



**DISTRICT OF PORT HARDY**

**AGENDA**

**REGULAR COUNCIL MEETING**

**7:00 PM**

**WEDNESDAY, NOVEMBER 12, 2014**

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

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

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

**DISTRICT OF PORT HARDY  
AGENDA FOR THE REGULAR COUNCIL MEETING  
7:00 PM WEDNESDAY, NOVEMBER 12, 2014  
Council Chambers - Municipal Hall**

---

<u>Page</u>		Time:
	<b>A. CALL TO ORDER</b>	
	<b>B. APPROVAL OF AGENDA AS PRESENTED (or amended)</b>	
	Motion required	1.            2.
	<b>C. ADOPTION OF MINUTES</b>	
1-2	1. The minutes of the Special Council Meeting October 28, 2014.	
	Motion required	1.            2.
3-8	2. The minutes of the Regular Council Meeting October 28, 2014.	
	Motion required	1.            2.
	<b>D. DELEGATIONS AND REQUESTS TO ADDRESS COUNCIL</b>	
	No delegations.	
	<b>E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS</b>	
9-11	1. Council Action items. For information.	
	<b>F. CORRESPONDENCE</b>	
12-13	1. Letter to Councillors John Tidbury and Rick Marcotte from Robin Archdekin, President & CEO, Geoscience BC (Oct.24/14) re: Geoscience BC Annual Mayors' Breakfast at UBCM, September 25, 2014. For information.	
14-15	2. Paul Flanagan, Executive Director, Tax Policy Branch, Ministry of Finance (Oct.17/14) re: Municipal and Regional Tax Program for local tourism marketing. (Hotel Tax) For information.	
16-19	3. Hon. Coralee Oakes, Minister of Community, Sport & Cultural Development (Oct.28/14) re: Meeting at 2014 UBCM Convention and summary of investments from Ministry since 2001. For information.	
20	4. Correspondence from Association of Vancouver Island and Coastal Communities (AVICC): a) Memo from Iris Hesketh-Boles, (Nov.3/14) re: AVICC Resolutions Notice / Request for Submissions; Call for Nominations for AVICC Executive; 2014 AGM & Convention Minutes; and Call for Presentations Reminder. For information.	
21-29	b) Memo from President Larry Cross, (Nov.3/14) re: AVICC Resolutions Notice / Request for Submissions; Call for Nominations for AVICC Executive. For information.	
	<b>G. NEW BUSINESS</b>	
	None in agenda package.	
	<b>H. COUNCIL REPORTS</b>	
	1. Verbal reports from Council members.	

**I. COMMITTEE REPORTS**

- 30 1. Minutes of the Budget Meeting held October 27, 2014. For information.

**J. STAFF REPORTS**

- 31-33 1. Accounts Payable, October 2014. For information.

- 34-35 2. A. McCarrick, Director of Financial Services (Oct 29/14) re: General Insurance Broker Request for Proposals.

Motion / direction 1. 2.

- 36-38 3. J. Long, Director of Corporate & Development Services (Nov.6/14) re: Proposed Council Policy – Hanging of Banners on District’s Douglas Street Property.

Motion / direction 1. 2.

- 39-41 4. J. Long, Director of Corporate & Development Services (Nov.6/14) re: Liability Insurance Requirement Related to Special Occasion Liquor Licences.

Motion / direction 1. 2.

**K. CURRENT BYLAWS AND RESOLUTIONS**

No current bylaws.

**L. PENDING BYLAWS**

No pending bylaws.

**M. INFORMATION AND ANNOUNCEMENTS**

November 13	Municipal Election Advance Voting 9:00am to 4:00pm, Council Chambers
November 14	Municipal Election Advance Voting 9:00am to 4:00pm, Council Chambers
November 15	Municipal Election General Voting 8:00am to 8:00 pm, Council Chambers
November 25	Regular Council Meeting, 7:00 pm, Council Chambers
November 26-28	Auditors in Council Chambers 8:30am-4:30 pm
December 2	Inaugural Meeting of Council, 7:00 pm, Council Chambers
December 3	Heritage Society, 7:00 pm Council Chambers
December 9	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 HELD  
OCTOBER 28, 2014**

---

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

**ALSO PRESENT:** Jeff Long, Director of Corporate & Development Services

**REGRETS:** Rick Davidge, Chief Administrative Officer

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

---

**A. CALL TO ORDER**

Deputy Mayor Debbie Huddleston called the meeting to order at 6:30pm

**B. APPROVAL OF AGENDA**

Moved/Seconded/Carried  
THAT the agenda be approved 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 labour relations or other employee relations in accordance with section 90(1)(c) of the Community Charter – Municipal Hall staff: Salary Request.
2. Subject matter related to labour relations or other employee relations in accordance with section 90(1)(c) of the Community Charter – Director of Financial Services: Salary Request

Moved/Seconded/Carried  
THAT as per section 92 of the *Community Charter* the meeting be closed to the public for the purposes of discussing:

1. Subject matter related to labour relations or other employee relations in accordance with section 90(1)(c) of the Community Charter – Municipal Hall staff: Salary Request.
2. Subject matter related to labour relations or other employee relations in accordance with section 90(1)(c) of the Community Charter – Director of Financial Services: Salary Request agreement negotiations with Canadian Union of Public Employees (CUPE)

2014-190  
APPROVAL OF AGENDA  
AS PRESENTED

2014-191  
CLOSE MEETING TO  
THE PUBLIC CC s  
90(1)(c)

2014-192  
ADJOURNMENT

**D. ADJOURNMENT**

Moved  
THAT the Special Meeting of Council adjourn. Time: 6:39 pm

CORRECT

APPROVED

---

DIRECTOR OF CORPORATE &  
DEVELOPMENT SERVICES

---

DEPUTY MAYOR



---

**MINUTES OF THE DISTRICT OF PORT HARDY  
REGULAR MEETING OF COUNCIL  
OCTOBER 28, 2014**

---

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

**ALSO PRESENT:** Jeff Long, Director of Corporate & Development Services  
Trevor Kushner, Director of Engineering & Operational Services  
Allison McCarrick, Director of Financial Services  
Leslie Driemel, Recording Secretary

**REGRETS:** Rick Davidge, Chief Administrative Officer

**MEDIA:** North Island Gazette      **MEMBERS OF THE PUBLIC:** 6

---

**A. CALL TO ORDER**

Deputy Mayor Debbie Huddleston called the meeting to order at 7:00 pm.

**B. APPROVAL OF AGENDA**

Deputy Mayor Huddleston requested an addendum to the agenda under New Business: Possible Renaming of Thunderbird Way South of Granville Street Using Bev Parnham's Namesake

Moved/Seconded/Carried  
THAT the agenda be approved as amended.

2014-193  
APPROVAL OF  
AGENDA AS  
AMENDED

**C. ADOPTION OF MINUTES**

1. The minutes of the Committee of the Whole Meeting of Council held October 14, 2014.

Moved/Seconded/Carried  
THAT the minutes of the Committee of the Whole Meeting of Council held October 14, 2014 be approved as presented.

2014-194  
CO2 MINUTES  
OCT 14/14  
APPROVED

2. The minutes of the Regular Council meeting held October 14, 2014.

Moved/Seconded/Carried  
THAT the minutes of the Regular Council Meeting held October 14, 2014 be approved as presented.

2014-195  
COUNCIL  
MEETING  
MINUTES OCT 14  
/14 APPROVED

**D. DELEGATIONS**

1. Mr. George Kearey, Royal Canadian Legion, Branch 237 re: Presentation of First Poppy for 2014 Poppy Campaign.

PRESENTATION  
OF FIRST POPPY

The first poppy of the 2014 Royal Canadian Legion, Branch 237 Poppy Campaign was presented to Deputy Mayor Huddleston by Mr. Kearey.

2. S/Sgt Gord Brownridge, RCMP re: July-September 2014 Quarterly Report.

RCMP  
QUARTERLY  
REPORT JULY-  
SEPT 2014

Staff Sgt. Brownridge reviewed the written report included in the agenda package pertaining to the July, August and September, 2014 statistics and strategic priorities. Council was advised 1,094 files were opened during that quarter and there were 985 files opened for the same quarter in 2013.

3. Fire Chief Schell Nickerson, Port Hardy Fire Rescue, re: July-September 2014

PHFR  
QUARTERLY  
REPORT JULY-  
SEPT 2014

Fire Chief Nickerson reviewed the written report included in the agenda package pertaining to Port Hardy Fire Rescue activities (PHFR) for July, August and September 2014. Council was advised there were 35 calls including 3 brush fires and 2 structural fires attended. There were 12 members who received certification in Emergency Scene Traffic Control and this now certifies half of the members of the department. Participation in community activities during the quarter included Canada Day, Filomi Days, Orca Fest and Tour de Rock.

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

ACTION ITEMS

Council action items were received for information.

**F. CORRESPONDENCE**

1. Copy of letter to Select Standing Committee on Finance and Government Services from Sheila Malcolmson, Chair, Island Trust Council (Oct. 3/14) re: Priorities for Budget 2015 – BC Ferries was received for information.
2. Morgan Kennah, RPF, Manager, Sustainable Timberlands and Community Affairs, Island Timberlands (Oct.3/14) re: Island Timberlands 2014 Fire Hazard Abatement Program was received for information.
3. Doug McCorquodale, President, Fort Rupert Curling Club (Oct 14/14) re: Request for emergency funding to cover \$3,700 in refrigeration repairs.

Allison McCarrick, Director of Financial Services advised that there are funds available to cover the \$3,700 in refrigeration repairs requested by Doug McCorquodale, President of the Fort Rupert Curling Club.

Moved/Seconded/Carried

THAT Council approves the request from Doug McCorquodale, President, Fort Rupert Curling Club for \$3,700 in emergency funding to cover costs for refrigeration repairs.

2014-196  
FT RUPERT  
CURLING CLUB  
EMERGENCY  
\$3,700 FUNDING  
APPROVED

2014-197  
FT RUPERT  
CURLING CLUB  
OPERATIONAL  
COSTS  
ASSISTANCE  
REFERRED TO  
BUDGET

4. Doug McCorquodale, President, Fort Rupert Curling Club (Oct 14/14) re: Assistance with operational costs associated with the curling club facility.

Moved/Seconded/Carried

THAT Council refers the request from Doug McCorquodale, President, Fort Rupert Curling Club for assistance with operational costs associated with the curling club facility, to the 2015 budget discussions.

5. Natasha Rascanin, Assistant Deputy Minister, Programs – Transport Canada (Oct.14/14) re: Future of regional/local airports was received for information.

