



## **DISTRICT OF PORT HARDY**

# **AGENDA COUNCIL MEETING 7:00 PM, TUESDAY, AUGUST 9, 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, AUGUST 9, 2016  
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>	
1-2	1. Minutes of the Committee of the Whole meeting held July 12, 2016.	
	Motion required	1.            2.
3-8	2. Minutes of the Regular Council meeting held July 12, 2016.	
	Motion required	1.            2.
	<b>D. DELEGATIONS AND REQUESTS TO ADDRESS COUNCIL</b>	
9-12	1. Cpl Stu Foster (Acting Staff Sgt) re: RCMP Quarterly report.	
	<b>E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS</b>	
13-15	1. Council Action items. For information.	
16-19	2. Copy of letter from Allison McCarrick, CAO to Debra Oakman, CAO Comox Strathcona Regional Hospital District (July 14/16) re: Parking at the new Campbell River and Comox Valley Hospital Sites. For information.	
	<b>F. CORRESPONDENCE</b>	
20	1. Andrew Ashford, Port McNeill Logger Sports Society (July 7/16) re: Thank you for support of Port McNeill Logger Sports. For information.	
21-22	2. Small Community Grants re: 2016 Traffic Fine Revenue \$524,747. For information.	
23	3. Abigail McCorquodale re: Thank you for support for Scotdance Canada Championship series. For information.	
24	4. Christy Clark, Premier, (July 20/16) re: Thank you for letter asking for an amendment to the BC Assessment Act. For information.	
	<b>G. NEW BUSINESS</b>	
	<b>H. COUNCIL REPORTS</b>	
	1. Verbal Reports from Council members.	
	<b>I. COMMITTEE REPORTS</b>	
25-27	1. Draft minutes of the Operational Services Committee meeting held July 11, 2016. For information. Recommendations: The Operational Services Committee recommends to Council:	
	1. "that the new bus stops for the Regional District of Mount Waddington Bus service be accepted and presented as approved in principle and that staff work with the Mount Waddington bus service to ensure that the placement of the stops does not pose a hazard."	

*Council motion July 12, 2016*

**Moved/Seconded/Carried**

*THAT Council accepts the Regional District of Mount Waddington's proposed changes to bus stops in Port Hardy as presented.*

2. "that Council amend the unsightly premises bylaw to include the following provision 'no out of control grass and weeds (must be under 20 cm high) and no dead landscaping AND add in the definition of brush to the bylaw. An exemption - District Park property designated as meadowed areas will be excluded from this provision."

Motion / direction 1. 2.

- 28-33 2. Draft minutes of the Tourism Advisory Committee meetings held July 14, 2016, July 20, 2016 (1:30 pm and 6:30 pm) and DRAFT minutes for July 28, 2016. For information.

- 34-41 3. Draft minutes of the Parks & Recreation Review Committee meeting held July 20, 2016

Recommendation: The Parks & Recreation Review Committee recommends  
*"that Council approve, in the 2016 budget year, the repairs to the skate board park identified in the April 2016 Risk Control Survey report to the District of Port Hardy."*

Motion / direction 1. 2.

#### J. STAFF REPORTS

- 42-44 1. Accounts payable for July 2016. For information.

- 45-47 2. Adrian Maas, Director of Financial Services (July 12/16) re: Council Policy CP2.18 Financial Support for Sport Competitors.

Motion / direction 1. 2.

- 48 3. Adrian Maas, Director of Financial Services (July 18/16) re: Purchase Card Policy CP2.4

Motion / direction 1. 2.

- 49-51 4. Adrian Mass, Director of Financial Services (July 22/16) re: Municipal Finance Authority – Lease Conversions / Payout

Motion / direction 1. 2.

- 52-53 5. Heather Nelson-Smith, Director of Corporate Services (August 3/16) re: Chief Election Officer and Deputy Chief Election Officer Appointments

Motion / direction 1. 2.

#### K. CURRENT BYLAWS AND RESOLUTIONS

No current bylaws

#### L. PENDING BYLAWS

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

#### M. INFORMATION AND ANNOUNCEMENTS

August 11 Committee: Tourism Advisory Committee 2:00 pm Council Chambers  
August 15 Committee: Operational Services, 3:00 pm Council Chambers  
August 17 Committee: Parks & Recreation Review, 3:00 pm Council Chambers  
August 25 Committee: Occupational Health & Safety, 8:30 am Council Chambers  
August 25 Committee: Tourism Advisory Committee 2:00 pm Council Chambers

#### N. NOTICE OF IN CAMERA MEETING

No In Camera meeting scheduled at this time.

O. ADJOURNMENT Motion required 1. 2. Time:



**MINUTES  
DISTRICT OF PORT HARDY  
COMMITTEE OF THE WHOLE MEETING  
TUESDAY JULY 12, 2016  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

**PRESENT:** Mayor Hank Bood and Councillors Dennis Dugas, Pat Corbett-Labatt, 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

**REGRETS:** Councillor Jessie Hemphill

**MEDIA: NONE MEMBERS OF THE PUBLIC: 2**

COW 2016-028  
APPROVAL OF  
AGENDA AS  
PRESENTED

**A. CALL TO ORDER**

Mayor Bood called the meeting to order at 6:19:pm

**B. APPROVAL OF AGENDA**

**Moved/Seconded/Carried**

THAT the agenda for the Committee of the Whole July 12, 2016 be accepted as presented.

**C. DELEGATION**

1. Jolie White, Vancouver Island North re: Regional Tourism Project.

Ms. White gave a PowerPoint presentation to Council and areas reviewed included:

- Vancouver Island North Project Rationale
- Given the geographical distribution of tourism product and the number of communities offering tourism related services and experiences a regional approach is logical.
- North Vancouver Island currently does not undertake any marketing or tourism development initiatives at the regional level.
- The consumer does not acknowledge municipal boundaries or generally go to the region just to experience one product or community.
- The consumer does not acknowledge municipal boundaries or generally go to the region just to experience one product or community.
- By amalgamating resources and funding at the region level the North Vancouver Island will be able to accomplish significantly more through enhanced coordination.
- The project timeline from 2006 to 2015.
- The governance model which includes: VI North Tourism, contracted services provider, RDMW (including municipalities) and consumer.
- Funding sources - Municipal and Regional District Tax (MRDT), RDMW Economic Development, Destination BC, stakeholder cooperative Marketing investment, Special Project funding.

- Marketing highlights – visits on website, social media, Explorer Guide, research projects and surveys, recreation map.
- Industry development – with Destination BC, Aboriginal Tourism BC, Tourism Vancouver Island, BC Ferries Vacations, Tourism Industry Association of BC, Recreation Sites and Trails BC, 43K Wilderness Solutions
- Support for Port Hardy MRDT Renewal through: 5 Year Strategic Plan Support, 1 Year Tactical Plan Support, Member of Tourism Advisory Committee, Stakeholder Communication & Accommodation Sector support.

