



DISTRICT OF PORT HARDY

AGENDA COUNCIL MEETING 7:00 PM, TUESDAY, JANUARY 10, 2017 MUNICIPAL HALL COUNCIL CHAMBERS 7360 COLUMBIA STREET

Mayor: Hank Bood

Councillors: Pat Corbett-Labatt, Dennis Dugas, Rick Marcotte, Fred Robertson,
John Tidbury, Leighton 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, JANUARY 10, 2017
Council Chambers - Municipal Hall**

<u>Page</u>		Time:
	A. CALL TO ORDER	
	B. APPROVAL OF AGENDA AS PRESENTED (or amended)	
	Motion required.	1. 2.
	C. ADOPTION OF MINUTES	
1	1. Minutes of the Special Council meeting held December 13, 2016.	
	Motion required	1. 2.
2-3	2. Minutes of the Committee of the Whole meeting held December 13, 2016.	
	Motion required	1. 2.
4-9	3. Minutes of the Regular Council meeting held December 13, 2016.	
	Motion required	1. 2.
	D. DELEGATIONS AND REQUESTS TO ADDRESS COUNCIL	
	1. Caitlin Hartnett, Campus Community Coordinator, North Island College re: Update on North Island College.	
	E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS	
10	1. Council Action items. For information.	
	F. CORRESPONDENCE	
11-15	1. Jacqueline Dawes, Deputy Minister, Ministry of Community, Sport and Cultural Development and Responsible for TransLink (Dec 21/16) re: Province of BC Rural Education Strategy. Submissions accepted to Jan 31, 2017. For information.	
16	2. Danyta Welch, Policy & Programs Officer, UBCM Local Government Program Services (Dec.7/16) re: 2016 Asset Management Planning Program final grant payment of \$10,000. For information	
	G. NEW BUSINESS	
	No New Business in agenda package.	
	H. COUNCIL REPORTS	
	1. Verbal Reports from Council members.	
	I. COMMITTEE REPORTS	
17-28	1. Minutes of the Finance Committee meetings held December 2, December 5, December 13, December 19, 2016. For Information.	
29-31	2. Draft minutes of the First Nations Relations Committee meeting held December 13, 2016. For information.	
32-33	3. Draft minutes of the Operational Services Committee meeting held December 19, 2016. For information.	
34-35	4. Draft minutes of the Parks & Recreation Committee meeting held December 21, 2016. For information.	
36-38	Draft Letter of Understanding re: PHSS Upper Soccer Field	
39	Council policy CP2.7 re: Fee for Service/ Honorariums / Grants in aid	
	<u>Recommendations to Council</u>	
	a. <i>THAT the District enter into a Memorandum of Understanding with School District No. 85 with respect to the repair and maintenance of the PHSS upper level playing field. AND direct staff to provide the Committee with details of section 2 of the Memorandum of Understanding which refers to the District's contribution of the agreement.</i>	
	Motion / direction	1. 2.

- b. *THAT a discussion be had with regards to combining the Parks and Recreation Review Committee and the Operations Services Committee with the use of Co-Chairs as required.*
Note: Composition of Committees will be reviewed at Strategic Planning Session January 16, 2017. No motion/direction required.

J. STAFF REPORTS

- 40-42 1. Accounts Payable December 2016. For information.
- 43-44 2. Heather Nelson-Smith, Director of Corporate Services (Jan.4/17) re: Appointment to North Vancouver Island MaPP) Marine Area Plan Partnership for 2017.
- Motion / direction 1. 2.
- 45-47 3. Heather Nelson-Smith, Director of Corporate Services (Dec.22/16) re: MIA Coverage Canada 150 Mural Project.
- Motion / direction 1. 2.
- 48-54 4. Adrian Maas, Director of Financial Services (Jan.6/17) re: 2017-2021 Financial Plan and 2017 Rates Bylaws.
- Motion / direction 1. 2.

K. CURRENT BYLAWS AND RESOLUTIONS

- 55-57 1. Bylaw 1051-2016 Port Hardy Multiplex Loan Authorization Bylaw. For Adoption.
- Motion required 1. 2.
- 58-59 2. Bylaw 1060-2016, Revenue Anticipation Borrowing Bylaw. For Adoption.
- Motion required 1. 2.

L. PENDING BYLAWS

Annual Five-Year Financial Plan for 2017-2021.
Amend 2017 User Rates & Fees Bylaw 1057-2016.

M. INFORMATION AND ANNOUNCEMENTS

January 16 Council: Strategic Planning Session 9:00am, Council Chambers.
Port Hardy Twinning Society 7:00 pm, Council Chambers.

January 18 Committee: Parks & Recreation Review 3:00 pm, Council Chambers.

January 23 Committee: Operational Services, 3:00 pm, Council Chambers.

January 24 Regular Council Meeting 7:00 pm, Council Chambers.

N. NOTICE OF IN CAMERA MEETING

No In Camera meeting scheduled at this time.

- O. ADJOURNMENT** Motion required 1. 2. Time:



**MINUTES OF THE DISTRICT OF PORT HARDY
SPECIAL COUNCIL MEETING
TUESDAY DECEMBER 13, 2016
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

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

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

REGRETS: NONE

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

A. CALL TO ORDER

Mayor Bood called the meeting to order at 5:04 pm

B. APPROVAL OF AGENDA AS PRESENTED

Moved/Seconded/Carried

THAT the agenda for the Special Meeting of Council December 13, 2016 be adopted as presented.

SC2016-037
AGENDA
ACCEPTED AS
PRESENTED

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

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

1. Subject matter related to *Community Charter*.

SECTION 90 (1) (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

SC2016-038
CLOSE
MEETING TO
PUBLIC
COMMUNITY
CHARTER
SEC90(1)(k)

Moved/Seconded/Carried

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

D. ADJOURNMENT

Moved

THAT the Special Meeting of Council adjourn. 6:00 pm

SC2016 -039
ADJOURNMENT

CORRECT

APPROVED

DIRECTOR
OF CORPORATE SERVICES

MAYOR



**MINUTES
DISTRICT OF PORT HARDY
COMMITTEE OF THE WHOLE MEETING
TUESDAY, DECEMBER 13, 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:** 2

A. CALL TO ORDER

Mayor Bood called the meeting to order at 6:07pm

B. APPROVAL OF AGENDA

Moved/Seconded/Carried

Add – Goals and Objectives of Council

THAT the agenda for the Committee of the Whole meeting of December 13, 2016 be accepted as amended.

C. DELEGATION

1. Calum Matthews, Community and Industry Specialist, Tourism Vancouver Island re: Presentation on Value of Tourism.

- Theme of Presentation: Tourism - Grow With It.
- Ticket to New Prosperity: Building a diverse economy through planned development, boosts to rural areas, strengthens communities and uses resources wisely.
- Tourism is Everybody's Business: Through growing value and spreading wealth through new jobs, fresh dollars, new investment, more services, more residents and rising incomes.
- Review of Statistics: how business is booming in the world, for Canada, BC and the Island region.
- Review of Statistics: tourism as BC's fastest growing resource industry with total tourism revenue up 37.7%.
- Tourism Adding Value: through many dynamic connections.
- Revitalization of Communities: Ucluelet - The Wild Pacific Trail and Lake Cowichan - Renfrew Town Square Project.
- Tourism as a Leading Job Creator: employing seniors, offering lifestyle advantages, diverse industry, rewarding careers, well trained workforce, employs multiple family members, a review of tourism employment statistics and employee annual wages.
- Tourism Dollars Benefits: to visitors and residents thorough broader tax base, funding of new infrastructure grows events, exhibits, festivals, supports social programs, recreation amenities and experiences.
- What Tourism Does For You: transportation, parks and campground, attractions, health and wellness, festivals and events and entertainments.

COW 2016-041
APPROVAL OF
AGENDA AS
AMENDED

DELEGATION:
C.MATTHEWS,
COMMUNITY &
INDUSTRY
SPECIALIST,
TOURISM
VANCOUVER
ISLAND RE:
PRESENTATION
ON VALUE OF
TOURISM

- How Tourism Makes a Difference: through building communities, heritage traditions, preserving culture, livable places, welcoming, inspires health lifestyles, connects residents and enhances beautification.
- Distinct Advantages: through products, major investments, people, diverse experiences, Asia Pacific Gateway and scenic beauty.
- Building Remarkable Experiences: through exceptional products and services such as preserving and protecting environment, hospitality of people, community amenities enhancement, attracting quality entrepreneurs, and superior information systems.
- Forward Thinking: tourism model for regional development from sectors to places, grown to resilience, subsidies to investments, resource production to amenity consumption, exploring goods to importing ideas and people.
- Tourism Vancouver Island: working to grown tourism by: uniting businesses, promoting investment, building a strong regional brand, growing the industry for everyone's benefit.
- Tourism Vancouver Island Stakeholder Model: benefits the entire industry through no membership fees, inclusive business model, cooperative marketing activities, giving consumers more choice.
- Selling the Destination Worldwide: through trade and media marketplaces, promote operators' new products, utilize travel trade to market destination, \$5 million annual ad equivalency, reaching and audience of 500 million +.
- Join Forces to Partner for Best Success: through Tourism Vancouver Island, economic development organizations, community tourism organizations and industry partners.
- Review of Tactics for Growth including: support tourism investment in community, promote tourism career opportunities with workforce and resident attraction, support community destination marketing organization, develop policy that encourages and supports tourism growth, invest in infrastructure that supports tourism, collaborate with resource extraction industry on land use.
- Review of Tourism Partners: Vancouver Island North, Discover Campbell River Region, Alberni Valley Tourism, Sunshine Coast Tourism, Tourism Cowichan, Tourism Mount Washington, Tofino, Tourism Nanaimo, Discover Comox Valley, Parksville/Qualicum Beach, Island Coastal Economic Trust, Destination BC.

LATE ITEM
GOALS AND
OBJECTIVES OF
COUNCIL

E. NEW BUSINESS

Late Item- Goals and objectives of Council

Councillor Tidbury asked for this item to be added to the agenda to ensure that there is time scheduled in the new year to review the goals and objectives of Council for 2017. Council agreed and staff will schedule the time.

COW 2016-042
ADJOURNMENT

F. ADJOURNMENT

THAT the Committee of the Whole adjourns.

Time: 6:46 pm

CORRECT

APPROVED

DIRECTOR
OF CORPORATE SERVICES

MAYOR



**MINUTES OF THE DISTRICT OF PORT HARDY
REGULAR COUNCIL MEETING
DECEMBER 13, 2016
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

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

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

REGRETS: None

MEDIA: North Island Gazette **MEMBERS OF THE PUBLIC:** 2

A. CALL TO ORDER

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

B. APPROVAL OF AGENDA

Moved/Seconded/Carried

THAT the agenda for the Regular Council meeting of December 13, 2016 be accepted as presented.

2016-232
AGENDA
ACCEPTED AS
PRESENTED

C. ADOPTION OF MINUTES

1. Minutes of the Committee of the Whole Council Meeting held November 22, 2016.

Moved/Seconded/Carried

THAT the minutes of the Committee of the Whole Council Meeting held November 22, 2016 be accepted as presented.

2016-233
COW COUNCIL
MEETING NOV22/16
ACCEPTED AS
PRESENTED

2. Minutes of the Regular Council meeting held November 22, 2016.

Moved/Seconded/Carried

THAT the minutes of the Regular Council meeting held November 22, 2016 be accepted as presented.

2016-234
REGULAR COUNCIL
MEETING MINUTES
NOV 22/16
ACCEPTED AS
PRESENTED

D. DELEGATIONS

No Delegation

E. ACTION ITEMS

1. Council action items were received for information.

F. CORRESPONDENCE

1. Regional District of Mt. Waddington (Nov 18/16) re: Letter of Comment to BC Utilities Commission regarding Reclining Income Block (RIB) rate was received for information.

Mayor Bood commented that it was a well written submission. Councillor Robertson inquired if anyone from the District of Port Hardy is attending the hearing and was advised that Greg Fletcher from the Regional District of Mount Waddington plans to attend.

