



DISTRICT OF PORT HARDY

AGENDA COUNCIL MEETING 7:00 PM, TUESDAY, DECEMBER 13, 2016 MUNICIPAL HALL COUNCIL CHAMBERS 7360 COLUMBIA STREET

Mayor: Hank Bood

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

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

**DISTRICT OF PORT HARDY
AGENDA FOR THE REGULAR COUNCIL MEETING
7:00 PM TUESDAY, DECEMBER 13, 2016
Council Chambers - Municipal Hall**

<u>Page</u>		Time:
	A. CALL TO ORDER	
	B. APPROVAL OF AGENDA AS PRESENTED (or amended)	
	Motion required.	1. 2.
	C. ADOPTION OF MINUTES	
1-3	1. Minutes of the Committee of the Whole meeting held November 22, 2016.	
	Motion required	1. 2.
4-7	2. Minutes of the Regular Council meeting held November 22, 2016.	
	Motion required	1. 2.
	D. DELEGATIONS AND REQUESTS TO ADDRESS COUNCIL	
	No delegations	
	E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS	
8	1. Council Action items. For information.	
	F. CORRESPONDENCE	
9-12	1. Copy of letter from Regional District of Mt. Waddington (Nov 18/16) to BC Utilities Commission regarding RIB Rate. For information.	
13	2. Copy of letter to Hon. Peter Fassbender, Minister of Community, Sport and Cultural Development from Leo Facio, Mayor Harrison Hot Springs (Nov.28/16) re: Short Term Rentals in the Tourism Accommodation Sector. For information.	
14	3. Councillor Murray Krause, UBCM President (Nov 18/16) re: Gas Tax Agreement Community Works Fund Payment \$110,788. For information.	
15-23	4. Clark Somerville, President, FCM re: Network of Canada 150 Community Leaders. For information.	
	G. NEW BUSINESS	
	1. Councillor Pat Corbett-Labatt: Canada 150 Mural Project re: Civic Centre Celebration June 21, 2017.	
	Motion / direction	1. 2.
	H. COUNCIL REPORTS	
	1. Verbal Reports from Council members.	
	I. COMMITTEE REPORTS	
24-26	1. Draft minutes of the Operational Services Committee meeting held Monday November 21, 2016. For information.	
27-28	2. Minutes of the Finance Committee meeting held Tuesday November 22, 2016. For information.	
29-32	3. Draft minutes of the Emergency Planning Committee meeting held Monday November 28, 2016. For information.	
33-38	a. The Emergency Planning Committee Recommends: <i>THAT Council approve the District of Port Hardy Emergency Planning Committee Terms of Reference.</i>	
	Motion / direction	1. 2.

39 Staff Report H. Nelson-Smith, Dir. Corp Services (Nov.16/16) re: Tsunami Warning System. For information.

- b. The Emergency Planning Committee Recommends:
THAT a Tsunami warning siren be purchased and installed in the Beaver Harbour area with the following considerations:
- *That a location and sound quality analysis be conducted*
 - *Options for remote and manual operation*
 - *Testing and maintenance*
 - *Portability*
 - *Expandability*
 - *Future expansion of the system*

Motion / direction 1. 2.

J. STAFF REPORTS

40-41 1. Accounts Payable November 2016. For information.

42 2. Heather Nelson-Smith, Director of Corporate Services (Dec.5/16) re: 2017 Council Appointments to Regional District of Mount Waddington and Vancouver Island Regional Library.

Motion required 1. 2.

43-44 3. Heather Nelson-Smith, Director of Corporate Services (Dec.5/16) re: 2017 Committee Structure and Council Appointments.

Motion required 1. 2.

K. CURRENT BYLAWS AND RESOLUTIONS

45-46 1. Bylaw 1060-2016, Revenue Anticipation Borrowing Bylaw. For First, Second and Third Reading.

Motion required 1. 2.

L. PENDING BYLAWS

Bylaw 1051-2016, Port Hardy Multiplex Loan Authorization Bylaw.
Amend 2017 User Rates & Fees Bylaw 1057-2016 (to amend Harbour fees)

M. INFORMATION AND ANNOUNCEMENTS

December 19 Committee: Operational Services 3:00 pm, Council Chambers
December 21 Parks & Recreation Review Committee 3:00 pm, Council Chambers
December 24-Jan 2 Municipal Hall Closed
January 10 Committee: First Nations Relations 4:00 pm, Council Chambers
Council: Committee of the Whole 6:00 pm, Council Chambers
Council: 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
DISTRICT OF PORT HARDY
COMMITTEE OF THE WHOLE MEETING
TUESDAY, NOVEMBER 22, 2016
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

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

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

MEDIA: None **MEMBERS OF THE PUBLIC:** 1

COW 2016-039
APPROVAL OF
AGENDA AS
PRESENTED

A. CALL TO ORDER

Mayor Bood called the meeting to order at 6:00 pm

B. APPROVAL OF AGENDA

Moved/Seconded/Carried

THAT the agenda for the Committee of the Whole meeting of November 22, 2016 be accepted as presented.

C. DELEGATION

1. Angela Smith, Harbour Manager, Port Hardy Harbour Authority (Seaway Ventures Ltd.) re: Year in Review (Regrets Leah Robinson)

Discussion with Council included:

Year in Review

- Boat Counts / User Highlights
- Fisheries Use
- Recreational Use
- Hours of Operation
- Tourism
- Outreach & Communication

Projects

Seine Floats

- Small Craft Harbour
- Municipal

Fishermans Wharf

- Small Craft Harbour
- Municipal

Seagate Rural Dividend Project

Municipal

- T-Floats
- Opportunities in 2017

Small Craft Harbours

- Mandate
- Decision Making / Priorities
- Relationship with District of Port Hardy
- 2017 Projects and beyond

Looking Forward

- Working with Small Craft Harbours on long term projects
- Mariner memorial
- Joint advertising with Tourism Port Hardy
- Website promotion

D. STAFF REPORTS

1. Storey's Beach Ball Fields Report Presentation, prepared by Lees & Associates, presented by Abbas Farahbakhsh, Dir. Operational Services.

The presentation and review with the Committee included:

- Goal of review.
- Sequence of evaluation.
- Project elements – two alternative solutions.
- Primary safety and hazard items.
- Top ten priority listing and work done to date on the list.
 - to remove old ballfield lighting system.
 - improve the current inventory of turf maintenance equipment.
 - introduce a more effective turf management program and equipment needed for the program.
 - improve existing field & park washrooms (3 units) or introduce alternatives.
 - improve the quality of ball field dugouts.
 - repair or replace existing ball field backstops.
 - repair or replace existing ball field fencing.
 - create a strategy to slow the results of beach erosion.
 - enhance the quality and opportunity for children's play areas.
 - implement a viable field drainage and irrigation solution.
- Option 1
 - incorporates basic ball field upgrades.
 - re-surfacing of existing infields.
 - improvement to existing outfields.
 - replacement or refurbishment and maintenance to dugouts.
 - restored and renewed fencing.
- Option 1 and 2
 - new, permanent washroom facilities.
 - enhanced play grounds.
 - implementation of beach volleyball courts.
 - construction of new tennis courts.
 - better parking surfaces and number of spaces.
- Option 2 - Includes option one's improvements, plus:
 - park boundary expansion.
 - total re-build of ball fields.
 - addition of a beach-side trail and perimeter jogging/fitness circuit.
- Annual Potential Budget Option 1
Cost Estimate (Beyond Yr. 5)

Ballfield No. 1	- \$240,000
Ballfield No. 2	- \$462,000
Ballfield No. 3	- \$137,000
Storey's Beach Park	- \$950,000
Common Park Improvements	- \$150,000

Total	- \$10,500	(Immediate)
Total	- \$544,000	(Yr. 1&2)
Total	- \$614,000	(Yr. 3&4)
Total	- \$975,000	(Yr. 5)
Total	- \$1,802,000	(Beyond Yr. 5)

- Annual Potential Budget Option 2
 Cost Estimate (Beyond Yr. 5)

Ballfield No. 1	- \$1,308,000
Ballfield No. 2	- \$650,000
Ballfield No. 3	- \$689,000
Ballfield No. 4	- \$200,000
Storey's Beach Park	- \$1,252,000
Common Park Improvements	- \$100,000

Total	- \$9,500	(Immediate)
Total	- \$393,000	(Yr. 1&2)
Total	- \$720,000	(Yr. 3&4)
Total	- \$1,038,000	(Yr. 5)
Total	- \$3,929,000	(Beyond Yr. 5)

E. NEW BUSINESS

No New Business

F. ADJOURNMENT

COW 2016-040
 ADJOURNMENT

THAT the Committee of the Whole adjourns.

Time: 6:59 pm

CORRECT

APPROVED

 DIRECTOR
 OF CORPORATE SERVICES

 MAYOR



**MINUTES OF THE DISTRICT OF PORT HARDY
REGULAR COUNCIL MEETING
NOVEMBER 22, 2016
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

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

ALSO PRESENT: Abbas Farahbakhsh, Director of Operational Services; Adrian Maas, Director of Financial Services; Heather Nelson-Smith, Director of Corporate Services; Leslie Driemel, Recording Secretary

REGRETS: Allison McCarrick, Chief Administrative Officer

MEDIA: North Island Gazette **MEMBERS OF THE PUBLIC:** 1

A. CALL TO ORDER

Mayor Bood called the meeting to order at 7:05pm. 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 agenda for the Regular Council meeting of November 22, 2016 be accepted as presented.

C. ADOPTION OF MINUTES

1. Minutes of the Special Council Meeting held November 8, 2016.

Moved/Seconded/Carried

THAT the minutes of the Special Council Meeting held November 8, 2016 be accepted as presented.

2. Minutes of the Regular Council meeting held November 8, 2016.

Moved/Seconded/Carried

THAT the minutes of the Regular Council meeting held November 8, 2016 be accepted as presented.

D. DELEGATIONS

1. Schell Nickerson, Fire Chief re: Quarterly Report (July-September, 2016).

Fire Chief Nickerson reviewed the Port Hardy Fire Rescue 3rd Quarter Report for 2016. Activities reviewed included:

- Number and type of emergency calls.
- Photos of two common fire types.
- Training.
- Membership.
- Community Involvement.
- Member's hours.
- Equipment update.
- Update on purchase of new Quint Fire Truck.

2016-220
AGENDA
ACCEPTED
AS PRESENTED

2016-221
SPECIAL COUNCIL
MEETING NOV 8/16
ACCEPTED AS
PRESENTED

2016-222
REGULAR COUNCIL
MEETING MINUTES
NOV 8/16
ACCEPTED AS
PRESENTED

E. ACTION ITEMS

1. Council action items were received for information.

F. CORRESPONDENCE

1. Copy of letter from Claire Trevena, MLA to Laurel Ross, Acting Commission Secretary and Director, BC Utilities Commission (Nov.2/16) re: Two Tier Electricity Rate Impacting North Island Residents was received for information.

Council members commented

- that Minister Bill Bennett acknowledged that rural areas are impacted by electricity rates
- that the deadline for responses to the Utilities Commission request for input is November 24, 2016

2. Angie Clance (Nov.9/16) re: Request for permission to hold Santa Claus Parade December 4th, 2016, from 3:45 to 4:30 pm and for road closures along parade route; Thunderbird Mall (Granville St. entrance)left onto Market Street down to Carrot Park (Douglas Street).

Moved/Seconded/Carried

THAT Council approve 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 4th, 2016 for the Santa Claus Parade.

2016-223
SANTA CLAUS
PARADE STREET
CLOSURE DEC 4/16

G. NEW BUSINESS

No New Business

H. COUNCIL REPORTS

Councillors Pat Corbett-Labatt, Dennis Dugas, Rick Marcotte, Fred Robertson and Leighton Wishart reported on their recent meetings and other activities they attended and/or undertook on behalf of the District.

