



## **DISTRICT OF PORT HARDY**

# **AGENDA**

## **REGULAR COUNCIL MEETING**

### **7:00 PM, TUESDAY, JUNE 9, 2015**

#### **MUNICIPAL HALL COUNCIL CHAMBERS**

#### **7360 COLUMBIA STREET**

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

**Staff:** Rick Davidge, Chief Administrative Officer  
Jeff Long, Director of Corporate and Development Services  
Allison McCarrick, Director of Financial Services  
Leslie Driemel, Recording Secretary

**DISTRICT OF PORT HARDY  
AGENDA FOR THE REGULAR COUNCIL MEETING  
7:00 PM, TUESDAY, JUNE 9, 2015  
Council Chambers - Municipal Hall**

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<u>Page</u>		Time:	
	<b>A. CALL TO ORDER</b>		
	<b>B. APPROVAL OF AGENDA AS PRESENTED (or amended)</b>		
	Motion required.	1.	2.
	<b>C. ADOPTION OF MINUTES</b>		
1-4	1. Minutes of the Committee of the Whole meeting of Council held May 26, 2015.		
	Motion required.	1.	2.
5-11	2. Minutes of the Regular Meeting of Council held May 26, 2015.		
	Motion required.	1.	2.
12	3. Minutes of the Special Meeting of Council held May 28, 2015.		
	Motion required.	1.	2.
	<b>D. DELEGATIONS AND REQUESTS TO ADDRESS COUNCIL</b>		
	1. Bryce Casavant, Conservation Officer, Ministry of Environment re: Cougar/Human conflicts.		
	<b>E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS</b>		
13-16	1. Council Action items. For information.		
17	2. Robin Hunt, Kwakiutl Band re: Request for date change from June 14, 2015 to Sunday, June 28, 2014 from 8:00 am to 11:30 am, to use Carrot Park and associated electrical / bathroom services for the Aboriginal Wellness Day walk / run event.		
	Motion / direction	1.	2.
	3. Request to District of Port Hardy from Filomi Days Committee - Additional Porta Potties for Filomi Days Weekend.		
	Verbal Report by staff. This matter was referred to staff by Council at its May 26, 2015 meeting for more information on cost to the District.		
	Motion / direction	1.	2.
	<b>F. CORRESPONDENCE</b>		
	None in agenda package		
	<b>G. NEW BUSINESS</b>		
	None in agenda package.		
	<b>H. COUNCIL REPORTS</b>		
	1. Verbal reports from Council members.		

**I. COMMITTEE REPORTS**

- 18-19 1. Draft Minutes of the Parks and Recreation Committee meeting held May 19, 2015.  
For information.
- 20-22 2. Draft Minutes of the Community Consultative Committee meeting held May 19, 2015.  
For information.
- 23-28 3. Draft Minutes of the Operational Services Committee meeting held May 20, 2015.  
For information.

**J. STAFF REPORTS**

- 29-31 1. Accounts Payable May, 2015. For information
- 32 2. Verbal Report - Allison McCarrick, Director of Financial Services: Regional District of Mount  
Waddington Knotweed Eradication Program
- Motion / direction 1. 2.
- 33-35 3. Allison McCarrick, Director of Financial Services (May 23/15) re: North Island Eagles' request  
for early ice.
- Motion / direction 1. 2.
- 36 4. Verbal Report – Jeff Long, Director of Corporate & Development Services: Proposed Changes  
to Council Policy CP9.1 Special Occasion Liquor Licences
- Motion / direction 1. 2.

**K. CURRENT BYLAWS AND RESOLUTIONS**

None in agenda package.

**L. PENDING BYLAWS**

1. District of Port Hardy Bylaw No 1042-2015, A Bylaw to Amend Zoning Bylaw No.1010-2013.

**M. INFORMATION AND ANNOUNCEMENTS**

June 10 Heritage Society, 7:00 pm Council Chamber  
June 16 Committee: Parks and Recreation Review, 3:00pm Council Chambers  
June 18 Committee: Operational Services, 3:00pm, Council Chambers  
June 23 Council: Regular Council meeting 7:00 pm, Council Chambers  
June 24 Committee: Emergency Planning Noon, Council Chambers  
June 24 Committee: Occupational Health & Safety, 8:30am, Council Chambers

**N. NOTICE OF IN CAMERA MEETING**

No in camera meeting scheduled at this time.

**O. ADJOURNMENT**

Motion required 1. 2.  
Time:



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**MINUTES OF THE DISTRICT OF PORT HARDY  
COMMITTEE OF THE WHOLE MEETING  
MAY 26, 2015  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

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

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

**REGRETS:** None

**MEDIA:** None      **MEMBERS OF THE PUBLIC:** 3

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**A. CALL TO ORDER**

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

**B. APPROVAL OF AGENDA**

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

**C. DELEGATIONS**

1. Pat English, Manager of Economic Development, Regional District of Mount Waddington Re: Presentation on Regional District of Mount Waddington Knotweed Eradication Program.

Mr. English outlined the Regional District of Mount Waddington (RDMW) Knotweed Eradication Program. He advised Council that invasive weeds are becoming a serious issue in the RDMW, threatening the land base and water and sewer infrastructure. The RDMW is planning an eradication program this summer that targets knotweed infestations. Primary funding is proposed to be sourced from the Ministry of Social Development and Social Innovation's Job Creation Partnership program, with funding and in kind contributions also coming from the project partners. The RDMW will be using Strategic Natural Resource Consultants as a sole source contractor who have an office on the true North Island and have familiarity with the area as well as an extensive database regarding invasive species on the North Island.

The major points of the program were reviewed as follows:

- Focus on Coal Harbour, Quatsino, Port Hardy and Port McNeill
- Create 8 part time positions for Employment Insurance clients
- Start up in mid-June with 3 to 4 month operating period
- Partnerships being sought with District of Port Hardy, Town of Port McNeill, BC Hydro, Ministry of Transportation and Infrastructure, Western Forest Products and Quatsino First Nation
- Seeking funding of \$150,000 from the Job Creation Partnership and

COW 2015-013  
APPROVAL OF  
AGENDA

- contributions of \$40,000 from the project partners
- RDMW contribution to include coordination and management of the program, plus \$10,000 which will include \$5,000 for mapping and planning
- The full eradication program, as currently proposed, would cost approximately \$200,000

There were discussions regarding:

- Available pool of EI applicants and wage rates
- Work on private properties
- Partnering with North Island College program regarding training for Neucel employees
- Annual funding to continue the knotweed eradication program
- Training of municipal staff
- Process and techniques of eradication / buffer zones to water sources
- Funding and in kind contribution from partners
- Duration of program in Port Hardy
- Previous eradication programs in Canada

Jeff Long, Director of Corporate and Development Services, inquired as to when confirmation of the District of Port Hardy's contribution would be required. Mr. English advised as soon as possible as they want to start the program mid-June. Mr. English will advise the RDMW that the District of Port Hardy is a potential partner. If the application for funding process is started now, the program could begin implemented by mid-June. If no funding is received then the knotweed eradication program will not take place.

Council was advised there would likely be two crews in Port Hardy for a full 2-3 week time period.

#### **D. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS**

##### **1. J. Long, Director of Corporate and Development Services: Seniors' Charter**

SENIORS'  
CHARTER

Jeff Long advised that staff were able to find two seniors' charters in use at other municipalities including Campbell River and North Bay. Staff from the City of Campbell River advised their charter document was taken from information provided in the City's Official Community Plan. Council was advised that a similar charter could be implemented, but given it is not included in a policy or regulatory bylaw, would have limited legal status or obligation to the District. Mr. Long commented that a charter could be prepared now and incorporated into the District of Port Hardy Official Community Plan at a later date if so desirable.

Councillor Robertson asked if the Hardy Bay Seniors Society had provided any input as to the wording of a proposed charter. Mr. Long advised that staff could provide a draft seniors' charter for the Hardy Bay Seniors Society to review. Councillor Corbett-Labatt advised she will be attending an upcoming meeting of the Hardy Bay Seniors and will ask them if they wish a draft version to review.

Councillors Corbett-Labatt and Marcotte volunteered to work with the Director of Corporate and Development Services to prepare a draft Seniors' Charter.

## E. STAFF REPORTS

1. J. Long, Director of Corporate and Development Services: Application for Zoning Amendment - 6143 Bronze Road - Island's Edge Contracting

Applicants Dylan and Kristi Shaw joined the meeting                      Time: 6:30 pm

Jeff Long, Director of Corporate and Development Services provided a description of the proposal, the purpose of the application, and the steps involved in the rezoning process.

District of Port Hardy Zoning Bylaw No. 1010-2013 includes the I-1: Light Industrial zone which applies to a property in the Tacan Industrial Park that the applicants wish to purchase to accommodate their existing contracting business and a future dog kennel operation. The applicants are requesting that the -1: Light Industrial zone be amended to include Animal Kennel as a permitted use in this regard.

Staff is recommending that consideration be given to a bylaw that instead of amending the existing I-1: Light Industrial zone to include Animal Kennel as a permitted use, would include a new CD-6: Comprehensive Development 6 zone in the Zoning Bylaw that permits those uses permitted in the I-1: Light Industrial zone, as well as the Animal Kennel use, and that this zone be applied to the subject property. This would avoid allowing the Animal Kennel use in any existing I-1: Light Industrial zone, a zoning category which is scattered throughout the District, without first considering the ramifications of allowing an Animal Kennel on any particular property included within it.

Mr. Long advised that should the bylaw be adopted by Council, the proposed Animal Kennel use is subject to the requirements of the Building Bylaw and the Animal Care and Control Bylaw which includes detailed specifications for a commercial kennel. In this regard, a Building Permit must be applied for and obtained as well as a Business License.

Mr. Long advised that a public hearing is required and notices regarding the application will be sent to the owners and tenants of property within 50 metres of the subject property and advertised in two consecutive issues of the North Island Gazette. Mayor Bood clarified for Council that the rezoning would be for that specific property only.

Mr. Long advised the Community Consultative Committee has reviewed the application and indicated it has no objection to the rezoning.

Council discussed with the proponents the kennel construction, possible number of dogs in the kennel and their status as hobby breeders for the breed of dog known as American Bullies.

