



## **DISTRICT OF PORT HARDY**

# **AGENDA COUNCIL MEETING 7:00 PM, TUESDAY, JANUARY 24, 2017 MUNICIPAL HALL COUNCIL CHAMBERS 7360 COLUMBIA STREET**

Mayor: Hank Bood

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

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

**DISTRICT OF PORT HARDY  
AGENDA FOR THE REGULAR COUNCIL MEETING  
7:00 PM TUESDAY, JANUARY 24, 2017  
Council Chambers - Municipal Hall**

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<u>Page</u>		Time:
	<b>A. CALL TO ORDER</b>	
	<b>B. APPROVAL OF AGENDA AS PRESENTED</b> (or amended)	
	Motion required.	1.            2.
	<b>C. ADOPTION OF MINUTES</b>	
1-5	1. Minutes of the Special Council meeting held January 10, 2017.	
	Motion required	1.            2.
6	2. Minutes of the Regular Council meeting held January 10, 2017.	
	Motion required	1.            2.
7	3. Minutes of the Special Council meeting held January 16, 2017.	
	Motion required	1.            2.
	<b>D. DELEGATIONS AND REQUESTS TO ADDRESS COUNCIL</b>	
	1. Kathy Ilett and Jamie Keamo, BC Ambulance Service re: presentation on Community Paramedic Program.	
	<b>E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS</b>	
8	1. Council Action items. For information.	
	<b>F. CORRESPONDENCE</b>	
9-18	1. Barbara Price, President AVICC (Nov.1/16) re: Resolutions Notice / Request for Submissions and Call for Nominations for AVICC Executive Committee.	
	Motion required	1.            2.
19-33	2. Dr. Charmaine Enns and Shelley McClure, Island Health (Jan 12/17) re: Recommendations-Local Government Smoke –Free Bylaws. Port Hardy Smoking Bylaw Page 28-33	
	Motion required	1.            2.
34	3 Allan Kobayashi, Co-Founder/Director Wounded Warrior Run BC (Jan 10/17) re: Wounded Warrior Run 2017.	
	Motion required	1.            2.
35	4. John Bones, NVI Co-lead for Nanwakolas Council and Andy Witt NVI Co-lead for the province of BC, MaPP (Jan 18/17) re: MaPP Appointment <span style="float:right"><i>For Information</i></span>	
36-46	5. Honourable Melanie Joly, Minister Canadian Heritage re: Canada 150 Community Leaders.	
	Motion required	1.            2.
	<b>G. NEW BUSINESS</b>	
	No New Business in agenda package.	

**H. COUNCIL REPORTS**

1. Verbal Reports from Council members.

**I. COMMITTEE REPORTS**

- 47-49 1. Draft minutes of the First Nations Relations Committee meeting held January 10, 2017. For information.
- 50-52 2. Draft minutes of the Parks & Recreation Committee meeting held January 18, 2017. For information.

**J. STAFF REPORTS**

- 53-54 1. H. Nelson-Smith, Director of Corporate Services (Jan 13/17) re: Proclamations 2017.

**K. CURRENT BYLAWS AND RESOLUTIONS**

- 55-58 1. Bylaw 1061-2017 Annual Five Year Financial Plan for 2017-2021. For First, Second and Third Reading.

Motion required

- 1.
- 2.

**L. PENDING BYLAWS**

Amend 2017 User Rates & Fees Bylaw 1057-2016.

**M. INFORMATION AND ANNOUNCEMENTS**

January 26 Committee: Occupational Health & Safety 8:30 am, Council Chambers  
January 30 Committee: Emergency Planning, Noon Council Chambers  
February 14 Committee: First Nations Relations, 4:00 pm Council Chambers  
Regular Council meeting, 7:00 pm Council Chambers  
February 15 Committee: Parks & Recreation Review 3:00 pm Council Chambers  
February 20 Committee: Operational Services 3:00 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 JANUARY 10, 2017  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

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

**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 6:00pm

**B. APPROVAL OF AGENDA AS PRESENTED**

**Moved/Seconded/Carried**

THAT the agenda for the Special Meeting of Council January 10, 2017 be adopted as presented.

SC2017-001  
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) (e)** the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality

SC2017-002  
CLOSE  
MEETING TO  
PUBLIC  
COMMUNITY  
CHARTER  
SEC90(1)(e)

**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)(e).

**D. ADJOURNMENT**

**Moved**

THAT the Special Meeting of Council adjourn.      6:38 pm

SC2017 -003  
ADJOURNMENT

CORRECT

APPROVED

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

\_\_\_\_\_  
MAYOR



**MINUTES OF THE DISTRICT OF PORT HARDY  
REGULAR COUNCIL MEETING  
JANUARY 10, 2017  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

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

**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:** 1

**A. CALL TO ORDER**

Mayor Bood called the meeting to order at 7:00pm.

**B. APPROVAL OF AGENDA**

**Moved/Seconded/Carried**

THAT the agenda for the Regular Council meeting of January 10, 2017 be accepted as presented.

2017-001  
AGENDA  
ACCEPTED AS  
PRESENTED

**C. ADOPTION OF MINUTES**

1. Minutes of the Special Council meeting held December 13, 2016

**Moved/Seconded/Carried**

THAT the Minutes of the Special Council meeting held December 13, 2016 be accepted.

2017-002  
SPECIAL COUNCIL  
MEETING DEC 13/16  
ACCEPTED

2. Minutes of the Committee of the Whole Council Meeting held December 13, 2016.

**Moved/Seconded/Carried**

THAT the minutes of the Committee of the Whole Council Meeting held December 13, 2016 be accepted.

2017-003  
REGULAR COUNCIL  
MEETING MINUTES  
DEC 13/16

3. Minutes of the Regular Council meeting held December 13, 2016.

**Moved/Seconded/Carried**

THAT the minutes of the Regular Council meeting held December 13, 2016 be accepted.

2017-004  
REGULAR COUNCIL  
MEETING MINUTES  
DEC 13/16  
ACCEPTED

**D. DELEGATIONS**

Caitlin Hartnett, Campus Community Coordinator, North Island College re: Update on North Island College.

Ms Hartnett gave a verbal report outlining current and future programming at the Port Hardy and Port McNeill campuses, followed by a general discussion with Council members which included:

- Suggestions for future college and community education courses.
- Enrollment levels.
- Possibility of nursing courses.

- Forestry education courses.
- Working with School District 85 on dual credit courses for local high school students.
- A recent Provincial Government news release on public input on rural education.

#### **E. ACTION ITEMS**

1. Council action items were received for information.

#### **F. CORRESPONDENCE**

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 was received for information.

Councillor Robertson suggested an adhoc committee of Council members be formed to review the information and prepare a submission to the BC Rural Education Strategy. It was commented that the deadline to join the online discussion was January 9, 2017. The deadline for submissions is 4:00 pm January 31, 2017.

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 was received for information.

CAO Allison McCarrick advised that the funding of \$10,000 has been received, that the asset planning for District facilities is done and that other asset planning will be done with staff time.

#### **G. NEW BUSINESS**

No New Business

#### **H. COUNCIL REPORTS**

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

#### **I. COMMITTEE REPORTS**

1. Minutes of the Finance Committee meetings held December 2, December 5, December 13, December 19, 2016 were received for Information.
2. Draft minutes of the First Nations Relations Committee meeting held December 13, 2016 were received for information.
3. Draft minutes of the Operational Services Committee meeting held December 19, 2016 were received for information.
4. Draft minutes of the Parks & Recreation Committee meeting held December 21, 2016 were received for information.

Draft Letter of Understanding re: PHSS Upper Soccer Field was received for information.

Council policy CP2.7 re: Fee for Service/ Honorariums / Grants in aid was received for information.

ADHOC COUNCIL  
COMMITTEE RE:  
SUBMISSION TO  
THE BC RURAL  
EDUCATION  
STRATEGY.

ASSET PLANNING

**Recommendations to Council:**

- a. 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.

Councillor Robertson advised the recommendation was to refer the Memorandum of Understanding with School District No. 85 to staff for review.

