



DISTRICT OF PORT HARDY

AGENDA COUNCIL MEETING 7:00 PM, TUESDAY, JUNE 28, 2016 MUNICIPAL HALL COUNCIL CHAMBERS 7360 COLUMBIA STREET

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

Staff: Allison McCarrick, Chief Administrative Officer
Heather Nelson-Smith, Director 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, JUNE 28, 2016
Council Chambers - Municipal Hall**

<u>Page</u>		Time:
	A. CALL TO ORDER	
	B. APPROVAL OF AGENDA AS PRESENTED (or amended)	
	Motion required.	1. 2.
	C. ADOPTION OF MINUTES	
1	1. Minutes of the Special Meeting of Council held June 14, 2016.	
	Motion required	1. 2.
2-3	2. Minutes of the Committee of the Whole meeting held June 14 2016.	
	Motion required	1. 2.
4-8	2. Minutes of the Regular Council meeting held June 14, 2016.	
	Motion required	1. 2.
	D. DELEGATIONS AND REQUESTS TO ADDRESS COUNCIL	
	1. Tami Kernachan re: Unsightly premises bylaw and how unsightly accumulation of grass and weeds on private property is not covered in the bylaw.	
	E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS	
9-10	1. Council Action items. For information.	
	F. CORRESPONDENCE	
11	1. Candy Nomeland, (June 22/16) re: Thank you for support for <i>Go Fly A Kit Day</i> . For information.	
12	2. Rachel Blaney, MP, North Island-Powell River (June 14/16) re: Opportunity to share photos of Community. For information.	
13-14	3. Al Richmond, President UBCM (June 16/16) re: Provincial response to District of Port Hardy resolution at the 2015 UBCM Convention. For information.	
15-21	4. Jonathan X. Cote, Mayor City of New Westminster (June 24/16) re: Support for resolution by New Westminster City Council to UBCM regarding tenant evictions through renovations.	
	Motion / direction	1. 2.
	G. NEW BUSINESS	
	1. Allison McCarrick, CAO re: Adoption of 2015 Annual Report, (separate handout) as per Sec.98 of the <i>Community Charter</i> .	
	Motion required	1. 2.
22-24	2. District of Port Hardy In Camera Release of Information. For information.	
	H. COUNCIL REPORTS	
	1. Verbal Reports from Council members.	

I. COMMITTEE REPORTS

- 25-27 1. Draft minutes of the Parks & Recreation Review Committee meeting held June 15, 2016. For information.
- 28-29 2. Draft minutes of the Tourism Advisory Committee Meeting held June 16 2016. For information.
- 30-34 The Tourism Advisory Committee recommends:
THAT Council approve the Tourism Advisory Committee Terms of Reference, as amended.
- 35-38 3. Draft minutes of the Operational Services Committee meeting held June 20, 2016. For information.

J. STAFF REPORTS

No Staff Reports.

K. CURRENT BYLAWS AND RESOLUTIONS

No bylaws.

L. PENDING BYLAWS

No pending bylaws

M. INFORMATION AND ANNOUNCEMENTS

June 30 Committee: Occupational Health & Safety 8:30 am, Council Chambers
Committee: Tourism Advisory 2:00 pm, Council Chambers
July 1 Canada Day – Municipal Hall closed
July 11 Committee: Operational Services Committee
July 12 Regular Council Meeting 7:00 pm, Council Chambers

N. NOTICE OF IN CAMERA MEETING

No In Camera meeting scheduled at this time.

O. ADJOURNMENT

Motion required 1. 2. Time:



**MINUTES OF THE DISTRICT OF PORT HARDY
SPECIAL COUNCIL MEETING
TUESDAY JUNE 14, 2016
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

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

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

REGRETS:

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

A. CALL TO ORDER

Mayor Bood called the meeting to order at 5:45pm

B. APPROVAL OF AGENDA AS PRESENTED

Moved/Seconded/Carried

THAT the agenda for the Special Council meeting of May 24, 2016 be accepted as presented.

SC2016 -022
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) (j) information that is prohibited, or information that if it were presented in a document would be prohibited from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act* and; **(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 interest of the municipality if they were held in public.

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)(j).

SC2016 -023
CLOSE MEETING
TO PUBLIC
COMMUNITY
CHARTER
SECTION 90(1)(j)

D. ADJOURNMENT

Moved

THAT the Special Meeting of Council adjourn. 6:20pm

SC2016 -024
ADJOURNMENT

CORRECT

APPROVED

DIRECTOR OF CORPORATE
SERVICES

MAYOR



**MINUTES
DISTRICT OF PORT HARDY
COMMITTEE OF THE WHOLE MEETING
TUESDAY JUNE 14, 2016
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

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

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

REGRETS: No regrets

MEDIA: MEMBERS OF THE PUBLIC: 3

A. CALL TO ORDER

Mayor Bood called the meeting to order at 6:15 pm

B. APPROVAL OF AGENDA

Addendum: Councillor Robertson requested Council discuss the security at the Harbour Authority / Fishermans Wharf parking lot.

Mayor Bood advised that Council has not had time to review the information being presented. Mayor Bood commented that presentation of late items was discussed at a previous meeting. He advised the request for the addendum will be put to Council to vote on.

Councillor Marcotte commented that District staff have just been made aware of recent emails received regarding security concerns at the parking lot.

Moved/Seconded/DEFEATED

THAT Council approve an addendum under New Business: Security at the Harbour Authority / Fishermans Wharf parking lot.

Moved/Seconded/Carried

THAT the agenda for the Committee of the Whole June 14, 2016 be accepted as presented.

C. DELEGATION

1. Debbie Perkovich, Chair Filomi Days Committee re: Presentation of 2015 financial statements and year-end report.

Ms Perkovich reviewed with Council the Filomi Days Committee Statement of Financial Activity for 2014 and 2015. It was reported that in 2014 the statement balance was in the negative for \$-339.64 and in 2015 the ending balance was \$9,127.85.

On behalf of Council Mayor Bood thanked Ms Perkovich for all the hard work being done each year to make Filomi Days a success.

COW 2016-021
APPROVAL OF
ADDENDUM TO
AGENDA

COW 2016-022
APPROVAL OF
AGENDA AS
PRESENTED

2. Jane Hutton, Curator, Port Hardy Museum and Archives re: Presentation of 2015 financial statements and year-end report.

Jane Hutton presented the Port Hardy Heritage Society Financial Report for the Year Ended December 31, 2015. Council was advised that the Museum gift shop is doing very well and has had some recent large dollar purchases. Recent and upcoming temporary exhibits were reviewed and Council was advised that they were well received by Museum patrons.

Ms Hutton discussed with Council the recent security issues and that the repairs should be completed soon.

Council members thanked Ms Hutton for all her hard work and the great job being done at the Museum.

D. STAFF REPORTS

No Staff Reports.

E. NEW BUSINESS

No New Business.

F. ADJOURNMENT

THAT the Committee of the Whole adjourns.

Time: 6:37 pm

CORRECT

APPROVED

DIRECTOR
OF CORPORATE SERVICES

MAYOR

COW 2016-023
ADJOURNMENT



**MINUTES OF THE DISTRICT OF PORT HARDY
REGULAR COUNCIL MEETING
JUNE 14, 2016
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

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

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

REGRETS: None

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

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 June 14, 2016 be accepted as presented.

2016-112
AGENDA
ACCEPTED AS
PRESENTED

C. ADOPTION OF MINUTES

1. Minutes of the Special Meeting of Council held May 24, 2016.

Moved/Seconded/Carried

THAT the minutes of the Special Meeting of Council held May 24, 2016 be accepted as presented.

2016-113
SPECIAL MEETING
MINUTES MAY 24/16
ACCEPTED

2. Minutes of the Committee of the Whole meeting held May 24, 2016.

Moved/Seconded/Carried

THAT the minutes of the Committee of the Whole meeting held May 24, 2016 be accepted as presented.

2016-114
COMMITTEE OF
THE WHOLE
MINUTES MAY 24/16
ACCEPTED

3. Minutes of the Regular Council meeting held May 24, 2016.

Moved/Seconded/Carried

THAT the minutes of the Regular Council meeting held May 24, 2016 be accepted as presented.

