



## **DISTRICT OF PORT HARDY**

# **AGENDA COUNCIL MEETING 7:00 PM, TUESDAY, NOVEMBER 24, 2015 MUNICIPAL HALL COUNCIL CHAMBERS 7360 COLUMBIA STREET**

**Mayor:** Hank Bood  
**Councillors:** Pat Corbett-Labatt, Dennis Dugas, Jessie Hemphill, 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  
Leslie Driemel, Recording Secretary

**DISTRICT OF PORT HARDY  
 AGENDA FOR THE REGULAR COUNCIL MEETING  
 7:00 PM TUESDAY, NOVEMBER 24, 2015  
 Council Chambers - Municipal Hall**

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<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>	
1-11	1. Minutes of the Committee of the Whole meeting held November 9, 2015.	
	Motion required	1.            2.
12	2. Minutes of the Special Council meeting held November 10, 2015	
	Motion required	1.            2.
13-16	3. Minutes of the Regular Council meeting held November 10, 2015.	
	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>	
17-20	1. Council Action items. For information.	
	<b>F. CORRESPONDENCE</b>	
21-22	1. Barbara Price, President, AVICC (Nov 10/15) re: 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.	
	<b>I. COMMITTEE REPORTS</b>	
23-26	1. Draft minutes of the First Nations Relations Committee meeting held November 10, 2015. For information.	
	The First Nations Relations Committee recommends: <i>"THAT Council approve offering a contract to Kathi Camilleri for \$1,250 per day (inclusive of all fees and charges) for three days of First Nation cultural education and training workshops AND THAT the Director of Corporate Services be directed to research grant funding sources to offset the workshop costs."</i>	
	Motion / direction	1.            2.
27-30	2. Draft minutes of the Operational Services Committee meeting held November 19, 2015. For information.	
	The Operational Services Committee Recommends: <i>"That Council proceed with the recommendations from the Broken Window report prepared by Heather Nelson-Smith, Director of Corporate Services (Nov.3/15) namely:</i>	

Recommendation for 8755 Granville Street - Old Bank – Empty Building  
*Enforce District of Port Hardy Bylaw 09-2012 vacant properties. Notice to be sent to the property owner stating that the building must be secured as per the bylaw and any accumulation of filth must be removed and mitigated to prevent future issues. Our bylaw states that if the owner fails to do so the District may remedy the issue at the owner's expense and apply the amount to the taxes.*

AND

Recommendation for the vacant properties: *To send letters stating that under section 5 of the Vacant Property Bylaw and noncompliance with the unsightly premises bylaw 10-2008 which states that a property is considered unsightly when there is an accumulation of rubbish and litter and generally untidy. In addition to the bylaws, a notice about crime prevention and the notations from the RCMP requesting that the areas be thinned to discourage negative use including drinking in public and loitering."*

Motion / direction 1. 2.

3. Parks & Recreation Review Committee meeting of November 19, 2015 – draft minutes of the meeting to be on next Council agenda

The Parks & Recreation Review Committee Recommends:

*"That Council directs staff to investigate updating of the skateboard park facility."*

Motion / direction 1. 2.

#### J. STAFF REPORTS

- 31-32 1. Heather Nelson-Smith, Director of Corporate Services (Nov 9/15) re: 2016 Council Meeting Dates.

Motion / direction 1. 2.

#### K. CURRENT BYLAWS AND RESOLUTIONS

No current bylaws.

#### L. PENDING BYLAWS

No pending bylaws

#### M. INFORMATION AND ANNOUNCEMENTS

November 30-Dec 1 Interim Audit, Auditors in Council Chambers

December 1 Committee: Finance Committee, 3:00 pm, Council Chambers

December 8 Committee: Finance Committee, 3:00 pm, Council Chambers

Committee: First Nations Relations Committee, 4:30 pm, Council Chambers

Regular Council Meeting, 7:00 pm, Council Chambers

December 9 Heritage Society, 7:00 pm, Council Chambers

December 16 Committee: Parks & Recreation Review Committee, 3:00 pm, Council Chambers

Committee: Operational Services Committee, 3:00 pm, Council Chambers

December 24-28 Municipal Hall closed for Christmas

December 31-Jan 1 Municipal Hall closed for New Years

#### 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  
COMMITTEE OF THE WHOLE MEETING  
NOVEMBER 9, 2015  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

**PRESENT:** Mayor Hank Bood and Councillors Pat Corbett-Labatt, Dennis Dugas, Jessie Hemphill, Rick Marcotte, Fred Robertson and John Tidbury

**ALSO PRESENT:** Allison McCarrick, Chief Administrative Officer  
Heather Nelson-Smith, Director of Corporate Services

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

**A. CALL TO ORDER**

Mayor Bood called the meeting to order at 11:00am

**B. APPROVAL OF AGENDA**

**Moved/Seconded/Carried**

THAT the agenda be approved as presented.

**C. DELEGATIONS**

Jonathon Bell, P. Eng, Stantec Consultants re:  
Presentations attached to the minutes

**Airport Wastewater Treatment Plant Condition Assessment**

1. Review of wastewater flow and quality data were reviewed.
2. Condition assessments in various areas were reviewed.
3. Summary of observed conditions and findings were reviewed.
4. Upgrading and expansion plan to meet permit requirements were reviewed.
5. Environmental permitting requirements were reviewed.
6. Discussion on biomass energy recovery.
7. Discussion regarding fixing on site or moving the wastewater to the treatment facility in town.
8. Redundancy of biological treatment process was reviewed.
9. Discussion over next steps and grant funding options.

**Port Hardy Aquatic Center Condition Assessment**

1. Immediate Repairs were reviewed.
1. Service Life repair items 1-5 years, and 1-6 years were reviewed.
2. Upgrade Potential by existing footprint and expansion were reviewed.
3. Sustainable Solution Opportunities were reviewed.
4. New Building construction options were reviewed.

**Next steps:**

Council will have more frequent Committee of the Whole meetings.  
Staff will prepare a roadmap of next steps for Council to review.  
Early public consultation will be addressed.  
Operations will review infrastructure needs.

