



DISTRICT OF PORT HARDY

AGENDA COUNCIL MEETING 7:00 PM, TUESDAY, OCTOBER 25, 2016 MUNICIPAL HALL COUNCIL CHAMBERS 7360 COLUMBIA STREET

Mayor: Hank Bood
Councillors: Pat Corbett-Labatt, Dennis Dugas, Rick Marcotte, Fred Robertson,
John Tidbury

Staff: Allison McCarrick, Chief Administrative Officer
Heather Nelson-Smith, Director Corporate Services
Abbas Farahbakhsh, Director Operational Services
Adrian Maas, Director of Finance
Leslie Driemel, Recording Secretary

**DISTRICT OF PORT HARDY
AGENDA FOR THE REGULAR COUNCIL MEETING
7:00 PM TUESDAY, OCTOBER 25, 2016
Council Chambers - Municipal Hall**

| <u>Page</u> | | Time: |
|-------------|--|------------------|
| | A. CALL TO ORDER | |
| | B. APPROVAL OF AGENDA AS PRESENTED (or amended) | |
| | Motion required. | 1. 2. |
| | C. ADOPTION OF MINUTES | |
| 1 | 1. Minutes of the Special Council Meeting held October 11, 2016. | |
| | Motion required | 1. 2. |
| 2-4 | 2. Minutes of the Public Hearing held October 11, 2016. | |
| | Motion required | 1. 2. |
| 5-11 | 3. Minutes of the Regular Council meeting held October 11, 2016. | |
| | Motion required | 1. 2. |
| | D. DELEGATIONS AND REQUESTS TO ADDRESS COUNCIL | |
| | 1. RCMP Staff Sgt Wes Olsen re: Quarterly Report to Council (July-September) | |
| | E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS | |
| 12-13 | 1. Council Action items. For information. | |
| | Motion / direction | 1. 2. |
| | F. CORRESPONDENCE | |
| 14 | 1. Kevin McGhee, Port Hardy Canadian Rangers (Oct.11/16) re: Recruitment event and request to land a helicopter within town area. | |
| | Motion / direction | 1. 2. |
| 15 | 2. Dennis Flannigan, President Royal Canadian Legion Br #237 (Oct.20/16) re: Road closure for Remembrance Day Parade. | |
| | Motion / direction | 1. 2. |
| | G. NEW BUSINESS | |
| 16-18 | 1. Council Policy CP2.20, Applying for Tax Deductible Receipts. | |
| | Motion / direction | 1. 2. |
| 19 | 2. Copy of DRAFT letter to Greg Fletcher, CAO, Regional District of Mt. Waddington from Heather Nelson-Smith, Director of Corporate Services re: Council support for the North Island Forest Industry Attraction, Training and Retention Strategy – BC Rural Dividend Application. | |
| 20-28 | Draft North Island Forest Industry Attraction, Training and Retention Strategy – BC Rural Dividend Application. | |
| | Motion / direction | 1. 2. |
| | H. COUNCIL REPORTS | |
| | 1. Verbal Reports from Council members. | |
| | I. COMMITTEE REPORTS | |
| 29-30 | 1. Draft minutes of the Tourism Advisory Committee meeting held October 6, 2016. For information. | |
| 31-32 | 2. Draft minutes of the two Port Hardy Accommodation Provider MRDT Application Review and Information meetings held October 18, 2016. For information. | |

- 33-36 3. Draft Minutes of the Operational Services Committee meeting held October 17, 2016. For information.
- 37-38 4. Draft minutes of the Parks & Recreation Review Committee meeting held October 18, 2016. For information.
- 39-40 5. Notes of the District of Port Hardy Bear Smart Committee meeting held September 15, 2016. For information.

J. STAFF REPORTS

- 41-43 1. Heather Nelson-Smith, Director of Corporate Services (Oct 4/16) re: Changes to Committees of Council and Deputy Mayor Schedule.

Motion / direction 1. 2.

K. CURRENT BYLAWS AND RESOLUTIONS

- 44 1. Bylaw 1052-2016, A Bylaw to Amend Zoning Bylaw No. 1010-2013, (9190 Granville St.). For Adoption

Motion required 1. 2.

- 45-46 2. Bylaw 1053-2016, A Bylaw to Amend Zoning Bylaw No. 1010-2013, (8755 Hastings St.). For Adoption.

Motion required 1. 2.

- 47-48 3. Bylaw 1054-2016, A Bylaw to Amend Zoning Bylaw No. 1010-2013 (8775 & 8765 & 7215 Hastings St.). For Adoption.

Motion required 1. 2.

- 49-50 4. Bylaw 1055-2016, A Bylaw to Amend Zoning Bylaw No. 1010-2013 (8740 Main St.). For Adoption.

Motion required 1. 2.

- 51 5. Bylaw 1059-2016, A bylaw to Amend Unsightly Premises Bylaw 10-2008. For First, Second and Third Reading.

Motion on required 1. 2.

L. PENDING BYLAWS

Bylaw 1051-2016, Port Hardy Multiplex Loan Authorization Bylaw.
Bylaw 1058-2016, Port Hardy Municipal Regional District Tax Bylaw (Hotel Tax)

M. INFORMATION AND ANNOUNCEMENTS

October 27 Committee: Occupational Health & Safety 8:30 am, Council Chambers
Committee: Tourism Advisory Committee 2:00 pm, Council Chambers
November 8 Committee: First Nations Relations Committee 4:00 pm, Council Chambers
Committee of the Whole 6:30 pm, Council Chambers
Regular Council Meeting, 7:00 pm Council Chambers

N. NOTICE OF IN CAMERA MEETING

No In Camera meeting scheduled at this time.

O. ADJOURNMENT Motion required 1. 2. Time:



**MINUTES OF THE DISTRICT OF PORT HARDY
SPECIAL COUNCIL MEETING
TUESDAY OCTOBER 11, 2016
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

Deputy Mayor: Pat Corbett-Labatt

Councillors: Dennis Dugas, Rick Marcotte, Fred Robertson, John Tidbury

Staff: Allison McCarrick, Chief Administrative Officer
Heather Nelson-Smith, Director of Corporate Services
Abbas Farahbakhsh, Director of Operational services
Schell Nickerson, Fire Chief

SC2016-025
AGENDA
ACCEPTED AS
PRESENTED

A. CALL TO ORDER

Deputy Mayor Corbett-Labatt called the meeting to order at 6:30 pm

B. APPROVAL OF AGENDA AS PRESENTED

Moved/Seconded/Carried

THAT the agenda for the Special Meeting of Council October 11, 2016 be adopted as presented.

C. MOTION TO CLOSE MEETING TO THE PUBLIC (IN CAMERA)

Motion required as per section 92 of the *Community Charter* that the meeting be closed to the public for the purposes of discussing:

1. Subject matter related to *Community Charter*.

SECTION 90 (1) (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council

SC2016-026
CLOSE
MEETING TO
PUBLIC
COMMUNITY
CHARTER SEC
90(1)(k)

Moved/Seconded/Carried

THAT in accordance with section 92 of the *Community Charter*, that the meeting be closed to the public as per *Community Charter* section 90(1)(k).

D. ADJOURNMENT

SC2016 -027
ADJOURNMENT

Moved

THAT the Special Meeting of Council adjourn. 6:46 pm

CORRECT

APPROVED

DIRECTOR OF CORPORATE

MAYOR



**MINUTES OF THE DISTRICT OF PORT HARDY
PUBLIC HEARING HELD OCTOBER 11, 2016
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

PRESENT: Deputy Mayor Pat Corbett-Labatt, Councillors Dennis Dugas, John Tidbury and Fred Robertson (at 5:07 pm)

ALSO PRESENT: Allison McCarrick, Chief Administrative Officer
Heather Nelson-Smith, Director of Corporate & Development Services
Leslie Driemel, Recording Secretary

MEDIA: None **MEMBERS OF THE PUBLIC:** 2

Deputy Mayor Pat Corbett-Labatt, called the Public Hearing to order at 5:00pm.

Deputy Mayor Corbett-Labatt advised that this public hearing is being held in accordance with the *Local Government Act* to allow the public to make representations to the District of Port Hardy regarding proposed District of Port Hardy Zoning Bylaw Amendment Bylaw Nos. 1052-2016, 1053-2016, 1054-2016 and 1055-2016. She indicated a copy of the proposed Bylaw is available at the table by the entrance to the Council Chambers and that if people wished to speak, to please add their name to the List of Speakers at the same table.

Deputy Mayor Corbett-Labatt advised that notice of this public hearing was published in two consecutive issues of the North Island Gazette Newspaper on September 28 and October 5 and was posted on the public notice board at the District of Port Hardy Municipal Hall located at 7360 Columbia Street, Port Hardy, BC. A notice was also mailed or hand delivered to the owners and tenants of the properties within 50 metres of the subject property and the notice and applications were made available on the website.

Deputy Mayor Corbett-Labatt indicated that all persons who believe that their interests are affected by proposed Bylaw No. 1052-2016, 1053-2016, 1054-2016 and 1055-2016 will be given an opportunity to be heard respecting matters contained in the Bylaws.

The Director of Development Services then reviewed the bylaws in order and explained the intent of the proposed changes to the bylaw.

Bylaw 1052-2016, a bylaw to amend the District of Port Hardy Zoning Bylaw No. 1010-2013. This amendment proposes to change the P-2 Institutional Zone to allow for the addition of Funeral Homes under principal uses. An application was received from The St Columba Anglican church to allow for the use of 10% of existing space for Boyd's Funeral Services for the storage of deceased before and after preparation. The only zones that currently permit funeral home use are in the C-2 and Industrial zones. Not follow the existing zoning to allow for make sense to allow for one property in this location to be rezoned either commercial or industrial considering their other uses did not conform to those designations. The P-2 zone was reviewed in its entirety. Staff then proposed to Council a change to the entire P-2 zone to allow for the funeral home use under principal uses.

Deputy Mayor Corbett-Labatt called the first time for speakers.

Mr. Robert Fyles, Applicant on behalf of Port Hardy Ecumenical Society (Anglican/United Church) and resident of Port Hardy at 9205 Elk Drive.

Mr. Fyles reviewed the rationale behind the application for the rezoning as an opportunity for Boyd's Funeral Services Ltd. to provide employment for a part time licensed funeral director, provide better funeral services in the community and to provide lease space revenue for the Port Hardy Ecumenical Society. The church has unused space that will be renovated to provide temporary storage for the deceased.

Deputy Mayor Corbett-Labatt called the second time for speakers to the proposed bylaw amendment Bylaw 1052-2016.

Councillor Tidbury inquired if any written submissions have been received. The Director of Corporate & Development Services advised no written submissions have been received from the public. A letter of approval for the zoning change has been received from the Ministry of Transportation.

Deputy Mayor Corbett-Labatt called the third time for speakers to the proposed bylaw amendment Bylaw 1052-2016.

Bylaw 1053-2016, a bylaw to amend the District of Port Hardy Zoning Bylaw No. 1010-2013. This amendment proposes to change the zoning of Lot 8, Block B, Plan 2178, Section 36 PID 006-420-273 known by civic address as 8755 Hastings Street, Port Hardy, BC from C-2 Service Commercial to R-2 Duplex Residential.

Bylaw 1054-2016, a bylaw to amend the District of Port Hardy Zoning Bylaw No. 1010-2013. This amendment proposes to change the zoning of Lot 8, Block B, Plan 2178, Section 36 PID 006-420-273 known by civic address as 8765 Hastings Street Port Hardy, BC ; Lot 18, Plan 27270, Section 36 PID 002-600-595 known by civic address 8775 Hastings Street Port Hardy, BC ; Lot 17, Plan 27270, Section 36 PID 002-600-579 known by civic address as 7215 Hastings Street Port Hardy, BC from C-2 Service Commercial to R-2 Duplex Residential.

The Director advised the application received from Mr. and Mrs. Emerson currently have a home, which when built conformed to the zoning of that day. Since that time the District has rezoned the property Commercial and this building is now a legal non-conforming building as per the Local Government Act. The House is used as a Bed and Breakfast as well as a principal dwelling unit and conforms to current residential zoning.

The second application was received from Mr. Lee on the vacant properties as he wishes to build a residence on the vacant lots.

Deputy Mayor Corbett-Labatt called the first time for speakers to the proposed bylaw amendment to Bylaws 1053-2016 and Bylaw 1054-2016.

Councillor Tidbury inquired if any written submissions have been received. The Director of Corporate & Development Services advised only one written submission has been received from an adjacent property owner that is in favour of the rezoning and that he may also apply for rezoning of his property

Deputy Mayor Corbett-Labatt gave a second and third call for speakers to the proposed bylaw amendment to Bylaws 1053-2016 and Bylaw 1054-2016.