2016-115
REGULAR COUNCIL
MEETING MAY 24/16
ACCEPTED

D. DELEGATIONS

1. Abigail McCorquodale re: Attending the Canadian Inter-Provincial Championship as one of three Scotdance British Columbia representatives.

DELEGATION
ABIGAIL
MCCORQUODALE

Mayor Bood reviewed the hard work and accomplishments done by Miss McCorquodale in order to reach the opportunity to attend the Scotdance British Columbia.

ACTION ITEMS

Mayor Bood and Councillor Corbett-Labatt presented Miss McCorquodale with a cheque for \$500, 100 District pins and a District flag to take to the Scotdance British Columbia event.

E. ACTION ITEMS

1. Council action items were received for information.

F. CORRESPONDENCE

1. Copy of letter from Filomi Days Committee to local businesses requesting participation and donation sponsorship. For Information.

Councillor Corbett-Labatt asked and received confirmation that the District of Port Hardy is entering a float into the Filomi Days parade.

2. Louisa Bates, Visitor Service & Marketing Manager, Port Hardy Visitor Information Centre & Chamber of Commerce (May 24/16) re: Requests for District assistance with Canada Day activities.

Councillor Corbett-Labatt asked if Abbas Farahbakhsh, Director of Operational Services was in favour of granting all the requests. Mr. Farahbakhsh advised he had not completely reviewed the requests in detail but that it was similar to previous years and would be fulfilled by the Public Works Department.

Moved/Seconded/Carried

THAT Council approve the requests by Louisa Bates, Visitor Service & Marketing Manager, Port Hardy Visitor Information Centre for District assistance with Canada Day activities namely;

- Permission to use Carrot Park to host the Canada Day Celebrations.
- Provision of two additional port-o-potty facilities.
- Assistance managing garbage and recycling during and after the event.
- Temporary closure of Market Street from old TruValu parking lot to the south end of Carrot Park from Noon to 12:30 pm.

3. Email from Susan Ackerman, CIP, CRIM, Risk Management Advisor, Municipal Insurance Association (June 9/16). Re: Risk Management Grant Approval (\$5,614) was received for information.

Councillor Dugas:

- Commented that the water conservation signage project funded as part of this grant has been well received in the community and staff did a good job of the placing the signs in strategic locations.
- Thanked Councillor Corbett-Labatt, the Director of Corporate Services, Dawn Moorehead and others involved in the recent sustainability information session at the Save On Foods Parking lot.
- Suggested that the water conservation stickers be circulated at the Filomi Days tent.

G. NEW BUSINESS

Mayor Bood advised that further discussion of proclamations is an agenda item to be discussed later in the meeting.

1. Request for Proclamation of June 17, 2016 as Garden Day in Port Hardy (sponsored by Councillor Pat Corbett-Labatt)

Councillor Corbett-Labatt advised this is a new proclamation for Council's consideration.

2016-116
REQUEST BY
VISITOR INFO CTR
FOR DISTRICT
ASSISTANCE ON
CANADA DAY
APPROVED

2016-117
PROCLAIM FRIDAY
JUNE 17, 2016 AS
GARDEN DAY

Moved/Seconded/Carried

THAT Council proclaim Friday June 17, 2016 as Garden Day in the District of Port Hardy.

2. Email from Council of Senior Citizens' Organization of BC (May 31/16) re: Request to Proclaim October 1, 2016 International Day of Older Persons

INTERNATIONAL
DAY OF OLDER
PERSONS SO
PROCLAIMED IN
2015.

Heather Nelson-Smith, Director of Corporate Services advised that International Day of Older Persons was so proclaimed by Council in 2015.

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 on behalf of the District.

I. COMMITTEE REPORTS

1. Draft minutes of the Emergency Planning Committee held May 30, 2016 were received for information.

J. STAFF REPORTS

1. Accounts Payable May 2016 was received for information.

CONFLICT OF
INTEREST

Councillor Hemphill declared a conflict of interest as she is on the board of the KEDC and removed herself from the meeting at 7:35pm.

2. Heather Nelson-Smith, Director of Corporate Services (June 6/16) re: Kwa'lilas Hotel Application for Development Variance Permit

Heather Nelson-Smith, Director of Corporate Services reviewed the request by 0997329 BC Ltd to vary the provisions of Zoning Bylaw No. 1010-2013 for the purposes of reducing the exterior site yard setback from 4.5 metres to 0 metres to allow the installation of a free standing sign.

Council reviewed the Development Variance request by 0997329 BC Ltd and the ensuing discussion included:

- Storm sewer right of way on the property.
- Site lines to the hotel.
- Removal of two cherry trees and their viability after moving.
- Removal of only the smaller cherry tree.
- Replacement trees and maintenance for replacement trees.
- Traffic flow.
- Support for local business and their endeavors to bring a better economic climate to the community.

2016-118
DEVELOPMENT
VARIANCE PERMIT
DVP-04-2016

Moved/Seconded/Carried

THAT Council approves Development Variance Permit DVP-04-2016 to vary the provisions of section 7.1 (c) of Port Hardy Zoning Bylaw No. 1010-2013, to: allow for the reduction of the exterior yard setback from 4.5 metres to 0 metres to allow for a free standing sign, with respect to the property legally described as Lot 1, Section 36, Township 9, Rupert District, Plan 27702 Except Part in Plan 39093. PID 002-178-800 AND FURTHER THAT the Director of Corporate Services be authorized to execute the permit accordingly.

3. Kwa'lilas Hotel - Letter (June 2/16) requesting moving of two cherry trees.

Council discussed the request to move two cherry trees from District property adjacent to the Kwa'lilas Hotel.

Abbas Farahbakhsh, Director of Operational Services had the following comments regarding the request;

- That the large cherry tree would probably not survive a move due to its condition and age (estimated at 10-15 years)
- That the two cherry trees be replaced by four replacement trees.
- That the Kwa'lilas Hotel be responsible for all maintenance for any replacement trees, except for pruning, for three years.
- That there is equipment available designed to remove the trees but that it is not available locally and would be expensive to bring to town;

2016-119
KWA'LILAS HOTEL
REMOVAL OF TWO
CHERRY TREES
APPROVED

Moved/Seconded

THAT Council approve the removal of the large cherry tree with the agreement that it be replaced with three trees, type and location to be determined AND THAT the Kwa'lilas Hotel be responsible for maintenance for the three trees, except for pruning, for three years.

Abbas Farahbakhsh advised the proposal is to remove two trees.

Friendly Amendment Moved/Seconded/Carried

THAT Council approve the removal of the two cherry trees as requested with the agreement that they be replaced with four trees, type and location to be determined AND THAT the Kwa'lilas Hotel be responsible for maintenance for the four trees, except for pruning, for three years.

Councillor Hemphill returned to the meeting at 7:47pm

4. Heather Nelson-Smith, Director of Corporate Services (June 1/16) re: Proclamations

Heather Nelson-Smith, Director of Corporate Services discussed with Council the inconsistencies in the current Council Policy CP1.2 regarding proclamations, particularly proclamations that are passed every year.

Moved/Seconded/Carried

THAT Council amend the Policy 1.2 Proclamations to include point #4.

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.

5. Heather Nelson-Smith, Director of Corporate Services (May 30/16) re: Tourism Advisory Committee

Moved/Seconded/Carried

THAT Council establish a Tourism Advisory Committee with the following members appointed to the Committee: Councillor Dugas, Councillor Marcotte; Allison McCarrick; Adrian Maas; Carly Pereboom; Donna Gault; Joli White;

6. Adrian Maas, Director of Finance (May 26/16) re: Nav Canada Assessment Appeal.

Adrian Maas, Director of Finance advised Council he has contacted the District of North Saanich and was advised by the Director of Finance at North Saanich that there was not a real expectation that smaller communities would contribute financially to the Nav Canada assessment appeal process. If the appeals from taxpayers are successful for example, Nav Canada could have represented \$18,000 per year in tax revenue for the District of Port Hardy. A draft letter was included in the agenda package for Council review.

2016-120
POLICY CP1.2
AMENDED

2016-121
TOURISM
ADVISORY
COMMITTEE
ESTABLISHED

2016-122
LETTER RE NAV
CANADA
ASSESSMENT
APPEAL APPROVED

Moved/Seconded/Carried

THAT Council send a letter to all appropriate ministries encouraging amending the *Assessment Act* such that single use properties be assessed by formula to provide municipalities with certainty as to their tax base.