Council discussed gathering information from other municipalities regarding regional/local airport operations. Councillor Tidbury advised there is a report available from Island Coastal Economic Trust regarding the Port Hardy and other nearby coastal airports.

#### G. NEW BUSINESS

1. Addendum: Possible Renaming of Thunderbird Way South of Granville Street Using Bev Parnham's Namesake

Deputy Mayor Huddlestan reviewed with Council the unsuccessful request to Island Health to name the new primary care facility after Bev Parnham. It was suggested to rename Thunderbird Way, south of Granville Street, after Bev Parnham.

J. Long, Director of Corporate and Development Services, displayed a map of the area and advised that there are four properties that front on Thunderbird Way at this location and that the civic addresses of only three properties/facilities would require changes due to renaming of the road. The Director suggested it is commonplace for a municipality to offer to apply postage using its postage meter, with respect to address change mail that is to be sent by the owners that would be affected by an address change.

2014-198  
RENAMING OF  
THUNDERBIRD  
WAY, SOUTH OF  
GRANVILLE  
STREET AFTER  
BEV PARNHAM

Moved/Seconded/Carried

THAT Council directs staff to send a letter to the affected property owners on Thunderbird Way south of Granville street, to seek their input regarding the possible renaming of Thunderbird Way using Bev Parnham's namesake.

#### H. COUNCIL REPORTS

Deputy Mayor Huddlestan and Councillors Janet Dorward, Jessie Hemphill, Rick Marcotte, Nikki Shaw and John Tidbury reported on their recent meetings and other activities they attended and undertook on behalf of the District of Port Hardy, as well as information on a variety of community interest matters.

Councillor Marcotte discussed with Council the \$.18-\$.20 cost difference in gas prices in Campbell River and Port Hardy gas stations. Council discussed ownership of the Port Hardy Chevron and Esso franchises and the role of Council involvement in private business.



2014-199  
INVITE CHEVRON  
/ IMPERIAL OIL  
REPS TO  
COUNCIL  
MEETING

**Moved/Seconded/DEFEATED**

THAT Council directs staff to invite Chevron and Imperial Oil representatives to come to a Council meeting to explain the \$.18-\$.20 cent cost difference in gas pump prices between Campbell River and Port Hardy gas stations.

**I. COMMITTEE REPORTS**

1. Draft minutes of the Community Consultative Committee meeting held October 9, 2014 was received for information.

**Recommendations to Council:**

- a) *"THAT the Community Consultative Committee recommends to Council that Council Policy #CP9.1 be revised to limit the issuance of Special Occasion Liquor Licences to Societies registered with the British Columbia Corporate Registry."*

Deputy Mayor Huddleston advised that there are local groups, such as the Filomi Days Committee, that benefit from special occasion licences, but are not registered societies.

COMMUNITY  
CONSULTATIVE  
COMMITTEE RE:  
REVISE CP#9.1

J. Long, Director of Corporate and Development Services, reviewed the discussion held at the Community Consultative Committee meeting. He explained the District recently received an Application for Special Occasion Liquor Licence from an individual and the recommendation by the Committee was made to avoid a situation whereby in future, an individual may make application to conduct a liquor sales event on public property and profit personally from doing so. This having been said, the Director advised that limiting applicant to registered not for profit societies may impede other forms of applicant whose efforts are geared towards community benefit. The Director advised that in this recent case of the individual making application, staff asked that a condition be imposed that requires financial account of the event be submitted to the District including how the proceeds were utilized. The Director recommended that Policy CP9.1 remain as is and that staff would monitor in relation to this concern.

Council took no action on the recommendation at this time.

- b) *"THAT the Community Consultative Committee recommends to Council that Council Policy #CP9.1 be revised to increase the required liability insurance from three million dollars to five million dollars per occurrence."*

RESEARCH  
INSURANCE  
LIABILITY  
AMOUNTS

Council reviewed the recommendation from the Community Consultative Committee to increase the required liability insurance from three million dollars to five million dollars per occurrence. Discussion included the cost to organizations to increase the liability coverage to five million dollars per occurrence and what liability insurance amount is required by other similar sized municipalities require.

Council requested that staff research what the liability insurance amounts are for those conducting similar events on municipal property by five BC municipalities of the same population size as Port Hardy (4,000).

2014-200  
TABLE  
RECOMMEND-  
ATION FROM CCC  
ON POLICY  
#CP9.1

**Moved/Seconded/Carried**

THAT Council tables the Community Consultative Committee recommendation to revise Policy #CP9.1 to increase the required liability insurance from three million dollars to five million dollars per occurrence to the next Council meeting.

POSTPONE  
DISCUSSION ON  
RENAMING  
COMMUTER  
TRAIL AFTER BEV  
PARNHAM

- c. *“THAT the Community Consultative Committee recommends to Council that Council name the trail which joins the Storeys Beach area and the Bear Cove Highway and is commonly referred to as the Commuter Trail, after Mayor Bev Parnham.”*

Council reviewed the Community Consultative Committee recommendation and it was agreed by consensus to postpone discussion on the recommendation pending the outcome of contacting property owners on Thunderbird Way, south of Granville Street, regarding renaming that road after Bev Parnham

## J. STAFF REPORTS

1. J. Long, Director of Corporate & Development Services (Oct.23/14) re: Council Meeting Agendas: In Camera and Question Period.

J. Long, Director of Corporate & Development Services reviewed the staff report provided in the agenda package and the recommendation that Council provides staff with its preferred option as outlined in points 1) and 2) outlined below;

- 1) Deal with in camera matters as part of a special Council meeting that is conducted in advance of the regular Council meeting. This avoids having in camera items as part of the regular Council meeting agenda and therefore, the closure of the meeting to the public when people are in attendance. Item N. would remain as part of the regular Council meeting agenda just in case business arises at a regular Council meeting that requires discussion in camera; or,
- 2) Deal with in camera matters as part of a special Council meeting in advance of the regular Council meetings and amend the Council Procedure Bylaw to add a public question period before item N. of the regular Council meeting agenda, as well as inclusion of rules governing the public question period.

2014-201  
IN CAMERA AS  
PART OF SPECIAL  
COUNCIL  
MEETING

Moved/Seconded/Carried

THAT Council deal with in camera matters as part of a special Council meeting that is conducted in advance of the regular Council meeting.

## K. CURRENT BYLAWS AND RESOLUTIONS

1. District of Port Hardy Bylaw 1034-2014, A Bylaw to Provide for the Borrowing of Money in Anticipation of Revenue for the year 2015. For Adoption.

2014-202  
BL 1034-2014  
REVNUE  
ANTICIPATION  
ADOPTED

Moved/Seconded/Carried

THAT Bylaw 1034-2014, Revenue Anticipation Borrowing Bylaw for 2015 is adopted.

4. District of Port Hardy Bylaw 1035-2014, A Bylaw for 2015 User Rates and Fees. For Adoption.

2014-203  
BL 1035-2014  
USER RATES &  
FEES FOR 2015  
ADOPTED

Moved/Seconded/Carried

THAT District of Port Hardy Bylaw 1035-2014, A Bylaw for 2015 User Rates and Fees is adopted.

5. District of Port Hardy Bylaw No. 1036-2014, A Bylaw to Amend District of Port Hardy Sign Regulation Bylaw No. 08-2009. For Adoption.

2014-204  
BL1036-2014 SIGN  
REGULATIONS  
ADOPTED.

Moved/Seconded/Carried

THAT District of Port Hardy Bylaw 1036-2014, A Bylaw to Amend District of Port Hardy Sign Regulation Bylaw No. 08-2009 is adopted.

**L. PENDING BYLAWS**

No pending bylaws.

**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**

2014-205  
ADJOURNMENT  
OF REGULAR  
MEETING OF  
COUNCIL

Moved

THAT the meeting be adjourned.

Time: 7:40pm

CORRECT

APPROVED

---

DIRECTOR OF CORPORATE  
DEVELOPMENT SERVICES

---

DEPUTY MAYOR

ITEM	REGULAR COUNCIL MEETING OCTOBER 28, 2014 ACTION	WHO	STATUS /COMMENTS
<p>Fort Rupert Curling Club (Oct 14/14) re: Request for emergency funding to cover \$3,700 in refrigeration repairs.</p>	<p>THAT Council approve the request from Doug McCorquodale, President, Fort Rupert Curling Club for \$3,700 in emergency funding to cover costs for refrigeration repairs</p> <ul style="list-style-type: none"> <li>Advise Doug McCorquodale, President, Fort Rupert Curling that request for emergency funding to cover \$3,700 in refrigeration repairs is approved and issue cheque</li> </ul>	<p>AM</p>	<p>Done</p>
<p>Fort Rupert Curling Club (Oct 14/14) re: Assistance with operational costs associated with the curling club facility.</p>	<p>THAT Council refers the request from Doug McCorquodale, President, Fort Rupert Curling Club for assistance with operational costs associated with the curling club facility for consideration in budget discussions.</p> <ul style="list-style-type: none"> <li>Add to budget discussions and advise Doug McCorquodale, President, Fort Rupert Curling Club the request for assistance with operational costs associated with the curling club facility for consideration in budget discussions.</li> </ul>	<p>AM</p>	<p>Done</p>
<p>Natasha Rascenin, Assistant Deputy Minister, Transport Canada (Oct.14/14) re: Future of regional /local airports</p>	<p>Councillor Tidbury advised there is a report from Island Coastal Economic Trust regarding airports.</p> <ul style="list-style-type: none"> <li>Obtain ICET airport report and provide to Council</li> </ul>	<p>LD</p>	<p>Done- Report emailed to Council members on Wednesday October 29, 2014</p>
<p>Addendum: Rename Thunderbird Way, south of Granville Street, after Bev Parnham.</p>	<p>THAT Council directs staff to send a letter to the affected property owners on Thunderbird Way south of Granville street, to seek their input regarding the possible renaming of Thunderbird Way using Bev Parnham's namesake.</p> <ul style="list-style-type: none"> <li>Staff to send a letter to the affected property owners on Thunderbird Way, south of Granville street, to seek their input.</li> </ul>	<p>JL</p>	<p>Done</p>