**D. STAFF REPORTS**

No Staff Reports.

**E. NEW BUSINESS**

1. Review of public participation on standing and select committees of Council.

The Committee reviewed:

- Recommendation from Parks & Recreation Review Committee meeting of May 18, 2016
- Recommendation from Regular Council Meeting of May 24, 2016
- Community Charter S.141,142 & 143

Councillor Robertson spoke to the request from an outside member of the community to sit on the recreation committee as a member. Seeing as there was no public participation it was brought

Mayor Bood stated that each individual chair of their respective committees can make a recommendation to add outside members to their committees, and feels that that is where the request should be directed.

There was no formal recommendation.

**F. ADJOURNMENT**

THAT the Committee of the Whole adjourns.

Time: 6:50 pm

CORRECT

APPROVED

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

\_\_\_\_\_  
MAYOR

COW 2016-029  
ADJOURNMENT



**MINUTES OF THE DISTRICT OF PORT HARDY  
REGULAR COUNCIL MEETING  
JULY 12, 2016  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

**PRESENT:** Mayor Hank Bood and Councillors Councillor Pat Corbett-Labatt, Dennis Dugas, 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:** Councillor Jessie Hemphill

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

**A. CALL TO ORDER**

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

**B. APPROVAL OF AGENDA**

**Moved/Seconded/Carried**

THAT the agenda for the Regular Council meeting of July 12, 2016 be accepted as presented.

2016-133  
AGENDA  
ACCEPTED AS  
PRESENTED

**C. ADOPTION OF MINUTES**

1. Minutes of the Committee of the Whole meeting held June 28, 2016.

**Moved/Seconded/Carried**

THAT the minutes of the Committee of the Whole Meeting of Council held June 28, 2016 be accepted as presented.

2016-134  
C.O.W. MEETING  
MINUTES JUNE  
28/16 ACCEPTED

2. Minutes of the Regular Council meeting held June 28, 2016.

**Moved/Seconded/Carried**

THAT the minutes of the Regular Council meeting held June 28, 2016 be accepted as presented.

2016-135  
REGULAR COUNCIL  
MEETING JUNE  
14/16 ACCEPTED

**D. DELEGATIONS**

No delegations.

**E. ACTION ITEMS**

1. Council action items were received for information.

ACTION ITEMS

**F. CORRESPONDENCE**

1. Debbie Perkovich, Filomi Days Committee (July 4/16) re: Request for District support for Filomi Days events.

2016-136  
DISTRICT SUPPORT  
FOR FILOMI DAYS

**Moved/Seconded/Carried**

THAT Council approve the requests for support from Debbie Perkovich, Filomi Days Committee namely;

- A road closure on Market St., from the corner of Hastings to the Corner of Douglas Street (Hwy 19) Friday, July 15 at 3:30 pm until Sunday night after the fireworks.
  - A road closure from Thunderbird Mall, Granville Street onto Market Street at Dave Landon Motors to the Tsulquate Park Parking Lot, on Saturday, July 16 from 11:00 am to 1:00 pm – for the annual Lions Club Filomi Days Parade route.
  - A road closure on Main Street from Rupert to Market St. Sunday, July 17 from 9:30 to 1:00 pm – for the Soapbox Derby.
  - The use of Rotary – Carrot Park for the three days along with water and power connections.
  - Additional Porta Potties for the site – 4-6 Porta Potties .
  - The use of 2 Large Blue Garbage bins and pick up service.
  - The use of more garbage cans for the sidewalk and roadway.
  - Supply plastic gloves and garbage pickers.
  - Supply barricades for the parade route.
  - Post a notice on the recreation sign.
  - That the fireworks be allowed to be discharged .
2. Hon. Melanie Joly, P.C., M.P. Minister of Canadian Heritage (June 27/16) re: Notice of Award of Canada 150 Fund grant of \$38,650 for Local First Nations History Murals was received for information.

Councillor Corbett-Labatt advised Council the project coordinators will be meeting at the end of July to begin planning the project. Councillor Corbett-Labatt thanked Caitlyn Hartnett and Heather Nelson-Smith for their hard work and writing of the excellent grant proposal.

3. Debra Oakman, CPA, CMA, Chief Administrative Officer Comox Strathcona Regional Hospital District (June 27/16) re: Parking at new Campbell River and Comox Valley hospital sites and District of Port Hardy support for a tax requisition to cover costs of operating a parking facility at the hospitals (full report with appendices previously circulated).

Council members expressed concern and dismay at contents and tone of the letter and the proposed option of north island regional taxation to pay for parking at the Campbell River and Comox Valley hospital sites.

Council discussion included:

- That it would be wrong to tax north island residents for free parking that would benefit all hospital visitors.
- The importance of 'medical' tourism and the dollars it brings to those communities.
- Concerns that the Provincial health care system relies on parking fees to help fund provincial healthcare facility maintenance and operation costs.
- Difficulty of getting through the process for citizens to get the exemptions. financial aid, emergency parking and parking permits at the hospitals.
- Development of a policy/program by the Ministry of Health that would enable non residents, with a doctor's referral for an appointment / procedure at a provincial hospital, allow free parking for that patient at that facility.

2016-137  
RESPONSE TO D.  
OAKMAN LETTER  
(JUNE 27/16) RE:  
PARKING AT  
HOSPITALS

**Moved/Seconded/Carried**

THAT Council send a letter to Debra Oakman, CPA, CMA, Chief Administrative Officer Comox Strathcona Regional Hospital District expressing dissatisfaction with the response from the Hospital District and the options provided regarding provision of free parking at the new Campbell River and Comox Valley hospital sites.

4. Laurel Ross, Acting Commission Secretary, British Columbia Utilities Commission (July 7/16) re: BC Hydro and Power Authority and FortisBC Inc – Residential Block Rate Report to the Government of British Columbia, request for support in communicating public notice to residents within Port Hardy.

Council discussion included:

- District of Port Hardy previous resolutions at the AVICC and UBCM Conventions regarding tiered BC Hydro residential rates.
- That the request for citizen input on Residential Inclining Block Electricity Rates shows that the process was successful so far.
- Timing of the request for comment and the short timeline for submissions by August 15, 2016.
- Providing a Council comment to the request for input on residential inclining block electricity rates.
- Regional District of Mount Waddington participation.
- That the District needs to help spread the word to consumers to provide input through the website and social media

**Moved/Seconded/Carried**

THAT Council approve posting the Request for Comments on Residential Inclining Block Electricity Rates to the District of Port Hardy website and the District's social media outlets.

Council directed staff to work with interested Councillors on preparing a Council submission to the Request for Comments on Residential Inclining Block Electricity Rates.