7. Adrian Maas, Director of Finance (June 8/16) re: Financial Support for Sport Competitors – Council Policy CP2.18

Adrian Maas, Director of Finance advised that there is \$555 remaining in the late grant in aid account.

Council discussion on the applications for funding and Council Policy CP2.18 included:

- The need to make fair and equitable decisions regarding submissions for aid
- Funding to teams vs funding to individuals
- Equitable funding to individuals
- Costs to go to provincial level of competitions
- Use budget process determine overall level of funding
- Review policy CP2.18

Allison McCarrick advised that staff is discussing the generality of policy CP2.18.

2016-123
\$100 GRANT IN AID
KALEIGH HARRIS,
MADY HARRIS,
KIRSTEN CLAIR
AND GEORGIA
WALKUS

Moved/Seconded/Carried

THAT Council approve granting the amount of \$100 to each of the applicants mentioned in the Director of Finance report dated June 8, 2016 namely, Kaleigh Harris, Mady Harris, Kirsten Clair and Georgia Walkus, together with the loan of a large flag for the event.

K. CURRENT BYLAWS AND RESOLUTIONS

No current bylaws and resolutions.

L. PENDING BYLAWS

No pending bylaws.

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: 8:02pm

CORRECT

APPROVED

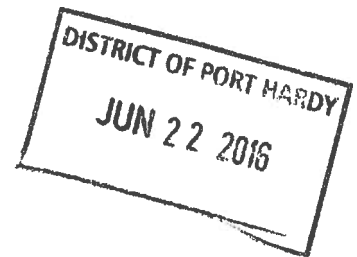
2016-124
ADJOURNMENT

DIRECTOR
OF CORPORATE SERVICES

MAYOR

ITEM	ACTION COUNCIL MEETING June 14 2016	WHO	STATUS /COMMENTS
Louisa Bates, Chamber of Commerce (May 24/16) re: Canada Day ctivities.	Approved as requested. -Arrange assistance as requested -Advise agencies of road closure for parade	SM HN-S/LD	Done
Request for Proclamation of June 17, 2016 as Garden Day in Port Hardy (sponsored by Councillor Pat Corbett-Labatt)	Approved: THAT Council proclaim Friday June 17, 2016 as Garden Day in the District of Port Hardy. -issue proclamation	LD	Done
Council of Senior Citizens' Organization of BC (May 31/16) re: Request to Proclaim Oct 1, 2016 International Day of Older Persons	Approved: October 1 as International Day of Older Persons was so proclaimed by Council in 2015. -Reissue the proclamation for Oct 1 2016	LD	Done
Heather Nelson-Smith, Director of Corporate Services (June 6/16) re: Kwa'lilas Hotel Application for Development Variance Permit	Approved as recommended by staff -Advise proponent and issue permit	HN-S	Done
Kwa'lilas Hotel - Letter (June 2/16) requesting moving of two cherry trees.	Approved: THAT Council approve the removal the two cherry trees as requested with the agreement that they be replaced with four trees, type and location to be determined AND THAT the Kwa'lilas Hotel be responsible for maintenance for the four trees, except for pruning, for three years. -Advise proponent of agreement and requirements	HN-S	Done
Heather Nelson-Smith, Director of Corporate Services (June 1/16) re: Proclamations	Approved: as recommended by staff -Amend and circulate amended policy CP2.18 -Staff to review Policy CP2.18	LD HN-S	Done Ongoing
Heather Nelson-Smith, Director of Corporate Services (May 30/16) re: Tourism Advisory Committee	Approved: as recommended -Set up committee / schedule meetings	AM	Done
Adrian Maas, Director of Finance (June 8/16) re: Financial Support for Sport Competitors – Council Policy CP2.18	Approved: THAT Council approve granting the amount of \$100 to each of the applicants mentioned in the Director of Finance report dated June 8, 2016 namely, Kaleigh Harris, Mady Harris, Kirsten Clair and Georgia Walkus, together with the loan of a large flag for the event. -Issue cheques -Arrange for loan of flag -Staff to review Policy CP2.18	AM AMc HN-S	Done In progress
ITEM	ACTION COUNCIL MEETING MAY 24 2016	WHO	STATUS /COMMENTS
Draft minutes of the Parks & Rec Review Comm May 18/16 Recommendation: THAT a C.O.W. meeting be scheduled to discuss public participation in both standing and select committees.	Approved: -Schedule COW as directed	HN-S	Scheduled for C.O.W on July 12 th
ITEM	ACTION COUNCIL MEETING May 10 2016	WHO	STATUS /COMMENTS
First Nations Relations Committee May 10, 2016 Recommendations to Council: a. 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	Approved:: - Arrange for signs / installation/plaque -Investigate interpretive signs	AF/SM AF AMc	In progress In progress In progress

a plaque that identifies the artist AND THAT it be in two languages. b. THAT Council organize an unveiling ceremony at each site with joint participation from Kwakiutl First Nation, District Council and the artist. The unveiling ceremony be on National Aboriginal Day June 21/16, and that the District do something to recognize National Aboriginal Day.	b. Approved: -Arrange unveiling of signs for June 21/16 -Invite Kwakiutl Band Council	HN-S	In progress
Recommendations from COW May 10/16: THAT Council approve Application to the BC Rural Dividend Program for the Seagate Pier Revitalization project	a. Approved: BC Rural Dividend Fund Program application - to be pursued by staff as directed.	A Mc	Application submitted
Abbas Farahbakhsh, Dir Op Scvs re: Op Scvs Utility Dept Department Staffing.	Approved: THAT Council authorizes staff to proceed with the hiring of an additional full time utility operator. - Proceed with hiring process	AF	In progress
ITEM	ACTION COUNCIL MEETING FEBRUARY 23,2016	WHO	STATUS /COMMENTS
Heather Nelson-Smith, Director of Corporate Services (Feb.5/16) re: Hazardous Condition Property, 8775 Granville Street Port Hardy	Approved:: as recommended -Proceed as directed.	HN-S	In progress
ITEM	ACTION COUNCIL MEETING NOVEMBER 24, 2015	WHO	STATUS /COMMENTS
The First Nations Relations Committee draft minutes of Nov 10/15 Recommendation: for three days of First Nation cultural education and training workshops AND THAT the Director of Corporate Services be directed to research grant funding sources to offset the workshop costs.	Approved: as recommended: -arrange contract for 2016 -Funding arrangement to budget for 2016	HN-S HN-S	Workshop dates October 3 & 4 2016
Operational Services Committee draft minutes of Nov 19/15: Recommendation: <i>That Council proceed with the recommendations from the Broken Window report</i>	Approved: as recommended: - Jan 12/16 Letters have been sent to property owners regarding their properties - no replies have been received back - next step staff to bring back a report for Council regarding authorizing remedial action and the cost of such action being charged back to the property owner's tax account. - Staff report to come to future Council meeting.	HN-S / Mun Insp	Will be done with municipal inspector
ITEM	ACTION COUNCIL MEETING – NOVEMBER 24, 2015	WHO	STATUS /COMMENTS
Parks & Recreation Review Committee meeting of Nov. 19/15 5 Recommendation <i>"That Council directs staff to investigate updating of the of the skateboard park facility."</i>	Approved: as recommended: THAT Council directs staff to investigate updating of the of the skateboard park facility.	HN-S	MIA BC will review skate park facility. <u>April 22/16</u> <i>Awaiting Report</i>
ITEM	ACTION COUNCIL MEETING JULY 14, 2015	WHO	STATUS /COMMENTS
Parks & Rec Review Committee June 16/15. Recommendation: THAT Council approves removal of cross members and lights at Beaver Harbour Park Ballfield #1, as per the Safety Authority Inspection report dated 06/10/2015	Approved: as recommended:	SM	Underway, <u>April 26/16</u> awaiting Hydro truck

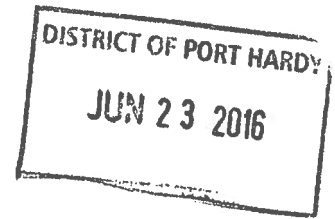


GO FLY A KITE

We would like to thank The District of Port Hardy for your generous donation of several pool passes. The children who won them were delighted. In fact I am sure they will be bringing their friends to the pool with them. Next year is Canada's 150 Birthday and I would like to do a similar contest but on a larger scale. So get ready for me to call on you again. Carrot Park was filled with many children on the 18th of June. So many children enjoyed the sunshine. It is because of council members such as yours, we can put this event on for the children of Port Hardy.