**Council discussion on the recommendation included:**

- Council Policy CP2.7 "The District of Port Hardy will not consider requests for discounts for recreation fees, moorage or any fees that are set by bylaw."
- The MOU as a tri-part agreement between SD 85, Youth Soccer and the District of Port Hardy and that it flows from the District's Reciprocal Use Agreement with School District 85.
- District subsidizing other youth activities through designated youth fees for recreational services.
- No current data available on water usage for irrigation of the soccer fields at PHSS.
- There is a cost to the District to supply treated water used for irrigation.
- Youth Soccer applying to the District for a grant in aid equal to the cost of water for irrigating the soccer field area at PHSS.
- SD 85 maintains fields at PHSS to school use standard, not to soccer use standards.
- School District prepared to maintain field and cut grass. If irrigation is provided Youth Soccer to provide seed and labour to recondition the field.

**Moved/Seconded/Defeated**

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.

Councillor Robertson requested the motion be amended to read "THAT Council direct staff to review the draft MOU and District policies AND THAT and a report be brought to the Parks & Recreation Review Committee".

No seconder to amend the motion.

CAO Allison McCarrick, advised that there could be a different motion or direction to staff to review the draft MOU and report back to the Parks & Recreation Review Committee.

Council directed staff to review the draft MOU and District policies and procedures and report back to the Parks & Recreation Review Committee.

- 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. It was noted that the composition of District committees will be reviewed at Strategic Planning Session January 16, 2017.

Councillor Tidbury commented that this recommendation should be brought to the Operational Services Committee prior to being reviewed at the upcoming Council strategic planning session.

2017-005  
MOU WITH SD 85  
DEFEATED

STAFF TO REVIEW  
MOU AND REPORT  
TO PARKS & REC  
REVIEW  
COMMITTEE

REVIEW  
COMPOSITION OF  
DISTRICT  
COMMITTEES AT  
STRATEGIC  
PLANNING JAN.  
16/17.

Mayor Bood commented that the committee composition discussion would be included in the strategic planning session agenda on January 16, 2017.

#### J. STAFF REPORTS

1. Accounts Payable December 2016 was received for information.
2. Heather Nelson-Smith, Director of Corporate Services (Jan.4/17) re: Appointment to North Vancouver Island MaPP) Marine Area Plan Partnership for 2017.

#### **Moved/Seconded/Carried**

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

3. Heather Nelson-Smith, Director of Corporate Services (Dec.22/16) re: MIA Coverage Canada 150 Mural Project.

Heather Nelson-Smith, Director of Corporate Services advised

- The mural carvings are being worked on by Stan Wamiss and Mervyn Child in the Thunderbird Mall and that the mall owners and staff are in full support of the project.
- As the carvers are not volunteers to the District and are being paid by the District a Service Provider Agreement is required by MIA.
- The public is invited to help with the completion.
- Prior to any working on the murals the public will be asked to sign a waiver.
- There is an estimated cost of \$50-\$200 for the Service Provider Agreement insurance coverage, which is included in the grant funding.

#### **Moved/Seconded/Carried**

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

4. Adrian Maas, Director of Financial Services (Jan.6/17) re: 2017-2021 Financial Plan and 2017 Rates Bylaws.

#### **Moved/Seconded/Carried**

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 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.

#### K. CURRENT BYLAWS AND RESOLUTIONS

1. Bylaw 1051-2016 Port Hardy Multiplex Loan Authorization Bylaw. For Adoption.

#### **Moved/Seconded/Carried**

THAT Bylaw 1051-2016 Port Hardy Multiplex Loan Authorization Bylaw be adopted.

2. Bylaw 1060-2016, Revenue Anticipation Borrowing Bylaw. For Adoption

2017-006  
MAYOR BOOD  
APPOINTED TO  
MaPP ADVISORY  
COMMITTEE

2017-007  
SERVICE  
PROVIDER  
AGREEMENT: DPH,  
STAN WAMISS AND  
MERVYN CHILD

2017-008  
PROCEED WITH  
ADOPTION OF  
FINANCIAL PLAN  
AND TAX RATES  
BYLAWS

2017-009  
BYLAW 1051-2016  
PH MULTIPLEX  
LOAN ADOPTED



2017-010  
BYL 1060-2016  
REVENUE  
ANTICIPATION  
ADOPTED

**Moved/Seconded/Carried**

THAT Bylaw 1060-2016, Revenue Anticipation Borrowing Bylaw be adopted.

**L. PENDING BYLAWS**

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:7:51pm

CORRECT

APPROVED

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

\_\_\_\_\_  
MAYOR

2016-011  
ADJOURNMENT



**MINUTES OF THE DISTRICT OF PORT HARDY  
SPECIAL COUNCIL MEETING  
TUESDAY JANUARY 16, 2017  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

**DRAFT**

**PRESENT:** Mayor Hank Bood, Councillors Dennis Dugas, Pat Corbett-Labatt, Rick Marcotte, Fred Robertson John Tidbury and Leightan 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 9:00 am

**B. APPROVAL OF AGENDA AS PRESENTED**

**Moved/Seconded/Carried**

THAT the agenda for the Special Meeting of Council January 16, 2017 be adopted as presented.

SC2017-004  
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

SC2017-005  
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.      3:38 pm

SC2017 -006  
ADJOURNMENT

CORRECT

APPROVED

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

\_\_\_\_\_  
MAYOR

ITEM	ACTION REGULAR MEETING JANUARY 10, 2017	WHO	STATUS /COMMENTS
MaPP Advisory Committee	Appoint Mayor Hank Bood as Director to the MaPP and Councillor Fred Robertson as alternate.	AMc	Done
Canada 150 mural project service provider agreement	Approved	HNS	Done
Financial Plan	Proceed with public presentation and adoption	AM	January 24, 2017
Loan Authorization Bylaw for Multiplex	Adopted	HNS	DONE
ITEM	ACTION REGULAR MEETING DEC 13, 2016	WHO	STATUS /COMMENTS
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.	HNS SM	January meeting with EMERG
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	<b>Approved</b> as presented Proceed with application when bylaw approved	AM	Submitted. Waiting approval
Amend ByL1057-2016 User Rates and Fees for 2017 re rate changes as in the Bear Cove Recreation Site report dated Sept 22/16	<b>Approved</b> 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.	<b>Approved:</b> - 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>	<b>Approved:</b> as recommended: - <b>Jan 12/16</b> 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	Ongoing



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

**FROM:** President Barbara Price

**DATE:** November 1, 2016

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

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Attached is the Resolutions Notice/Request for Submissions and the Call for Nominations for the AVICC Executive. Please note that this year's resolution and nomination deadline is **Tuesday, February 21, 2017.**

Both AVICC and UBCM members strongly believe in the value of resolutions debate and continually seeks ways to improve the process. AVICC strives to mirror and complement UBCM's processes in order to develop efficiency and ease of understanding for delegates.

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

We have asked for members' assistance in bringing forward resolutions for consideration at the Area Association as opposed to submitting them directly to UBCM and have appreciated that you have responded.

#### Number of Resolutions

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

#### Late Resolutions

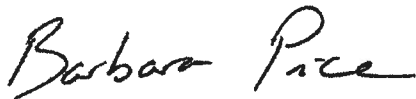
Last year, AVICC received six resolutions after the regular resolutions deadline with only one recommended that it be admitted for debate as a result of meeting the late resolutions criteria.

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

- ✓ Forward your resolutions for debate first to our AVICC AGM & Convention by the regular resolutions deadline of **Tuesday, February 21, 2017**.
- ✓ Focus resolutions on new issues of provincial or AVICC-wide interest avoiding repeat resolutions by checking the UBCM Resolutions database available through the website at [www.ubcm.ca](http://www.ubcm.ca). Click on the Resolutions and Policy tab at the top of the page. It will be possible to enter a search to locate any Resolutions on the same topic that have been considered in the past and what the response has been.

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

Sincerely,

A handwritten signature in black ink that reads "Barbara Price". The signature is written in a cursive, flowing style.