ITEM	ACTION	WHO	STATUS /COMMENTS
<p>Draft minutes of the Community Consultative Committee meeting Oct 9/2014</p> <p>b) "THAT the Community Consultative Committee recommends to Council that Council Policy #CP9.1 be revised to increase the required liability insurance from three million dollars to five million dollars per occurrence."</p> <p>c) "THAT the Community Consultative Committee recommends to Council that Council name the trail which joins the Storeys Beach area and the Bear Cove Highway and is commonly referred to as the Commuter Trail, after Mayor Bev Parnham."</p>	<p>b) THAT Council tables the Community Consultative Committee recommendation to revising Policy #CP9.1 to increase the required liability insurance from three million dollars to five million dollars per occurrence to the next Council meeting.</p> <ul style="list-style-type: none"> <li>• Council gave direction to staff to research what the liability insurance amount requirements are for those conducting events on municipal property with respect to five BC municipalities of the same general population as Port Hardy (4,000).</li> </ul> <p>c) It was agreed by consensus to postpone discussion on the recommendation pending the outcome of contacting property owners on Thunderbird Way, south of Granville Street, regarding renaming that road after Bev Parnham</p>	<p>JL</p>	<p>Agenda item</p>
<p>J. Long, Director of Corporate &amp; Development Services (Oct.23/14) re: Council Meeting Agendas: In Camera and Question Period.</p>	<p>THAT Council deal with in camera matters as part of a special Council meeting that is conducted in advance of the regular Council meeting.</p> <ul style="list-style-type: none"> <li>• Prepare future agendas for special / in camera council meetings as directed</li> </ul>	<p>JL</p>	<p>Done</p>
<p><b>REGULAR COUNCIL MEETING OCTOBER 14, 2014</b></p>			
<p><b>ITEM</b></p>	<p><b>ACTION</b></p>	<p><b>WHO</b></p>	<p><b>STATUS /COMMENTS</b></p>
<p>Angela Smith, Executive Director, Port Hardy &amp; District Chamber of Commerce (Oct.8/14) re: Request for information for procedure and protocol for hanging a banner next to the highway in the vicinity of Trustee Road.</p>	<p>THAT the request by the Port Hardy &amp; District Chamber of Commerce to erect the "Hardy Holiday Weekend" banner on the District's Douglas Street property is approved.</p> <ul style="list-style-type: none"> <li>• Advise Chamber</li> </ul> <p>THAT staff draft a policy to deal with the requests for the hanging of banners on the District's property located on the east side of Douglas Street just north of Trustee Road, which has traditionally been used for banner hanging purposes.</p> <ul style="list-style-type: none"> <li>• Draft Policy as directed</li> </ul>	<p>JL</p>	<p>Done</p> <p>Agenda item</p>

<p><b>Downtown Revitalization Committee</b>  a) Minutes Sept. 11/14 Recommendation: "THAT there be free WiFi services established in the Downtown Revitalization Area, with the initial focus to be from the Seagate Wharf to Tsulquate Park."  b) Minutes October 7, 2014. Recommendation: "THAT Council considers negotiating a right of first refusal with the owners of 7395 Market St, 7385 Market St. and 7375 Market St. for the purpose of adding to the waterfront park area."</p>	<p>THAT Council approves the provision of WiFi service in the Downtown Revitalization Area  Add to broadband tender / RFP requirements    THAT Council directs staff to undertake the work necessary to try and obtain first rights of refusal with the owners of the properties addressed as 7375, 7385 and 7395 Market Street for the purpose of potentially purchasing these properties in future, and adding them to the District's waterfront park area.  • Contact property owners as requested</p>	<p>RD</p> <p>JL</p> <p>Done - Letters sent</p>
<p><b>ITEM</b></p>	<p><b>REGULAR COUNCIL MEETING</b>  July 8, 2014  <b>ACTION</b></p>	<p><b>STATUS /COMMENTS</b></p>
<p>Draft minutes - Op Scvs Comm meeting held June 19/14. Recommendations to Council:  a. "THAT the District denies the request for designated moorage at Fishermans Wharf for the 2014 season AND THAT the charter boat operators be invited to come to the Operational Services Committee in the fall to allow more time for discussion and to schedule any operational changes needed."</p>	<p>Recommendation approved as presented. Contact charter boat operators and advise.</p>	<p>TK</p> <p>D. Pratt contacting, waiting confirmation.</p>
<p><b>COMMITTEE REPORTS</b>  Draft Sustainability Committee minutes May 12/14 recommendations to Council: "THAT Council approves, subject to availability of funding, an expenditure of \$300-\$500 for prizes for a school poster contest for the purpose of educating and promoting the new recycling program."</p>	<p>Recommendation approved as presented.  C/ Huddlestan to proceed with poster contest</p>	<p>C/H</p>
<p>Airport WasteWater Treatment Plant</p>	<p><b>REGULAR COUNCIL MEETING</b>  December 10, 2013  Adopted in principal Opt 3 in Stanfec report: Divert AWWTP flows to Town Plant  -Advise MOE -Investigate funding partners</p>	<p>TK</p> <p>Developing Stakeholder Committee</p>



OCT 20 2014

Councillor John Tidbury  
 Councillor Rick Marcotte  
 District of Port Hardy  
 7360 Columbia St.  
 Box 68, Port Hardy, BC V0N 2P0

October 24, 2014

Dear Councillors Tidbury and Marcotte;

**Re: Geoscience BC Annual Mayors' Breakfast at UBCM, September 25, 2014**

Thank you for joining us for Geoscience BC's Annual Mayors' Breakfast on September 25<sup>th</sup>, 2014, during the Union of BC Municipalities (UBCM) Convention in Whistler. I greatly appreciate your continued support and interest in Geoscience BC, as well as your participation in the discussion about our projects and our role in delivering unbiased earth science. Your support and feedback are fundamental to our success— former Mayor Bev Parnham's support of Geoscience BC is respectfully remembered and acknowledged. It was very encouraging to hear that Geoscience BC information has recently generated exploration interest in your area.

Below are some of the Geoscience BC highlights of the past year that we discussed during breakfast:

- The provincial government granted \$3 million in interim funding in May 2014 - government has committed to work with us to establish long term predictable funding;
- New oil & gas project in the works to map shallow aquifers in NEBC using airborne geophysics;
- Ongoing oil & gas projects include the Induced Seismicity Monitoring Project and the Horn River Basin Water Project for surface water monitoring;
- New Regional Minerals Project in the works to support mineral exploration investment, jobs and promote economic diversification; and,
- Year two of Interior Plateau Minerals Project - TREK (short for Targeting Resources through Exploration and Knowledge) recently completed, with more work to come in 2015.

We hope to continue delivering independent, large-scale and relevant earth science projects to promote investment in our province. To this end, we respectfully request your consideration of sending a letter of support for Geoscience BC to Premier Clark to assist our 2014/2015 outreach efforts. As Port Hardy has strong mining potential and is strongly supportive of our province's continued economic development, a letter of support for Geoscience BC from you would greatly assist in our efforts in raising the organization's profile.



We will continue working with municipalities like yours, First Nations, governments and the resource sector to deliver programs that help to build sustainable communities. Please do not hesitate to call me if you have any questions at 604-662-4147.

Sincerely,

A handwritten signature in black ink, consisting of several fluid, overlapping loops and a long horizontal stroke at the bottom.

Robin Archdekin  
President & CEO  
Geoscience BC

*Cc: Geoscience BC Board of Directors*





OCT 17 2014

338940

Her Worship Acting Mayor Debbie Huddleston  
District of Port Hardy  
7360 Columbia Street  
P.O. Box 68  
Port Hardy, BC V0N 2P0

Dear Acting Mayor Huddleston:

Under the *Provincial Sales Tax Act*, an up to 2 per cent tax on accommodation is imposed in designated accommodation areas on behalf of designated recipients to raise revenue for local tourism marketing, programs and projects (Municipal and Regional District Tax Program).

The District of Port Hardy is a designated recipient under the Municipal and Regional District Tax Program. The tax will cease July 1, 2017, unless it is extended before then. If the District of Port Hardy wishes to extend the Municipal and Regional District Tax imposed in the District of Port Hardy on or after July 1, 2017, the district must submit a completed renewal application, in accordance with the program guidelines, **by January 2017**.

One of the requirements for a renewal application from a municipality is a bylaw requesting the Province impose the tax. As the *Hotel Room Tax Act* has been repealed, the bylaw submitted with the district's previous application is not sufficient to request that the Province extend the tax in the District of Port Hardy on or after July 1, 2017, and a new bylaw will be required.

Attached for your convenience is a template for a standard bylaw. Should there be any amendments to the *Provincial Sales Tax Act* between now and January 2017, the references to the Act in the standard bylaw may no longer be accurate and would need to be updated. You will need to confer with legal counsel for the district.

If you have any questions about the Municipal and Regional District Tax or the renewal process, please contact [communitypartnerships@destinationbc.ca](mailto:communitypartnerships@destinationbc.ca).

Sincerely,

for  
Paul Flanagan  
Executive Director, Tax Policy Branch

Enclosure: Bylaw template

cc: Allison McCarrick, Director, Financial Services

Ministry of Finance

Policy and Legislation  
Division

Tax Policy Branch

Mailing Address:  
PO Box 9547 Stn Prov Govt  
Victoria BC V8W 9C5  
[www.gov.bc.ca/fin](http://www.gov.bc.ca/fin)

Location Address:  
Room 105  
617 Government Street  
Victoria BC

**<City legal name>**

**BYLAW NO. <X>**

**<Bylaw Title>**

A Bylaw to request the imposition of a tax on accommodation under the Provisions of the Provincial Sales Tax Act.

---

WHEREAS the Council of the <city legal name> wishes to raise revenue for the purposes of financing tourism marketing, programs and projects;

AND WHEREAS a municipality may request that the Lieutenant Governor in Council make a regulation, under section 240 of the Provincial Sales Tax Act, imposing, on behalf of the municipality, an additional tax not exceeding two (2) percent of purchase price of accommodation sold within the municipality;

NOW THEREFORE, the Council of <city legal name>, in open meeting assembled, enacts as follows:

1. The Lieutenant Governor in Council is hereby requested to make a regulation under section 240 of the Provincial Sales Tax Act declaring that effective <effective date>, section 123(1) of the said Act applies in respect of accommodation purchased within the <city legal name>.
2. The tax to be imposed under the provisions of the regulation is requested to be <rate not exceeding two (2)> percent of the purchase price of accommodation.
3. The funds paid to the <city legal name> under the provisions of the regulation shall be applied to tourism marketing, programs and projects.
4. This bylaw may be cited for all purposes as <standard name of bylaw for municipality>
5. <any previous bylaws and all amendments thereto> are hereby repealed.
6. This bylaw shall come into full force and effect and is binding on all persons as and from the date of adoption.

Read a first, second and third time by the Municipal Council this <date>

Adopted by the Municipal Council of the <city legal name> this <date>

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk



Ref: 156457

Her Worship Mayor Debbie Huddlestan  
and Members of Council  
District of Port Hardy  
7360 Columbia Street  
PO Box 68  
Port Hardy, BC V0N 2P0

OCT 28 2014

Dear Mayor Huddlestan and Councillors:

I appreciated meeting with your delegation at the 2014 UBCM Convention in Whistler, BC. It was a good opportunity for me to hear about your activities and accomplishments, as well as the challenges you face as leaders in your community.