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 was received for information.
3. Councillor Murray Krause, UBCM President (Nov 18/16) re: Gas Tax Agreement Community Works Fund Payment \$110,788 was received for information.
4. Clark Somerville, President, FCM re: Network of Canada 150 Community Leaders was received for information.

G. NEW BUSINESS

1. Councillor Pat Corbett-Labatt: Canada 150 Mural Project re: Civic Centre Celebration June 21, 2017.

Councillor Corbett-Labatt updated Council on the Canada 150 grant/mural project. Stan Wamiss and Mervyn Child have completed the rough carving work. The celebration and unveiling of the murals is planned for June 21, 2017 which is also National Aboriginal Day. Councillor Corbett-Labatt requested Council support of the project by approving an in-kind donation of the use of the Civic Center for the unveiling celebration.

Moved/Seconded/Carried

THAT Council approve an in kind donation of the use of the Civic Center on June 21, 2017 for the unveiling celebration of the Canada 150 mural project.

H. COUNCIL REPORTS

Councillors Pat Corbett-Labatt, Dennis Dugas, Rick Marcotte, Fred Robertson John Tidbury 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 Operational Services Committee meeting held Monday, November 21, 2016 was received for information.
2. Draft minutes of the Emergency Planning Committee meeting held Monday November 28, 2016 was received for information.
 - a. The Emergency Planning Committee Recommends:
THAT Council approve the District of Port Hardy Emergency Planning Committee Terms of Reference.

Moved/Seconded/Carried

THAT Council approve the Emergency Planning Committee Terms of Reference as presented.

Staff Report H. Nelson-Smith, Dir. Corp Services (Nov.16/16) re: Tsunami Warning System was received 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*

2016-235
JUNE 21/17 CIVIC
CENTER USE FOR
CANADA 150 GRANT
MURAL UNVEILING
APPROVED

2016-236
EMERGENCY
PLANNING COMM
TERMS OF
REFERENCE
APPROVED

- *Testing and maintenance*
- *Portability*
- *Expandability*
- *Future expansion of the system*

Council discussion on the recommendation included:

- Likelihood of a tsunami in the Port Hardy area.
- Recommendation from Committee is to purchase and install - without any costs provided.
- Estimated costs of a siren to be \$20,000.
- Types of sirens - has not yet been investigated.
- Previous emergency warnings done by a Port Hardy Fire Rescue drive around which puts them and equipment at risk.
- Telephone call out system which may not reach all residents.
- Possible siren location at Firehall #2.
- Grant funding possibilities - have not yet been investigated.
- Working with Kwakiutl First Nation on sirens - has not yet been investigated.
- Haida Gwaii color coding telephone and hydro poles to identify tsunami risk and safe areas.
- Including siren cost in 2017 budget discussions.

2016-237
TSUNAMI SIREN
PURCHASE
DEFEATED

Moved/Seconded/DEFEATED

THAT Council purchase a tsunami warning siren to be 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

2016-238
INVESTIGATE
TSUNAMI EVENTS/
SIREN PURCHASE

Moved/Seconded/

THAT Council directs the Emergency Planning Siren Sub-Committee to conduct further research into the probability or likelihood of a tsunami event in the Port Hardy area and investigate siren purchase costs and report back to Council.

Mayor Bood requested the motion be amended to have staff investigate the probability or likelihood of a tsunami event in the Port Hardy area, investigate siren purchase costs and report back to Council.

2016-239
AMEND MOTION
2016-238

Moved/Seconded/

THAT Council amends the motion to remove "Emergency Planning Siren Sub Committee" and replace with "directs staff".

The amendment to the main motion was adopted.

The main motion, as amended, was adopted with the Final Wording of Motion 2016-238

FINAL WORDING OF
MOTION 2016-238

THAT Council directs staff to conduct further research into the probability or likelihood of a tsunami event in the Port Hardy area and investigate siren purchase costs and report back to Council.

J. STAFF REPORTS

1. Accounts Payable November 2016 was received as information.
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.

2016-240
2017 COUNCIL
APPOINTMENTS TO
VIRL AND RDMW

Moved/Seconded/Carried

THAT Council endorses the following external appointments for 2017:

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.

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

Mayor Bood advised that he has had discussions with each Councillor regarding the appointments to the Standing and Select Committees of Council.

Councillor Robertson advised he has been appointed to *Wellness First* a subcommittee of the Mount Waddington Table of Partners.

Moved/Seconded/Carried

THAT Council endorses the following committee structure and Council appointments for 2017 with the addition of the *Wellness First* a subcommittee of the Mount Waddington Table of Partners.

2016-241
2017 COUNCIL
COMMITTEE
APPOINTMENTS

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

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

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

FIRST NATIONS RELATIONS COMMITTEE – Revitalizing Relationships
Councillors, Pat Corbett-Labatt (Chair), Rick Marcotte, Leighton Wishart
Staff: Chief Administrative Officer and/or designate

PARKS & RECREATION REVIEW COMMITTEE
Councillors: Fred Robertson (Chair) John Tidbury, Leighton Wishart
Staff: Chief Administrative Officer, Director of Operations and/or designate

SELECT COMMITTEES

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

Emergency Planning Committee: Councillors Rick Marcotte, John Tidbury, Emergency
 Coordinator (Chair) Staff: Director of Corporate Services

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

EXTERNAL ORGANIZATIONS

Mount Waddington Regional Transportation Committee	Councillor John Tidbury
Mount Waddington Table of Partners (Health)	Councillors Pat Corbett-Labatt, Fred Robertson
Mount Waddington Table of Partners: Wellness First	Fred Robertson
North Island Regional Emergency Planning Committee	Councillor John Tidbury
BC Ferries Northern Advisory	Councillor Fred Robertson
Island Coastal Economic Trust	Mayor Hank Bood
Job Fair Committee	Councillor Fred Robertson
Municipal Insurance Association	Mayor Hank Bood - Voting Alternates: John Tidbury, Rick Marcotte
Port Hardy Fire Rescue	Councillor Rick Marcotte
Port Hardy Heritage Society (Museum)	Councillor Fred Robertson
Port Hardy Twinning Society	Councillor Corbett-Labatt
Poverty Pilot Program	Councillor Fred Robertson
Collaborative Health Care Working Group	Councillor Leighton Wishart
Scott Islands Advisory	Councillor Rick Marcotte
Hardy Bay Seniors Citizens Society	Councillor Pat Corbett-Labatt
Vancouver Island North Tourism (VINTAC)	Councillor Dennis Dugas
Vancouver Island North Woodlands Advisory Group (VINWAG)	Councillor John Tidbury

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 Leighton Wishart

K. CURRENT BYLAWS AND RESOLUTIONS

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

2016-242
BYL 1060-2016
REVENUE
ANTICIPATION FOR
2017. 1st 2nd & 3rd
READING

Moved/Seconded/Carried

THAT Bylaw 1060-2016, Revenue Anticipation Borrowing Bylaw receive First, Second and Third Reading.

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

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

Moved

THAT the meeting be adjourned.

Time:7:28pm

CORRECT

APPROVED

DIRECTOR
OF CORPORATE SERVICES

MAYOR

2016-243
ADJOURNMENT

ITEM	ACTION COMMITTEE OF THE WHOLE MEETING DEC 13, 2016	WHO	STATUS /COMMENTS
Council Review of Goals & Objectives	Staff to schedule Council Goals & Objectives Meeting	AMc	Scheduled for Jan 16/17 9am-4pm
ITEM	ACTION REGULAR MEETING DEC 13, 2016	WHO	STATUS /COMMENTS
Canada 150 Mural Project In Kind support-Civic Center June 21, 2016	Approved. -Book Civic Center	LD	Done: Confirmed for June 21 2017
Emergency Planning Committee Recommendations to Council: 1. Terms of Reference 2. Purchase and installation of tsunami warning sirens	1. Approved as presented. Advise Committee 2. Staff to conduct further research into likelihood of tsunami event in the Port Hardy area and investigate siren purchase costs.	HN-S HN-S	
2017 VIRL and RDMW appointments	Approved as presented Advise agencies	HN-S	Done
2017 Council Standing and Select Committees.	Approved as presented with C/Robertson on Mount Waddington Table of Partners: Wellness First Sub Committee Advise external agencies of Council rep appointments	HN-S	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. Thank you letter to BC Hydro	Staff to investigate Write letter as directed	AMc AMc	Invitation & follow up email done Done
Tourism Advisory Committee -MRDT application	Approved as presented Proceed with application when bylaw approved	AM	Submitted. Waiting approval
Bylaw 1059-2016, A Bylaw to Amend Unsightly Premises Bylaw 10-2008	Adopted as amended. - Consolidate Bylaw	HN-S / LD	Done
Amend ByL1057-2016 User Rates and Fees for 2017 re rate changes as in the Bear Cove Recreation Site report dated Sept 22/16	Approved Prepare amending bylaw	AM	
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: Recommendation: <i>proceed with recommendations from the Broken Window report</i>	Approved: as recommended: - Jan 12/16 Letters have been sent to property owners regarding their properties - no replies have been received back - next step staff to bring back a report for Council regarding authorizing remedial action and the cost of such action being charged back to the property owner's tax account. - Staff report to come to future Council meeting.	HN-S / Mun Insp	Will be done with municipal inspector

Leslie Driemel

From: Deputy Minister, CSCD:EX [CSCD.deputyminister@gov.bc.ca]
Sent: December-21-16 3:38 PM
Cc: Byng, Dave A EDUC:EX; Farkas, George EDUC:EX
Subject: 170113: Feedback Invitation for Rural Education Strategy
Attachments: 170113 News Release Attachment.pdf; 170113 All Local Governments Signed Final.pdf

Importance: High

Good afternoon,

Please find attached a Signed Letter and News Release regarding the Province of British Columbia's Rural Education Strategy.

Local government participation is invited/encouraged in an online discussion forum at:
<http://engage.gov.bc.ca/ruraleducation/> - open until January 31, 2017, at 4:00 pm.

Thank you,

Jacqueline Dawes
Deputy Minister
Ministry of Community, Sport and Cultural Development, and Responsible for TransLink



NEWS RELEASE

For Immediate Release
2016EDUC0256-002463
Nov. 21, 2016

Ministry of Education

Public input sought on rural education

VICTORIA – The Province is seeking public input on rural education as part of a strategy being created by Parliamentary Secretary for Rural Education Linda Larson to better understand the needs of students, parents, schools and communities in rural B.C.

Until Jan. 9, 2017, British Columbians can join in the online discussion to share stories on rural education and thoughts around community development at:
<http://engage.gov.bc.ca/ruraleducation>

A draft discussion paper will then be developed and posted online for further public comment, followed by several regional meetings that will be hosted by Larson. Stakeholder groups may also submit formal submissions to government, which will be posted online.

All feedback received will help government shape a final report on an integrated rural education strategy, including recommendations for the future. The strategy will aim to find long-term solutions for the unique challenges facing rural school districts and communities, including looking at the important social, cultural and economic roles that schools play in small communities.

Quotes:

Mike Bernier, Minister of Education –

“We are looking at the role education and schools play in rural communities to create an education strategy that will better serve families and schools. We want to hear from all British Columbians on how to improve rural education services and create a full and integrated strategy that will help move our province forward.”

Linda Larson, Parliamentary Secretary for Rural Education –

“Families living in rural communities have different needs than those living in high-density areas. Over the next several months, I will be traveling to each region within the province, listening to families and educators and working on a new strategy for rural education that will help find long-term solutions for the unique challenges rural communities and schools face every day.”

Donna Barnett, Minister of State for Rural Economic Development –

“Schools are a lifeline in B.C. communities. This is especially evident in smaller towns where one elementary school may be used before and after class for childcare, on the weekends by a local theatre company and in the evenings for a local sports team. I encourage all citizens to

engage in this important conversation.”

Quick Facts:

- In British Columbia, approximately 32% of the students in the K-12 education system attend schools located outside of the greater Victoria, Lower Mainland and Kelowna areas – many in very small communities that use school facilities as a hub for community activities.