Bylaw 1055-2016, a bylaw to amend the District of Port Hardy Zoning Bylaw No. 1010-2013. This amendment proposes to change the zoning by adding a new zone, CD-7 Comprehensive Development 7 which includes all of the permitted uses of the C-2 Service Commercial with the addition of a Recycle Depot to the property legally described as Lot 16, Block 4, Section 36, Township 9, Rupert District, Plan 2178 PID 005-993-695, 8740 Main Street

An application was received from the owners Mr. Nabahat and Ms. Launhardt to allow for the proposed purchaser Rodney Inglis to permit a recycle depot at the property. Mr. Inglis currently leases property to run an MMBC recycling facility.

Deputy Mayor Corbett-Labatt called the first time for speakers to the proposed bylaw amendment to Bylaws 1055-2016.

Councillor Tidbury inquired if any written submissions have been received. The Director of Corporate & Development Services advised that one written submission regarding the concern over items stored outside.

Council members present discussed the rezoning application, outside storage, enforcing the unsightly premises bylaw if needed and adding wording to restrict recycling to inside storage. The Director of Corporate & Development Services advised that the current C2 zoning does allow for storage type facilities.

Deputy Mayor Pat Corbett-Labatt advised she had received a phone call from Sylvia Frankforth of the Port Hardy Women's Auxiliary, adjacent property owners, expressing concerns regarding increased traffic and outside storage of recycling products. The Auxiliary is against the rezoning application

Deputy Mayor Corbett-Labatt gave a second and third call for speakers to the proposed bylaw amendment to Bylaw 1055-2016.

Deputy Mayor Pat Corbett-Labatt gave a final call for speakers on proposed District of Port Hardy Zoning Bylaw Amendment Bylaw Nos. 1052-2016, 1053-2016, 1054, 2016 and 1055, 2016

No final comments or input was forthcoming

The Public Hearing was closed.

Time: 5:23 pm

CERTIFIED CORRECT:

DIRECTOR
OF CORPORATE SERVICES

DEPUTY MAYOR



**MINUTES OF THE DISTRICT OF PORT HARDY
REGULAR COUNCIL MEETING
OCTOBER 11, 2016
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

PRESENT: Deputy Mayor Pat Corbett-Labatt, Councillors Dennis Dugas, Rick Marcotte, Fred Robertson, and John Tidbury

ALSO PRESENT: Allison McCarrick, Chief Administrative Officer; Abbas Farahbakhsh, Director of Operational Services; Heather Nelson-Smith, Director of Corporate Services, Leslie Driemel, Recording Secretary

REGRETS: Mayor Hank Bood, Adrian Maas, Director of Financial Services

MEDIA: North Island Gazette **MEMBERS OF THE PUBLIC:** 9

A. CALL TO ORDER

Deputy Mayor Corbett-Labatt called the meeting to order at 7:00pm. She acknowledged that the meeting is being held on the traditional territory of the Kwakiutl people.

B. APPROVAL OF AGENDA

Moved/Seconded/Carried

THAT the agenda for the Regular Council meeting of October 11, 2016 be accepted as presented.

C. ADOPTION OF MINUTES

1. Minutes of the Regular Council meeting held September 13, 2016.

Deputy Mayor Corbett-Labatt requested the minutes of the Regular Council meeting of September 13, 2016 be amended:

From: "an upcoming Mt. Waddington Health Network meeting"

To: "an upcoming Mt. Waddington Regional District Health Board meeting"

Moved/Seconded/Carried

THAT the minutes of the Regular Council meeting held September 13, 2016 be accepted as amended.

D. DELEGATIONS

1. Dennis Flannigan, President & Poppy Fund Chair, Royal Canadian Legion Br 237 re: 2016 Poppy Campaign - presentation of First Poppy to Deputy Mayor Corbett-Labatt.

Mr. Flannigan presented the first poppy of the Royal Canadian Legion that the 2016 Poppy Campaign to Deputy Mayor Pat Corbett-Labatt. The Deputy Mayor thanked Mr. Flannigan for coming to Council and challenged the Councillors present to donate generously to the 2016 Poppy Campaign.

2. Russ Hellberg, 101 Squadron, Members from First Nations, Royal Canadian Legion Br 237 and Port Hardy Rotary Club re: Cenotaph and Presentation covering the history, the construction phase, present status and possible future additions to the renovated Cenotaph.

2016-178
AGENDA
ACCEPTED AS
PRESENTED

2016-179
REGULAR COUNCIL
MEETING MINUTES
SEPT 13/16
ACCEPTED AS
AMENDED

1ST POPPY
PRESENTATION

CENOTAPH
PROJECT UPDATE

CENOTAPH
PROJECT UPDATE

Mr. Hellberg gave a PowerPoint presentation and updated Council on the work of the Port Hardy Cenotaph. The presentation included:

- Thank you to Cenotaph committee members and all who worked to bring the project to completion.
- Timeline of the project from March 31, 2016 to November 11, 2016. Remembrance Ceremony and Cenotaph Dedication.
- Re-dedication of the First Nations Pole on the Battle of Britain Anniversary celebration by Chief Calvin Hunt and Chief Seweed.
- Review of November 11, 2016 Remembrance Ceremony and Dedication of Cenotaph.

Rotary Club members Sandra Boyd and Ana Estrada presented Deputy Mayor Corbett-Labatt with a cheque for \$2,500 for the Cenotaph project.

PRESENTATION OF
CHEQUES FOR
CENOTAPH
PROJECT

Don Ford, Royal Canadian Legion Branch 237 presented Deputy Mayor Corbett-Labatt with a cheque for \$5,000 for the Cenotaph project from the Cenotaph Fund and a cheque for \$5,000 from Royal Canadian Legion Branch 237.

Deputy Mayor Corbett-Labatt thanked Russ Hellberg and everyone connected to the project for the time and dedication they have given that has brought the project to completion.

3. Schell Nickerson, Fire Chief re: Update on Port Hardy Fire Rescue – 2nd Quarter Report for 2016.

Fire Chief Nickerson reviewed the Port Hardy Fire Rescue 2nd Quarter Report for 2016. Activities reviewed included:

- Number and type of emergency calls
- Training
- Membership
- Public Education
- Community Involvement
- Members hours
- False Alarm calls

SHELL
NICKERSON, FIRE
CHIEF RE: UPDATE
ON PORT HARDY
FIRE RESCUE

E. ACTION ITEMS

1. Council action items were received for information.

F. CORRESPONDENCE

1. Louisa Bates, Visitor Services and Marketing Manager, Port Hardy Visitor Center (Sept 20/16) re: Requests for District support for Pumpkin Patch Walk.

Moved/Seconded/Carried

THAT Council approves the requests of Louisa Bates on behalf of the Port Hardy Chamber of Commerce, to use the seawall from Rotary Park to the Kinsmen Pavilion as well as Carrot Park, for the 2016 Pumpkin Patch Walk event to take place on November 1, 2016 and to have the seawall lights turned off from 6:00 pm to 9:00 pm that evening.

2016-180
CH OF COMMERCE
RE: PUMPKIN
PATCH WALK
REQUESTS
APPROVED

2. Hon. Steve Thomson, Minister of Forests, Lands and Natural Resource Operations (Sept 29/16) re: Rural Dividend Fund Grant award \$100,000 for Seagate Pier Revitalization Project was received for information.

3. Tara Faganello, Assist Deputy Minister, Ministry of Community Sport and Cultural Development and Gary MacIassac, Executive Director, UBCM ;Green Communities Committee (Sept 21/16) re: Congratulations on reducing corporate greenhouse gas emissions for 2015 reporting year was received for information.
4. Bruce Jolliffe, Chair Vancouver Island Regional Library Board of Trustees (Sept 20/16) re: Adoption of 2017-2021 Financial Plan was received for information.
5. Hon. Todd Stone, Minister of Transportation and Infrastructure (Sept 26/16) re: Nominations for new Stop of Interest signs.

Council directed staff to include the letter from Hon. Todd Stone, Minister of Transportation and Infrastructure re: Nominations for new Stop of Interest signs to the Operational Services Committee, Parks, Recreation Review Committee, First Nations Relations Committee and Tourism Advisory Committee.

DECLARATION OF
ELECTION BY
ACCLAMATION FOR
LEIGHTAN
WISHART

G. NEW BUSINESS

1. H. Nelson-Smith, Chief Election Officer (Sept.26/16) re: Declaration of Election by Acclamation for Leightan Wishart was received for information.

H. COUNCIL REPORTS

1. Deputy Mayor Pat Corbett-Labatt, Councillors Dennis Dugas, Rick Marcotte, Fred Robertson and John Tidbury reported on their recent meetings and other activities they attended and/or undertook on behalf of the District.
2. Councillor John Tidbury re: Mt. Waddington Transit Service Performance Check-In: Memorandum of Understanding was received as information.

Councillor Tidbury advised that there were issues and concerns on the proposed Memorandum of Understanding including:

- Route changes – add a trip to Airport Inn.
- Proposed fare changes.
- Need for a shelter at the junction of Port Alice and Highway 19.
- Handi Dart service not working, would like to see the Volunteer Transportation Network utilized in its place.
- Time line for the MOU process too long.

UBCM RESOLUTION
C-27 "PROTECTION
OF OLD-GROWTH
FORESTS"

Councillor Tidbury discussed with Council concerns regarding a possible error in the procedures followed for the presentation of Resolution C-27 "Protection of Old-growth Forests" at the recent 2016 UBCM Convention in Victoria, BC. It was commented that not all UBCM delegates had a chance to study the resolution as it was included in the "A" Block resolution presentation. The resolution requests that the Vancouver Island Land Use Plan be amended to protect all of Vancouver Island's remaining old growth forest on provincial Crown land. Council discussed the impact such action would have on local forestry and throughout the province.

UBCM RESOLUTION
B101 "NON TREATY
FIRST NATIONS
MEMBERSHIP IN
UBCM"

Councillor Robertson commented that Past Councillor Jessie Hemphill spoke eloquently on the District of Port Hardy Resolution B101 regarding Non Treaty First Nations membership in UBCM.

NUMATA
DELEGATION
OCTOBER VISIT

Councillors congratulated the Port Hardy Twinning Society on the a successful October 4th to 8th visit from the delegation from Numata to Port Hardy and thanked Leslie Driemel, Society Chair for her hard work to make it a successful visit.

I. COMMITTEE REPORTS

1. Draft minutes of the Tourism Advisory Committee meeting held September 8, 2016 and September 22, 2016 were received for information
2. Draft minutes of the First Nations Relations Committee meeting held September 13, 2016 were received for information.
3. Draft minutes of the Emergency Planning Committee meeting held September 19, 2016 were received for information.
Recommendation to Council
The Emergency Planning Committee recommend that Council allocate funding in 2017 to hire a consultant to review and update the District of Port Hardy Emergency Plan.

Council members discussed the need for an updated and Port Hardy specific emergency plan.

Moved/Seconded/Carried

THAT Council refer the request from the Emergency Planning Committee to allocate funding in 2017 to hire a consultant to review and update the District of Port Hardy Emergency Plan to 2017 budget discussions.

4. Draft minutes of the Operational Services Committee meeting held September 19, 2016 were received for information.

Deputy Mayor Corbett-Labatt requested the minutes of the Operational Services Committee meeting held September 19, 2016 be amended

FROM:

Councillor Corbett-Labatt discussed:

- Seawall lights: Positive feedback from citizens regarding the new seawall lights and that it would be good to extend them to Tsulquate Park / Kin hut area.
- Water conservation level remaining at Level 1: Was advised that by Bylaw Level 1 is in effect May 1 to Oct 31 each year.

Councillor Robertson

- First Nation signage: He has had discussion with Chief Dickie and suggested Councils need to meet and discuss cultural signage.
- Overgrowth: Alders and other trees on highways and District roadways are very overgrown. Staff advised that this is sometimes a traffic calming measure.

TO: Councillor Corbett-Labatt discussed:

- Seawall lights: Positive feedback from citizens regarding the new seawall lights and that it would be good to extend them to Tsulquate Park / Kin hut area.
- Water conservation level remaining at Level 1: Was advised that by Bylaw Level 1 is in effect May 1 to Oct 31 each year.
- First Nation signage: She has had discussion with Chief Dickie and suggested Councils need to meet and discuss cultural signage.
- Overgrowth: Alders and other trees on highways and District roadways are very overgrown. Staff advised that this is sometimes a traffic calming measure.

Recommendation to Council

The Operational Services Review Committee recommend that Council amend the unsightly premises bylaw to include the following provision "no out of control

2016-181
UPDATE
EMERGENCY PLAN
TO 2017 BUDGET

grass and weeds” AND add in the definition of brush to the bylaw. An exemption - District Park property designated as meadowed areas will be excluded from this provision.