COW 2015-021  
APPROVAL OF  
AGENDA

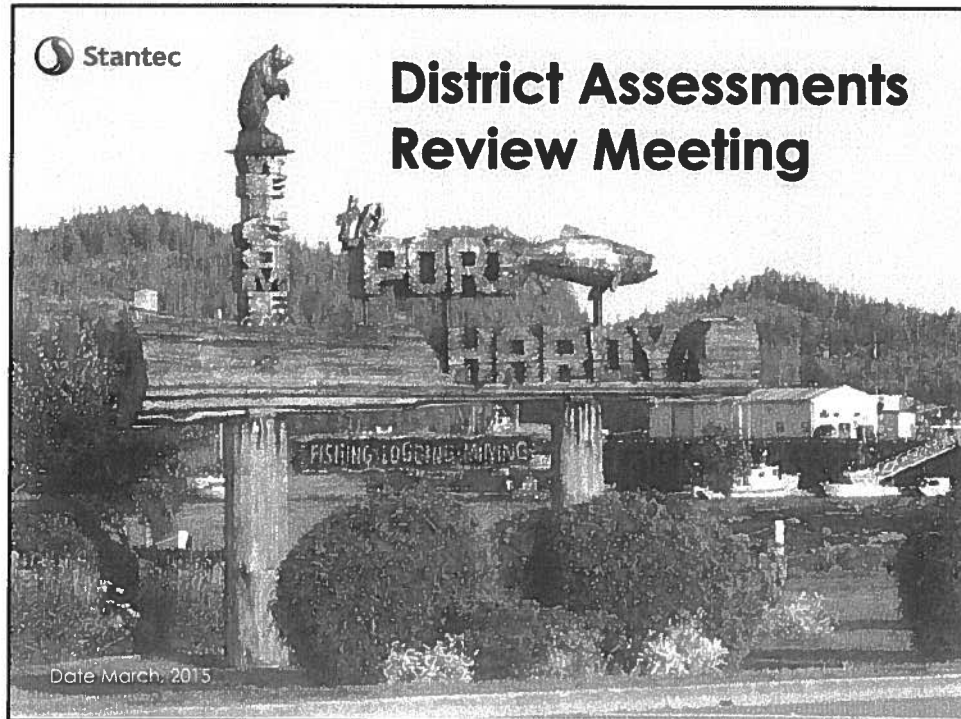
**F. ADJOURNMENT**

COW 2015-022  
ADJOURNMENT

**Moved**  
THAT the Committee of the Whole adjourns. Time: 12:55pm

\_\_\_\_\_  
DIRECTOR  
OF CORPORATE SERVICES

\_\_\_\_\_  
MAYOR



## Agenda

### 1. Airport Waste Water Treatment Plant Condition Assessment

**Airport Waste Water Treatment Plant Assessment Parameters:**

1. Review of Wastewater Flow and Quality Data
2. Condition Assessment
3. Summary of Observed Conditions and Findings
4. Upgrading and Expansion Plan to Meet Permit Requirements
5. Environmental Permitting Requirements

### 2. Aquatic Centre Condition Assessment

**Aquatic Center Assessment Parameters:**

1. Immediate Repairs
2. Service Life
3. Upgrade Potential
4. Sustainable Solution Opportunities
5. New Building



### 1.1 Review of Wastewater Flow and Quality Data

The wastewater treatment system and the associated marine outfall must be designed, constructed, and operated in compliance with both the BC Municipal Wastewater Effluent Regulation (MWR) and the federal Wastewater Systems Effluent Regulation (WSER).

**Sewage Flows:**

Maximum permitted discharge 1,253 m<sup>3</sup>/day. Permit issued by the Ministry of Environment (MOE).

**Table 2- Summary of Flows at Airport WWTP**

Year	Annual Average (m <sup>3</sup> /day)	Maximum Month (m <sup>3</sup> /day)	Ratio - Max Month: Annual Ave	Maximum Day (m <sup>3</sup> /day)	Ratio - Max Day: Annual Ave
2009	604	832	1.38	1246	2.06
2010	604	670	1.11	1544	2.59
2011	637	799	1.25	1145	1.80
2012	663	812	1.22	1252	1.89
2013	682	748	1.10	1195	1.75
2014	654	748	1.14	1263	1.93

- > Permitted discharge rate exceeded twice since 2009
- > Deterioration of system and increased users will result in an increase of daily discharges greater than permitted.
- > The District has the option of requesting an increase to their daily permitted allowance.

Airport Waste Water Treatment Plant



### 1.1 Review of Wastewater Flow and Quality Data

**Waste Water Characteristics:**

Maximum permitted discharge parameters:

- > BOD (Biological Oxygen Demand) is 204mg/l
  - > TSS (Total Suspended Solids) is 250mg/l.
- The 2014 average monthly discharge is 45% lower than permitted.

- > BOD (Biological Oxygen Demand) is 118mg/l
- > TSS (Total Suspended Solids) is 168mg/l.

Result suggests significant system infiltration.

**Treated Effluent Quality Outlined By The Wastewater Systems Effluent Regulation:**

The data showed the plant operated in compliance for effluent quality. The criteria is based on annual averages and, for example, TSS for 2013 was 16 mg/l and the permitted value is 25 mg/l.

**Projected Flows:**

Significant increases not expected. Using the growth rate outlined by the LWMP stated at 1% the plant's operating permit may require amendment long term 10 years.

Airport Waste Water Treatment Plant



## 1.2 Condition Assessment

### Visible Review of the Following Components:

- I. Process
  - a) Headworks – Fine screen unit
  - b) Influent pumping station
- II. Bioreactor / Clarifier
  - a) Aeration System
  - b) Clarifier
- III. Sludge Holding Tank
- IV. Outfall
- V. Electrical Systems
  - a) Operations Building
  - b) Process Equipment
  - c) Instrumentation and Controls
  - d) Standby Power
  - e) In-Channel Screening Room
- VI. Structural
  - a) Buildings
  - b) Clarifier Tank

Airport Waste Water Treatment Plant



## 1.3 Summary of Observed Conditions and Findings

ESL = Estimated Service Life

RSL = Remaining Service Life

Element	Year Installed	ESL	RSL
Headworks Screens	1997	15	-3
Influent Wet Well	1976	75	36
Raw Sewage Pumps	2007	25	17
Bioreactor Tank	1976	75	36
Aeration diffusers	1976	40	1
Clarifier Tank	1976	40	1
Clarifier Mechanical	1976	30	-9
Blowers	1976	40	1
MCC#1	1976	40	1
MCC#2	1997	40	22
Standby generator	1997	50	32
Instrumentation and Controls	1976	25	-14
Sludge Holding Tank	1997	50	32
Outfall	1976	75+	36

Airport Waste Water Treatment Plant





### 1.4 Upgrading and Expansion Plan to Meet Permit Requirements

Table 14 – 5 Year Capital Program

Year	Component	Project Description	Estimated Cost (2015\$)
2015	Outfall	<ul style="list-style-type: none"> <li>Engineering for outfall repair work</li> <li>Permitting for outfall repairs</li> <li>Outfall repairs (assuming a simple reconnection of broken pipe, additional weighting and protection)</li> </ul>	<ul style="list-style-type: none"> <li>\$10,000</li> <li>\$25,000</li> <li>\$50,000</li> </ul>
		Electrical	<ul style="list-style-type: none"> <li>Replace faulty lamps or ballasts in the exterior lighting fixtures:</li> <li>Replace exterior service receptacles &amp; cover plates with GFCI receptacles or connect to new GFCI breakers and install WP covers;</li> <li>Replace interior service receptacles on an as-needed basis;</li> <li>Provide a self-contained, emergency lighting battery unit in the process area, with remote lighting heads (LED) in the Testing Room and in the Washroom.</li> </ul>
2016	Bioreactor tank Hycor® Hallsieve® In-Channel fine screen unit	<ul style="list-style-type: none"> <li>Repaint exterior surfaces</li> <li>Renew or replace 6mm screening system</li> </ul>	<ul style="list-style-type: none"> <li>\$105,000</li> <li>\$70,000</li> <li>\$75,000</li> <li>\$8,000</li> <li>\$10,000</li> <li>\$8,000</li> </ul>
2017	Bioreactor blowers MCC #1	<ul style="list-style-type: none"> <li>Replace 40 HP blowers with 20 HP blowers</li> <li>Replace motor control center and instrumentation</li> <li>VFD controller</li> </ul>	<ul style="list-style-type: none"> <li>\$171,000</li> <li>\$17,500</li> <li>\$10,000</li> </ul>
	Bioreactor blowers Influent pump station Bioreactor aeration	<ul style="list-style-type: none"> <li>PLC Controller to replace relay-logic based Local Control Panel</li> <li>DO probe in bioreactor aeration tank</li> </ul>	<ul style="list-style-type: none"> <li>\$17,500</li> <li>\$15,000</li> </ul>
2018	Influent pumping station	<ul style="list-style-type: none"> <li>Replace exhaust fan</li> <li>Magnetic flow meter to replace existing ultrasonic flow meter</li> </ul>	<ul style="list-style-type: none"> <li>\$17,500</li> <li>\$15,000</li> </ul>
2019	WWTP - Equalization	<ul style="list-style-type: none"> <li>Replace exterior lighting fixtures with energy-efficient, low-maintenance LED luminaires;</li> <li>Replace interior lighting fixtures with energy-efficient, low-maintenance LED luminaires;</li> </ul>	<ul style="list-style-type: none"> <li>\$17,500</li> <li>\$15,000</li> </ul>
2015-2019	5 year capital costs		\$403,500

