both of Which are Adjacent to Properties Addressed as 8080 Goodspeed Road, and to Remove their Dedications as Highway

WHEREAS the *Community Charter* authorizes the Council of the District of Port Hardy to close all or part of a highway that is vested in the municipality to traffic and to remove its dedication as highway;

AND WHEREAS the District of Port Hardy wishes to close to traffic and remove its dedication as highway, a portion of the highway historically known as Hardy Bay Forest Service Road;

NOW THEREFORE THE COUNCIL of the Corporation of the District of Port Hardy in open meeting assembled enacts as follows:

#### PART 1 CITATION

1. This Bylaw may be cited for all purposes as "District of Port Hardy Highway Closure and Dedication Removal Bylaw No. 1019-2013".

#### PART 2 APPLICATION AND EFFECT

2. The triangular shaped area of land comprising a portion of highway which is shown outlined on three sides in heavy black line and is described as "Road Closure Area A Part Rem Bk 3 Plan 810 Area = 115.8 m<sup>2</sup>", on Plan EPP23482, completed on the 23<sup>rd</sup> day of January, 2014 by Harry O. Pfrimmer, B.C. Land Surveyor, a reduced copy of which is attached to this Bylaw as "SCHEDULE A", is hereby closed to all types of traffic and the dedication as highway is hereby removed.
3. The area of land comprising a portion of highway which is shown partially outlined in heavy black line and partially outlined by the black line labeled "Natural Boundary According to Plan 810" and is described as "Road Closure Area B Part Rem Bk 2, Plan 810 Area = 0.124 ha", on Plan EPP23482, completed on the 23<sup>rd</sup> day of January, 2014 by Harry O. Pfrimmer, B.C. Land Surveyor, a reduced copy of which is attached to this Bylaw as "SCHEDULE A", is hereby closed to all types of traffic and the dedication as highway is hereby removed.
4. The area of land comprising a portion of highway which is shown partially outlined in heavy black line and partially outlined by the black line labeled "Natural Boundary According to Plan 810" and is described as "Road Closure Area C Filled Foreshore – Part Bed of Hardy Bay Area = 0.111 ha", on Plan EPP23482, completed on the 23<sup>rd</sup> day of January, 2014 by Harry O. Pfrimmer, B.C. Land Surveyor, a reduced copy of which is attached to this Bylaw as "SCHEDULE A", is hereby closed to all types of traffic and the dedication as highway is hereby removed.
5. The area of land comprising a portion of highway which is shown partially outlined in heavy black line and partially outlined by the black line labeled "Natural Boundary According to Plan 810" and is described as "Road Closure Area D Part Rem Bk 2, Plan 810 Area = 187.5 m<sup>2</sup>", on Plan EPP23482, completed on the 23<sup>rd</sup> day of January, 2014 by Harry O. Pfrimmer, B.C. Land Surveyor, a reduced copy of which is attached to this Bylaw as "SCHEDULE A", is hereby closed to all types of traffic and the dedication as highway is hereby removed.



6. The area of land comprising a portion of highway which is shown outlined on two sides in heavy black line and is described as "Road Closure Area E Part Sec 30, TP.6 Area = 328.6 m<sup>2</sup>", on Plan EPP23482, completed on the 23<sup>rd</sup> day of January, 2014 by Harry O. Pfrimmer, B.C. Land Surveyor, a reduced copy of which is attached to this Bylaw as "SCHEDULE A", is hereby closed to all types of traffic and the dedication as highway is hereby removed.

**PART 4 REPEAL**

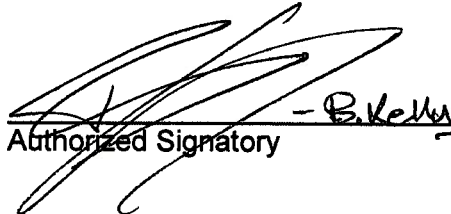
7. District of Port Hardy Highway Closure and Dedication Removal Bylaw No. 1014-2013 is hereby repealed.

**PART 4 SEVERABILITY**

8. If any portion of this Bylaw is held invalid by a court of competent jurisdiction, then the invalid portion shall be severed and the remainder of this Bylaw shall be deemed to have been adopted without the severed portion.