Councillor Barbara Price,  
President, AVICC



## 2017 AGM & CONVENTION

### RESOLUTIONS NOTICE REQUEST FOR SUBMISSIONS

#### **DEADLINE FOR RESOLUTIONS**

All resolutions must be received in the AVICC office by: **FEBRUARY 21, 2017**

#### **SUBMISSION REQUIREMENTS**

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

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

AND

2. One copy submitted electronically either through the online submission form or by email (submitting the resolution in MS Word is preferred):
  - a) Online [http://ubcm.formstack.com/forms/avicc\\_2017\\_resolutions\\_submission\\_form](http://ubcm.formstack.com/forms/avicc_2017_resolutions_submission_form)
  - b) Email to [avicc@ubcm.ca](mailto:avicc@ubcm.ca) (Word version of the resolution itself preferred)
- The resolution should not contain more than two "whereas" clauses; and
- Background documentation **must** accompany each resolution submitted.

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

#### **LATE RESOLUTIONS**

- a. Resolutions submitted following the expiry of the regular deadline shall be considered "Late Resolutions" and shall comply with all other submission requirements, except that a copy of the resolution must be forwarded to the AVICC by the Wednesday noon preceding the date of the Annual General Meeting. This year's late resolution deadline is **April 5, 2017**.
- b. Late resolutions shall be available for discussion after all resolutions printed in the Resolutions Book have been debated.
- c. Late resolutions are deemed to be appropriate for discussion only if the topic is such that it has arisen since or was not known prior to the regular deadline date for submission of resolutions.
- d. In the event that a late resolution is recommended to be admitted for discussion AVICC shall produce sufficient copies for distribution to the Convention.

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

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

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

## **UBCM RESOLUTIONS PROCESS**

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

## **GUIDELINES FOR PREPARING RESOLUTIONS FROM THE UBCM**

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

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

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

### **Preamble:**

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

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

### **Enactment Clause:**

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

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

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

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

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

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

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

**3. Provide factual background information.**

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

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

i **Supplementary Memo:**

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

ii **Council/Board Report:**

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

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

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

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

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

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

Where necessary, identify:

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

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

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

**7. Avoid repeat resolutions.**

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

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



**UBCM GOLD STAR AND HONOURABLE MENTION RESOLUTIONS**

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

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

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

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

**MODEL RESOLUTION**

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

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

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

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

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

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

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

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



## 2017 AGM & CONVENTION

### CALL FOR NOMINATIONS FOR AVICC EXECUTIVE

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

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

#### 1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

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

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

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

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

A nomination and consent form should be used for all nominations (attached or on the website).

The Chair of the 2017 Nominating Committee will be Past President Joe Stanhope, Nanaimo Regional District Director.

#### 3. NEXT STEPS

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

**To Be Included In *The Report on Nominations*,  
Nominations Must Be Received By  
FEBRUARY 21, 2017**

**4. AT CONVENTION**

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

**5. FURTHER INFORMATION**

Copies of the "consent form" or duties of Executive members are available from the AVICC office or on the website.

All other inquiries should be directed to:

**Past President Joe Stanhope, Chair  
2017 Nominating Committee  
c/o AVICC  
525 Government Street  
Victoria, BC V8V 0A8**

Phone: (250) 356-5122

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

# NOMINATIONS FOR THE 2017-18 AVICC EXECUTIVE

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

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

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

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

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

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

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

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

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

---

## CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated to pursuant to the AVICC Constitution<sup>2</sup>. I also agree to provide the following information to the Chair, AVICC Nominating Committee (c/o AVICC Office) by **Tuesday, February 21, 2017**.

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

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

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

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

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

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

---

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

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

**Return To: Past President Joe Stanhope, Chair, Nominating Committee, AVICC  
525 Government Street, Victoria, BC V8V 0A8  
or scan and email to [avicc@ubcm.ca](mailto:avicc@ubcm.ca)**

---

**AVICC AGM & Convention – April 7-9, 2017 – Campbell River, BC**

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

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

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

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

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

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

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

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

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

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---

**AVICC AGM & Convention – April 7-9, 2017 – Campbell River, BC**

Excellent care, for everyone,  
everywhere, every time.



January 12, 2017

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

Dear Mayor Bood:

**Re: Recommendations – Local Government Smoke-Free Bylaws**

On behalf of the Medical Health Officers for Island Health, the Tobacco & Vapour Prevention and Control program (TVPC) is writing to invite the District of Port Hardy to partner with Island Health to take steps to reduce tobacco use, exposure to “second -hand” smoke, and to model a tobacco free lifestyle in the community of Port Hardy. We recommend that the District of Port Hardy prohibits smoking at patios, parks, playgrounds and beaches, and includes guidelines for post-secondary campuses through the creation of a smoke-free bylaw. We have attached a smoke-free bylaw template and fact sheet to help guide your process.

As of September 1, 2016 the province of British Columbia updated several laws that govern tobacco and vapour products. The *Tobacco Control Act* and Regulation were replaced with the *Tobacco and Vapour Products Control Act* and Regulation. The scope of the new legislation is now expanded to include e-cigarettes and vapour products. However, it does not extend to all outdoor public spaces. The District of Port Hardy can contribute to the health and wellbeing of all citizens across the life course by creating and implementing smoke-free bylaws in outdoor public spaces, public places, and work sites.

For the purpose of crafting smoke-free bylaws we advocate defining:

- “Smoke” or “smoking” to include or burning of a cigarette or cigar, or any substance using a pipe, hookah pipe, lighted smoking device, or electronic smoking device;
- “Burning” to mean to produce smoke, vapour or other substances that can be inhaled, including vegetative matter; and
- “Vegetative matter” as any plant product that can be dried and burned into vapour.

Environmental smoke whether from tobacco, marijuana, heated vapour, or the burning of other substances can contain Class A carcinogens similar to benzene and asbestos. These substances upon combustion are likely to produce fine particulate matter as well as a variety of noxious chemicals, all of which is harmful to human health. Repeated surveys have demonstrated overwhelming public support for local regulations which restrict the public consumption and use of tobacco, vapour, or other substances that can be inhaled.

Therefore, the Medical Health Officers of Island Health recommend councils implement the following recommendations:

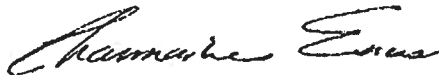
- Make outdoor public places smoke-free by prohibiting tobacco, vapour or other substances that can be inhaled in areas where children play, including beaches, parks, playgrounds, sports fields, and athletic stands.

- Add public places not included in the Tobacco and Vapour Products Control Regulation, such as patios of bars and restaurants (currently exempted by the Regulation), transit stops (not just shelters), construction and marine environments, and all other outdoor public places where individuals are required to queue for the receipt of any service.
- Include water pipes in bylaws. A developing health threat is associated with the use water pipes and regardless of the material smoked in these devices, the same restrictions as smoke-free places should apply. Consideration should also be given to preclude the sale and public use of water pipes within the boundary of the municipality.
- Council support for comprehensive tobacco legislation passed through the Union of BC Municipalities (UBCM) process. Such resolutions may take time before implementation, hence the importance of Council acting now to protect and promote the health of your constituents.

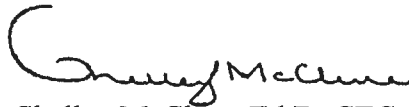
In addition to protecting citizens from second-hand smoke exposure, smoke-free outdoor places support individuals who want to quit smoking and provide positive role modelling for children and youth. Effective smoke control measures save lives, financial resources, and are vital to protecting the integrity of BC's healthcare system.

On behalf of Island Health Medical Health Officers and the TVPC program we thank you for taking the time to consider these recommendations. We look forward to working with you to enable the creation and enactment of policies.

