

# DISTRICT OF PORT HARDY

# AGENDA REGULAR MEETING OF COUNCIL 7:00 PM TUESDAY, SEPTEMBER 10, 2013

### MUNICIPAL HALL COUNCIL CHAMBERS

Mayor:

Bev Parnham

Councillors:

Janet Dorward, Jessie Hemphill, Debbie Huddlestan,

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, SEPTEMBER 10, 2013 Council Chambers - Municipal Hall

<u>Page</u>	A.	CALL TO ORDER	Time:				
	В.	APPROVAL OF AGENDA AS PRESENTED (or amended)					
		Motion required	1.	2.			
	C.	ADOPTION OF MINUTES					
1-4	1.	The minutes of the Committee of the Whole Meeting held August 27,	2013.				
		Motion required	1.	2.			
5-10	2.	The minutes of the Regular Council Meeting held August 27, 2013.					
		Motion required	1.	2.			
	D.	DELEGATIONS AND REQUEST TO ADDRESS COUNCIL					
	Schell Nickerson, Port Hardy Fire Chief re: Quarterly Report.						
	E.	BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUS	SINESS				
1-12	1.	Council Action items. For information.					
	F.	CORRESPONDENCE					
3-14		Proclamation Request, brought forward by Mayor Parnham.  Mary Ellen Walling, Executive Director, BC Salmon Farmers Association (Aug2/13) re: Request to Proclaim September 23-27, 2013 Aquaculture Awareness Week in Port Hardy					
		Motion / direction	1.	2.			
	G.	NEW BUSINESS					
	1.	Council Appointments to Committees					
		a. Appointment of Councillor Huddlestan to Committees					
		Recommendation of the Mayor:					
	"THAT Councillor Debbie Huddlestan be appointed to the Sustainability Committee, as a Council representative to the Mount Waddington Health Network (Housing and Addictions) and as Council representative to the Senior's Society."						
	4	Motion / direction	1.	2.			
	b. Appointments to Community Consultative Committee – two year appointments.						
	Recommendation of the Mayor:						
	,	"THAT Motion #2013-118 from the August 27, 2013 Regular Meeting of Appointments to Community Consultative Committee be rescinded.	of Council rega	rding			

1.

2.

Motion / direction

"THAT Lyn Barton, Pat Corbett-Labatt and Eddy Lagrosse be appointed as members of the District's Community Consultative Committee for a two year term ending September 30, 2015.

Motion / direction

1.

2.

#### H. COUNCIL REPORTS

1. Verbal reports from Council members.

#### I. COMMITTEE REPORTS

None

#### 15-16 J. STAFF REPORTS

1. Accounts Payable, August, 2013. For information.

#### K. CURRENT BYLAWS AND RESOLUTIONS

None

#### L. PENDING BYLAWS

None

#### M. INFORMATION AND ANNOUNCEMENTS

September 17 Emergency planning Committee 12:00 pm Council Chambers

September 24 Regular Council Meeting 7:00pm Council Chambers

September 26 OH & S Committee 8:30am Council Chambers

September 26 Operational Services Meeting 9:00am Council Chambers

#### 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 COMMITTEE OF THE WHOLE MEETING OF COUNCIL AUGUST 27, 2013

CALL TO ORDER:

Mayor Bev Parnham

Time: 6:00 pm

PRESENT:

Mayor:

Bev Parnham

Councillors:

Janet Dorward, Debbie Huddlestan, Jessie Hemphill,

Rick Marcotte, John Tidbury

ALSO PRESENT:

Jeff Long, Director of Corporate & Development Services

REGRETS:

Councillor Nikki Shaw and Rick Davidge, Chief Administrative Officer

Media: None

Members of the Public: 2

#### APPROVAL OF AGENDA

COW 2013-008 APPROVAL OF AGENDA AS PRESENTED Moved/Seconded/Carried THAT the agenda be approved as presented.

#### **DELEGATION**

1. Rosemary Bonanno, Executive Director and Adrian Maas, CGA, Director of Finance, Vancouver Island Regional Library (VIRL) re: Discussion on the average increases to the library tax requisition over the past five years.