This year was a wonderful success with over 90 children in attendance. Next year it will be on June 17-2017
Save the date we can use you again.

Sincerely, Candy Nomeland
P.O. Box 2055 Port Hardy, B.C.
V0N 2P0
GO FLY A KITE
JUST FOR THE HEALTH OF IT.



Rachel Blaney

Member of Parliament
North Island-Powell River

June 14, 2016

Don Cruickshank Memorial Arena
7400 Columbia St,
Port Hardy, BC
VoN2Po

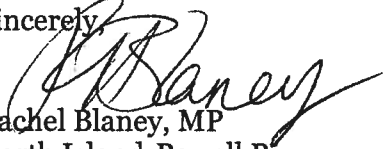
The riding of North Island-Powell River is one of Canada's largest, spreading across 57, 911 square kilometers. Our home is known for its beautiful parks, serene open places and a spectacular coastline. Residents and visitors can witness the magnificent wilderness and wildlife, partake in fishing, caving, hiking, kayaking or diving to name a few.

There are many vibrant communities, rich in diversity and culture which make up the riding of North Island-Powell River. Tourism-based businesses have the rare opportunity to embrace the breathtaking beauty of our coastal communities on a regular basis. With this in mind, I am contacting the tourism-based businesses across the riding in an effort to assemble an assortment of local photography to be included in my 2017 calendar which will be distributed throughout our riding and for my greeting cards which will be distributed both in the riding and across the country.

My goal is to provide an opportunity for residents and visitors to share their perspective of the most spectacular riding in the country. Your participation in this initiative is greatly appreciated. All photographers will be given proper credit for their photos, with the location and business included. With a riding as large as ours, I want to remind people that there is much to experience right here.

If you are interested in participating, please forward your high quality photos (300 pixels/inch or more) in jpeg to my assistant, Nathalie at rachel.blaney.a1@parl.gc.ca. Please do not hesitate to contact my office should you wish to further discuss."

Sincerely,


Rachel Blaney, MP
North Island-Powell River

Ottawa
318 Confederation Building
House of Commons
Tel.613.992.2503

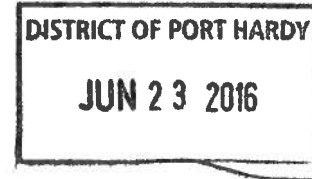
Campbell River Office
908 Highway Island
Campbell River, BC V9W 4B2
Toll free: 1 (800) 667.8404

Powell River Office
4697 Marine avenue
Powell River, BC V8A 2L2
Toll free: 1 (800) 667.8404



June 16, 2016

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



Dear Mayor Bood:

Re: 2015 Resolutions

Please find attached the provincial response to the 2015 resolution(s) put forward by your Council and endorsed by the UBCM membership at Convention.

I trust this information will be of assistance to you. Please feel free to contact Reiko Tagami, UBCM Information & Resolutions Coordinator with any questions.

Tel: 604.270.8226 ext. 115 Email: rtagami@ubcm.ca

Sincerely,

A handwritten signature in cursive script that reads "Al Richmond".

Chair Al Richmond
President

Enclosure

WHEREAS BC Hydro has adopted a two tiered rate structure to encourage energy consideration with the lower rate threshold based on approximately 90% of the provincial median household consumption of electricity and this average is weighted from the consumption patterns of two-thirds of BC households that are able to use natural gas for their heating, hot water and cooking energy requirements;

AND WHEREAS the BC Utilities Commission (BCUC) reduced the upper price threshold charged by BC Hydro from the requested 1600 kilowatt hours to 1350 kilowatt hours for the bi-monthly billing period and most households in rural and remote communities do not have access to natural gas and cannot reduce their consumption by conservation measures sufficiently to avoid the higher tiered rate:

Therefore be it resolved that the BC Utilities Commission review the BC Hydro residential electrical tariff structure and increase the amount of kilowatt hours that qualify for the lower rate in all areas that do not have natural gas service.

Convention Decision: Endorsed

Provincial Response

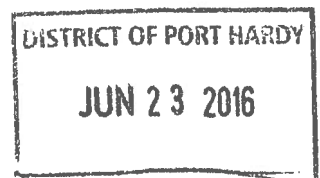
Ministry of Energy and Mines

BC has among the lowest residential electricity rates in North America.

BC Hydro's most commonly-used rates are designed to encourage conservation without increasing revenues to BC Hydro.

At Minister Bennett's request, the British Columbia Utilities Commission (BCUC) is reviewing the impacts of residential stepped rates in British Columbia, including those on customers without access to natural gas, and will report out in 2016.

Concerned local governments are encouraged to participate in the BCUC process.





DISTRICT OF PORT HARDY

JUN 24 2016

Jonathan X. Côté
Mayor

June 24, 2016

Via Email

Dear Mayor and Council,

I am writing to request your support of a resolution submitted by New Westminster City Council to UBCM regarding tenant evictions through renovations.

There is evidence that the practice of 'renovictions,' in which some landlords evict their tenants under the guise of performing major renovations and then significantly increase the rent on those units, is becoming more commonplace in New Westminster and elsewhere in the province.

Research strongly suggests that many tenants do not understand their rights and are not aware of the *Residential Tenancy Act* or the dispute resolution process. They are also not aware of resources to assist them such as the Pivot Legal Society or the Tenants Rights Action Coalition. Additionally, some tenants are reluctant to exercise their rights given the cost or time involved or the fear of the potential repercussions. This is particularly true of certain groups such as isolated seniors, new immigrants and refugees, people with disabilities, and those with low levels of literacy.

For these reasons, at a meeting on June 13, 2016, New Westminster City Council approved the following resolution for submission to UBCM for consideration at the 2016 Convention:

Whereas the practice of 'renovictions,' by which some landlords evict their tenants under the guise of performing major renovations and then significantly increase the rent of those units, is on the rise in our province; and

Whereas this practice is very disruptive to those impacted, including the elderly, low-income families and new immigrants, and contributes to housing unaffordability and homelessness; and

DISTRICT OF PORT HARDY
JUN 24 2016

Whereas municipalities are limited in their ability to address this issue and many tenants are unaware of their rights or are reluctant to exercise them;

THEREFORE, BE IT RESOLVED:

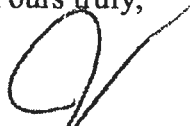
THAT the Union of BC Municipalities urge the Provincial Government to amend the Residential Tenancy Act to allow renters the right of first refusal to return to their units at a rent that is no more than what the landlord could have lawfully have charged, including allowable annual increases, if there had been no interruption in the tenancy.

A staff report giving more information on this matter is attached.

If you have any questions or would like more information, please contact me at jcote@newwestcity.ca or 604-527-4522.

Your support of this resolution is appreciated.

Yours truly,



Jonathan X. Cote
Mayor

Encl. Staff Report: Union of BC Municipalities Resolution Related to Tenant Evictions through Renovations

REPORT

Development Services

To: Mayor Coté and Members of Council **Date:** 6/13/2016
From: Beverly Grieve **File:** 13.2630.09
Director of Development Services **Item #:** 206/2016
Subject: Union of BC Municipalities Resolution Related to Tenant Evictions
through Renovations

RECOMMENDATION

THAT Council endorse the recommended Union of BC Municipalities (UBCM) resolution related to tenant evictions through renovations.

THAT Council direct staff to forward the resolution and background documentation to UBCM and to actively seek municipal support for the resolution.

PURPOSE

The purpose of this report is threefold: (1) to seek Council endorsement of the recommended Union of BC Municipalities (UBCM) resolution; (2) to direct staff to forward the resolution and background information to UBCM by the June 30, 2016 deadline; and (3) to direct staff to actively seek municipal support for the resolution.

SUMMARY

There is evidence that the practice of ‘renovictions,’ in which some landlords evict their tenants under the guise of performing major renovations and then significantly increase the rent on those units, is becoming more commonplace in New Westminister and elsewhere in the province. New Westminister City Council recently endorsed a number of actions to inform tenants of their rights and to facilitate enhanced access to information and resources. These actions, while important, will have limited impact, as it does not take the incentive out of the practice of ‘renovictions.’ For this to occur, amendments will have to be made to the

Residential Tenancy Act. To this end, Council approved a resolution for consideration by the Lower Mainland Local Government Association, which was endorsed. Council also directed staff to prepare a resolution for consideration by the Union of BC Municipalities, which is the focus of this report.