Recreation centres like the one in the District of Port Hardy often benefit a greater area than the District itself. In order to maintain the facility, local governments can create a service arrangement that includes benefitting areas. The legislation provides flexibility to design a service arrangement that provides for the interests of the various stakeholders. Design features can include the fair sharing of costs between partners and mechanisms for partners to assume decision-making roles. If you wish to discuss the designing of service arrangements, please contact Ms. Michelle Dann, Director, Advisory Services, by telephone at: 250 387-4020, or by email at: [Michelle.Dann@gov.bc.ca](mailto:Michelle.Dann@gov.bc.ca).

Creating and maintaining the local investment climate are important in fostering economic growth and keeping our communities strong. I look forward to working with you in ensuring we are well positioned to take full advantage of these opportunities.

For your information, I have enclosed a summary of investments my Ministry has made in your community since 2001. We are proud of the partnership we have with you, and the support we have been able to provide the District of Port Hardy in meeting local priorities and making our communities strong, healthy and prosperous.

.../2

# PORT HARDY

## Summary of Provincial Funding Support Ministry of Community, Sport & Cultural Development 2001 – Current

### Infrastructure Support – Building the Foundation for a Stronger Future

Year	Project	Provincial Funding
2004	Sanitary Infrastructure Upgrades	1,078,066
2005	Storey's Beach Wastewater Collection System	600,000
2007	Quatse Salmon Stewardship Centre	80,000
2008	Wastewater Lift Station Upgrades	409,666
2008	Seine Float and Area Upgrade	400,000
multiple	Various Infrastructure Studies Since 2002	59,000
2009	E-Friendly & Accessibility Retrofit Port Hardy Curling Club Project	155,200
2009	Port Hardy Horticultural Enhancement Initiative Project	20,277
2009	Asphalt/Pavement Surface Upgrading	775,283
2011	Port Hardy Stormwater System	400,000
2012	Port Hardy Connectivity and Trail Enhancement	365,970
	<b>TOTAL</b>	<b>\$4,343,462</b>

### Small Community Grants – Support for Smaller Communities

	2004	2005	2006	2007	2008
Port Hardy	396,002	396,002	433,127	476,193	512,396
<b>Grand Total</b>					<b>\$2,213,720</b>

### Strategic Community Investment Fund\*

March 2009	September 2009	July 2010	March 2011	June 2011	March 2012	June 2012	March 2013	June 2013	June 2014
697,997	250,282	150,568	290,166	417,528	290,613	436,888	96,871	243,146	337,900
<b>Total</b>									<b>\$3,211,959</b>

MRIF – Canada/BC Municipal Rural Infrastructure Fund  
 CBCIP – Canada/BC Infrastructure Program  
 IPG – Infrastructure Planning Grant  
 BCF – Building Canada Fund  
 Trees – Trees for Tomorrow  
 T4T – Towns for Tomorrow  
 BCCWIP – BC Community Water Improvement Program  
 CRP – Community Recreation Program

\* Strategic Community Investment Funds – are the combination of Small Community and Regional District Grants, as well as Traffic Fine Revenues available to applicable communities in an accelerated payment scheme

**Support for Resource Community Challenges – Community Development Trust Job Opportunities Program**

Year	Project	Provincial Funding
2007	Multi-Media Equipment for Port Hardy Civic Centre	135,296
	<b>TOTAL</b>	<b>\$135,296</b>

**Olympic/Paralympic Live Sites – Community Opportunities & the Olympics**

Year	Project	Provincial Funding
2007	Recreation Site and Trail Maintenance Project	67,467
	Trail Maintenance Project	190,858
	Silviculture	33,236
	<b>TOTAL</b>	<b>\$291,561</b>

**Climate Action Revenue Incentive Program – Support for Community Action on Climate Change**

Year	Program	Provincial Funding
2009	Reimburse 100 percent of Carbon Taxes Paid	862
2010		2,811
2011		3,614
2012		4,429
2013		4,763
2014		5,442
	<b>TOTAL</b>	<b>\$21,921</b>

MRIF – Canada/BC Municipal Rural Infrastructure Fund  
 CBCIP – Canada/BC Infrastructure Program  
 IPG – Infrastructure Planning Grant  
 BCF – Building Canada Fund  
 Trees – Trees for Tomorrow  
 T4T – Towns for Tomorrow  
 BCCWIP – BC Community Water Improvement Program  
 CRP – Community Recreation Program

## SUMMARY OF FUNDING SUPPORT

<b>Building Infrastructure for a Stronger Future</b>	<b>\$4,343,462</b>
<b>Small Community Grants</b>	<b>\$2,213,720</b>
<b>Strategic Community Investment Fund</b>	<b>\$3,211,959</b>
<b>Community Development Trust Funding</b>	<b>\$291,561</b>
<b>Community Opportunities and the Olympics</b>	<b>\$135,296</b>
<b>Support for Community Action on Climate Change</b>	<b>\$21,921</b>
<b>TOTAL</b>	<b>\$10,217,919</b>

NOTE: Investments highlighted in red are made from programs previously under the responsibility of this Ministry.

---

MRIF – Canada/BC Municipal Rural Infrastructure Fund  
 CBCIP – Canada/BC Infrastructure Program  
 IPG – Infrastructure Planning Grant  
 BCF – Building Canada Fund

Trees – Trees for Tomorrow  
 T4T – Towns for Tomorrow  
 BCCWIP – BC Community Water Improvement Program  
 CRP – Community Recreation Program



96447

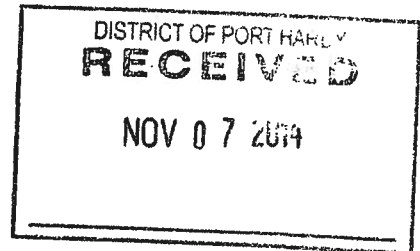
# MEMORANDUM

**TO:** AVICC Corporate Officers

**FROM:** Iris Hesketh-Boles

**DATE:** November 3, 2014

**RE:** **AVICC Resolutions Notice/Request for Submission;  
Call for Nominations for AVICC Executive;  
2014 AGM & Convention Minutes; and  
Call for Presentations Reminder**



The following message and attachment were emailed through your local government contacts with a request to forward on to your Mayor and Council or Chair and Board, your CAO and yourselves. So as to ensure that there is no inadvertent lack of communication, I am sending a copy to you this copy via regular mail. Please note that I have not included a paper copy of the Minutes of the April 11-13, 2014 Convention, but would be happy to mail a copy or copies out if requested.

### **Resolutions Notice/Request for Submission and Call for Nominations**

Attached is the Resolutions Notice/Request for Submissions and the Call for Nominations for the AVICC Executive. Covering the two documents is a memo from President Cross on behalf of Executive seeking members' continued assistance in strengthening the resolutions process.

Please note that this year's resolution and nomination deadline is **Monday, February 23, 2015.**

### **2014 AVICC AGM & Convention Minutes**

The Minutes of the 65<sup>th</sup> Annual Convention held April 11-13, 2014 in Qualicum Beach and Parksville have been attached and are posted on the website at <http://avicc.ca/category/resources/agmconvention-minutes/>

The minutes are considered draft until approved by the membership at next year's Convention. Also posted on the website are copies of handouts of PowerPoint presentations for various sessions held within the Convention program.

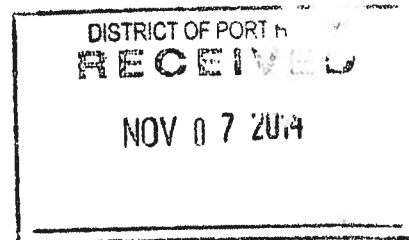
### **Call for Presentations – 2015 AVICC AGM & Convention**

A reminder that members are encouraged to submit proposals for sessions they would like to see included in the 2015 AGM & Convention especially if they relate to resolutions they expect to forward on new policy topics.

Proposals may be submitted online at [avicc.ca/AVICC Convention 2015](http://avicc.ca/AVICC_Convention_2015) and are due by **December 12, 2014.**



MEMORANDUM



TO: Mayors and Councils, Chairs and Boards
Chief Administrative Officers, Corporate Officers
FROM: President Larry Cross
DATE: November 3, 2014
RE: RESOLUTIONS NOTICE/REQUEST FOR SUBMISSIONS
CALL FOR NOMINATIONS FOR AVICC EXECUTIVE

Attached is the Resolutions Notice/Request for Submissions and the Call for Nominations for the AVICC Executive. Please note that this year's resolution and nomination deadline is Monday, February 23, 2015.

Both AVICC and UBCM members strongly believe in the value of resolutions debate and continually seeks ways to improve the process. AVICC strives to mirror and complement UBCM's processes in order to develop efficiency and ease of understanding for delegates. Twice each year, following both the AVICC AGM & Convention and the UBCM Convention, AVICC Executive reviews the resolutions process to see if there are any opportunities for improvement.

Review of the 2014 Resolutions Process

Debating of Resolutions by the Area Association in Advance of Submission to UBCM

We have asked for members' assistance in bringing forward resolutions for consideration at the Area Association as opposed to submitting them directly to UBCM and have appreciated that you have responded. 66% of 2014 of resolutions were considered by the Area Association prior to submission to UBCM (as compared to only 39% in 2012). Thank you for improving our record.

Number of Resolutions

In 2014, AVICC received 23 resolutions prior to the February 24 deadline and six late resolutions. The total number of resolutions submitted to UBCM in 2014 remained consistent with the prior year with 159 resolutions being received by the June 30 deadline. I am pleased to note that AVICC contributed just 23% of the total with only 9 resolutions supporting existing policy and 6 resolutions proposing new policy for issues not within the jurisdiction of local government. This is a significant improvement and AVICC members are to be recognized for this achievement.

We continue to hear from delegates during the AVICC Resolutions Sessions that some of the resolutions being considered are too general, focus on topics that are not under local government purview, and that bringing forward too many resolutions detracted from debate on the most important issues and might not be to the benefit of local government because other levels of government could get side tracked on issues that are of lesser importance. Let's continue to ensure



that resolutions that are being brought forward are specific and focus on new issues of provincial or AVICC-wide interest.

#### Late Resolutions

Last year, AVICC received six resolutions after the regular resolutions deadline of February 24 with only three recommended that they be admitted for debate as a result of meeting the late resolutions criteria.