Mayor Parnham welcomed Rosemary Bonanno and Adrian Maas of the Vancouver Island Regional Library.

Rosemary Bonanno and Adrian Maas, gave a powerpoint presentation on Vancouver Island Regional Library. Discussion topics included:

VIRL Consolidated Facility Master Plan Findings

- Virtually all branches were undersized in relation to industry standards.
- Many branches had significant deferred maintenance issues.
- Established budgets were deficient.
- Planning timeframe was unreasonable and could not be accomplished.

VIRL Board Response - Eleven recommendations were unanimously approved by the Board in June 2010, including:

- Establish new standards of 0.6 square feet per capita.
- Establish two streams of development to recognize the rural / urban dichotomy.
- Implement increases of 1.25% per year over 10 years; fund facility development over a longer timeframe thereby minimizing the impact.
- Correct maintenance deficiencies and provide funding for maintenance with

	7	2013			
	2012	Adopted	2012	2013	2014
Description	Actuals	Budget	Levy	Levy	Levy
PORT HARDY		The state of		•	•
Travel - HA	573	1,400			
Accommodation	1,119	•			
Meals, Food and Beverage	383				
Facilities R&M-HA	147	10 m.			
Photocopier Service - HA	49	200			
Discretionary Materials HA	2	100			
Office supplies HA	210	100			
Postage - HA	13	20			
Promo & Adv. HA	225	80			
Telecommunications HA	2,325	2,500			
Internet Services - HA	5,248	6,400	**		
F & E Expensed HA	93	Leven -		ner reme	
Wages-Clericals HA	43,910	45,409		-	
Wages - Pages HA	2,457	2,140			1
Benefits on Wages	18,639	19,243			1
Janitorial - HA	4,905	4,800			
Rent HA	33,876	34,553		1	1
Garbage & Recycle - HA	221	100			15
PORT HARDY	114,392	117,045	118,705	124,566	118,591

#### Tax Levy

Changes from 2004 – 2014 were reviewed. The average levy increase for the Port Hardy branch from 2009-2014 is 3.40%

#### 2012 VIRL Annual Report

The Committee was advised the 2012 Vancouver Island Regional Library Annual Report is available online at http://virl.bc.ca.

A question/answer session followed the presentation by the VIRL representatives.

Mayor Parnham asked about expectations for the 2014 budget and future plans for the Port Hardy Branch. Mr. Maas advised that there will be a decrease in comparison to 2013 and that the Port Hardy Branch is scheduled to be upgraded in the next two years.

Councillor Dorward asked about procedures for tendering and appointments to the VIRL Board. Mr. Maas advised that tendering is done locally and Ms. Bonnano indicated that each Board member is appointed by the board or council of each participating local government.

Council Dorward asked if there were contributions to the VIRL system by local First Nations? Mr. Maas advised that no contributions are received from local First Nations organizations.

Councillor Hemphill asked if a Treaty First Nation could become part of the VIRL? Mr. Maas responded that so far the only Treaty First Nation representation was via the Alberni-Clayquot Regional District on whose Board sits an appointed member of a Treaty First Nation.

Councillor Huddlestan asked how people learn about the eBook program and other services offered by the library? Ms. Bonnano discussed the eBook program and advised that VIRL tries to reach out to the community through various avenues including online, brochures and its staff. It was pointed out that attending events like the Mount Waddington Fall Fair would help to advertise the library and its services.

There was general discussion about library services and VIRL's use social and interactive media.