I. COMMITTEE REPORTS

1. Draft minutes of the First Nations Relations Committee meeting held Tuesday November 8, 2016 was received for information.
2. Draft minutes of the Parks & Recreation Review Committee meeting held Wednesday November 16, 2016 was received for information.

J. STAFF REPORTS

1. A. McCarrick, CAO (Nov.14/16) re: Seniors Centre and VIHA Medical Clinic Traffic Access.

Moved/Seconded

THAT Council direct staff to proceed with VIHA staff to find an alternate solution to the traffic flow in and out of the Seniors Centre and VIHA Medical Clinic parking lots.

Abbas Farahbakhsh, Director of Operational Services reviewed the options presented in the traffic study done by McElhanney Engineers for VIHA as:

1. Close the entrance on Granville Street and have traffic flow in and out of Beverly Parnham Way entrance, passing in front of the Seniors Centre.

2016-224
TRAFFIC AT VIHA
MEDICAL CLINIC

2. Move access from Granville Street closer to Douglas Street, making a new entrance. It was commented that the grade in this area may be an issue.

Council discussion on the parking issues at the Hardy Bay Seniors Centre included:

- Hardy Bay Seniors concerned with two way traffic in front of their entrance.
- Length of term of lease between Hardy Bay Seniors and VIHA.
- Hardy Bay Seniors Center on property leased from VIHA, with traffic entrances on that property and concerns of their liability.
- A solution preferred by the Hardy Bay Seniors is one way traffic coming in at ambulance entrance, on Beverly Parnham Way, around front of Seniors Centre entrance, to VIHA parking and out behind the Seniors Center and back onto Beverly Parnham Way.
- VIHA staff seeing firsthand the busy traffic flow.
- VIHA advising Hardy Bay Seniors that there is no funding for capital work for a new access area behind the Seniors Center to allow for a one way traffic flow.
- Concern that if something is not done to correct the issue someone could get injured.

Councillor Pat Corbett-Labatt requested the motion be amended to add:
AND THAT any alternate solution be approved by the Hardy Bay Seniors Society.

Moved/Seconded/Carried

THAT the motion be amended as requested.

Moved/Seconded/Carried

THAT Council direct staff to proceed with VIHA staff to find an alternate solution to the traffic flow in and out of the Seniors Centre and VIHA Medical Clinic parking lots
AND THAT any alternate solution be approved by the Hardy Bay Seniors Society.

2. A. McCarrick, CAO (Nov 15/16) re: Regional District of Mount Waddington request for letter of support Chilton Regional Arena.

Mayor Bood commented that it is important for all communities to support all recreational facilities on the North Island.

Moved/Seconded/Carried

THAT Council directs staff to proceed with completing the Regional District of Mount Waddington template support letter for the grant application for the Chilton Regional Arena Electric Zamboni Conversion Project to the Community Energy Leadership Program.

3. Heather Nelson-Smith, Director of Corporate Services (Nov.22/16) re: 2017 Council Meeting Dates.

Moved/Seconded/Carried

THAT Council approves the following regular Council meeting dates for 2017:

January 10	January 24
February 14	February 28
March 14	March 28
April 11	April 25
May 9	May 23
June 13	June 27
July 11	July 25 - cancelled for summer beak
August 8	August 22 - cancelled for summer break
September 12	September 26 – cancelled for UBCM Convention
October 10	October 24
November 14	November 28
December 12	December 26- cancelled for Christmas break

2016-225
AMEND MOTION
RE: TRAFFIC AT
VIHA MEDICAL
CLINIC

2016-226
TRAFFIC AT VIHA
MEDICAL CLINIC

2016-227
RDMW SUPPORT
LETTER ZAMBONI
CONVERSION

2016-228
2017 COUNCIL
MEETING DATES

K. CURRENT BYLAWS AND RESOLUTIONS

1. Bylaw 1058-2016, Port Hardy Municipal Regional District Tax Bylaw (Hotel Tax).
For Adoption.

2016-229
BYLAW 1058-2016,
PORT HARDY MRDT
BYLAW ADOPTED.

Moved/Seconded/Carried

THAT Bylaw 1058-2016, Port Hardy Municipal Regional District Tax Bylawbe adopted.

2. Bylaw 1059-2016, A Bylaw to Amend Unsightly Premises Bylaw 10-2008. For Adoption.

2016-230
BYL 1059-2016
AMEND BY 10-2008
UNSIGHTLY
PREMISES
ADOPTED

Moved/Seconded/Carried

THAT Bylaw 1059-2016, A Bylaw to Amend Unsightly Premises Bylaw 10-2008be adopted.

L. PENDING BYLAWS

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

M. INFORMATION AND ANNOUNCEMENTS

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

N. NOTICE OF IN CAMERA MEETING

No In Camera meeting scheduled at this time.

O. ADJOURNMENT

2016-231
ADJOURNMENT

Moved

THAT the meeting be adjourned.

Time:7:38pm

CORRECT

APPROVED

DIRECTOR
OF CORPORATE SERVICES

MAYOR

ITEM	ACTION REGULAR MEETING NOV 22 2016	WHO	STATUS /COMMENTS
A. Clance, Santa Claus Parade road closure request	Approved as presented. Advise PW and agencies - Advise A. Clance	HN-S	Done
Traffic flow, Seniors Center / VIHA Clinic	Starr to work with VIHA to find alternate solution AND the solution be approved by Hardy Bay Seniors	AMc/AF	
RDMW request for letter of support for grant funding for Chilton arena	Approved: Letter of support - Advise RDMW	AMc	Done
H.Nelson-Smith – 2017 council meeting dates	Approved as presented - Post notices as required	LD	Done
ITEM	ACTION REGULAR MEETING NOV 8 2016	WHO	STATUS /COMMENTS
Hydro outage - power can be rerouted from the windfarm to supply power to Port Hardy during outages.	Staff to investigate	AMc	Done, Invitation letter to BC Hydro reps to Council meeting or conference call
Thank you letter to BC Hydro for quick services	Write letter as directed	AMc	
Tourism Advisory Committee -MRDT application	Approved as presented Proceed with application when bylaw approved	AM	Application submitted. Waiting approval
Bylaw 1059-2016, A Bylaw to Amend Unsightly Premises Bylaw 10-2008	Adopted as amended. - Consolidate Bylaw	HN-S / LD	
Amend Byl1057-2016 User Rates and Fees for 2017 to reflect the rate changes as provided in the Bear Cove Recreation Site report dated September 22, 2016	Approved Prepare amending bylaw	AM	
ITEM	ACTION REGULAR MEETING OCTOBER 11, 2016	WHO	STATUS /COMMENTS
Draft minutes of the Emergency Planning Committee meeting held Sept/ 19/16 <i>Recommendation that Council allocate funding in 2017 to hire a consultant to review and update the DPHEmergency Plan.</i>	Refer request to 2017 budget discussion	AM	Done
ITEM	ACTION COUNCIL MEETING May 10 2016	WHO	STATUS /COMMENTS
First Nations Relations Committee May 10, 2016 Recommendations: THAT Council provide in kind services to install two signs donated by Merv Child for locations at Stink Creek Park and along the Harbour Trail near the Seaplane Base AND THAT Council investigate supplying a plaque that identifies the artist AND THAT it be in two languages.	Approved: - Arrange for signs / installation/plaque -Investigate interpretive signs	AF/SM AF AMc	In progress In progress In progress
ITEM	ACTION COUNCIL MEETING NOVEMBER 24, 2015	WHO	STATUS /COMMENTS
Operational Services Committee minutes of Nov 19/15: <i>Recommendation: proceed with recommendations from the Broken Window report</i>	Approved: as recommended: - Jan 12/16 Letters have been sent to property owners regarding their properties - no replies have been received back - next step staff to bring back a report for Council regarding authorizing remedial action and the cost of such action being charged back to the property owner's tax account. - Staff report to come to future Council meeting.	HN-S / Mun Insp	Will be done with municipal inspector



Letter of Comment to BCUC regarding RIB Rate Reports provided by BC Hydro & FortisBC November 18, 2016

The Regional District of Mount Waddington (RDMW) is pleased that the BC Utilities Commission has provided the public with another opportunity to comment on the reports by BC Hydro and Fortis defending their reclining incline block (RIB) rate application. The RDMW has previously provided two submissions about the impact of the RIB rate on our residents. The first supported a resolution, co-sponsored by the District of Port Hardy, to the Association of Vancouver Island and Coastal Communities (AVICC). A letter of comment was also provided on August 12, 2016 which supported the case for the Regional District to be declared as a stakeholder.

Because of this review opportunity, the RDMW has re-examined the case for the RIB structure. The RDMW was somewhat disappointed by the reports from both BC Hydro and Fortis as they failed to adequately address or even acknowledge the discriminatory aspects of the RIB rate structure that we and many others addressed in letters of comments. The RDMW stands by its original submission that the two-tiered rate structure does not meet the BCUC requirement that rates must be “fair, just and not unduly discriminatory” (Utilities Commission Act, s59), because the two-tiered rate discriminates against all non-farm residents living in primarily rural areas that have no natural gas service. Supported by further evidence provided by stakeholders Marty, de Cock and others, we believe that the case for price discrimination is strong enough to not just raise the second-tier threshold as we previously suggested but rather to eliminate the RIB structure entirely and revert to an equivalent flat rate system. We have presented our arguments to specifically address the Minister’s questions from the RDMW’s perspective, below.

1) *Do the residential inclining block rates cause cross-subsidy between customers with and without access to natural gas?*

The Regional District of Mount Waddington does not concur with BC Hydro’s conclusion that it “*does not find a cross-subsidy caused by the residential inclining block rate between customers with and without access to natural gas*” despite the results [of its study] “*show that under both approaches the revenue to cost ratio for customers without access to natural gas is greater than for customers with access to natural gas, particularly if they are heated by using natural gas*”. They came to their conclusion despite showing a revenue to cost ratio 7% higher for customer accounts with no access to gas. They claimed that this result is not substantive while concluding elsewhere that the RIB rate structure had resulted in a ‘substantial’ conservation of between only 0.5% and 1.2%.

In 2014, BC Hydro was kind enough to provide the Regional District with consumption data for one of its communities, Port McNeill. The data shows average monthly hydro consumption of residential households for four types of housing units: apartments, mobile homes, row houses and single family dwellings. While the total accounts were not shown, we used 2006 and 2011 census data to determine approximate total usage and cost at the RIB levels for the approximate 1000 households. Given the similar climatic conditions found in all our communities and that low cost natural gas is not available in any of our communities, we extrapolated these findings to the entire region’s housing mix, with approximately 4900 households. The BC Hydro study does not state what the theoretical flat rate would be today so we assumed that it would be like the 2008 differential of 105% higher than their base rate. Our findings show that, at current rates with similar consumption patterns to 2013, this year our residents will be collectively paying almost \$1,000,000 more than they would have been paying with a flat rate. Given that the rates are structured to re-distribute the extra funds from higher users to lower users, this is certainly a subsidy from customers without access to natural gas to those who are utilizing natural gas. There is no reason why BC Hydro could not do a similar analysis across its entire customer base. We are certain that such a study would confirm our findings that the predominantly rural customers without the option of burning natural gas are subsidizing predominantly urban customers who utilize natural gas for home heating and hot water.