Learn More:

In June 2016, Premier Christy Clark announced the new Rural Education Enhancement Fund:
<https://news.gov.bc.ca/releases/2016PREM0067-001044>

The Ministry of Education has also launched a new parent engagement process to better understand how parents want to be informed of their student’s success from kindergarten to Grade 9. Participate in this process by visiting: <http://engage.gov.bc.ca/yourkidsprogress>

Media Contact:

Government Communications and Public
Engagement
Ministry of Education
250 356-5963

Connect with the Province of B.C. at: www.gov.bc.ca/connect



December 21, 2016

Ref: 170113

Dear Mayors/Chief/Chairs:

It is my pleasure to inform you that the Ministry of Education is undertaking a review of rural education practices and rural education funding, led by Parliamentary Secretary Linda Larson. The Ministry of Education has made a request to gather input from a range of stakeholder groups, including local government and other community organizations, to inform the development of a new Rural Education Strategy by the end of the 2016/17 school year.

All feedback received will help shape the final report and the development of recommendations for the future. The main goal is to find long-term solutions for the unique challenges facing rural school districts, while considering the important social, cultural, and economic roles that schools play for small communities.

As you know, the relationships between school districts, community organizations, and local governments are critical in helping to ensure the success of students across rural British Columbia. With respect to this goal in mind, I hope that you will spread the word amongst your communities, and encourage participation in an online discussion forum at: <http://engage.gov.bc.ca/ruraleducation/>— open until January 31, 2017, at 4:00 pm.

As well, submissions from local governments and other community organizations are welcome to help outline their specific feedback on rural education and rural schools by sending them to the Ministry of Education at: rural.education@gov.bc.ca, or Attention: Jonathan Foweraker, Resource Management and Corporate Services Division, PO Box 9151, Stn Prov Govt, Victoria BC V8W 9H1.

Should you choose to provide a submission, please note:

- There is no standard format or template to follow; it is up to your organization to determine the format and approach that works best for you;
- Be sure to outline your organization's views on the greatest challenges and barriers in rural education, such as funding, facilities, educational programming, and human resources including any thoughts or feedback on future improvements;

.../2

All Local Governments

Page 2

- Highlighting best practices, innovative research, specific examples of successes and challenges are encouraged;
- A list of organizations invited to participate and their final submissions will be posted on the rural engagement website; and
- Deadline is January 31, 2017, at 4:00 pm.

On behalf of the Ministry of Education and Linda Larson, Parliamentary Secretary for Rural Education, thank you for taking the time to ensure that communities have an opportunity to share their input as part of this important project. If you require further information, you can reach George Farkas, Assistant Deputy Minister, Resource Management and Corporate Services Division, by telephone at: 250 356-1883, or by email at: George.Farkas@gov.bc.ca, and he will be pleased to assist you.

Sincerely,



Jacqueline Dawes
Deputy Minister

Enclosure

pc: Dave Byng
Deputy Minister
Ministry of Education

George Farkas
Assistant Deputy Minister
Resource Management and Corporate Services Division
Ministry of Education

Local Government Program Services

...programs to address provincial-local government shared priorities



Administration provided
by UBCM

Funding provided by
Province of B.C.



For program
information, visit the
Funding Programs
section at:

www.ubcm.ca

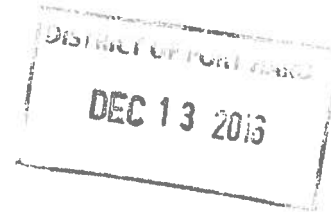
LGPS Secretariat

Local Government House
525 Government Street
Victoria, BC, V8V 0A8

E-mail: lgps@ubcm.ca
Phone: (250) 356-2947

December 7, 2016

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



Re: 2016 Asset Management Planning Program (Asset Management Plan)

Dear Mayor and Council,

Thank you for providing a final report and financial summary for the above noted project. We have reviewed your submission and all reporting requirements have been met.

The final report notes a total expenditure of \$26,715.71. Based on this, a cheque in the amount of \$10,000.00 will be issued shortly under separate cover. This cheque represents final payment of the grant and is based on 50% of the total reported expenditure to a maximum of the approved grant amount (\$10,000.00).

I would like to congratulate the District of Port Hardy for undertaking this project and responding to the opportunity to strengthen asset management capacity in your local government.

Sincerely,

A handwritten signature in black ink, appearing to read 'Danyta Welch'.

Danyta Welch
Policy & Programs Officer

cc: *Adrian Maas, Director of Finance, District of Port Hardy*



**MINUTES OF THE DISTRICT OF PORT HARDY
FINANCE COMMITTEE MEETING
DECEMBER 2, 2016 9:30 AM
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

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

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

A. CALL TO ORDER

Mayor Bood called the meeting to order at 9:30 a.m.

B. APPROVAL OF AGENDA

Moved/Seconded/Carried

THAT the agenda for the Finance Committee meeting of December 2, 2016 be approved as presented.

C. ADOPTION OF MINUTES

Moved/Seconded/Carried

THAT the Minutes of the Finance Committee meeting held November 22, 2016 be adopted as presented.

D. STAFF REPORTS

General Operations Summary - Revenue 2016 to 2021 was presented by the Director of Finance.

Operations Summary - Expenses 2016 to 2021 was presented by the Director of Finance.

General Operating - Tax Scenario 2016 to 2021 was presented by the Director of Finance. An overview of Payroll Benefit Factors changes from 2016 to 2017 was reviewed.

General Capital Review was presented by the Director of Finance. It was noted that two Harbour items, the Fisherman's Boat Ramp and the Security System, have been deleted.

Harbour 5-Year Plan - Presented by Angela Smith of Seaway Ventures (Harbour Management Contractors)

Proposed Capital Project	2017	Change / Action required
Boat Launch Facility	51,000	Reduce to 35,000
Roadside Berm Restorations	35,000	Reduce to 12,000 and Staff to explore options such as grass, bark mulch
Bear Cove Marina Dock	8,620	

Operational Proposals Not Included in the Budget	2017	Change / Action required
Speed Bump Installation	4,400	
Seagate Summer T Floats Transitional Plates	1,000	Staff to determine if this can be accomodated within remaining 2016 budget.
Harbour Internet	35,000	Staff/Harbour Managers could explore possible involvement by Small Craft harbours; Staff could explore options with Telus for multiple District facilities (recreation)
Recycling Pilot	2,500	
Harbour Summer Staffing	16,500	

Recreation Facilities 5-Year Plan - Presented by Director of Finance

Proposed Capital Project	2017	Change / Action Required
Civic Centre Power Smart Lighting Upgrade	37,800	
Skate Board Park	27,000	Reduce to 13,000 for needed repairs for risk mitigation
Olympia	10,000	Delete
Chiller	145,000	
Roof repair/Replacement	48,000	
Refloor Patron Area	20,000	Defer to 2018
Arena Exterior Doors South End x 3	7,000	

Curling Club 5-Year Plan - Presented by Director of Finance

Proposed Capital Project	2017	Change / Action Required
Main Building Roof Replacement	145,000	15,000 in 2017; move 130,000 to 2018
Service Area Renovation	12,500	5,000 in 2017; Staff to discuss repairs and what's needed with Curling Club President

Coffee break from 11:15 a.m. to 11:20 a.m.

Roads 5 Year Plan - Presented by Director of Operations

Proposed Capital Project	2017	Change / Action Required
Local Road Infrastructure	120,000	
Sidewalk Extensions	35,000	
Crack Sealing/Line Painting	25,000	
Downtown Revite Program	50,000	Contingent on securing Grant Funding; Direction to Staff to explore options.

Fleet 5 Year Plan - (to be reviewed at a later date)

Storm 5-Year Plan - Presented by Director of Operations

Proposed Capital Project	2017	Change / Action Required
Catch Basin Repair	7,500	
Little Tsulquate Culverts (design)	30,000	

General 5-Year Plan (Page 1) - Presented by Director of Operations

Proposed Capital Project	2017	Change / Action Required
Renovate the washroom facilities at Storey's Beach Park	60,000	
New Public Bathroom at Rotary park	120,000	50% Grant Funding or Service Group Partnerships should be explored by Staff; also Staff were directed to look at options to group projects in the Downtown for possible Grant Funding.

G. NEXT MEETING DATES

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 12:08 p.m.



**MINUTES OF THE DISTRICT OF PORT HARDY
FINANCE COMMITTEE MEETING
DECEMBER 5, 2016 9:30 AM
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; Abbas Farabakhsh, Director of Operations; Lisa Nicholson, Financial Accountant

A. CALL TO ORDER

Mayor Bood called the meeting to order at 9:30 a.m.

B. APPROVAL OF AGENDA

Moved/Seconded/Carried

THAT the agenda for the Finance Committee meeting of December 5, 2016 be approved as presented.

C. ADOPTION OF MINUTES

The December 2, 2016 Finance Committee Meeting minutes will be presented at the Finance Committee meeting on December 13, 2016.

D. STAFF REPORTS

Director of Finance distributed copies of the Audit Service Plan year ending December 31, 2016 for review.

Director of Finance distributed an Animal Control Training Capital Justification sheet for review.

General 5 Year Plan (Page 2) - Presented by Director of Finance

Propose Capital Project	Project Description	2017	Change / Action Required
Museum-early approval required, carry over from last year	Bathrooms, Carpet, Paint	10,000	
Website-early approval required, carry over from last year	Upgrade to mobile friendly	7,500	
Wildfire Interface	Community Wildfire	30,000	Delete

	Protection Plan		
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Protective Services 5-Year Plan - Presented by Fire Chief Schell Nickerson

Proposed Capital Project	Project Description	2017	Change / Action Required
Quint Fire Truck- Early approval required, carried over from last year	Combo Fire truck	1,100,000	
Parking Lot and Road Access	Re align parking and Road way Access for FH#2	15,000	
Storage	Storage Container & Site Prep	2,000	
Backup Generator for FH#1	Rewiring of Hall & Install new generator	75,000	Delete/defer to future year(s)

Protective Services Operational Proposals Not Yet Included in Budget - presented by Fire Chief Schell Nickerson

Operational Proposal	Description	2017	Change / Action required
Clerical Worker	4 hrs per week	5,200	
Fire Chief Stipend		12,000	

Fleet 5-Year Plan - presented by Director of Operations

Proposed Capital Project	Project Description	2017	Change / Action Required
F550 Flat Deck	*Replace Unit#7	70,000	* See below
F800 Dump Truck	*Replace Unit#6	150,000	*See below
Aerator	Grass field aerator	16,000	
Topdressing attachment	Turf management, Sports Fields	25,000	Reduce to 15,000 based on recent quote obtained by Dir. of Ops.

* Proposal to replace Unit #7 & Unit #6 with a Swap Loader, Total 220,000.

Direction given to Staff to report back to Council on the projected expense offset to operations from the ability to perform transfer of sludge from TWWTP, transfer of yard waste from PW bin, removing pumps at lift stations (not having to contract out the work).

Water 5-Year Plan - presented by Director of Operations

<u>Proposed Capital Project</u>	<u>Details</u>	<u>2017</u>	<u>Change / Action required</u>
Fort Rupert Reservoir and PRV Station	New reservoir for Fort Rupert Area	850,000	
Distribution System Design Work	As per priority list from water modelling	60,000	
WTP treated Water Flow Meter Replacement	Replace existing flow meter	6,000	
Holmgren Flats PRV	Rehab of PRV station	60,000	
WTP Security Upgrade	Install security cameras	10,000	
WTP Fire Protection	Install sprinkler system outside WTP	6,000	
Kains Lake Dam	Engineering review & inspection of weir structure	30,000	
Water Treatment Plant Computer Upgrades	SCADA operational upgrades required	15,000	Delete - was completed in 2016
WTP Interior Lighting Upgrade	Upgrade all internal lights to LED	2,000	
PLC WTP Replacements	4 at WTP	60,000	Increase to 70,000 as per Dir. of Ops.