Airport Waste Water Treatment Plant



### 1.4 Upgrading and Expansion Plan to Meet Permit Requirements

Table 14 – 10 Year Capital Program

Year	Component	Project Description	Estimated Cost (2015\$)
2020	Bioreactor/Clarifier	<ul style="list-style-type: none"> <li>Engineering for capacity expansion to meet MWR redundancy requirements</li> <li>Permitting for capacity expansion of AWWTP</li> <li>Land for plant expansion</li> </ul>	<ul style="list-style-type: none"> <li>\$225,000</li> <li>\$250,000</li> <li>\$500,000</li> </ul>
			\$975,000
2021-2022	Bioreactor/Clarifier	<ul style="list-style-type: none"> <li>Construction of capacity expansion to meet MWR redundancy requirements</li> </ul>	<ul style="list-style-type: none"> <li>\$1,500,000</li> </ul>
	Outfall	<ul style="list-style-type: none"> <li>addition of a 9 port diffuser on outfall. [Outfall costs could be significantly more if condition found poor and / or significantly more capacity is required]</li> </ul>	<ul style="list-style-type: none"> <li>\$25,000</li> <li>\$1,525,000</li> </ul>
2023	Existing Bioreactor/Clarifier	<ul style="list-style-type: none"> <li>Repair clarifier exterior wall</li> <li>Replace clarifier mechanical sludge collector.</li> </ul>	<ul style="list-style-type: none"> <li>\$50,000</li> <li>\$1,500,000</li> </ul>
2024		No capital improvements identified	\$200,000
2020-2024	Future 5 year capital costs		\$0
2015-2024	10 year total capital costs		\$2,700,000
2015-2024	10 year total capital costs		\$3,103,500

\*Unknown entities include the current condition of the outfall and its existence.

Airport Waste Water Treatment Plant



## 1.5 Environmental Permitting Requirements

1. Provincial Crown Land Tenure – Ministry of Forests, Lands and Natural Resources Operations
2. Navigation Protection Act – Transport Canada
3. Request for Review – Fisheries and Oceans Canada
4. Works in and Around A Stream – Ministry of Forest, Lands, and Natural Resource Operations
5. Municipal Wastewater regulation Registration – Ministry of Environment
6. Archeological Impact Assessment
7. Environmental – Vegetation and / or Wildlife Assessment

Airport Waste Water Treatment Plant



## Redundancy of Biological Treatment Process

The existing maximum day flows are near the maximum flows permitted by the MWR Discharge Permit (ME-105299) with a maximum allowable discharge of 1,253 m<sup>3</sup>/d. Population growth or an increase in infiltration will cause a maximum daily flow exceedance and trigger the need for an amendment to increase the maximum day flow for the discharge permit.

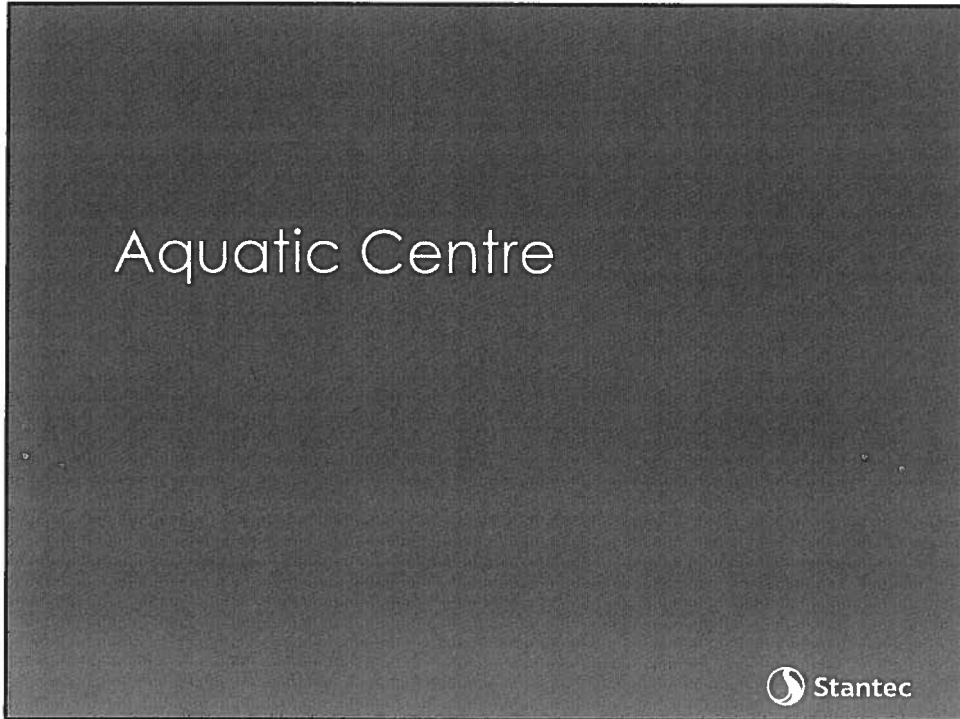
An application to amend the discharge permit will subject the District of Port Hardy to meet the current regulations specified in the Municipal Wastewater Regulations. The most significant requirement will be to meet the redundancy requirements Section 35 of Environmental Management Act Municipal Wastewater Regulation.

The Airport WWTP would be classified as Reliability Category II under the MWR. The District would have to provide 75% redundancy for the bioreactor and 50% redundancy for the final clarifier with the largest units out of service.

The addition of this new capacity would enable the District to take the original bioreactor/clarifier out of service to perform needed repairs to the clarifier wall and the collector rake mechanism in the final clarifier. It is suggested the District should budget for such expansion works within a 6-10 year time frame.

Airport Waste Water Treatment Plant





## 2.1 Immediate Repairs

Immediate repairs include Architectural, Structural, Electrical, and Mechanical components of the building. The most notable immediate repairs include the **Pool Dehumidifier** and **Change Room Ventilation** as these systems are required for life safety function of the building.

**Repair Costs Breakdown**

REPAIR ITEM	IMMEDIATE REPAIRS
Separations and Penetrations	\$13,000
Floor, Wall and Pool Tiling	\$91,000
Pool Expansion Joints	\$13,000
Washroom Accessories and Partitions	\$11,000
HVAC Unit Above Pool – replace and relocate to exterior	\$54,000
Loose X-Braces - work by Maintenance Staff	\$1,000
Seismic Resistance of Non-Structural Elements:	
Unreinforced Masonry Walls	\$5,000
Suspended Ceilings Lights	\$8,000
Natatorium Ventilation ("Dry-O-Tron" Dehumidification Unit) – short term fix	\$32,000
Change Room Ventilation Supply Fan – short term fix	\$4,000
Hazardous Materials (Asbestos) – conduct hazardous material risk assessment	\$32,000
Chemical Storage Exhausts, Acid Tank Exhaust	\$13,000
Mechanical Room Pipe Penetrations - see above item	
Heating and Ventilation Primary Equipment - New HVAC	\$366,000
Emergency Lighting System	\$15,000
Exit Sign System	\$12,000
Fire Alarm System	\$26,000
Grounding System – test the grounding system	\$30,000
Pool and Facility Grounding System – potential upgrades	\$77,000
Work Associated with Mechanical (Demolition)	\$18,000
Work Associated with Architectural (Replacements)	\$9,000

**Total Immediate Cost \$830,000**

Aquatic Centre



## 2.2 Service Life 1–5 Year Repairs

1 – 5 year repairs include Architectural, Structural, Electrical, and Mechanical components of the building.