Yours in health,



Dr. Charmaine Enns, MD, MHSc, FRCPC  
Medical Health Officer



Shelley McClure, Ed.D, CEC, CAM |Leader, Operations  
Tobacco & Vapour Prevention and Control Program

CE,SM/tm

**THE CITY/ TOWN/VILLAGE OF ABCDEFG**  
**SMOKING REGULATION BYLAW No. xxx, year**

**A Bylaw to Regulate Smoking in the (City/Town/Village of ABCD)**

**WHEREAS** it has been determined that Environmental Smoke whether from tobacco, marijuana, heated vapour or the burning of other substances can contain Class A carcinogens similar to benzene and asbestos, contain fine particles that can be inhaled deep into the lungs causing harm both locally and in other parts of the body, and is a health hazard to the inhabitants of the (CITY/TOWN/VILLAGE);

**AND WHEREAS** it is generally recognized by scientific and medical communities that there is no safe level of smoke exposure and that whether the smoking occurs indoors or outdoors exposure to significant levels of Environmental Smoke can occur;

**AND WHEREAS** it is desirable for the purposes of maintaining, promoting and preserving the public health of the inhabitants of (CITY/TOWN/VILLAGE) to prohibit, regulate and impose requirements in relation to smoking in (CITY/TOWN/VILLAGE);

**NOW THEREFORE**, the (CITY/TOWN/VILLAGE), in public meeting assembled HERBY ENACTS AS FOLLOWS:

**SECTION 1**  
**INTERPRETATION**

Name of Bylaw

- 1.1 This Bylaw may be known and cited for all purposes as the "Smoking Regulation Bylaw No. xxxx, year".

Definitions

- 1.2 In this Bylaw:

"burn" or "burning" means to produce smoke, vapour or other substances that can be inhaled;

"bus stop" means a place on a bus route marked by a sign at which buses stop to pick up and drop off passengers and includes a transit shelter;



“customer service area” means a partially enclosed or unenclosed area, including a balcony, patio, yard or side walk, that is part of or connected to or associated with a business or use in a building or premises that includes the service of food or alcoholic drinks to customers or other persons for consumption on site;

“designated public space” includes but is not limited to public playing fields, public playgrounds, public squares, and outdoor public places where individuals are required to queue for the receipt of any service;

“outdoor workplace” means any outdoor place used in conjunction with the workplace, including but not limited to construction and marine sites as well as sites with flag persons;

“park” means any property owned and dedicated as a park by the (CITY/TOWN/VILLAGE) and including but not limited to public playgrounds, playing fields, beaches, or public trails;

“smoke” or “smoking” means to inhale, exhale, burn, or carry a lighted cigarette, cigar, pipe, hookah pipe, or other lighted smoking device or electronic smoking device that burns tobacco, weed, or other substance.

#### Severability

- 1.3 If any section of or lesser portion of this Bylaw is held to be invalid by a court, such invalidity shall not affect the remaining portions of the Bylaw.

## SECTION 2 HEALTH REGULATIONS

#### Prohibition of smoking

- 2.1 No person shall smoke in, at, on or within 6 metres (or greater; best practice is 9 meters) of any of the following:
- a. any part of a park within the District of (CITY/ TOWN/VILLAGE);
  - b. a bus stop;
  - c. a customer service area;
  - d. any designated public space;
  - e. any outdoor workplace.
- 2.2 No person shall smoke in any place where prohibited by the *Tobacco and Vapour Products Control Act* and Regulation.

- 2.3 Section 2.1 does not apply to a ceremonial use of tobacco in relation to a traditional aboriginal cultural activity.

### **SECTION 3 VIOLATIONS AND PENALTIES**

#### Offences under Bylaw

- 3.1 A person who:
- a. violates or who causes, permits or allows any of the provisions of this Bylaw to be violated;
  - b. neglects to do or refrains from doing anything required to be done by any provision of this Bylaw; or
  - c. fails to comply or allows another person to fail to comply, with an order or direction given under any provision of this Bylaw;

is guilty of an offence against this Bylaw, and liable to the penalties imposed under this Section 3.

#### Fine for offence

- 3.2 Every person who commits an offence against this Bylaw is punishable on conviction by a fine of not less than (\$250) and not more than (\$2,000) for each offence. Each day that an offence against this Bylaw continues or exists shall be deemed to be a separate offence.

### **SECTION 4 DUTY OF ADMINISTRATION AND ENFORCEMENT**

- 4.1 The Bylaw Enforcement Officers of the (CITY/TOWN/VILLAGE) shall be responsible for administration of this Bylaw.
- 4.2 The intent of this Bylaw is to set standards of general public interest, and not to impose a duty on the (CITY/TOWN/VILLAGE) or its employees to enforce its provisions and;
- a. a failure to administer or enforce its provisions or the incomplete or inadequate administration or enforcement of its provisions is not to give rise to a cause of action in favour of any person; and
  - b. the grant of any approval or permission or issuance of any permit is not a representation, warranty or statement of compliance with the Bylaw and the issuance thereof in error is not to give rise to a cause of action.

**SECTION 5  
ENACTMENT**

Force and Effect

5.1 This Bylaw comes into force and takes effect upon adoption.

READ A FIRST TIME THIS	## day of (month), (year)
READ A SECOND TIME THIS	## day of (month), (year)
READ A THIRD TIME THIS	## day of (month), (year)
DEPOSITED WITH THE MINISTER OF HEALTH THIS	## day of (month), (year)
ADOPTED THIS	## day of (month), (year)

---

“Signed Mayor”

---

“Signed Other”



Canadian Cancer Society  
Société canadienne  
du cancer

## **Outdoor Smoke and Vape-Free Places**

### **Frequently asked questions: For BC municipalities**

#### **Why outdoor smoke and vape-free bylaws?**

##### **Equitable access to clean air for all British Columbians**

Tobacco is BC's leading cause of preventable death. The Canadian Cancer Society (the Society) believes all British Columbians have the right to equitable access to clean air, positive role modelling and environments supportive of people who want to quit smoking.

The number of BC communities sheltered by tobacco bylaws with stronger protections than the province's *Tobacco and Vapour Products Control Act* have increased substantially over the past ten years, from 6 in 2006 to 69 in 2016. However, outside these communities, more than 1 million British Columbians remain unprotected from tobacco exposure in outdoor public places.

##### **Protection from second-hand smoke**

There is no safe level of exposure to second-hand smoke. It contains more than 4,000 chemicals, of which more than 70 are known to cause cancer. Every year, more than 800 Canadians who don't smoke die from second-hand smoke exposure.

Tobacco smoke can be just as toxic outdoors as indoors; during periods of active smoking, air quality can quickly deteriorate to very poor levels and can be equivalent to indoor levels within 2 metres of the source, extending beyond this distance if several people are smoking. The amount of particulate matter, degree to which smoke lingers and amount of drift from outdoor to indoor environments are dependent on atmospheric conditions, the physical layout of the area, and the density and location of smokers. Research on hospitality patios and entrances to office buildings show that levels of particulate matter can be high as far as 9 meters from a burning cigarette.

##### **Support people who want to quit smoking**

The majority (85.7%) of British Columbians do not smoke. Of the minority who do smoke, two-thirds want to quit and are looking for tools to help them. Smelling smoke or seeing people smoking outdoors makes it hard for people who are trying to quit smoking and may trigger relapse. Studies show that when smoking bans have been implemented, many people who smoke have chosen to quit or cut back and that smoke-free patio regulations may help former smokers avoid relapse.

##### **Positive role modelling**

Tobacco use is started and established primarily during adolescence. Since most people who smoke start before the age of 18, it is important to model healthy behaviours. Youth who do not see others smoking or vaping will be less likely to view these as normal social behaviors, and thereby are less likely to start themselves.



Canadian Cancer Society  
Société canadienne du cancer

### **Protect the environment and reduce litter**

Regulating smoking in public outdoor locations should serve to reduce the number of discarded butts. The 2015 Great Canadian Shore Cleanup reported the most littered item (44%) in BC were cigarette butts.

Smoking, particularly in wooded areas, increases the risk of fire. Smoking and smoker's materials were recorded as one of the top causes of fire in BC in 2012. Policies could help reduce this risk by establishing areas where smoking is, and is not, allowed.