Wastewater 5-Year Plan - presented by Director of Operations

<u>Proposed Capital Project</u>	<u>Description</u>	<u>2017</u>	<u>Change / Action Required</u>
Collection System Rehab Program	Replace deficient & leaking pipes	50,000	
Holmgren Flats Lift Station Upgrade	Update controls	120,000	Change to 50,000 as per Dir. of Ops.
Pioneer Inn Lift Station Upgrade		40,000	Change to 20,000 as per Dir. of Ops.
TWWTP External Lighting Upgrade	Improve existing lighting system	7,000	
AWWTP External Lighting Upgrade	Improve existing lighting system	7,000	
Fort Rupert School Lift Station Upgrade		600,000	Defer to 2018
Sani Dump Upgrade/Option 2	Modify existing sani dump sites	18,000	Defer to 2018
Reinstate 100m AWWTP Outfall		75,000	
Power Smart Lighting Upgrade		6,615	Delete

Review of General Operating - Tax Scenario 2016-2021 presented by Director of Finance

Possible add-ons to operations will not be added as of now but will be re-visited at the next finance committee meeting:

- Harbour 2.33%
- Fire 0.67%
- Animal Control Training 1.13%
- Emergency Planning Consultant 0.29%

F. ROUNDTABLE DISCUSSION

An emergency generator for the Civic Centre was discussed.

G. NEXT MEETING DATES

Tuesday December 6th 9:00 a.m. - cancelled
Tuesday December 13th 2:00 p.m

H. ADJOURNMENT

Moved/Seconded/Carried

THAT the meeting be adjourned at 11:43 a.m



**MINUTES OF THE DISTRICT OF PORT HARDY
FINANCE COMMITTEE MEETING
DECEMBER 13, 2016 2:00 P.M.
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; Abbas Farabakhsh, Director of Operations; Heather Nelson-Smith, Director of Corporate Services; Lisa Nicholson, Financial Accountant

A. CALL TO ORDER

Mayor Bood called the meeting to order at 2:04 p.m.

B. APPROVAL OF AGENDA

Moved/Seconded/Carried

THAT the agenda for the Finance Committee meeting of December 13th, 2016 be approved as presented.

C. ADOPTION OF MINUTES

Moved/Seconded/Carried

THAT the minutes for the Finance Committee meetings of December 2nd, 2016 and December 5th, 2016 be accepted as presented.

D. DELEGATION

1. Port Hardy & District Chamber of Commerce President Rob Tucker and Manager Elizabeth Aman-Hume, and Port Hardy Visitor Information Centre Visitor Services and Marketing Manager Louisa Bates.

Ms. Aman-Hume and Ms. Louisa Bates presented to Council regarding the request from the Port Hardy & District Chamber of Commerce for an increase in fee for service of \$6,457 for an additional/extension staff member during the "shoulder season" months of May to September, to augment the summer student staffing they currently have June to August.

Mayor Bood thanked the group for taking the time to come and meet with Council.

D. STAFF REPORTS

1. Chamber Visitor Centre Funding

The Chamber has requested an increase in their Fee for Service funding, from \$53,543 in 2016 to \$60,000 in 2017. Council discussed the various funding sources of the Chamber of Commerce/Visitor's Centre and reviewed the budget that was presented with their request.

Moved/Seconded/Defeated

THAT \$60,000 be added to the 2017 Financial Plan for the Port Hardy & District Chamber of Commerce/Visitor's Centre.

Moved/Seconded/Carried

THAT \$55,000 be added to the 2017 Financial Plan for the Port Hardy & District Chamber of Commerce/Visitor's Centre.

2. The Director of Finance presented reviews of the following:

- General Revenue Fund Revenues summary
- General Revenue Fund Expenditures summary
- Taxes - Worst Case Scenario
- Recognizing the Total Tax Impact
- Status of Capital Reserves/Surplus

3. Fire Department Late Additions

Councillor Tidbury declared a conflict of interest as he is a volunteer firefighter; he left the meeting at 3:00 p.m.

Two reports were reviewed:

- Proposal and Justification for Paid-On-Call Program for Port Hardy Fire Rescue
- Port Hardy Fire rescue - Compensation Methodology and Justification

Moved/Seconded/Carried

THAT the request from the Fire Department for a Paid-On Call Program be deferred for 2017.

Direction was given to staff to investigate the request further and report back to Council.

Councillor Tidbury returned to the meeting at 3:17 p.m.

4. The Director of Finance re-visited a summary of the various departments' requested additions to the Operations budget for review:

Item	2017	Comment
Chamber of Commerce	\$6,457 (Total Fee for Service 2017 \$60,000, increase from 2016 \$53,543)	Funding established at \$55,000 for 2017 per previous motion
Harbour-Speed Bump	\$ 4,400	Not added to financial plan
Harbour-Internet	\$ 35,000	Not added to financial plan
Harbour-Recycling Pilot	\$ 2,500	Not added to financial plan
Harbour-Summer Staffing	\$ 16,500	Not added to financial plan
Animal Control training	\$ 3,400	Not added to financial plan
Emergency Plan Update	\$ 7,500	To be reviewed at a later date
Fire Dept-Clerical Worker	\$ 5,200	Not added to financial plan
Fire Chief Stipend	\$ 12,000	Not added to financial plan

Late Addition-Paid-onCall	\$125,000	Defer for 2017
Reduction to Firefighters' Association	-\$17,357	Defer for 2017

5. General Fund Capital review

Item	2017	Comment
Skateboard Park	\$13,000	Reduce to \$5,000; some of the repair work can be done by PW staff.
Curling Club-Service Area Renovation	\$5,000	Delete
Harbour-Boat Launch Facility	\$35,000	Leave in but Staff directed to provide Council with a more detailed listing of repairs.
Harbour-Roadside Berm Restorations	\$12,000	Delete - Operations staff to look at required work and options.

6. Director of Finance presented summaries of:

- Water Fund Source and Application of Capital
- Sewer Fund Source and Application of Capital

7. Director of Finance presented: Tax Stabilization - Multiplex Operational Reserve

There was discussion on an Infrastructure Reserve amount to be set aside over 5 years. Council will discuss further at a later date.

E. NEW BUSINESS

There was no new business.

F. ROUNDTABLE DISCUSSION

There was no roundtable discussion.

G. NEXT MEETING DATE

Tuesday December 19th, 2016 9:00 a.m.

H. ADJOURNMENT

Moved

THAT the meeting be adjourned at 4:08 p.m.



**MINUTES OF THE DISTRICT OF PORT HARDY
FINANCE COMMITTEE MEETING
DECEMBER 19, 2016 9:00 A.M.
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

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

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

A. CALL TO ORDER

Mayor Bood called the meeting to order at 9:00 a.m.

B. APPROVAL OF AGENDA

The Director of Finance advised of an amendment to the agenda, that the date should read Monday December 19th, 2016.

Moved/Seconded/Carried

THAT the agenda for the Finance Committee meeting of December 19th, 2016 be accepted as amended.

C. ADOPTION OF MINUTES

The Director of Finance advised of an amendment to the minutes of the December 13th, 2016 meeting, that under Next Meeting Date it should read December 19th, 2016.

Moved/Seconded/Carried

THAT the minutes for the Finance Committee meetings of December 13th, 2016 be approved as amended.

D. STAFF REPORTS

Director of Finance presented the following for review:

- Financial Plan Cover report
- Water and Sewer Fund Summary
- General Capital Fund Capital Review
- Tax Scenario, Impact, Mitigation (Tax Stabilization Reserve), Infrastructure Reserve

Moved/Seconded/Carried

THAT Council approve the financial plan proceeding to public process with a net 3.12% 2017 tax increase.

Councillor Marcotte joined the meeting at 9:10 a.m.

Council discussed the four options for infrastructure replacement that were presented in the Financial Plan Update report:

1. A regular contribution via a special tax levy. An incremental approach may be used.
2. Providing direction to appropriate surplus arising from unexpected operational savings each year end if a surplus exists.
3. Dedicating a share or percentage of funds received from the community forest operations.
4. Status Quo - fund capital as the need arises with whatever reserve, surplus or borrowing tools are available at the time.

Moved/Seconded/Carried

THAT Council approves options 2 and 3 for funding infrastructure replacement.

E. NEW BUSINESS

There was no new business.

F. ROUNDTABLE DISCUSSION

Council discussed current staffing levels at the Public Works department. It was mentioned that staffing levels are less than they have been in past years and what affect this may have on the department's ability to complete required tasks especially given that some projects that were originally requested as Capital items, for example the Harbour Roadside Berm Restoration, have now been indicated as projects that the Public Works department could accomplish.

The Director of Operations made the following points/observations:

- in the past the staffing levels in Public Works have been higher, whereas now it is 8 individuals.
- time management and scheduling are important areas of possible efficiencies in the department, and these are being addressed.
- having appropriate equipment to accomplish the required tasks is another issue that is being addressed.
- education is an important aspect for the department, especially for the parks employees.
- new parks and landscaping result in additional ongoing maintenance.
- it's Council's direction as to the service level that is maintained by the department.

Council brought up the newly advertised position of Maintenance Supervisor and its relationship to the Public Works department.

The Director of Operations made the following points/observations:

- in his experience, having a carpenter on the crew allows the department to do more tasks and projects in-house rather than contracting out.
- it also provides for guidance and training of the existing crew members.

Moved

THAT the meeting be adjourned at 9:30 a.m.



**MINUTES OF THE
DISTRICT OF PORT HARDY
FIRST NATIONS RELATIONS COMMITTEE MEETING
4:00PM TUESDAY, DECEMBER 13, 2016
COUNCIL CHAMBERS, MUNICIPAL HALL, 7360 COLUMBIA STREET**

Committee Members: Councillors Rick Marcotte and Fred Robertson (Chair), Councillor Leightan Wishart

Also Attending: Councillors Dennis Dugas, Part Corbett-Labatt and John Tidbury

Staff: Allison McCarrick, CAO; Heather Nelson-Smith, Director of Corporate Services; Leslie Driemel, Recording Secretary

A. CALL TO ORDER

Chair Fred Robertson called the meeting to order at 4:12 pm.

B. APPROVAL OF AGENDA

Councillor Robertson requested an addition to the agenda under New Business: Councillor Pat Corbett-Labatt re: update on Canada 150 mural project.

Moved/Seconded/Carried

THAT the agenda for the First Nations Relations Committee meeting of December 13, 2016 be accepted as amended.

C. ADOPTION OF MINUTES

Minutes of the First Nations Relations Committee meeting held November 8, 2016.

Moved/Seconded/Carried

THAT the minutes of the First Nations Relations Committee meeting held November 8, 2016 be accepted as presented.

D. DELEGATIONS

No delegations.

E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Review and Update of Action Items was received as information.
2. Draft Letter of Invitation to First Nations to join First Nations Relations Committee.

Committee discussion on the draft Letter of Invitation to First Nations to join First Nations Relations Committee included:

- Review of request to staff to prepare a draft letter of invitation.
- Invitation to Councillors to Reconciliation Canada event January 9, 2017 and if, strategically, the letter should be sent after that event.
- Letter shows sincere effort to work with local First Nations.

DRAFT

FNRC
2016-032
AGENDA DEC
13/16 ACCEPTED
AS AMENDED

FNRC
2016-033
MINUTES OF
NOV 8/16
ACCEPTED

ACTION ITEM
REVIEW

FNRC
2016-034
LETTER OF
INVITATION TO
FIRST NATIONS
TO JOIN
COMMITTEE
APPROVED

DRAFT

Moved/Seconded/Carried

THAT the Letter of Invitation to First Nations to join First Nations Relations Committee be approved as presented.

3. Terms of Reference Review

Heather Nelson-Smith reviewed the Committee's request to review the Terms of Reference.

Councillor Robertson commented that if asking others to take part the Terms of Reference need to be changed and further commented that as the Committee stands now the Terms of Reference are suitable as is.

Heather Nelson-Smith advised the Committee of Terms of Reference item 2 e) "provide an annual report from the Chair"....."to be included in the District of Port Hardy Annual Report". It was commented that it only need to be a short paragraph on what the Committee has worked on during the year.

4. Douglas Treaty

- a. Article in Victoria News by Kate Humble, Historian and Education Curator at Maritime Museum of BC was received for information.
- b. JFK Law Corporation article, Implications of *Chartrand v. British Columbia* for Treaty First Nations was received for information.