Mayor Bood read out the staff recommendations as follows:

THAT Council gives first and second readings to District of Port Hardy Zoning Bylaw Amendment Bylaw No. 1042-2015, which proposes to amend District of Port Hardy Zoning Bylaw No.1010- 2013 to add a new zone, namely the CD-6: Comprehensive Development 6 Zone which includes all of the regulations of the I-1: Light Industrial Zone as well as the added principal permitted use of Animal Kennel, and would apply said zone to the property addressed as 6143 Bronze Road and legally described as Lot A, Section 21, Township 6, Rupert District, Plan 40592 (PID 000-206-652).

AND FURTHER THAT Council directs staff to undertake preparations for advertising and conducting a public hearing with respect to District of Port Hardy Zoning Bylaw Amendment Bylaw No. 1042-2015 at 6:30pm on June 23, 2015 in the Council Chambers of the Municipal Hall at 7063 Columbia Street, Port Hardy, BC, in accordance with Section 890 of the Local Government Act.

COW 2015-015  
REZONING  
APPLICATION  
CD-6:  
COMPREHENSIVE  
DEVELOPMENT 6  
ZONE 6143  
BRONZE ROAD

Moved/Seconded/Carried

The Committee of the Whole recommends to Council:

*“THAT Council gives first and second readings to District of Port Hardy Zoning Bylaw Amendment Bylaw No. 1042-2015, which proposes to amend District of Port Hardy Zoning Bylaw No.1010- 2013 to add a new zone, namely the CD-6: Comprehensive Development 6 Zone which includes all of the regulations of the I-1: Light Industrial Zone as well as the added principal permitted use of Animal Kennel, and would apply said zone to the property addressed as 6143 Bronze Road and legally described as Lot A, Section 21, Township 6, Rupert District, Plan 40592 (PID 000-206-652).*

*AND FURTHER THAT Council directs staff to undertake preparations for advertising and conducting a public hearing with respect to District of Port Hardy Zoning Bylaw Amendment Bylaw No. 1042-2015 at 6:30pm on June 23, 2015 in the Council Chambers of the Municipal Hall at 7063 Columbia Street, Port Hardy, BC, in accordance with Section 890 of the Local Government Act.”*

**F. ADJOURNMENT**

COW 2015-016  
ADJOURNMENT

Moved

THAT the Committee of the Whole adjourns. Time: 6:55 pm

CORRECT

APPROVED

\_\_\_\_\_  
DIRECTOR OF CORPORATE  
& DEVELOPMENT SERVICES

\_\_\_\_\_  
MAYOR



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**MINUTES OF THE DISTRICT OF PORT HARDY  
REGULAR COUNCIL MEETING  
MAY 26, 2015  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

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

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

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

**MEDIA:** 1 (N.I. Gazette)      **MEMBERS OF THE PUBLIC:** 4

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**A. CALL TO ORDER**

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

**B. APPROVAL OF AGENDA**

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

2015-085  
APPROVE  
AGENDA AS  
PRESENTED

**C. ADOPTION OF MINUTES**

1. The minutes of the Special Meeting of Council held May 12, 2015.

Moved/Seconded/Carried  
THAT the minutes of the Special Meeting of Council held May 12, 2015 be approved as presented.

2015-086  
SPECIAL MTG  
MINUTES MAY  
12/15 APPROVED

2. The minutes of the Regular Council meeting held May 12, 2015.

Moved/Seconded/Carried  
THAT the minutes of the Regular Council meeting held May 12, 2015 be approved as presented.

2015-087  
REG COUNCIL  
MINUTES MAY  
12/15 APPROVED

**D. DELEGATIONS**

1. Eddy Lagrosse, Donna Ley, Dorothy Smith, and Tom Williams re: Update on accessibility issues for people with disabilities and users of bicycles, tricycles, strollers and unique wheel chairs.

Mr. Lagrosse reviewed the need for better accessibility in Port Hardy. He advised that not only people with disabilities need accessibility, but also people using bicycles, strollers, tricycles and specialty wheelchairs for transportation purposes. He advised that people experience a loss of independence and self-esteem when they are presented with challenges related to accessibility. Mr. Lagrosse reviewed areas of concern including: the He 5 Unit, sidewalks to Fisheries and Oceans

DELEGATION  
EDDY LAGROSSE,  
RE: UPDATE ON  
ACCESSIBILITY  
ISSUES



building and both sides of Shipley Street from Market Street to Shorncliffe Road. Mr. Lagrosse advised that the Gwa'sala-'Nakwaxda'xw Nations has purchased thirty-five scooters for band members and plans to purchase six more. He indicated that some of the people using scooters have never had a driver's license and there is a need for the District and the RCMP to work together to educate scooter operators on safety and rules of the road. Mr. Lagrosse offered to help with such an initiative.

Mr. Lagrosse reviewed accessibility issues along Granville Street from Highway 19 to Park Drive and advised that it was his understanding that, through the 2010 Accessibility Committee recommendations, a paved bike lane was to be included in street improvement plans. After the 2010 flooding and consequent reconstruction there was no bike lane included along that portion of the roadway. Mr. Lagrosse commented he did not understand why grass was planted there and advised that a safe pathway for scooters, bicycles, etc is still needed.

Donna Ley discussed the need for sidewalks in some areas of the community: in front of the apartment buildings along Granville Street; across from Port Hardy Secondary School to Douglas Street (old Highway 19); and, both sides of Shipley Street from Market Street to the Post Office. She advised that she has to travel on the roadway in her wheelchair in those locations.

Dorothy Smith advised Council that some curbing angles in the community are dangerous, the ramp at the Civic Center has too sharp a corner and cannot be easily maneuvered, and that if using sidewalks as a pathway, the sidewalk breaks cause continual bumping and physical stress. Ms Smith discussed the need for older buildings to be brought to new standards from an accessibility perspective.

Tom Williams indicated he was recently using a scooter for eleven months and that during that time traffic and inattentive drivers were a continual concern. He suggested that a sidewalk be installed on the roadway across from Stink Creek Park, from Rupert Street to Market Street as that is the more direct route from the Thunderbird Mall to the Port Hardy Shopping Center area.

Jeff Long, Director of Corporate and Development Services, advised that the Building Code was updated in 2012 and its rules including regulations pertaining to accessibility issues would be implemented. He indicated there has been little in the way of new development or redevelopment in Port Hardy over the last few years that would provide the opportunity to implement newer requirements and updates.

Mayor Bood thanked Mr. Lagrosse, Ms. Lee, Ms. Smith and Mr. Williams for taking the time to come to Council to share their concerns. Mayor Bood requested Mr. Lagrosse provide a prioritized list of accessibility projects / improvements for the Operational Services Committee to review.

Mr. Lagrosse advised he had one more item he wished to bring up and that was that people living on the North Island should have access to the northern resident's deductions from the federal government. Mayor Bood commented that Council is in agreement and that past Councils have lobbied for inclusion in the prescribed zones and that it may be revisited again in the future.

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

1. Council action items were received for information.

**F. CORRESPONDENCE**

1. Filomi Days Committee (May 5/15) re: Requests for approvals for Filomi Days 2015 and invitation to Mayor and Council to participate in weekend festivities.

Request for \$10,000

2015-088  
FILOMI DAYS  
SOCIETY  
REQUEST FOR  
\$10,000 FUNDING

Moved/Seconded/Carried

THAT the Council approves the Filomi Days Committee request for a \$10,000 donation AND THAT the \$10,000 be applied to the purchase of fireworks directly by the District upon receipt of invoice for same.

Temporary Road closures

2015-089  
FILOMI DAYS  
SOCIETY  
REQUEST FOR  
TEMPORARY  
ROAD CLOSURES

Moved/Seconded/Carried

THAT Council approves the Filomi Days Committee request for temporary road closures as outlined in its letter of May 5, 2015 for the Filomi Days events being held on July 18 to 20 2015 as follows:

- a) Thunderbird Mall to Rupert Street to Gray St. to Market Street to Tzulquate Park on Saturday, July 18<sup>th</sup> from 11:00 am to 1:00 pm for the Annual Lions Club Filomi Days Parade route;
- b) partial closure of that portion of Hastings Street in front of Sporty's and the Bus Depot from 6:00 am to 6:00 pm on Saturday, July 18<sup>th</sup> for the Brian Burns Memorial Street Hockey Tournament;
- c) partial closure of that portion of Main Street in front of C&N Backpackers on Sunday, July 19<sup>th</sup> from 9:30 am to 1:00 pm for the Soapbox Derby; and,
- d) partial closure of that portion of Market Street from the corner of Hastings Street to the Corner of Douglas Street (old Island Highway 19) from 1:00pm on Saturday, July 18<sup>th</sup> until after the fireworks on the evening of Sunday, July 19<sup>th</sup> for the purposes of accommodating vendors and the event stage.

Additional Requests

Moved/Seconded

THAT Council approves the Filomi Day Committee additional requests as outlined in their letter dated May 5, 2015 as follows:

- a) Use of Carrot Park for three days along with the water and electrical power connections;
- b) Additional Porta Potties for the site
- c) Use of garbage containers and pick up service;
- d) Use of barricades for the parade route;
- e) Notice to be posted on the recreation sign; and,
- f) Allow fireworks to be discharged on the evening of Sunday, July 19th.

A. McCarrick, Director of Financial Services advised Council that the fees for rentals and cleaning of porta potties is expensive and estimated a possible cost of \$500 per day.

Councillor Hemphill requested the motion be amended to delete item b) porta potties from the motion until costs for rental and cleaning services is available.

Moved/Seconded/Carried

THAT Council approves the Filomi Day Committee additional requests as outlined in their letter dated May 5, 2015 as follows:

- a) Use of Carrot Park for three da 7 long with the water and electrical power connections;

2015-090  
FILOMI DAYS  
SOCIETY RE:  
ADDITIONAL  
SUPPORT

- b) Use of garbage containers and pick up service;
- c) Use of barricades for the parade route;
- d) Notice to be posted on the recreation sign; and,
- e) Allow fireworks to be discharged on the evening of Sunday, July 19<sup>th</sup>.