5. Email from J. Warshawsky, (July 7/16) re: UBCM Resolution – Maintaining Quality BC Highways was received for information.

**G. NEW BUSINESS**

1. Verbal Report: A. Maas, Director of Financial Services re: Appointment to Tourism Advisory Committee.

Adrian Maas, Director of Finance advised Council that there have been two responses to the advertisement for a Tourism Stakeholder Representative to the Tourism Advisory Committee. The Committee agreed by consensus that the best applicant for the position was Mike Kelly.

**Moved/Seconded/Carried**

THAT Council appoint Mike Kelly to the Tourism Advisory Committee.

**H. COUNCIL REPORTS**

Councillors Pat Corbett-Labatt, Dennis Dugas, 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.

2016-138  
POST INFO ON  
REQUEST FOR  
COMMENTS ON  
ELECTRICITY  
RATES TO  
DISTRICT MEDIA

2016-139  
APPOINT MIKE  
KELLY TO TOURISM  
ADVISORY COMM

COUNCIL REPORTS



## I. COMMITTEE REPORTS

1. Draft minutes of the Tourism Advisory Committee meeting held June 30, 2016 was received for information
2. Operational Services Committee – Verbal report from the meeting held July 11, 2016 re: Letter from Greg Fletcher, Administrator, Regional District of Mount Waddington (July 4/16) re: Proposed Changes to Bus Stops in the District of Port Hardy.

Councillor Tidbury advised that the Operational Services Committee recommends that Council accepts the Regional District of Mount Waddington's proposed changes to bus stops in Port Hardy as presented in the letter dated July 4, 2016 from Greg Fletcher, Administrator, Regional District of Mount Waddington.

2016-140  
RDMW CHANGE TO  
BUS STOPS IN  
PORT HARDY  
APPROVED

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

THAT Council accepts the Regional District of Mount Waddington's proposed changes to bus stops in Port Hardy as presented.

## J. STAFF REPORTS

1. Accounts payable for June 2016 was received for information.
2. Adrian Maas, Director of Finance (June 29/16) re: Regional Forest Sector Attraction, Training and Retention Strategy.

2016-141  
RECEIVE UPDATE  
REPORT ON  
REGIONAL FOREST  
SECTOR PROJECT

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

THAT Council accept the recommendation of the Director of Finance namely; that the update report on Regional Forest Sector Attraction, Training and Retention be received.

Council further discussed the email reply by Mr. Pat English to the request by Adrian Maas, Director of Finance who asked, on behalf of Council, for funding information on the Regional Forest Sector Attraction, Training and Retention Strategy application to the Rural Dividend Fund. Discussion included:

- The need for Council to have detailed information on a regional project of this size.
- The need for a request for information from Port Hardy Council be properly responded to.
- The timeline provided for the project

2016-142  
BRING FORWARD  
P. ENGLISH  
RESPONSE TO  
EMAIL REQUEST TO  
RDMW BOARD  
MEETING

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

THAT the email request by Adrian Maas, Director of Finance and the reply by Mr. Pat English be brought forward to an upcoming Regional District of Mount Waddington Board meeting agenda AND THAT the District of Port Hardy receive answers to the questions asked by the Director of Finance.

3. Schell Nickerson, Fire Chief (July 8/16) re: Replacement of Fire Hall #1 Front Line Fire Engine.

Council discussion on the purchase options provided in the request by Schell Nickerson, Fire Chief for replacement of Fire Hall #1 Front Line Fire Engine included;

- Differences in the details of the Quint engine demonstrated in Port Hardy and of those in Options 1, 2 and 3.
- Cost of adding items to a stock fire engine to bring it up to transportation regulations and District requirements.
- Cost of a custom fire engine.
- Specific requirements needed for a fire engine to operate in this region.
- Financial savings in option 2 being offset by cost of having to add features needed in a front line fire engine (safety features, chain system, etc)
- Staff bringing back a report to Council on the cost of the differences between Options 1, 2 and 3.

Allison McCarrick, CAO advised that Council has given budget approval for the purchase of a fire engine and that the request for proposal process is underway and it will specify the District requirements.

Mayor Bood commented that the best way to proceed is to allow staff to move forward with the request for proposals and to bring back a report to Council after the submissions are accepted and reviewed.

2016-143  
OPTION 1 – QUINT  
FIRE ENGINE  
APPROVED

**Moved/Seconded/Carried**

THAT Council proceed with Option #1, replacement of frontline fire engine #10 with a new Quint engine as outlined in the Fire Chief report of July 8, 2016 .

4. Adrian Maas, Director of Finance (June 30/16) re: Alternative Approval Process – Fire Truck.

2016-144  
APPROVAL TO  
PROCEED WITH  
ALTERNATIVE  
APPROVAL  
PROCESS RE FIRE  
TRUCK PURCHASE

**Moved/Seconded/Carried**

THAT Council approve proceeding with an Alternative Approval Process under section 175 of the *Community Charter* for the purchase of a Fire Truck as outlined in the Director of Finance report of June 30, 2016.

5. Heather Nelson-Smith, Director of Corporate Services (July 6/16) re: Application for Development Variance Permit – 5835 Hardy Bay Road DVP-05-2016.

**Councillor Marcotte cited a possible conflict of interest as he has a personal friendship with the applicant.**

**Time: 7:48pm**

Heather Nelson-Smith, Director of Finance reviewed the request by Martin Demuth to vary the provisions of Zoning Bylaw No. 1010-2013 for the purposes of increasing the allowable height of the principle dwelling *7.6 metres (24.93 feet) to 9.45 metres (31 feet)* and advised that no negative comments have been received from adjacent property owners.

2016-145  
DVP-05-2016  
APPROVED

**Moved/Seconded/Carried**

THAT Council approves Development Variance Permit DVP-05-2016 to vary the provisions of section 6.3 (d) of Port Hardy Zoning Bylaw No. 1010-2013, to: allow for the increase of the maximum height for a principal dwelling from 7.6 metres (24.93 feet) to 9.45 metres (31 feet), with respect to the property legally described as Lot A, Plan VIP85962, Section 30, Township 6 PID 027-728-226  
AND FURTHER THAT the Director of Corporate Services be authorized to execute the permit accordingly.

**Councillor Marcotte rejoined the meeting.**

**Time: 7:51pm**

**K. CURRENT BYLAWS AND RESOLUTIONS**

1. Bylaw 1051-2016, Port Hardy Multiplex Loan Authorization Bylaw. For First, Second and Third Reading.

Heather Nelson-Smith reviewed the background and process for a loan authorization bylaw and advised the process is needed to proceed to the multiplex referendum process. The loan amount of \$6,000,000 in the bylaw to partially fund the construction of the Port Hardy Multiplex is more than should be needed but if a lower figure is requested and the District funding requirement is larger, then the whole referendum process would need to be repeated.