Council discussed the wording change, removal of grass height, how to define “out of control grass and weeds”, enforcement of unsightly premises bylaw as needed and long dry grass as a fire hazard.

2016-182
AMEND UNSIGHTLY
PREMISES BYLAW

Moved/Seconded/Carried

THAT Council amend the unsightly premises bylaw to include the following provision “no out of control grass and weeds” AND add in the definition of brush to the bylaw. An exemption - District Park property designated as meadowed areas will be excluded from this provision.

5. Draft minutes of the Parks & Recreation Review Committee meeting held Tuesday September 20, 2016 was received for information.

J. STAFF REPORTS

1. Accounts Payable September 2016 was received for information.
2. A. Maas, Director of Financial Services (Sept 14/16) re: Purchasing Policies

2016-183
AMEND POLICIES
CP2.1, CP2.2, CP2.4
& PURCHASING
MATRIX

Moved/Seconded/Carried

THAT Council amend policies CP2.1 (General Purchasing Policy), CP2.2 (Signing Authority-Purchase Limitation, CP2.4 (Purchase Card Policy) and the Purchasing Policy Matrix as per the Director of Finance September 14, 2016 report.

3. A. Maas, Director of Financial Services (Sept 23/16) re: Crown Provincial Uncollectible Taxes – BC Assessment Roll Nbr 06-334-5008.056

Moved/Seconded/Carried

THAT Council direct staff to seek ministerial approval under section 781 of the *Local Government Act* to write off taxes as per the schedule attached to the Director of Finance September 23, 2016 report for Roll Nbr 06-334-5008.056.

2016-184
WRITE OFF
UNCOLLECTABLE
CROWN
PROVINCIAL TAXES

4. H. Nelson-Smith, Director of Corporate Services (Oct. 3/16) re: Fireworks Event October 31, 2016 at Beaver Harbour Park.

Moved/Seconded/Carried

THAT Council approves the use of Beaver Harbour Park for the Halloween Fireworks event to take place on October 31, 2016 as requested by Robert Johnsen, which shall include the use of barricades for the bonfire and clean up by the Operational Services crews, AND FURTHER THAT this approval is subject to: 1) obtaining liability insurance coverage for the event with the District named as added insured; and 2) that a certified Display Supervisor is present to supervise the event, if it is determined that this is required AND FURTHER THAT the safety plan attached to the Director of Corporate Services report of October 3, 2016 which details the requirements of the District for the event be adhered to by the policy holder and event coordinator.

2016-185
OCT 31 2016
FIREWORKS EVENT
AT BEAVER
HARBOUR PARK

K. CURRENT BYLAWS AND RESOLUTIONS

1. Bylaw 1052-2016, A Bylaw to Amend Zoning Bylaw No. 1010-2013, (9190 Granville St.). For Second and Third Reading.

2016-186
BL 1052-2016
AMEND ZONING
BYLAW 1010-2013
(9190 GRANVILLE
ST.) 2nd and 3rd
READING

Moved/Seconded/Carried

THAT Bylaw 1052-2016 A Bylaw to Amend Zoning Bylaw No. 1010-2013 (9190 Granville St.) received Second and Third Reading.

2. Bylaw 1053-2016, A Bylaw to Amend Zoning Bylaw No. 1010-2013, (8755 Hastings St. For Second and Third Reading.

Council members discussed concerns regarding storage of paint, batteries etc from the proposed recycling depot and the location in close proximity to a local park area. Council discussed possible wording to include in the recycling component of permitted uses.

Heather Nelson-Smith Director of Corporate Services advised that storage is currently an allowed use and that wording such as “the storage of all recyclables must be contained within a structure” could be incorporated into the bylaw amendment. Council procedures to add the wording was discussed.

2016-187
BYL 1053-2016
AMEND ZONING
BYLAW 1010-2013
(8755 HASTINGS
ST.) 2nd and 3rd
READING

Moved/Seconded/Carried

THAT Bylaw 1053-2016, A Bylaw to Amend Zoning Bylaw No. 1010-2013 (8755 Hastings St.) receive Second and Third Reading.

3. Bylaw 1054-2016, A Bylaw to Amend Zoning Bylaw No. 1010-2013 8775 & 8765 & 7215 Hastings St.). For Second and Third Reading.

2016-188
BYL 1054-2016
AMEND ZONING
BYLAW 1010-2013
8775 & 8765 & 7215
HASTING ST.) 2nd
and 3rd READING

Moved/Seconded/Carried

THAT Bylaw 1054-2016, A Bylaw to Amend Zoning Bylaw No. 1010-2013 8775 & 8765 & 7215 Hastings St.) receive Second and Third Reading.

4. Bylaw 1055-2016, A Bylaw to Amend Zoning Bylaw No. 1010-2013 (8740 Main St.). For Second and Third Reading.

2016-189
BYL 1055-2016
AMEND ZONING
BYLAW 1010-2013
(8740 MAIN ST.) 2nd
and 3rd READING

Moved/Seconded/Carried

THAT Bylaw 1055-2016, A Bylaw to Amend Zoning Bylaw No. 1010-2013 (8740 Main St.) receive Second and Third Reading.

4. Bylaw 1056-2016, A Bylaw to Exempt Certain Properties from Taxation for the Years 2017, 2018 and 2019. For Adoption.

2016-190
BYL 1056-2016
EXEMPTION FROM
TAXATION 2017-
2019 1ST, ADOPTED

Moved/Seconded/Carried

THAT Bylaw 1056-2016, A Bylaw to Exempt Certain Properties from Taxation for the Years 2017, 2018 and 2019 be adopted.

5. Bylaw 1057-2016, A Bylaw for District of Port Hardy User Rates and Fees For 2017. For Adoption.

Councillor Marcotte discussed amending harbour rates to include a two week moorage rate.

Allison McCarrick, CAO advised that a two week rate had not been previously discussed and that if Council wishes to include it, the bylaw could be amended at a later date.

2016-191
BL 1057-2016 USER
RATES & FEES FOR
2017 1ST, ADOPTED

Moved/Seconded/Carried

THAT Bylaw 1057-2016, A Bylaw for District of Port Hardy User Rates and Fees For 2017 be adopted.

L. PENDING BYLAWS

Bylaw 1051-2016, Port Hardy Multiplex Loan Authorization Bylaw.

M. INFORMATION AND ANNOUNCEMENTS

Information and announcements in the agenda package were received for information.

N. NOTICE OF IN CAMERA MEETING

No In Camera meeting scheduled at this time.

O. ADJOURNMENT

2016-192
ADJOURNMENT

Moved

THAT the meeting be adjourned.

Time: 8:28pm

CORRECT

APPROVED

DIRECTOR
OF CORPORATE SERVICES

MAYOR

| ITEM | ACTION REGULAR MEETING OCTOBER 11, 2016 | WHO | STATUS /COMMENTS |
|---|--|-----------|----------------------------|
| Louisa Bates, Port Hardy Visitor Center re: Requests for District support for Pumpkin Patch Walk. | Approved as requested. Advise | HN-S | Done |
| Hon. Todd Stone, Minister of Transportation and Infrastructure (Sept 26/16) re: Nominations for New Stop of Interest signs. | Forward information to Op Scvs, Parks & Rec Review, First Nation Relations and Tourism Advisory Committees | H-NS | Done |
| Draft minutes of the Emergency Planning Committee meeting held September 19, 2016 Recommendation to Council <i>The Emergency Planning Committee recommend that Council allocate funding in 2017 to hire a consultant to review and update the District of Port Hardy Emergency Plan.</i> | Refer request to 2017 budget discussion | AM | |
| Draft minutes of the Op Scvs Committee meeting held September 19, 2016. Amend minutes of meeting re discussion of C/PC-L at roundtable. Recommendation to Council: <i>The Operational Services Review Committee recommend that Council amend the unsightly premises bylaw to include the following provision "no out of control grass and weeds" AND add in the definition of brush to the bylaw. An exemption - District Park property designated as meadowed areas will be excluded from this provision.</i> | Amend minutes Approved bylaw amendment as presented. Amend Bylaw | HN-S | Agenda Item |
| A. Maas, DFS (Sept 14/16) re: Purchasing Policies | Approved as recommended Circulate Policies | LD | Done |
| A. Maas, DFSServices (Sept 23/16) re: Crown Provincial Uncollectible Taxes – BC Assessment Roll Nbr 06-334-5008.056 | Approved as recommended | AM | |
| H. Nelson-Smith, DCS Corporate Services (Oct. 3/16) re: Fireworks Event October 31, 2016 at Beaver Harbour Park. | Approved as recommended -Advise proponent | HN-S | Done |
| Bylaws 1052-2016, 1053-2016, 1054-2016 1055-2016 | For approval | HN-S | Agenda item |
| ITEM | ACTION COUNCIL MEETING May 10 2016 | WHO | STATUS /COMMENTS |
| First Nations Relations Committee May 10, 2016 Recommendations: THAT Council provide in kind services to install two signs donated by Merv Child for locations at Stink Creek Park and along the Harbour Trail near the Seaplane Base AND THAT Council investigate supplying a plaque that identifies the artist AND THAT it be in two languages. | Approved: - Arrange for signs / installation/plaque | AF/SM | In progress |
| | -Investigate interpretive signs | AF AMc | In progress In progress |

| ITEM | ACTION COUNCIL MEETING NOVEMBER 24, 2015 | WHO | STATUS /COMMENTS |
|---|---|-----------------------|---------------------------------------|
| Operational Services Committee minutes of Nov 19/15: Recommendation: <i>proceed with recommendations from the Broken Window report</i> | Approved: as recommended: - Jan 12/16 Letters have been sent to property owners regarding their properties - no replies have been received back - next step staff to bring back a report for Council regarding authorizing remedial action and the cost of such action being charged back to the property owner's tax account. - Staff report to come to future Council meeting. | HN-S / Mun Insp | Will be done with municipal inspector |

Leslie Driemel

Subject: FW: Canadian Ranger Support

From: Hank Bood [<mailto:hankbood@gmail.com>]
Sent: Tuesday, October 11, 2016 8:23 AM
To: Allison McCarrick; Heather Nelson Smith
Subject: Fwd: Canadian Ranger Support

----- Forwarded message -----
From: <rgr.kevin.mcghee@gmail.com>
Date: Oct 11, 2016 8:03 AM
Subject: Canadian Ranger Support
To: <hbood@porthardy.ca>
Cc: <rgr.tom.cook@gmail.com>

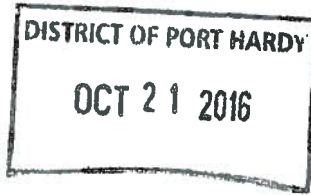
Dear Mayor Bood,

My name is Kevin McGhee; I am second in command of the Port Hardy Canadian Rangers. We met during one of the meetings about the replacement of the pool in regards to the Junior Rangers which I also facilitate. I am writing you in hopes of securing support for the Port Hardy Canadian Ranger Patrol. At one time we were a very strong patrol exceeding 30 members, however with the closing of the mine, mill and the curtailment of the logging and fishing industries we have shrunk to less than half our original strength. While we have worked hard at increasing our recruitment, we have struggled to keep up with retirements and people continuing to move away to find other employment. We would like to be a strong patrol so that if we are needed to support the township, the RCMP, fire etc. we can do so with a strong resolve.

We have identified that one of our major recruitment drawbacks is that we do not have a very high visual presence in the community as the nature of our work and training is mostly out on the land, doing search and rescue type activities. We would like to increase our public presence and have a few ideas to do that. This is where we are looking for help from Port Hardy. In January we have a training exercise planned where we are going to be lifted via helicopter to Lawn Point to train our troops on search and rescue utilizing the crashed World War 2 Bomber located there as part of the scenario in addition to cleaning, maintaining and holding a remembrance ceremony at the cenotaph placed there by the 101 Squadron.

We would like to make this a very high profile exercise and as such would like to land a helicopter somewhere within the town where we will be seen to try to drum up recruitment and interest. We have not approached any landowners yet as we would need to secure the city's blessing first, after which we would work with the landowner, the RCMP etc. to ensure that everything is done in a safe and lawful manner including security, blockades, etc.

If you would like to discuss this further I would be happy to meet with you in person, by phone or email. Thank you very much for considering our request.



Royal Canadian Legion #237

P.O. Box 237
Port Hardy, B.C.
V0n 2P0

October 20, 2016

**Mayor Bood and Councilors
District of Port Hardy, B.C.**

Dear Mayor Bood and honourable councilors;

The Port Hardy Legion, Branch #237 requests permission to hold a parade on November 11, 2016. The parade will form up at the Chamber of Commerce building followed by a short march to the new cenotaph.