BACKGROUND

At the City's Seniors Advisory Committee (SAC) meeting of February 11, 2016, the membership raised the issue of 'renovictions' and requested that staff explore how widespread this practice is in New Westminster and how other municipalities are addressing this issue. Based on this discussion, staff conducted case study research in Metro Vancouver and did some preliminary consultation, including with the Tenants Rights Action Coalition. This information was shared back with the SAC membership at its meeting of April 14, 2016.

Based on the research and consultation, City staff forwarded a Report to Council on May 2, 2016. This report recommended a number of actions, the majority of which were intended to inform tenants of their rights and facilitate enhanced access to information and resources. One of the actions called for amendments to the *Residential Tenancy Act* to allow tenants the right of first refusal to return to their unit at a rent that is no more than the landlord could lawfully have charged, including allowable annual increases, if there had been no disruption to the tenancy.

Based on the report, Council prepared a resolution for consideration by the Lower Mainland Local Government Association (LMLGA) at its Annual General Meeting and Conference in May 2016. This resolution, which called for amendments to the *Residential Tenancy Act*, was endorsed by the LMLGA.

Based on the resolution to the LMLGA, Council directed staff to prepare a more refined resolution for consideration at the Union of BC Municipalities Conference in September 2016. This resolution is detailed later in this report.

DISCUSSION

Definition

According to the Pivot Legal Society, 'renoviction' is defined as *the practice of exploiting a clause in the Residential Tenancy Act which allows a landlord to evict their tenants under the guise of performing major renovations and then significantly increasing the rent on the unit or units.*

Legislation

The *Residential Tenancy Act* discusses evictions for the purpose of renovations in section 49, noting that: *A landlord may end a tenancy in respect of a rental unit if the landlord has all the necessary permits and approvals required by law, and intends in good faith, to do any of the following: renovate or repair the rental unit in a manner that requires the rental unit to be vacant.* The *Residential Tenancy Act* also sets out levels of compensation (equivalent compensation to one month's rent) and notice (two months' notice) for tenants who have to vacate their unit due to major renovation or repair.

Case Study Research

Case study research was conducted on 16 Metro Vancouver municipalities. A number of the municipalities responded that 'renovictions' are not a major issue or priority at this time, with several reporting that they are currently studying the issue. Only the City of Vancouver has developed a policy and it is not applicable in situations where only a building permit is required, which describes most renovation scenarios. The most common refrain from respondents was that municipalities cannot stall or stop building and other permits to prevent 'renovictions.'

Of note, the City of Vancouver, in a Report to Council on December 3, 2015, advocated for the Province to amend the *Residential Tenancy Act* to allow renters the right of first refusal to return to their unit at a rent that is no more than what the landlord could have lawfully charged (e.g., including allowable annual increases) if there has been no interruption in the tenancy.

The above cited action related to advocacy forms part of the City of Vancouver's *Tenant Relocation and Protection Policy*. In discussions with this municipality, it was learned that this action has not been raised with the Provincial Government or other municipalities and that a related resolution has not been developed for consideration by the Lower Mainland Local Government Association or the Union of BC Municipalities.

Impacts

The case study research and consultation strongly suggests that many tenants do not understand their rights and are not aware of the *Residential Tenancy Act* or the dispute resolution process. They are also not aware of resources to assist them such as the Pivot Legal Society or the Tenants Rights Action Coalition. Additionally, some tenants are reluctant to exercise their rights given the cost or time involved or the fear of the potential repercussions. This is particularly true of certain groups such as isolated seniors, new immigrants and refugees, people with disabilities, and those with low levels of literacy.

RECOMMENDED RESOLUTION

That the below recommended resolution be forwarded to the Union of BC Municipalities for consideration at its Annual Conference in September 2016.

Whereas the practice of 'renovictions,' by which some landlords evict their tenants under the guise of performing major renovations and then significantly increase the rent of those units, is on the rise in our province.

Whereas this practice is very disruptive to those impacted, including the elderly, low-income families and new immigrants, and contributes to housing unaffordability and homelessness.

Whereas municipalities are limited in their ability to address this issue and many tenants are unaware of their rights or are reluctant to exercise them.

THEREFORE, BE IT RESOLVED:

THAT the Union of BC Municipalities urge the Provincial Government to amend the Residential Tenancy Act to allow renters the right of first refusal to return to their units at a rent that is no more than what the landlord could have lawfully have charged, including allowable annual increases, if there has been no interruption in the tenancy.

OPTIONS

There are three options for consideration:

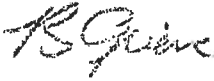
1. That Council endorse the recommended Union of BC Municipalities (UBCM) resolution related to tenant evictions through renovations.
2. That Council direct staff to forward the resolution and background documentation to UBCM and to actively seek municipal support for the resolution.
3. That Council provide staff with other direction.

Staff recommends options 1 and 2.

This report has been prepared by
John Stark, Senior Social Planner
Tristan Johnson, Planning Analyst

This report was reviewed by:
Jackie Teed, Manager of Planning

Approved for Presentation to Council



Beverly Grieve
Director of Development Services



Lisa Spitale
Chief Administrative Officer



DISTRICT OF PORT HARDY IN CAMERA RELEASE OF INFORMATION REPORT

Date	Res. #	Community Charter Section	Resolution
2015-02-10	IC 2015-003	S. 90 (1) (a)	THAT Council appoints Bob Hawkins as the District of Port Hardy Emergency Coordinator.
2015-02-10	IC 2015-004	S. 90 (1)(e)	THAT implementation of right of first refusal agreements with the Market Street landowners not be pursued any further at this time.
2015-03-10	IC 2015-009	S.90(1)(c)	THAT the Wharf Management, Administrative and Maintenance Services Tender be re-tendered.
2015-04-14	IC 2015-016	S. 90(1)(k)	THAT the proposal by LMR Ventures (Primary: Leah Robinson) be accepted for the Wharf Management, Administrative and Maintenance Services Contract.
2015-05-28	IC 2015-023	S. 90(1)(c)	THAT Council directs staff to proceed with re-advertisement of the Director of Engineering and Operational Services position and that the title of the position be changed to Director of Operational Services.
2015-06-23	Verbal	S. 90(1)(a)	Allison McCarrick, Director of Financial Services provided an update on the hiring process associated with the Director of Operations Position.
2015-06-23	Verbal	S. 90(1)(a)	Jeff Long , Director of Corporate Services provided an update on the hiring process associated with the Director of Corporate & Development Services position.
2015-07-14	Verbal	S. 90(1)(a)	Allison McCarrick, Director of Financial Services gave an update on the interviews for the Director of Operations position and Director of Corporate & Development Services position.
2015-07-14	Verbal	General Discussion	Council held a general discussion regarding In Camera confidentiality. Discussion included circulating paper only copies of agendas/minutes to protect confidentiality
2015-09-15	verbal	S. 90(1)(a)	Rick Davidge, CAO provided an update on the interviews and hiring process for the Director of Operational Services position.
2015-10-27	IC 2015-049	S. 90(1)(a)	THAT Council approves the contract for employment of Allison McCarrick as Chief Administrator Officer as presented.