**Moved/Seconded/Carried**

THAT District of Port Hardy Bylaw 1051-2016, Port Hardy Multiplex Loan Authorization Bylaw receive First, Second and Third Reading.

2016-146  
BYL 1051-2016 FOR  
1<sup>ST</sup>, 2<sup>ND</sup> AND 3<sup>RD</sup>  
READING

**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: 7:56pm

2016-147  
ADJOURNMENT

CORRECT

APPROVED

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

\_\_\_\_\_  
MAYOR



Royal Canadian  
Mounted Police

Gendarmerie royale  
du Canada

Security Classification/Designation  
Classification/désignation sécuritaire

Royal Canadian Mounted Police -Port Hardy  
7355 Columbia Street, P.O. Box 86  
Port Hardy, BC V0N 2R0

Your File - Votre référence

Our File - Notre référence

Port Hardy District Mayor and Council  
7360 Columbia Street P.O. Box 68  
Port Hardy, BC  
V0N 2R0

Date

2016-July-13

Mayor and Council  
District of Port Hardy

### **RE: 1'st Quarter (April 1 – June 30) 2016 RCMP Report**

For this fiscal year the Port Hardy RCMP Detachment will continue to focus on the Strategic Priorities of Alcohol Abuse/Intoxication in Public, Traffic Safety with an emphasis on school/playground zones, Crime Reduction with a particular focus on property crime and enhancing relationships with youth in our First Nations Communities.

In keeping with our strategic priorities, we are consistently working to:

#### **Objective # 1 Alcohol Abuse/Intoxication in Public**

##### **Reduce the number of intoxicated people in public areas:**

We have now completed the 1'st quarter for this fiscal year. The number of related calls for service this quarter was 95 as compared to 89 over the same period the previous year.

It is interesting to note that approximately 25% of the 95 calls received were generated by the same four people. Our community partners continue to work closely with those suffering from addiction issues and have seen some recent successes.

The Port Hardy RCMP continues to work with VIHA and other community partners to maintain and further build upon existing relationships in an effort to help those in need.

## **Objective # 2 is Traffic**

### **Increased enforcement, road checks and visibility in school and playground zones, particularly in relation to distracted driving offences:**

During this quarter, the Port Hardy RCMP, in combination with the Integrated Road Safety Unit and North Island Traffic Services, wrote a total of 73 violations tickets for various MVA infractions. Also, a total of 17 Notice and Orders / Warnings were written.

There were 7 road checks conducted in school/playground zones.

The Port Hardy RCMP conducted a total of 25 Impaired Driving investigations that resulted in either suspensions, Provincial Statute charges, Criminal Code charges or upon investigation were deemed unfounded.

As well, the Port Hardy RCMP conducted 5 Motor Vehicle Collision investigations. Of those collisions, 4 were over \$1000.00 in damages and 1 involved some degree of injury.

Members continue to routinely patrol school zones and conduct road checks during high traffic times to ensure high visibility and encourage compliance with traffic laws. Of note, over this last quarter there were fewer complaints generated regarding motor vehicle infractions in school zones.

## **Objective #3: First Nations**

### **Enhance Relationships with Youth in First Nations Communities:**

The Port Hardy RCMP continue to work at building positive relations with First Nations youth and look forward to the continuation of the Student of the Month Program when the school year begins again this fall.

## **Objective #4: Crime Reduction**

### **Work to reduce property crime:**

Over this past quarter there were a total of 20 street checks conducted.

Street and curfew checks remain an important component of crime reduction as they help to hold offenders accountable for their actions and court ordered conditions.

Theft from vehicles continues to be a problem, particularly in certain vulnerable areas. In addition to patrols, curfew and street checks, Cst VASSOS, who is the lead for this initiative, has worked to build partnerships within the community and also with ICBC in an effort to combat this problem. Further, educational efforts such as the lock-out auto crime program and other target hardening efforts such as CCTV, signage and lighting have been implemented or are in the planning stages.

Gord Brownridge (S/Sgt)  
Detachment Commander  
Port Hardy

File Type	April 1 <sup>st</sup> , 2016 – June 30 <sup>th</sup> , 2016	April 1 <sup>st</sup> , 2015 - June 30 <sup>th</sup> , 2015
Assaults / including with bodily harm	47	28
Sexual Assaults	1	1
Intoxicated in Public	95	89
Breach of Peace	13	38
Cause Disturbance	57	27
Mischief	33	48
Bail Violations	36	45
Bylaw - Noise	19	21
False/Abandoned 911	56	31
Break & Enter - Business	6	5
Break & Enter Residence	4	3
Theft from Motor Vehicle under \$5000	10	9
Theft from Motor Vehicle over \$5000	1	0
Theft - Shoplifting Under \$5000	8	6
Missing Persons	29	32
Unspecified Assistance	24	5
False Alarms	18	19
Impaired Driving	8	4
Mental Health Act	4	2
Cocaine trafficking / possession	1	0
Marijuana trafficking / possession	2	3
Prisoners Held	203	211
JJP Hearings	19	19
Detentions from JJP Hearings	14	14
<b>TOTAL</b>	<b>1041</b>	<b>1063</b>

ITEM	ACTION REGULAR MEETING JULY 12, 2016	WHO	STATUS /COMMENTS
Filomi Days Committee re: requests for support	Requests approved as presented	Various staff	Done
Chief Administrative Officer Comox Strathcona Regional Hospital District re: Parking at new hospital sites and District of Port Hardy support for a tax requisition to cover costs of operating a parking facility at the hospitals.	THAT Council send a letter to Debra Oakman, CPA, CMA, Chief Administrative Officer Comox Strathcona Regional Hospital District expressing dissatisfaction with the response from the Hospital District and the options provided regarding provision of free parking at the new Campbell River and Comox Valley hospital sites.	A Mc	Done. Copy of letter in agenda package
British Columbia Utilities Commission re: BC Hydro and FortisBC Inc – Residential Block Rate Report to the Gov't of BC, request for support in communicating public notice to residents within Port Hardy.	THAT Council approve posting the Request for Comments on Residential Inclining Block Electricity Rates to the District of Port Hardy website and the District's social media outlets. - Post to website & social media -Staff to work with interested Councillors on District submission	HN-S H-NS	Done
A. Maas, Director of Financial Services re: Appointment to Tourism Advisory Committee.	Approved: Mike Kelly appointed to Tourism Advisory Committee -Advise Mike Kelly	AM	Done
Operational Services Committee – Verbal report from the meeting held July 11, 2016 re: Letter from Greg Fletcher, Administrator, RDMW re: Proposed Changes to Bus Stops in the District of Port Hardy.	Approved: THAT Council accepts the Regional District of Mount Waddington's proposed changes to bus stops in Port Hardy as presented -Advise RDMW	HN-S	Done
Adrian Maas, Director of Finance (June 29/16) re: Regional Forest Sector Attraction, Training and Retention Strategy.	Approved: THAT the email request by Adrian Maas, Director of Finance and the reply by Mr. Pat English be brought forward to an upcoming Regional District of Mount Waddington Board meeting agenda AND THAT the District of Port Hardy receive answers to the questions asked by the Director of Finance.  -Request item be added to RDMW agenda	AMc	Done
Schell Nickerson, Fire Chief (July 8/16) re: Replacement of Fire Hall #1 Front Line Fire Engine.  Adrian Maas, DFS re: Alternative Approval Process – Fire Truck.	Approved: THAT Council proceed with Option #1, replacement of frontline fire engine #10 with a new Quint engine as outlined in the Fire Chief report of July 8, 2016. -Prepare RFP -report to Council on RFP findings  Approved: THAT Council approve proceeding with an Alternative Approval Process under section 175 of the <i>Community Charter</i> for the purchase of a Fire Truck as outlined in the Director of Finance report of June 30, 2016. -proceed as directed	HN-S HN-S  AM	Done  In Progress
Heather Nelson-Smith, DCS re: Application for DVP-05-2016–5835 Hardy Bay Road.	Approved: DVP-05-2016 as presented. -advise proponent	HN-S	Done
ITEM	ACTION REGULAR MEETING June 28, 2016	WHO	STATUS /COMMENTS
Tami Kernachan re: Unsightly premises bylaw and how unsightly accumulation of grass and weeds on private property is not covered in the District Unsightly Premises Bylaw.	Ms Kernachan requested she be kept informed of Council action on her request. -advise Ms Kernachan on council action on request	HN-S	Ops svcs meeting recommendation to prepare