We expect the parade to leave the Chamber of Commerce at 10:20 a.m. approximately.

Could Market Street be blocked from traffic in that area for the duration of the parade?

Thank you in advance.

Yours truly,

**Dennis Flannigan
President
Royal Canadian Legion #237
Tel: 250 949 3090
Email: aliflan2016@gmail.com**

DISTRICT OF PORT HARDY

POLICY MANUAL

COUNCIL POLICY FINANCE

POLICY FOR PROVIDING TAX DEDUCTIBLE RECEIPTS

POLICY # CP2.20

Approved:

Page 1 of 1

PREAMBLE

District of Port Hardy is a Registered Qualified Donee and recognized by the Canada Revenue Agency as eligible to issue Tax Deductible Receipts. This policy is to clarify when Tax Deductible Receipts are issued and to provide certainty as to the use of funds donated to the District of Port Hardy.

POLICY

1. District of Port Hardy will recognize and take guidance from the Charities Directorate of the Canada Revenue Agency in the issuance of receipts.
2. District of Port Hardy is not bound to accept any Gift or Donation.
3. District of Port Hardy will accept Donations of cash and issue receipts for any amount \$10.00 or greater. Lower amounts will have receipts issued on a request basis.
4. Donations that are not cash will be considered and valued in accordance with direction from the Charities Directorate.
5. For donations for a specified purpose such as a major building project.
 - Funds will be separately accounted for and held specifically for that project.
 - District of Port Hardy will have sole discretion for use of the funds in relation to the project.
 - Records will be kept to ensure Donors are properly recognized and acknowledged for their generosity.
 - In the event the project is abandoned by Council (for example due to lack of funding) donations received will be refunded.
 - If the donor indicates that funds may be retained for other uses once Council advises that the fundraised project will not proceed, the donor will have no further claim on the funds.



District of Port Hardy

7360 Columbia Street ♦ PO Box 68

Port Hardy BC V0N 2P0 Canada

Telephone: (250) 949-6665 ♦ Fax (250) 949-7433

Email: general@porthardy.ca ♦ www.porthardy.ca



CHARITABLE RECEIPTS Briefing Notes

- District of Port Hardy is registered with Revenue Canada as a Canadian municipality and is listed as a Qualified donee. This can be verified at <http://www.cra-arc.gc.ca/chrts-gvng/qlfd-dns/qd-1stngs/mncplts-bc-1st-eng.html>
- As a Qualified donee the District of Port Hardy can issue official donation receipts and is eligible to receive gifts from registered charities.
- Official Donation Receipts can be issued for any amount and there is no maximum amount, administratively a minimum donation receipt of \$10 is suggested due to the costs of processing same.
- The amount of the receipt issued must comply with the Charities Directorate of Revenue Canada guidelines.
- Donations must be just that - A donation which the donor has no control over, the donor must not attach conditions to the receipt and it is the at the sole discretion of the District of Port Hardy how the funds are spent. It is permissible for District of Port Hardy to conduct fundraising towards a specific objective but the final determination of spending is the District of Port Hardy's.
- In kind donations are discouraged due to a valuation concern. If in kind donations are considered there could be agreement in advance for the District to "purchase the goods and or services" and when payment is made for the donor to essentially "exchange" cheques in a like amount for the amount of the donation. The purchase of goods and services should follow applicable District policies to ensure fair market value is received.
- Donations of materials must be at fair market value and if no readily determinable market value can be ascertained there should be an appraisal by a recognized appraiser experienced and qualified to appraise the assets being donated.
- In the absence of a readily determinable market value or qualified appraisal then reference should be made to the "cost" of the items donated. Cost should be supported by appropriate invoices to the donor to support the value of the receipt to be issued.
- Fair Market Value should always be determined at the time of the donation.
- If the Donor receives anything in exchange for the donation the value of that must be deducted from the value of the receipt. For example a substantial advertisement that could be considered to benefit the specific donor would be valued and deducted, whereas inclusion of the donor's name in list of "sponsors and donors" at various levels "gold, silver, bronze" would not be reasonably expected to provide material benefit to the donor and therefore it is likely that nothing would be deducted.
- District of Port Hardy retains the right to accept a donation or not and will refer to the Charities Directorate website for clarification in unusual donation situations.
- See Also <http://www.cra-arc.gc.ca/chrts-gvng/menu-eng.html>



District of Port Hardy

7360 Columbia Street ♦ PO Box 68

Port Hardy BC V0N 2P0 Canada

Telephone: (250) 949-6665 ♦ Fax (250) 949-7433

Email: general@porthardy.ca ♦ www.porthardy.ca



Official donation receipt for income tax purposes.

Issued By Qualified Donee - District of Port Hardy.

Receipt No. (format 2016-XXXX)

Date or year gift was received

Donor name - First last name and initial

Donor address - complete physical and mailing address

Amount of gift (or FMV) Less amount of advantage if any - Description of Advantage

Eligible amount of gift for Tax Purposes \$ _____

Name and Address of Appraiser if required

Date receipt issued

Location receipt issued

Authorized signature

see also - <http://www.cra-arc.gc.ca/chrts-gvng/menu-eng.html>



District of Port Hardy

7360 Columbia Street ♦ PO Box 68
Port Hardy BC V0N 2P0 Canada
Telephone: (250) 949-6665 ♦ Fax (250) 949-7433
Email: general@porthardy.ca ♦ www.porthardy.ca



October 26, 2016

Greg Fletcher, CAO
Regional District of Mount Waddington
Sent via email: Gfletcher@rdmw.bc.ca

DRAFT

RE: North Island Forest Industry Attraction, Training and Retention Strategy BC Rural Dividend Application October 2016

Dear Mr. Fletcher,

At the regular meeting of the Port Hardy Council, held Tuesday October 25, 2016, Council unanimously supported the Regional District of Mount Waddington's application for the Forest Sector Workforce Initiative to the BC Rural Dividend Program.

A sustainable forest industry contributes and supports the region's economy, businesses, employment, social, cultural and environmental development. The District of Port Hardy Council believes this to be a worthwhile project, not only for Port Hardy, but the North Island region.

We are looking forward to seeing this initiative progress as intended in the strategic direction and wish you much success in your application.

Sincerely,
The District of Port Hardy

Heather Nelson-Smith
Director of Corporate & Development Services

REVISED DRAFT Strategic Direction 2016-2020
October 5, 2016

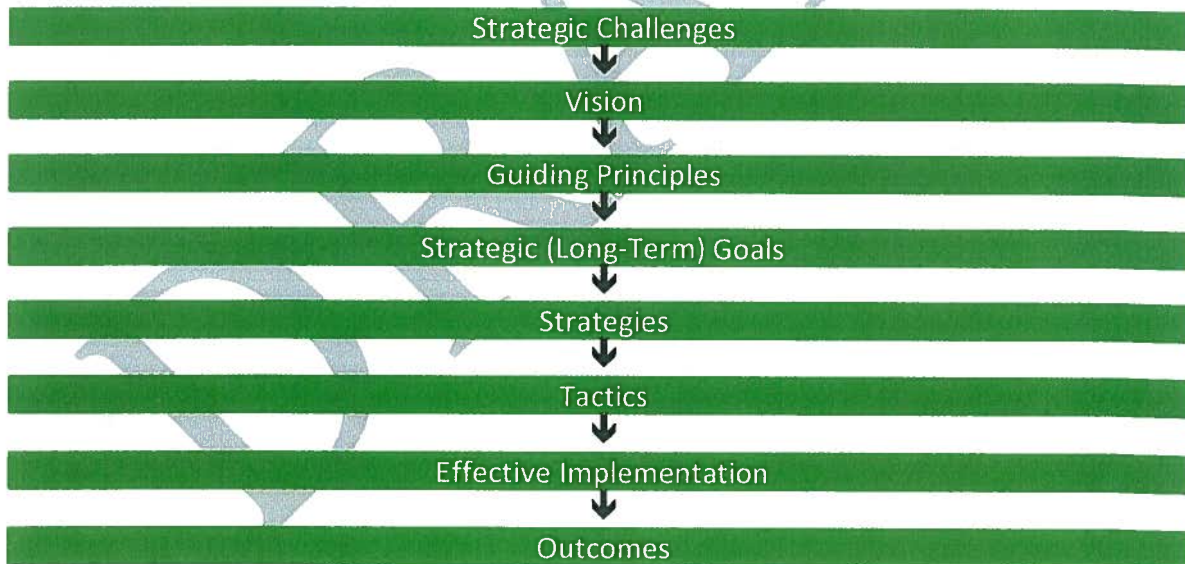
1. Purpose

This Strategic Direction has been drafted to provide the strategic (high-level) basis for the Strategy and Rural Dividend application. It defines at a broad level, where we want to be in five years as a region and forest industry vis-à-vis workforce readiness.

Once vetted by the Steering Committee and Advisory Group, specific tactics and implementation details will be developed with which to achieve this Strategic Direction.

2. Strategy Framework

The framework for this Strategic Direction is as follows. As noted above, tactics and implementation details will be developed after vetting.



3. Strategic Challenges – Where are we today – North Island and its Forest Industry?

The following challenges (i.e. weaknesses, threats, obstacles, etc.) are fundamental to the region and need to be addressed in the long-term to achieve the vision and goals of this Strategy:

1. Population aging and varying degrees of declining populations, including those of working age and youth
2. Continuing challenge or inadequate internet service/coverage
3. Challenge of offering programs and services in remote parts of the region
4. Myths about shortcomings in the forest industry and north island region
5. Lack of available local skilled and experienced labour force
6. Lack of youth awareness about the forest industry and forestry career paths
7. Less local investment due to consolidation and lack of locally based management/ownership
8. Centralization of professional jobs to larger population centres
9. Cyclical markets and market vulnerabilities and volatility, and global supply/demand uncertainties
10. Changes to environmental sustainable forest management/protection regulation
11. Competition for talent from other industries and regions
12. Changing work shifts and return to 'camp work'
13. Industry mechanization and downsizing of certain jobs due to increased proportion of second growth harvest and other trends

This Strategy is predicated on the contexts and challenges and opportunities detailed in the North Island Forest Industry and Livability profiles that will accompany the Strategy and application.

4. Vision – Where do we want to be – North Island and its Forest Industry?

(In five years)

A vibrant, growing Mount Waddington Region and livable communities supported by strong, sustainable forest industry that contributes to the Region's economic, business, employment, social, cultural and environmental development. This is supported by a seamless, ladderred forestry education, training, career and employment development system that is a centre of excellence for attracting and retaining existing and new residents.

5. Guiding Principles – What will be our guidelines for our actions?

This Strategy strongly reflects all criteria of the Rural Dividend Program:

- Community resiliency
- Job creation and retention
- Building partnerships/shared prosperity
- Project feasibility, timeliness, and sustainability
- Impact on rural communities
- Communities in need

Further, the Strategy reflects the following region- and forest-specific guiding principles:

1. Sustainability of the community, the economy and the environment
2. Collaboration, cooperation and synergy among communities
3. Retention and sharing of forestry industry benefits
4. Industry-community (including First Nations)
5. Partnership (private-public, industry-First Nation, industry-service provider, industry-community, etc.)
6. Balancing economic, social and environmental priorities
7. Quality of life (i.e. community, social and workplace)
8. Quality of program and service delivery
9. Focus on results and outcomes

6. Strategic (Long-Term) Goals – What do we want our long-term accomplishments to be – North Island and its Forest Industry?

(In five years, the Strategy will)

1. Promote and significantly increase the **image, brand and attractiveness** of the North Island forest industry and communities to existing and potential residents, youth, workers and entrepreneurs and businesses.
2. Establish and maintain an **innovative, high-quality and reliable education and training model and career path** for North Island forest industry skill development, careers and jobs.

3. **Maximize the retention of forestry-generated benefits**, including investments, businesses and entrepreneurs, jobs and workers, wealth and innovation within the North Island region.
4. Take advantage of improved and supportive technological, transportation and service **infrastructure**.
5. **Significantly engage** North Island youth, First Nations, other residents on the common goals of a strong, sustainable forest industry and strong, sustainable local communities.

7. Strategy Areas – How will we achieve our vision for the North Island and its Forest Industry?

The Strategy is composed of three Strategy Areas, each with interrelated and unique objectives and tactics, and supported by strong, lasting partnerships and effective implementation.