Date	Res. #	Community Charter Section	Resolution
2016-01-12	IC 2016-03	S.90(1)(c).	THAT Council supports the new job description for the Director of Operations and the new job title and description for the Manager of Operations & Community Services as presented.
2016-02-23	IC 2016-07	S. 90 (1)(k)	THAT Council allows for charter and tourist reserved moorage at the Bear Cove Recreation site.
2016-02-23	IC 2016-08	S. 90 (1)(k)	THAT Council provides six slips with 20 amp service at the Bear Cove Recreation Site. An evaluation was done and staff is reviewing the need at the recreation site for the 2017 season.
2016-02-23	IC 2016-10	S. 90 (1)(k)	THAT the agreement for caretaking services at the Bear Cove Recreation Site be amended with Jim Henschke and Nita Klatt to allow for caretaking and management of the charter and tourist reserved moorage for the 2016 season.
2016-02-23	Verbal	S. 90 (1)(k)	Enter into a month to month rental with kawatsi Economic Development Corporation to utilize the Seagate Wharf building for administration offices.
2016-02-23	IC 2016-12	S. 90(1)(a)	THAT the contract with Seaway Ventures be renewed at 0.13% increase over the 2015 Contract.
2016-02-23	Verbal	S.90(1)(c).	Robert (B) Schantz has been hired as Municipal Inspector.
2016-02-23	Verbal	S. 90(1)(i)	Allison McCarrick, CAO provided an update regarding the installation of the Hydrant for the Kwa'lilas Hotel was discussed.
2016-02-23	IC 2016-13	S. 90 (1)(k)	THAT Council pursues an additional 1% hotel tax (MRDT) and that the additional 1% portion will be retained for Tourism in Port Hardy. The original 2% hotel tax would still be shared 80/20 with the Regional District of Mount Waddington. If it is found that the additional 1% hotel tax is not favorable amongst the Hoteliers, then the current ratio with the Regional District of Mount Waddington will be reviewed by Council
2016-03-08	IC 2016-17	S. 90 (1) (j)	THAT Council writes a letter in support of Bryce Casavant to the Royal Roads University endorsing the work that Mr. Casavant will be doing researching the human wildlife conflict resolution in the Port Hardy area.
2016-03-22	IC 2016-21	S. 90 (1)(k)	THAT Council approves the recommendation of staff to appoint HDR-CEI as architects for the multiplex facility upgrade.

Date	Res. #	<i>Community Charter Section</i>	Resolution
2016-03-22	IC 2016-22	S. 90 (1)(k)	THAT Council directs staff to complete a year-long lease agreement between the District and the Ministry of Fisheries and Oceans ending on March 31, 2017 AND FURTHER THAT the lease will transfer into a month to month lease agreement until further notice is given either on behalf of the District of the Ministry of Fisheries and Oceans.
2016-04-12	IC 2016-26	S. 90 (1)(k)	THAT Council directs staff to enter into a contract with Unitech Construction Management LTD. for the services of Project and Construction Management Services for the Port Hardy Multiplex.
2016-05-10	IC 2016-30	S. 90 (1)(k)	THAT Council authorizes staff to proceed with Schematic Design with HDRCEI, which includes class C drawings.



**MINUTES
DISTRICT OF PORT HARDY
PARKS & RECREATION REVIEW COMMITTEE MEETING
WEDNESDAY JUNE 15,, 2016
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

PRESENT: Councillors Dennis Dugas and Fred Robertson (Chair)

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

PUBLIC: None

A. CALL TO ORDER

Councillor Fred Robertson called the meeting to order at 3:03pm.

B. APPROVAL OF AGENDA AS PRESENTED

Councillor Robertson suggested the following additions to the agenda:
Business Arising From the Minutes and Unfinished Business:

- 4. Ballfields Survey.
- 5. Soccer Field Update.

Moved/Seconded/Carried

THAT the agenda for the June 15, 2016 Parks & Recreation Review Committee meeting be adopted as amended.

C. ADOPTION OF MINUTES

Minutes of the Parks & Recreation Review Committee meeting held May 18, 2016.

Moved/Seconded/Carried

THAT the minutes of the Parks and Recreation Review Committee meeting held May 18, 2016 be accepted.

D. DELEGATIONS

No delegations.

E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

ACTION ITEMS

- 1. Review of Action Items.

Councillor Robertson inquired if Stephen Ralph has been contacted regarding membership on the Parks & Recreation Review Committee. H. Nelson-Smith advised she has contacted him.

- 2. Foreshore and Parks Bylaw: Beach Access. Staff to research jurisdictional areas and best practices. H. Nelson-Smith advised that the task is on her to do list but no work has been done on it yet. Councillor Robertson suggested that staff meet with DFO regarding jurisdiction on beach access.

DRAFT

PRCC
2016-017
ADOPTION OF
AGENDA

PRCC
2016-018
MINUTES MAY
18, 2016
ACCEPTED

COMMUNITY
ENERGY PLAN

The Committee discussed:

- Current signage at Storey's beach.
- Vehicles driving on the beach.
- Low tide and vehicle access at the boat ramp.
- Kwakiutl First Nation launching their large canoes at the boat ramp.

A. McCarrick, CAO suggested that signage be installed "No vehicle traffic on beach – vehicles at boat launch only" or something similar.

Councillor Robertson suggested that staff discuss concerns with DFO prior to moving forward with signage.

3. Community Energy Plan – Village of Burns Lake OneSky-Canadian Institute of Sustainable Living (Sept 2008)

A. McCarrick, CAO advised the Burns Lake Community Plan was included for information to show how a community energy plan can be done.

The Committee discussed:

- Expertise of consultants needed to prepare a plan.
- To bring forward to 2017 budget discussions.
- District has similar items already in place.
- District has 'SmartTools' program that can be utilized for reporting information.
- District capacity to utilize Smart Tools program.
- Energy efficiency already in the Official Community Plan.
- If joining Communities for Climate Change brings any benefits to the District.
- Utilizing an EFleet type program to analyze District vehicle fleet energy.
- Utilizing hybrid type vehicles in the District fleet.



Councillor Robertson suggested:

- Developing a 'green building' policy and adding it to permit fees.
- Energy efficiency to be a priority at the proposed Multiplex building.
- That the District work with School District 85 and Marine Harvest on ways and means to develop fuel efficiencies such as utilizing biofuels.

ADDENDUM

ADDENDUM
BALLFIELD
SURVEYS

4. Ballfields Survey

H.Nelson-Smith advised that 45 surveys have been received to date. S. Mercer advised that this weekend he will ask ball tournament people to do the survey.

Councillor Dugas asked for an update on the condition of the ballfields. S. Mercer advised the infields are in good shape when not wet, outfields need work and the dug outs need repairs.

5. PHSS Soccer Field Update

Councillor Robertson advised that he and Councillor Dugas attended a recent School District 85 board meeting along with representatives from Youth Soccer and the PHSS Parent Advisory Committee.

ADDENDUM
PHSS SOCCER
FIELDS

The Committee was advised there was lots of discussion at the meeting regarding the state of the soccer fields at PHSS and that the School District has made no effort to make progress in looking after the fields or discover exactly what is wrong with the irrigation system. Councillor Dugas advised the School Board will form a Committee and start discussing issues with the field. Concerns include cost of repairs and upgrades and ongoing costs of metered water as well as annual operations and maintenance costs.

Councillor Robertson commented that School District 85 is interested in reviewing the reciprocal use agreement with the municipality. Councillor Robertson further commented that:

- The District has influence regarding water.
- The School District's concern is the costs of repairs and ongoing operations and maintenance.
- The Youth Soccer want good playing fields.

F. CORRESPONDENCE

None in agenda package.

G. NEW BUSINESS

No New Business.

H. ROUNDTABLE DISCUSSION

Abbas Farahbakhsh, Director of Operational Services advised he has received, but not yet completely reviewed, a draft report from Lees & Associates and will circulate it to S. Mercer for his review and comments. Various options and their costs are in the report.

I. NEXT MEETING DATE: 3:00 pm Wednesday July 20, 2016

Upcoming 2016 meeting dates are August 17, September 21, October 19, November 16, December 21

J. ADJOURNMENT

Moved
THAT the meeting be adjourned.

Time: 3:55pm

PRCC
2016-019
ADJOURNMENT

2016



**MINUTES OF THE
DISTRICT OF PORT HARDY
TOURISM ADVISORY COMMITTEE MEETING
JUNE 16, 2016 AT 12 NOON
MUNICIPAL HALL, 7360 COLUMBIA STREET**

PRESENT: Councillor Dennis Dugas, District of Port Hardy; Councillor Rick Marcotte, District of Port Hardy; Carly Pereboom Manager, Chamber of Commerce; Louisa Bates, Visitor Information Centre, Donna Gault, Tourism Port Hardy; Joli White, Tourism Coordinator, Vancouver Island North Tourism

Staff: Allison McCarrick, CAO; Adrian Maas, Director of Financial Services, Leslie Driemel, Recording Secretary

A. CALL TO ORDER

Adrian Maas, Director of Financial Services called the meeting to order at 1:30 pm

B. DETERMINATION OF CHAIR

Those present nominated Donna Gault and Carly Peremboom as Chair for the Tourism Advisory Committee. Carly Pereboom declined the nomination. Donna Gault accepted the nomination and by acclamation assumed the Chair position.