			wording amendment in bylaw
<b>ITEM</b>	<b>ACTION COUNCIL MEETING June 14 2016</b>	<b>WHO</b>	<b>STATUS /COMMENTS</b>
Adrian Maas, Director of Finance (June 8/16) re: Financial Support for Sport Competitors – Council Policy CP2.18	- Staff to review Policy CP2.18	AM	<b>Agenda Item</b>
<b>ITEM</b>	<b>ACTION COUNCIL MEETING May 10 2016</b>	<b>WHO</b>	<b>STATUS /COMMENTS</b>
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 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::</b> - Arrange for signs / installation/plaque  -Investigate interpretive signs  <b>b. Approved:</b> -Arrange unveiling of signs for June 21/16 -Invite Kwakiutl Band Council  <i>Storey's Beach sign only was unveiled on June 21</i>	AF/SM  AF AMc  HN-S	In progress  In progress In progress  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. <b>Approved:</b> 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.	<b>Approved:</b> THAT Council authorizes staff to proceed with the hiring of an additional full time utility operator. - Proceed with hiring process	AF	In progress
<b>ITEM</b>	<b>ACTION COUNCIL MEETING FEBRUARY 23,2016</b>	<b>WHO</b>	<b>STATUS /COMMENTS</b>
Heather Nelson-Smith, Director of Corporate Services (Feb.5/16) re: Hazardous Condition Property, 8775 Granville Street Port Hardy	<b>Approved::</b> as recommended -Proceed as directed.	HN-S	In progress
<b>ITEM</b>	<b>ACTION COUNCIL MEETING NOVEMBER 24, 2015</b>	<b>WHO</b>	<b>STATUS /COMMENTS</b>
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 Dir of Corp Services be directed to research grant funding sources to offset the workshop costs.	<b>Approved:</b> 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</i>	<b>Approved:</b> as recommended: - <b>Jan 12/16</b> Letters have been sent to property owners regarding their properties - no replies have been received back - next step staff		

<i>proceed with the recommendations from the Broken Window report</i>	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
<b>ITEM</b>	<b>ACTION COUNCIL MEETING – NOVEMBER 24, 2015</b>	<b>WHO</b>	<b>STATUS /COMMENTS</b>
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>	<b>Approved:</b> as recommended: THAT Council directs staff to investigate updating of the of the skateboard park facility.	AMc	<b>Agenda Item</b>
<b>ITEM</b>	<b>ACTION COUNCIL MEETING JULY 14, 2015</b>	<b>WHO</b>	<b>STATUS /COMMENTS</b>
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	<b>Approved:</b> as recommended:	SM	Underway, <u>April 26/16</u> awaiting Hydro truck



# 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](mailto:general@porthardy.ca) ♦ [www.porthardy.ca](http://www.porthardy.ca)



**E-MAILED**

July 14, 2016

Ms. Debra Oakman  
Chief Administrative Officer  
Comox Strathcona Regional Hospital District  
600 Comox Road  
Courtenay, BC V9N 3P6

**COPY**

Sent via email: [djoakman@comoxvalleyrd.ca](mailto:djoakman@comoxvalleyrd.ca)

Dear Ms. Oakman,

Re: Parking at the new Campbell River and Comox Valley hospital sites

Thank you for your letter dated June 27, 2016 and accompanying staff report with regards to parking fees at the new Campbell River and Comox Valley hospital sites.

This information was presented to the Port Hardy District Council at their regular Council meeting held Tuesday, July 12, 2016. Council would like to express their dissatisfaction with the response from the Comox Strathcona Regional Hospital District Board and the options provided regarding parking fees at the new Campbell River and Comox Valley hospital sites.

Included with this email are three letters encouraging the concept of no parking fees for North Island residents who travel for medical services which are not provided on the North Island.

Sincerely,

Allison McCarrick,  
Chief Administrative Officer

Attachments:

- Hank Bood, Mayor District of Port Hardy
- John MacDonald, Chair Strathcona Regional District
- Claire Trevena, MLA North Island



# 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



January 14, 2016

Honourable Terry Lake, Minister of Health  
PO Box 9050 Stn Prov Govt  
Victoria, BC  
V8W 9E2

**COPY**

**RE: NEW CAMPBELL RIVER HOSPITAL PARKING FEES**

Dear Minister Lake,

Thank you for your response to MLA Trevena, dated November 26, 2015 regarding parking fees at the Campbell River Hospital. Council reviewed this letter at its regular meeting of Council January 12, 2016.

Council feels the need to bring to your attention that there are other hospitals in the province that have free parking for their patients. While we realize that there are costs associated with having a facility like this and providing adequate parking for its users, it is unreasonable to expect that in an area where most of its patients will be travelling by car with no other options to access the facility will create a huge burden.

It is also unreasonable to expect people to request forgiveness due to their financial challenges, most people with financial challenges don't want to ask for special treatment, let alone know of the opportunity or even have the capacity to request forgiveness.

I am sure that you are aware of the need for specialized services, especially in remote communities. People are driving up to 3 hours just to access required medical services, we know that it is impossible to predict how long you may be waiting for treatment at the hospital, paying additional fees in parking tickets for lapsed time is not acceptable. Not to mention, the cost of fuel or the cost of accommodations (both of which cannot be recovered from Medical Services Plan) while attending the various services at the only location with services available to North Island residents.