2) *What evidence is available about high bill impacts (greater than 10 percent as a result of the adoption of the residential inclining block rates) on low income customers?*

The BC Hydro report does not distinguish the type of housing units its low-income sample occupy. Province wide, it is probable that the evident assumption that most of the low-income household dwellings are *not* single family households may be valid for the average customer but this assumption is not valid for rural areas. For example, Metro Vancouver makes up 52% of BC Hydro’s residential customers and only 10% of rental units there are single family and very few single-family renters there would be considered low income. It is therefore likely that a large proportion of the low-income households in BC Hydro’s sample are in apartments which use far less electricity than single family houses so the absolute value of the RIB impact on these customers is relatively low. In the RDMW, only 9% of households are in apartments and they use an average of only 37% of the electricity of single family households which make up 77% of the RDMW housing stock (vs 34% in Metro). Due to a variety of factors, including the lack of apartments in many of its communities, the RDMW low income households are likely distributed similarly to the overall housing type distribution meaning that it is likely that 91% of the low-income households in the RDMW are *worse* off with the RIB rate structure compared to a flat rate structure. Again, the actual impact will be dependent on housing type...low income customers in single family households will pay an average of 13% higher than what they would have under a flat rate. In addition, low income customers have far less ability to mitigate the impact of high bill impacts from such measures as replacing windows and improving insulation. Many of the low-income customers that are impacted are seniors who have chosen to ‘age in place’ and may no longer be able to do these sorts of projects without the assistance of expensive contractors.

3) *What evidence is available about factors that lead to high energy use and, therefore, bill impacts for customers without access to natural gas, including low income customers?*

The BC Hydro study identified many factors that would lead to high energy use but did little geographical analysis, instead identifying the obvious electric baseboard utilization as well as factors that would normally be associated with higher incomes such as larger dwelling size, and higher ownership of high intensity appliances such as swimming pools and hot tubs (even though the BC Hydro Report (app.C, pg 4) found no incidence of hot tub or pool ownership in non-gas areas in their survey sample). Table 1 shows a more appropriate geographical analysis in keeping with the question. Due to having few other viable options such as natural gas service, RDMW households have a much higher incidence of electricity used for heating, hot water heating and cooking than the BC Hydro average. According to the BC Hydro report (their table 4), these uses would typically account for 66% of a household’s electricity use. Relatively low winter temperatures (compared to average BC Hydro customers) are not a significant factor in driving up energy costs in the RDMW but they would be in many of the other rural parts of the Province, likely causing a reduced reliance on electricity where natural gas is available (such as Prince George). Similarly, the age of RDMW dwellings, household size and incidence of high intensity appliances is not likely significantly different than the average for BC Hydro customers. However, many rural areas have significantly higher vacancy rates than the average (ie RDMW is about 18% vs 1.2% in Metro). This means that in rural areas the electricity consumption is relatively higher for occupied units than the average would indicate. For example, in the RDMW sample, the lowest quartile for apartment dwellings (which have the lowest occupancy rates for RDMW housing stock) use only 41% electricity of the average of RDMW apartments.

Table 1 : Factors Leading to Higher Average Residential Electricity Usage, by geography

High Consumption Factors	RDMW Occurrence	Rural* BC Average Occurrence	BC Hydro Service area Average Occurrence
No Natural Gas Service Available	VERY HIGH (100%)	MEDIUM	LOW
Primary Electric Heat	VERY HIGH	HIGH	LOW
Electric Hot Water	VERY HIGH	HIGH	LOW
Single Family Dwelling	HIGH (77%)	HIGH	MEDIUM (~43%)
Mobile Home	MEDIUM-Low (5%)	MEDIUM-Low	LOW (~2%)
Electric Stoves & Ovens	VERY HIGH	HIGH	MEDIUM
Lower Winter Temperatures	LOW (3.3°C January Port Hardy)	HIGH (-9.6°C Jan. Prince George)	LOW (4.8°C January Vancouver)

*Rural is considered areas outside of the lower mainland and southern Vancouver I.

The housing mix of the RDMW is predominantly single family dwellings (77%) which use on average 269% more electricity than apartments which make up only 9% of the housing mix (vs 40% of Metro Vancouver). Mobile homes are also more prevalent in the RDMW and rural areas (5% in RDMW vs ~2% in BC Hydro service area). Table 2 shows the bill impacts of the RIB rate on electric customers in the RDMW living in different types of housing, all of which do not have access to natural gas. The average household in the RDMW paid an extra \$204 per year for electricity because of the RIB rate compared to what they would have paid on a flat rate.

Table 2: Average Cost/Benefit of RIB rate structure for RDMW Residential Dwelling Types

Housing Type	%	Annual Electrical Cost @ RIB*	Annual Cost @ flat rate*	Savings or (Cost) @RIB	% Saved or (cost) @ RIB
Single Family	77%	\$1895	\$1641	(\$254)	(13%)
Mobile Home	5%	\$1360	\$1249	(\$111)	(8%)
Apartment	9%	\$ 566	\$ 611	\$45	8%
Row House	9%	\$1291	\$1193	(\$98)	(8%)

Consumption Data is from BC Hydro Port McNeill Data *Tier1@ \$0.087; Tier2@ \$0.13/kwh * @ \$0.095/kwh (all are 2016 rates including 5% rate rider)

As noted earlier, it is likely that the low-income customers likely have a similar distribution to the average RDMW housing mix, with a perhaps slightly lower portion in single family homes. Given no evidence to the contrary, it can be concluded that almost all low-income households in the RDMW pay more for their electrical costs than they would have paid under a flat rate structure. Given that the average cost for occupied apartments is higher than stated, the limited RIB savings for apartment dwellers are even less than shown. The key beneficiaries of the RIB rates in the RDMW are non-resident property owners who have purchased dwellings for seasonal use as summer cottages; these customers could hardly be described as 'low-income'.

4) *What is the potential for existing or additional Demand Side Management programs to mitigate the (high bill) impacts?*

Given that electrical space and hot water heating are the predominant factors for determining electrical consumption, significant (ie more than 25% of the costs) subsidies for heat pumps and on-demand and solar assisted hot water tanks could assist customers mitigate high bills caused by the RIB rate structure. If the current unfair RIB rate structure was for some reason to be extended, this sort of subsidy would be appropriate given the amount that rural customers have already been penalized for where they have chosen to live.

5) *Within the current regulatory environment, what options are there for additional Demand Side Management programs, including low income programs?*

BC Hydro states that “our current residential demand-side management programs already provide support and coverage for high electricity users that address the factors that lead to high electricity use”. Our contention is that for RDMW customers the major factors relating to high electricity use are due to geography (no access to natural gas service and a higher incidence of single family housing due to lower property values, and thus lower wealth) for which BC Hydro has no ability to address directly. However, there is still an opportunity to target their DSM programs to benefit this category of customers, as noted in response to question 4.

Conclusions:

While BC Hydro claims that the “*RIB has been successful in delivering conservation*” by 0.5% to 1.2% (2013 Powersmart “Evaluation of the Residential Inclining Block Rate F2009- F2012), this standard of success is much lower than the “not substantive” 7% higher revenue (.89/.83 revenue to cost ratio pg 18) from customers without access to gas service, leading to their dismissal of the fact that access to natural gas is a cross-subsidy from customers without access to those with natural gas service. The RDMW analysis shows that there has been significant flow of funds from our no gas-serviced area to the predominantly urban areas that are served by natural gas.

Neither BC Hydro nor Fortis made any effort in showing whether their “conservation rates” led to lower total energy usage, including fossil fuel use. While Fortis stated that they did not have the resources to determine whether the higher tier-two rates had caused customers to switch from electricity to natural gas, it would have been very simple for them to simply count any 2009 electric utility customers who had since have had gas services installed in their residences. By comparing the change of those customers’ electric consumption, it would be reasonably simple to determine what proportion of the ‘conservation savings’ were simply residents shifting from clean electrical generation to high carbon natural gas use. Unfortunately, it would be much more difficult to determine additional energy consumption caused by increased wood or other fuel burning that may have been induced by the two-tiered rate. In addition, neither utility addressed what the impact could have been if the whole customer base had been subjected to an average increase of 51% since 2008 instead of as low as 32% for low use customers and up to as much as 98% increase for the targeted 5% high use customers.

The RDMW contends that the RIB structure is indeed discriminatory to BC residents who live in rural areas, particularly those who live in areas where natural gas service is not available. Furthermore, neither BC Hydro nor Fortis have provided any evidence that the RIB “conservation” rate structure led to any net decreases in electricity consumption compared to what would have been the case had a flat rate been applied to the entire residential customer base. In fact, there is much evidence provided by other submissions that the BC Energy Plan goal of low carbon electrification has been damaged by the RIB structure, including by the removal of Fortis’ optional time of use charges in favour of a RIB structure. Using energy pricing policy is a very poor way of attempting to provide relief for low income households; while it may marginally help some of the targeted households, we have demonstrated that it will hurt many others to a greater degree. In conclusion, the RDMW requests that the BCUC direct BC Hydro to return to a flat rate for residential hydro electricity consumption with an optional time of use rate.

Attached App 1: Mean Monthly Hydro Consumption in Port McNeill in 2013 with RDMW estimate.



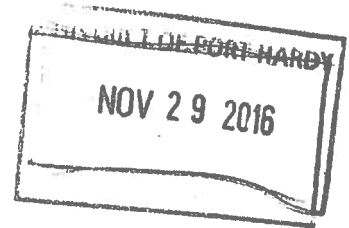
HARRISON HOT SPRINGS

Naturally Refreshed

November 28, 2016

File: 0400-20

The Honourable Peter Fassbender
Minister of Community, Sport and Cultural Development
Minister Responsible for Translink
PO BOX 9056, STN PROV GOVT
Victoria, BC V8W 9E2



Dear Minister Fassbender:

Subject: Short Term Rentals in the Tourism Accommodation Sector

Our Council appreciates that the Province is giving serious consideration to the 'sharing economy' in BC. We applaud the focus that your Ministry is bringing to these issues and to the impacts to communities arising from this new economy.

In Harrison Hot Springs, short term rentals within the tourism accommodation sector are of particular concern. This growing commercial activity within residential areas is problematic in terms of traffic, noise and security. While we work to amend our zoning regulations to recognise this activity, we ask that the Province also recognise the commercial nature of this new tourism accommodation sector through the sales tax system. These rental units represent direct competition with established hotels, motels and inns, which are properly regulated in terms of health & safety, zoning and taxation. We are particularly concerned that these units are not recognised as public accommodation for the purposes of fire protection requirements.

What we are seeing here in Harrison is a growing and lucrative commercial economy which is operating outside the established Provincial Sales Tax system, including the Municipal Regional District Tax (MRDT) which funds tourism marketing locally and on a provincial level. The best way to address this is to rescind Section 78(1)(b) of BC's PST Refund and Exemption Regulation, which exempts accommodation providers with fewer than 4 units of accommodation.

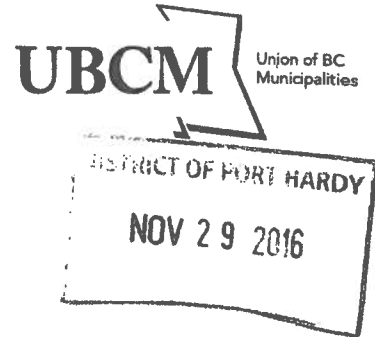
Short term rentals are not the bed & breakfasts of yesteryear, instead they are part of a growing economy which is operating outside of appropriate regulation and taxation. We look forward to your response to this issue of growing concern.

Yours truly,

Mayor Leo Facio

cc: Honourable Michael de Jong, Q.C., Minister of Finance
Mr. Laurie Throness, MLA Chilliwack-Hope
UBCM Member Municipalities
Tourism Harrison
Danny Crowell, General Manager, Harrison Hot Springs Resort & Spa

Municipal Office: P.O. Box 160, 495 Hot Springs Road, Harrison Hot Springs, BC V0M 1K0
E info@harrisonhotsprings.ca W www.harrisonhotsprings.ca
T 604 796 2171 F 604 796 2192



November 18, 2016

Mayor Hank Bood
District of Port Hardy
Box 68
Port Hardy, BC V0N 2P0

Dear Mayor Bood:

RE: GAS TAX AGREEMENT COMMUNITY WORKS FUND PAYMENT

I am pleased to advise that UBCM is in the process of distributing the second Community Works Fund (CWF) payments for fiscal 2016/2017. An electronic transfer of \$110,788.00 is expected to occur within the next 30 days. These payments are made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement on the Federal Gas Tax Fund in British Columbia. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement, and details on the Renewed Gas Tax Agreement can be found on our website at www.ubcm.ca.