The Strategy Areas, Partnerships and Effective Implementation support the Strategic Goals and lead to the desired Strategy Outcomes.

| | | |
|--|------------------------------------|-----------------------------------|
| Strong, Sustained Partnership | | |
| 1. Education, Training and Career Development | 2. Attraction and Retention | 3. Marketing and Promotion |
| Effective Implementation | | |

| Strategic Goals → | Strategy Areas → | Outcomes |
|--|--|---|
| <ol style="list-style-type: none"> 1. Image/Brand/Attractiveness 2. Innovative, high-quality and reliable education, training and career development 3. Maximize retention in the region of forestry-related benefits | <ol style="list-style-type: none"> 1. Training, Education and Career Development 2. Attraction and Retention 3. Marketing and Promotion <p style="text-align: center;">Overarching Strong Partnerships →</p> <p style="text-align: center;">Underlying</p> | <ul style="list-style-type: none"> • Vibrant, growing and safe and healthy North Island communities • Increased skilled workers and direct and indirect forestry industry skilled jobs • Increased interest in |

- 4. Improved, supportive infrastructure
- 5. Engagement

Effective Implementation →

forestry careers among North Island young people, other job seekers and individuals outside of the region

- Increased forestry business development and economic partnerships, including industry and First Nations ones
- More forestry benefits (e.g. investments, profits, jobs, people, wealth) are retained within the region
- Increased forestry-related businesses and entrepreneurs
- Increased community cohesion within the region

Each of the following Strategy Areas will be defined with much more specificity and detail during the next phase of the Strategy and application development.

Strategy Area #1 – Education, Training & Career Development (the region as a ‘centre of excellence for forestry training’)

By connecting and integrating existing and new forestry-related education and training programs in the region and promoting this a seamless career pathway with multiple entry and exit points, the region will become a centre of excellence for forestry training.

At least three discrete programs delivered by three partners will be woven together to provide a seamless pathway for employment and career development for youth, workers and others in the region.



As well as equipping people with the skills, knowledge and experience required for the forest industry, this model will attract and retain citizens in the region and provide the industry with a reliable supply of qualified workers. It is predicated on the following production occupational scope.

This model will be expanded to incorporate strategies for technical, professional and management workers needed in the region's forest industry.

Strategy Area #2 – Attraction and Retention – A Livability Plan

Of course the first Strategy Area will contribute to attracting and retaining young people, other job seekers and workers. However, additional objectives and tactics will need to be employed to increase the attractiveness of the region to workers, professionals, entrepreneurs, families, spouses, etc. and to retain those and others (e.g. youth, First Nations, etc.) in the region.

Targeted marketing and partnership development will be developed to promote the attractiveness of the region in which to live, work and play. These measures will need to be tailored to specific audiences we want to reach.

Strategy Area #3 – Marketing & Promotion

This Strategy Area will include the following marketing and promotion objectives:

Northern Vancouver Island already has well-developed experiential and lifestyle brand on which we can build by:

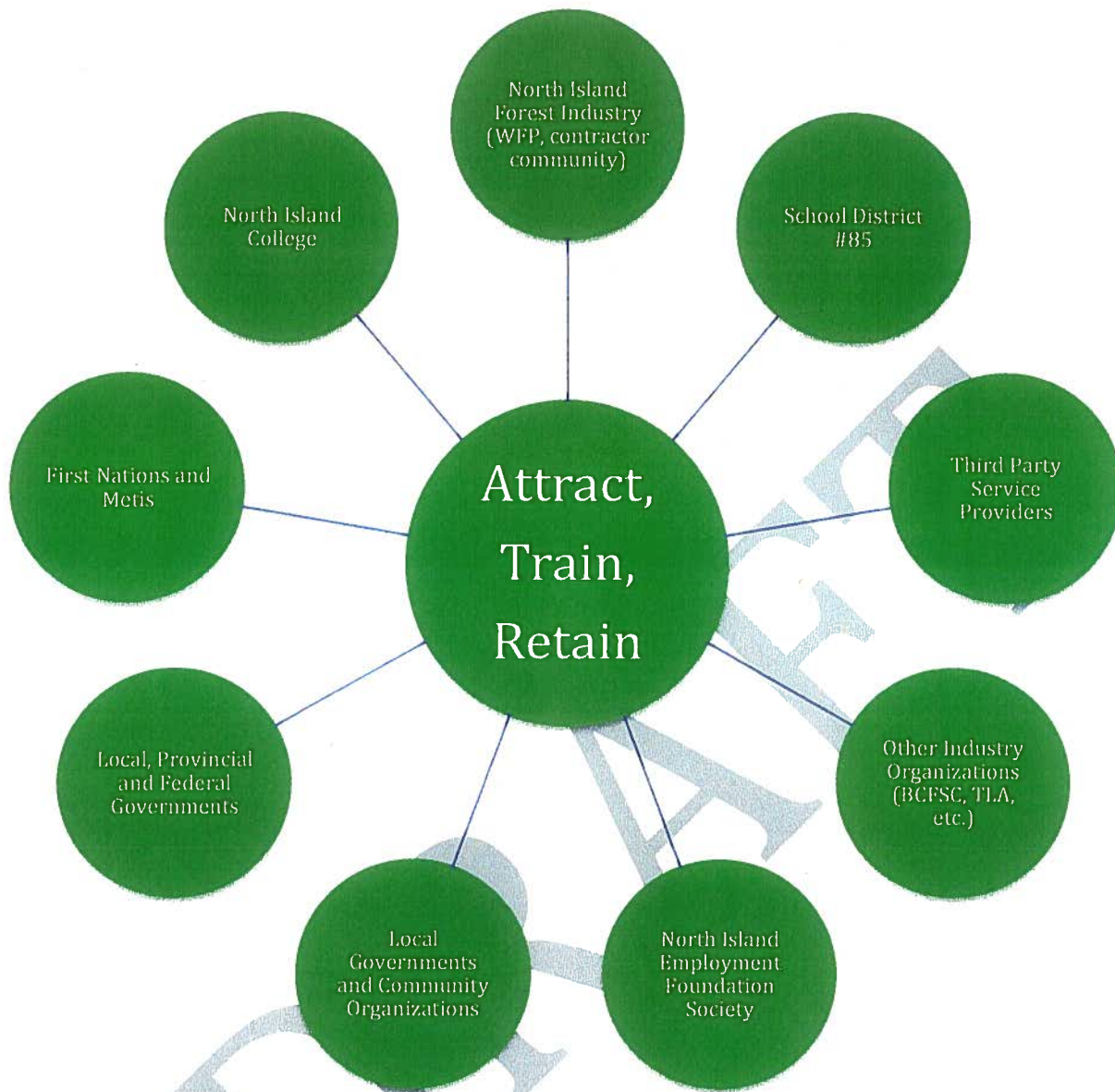
- Developing a robust marketing plan to promote lifestyle and opportunity ('live, work, play') on northern Vancouver Island
- Promoting the northern Vancouver Island forest industry as a career of choice
- Information campaign to counter regional- and industry-related myths
- Developing a special 'brand' around northern Vancouver Island employment (opportunity, growth, lifestyle, etc.)
- Communicating more about and promoting things we do well; better leverage our strengths

8. Partnership Development – What strategic partnerships will be needed to the success and sustainability of the Strategy?

There are several organizations in and/or with an interest in the region that can potentially be leveraged for financial, in-kind, advocacy and other support. These include forestry employers and associations, local and other governments, service providers, First Nations, community organizations and others.

Strong sustained partnerships will be important for achieving the Strategy goals and outcomes and supporting each Strategy Area. The Strategy will differentiate formal primary (i.e. contributing) partners from other partners once roles and partnerships have been defined and confirmed.

The figure below specifies the key partners in this Strategy.



9. Implementation Considerations – How can we effectively execute and sustain the Strategy?

Effective implementation of this Strategy and achieving the short and long-term outcomes is a function of a detailed implementation plan that includes the following considerations:

- Leadership, governance and management of the Strategy
- Resources (financial and in-kind)
- Clear roles and responsibilities
- Realistic phasing and timelines of the Strategy

- Effective communication and promotion of the Strategy
- An accountability framework including procedures for monitoring and reporting on Strategy progress

10. Strategy Outcomes – How will we know we have achieved our goals?

1. Vibrant, growing and safe and healthy North Island communities
2. Increased direct and indirect forestry industry skilled jobs
3. Increased interest in forestry careers among North Island young people, other job seekers and individuals outside of the region
4. Increased forestry business development and economic partnerships, including industry/First Nations ones
5. More forestry benefits (e.g. investments, profits, jobs, people, wealth) are retained within the region
6. Increased forestry-related businesses and entrepreneurs
7. Increased community cohesion within the region

Specific measures and targets will be developed for each of these outcome areas later in the Strategy and application development process.



**MINUTES OF THE
DISTRICT OF PORT HARDY
TOURISM ADVISORY COMMITTEE MEETING
OCTOBER 6, 2016 2:00pm
MUNICIPAL HALL, 7360 COLUMBIA STREET**

PRESENT: Donna Gault (Chair), Councillor Dennis Dugas, District of Port Hardy; Councillor Rick Marcotte, District of Port Hardy; Carly Pereboom Manager, Chamber of Commerce Tourism Port Hardy Louisa Bates, Visitor Information Centre; Mike Kelly, Tides and Tales/Codfather Charters, Tourism Stakeholder rep

Staff: Adrian Maas, Director of Financial Services; Leslie Driemel, Recording Secretary

DRAFT

Regrets: Allison McCarrick, CAO; Joli White, Tourism Coordinator, Vancouver Island North Tourism

A. CALL TO ORDER

Chair Donna Gault called the meeting to order.

Time: 2:00pm

B. APPROVAL OF AGENDA

Moved/Seconded/Carried

THAT the agenda of the Tourism Advisory Committee meeting October 6, 2016 be approved as presented.

AC-2016-026
APPROVAL OF
AGENDA AS
PRESENTED

C. ADOPTION OF MINUTES

1. Minutes of the Tourism Advisory Committee meeting held September 8, 2016

Moved/Seconded/Carried

THAT the Minutes of the Tourism Advisory Committee meeting held September 8, 2016 be approved as presented.

TAC-2016-027
MINUTES SEPT
8/16 APPROVED AS
PRESENTED

2. Minutes of the Tourism Advisory Committee meeting held September 22, 2016

Moved/Seconded/Carried

THAT the Minutes of the Tourism Advisory Committee meeting held September 22, 2016 be approved as presented.

TAC-2016-028
MINUTES SEPT
22/16 APPROVED AS
PRESENTED

D. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Review of Action items

Action items were reviewed and updated.

Sociable Scientist Surveys:

The Committee reviewed the information supplied by Jolie White. Discussion included:

- Possible skewing of information from site specific tourism operators such as fishing guides
- Best locations and placement of tourism surveys, such as hotels, coffee shops, restaurants, marinas, airport, BC Ferries, harbour facilities etc, in order to collect relevant tourism data

BC Ferry issues: camping at terminals / BC Ferries Destination packaging. Rick Marcotte advised that Council members discussed concerns at the recent UBCM Convention.

2. Review of Management Governance and Administration

DRAFT

Adrian Maas reviewed changes to the Management, Governance and Administration portion of the application.

3. Review of Draft Five Year Strategic Plan and Review of Draft One Year Tactical plan and for MRDT Application

Carly Pereboom advised the MRDT Application documents, Five Year Strategic Plan and One Year Tactical Plan have been compiled into one application document. Suggested edits and corrections to the document were done and the document was updated as the meeting progressed. Readability of the document by accommodation providers was discussed. A letter of support from the Regional District of Mount Waddington for the MRDT application is still to come.

4. Next Steps Review for MRDT Application

The Committee discussed the next steps in the MRDT application process and agreed on the schedule below.

- October 18 - Document gets forwarded out to stakeholders via PH Chamber of Commerce newsletter, along with invitation for Stakeholder Presentation sessions.
- Stakeholders read and provide input at session, via email or other correspondence. PHTAC members present at engagement session to answer questions/collect feedback as required.
- Stakeholder Presentation - October 18, 2016 2:00 pm and 6:00pm in Council Chambers.
- Council approval of application - November 8.
- Bylaw Readings - November 8 for First, Second and Third Readings.
- Bylaw Approval - November 22.
- MRDT Application Submission - November 23.

E. NEW BUSINESS

1. Draft Port Hardy Municipal Regional District Tax Bylaw, was received as information.
2. A. Maas reviewed the budget for administration costs of MRDT process for next 5 years.

F. CORRESPONDENCE

None in agenda package.