## MINUTES OF THE DISTRICT OF PORT HARDY REGULAR MEETING OF COUNCIL AUGUST 27, 2013

CALL TO ORDER:

Mayor Bev Parnham

Time: 7:00 pm

PRESENT:

Mayor Bev Parnham

Councillors: Janet Dorward, Debbie Huddlestan, Jessie Hemphill, Rick Marcotte,

John Tidbury

REGRETS:

Councillor Nikki Shaw and Rick Davidge, Chief Administrative Officer

ALSO PRESENT:

Jeff Long, Director of Corporate & Development Services

Patti Smedley, Economic Development and Community Coordinator

Leslie Driemel, Recording Secretary

Media: North Island Gazette Members of the Public: None

#### APPROVAL OF AGENDA

Mayor Parnham advised of two addenda under Correspondence:

- 1. Letter from John Dooley, Mayor, City of Nelson (Aug.26/13) re: Request to participate in a coalition of Mayors to advocate to the Provincial Government for funding support for the colleges in respective regions.
- 2. Letter from the District of Port Hardy to the Vancouver Island Health Authority Board members re: Commitment to and implementation of Integrated Community Care Facilities

2013-108 APPROVAL OF AGENDA AS AMENDED

#### Moved/Seconded/Carried

THAT the agenda be approved as amended.

#### ADOPTION OF MINUTES

1. The minutes of the Committee of the Whole Meeting held July 23, 2013.

2013-109 COMM OF THE WHOLE MINUTES JULY 23 2013 APPROVED

#### Moved/Seconded/Carried

THAT the minutes of the Committee of the Whole Meeting held July 23, 2013 be approved as presented.

2. The minutes of the Regular Meeting of Council held July 23, 2013.

2013-110 REGULAR COUNCIL MINUTES JULY 23, 2013 APPROVED

#### Moved/Seconded/Carried

THAT the minutes of the Regular Council Meeting held July 23, 2013 be approved as presented.

2013-113 LETTER OF SUPORT WOSS FIRE & RESCUE SOCIETY LOTTERY GRANT APPLICATION

#### Moved/Seconded/Carried

THAT a letter of support be written for the Woss Fire and Rescue Society lottery grant application for operational costs associated with its highway rescue truck.

5. Joe Jewell, Equipment Manager, Port Hardy Minor Hockey Association (Aug.14/13) re: Request to use 'Live the Adventure' logo on new jerseys.

2013-114 PH MINOR HOCKEY USE OF 'LIVE THE ADVENTURE' LOGO

#### Moved/Seconded/Carried

THAT the request from Port Hardy Minor Hockey Association to use 'Live the Adventure' logo on new jerseys be approved as presented.

- 6. Stewart Young, Mayor, City of Langford (Aug.12/13) re: Downloading of Infrastructure costs from BC Hydro, was received as information
- 7. Charley Beresford, Executive Director, Columbia Institute (July 29/12) re: Canadian Energy Strategy.

2013-115 R&F LETTER RE: CANADIAN ENERGY STRATEGY

#### Moved/Seconded/Carried

THAT the letter from Charley Beresford, Executive Director, Columbia Institute (July 29/12) re: Canadian Energy Strategy be received and filed.

8. Jim Kincaid, Interim Chief Administrative Officer, District of Stewart (Aug 14/13) re: Request for support of ambulance services resolution at the 2013 UBCM Convention, was received as information.

Mayor Parnham advised Council will discuss all 2013 UBCM resolutions prior to the convention.

9. Mary Ellen Walling, Executive Director, BC Salmon Farmers Association (Aug.9/13) re: Request for sponsorship for 29th Annual General Meeting, September 26, 2013 in Port Hardy.

2013-116 BC SALMON FARMERS AGM \$1,000 BRONZE SPONSORSSHIP

#### Moved/Seconded/Carried

THAT the District of Port Hardy approve a \$1,000 Bronze level sponsorship for the 29th Annual General Meeting to be held on September 26, 2013 in Port Hardy.

10. Schell Nickerson, Fire Chief, Port Hardy Fire Rescue (Aug 22/13) re: Purchase of a 2006 F250 pick up light duty vehicle.

Council discussed the Fire Chief's request for the purchase of a light duty vehicle for Port Hardy Fire and Rescue. Items of discussion included maintenance, future vehicle replacement and funding sources.