2015-091  
FILOMI DAYS  
SOCIETY RE  
PORTA POTTY  
COSTS

Moved/Seconded/Carried

THAT Council directs staff to obtain information as to the cost of porta potty rental and cleaning services for the Filomi Days event AND FURTHER THAT staff report to Council with this information.

2. Lynette Tanaka, Visitor Services & Marketing Manager, Port Hardy and District Chamber of Commerce and Visitor Centre (May 13/15) re: Request the use of portion of Carrot Park on Thursday, June 11th, to facilitate Van Isle 360 International Yacht Race gathering and barbeque.

Moved/Seconded/Carried

THAT Council approves the request by Lynette Tanaka, Visitor Services & Marketing Manager, Port Hardy and District Chamber of Commerce and Visitor Information Centre, regarding the use of a portion of Carrot Park on Thursday, June 11th, to facilitate a gathering and barbeque associated with the Van Isle 360 International Yacht Race.

2015-092  
CH OF COMM RE  
REQUEST FOR  
SUPPORT VAN  
ISLE 360

3. Hon. John Duncan, PC, and MP, (May 6 /15) re: Launch of Canada 150 Fund, a funding initiative for the 150th anniversary of Canada's Confederation was received for information.

Allison McCarrick, Director of Financial Services advised that there is also a Canada 150 grant available for infrastructure works and that the deadline for submission is June 17, 2015.

Councillor Hemphill suggested this would be a good opportunity to work with local First Nations in celebrating the 150 anniversary of Confederation and requested that this matter be referred to the First Nations Relations Committee for review and consideration.

2015-093  
CANADA 150  
FUND INFO TO  
FIRST NATIONS  
RELATIONS  
COMMITTEE

Moved/Seconded/Carried

THAT the information regarding the Canada 150 Fund to celebrate the 150<sup>th</sup> anniversary of Canada's Confederation be forwarded to the First Nations Relations Committee.

4. Lorraine Copas, Executive Director, Social Planning & Research Council of British Columbia (May 8/15) re: Request to Proclaim June 6, 2015 Access Awareness Day. (Request brought forward by Mayor Bood, as per Council policy CP1.2)

2015-094  
PROCLAIM JUNE  
6, 2015 ACCESS  
AWARENESS DAY

Moved/Seconded/Carried

THAT Council declares June 6, 2015 Access Awareness Day in the District of Port Hardy.

5. Deputy Sturko, Deputy Minister, Ministry of Agriculture (May 7/15) re: Regulatory Amendments Affecting the Production of Medical Marijuana on Agricultural Land Reserve was received for information.

2015-095  
ROBIN HUNT  
REQUEST FOR  
USE OF CARROT  
PARK, AND  
FACILITIES FOR  
ABORIGINAL DAY

6. Robin Hunt, Kwakiutl Band (May 20/15) re: Aboriginal Day of Wellness 2015 and request to use Carrot Park, electricity and bathroom facilities.

Moved/Seconded/Carried

THAT Council approves the request by Robin Hunt, Kwakiutl Band, regarding the use Carrot Park, electricity and bathroom facilities for Aboriginal Day of Wellness June 14, 2015 activities.

7. Candy Nomeland, (May 8/15) re: Request for use of Carrot Park for Go Fly A Kite Day June 13, 2015.

Moved/Seconded/Carried

THAT Council approves the request by Candy Nomeland for use of Carrot Park for the Go Fly A Kite Day event on June 13, 2015.

2015-096  
C. NOMELAND  
RE: USE OF  
CARROT PARK  
FOR GO FLY A  
KITE DAY

### G. NEW BUSINESS

No new business.

### H. COUNCIL REPORTS

COUNCIL  
REPORTS

Councillors Pat Corbett-Labatt, Dennis Dugas, Jessie Hemphill, Rick Marcotte, Fred Robertson and John Tidbury reported on their recent meetings and other activities they attended and/or undertook.

### I. COMMITTEE REPORTS

1. Draft minutes of the First Nations Relations Committee meeting held May 12, 2015 were received for information.

The First Nations Relations Committee recommends to Council:

- a) *“THAT Council directs staff to apply to UBCM / First Nations Summit for a Community to Community Forum with the Kwakiutl First Nation AND THAT the application be completed and submitted before the application intake deadline of June 10, 2015.”*

Councillor Hemphill advised that the previous Community to Community Forum with the Gwa'sala-'Nakwaxda'xw Nations was a success and the Committee would like to have a similar event to build on the relationship with the Kwakiutl First Nation. Possible agenda items could include education, history and the Douglas Treaty.

2015-097  
APPLICATION  
COMMUNITY TO  
COMMUNITY  
FORUM:  
KWAKIUTL FIRST  
NATION

Moved/Seconded/Carried

THAT Council directs staff to apply to the UBCM / First Nations Summit for a Community to Community Forum with the Kwakiutl First Nation before the deadline of June 10, 2015.

Jeff Long requested clarification regarding the application process. Councillor Hemphill advised she will prepare the application and will also facilitate a letter of support from the Kwakiutl First Nation to include in the application package.

- b) *“THAT Council requests the Regional District of Mount Waddington apply for a regional Community to Community Forum, for the next application intake deadline in the fall of 2015.”*

2015-098  
REQUEST RDMW  
APPLY FOR  
REGIONAL  
COMMUNITY TO  
COMMUNITY  
FORUM

Councillor Hemphill advised the Committee agreed that a regional Community to Community Forum, to include all North Island First Nation communities and local governments, should be undertaken as a follow up to the 2010 Regional Community Forum and resultant protocol. The Committee further agreed that the Regional District of Mount Waddington would be the best applicant for a regional Community to Community Forum. It was suggested that, with Council approval, the Council representatives to the Regional District of Mount Waddington Board make this request of the Board of Directors.

Moved/Seconded/Carried

THAT Council requests that Mayor Bood and Councilor Dugas, as the District of Port Hardy representatives on the Regional District of Mount Waddington Board of Directors, request that the Regional District apply for a regional Community to Community Forum for the next application intake deadline in the fall of 2015.

2. Draft minutes of the Parks and Recreation Review Committee meeting held April 28, 2015 were received for information.

#### J. STAFF REPORTS

No staff reports.

#### K. CURRENT BYLAWS AND RESOLUTIONS

1. District of Port Hardy Bylaw No. 1041-2015, A Bylaw to Amend Fire Department Establishment and Procedures Bylaw No. 16-2011. For Adoption

Moved/Seconded/Carried

THAT District of Port Hardy Bylaw No. 1041-2015, A Bylaw to Amend Fire Department Establishment and Procedures Bylaw No. 16-2011, is hereby adopted.

2. District of Port Hardy Bylaw No 1042-2015, A Bylaw to Amend Zoning Bylaw No.1010-2013. For First and Second Readings.

Moved/Seconded/Carried

THAT District of Port Hardy Bylaw No 1042-2015, A Bylaw to Amend Zoning Bylaw No.1010-2013 receives First and Second Readings.

Moved/Seconded/Carried

THAT Council directs staff to undertake preparations for advertising and conducting a public hearing with respect to District of Port Hardy Zoning Bylaw Amendment Bylaw No. 1042-2015 at 6:30pm on June 23, 2015 in the Council Chambers of the Municipal Hall at 7063 Columbia Street, Port Hardy, BC, in accordance with Section 890 of the Local Government Act.

#### L. PENDING BYLAWS

No pending bylaws.

#### M. INFORMATION AND ANNOUNCEMENTS

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

2015-099  
BYL 1041-2015  
AMEND BYL 16-  
2011 ADOPTED

2015-100  
BYL 1042-2015  
AMEND BYL 1010-  
2013 1<sup>ST</sup> & 2<sup>ND</sup>  
READINGS

2015-101  
STAFF TO  
PREPARE &  
ADVERTISE FOR  
PUBLIC HEARING  
RE BYL1042-2015

**N. NOTICE OF IN CAMERA MEETING**

No in camera meeting scheduled at this time.

**O. ADJOURNMENT**

2015-102  
ADJOURNMENT

Moved  
THAT the meeting be adjourned.

Time: 8:00pm

CORRECT

APPROVED

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DIRECTOR OF CORPORATE  
AND DEVELOPMENT SERVICES

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MAYOR



**MINUTES OF THE DISTRICT OF PORT HARDY  
SPECIAL COUNCIL MEETING  
MAY 28, 2015  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

**PRESENT:** Mayor Hank Bood and Councillors Pat Corbett-Labatt, Dennis Dugas, Rick Marcotte and Fred Robertson (3:10pm)

**ALSO PRESENT:** Allison McCarrick, Director of Financial Services

**REGRETS:** Councillors Jessie Hemphill and John Tidbury

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

SC2015 -016  
APPROVAL OF AGENDA  
AS PRESENTED

**A. CALL TO ORDER**

Mayor Bood called the meeting to order at 3:04pm.

**B. APPROVAL OF AGENDA**

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

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

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

1. Subject matter related to *Community Charter* section 90(1)(c) labour relations or other employee relations; Director of Engineering & Operations position.

SC2015 -017  
CLOSE MEETING TO  
THE PUBLIC CC  
s 90(1)(c)

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)(c) labour relations or other employee relations; Director of Engineering & Operations position.