On behalf of Council, I urge you to reevaluate the parking fees at the Campbell River Hospital and make the access to required services available with as little hardship to our North Island residents as possible.

Sincerely,  
The District of Port Hardy

Hank Bood  
Mayor



COPY

**OFFICE OF THE CHAIR**

File No. 0400

January 19, 2016

Sent via email only: [terry.lake.MLA@leg.bc.ca](mailto:terry.lake.MLA@leg.bc.ca)

The Honourable Terry Lake  
Minister of Health  
Room 337, Parliament Buildings  
Victoria, BC V8V 1X4

Dear Minister Lake:

**RE: CAMPBELL RIVER HOSPITAL PARKING FEES**

---

At its regular meeting held on January 13, 2016 the Regional Board considered your reply to MLA Claire Trevena regarding the imposition of parking fees at the new Campbell River Hospital.

The Regional Board believes that hospital parking fees, far from being simply a revenue source for parking lot maintenance, represent a further step towards a user pay health care system. Many people accessing the hospital are already under duress and have enough to worry about without having to ensure that they have parking funds on hand in their time of crisis. In addition, many residents throughout northern Vancouver Island must spend considerable time and incur significant expense simply to access the medical services available at the hospital.

It is the Board's belief that parking fees may discourage loved ones and friends from visiting patients who are in the hospital and may also discourage patients from seeking the medical attention they require. In the end it's the patient who will most likely be punished by imposition of such fees.

The Canadian Medical Association Journal published an editorial on November 28, 2011, which stated that hospital parking fees should be abolished. The editorial claimed the fees contradicted the principle of Canada's universal health care system.

We sincerely encourage you to reevaluate the imposition of parking fees at the new Campbell River Hospital.

Yours truly,

A handwritten signature in black ink that reads "John MacDonald".

John MacDonald  
Chair

Cc Rachel Blaney, MP  
Claire Trevena, MLA  
Vancouver Island Health Authority

301-990 Cedar Street  
Campbell River, BC V9W 7Z8  
Toll free: 1-877-830-2990 [www.strathconard.ca](http://www.strathconard.ca)

Claire Trevena  
North Island  
Parliament Buildings  
Victoria BC V8V 1X4  
Phone (250) 387-3655  
Fax (250) 387-4680



Constituency Office  
908 Island Hwy  
Campbell River BC V9W 2C3  
Phone (250) 287-5100  
Fax (250) 287-5105

---

October 21, 2015

Mr. Joe Murphy,  
Vice President of  
Planning and Operations Support  
Island Health  
2101 Richmond Road  
Victoria, BC V8R 4R7

**COPY**

Dear Mr. Murphy,

Thank you for your letter explaining Island Health's rationale for charging for parking at Campbell River's new hospital.

As I understand it, we will be paying for parking simply to keep the parking spaces open. This really does seem to be a specious argument. There is no charge for the current parking lot, nor for the overflow parking operating while the new hospital is being built although there is obviously maintenance required at the former and clearance, construction and upkeep at the latter.

We manage to have many parking lots around Campbell River that can be maintained without a charge and again I have to ask why this is going ahead for our hospital, a place where there is a great need for ease of access. I have had a number of people contacting me with very distressing tales about paying for hospital parking – in the most egregious case a person's car was towed because he had not been able to feed the meter while his father was dying. Other instances of people with sick kids, their own injuries and those undergoing cancer care trying to ensure parking was paid or finding themselves ticketed have also been forthcoming.

You state that there will be subsidised parking for those families who face "true" financial hardship; is this in contrast to those who face false hardship? Whom will be deciding what "true" hardship is? And how much money will be spent administering that grant system?

Further, as I mentioned in my original letter, this is a regional hospital serving a wide catchment area which necessitates people travelling to access care or visit friends and relatives in their own vehicles. You can't just get on the bus in Alert Bay and pop down to the hospital – it is already a costly journey and your decision to charge parking will add an extra emotional and financial burden on families.

.../2



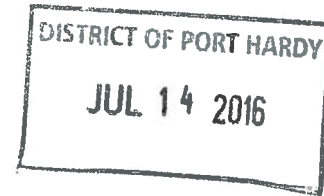
# Port McNeill Logger Sports Society



P.O. Box 1332, Port McNeill, BC, V0N 2R0

July 7, 2016

District of Port Hardy  
Post Office Box 68  
Port Hardy, British Columbia  
V0N 2P0



Dear Mayor Hank Bood,

Thank you very much for your very generous support of the 7th Annual Logger Sports event recently held in Port McNeill. Your continued support and generous donation of your generous loan of your bleachers greatly contributed to the success of our Logger Sports Competition.

We had another great competition this year. After 7 years, our logger sports show is gaining a great reputation for a high quality show, with excellent facilities, organization and of course our local fans! Forestry is a vital part of our local cultural and economic identity, and this was evidenced by the strong contingent of volunteers, competitors, spectators and sponsors that made this event so successful.

In response to the continued overwhelming support of this event, the Port McNeill Logger Sports Society has resolved to bring another high-quality, sanctioned event to the North Island for 2017 that we hope will attract the best competitors from around BC and Canada. We hope that you can continue to be our valued partner in this very worthwhile tradition.

Thank you again for your strong contribution to our 2016 Logger Sports event.

Sincerely,

Andrew Ashford  
On behalf of the Port McNeill Logger Sports Society



## Allison McCarrick

---

**From:** LGIF CSCD:EX [LGIF@gov.bc.ca]  
**Sent:** Friday, July 22, 2016 3:08 PM  
**To:** XT:PortHardy, District ENV:IN  
**Subject:** Unconditional Grant Funding Letter - June 2016 Payment

Ref: 167872

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

Email: [general@porthardy.ca](mailto:general@porthardy.ca)

cc: [amaas@porthardy.ca](mailto:amaas@porthardy.ca)

Dear Mayor Bood and Members of Council:

I am pleased to inform you of the 2016 Small Community and Traffic Fine Revenue Sharing grants for your municipality. These provincial grant programs support strong and vibrant communities by ensuring municipalities have the necessary fiscal capacity to provide good governance and community safety to their citizens.

For 2016, the Province of British Columbia will provide approximately \$103.4 million to municipalities throughout British Columbia (\$48.5 million through Small Community Grants and \$54.9 million through Traffic fine Revenue Sharing). This amount will be marginally lower than the 2015 funding because, if you recall from last year, the Province advanced approximately \$5 million from the 2016 budgeted grant amount to the 2015 grant payment. This was a one-time adjustment.