REPAIR ITEM	
Rim Overflow	\$49,000
Interior Doors and Frames	\$1,000
Millwork	\$8,000
Acoustic T-Bar Ceilings	\$8,000
Wood Ceilings	\$3,000
Exterior	\$17,000
Partition Systems	\$17,000
Lockers	\$36,000
Changing Tables	\$2,000
Benches	\$1,000
Sauna and Storage	\$22,000
Tiling Replacement	\$866,000
Hot Tub - see Whirlpool below	
Diving Board and Starter Blocks	\$1,000
Ladders and Guardrails - No work required	
Inset Steps - work by Maintenance Staff	\$1,000
Wayfinding / Signage	\$2,000
Heating and Ventilation Primary Equipment - Boiler, Pumps	\$77,000
Heating and Ventilation Distribution Systems	\$262,000
Plumbing System	\$172,000
Pool Systems	\$21,000
Whirlpool - No need to replace	
Controls - No change recommended	
Electrical Sub-Distribution (Replacements)	
Building Systems Upgrades (Replacements)	\$256,000

**Total 1–5 Year Cost \$1,822,000**

Aquatic Centre



## 2.2 Service Life 6–10 Year Repair

6-10 year repairs include Architectural, Structural, Electrical, and Mechanical components of the building.

REPAIR ITEM	
Pool Hall Accessories	\$23,000
Interior Finishes	\$38,000
Doors, Frames and Hardware	\$7,000
Roofing Units and Access	\$1,000
Flashing	\$2,000
Millwork and Furniture	\$5,000
General Painting	\$2,000
Domestic Hot Water	\$38,000
Building Systems	\$149,000
Telecomm System	\$50,000
Security System	\$100,000
Audio-Visual System	\$92,000

**Total 6-10 Year Cost \$507,000**

Aquatic Centre



### 2.3 Upgrade Potential

**Upgrade with the Existing Footprint:**

The existing footprint is already fully utilized and provides limited opportunity for further upgrade for improving layout; however, reconfiguration of the washrooms is possible with significant building system upgrades required.

**Upgrade by Expansion**

Any expansion would be built to the most modern standards and safety regulations. However, with reconfiguration of the existing footprint the Aquatic center would still require all of the upgrades described in this report to be able to remain functional along side a new expansion.

A major renovation to the existing facility like this would require a long shut-down construction period which would prevent the provision of aquatic amenities to the public during that time.

**Upgrade Costs Breakdown**

UPGRADE ITEM	UPGRADE POTENTIAL
Reconfigure the Washroom and Change Room	\$750,000
Kids / Training Pool	\$1,795,000
Fitness Studio	\$1,054,000
Additional Community Space	\$398,000
Library	\$860,000

**Upgrade Potential Total Cost \$4,857,000**

Aquatic Centre



### 2.4 Sustainable Solution Opportunities

**Biomass Boiler Upgrade**

Economies of scale must be considered to justify investment in a biomass boiler plant. It would be impractical to replace the existing boiler plant with a biomass boiler even if the fuel was reliably available at no cost. However, a central boiler plant combining wood-fired, gas-fired and solar heating technologies size to serve multiple buildings via district energy loop can be financially viable.

UPGRADE ITEM	SUSTAINABLE SOLUTIONS
Heating Water System	\$1,026,000
Solar Hot Water Heating	\$103,000
Plumbing Fixtures - see Upgrade	
Heat Recovery - not recommended with existing ice plant, requires further investigation	
Lighting Fixtures and Controls	\$129,000

**Sustainable Solution Total Cost \$1,258,000**

Aquatic Centre



## 2.5 New Building

A new building would be designed with a much longer life expectancy than the payback periods required for the various Sustainable Solutions described previously. It would therefore provide a better return on those investments as opposed to an upgraded building with a lifespan shorter than the payback period of many of those solutions.

Alternatively, a new building on this site could be constructed in the adjacent parking lot and then, upon completion of the new building, the existing facility is replaced by parking.

In general, for an anticipated, operational period greater than fifteen (15) years, a new facility would be most practical.

**New Building Potential Total Cost \$10,514,000**

Aquatic Centre



# Discussion





**MINUTES OF THE DISTRICT OF PORT HARDY  
SPECIAL COUNCIL MEETING  
NOVEMBER 10, 2015  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

**PRESENT:** Mayor Hank Bood and Councillors Pat Corbett-Labatt, Dennis Dugas, Jessie Hemphill, Rick Marcotte, Fred Robertson and John Tidbury

**ALSO PRESENT:** Allison McCarrick, Chief Administrative Officer  
Heather Nelson-Smith, Director of Corporate Services  
Abbas Farahbakhsh, Director of Operational Services

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

**A. CALL TO ORDER**

Mayor Bood 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 *Community Charter* Section 90(1)(c) labour relations or other employee relations.

**Moved/Seconded/Carried**

THAT in accordance with section 90(1)(c) labour relations or other employee Relations the meeting will be closed to the public to discuss union negotiations at 6:01pm.

**D. ADJOURNMENT**

**Moved/Seconded/Carried**

THAT the Special Meeting of Council adjourn.

Time: 655:pm

\_\_\_\_\_  
DIRECTOR CORPORATE SERVICES

\_\_\_\_\_  
MAYOR

SC2015 -039  
AGENDA  
APPROVED AS  
PRESENTED

SC2015 -040  
CLOSE MEETING  
TO PUBLIC  
COMMUNITY  
CHARTER  
SECTION 90(1)(c)

SC2015 -041  
ADJOURNMENT



**MINUTES OF THE DISTRICT OF PORT HARDY  
REGULAR COUNCIL MEETING  
NOVEMBER 10, 2015  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

**PRESENT:** Mayor Hank Bood and Councillors Pat Corbett-Labatt, Dennis Dugas, Jessie Hemphill, Rick Marcotte, Fred Robertson and John Tidbury

**ALSO PRESENT:** Allison McCarrick, Chief Administrative Officer  
Heather Nelson-Smith, Director of Corporate Services  
Abbas Farahbakhsh, Director of Operational Services

**REGRETS:** None

**MEDIA:** North Island Gazette      **MEMBERS OF THE PUBLIC:** 3

**A. CALL TO ORDER**

Mayor Bood called the meeting to order at 7:00pm. He acknowledged that the meeting is being held on the traditional territory of the Kwakiutl people.

**B. APPROVAL OF AGENDA**

**Moved/Seconded/Carried**  
THAT the November 10, 2015 agenda be adopted as circulated.

**C. ADOPTION OF MINUTES**

1. Minutes of the Special Council meeting held October 27, 2015.

**Moved/Seconded/Carried**  
THAT the minutes of the Special Council Meeting held October 27 2015 be accepted as amended.

2. Minutes of the Regular Council Meeting held October 27, 2015.

**Moved/Seconded/Carried**  
THAT the minutes of the Regular Council Meeting held October 27, 2015 be accepted as amended.

**D. DELEGATIONS**

MLA Claire Trevena addressed Council and provided an update to the activities in the legislature.

- There needs to be more effort put towards smaller communities.
- Following what the North Island has been doing to improve connectivity to the internet.
- BC Ferries.
- Finance committee.
- Small business consideration.

Mayor Bood thanked Ms. Trevena for her support during the July 2015 Tzulquate Wildfire event.

2015-191  
AGENDA  
ADOPTED AS  
CIRCULATED

2015-192  
SPECIAL COUNCIL  
MEETING  
MINUTES OCT. 27  
2015 APPROVED  
AS AMENDED

2015-193  
REGULAR  
COUNCIL  
MEETING  
MINUTES OCT. 27  
2015 APPROVED  
AS AMENDED

DELEGATION  
MLA CLAIRE  
TREVENA



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

1. Council action items were received for information.

**F. CORRESPONDENCE**

1. Copy of letter from Andy Adams, Mayor of Campbell River (Nov. 5/15) to Premier Clark re: support for Phase 2 of Northern Vancouver Island Exploration Geoscience Project. For information.
2. November as Adoption Awareness Month
  - a. Email from Hon. Stephanie Cadieux, Minister of Children and Family Development re: Support for November as Adoption Awareness Month was received as information.
  - b. Proclamation of November 2015 as Adoption Awareness Month in Port Hardy, proclamation sponsored by Mayor Bood.