**D. ADJOURNMENT**

SC2015 -018  
ADJOURNMENT

Moved  
THAT the Special Meeting of Council adjourn. Time: 4:10pm

CORRECT

APPROVED

\_\_\_\_\_  
DIRECTOR OF CORPORATE  
& DEVELOPMENT SERVICES

\_\_\_\_\_  
MAYOR

ITEM	REGULAR COUNCIL MEETING – MAY 26 2015 ACTION	WHO	STATUS /COMMENTS
Filomi Days Committee (May 5/15) re: Requests for approvals for Filomi Days 2015 and invitation to Mayor and Council to participate in weekend festivities.	<p>THAT Council approves the Filomi Days Committee request for a \$10,000 donation AND THAT the \$10,000 be applied to the purchase of fireworks directly by the District upon receipt of invoice for same.</p> <ul style="list-style-type: none"> <li>- Advise Filomi Days Committee of approvals</li> </ul> <p>THAT Council approves the Filomi Days Committee request for temporary road closures as outlined in their letter of May 5, 2015</p> <ul style="list-style-type: none"> <li>- Advise Emergency Services of Road Closures</li> <li>- Advise Operational Services of road closures</li> </ul> <p>THAT Council approves the Filomi Day Committee additional requests as outlined in their letter dated May 5, 2015 as requested</p> <ul style="list-style-type: none"> <li>- Advise Operational Services re additional request except: THAT Council directs staff to obtain information as to the cost of porta potty rental and cleaning services for the Filomi Days event AND THAT staff report back to Council with the information.</li> <li>- Obtain information re porta potty costs.</li> </ul>	JL	Done
Chamber of Commerce and Visitor Centre re: Request the use of portion of Carrot Park on Thursday, June 11th, to facilitate Van Isle 360 International Yacht Race and provide a BBQ.	<p>THAT Council approves the request by Lynette Tanaka, Visitor Services &amp; Marketing Manager, Port Hardy and District Chamber of Commerce and Visitor Information Centre, regarding the use of a portion of Carrot Park on Thursday, June 11th, to facilitate a gathering and barbeque associated with the Van Isle 360 International Yacht Race</p> <ul style="list-style-type: none"> <li>- Advise Chamber of Commerce</li> <li>- Advise Operational Services</li> </ul>	AM/SM	Agenda – Verbal Report
Hon. John Duncan, PC, and MP, (May 6 /15) re: Launch of Canada 150 Fund	<p>THAT the information regarding the Canada 150 Fund to celebrate the 150<sup>th</sup> anniversary of Canada's Confederation be forwarded to the First Nations Relations Committee.</p> <ul style="list-style-type: none"> <li>- Include Canada 150 Fund information on next First Nations Relations Committee agenda</li> </ul>	JL SM	Done
Lorraine Copas, Social Planning & Research Council of BC Request to proclaim June 6, 2015 Access Awareness Day.	<p>THAT Council declare June 6, 2015 Access Awareness Day in the District of Port Hardy.</p> <ul style="list-style-type: none"> <li>- Issue proclamation, post to website, District notice board</li> </ul>	LD	In process
		LD	Done



<p>Robin Hunt, Kwakiutl Band re: Aboriginal Day of Wellness 2015 and request to use Carrot Park, electricity and bathroom facilities.</p>	<p>THAT Council approves the request by Robin Hunt, Kwakiutl Band, regarding the use Carrot Park, electricity and bathroom facilities for Aboriginal Day of Wellness June 14, 2015</p> <ul style="list-style-type: none"> <li>- Advise R. Hunt</li> <li>- Advise Operational Services: re use of Carrot Park, electricity and bathroom facilities.</li> <li>- Advise Emergency Services of road closures</li> </ul>	<p>JL</p> <p>Done</p>
<p>Candy Nomeland, (May 8/15) re: Request for use of Carrot Park for Go Fly A Kit Day June 13, 2015.</p>	<p>THAT Council approves the request by Candy Nomeland for use of Carrot Park for the Go Fly A Kite Day event on June 13, 2015.</p> <ul style="list-style-type: none"> <li>- Advise Ms Nomeland of approval</li> </ul>	<p>SM</p> <p>Done</p>
<p><b>ITEM</b></p>	<p><b>COMMITTEE OF THE WHOLE MEETING – MAY 26, 2015 ACTION</b></p>	<p>LD</p> <p>Done</p>
<p>J. Long, Director of Corporate and Development Services: Seniors' Charter</p>	<p>Councillors Corbett-Labatt and Marcotte volunteered to work with the Director of Corp &amp; Development Services on a draft Seniors' Charter.</p>	<p>JL</p> <p>Done</p>
<p><b>ITEM</b></p>	<p><b>REGULAR COUNCIL MEETING – MAY 12, 2015 ACTION</b></p>	<p>CPCL/ RM/JL</p> <p>Sample Seniors Charter in progress</p>
<p>Valerie McPherson (May 7/15) re: Request for letter of reference for application for autistic service dog.</p>	<p>THAT the request by Valerie McPherson for a letter of reference from the District of Port Hardy to include with an application for autistic service dog, be approved.</p> <ul style="list-style-type: none"> <li>- Advise of approval and prepare letter of support</li> <li>- Advise C. Nomeland</li> </ul>	<p>WHO</p> <p>STATUS /COMMENTS</p>
<p>Draft minutes of the First Nations Relations Committee meeting May 12, 2015. The First Nations Relations Committee recommends to Council:</p>	<p>THAT Council directs staff to apply to the UBCM / First Nations Summit for a Community to Community Forum with the Kwakiutl First Nation before the deadline of June 10, 2015.</p>	<p>JL</p> <p>Done</p>
<p>a) "THAT Council directs staff to apply to UBCM / First Nations Summit for a Community to Community Forum with the Kwakiutl First Nation AND THAT the application be completed and submitted before the application intake deadline of June 10, 2015."</p>	<p>Councillor Hemphill to prepare application and obtain a letter of support from the Kwakiutl First Nation to include in the application package.</p> <ul style="list-style-type: none"> <li>- C/Hemphill to prepare application for submission by staff</li> <li>- C/Hemphill to facilitate letter of support from Kwakiutl First Nation</li> </ul>	<p>CJH / JL</p>
<p>b) "THAT Council requests the Regional District of Mount Waddington apply for a regional Community to Community Forum, for the next application intake deadline in the fall of 2015."</p>	<p>THAT Council requests that Mayor Bood and Councilor Dugas, as the District of Port Hardy representatives on the Regional District of Mount Waddington Board of Directors, request that the Regional District apply for a regional Community to Community Forum for the next application intake deadline in the fall of 2015.</p> <ul style="list-style-type: none"> <li>- Council reps to request Regional District of Mount Waddington submit application for regional community to community forum.</li> </ul>	<p>CJH CJH</p> <p>MHB / CDD</p>

<p>District of Port Hardy Bylaw No. 1041-2015, A Bylaw to Amend Fire Department Establishment and Procedures Bylaw No. 16-2011. For Adoption</p>	<p>THAT District of Port Hardy Bylaw No. 1041-2015, A Bylaw to Amend Fire Department Establishment and Procedures Bylaw No. 16-2011, is hereby adopted. - Sign, seal, file, post to website &amp; consolidate</p>	<p>LD</p>	<p>Done</p>
<p>District of Port Hardy Bylaw No 1042-2015, A Bylaw to Amend Zoning Bylaw No.1010-2013. For First and Second Reading.</p>	<p>THAT District of Port Hardy Bylaw No 1042-2015, A Bylaw to Amend Zoning Bylaw No.1010-2013 receives First and Second Readings.</p>	<p>LD</p>	<p>In progress</p>
<p>Draft minutes of the Operational Services Committee meeting Thursday April 16, 2015 b. "THAT Council directs staff to implement the Tree Risk Assessment Report prepared by Integra Forest Consulting Ltd. for the Storeys Beach, Beaver Harbour and Stink Creek areas, AND FURTHER THAT Council requests that staff undertake public notification with respect to same."</p>	<p>THAT Council directs staff to undertake preparations for advertising and conducting a public hearing with respect to District of Port Hardy Zoning Bylaw Amendment Bylaw No. 1042-2015 at 6:30pm on June 23, 2015 in the Council Chambers of the Municipal Hall at 7063 Columbia Street, Port Hardy, BC, in accordance with Section 890 of the Local Government Act. - Bring forward to June 23 regular Council meeting for consideration of Third Reading and Adoption. - Staff to undertake preparations for advertising and conducting a public hearing</p>	<p>LD JL</p>	<p>In progress In progress</p>
<p><b>ITEM</b></p>	<p><b>REGULAR COUNCIL MEETING - APRIL 14, 2015 ACTION</b></p>	<p><b>WHO</b></p>	<p><b>STATUS /COMMENTS</b></p>
<p>c. "THAT Council authorizes Stantec Consulting Ltd. to proceed with implementation of its April 15, 2015 Condition Assessment and Budgetary Costing for Retrofit of the Airport Wastewater Treatment Plant proposal."</p>	<p>THAT Council directs staff to implement the Tree Risk Assessment Report prepared by Integra Forest Consulting Ltd. for the Storeys Beach, Beaver Harbour and Stink Creek areas, AND FURTHER THAT Council requests that staff undertake public notification with respect to same. - Staff to implement Tree Risk Assessment Report - Staff to undertake public notification</p>	<p>SM SM</p>	<p>To Op Scvs June Meeting To Op Scvs June Meeting</p>
<p><b>ITEM</b></p>	<p><b>REGULAR COUNCIL MEETING - MARCH 24, 2015 ACTION</b></p>	<p><b>WHO</b></p>	<p><b>STATUS /COMMENTS</b></p>
<p>Russ Hellberg, re Cenotaph project</p>	<p>THAT Council directs staff to work with Mr. Russ Hellberg of the Royal Canadian Legion Branch 237 to prepare and submit an application to the World War Commemorations Community Fund for the purpose of accessing funding to be used for the Port Hardy and First Nations War Memorial Cenotaph project, - Staff to work with Mr. Russ Hellberg of the Royal Canadian</p>	<p>JL</p>	<p>Application package</p>