Read a first time the 28<sup>th</sup> day of January, 2014.  
Read a second time the 28<sup>th</sup> day of January, 2014.  
Read a third time the 28<sup>th</sup> day of January, 2014.

Approved by the Minister responsible for the Transportation Act in accordance with section 41(3) of the Community Charter:

 - B. Kelly  
Authorized Signatory \_\_\_\_\_ Date: Feb. 12, 2014

Notice of proposed District of Port Hardy Highway Closure and Dedication Removal Bylaw No. 1019-2013 was posted and was published in the North Island Gazette Newspaper on FEBRUARY 27<sup>th</sup>, 2014 and MARCH 6<sup>th</sup>, 2014 in accordance with Section 94 of the *Community Charter*.

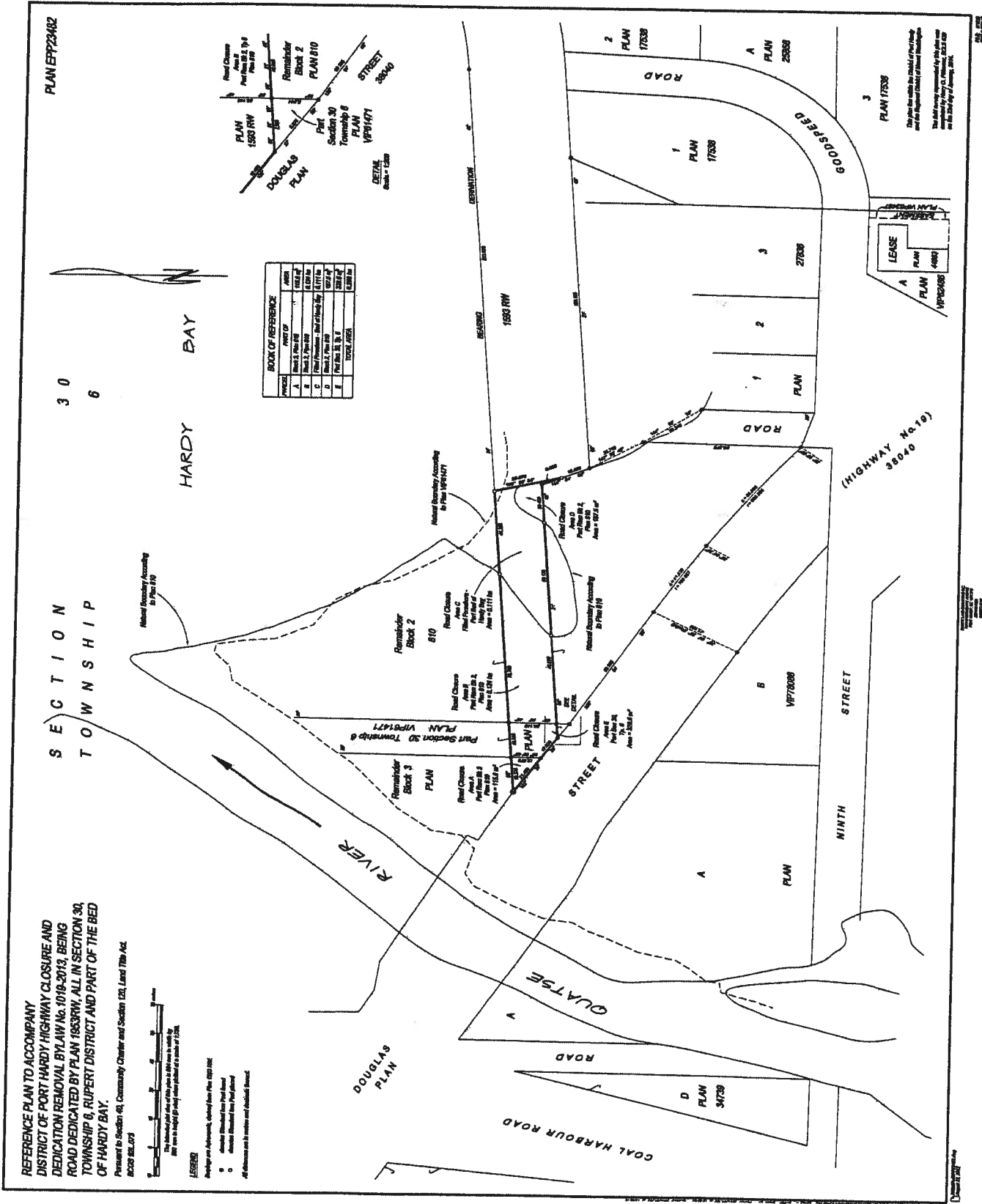
Opportunity to make representation to Council conducted on the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