2015-194  
NOVEMBER 2015  
PROCLAIMED  
ADOPTION  
AWARENESS  
MONTH

**Moved/Seconded/Carried**

THAT Council proclaims November 2015 as *Adoption Awareness Month* in Port Hardy.

3. Sherry Senciw, Secretary Port Hardy Lions Club (Nov.3/15) re: Request for permission to hold Annual Timmy's Road Blocks, (in front of Esso gas station, opposite Chamber of Commerce and by Robert Scott School) and request to use of District road barriers.

2015-195  
PH LIONS RE  
TIMMY  
ROADBLOCK  
FUNDRAISER

**Moved/Seconded/Carried**

THAT the request by Sherry Senciw, Port Hardy Lions Club to allow the Port Hardy Lions Club to temporarily close roads to traffic in front of Esso Gas station, by the Chamber of Commerce building and by Robert Scott School as part of the Annual Timmy's Roadblocks fundraising event on December 5th, 2015 from 10:00 am until 2:00 pm, and that the Lions Club have use of the District's barriers for the event, is hereby approved.

4. Angie Clance (Nov 5/15) re: Santa Claus Parade December 6th, 2015, request for road closures along parade route, Thunderbird Mall, to Rupert Street, Rupert Street to Gray Street, Gray Street to Market Street to Carrot Park.

2015-196  
SANTA CLAUSE  
PARADE DEC 6/15

**Moved/Seconded/Carried**

THAT the request by Angie Clance that the District of Port Hardy close portions of Granville Street, Rupert Street, Gray Street and Market Street from 3:45 to 4:30pm on Sunday, December 6th, 2015 for the Santa Claus Parade and that District staff be made available to assist with same is hereby approved.

**G. NEW BUSINESS**

No new business.

**H. COUNCIL REPORTS**

COUNCIL  
REPORTS

Mayor Bood, Councillors Pat Corbett-Labatt, Dennis Dugas, Jessie Hemphill, 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.

Mayor Bood introduced newly appointed CAO, Allison McCarrick and Director of Operations, Abbas Farahbakhsh to the Council floor.

**I. COMMITTEE REPORTS**

1. Draft minutes of the Finance Committee meeting held October 27, 2015 were received for information.

**J. STAFF REPORTS**

1. Accounts Payable for month of October 2015 was received for information.
2. Allison McCarrick, CAO (Nov.2/15) re: Asset Management Planning Program.  

A. McCarrick, CAO reviewed the Asset Management Planning grant and the need to have Asset Management Plans as part of future grant applications.

**Moved/Seconded/Carried**

THAT Council supports the District of Port Hardy application to the Asset Management Planning program, as presented.

3. Heather Nelson-Smith, Dir. Corporate Services (Nov.2/15) re: Application for Celebrate Canada Aboriginal Day and Canada Day activities.

**Moved/Seconded/Carried**

THAT Council supports the District of Port Hardy application to Celebrate Canada for Aboriginal Day and Canada Day activities, as presented.

4. Heather Nelson-Smith, Dir. Corporate Services (Nov.2/15) re: zoning

**Moved/Seconded/Carried**

THAT staff be directed to amend the zoning regulation to allow for the change in the wording to include the following:

*Those properties located in the residential 1 and residential 2 zones that no longer permit manufactured homes be authorized to make alterations to their buildings, permitting that the alterations or additions conform to the current zoning, and follow all building code regulations.*

AND THAT Council and staff review the current Zoning regulation to see what other items may need to be amended to ensure that all amendments are included in the process.

AND THAT until the zoning amendment has been adopted, staff be permitted to allow building permit applications that conform to the direction of Council.

**K. CURRENT BYLAWS AND RESOLUTIONS**

No bylaws.

**L. PENDING BYLAWS**

No pending bylaws

2015-197  
APPLICATION TO  
ASSET  
MANAGEMENT  
PLANNING  
PROGRAM

2015-198  
CELEBRATE  
CANADA  
APPLICATION  
ABORIGINAL DAY /  
CANADA DAY

2015-199  
ZONING  
AMENDMENT /  
ALLOW BUILDING  
PERMITS IN  
ITERIM

**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**

2015-200  
ADJOURNMENT

**Moved**  
THAT the meeting be adjourned.

Time: 7:39pm

CORRECT

APPROVED

---

DIRECTOR  
OF CORPORATE SERVICES

---

MAYOR

ITEM	ACTION REGULAR COUNCIL MEETING –Nov 10, 2015	WHO	STATUS /COMMENTS
Proclamation of November 2015 as <i>Adoption Awareness Month</i> in Port Hardy.	THAT Council proclaims November 2015 as <i>Adoption Awareness Month</i> in Port Hardy. -post proclamation	LD	Done
Sherry Senciw, Secretary Port Hardy Lions Club (Nov.3/15) re: Request for permission to hold Annual Timmy's Road Blocks,(in front of Esso gas station, opposite Chamber of Commerce and by Robert Scott School) and request to use of District road barriers.	THAT the request by Sherry Senciw, Port Hardy Lions Club to allow the Port Hardy Lions Club to temporarily close roads to traffic in front of Esso Gas station, by the Chamber of Commerce building and by Robert Scott School as part of the Annual Timmy's Roadblocks fundraising event on December 5th, 2015 from 10:00 am until 2:00 pm, and that the Lions Club have use of the District's barriers for the event, is hereby approved. -Advise PH Lions and outside agencies as necessary	HN-S	Done
Angie Clance (Nov 5/15) re: Santa Claus Parade December 6th, 2015, request for road closures along parade route, Thunderbird Mall, to Rupert Street, Rupert Street to Gray Street, Gray Street to Market Street to Carrot Park.	THAT the request by Angie Clance that the District of Port Hardy close portions of Granville Street, Rupert Street, Gray Street and Market Street from 3:45 to 4:30pm on Sunday, December 6th, 2015 for the Santa Claus Parade, and that District staff be made available to assist with same is hereby approved. -Advise A. Clance and outside agencies as necessary	HN-S	Done
A. McCarrick, CAO reviewed the Asset Management Planning grant and the need to have Asset Management Plans as part of future grant applications.	THAT Council supports the District of Port Hardy application to the Asset Management Planning program, as presented. -proceed with application	AM	Done
Heather Nelson-Smith, Dir. Corporate Services (Nov.2/15) re: zoning	THAT staff be directed to amend the zoning regulation to allow for the change in the wording to include the following: <i>Those properties located in the residential 1 and residential 2 zones that no longer permit manufactured homes be authorized to make alterations to their buildings, permitting that the alterations or additions conform to the current zoning, and follow all building code regulations.</i> AND THAT Council and staff review the current Zoning regulation to see what other items may need to be amended to ensure that all amendments are included in the process. AND THAT until the zoning amendment has been adopted, staff be permitted to allow building permit applications that conform to the direction of Council.	HN-S	In Progress
Heather Nelson-Smith, Dir. Corporate Services (Nov.2/15) re: Application for Celebrate Canada Aboriginal Day and Canada Day activities.	THAT Council supports the District of Port Hardy application to Celebrate Canada for Aboriginal Day and Canada Day activities, as presented. -proceed with application	HN-S	Done