<p>Draft minutes of the Parks and Recreation Review Committee meeting held March 17, 2015. Recommendations to Council:  a. "THAT that the District of Port Hardy representatives to the Regional District of Mount Waddington initiate a preliminary discussion and review of a regionally funded recreation model for all North Island recreation facilities."  b. "THAT Council proceed with a long term planning study of the pool and arena facilities."</p>	<p>Legion Branch 237 to prepare and submit application as directed.</p>	<p>prepared and submitted. Awaiting response from Department of Heritage.</p>
<p><b>ITEM</b></p> <p>Draft minutes of the Parks &amp; Recreation Review Committee meeting held Feb. 17/15.  Recommendations to Council:  a. "The Parks and Recreation Review Committee recommends to Council that early budget approval of up to \$20,000 be allotted for Beaver Harbour Park outfield upgrades."  b. "The Parks and Recreation Review Committee recommends to Council that the Beaver Harbour Park ball diamond #1 lights be assessed AND THAT if unsafe they be removed AND THAT a cost estimate to replace ball diamond #1 lights be prepared."</p> <p>1. Operational Services Committee – Jan.22/15  b. THAT the Operational Services Committee requests that staff and the Harbour Manager work with this charter group to come up with an agreement that can be brought back to Council for discussion.</p>	<p>a. THAT that the District of Port Hardy representatives to the Regional District of Mount Waddington initiate a preliminary discussion and review of a regionally funded recreation model for all North Island recreation facilities, as directed  b. THAT Council proceed with a long term planning study of the pool and arena facilities.  - Staff to proceed with process to obtain a long term planning study of the pool and arena facilities as directed  <b>REGULAR COUNCIL MEETING - FEBRUARY 24, 2015 ACTION</b></p> <p>THAT Council provides early budget approval of up to \$20,000 for Beaver Harbour Park outfield upgrades.  - Staff to proceed to upgrade Beaver Harbour Park outfield, as directed  THAT Beaver Harbour Park ball diamond #1 lights be assessed and a report brought back for Council consideration  - Staff to assess lights at Beaver Harbour Park ball diamond #1 and report back to Council, as directed  <b>REGULAR COUNCIL MEETING – JANUARY 26, 2015 ACTION</b></p> <p>THAT staff and the Harbour Manager work with the charter group to develop an agreement that can be brought back to Council for discussion.  -Staff and the Harbour Manager work with the charter group to develop an agreement as directed.</p>	<p>Mayor Bood and C/ Dugas  RD  RD  RD/SM  RD/SM  RD  RD</p> <p><b>STATUS /COMMENTS</b>  Underway  Work underway  Report Complete  <b>STATUS /COMMENTS</b>  In progress</p>

## Leslie Driemel

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**From:** Jeff Long [jlong@porthardy.ca]  
**Sent:** May-29-15 11:48 AM  
**To:** 'Robin Hunt'  
**Cc:** Leslie Driemel  
**Subject:** RE: Notice of Road Closure for Aboriginal Wellness Day walk / run event taking place on June 14, 2015.

Hello Robin,

We will schedule your request to change the date to use Carrot park for the Council meeting to be conducted on June 9<sup>th</sup> and advise accordingly.

Thank you.

Jeff Long  
Director of Corporate & Development Services  
District of Port Hardy  
7360 Columbia Street, PO Box 68  
Port Hardy, BC V0N 2P0  
Tel: 250-949-6665  
Fax: 250-949-7433  
Web: porthardy.ca  
Email: [jlong@porthardy.ca](mailto:jlong@porthardy.ca)



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**From:** Robin Hunt [<mailto:hcn-nurse@kwakiutl.bc.ca>]  
**Sent:** May 29, 2015 11:34 AM  
**To:** 'Leslie Driemel'  
**Cc:** [jlong@porthardy.ca](mailto:jlong@porthardy.ca)  
**Subject:** RE: Notice of Road Closure for Aboriginal Wellness Day walk / run event taking place on June 14, 2015.

We have selected a new date. We would like to do it on Sunday, June 28, 2014. Set-up will be for 8 am, and likely finished by 1130. Are we still able to use Carrot Park for this new date selected with electricity and the bathrooms?

Thanks,  
Robin Hunt

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**From:** Robin Hunt [<mailto:hcn-nurse@kwakiutl.bc.ca>]  
**Sent:** May-28-15 11:25 AM  
**To:** 'Leslie Driemel'  
**Subject:** RE: Notice of Road Closure for Aboriginal Wellness Day walk / run event taking place on June 14, 2015.

Good morning I spoke with Jeff Long. We will be changing the date of the event. I'm just waiting on confirmation from one more band to see if the date works for them. I will let you know by the end of the day!

Robin



**MINUTES OF THE DISTRICT OF PORT HARDY  
PARKS & RECREATION REVIEW  
COMMITTEE MEETING  
MAY 19, 2015  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

**PRESENT:** Councillors Rick Marcotte and Fred Robertson John Tidbury (Chair)

**ALSO PRESENT:** Rick Davidge, Chief Administrative Officer

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

PRRC  
2015-022  
AGENDA APPROVED  
AS PRESENTED

**A. CALL TO ORDER**

Chair John Tidbury called the meeting to order at 3:30pm.

**B. APPROVAL OF AGENDA**

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

**DRAFT**

**C. ADOPTION OF MINUTES**

Minutes of the meeting held April 28, 2015

PRRC  
2015-023  
MINUTES APR 28/15  
APPROVED

Moved/Seconded/Carried  
THAT the minutes Parks & Recreation Review Committee meeting held April 28, 2015 be approved as presented.

**D. DELEGATIONS**

Sara Grover, Manager First Choice Fitness, Melinda Dennison, Aquatic Supervisor, Vern Braun, Recreation Facility Foreman re: general discussion on recreational facilities and programs in Port Hardy.

Sara Grover, Manager First Choice Fitness spoke to the Committee on the gym, its equipment and types of use. Generally usage is low and some of the equipment is older, however it may benefit from integration into the recreation facilities. Ms Grover spoke to other potential recreation programs that would benefit the community including; learn to skate, summer camp and fitness programs.

Melinda Dennison, Aquatic Supervisor talked about her concerns with pool operations pertaining to the hot tub, building shell and the general age of the facility. She indicated that the current shutdown time works well for schedules, staffing and budget. She further commented that it is usually a slow time of year for pool use due to nice spring/summer weather. Melinda spoke to other potential programs that could run while the pool is closed including day camps and fitness programs.

Vern Braun, Recreation Facility Foreman discussed the arena mechanical operations including the chiller, roof and women's change rooms. He also spoke briefly on arena programming options.

**E. CORRESPONDENCE**

None

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

Action Items were reviewed for information.

**G. NEW BUSINESS**

No new business.

**H. ROUNDTABLE DISCUSSION**

The Committee discussed the pool study and the potential of bio-mass usage at the recreational facilities.

**I. NEXT MEETING DATE**

Next scheduled meeting: June 16, 2015 at 3:00pm

**DRAFT**

**J. ADJOURNMENT**

Moved  
THAT the meeting be adjourned.

Time: 4:35pm

RRC  
2015-024  
ADJOURNMENT



**MINUTES  
DISTRICT OF PORT HARDY  
COMMUNITY CONSULTATIVE COMMITTEE  
MEETING OF MAY 19, 2015 AT 6:00PM  
MUNICIPAL HALL, 7360 COLUMBIA STREET**

**PRESENT:** Bonnie Danyk, Donna Gault, Councillor Jessie Hemphill, Gladys Latty, Councillor Rick Marcotte, Angela Smith

**REGRETS:** Eddie Lagrosse, Gord Patterson, Chair Rob Tucker

**ALSO PRESENT:** Staff: Jeff Long, Director of Corporate & Development Services  
Public: 2 (Dylan and Kristy Shaw of Island's Edge Contracting Ltd.)

DRAFT

**A. CALL TO ORDER**

Acting Chair Jeff Long called the meeting to order. Time: 6:00pm

**B. APPOINTMENT OF DEPUTY CHAIR**

Acting Chair Jeff Long advised that since Chair Rob Tucker was vacant and a Deputy Chair has not been appointed by the Committee to act in his place, that it would be appropriate to appoint a Deputy Chair at this time. Acting Chair Jeff Long called for nominations and Donna Gault was nominated. After calling twice more for nomination and hearing none, Acting Chair Jeff Long advised a motion would be in order.

CCC-01-2015  
APPOINTMENT OF  
DEPUTY CHAIR

Moved/Seconded/Carried  
*THAT the Donna Gault be appointed as the Deputy Chair of the Community Consultative Committee.*

Acting Chair Jeff Long stepped down and Deputy Chair Donna Gault resumed the role of Chair of the meeting.

**C. APPROVAL OF AGENDA**

CCC-02-2015  
APPROVAL OF AGENDA

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

**D. ADOPTION OF MINUTES**

Minutes of the meeting held October 9, 2014.

CCC-03-2015  
CCC MINUTES OCT 9,  
2014 APPROVED

Moved/Seconded/Carried  
*THAT the minutes of the Community Consultative Committee meeting held October 9, 2014 be approved as presented.*

**E. DELEGATIONS**

None



**F. CORRESPONDENCE**

None

**G. BUSINESS ARISING / UNFINISHED BUSINESS**

None

**DRAFT**

**H. STAFF REPORTS**

1. Application for Zoning Amendment by Island's Edge Contracting Ltd. - Verbal Report from Jeff Long, Director of Corporate & Development Services

Chair Gault called upon Jeff Long who advised that the District has received an Application for Zoning Amendment from the applicants, Dylan and Kristy Shaw, who are in attendance to answer any questions the Committee may have. Mr. Long described:

- The purpose of the application which is amend the Zoning Bylaw to allow Animal Kennel as a permitted use on the property addressed as 6143 Bronze Road in the Tacan Industrial Park.
- The proposal which relates to establishment of a contracting business, caretaker dwelling and dog kennel business on the subject property;
- Planning considerations associated with the proposal to allow an Animal Kennel use including the Official Community Plan, Zoning Bylaw and factors associated with the subject property, its location and surrounding uses;
- The process associated with the application which includes consultation with this committee, consideration of a bylaw by Council and a public hearing; and,
- The applicability of the Animal Care and Control Bylaw as well as the Building Bylaw.

Chair Gault thanked Mr. Long and asked the applicants if they would like to speak to their proposal and the application. Dylan and Kristy Shaw provided a description of their intentions with respect to the property at 6143 Bronze Road which they are in the midst of purchasing. They described the research they had undertaken in considering to proceed with the establishment of the dog kennel operation, including discussions with the local veterinarian who provides limited kennel services. They advised that they have come to the conclusion that a dog kennel is a much needed service in the community. They also provided information about what they envision in terms of how the kennel building might be laid out and referred to pictures of example buildings. Dylan Shaw acknowledged that the building constructed to accommodate the proposed kennel is subject to the requirements outlined in the Animal Care and Control Bylaw, which are designed to ensure that the animals are properly provided for. Mr. Long advised that these requirements would be reviewed as part of consideration of a Building Permit for the building. Chair Gault thanked the applicants for their information.