D. GAULT
CHAIR BY
ACCLAMATION

The position of Vice-Chair was discussed by the Committee. Councillor Dennis Dugas, accepted the nomination as Vice-Chair of the Tourism Advisory Committee and by acclamation assumed the Vice-Chair position.

D. DUGAS VICE
CHAIR BY
ACCLAMATION

C. REVIEW / APPROVAL DRAFT TERMS OF REFERENCE

The Committee reviewed the Draft Terms of Reference and the following changes were discussed:

Mandate

(2) Development and maintenance of a five year strategic and development of an annual tactical plan

Committee Structure

To add a representative from the Chamber of Commerce

To add a representative from the tourism stakeholder group

Agendas, Meetings and Minutes

To have meetings take place on a bi-weekly basis

DRAFT

Moved/Seconded/Carried

THAT the Terms of Reference of the Tourism Advisory Committee be accepted as amended.

TAC-2016-001
APPROVAL OF
TERMS OF
REFERENCE
AS AMENDED

The Committee recommends to Council

THAT Council approve the Tourism Advisory Committee Terms of Reference, as amended.

D. Municipal Regional District Tax (MRDT) PROGRAM REQUIREMENTS FALL 2015 (see in particular Key Timeline 6.3 (9 months) and Application Requirements Section 7)

Adrian Maas reviewed the requirements for 3% MDRT, time frame for preparation of the application and the application process. The Committee discussed:

- How to bring local hoteliers on board for the increase from 2% - 3% MDRT.
- Advising what the 2% MDRT has accomplished
- Advising what the extra 1% can do
- Holding an information session / teleconference with all hoteliers in the near future
- Brochures / information on the 2% and 3% amounts
- Promotion of tourism good for community and hotels

- Presentation to hoteliers the 3% tax in a positive way and advise ,what the additional dollar amount translates to (\$22,000 to \$24,000)
- Addition of a tourism stakeholder representative on the Committee

Donna Gault relayed comments of recently contacted local hoteliers.

The Committee agreed to hold an information session / telephone conference call with local hoteliers to review the MDRT process and application. Carly Pereboom and Jolie White will prepare information packages regarding the 3% MDRT.

Donna Gault to contact local hoteliers and advise of a teleconference call to be held sometime in the week of July 20-22.

Adrian Maas advised he will prepare an advertisement for a tourism stakeholder representative.

E. STATUS UPDATE:

- a) Tourism Port Hardy - Donna Gault
- the Committee on recent activities including contact and comments from hoteliers,
 - Arranging with Louisa bates at the Visitor Center to take care of the website and budget.
- b) Visitor Information Center - Louisa Bates
- there has been work on a brochure with Donna Gault
 - circulated to the Committee some general ideas for 1 and 5 year plans for the work to be done includes marketing Port Hardy as a destination as well as goals and strategies
 - marketing should leverage attractions that are here
 - stakeholder engagement and partnership branding should be looked into
- c) Regional District VINTAC - Joli White
- Ms White discussed the role of VINTAC as one of support to several processes in the region. Their current tourism plan is for 3 years and can be adapted to 5 years to fulfill the application and develop the tactical plan. It was commented that it would be good to get information regarding MDRT into one document.

F. NEXT STEPS

Discussion took place on the items listed below.

- a) 5 year Strategic Plan
- b) 1 Year Tactical Plan
- c) Contacts and support of Hoteliers
- d) Timeframes

Carly Pereboom commented that roles and responsibilities of the committee members be drawn up in order to put all the pieces and parts of the 3% MDRT application into place.

Adrian Maas will prepare a rolls and responsibilities document for the Committee.

G. Adjourn

DRAFT



District of Port Hardy

7360 Columbia Street ♦ PO Box 68

Port Hardy BC V0N 2P0 Canada

Telephone: (250) 949-6665 ♦ Fax (250) 949-7433

Email: general@porthardy.ca ♦ www.porthardy.ca



TOURISM ADVISORY COMMITTEE Terms of Reference

DRAFT

PREAMBLE

Port Hardy is desirous of enhancing the tourism sectors ability to market and increase demand for tourism in the area and specifically in the Port Hardy municipal area. There is also a strong interest in Port Hardy being able to better respond to tourist visitor needs and desires once they arrive.

Facilitation of tourism is considered an economic benefit to not only the direct tourism sector but also the general economic of Port Hardy. Front line accommodation sector is the first to benefit from tourism however it is recognized that additional economic benefit will result from longer and enhanced tourism visits. Dedicated tourism related marketing funding is needed in order to accomplish goals common to the tourism sector. The most readily available funds are MRDT (Municipal Regional District Tax - or Hotel Tax) funds which are currently levied at 2% of Hotel rates for overnight accommodation.

MANDATE

The committee will monitor, evaluate, advise and make recommendations to Port Hardy Council with respect to policies and strategic initiatives related to marketing Port Hardy's tourism sector ensuring:

1. Foster cooperation and development of common goals between the Hotel Sector, Visitor information Center , Tourism Port Hardy, and Vancouver Island North Tourism
2. Development and maintenance of a five year strategic and annual tactical plan.
3. Compliance with Destination BC requirements for renewal of MRDT tax levels targeting a 3% tax level for the next five year renewal period
4. Promoting consultation with hoteliers
5. Consultation with stakeholders including the Hotel sector, Visitor Information Center, Tourism Port Hardy,
6. Should 3% tax level not be achievable to negotiate revised sharing percentage levels of the current level of funding with the Regional District (and Vancouver Island North Tourism).

COMMITTEE GOALS

Short Term - within 6 months

1. Develop and approve 5 year strategic and one year tactical plans.
2. Monitor and provide council with milestone achievements on introduction of a 3% MRDT tax level (Which funds will be used exclusively for marketing) and the required strategic and tactical plans required for same.
3. Alternately the goal would be to renegotiate the sharing percentage of the current funding level.

Long Term - Annually

1. Review reporting and planning requirements, update council as required, review annual reports prior to submission to Destination BC
2. Report to Council as required.



District of Port Hardy

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The committee will utilize materials from the Destination BC website as reference to conduct their work and will be provided assistance from Vancouver Island North Tourism, Tourism Port Hardy, Visitor Information staff, and District staff as required.

APPOINTMENT & TERM

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



COMMITTEE CHAIR

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

The chair, if present, must preside at Committee meetings, if the Chair and Vice Chair are both absent from the committee meeting, the recording secretary shall call the meeting to order and shall call for an Acting Chair to be nominated and selected by resolution.

COMMITTEE STRUCTURE AND MEMBERSHIP

The Tourism Advisory Committee will be comprised of:

- Two Councillors appointed by council
- Chief Administrative Officer
- Director of Finance
- Representative from Vancouver Island North Tourism
- Representative from Tourism Port Hardy
- Representative from Visitor Information Center
- Representative from business community (Chamber of Commerce)
- Representative from Tourism Stakeholders Group

Where consensus is not clear each member shall hold one vote.

The membership shall be maintained at no less than 6 members, unless the committee votes to increase the membership, and quorum can be maintained at the majority of the meetings.

COMMITTEE MEETING SCHEDULE

The committee shall meet initially bi-weekly in the short term and at least semi- annually in the long term, Additional meetings may be at the call of the chair or at the request of any two members. Schedule of meetings will be at the discretion of the chair.



District of Port Hardy

7360 Columbia Street ♦ PO Box 68

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QUORUM

Quorum shall consist of half the members plus one.

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

AGENDAS, MEETINGS & MINUTES

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

1. Conduct of Meetings

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

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

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

2. Notice

The Committee shall provide the Corporate Officer with a copy of their annual meeting schedule on or before December 31st of each year. Notice of the day, hour and place of special meetings shall be given at least three (3) days prior to the meeting by leaving a copy of the notice with the Corporate Officer and with each member of the Committee at the place to which the member has directed such notices be sent.

3. Agendas

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

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4. Delegations / Public Input

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

5. Voting

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

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

6. Minutes

Minutes of meetings provide a written record of the Committee's activities and can track the progress of action on recommendations the Committee has made. Minutes of the meeting will be prepared by the staff support and provided to the Corporate Officer prior to the next regular meeting of Council.