G. ROUNDTABLE - No reports

H. NEXT MEETING DATE

October 18, 2016 at 2:00 and 6:00 pm for Stakeholder presentations
October 27, 2016, 2:00 pm regular Tourism Advisory Committee Meeting

ADJOURNMENT

Moved/Seconded/Carried

THAT we adjourn

Time 4:00pm



**MINUTES OF THE DISTRICT OF PORT HARDY
PORT HARDY ACCOMMODATION PROVIDER
MUNICIPAL AND REGIONAL DISTRICT TAX APPLICATION
REVIEW INFORMATION MEETING 2:00pm OCTOBER 18, 2016
MUNICIPAL HALL, 7360 COLUMBIA STREET**

PRESENT: Dorothy Marcotte, Quarterdeck Inn; Beena Isheaq, Quarterdeck Inn

ALSO PRESENT: Donna Gault (Chair) Councillor Dennis Dugas, District of Port Hardy; Louisa Bates, Visitor Information Centre, Carly Pereboom Manager, Chamber of Commerce Tourism Port Hardy;

Staff: Allison McCarrick, CAO District of Port Hardy; Leslie Driemel, Recording Secretary

DRAFT

Regrets: Councillor Rick Marcotte, District of Port Hardy; Adrian Maas, Director of Financial Services; Joli White, Tourism Coordinator, Vancouver Island North Tourism

Call to Order: Chair Donna Gault called the meeting to order.

Time: 2:05 pm

Donna Gault welcomed the representatives from the Quarterdeck Inn and reviewed the Municipal and Regional District Tax (MRDT) history in Port Hardy and advised that this application is part of the required 5 year renewal process. In addition the District of Port Hardy is applying for an increase in the MRDT from 2% to 3%.

A review of the process for collection and disbursement of the collected MRDT tax from the Provincial Government, (after administration fees are deducted), to Vancouver Island North Tourism (80%) and Port Hardy Tourism (20%) was given.

Carly Pereboom and Louisa Bates gave an overview of One Year Tactical Plan which included;

- online, print and social media advertising and budgets
- examples of collaborative advertising opportunities
- distribution points for print media
- surveys to obtain market demographics and identification of types of tourists to the area
- incorporating input from accommodation providers into the annual tactical plan
- collaboration with Vancouver Island North Tourism
- the importance of consistent branding and messaging
- development of a photo bank for all advertising
- the need for a growing online and digital presence
- new collaborative advertising areas that are available such as in BC salt and fresh water fishing sectors
- availability of Tourism Port Hardy videos to accommodation providers to include on their websites
- advising that the One Year Tactical Plan is submitted annually and can be changed as needed year to year as input from accommodation providers is received

DRAFT

Accommodation providers present, Dorothy Marcotte, Quarterdeck Inn; Beena Isheaq, Quarterdeck Inn advised:

- a need for a listing of local things to do for a few hours duration. Carly Pereboom will email pamphlet to them for them to reprint as needed.
- racking brochures for individual hotels is very expensive
- Quarterdeck Inn website updates are not handled in-house
- online presence is important, use of search engines for better advertising ranking is being utilized
- Visitor Center is doing a great job

The Committee distributed copies of the draft application to those present for their further review and requested comments be given to Carly Pereboom by Friday, October 28, 2016. Carly Pereboom to circulate the updated application to Committee members November 1, 2016.

The meeting adjourned:

Time: 3:15 pm



**MINUTES OF THE DISTRICT OF PORT HARDY
PORT HARDY ACCOMMODATION PROVIDER
MUNICIPAL AND REGIONAL DISTRICT TAX APPLICATION
REVIEW INFORMATION MEETING 6:00pm OCTOBER 18, 2016
MUNICIPAL HALL, 7360 COLUMBIA STREET**

PRESENT: Donna Gault (Chair) Councillor Dennis Dugas, District of Port Hardy; Councillor Rick Marcotte, District of Port Hardy; Louisa Bates, Visitor Information Centre, Vancouver Island North Tourism

REGRETS: Councillor Rick Marcotte, District of Port Hardy; Adrian Maas, Director of Financial Services; Carly Pereboom Manager, Chamber of Commerce Tourism Port Hardy; Joli White, Tourism Coordinator, Vancouver Island North Tourism; Allison McCarrick, CAO District of Port Hardy; Leslie Driemel, Recording Secretary;

Call to Order: Chair Donna Gault called the meeting to order.

Time: 6:00 pm

No accommodation providers attended in person or by telephone conference call.

Donna Gault (Chair) Councillor Dennis Dugas, Councillor Rick Marcotte, District of Port Hardy; Louisa Bates held a general discussion on tourism in Port Hardy.

The meeting adjourned:

Time: 7:45 pm

DRAFT



**MINUTES OF THE DISTRICT OF PORT HARDY
OPERATIONAL SERVICES COMMITTEE MEETING
HELD OCTOBER 17, 2016
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

PRESENT: Councillors Pat Corbett-Labatt, Dennis Dugas and John Tidbury (Chair),
Parks & Recreation Review Committee: Councillors Dennis Dugas, Fred Robertson

ALSO PRESENT: Allison McCarrick, CAO; Abbas Farahbakhsh, Director Operational Services;
Heather Nelson-Smith, Director Corporate Services and Sean Mercer,
Operations Manager; Leslie Driemel, Recording Secretary

A. CALL TO ORDER

Councillor Tidbury called the meeting to order at 3:05pm.

B. APPROVAL OF AGENDA

DRAFT

Moved/Seconded/Carried

THAT the agenda for the Operational Services Committee meeting of October 17, 2016 be accepted as presented.

C. MINUTES

1. Minutes of the Operational Services Committee meeting held September 19, 2016.

Councillor Corbett-Labatt requested the minutes be amended to show that Councillor Marcotte, not Councillor Dugas, was present at the meeting.

Moved/Seconded/Carried

THAT the minutes of the Operational Services Committee meeting held September 19, 2016, be accepted as amended.

D. DELEGATIONS

No delegations

DRAFT

E. BUSINESS ARISING / UNFINISHED BUSINESS

1. Review and Update of Action Items

Handicap parking at apartment

S. Mercer advised he has not contacted the apartment manager. Councillor Corbett-Labatt advised she has spoken to Eddy Lagrosse and he will talk to the apartment manager.

Bear Proof Garbage Containers

Heather Nelson-Smith advised Jay Dixon, a teacher at N.I. Secondary has been contacted and the bins he supplies are a good design but not certified as bear proof.

Harbour Pole Light

Allison McCarrick, CAO advised the harbour parking lot lighting project is going ahead and the lighting in the lot will be significantly improved.

OP SCVS
2016-040
AGENDA OCT 17/16
ACCEPTED AS
PRESENTED

OP SCVS
2016-041
MINUTES SEPT
19/16 ACCEPTED
AS AMENDED

ACTION ITEMS

Small Craft Harbours – Tidal Grid

Councillor Marcotte advised that a tidal grid or boat lift should be a priority for harbour development. The lift at Sointula is out of action at this time. In Alaska and Washington States the state governments, not local governments, look after the marine repair facilities.

Allison McCarrick advised that Small Craft Harbours has some small work orders in process to be completed before March 31, 2017 budget year and that Port Hardy has been bumped up the list for major works in the future.

2. Parks - Washroom Facilities

- Staff Report: Abbas Farahbakhsh, Director of Operational Services (Oct 13/16) re: Parks Washroom Facilities Review.
- Discussion with Parks & Recreation Review Committee members

The Operational Services Committee members and the Parks and Recreation Review Committee members and staff present discussed the options provided in the October 13 staff report from Abbas Farahbakhsh, Director of Operational Services.

Discussion on Rotary Park washrooms included:

- Pros and cons of adding onto the Chamber of Commerce/Visitor Center building and costs of renovating the existing facility for extra stalls and handicapped access.
- Building a new facility and having the Chamber of Commerce/Visitor Center washrooms open for special event days and adding port a potties as needed
- Estimated costs for precast building with only two accessible stalls is \$99,000 to \$138,700 plus added costs for site services and fixture options.
- Review of draft drawings of a self constructed building. Self construction building costs estimated at \$100,000 to include two stalls per side, not one stall per side as per pre-cast building plan. Options could include stainless steel fixtures, skylights, solar panels
- Cost recovery time frame from self build construction costs
- Present operating costs vs new facility operating costs and 5-6 year payback
- Location of required infrastructure services for either facility

Moved/Seconded/Carried

THAT the Operational Services Committee request staff to bring forward budget costs for a new self build washroom facility at Rotary Park to the Finance Committee for 2017 budget discussions.

Discussion on Storey's Beach washrooms included:

- Building one new structure at current site of sani dump near the Curling Club and turn the existing building into a parks storage facility. This would provide one washroom facility that is in an open area, visible from the roadway which may aid in reducing vandalism.
- Concerns of the above included the distance of this site from the beach area and concerns about crossing Beaver Harbour Road from Ballfield #1 to access the facility.
- Renovating existing building to be wheel chair accessible and include 2 stalls on each side and adding outside change cubicle/partitions and cold water shower/tap. This would service the beach area as well as Fields #2 and #3. Estimated costs are \$50,000.
- Placing a one stall precast facility at Field #1 at an estimated cost of \$30,000

The Committee discussed the need for permanent washroom facilities at Park Drive Ball Field and Bear Cove Recreation area.

DRAFT

OP SCVS
2016-042
ROTARY PARK
SELF BUILD
WASHROOM TO
2017 BUDGET

OP SCVS
2016-043
STOREY'S BEACH
WASHROOM TO
2017 BUDGET

Abbas Farahbakhsh and Allison McCarrick, advised the parks washroom facility project order of priority would be:

- Rotary Park - 2017
- Storey's Beach - 2017
- Park Drive - 2018
- Field #1 - 2018
- Bear Cove Recreation area - 2018

DRAFT

Moved/Seconded/Carried

THAT the Operational Services Committee request staff to bring forward budget costs for a new self build washroom facility at Rotary Park and renovations to Beaver Harbour Park Harbour washrooms to the Finance Committee for 2017 budget discussions.

F. CORRESPONDENCE

1. Referred from Council (Oct.11/16) Letter from Hon. Todd Stone, Minister of Transportation and Infrastructure re: Nominations for New Stop of Interest Signs.

DISTRIBUTE 'STOP
OF INTEREST SIGN'
INFORMATION

The Committee discussed sites of local history and distributing the information regarding Nominations for New Stop of Interest Signs in the community. The Committee requested staff distribute the information via social media and to Brenda McCorquodale, local historian, and the Port Hardy Heritage Society.

G. NEW BUSINESS

1. Bear Smart Committee: Notes of the Meeting held September 15, 2016 was received as information.

BEAR SMART

Heather Nelson-Smith advised discussions with Chrystal McMillan included food sustainability vs bear smart practices in relations to vegetable gardens and fruit trees and commented that both are needed in the community and a way to make them work together needs to be found. Education efforts are needed in the areas of:

- Encouraging people to report bear sitings in order to collect accurate bear siting data
- Education of gardeners on bear attractants and ways to mitigate interaction

H. ROUNDTABLE DISCUSSION

Councillor Marcotte

- Boat Yard in Sointula has burned but there may be plans to rebuild
- More dock space in Port Hardy is needed in the future for commercial and sport fishers. Seine Floats, Fishermans Wharf and Bear Cove are at or near capacity. Stronger infrastructure at T-Floats would allow commercial vessels to tie up there. It was commented that the Kwa'lilas Hotel promotion of tours may increase boat traffic to the area.

Councillor Dugas

- Water is collecting on the roadway at the Granville St / Douglas Street intersection. S. Mercer advised the crew will be working on that are shortly.
- Watershed Working Group – what is being done? Abbas Farahbakhsh advised email contacts have been compiled. Allison McCarrick advised the item is still on the senior staff task list.

- Seagate Wharf – BC Rural Dividend Funding - what is happening with it. Allison McCarrick advised a letter from the Province should be forthcoming regarding dates for project and that meetings are being scheduled with stakeholders for input on the facility and a RFP will come out in the future. The harbour manager is looking into security cameras, railings etc. Pilings work is for future budget consideration.

Councillor Corbett-Labatt

- Rotary Park Fish Park – needs a new sign, spelling of fishing is incorrect. Allison McCarrick will contact Rotary re a new sign and commented that panels on the shelter need replacing.

Councillor Tidbury

- Dog Park facility – advised of a presentation at the recent UBCM convention regarding a fenced brownfield site being converted to a dog park. It was collaboration between the Village of Clinton and an energy company. It was suggested the fenced Esso brownfield site on Hastings Street could be converted to a dog park. Allison McCarrick advised dog parks are on the staff task list.

DOG PARK

The Committee requested staff contact the Village of Clinton to find out how the project came about.

Heather Nelson-Smith Director of Corporate Services

- Round Table – Procedural Bylaw. Heather Nelson-Smith advised the discussion regarding 'round table' as an agenda item will be held with all District committees as there is no 'round table' in the agenda outline as given in the District Procedural Bylaw as it appears in the procedural bylaw was reviewed with the Committee. It was commented that Committees of Council follow the same procedural rules as Council meetings.