ITEM	ACTION REGULAR COUNCIL MEETING –Oct 27 2015	WHO	STATUS /COMMENTS
<p>First Nations Relations Comm Oct 13/15                      Recommendation to Council: Canada 150                      Program grant application for First Nations                      Carving</p>	<p>THAT Council supports application, final application to be submitted to Council                      -Committee to prepare application</p>	<p>HNS</p>	<p>Dir. Corporate Services preparing the application</p>
<p>Parks &amp; Rec Review Comm Oct 14/15.                      Recommendations to Council:                      a. "That Council directs staff to develop possible sources of funding that include costs for:                      for: a) rebuild of pool                      b) expansion of the recreation complex and                      and c) use of bio-fuels at the complex."                      b. "That Council directs staff to prepare a Request for Quotation for Mitigation of Ballfield #2 at Beaver Harbour Park."                      c. "That Council directs staff to remove the fencing and fill the fenced curling pond area situated beside the curling rink."</p>	<p>THAT Council directs staff to develop possible sources of funding that include costs for:                      a) rebuild of pool                      b) expansion of the recreation complex and                      c) use of bio-fuels at the complex.                      b. THAT Council directs staff to prepare a Request for Quotation for Mitigation of Ballfield #2 at Beaver Harbour Park.                      c. THAT Council directs staff to remove the fencing and fill the fenced curling pond area situated beside the curling rink.</p>	<p>AM  SM  SM</p>	<p>In progress</p>
<p><b>ITEM</b></p>	<p><b>ACTION REGULAR COUNCIL MEETING –Oct 13 2015</b></p>	<p><b>WHO</b></p>	<p><b>STATUS /COMMENTS</b></p>
<p>Kains Lake</p>	<p>THAT The short and long term recommendations in the Bathymetric analysis and preliminary lake level modelling for the District of Port Hardy Kains Lake Water Supply report be accepted and implemented,                      - Staff to start the review of recommendations and associated costs and bring forward to Council.                      THAT Council consideration be given to establishing a rainbow crosswalk with a suggested location at the intersection of Granville and Rupert Streets                      -Staff to advise Council of costs, preferred locations etc. for rainbow sidewalk</p>	<p>AM/SM/JJ</p>	<p>In progress</p>
<p>Rainbow Crosswalk</p>	<p><b>ACTION REGULAR COUNCIL MEETING – Sept. 8, 2015</b></p> <p>THAT Council approved a contribution of \$5,000.00 plus an equivalent amount of assistance with in kind support to include personnel and equipment for use as part of the Knotweed Eradication Program as presented                      -Issue funds                      -Advise Operational Services</p>	<p>AM/SM  AM SM</p>	<p>In progress  Done Done</p>

ITEM	ACTION REGULAR COUNCIL MEETING - August 11, 2015	WHO	STATUS /COMMENTS
<p>2. Draft Minutes Operational Services Comm Meeting, July 16/15. Recommendations to Council:</p> <p>a. "THAT, as a result of yard waste service misuse, Council directs staff to investigate options for providing the yard waste service and facility"</p> <p>b. "THAT Council requests Island Health to do a traffic study on all access points to their properties adjacent to and including the Primary Health Care Center."</p>	<p>a. Direction: staff to investigate options for providing the yard waste service and facility. -investigate options as directed</p> <p>b. THAT Council requests Island Health to do a traffic study on all access points to their properties adjacent to and including the Primary Health Care Center. - Write letter as directed.</p>	<p>AM/SM</p> <p>AM</p>	<p>Done</p> <p>In progress</p>
<p><b>ITEM</b></p> <p>Parks &amp; Rec Review Committee June 16/15. The Committee recommends to Council: "THAT Council approves removal of overhead lighting (cross members and lights) at Beaver Harbour Park Ballfield #1, as per the Safety Authority Inspection report dated 06/10/2015, pending receiving a quote from the District's electrical contractor."</p>	<p><b>ACTION REGULAR COUNCIL MEETING -- July 14, 2015</b></p> <p>THAT Council approves removal of overhead lighting (cross members and lights) at Beaver Harbour Park Ballfield #1, as per the Safety Authority Inspection report dated 06/10/2015, pending receiving a quote from the District's electrical contractor. -Proceed as directed</p>	<p>SM</p>	<p>Underway, awaiting Hydro truck</p>
<p><b>ITEM</b></p> <p>Establishment of Personnel Committee</p> <p>a) Standing or Select Committee</p> <p>b) Scope / Terms of Reference</p> <p>c) Hiring Policy</p>	<p><b>ACTION COMMITTEE OF WHOLE MEETING -- June 23/15</b></p> <p>1) THAT Council establishes a standing committee for personnel matters AND THAT staff investigates various options for doing so. -Investigate committee options as directed</p>	<p>WHO</p> <p>AM</p>	<p><b>STATUS /COMMENTS</b></p> <p>In progress</p>
<p><b>ITEM</b></p> <p>Op Scvs Committee meeting held June 18, 2015. Recommendations to Council:</p> <p>a. "THAT Council approves replacing the Fort Rupert Lift Station electrical kiosk with an aluminum box</p> <p>b. "THAT Council directs staff to prepare a bylaw for Council review to amend District of Port Hardy Water Conservation Bylaw No. 06-2005 to amend Stage 1, 2 and 3 Outdoor Water Use</p>	<p><b>ACTION REGULAR COUNCIL MEETING -- June 23/15</b></p> <p>a. THAT Council approves replacing the Fort Rupert Lift Station electrical kiosk with an aluminum box, at an estimated cost of \$1,800 as per Safety Authority directive ELOP-226651-014. - Proceed with repairs as directed</p> <p>b. THAT Council directs staff to prepare a bylaw for Council review to amend District of Port Hardy Water Conservation Bylaw No. 06-2005 as recommended -Prepare amending bylaw as directed.</p>	<p>WHO</p> <p>SM/JJ</p> <p>HN-S</p>	<p><b>STATUS /COMMENTS</b></p> <p>In progress</p> <p>In progress</p>

<p>First Nations Relations Committee meeting June 9, 2015. Recommendation to Council "THAT Council provides First Nation cultural education and training for all District of Port Hardy employees AND THAT the cultural education and training be completed by the end of 2015."</p>	<p>THAT Council directs the First Nations Relations Committee to prepare a proposal to undertake a cultural education and training program for all District employees AND THAT the cultural education and training program be completed by the end of 2015. - prepare proposal as directed.</p>	<p>HN-S</p>	<p>In progress</p>
<p><b>ITEM</b></p> <p>1. Operational Services Committee, Jan.22/15 b. THAT the Operational Services Committee requests that staff and the Harbour Manager work with this charter group to come up with an agreement that can be brought back to Council for discussion.</p>	<p><b>ACTION REGULAR COUNCIL MEETING – JAN. 26, 2015</b></p> <p>b. THAT staff and the Harbour Manager work with the charter group to develop an agreement that can be brought back to Council for discussion. -Staff and the Harbour Manager work with the charter group to develop an agreement as directed.</p>	<p><b>WHO</b></p> <p>RD  HN-S</p>	<p><b>STATUS /COMMENTS</b></p> <p>Done: Reviewed at October Operational Services meeting Liability concerns and Prov lease requirements being reviewed</p>



## MEMORANDUM

**TO:** Mayors and Councils, Chairs and Boards  
Chief Administrative Officers, Corporate Officers

**FROM:** President Barbara Price

**DATE:** November 10, 2015

**RE:** **RESOLUTIONS NOTICE/REQUEST FOR SUBMISSIONS  
CALL FOR NOMINATIONS FOR AVICC EXECUTIVE**

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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 22, 2016**.

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. The AVICC Executive continues to review the resolutions process to see if there are any opportunities for improvement.