2013-117 PH FIRE RESCUE RE: PURCHASE OF LIGHT DUTY VEHICLE

#### Moved/Seconded/Carried

THAT, upon receiving written confirmation from Port Hardy Fire Rescue that it will purchase the 2006 F250 pick up light duty vehicle, the District of Port Hardy will assume ownership and maintenance of the vehicle as part of its fleet.

#### Addendum:

 John Dooley, Mayor, City of Nelson (Aug.26/13) re: Request to participate in a coalition of Mayors to advocate to the Provincial Government for more funding support for the college in our respective regions, was received as information.

#### **COUNCIL REPORTS**

#### COUNCIL REPORTS

Mayor Parnham and Councillors Huddlestan, Hemphill, Marcotte 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.

Mayor Parnham thanked Council members for all their help with community events over the summer. Special thanks were given to Councillor Huddlestan and Tidbury for their work with Filomi Days and Councillor Dorward for the RCMP Musical Ride.

#### COMMITTEE REPORTS

**ECONOMIC DEV COMM** JULY 30/13 DRAFT **MINUTES** 

**OPERATIONAL SERVICES COMM AUG** 22/13 DRAFT

**MINUTES** 

- Economic Development Committee, draft minutes of the meeting held July 30, 2013, were received as information.
- Operational Services Committee, draft minutes of the meeting held August 2, 2013, were received as information.

Councillor Tidbury requested Mayor Parnham appoint one more Council member to the Operational Services Committee.

#### Moved/Seconded/Carried

THAT Councillor Debbie Huddlestan be appointed to the District of Port Hardy Operational Services Committee.

#### STAFF REPORTS

Accounts Payable, July 2013 was received as information.

Councillor Marcotte requested clarification on the \$,1489.64 payment to Richardson Food Group. The Director of Corporate & Development Services advised he will provide the details of the payment to Council members after consulting with the Finance Department.

#### **BYLAWS**

District of Port Hardy Highway Closure and Dedication Removal Bylaw No. 1014-2013. For Adoption.

Jeff Long, Director of Corporate and Development Services advised Council the Ministry of Transportation approved the bylaw and that notice of the proposed highway closure was advertised in the North Island Gazette on August 15 and 22, 2013. There were no comments or concerns received prior to the meeting and there were no members of the public present at this Council meeting voicing any concerns regarding the bylaw.

#### Moved/Seconded/Carried

THAT District of Port Hardy Highway Closure and Dedication Removal Bylaw No. 1014-2013 be adopted.

2013-120 C/HUDDLESTAN APPOINTED TO OP SCVS COMMITTEE

2013-121 **HIGHWAY CLOSURE &** DEDICATION REMOVAL BYLAW NO. 1014-2013 ADOPTED

	REGULAR COUNCIL MEETING		
	August 27 , 2013	1	
ITEM	ACTION	MH0	STATUS /COMMENTS
Zoning Bylaw 1010-2013	Staff to contact Urban Systems for update	号	
RCMP re: Tour de Rock use of Carrot Park	Approved as requested. Advise Contact RCMP re: set up	러논	Done
Community Futures re: membership	Approved. Complete application.	PS	
Woss Fire & Rescue re: request for letter of support for funding application	Approved. Issue letter	JL	Done
PH Minor Hockey re: use of 'Live the Adventure' logo on new jerseys	Approved. Advise.	٦.	Done
BC Salmon Farmers re: request for AGM	\$1,000 Bronze Sponsorship Approved. Advise	JL	Done In progress
PH Fire Dept re: purchase of light duty truck	Approved to add in to fleet if PHFD purchases truck. Advise PHFD	٦	
Community Consultative Committee Appointments	L. Barton P. Corbett-Labatt – E. Lagrosse 1 year appointment. Motion to reconsider to 2 year term. Advise members based on reconsideration. Advertise vacant CCC position in NIG and on DPH website	片	Agenda Item
District of Port Hardy letter to VIHA re: commitment to and implementation of integrated community care facility.	Cc's to letter suggested. Send letter	MP	Done
Operational Services Committee: request to appoint one more councillor to	C/Huddlestan appointed to Operational Services Committee. Advise upcoming meeting dates. Update Council Committee List	9	Done
Accounts Payable July 2013	Advise re payment details of \$1,489.64 to Richardson Food Group.	T	Done
	COMMITTEE OF THE WHOLE MEETING July 23, 2013		
ITEM	ACTION	WHO	STATUS /COMMENTS
Telus Presentation	Request Telus provide a map re existing infrastructure distribution / clarification about the kind of physical infrastructure needed to connect currently unserviced areas	JL	Mapping received. RDMW preparing maps of Port Hardy area. To be reviewed.
	REGULAR COUNCIL MEETING July 23, 2013		
ITEM	ACTION	WHO	STATUS /COMMENTS
Emergency Planning Committee re: recommendation to purchase and install siren warning system	Referred to budget discussion.	AM	Done
2012 Annual Report Presentation	Dir. Financial Services to meet with A. Wickens	₩	Done