If you have any questions or comments regarding your grant amount, please feel free to contact Ms. Jennifer Richardson, Policy Analyst, Local Government Infrastructure and Finance Branch, by email at: [Jennifer.Richardson@gov.bc.ca](mailto:Jennifer.Richardson@gov.bc.ca) or by telephone at: 250-356-9609.

Unconditional Grant Funding

Purpose

Payment Date

Amount

Small Community Grants



Local government services

June 29, 2016

\$524,747

Traffic Fine Revenue  
Sharing Grants

Defray the cost of local police enforcement

June 29, 2016

\$ 0

Sincerely,

"Original signed by"

Peter Fassbender

Minister of Community, Sport and Cultural Development Minister Responsible for TransLink

Dear District of Port Hardy,

DISTRICT OF PORT HARDY

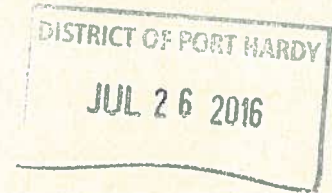
JUL 25 2016

Thank you so much for your support of my most recent highland dancing trip to Winnipeg for the Scotdance Canada Championship Series. I was able to participate in a full week of dancing, and placed in the top 6 in a number of events. After a lot of hard work, it was very exciting to be able to compete at this competition. I appreciate the opportunity to dance at the Canadian Championships, and I also appreciate your financial support.

Yours truly,

Abigail McCorquodale





July 20, 2016

His Worship Hank Bood  
Mayor, District of Port Hardy  
7360 Columbia Street, Box 68  
Port Hardy, BC V0N 2P0

Dear Mayor Bood:

Thank you for your letter asking for an amendment to the BC Assessment Act. I appreciate your taking the time to write to me about this and I see you have also shared your recommendation with the Minister – the Honourable Peter Fassbender.

I have asked him to review your comments, and to respond to your request on my behalf.

It was good to hear from you and I look forward to seeing you at the upcoming UBCM convention.

Sincerely,

A handwritten signature in blue ink that reads "Christy Clark".

Christy Clark  
Premier

Pc: Honourable Peter Fassbender





**MINUTES OF THE DISTRICT OF PORT HARDY  
OPERATIONAL SERVICES COMMITTEE MEETING  
HELD JULY 11, 2016  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

**PRESENT:** Councillors Pat Corbett-Labatt, Dennis Dugas and John Tidbury (Chair)

**ALSO PRESENT:** Allison McCarrick, CAO; Abbas Farahbakhsh, Director Operational Services; Heather Nelson-Smith, Director Corporate Services and Sean Mercer, Operations Manager.

**A. CALL TO ORDER**

Councillor Tidbury called the meeting to order at 3:12pm.

**B. APPROVAL OF AGENDA**

**Moved/Seconded/Carried**

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

**C. MINUTES**

Abbas Farahbakhsh, Director of Operations requested the minutes of the Operational Services Committee meeting held June 20, 2016 be amended: Cultural Signage – *FROM: advised that the installation of the uprights seems suitable TO: raised concern over the installation of the sign.*

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 June 20, 2016 be accepted as amended.

**D. DELEGATIONS**

No delegations

**E. BUSINESS ARISING / UNFINISHED BUSINESS**

1. Review and Update of Action Items

**Cedar Heights Park-** Remove from the action items as the trees have been removed.

**Museum security-** The cameras are installed both inside and outside. Allison McCarrick provided and update regarding some options for security at the museum, those options will be presented to Council in August at a Committee of the Whole.

**Wheelchair washroom Civic Centre-** Need to look at all of the wheelchair washrooms as there is a specific requirement not to have so many pounds of force to open.

OP SCVS  
2016-022  
AGENDA  
ACCEPTED AS  
PRESENTED

OP SCVS  
2016-023  
MINUTES JUNE  
20/16 ACCEPTED  
AS AMENDED

ACTION ITEMS

**DRAFT**

ACTION ITEMS

**Knotweed-** Information regarding how to deal with the treated bushes, it needs to be stomped on and then removed and sent to the landfill. Heather Nelson-Smith provided an update provided on the private property.

**Harbour roof building-** Seaway ventures is aware of the issue with the roof and is in contact with Small Craft Harbours regarding a list of other items as well.

**Lights in the Harbour parking lot-** Who does the pole it belong to? Hydro or District? A light should be added.

2. Bear Smart – District of Port Hardy Bear Smart Program Work Proposal, by Crystal McMillan.

Heather Nelson-Smith provided an update on the Bear Smart and the next steps. In addition there was discussion over the bear proof containers and that they are being built in Port McNeill at the high school.

Heather Nelson-Smith will send Jay Dixon an email about the certification regarding the bear proof bins provided by North Island Secondary. A meeting to follow through with the next steps of the bear smart program will be scheduled for late August.

**DRAFT**

**F. CORRESPONDENCE**

1. G. Fletcher, Administrator, RDMW (July 4/16) re: Proposed changes to bus stops in the District of Port Hardy. (Note: In order to bring any recommendation from the Committee forward to Council in a timely manner the item is also on July 12, 2016 Regular Council agenda under Committee Reports - Verbal report).

**Moved/Seconded/Carried**

THAT the Operational Services Committee recommends to Council that the new bus stops for the Regional District of Mount Waddington Bus service be accepted and presented as approved in principle and that staff work with the Mount Waddington bus service to ensure that the placement of the stops does not pose a hazard.

**G. NEW BUSINESS**

1. Unsightly premises bylaw and grass cutting

June 28/16 Delegation to Council Ms T. Kernachan discussed the need for added wording to the Unsightly Premises Bylaw regarding the accumulation of grass not attended to on private property. It was suggested Council add the following excerpt from the City of Vancouver bylaw to the District Unsightly Premises bylaw: *Every owner or occupier of a parcel of real property shall keep the same cleared of weeds, brush, trees or other growth, with a reasonable standard of that prevailing in the neighborhood.*

Bylaw 10-2008, Unsightly Premises was received as information. Staff Report: Heather Nelson-Smith, Director of Corporate Services (July 8/16) re: Unsightly premises and grass, for received for discussion.

There was general discussion including:

- Timing of enforcement and the costs. Including the possibility of repeat issues
- concern about using the City of Vancouver wording and who we could be comparing the yards to.

OP SCVS  
2016-024  
MOUNT  
WADDINGTON  
BUS SERVICE  
NEW STOPS

OP SCVS  
2016-021  
ADJOURNMENT

OP SCVS  
2016-025  
UNSIGHTLY  
PREMISES AND  
GRASS CUTTING

- trees on private property and the need to be attended to, Abbas Farahbakhsh suggested that trees should be structurally pruned rather than topped.
- Vacant properties bylaw and setting different standards between occupied and un-occupied.
- There should be a height limit to compare to make it easier for enforcement.