#### **Continued Request of Our Members:**

All three issues noted above will continue to be improved by adhering to the following two recommendations:

- ✓ Forward your resolutions for debate first to our AVICC AGM & Convention by the regular resolutions deadline of **Monday, February 23, 2015**.
- ✓ Focus resolutions on new issues of provincial or AVICC-wide interest avoiding repeat resolutions by checking the UBCM Resolutions database available through the website at [www.ubcm.ca](http://www.ubcm.ca). Click on the Resolutions and Policy tab at the top of the page. It will be possible to enter a search to locate any Resolutions on the same topic that have been considered in the past and what the response has been. Note that the UBCM Resolutions database will be brought up to date to include the 2014 resolutions by **December 1, 2014** though of course they will not yet include a response.

Included with the Resolutions Notice are guidelines for preparing and submitting resolutions. We appreciate all efforts to expedite and facilitate the debate among members.



## 2015 AGM & CONVENTION

### RESOLUTIONS NOTICE REQUEST FOR SUBMISSIONS

#### **DEADLINE FOR RESOLUTIONS**

All resolutions must be received in the AVICC office by: **FEBRUARY 23, 2015**

#### **SUBMISSION REQUIREMENTS**

Resolutions submitted to the AVICC for consideration shall be received as follows:

1. One copy of the resolution by regular mail to:  
AVICC  
525 Government Street  
Victoria, BC  
V8V 0A8

AND

2. One copy submitted electronically either through the online submission form or by email (submitting the resolution in MS Word is preferred):
  - a) Online [http://ubcm.formstack.com/forms/avicc\\_2015\\_resolutions\\_submission\\_form](http://ubcm.formstack.com/forms/avicc_2015_resolutions_submission_form)
  - b) Email to [avicc@ubcm.ca](mailto:avicc@ubcm.ca) (Word version of the resolution itself preferred)
- The resolution should not contain more than two "whereas" clauses; and
- Background documentation must accompany each resolution submitted.

Sponsors should be prepared to introduce their resolutions on the Convention floor.

#### **LATE RESOLUTIONS**

- a. Resolutions submitted following the expiry of the regular deadline shall be considered "Late Resolutions" and shall comply with all other submission requirements, except that a copy of the resolution must be forwarded to the AVICC by the Wednesday noon preceding the date of the Annual General Meeting. This year's late resolution deadline is **April 8, 2014**.
- b. Late resolutions shall be available for discussion after all resolutions printed in the Resolutions Book have been debated.
- c. Late resolutions are deemed to be appropriate for discussion only if the topic is such that it has arisen since or was not known prior to the regular deadline date for submission of resolutions.
- d. In the event that a late resolution is recommended to be admitted for discussion AVICC shall produce sufficient copies for distribution to the Convention.

---

**AVICC AGM & Convention – April 10-12, 2015 – Courtenay**

## **UBCM ASKS FOR RESOLUTIONS TO BE CONSIDERED BY THE AREA ASSOCIATIONS FIRST**

UBCM urges members to submit resolutions first to Area Associations for consideration. Resolutions endorsed at Area Association annual meetings are submitted automatically to UBCM for consideration and do not need to be re-submitted to UBCM by the sponsor.

A resolution should be submitted directly to UBCM only if the resolution addresses an issue that arises after the Area Association annual meeting. In this case, local governments may submit council- or board-endorsed resolutions to UBCM prior to June 30 each year. Should this be necessary, detailed instructions are available under the Resolutions tab on <http://www.ubcm.ca>.

## **UBCM RESOLUTIONS PROCESS**

1. Members submit their resolutions to their Area Association for debate.
2. The Area Association submits the endorsed resolutions of provincial interest to UBCM.
3. The UBCM Resolution Committee reviews the resolutions for submission to the UBCM Convention.
4. Endorsed resolutions at the UBCM Convention are submitted to the appropriate level of government for responses.
5. Once the provincial responses have been conveyed to the UBCM they are forwarded to the sponsor for their review.

## **GUIDELINES FOR PREPARING RESOLUTIONS**

### **The Construction of a Resolution:**

All resolutions contain a preamble and enactment clause. The preamble describes *the issue and* the enactment clause outlines *the action being* requested. A resolution should answer the following three questions:

- What is the problem?
- What is causing the problem?
- What is the best way to solve the problem?

### **Preamble:**

The preamble commences with a recital, or "WHEREAS", clause. This is a concise paragraph about the nature of the problem or the reason for the request. It should clearly and briefly outline the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. If explaining the problem requires more than two preliminary clauses, then provide supporting documents to describe the problem more fully. Do not add extra clauses.

### **Enactment Clause:**

The enactment clause begins with the words "THEREFORE BE IT RESOLVED". It must convey the resolution's intent, and should propose a specific action by AVICC and UBCM.

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

### **How to Draft a Resolution:**

#### **1. *Address one specific subject in the text of the resolution.***

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if the issues it addresses are too complex for them to understand quickly.

**2. Use simple, action-oriented language and avoid ambiguous terms.**

Explain the background briefly and state the desired action clearly. Delegates can then consider the resolution without having to parse complicated text or vague concepts.

**3. Provide factual background information.**

Even a carefully constructed resolution may not clearly indicate the problem or the action being requested. Where possible, provide factual background information to ensure that the "intent" of the resolution is understood.

Two types of background information help to clarify the "intent" of a resolution:

i Supplementary Memo:

A brief, one-page memo from the author, that outlines the background that led to the presentation and adoption of the resolution by the local government.

ii Council/Board Report:

A report on the subject matter, presented to council or board in conjunction with the resolution. If it is not possible to send the entire report, then extract the essential background information and submit it with the resolution.

Resolutions submitted without adequate background information will not be considered until the sponsor has been consulted and has provided documentation outlining the intent of the resolution.

**4. Construct a brief, descriptive title.**

A title assists to identify the intent of the resolution and eliminates the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution.

For ease of printing in the Annual Report and Resolutions Book and for clarity of intent, a title should be no more than three or four words.

**5. Check legislative references for accuracy.**

Where necessary, identify:

- The correct jurisdictional responsibility (e.g., ministry or department within the provincial or federal government); and
- The correct legislation, including the name of the Act.

**6. Focus on issues that are province-wide.**

The issue identified in the resolution should be relevant to other local governments across the province. This will support proper debate on the issue and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC municipalities and regional districts.

**7. Avoid repeat resolutions.**

In the past, Resolutions have often come back year after year on the same topic. Members and staff are encouraged to search the UBCM Resolutions database available through the website at [www.ubcm.ca](http://www.ubcm.ca). Click on the Resolutions and Policy tab at the top of the page. It will be possible to locate any Resolutions on the same topic that have been considered in the past and what the response has been.

**8. Ensure that your own local government's process for handling/approving of resolutions to AVICC/UBCM is followed.**

**UBCM GOLD STAR AND HONOURABLE MENTION RESOLUTIONS**

The UBCM Gold Star and Honourable Mention resolution recognition initiative was launched at the 2003 UBCM Convention, and is intended to encourage excellence in resolutions drafting and to assist UBCM members in refining their resolutions in preparation for submission to the annual UBCM Convention.

To be awarded the UBCM Gold Star or Honourable Mention recognition, a resolution must meet the standards of excellence established in the following Gold Star Resolutions Criteria, which are based on the resolution:

1. Resolution must be properly titled.
2. Resolution must employ clear, simple language.
3. Resolution must clearly identify problem, reason and solution.
4. Resolution must have two or fewer recital (WHEREAS) clauses.
5. Resolution must have a short, clear, stand-alone enactment (THEREFORE) clause.
6. Resolution must focus on a single subject, must be of local government concern province-wide and must address an issue that constitutes new policy for UBCM.
7. Resolution must include appropriate references to policy, legislation and regulation.
8. Resolution must be submitted to relevant Area Association prior to UBCM.

If you have any questions, please contact Reiko Tagami by email at rtagami@ubcm.ca or by calling 604-270-8226 (extension 115).

**MODEL RESOLUTION**

**SHORT TITLE:** \_\_\_\_\_

**Sponsor's Name** \_\_\_\_\_

**WHEREAS** \_\_\_\_\_  
\_\_\_\_\_

**AND WHEREAS** \_\_\_\_\_  
\_\_\_\_\_

**THEREFORE BE IT RESOLVED** that \_\_\_\_\_  
\_\_\_\_\_

(Note: A second resolve clause if it is absolutely required should start as follows:)

**AND BE IT FURTHER RESOLVED** that \_\_\_\_\_  
\_\_\_\_\_

**AVICC**  
**525 Government Street**  
**Victoria, BC V8V 0A8**  
**Telephone: 250-356-5122 Fax: 250-356-5119**  
**Email: avicc@ubcm.ca**

NOV 07 2014



## 2015 AGM & CONVENTION

### CALL FOR NOMINATIONS FOR AVICC EXECUTIVE

AVICC is the collective voice for local government on Vancouver Island, the Sunshine Coast, Powell River and the Central Coast. The membership elects directors during the Convention to ensure the directions set by the general membership are carried forward. The Executive also provides the direction for the Association between Conventions.

This circular is notice of the AVICC Executive positions open for nomination, the process and the procedures for nomination.

#### 1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Director at Large (3 positions)
- Electoral Area Representative

#### 2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

The candidate must be an elected official of an AVICC member and must be nominated by two elected officials of an AVICC local government member.

Background information that defines the key responsibilities and commitments of an AVICC Executive member is available on request from the AVICC Office and is published on the website at [www.avicc.ca](http://www.avicc.ca).

A nomination and consent form should be used for all nominations (also available by calling the AVICC Office or on the website at [www.avicc.ca](http://www.avicc.ca)).

The Chair of the 2014 Nominating Committee will be Past President Joe Stanhope, Chair of the Nanaimo Regional District.

#### 3. NEXT STEPS

It is part of the duties of the Nominating Committee to review the credentials of each candidate. A Report on Nominations including, at the candidate's option, a photo and 300-word biography will be prepared under the direction of the Nominating Committee and distributed in the AVICC Convention Newsletter.

**To Be Included In *The Report on Nominations*,  
Nominations Must Be Received By  
FEBRUARY 23, 2015**

#### **4. FINAL COMMENTS**

The nomination process outlined above does not change the process whereby candidates can be nominated off the floor at the Convention. It does allow those that are interested in seeking office to be nominated in advance of the Convention with the "sanction" of a Nominating Committee and to have their biographical information published in the AVICC Convention Newsletter.

#### **5. FURTHER INFORMATION**

Copies of the "consent form" or duties of Executive members are available from the AVICC office or on the website at [www.avicc.ca](http://www.avicc.ca).