Adopted the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Director of Corporate &  
Development Services

\_\_\_\_\_  
Mayor

SCHEDULE A TO DISTRICT OF PORT HARDY HIGHWAY CLOSURE AND DEDICATION REMOVAL BYLAW NO. 1019-2013



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## DISTRICT OF PORT HARDY

### BYLAW NO. 1022-2014

A Bylaw to Amend Municipal Ticket Information System Bylaw No. 01-2010 to Include New Schedules for the Water Regulations Bylaw and Open Smoke and Burning Bylaw

WHEREAS the Council of the District of Port Hardy deems it expedient to amend Bylaw No. 01-2010;

NOW THEREFORE, the Council of the District of Port Hardy in open meeting assembled enacts as follows:

#### PART 1 CITATION

1.1 This Bylaw shall be cited as "District of Port Hardy Municipal Ticket Information System Bylaw Amendment Bylaw No. 1022-2014".

#### PART 2 AMENDMENTS

2.1 Municipal Ticket Information System Bylaw No. 01-2010 is hereby amended as follows:

- a) Schedule A is amended by deleting section / row 6. and replacing it with the following new section / row 6.:

|   |   |
|---|---|
| 6. Open Smoke and Burning Control Bylaw No. 15-2012 | Bylaw Enforcement Officer<br>Municipal Inspector<br>Fire Chief or Deputy Fire Chief<br>Member of the Royal Canadian Mounted Police<br>British Columbia Conservation Officer<br>Director of Corporate Services |
|---|---|

- b) Schedule A is amended by deleting section / row 19. and replacing it with the following new section / row 19.:

|   |  |
|---|--|
| 19. Water Regulations Bylaw No. 02-2012 | Bylaw Enforcement Officer<br>Municipal Inspector<br>Director of Corporate Services |
|---|--|

- c) Deleting Schedule G and replacing it with the following new Schedule G:

#### SCHEDULE G District of Port Hardy Ticket Information System Bylaw No. 01-2010

| Open Burning and Smoke Control Bylaw No. 15-2012 |   |                  |
|--|---|------------------|
| Column 1<br>Section                              | Column 2<br>Offence   | Column 3<br>Fine |
| 3.1  | Failure to obtain permit  | \$ 100.00        |
| 3.2  | Burning of debris not from parcel on which burning takes place<br>Burning prohibited materials<br>Failure to reduce or recycle debris | \$ 250.00        |

|     |   |           |
|-----|---|-----------|
|     | Failure to conduct open burning in accordance with Provincial legislation |           |
| 3.4 | Burning contrary to Provincial fire ban                                   | \$ 250.00 |
| 3.5 | Burning outside of burning period   | \$ 250.00 |
| 3.7 | Category B Open Fire on property or lands not permitted                   | \$ 100.00 |
| 4.1 | Category A Open Fire contrary to distance restrictions                    | \$ 100.00 |
| 4.2 | Category B Open Fire contrary to distance restrictions                    | \$ 250.00 |
| 5.1 | Category A Open Fire contrary to time restrictions                        | \$ 100.00 |
| 5.2 | Category B Open Fire contrary to time restrictions                        | \$ 250.00 |
| 5.3 | Exceed maximum number of Category B Open Fires during burning period      | \$ 250.00 |
| 5.4 | No supervision or supervision by person under 19 years of age             | \$ 250.00 |
| 5.5 | Inadequate emergency equipment  | \$ 100.00 |
| 6.1 | Burning prohibited materials  | \$ 250.00 |
| 7.2 | Obstructing an Officer  | \$ 500.00 |
| 8.1 | Burning when Venting Index is not good                                    | \$ 100.00 |
| 8.2 | Smoke hazard  | \$ 100.00 |

d) Deleting Schedule R and replacing it with the following new Schedule R:

**SCHEDULE R**  
**District of Port Hardy Ticket Information System Bylaw No. 01-2010**

| Water Regulation Bylaw 02-2012 |  |                  |
|--------------------------------|--|------------------|
| Column 1<br>Section            | Column 2<br>Offence  | Column 3<br>Fine |
| 3.1                            | Failure to apply for service (Utility Connection)  | \$ 250.00        |
| 3.2                            | Failure to apply for water connection (Utility Connection)   | \$ 250.00        |
| 4.1                            | Failure to notify  | \$ 100.00        |
| 4.5                            | Failure to provide properly placed curbstop or meter setter  | \$ 100.00        |
| 4.6                            | Failure to notify  | \$ 100.00        |
| 4.10                           | Failure to provide pressure reducing valve   | \$ 100.00        |
| 7.8(a)                         | Use of hydrant without District's written authority  | \$ 250.00        |
| 8.1                            | Failure to connect   | \$ 250.00        |
| 8.2                            | Failure to Connect   | \$ 250.00        |
| 8.4                            | Improper use of / damage to waterworks   | \$ 250.00        |
| 8.5                            | Interference / meddling with water connection or works, additions or alterations to water system, connection or turn on/off any curbstop, service valve or gate valve without approval   | \$ 250.00        |
| 8.6                            | Sell or dispose of municipal water without meter   | \$ 250.00        |
| 8.8                            | Install water connection or break, interfere or tamper with works  | \$ 250.00        |
| 8.9                            | Failure to connect   | \$ 100.00        |
| 8.10                           | Failure to apply for disconnection   | \$ 100.00        |
| 8.11                           | Connection or cross connection to other water source or water supply   | \$ 250.00        |
| 8.13                           | Installation with cross connection implications without District approval  | \$ 250.00        |
| 8.14                           | Connection of equipment adapted for use on service pipes or mains for pressure spraying of fertilizer, pesticides or any other materials of a toxic or non-toxic nature without District approval and installation of proper backflow prevention | \$ 250.00        |

|       |  |           |
|-------|--|-----------|
| 8.15  | Obstructing works  | \$ 250.00 |
| 8.16  | Failure to clear   | \$ 100.00 |
| 10.2  | Failure to obtain inspection for cross connections and / or District approval  | \$ 250.00 |
| 10.4  | Cause a cross connection   | \$ 250.00 |
| 10.6  | Failure to eliminate or control connection or cross connection   | \$ 250.00 |
| 10.7  | Failure to install backflow preventer approved by District   | \$ 250.00 |
| 10.8  | Failure to install additional backflow preventer   | \$ 250.00 |
| 10.11 | Turn on water without meeting requirements/paying costs  | \$ 250.00 |
| 10.12 | Failure to provide test report   | \$ 250.00 |
| 10.13 | Failure to inspect and test  | \$ 250.00 |
| 10.14 | Failure to inspect and test after notice   | \$ 250.00 |
| 10.15 | Failure to notify and / or stop using water system   | \$ 250.00 |
| 10.16 | Use of hydrant, stand pipe or other temporary water connection contrary to regulations   | \$ 250.00 |
| 10.18 | Connection of auxiliary water supply system without District approval  | \$ 250.00 |
| 10.19 | Turn on agricultural irrigation system<br>Failure to inspect and / or test<br>Failure to use approved reduced pressure principal backflow assembly | \$ 250.00 |

**PART 3 SEVERABILITY**

3.1 If a portion of this Bylaw is held invalid by a court of competent jurisdiction, then the invalid portion shall be severed and the remainder of this Bylaw shall be deemed to have been adopted without the severed portion.

Read a first time the 25<sup>th</sup> day of February, 2014.  
Read a second time the 25<sup>th</sup> day of February, 2014.  
Read a third time the 25<sup>th</sup> day of February, 2014.  
Adopted on the                    day of                    , 2014.

\_\_\_\_\_  
Director of Corporate &  
Development Services

\_\_\_\_\_  
Mayor

Certified a true copy of  
Bylaw No. 1022-2014 as adopted.

\_\_\_\_\_  
Director of Corporate  
& Development Services



## DISTRICT OF PORT HARDY

### BYLAW 1023 - 2014

#### A Bylaw to Adopt the Annual Five-Year Financial Plan for the period 2014 - 2018

WHEREAS the Council of the District of Port Hardy deems it expedient to prepare the Five Year Financial Plan;

NOW THEREFORE, the Council of the District of Port Hardy in open meeting assembled ENACTS as follows:

#### 1. Title

This Bylaw may be cited for all purposes as "District of Port Hardy Financial Plan 2014 – 2018 Bylaw No. 1023-2014".