Moved/Seconded/Carried

*THAT the Community Consultation Committee has no objection to the proposal to amend Zoning Bylaw No. 1010-2013 to allow Animal Kennel as a permitted use on the property addressed as 6143 Bronze Road (Lot A in Plan 40592 / PID 000-206-652) located in the Tacan Industrial Park.*

CCC-04-2015 NO  
OBJECTION TO  
PROPOSAL TO ALLOW  
ANIMAL KENNEL AT  
6143 BRONZE ROAD



**I. NEW BUSINESS**

None

**DRAFT**

**J. NEXT MEETING DATE**

Based on referral to the Committee by the District of Port Hardy.

**K. ADJOURNMENT**

Moved

THAT that meeting be adjourned.

Time: 6:37 pm



**MINUTES OF DISTRICT OF PORT HARDY  
OPERATIONAL SERVICES COMMITTEE  
MEETING HELD MAY 20, 2015  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

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

**ALSO PRESENT:** Rick Davidge - Chief Administrative Officer, Jeff Long – Director of Corporate & Development Services, Sean Mercer – Operations Manager, Joe Jewell – Utilities Supervisor, Rod Walsh – Parks Supervisor, Cortney Darling – Labourer, Bill Collings – Contract Engineer, Leslie Driemel – Recording Secretary

**A. CALL TO ORDER**

Chair Rick Marcotte called the meeting to order.

Time: 3:05pm

**B. APPROVAL OF AGENDA**

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

**DRAFT**

**C. DELEGATIONS**

1. Rod Walsh, Parks Supervisor and Cortney Darling, Labourer, Public Works re: Parks

Cortney Darling, through a PowerPoint presentation, advised the Committee of the work done to date and work planned for:

- twelve Market Street gardens,
- Stink Creek Garden,
- three Civic Center gardens,
- the welcome sign gardens, seawall gardens
- Douglas Street boulevard
- Museum gardens

The planned work is to remove the pine trees in many locations as they can no longer be pruned down, clean and weed areas, simplify the garden areas and add top dressing as needed. Pruning and re-locating some trees and shrubs may also be done to improve traffic site lines along Market Street. Many of the gardens require refreshing/adding topsoil. The work will be done as time and scheduling permits. Priorities will be Market Street and Market Street intersections with other locations scheduled for later in the season. Rick Davidge, CAO advised that the Seine Float gardens are maintained by the Harbour Manager.

Rod Walsh advised the work is ahead of schedule and will continue to improve as grass cutting can be reduced during the summer season.

Mr. Walsh discussed the following:

OP SCVS  
2015-023  
AGENDA  
APPROVED

ROD WALSH,  
PARKS  
SUPERVISOR &  
CORTNEY  
DARLING,  
LABOURER RE:  
UPDATE ON  
PARKS

- Summer work plan schedule and summer student work areas. It was commented that grant funding received in the past few years has resulted in many more gardens and trails in the community.
- Ballfield improvements – a review of work needed to improve the ballfields was outlined and it was suggested the District close one field each year on an alternating basis.
- Cemetery – ground work needed, memorial items are hard to mow around and the area is labour intensive. Rick Davidge, CAO, suggested the Committee review the pertinent Cemetery bylaws for possible enforcement of the removal of memorial items.
- Vandalism - this is an issue in the community and particularly at Beaver Harbour Pavilion. Mr. Walsh suggested a budget line item be established separately for vandalism. Sean Mercer suggested LED lights be put at the pavilion for night lighting which may deter vandalism in that area.
- Boulevards - The Committee discussed how some property owners maintain adjacent boulevards to a high standard and others do little or no maintenance. Jeff Long, Director of Corporate and Development Services, advised that District of Port Hardy Bylaw No. 14-2005, provides that owners shall maintain boulevards fronting their property and enforcement can be undertaken in this regard.
- Equipment
  - Screener – Mr. Walsh discussed the \$1,800 cost of top soil for the Granville Street boulevard and the possibility of the District purchasing its own screener and making topsoil. Cost estimates for a screener are \$6,000-\$8,000 and would pay for itself in a short time. It was requested this be considered as a budget item for 2016
  - Aerators etc. – Mr. Walsh discussed the need for machine aerating to improve fields and parks in the District. Attachments could be purchased for the Kubota tractor that would include a top dresser, edger, spreader and aerator for approximately \$20,000. It was suggested that once the ballfields are brought up to standard it would be prudent to maintain them properly. Chair Marcotte suggested 7 Hills Golf and Country Club has some equipment that might be suitable for use on the District properties.
- Trails – walkways and bridges need maintenance and repair on an annual basis.
- Japanese Knotweed – this invasive species is found in many locations in the community including District and private properties. In order to stop it from spreading the PW staff is no longer removing it. Mr. Walsh recommended staff training be done on eradication methods. Jeff Long advised the Committee that the Regional District of Mount Waddington is working on the issue and will be doing a presentation to Council on Tuesday May 26, 2015. The need for public education on invasive species and the costs for eradication were discussed.
- Labour – Mr. Walsh recommended that the pool, arena and civic center areas be maintained by arena employees. This would free up labour for other areas of

the town. Councillor Tidbury requested the recommendation be discussed by senior management and brought back to the Committee for discussion.

· Risk Management – Mr. Walsh advised risk management issues regarding gardens and playfields is an important issue as holes and uneven ground can put citizens at risk. Mr. Walsh suggested employees undergo playground safety training and as well as having someone certified as a playground inspector.

In summary Mr. Walsh advised the work this year is progressing well and will move forward as time, weather and budget permits.

Chair Marcotte thanked Mr. Walsh and Ms. Darling for their informative presentation and that the Committee would be interested in a tour of District gardens.

#### D. MINUTES

1. Minutes of the Operational Services Committee meeting held April 16, 2015.

Moved/Seconded/Carried

THAT the minutes of the Operational Services Committee meeting held April 16, 2015 be approved as presented.

#### E. BUSINESS ARISING / UNFINISHED BUSINESS

**DRAFT**

1. Action Items were received for information.
2. Jeff Long, Director of Corporate and Development Services re: Proposed Noxious Weeds/Invasive Species Bylaw.

Jeff Long reviewed the pertinent sections of the current District of Port Hardy Unightly Premises Bylaw No. 10-2008 including the definition of "noxious weeds" and advised it includes those plants included in the regulations under the *Weed Control Act*. The current bylaw provides regulations and a process to deal with noxious weeds on private property. Enforcement is complaint driven and if complaints are brought forward, action can be taken.

Mr. Long further advised that the Regional District of Mount Waddington is working on the issue of Japanese Knotweed eradication and is preparing a presentation to Council on this issue for the Committee of the Whole meeting scheduled for May 26, 2015. Mr. Long suggested that as the District does have a regulatory aspect in place, that the recommendation of Council to prepare a noxious weed bylaw be deferred until such a time as it may be deemed necessary to prepare a new bylaw to deal with the invasive plants issue at large.

Chair Marcotte suggested the purpose of a bylaw was not to fine property owners, but to have a process that the District of Port Hardy can follow to get rid of noxious plants. It was noted that many District properties have knotweed on them.

The Committee agreed that learning more about noxious weeds, long term planning for eradication and educating the public regarding noxious weeds in

OP SCVS  
2015-024  
MINUTES MARCH  
19 /15 APPROVED

ACTION ITEM  
REVIEW

NOXIOUS  
WEEDS/INVASIVE  
SPECIES

SCADA SYSTEM  
MAINTENANCE  
AND UPDATES

general and knotweed in particular is important. The Committee agreed by consensus to defer the recommendation to Council regarding preparing a noxious weed bylaw.

3. Joe Jewell, Utilities Supervisor and Jeff Long, Director of Corporate and Development Services re: SCADA System Maintenance and Updates – investigation of cost saving opportunities using the IITSL quotation

Joe Jewell and Jeff Long reviewed the IITSL quote items 1 -5 related to a new SCADA system and advised they have looked at ways and means to reduce the costs. These included:

- Purchasing software directly – may offer some savings
- Purchasing hardware directly – may offer some savings
- Implementing in stages – could result in more labour and installation / travel costs
- Tie in with Gifford Island trips to reduce travel costs
- Possible cost adjustments with other projects in the capital budget to allow the SCADA system project to move forward at an earlier date

The Committee was advised that costs increase approximately 10% per year.

Rick Davidge, CAO, suggested that in order for the SCADA system to move forward, Operational Services staff work with the Director of Financial Services to review the SCADA project costs in the context of the capital projects budget with a view to determining options for moving the SCADA project forward and that after the review, a report be brought back to the Committee to this effect.

Moved/Seconded/Carried

THAT Operational Services staff be directed to work with the Director of Financial Services to review the SCADA project costs in the context of the capital projects budget with a view to determining options for moving the SCADA project forward and that after the review, a report be brought back to the Committee to this effect.

OP SCVS  
2015-025  
SCADA SYSTEM  
COST REVIEW

4. Seawall Lights

Sean Mercer discussed the seawall lights with the Committee and suggested that for maintenance purposes, they be the same style as those on Market Street and at the Seine Floats and that they cast a 360° downward directed light. The Market Street lights were approximately \$1,600 each.

Rick Davidge, CAO advised of the need to move forward on this project.

The Committee discussed concerns regarding light pollution, vandalism and the need for downward lighting along the seawall.

Moved/Seconded/Carried

THAT staff be directed to obtain quotations for the seawall lights AND THAT they be LED downward lights, standardized and similar to those along Market Street.

OP SCVS  
2015-026  
SEAWALL LIGHTS

**DRAFT**

## F. CORRESPONDENCE

1. Johanna Johnson, (Mar 29/15) re: concerns regarding back yard and driveway at 4485 Byng Road.

Chair Marcotte reviewed the letter from Ms Johnson and her concerns regarding storm water drainage issues at 4475 Byng Road.

The Committee discussed the ongoing issues of Byng Road water drainage. Bill Collings reviewed the drainage issues along Byng Road regarding:

- varying culvert sizes
- property owners doing work on their property to divert water into the street and thus down onto to other properties
- engineered design work needed and cost to fix drainage issues is expensive, estimated costs to three to four years ago was approximately \$1 million.
- Multiple property owners in the affected area, including Crown, District and private properties

Mr. Collings advised a statutory right of way over Crown land is required and when this process is completed, the Ministry of Forests would be contacted regarding removal of trees in the affected area. The Committee was advised the best way to move forward was to develop a budget for a five year plan to work on the drainage issues.