All other inquiries should be directed to:

**Past President Joe Stanhope, Chair  
2015 Nominating Committee  
c/o AVICC  
525 Government Street  
Victoria, BC V8V 0A8**

Phone: (250) 356-5122

Fax: (250) 356-5119

Email: [avicc@ubcm.ca](mailto:avicc@ubcm.ca)

# NOMINATIONS FOR THE 2015-16 AVICC EXECUTIVE

We are qualified under the AVICC Constitution to nominate<sup>1</sup> a candidate and we nominate:

Name: \_\_\_\_\_

Local Gov't Position (Mayor/Councillor/Director): \_\_\_\_\_

Municipality or Regional District Represented: \_\_\_\_\_

AVICC Executive Office Nominated For: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Position: \_\_\_\_\_ Position: \_\_\_\_\_

Muni/RD: \_\_\_\_\_ Muni/RD: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

---

## CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated to pursuant to the AVICC Constitution<sup>2</sup>. I also agree to provide the following information to the Chair, AVICC Nominating Committee (c/o AVICC Office) by **Monday, February 23, 2015**.

- 2"x3" Photo in digital format should be sent to [avicc@ubcm.ca](mailto:avicc@ubcm.ca).
- Biographical information. The maximum length of such information shall be 300 words. If the information provided is in excess, the Nominating Committee Chair shall edit as required. A copy in Word format should be sent to [avicc@ubcm.ca](mailto:avicc@ubcm.ca).

Printed Name: \_\_\_\_\_

Position: \_\_\_\_\_

Muni/RD: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

---

<sup>1</sup> Nominations require two elected officials of members of the Association.

<sup>2</sup> All nominees of the Executive shall be elected representatives of a member of the Association. Nominees for electoral area representative must hold the appropriate office.

**Return To: Past President Joe Stanhope, Chair, Nominating Committee, AVICC  
525 Government Street, Victoria, BC V8V 0A8 or Fax: 250-356-5119**

---

**AVICC AGM & Convention – April 10-12, 2015 – Courtenay, BC**





**DISTRICT OF PORT HARDY**  
**Budget Meeting**  
**5:00 pm October 27, 2014**

---

**CALL TO ORDER:** Deputy Mayor Deb Huddlestah

**Time:** 5:00 pm

**PRESENT:** Deputy Mayor Deb Huddlestah,  
Councillors Rick Marcotte, Janet Dorward, Jessie Hemphill, John Tidbury

Rick Davidge, CAO, Trevor Kushner, Director of Engineering and Operational Services, Jeff Long, Director of Corporate and Development Services, Allison McCarrick, Director of Finance

Members of the public - three (3)

**REGRETS:** Councillor Nikki Shaw

---

1. Allison McCarrick, Director of Finance presented the first draft of the District's operational budget for 2015. All department expense budgets were kept at a two percent or less increase with the exception of the following:

Fire Department - 14.38%

Recreation - 4.79%

Pool - 3.73%

Building, bylaw, and animal control services - 7.23%

2. Fire Chief, Schell Nickerson presented justification documentation for the fire department budget increases, and explained the budget line items that were above a two percent increase.

Council thanked Mr. Nickerson for his attendance and requested that he identify possible areas that could be decreased in efforts to reduce the fire department budget.

3. Council reviewed the other departments that were above the two percent increase and requested staff to identify areas of reduction.

4. Council agreed that rising costs of items such as fuel, hydro, telephone, freight, and negotiated wages were uncontrollable and an increase would be unavoidable.

5. Next meeting: Wednesday, November 12, 4:00 p.m.

Moved  
That we adjourn:

**Time:** 6:10pm

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
004666	02/10/2014	00044	ACKLANDS - GRAINGER INC.	2,806.24	
004667	02/10/2014	02904	ACS - Armbrust Computer	1,027.50	
004668	02/10/2014	02514	Alsco	872.74	
004669	02/10/2014	00829	ANA'S HARDY CLEAN	2,217.89	
004670	02/10/2014	02989	Bleaney, Cassie	22.40	
004671	02/10/2014	02812	Chartered Prof. Accounta	114.71	
004672	02/10/2014	00281	CHEVRON CANADA LTD.	2,594.34	
004673	02/10/2014	01433	COMOX PACIFIC EXPRESS LT	143.16	
004674	02/10/2014	00054	DAVE LONDON MOTORS LTD.	782.08	
004675	02/10/2014	00218	DB PERKS AND ASSOCIATES	123.77	
004676	02/10/2014	02181	DELLO, KERRY	67.42	
004677	02/10/2014	01860	GREYHOUND COURIER EXPRES	32.65	
004678	02/10/2014	02539	Hemphill, Norma	428.74	
004679	02/10/2014	02746	Huddleston, Deborah	37.89	
004680	02/10/2014	01875	ISLAND ADVANTAGE DISTRIB	225.01	
004681	02/10/2014	02999	Johnson, Michael	760.00	
004682	02/10/2014	00065	K & K ELECTRIC LTD.	8,953.62	
004683	02/10/2014	00069	MACANDALE'S	337.04	
004684	02/10/2014	00014	MINISTER OF FINANCE	2,653.00	
004685	02/10/2014	00304	MONK OFFICE	146.02	
004686	02/10/2014	00033	NAPA AUTO PARTS/PORT HAR	82.66	
004687	02/10/2014	01559	NORTH ISLAND LABORATORIE	589.58	
004688	02/10/2014	00148	NORTH ISLAND LOCKS	32.93	
004689	02/10/2014	02749	Orach Enterprises Ltd.	1,918.37	
004690	02/10/2014	00217	ORKIN CANADA CORPORATION	1,312.50	
004691	02/10/2014	00013	PACIFIC BLUE CROSS	7,896.33	
004692	02/10/2014	00080	PUROLATOR INC.	355.68	
004693	02/10/2014	01886	Q.N.P.C. Ltd.	4,071.37	
004694	02/10/2014	00240	QUATSE READY MIX	638.12	
004695	02/10/2014	02935	Roper Greyell LLP	1,962.24	
004696	02/10/2014	02990	Seybold, Hal	300.00	
004697	02/10/2014	02522	Strathcon Industries	173.82	
004698	02/10/2014	00160	TELUS	5,049.63	
004699	02/10/2014	02306	Terry E. Duncan	3,258.09	
004700	09/10/2014	02904	ACS - Armbrust Computer	65.00	
004701	09/10/2014	01058	APLIN & MARTIN CONSULTAN	1,921.50	
004702	09/10/2014	01836	ARIES SECURITY LTD.	3,417.75	
004703	09/10/2014	02551	Associated Fire Safety E	6,907.48	
004704	09/10/2014	00047	B.C. HYDRO	34,901.83	
004705	09/10/2014	02054	BARR PLASTICS INC.	930.37	
004706	09/10/2014	03005	Barton, Sharon	19.59	
004707	09/10/2014	03009	BI PureWater	256.71	
004708	09/10/2014	01145	BLACK CAT REPAIRS	1,971.09	
004709	09/10/2014	02989	Bleaney, Cassie	19.59	
004710	09/10/2014	03000	Canamix Processing Syste	1,366.42	
004711	09/10/2014	03012	Case, Tieman	1,000.00	
004712	09/10/2014	00281	CHEVRON CANADA LTD.	5,416.50	
004713	09/10/2014	03007	Cloutier, Suzanne	18.57	
004714	09/10/2014	01965	CMJ EQUIPMENT LTD.	2,073.75	
004715	09/10/2014	03004	Coast Forest Industries	18.57	
004716	09/10/2014	02995	Coastal Community Insura	126.00	
004717	09/10/2014	03008	Coon, Darryl	18.57	
004718	09/10/2014	03006	Coon, Ravena	19.59	
004719	09/10/2014	02188	D.T. BLASTING LTD.	2,625.00	
004720	09/10/2014	02994	Darnell-Gagnon, David	38.16	
004721	09/10/2014	02140	DOUG LLOYD CONTRACTING	182.70	
004722	09/10/2014	00099	FOX'S DISPOSAL SERVICES	39,028.52	
004723	09/10/2014	02991	Friman, Tanya	41.97	
004724	09/10/2014	00235	HARDY BAY MACHINE WORKS	523.28	
004725	09/10/2014	00052	HARDY BUILDERS' SUPPLY	546.97	
004726	09/10/2014	00063	HOME HARDWARE BUILDING C	302.28	
004727	09/10/2014	01875	ISLAND ADVANTAGE DISTRIB	122.21	
004728	09/10/2014	00273	JM'S MOBILE WELDING INC	264.63	
004729	09/10/2014	00065	K & K ELECTRIC LTD.	120.17	
004730	09/10/2014	03011	Krekovic, Maria	500.00	
004731	09/10/2014	02600	Kushner, Trevor	849.88	
004732	09/10/2014	03002	Kyllo, Barbara	41.97	
004733	09/10/2014	00428	LAND TITLE AND SURVEY AU	11.63	
004734	09/10/2014	02459	LGN Trucking & Courier	13.63	
004735	09/10/2014	03003	Maceachern, Sheila	19.59	
004736	09/10/2014	00328	MERCER, SEAN	35.00	