Councillor Robertson commented that the Douglas Treaty information was requested by former Committee Chair, Councillor Jessie Hemphill. The Committee discussed previous court cases regarding treaty issues and it was commented that local government consultation with First Nations is done on a friendly, neighbourly basis and is not mandated.

F. CORRESPONDENCE

- 1. Charlene Seward, Community Engagement Coordinator, Reconciliation Canada (Aug 4 2016) re: Invitation to co-host a Reconciliation Dialogue Workshop was received as information.

Councillor Robertson commented that the Committee had not been advised of the Reconciliation Canada email dated August 4, 2016 regarding an invitation to co-host a Reconciliation Dialogue Workshop.

Councillor Corbett-Labatt reviewed the history of the email correspondence from Reconciliation Canada to date and advised the August 4, 2016 email was sent to the Mayor and all District of Port Hardy Councillors as well as the Regional District of Mount Waddington Board Chair and Directors in August and that the email had not been circulated to District or Regional District staff until this past week.

Allison McCarrick CAO advised the event is going ahead and is scheduled for January 9, 2017 and invitations are being emailed out to Council by Reconciliation Canada. The Committee was advised there is a \$3,000 contribution to Reconciliation Canada for the event.

RECONCILIATION
DIALOGUE
WORKSHOP

DRAFT

The Regional District of Mount Waddington will apply to UBCM for a Community to Community Forum grant. The required in kind contribution of matching funding will be shared between the District of Port Hardy and the Regional District (\$1,500 each).

It was requested that Councillors advise the CAO if they are attending the event in order to include per diem costs as part of in kind funding. The event is to bring together local leaders from both local government and First Nations.

Councillor Marcotte advised he has received the invitation and that there are two sessions offered 8:30-12:30 and 1:00 – 5:00, with the venue to be confirmed.

Councillor Robertson commented that the Committee has spent time and effort getting cultural training workshops for District staff and that this event has not been brought forward to Council or the First Nations Relations Committee.

G. NEW BUSINESS

Addendum: Councillor Pat Corbett-Labatt re: Update on Canada 150 mural project.

UPDATE ON
CANADA 150
MURAL PROJECT

Councillor Corbett-Labatt reviewed the progress to date on the Canada 150 mural project and advised the rough carving has been done. Stan Wamiss and Mervyn Child are the lead carvers and the murals will be set up in the Thunderbird Mall to complete the carving and painting with help from local residents. The celebration and unveiling of the murals is planned for June 21, 2016, Aboriginal Day, at the Port Hardy Civic Center.

Councillor Corbett-Labatt advised she has written a short article on the project for Abby Fortune, Director of Parks & Recreation in Ucluelet and will circulate the article to the North Island Gazette and Tri-Port Radio.

H. COUNCIL / COMMITTEE REPORTS

No reports

I. NEXT MEETING DATE: Next Meeting Date: January 10, 2017 4:00 pm
Upcoming Meeting Dates: February 14, March 14, April 11, May 9, June 13, July 11, August 8, September 12, October 10, November 14, December 12.

J. ADJOURNMENT

FNRC
2016-035
ADJOURNMENT

Moved

THAT the meeting be adjourned.

Time: 4:45 pm



**MINUTES OF THE DISTRICT OF PORT HARDY
OPERATIONAL SERVICES COMMITTEE MEETING
HELD DECEMBER 19, 2016
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

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

ALSO PRESENT: Councillors Dennis Dugas and Leightan Wishart; Allison McCarrick, CAO; Abbas Farahbakhsh, Director Operational Services; and Sean Mercer, Operations Manager

REGRETS: Heather Nelson-Smith, Director of Corporate Services

A. CALL TO ORDER

Councillor Tidbury called the meeting to order at 3:00 pm.

B. APPROVAL OF AGENDA

ADD

New Business - How to report back to Council/Committees on updated tasks, progress of municipal projects and operational changes.

Moved/Seconded/Carried

THAT the agenda for the Operational Services Committee meeting of December 19, 2016 be accepted as amended.

C. MINUTES

1. Minutes of the Operational Services Committee meeting held November 21, 2016.

Moved/Seconded/Carried

THAT the minutes of the Operational Services Committee meeting held November 21, 2016, be accepted.

D. DELEGATIONS

No delegations

E. BUSINESS ARISING / UNFINISHED BUSINESS

1. Review and Update of Action Items

F. CORRESPONDENCE

No correspondence.

G. NEW BUSINESS

Addition

How to report back to Council/Committees on updated tasks, progress of municipal projects and operational changes.

DRAFT

OP SCVS
2016-048
AGENDA DEC 19/16
ACCEPTED AS
AMENDED

OP SCVS
2016-049
MINUTES NOV 21/16
ACCEPTED

ACTION ITEMS

NEW BUSINESS
PROGRESS
REPORTING

NEW BUSINESS
PROGRESS
REPORTING

There was a discussion regarding the current projects and operations and the communication between staff and Council and how to better achieve receiving the information.

It was decided that the best way to achieve improved communications was to have staff provide the Operational Services Committee and the Parks and Recreation Committee with a Capital Projects List and have it available with updated information and budgetary information for each meeting.

This report should include water, sewer, fleet, harbour, parks, pool, arena and general. In addition this report will also include any updates to operations through the course of the month.

NEW BUSINESS
SIDEWALK
POLICIES

Sidewalk Policy

It was discussed that Abbas Farahbakhsh and Sean Mercer look into the current policy and ensure that it matches our bylaw.

NEW BUSINESS
PARADE ROUTES

Parade Routes

Safety concerns were raised. It was suggested that Abbas Farahbakhsh and Sean Mercer approve parades to ensure that the organization is following the policy and has appropriate liability insurance in place.

H. COUNCIL/COMMITTEE REPORTS

No reports.

I. NOTICE OF MEETING:

Next scheduled meeting: Monday January 23, 2017

Upcoming meeting 2017 meeting dates: February 20, March 20, April 18, May 15, June 19, July 17, August 21, September 18, October 16, November 20, December 18

J. ADJOURNMENT

Moved

THAT the meeting be adjourned.

Time: 4:35 pm

OP SCVS
2016-050
ADJOURNMENT

DRAFT



**MINUTES
DISTRICT OF PORT HARDY
PARKS & RECREATION REVIEW COMMITTEE MEETING
HELD WEDNESDAY DECEMBER 21, 2016
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

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

Staff: Allison McCarrick, CAO; Abbas Farahbakhsh, Director of Operational Services;
Sean Mercer, Manager of Operations & Community Services

Regrets: Heather Nelson-Smith, Director of Corporate Services

A. CALL TO ORDER

Councillor Robertson called the meeting to order at 3:02pm.

B. APPROVAL OF AGENDA

Councillor Robertson requested addition to the agenda:
PHSS Soccer Field
Marine Trails
Docks

Moved/Seconded/Carried

THAT the December 21, 2016 agenda be adopted as amended.

C. ADOPTION OF MINUTES

1. Minutes of the Parks & Recreation Review Committee meeting held November 16, 2016.

Moved/Seconded/Carried

THAT the minutes of the Parks & Recreation Review Committee meeting held November 16, 2016 be accepted.

D. DELEGATIONS

No delegations

E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Review of Action Items

Fort Rupert Trail

The Committee requested that staff have a list of supplies and manpower required for the next meeting.

F. CORRESPONDENCE

No Correspondence.

G. NEW BUSINESS

- a) Email from Mike Coulter – CR ATV Club President (Nov 19/16) re: Economic Impacts of ATVs and ROVs was received for information.

PRCC
2016-036
ADOPTION OF
AGENDA 12/21
AS AMENDED

PRCC
2016-037
MINUTES NOV
16/16
ACCEPTED

REVIEW OF
ACTION ITEMS

FORT RUPERT
TRAIL

DRAFT

ATV INFORMATION	<p>b) Canadian Off-Highway Vehicle Distributors Council Press release (Nov9/16) was received for information</p> <p>c) National, Provincial and Territorial Economic Impacts of ATVs and Side-By-Sides 2015 was received for information</p> <p>Refer all correspondence regarding the ATV trails to the Regional District of Mount Waddington Economic Development Officer, Pat English and the Chair of the Tourism Committee, Donna Gault.</p>
PRCC 2016-038 MOU SD85PHSS SOCCER FIELD	<p>Addition <u>PHSS Soccer Field</u></p> <p>Moved/Seconded/Carried That the Committee recommends to Council that the District enter into a Memorandum of Understanding with School District No. 85 with respect to the repair and maintenance of the PHSS upper level playing field. AND direct staff to provide the committee with details of section 2 of the Memorandum of Understanding which refers to the Districts contribution of the agreement.</p>
MARINE TRAILS	<p>Addition <u>Marine Trails</u></p> <p>There was discussion about the parking at BC Ferries and Bear Cove parking lot.</p>
DOCKS	<p>Addition <u>Docks</u></p> <p>There was discussion regarding the use of the Port Hardy Dock infrastructure for recreational purposes.</p>
PRCC 2016-039 PRCC WITH OPS	<p><u>Committee Recommendation</u></p> <p>Moved/Seconded/Carried THAT the Committee recommends to Council that a discussion be had with regards to combining the Parks and Recreation Review Committee and the Operational Services Committee with the use of Co-Chairs as required.</p> <p>H. NOTICE OF MEETING: 3:00 pm Wednesday January 18, 2017 Upcoming 2017 meeting date: February 15, March 15, April 19, May 17, June 21, July 19, August 23, September 20, October 18, November 15, December 20.</p>
PRCC 2016-040 ADJOURNMENT	<p>I. ADJOURNMENT</p> <p>Moved THAT the meeting be adjourned. Time: 4:20 pm</p>

DRAFT

**Letter of Understanding
Re: PHSS Upper Soccer Field**

BETWEEN:

PORT HARDY YOUTH SOCCER

**DISTRICT OF PORT HARDY
PO Box 68, Port Hardy, B.C. V0N 2P0**

**SCHOOL DISTRICT # 85
P.O. BOX 90, Port Hardy, B.C., V0N 2P0**

DRAFT

This is a three party understanding undertaken between Port Hardy Youth Soccer, The District of Port Hardy, and School District # 85. Each party agrees to undertake the following roles and responsibilities with respect to the renewal and maintenance of the Port Hardy Secondary School Upper Soccer Field. The following is agreed to without prejudice.

1. PORT HARDY YOUTH SOCCER

Port Hardy Youth Soccer agrees to provide the necessary funds to restore the irrigation system for the PHSS upper soccer field. It is understood the value of the restoration of the irrigation

system will be between \$3000 - \$5000. Any costs of restoring of the irrigation system beyond these costs will be reviewed on an 'as-needed' basis between all parties.

Port Hardy Youth Soccer also agrees to provide, where possible, some of the material necessary to restore and maintain the PHSS upper soccer field. This is understood to include such items as grass seed and fertilizer.

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2. DISTRICT OF PORT HARDY

The District of Port Hardy agrees to determine the volume of water required to irrigate the PHSS upper soccer field to maintain an acceptable playing condition. Once the volume of water required to maintain the soccer field is established,

The District of Port Hardy agrees to forgive the cost of the water necessary to restore and maintain the soccer field in an acceptable condition.

G.I.A.

It is understood that should the District of Port Hardy put water restrictions in place, the District will consider the water needed to irrigate the PHSS upper soccer field as 'industrial use., and the irrigation of the PHSS upper soccer field would be subject to the corresponding 'industrial use' restrictions.

3. SCHOOL DISTRICT # 85

School District # 85 agrees, where possible, to provide the expertise and labour necessary to repair the irrigation system of the PHSS upper soccer field.

School District # 85 also agrees to provide the necessary equipment and labour to attempt to restore and maintain the playing surface (grass) of the PHSS upper soccer field. This is understood to include such activities as irrigation, aeration, fertilization and top dressing.