For further information, please contact Gas Tax Program Services by e-mail at gastax@ubcm.ca or by phone at 250-356-5134.

Sincerely,

A handwritten signature in black ink, appearing to read "Murry Krause".

Councillor Murry Krause
UBCM President

PC: Adrian Maas, Director of Financial Services

Leslie Driemel

Subject: FW: FCM Canada 150 Community Leaders

Dear Mayor and Members of Council,

The Federation of Canadian Municipalities (FCM) is creating the official network of Canada 150 Community Leaders which represents a unique opportunity for local leaders across the country to get involved in the 150th anniversary of Confederation.

We are launching the Canada 150 Community Leaders network with an invitation to designate one or more leaders from your municipality. These individuals will act as your municipal leaders to inspire civic action towards Canada 150 events in your community, serve as a touchpoint to share Canada 150 information and inspiration, and be members of a network that could extend well beyond 2017.

A member of council can become a Community Leader or a prominent community representative can be identified. You can also choose more than one individual, ensuring a strong representation from your municipality.

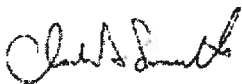
To help you identify a Community Leader we have developed the Canada 150 Community Leader web page at www.fcm.ca/Canada150. There you will find additional information and a form to submit your Community Leader's name.

I encourage you to review the information and to submit the name of your Community Leader in one of the following ways:

- Use the online form available at www.fcm.ca/Canada150,
- Send us an email at CommunityLeadersCommunautaires@fcm.ca with the name of your Community Leader and their contact information.

Please send us the name (s) of your Community Leader(s) before October 15 or earlier. We hope you will join us in bringing the municipal voices to the forefront for the year-long celebrations, and for years to come.

Sincerely,



Clark Somerville
FCM President and Regional Councillor, Halton Hills

Fardosa Farah

Communications Project Assistant | Communications & Membership
Adjointe de projets, Communications | Communications et Adhésion
T. 613-907-6375



FEDERATION
OF CANADIAN
MUNICIPALITIES

FÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS





Recruitment Toolkit

A Canada 150 partnership between FCM and the Government of Canada

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Introduction

Building on a strong partnership between the Federation of Canadian Municipalities (FCM) and the Government of Canada, FCM is creating the Canada 150 Community Leader network as part of the 150th anniversary of Confederation.

FCM is reaching out to all municipalities to describe the initiative and how you can get involved. FCM is well positioned to support your involvement and ensure that all municipalities derive the associated profile, benefits, and networking opportunities.

Recognizing the diversity of the municipal sector, FCM will promote the involvement of municipalities of all sizes and in all regions to ensure the municipal voice reflects the diversity of communities and the local fabric of our great country.

About the Canada 150 Community Leaders Network

The network seeks to involve all municipalities in the 2017 sesquicentennial celebrations. Community involvement will ensure that information about Canada 150 events is available and communicated effectively, while also establishing a national network of municipal representatives.

The role of Community Leaders

Community Leaders will act as official community voices for Canada 150 events in your municipality. In addition to serving as a point of contact for sharing information about Canada 150 —provided by FCM throughout 2017 —Community Leaders may wish to get involved in local events and reach out to other communities to share ideas.

As the municipal designate for Canada 150 celebrations, Community Leaders will form part of a nation-wide network. When national events are held in your community, your Community Leader will be invited to participate and bring the municipal voice to the celebrations.

As prominent individuals in the community, Community Leaders will embody the diversity of the country, including the celebration themes and be called upon to encourage interest, inspire dialogue and stimulate engagement. Working with their municipal councils, Community Leaders will also promote connections with various associations and individuals, as appropriate.

Importantly, the Community Leaders network will serve as a legacy to Canada 150 celebrations with the ability to create nation-wide linkages for years to come.

Community Leaders will be invited to share information about their communities on social media, using #Muni150 alongside the existing #Canada150 hashtag. FCM will also profile this impressive network in our communication channels and national events, such as our 2017 Annual Conference and Trade Show taking place in Ottawa from June 1-4.

There will be many Canada 150 Signature Projects associated with and funded by the Government of Canada throughout the year. The Signature Projects are large-scale Canada 150 initiatives that are national in scope, and that will bring Canadians together from coast to coast to coast. They will cover a wide variety of subjects that help present the vision for the 150th anniversary. The [Canadian Heritage website](#) is tracking these projects as they get announced. Community Leaders, along with council members, may be invited to promote and participate in the pan-Canadian projects held in their municipalities as official Canada 150 community representatives.

The call to action

Municipal councils are invited to name one or more individuals in their community to be a Canada 150 Community Leader throughout 2017.

When considering who to name, it may help to reflect on the Canada 150 themes:

- Engaging and inspiring youth, by looking to youth or youth leaders,
- Diversity and inclusion, by ensuring balance of diversity in your selection,
- Our environment, by looking to those that are building a sustainable community,
- National reconciliation, by ensuring indigenous leadership is represented.

When presenting the initiative to potential candidates, you may wish to emphasize these benefits, as the Community Leaders will:

- Be part of a Canada-wide network of municipal leaders for Canada 150 celebrations.
- Be called upon to amplify the voice of municipalities to a local, regional and national audience.
- Act as the official voice of your community and be recognized for your role in the celebrations.
- Champion the celebrations as the local voice and official designate for your municipality.
- Be part of a national network of local voices for the future.

Identifying your Community Leader

Process

The network relies on municipalities to identify one or more Canada 150 Community Leaders. There are no strict criteria to be considered. The mayor and members of council simply need to agree on suitable candidates, confirm their willingness to participate, and submit their names to FCM.

For example, each member of council can be invited to identify one leader in each of the municipal wards, ensuring a broad representation and involvement of all members of council. Alternatively, the mayor or council may wish to identify a single Community Leader on behalf of the municipality. A sitting member of council can also be named as your Canada 150 Community Leader.

Selecting your Community Leader

Once Community Leaders have been identified and have agreed to participate in the network, you can submit the information to FCM by using the tools at www.fcm.ca/Canada150:

- Completing and submitting an online Canada 150 Community Leader form.
- Downloading a printable version of the form and returning it to FCM by email, fax or mail following the instructions on the form.
- To nominate more than three Community Leaders please complete and submit multiple forms.

In completing the form, you will identify your municipality as well as the name and contact information for your Community Leader. Please note that email is the preferred method of communication.

FCM will then contact the identified Community Leader to gather further details, provide additional information, and register their consent to participate.

Timelines

We encourage you to identify and submit the names of your Community Leaders before October 15, 2016, but we will continue to accept nominations until early December.

An orientation and associated responsibilities will be ongoing, with a view to having the full network of Community Leaders in place for the celebration kicks off on January 1, 2017.

For more information

Please contact canada150@fcm.ca.

Announcing your Community Leader

This toolkit offers a set of templates to help you promote your participation as part of the Canada 150 Community Leaders network.

These templates include:

- A template news release
- Social media content

Tips for social media posting

- Use #Muni150 and #Canada150 in your content
- Include a picture of your mayor or council with your Community Leader
- Search and retweet other posts using #Muni150 and #Canada150 to build the conversation
- Encourage your Community Leader to share pictures of your community as part of the #Canada150 / #Muni150 conversation

**[NAME OF MUNICIPALITY]
FOR IMMEDIATE RELEASE
date, 2016**

News Release

(name of municipality) appoints (insert name) as a Canada 150 Community Leader

[CITY, PROV, Month, dd, yyyy] – Today the Municipality or the City of (insert name) announced its participation in the Canada 150 Community Leaders network. Mayor (or member of council) (insert name) is pleased to name (insert name) as the local voice for (insert name of municipality) for Canada’s 150th anniversary of Confederation.

The network will be comprised of Community Leaders from thousands of municipalities across Canada, ensuring the municipal voice is front-and-centre during the year-long celebrations.

Recognizing that community building is nation building, this unique national network of Community Leaders will ensure that municipalities are showcased as part of the Canada 150 celebrations and beyond.

[Add a quote from your Community Leader, Mayor or Council; a sentence or two about your municipality and a link to your website.]

For more information on the Canada 150 Community Leaders network, please visit the FCM [website](#). Follow this network of local leaders on Twitter using #Muni150 and on [Facebook](#).

-30-

MEDIA CONTACT:
[Name - title, email, phone number]

Sample tweets:

Happy to name (*insert name*) as #Canada150 Community Leader for (*insert name or handle of municipality*). Follow the network #Muni150

Congrats to *@(Community Leader Handle)* for being named to represent (*name of municipality*) as part of the #Canada150 Community Leaders Network! #Muni150

Thrilled to announce our participation in #Canada150 celebrations! Congrats to our #CDNmuni leader *@(CommunityLeaderHandle)* #Muni150

@Mayor(*insert TwitterHandle*) with newly appointed #Canada150 Community Leader *@(CommunityLeaderHandle)*! Follow the journey @FCM_online #Muni150

Sample Facebook posts:

Community name will be participating in Canada's 150 anniversary of Confederation in 2017! We're pleased to name a community leader among our citizens as part of the #Canada150 Community Leaders network! Stay tuned for more exciting developments. <http://bit.ly/2aKH1g> #Muni150

Community Leader Name will represent our (*name of municipality*) as our #Canada150 Community Leader and will be gathering and sharing information throughout 2017! Watch for more updates as we announce local and national events and initiatives! <http://bit.ly/2aKH1g> #Muni150

Exciting news in the lead up to Canada's 150th anniversary of Confederation! *Your (name of municipality)* will choose a representative to showcase our great municipality and to form part of the official #Canada150 Community Leaders network. Who will be chosen? Stay tuned! <http://bit.ly/2aKH1g> #Muni150

Useful links

FCM: www.fcm.ca/Canada150

Canada 150: www.canada.ca/150


 [@FederationofCanadianMunicipalities](https://www.facebook.com/FederationofCanadianMunicipalities)

 [@Canada150th](https://www.facebook.com/Canada150th)

 [@FCM_online](https://twitter.com/FCM_online)

 [@Canada150th](https://twitter.com/Canada150th)

 [FCM channel](https://www.youtube.com/channel/UC...)

 [Canadian Heritage channel](https://www.youtube.com/channel/UC...)

 [@Canada150](https://www.instagram.com/Canada150)



**MINUTES OF THE DISTRICT OF PORT HARDY
OPERATIONAL SERVICES COMMITTEE MEETING
HELD NOVEMBER 21, 2016
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

PRESENT: Committee members: Councillors Pat Corbett-Labatt, Rick Marcotte and John Tidbury (Chair); Councillors Dennis Dugas and Leightan Wishart

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

A. CALL TO ORDER

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

B. APPROVAL OF AGENDA

Moved/Seconded/Carried

THAT the agenda for the Operational Services Committee meeting of November 21, 2016 be accepted as presented.

C. MINUTES

1. Minutes of the Operational Services Committee meeting held October 17, 2016.

Moved/Seconded/Carried

THAT the minutes of the Operational Services Committee meeting held October 17, 2016, be accepted as amended.

D. DELEGATIONS

No delegations

E. BUSINESS ARISING / UNFINISHED BUSINESS

1. Review and Update of Action Items

Handicap parking at apartment

S. Mercer advised Eddy Lagrosse has not been in contact with him.

Fencing at Rotary Park

S. Mercer advised the work is in progress, in conjunction with availability of supplies / volunteers from the Rotary Club of Port Hardy.