#### 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.

#### Number of Resolutions

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 two resolutions after the regular resolutions deadline with only one recommended that it 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:

525 Government St, Victoria, BC V8V 0A8  
Email: [avicc@ubcm.ca](mailto:avicc@ubcm.ca) • Tel: 250-356-5122 • Fax: 250-356-5119 • [www.avicc.ca](http://www.avicc.ca)

Representing Local Government on Vancouver Island, Sunshine Coast, Powell River and Central Coast



- ✓ Forward your resolutions for debate first to our AVICC AGM & Convention by the regular resolutions deadline of **Monday, February 22, 2016**.
- ✓ 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 2015 resolutions by **December 1, 2015** though 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.



**MINUTES OF THE  
DISTRICT OF PORT HARDY  
FIRST NATIONS RELATIONS COMMITTEE MEETING  
HELD NOVEMBER 10, 2015  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

**PRESENT:** Councillors Pat Corbett-Labatt, Jessie Hemphill (Chair), Fred Robertson

**ALSO PRESENT:** Heather Nelson-Smith, Director of Corporate Services; Allison McCarrick, Director of Financial Services

**REGRETS:** None

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

**DRAFT**

**A. CALL TO ORDER**

Chair Jessie Hemphill called the meeting to order at 4:34pm.

Chair Hemphill opened the meeting with the following statement: "I would like to acknowledge that we are on the unceded traditional territory of the Kwakiutl people."

**B. APPROVAL OF AGENDA**

**Moved/Seconded/Carried**

THAT the agenda be approved as amended.

**C. ADOPTION OF MINUTES**

1. Minutes of the meeting held October 13, 2015.

**Moved/Seconded/Carried**

THAT the minutes of the First Nations Relations Committee meeting held October 13, 2015 be approved as presented.

**D. DELEGATIONS**

None

**E. CORRESPONDENCE**

None

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

1. Review and Update of Action Items
  - a. First Nation cultural education and training for all District of Port Hardy employees by the end of 2015.

The Committee discussed the Information provided in an email from Kathi Camilleri (Nov.4/15) regarding two workshops *Buidiing Bridges Through Understanding the Village and Paddling Together*. The quote given by Ms Camillier was \$1,250.00 per

FNRC 2015-037  
AGENDA  
APPROVED AS  
AMENDED

FNRC 2015-038  
MINUTES OF  
OCT 13/15  
APPROVED

day and travel (mileage) from Campbell River, accommodation and meals covered by the workshop/training hosts. The email also said that budget considerations would be accommodated and to 'offer what you can.'

The Committee discussed the number of participants at approximately 60, employees taking the workshops and as such it would need to be three groups over three days.

Councillor Robertson reiterated his previous comments that there is a need to change the name from cultural education and training to something else.

Councillor Hemphill advised of an option through the Indigenous Cultural Competency (ICC) Online Training Program delivered by the Provincial Health Services Authority of British Columbia. The cost is \$250.00 per person

Councillor Robertson asked whether there were other trainers available and was advised by Heather Nelson-Smith that there was no one closer than Manitoba.

The Committee discussed the costs as approximately \$3,750 plus travel and accommodation, for a total budget of approximately \$5,000.

Councillor Hemphill cited a possible conflict of interest and left the meeting.

Allison McCarrick, CAO suggested asking Kathi Camilleri to do the workshops for \$1,250 per day total cost.

Councillor Corbett-Labatt suggested looking for grants to offset the cost such as through the Truth and Reconciliation Commission. Allison McCarrick suggested ICET funding may be a possibility.

**Moved/Seconded/Carried**

THAT the First Nations Relations Committee recommend that Council approve offering a contract to Kathi Camilleri for \$1,250 per day (inclusive of all fees and charges) for three days of First Nation cultural education and training workshops AND THAT the Director of Corporate Services be directed to research grant funding sources to offset the workshop costs.

Allison McCarrick advised a timeline for the workshops needs to be established and that the workshops will be a 2016 budget item.

**b) Canada 150 Grant Application**

Pat Corbett-Labatt advised Council has approved for the Committee to go ahead with the Canada 150 Grant Application. Heather Nelson-Smith will write the grant application with December 15 as the proposed date for the draft grant and in January 2016 take it to Council for approval. The timeline in the grant process was discussed and it is approximately 30 weeks from grant submission to start of project.

Heather Nelson-Smith advised the timeline may be adjusted from November 30<sup>th</sup> for the draft and December 15 for the final application.

The Committee discussed the financial impact to the District and in kind costs.

DRAFT

FNRC 2015-039  
RECOMMENDATION  
RE CULTURAL  
TRAINING  
WORKSHOPS

Councillor Corbett-Labatt discussed the possibility of having the carving done in a public place and advised there have been discussions with Thunderbird Mall regarding having the carving done in an empty store front.

c) Regional District of Mount Waddington Community to Community Forum Working Group.

Councillor Robertson advised there have been meetings of the Community to Community Forum Working Group and that Conrad Black has been in attendance. They are looking at March 2016 as the time and the broad theme will be tourism with local municipal governments and First Nations government participating. There is ongoing discussion on obtaining a qualified facilitator for the event.

d) Kwakiutl Signage

Heather Nelson-Smith advised that quotes for required archaeological studies are being obtained. Baseline Archaeological Services Ltd has quoted \$5,00-\$7,000, depending on work involved at the site. Each signage location site will have to have an archaeological study done. The province is very strict on rules regarding archaeological studies being required.

The Committee discussed:

- Asking the Kwakiutl Band if, from their perspective, an archaeological study is needed.
- Contacting Tom Child and ask if the District can piggy back on the Band's work
- Investigating obtaining an exemption from the province
- Total costs of the project to include archaeological study as well as costs for installation such as material, labour and equipment.

3) Other Action Items

Councillor Hemphill advised there is nothing new to report on other outstanding action items.

**G. NEW BUSINESS**

Port Hardy Resort – recent stop work order

The Committee discussion included

- the recent Provincial Government stop work order and its timeline
- District involvement
- RDMW mapping and updates to it
- the need to start a dialogue with First Nations regarding establishing referral process
- the need to inform property owners that an archaeological study may be required on properties in and around Hardy Bay

The Committee agreed by consensus to look at wording for a notice to property owners at the next meeting, to be included in the District January newsletter. The Committee requested staff research guidelines for information on archaeological sites and digging.

**H. ROUNDTABLE DISCUSSION**

Councillor Hemphill advised she is co-facilitator at the upcoming Joint Gathering 2015 event.

**I. NEXT MEETING DATE**

The Committee set the next meeting date for 4:30 pm Tuesday December 8, 2015.

**J. ADJOURNMENT**

**Moved**

THAT the meeting be adjourned.

Time: 5:28pm

FNRC 2015-040  
ADJOURNMENT

**DRAFT**



**MINUTES OF THE DISTRICT OF PORT HARDY  
OPERATIONAL SERVICES COMMITTEE MEETING  
HELD NOVEMBER 19, 2015  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

**PRESENT:** Councillors Dennis Dugas, Rick Marcotte (Chair) and John Tidbury

**ALSO PRESENT:** Allison McCarrick, CAO, Abbas Farahbakhsh, Dir. Operational Services, Sean Mercer, Operations Manager, and Leslie Driemel, Recording Secretary

**REGRETS:** Joe Jewell, Utilities Supervisor

**A. CALL TO ORDER**

Chair Rick Marcotte called the meeting to order.

Time: 8:34 am

**B. APPROVAL OF AGENDA**

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

**DRAFT**

**C. MINUTES**

1. Minutes of the Operational Services Committee meeting held October 15, 2015.

Moved/Seconded/Carried  
THAT the minutes of the Operational Services Committee meeting held October 15, 2015 be approved as presented.

**D. DELEGATIONS**

Don Ford and Bob Hemphill, Port Hardy Cenotaph Committee re: New Application for Port Hardy Cenotaph

Bob Hemphill reviewed the previous applications for funding of the cenotaph upgrade project. The proposed new design would be submitted to the Cenotaph Monument Restoration Program which allows rebuilding of cenotaphs with utilizing existing components and in kind donations. The new design incorporates less concrete, use of crush rock and reusing existing rocks from the current cenotaph where possible to provide historical continuity. The design is not finalized and input from the Committee would be appreciated.