### **What would a recommended bylaw include?**

Recommended bylaws prohibit smoking and vaping on restaurant and bar patios, on city-managed properties, including: parks, playgrounds, trails, plazas, beaches, playing fields, recreation facilities and venues, and establish at least a 7.5 metre buffer zone (best practice is 9 metres) for the above mentioned, as well as around the doors, windows and air intakes of public buildings.

"Smoking" would include burning a cigarette or cigar, or burning any substance using a pipe, hookah pipe, lighted smoking device or electronic smoking device, with some exemptions for the ceremonial use of tobacco in relation to traditional aboriginal cultural activities.

### **Why include electronic smoking devices?**

E-cigarette products and their use are considered within BC's *Tobacco and Vapour Products Control Act* and, to date, fourteen BC communities have regulated electronic smoking devices alongside tobacco products in tobacco bylaws. The Society believes these policies will help curb youth experimentation with e-cigarettes and help keep e-cigarettes from re-normalizing smoking behaviours.

E-cigarettes are likely to be less harmful than regular cigarettes; however, the long-term health effects of inhaling e-cigarette ingredients are presently unknown. Health Canada, the World Health Organization, and the US Federal Drug Administration have issued warnings against e-cigarette use, particularly by adolescents and pregnant women.

Data indicates that e-cigarette use amongst youth is increasing. According to the World Health Organization, adolescent e-cigarette use doubled from 2008 to 2012. More than half of Canadian youth trying e-cigarettes have never smoked, which suggests youth are experimenting with e-cigarettes, rather than using them to quit smoking.

### **Are e-cigarettes effective at helping people quit smoking?**

The Society recognizes the potential benefit that e-cigarettes may provide to Canadians trying to quit smoking and is monitoring evolving research. Some studies have shown that e-cigarettes with nicotine may help users quit smoking, satisfying both a person's addiction to nicotine and smoking behaviours, such as oral fixation. However, research remains mixed as to whether e-cigarettes are effective for smoking cessation. Neither the World Health Organization, nor Health Canada have determined that e-cigarettes are effective at helping



Canadian Cancer Society  
Société canadienne  
du cancer

smokers quit. Nicotine gums, patches, lozenges, and inhalers, as well as some prescription medications are proven to be safe and effective tobacco cessation aids.

### **Where can people who want to quit smoking be directed?**

Residents of British Columbia with a Medical Service Plan can access select nicotine replacement therapy for free through their pharmacy and can ask their physician for help to develop a quit plan. Quit support is also available through [QuitNow.ca](http://QuitNow.ca) and [RuntoQuit.com](http://RuntoQuit.com).

### **Is the public in support of outdoor smoke-free policy?**

There is a growing appetite in Canada for smoke-free outdoor public places. A 2013 Angus Reid poll conducted on behalf of the Society, BC and Yukon showed 66% of British Columbians over the age of 18 support smoke-free outdoor restaurant and bar patios, 91% support a ban in children's playgrounds, and 66% support a ban in all parks and beaches. Support from British Columbians 15-18 years old increased to 79%, 96%, and 80% respectively.

Eighty-eight percent of the 24 BC municipalities and regional districts interviewed in the Propel Centre for Population Health Impact's 2016 survey of jurisdictions with outdoor smoke-free ordinances indicated that their bylaws had had a positive impact on their community. No respondents indicated a negative effect.

### **Do smoking bans take away too many freedoms?**

Tobacco is the leading cause of preventable death in BC and no level of second-hand smoke exposure is safe. One person's right to smoke ends when it impacts another person's right to breathe clean air. Smoke-free places provide positive role modelling and support people who want to quit smoking by eliminating social triggers.

### **How can outdoor smoke and vape-free regulations be enforced?**

Evaluations have found the fear of compliance issues exceed the number of actual problems. Effective compliance strategies employ a balance of education, voluntary compliance, inspection, and progressive enforcement. Communities such as Kelowna, Woodstock, Pemberton, and Bridgewater have shared strategies they've successfully employed.

Thirty percent of BC municipalities with tobacco bylaws report few or no public complaints, according to Propel's 2016 preliminary findings. Of the communities that have received complaints, the majority were about people smoking in prohibited areas. When people understand what tobacco restrictions are in place and why they have been implemented, they are more likely to comply, and are also more likely to speak up, encouraging others to comply. According to BC municipalities, "obtaining community buy-in" and setting "the goal of voluntary compliance" make enforcement much easier.

The Society is advocating for universal provincial policy and broad awareness measures which would make BC residents and tourists more aware of smoking restrictions. For example, Ontario banned smoking on restaurant/bar patios, playgrounds and sports fields, effective January 1, 2015. Smoking behaviour and exposure to secondhand smoke

**DISTRICT OF PORT HARDY**

**BYLAW NO. 944**

**A BYLAW FOR THE PURPOSE  
OF REGULATING SMOKING WITHIN  
THE DISTRICT OF PORT HARDY**

**WHEREAS** Section 692 of the Municipal Act provides that the Council of a municipality may by bylaw regulate persons, their premises and their activities, to further the care, protection, promotion and preservation of the health of the inhabitants of the municipality;

**AND WHEREAS** Council deems it to be necessary and in the public interest to regulate indoor smoking within the District of Port Hardy.

**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 "Smoking Regulation Bylaw".
  2. In this bylaw:
    - (a) "bank" includes a credit union, trust company, or other financial institution;
    - (b) "bus" means a motor vehicle designed to carry more than 10 persons;
    - (c) "Council" means the municipal council of the District of Port Hardy;
    - (d) "government office" means an office of the Government of Canada, the Government of the Province of British Columbia, or the District of Port Hardy;
    - (e) "eating establishment" means a public premise in which prepared food is served to the public in exchange for money or services, or to which the public has access for the purposes of purchasing prepared food for consumption on the premises;
    - (f) "hospital" includes a hospital or private hospital as defined in the *Hospital Act*, and a community care facility as defined in the *Community Care Facility Act*;
    - (g) "personal service establishment" means any place or premises in which a person provides a service to or on the body of another person in exchange for money or services, and includes but is not limited to a barber shop, beauty parlour, health spa, and massage parlour;
    - (h) "post" includes the act of keeping continuously displayed;
-

- (i) "private social function" means a special social event for which an entire room or hall has been solely reserved, and at which attendance is limited to people who have been specifically invited or designated by the sponsor, but does not include events which are held privately for the purpose of business, sales or education;
  - (j) "place of public assembly" means premises where members of the public assemble for the purposes of worship, entertainment, education, government, amusement or sport, and without limiting the generality of the foregoing, includes a trade show, but does not include a workplace or a business place;
  - (k) "proprietor" means the person who controls, governs or directs the activity carried on within the building, place or premises referred to in this bylaw and includes the person actually in charge thereof;
  - (l) "reception area" means the public space of an office or other establishment used for the receiving or greeting of customers, clients or other persons dealing with such office or establishment;
  - (m) "retail store" means any place or premises where goods are displayed or offered for sale by retail, but does not include a restaurant;
  - (n) "school building" means a building provided or managed by a Board of School Trustees or independent persons or organizations for the education of individuals up to and including the level of Grade 12;
  - (o) "service counter" includes a table surface, railing, or other similar structure provided for the convenience of the public or at which the public is served;
  - (p) "service line" means in indoor line of two or more persons awaiting service of any kind, including but not limited to sales, the provision of information or advice and the exchange or transfer of money or goods, but does not include a service line at a private social function as defined herein;
  - (q) "smoke" or "smoking" means the inhaling, exhaling, burning or carrying of a lighted cigarette, cigar, pipe or other lighted smoking equipment, burning tobacco or any other substance, but does not include smoking by actors as part of a stage or theatrical performance;
  - (r) "District" means the District of Port Hardy;
  - (s) unless the context otherwise requires, all other words and terms herein shall have the meanings prescribed in the *Municipal Act* and the *Interpretation Act*.
-