Generator at Municipal Hall

Councillor Tidbury commented that at the time of the recent power outage, the batteries on the generator were dead. A pull cord start is available. He will research the make and model and if the batteries recharge while running.

A. Farahbakhsh advised R. Klatt will look at the unit.

DRAFT

OP SCVS
2016-045
AGENDA NOV 21/16
ACCEPTED AS
PRESENTED

OP SCVS
2016-046
MINUTES OCT 17/16
ACCEPTED

ACTION ITEMS

ACTION ITEMS	<p><u>Erosion at Story's Beach</u> Councillor Tidbury asked if the recent storms and high tides have erosion implications for Storey's Beach. S. Mercer advised that he is not aware of any problems.</p> <p><u>Lift Station Land Swap with Kwakiutl First Nation</u> Councillor Tidbury inquired if any progress has been made on this item and was advised by Allison McCarrick that nothing has come forward.</p> <p><u>Park Washrooms</u> Councillor Tidbury inquired and was advised that the park washrooms project has been referred to 2017 budget discussions.</p> <p><u>Watershed Working Group</u> Councillor Tidbury inquired and was advised the Watershed review is still on the staff task list.</p> <p>F. CORRESPONDENCE No correspondence.</p> <p>G. NEW BUSINESS 1. H. Nelson-Smith, Dir. Corporate Services (Nov 3/16) Email from Sherry Baumgardner, Riata Partners Inc re: inquiry regarding policy on road side signage (Pier Side Landing and Kwa'lilas Hotel).</p>
ROAD SIDE SIGNAGE REQUEST	<p>The Committee discussion on the inquiry regarding road side signage including:</p> <ul style="list-style-type: none">· current Highways directional signage includes business/operator names.· new Highways signage to be generic and will be in place in 2017.· if one operator given named signage, could be wanted by all operators.· location of signage along District roadsides from Holberg Road into town. <p>Moved / No seconder THAT the staff review current District roadside signage and upcoming Highways roadside signage policy with recommendations for policy and procedures.</p> <p>Allison McCarrick advised that there are three options available at this time:</p> <ul style="list-style-type: none">· leave as is – no signs along District roadsides· allow generic signage – location and maintenance are concerns· allow named operator signage – location and maintenance are concerns
LEAVE ROAD SIDE SIGNAGE AS IS	<p>The Committee directed staff to reply to the inquiry advising the status quo regarding road side signage will be continued.</p> <p>H. COUNCIL/COMMITTEE REPORTS</p> <p><u>Councillor Marcotte</u></p> <ul style="list-style-type: none">· commented that during the recent high tides there is no access to the loading dock at Fishermans Wharf. <p>Allison McCarrick advised that the issue is on the list to be reviewed but that there have been no complaints brought in and that it is not an urgent matter at this time.</p> <ul style="list-style-type: none">· advised that the road at the bottom of Gibraltar Street has water pooling issues and with winter ice coming it could be an issue.



S. Mercer advised the District has brought forward road maintenance and improvement concerns to Emcon and the Ministry of Highways in the past and no action has been forthcoming.

Allison McCarrick advised staff will compile a listing of Ministry of Highways roads in the area that the District has concerns and issues about and bring them forward to Emcon and the Ministry.

Councillor Corbett-Labatt suggested multiple ministry / agency people be copied on the letter so that the concerns are noted.

Councillor Pat Corbett-Labatt

· advised she has had telephone conversations with residents regarding maintenance of ditches along Devon and Hardy Bay Roads and potential water issues.

Allison McCarrick reviewed past concerns with this area.

Councillor Tidbury

· inquired if progress on the multiplex is being made.

Allison McCarrick advised that there are upcoming meetings with HDR/CEI regarding Myrtha pool costs, timelines, grant opportunities etc. There has been a hazardous materials report received on the existing pool structure and some asbestos is present. Considerations regarding future use of the existing pool structure include costs of upgrading to current building code and demolition costs vs a second floor on the new building for multipurpose rooms. A staff report to Council will be forthcoming in the next few weeks.

I. NOTICE OF MEETING:

- Next scheduled meeting: Monday December 19, 2016 at 3:00 pm
- Upcoming meeting 2017 meeting dates: January 16, February 20, March 20, April 17, May 15, June 19, July 17, August 21, September 19, October 16, November 20, December 18.

J. ADJOURNMENT

Moved

THAT the meeting be adjourned.

Time: 3:38pm

DEVON RD. DITCH
MAINTENANCE

OP SCVS
2016-047
ADJOURNMENT

DRAFT



**MINUTES OF THE DISTRICT OF PORT HARDY
FINANCE COMMITTEE MEETING
NOVEMBER 22, 2016 2:00PM
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

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

ALSO PRESENT: Allison McCarrick, Chief Administrative Officer; Adrian Maas, Director of Finance; Lisa Nicholson, Financial Accountant

A. CALL TO ORDER

Mayor Bood called the meeting to order at 2:00 p.m.

B. APPROVAL OF AGENDA

The Director of Finance advised of an amendment to the agenda under D. Staff Reports, 2. Permissive Tax Exemptions should be deleted.

Moved/Seconded/Carried

THAT the agenda for the Finance Committee meeting of November 22, 2016 be adopted as amended.

C. ADOPTION OF MINUTES

Moved/Seconded/Carried

THAT the Minutes of the Finance Committee meeting held September 7, 2016 be approved as presented.

D. STAFF REPORTS

State of Preliminary 2017 Financial Plan was presented by Director of Finance for review.

Reserve Funds summary was presented by the Director of Finance, including Statutory Reserves, Fund Reserves & Surplus, and Operating Surplus.

Analysis of Leases and Debt was presented by the Director of Finance.

Grants in Aid and Fee for Service was presented by the Director of Finance. 2017 requests were reviewed.

Moved/Seconded/Carried

THAT \$1,000 be added to the 2017 Financial Plan for the Community Spirit Award.

Moved/Seconded/Carried

THAT \$2,000 be added to the 2017 Financial Plan for the Late Grant in Aid.

Moved/Seconded/Carried

THAT \$10,000 be added to the 2017 Financial Plan for the Filomi Days Committee.

Moved/Seconded/Carried

THAT \$1,000 be added to the 2017 Financial Plan for the Halloween Fireworks.

Moved/Seconded/Carried

THAT the request for Grant in Aid from the Chamber of Commerce/Visitor Centre be deferred until the new Manager and President of the Chamber can present to Council and give them more information regarding the request.

Moved/Seconded/Carried

THAT \$5,000 be added to the 2017 Financial Plan for Twinning, annually for 5 years, and that the funds be provided in January.

Moved/Seconded/Carried

THAT \$46,276 be added to the 2017 Financial Plan for the Heritage Society.

Moved/Seconded/Carried

THAT \$2,000 be added to the 2017 Financial Plan for the North Island Concert Society and that the funds be provided in January.

Moved/Seconded/Carried

THAT the request for \$3,000 Grant in Aid from the Grassroots Learning Centre/Forest Farm be declined.

Moved/Seconded/Carried

THAT \$17,357 plus C.P.I be added to the 2017 Financial Plan for the Fire Fighters Association; and that the additional \$5,000 request for a Grant in Aid be declined.

G. NEXT MEETING DATES

Friday December 2nd 9:30 a.m.
Monday December 5th 9:30 a.m.
Tuesday December 6th 9:00 a.m.
Tuesday December 13th 2:00 p.m.

H. ADJOURNMENT

Moved/Seconded/Carried

THAT the meeting be adjourned at 3:22 p.m.



**MINUTES OF THE
DISTRICT OF PORT HARDY
EMERGENCY PLANNING COMMITTEE MEETING
NOVEMBER 28, 2016 AT 12 NOON
MUNICIPAL HALL, 7360 COLUMBIA STREET**

PRESENT: Bob Hawkins, DPH Emergency Coordinator; Schell Nickerson, Fire Chief; Brent Borg, Deputy Fire Chief; Rick Marcotte, Councillor DPH; John Tidbury, Councillor DPH; Leighton Wishart Councillor DPH; Brenda McCorquodale, Fisheries & Oceans; Bob Swain, Gwa'sala-"Nakwaxda'xw Emergency Program Coordinator; Angelika Starr, Island Health; Jeff Houle, J.D. Petroleum Ltd; C. Okuma Lomudak, Avalon School; Leslie Driemel, Recording Secretary

A. CALL TO ORDER

Chair Bob Hawkins, DPH Emergency Coordinator called the meeting to order.
Time: 12:00 pm

B. APPROVAL OF AGENDA

Bob Hawkins advised of an addition to the agenda under New Business:
Email from Ian Foss, Emergency Management BC re: Vancouver Island
Emergency Preparedness Conference April 6-8, 2017, Ucluelet, BC.

Moved/Seconded/Carried

THAT the agenda for the Emergency Planning Committee meeting November 28, 2016 be approved as amended.

C. ADOPTION OF MINUTES

Minutes of the meeting held September 19, 2016.

Moved/Seconded/Carried

THAT the minutes of the Emergency Planning Committee meeting held September 19, 2016, be approved as presented.

D. DELEGATIONS

No delegations.

E. BUSINESS ARISING / UNFINISHED BUSINESS

1. Review and Update of Action Items
2. District of Port Hardy Emergency Planning Committee Terms of Reference. Final review / Adoption.

Moved/Seconded/Carried

THAT the Emergency Planning Committee approve the changes to the District of Port Hardy Emergency Planning Committee Terms of Reference as presented.

Moved/Seconded/Carried

THAT the Emergency Planning Committee recommend that Council approve the District of Port Hardy Emergency Planning Committee Terms of Reference.

EPC-2016-014
APPROVAL OF
AGENDA AS
AMENDED

EPC-2016-015
APPROVAL OF
MINUTES SEPT 19
/16 AS PRESENTED

EPC-2016-016
CHANGES TO
TERMS OF
REFERENCE
APPROVED

EPC-2016-017
RECOMMENDATION
TO COUNCIL RE
TERMS OF
REFERENCE
CHANGES

DRAFT

3. Staff Report: H. Nelson-Smith, Dir. Corporate Services re: Tsunami Warning Systems and recommendation to Council

The Committee discussed

- Types of siren products that are available.
- Consultation with the Kwakiutl First Nation at Fort Rupert.
- Input from Bob Swain regarding the Gwa'sala-"Nakwaxda'xw siren project.

Moved/Seconded/Carried

THAT the Emergency Planning Committee accept the recommendation of the Tsunami Warning System Sub Committee as presented.

Moved/Seconded/Carried

THAT the Emergency Planning Committee recommends to Council that a Tsunami warning siren be purchased and installed in the Beaver Harbour area with the following considerations:

- That a location and sound quality analysis be conducted
- Options for remote and manual operation
- Testing and maintenance
- Portability
- Expandability
- Future expansion of the system

DRAFT

4. Debrief re: Emergency Tabletop Exercise, held Saturday October 1, 2016 was received for information.

It was commented that the exercise went more smoothly than the previous one and that Gloria LeGal indicated she would come to Port Hardy to help with a table top exercise.

F. CORRESPONDENCE

1. Gwa'sala-'Nakwaxda'xw Nations, Minutes of the Emergency Preparedness meeting held November 3, 2016 regarding October 25, 2016 Community Exercise was received for information.