#201 - 909 Island Highway Campbell River, BC Canada V9W 2C2

Tel: 250 286-1636 Fax: 250 286-1574

1-800-661-7256

www.salmonfarmers.org

August 2, 2013

Mayor Bev Parnham District of Port Hardy 7360 Columbia St Port Hardy, BC VON 2P0

Dear Mayor and Council,

I am writing to you today on behalf of the members of the BC Salmon Farmers Association. The BCSFA represents local salmon farm companies, as well as companies that provide supplies and services to farms across BC.

BC's farm-raised salmon is the province's largest agricultural sector and the largest private employer on the North Island. Port Hardy is a key location for our industry's success. It is home to active farm sites, primary and value-added processing facilities and direct suppliers for the industry. We in the industry are proud of the sustainable employment our sector can provide to ensure the future of coastal communities like Port Hardy.

Each year, as a way of recognizing the important work of our companies and their employees in the community and to raise awareness of the importance of the aquaculture industry, the BCSFA holds an Aquaculture Awareness Week in September, which also coincides with our Annual General Meeting.

This year, we are pleased to be holding our reception and AGM in Port Hardy September 25<sup>th</sup> and 26<sup>th</sup>.

To honour this year's event, we are requesting that Mayor and Council proclaim the week of Sept. 23, 2013 as Aquaculture Awareness Week in Port Hardy. Attached is proposed wording for the proclamation.

We are proud of the work we do to raise salmon in an efficient, environmentally-sensitive manner – and we're excited about the opportunities this offers in communities such as Port Hardy. We hope you will assist us in honouring that contribution this fall.