3. No person shall smoke:
    - (a) in an elevator, an inside stairway, or a washroom in any building generally open to and accessible by the public;
    - (b) in a taxicab;
    - (c) in a school bus, public bus, or other form of public transportation;
    - (d) in or near a service line in any building generally open to and accessible by the public;
    - (e) at a service counter in a bank or government office; or
    - (f) in any part of a retail store generally open to and accessible by the public.
  4. Where an exception is provided by this bylaw to permit smoking in a smoking area, a proprietor of any building, structure, space, place or area specified in Sections 5 to 9 inclusive may designate all or a portion of the premises as an area where smoking is permitted, provided that the area so designated:
    - (a) is fully identified by means of signs as provided for in Sections 10 and 11;
    - (b) is designed, constructed or arranged to ensure that the toxic effect of smoke or the chemicals or gases resulting from smoking is minimized in adjacent non-smoking areas through the use of physical barriers, ventilation systems or other means;
    - (c) does not exceed the size limitations imposed by any other section of the bylaw;
    - (d) does not include any part of the premises to which non-smokers may need access; and
    - (e) does not include any area in which smoking is prohibited by any other bylaw, statute or regulation.
  5. No person shall smoke in a reception area except in a smoking area, which smoking area shall occupy not less than 6 square metres (64.56 square feet) nor more than 50% of the floor area of the reception area.
  6. No person shall smoke in a hospital, health clinic, medical or dental office, public health unit, care facility or any similar place except in a smoking area.
-

7. No person shall smoke in a personal service establishment except in a smoking area, which area shall not occupy more than 50% of the seating area.
  8. No person shall smoke in a place of public assembly, except that a person may smoke:
    - (a) in a pool hall, bingo hall, bowling alley, dance hall, cocktail lounge, cabaret, public house and bar, unless the proprietor elects to designate a portion or the whole of the premises as a no smoking area;
    - (b) in a smoking area of any other place of public assembly, which smoking area shall not exceed 50% of the floor area of the building, structure, place or area that is generally open to the public and provided further that the area designated as a smoking area shall not include those parts of a building used as a classroom, concert hall, auditorium, gymnasium, swimming pool, indoor sports area, library, lecture hall, seating area of a theatre or movie house, music hall, display area in a museum or art gallery, or parts of a school building frequented by pupils, which areas shall not be used in the calculation of the floor area for the purpose of this section.
  9. No person shall smoke in a restaurant except in a smoking area. Where a smoking area is designated it shall not occupy more than 50% of the total seating. Patrons shall be given the option of being seated in a smoking or no smoking area.
  10. The proprietor of any place subject to the provisions of Sections 4 to 9 inclusive, shall post:
    - (a) within the building and in immediate proximity to the front entrance a sign bearing the text "No Smoking", "Smoking Permitted", or "Smoking Permitted in Designated Areas", depending on which alternative is applicable; and
  11.
    - (a) the lettering on every sign required to be posted pursuant to this bylaw shall be of sufficient size to ensure that the text of the sign is clearly legible at a reasonable viewing distance;
    - (b) the international symbol to designate a no smoking area as shown hereunder may be posted in place of, or in addition to, any "No Smoking" sign required by this bylaw;
-

- (c) the international symbol to designate a smoking area as shown hereunder may be posted in place of, or in addition to, any "Smoking Permitted" or "Smoking Area" sign required by this bylaw.
- 12. No person shall remove, alter, conceal, deface or destroy any sign posted pursuant to this bylaw.
- 13. (a) any person who smokes in contravention of any provision or requirement of this bylaw is guilty of an offence and, upon summary conviction, is liable to a fine not exceeding \$50.00, or in default to imprisonment for a term not exceeding one (1) day;  
  
(b) any person who contravenes any provision or requirement of this bylaw other than that described in subsection (a) is guilty of an offence and, upon summary conviction, is liable to a fine not exceeding \$500.00 and in addition thereto, to a fine not exceeding \$50.00 for every day the offence continues, or to imprisonment for a term not exceeding fourteen (14) days, or to both fine and imprisonment.
- 14. This bylaw is effective and in force and binding on all persons as from the day following the date of its adoption.

READ A FIRST TIME this 14th day of August, 1996.

READ A SECOND TIME this 14th day of August, 1996.

READ A THIRD TIME this 23rd day of October, 1996.

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APPROVED by the Minister of Health under Section 692(4) of the *Municipal Act* this 23 day of November, 1996.

RECONSIDERED AND FINALLY ADOPTED this 11th day of December, 1996.

\_\_\_\_\_  
CLERK

\_\_\_\_\_  
MAYOR

## Heather Nelson-Smith

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**From:** Hank Bood <hankbood@gmail.com>  
**Sent:** January 10, 2017 9:00 AM  
**To:** Allison McCarrick  
**Cc:** Heather Nelson Smith  
**Subject:** Fwd: Wounded Warrior Run BC 2017

----- Forwarded message -----

**From:** <[Allan.Kobayashi@forces.gc.ca](mailto:Allan.Kobayashi@forces.gc.ca)>  
**Date:** Jan 10, 2017 8:22 AM  
**Subject:** Wounded Warrior Run BC 2017  
**To:** <[hbood@porthardy.ca](mailto:hbood@porthardy.ca)>  
**Cc:** <[allan.kobayashi@yahoo.com](mailto:allan.kobayashi@yahoo.com)>

Good Day Sir,

My name is Allan Kobayashi, Co-Founder and Director of the Wounded Warrior Run BC. This coming February 2017, will be the 4th consecutive year running the length of Vancouver Island, raising awareness through educating and monetary gain to support the programs that help those who suffer. Our primary focus is on Non-Visible injuries such as Post Traumatic Stress Disorder (PTSD), but our support goes to any and all whom need assistance including the physical injuries.

The Wounded Warrior Run BC has successfully engaged Vancouver Islands people and communities with the assistance of the different Royal Canadian Legion Branches, the local businesses and numerous dedicated volunteers. Every year, we run from Port Hardy down to Victoria over seven days regardless of rain, snow or any weather. Together over the past 3 years we have helped so many, changed lives and continue to support real programs for Veterans, Emergency Service Workers and their families.

Myself, Diagnosed with PTSD in 2005 after multiple tours in Kosovo and Afghanistan, I intimately relate and empathize to the veterans and their families whom suffer in silence. Having received help and benefited from charities such as Wounded Warriors Canada and the Royal Canadian Legion, I choose to support them as such.

Most importantly, the Wounded Warrior Run BC team and I wish to reach out to anyone and offer our own support. Through sharing our stories we hope others may find what they may need to ask for help.

February 20th to February 26 2017, the Wounded Warrior Run BC team will be running the length of the island, hoping to raise even more support than the previous events. We are asking for your support once again in hopes to continue this amazing and powerful event. Please let me know if you are able and wanting to help us in anyway possible.

I am very grateful for all the love and support and excited to hear from you.

Allan Kobayashi  
Co-Founder/Director  
Wounded Warrior Run BC



January 18, 2017

Allison McCarrick, CAO  
District of Port Hardy  
7360 Columbia Street  
Box 68, Port Hardy, BC V0N 2P0

Dear Ms. McCarrick:

**Re: Marine Plan Partnership (MaPP) – North Vancouver Island (NVI) Marine Plan Advisory Committee (MPAC) representative**

Thank you for your letter of January 11, 2017 requesting representation on the North Vancouver Island Marine Plan Advisory Committee (MPAC). We have considered your request and are pleased to accept the appointments of Mayor Hank Bood as its representative and councillor Fred Robertson as the alternative.

The next NVI MPAC meeting is scheduled for February 8<sup>th</sup> and 9<sup>th</sup> at the Anchor Inn & Suites in Campbell River. Upon confirmation of availability of Mayor Bood or Councillor Robertson in his stead, logistical information will follow. The current MPAC Terms of Reference document is attached for your review.

Please do not hesitate to contact us if you have any questions.

Best regards,

John Bones  
*NVI Co-lead for Nanwakolas Council*

Andy Witt  
*NVI Co-lead for the province of BC*

cc: Chair, Regional District of Mt Waddington  
*Attachment: Terms of Reference*

Minister  
of Canadian Heritage



Ministre  
du Patrimoine canadien

Ottawa, Canada K1A 0M5



**I**n 2017, we will celebrate a milestone in our country's history: the 150<sup>th</sup> anniversary of Confederation. I am delighted by the excellent partnership with the Federation of Canadian Municipalities to make 2017 a year to remember.