Discussion with the Committee included:

- the need for a 'free topic' discussion area as it brings out suggestions and ideas that are useful.
- Difficulty of reporting 'round table' discussion in minutes.
- Discussion items being lost as no motions or direction to staff is given.
- Adding Councillor reports or round table as a sub heading under New Business.

Heather Nelson-Smith advised that the heading Council/Committee Reports will be added to the agenda outline and that this would be the area for Councillors to bring forward topics for general discussion.

- I. **NOTICE OF MEETING:** Monday November 21, 2016 at 3:00 pm
Upcoming meeting 2016 meeting date: December 19.

J. ADJOURNMENT

Moved

THAT the meeting be adjourned.

Time: 4:45pm

DRAFT

OP SCVS
2016-044
ADJOURNMENT



MINUTES
DISTRICT OF PORT HARDY
PARKS & RECREATION REVIEW COMMITTEE MEETING
TUESDAY OCTOBER 18, 2016
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET

Committee Members: Councillors Dennis Dugas and Fred Robertson (Chair)

Staff: Allison McCarrick, CAO; Abbas Farahbakhsh, Director of Operational Services; Heather Nelson-Smith, Director of Corporate Services; Sean Mercer, Operations Manager.

PRCC
 2016-030
 ADOPTION OF
 AGENDA AS
 AMENDED

A. CALL TO ORDER

Councillor Robertson called the meeting to order at 3:30pm

B. APPROVAL OF AGENDA

Add under New Business: Tree cutting regulations and PHSS soccer fields

Moved/Seconded/Carried

THAT the agenda be adopted as amended.

C. ADOPTION OF MINUTES

1. Minutes of the Parks & Recreation Review Committee meeting held September 20, 2016.

PRCC
 2016-031
 MINUTES SEPT
 20/16
 ACCEPTED

Moved/Seconded/Carried

THAT the minutes of the Parks & Recreation Review Committee meeting held September 20, 2016 be accepted.

D. DELEGATIONS

No delegations

E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Review of Action Items

Dog Parks: Will remain on the Committee action list.

Washrooms: Will stay with the Operational Services Committee.

Picnic tables: Remove from Action Items, referred to 2017 budget process.

Ball fields: Report will be presented at the November Committee meeting.

FILOMI Days: Committee will invite Filomi Days Committee members to a meeting in the new year.

REVIEW OF
 ACTION ITEMS

2. Fort Rupert Connectivity Trail
 - Report by Patti Smedley (July 15, 2009)
 - Report by Strategic Forest Management

Discussion:

- A review of the budget and see if there are funds allocated to the maintenance of the Fort Rupert Trail.
- Looking to partners such as First Nations, Regional District and/or Strategic Natural Resources regarding ongoing maintenance.
- The trail runs through both Crown Provincial and Nav Canada lands.
- Markers on the trail and the possibility of Strategic summer programs assisting.
- Assessment of the trails to see what level of maintenance is required.
- There are funds left in the current budget to address some issues.

FORT RUPERT
 CONNECTIVITY
 TRAIL

Staff is to prepare a plan of what needs to be done with the Fort Rupert Connectivity Trail and prepare an associated budget to come back to a future committee meeting for review and budget consideration.

F. CORRESPONDENCE

1. Referred from Council (Oct.11/16) Letter from Hon. Todd Stone, Minister of Transportation and Infrastructure re: Nominations for New Stop of Interest Signs.

The Committee discussed sites of local history and distributing the information regarding *Nominations for New Stop of Interest Signs* in the community. The Committee requested staff distribute the information via social media and to Brenda McCorquodale and the Port Hardy Heritage Society.

G. NEW BUSINESS

1. Life Pass / Play Pass
 - Staff Report: S. Mercer, Manager of Operations and Community Services & Melinda Dennison, Aquatic Coordinator (Oct.7/16) re: Life Pass / Plan Pass
 - Public Comment Form 220-20-49-2016 Diane Dillon re: Recreation pass for low income families.
 - Emails from M. Dennison Aquatic Coordinator (Sept 8/16) re: Life Pass / Play Pass.
 - Comox Valley Play Pass application.
 - Strathcona Regional District L.I.F.E Pass application.

LIFE PASS

Discussion-

- Quantity of need?
- Possible pilot project
- Administration of the program
- Community buy in from neighboring communities

Table LIFE pass to the next meeting so that staff can do more research on how to administer, costs of the program and ways of engaging other partners.

Add Tree cutting regulations

Comment forms received about limbing trees, falling trees, shrubbery and topping.

- Develop standards for tree assessment and District responsibility:
- Leaning
- Danger

TREE CUTTING

Establish a clear guide for trees and shrubs on neighbouring district property and the protocol on if it is not a danger tree or shrubs.

Add PHSS soccer fields

The assessor will not be available in the near future, but Councillor Dugas will meet with Darby Gildersleeve to find out what the costs are to repair. An assessment will not be done until November.

H. ROUNDTABLE DISCUSSION

There was no roundtable discussion

- I. **NOTICE OF MEETING:** 3:00 pm Wednesday November 16, 2016. Upcoming 2016 meeting date: December 21

J. ADJOURNMENT

Moved

THAT the meeting be adjourned.

Time: 4:52 pm

PRCC 2016-032
ADJOURNMENT



**NOTES OF THE DISTRICT OF PORT HARDY
BEAR SMART COMMITTEE
THURSDAY SEPTEMBER 15, 2016**

PRESENT: Mike Badry, Ministry of Environment BC Conservation Officer Service; Bryce Casavant, Royal Roads University; Dennis Dugas, Councillor DPH; Abbas Farahbakhsh, Director of Operations DPH; Greg Fox, Fox's Disposal, Crystal McMillan, Bear Smart BC; Heather Nelson-Smith Director of Corporate Services DPH; Jon Paquin, BC Conservation Officer Service.

WELCOME AND PURPOSE

Heather Nelson-Smith welcomed everyone to the meeting, a brief introduction round table.

MOE Bear Smart community Program and Partners

Crystal McMillan and Mike Badry gave an overview of the Bear Smart Program and the criteria in order to meet the designation:

1. Complete a Bear Hazard assessment.
2. Develop a management plan
3. Incorporate plan and resources into official community documents and ensure results based.
4. Public education for residents, businesses and tourists.
5. Waste management
6. Bear Smart bylaws

Crystal informed the group that the major piece missing before the District of Port Hardy can become a Bear Smart community is the education and that is where the committee is going to assist to ensure effective communication.

Discussed the following:

- Grant funding and different initiatives.
- Need to ensure non-lethal options are looked at for bears and this is why education to prevent human- bear conflict is very important.
- Important to have all agencies talking with one another, Fox's, Conservation Officer Service and the District to provide proactive resolution to conflict.
- WildsafeBC program.
- BC Goes Wild weekend September 16-17.

District progress and achievements

- Management plan
- Hazard assessment
- Brochure (new in September)
- Published articles in the newspaper
- Coordinating with radio for spots

Fox's Disposal gave an overview of their initiatives in bear proof containment for commercial businesses. 35 units are currently in Port Hardy. Greg also provided the group with an overview of his operations and reduced wildlife around his works yard.

What we are working on:

- Website
- Radio

- Tourism
- Social media
- Continuing articles in the Gazette.
- Community partners in education

Challenges:

- Ensuring appropriate messaging
- First nations and RCMP discussion to ensure conflicts aren't pushed from one community to the next – joint partnerships.
- Unknown how many bears are in Port Hardy.

Conservation Officer report

Jon Paquin informed the group that it has been busy over the past couple of weeks with bear calls. Some of the sources of attraction include garbage and fruit trees. There is little knowledge regarding bears and fruit trees with the public, a lot of the complacency around bears in the trees is that it is a local food source and not bothering anyone, but the bears get comfortable around the community and humans and can then move to other trees and when there is no food source can move onto garbage or easy food sources.

Volunteer Recruitment

Discussed the need to involve community members in the messaging around Bear Smart. They are not intended to regulate only educate. Door to door campaigns and community events and schools.

Need to develop terms of reference for the committee and their roles as volunteers.

Action List

Communications-

Improve the communications between district, Fox's and Conservation officer.

Volunteer-

Advertising campaign to get volunteers to work as ambassadors. Develop terms of reference and guiding principles.

RCMP and First Nations-

Coordination with First Nations and RCMP as the enforcement is federal, want to ensure consistency in conflict management.

Commercial education-

Reduce increase in habituated and food conditioned bears through better waste management.

Garbage Collection Residential-

Reduce increase in habituated and food conditioned bears through better waste management.

The meeting ended at 12:10pm



DISTRICT OF PORT HARDY
STAFF REPORT



DATE: October 4, 2016 **FILE:** 0360, 0510 & 0540
TO: Allison McCarrick, CAO
FROM: Heather Nelson-Smith, Director of Corporate & Development Services
RE: CHANGES TO COMMITTEES OF COUNCIL AND DEPUTY MAYOR SCHEDULE

BACKGROUND

With the recent vacancy of Councillor Hemphill and the newly acclaimed Councillor Wishart to take office in early November, the Mayor has considered the appointments for Deputy Mayor and Chair of the First Nations Committee.

RECOMMENDATION

THAT the Deputy Mayor Schedule for the remainder of Council's Term be changed to:

| | |
|---------------------------------------|--------------------------------|
| <i>December 1, 2016-July 31, 2017</i> | <i>Councillor Dennis Dugas</i> |
| <i>August 1, 2017-March 31, 2018</i> | <i>Councillor Robertson</i> |
| <i>April 1, 2018-December 4, 2018</i> | <i>Councillor Wishart</i> |

THAT the Chair of the First Nations Relations Committee be: Councillor Robertson

AND THAT: Councillor Wishart is added as a committee member to the First Nations Relations Committee.

AND FURTHER THAT: Councillor Wishart be added to the following external organizations: Port Hardy Heritage Society (museum) and the Port Hardy Twinning Society.

Please see attached updated list for the remainder of 2016

Respectfully submitted,

Heather Nelson-Smith
Director of Corporate &
Development Services

I agree with the recommendation.

Allison McCarrick
Chief Administrative Officer

DISTRICT OF PORT HARDY – 2016 COUNCIL COMMITTEES AND APPOINTMENTS
October 25, 2016

STANDING COMMITTEES OF COUNCIL

EXECUTIVE COMMITTEE

Mayor Bood, Chair

Councillors: Pat Corbett-Labatt, Dennis Dugas, Rick Marcotte, Fred Robertson, John Tidbury, Leightan Wishart
Staff: Chief Administrative Officer

2016 Meetings dates: To be announced

FINANCE COMMITTEE – *Budget, Financial Planning*

Mayor Bood, Chair

Councillors: Pat Corbett-Labatt, Dennis Dugas, Rick Marcotte, Fred Robertson, John Tidbury, Leightan Wishart
Staff: Director of Finance, Chief Administrative Officer

2016 Meetings: Quarterly or as required

OPERATIONAL SERVICES COMMITTEE – *Parks, Public Works, Utilities*

Councillors: Pat Corbett-Labatt, Rick Marcotte, John Tidbury (chair)

Staff: Chief Administrative Officer, Operations Director

2016 Meetings: To be announced

FIRST NATIONS RELATIONS COMMITTEE – *Revitalizing Relationships*

Councillors: Rick Marcotte, Fred Robertson (chair), Leightan Wishart

Staff: Chief Administrative Officer

2016 Meetings: To be announced

PARKS & RECREATION REVIEW COMMITTEE

Councillors: Dennis Dugas, Fred Robertson (chair)

Staff: Chief Administrative Officer

2016 Meetings: To be announced

DISTRICT COMMITTEES

Community Consultative Committee: Councillors Rick Marcotte, Leightan Wishart

Staff: Director of Corporate & Development Services

2016 Meetings: As required

Emergency Planning Committee: Councillors Rick Marcotte, John Tidbury

Staff: Director of Corporate Services, Emergency Coordinator

2016 Meetings: Quarterly or as required

Port Hardy Fire Rescue Department: Councillor Rick Marcotte

Staff Liaison – Director of Corporate & Development Services

Tourism Advisory Committee: Councillor Dugas, Councillor Marcotte; Allison McCarrick; Adrian Maas; Carly Pereboom; Donna Gault; Joli White (established at June 14/16 Council meeting)

Poverty Pilot Program: Councillor Pat Corbett-Labatt

Job Fair Committee: Councillor Fred Robertson

DISTRICT OF PORT HARDY – 2016 COUNCIL COMMITTEES AND APPOINTMENTS
October 25, 2016

EXTERNAL ORGANIZATIONS

Director - Regional District of Mount Waddington Board of Directors (4 votes): Mayor Bood
 – Alternates: Councillor Marcotte and Councillor Tidbury.
 Where both alternates are required, the votes will be determined by Mayor Bood.