Thank-you for your consideration,

Mary Ellen Walling Executive Director

**BC Salmon Farmers Association** 



Report: M:\Live\ap\apchklsx.p Version: 010003-L58.68.00 User ID: Lisa

# District of Port Hardy AP Cheque Listing Cheque # From 002665 To 002791(Cheques only)

Page: 1 of 2
Date: 04/09/13
Time: 16:09:24

Cheque #	Pay Date	Vendor#	Vendor Name	Paid Amount	Void
002665	09/08/2013	00829	ANA'S HARDY CLEAN	2,266.34	
	09/08/2013		ARIES SECURITY LTD.	3,417.75	
002667	09/08/2013	00047	B.C. HYDRO	19,456.80	
002668	09/08/2013	02791	Brukwe, Siyamthanda	658.09	
	09/08/2013		DIGITAL POSTAGE ON CALL	1,050.00	
002670	09/08/2013	02763	Green, Thomas	875.00	
	09/08/2013		HARDY BUILDERS' SUPPLY	214.62	
	09/08/2013		HOME HARDWARE BUILDING C	270.31	
	09/08/2013		Long, Jeff	924.49	
	09/08/2013		MARSHALL WELDING AND FAB	4,006.81	
	09/08/2013		MCCARRICK,ALLISON	35.00	
	09/08/2013		MINISTER OF FINANCE	2,348.00	
	09/08/2013		Mose, Richard NAPA AUTO PARTS/PORT HAR	141.75	
	09/08/2013 09/08/2013		NICHOLSON, LISA	267.22	
	09/08/2013		NICKERSON, SCHELL	595.12 35.00	
	09/08/2013		Nomeland, Candace	400.00	
	09/08/2013		NORTH ISLAND VETERINARY	322.56	
	09/08/2013		OPTA Information Intelli	8,463.00	
	09/08/2013		PACIFICUS BIOLOGICAL SER	13,785.37	
	09/08/2013		Plumbing Officials Assoc	175.00	
	09/08/2013		Port Hardy & Dist. Chamb	13,109.25	
	09/08/2013		PORT HARDY FIREFIGHTERS	4,253.75	
	09/08/2013		PORT HARDY HERITAGE SOCI	11,330.00	
002689	09/08/2013	08000	PUROLATOR INC.	60.83	
	09/08/2013		RECEIVER GENERAL OF CANA	5.25	
	09/08/2013		Rolfe, Gary	70.00	
	09/08/2013		SCP Distributors Inc	7,336.39	
	09/08/2013		TELUS_	2,952.80	
	09/08/2013		Terry's Power Equipment	21.53	
	09/08/2013		Tru Hardware	214.43	
	09/08/2013		Xerox Canada Ltd.	603.68	
	14/08/2013 14/08/2013		ACKLANDS - GRAINGER INC.	172.37	
	14/08/2013		Alpin & Martin Consultan ANDREW SHERET LTD.	3,706.50	
	14/08/2013		Armtec Nanaimo	3,695.71 2,820.38	
	14/08/2013		BLACK PRESS GROUP LTD.	384.02	
	14/08/2013		BUSY B'S DISTRIBUTING	92.34	
	14/08/2013		CANADIAN RED CROSS SOCIE	342.73	
	14/08/2013		CHEVRON CANADA LTD.	1,301.56	
	14/08/2013		CROCKER EQUIPMENT	1,486.42	
002706	14/08/2013	00054	DAVE LANDON MOTORS LTD.	125.38	
	14/08/2013		FOX'S DISPOSAL SERVICES	11,558.93	
	14/08/2013		GAULT, DONNA	106.47	
	14/08/2013		General Paint	1,880.79	
	14/08/2013		Hawkins, Bob	673.50	
	14/08/2013		HOME HARDWARE BUILDING C	235.40	
	14/08/2013		JM'S MOBILE WELDING INC	110.13	
	14/08/2013		K & K ELECTRIC LTD. Keta Cable	428.27	
	14/08/2013 14/08/2013		LANDON COLLISION AND TOW	133.55	
	14/08/2013		LGMA	288.75 446.25	
	14/08/2013		LIFESAVING SOCIETY	67.00	
	14/08/2013		LINDE CANADA LIMITED C31	705.60	
	14/08/2013		MACANDALE'S	107.36	
	14/08/2013		NAPA AUTO PARTS/PORT HAR	305.05	
002721	14/08/2013	01645	NORTH ISLAND COMMUNICATI	241.50	
	14/08/2013		Port Hardy & Dist. Chamb	375.00	
002723	14/08/2013	02766	PROFIRE EMERGENCY EQUIPM	1,812.95	
	14/08/2013		RECEIVER GENERAL FOR CAN	15,016.65	
	14/08/2013		ROAD RANGER FREIGHT/0702	103.95	
	14/08/2013		Swiftsure Petroleum Dist	19.74	
	14/08/2013		Terry's Power Equipment	92.18	
	14/08/2013		TWOFOURONE Consulting Lt	44.36	
	14/08/2013		Vancouver Island Regiona	31,142.00	
	14/08/2013 16/08/2013		VISTA RADIO LTD./THE POR CAPILANO UNIVERSITY	13.13	
	22/08/2013		ACKLANDS - GRAINGER INC.	885.55 95.83	
	22/08/2013		ADT SECURITY SERVICES CA	85.05	
	22/08/2013		B.C. HYDRO	597.84	
	22/08/2013		BAILEY WESTERN STAR TRUC	189.59	