G. NEW BUSINESS

1. Power outage procedures.

Committee discussion regarding the recent power outage included:

- Citizens on sewage pumps at Storey's Beach and how they were affected by power outages. They need to know how long the pumps can be down. B. McCorquodale advised that when the pumps were installed the property owners were told that, if called, the District would send staff to check the pumps. Bob Hawkins will check with Operational Services to see if a procedure is in place for checking houses with sewer pumps.
- Reminder to citizens to conserve water and sewage outflow during power outages. Bob Hawkins requested a reminder to reduce use be included in the next District newsletter.
- Backup equipment at Port Hardy Hospital is primarily for hospital use only, limited power available, if use of medical equipment is required, then other electrical use would be shut off for the duration the equipment is in service. Hospital patients as priority during disaster emergency situations, not enough support for other health emergencies

EPC-2016-018
ACCEPT
RECOMMENDATION
RE TSUNAMI
WARNING SYSTEM

EPC-2016-019
RECOMMENDATION
TO COUNCIL RE
TSUNAMI WARNING
SYSTEM

NOV 7/16
12 HOUR POWER
OUTAGE

NOV 7/16
12 HOUR POWER
OUTAGE

- Availability of food services: Port Hardy Hospital was accessed for food by homeless and others with marginal access to food. The Salvation Army office was closed and stores and restaurants also closed during the twelve plus hours. Bob Hawkins will check with Salvation Army representatives regarding their service levels during power outages and if they would be able to obtain a generator for emergency use.
- Opening of EOC if power outage is longer than 10 – 12 hours. If necessary the EOC should be open for food service and a procedure should be set that specifies the length of time to be without power with before the EOC is opened.
- Need for a site specific generator at the EOC Center to provide electricity for heat /light/ cooking.
- Need for municipal hall staff to be trained on generator use
- Gas vs. diesel generators and the availability of those fuels during a long term power outage
- Avalon School as Reception center
The Committee discussed Avalon School as a reception center. It was commented by the Avalon School representative Pastor Okumu Lomudak that the current School Board and principal have no information that the school is a reception center. They have very limited supplies that are for student/staff use only. They would like to know:
 - How and who contacts them to open as a Reception Center.
 - Who from EOC would have access to the school.
 - Who coordinates the reception center set up and required activities.

DRAFT

The Committee discussed the need to review the procedures for Avalon School as a reception center and to obtain contact information and access. Brent Borg, Deputy Fire Chief suggested keys and codes to the building be kept at Firehall #2 at Storey's Beach and that several contact names and numbers be available.

Bob Hawkins advised Pastor Okumu Lomudak that a detailed plan needs to be prepared for utilizing Avalon School as a reception center. The Committee was advised that the recommendation to Council regarding a consultant to prepare an Emergency Plan has been referred to 2017 budget discussions.

2. Emergency Social Services Coordinator

Bob Hawkins advised that Richard Hemphill will be stepping down as ESS coordinator and that Norma will stay on as an assistant ESS person. The District will advertise in the New Year for the Emergency Social Services positions.

ESS POSITIONS

3. Email from Ian Foss, Emergency Management BC re: Vancouver Island Emergency Preparedness Conference April 6-8, 2017, Ucluelet, BC was received for information. The conference details will be sent out again when registration for the conference opens in January.

Brenda McCorquodale requested information the Terms of Reference and Committee appointments. Bob will review with Heather Nelson-Smith on the appointment procedures.

4. Email from Ian Foss, Emergency Management BC re: Vancouver Island Emergency Preparedness Conference April 6-8, 2017, Ucluelet, BC was received as information. Conference registration details will be circulated when available in January.

ESS SUPPORT
INQUIRY

5. Schell Nickerson, DPH Fire Chief inquired who is responsible for ESS support for a citizen unable to return to their home community. The example given was a person who was in Port Hardy and having to get hotel accommodation because they were unable to return to Port Alice due to the closure of Hwy 30. It was commented that Port McNeill opened their EOC for residents of Zeballos who could not return there due to the road closure to that community. Bob Hawkins advised he would ask EMBC.

H. NEXT MEETING DATE: Monday January 30, 2017 at Noon at the Municipal Hall, 7360 Columbia Street.

I. ADJOURNMENT

EPC-2016-020
ADJOURNMENT

THAT the meeting be adjourned.

Time: 12:45 pm

DRAFT



District of Port Hardy

7360 Columbia Street ♦ PO Box 68
Port Hardy BC V0N2P0 Canada
Telephone: (250) 949-6665 ♦ Fax (250) 949-7433
Email: general@porthardy.ca ♦ www.porthardy.ca



DISTRICT OF PORT HARDY EMERGENCY PLANNING COMMITTEE

Terms of Reference

PREAMBLE

Disasters and major emergencies can present difficult challenges for the District of Port Hardy. The effective exchange of emergency information with the community and, more importantly, those impacted directly by the event is critical to the success of the response. Planning for this exchange of emergency information between internal and external stakeholders, the community (both residents and businesses) and the media greatly increases the District's chances of an effective response and organized recovery from the emergency event.

Under section 6.2 of the *Emergency Program Act*, The District of Port Hardy is required to have emergency plans in place for the preparation, response to and recovery from emergencies and disasters.

MANDATE

The Committee shall monitor, evaluate, advise and make recommendations to Port Hardy District Council with respect to policies and strategic matters related to the District of Port Hardy Emergency Program. The Committee shall:

1. Ensure all emergency planning responsibilities as set out in the *BC Emergency Program Act*, the District of Port Hardy Emergency Measures Bylaw are adequately met;
2. Provide policy guidance and determine priorities for the District of Port Hardy Emergency Program; and
3. Establish communications links between the District of Port Hardy and key community stakeholders to ensure coordination and collaboration regarding issues and activities related to emergency preparedness.

COMMITTEE GOALS

The objectives of the Committee are to monitor and provide Council with milestone achievements of the implementation and review of the District's Emergency Plan, establish communication principles and policies, conduct training and exercises, and evaluations. The Committee shall establish goals and shall categorize them as either:

- Short Term – within 6 months
- Medium Term – within 12 months
- Long term – more than 12 months to a maximum 24 months

DUTIES AND RESPONSIBILITIES OF THE COMMITTEE

The Committee shall prepare annually and present to the Council for review and approval:

1. A list of hazards to which the District of Port Hardy is subject, which indicates the relative risk of occurrence.

2. Plans respecting the preparation for, response to and recovery from emergencies and disasters, including:
 - A periodic review and updating of plans and procedures;
 - A program of emergency response exercises;
 - A training program;
 - Procedures by which physical and financial emergency resources or assistance may be obtained;
 - Procedures by which emergency plans shall be implemented;
 - Procedures to warn those persons that may be harmed or suffer loss in an emergency or impending disaster;
 - Procedures to coordinate the delivery of food, clothing, shelter, transportation, and medical services to victims of emergencies and disasters, from within or outside of the District; and
 - Procedures to establish the priorities to restore essential services provided by the District, or to recommend priorities to other service providers, which are interrupted during an emergency or disaster.

Other duties the Committee may advise and assist in:

- Identifying objectives, strategies, and tactics necessary to facilitate the safe and timely response by all District departments to an emergency and/or disaster.
- Improving the District's ability to provide continuity of business and government during an emergency and/or disaster.
- Developing a standard for training members involved in the emergency model.
- Developing and reviewing of tabletop and/or live training exercises for emergency/disaster situations.
- Coordinating with public/private/non-government/volunteer organizations when they form part of the District of Port Hardy's Emergency Plan.
- Presenting the needs and response of each individual's division, group, or organization in the emergency planning process.
- Informing and educating members of their division, group or organization.

The Committee will use the *BC Emergency Program Act*, *Local Authority Emergency Management Regulation*, and the Emergency Management Planning Guide developed by Public Safety Canada as their guide.

APPOINTMENT & TERM

The term for all voting members appointed by Council will be for a period of one year. Any Committee member, who misses three (3) consecutive meetings, where regrets were not received, shall be asked by the Chair to reconfirm their commitment to serve on the Committee. At the discretion of the Committee and in consultation with the member, a further absence of two (2) consecutive meetings may constitute a report to Council to terminate the appointment and appoint a replacement member.

COMMITTEE CHAIR

A Chairperson (Chair) and a Vice-Chair shall be elected from the Committee members on an annual basis at the first meeting of the new year to preside over meetings and Committee business.

The Chair, if present, must preside at Committee meetings. If the Chair and Vice-Chair are both absent from the Committee meeting, the Recording Secretary shall call the meeting to order and shall call for an Acting Chair to be nominated and selected by resolution.

COMMITTEE STRUCTURE AND MEMBERSHIP

The Emergency Planning Committee will endeavour to be comprised of the following:

- Councillor/s appointed by Council;
- Director of Corporate Services;
- Department Directors or their designate;
- Fire Chief, or their designate;
- RCMP, BC Ambulance, other Ministries;
- Emergency Program Coordinator;
- Emergency Social Services Director;
- Representatives from the Community;
- Representative from the Business Community;
- Representatives from local First Nations Emergency Planning

Each voting member will hold one vote.

The Committee will also be comprised of additional members that may from time to time attend and provide input to the committee however, if not appointed by the committee and endorsed by Council will not hold a vote. These members can be placed on sub committees appointed by the committee for a specific purpose.

The membership of the committee shall be maintained at 10 persons unless the committee votes to increase the membership, and quorum can be maintained at the majority of the meetings.

COMMITTEE MEETING SCHEDULE

The Committee shall meet a minimum of 6 times per year the dates will be set annually by the committee.

QUORUM

Quorum shall consist of a minimum of 5 voting members.

If quorum is not present within 15 minutes following the time at which the meeting was to commence, the Recording Secretary shall record the names of the members present at the meeting, and the meeting shall stand adjourned.

AGENDAS, MEETINGS & MINUTES

Regular meetings shall take place on a bi-monthly basis and shall commence at the stated time. Special or ad hoc meetings shall be at the call of the Chair or at the request of any two members. All meetings will be held in open session and in a location accessible to the public, except when closure of the meeting is authorized under section 90 of the *Community Charter* and the Committee adopts a resolution in accordance with section 92 of the *Community Charter* to close the meeting.

1. Conduct of Meetings

Committee members have a responsibility to make decisions based on the best interests of the District at large. Committee meetings shall be conducted in accordance with the requirements of the *Community Charter* and including, but not limited to, the requirements for notice of meetings, the establishment of a meeting schedule, minute - taking, quorum, conduct and debate and voting.

The conduct of meetings shall enable members of the Committee to consider information presented, weigh evidence related thereto, and make informed decisions, and shall follow the rules established by the District of Port Hardy.

Committee members will respect the following rules of meeting conduct:

- a) Provide honest, open opinions; and
- b) Agree to disagree; consensus may not always be achieved.

2. Notice

The Committee shall provide the Corporate Officer with a copy of their annual meeting schedule on or before December 31st of each year.

Notice of the day, hour and place of special meetings shall be given at least three (3) days prior to the meeting by leaving a copy of the notice with the Corporate Officer and with each member of the Committee at the place to which the member has directed such notices be sent.

3. Agendas

The Chair in collaboration with staff support shall prepare an agenda for each regular meeting.

The order of business is to be as set out in the agenda package to be provided to each member at least twenty-four (24) hours prior to the meeting by the Chair. The staff support shall provide the Corporate Officer with a copy of the agenda a minimum of 24 hours prior to the meeting. Any additions or changes in the prepared agenda may be requested by a Committee member and must be approved by majority vote of the Committee members present at the meeting.

4. Delegations / Public Input

Unless otherwise authorized by the Committee, the public shall only address the Committee when they are a scheduled delegation on the agenda.

5. Voting

All voting members of the Committee, including the Chair, vote on every question unless they have declared a conflict of interest and left the meeting. Any member, who does not indicate how they vote, or has left the meeting without declaring a conflict, is counted as having voted in the affirmative to the question.

If the votes are equal for and against, the question is defeated.

6. Minutes

Minutes of meetings provide a written record of the Committee's activities and can track the progress of action on recommendations the Committee has made.

Minutes of the meeting will be prepared by the staff support and provided to the Corporate Officer prior to the next regular meeting of Council.

All original minutes shall be kept by the Corporate Officer for safekeeping.