#### 2. Schedules

1. Schedule "A" attached to and forming part of this bylaw is hereby declared to be the 2014 Disclosure of Revenue Objectives and Policies as per Section 165(3.1) of the *Community Charter*.
2. Schedule "B" attached to and forming part of this bylaw is hereby declared to be the Financial Plan of the District of Port Hardy for the years 2014-2018.

#### 3. Repeal

1. District of Port Hardy Financial Plan 2013 – 2017 Bylaw No. 1011-2013 is hereby repealed.

Read a first time on the xxx day of xxxx, 2014.

Read a second time the on the xxx day of xxxx, 2014.

Read a third time on the xxx day of xxxx, 2014.

Adopted by the Municipal Council on the xxx day of xxxx, 2014.

*Original signed by:*

\_\_\_\_\_  
Director of Corporate  
& Development Services

\_\_\_\_\_  
Mayor

Certified to be a true copy of  
District of Port Hardy Financial Plan 2014 – 2018  
Bylaw No. 1023-2014

\_\_\_\_\_  
Director of Corporate Services  
& Development Services

Schedule A - Bylaw 1023-2014

**2014 Revenue Objectives and Policies**

In accordance with Section 165(3.1) of the *Community Charter*, the District of Port Hardy is required to include in the Five Year Financial Plan, objectives and policies regarding each of the following:

1. The proportion of total revenue that comes from each of the funding sources described in Section 165(7) of the *Community Charter*.
2. The distribution of property taxes among the property classes.
3. The use of permissive tax exemptions.

**Funding Sources**

**Table 1: Sources of Revenue**

| <b>Revenue Source</b>      | <b>% of Total Revenue</b> | <b>Dollar Value</b> |
|----------------------------|---------------------------|---------------------|
| Property Taxes             | 35.1%                     | \$2,669,316         |
| Sale of Services           | 10.4%                     | 786,404             |
| Sewer Rates                | 15.4%                     | 1,170,000           |
| Water Rates                | 18.4%                     | 1,397,000           |
| Sundry Revenue             | 4.1%                      | 314,384             |
| Unconditional Gov't Grants | 4.5%                      | 340,017             |
| Capital Grants             | 3.5%                      | 267,000             |
| Reserves and Surplus       | 7.5%                      | 571,750             |
| Debt                       | 1.1%                      | 80,000              |
| <b>Total</b>               | <b>100%</b>               | <b>\$7,595,871</b>  |

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2014. The total revenue has been adjusted for non-cash entries in the financial plan. The amount for amortization in 2014 is \$1,650,000; this is not taxed for and is therefore not included in Table 1.

The largest portion of planned revenue is user fees and charges. Services that can be measured and charged on a user-pay basis include water, wastewater, waste management, building permits, recreation, administration and the wharves. User fees apportion the value of the service to those who use it. User fees do not cover all of the costs for the related service.

Property taxes are the next major source of revenue. As a revenue source, property taxation offers a stable and reliable source of revenue for services where the rates are not enough to fund the service. These services include fire protection, general administration, bylaw enforcement, infrastructure maintenance, streets and roads, recreation and culture, economic development and planning.

The District will continue to review all user fees and charges to ensure they adequately meet the capital and operational costs of the service provided.

Schedule A - Bylaw 1023-2014

**Distribution of Property Taxes**

**Table 2: Distribution of Property Tax Rates**

| <b>Property Class</b> | <b>% of Total Taxation</b> | <b>Dollar Value</b> |
|-----------------------|----------------------------|---------------------|
| Residential           | 55.4%                      | \$1,387,395         |
| Utilities             | 0.8%                       | 20,898              |
| Light Industry        | 3.8%                       | 95,624              |
| Business and Other    | 39.6%                      | 992,158             |
| Managed Forest        | 0.3%                       | 7,925               |
| Recreation/Non-profit | 0.1%                       | 1,986               |
| <b>Total</b>          | <b>100%</b>                | <b>\$2,505,986</b>  |

Table 2 provides the distribution of property taxes among the property classes. The residential class provides the main portion of tax revenue. The residential class is also the largest percentage of the total assessment and consumes the majority of the District services.