DRAFT

DISTRICT OF PORT HARDY

POLICY MANUAL

COUNCIL POLICY
FINANCE

FEE FOR SERVICE / HONORARIUMS / GRANTS-IN-AID

POLICY # CP2.7

Approved: July 10, 1996 Last Amended: June 12, 2007

Page 1 of 1

- A. Council must in its annual budget allocate funds for disbursement to non-profit groups which would be evaluated on individual merit. The donation may be made in kind or cash.

District advertising of the grants-in-aid policy will be done in May and August for the next budget year.

Requests for grants-in-aid must be made in writing by the September 30th for consideration for the next budget year.

Requests will be reviewed upon submission. Individual merit and available funds will dictate Council's decision.

An application for a grant-in-aid will include the following:

- 1) Detail of how the assistance is to be used.
- 2) A recent financial audited statement.
- 3) Detail, if necessary, the use of fund being raised.

- B. Receipt of Late Grant in Aid Application

The Council may consider a late Grant in Aid application only if unallocated funds remain in the Grant-in-Aid Budget.

Requests will be forwarded to the Director of Financial Services for determination of available funding. If funding is available, the DFS will forward the application to Council for consideration.

- C. Requests for Discounts on User Rate Fees

The District of Port Hardy will not consider requests for discounts for recreation fees, moorage or any fees that are set by bylaw.

Upon receipt of requests, staff will:

1. advise the organization requesting the discount of this policy; and
2. provide them with information on the District's Grant In Aid Policy

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
008375	01/12/2016	00735	A.C.E. COURIER SERVICES	283.36	
008376	01/12/2016	02514	Aisco	187.76	
008377	01/12/2016	00829	ANA'S HARDY CLEAN	2,303.99	
008378	01/12/2016	00046	ANDREW SHERET LTD	6,414.44	
008379	01/12/2016	02551	Associated Fire Safety E	4,336.55	
008380	01/12/2016	00047	B.C. HYDRO (Minister of	45,816.34	
008381	01/12/2016	01531	BJARNASON, SUSAN	67.00	
008382	01/12/2016	01615	BOOD, HANK	210.00	
008383	01/12/2016	01805	BUSY B'S DISTRIBUTING	230.61	
008384	01/12/2016	00281	CHEVRON CANADA LTD.	1,245.39	
008385	01/12/2016	01433	COMOX PACIFIC EXPRESS LT	110.03	
008386	01/12/2016	02188	D/T BLASTING LTD.	1,260.00	
008387	01/12/2016	00218	DB PERKS AND ASSOCIATES	28.00	
008388	01/12/2016	01901	DENNISON, MELINDA	35.00	
008389	01/12/2016	03330	DirtyJacks Computer Repa	241.34	
008390	01/12/2016	02140	DOUG LLOYD CONTRACTING	285.60	
008391	01/12/2016	02831	Exova Canada Inc.	718.31	
008392	01/12/2016	03032	Green Approach Turf & La	503.79	
008393	01/12/2016	00063	HOME HARDWARE BUILDING C	201.15	
008394	01/12/2016	00065	K & K ELECTRIC LTD.	50.14	
008395	01/12/2016	01777	MCCARRICK,ALLISON	35.00	
008396	01/12/2016	00328	MERCER, SEAN	35.00	
008397	01/12/2016	00014	MINISTER OF FINANCE	3,507.00	
008398	01/12/2016	01014	NICKERSON, SCHELL	75.00	
008399	01/12/2016	00013	PACIFIC BLUE CROSS	12,127.77	
008400	01/12/2016	00769	Praxair Distribution	891.16	
008401	01/12/2016	00080	PURULATOR INC.	462.04	
008402	01/12/2016	00107	RECEIVER GENERAL FOR CAN	19,613.64	
008403	01/12/2016	00187	REGIONAL DISTRICT OF MT	5,555.00	
008404	01/12/2016	00030	SAVE-ON-FOODS #2261	1,421.00	
008405	01/12/2016	00843	SHARE CANADA	84.00	
008406	01/12/2016	02522	Strathcon Industries	588.19	
008407	01/12/2016	00150	THE SOURCE	84.00	
008408	01/12/2016	02837	Waterhouse Environmental	6,115.20	
008409	01/12/2016	03329	Wesco Distribution Canad	4,670.40	
008410	01/12/2016	00164	Xerox Canada Ltd.	2,065.50	
008411	08/12/2016	01884	Ace Hardware	303.01	
008412	08/12/2016	00044	ACKLANDS - GRAINGER INC.	176.15	
008413	08/12/2016	00437	ACME SUPPLIES LTD.	297.45	
008414	08/12/2016	01375	ADT SECURITY SERVICES CA	88.89	
008415	08/12/2016	03332	Ainsworth, Kurtis	538.40	
008416	08/12/2016	01836	ARIES SECURITY LTD.	4,122.30	
008417	08/12/2016	00184	BC Assessment	372.84	
008418	08/12/2016	00281	CHEVRON CANADA LTD.	2,222.63	
008419	08/12/2016	02762	Cleartech Industries Inc	10,578.29	
008420	08/12/2016	01433	COMOX PACIFIC EXPRESS LT	210.70	
008421	08/12/2016	02828	Corix Control Solutions	1,020.32	
008422	08/12/2016	00218	DB PERKS AND ASSOCIATES	727.76	
008423	08/12/2016	01901	DENNISON, MELINDA	79.00	
008424	08/12/2016	01476	DOR-TEC SECURITY LTD.	138.30	
008425	08/12/2016	02322	ERT Training Inc.	1,302.00	
008426	08/12/2016	03331	Greenberg, Elizabeth	171.95	
008427	08/12/2016	03333	Harding, Adam	325.30	
008428	08/12/2016	02043	HARNISH SALES AGENCY	121.80	
008429	08/12/2016	01980	HETHERINGTON INDUSTRIES	272.27	
008430	08/12/2016	03167	Maas, Adrian	458.97	
008431	08/12/2016	03335	Masterman Appliance	125.00	
008432	08/12/2016	03059	Maxxam Analytics	683.03	
008433	08/12/2016	00185	MUNICIPAL FINANCE AUTHOR	1.19	
008434	08/12/2016	00033	NAPA AUTO PARTS/N.I. IND	24.82	
008435	08/12/2016	03135	Nelson-Smith, Heather	69.18	
008436	08/12/2016	01645	NORTH ISLAND COMMUNICATI	317.10	
008437	08/12/2016	00075	O.K. TIRE STORE (PORT HA	975.47	
008438	08/12/2016	02749	Orach Enterprises Ltd.	1,217.16	
008439	08/12/2016	03336	Orr, Don and Nancy	2,000.00	
008440	08/12/2016	00505	PARR'S CONSTRUCTION LTD	200.00	
008441	08/12/2016	00363	PORT HARDY BULLDOZING LT	210.00	
008442	08/12/2016	00080	PURULATOR INC.	76.54	
008443	08/12/2016	00187	REGIONAL DISTRICT OF MT	11,091.66	
008444	08/12/2016	01511	Scotiabank	2,486.21	
008445	08/12/2016	03092	Seaway Ventures Ltd.	11,642.52	

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
008446	08/12/2016	00253	Shaw Cable	134.74	
008447	08/12/2016	03334	Stanevicius, Tadas	158.40	
008448	08/12/2016	02246	Tam, Jeffery	158.40	
008449	08/12/2016	00053	TEMPLE CONSULTING GROUP	10,825.92	
008450	08/12/2016	03264	Unitech Construction Man	67,902.24	
008451	08/12/2016	01026	VIMAR EQUIPMENT LTD.	269.33	
008452	08/12/2016	00048	VISTA RADIO LTD./THE POR	236.25	
008453	08/12/2016	02658	Yoo, Chaan Y	760.00	
008454	15/12/2016	02514	Alsco	187.76	
008455	15/12/2016	00073	BLACK PRESS GROUP LTD.	705.50	
008456	15/12/2016	01805	BUSY B'S DISTRIBUTING	217.30	
008457	15/12/2016	02468	Canwest Propane	45.44	
008458	15/12/2016	00281	CHEVRON CANADA LTD.	1,222.53	
008459	15/12/2016	01433	COMOX PACIFIC EXPRESS LT	309.49	
008460	15/12/2016	02822	Corix Water Products LP	1,403.87	
008461	15/12/2016	03342	Econo U-Store-It Inc. db	10,505.25	
008462	15/12/2016	03190	Fluent Information Manag	784.00	
008463	15/12/2016	00099	FOX'S DISPOSAL SERVICES	23,738.08	
008464	15/12/2016	00099	FOX'S DISPOSAL SERVICES	73.33	
008465	15/12/2016	01778	FRANCES ANDREW SITE FURN	847.42	
008466	15/12/2016	01438	GEISLER CONSTRUCTION	4,226.25	
008467	15/12/2016	02860	Grove-Crossman Equipment	1,722.56	
008468	15/12/2016	00058	GUILLEVIN INTERNATIONAL	223.65	
008469	15/12/2016	00063	HOME HARDWARE BUILDING C	206.76	
008470	15/12/2016	02936	J.D. PETROLEUM LTD.	315.00	
008471	15/12/2016	02230	Janke Services and Mini	8,380.55	
008472	15/12/2016	00273	JM'S MOBILE WELDING INC	669.76	
008473	15/12/2016	03344	Johnstone, Vanessa	760.00	
008474	15/12/2016	03340	JTJ Plumbing and Drain C	530.25	
008475	15/12/2016	00065	K & K ELECTRIC LTD.	2,349.00	
008476	15/12/2016	03337	Lockz2Fit	761.24	
008477	15/12/2016	00069	MACANDALE'S	123.71	
008478	15/12/2016	01187	MCELHANNEY CONSULTING SE	8,667.41	
008479	15/12/2016	00017	MUNICIPAL INSURANCE ASSO	22,370.00	
008480	15/12/2016	00033	NAPA AUTO PARTS/N.I. IND	411.13	
008481	15/12/2016	02397	Nelson Roofing & Sheet M	901.72	
008482	15/12/2016	00027	NORTH ISLAND VETERINARY	21.00	
008483	15/12/2016	03341	Ontario Association of F	1,263.36	
008484	15/12/2016	02749	Orach Enterprises Ltd.	2,957.48	
008485	15/12/2016	00080	PUROLATOR INC.	58.65	
008486	15/12/2016	00107	RECEIVER GENERAL FOR CAN	16,324.05	
008487	15/12/2016	00187	REGIONAL DISTRICT OF MT	6,057.00	
008488	15/12/2016	03343	Scott, Daniel	200.00	
008489	15/12/2016	03092	Seaway Ventures Ltd.	11,658.18	
008490	15/12/2016	02175	Seto's Wok And Grill	1,854.90	
008491	15/12/2016	03073	Smith Cameron Process So	5,115.04	
008492	15/12/2016	00113	STRYKER ELECTRONICS LTD.	952.00	
008493	15/12/2016	03313	Tex Electric Ltd.	1,086.12	
008494	15/12/2016	02837	Waterhouse Environmental	23,520.00	
008495	15/12/2016	00164	Xerox Canada Ltd.	693.00	
008496	21/12/2016	00735	A.C.E. COURIER SERVICES	103.53	
008497	21/12/2016	00044	ACKLANDS - GRAINGER INC.	176.15	
008498	21/12/2016	00437	ACME SUPPLIES LTD.	234.04	
008499	21/12/2016	02514	Alsco	93.88	
008500	21/12/2016	00046	ANDREW SHERET LTD	1,978.26	
008501	21/12/2016	03193	Barnett Engineering Ltd.	10,762.50	
008502	21/12/2016	01145	BLACK CAT REPAIRS	120.44	
008503	21/12/2016	02468	Canwest Propane	859.50	
008504	21/12/2016	02882	Catalys Lubricants Inc.	214.01	
008505	21/12/2016	02181	DELLO, KERRY	132.15	
008506	21/12/2016	03231	E. Lees & Associates Con	2,294.36	
008507	21/12/2016	01424	FORT RUPERT CURLING CLUB	2,015.10	
008508	21/12/2016	00099	FOX'S DISPOSAL SERVICES	8,449.35	
008509	21/12/2016	00052	HARDY BUILDERS' SUPPLY	74.65	
008510	21/12/2016	00063	HOME HARDWARE BUILDING C	587.72	
008511	21/12/2016	03339	Invest Northwest Publish	319.20	
008512	21/12/2016	00065	K & K ELECTRIC LTD.	4,085.57	
008513	21/12/2016	02749	Orach Enterprises Ltd.	1,069.43	
008514	21/12/2016	02071	PACIFICUS BIOLOGICAL SER	12,787.43	
008515	21/12/2016	02051	PORT MCNEILL ENTERPRISES	1,247.40	
008516	21/12/2016	00080	PUROLATOR INC.	52.22	

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
008517	21/12/2016	03347	SEA STAR Solutions Ltd	3,804.02	
008518	21/12/2016	00161	TELUS MOBILITY (BC)	834.99	
008519	21/12/2016	03264	Unitech Construction Man	45,855.00	
008520	21/12/2016	01773	UNIVAR CANADA LTD.	3,743.54	
008521	21/12/2016	00644	VAN KAM FREIGHTWAYS LTD.	90.47	
008522	21/12/2016	02837	Waterhouse Environmental	3,598.56	
Total:				526,955.40	

*** End of Report ***





DISTRICT OF PORT HARDY REPORT TO COUNCIL

TO: Mayor and Council
FROM: Heather Nelson-Smith
SUBJECT: APPOINTMENT TO NORTH VANCOUVER ISLAND MAPP (MARINE AREA PLAN PARTNERSHIP) FOR 2017
DATE: January 4, 2017

A request has been made to have representatives from Port Hardy sit on the Vancouver Island Marine Plan Advisory Committee. We currently have representation through the Regional District of Mount Waddington, this appointment would allow for Port Hardy to have its own representation.