7. Conflict of Interest

Members who have a direct or indirect pecuniary interest in a matter under discussion are not permitted to participate in the discussion of the matter or to vote on a question in respect of the matter. The member must not attempt, in any way, whether before, during or after the meeting, to influence the voting on any question in respect of the matter.

If a Committee member has a conflict of interest or a perceived conflict, the member must declare their conflict of interest and leave the room until the discussion on that matter is completed. The identified conflict of interest and the removal and return time of the member must be recorded in the minutes.

8. Confidentiality of Information

Committee members are required to keep confidential any financial details or other sensitive information they receive. This means paying strict attention to the security of Committee records. In order for the Committee to function properly, all parties must be confident and trust that no improper use will be made of the information received.

9. Consensus

Consensus will be the guiding principle in every debate as members strive to reach practical and feasible solutions that have, as their ultimate goal, the well-being and security of the municipality.

10. Media

When speaking in public or to the media on an issue, Committee members must distinguish whether they are speaking as a member, a representative of another agency or community group or as an individual. Committee members need to convey the public interest and remember that they represent the District of Port Hardy. This means that they must be consistent with the District's position on specific issues.

Only the Chair or Vice-Chair may speak to the media on behalf of the Committee subject to authorization by Council.

AUTHORITY AND REPORTING

The Committee and its members will not represent themselves as having any authority beyond that delegated by Council.

Recommendations of the Committee must be adopted by resolution prior to presentation to Council for endorsement. The Committee will report to Council and provide other reports to Council as needed from time to time.

At least once each year, the Committee shall prepare an Annual Report to Council that summarizes its activities, achievements and recommendations for the preceding year and its goals and objectives for the coming year.

The Committee is authorized to communicate with external organizations and agencies to collect information and make inquiries. Where the Committee wishes to express opinions or make recommendations to external organizations and agencies, it must first obtain authorization from District Council in that regard.

BUDGET

The Committee shall have an annual operating budget to be used for valid Committee purposes as detailed in the budget approved by Council for the current year.

The Committee Chair shall submit a budget request to the Director of Financial Services before September 1st of each year of estimated expenditures for the cost of maintenance and operation of the Port Hardy Emergency Program.



DISTRICT OF PORT HARDY STAFF REPORT



DATE: November 16, 2016
TO: Port Hardy Emergency Committee
FROM: Heather Nelson-Smith, Director of Corporate Services
RE: **Tsunami Warning Systems**

BACKGROUND

Early this year the committee tasked a subcommittee to look at alternative warning systems for tsunami preparedness.

CONSIDERATIONS

The subcommittee reviewed different options including the following:

- Telephone call out systems
- Text SMS alerts
- Facebook Twitter and Website
- Radio/TV
- Sirens
- First responder fan out

ANALYSIS

The subcommittee reviewed the different options above and found that while most of those options were preferable, there were considerations that had to be taken into account including when the event occurs, such as time of day or night, winter or summer, short or long notification.

The subcommittee felt that the siren was the only option to cover all of the concerns of time of day and length of warning (close event or cross continental). This option will prevent the need for emergency responders to put themselves within the hazard zone of the event.

The subcommittee also determined that a project of this magnitude should be completed in phases. The Beaver Harbour/Storey's Beach area was determined to be the most high risk area, given that it is further away from town and the majority of the area is within the 6 metre tsunami zone.

SUB COMMITTEE RECOMMENDATION

THAT the Emergency Committee recommends to Council that a Tsunami warning siren be purchased and installed in the Beaver Harbour area with the following considerations:

- *That a location and sound quality analysis be conducted*
- *Options for remote and manual operation*
- *Testing and maintenance*
- *Portability*
- *Expandability*
- *Future expansion of the system*

FINANCIAL

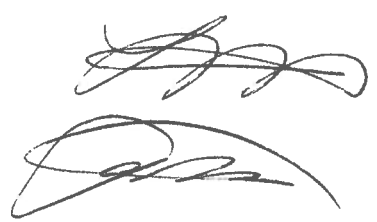
Costs have been estimated at approximately \$20,000 for the purchase of a siren, however installation costs have not yet been determined.

Respectfully submitted,

Heather Nelson-Smith,
Director of Corporate Services

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
008238	04/11/2016	00735	A.C.E. COURIER SERVICES	34.84	
008239	04/11/2016	00437	ACME SUPPLIES LTD.	9.97	
008240	04/11/2016	02514	AlSCO	93.88	
008241	04/11/2016	00829	ANA'S HARDY CLEAN	2,522.24	
008242	04/11/2016	01836	ARIES SECURITY LTD.	4,059.30	
008243	04/11/2016	00047	B.C. HYDRO (Minister of	35,913.63	
008244	04/11/2016	01805	BUSY B'S DISTRIBUTING	250.30	
008245	04/11/2016	02468	Canwest Propane	137.42	
008246	04/11/2016	00281	CHEVRON CANADA LTD.	1,151.61	
008247	04/11/2016	01112	CITY OF NANAIMO	999.23	
008248	04/11/2016	01433	COMOX PACIFIC EXPRESS LT	154.09	
008249	04/11/2016	02915	Corix Control Solutions	392.00	
008250	04/11/2016	02822	Corix Water Products LP	1,289.69	
008251	04/11/2016	01901	DENNISON, MELINDA	35.00	
008252	04/11/2016	01476	DOR-TEC SECURITY LTD.	138.30	
008253	04/11/2016	02140	DOUG LLOYD CONTRACTING	253.05	
008254	04/11/2016	02373	Gooding, Marlene	50.40	
008255	04/11/2016	02860	Grove-Crossman Equipment	975.84	
008256	04/11/2016	00058	GUILLEVIN INTERNATIONAL	181.16	
008257	04/11/2016	02208	Hawkins, Bob	701.50	
008258	04/11/2016	00063	HOME HARDWARE BUILDING C	40.93	
008259	04/11/2016	01875	ISLAND ADVANTAGE DISTRIB	569.24	
008260	04/11/2016	00065	K & K ELECTRIC LTD.	2,250.44	
008261	04/11/2016	00863	KASK GRAPHICS	528.64	
008262	04/11/2016	02445	LogoWest Promotional Pro	697.31	
008263	04/11/2016	02007	MARSHALL WELDING AND FAB	1,670.37	
008264	04/11/2016	03059	Maxxam Analytics	1,229.55	
008265	04/11/2016	01777	MCCARRICK,ALLISON	35.00	
008266	04/11/2016	00328	MERCER, SEAN	35.00	
008267	04/11/2016	00014	MINISTER OF FINANCE	3,807.00	
008268	04/11/2016	01014	NICKERSON, SCHELL	75.00	
008269	04/11/2016	01645	NORTH ISLAND COMMUNICATI	1,097.60	
008270	04/11/2016	00217	ORKIN CANADA CORPORATION	76.65	
008271	04/11/2016	02071	PACIFICUS BIOLOGICAL SER	821.63	
008272	04/11/2016	00203	Port Hardy & Dist. Chamb	15,688.00	
008273	04/11/2016	00406	PORT HARDY FIREFIGHTERS	4,326.50	
008274	04/11/2016	00264	PORT HARDY HERITAGE SOCI	11,569.00	
008275	04/11/2016	02766	PROFIRE EMERGENCY EQUIPM	1,518.02	
008276	04/11/2016	00080	PUROLATOR INC.	642.91	
008277	04/11/2016	00107	RECEIVER GENERAL FOR CAN	21,056.09	
008278	04/11/2016	00187	REGIONAL DISTRICT OF MT	214,781.89	
008279	04/11/2016	00187	REGIONAL DISTRICT OF MT	9,093.90	
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008281	04/11/2016	03092	Seaway Ventures Ltd.	11,658.18	
008282	04/11/2016	00253	Shaw Cable	134.74	
008283	04/11/2016	03073	Smith Cameron Process So	204.96	
008284	04/11/2016	03315	Taylor, Linda	225.66	
008285	04/11/2016	00011	Tidbury, John	77.90	
008286	04/11/2016	03196	Tremain Media Inc.	567.00	
008287	04/11/2016	03264	Unitech Construction Man	107,750.22	
008288	04/11/2016	00201	Vancouver Island Regiona	36,537.00	
008289	04/11/2016	00048	VISTA RADIO LTD./THE POR	551.25	
008290	10/11/2016	01930	CAN-DIVE CONSTRUCTION LT	56,201.25	
008291	10/11/2016	01724	CHYNA SEA VENTURES LTD.	210.00	
008292	10/11/2016	01433	COMOX PACIFIC EXPRESS LT	70.30	
008293	10/11/2016	00020	E.J. KLASSEN MOTORCADE L	463.67	
008294	10/11/2016	01875	ISLAND ADVANTAGE DISTRIB	2,264.64	
008295	10/11/2016	00065	K & K ELECTRIC LTD.	52.61	
008296	10/11/2016	03316	NAMS Canada Inc.	682.50	
008297	10/11/2016	02749	Orach Enterprises Ltd.	3,014.80	
008298	10/11/2016	00203	Port Hardy & Dist. Chamb	4,470.00	
008299	10/11/2016	00089	THE HOBBY NOOK	655.40	
008300	10/11/2016	00957	TOURISM VANCOUVER ISLAND	1,365.00	
008301	10/11/2016	02404	Union Of BC Municipali	120.75	
008302	10/11/2016	02850	VWR International Co.	2,831.39	
008303	10/11/2016	00164	Xerox Canada Ltd.	634.57	
008304	17/11/2016	02514	AlSCO	192.80	
008305	17/11/2016	02693	BC One Call	42.53	
008306	17/11/2016	02013	BRAUN, WERNER	110.24	
008307	17/11/2016	02468	Canwest Propane	1,925.66	
008308	17/11/2016	03323	Cedar II Mortgage Compan	1,000.00	