The Committee members and District staff present discussed with the delegation:

- Using the cross and obelisks from the existing cenotaph
- Including water and electricity connections at the site
- Concerns regarding using crush rock rather than cement or paving stones and grass in the design
- Drainage concerns
- Raising the bases up from ground level

OP SCVS  
2015-052  
AGENDA  
APPROVED AS  
AMENDED

OP SCVS  
2015-053  
MINUTES OCT  
15/15 APPROVED  
AS PRESENTED

- Adjust spacing between the bases to allow for wheelchair and mower access
- Possible archaeological study costs
- Project referral process with Kwakiutl First Nation
- Relocation of First Nations Totem pole may allow exemption from archaeological study.
- Possible in kind donations from Orca Sand and Gravel and K&K Electric

Allison McCarrick CAO advised the cost of District in kind donation such as equipment costs, labour etc would need to be determined.

Bob Hemphill advised the design will be adjusted with the input received from the Committee and that Russ Hellberg will prepare the application for District review and submission under the District's name in time for the January 2016 intake deadline.

#### **E. CORRESPONDENCE**

No correspondence.

**DRAFT**

#### **F. BUSINESS ARISING / UNFINISHED BUSINESS**

1. Action Items were reviewed and updated.

- Canadian Rangers re trailer storage: on hold until Rangers obtain a trailer
- Broken Window Report: this is an agenda item
- Fort Rupert Lift Station: Abbas Farahbakhsh and Sean Mercer advised the basic repairs will only be made at this time. There are issues with the concrete slab and electrical components. Will discuss with CAO if land swap with Kwakiutl Band is still a consideration, if not detailed review of the work and costs to bring the lift station up to standards will be done for budget considerations.
- Bear Cove Boat Launch re charging for moorage: Staff is researching conditions of lease/license contract with Provincial Government regarding charging of moorage and insurance concerns with insurance provider.
- Sea wall lights: Scheduled for delivery November 20, 2015

2. RCMP *Broken Window* – Report by Heather Nelson-Smith (Nov 3/15)

The Committee reviewed the staff report by Heather Nelson-Smith regarding ways to clean up District and private property sites identified in the report.

Allison McCarrick, CAO advised that the District crews can clean up areas identified as District properties and that letters can be written to private property owners giving notice to clean up their properties. If not complied with the District may have Operational Services clean up the property and the cost of that work attached to the property tax account. In the past some property owners have already received such letters.

Moved/Seconded/Carried

THAT the Operational Services Committee recommends that Council proceed with the recommendations from the Broken Window report prepared by Heather Nelson-Smith, Director of Corporate Services (Nov.3/15) namely:

Recommendation for 8755 Granville Street - Old Bank – Empty Building

Enforce District of Port Hardy Bylaw 09-2012 vacant properties. Notice to be sent to the property owner stating that the building must be secured as per the bylaw and any accumulation of filth must be removed and mitigated to prevent future issues. Our bylaw states that if the owner fails to do so the District may remedy the issue at the owner's expense and apply the amount to the taxes.

AND

Recommendation for the vacant properties: To send letters stating that under section 5 of the Vacant Property Bylaw and noncompliance with the unsightly premises bylaw 10-2008 which states that a property is considered unsightly when there is an accumulation of rubbish and litter and generally untidy. In addition to the bylaws, a notice about crime prevention and the notations from the RCMP requesting that the areas be thinned to discourage negative use including drinking in public and loitering.

Allison McCarrick, CAO advised that as these are bylaw infractions the Committee may not need to go to Council for approval for action to proceed.

**DRAFT**

**G. NEW BUSINESS**

1. Kains Lake
  - a. Planning for valve replacement during 2016 low water window
  - b. Planning for dam work

Abbas Farahbakhsh advised that Sean Mercer is investigating and planning for the necessary dam work.

Allison McCarrick advised that Doug McCorquodale of Pacificus has said that the District won't run out of water and the District does not need to proceed with the raising of the dam at this time. Other solutions are available. The water taken to fight the July fire contributed to low water levels at that time.

Abbas Farahbakhsh advised that he, Sean Mercer and Joe Jewell have looked at the dam and will meet with Doug McCorquodale of Pacificus to further discuss work on the dam. In the mean time he will continue to research possible design/build proposals to raise the dam.

2. Wildfire Interface Planning – Update

The Committee discussed the process for a wildfire interface program.

Allison McCarrick, CAO advised the wildfire interface planning grant has been applied for and that the next steps, if the grant is awarded, would be to develop a wildfire interface prevention plan and when the plan is completed, to apply for funding to implement the plan.

Councillor Tidbury advised funding could be used for installing sprinklers at the water treatment plant and cleaning up interface areas.



**H. ROUNDTABLE DISCUSSION**

Councillor Dugas inquired if a letter has been sent to School District 85 regarding his presenting information about the Bear Smart Program at an upcoming School Board meeting. Currently there are no bear proof bins at local schools. Allison McCarrick advised the letter has been sent and a copy is in his folder.

**I. NEXT MEETING:** 3:00 pm December 17,2015

**J. ADJOURNMENT**

Moved  
THAT the meeting be adjourned.

Time: 9:13am

OP SCVS  
2015-055  
ADJOURNMENT

**DRAFT**



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



**DATE:** November 9, 2016 **FILE:** 530 Council General  
**TO:** Mayor and Councillors  
**FROM:** Heather Nelson-Smith Director of Corporate Services  
**RE:** **2016 COUNCIL MEETING DATES**

**PURPOSE**

To present Council with a regular meeting schedule for 2016 for its consideration such that staff can proceed with satisfying notification requirements prior to the new year.

**POLICY / REGULATORY CONSIDERATIONS**

Section 127 of the *Community Charter* requires that Council make available to the public, a schedule of the date, time and place of its regular council meetings and that a notice of availability of this meeting schedule be advertised (newspaper and posting at Municipal Hall) in accordance with section 94.

**FINANCIAL IMPLICATIONS**

None.

**ANALYSIS**

Council Procedure Bylaw No. 03-2009 requires that regular Council meetings be held on the second and fourth Tuesday of each month at 7:00pm. The schedule included in the staff recommendation reflects past decisions to reduce the summer (July and August) meetings to one per month. In addition, the September 27 meeting is proposed to be cancelled during the week in which the Union of British Columbia Municipalities Convention takes place and the December 27th meeting is proposed to be cancelled during the week in which Christmas Day and Boxing Day occur.

**STAFF RECOMMENDATION**

*“THAT Council approves the following regular Council meeting dates for 2016:*

<i>January 12</i>	<i>January 26</i>
<i>February 9</i>	<i>February 23</i>
<i>March 8</i>	<i>March 22</i>
<i>April 12</i>	<i>April 26</i>
<i>May 10</i>	<i>May 24</i>
<i>June 14</i>	<i>June 28</i>
<i>July 12</i>	<i>July 26 - cancelled for summer break</i>

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August 9  
September 13  
October 11  
November 8  
December 13

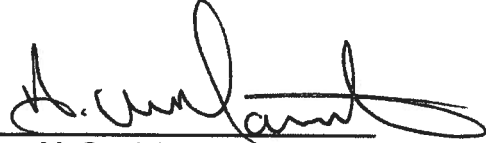
August 23- cancelled for summer break  
September 27 – cancelled for UBCM Convention  
October 25  
November 22  
December 27 - cancelled for Christmas break"

Respectfully submitted,

I agree with the recommendation.



Heather Nelson-Smith  
Director of Corporate Services



Allison McCarrick  
Chief Administrative Officer