Rick Davidge, CAO, recommended Ms. Johnson be asked to attend the next Committee meeting to be updated on the Byng Road drainage issues.

Moved/Seconded/Carried

THAT staff contact Ms Johanna Johnson and invite her to attend the June 18, 2015 Operational Services Committee meeting to be updated on the Byng Road drainage issues.

OP SCVS  
2015-027  
INVITE MS  
JOHNSON TO OP  
SCVS MEETING  
JUNE 18

## G. STAFF REPORTS

No staff reports.

## H. NEW BUSINESS

1. Bill Collings updated the Committee on his role at Operational Services and reviewed the capital projects he is working on with Sean Mercer, Operations Manager, which include:
  - Crack sealing / paving program
  - Sidewalk work
  - Seagate Wharf building
  - Byng Road drainage
  - Tsakis Way culvert
  - Ball fields
  - Kains Lake Dam
  - Bridge inspection program
  - Hourly equipment rental rates tender
  - Equipment inspection / replacement program

**DRAFT**

I. **NEXT MEETING:** June 18, 2015 at 3:00pm

Upcoming Meeting dates: July 16, August 20, September 17, October 15,  
November 19, December 17

K. **ADJOURNMENT**

OP SCVS  
2015-027  
ADJOURNMENT

Moved  
THAT the meeting be adjourned. Time: 4:25 pm

**DRAFT**



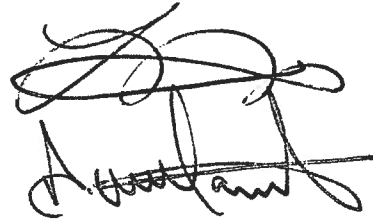
Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
005740	07/05/2015	00735	A.C.E. COURIER SERVICES	74.99	
005741	07/05/2015	00044	ACKLANDS - GRAINGER INC.	2,186.87	
005742	07/05/2015	00829	ANA'S HARDY CLEAN	2,303.96	
005743	07/05/2015	00046	ANDREW SHERET LTD.	499.90	
005744	07/05/2015	01836	ARIES SECURITY LTD.	3,985.80	
005745	07/05/2015	02551	Associated Fire Safety E	494.90	
005746	07/05/2015	00047	B.C. HYDRO	52,279.77	
005747	07/05/2015	01615	BOOD, HANK	76.10	
005748	07/05/2015	01805	BUSY B'S DISTRIBUTING	466.52	
005749	07/05/2015	00281	CHEVRON CANADA LTD.	1,302.44	
005750	07/05/2015	01998	COASTAL WEAR PRODUCTS	1,224.70	
005751	07/05/2015	03081	Collings, William	130.00	
005752	07/05/2015	02828	Corix Control Solutions	799.68	
005753	07/05/2015	01982	DIGITAL POSTAGE ON CALL	1,575.00	
005754	07/05/2015	01476	DOR-TEC SECURITY LTD.	968.75	
005755	07/05/2015	00098	DUNCAN ELECTRIC MOTOR LT	296.80	
005756	07/05/2015	03038	Gary Moser Consulting In	826.88	
005757	07/05/2015	00058	GUILLEVIN INTERNATIONAL	13,217.04	
005758	07/05/2015	00052	HARDY BUILDERS' SUPPLY	223.26	
005759	07/05/2015	00063	HOME HARDWARE BUILDING C	182.22	
005760	07/05/2015	01747	INGENIOUS SOFTWARE	1,170.97	
005761	07/05/2015	02813	Iridia Medical	444.48	
005762	07/05/2015	02878	Irwin Air Ltd	38.06	
005763	07/05/2015	00391	ISLAND BUSINESS PRINT GR	927.36	
005764	07/05/2015	00273	JM'S MOBILE WELDING INC	1,028.16	
005765	07/05/2015	00703	JUSTICE INSTITUTE OF BC	60.00	
005766	07/05/2015	00695	LINDE CANADA LIMITED C31	11.99	
005767	07/05/2015	02489	Marcotte, Rick	38.13	
005768	07/05/2015	02007	MARSHALL WELDING AND FAB	577.94	
005769	07/05/2015	03059	Maxxam Analytics	763.35	
005770	07/05/2015	01777	MCCARRICK,ALLISON	35.00	
005771	07/05/2015	02342	Medteq Solutions CA Ltd.	189.00	
005772	07/05/2015	00328	MERCER, SEAN	35.00	
005773	07/05/2015	01014	NICKERSON, SCHELL	35.00	
005774	07/05/2015	02006	NORTH ISLAND TRACTOR	243.24	
005775	07/05/2015	00217	ORKIN CANADA CORPORATION	78.75	
005776	07/05/2015	02975	Paul's Plumbing & Gas	1,700.00	
005777	07/05/2015	00769	Praxair Distribution	865.20	
005778	07/05/2015	00187	REGIONAL DISTRICT OF MT	48,200.00	
005779	07/05/2015	02100	ROCKY MOUNTAIN PHOENIX	598.08	
005780	07/05/2015	03082	Schooner Sales	2,866.50	
005781	07/05/2015	02105	Stokes International	164.85	
005782	07/05/2015	02522	Strathcon Industries	77.63	
005783	07/05/2015	03083	Village of Alert Bay	95,200.00	
005784	07/05/2015	02837	Waterhouse Environmental	6,115.20	
005785	07/05/2015	03041	Zone West Enterprises Lt	462.28	
005786	12/05/2015	00044	ACKLANDS - GRAINGER INC.	260.86	
005787	12/05/2015	02339	Canadian Tire	191.46	
005788	12/05/2015	02762	Cleartech Industries Inc	1,720.43	
005789	12/05/2015	01433	COMOX PACIFIC EXPRESS LT	219.73	
005790	12/05/2015	00183	DRIEMEL, LESLIE	436.01	
005791	12/05/2015	00099	FOX'S DISPOSAL SERVICES	15,203.44	
005792	12/05/2015	01860	GREYHOUND COURIER EXPRES	113.06	
005793	12/05/2015	00052	HARDY BUILDERS' SUPPLY	358.40	
005794	12/05/2015	02208	Hawkins, Bob	693.75	
005795	12/05/2015	02796	Jones, Daniel	195.80	
005796	12/05/2015	00065	K & K ELECTRIC LTD.	6,356.56	
005797	12/05/2015	00253	Keta Cable	133.20	
005798	12/05/2015	00147	LGMA	446.25	
005799	12/05/2015	03085	Lines, Ron	84.78	
005800	12/05/2015	01777	MCCARRICK,ALLISON	243.05	Yes
005801	12/05/2015	00447	MNP	1,653.75	
005802	12/05/2015	02439	Mose, Richard	452.36	
005803	12/05/2015	00033	NAPA AUTO PARTS/PORT HAR	510.81	
005804	12/05/2015	01645	NORTH ISLAND COMMUNICATI	241.50	
005805	12/05/2015	00075	O.K. TIRE STORE (PORT HA	41.01	
005806	12/05/2015	02749	Orach Enterprises Ltd.	1,015.96	
005807	12/05/2015	00203	Port Hardy & Dist. Chamb	13,240.25	
005808	12/05/2015	00406	PORT HARDY FIREFIGHTERS	4,296.25	
005809	12/05/2015	00264	PORT HARDY HERITAGE SOCI	11,443.25	
005810	12/05/2015	00082	QUICKSCRIBE SERVICES LTD	35.70	



Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
005811	12/05/2015	01884	Tru Hardware	25.95	
005812	12/05/2015	01773	UNIVAR CANADA LTD.	3,537.33	
005813	12/05/2015	02644	Vancouver Island Fire Fi	400.00	
005814	12/05/2015	00201	Vancouver Island Regiona	36,452.00	
005815	12/05/2015	00164	Xerox Canada Ltd.	472.13	
005816	12/05/2015	03086	0997211 BC Ltd.	4,000.00	
005817	12/05/2015	00447	MNP	8,820.00	
005818	22/05/2015	00044	ACKLANDS - GRAINGER INC.	530.85	
005819	22/05/2015	02514	AlSCO	254.45	
005820	22/05/2015	02317	Annette's Mobile Hearing	498.75	
005821	22/05/2015	02903	Antross Equipment Ltd.	1,618.40	
005822	22/05/2015	01058	APLIN & MARTIN CONSULTAN	6,510.00	
005823	22/05/2015	00097	BAZETT LAND SURVEYING IN	9,336.60	
005824	22/05/2015	00580	BRITISH COLUMBIA SAFETY	992.00	
005825	22/05/2015	01805	BUSY B'S DISTRIBUTING	131.70	
005826	22/05/2015	00018	CANADIAN RED CROSS SOCIE	190.08	
005827	22/05/2015	02468	Canwest Propane	2,751.07	
005828	22/05/2015	00281	CHEVRON CANADA LTD.	1,584.15	
005829	22/05/2015	03081	Collings, William	130.00	
005830	22/05/2015	01433	COMOX PACIFIC EXPRESS LT	475.40	
005831	22/05/2015	02730	CUPE Local 401	603.22	
005832	22/05/2015	01476	DOR-TEC SECURITY LTD.	183.75	
005833	22/05/2015	01680	Fisher, Patricia	12.00	
005834	22/05/2015	00099	FOX'S DISPOSAL SERVICES	1,476.54	
005835	22/05/2015	00058	GUILLEVIN INTERNATIONAL	5,066.93	
005836	22/05/2015	00063	HOME HARDWARE BUILDING C	205.88	
005837	22/05/2015	00194	INT'L UNION OPERATING EN	917.71	
005838	22/05/2015	01875	ISLAND ADVANTAGE DISTRIB	638.96	
005839	22/05/2015	00065	K & K ELECTRIC LTD.	599.91	
005840	22/05/2015	02712	Klatt, Ron	230.99	
005841	22/05/2015	00069	MACANDALE'S	583.19	
005842	22/05/2015	02489	Marcotte, Rick	76.10	
005843	22/05/2015	00585	Minister of Finance	118.61	
005844	22/05/2015	00827	Municipal World Inc.	262.22	
005845	22/05/2015	01419	MURDY & MCALLISTER	672.78	
005846	22/05/2015	00033	NAPA AUTO PARTS/PORT HAR	303.09	
005847	22/05/2015	02071	PACIFICUS BIOLOGICAL SER	13,000.14	
005848	22/05/2015	02766	PROFIRE EMERGENCY EQUIPM	4,812.92	
005849	22/05/2015	00080	PUROLATOR INC.	168.85	
005850	22/05/2015	00107	RECEIVER GENERAL FOR CAN	46,751.16	
005851	22/05/2015	00187	REGIONAL DISTRICT OF MT	5,174.61	
005852	22/05/2015	03034	Robertson, Fred	341.15	
005853	22/05/2015	00088	Swiftsure Petroleum Dist	47.83	
005854	22/05/2015	00161	TELUS MOBILITY (BC)	1,150.64	
005855	22/05/2015	00011	Tidbury, John	405.16	Yes
005856	22/05/2015	02272	WAJAX EQUIPMENT	3,245.42	
005857	22/05/2015	00011	Tidbury, John	140.11	
005858	28/05/2015	02904	ACS - Armbrust Computer	520.00	
005859	28/05/2015	01375	ADT SECURITY SERVICES CA	85.05	
005860	28/05/2015	00073	BLACK PRESS GROUP LTD.	858.78	
005861	28/05/2015	01805	BUSY B'S DISTRIBUTING	205.10	
005862	28/05/2015	00281	CHEVRON CANADA LTD.	2,278.19	
005863	28/05/2015	01433	COMOX PACIFIC EXPRESS LT	157.62	
005864	28/05/2015	02948	CR Signs	265.66	
005865	28/05/2015	00054	DAVE LONDON MOTORS LTD.	285.32	
005866	28/05/2015	01901	DENNISON, MELINDA	93.40	
005867	28/05/2015	02836	Domtar	266.61	
005868	28/05/2015	02140	DOUG LLOYD CONTRACTING	141.75	
005869	28/05/2015	00099	FOX'S DISPOSAL SERVICES	73.33	
005870	28/05/2015	01860	GREYHOUND COURIER EXPRES	105.04	
005871	28/05/2015	00063	HOME HARDWARE BUILDING C	1,489.79	
005872	28/05/2015	00075	O.K. TIRE STORE (PORT HA	558.49	
005873	28/05/2015	00217	ORKIN CANADA CORPORATION	78.75	
005874	28/05/2015	00030	OVERWAITEA FOOD GROUP	100.74	
005875	28/05/2015	00080	PUROLATOR INC.	86.13	
005876	28/05/2015	00187	REGIONAL DISTRICT OF MT	2,298.25	
005877	28/05/2015	00272	ROLLINS MACHINERY LIMITE	830.82	
005878	28/05/2015	02971	Summit Valve and Control	920.64	
005879	28/05/2015	00160	TELUS	4,783.34	
005880	28/05/2015	03087	Tidy Tanks Ltd.	1,279.04	
005881	28/05/2015	02486	Trapeze Communications I	546.00	

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
005882	28/05/2015	01026	VIMAR EQUIPMENT LTD.	12.66	
005883	28/05/2015	02837	Waterhouse Environmental	6,115.20	
005884	28/05/2015	01934	WIGGINS ADJUSTMENTS LTD.	266.92	
Total:				494,584.51	

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

A handwritten signature in black ink, appearing to be 'A. H. ...', is written over the table data.

## REGIONAL DISTRICT OF MOUNT WADDINGTON



### Knotweed Eradication Program

Program Outline  
May 26, 2015

The major points of the program are as follows:

- o Focus on Coal Harbour, Quatsino, Port Hardy
- o Creates 8 part time positions for EI clients
- o Start up in mid-June with 3 to 4 month operating period.
- o Partnership with DPH, TPM, VPA, BCH, MOTI, WFP and Quatsino FN (proposed).
- o Seeking funding of \$150,000 from the Job Creation Partnership and contributions of \$40,000 from partners.
- o RD's contribution of \$10,000 plus in-kind management and GIS mapping

Invasive weeds are becoming a serious issue in the Regional District, threatening the land base and water and sewer infrastructure.

The Regional District of Mount Waddington is planning an eradication program this summer that targets Knotweed infestations. The primary funding will be secured from the Ministry of Social Development and Social Innovation's Job Creation Partnership (JCP). Other partners in the program currently include District of Port Hardy, MOTI, BC Hydro, Western Forest Products, Village of Port Alice and Town of Port McNeill. We are currently discussing the initiative with representatives from the Quatsino First Nation and expect that they may also participate in the program.

We are working with Strategic Natural Resources to refine the business plan for the eradication program and develop digital maps of known occurrences. Strategic has been actively promoting weed eradication in the North Island for several years and has accumulated a considerable body of the necessary expertise and associated licences to undertake this type of assignment. In view of this specialized knowledge we expect that Strategic will be retained as project managers once the funding from the JCP is confirmed.

The current eradication program proposes the creation of 2 crews each with 4 members, working for a 3 to 4 month period commencing by the end of June. The crew members would be selected from clients proposed by the Employment Program of British Columbia (EI eligible) and would be supervised by the project manager for the duration of the project. Potential employees who are not active clients of EPBC will need to register and satisfy eligibility requirements.

Initial targets for eradication would be in the Coal Harbour/Quatsino/Port Hardy area, expanding to other areas as time and funding permits. The RD's Operations Manager has \$10,000 in his 2015 budget including \$5,000 for initial mapping and planning, while the balance of the budget would be secured from the JCP and third party partners. The RD's Manager of Economic Development will co-ordinate and manage the overall job creation program as an in-kind contribution. The full program as it is currently proposed would be an order of magnitude of approximately \$200,000.



## DISTRICT OF PORT HARDY STAFF REPORT

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**TO:** Mayor and Council  
**FROM:** Allison McCarrick, DFS  
**SUBJECT:** North Island Eagles request for early ice  
**DATE:** May 23, 2015

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### **Early Ice Request**

#### **Purpose**

To review the request submitted by Shana Shambrook on behalf of the North Island Eagles for the Don Cruikshank Memorial Arena ice to be available for use by August 31st, 2015.

#### **Background Summary**

Annually early ice is rotated between Port Hardy and Port McNeill arenas. Past practice is to have the ice available the day after labour day. The process of creating the ice for public use takes the arena staff approximately 5 days. The three factors that are considered when ice is requested even earlier are staffing, compressor use in higher outside temperatures, financial impact.

#### **Staffing Implications**

Adequate staffing cannot be secured until August 31st. This includes one staff member returning early from vacation.

#### **Compressor Use Implications**

The District compressors are aging. They are well maintained; each one is overhauled every 2nd year. However, the arena is not insulated for early ice. The compressors run approximately 22-24 hours per day to maintain a constant cool inside temperature when the outside temperature is high.

#### **Financial Implications**

Each week ice is installed early is a cost of approximately \$6,000. This is due to the higher electricity costs of maintaining the arena inside temperature and seasonal staff hired back earlier. To recover this cost the District would need to charge \$300 per hour for the 20 hours of ice requested between the dates of August 31st- September 5th.

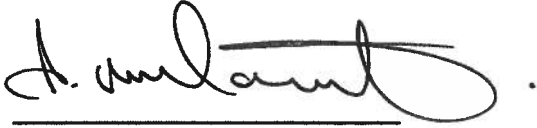
#### **Summary**

The District could keep the regular schedule of early ice and offer the North Island Eagles 2 extra days of ice on September 5th and 6th. This could be accomplished with some staff vacation time alterations and scheduling of staff over the weekend. The financial impact would be only the additional staffing for the weekend which could be offset by a 25% increase to the youth rental rate for the two days. The youth rental rate is 67.00/hr a 25% increase is 16.75/hr making the new rate 83.75/hour.

**Staff Recommendation**

Staff recommends that Council support offering the North Island Eagles early ice commencing on September 5th with a 25% surcharge for the dates of September 5th and 6th only.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "A. McCarrick", written over a horizontal line. The signature is fluid and cursive.

Allison McCarrick  
Director of Finance

District of Port Hardy  
PO Box 68  
Port Hardy, BC V0N2P0

To whom it may concern:

RE: Early Ice

I am writing to you on behalf of the North Island Eagles. We are requesting that the Don Cruikshank Memorial Arena have their ice surface ready for use by August 31, 2015. It is the intention of the North Island Eagles to hold their tryouts beginning the week starting August 31<sup>st</sup> through to September 17<sup>th</sup>. We are requesting to rent the ice as follows:

August 31, Sept 1, Sept 2, Sept 3: 3.25 hours each day.

September 5<sup>th</sup>: 6 hours and 30 minutes.

Sept 8, Sept 9, Sept 10, Sept 11: 3.25 hours each day

Sept 15, Sept 17: 3.25 hours each day

I look forward to hearing from you at your earliest convenience. Thank you for your consideration.

Shana Shambrook  
Ice Coordinator  
[sshambrook@rdmw.bc.ca](mailto:sshambrook@rdmw.bc.ca)  
250-956-3522

DISTRICT OF PORT HARDY

POLICY MANUAL

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COUNCIL POLICY  
ALCOHOL SERVICE

SPECIAL OCCASION LIQUOR LICENCES

POLICY #CP9.1

Approved: May 10, 1995  
Amended: May 11, 2010 Council Motion 2010-111  
Amended: August 14, 2012 Council Motion 2012-178  
Amended: November 12, 2014 Council Motion 2014-219  
Amended: June 9, 2015 Council Motion 2015-\_\_\_\_\_

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Page 1 of 1

All organizations wishing to conduct events that include service of alcohol on District property must complete and submit an Application for Special Occasion Liquor Licence to the District. These applications will be reviewed and considered by the Community Consultative Committee to which Council delegates its authority to approve Special Occasion Liquor Licences. A Special Occasion Liquor Licence is considered approved following assent by the majority of the members of the Community Consultative Committee. Where an application has been submitted to the District that relates to an event that has been conducted in the past by the same organization, and for which a Special Occasion Liquor Licence was approved by the Community Consultative Committee, the application is not required to be considered by the Community Consultative Committee and instead, Council delegates its authority to the Corporate Officer or designate who may approve the Special Occasion Liquor Licence associated therewith.

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

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

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

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

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

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