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
008309	17/11/2016	00281	CHEVRON CANADA LTD.	4,294.78	
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008311	17/11/2016	01433	COMOX PACIFIC EXPRESS LT	37.81	
008312	17/11/2016	02822	Corix Water Products LP	465.92	
008313	17/11/2016	02730	CUPE Local 401	667.37	
008314	17/11/2016	00218	DB PERKS AND ASSOCIATES	487.55	
008315	17/11/2016	02851	Eagle Harbour Holdings L	325.50	
008316	17/11/2016	03321	Emerson, James	288.37	
008317	17/11/2016	03320	Fyles, Robert	1,075.00	
008318	17/11/2016	01584	INGLIS, ROD	288.37	
008319	17/11/2016	00194	INT'L UNION OPERATING EN	1,092.08	
008320	17/11/2016	01875	ISLAND ADVANTAGE DISTRIB	116.93	
008321	17/11/2016	02873	Jewell, Joe	2,754.02	
008322	17/11/2016	00065	K & K ELECTRIC LTD.	11,787.95	
008323	17/11/2016	00428	LAND TITLE AND SURVEY AU	28.63	
008324	17/11/2016	03322	Lee, Howard	288.37	
008325	17/11/2016	00069	MACANDALE'S	232.05	
008326	17/11/2016	01645	NORTH ISLAND COMMUNICATI	293.16	
008327	17/11/2016	00148	North Island Locks	1,163.68	
008328	17/11/2016	00027	NORTH ISLAND VETERINARY	346.23	
008329	17/11/2016	00363	PORT HARDY BULLDOZING LT	72.80	
008330	17/11/2016	00769	Praxair Distribution	891.16	
008331	17/11/2016	00107	RECEIVER GENERAL FOR CAN	18,100.00	
008332	17/11/2016	00187	REGIONAL DISTRICT OF MT	4,947.90	
008333	17/11/2016	00113	STRYKER ELECTRONICS LTD.	2,541.82	
008334	17/11/2016	02424	Team Aquatic Supplies Lt	139.13	Yes
008335	17/11/2016	00161	TELUS MOBILITY (BC)	708.68	
008336	17/11/2016	00011	Tidbury, John	38.95	
008337	17/11/2016	00644	VAN KAM FREIGHTWAYS LTD.	81.15	
008338	17/11/2016	02850	VWR International Co.	155.47	
008339	24/11/2016	00735	A.C.E. COURIER SERVICES	178.07	
008340	24/11/2016	00437	ACME SUPPLIES LTD.	1,294.01	
008341	24/11/2016	00046	ANDREW SHERET LTD	4,606.08	
008342	24/11/2016	02551	Associated Fire Safety E	1,414.88	
008343	24/11/2016	00073	BLACK PRESS GROUP LTD.	3,910.57	
008344	24/11/2016	01805	BUSY B'S DISTRIBUTING	19.93	
008345	24/11/2016	02468	Canwest Propane	544.13	
008346	24/11/2016	00281	CHEVRON CANADA LTD.	1,722.57	
008347	24/11/2016	03284	Child, Mervyn	6,000.00	
008348	24/11/2016	02762	Cleartech Industries Inc	1,039.56	
008349	24/11/2016	02817	Cummins Western Canada	283.50	
008350	24/11/2016	00218	DB PERKS AND ASSOCIATES	662.58	
008351	24/11/2016	01982	DIGITAL POSTAGE ON CALL	1,575.00	
008352	24/11/2016	02836	Domtar	186.42	
008353	24/11/2016	03231	E. Lees & Associates Con	1,323.00	
008354	24/11/2016	00099	FOX'S DISPOSAL SERVICES	13,038.55	
008355	24/11/2016	01860	GREYHOUND COURIER EXPRES	25.12	
008356	24/11/2016	00052	HARDY BUILDERS' SUPPLY	564.82	
008357	24/11/2016	00063	HOME HARDWARE BUILDING C	76.14	
008358	24/11/2016	00025	ISLAND FOODS LTD.	184.52	
008359	24/11/2016	02873	Jewell, Joe	197.64	
008360	24/11/2016	00065	K & K ELECTRIC LTD.	517.58	
008361	24/11/2016	00069	MACANDALE'S	215.02	
008362	24/11/2016	02489	Marcotte, Rick	38.95	
008363	24/11/2016	02598	Noratek Solutions Inc.	2,464.09	
008364	24/11/2016	00217	ORKIN CANADA CORPORATION	76.65	
008365	24/11/2016	03319	Perfect Pen & Stationery	120.34	
008366	24/11/2016	00269	PETTY CASH (OFFICE)	175.95	
008367	24/11/2016	00412	PORT HARDY LIONS CLUB	40.00	
008368	24/11/2016	02424	Team Aquatic Supplies Lt	301.36	
008369	24/11/2016	00160	TELUS	4,831.78	
008370	24/11/2016	03313	Tex Electric Ltd.	2,042.70	
008371	24/11/2016	01773	UNIVAR CANADA LTD.	3,750.92	
008372	24/11/2016	00573	VAN ISLE WATER	55.40	
008373	24/11/2016	02850	VWR International Co.	30.66	
008374	24/11/2016	03285	Warniss, Stan	3,000.00	
Total:				685,851.44	



*** End of Report ***



DISTRICT OF PORT HARDY
STAFF REPORT



DATE: December 5, 2016 **FILE:** 0360, 0510 & 0540
TO: Allison McCarrick, Chief Administrative Officer
FROM: Heather Nelson-Smith, Director of Corporate & Development Services
RE: 2017 COUNCIL APPOINTMENTS

PURPOSE

Each year, Council considers appointments to various internal and external committees and agencies for the coming year and endorses the appointments by resolution.

RECOMMENDATION

THAT Council endorses the following external appointments for 2015:

Director - Regional District of Mount Waddington Board of Directors (4 votes):
Mayor Bood

Director - Regional District of Mount Waddington Board of Directors (3 votes):
Councillor Corbett-Labatt

Director Regional District of Mount Waddington Hospital Board (4 votes):
Mayor Bood

Director – Regional District of Mount Waddington Hospital Board (3 votes):
Councillor Corbett-Labatt

Alternates:

Councillor Marcotte and Councillor Tidbury

Where both alternates are required, the votes will be determined by Mayor Bood.

Trustee - Vancouver Island Regional Library Board of Trustees:

Councillor Robertson – Alternate, Councillor Wishart.

Respectfully submitted,

Heather Nelson-Smith
Director of Corporate &
Development Services

I agree with the recommendation.

Allison McCarrick
Chief Administrative Officer



DISTRICT OF PORT HARDY

STAFF REPORT



DATE: December 5, 2016 **FILE:** 0360, 0510 & 0540
TO: Allison McCarrick, Chief Administrative Officer
FROM: Heather Nelson-Smith, Director of Corporate & Development Services
RE: **2017 COMMITTEE STRUCTURE AND COUNCIL APPOINTMENTS**

PURPOSE

Each year, Council considers its committee structure and Council appointments to various internal and external committees and organizations for the coming year, and endorses the appointments by resolution.

RECOMMENDATION

THAT Council endorses the following committee structure and Council appointments for 2017:

STANDING COMMITTEES OF COUNCIL

EXECUTIVE COMMITTEE: Mayor Bood, (Chair) Councillors: Pat Corbett-Labatt, Dennis Dugas, Rick Marcotte, Fred Robertson, John Tidbury, Leighton Wishart **Staff:** Chief Administrative Officer
Meeting dates: To be announced

FINANCE COMMITTEE – Budget, Financial Planning

Mayor Bood, (Chair); Councillors: Pat Corbett-Labatt, Dennis Dugas, Rick Marcotte, Fred Robertson, John Tidbury, Leighton Wishart **Staff:** Director of Finance, Chief Administrative Officer
Meetings: Quarterly or as required

OPERATIONAL SERVICES COMMITTEE – Parks, Public Works, Utilities

Councillors: Dennis Dugas, Rick Marcotte, John Tidbury (Chair) **Staff:** Chief Administrative Officer, Director of Operations and/or designate
Meetings: Third Monday of the Month

FIRST NATIONS RELATIONS COMMITTEE – Revitalizing Relationships

Councillors, Pat Corbett-Labatt (Chair), Rick Marcotte, Leighton Wishart **Staff:** Chief Administrative Officer and/or designate
Meetings: Second Tuesday of the Month

PARKS & RECREATION REVIEW COMMITTEE

Councillors: Fred Robertson (Chair) John Tidbury, Leighton Wishart **Staff:** Chief Administrative Officer, Director of Operations and/or designate
Meetings: Third Wednesday of the Month

SELECT COMMITTEES

Community Consultative Committee: Councillors Dennis Dugas, Rick Marcotte (Chair)
 Staff: Director of Corporate & Development Services
 Meetings: As required

Emergency Planning Committee: Councillors Rick Marcotte, John Tidbury, Emergency Coordinator (Chair)
 Staff Liaison: Director of Corporate Services
 Meetings: Quarterly or as required

Tourism Advisory Committee: Councillor Dennis Dugas, Councillor Rick Marcotte (chair selected by committee) Staff: Allison McCarrick, CAO; Adrian Maas, Director of Financial Services,
 Meetings: As required.

EXTERNAL ORGANIZATIONS

Mount Waddington Regional Transportation Committee
 Mount Waddington Table of Partners (Health)

Councillor John Tidbury
 Councillors Pat Corbett-Labatt,
 Fred Robertson

North Island Regional Emergency Planning Committee
 BC Ferries Northern Advisory
 Island Coastal Economic Trust
 Job Fair Committee
 Municipal Insurance Association

Councillor John Tidbury
 Councillor Fred Robertson
 Mayor Hank Bood
 Councillor Fred Robertson
 Mayor Hank Bood - Voting Delegate
 Alternates: John Tidbury, Rick Marcotte
 Councillor Rick Marcotte
 Councillor Fred Robertson
 Councillor Corbett-Labatt
 Councillor Fred Robertson
 Councillor Leightan Wishart
 Councillor Rick Marcotte
 Councillor Pat Corbett-Labatt
 Councillor Dennis Dugas
 Councillor John Tidbury

Port Hardy Fire Rescue
 Port Hardy Heritage Society (Museum)
 Port Hardy Twinning Society
 Poverty Pilot Program
 Collaborative Health Care Working Group
 Scott Islands Advisory
 Hardy Bay Seniors Citizens Society
 Vancouver Island North Tourism (VINTAC)
 Vancouver Island North Woodlands Advisory Group (VINWAG)

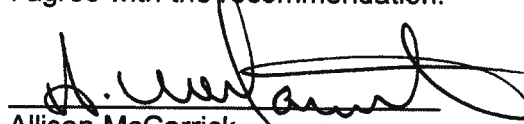
DEPUTY MAYOR SCHEDULE (Deputy Mayor also serves as representative to the Port Hardy & District Chamber of Commerce)	
TERM	DEPUTY MAYOR
April 1, 2016 – November 30, 2016	Councillor Pat Corbett-Labatt
December 1, 2016 – July 31, 2017	Councillor Dennis Dugas
August 1, 2017 – March 31, 2018	Councillor Fred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

Respectfully submitted,



Heather Nelson-Smith
 Director of Corporate & Development Services

I agree with the recommendation.



Allison McCarrick
 Chief Administrative Officer



**DISTRICT OF PORT HARDY
BYLAW 1060-2016
REVENUE ANTICIPATION BORROWING BYLAW**

A Bylaw to provide for the borrowing of money in anticipation of revenue for the year 2017

WHEREAS the District of Port Hardy may not have sufficient money on hand to meet the current lawful expenditures of the Municipality:

AND WHEREAS it is provided by Section 177 of the *Community Charter* that Council may, by bylaw, without the assent of the electors or the approval of the Inspector of Municipalities, borrow, provide for the borrowing of such sums of money as may be necessary to meet the current lawful expenditures of the Municipality provided that the total of the outstanding liabilities does not exceed the sum of:

- a) The whole amount remaining unpaid of the taxes for all purposes levied during the current year, provided that prior to the adoption of the annual property tax bylaw in any year the amount of taxes during the current year for this purpose shall be deemed to be seventy-five per cent of the taxes levied for all purposes in the immediately preceding year; and
- b) the whole amount of any sums of money remaining due from other governments,

AND WHEREAS the total amount of liability that Council may incur is Three Million Five Hundred Forty Nine Thousand and Five Hundred and Thirty Two Dollars (\$3,549,532) being 75% of the whole amount of the taxes levied for all purposes in 2016.

AND WHEREAS there are no liabilities outstanding under Section 177;

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

1. This bylaw may be cited for all purposes as "Bylaw 1060-2016 Revenue Anticipation Borrowing Bylaw for 2017".
2. The Council shall be and is hereby empowered and authorized to borrow upon the credit of the municipality, from the Municipal Finance Authority of British Columbia, an amount or amounts not exceeding the sum of Three Million Five Hundred Forty Nine Thousand and Five Hundred and Thirty Two Dollars (\$3,549,532).
3. The form of obligation to be given as acknowledgment of the liability shall be a promissory note or notes bearing the corporate seal and signed by one of the Mayor or Council and one of the Director of Financial Services or the Chief Administrative Officer.
4. All unpaid taxes and the taxes of the current year when levied or so much thereof as may be necessary shall, when collected, be used to repay the money so borrowed.
5. Bylaw 1045-2015 – Revenue Anticipation Borrowing Bylaw for 2016 is hereby rescinded.

Read a first time on the ____th day of December, 2016.

Read a second time on the ____th day of December, 2016.

Read a third time on the ____th day of December, 2016.

Adopted by the Municipal Council on the ____ th day of _____ 2017.

Director
of Corporate Services

Mayor

Certified to be a true copy of
District of Port Hardy Bylaw 1060-2016
Revenue Anticipation Borrowing Bylaw for 2017.

Director of Corporate Services