Information on MaPP www.mappocean.org

The North Vancouver Island plan area is home to the Kwakw'ka'wakw First Nations and lies between northern Vancouver Island and B.C.'s mainland. There are many islands, inlets and fjords within the area, which is characterized by its natural beauty and biodiversity of species and ecosystems. Major water bodies include Queen Charlotte Sound, Queen Charlotte Strait, Johnstone Strait, Smith Inlet, Seymour Inlet, Knight Inlet and Bute Inlet.

This rich marine environment, with glaciated inlets and deep fjords, provides deep waters and unique habitats that support a diverse ecosystem of shellfish and crustaceans, fish species, mammals, marine and shoreline birds, and marine plants. The abundance of marine life includes: crabs, abalone and mussels; salmon, halibut and eulachon; whales, seals and sea lions; auklets, guillemots, and oystercatchers; and ocean plants such as seaweed, kelp and eelgrass. The area contains habitat that is important for the well-being of many threatened or endangered species.

The plan area includes traditional territories of six First Nations who are members of the Nanwakolas Council and partners in the MaPP initiative: Mamalilikulla-Qwe'Qwa'Sot'Em, Tlowitsis, Da'nakda'xw-Awaetlatla, Wei Wai Kum, Kwiakah and the K'ómoks First Nations. Nanwakolas member nations have a traditional and enduring relationship with the marine environment and its resources. The ocean has shaped these nations' culture and society, and continues to be the basis of food, social and ceremonial practices and economic wealth.

North Vancouver Island includes the marine areas of the regional districts of Mount Waddington and Strathcona between Vancouver Island and the mainland. Population centres include Port Hardy, Port McNeill, Alert Bay, Sayward and Campbell River. Population is estimated at approximately 40,000.

Marine employment in the region includes shellfish and finfish aquaculture, commercial fishing, seafood processing, log handling and storage, tourism (such as kayaking and sport-fishing charters) and transportation.

Resolution

THAT Council appoints Mayor Hank Bood as the Director to the North Vancouver Island Marine Plan Partnership Advisory Committee (MaPP) for 2017 and that Councillor Fred Robertson is appointed as his alternate..

Respectfully submitted,



Heather Nelson-Smith, DCS



DISTRICT OF PORT HARDY

STAFF REPORT



DATE: December 22, 2016
TO: Allison McCarrick, CAO
FROM: Heather Nelson-Smith, Director of Corporate & Development Services
RE: **MIA COVERAGE CANADA 150 MURAL PROJECT**

BACKGROUND

The District of Port Hardy has approved the Canada 150 Mural Project through the Heritage Conservation Fund. We have enlisted the services of Mervyn Child and Stan Wamiss to complete the murals for the Civic Centre, set to unveil June 21, 2017.

In January they will be moving into a rental space in the Thunderbird Mall to complete the murals with the public. This participation will allow anyone from the public to come in and observe or contribute to the murals learning under Mr. Wamiss and Child. Participants will be required to sign a waiver form; however there must be liability insurance in place to cover the District and the artists from liability.

As per the Municipal Insurance Association we can cover these activities as this is a District Project; however we need Council endorsement to enter into this agreement.

RECOMMENDATION

THAT Council approves the Service Provider Agreement between: The District of Port Hardy and Stan Wamiss and Mervyn Child with the date as set out in the Service Provider Agreement.

Respectfully submitted,

Heather Nelson-Smith
Director of Corporate &
Development Services

I agree with the recommendation.

Allison McCarrick
Chief Administrative Officer



MUNICIPAL INSURANCE ASSOCIATION
OF BRITISH COLUMBIA

SERVICE PROVIDER AGREEMENT

This Service Provider Agreement (the “Agreement”) is made and entered into this 13th day of January, 2017 by and in between The District of Port Hardy (the “Local Government”) and Stan Wamiss and Mervyn Child (the “Service Provider”).

The Service Provider agrees to provide the following services for or on behalf of the Local Government:

The construction and teaching of First Nation Mural development for the Canada 150 Heritage Grant Program ‘Port Hardy First Nations Mural Project’.

A space will be rented in Thunderbird Mall and the Service Provider will provide teaching to participants from the public and schools to learn how to carve and paint First Nations Murals.

The term of the Agreement is from the 1st day of January, 2017 and the 21st day of June , 2017.

While providing the agreed service, the Service Provider agrees to comply with: all applicable laws, rules and regulations; the practices, procedures and policies of the Local Government; and any special instructions given to the Service Provider by representative(s) of the Local Government.

The Local Government agrees to obtain commercial general liability insurance coverage from the Municipal Insurance Association of British Columbia (MIABC) naming the Service Provider as an Additional Named Insured entitled to full coverage in the amount of \$5,000,000 with respect to third party liability claims arising from the provision of the agreed service. The Service Provider agrees to carry its own statutory worker’s compensation insurance and automobile liability insurance, if appropriate.

The Service Provider agrees to indemnify, defend and hold harmless the Local Government, its agents, servants, employees, trustees, officers and representatives from any liability, loss or damage which the Local Government may suffer as a result of any claims, demands, costs, actions, causes of actions, or judgments, including legal fees, asserted against or incurred by the Local Government arising out of, during, or as a result of the provision of services outlined in the Agreement except such liability, loss, or damage which is the result of, or arising out of, the sole negligence of the Local Government or that is covered by the MIABC liability insurance policy.

The Local Government agrees to be responsible for any and all deductible amounts including any claim expenses incurred and policy premium payments.

The Local Government reserves the right to terminate this Agreement and the associated commercial general liability insurance coverage provided to the Service Provider by the MIABC at any time upon written notification to the Service Provider of the termination.

ON BEHALF OF <LOCAL GOVERNMENT>

Name:

Title:

Signature:

Date:

ON BEHALF OF <SERVICE PROVIDER>

Name:

Title:

Signature:

Date:

Name:

Title:

Signature:

Date:



DISTRICT OF PORT HARDY

STAFF REPORT



DATE: January 6, 2017
TO: Mayor and Councillors
FROM: Adrian Maas, Director of Finance
RE: **2017-2021 Financial Plan and 2017 Rates Bylaws**

PURPOSE

To proceed with adoption of Financial Plan and Rates bylaws, and seek formal approval of carried forward expenses and Grants in Aid / Fee for Service items as per previous deliberation at the Finance Committee level.

ANALYSIS

The Finance Committee worked over the summer and fall months of 2016 on the 2017-2021 Financial Plan.

The attached draft financial plan bylaw reflects councils deliberations and the public is invited to provide input or feedback if they desire at a public meeting January 24th at 6:30 pm, which is being advertised January 11th and 24th.

The Financial Plan bylaw remains in draft form at this time pending the public participation opportunity. If substantial assessment appeals result in change it may impact the taxation section of the bylaw. As it currently stands with information from the completed assessment roll Tax Rates will be established with an average effective tax rate increase of +- 3.12%. This should also permit a reduction in the business multiple from 3.29 to 3.26 which is consistent with Councils objectives.

Provided public feedback is acceptable Council will be in a position to proceed to first three readings and adoption of the Financial Plan and Tax Rates bylaws.

In addition to proceeding with the Financial Plan Bylaw, Council is advised that Grants in Aid and Fee for Service as well as Capital Projects carried forward from 2016 as per the attached schedule require specific approval in order to proceed in advance of final adoption.

FINANCIAL IMPLICATIONS

Passage of the required bylaws and resolutions to approve expenditures permits Port Hardy to carry on business.

STAFF RECOMMENDATIONS

"THAT Council proceed with adoption of financial plan and tax rates bylaws following the public participation opportunity and receipt of BCAA's Revised Assessment Roll." And further

January 6, 2017

Page 2

"That Council give spending approval to Grants in Aid / Fee for Service arrangements and carried forward capital projects as per the list attached to the Director of Finance report of January 6, 2017."

Respectfully submitted,

I agree with the recommendation.

Signed



Adrian Maas
Director of Finance

Signed



Allison McCarrick
Chief Administrative Officer

<u>Project</u>	<u>Amount</u>	<u>Original Budget - 2016</u>	<u>Spent</u>	<u>\$ Authorized or Carried Over</u>	<u>Comment</u>
Grants in Aid / Fee for Service					
Port Hardy and District Chamber of Commerce				55,000	Fee for Service as per December 13th Finance Committee
Community Spirit Award				1,000	Grant in Aid as Per November 22nd Finance Committee
Late Grants in Aid				2,000	Grant in Aid as Per November 22nd Finance Committee
Filomi Days Committee				10,000	Grant in Aid as Per November 22nd Finance Committee
Halloween Fireworks				1,000	Grant in Aid as Per November 22nd Finance Committee - Halloween Fireworks
Port Hardy Twinning Society				5,000	Grant in Aid as Per November 22nd Finance Committee
North Island Concert Society				2,000	Grant in Aid as Per November 22nd Finance Committee
Port Hardy Heritage Society				46,276	Grant in Aid as Per November 22nd Finance Committee
Port Hardy Volunteer Firefighters Association				17,357	Grant in Aid / Fee for for Service, Plus CPI as Per November 22nd Finance Committee
Total of Grants in Aid Fee for Service				<u>139,633</u>	

Capital Works

General Fund

Parking lot and road access					
Hall 2	Remainder of Budget	15,000		15,000	Inclement weather prevented completion
Storage	Remainder of Budget	15,000		2,000	Inclement weather prevented completion
Canada 150 First Nation					Project underway and not completed - carry over Districts portion only
Murals	Remainder of Budget	46,050		9,200	
Museum	Remainder of Budget	10,000		10,000	Work not begun to other issues at site
Website	Remainder of Budget	15,000	7,500	7,500	Work underway
PW Yard	Remainder of Budget	25,000		25,000	Deferred in 2016 due to inclement weather
Condensor Concrete Pad	Remainder of budget	5,000	-	5,000	Unable to complete due to weather and contractor issues

Water Fund

Computers	Remainder of Budget	18,000		15,000	PO Issued in September, contractor not able to get here until 2017
Water Metering	Remainder of Budget	9,000		9,000	PO Issued in September, contractor not able to get here until 2017
	28K for Diesel Engine	130,000		29,960	PO Issued for Pump, Engine mount is in work, Welding on last 2 is seasonal work.
	16,450K USD for Fish Pump		11,104	11,604	
			16450*1.35 - half spent plus \$500	5,000	
	5K for Trash Rack			5,000	
	5K for Dam Riser			5,000	
Kains Lake	Total for carry over			52,000	
	\$35,000 for water modeling.	170,000	94,333	35,000	PO is issued, project is not finished
	\$30,000 for Ring Road PRV			35,000	
Distribution System					Parts are ordered and installation to be completed upon parts arrival.