Director - Regional District of Mount Waddington Board of Directors (3 votes): Councillor Corbett-Labatt
 – Alternates: Councillor Marcotte and Councillor Tidbury.
 Where both alternates are required, the votes will be determined by Mayor Bood.

Director Regional District of Mount Waddington Hospital Board (4 votes): Mayor Bood
 – Alternates: Councillor Marcotte and Councillor Tidbury.
 Where both alternates are required, the votes will be determined by Mayor Bood.

Director – Regional District of Mount Waddington Hospital Board (3 votes): Councillor Corbett-Labatt
 – Alternates: Councillor Marcotte and Councillor Tidbury.
 Where both alternates are required, the votes will be determined by Mayor Bood.

Trustee - Vancouver Island Regional Library Board of Trustees: Vacant until January 2017
 – Alternate, Councillor Robertson

| | |
|--|--|
| Mount Waddington Regional Transportation Committee | Councillor John Tidbury |
| Mount Waddington Table of Partners (Health) | Councillors Pat Corbett-Labatt, Fred Robertson |
| North Island Regional Emergency Planning Committee | Councillor John Tidbury |
| BC Ferries Northern Advisory | Mayor Hank Bood |
| Island Coastal Economic Trust | Mayor Hank Bood |
| Municipal Insurance Association | Mayor Hank Bood - Voting Delegate |
| | Councillor Tidbury Alternate |
| | Councillor Marcotte Alternate |
| Port Hardy Heritage Society (Museum) | Councillor Leightan Wishart |
| Port Hardy Twinning Society | Councillor Leightan Wishart |
| Collaborative Health Care Local Working Group | Councillor Pat Corbett-Labatt |
| Scott Islands Advisory | Councillor Rick Marcotte |
| Hardy Bay Seniors Citizens Society | Councillor Pat Corbett-Labatt |
| Vancouver Island North Tourism (VINTAC) | Councillor Dennis Dugas |
| Vancouver Island North Woodlands Advisory Group (VINWAG) | Councillor John Tidbury |

Alternates: If an appointed councillor is not able to attend a committee meeting, it is her/his responsibility to find an alternate Council member to attend.

| DEPUTY MAYOR SCHEDULE (Deputy Mayor also serves as representative to the Port Hardy & District Chamber of Commerce) | |
|--|-------------------------------|
| TERM | DEPUTY MAYOR |
| April 1, 2016 – November 30, 2016 | Councillor Pat Corbett-Labatt |
| December 1, 2016 – July 31, 2017 | Councillor Dennis Dugas |
| August 1, 2017 – March 31, 2018 | Councillor Fred Robertson |
| April 1, 2018 – December 4, 2018 | Councillor Leightan Wishart |



DISTRICT OF PORT HARDY

BYLAW NO. 1052-2016

A Bylaw to Amend Zoning Bylaw No. 1010-2013

WHEREAS the Council of the District of Port Hardy deems it expedient to amend Zoning Bylaw No. 1010-2013;

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

PART 1 CITATION

1.1 This bylaw may be cited for all purposes as the "District of Port Hardy Zoning Bylaw Amendment Bylaw No. 1052-2016".

PART 2 AMENDMENTS

2.1 District of Port Hardy Zoning Bylaw No. 1010-2013 is hereby amended as follows:

PART 10: PARKS AND INSTITUTIONAL ZONES

10.2 P-2: Institutional

(a) The following principal uses are permitted:

(12) Funeral Homes

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 13th day of September, 2016
Public Hearing held the 11th day of October, 2016.
Read a second time the 11th day of October, 2016.
Read a third time the 11th day of October, 2016.
Adopted on the ___ day of ____, 2016.

DIRECTOR
OF CORPORATE SERVICES

MAYOR

Certified a true copy of
Bylaw No. 1052-2016 as adopted.

Director of Corporate Services



DISTRICT OF PORT HARDY

BYLAW NO. 1053-2016

A Bylaw to Amend Zoning Bylaw No. 1010-2013

WHEREAS the Council of the District of Port Hardy deems it expedient to amend Zoning Bylaw No. 1010-2013;

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

PART 1 CITATION

1.1 This bylaw may be cited for all purposes as the "District of Port Hardy Zoning Bylaw Amendment Bylaw No. 1053-2016".

PART 2 AMENDMENTS

2.1 District of Port Hardy Zoning Bylaw No. 1010-2013 is hereby amended as follows:

- a) Rezone Lot 8, Block B, Plan 2178, Section 36 PID 006-420-273 known by civic address as 8755 Hastings Street, from C-2 Service Commercial to R-2 Duplex Residential as shown on Schedule "A" attached to and forming part of this bylaw.
- b) Schedule C: Zoning Map – West is amended by changing the applicable zone of the property legally described as Lot 8, Block B, Plan 2178, Section 36 PID 006-420-273 known by civic address as 8755 Hastings Street to R-2 Residential Duplex.

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 13th day of September, 2016
Public Hearing held the 11th day of October, 2016.
Read a second time the 11th day of October, 2016.
Read a third time the 11th day of October, 2016.
Adopted on the ___ day of ____, 2016.

DIRECTOR
OF CORPORATE SERVICES

MAYOR

Certified a true copy of
Bylaw No. 1053-2016 as adopted.

Director of Corporate Services

SCHEDULE "A" TO BYLAW NO. 1053-2016





DISTRICT OF PORT HARDY

BYLAW NO. 1054-2016

A Bylaw to Amend Zoning Bylaw No. 1010-2013

WHEREAS the Council of the District of Port Hardy deems it expedient to amend Zoning Bylaw No. 1010-2013;

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

PART 1 CITATION

1.1 This bylaw may be cited for all purposes as the "District of Port Hardy Zoning Bylaw Amendment Bylaw No. 1054-2016".

PART 2 AMENDMENTS

2.1 District of Port Hardy Zoning Bylaw No. 1010-2013 is hereby amended as follows:

- a) Rezone
Lot 8, Block B, Plan 2178, Section 36 PID 006-420-273 known by civic address as 8765 Hastings Street; Lot 18, Plan 27270, Section 36 PID 002-600-595 known by civic address 8775 Hastings Street; Lot 17, Plan 27270, Section 36 PID 002-600-579 known by civic address as 7215 Hastings Street, from C-2 Service Commercial to R-2 Duplex Residential as shown on Schedule "A" attached to and forming part of this bylaw.
- b) Schedule C: Zoning Map – West is amended by changing the applicable zone of the properties legally described as Lot 8, Block B, Plan 2178, Section 36 PID 006-420-273 known by civic address as 8765 Hastings Street; Lot 18, Plan 27270, Section 36 PID 002-600-595 known by civic address 8775 Hastings Street; Lot 17, Plan 27270, Section 36 PID 002-600-579 known by civic address as 7215 Hastings Street to R-2 Residential Duplex.

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 13th day of September, 2016
 Public Hearing held the 11th day of October, 2016.
 Read a second time the 11th day of October, 2016.
 Read a third time the 11th day of October, 2016.
 Adopted on the ___ day of ____, 2016.

 DIRECTOR
 OF CORPORATE SERVICES

 MAYOR

Certified a true copy of
 Bylaw No. 1054-2016 as adopted.

SCHEDULE "A" TO BYLAW NO. 1054-2016





DISTRICT OF PORT HARDY

BYLAW NO. 1055-2016

A Bylaw to Amend Zoning Bylaw No. 1010-2013

WHEREAS the Council of the District of Port Hardy deems it expedient to amend Zoning Bylaw No. 1010-2013;

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

PART 1 CITATION

1.1 This bylaw may be cited for all purposes as the "District of Port Hardy Zoning Bylaw Amendment Bylaw No. 1055-2016".

PART 2 AMENDMENTS

2.1 District of Port Hardy Zoning Bylaw No. 1010-2013 is hereby amended as follows:

a) Table 5.1 in section 5.1 of Part 5 is amended by adding a new zone listing at the very end of the Table as follows:

| | |
|-----------------------------------|------|
| CD-7: Comprehensive Development 7 | CD-7 |
|-----------------------------------|------|

b) Part 12: Comprehensive Development Zones is amended by adding a new section 12.5 CD-7: Comprehensive Development 7 as shown on Schedule "A" to this Bylaw.

c) The list of zones included in the legends titled "Zoning Descriptions" on each of Schedules A, B, C and D are amended by including "CD-7: Comprehensive Development 7".

d) Schedule C: Zoning Map – West is amended by changing the applicable zone of the property legally described as Lot 16, Block 4, Section 36, Township 9, Rupert District, Plan 2178 PID 005-993-695, 8740 Main Street to the CD-7: Comprehensive Development Zone 7.

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 13th day of September, 2016
Public Hearing held the 11th day of October, 2016.
Read a second time the 11th day of October, 2016.
Read a third time the 11th day of October, 2016.
Adopted on the ___ day of ____, 2016.

DIRECTOR
OF CORPORATE SERVICES

MAYOR

Certified a true copy of
Bylaw No. 1055-2016 as adopted.

SCHEDULE “A” TO BYLAW NO. 1055-2016

12.5 CD-7: COMPREHENSIVE DEVELOPMENT ZONE 7

The purpose of this zone is to allow the range of uses permitted in the C-2: Service Commercial zone which is common to properties on Main Street, along with the added principal use of a Recycle Depot, on that property which is civically addressed as 8740 Main Street and is legally described as Lot 16, Block 4, Section 36, Township 9, Rupert District, Plan 2178 PID 005-993-695.

(a) The following principal uses are permitted:

- | | |
|---|---|
| <ul style="list-style-type: none"> (1) Assembly (2) Car / Truck Wash (3) Cold Storage Facility (4) Combined Commercial and Residential Use (5) Construction Services (6) Funeral Home (7) Hotel (8) Licenced Premises (9) Mini-Storage | <ul style="list-style-type: none"> (9) Motor Vehicle Rentals, Repair and Sales (10) Parking Lot (11) Personal Service Establishment (12) Professional Service Establishment (13) Restaurant (14) Retail Sales (15) Service Station (16) Shopping Centre (17) Recycle Depot |
|---|---|

(b) The following accessory uses are permitted:

- (1) Accessory Buildings and Structures (see section 3.9)

(c) The following siting, size and dimension requirements apply:

| Setbacks | | |
|--|--|---------------------------------------|
| Yard Setback | Principal Use | Accessory Use |
| Front Yard | Minimum of 4.5 metres (14.76 feet) | Minimum of 4.5 metres (14.76 feet) |
| Rear Yard | Minimum of 3.0 metres (9.84 feet) | Minimum of 1.5 metres (4.92 feet) |
| Interior Side Yard | Minimum of 0.0 metres (0.0 feet) | Minimum of 1.5 metres (4.92 feet) |
| Interior Side Yard or Rear Yard Abutting a Residential Zone | Minimum of 3.0 metres (9.84 feet) | Minimum of 3.0 metres (9.84 feet) |
| Exterior Side Yard | Minimum of 4.5 metres (14.76 feet) | Minimum of 4.5 metres (14.76 feet) |
| Size of Buildings and Structures | | |
| Maximum Height (Principal and Accessory Buildings and Structures) | 11.0 metres (36.08 feet) | |
| Maximum Parcel Coverage | 75% | |
| Parcel Area and Dimensions | | |
| Minimum Parcel Area | 450.0 square metres (4,843.76 square feet) | |
| Minimum Parcel Width | 15.0 metres (49.2 feet) | |
| Minimum Parcel Depth | 30.0 metres (98.43 feet) | |



**DISTRICT OF PORT HARDY
BYLAW 1059-2016**

A Bylaw to Amend Unsightly Premises Bylaw 10-2008

WHEREAS the Council of the District of Port Hardy deems it expedient to amend Unsightly Premises bylaw 10-2008.

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

PART 1 CITATION

1.1 This bylaw may be cited for all purposes as the "District of Port Hardy Amendment Bylaw No. 1059-2016.

PART 2 AMENDMENTS

2.1 District of Port Hardy Unsightly Premises Bylaw 10-2008 is hereby amended as follows:

DEFINITIONS

b) "BRUSH" means dense vegetation consisting of shrubs or small trees including their cut or broken branches.

PART 4 UNTIDY PREMISES

c) No owner shall cause or permit their property to become overgrown from out of control grass and weeds.

PART 7 OFFENSIVE GROWTH

Every owner of real property shall upon receipt of notice given pursuant to this bylaw clean such property of brush, grass, weeds and noxious weeds.

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 on the ____ day of ____, 2016.
Read a second time on the ____ day of ____, 2016.
Read a third time on the ____ day of ____, 2016.
Adopted this ____ day of _____, 2016.

DIRECTOR
OF CORPORATE SERVICES

MAYOR

Certified a true copy of
Bylaw No. 1059-2016 as adopted.

Director of Corporate Services