**I** invite all municipalities to name Canada 150 Community Leaders. These leaders, in your communities, will promote local celebrations and help build excitement for Canada 150 from coast to coast to coast.

**F**our themes will be woven into these celebrations: diversity and inclusion, our young people, our environment and our reconciliation efforts with Indigenous peoples.

**T**hank you for making the Canada 150 celebration memorable for Canadians in your communities.

A handwritten signature in blue ink, reading "M. Joly".

The Honourable Mélanie Joly



## Recruitment Toolkit

A Canada 150 partnership between FCM and the Government of Canada



## **Table of Contents**

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<b>About the Canada 150 Community Leaders Network.....</b>	<b>1</b>
<b>Identifying your Community Leader.....</b>	<b>3</b>
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## Introduction

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

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

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

## About the Canada 150 Community Leaders Network

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

### The role of Community Leaders

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

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

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

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

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

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

### **The call to action**

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

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

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

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

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

## Identifying your Community Leader

### Process

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

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

### Selecting your Community Leader

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

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

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

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

### Timelines

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

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

### For more information

Please contact [canada150@fcm.ca](mailto:canada150@fcm.ca).

## Announcing your Community Leader

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

These templates include:

- A template news release
- Social media content

### Tips for social media posting

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

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

## News Release

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

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

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

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

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

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

-30-

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

### Sample tweets:

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

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

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

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

### Sample Facebook posts:

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

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

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

### Useful links

FCM: [www.fcm.ca/Canada150](http://www.fcm.ca/Canada150)

Canada 150: [www.canada.ca/150](http://www.canada.ca/150)



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



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



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



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



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



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



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

## Identify Your Community Leaders for Canada 150

Thank you for making your municipality part of Canada's 150<sup>th</sup> celebration of Confederation. Please complete the form identifying your municipality and providing the contact details for one or more community leaders in your municipality. Each form has space for the details of three Community Leaders, to nominate more than three Community Leaders please complete multiple forms.

<b>Municipality:</b>		<b>Province/Territory:</b>	
----------------------	--	----------------------------	--

<b>Community Leader #1</b>			
<b>Suffix/Title:</b>			
<b>First Name:</b>		<b>Family name:</b>	
<b>Gender:</b>			
<b>Email:</b>		<b>Phone Number:</b>	
<b>Council Member, Community Association or Group to which Community Leader is associated (if appropriate):</b>			

<b>Community Leader #2</b>			
<b>Suffix/Title:</b>			
<b>First Name:</b>		<b>Family name:</b>	
<b>Gender:</b>			
<b>Email:</b>		<b>Phone Number:</b>	
<b>Council Member, Community Association or Group to which Community Leader is associated (if appropriate):</b>			



<b>Community Leader #3</b>			
<b>Suffix/Title:</b>			
<b>First Name:</b>		<b>Family name:</b>	
<b>Gender:</b>			
<b>Email:</b>		<b>Phone Number:</b>	
<b>Council Member, Community Association or Group to which Community Leader is associated (if appropriate):</b>			

Thank you for participating in the Canada 150 Community Leaders network. Our program staff will be in contact with the identified candidate(s) shortly to gather consent, share further details and outline next steps.

**Please complete and return the form in one of the following ways:**

- Scan and email to: [canada150@fcm.ca](mailto:canada150@fcm.ca)
- Fax to: 613-241-7440
- Mail to: Canada 150 Community Leaders  
c/o Federation of Canadian Municipalities  
24 Clarence Street  
Ottawa, Ontario K1N 5P3

For questions about the form and the program, contact [canada150@fcm.ca](mailto:canada150@fcm.ca).



**MINUTES OF THE  
DISTRICT OF PORT HARDY  
FIRST NATIONS RELATIONS COMMITTEE MEETING  
4:00PM TUESDAY, JANUARY 10, 2016  
COUNCIL CHAMBERS, MUNICIPAL HALL, 7360 COLUMBIA STREET**

**Committee Members:** Councillors Pat Corbett-Labatt (Chair), Leightan Wishart (by telephone)

**Also Attending:** Councillor Dennis Dugas – for Councillor Marcotte

**Regrets:** Councillor Rick Marcotte

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

**A. CALL TO ORDER**

Councillor Pat Corbett-Labatt called the meeting to order at 4:00 pm.

**B. APPROVAL OF AGENDA**

**Moved/Seconded/Carried**

THAT the agenda for the First Nations Relations Committee meeting of January 10, 2017 be accepted as presented

FNRC  
2017-001  
AGENDA JAN  
10/17  
ACCEPTED

**C. ADOPTION OF MINUTES**

Minutes of the First Nations Relations Committee meeting held December 13, 2016.

**Moved/Seconded/Carried**

THAT the minutes of the First Nations Relations Committee meeting held December 13, 2016 be accepted as presented.

FNRC  
2017-002  
MINUTES OF  
DEC 13/16  
ACCEPTED

**D. DELEGATIONS**

No delegations.

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

1. Review and Update of Action Items
2. April 14, 2015 Action Item re MTSA:
  - a) Gwa'sala-"Nakwaxda'xw First Nation MTSA Letter and
  - b) Kwakiutl First Nation MTSA Letter.
 Copies of letters sent Jan.3/17 were received as information.
3. Mural update and National Aboriginal Days Celebration

Councillor Corbett-Labatt updated the Committee on the status of the Canada 150 Mural Project. Discussion included:

- The Thunderbird Mall manager and owners are supportive of the project and the carving/painting of the mural in the mall. They are planning Canada 150 events and will promote all activities on social media.

ACTION ITEM  
REVIEW

- Heather Nelson-Smith advised she will post information on the Canada 150 mural project next week.
- June 21 National Aboriginal Day and mural unveiling event needs funding for actual celebration (food, drinks, cake etc). Current funding is for honorariums for chiefs and drummers.
- Type of food needed for event and caterers. Asking First Nation participants to provide food.
- The Committee discussed approaching the local First Nation communities to work with the District and participate in the event.
- Inquire if local First Nations already have activities planned for that day.
- Moving the unveiling to another day if local First Nations already have activities planned for June 21.
- Contacting Irene Issac, Acting District Principal, Aboriginal Programs regarding any school activities for National Aboriginal Day, June 21.

Pat Corbett-Labatt will draft letters to Irene Issac at SD85, Janet Hanuse at the Sacred Wolf Friendship Centre and local First Nations regarding the mural unveiling event, inviting their participation and inquiring if they already have plans for June 21, National Aboriginal Day.

#### **F. CORRESPONDENCE**

No Correspondence

#### **G. NEW BUSINESS**

- 1) The Committee held a discussion regarding the use of the Canada 150 or Canada 150+ logo as is being used in Vancouver and other cities. The Canada 150+ logo is being used to acknowledge that there is Canadian history and indigenous history that predates colonization.

Heather Nelson-Smith advised that the grant agreement may specify usage of the Canada 150 logo for grant projects. Other events could use the Canada 150+ logo. The grant logo requirements will be reviewed.

Committee Invitation letter to bands re: new composition of the committee

Copy of letters dated Jan 3/17 to Gwa'sala-"Nakwaxda'xw First Nation – Kwakiutl First Nation – Quatsino First Nation were received as information.

Heather Nelson-Smith advised that revised letters from those in the agenda package have been sent out. It was commented that if local First Nations wish to have membership on the Committee the Terms of Reference will need to be revised. This could be done as needed. There are no residence requirements, only the age requirement of 19 years of age.

- 2) Debrief from Reconciliation Dialogue Workshop

Councillors Corbett-Labatt and Dugas advised it was a good event with a positive turnout. The afternoon event had less diverse participants that were divided into small groups to discuss reconciliation, problems/issues and solutions.

The Committee held a general discussion on reconciliation efforts at all levels of government, educational programs, inter-generational issues and ways and means to proceed with reconciliation efforts in the future.