Sewer Fund

Fort Rupert Lift Station	Remainder of budget	19,000	3,700	15,300	Stantec Engineering PO Issued
TWWTP Centrifuge Rebuild	Remainder of Budget	25,000	12,300	12,700	Parts are ordered, PO issued. Awaiting service tech for installation
Polymer Feed System	Remainder of Budget	15,000		15,000	PO Issued
Liftstations	96K for generators, K&K work, not	130,000	3,227	127,000	PO Issued for Generators, K&K finishing up rehabilitation work. Expected completion shortly invoices will be sent.

Total of Capital and associated funding to be carried forward

389,700



**DISTRICT OF PORT HARDY
DRAFT BYLAW 1061- 2017**

**A BYLAW TO ADOPT THE ANNUAL FIVE-YEAR FINANCIAL PLAN
FOR THE PERIOD 2017 - 2021**

WHEREAS the Council of the District of Port Hardy deems it expedient to prepare the Five-Year Financial Plan;

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

1. Title

This Bylaw may be cited for all purposes as "District of Port Hardy Financial Plan 2017 – 2021 Bylaw No. XXXX-2017".

2. Schedules

1. Schedule "A" attached to and forming part of this bylaw is hereby declared to be the 2017 Disclosure of Revenue Objectives and Policies as per Section 165(3.1) of the *Community Charter*.
2. Schedule "B" attached to and forming part of this bylaw is hereby declared to be the Financial Plan of the District of Port Hardy for the years 2017-2021.

3. Repeal

1. District of Port Hardy Financial Plan 2016 – 2020 Bylaw No. 1047-2016 is hereby repealed.

Notice of the Open Meeting to present the District of Port Hardy 2017-2021 Financial Plan was advertised in the North Island Gazette January 11, 2017 and January 18, 2017 and on the District of Port Hardy Notice Board and Website.

The Open Meeting and Presentation of the District of Port Hardy 2017-2021 Financial Plan was held January 24, 2017.

Read a First time on the _____ day of _____ 2017.

Read a Second time on the _____ day of _____ 2017.

Read a Third time on the _____ day of _____ 2017.

Adopted by the Municipal Council on the ___th day of _____, 2017.

Original signed by:

Director of Corporate Services

Mayor

Certified to be a true copy of District of Port Hardy Financial Plan 2017 – 2021
Bylaw No. XXXX-2017

Director of Corporate Services

DRAFT

SCHEDULE A - BYLAW XXXX-2017

2017 Revenue Objectives and Policies

In accordance with Section 165(3.1) of the *Community Charter*, the District of Port Hardy is required to include in the Five Year Financial Plan, objectives and policies regarding each of the following:

1. The proportion of total revenue that comes from each of the funding sources described in Section 165(7) of the *Community Charter*.
2. The distribution of property taxes among the property classes.
3. The use of permissive tax exemptions.

Funding Sources

Table 1: Sources of Revenue

Revenue Source	% of Total Revenue	Dollar Value
Property Taxes	10.97%	\$3,076,181
Sale of Services	3.14%	880,082
Sewer Rates	4.37%	1,225,871
Water Rates	5.17%	1,451,312
Revenue from own sources	1.07%	299,501
Unconditional Gov't Grants	2.16%	606,000
Capital Grants	46.00%	12,902,000
Reserves and Surplus	8.15%	2,287,020
Debt	18.97%	5,320,000
Total	100%	\$28,047,967

DRAFT

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2017. The total revenue has been adjusted for non-cash entries in the financial plan. The amount for amortization in 2017 is \$1,800,000; this is not taxed for and is therefore not included in Table 1.

The largest portion of planned revenue is user fees and charges. Services that can be measured and charged on a user-pay basis include water, wastewater, waste management, building permits, recreation, administration and the wharves. User fees apportion the value of the service to those who use it. User fees do not cover all of the costs for the related service.

Property taxes are the next major source of revenue. As a revenue source, property taxation offers a stable and reliable source of revenue for services where the rates are not enough to fund the service. These services include fire protection, general administration, bylaw enforcement, infrastructure maintenance, streets and roads, recreation and culture, economic development and planning.

The District will continue to review all user fees and charges to ensure they adequately meet the capital and operational costs of the service provided.

SCHEDULE A - BYLAW XXXX-2017

Distribution of Property Taxes - To be Confirmed when Assessment Roll Revised
Table 2: Distribution of Property Tax Rates

Property Class	% of Total Taxation	Dollar Value
Residential	51.26%	\$1,488,957
Utilities	1.32%	38,220
Light Industry	3.92%	113,742
Business and Other	42.70%	1,240,239
Managed Forest	0.58%	17,040
Recreation/Non-profit	0.22%	6,464
Total	100%	\$2,904,662



Table 2 provides the distribution of property taxes among the property classes. The residential class provides the main portion of tax revenue. The residential class is also the largest percentage of the total assessment and consumes the majority of the District services.

All new additions to the property class are removed from the calculation, the percentage increase is applied over the net assessment, and the new rates determined are then applied to the new growth.

Council will continue to assess the multiples used in the tax rate calculation and adjust them as necessary to promote continued growth in the business and industry sector.

Permissive Tax Exemptions

Tax exemptions must demonstrate a benefit to the community and residents of the District by enhancing the quality of life (economically, socially and culturally). The goals, policies and principles of the organization must not be inconsistent or conflict with those of the District. Organizations receiving permissive tax exemptions must be registered non-profit societies and cannot be for commercial or private gain.

Table 3: Permissive Tax Exemptions To be Confirmed when Assessment Roll Revised

Permissive Tax Exemptions	General Taxes Foregone
District owned properties managed by not-for-profit groups	11,609
Not-for-profit organizations	138,964
Churches	41,982
Total	\$ 192,555

Schedule B - Bylaw XXXX-2017

	2017	2018	2019	2020	2021
Revenue					
Municipal property taxes	2,904,662	3,081,161	3,119,199	3,175,607	3,245,023
Payments in lieu of taxes	171,519	173,304	175,061	176,894	178,746
Sale of services	880,082	897,680	915,631	933,941	952,617
Sewer user rates	1,225,871	1,271,897	1,319,705	1,369,362	1,420,945
Water user rates	1,451,312	1,480,338	1,509,945	1,540,143	1,570,945
Revenue from own sources	299,501	305,262	309,174	315,244	320,866
Unconditional transfers other governments	606,000	621,160	623,203	625,287	627,413
Conditional transfers other governments	12,902,000	2,675,000	2,100,000	1,850,000	1,600,000
Contributions from developers	-	-	-	-	-
Transfers from reserves & other funds	4,087,020	2,624,500	2,282,000	2,246,900	2,258,838
Debenture debt	5,320,000	1,000,000	-	1,000,000	-
	<u>29,847,967</u>	<u>14,130,302</u>	<u>12,353,918</u>	<u>13,233,378</u>	<u>12,175,393</u>
Expenditures					
General government services	993,064	1,027,675	1,041,345	1,062,164	1,083,402
Protective services	419,700	428,406	437,252	446,372	455,695
Transportation services	1,349,752	1,379,147	1,408,390	1,439,969	1,472,316
Environmental & public health services	275,250	280,752	286,368	292,095	297,938
Economic & development services	186,364	203,411	207,377	211,425	215,552
Parks, recreation & cultural services	1,343,069	1,371,915	1,400,707	1,431,353	1,462,724
Wastewater services	941,418	960,245	979,446	999,035	1,019,012
Water services	1,126,460	1,148,989	1,171,961	1,195,397	1,219,307
Debt charges	184,410	152,156	151,686	151,256	151,226
Debt principal repayments	316,950	207,086	204,106	185,986	178,086
Transfers to reserves & other funds	564,410	741,020	778,280	818,326	860,135
Amortization	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000
Capital expenditures	20,347,120	4,429,500	2,487,000	3,200,000	1,960,000
	<u>29,847,967</u>	<u>14,130,302</u>	<u>12,353,918</u>	<u>13,233,378</u>	<u>12,175,393</u>

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**DISTRICT OF PORT HARDY
BYLAW 1051-2016**

PORT HARDY MULTIPLEX LOAN AUTHORIZATION BYLAW

WHEREAS it is deemed desirable to construct a new Aquatic Centre and upgrade the existing pool facility to accommodate the Port Hardy Multiplex;

AND WHEREAS the Council of the District of Port Hardy is permitted by the *Community Charter* to borrow money for capital purposes;

AND WHEREAS the Council of the District of Port Hardy wishes to partially fund the constructing of the Port Hardy Multiplex to a maximum of Six Million Dollars (\$6,000,000.00) from debt;

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

1. This Bylaw may be cited as the "**Port Hardy Multiplex Loan Authorization Bylaw 1051-2016**"
2. Council is hereby empowered and authorized to undertake and carry out or cause to be carried out the constructing of a New Aquatic Facility and upgrade to the existing pool building to accommodate the Port Hardy Multiplex on the parcel legally described as *Lot A, Plan VIP72594, Section 36, Township 9 PID 025-098-152* to do all things necessary related thereto.
3. Council is hereby authorized to borrow upon the credit of the municipality a sum not exceeding Six Million Dollars (\$6,000,000.00) for the purpose of constructing the Port Hardy Multiplex, including all expenses incidental thereto.
4. The maximum term of which debentures may be issued to secure the debt created by this bylaw is thirty (30) years.

Read a first time on the 12th day of July, 2016.

Read a second time on 12th day of July, 2016.

Read a third time on the 12th day of July, 2016.

Approval of the Inspector of Municipalities Received this 7th day of September, 2016.

Received Assent of the Electors 22nd day of October, 2016

Adopted this 10th day of January, 2017.

DIRECTOR
OF CORPORATE SERVICES

MAYOR

Certified a true copy of
Bylaw No. 1051-2016 as adopted.

Director of Corporate Services



Statutory Approval

Under the provisions of section _____ **179**

of the _____ **Community Charter**

I hereby approve Bylaw No. _____ **1051**

of the _____ **District of Port Hardy** ,

a copy of which is attached hereto.

Dated this _____ **7 day**

of _____ **September , 2016**

Deputy Inspector of Municipalities

CORPORATE OFFICER'S CERTIFICATE (Form COI)

The District of Port Hardy (the "Local Government")

The undersigned, Corporate Officer, as the person responsible for corporate administration of the Local Government under section 148 of the *Community Charter* (the *Charter*) or section 236 of the *Local Government Act*, hereby certifies as follows:

1. That Loan Authorization Bylaw No. 1051-2016 (the "Loan Authorization Bylaw") was duly and properly enacted in accordance with the provisions of the local government legislation at a duly constituted meeting of the Local Government in accordance with the requirements of the Local Government's applicable procedure bylaw and at which a quorum was present and acting throughout. (Attached is an adopted copy of the Loan Authorization Bylaw)
2. That the Loan Authorization Bylaw has not been amended or repealed and is in full force and effect as at the date hereof.
3. That the Local Government has obtained the approval of the electors under section 180 of the *Charter* or section 407 of the *Local Government Act* for the adoption of the Loan Authorization Bylaw by one of the following methods:

The Assent of the electors was obtained by a vote held on the 22nd day of October, 2016 and the chief election officer published notice of the voting in the North Island Gazette on September 28, October 5, October 12 and October 19, 2016.

4. No application has been made or action or proceeding brought to quash or to set aside the Loan Authorization Bylaw under section 623 of the *Local Government Act* or otherwise and the validity of the Loan Authorization Bylaw has not been attacked, questioned or adjudicated in any court and to the best of the knowledge of the undersigned no such action is pending or has been threatened and the undersigned knows of no objections to the validity of the Loan Authorization Bylaw.

DATED this _____ day of _____, 20_____

Heather Nelson-Smith, Corporate 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 13TH day of December, 2016.

Read a second time on the 13TH day of December, 2016.

Read a third time on the the 13TH 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