All new additions to the property class are removed from the calculation, the percentage increase is applied over the net assessment, and the new rates determined are then applied to the new growth.

Council will continue to assess the multiples used in the tax rate calculation and adjust them as necessary to promote continued growth in the business and industry sector.

**Permissive Tax Exemptions**

Tax exemptions must demonstrate a benefit to the community and residents of the District by enhancing the quality of life (economically, socially and culturally). The goals, policies and principles of the organization must not be inconsistent or conflict with those of the District. Organizations receiving permissive tax exemptions must be registered non-profit societies and cannot be for commercial or private gain.

**Table 3: Permissive Tax Exemptions**

| <b>Permissive Tax Exemptions</b>                           | <b>General Taxes Foregone</b> |
|--|-------------------------------|
| District owned properties managed by not-for-profit groups | 10,943                        |
| Not-for-profit organizations                               | 70,984                        |
| Churches   | 34,658                        |
| <b>Total</b>   | <b>\$ 116,585</b>             |



Schedule B - Bylaw 1023-2014

|   | 2014             | 2015              | 2016              | 2017              | 2018              |
|---|------------------|-------------------|-------------------|-------------------|-------------------|
| <b>Revenue</b>                            |                  |                   |                   |                   |                   |
| Municipal property taxes                  | 2,505,986        | 2,556,106         | 2,607,228         | 2,659,372         | 2,712,560         |
| Payments in lieu of taxes                 | 163,330          | 165,014           | 166,716           | 168,437           | 170,174           |
| Sale of services                          | 786,404          | 799,072           | 815,054           | 831,355           | 847,982           |
| Sewer user rates                          | 1,170,000        | 1,193,400         | 1,217,268         | 1,241,613         | 1,266,446         |
| Water user rates                          | 1,397,000        | 1,424,940         | 1,453,439         | 1,482,508         | 1,512,158         |
| Revenue from own sources                  | 314,384          | 319,836           | 325,651           | 331,579           | 337,622           |
| Unconditional transfers other governments | 340,017          | 500,000           | 500,000           | 500,000           | 500,000           |
| Conditional transfers other governments   | 267,000          | 1,780,000         | 1,200,000         | 450,000           | 2,100,000         |
| Contributions from developers             | -                | -                 | -                 | -                 | -                 |
| Transfers from reserves & other funds     | 2,221,750        | 2,217,500         | 2,321,500         | 2,270,500         | 2,290,000         |
| Debenture debt                            | 80,000           | 265,000           | 415,000           | 220,000           | 275,000           |
|   | <u>9,245,871</u> | <u>11,220,868</u> | <u>11,021,856</u> | <u>10,155,364</u> | <u>12,011,942</u> |
| <b>Expenditures</b>                       |                  |                   |                   |                   |                   |
| General government services               | 906,453          | 918,230           | 936,495           | 961,877           | 974,127           |
| Protective services                       | 362,784          | 360,860           | 368,077           | 375,439           | 382,947           |
| Transportation services                   | 1,126,838        | 1,149,374         | 1,172,360         | 1,195,806         | 1,219,722         |
| Environmental & public health services    | 282,348          | 287,995           | 293,755           | 299,630           | 305,623           |
| Economic & development services           | 166,021          | 166,281           | 169,607           | 172,999           | 176,459           |
| Parks, recreation & cultural services     | 1,205,111        | 1,228,749         | 1,241,064         | 1,265,865         | 1,303,162         |
| Wastewater services                       | 853,397          | 870,465           | 887,874           | 905,632           | 923,744           |
| Water services                            | 928,067          | 946,628           | 965,560           | 984,872           | 1,004,569         |
| Debt charges                              | 125,850          | 118,530           | 117,385           | 118,120           | 5,450             |
| Debt principal repayments                 | 520,414          | 670,232           | 290,705           | 279,379           | 92,301            |
| Transfers to reserves & other funds       | 313,588          | 241,024           | 642,474           | 655,245           | 958,838           |
| Amortization                              | 1,650,000        | 1,650,000         | 1,650,000         | 1,650,000         | 1,650,000         |
| Capital expenditures                      | 805,000          | 2,612,500         | 2,286,500         | 1,290,500         | 3,015,000         |
|   | <u>9,245,871</u> | <u>11,220,868</u> | <u>11,021,856</u> | <u>10,155,364</u> | <u>12,011,942</u> |