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
004737	09/10/2014	02002	Neopost	624.41	
004738	09/10/2014	01014	NICKERSON, SCHELL	35.00	
004739	09/10/2014	01559	NORTH ISLAND LABORATORIE	131.25	
004740	09/10/2014	00027	NORTH ISLAND VETERINARY	223.58	
004741	09/10/2014	02071	PACIFICUS BIOLOGICAL SER	11,736.73	
004742	09/10/2014	00203	Port Hardy & Dist. Chamb	52.50	
004743	09/10/2014	00264	PORT HARDY HERITAGE SOCI	96.10	
004744	09/10/2014	00769	Praxair Distribution	840.00	
004745	09/10/2014	02766	PROFIRE EMERGENCY EQUIPM	1,919.62	
004746	09/10/2014	01886	Q.N.P.C. Ltd.	4,363.27	
004747	09/10/2014	00107	RECEIVER GENERAL FOR CAN	23,208.73	
004748	09/10/2014	01523	RECEIVER GENERAL FOR CAN	780.14	
004749	09/10/2014	00279	REDDEN NET CO. (PORT HAR	60.48	
004750	09/10/2014	00187	REGIONAL DISTRICT OF MT	10,057.62	
004751	09/10/2014	02993	Shambrook, Shana	41.97	
004752	09/10/2014	03001	Speck, Patricia	18.57	
004753	09/10/2014	02203	STANTEC CONSULTING LTD.	10,437.23	
004754	09/10/2014	02321	TWFOURONE Consulting Lt	577.42	
004755	09/10/2014	02992	Walker, Chris	41.97	
004756	09/10/2014	01244	WALKUS, HEATHER	18.57	
004757	09/10/2014	02837	Waterhouse Environmental	5,998.72	
004758	09/10/2014	01429	WINDSOR PLYWOOD	1,047.52	
004759	09/10/2014	00164	Xerox Canada Ltd.	674.23	
004760	14/10/2014	00428	LAND TITLE AND SURVEY AU	11.63	
004761	14/10/2014	03013	Milligan, Bill	5,592.60	
004762	16/10/2014	00044	ACKLANDS - GRAINGER INC.	20.38	
004763	16/10/2014	00437	ACME SUPPLIES LTD.	79.99	
004764	16/10/2014	00073	BLACK PRESS GROUP LTD.	2,969.61	
004765	16/10/2014	02468	Canwest Propane	713.45	
004766	16/10/2014	00281	CHEVRON CANADA LTD.	1,677.09	
004767	16/10/2014	02948	CR Signs	378.76	
004768	16/10/2014	00054	DAVE LANDON MOTORS LTD.	441.76	
004769	16/10/2014	01860	GREYHOUND COURIER EXPRES	46.51	
004770	16/10/2014	02894	Hamilton, Jamie	30.32	
004771	16/10/2014	02796	Jones, Daniel	493.70	
004772	16/10/2014	00253	Keta Cable	133.20	
004773	16/10/2014	01777	MCCARRICK,ALLISON	769.03	
004774	16/10/2014	03014	Moseley, Gordon	88.98	
004775	16/10/2014	00033	NAPA AUTO PARTS/PORT HAR	173.32	
004776	16/10/2014	01645	NORTH ISLAND COMMUNICATI	241.50	
004777	16/10/2014	00122	Northcall Communications	113.91	
004778	16/10/2014	00487	O.K. Paving Company	21,787.50	
004779	16/10/2014	02749	Orach Enterprises Ltd.	6,667.41	
004780	16/10/2014	00217	ORKIN CANADA CORPORATION	1,017.45	
004781	16/10/2014	00269	PETTY CASH (OFFICE)	119.25	
004782	16/10/2014	00267	PETTY CASH (POOL)	54.55	
004783	16/10/2014	00008	PETTY CASH (PUBLIC WORKS	291.00	
004784	16/10/2014	00187	REGIONAL DISTRICT OF MT	3,755.17	
004785	16/10/2014	02306	Terry E. Duncan	2,865.59	
004786	16/10/2014	02717	Tourism Association of V	74.97	
004787	16/10/2014	01884	Tru Hardware	47.06	
004788	16/10/2014	01026	VIMAR EQUIPMENT LTD.	1,610.63	
004789	23/10/2014	00004	A-1 RADIATORS LTD.	1,624.00	
004790	23/10/2014	00735	A.C.E. COURIER SERVICES	21.71	
004791	23/10/2014	00044	ACKLANDS - GRAINGER INC.	2,039.64	
004792	23/10/2014	02551	Associated Fire Safety E	423.86	
004793	23/10/2014	01919	BRANDT TRACTOR LTD.	759.78	
004794	23/10/2014	02468	Canwest Propane	58.96	
004795	23/10/2014	02882	Catalys Lubricants Inc.	201.40	
004796	23/10/2014	01283	CIBC	631.75	
004797	23/10/2014	02730	CUPE Local 401	870.51	
004798	23/10/2014	00275	Davidge, Rick	533.70	
004799	23/10/2014	02181	DELLO, KERRY	112.00	
004800	23/10/2014	01476	DOR-TEC SECURITY LTD.	391.87	
004801	23/10/2014	02831	Exova Canada inc.	677.06	
004802	23/10/2014	00099	FOX'S DISPOSAL SERVICES	6,346.60	
004803	23/10/2014	02860	Grove-Crossman Equipment	202.72	
004804	23/10/2014	00058	GUILLEVIN INTERNATIONAL	934.75	
004805	23/10/2014	00052	HARDY BUILDERS' SUPPLY	427.45	
004806	23/10/2014	03015	Henschke, Cory	300.00	
004807	23/10/2014	00194	INT'L UNION OPERATING EN	1,103.94	

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
004808	23/10/2014	01524	JOHN BROOKS COMPANY LTD.	929.79	
004809	23/10/2014	00703	JUSTICE INSTITUTE OF BC	230.00	
004810	23/10/2014	02378	KGC Fire Rescue Inc.	1,208.70	
004811	23/10/2014	02600	Kushner, Trevor	187.11	
004812	23/10/2014	00271	LIFESAVING SOCIETY	26.00	
004813	23/10/2014	00069	MACANDALE'S	799.20	
004814	23/10/2014	00304	MONK OFFICE	252.64	
004815	23/10/2014	01559	NORTH ISLAND LABORATORIE	526.58	
004816	23/10/2014	00148	NORTH ISLAND LOCKS	1,962.08	
004817	23/10/2014	00075	O.K. TIRE STORE (PORT HA	224.00	
004818	23/10/2014	00080	PUROLATOR INC.	177.18	
004819	23/10/2014	00107	RECEIVER GENERAL FOR CAN	19,397.97	
004820	23/10/2014	01523	RECEIVER GENERAL FOR CAN	646.80	
004821	23/10/2014	00187	REGIONAL DISTRICT OF MT	214,781.89	
004822	23/10/2014	00160	TELUS	72.43	
004823	23/10/2014	00161	TELUS MOBILITY (BC)	1,049.04	
004824	23/10/2014	02535	Time Business Machines L	4,032.00	
004825	23/10/2014	01773	UNIVAR CANADA LTD.	3,733.80	
004826	23/10/2014	01026	VIMAR EQUIPMENT LTD.	151.89	
004827	29/10/2014	00044	ACKLANDS - GRAINGER INC.	3,406.89	
004828	29/10/2014	01145	BLACK CAT REPAIRS	100.75	
004829	29/10/2014	01805	BUSY B'S DISTRIBUTING	221.68	
004830	29/10/2014	02882	Catalys Lubricants Inc.	898.19	
004831	29/10/2014	02948	CR Signs	1,740.63	
004832	29/10/2014	02817	Cummins Western Canada	187.45	
004833	29/10/2014	00099	FOX'S DISPOSAL SERVICES	5,701.05	
004834	29/10/2014	03016	Green Roots Play Equipme	18,841.20	
004835	29/10/2014	01980	HETHERINGTON INDUSTRIES	120.75	
004836	29/10/2014	02746	Huddlestan, Deborah	81.18	
004837	29/10/2014	00014	MINISTER OF FINANCE	3,194.00	
004838	29/10/2014	00033	NAPA AUTO PARTS/PORT HAR	609.34	
004839	29/10/2014	00526	OPERATING ENGINEERS' BEN	66.61	
004840	29/10/2014	00217	ORKIN CANADA CORPORATION	78.75	
004841	29/10/2014	00013	PACIFIC BLUE CROSS	8,356.57	
004842	29/10/2014	02071	PACIFICUS BIOLOGICAL SER	1,832.25	
004843	29/10/2014	00363	PORT HARDY BULLDOZING LT	32,445.00	
004844	29/10/2014	00080	PUROLATOR INC.	37.77	
004845	29/10/2014	02935	Roper Greyell LLP	7,547.12	
004846	29/10/2014	02203	STANTEC CONSULTING LTD.	766.15	
004847	29/10/2014	00160	TELUS	4,078.48	
004848	29/10/2014	00011	Tidbury, John	42.79	
004849	29/10/2014	00281	CHEVRON CANADA LTD.	1,425.29	
004850	29/10/2014	02837	Waterhouse Environmental	23,520.00	
Total:				666,326.65	

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



## DISTRICT OF PORT HARDY Staff Report

---

**TO:** Rick Davidge, CAO  
**FROM:** Allison McCarrick, DFS  
**SUBJECT:** General Insurance Broker  
**DATE:** October 29, 2014

---

### **Purpose**

To review the applications submitted in response to the request for proposal, RFP 1220-20-487-2014 General Insurance Broker, and recommend the most appropriate applicant.

### **Background**

The current contract for general insurance brokerage, held by Coastal Community Insurance Services, will end on December 31, 2014. A general insurance broker is a company that negotiates rates with various insurance companies to secure general property insurance on behalf of the District for a fee.

The RFP awards an appointment of five years commencing January 1, 2015 and is renewed on an annual basis at the sole discretion of the District. The District reserves the right to review or cancel the appointment at any time at its sole discretion.

A request for proposal was advertised in the North Island Gazette newspaper, Civic Info and BC Bid websites. The proposal opportunity was open from August 20 to October 17, 2014.

The District received submissions from the following companies:

Aon  
Coastal Community Insurance Services (2007) Ltd.  
Hub International Barton Insurance Brokers  
InsuranceCentres, Vancouver Island  
Jardine Lloyd Thompson Canada Inc.  
Municipal Insurance Association of British Columbia  
Western Financial Group

### **Analysis**

Staff independently reviewed each proposal and gave a ranking based upon the following criteria:

Experience with municipal insurance  
Qualified staff  
Ability to serve the District expeditiously  
Services provided  
Compensation  
References

The top two proposals were Aon and the Municipal Insurance Association of British Columbia.

Staff discussed the top two proposals.

Aon is an experienced provider and has numerous Vancouver Island municipality references.

Earlier in the year Aon's service team met with District staff to review its services and desire to work with the District.

The Municipal Insurance Association of BC is new to the general property insurance market and offers a new approach. While MIABC is new to general property insurance, they are experienced with municipal liability insurance and municipalities in general.

The District of Port Hardy has been a member of MIABC since 1988 and has established a good working relationship with the service team.

**Financial Implications**

The general property insurance for the District of Port Hardy is approximately \$120,000 annually. This value fluctuates with the addition and/or deletion of assets or changes in the valuation of the assets. The broker adds a flat fee or a commission fee of 15%-20% of the base general insurance cost.

The District's general property insurance including brokerage fees for 2014 was \$140,382.

Aon quoted a broker flat fee of \$12,500 annually.

MIABC does not have a broker fee due to MIABC being the insurance provider and managing the claims directly.

A value-added benefit with MIABC is a dividend program which provides dividend payments to the participants of the program, if and when there is a surplus amount available in the property insurance pool to be paid out.

**Staff Recommendation**

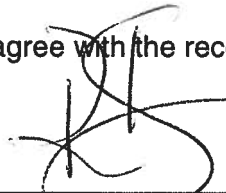
Staff recommends that the Municipal Insurance Association of BC be awarded the appointment to place and manage the general property insurance for the District of Port Hardy, commencing January 1, 2015.

Respectfully submitted,



Allison McCarrick  
Director of Finance

I agree with the recommendation.