7. Conflict of Interest

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

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

8. Confidentiality of Information

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

9. Consensus

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

10. Media

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

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

AUTHORITY AND REPORTING

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

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

The Committee will keep Council informed by providing minutes of each meeting and will provide an annual summary of accomplishments (MRDT report copies) and strategic and tactical plans as they are developed. The Committee is authorized to communicate with external organizations and agencies to collect information and make inquiries. Where the Committee wishes to express opinions or make recommendations to external organizations and agencies, it must first obtain authorization from District Council in that regard.

BUDGET

Being an Advisory committee only there is no budget established. If the committee deems it required the Committee Chair shall submit a budget request to the Director of Financial Services before September 1st of each year of estimated expenditures for the cost of maintenance and operation of the Committee work.

DRAFT



**MINUTES OF THE DISTRICT OF PORT HARDY
OPERATIONAL SERVICES COMMITTEE MEETING
HELD JUNE 20, 2016
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

PRESENT: Councillors Pat Corbett-Labatt, Rick Marcotte, John Tidbury (Chair),
and Councillors Fred Robertson, Dennis Dugas

ALSO PRESENT: Heather Nelson-Smith, Dir. Corporate Services; Abbas Farahbakhsh, Director
of Operational Services; Sean Mercer, Operations Manager; Leslie Driemel,
Recording Secretary

A. CALL TO ORDER

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

B. APPROVAL OF AGENDA

Moved/Seconded/Carried

THAT the agenda for the Operational Services Committee meeting of June 20,
2016 be accepted as presented.

OP SCVS
2016-019
AGENDA
ACCEPTED AS
AMENDED

C. MINUTES

1. Minutes of the Operational Services Committee meeting held May 16, 2016.

Moved/Seconded/Carried

THAT the minutes of the Operational Services Committee meeting held May 16,
2016 be accepted as presented.

OP SCVS
2016-020
MINUTES MAY
16/16 ACCEPTED

D. DELEGATIONS

No delegations

E. BUSINESS ARISING / UNFINISHED BUSINESS

1. Action Items were reviewed and updated.

2. Knotweed

Committee discussion on knotweed included:

- utilizing goats to eradicate knotweed
- spray vs injection application process being undertaken during the current knotweed eradication program.
- Concerns regarding water runoff from sprayed areas and distance from creeks and other water bodies
- Locations/availability of a map of locations being treated. H. Nelson-Smith advised park areas closest to water (eg Tsulquate Park) is being done first and then upland areas.
- Accessing private property with owner's permission

3. Cenotaph Project – Proposal to Cenotaph/Monument Restoration Program approved for \$24,140.

ACTION ITEMS

DRAFT

ACTION ITEMS

The Committee discussed the work being started prior to Filomi Days.

Heather Nelson-Smith updated the Committee on the grant award from Cenotaph/Monument Restoration Program and that she has advised Russ Hellberg that the project cannot officially start until the signed agreement is returned to the District.

F. CORRESPONDENCE

No correspondence

G. NEW BUSINESS

Discussion on Cultural Signage. Topics for discussion may include

- Limit number of signs per year
- Maintenance of signs
- Installation of signs
- Size and type of signs
- Materials used to make signs
- Repairs due to vandalism of signs
- "In-kind" contributions
- Budget
- Locations
- Process to accept donation of sign

DRAFT

Abbas Farahbakhsh, Director Operational Services discussed with the Committee issues and concerns regarding cultural signage projects in the District. It was commented that online research did not find any information from other local governments or agencies on 'cultural signage' policies and procedures.

CULTURAL SIGNAGE

The Director advised there needs to be a discussion with local First Nations on protocols and procedures for cultural signage and that there needs to be better communication and organization on adding cultural signage in the community. The Director reviewed his experience with First Nation totem poles in Duncan including;

- proper installation to avoid damage to the art / signage
- contracting out for qualified repair and maintenance
- annual maintenance program and associated costs
- vandalism issues
- carpenter ants an issue

The Committee held a general discussion that included concerns regarding;

- In kind donations by the District – a need to define what is included in an "in kind" donation (labour only, pre-installation site preparation etc.).
- Capacity – control the number of new sign installations each year.
- Maintenance – who is responsible for ongoing maintenance and determining what kind of maintenance work is required.
- Education on proper maintenance procedures.
- Budget for maintenance.
- Need to develop protocols and processes for cultural signage in discussion and negotiations with local First Nations.
- Local First Nation politics over placement of cultural signage.
- Development of a signage location plan and concerns about First Nations place name sites not aligning with District locations.
- Types of materials to be used in construction.
- Applications for funding for First Nations projects to include budget for installation and maintenance.

	<p>Councillor Robertson suggested bringing discussion forward to a Council Committee of the Whole meeting. Councillor Tidbury requested the Committee members and the other Councillors present review the list of concerns and bring forward suggestions to the next Operational Services meeting. A discussion list could then be prioritized and brought forward to a Committee of the Whole.</p>
MEETING DATE MOVED TO MONDAY JULY 11	<p>The date for the next Operational Services Committee meeting was discussed and it was agreed by consensus to move the July 18 meeting date to Monday July 11 at 3:00 pm in Council Chambers in order to accommodate summer holiday schedules.</p>
CULTURAL SIGNAGE	<p>Heather Nelson-Smith advised she would look at the list of First Nations names and park sign spaces. The Director will also research the Federation of Canadian Municipalities tool kit on First Nations and Municipal Type Service Agreements.</p> <p>The Committee was advised that the Storey's Beach First Nations sign has been installed. The Committee voiced concerns regarding installation procedures. Abbas Farahbakhsh advised that the installation of the uprights seems suitable.</p> <p>Councillor Robertson commented that signage in Kwak'wala needs explanatory interpretive notes. Heather Nelson-Smith suggested at least two Kwak'wala speakers review the signs and agree on the interpretation.</p>
FISHERMANS WHARF SECURITY AND LIGHTING	<p>H. ROUNDTABLE DISCUSSION</p> <p>Councillor Marcotte</p> <p>-discussed Fishermans Wharf Security, suggested that better lighting be installed in the parking lot and submitted for budget discussion. S. Mercer advised that the sea wall lighting suppliers may have ideas for lighting. A. Farahbakhsh advised he has talked to Angela Smith, Harbour Manger about a blind spot in the parking lot and that a light could be put on a pole there.</p> <p>Heather Nelson-Smith advised that if it is a Hydro pole and there is electricity there it would be about \$500 to install a fixture. S. Mercer to determine whether it is a District of Hydro pole.</p> <p>Councillor Robertson</p> <p>- asked if anyone had contacted the gentleman from UVIC who's vehicle was broken into. Councillor Corbett-Labatt advised he had been contacted.</p>
HARBOUR ROOF	<p>Councillor Corbett-Labatt</p> <p>- discussed the state of the roof at the Harbour Authority building and suggested it might need work on it. H. Nelson-Smith advised the District leases the building from the Harbour Authority.</p>
BENCHES	<p>-discussed the need for cleaning and repairs on benches in and around Port Hardy. S. Mercer advised that inspection and work on benches is ongoing and benches are high maintenance, no matter what material they are constructed from.</p>
SEAWALL LIGHTING	<p>-asked when the next phase of seawall lighting will be done and that it would be good to look into the cost of programmable coloured lights for special days. S Mercer advised that the lights are expected to arrive late this week and that a programmable module is available but he did not know the cost. S. Mercer estimated a cost of about \$11,000 to convert Market Street to LED lighting.</p>

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KAINS LAKE

Councillor Dugas

- inquired about Kains Lake water levels and was advised by A. Farahbakhsh that the level is currently about 20 cm higher than this time last year. Councillor Corbett-Labatt asked about pumps at the lake and was advised that they are being researched.

-inquired about valve installation at Kains Lake and was advised is being looked at this week

SEAGATE DOCK
REVIEW

-inquired about the review of the Seagate Dock by Pacificus. A. Farahbakhsh advised that a draft report has been submitted and a list of priorities will be done by the contractor.

I. NEXT MEETING: 3:00 pm Monday July 11, 2016.

Upcoming meeting 2016 meeting date: August 15, September 19, October 17, November 21, and December 19.

J. ADJOURNMENT

OP SCVS
2016-021
ADJOURNMENT

Moved

THAT the meeting be adjourned.

Time: 4:20pm

DRAFT