**H. COUNCIL / COMMITTEE REPORTS**

No reports

FNRC  
2017-002  
ADJOURNMENT

**I. NEXT MEETING DATE:** February 14, 2017 4:00 pm

Upcoming Meeting Dates: , March 14, April 11, May 9, June 13, July 11,  
August 8, September 12, October 10, November 14, December 12.

**J. ADJOURNMENT**

**Moved**

THAT the meeting be adjourned.

Time: 4:48 pm



**MINUTES**  
**DISTRICT OF PORT HARDY**  
**PARKS & RECREATION REVIEW COMMITTEE MEETING**  
**HELD WEDNESDAY JANUARY 18, 2017**  
**COUNCIL CHAMBERS, MUNICIPAL HALL**  
**7360 COLUMBIA STREET**

**Committee Members:** Councillors Rick Marcotte (in place of John Tidbury), Fred Robertson, Leightan Wishart(Chair)

**Also Present:** Councillor Dennis Dugas

**Staff:** Allison McCarrick, CAO; Abbas Farahbakhsh, Director of Operational Services; Heather Nelson-Smith, Director of Corporate Services

**Regrets:** Councillor Tidbury and Sean Mercer, Manager of Operations and Community Services

**A. CALL TO ORDER**

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

**B. APPROVAL OF AGENDA**

Councillor Robertson requested addition to the agenda:

- Regional District of Mount Waddington Multiplex Presentation
- Community Forest Funds

**Moved/Seconded/Carried**

THAT the January 18, 2017 agenda be adopted as amended.

**C. ADOPTION OF MINUTES**

1. Minutes of the Parks & Recreation Review Committee meeting held December 21, 2016.

**Moved/Seconded/Carried**

THAT the minutes of the Parks & Recreation Review Committee meeting held December 21, 2016 be accepted.

**D. DELEGATIONS**

No delegations

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

1. Review of Action Items

Fort Rupert Trail

Abbas Farahbakhsh reported that the operational staff did a full review of the Fort Rupert Trail and took video of the entire trail and prepared an estimate of the works that need to be done. The report will be forwarded to Western Forest Products.

2. Capital Review List

CAO, Allison McCarrick provided an update on the intent of the Capital Review List and informed the Committee that staff will be providing an update on operational issues that may arise over the month that are committee specific and report back.

PRCC  
2017-001  
ADOPTION OF  
AGENDA 01/18  
AS AMENDED

PRCC  
2017-002  
MINUTES DEC  
21/16  
ACCEPTED

REVIEW OF  
ACTION ITEMS

FORT RUPERT  
TRAIL

CAPITAL  
REVIEW LIST

Updates for January Parks and Recreation include:

- The dry-o-tron at the pool had stopped working over the last month and is repaired now.
- The curling club roof has started leaking.

## **F. CORRESPONDENCE**

No Correspondence.

## **G. NEW BUSINESS**

1. Review of Memorandum of Understanding - Soccer Fields at PHSS – referred from Council
  - Reciprocal Use of Facilities with School District 85
  - Council Policy CP2.7 Fee for Service / Honorariums / Grants in Aid
  - Draft MOU – SD 85/PH Youth Soccer / District of Port Hardy

Councillor Robertson explained that the intent of the original motion from December 21, 2016 was to refer the item to staff for further review by Council.

Discussion included:

- Optics of subsidizing other youth programs and not youth soccer.
- Reciprocal use agreements first whereas states that the District is responsible for recreation facilities.
- It was suggested that clause 10 of the reciprocal agreement be re-worded to allow for the District to fund the School Districts soccer fields.
- Wording in the Memorandum of Understanding to allow for funds being provided by the District for the field use.
- Soccer fields are maintained by the School District to the school use and not to the specific use of the Port Hardy Soccer Association.
- The School District does not currently look after the field in the summer months; the School District has committed to the maintenance if the District will provide the water at no cost.
- Agreement should be between the School District and Port Hardy Youth Soccer.
- The Grant in Aid process is available to assist with groups. It is discretionary by Council but it is there to allow for the ability to freely flow funding to local organizations.
- Ongoing costs in the agreement over and above the initial cost and the parties responsible for covering the costs.
- Other school fields.
- Bylaws and policies can be amended if there is a desire to do so.

It was agreed by the committee that a request from the Port Hardy Youth Soccer Association for a Grant In Aid should be submitted.

Councillor Robertson will talk to Youth Soccer about applying for a perpetual Grant In Aid.

Addition

2. Regional District of Mount Waddington Multiplex Presentations  
Discussion about the presentation January 17, 2017 and Opportunities for funding through the Regional District.

ADDITION  
COMMUNITY  
FOREST FUNDS

3. Community Forest Funding

Discussion over possible uses of Community Forest Funding for recreational purposes.

**H. NOTICE OF MEETING:** 3:00 pm Wednesday February 15, 2017

Upcoming meeting dates: March 15, April 19, May 17, June 21, July 19, August 23, September 20, October 18, November 15, December 20.

**I. ADJOURNMENT**

PRCC 2017-003  
ADJOURNMENT

**Moved**

THAT the meeting be adjourned.

Time: 4:20 pm



## DISTRICT OF PORT HARDY STAFF REPORT

**TO:** Allison McCarrick  
**FROM:** Heather Nelson-Smith  
**SUBJECT:** Proclamations 2017  
**DATE:** January 13, 2017

**BACKGROUND:**

As per policy 1.2 Proclamations:

4. *Staff will prepare a report for Council of ongoing proclamations endorsed in previous years for approval at the beginning of each calendar year. Council may choose to endorse or remove proclamations no longer supported or relevant.*

**2017 PROCLAMATIONS:**

PROCLAMATION	When	2017 Date
April 28, 2016 Day of Mourning	April	28-Apr-17
National Public Works Week	May	May 21-17
Intergenerational Day Canada in Port Hardy	June	01-Jun-17
National Health and Fitness Day in the District of Port Hardy	June	03-Jun-17
Garden Day (Friday before Father's Day)	June	16-Jun-17
Access Awareness Day	June	TBA
Aquaculture Awareness Week	September	TBA
Prostate Cancer Awareness Month	September	September
Foster Family Month	October	October
International Day of Older Persons display Canadian version of flag	October	01-Oct-17
Community Living Month	October	October
Community Social Services Workers Appreciation Day	November	TBA
Adoption Awareness Month	November	November



**RECOMMENDATION:**

*THAT Council endorse the above Proclamations for the 2017 year.*

Respectfully Submitted,



Heather Nelson-Smith

I agree with the recommendation.



Allison McCarrick, CAO



**DISTRICT OF PORT HARDY  
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. 1061-2017”.

**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 \_\_\_<sup>th</sup> 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

## SCHEDULE A - BYLAW 1061-2017

### 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	45.98%	12,902,000
Reserves and Surplus	8.19%	2,297,020
Debt	18.95%	5,320,000
<b>Total</b>	<b>100%</b>	<b>\$28,057,967</b>

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 1061-2017**

**Distribution of Property Taxes**

**Table 2: Distribution of Property Tax Rates**

<b>Property Class</b>	<b>% of Total Taxation</b>	<b>Dollar Value</b>
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
<b>Total</b>	<b>100%</b>	<b>\$2,904,662</b>

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**

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

Schedule B - Bylaw 1061-2017

	2017	2018	2019	2020	2021
<b>Revenue</b>					
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	4,097,020	2,624,500	2,282,000	2,246,900	2,258,838
Debenture debt	5,320,000	1,000,000	-	1,000,000	-
	<u>29,857,967</u>	<u>14,130,302</u>	<u>12,353,918</u>	<u>13,233,378</u>	<u>12,175,393</u>
<b>Expenditures</b>					
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	951,424	970,452	989,857	1,009,654	1,029,843
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	554,404	730,813	767,869	807,707	849,304
Amortization	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000
Capital expenditures	20,357,120	4,429,500	2,487,000	3,200,000	1,960,000
	<u>29,857,967</u>	<u>14,130,302</u>	<u>12,353,918</u>	<u>13,233,378</u>	<u>12,175,393</u>