Rick Davidge  
Chief Administrative Officer



**DISTRICT OF PORT HARDY**  
**STAFF REPORT**



**DATE:** November 6, 2014

**FILE:** 0620 Policies

**TO:** Rick Davidge, Chief Administrative Officer

**FROM:** Jeff Long, Director of Corporate & Development Services

**RE: PROPOSED COUNCIL POLICY – HANGING OF BANNERS ON DISTRICT'S DOUGLAS STREET PROPERTY**

**PURPOSE**

To present a policy for Council's consideration with respect to the hanging of banners on the banner poles on the District's Douglas Street property.

**REGULATORY AUTHORITY**

Policies are a common tool recognized by the Community Charter that are used by local governments to assist in the provision of good governance, and to exercise powers conferred upon them by provincial legislation. Local governments develop policies respecting their protocols and procedures as well as the services they provide and other activities.

**BACKGROUND / ANALYSIS**

The Chamber of Commerce recently wrote to the District to inquire about hanging a banner on the banner poles on the District's Douglas Street property located between Trustee Road and Granville Street. This property traditionally been used for this purpose by community groups to advertise community events. In its letter, the Chamber requested information on the District's protocol for the hanging of banners. As the District does not have in place, any policy on procedure for doing so, Council requested that staff prepare a draft policy for its consideration. As a result, staff drafted Council Policy #CP10.10 included on page 2, which provides guidelines associated with the hanging of banners, as well as an application procedure (see application on page 3) for doing so.

**STAFF RECOMMENDATION**

*"That Council adopts Policy #CP10.10 which provides guidelines associated with the hanging of banners as presented by staff in its November 6, 2014 report."*

Respectfully submitted,

I agree with the recommendation.

Jeff Long  
Director of Corporate &  
Development Services

Rick Davidge  
Chief Administrative Officer

---

DISTRICT OF PORT HARDY

POLICY MANUAL

---

COUNCIL POLICY  
MUNICIPAL PROPERTIES-EQUIPMENT-PUBLIC WORKS

HANGING OF BANNERS ON THE BANNER POLES ON THE  
DISTRICT OF PORT HARDY'S DOUGLAS STREET PROPERTY

POLICY #CP10.10

Approved:

Council Motion #

Page 1 of 1

---

**1.0 PURPOSE**

To provide guidelines associated with the installation of banners on the banner poles located on the District of Port Hardy's Douglas Street property just south of Granville Street.

**2.0 POLICY**

- 2.1 The District shall allow for the hanging of banners which promote community events that are sponsored by non-profit groups reflecting general community interest.
- 2.2 A completed Application for Hanging a Banner must be submitted to the District's Director of Engineering & Operational Services at least 30 days before said banner is to be hung.
- 2.3 The organization submitting an Application for Hanging of a Banner must provide the banner to be hung and the banner will be hung and removed by the District's Operational Services Department. An installation and removal fee may be charged by the District in accordance with its User Rates and Fees Bylaw.
- 2.4 A banner may be hung for a maximum of thirty consecutive calendar days.
- 2.5 A community event may only be advertised once per calendar year vis-à-vis one banner in accordance with this policy.
- 2.6 The hanging of banners will be on a first come first serve basis. As it is possible to hang two banners on the banner poles simultaneously, two banners may be hung at the same time with the top banner being the one for which the application was submitted first.
- 2.7 A banner which has been taken down must be picked up by the applicant within 24 hours after being notified by the District.
- 2.8 The District of Port Hardy shall not be responsible for the cost of any damages resulting from banner installation, display and removal. The applicant shall indemnify the District for any potential liability and agrees to indemnify and save harmless the District of Port Hardy, its servants and agents against all loss, costs, actions, charges or damages which it may suffer or be put to and from and against all claims or actions which may be made or brought against the District of Port Hardy, its servants and agents, arising from the use of banners or from any non-compliance with or a violation of the terms of this policy and application and any schedules forming part of this policy or application.





**DISTRICT OF PORT HARDY**  
**APPLICATION FOR HANGING A BANNER**

(To be submitted a Minimum of 30 days prior to start of Display Period Requested)

<b>Name of Organization (Please Specify Area or Branch)</b>	
<b>Name of Primary Contact</b>	
<b>Mailing Address</b>	
<b>Telephone and Email</b>	Telephone:
	Email:
<b>Display Period Requested</b>	Starting on the _____ of _____, 20_____.
	And ending on the _____ of _____, 20_____.
<b>Nature of Event to be Advertised on the Banner</b>	

**BANNER MESSAGE (PLEASE PRINT CLEARLY)**

The applicant agrees to indemnify and save harmless The Corporation of the District of Port Hardy, its servants and agents against all loss, costs, actions, charges or damages which it may suffer or be put to and from and against all claims or actions which may be made or brought against the Corporation, its servants and agents, arising from the installation, display and removal of banners or from any non-compliance with or a violation of the terms of this policy and application and any schedules forming part of this policy or application and further that it will defend the Town against any and all claims which may arise as a result of the installation, display or removal of the banner.

\_\_\_\_\_  
 SIGNATURE OF APPLICANT

\_\_\_\_\_  
 DATE



# DISTRICT OF PORT HARDY

## STAFF REPORT



---

**DATE:** November 6, 2014 **FILE:** 0620 Policies / 4320 Special Occasion Liquor Licences

**TO:** Rick Davidge, Chief Administrative Officer

**FROM:** Jeff Long, Director of Corporate & Development Services

**RE: LIABILITY INSURANCE REQUIREMENT RELATED TO SPECIAL OCCASION LIQUOR LICENCES**

---

### PURPOSE

To present Council with the findings associated with inquiries related to the liability insurance requirements of other municipalities of similar population to Port Hardy, to assist Council in its review of the District's policy requirements related to Special Occasion Liquor Licences.

### REGULATORY AUTHORITY

Policies are a common tool recognized by the Community Charter that are used by local governments to assist in the provision of good governance, and to exercise powers conferred upon them by provincial legislation. Local governments develop policies respecting their protocols and procedures as well as the services they provide and other activities.

### BACKGROUND / ANALYSIS

In its dealing with an Application for Special Occasion Liquor Licence requesting the use of the arena to conducting a beer garden event, the Community Consultative Committee made a recommendation to Council as follows:

*"THAT the Community Consultative Committee recommends to Council that Council Policy CP#CP9.1 be revised to increase the required liability insurance from three million dollars to five million dollars per occurrence."*

At its meeting on October 28<sup>th</sup>, Council reviewed this recommendation and tabled its decision pending the results of further information that it requested staff obtain for its review. In this regard, Council asked that staff determine:

- 1) the likely cost increase to applicants to obtain a liability insurance policy for \$5million versus \$3million; and,
- 2) the liability insurance amounts required by five other municipalities of similar population as Port Hardy.

Staff discussed insurance requirements with a local insurance broker who advised that the cost to obtain liability insurance in the amount of \$5million instead of \$3million for a special event is typically 25% higher. If the 2014 Filomi Days event is used as an used example the increase in insurance cost would be \$280. Based on the cost of insurance for the 2014 Filomi Days Dance event, a 25% increase would be \$225.

With respect to the requirements of other municipalities of a similar population as Port Hardy, staff requested information from seven municipalities and obtained information from six as follows:

Municipality	Population (2011 Census)	Liability Insurance Amount Required
Fernie	4,538	\$5million
Gibsons	4,486	\$5million
Golden	3,691	\$2million
Grand Forks	4,026	\$5million
<b>Port Hardy</b>	<b>4,008</b>	<b>\$3million</b>
Sparwood	3,823	\$5million
Vanderhoof	4,523	\$4million

In the event Council wants to proceed to revise Policy CP #9.1 to increase the liability insurance requirement from \$3million to \$5million (or other amount) for special occasion events that include the service of alcohol on District property, staff has prepared a revised version of the policy which is included on page 3. This version of the policy has been updated and modernized and includes a reduction in the pre application period requirement from 90 to 60 days. If Council wishes to maintain the existing liability insurance requirement of \$3million or change it to an alternative amount such as \$4million, it would be appropriate to update the policy regardless.

**STAFF RECOMMENDATION**

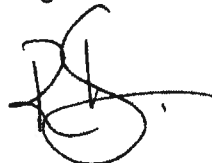
*"That Council adopts amended Policy #CP9.1 with respect to Special Occasion Liquor Licences as presented by staff in its November 6, 2014 report."*

Respectfully submitted,



Jeff Long  
Director of Corporate &  
Development Services

I agree with the recommendation.



Rick Davidge  
Chief Administrative Officer

DISTRICT OF PORT HARDY

POLICY MANUAL

COUNCIL POLICY  
ALCOHOL SERVICE

SPECIAL OCCASION LIQUOR LICENCES

POLICY #CP9.1

Approved: May 10, 1995

Amended: May 11, 2010 Council Motion 2010-111

Amended: August 14, 2012 Council Motion 2012-178

Amended: November 12, 2014 Council Motion \_\_\_\_\_

Page 1 of 1

All organizations wishing to conduct events that include service of alcohol on District property must complete and submit an Application for Special Occasion Liquor Licence to the District. These applications will be reviewed and considered by the Community Consultative Committee to which Council delegates its authority to approve Special Occasion Liquor Licences. A Special Occasion Liquor Licence is considered approved following assent by the majority of the members of the Community Consultative Committee.

Applications for Special Occasion Liquor Licence must be submitted to the District no less than sixty (60) days prior the date of the event. Applications for outdoor events are to include information on an alternate location to be used in case of inclement weather. No alternate location will be considered if it is not included as part of the original application submitted to the District.

When processing each Application for Special Occasion Liquor Licence submitted to the District, the Corporate Officer or designate shall:

- 1) Refer the application to the local RCMP detachment for review and comment;
- 2) Present the application as well as comments from the RCMP and District staff to the Community Consultative Committee for its consideration;
- 3) Advise the applicant of the decision by the Community Consultative Committee with respect to its application; and,
- 4) Advise the RCMP and BC Liquor Distribution Branch (Manager of Local BC Liquor Store) of all Special Occasion Liquor Licences that are approved.

All approved Special Occasion Liquor Licences shall include the requirement that the applicant:

- 1) Implement a Designated Driver Program as outlined in Council Policy CP9.3;
- 2) Obtain a commercial general liability insurance policy for the entire duration of the event (including set up before and clean up after the event) in the amount of \$5,000,000 per occurrence with the District of Port Hardy named an additional insured. Said policy shall include the provision for the service of alcohol to the public; and,
- 3) Obtain a Special Occasion Licence or any other applicable authorization that may be required at that time from the BC Liquor Distribution Branch or authorizing Provincial agency.

In its approval of Special Occasion Liquor Licences, the Community Consultative Committee may include conditions or requirements it believes are important to facilitate an organized and safe event.

\*\*\*