**Moved/Seconded/Carried**

THAT the Operational Services Committee recommends that Council amend the unsightly premises bylaw to include the following provision *'no out of control grass and weeds (must be under 20 cm high) and no dead landscaping AND add in the definition of brush to the bylaw. An exemption - District Park property designated as meadowed areas will be excluded from this provision.*

**H. ROUNDTABLE DISCUSSION**

Councillor Dugas

-Water conservation – Requested information on the Decision not to decrease the Water Conservation level from #2 to #1 considering all of the rain. Abbas spoke to the drought level being at 4 for the lower part of Vancouver Island and at a level 3 for the North Island. The rain we are getting is helping to conserve water as people are less likely to water or sprinkle when there is rain which in turn saves water. There is a lot of concern over raising and lowering and then raising the conservation levels. .

Allison McCarrick sat in on a webinar regarding the water restrictions and while the north island is hovering at a 3-4 drought level that we should still conserve the water as best we can as that drought level can change at any time. Councillor Pat Corbett-Labatt reported that she has spoken to a Fisheries representative and they are very concerned about the levels of the river for salmon. It was suggested that the District put out something for the public to alleviate the concern that the District is issuing a higher than required water conservation.

-Parking of boats and trailers on the streets- Discussed with Heather Nelson-Smith what the provisions of the bylaw are for parking recreational boats on the roadways. A notice should be put in the newsletter next year this time.

-Seagate Pier – Allison McCarrick reported that a staff report, final report and Pacificus will be coming to an upcoming to discuss.

-Evergreen building - Heather Nelson-Smith provided an update on the works being done by a contractor once the bids close on July 11, 2016.

Councillor Corbett-Labatt

Seagate Pier Float Works- mentioned that she noticed that there was work going on at the Seagate Pier and that the fishing sign is spelled wrong.

- I. **NEXT MEETING:** Monday August 15, 2016 at 3:00 pm  
Upcoming meeting 2016 meeting date: August 15, September 19, October 17, November 21, and December 19.

**J. ADJOURNMENT**

**Moved**

THAT the meeting be adjourned.

Time: 4:24pm

DRAFT

OP SCVS  
2016-026  
ADJOURNMENT



**MINUTES OF THE  
DISTRICT OF PORT HARDY  
TOURISM ADVISORY COMMITTEE MEETING  
JULY 14, 2016 2:00pm  
MUNICIPAL HALL, 7360 COLUMBIA STREET**

**PRESENT:** Councillor Dennis Dugas, District of Port Hardy; Councillor Rick Marcotte, District of Port Hardy; Louisa Bates, Visitor Information Centre, Carly Pereboom Manager, Chamber of Commerce Tourism Port Hardy; Joli White, Tourism Coordinator, Vancouver Island North Tourism; Mike Kelly, Codfather Charters, Tourism Stakeholder Rep.

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

**Regrets:** Donna Gault (Chair)

**A. CALL TO ORDER**

Dennis Dugas, Vice-Chair, called the meeting to order. Time: 2:00 pm

Dennis Dugas introduced Mr. Mike Kelly as the Council appointee to the Tourism Advisory Committee, appointed at the July 12, 2016 regular Council Meeting.

**B. APPROVAL OF AGENDA AS PRESENTED**

**Moved/Seconded/Carried**

THAT the agenda of the Tourism Advisory Committee meeting July 14, 2016 be approved as presented.

TAC-2016-008  
AGENDA JULY 14/16  
ACCEPTED AS  
PRESENTED.

**C. ADOPTION OF MINUTES**

1. Minutes of the Tourism Advisory Committee meeting held June 30, 2016.

**Moved/Seconded/Carried**

THAT the Minutes of the Tourism Advisory Committee meeting held June 30, 2016 be accepted as presented.

TAC-2016-009  
MINUTES JUNE  
30/16 ACCEPTED  
AS PRESENTED

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

1. A. Maas, Director of Finance re: Council appointment to Tourism Advisory Committee.

The Director of Finance advised the Committee that there were two applications for the appointment to the Tourism Advisory Committee and that Mr. Kelly was the best choice to represent tourism in the community.

2. Review of MRDT Timeframe

- July 1-4 Donna was to ask Chamber of Commerce to email out ad for Tourism Advisory Committee position and to advise general tourism stakeholders of the July 20<sup>th</sup> presentation. Wording to be reviewed by A. Maas
- to confirm number of units for each accommodation provider.
  - update contact information for accommodation providers.
  - email hotels with survey questions, invitation and rsvp request.

July 14 Committee Meeting. Agenda Item: Committee meeting: draft  
PowerPoint presentation for Committee review  
July 20 Presentation to hoteliers 1:30 and 6:30 pm.  
July 27 Feedback and follow up  
July 28 Committee meeting  
August 1-15 Get hotelier signatures  
September 30 Deadline for application submission

- An email from Donna Gault was circulated that confirmed which accommodation providers would be attending the 2:00 and 6:30 pm meetings and which have completed the short survey.
- Joli advised 8 of 14 have responded to the survey.
- Adrian requested copies of correspondence, email or mail, be copied to him in order to document the MRDT process for the application.
- Mike Kelly requested a copy of the survey be sent to him.
- The draft PowerPoint presentation for the meetings with the accommodation providers was reviewed and Committee members provided suggestions for the final version. Jolie will make the recommended changes and send out the final draft to the committee members. The Committee thanked Jolie and Louisa for their work in making the presentation.
- The Committee discussed details of the room set up for the presentation and Allison McCarrick advised the room will be set up for all to see the screen.

Mike Kelly left the meeting.

Time: 2:43 pm

### 3. Review of 5 Strategic Plan and 1 Year Tactical Plan

Louisa Bates advised the documents are being worked on, with the focus on the one year plan and the additional benefits of the extra tax dollars. The Committee discussed the need to get input from the hoteliers for the above plans so that they can have a say and help participate in the process. The 5 Year Strategic plan is required for the application and may not be ready for presentation to the hoteliers for the July 20 meetings. It was agreed that:

- The 5 Strategic Plan and 1 Year Tactical Plan would be sent out to the hoteliers when completed.
- Council approval of the plans is required.
- One person needs to do the writing of the plans in order for them to have consistency in context and writing.
- The Committee reviewed the timeline for the MRDT process.

Allison McCarrick left the meeting.

Time: 3:30 pm

## E. NEW BUSINESS

### Parking at BC Ferry Bear Cove Terminal

Councillor Marcotte commented that BC Ferries is allowing and advertising for overnight parking the evening before a sailing, as well as longer term pay parking.

Carly Pereboom advised that she is contacting Jeff West at BC Ferries to discuss and find ways to mitigate the issue. It was commented that other BC Ferry terminals have early morning sailings and do not allow overnight parking. The Committees concerns will be brought forward to the next meeting of the BC Ferries North & Central Coast



Advisory Committee.

**F. CORRESPONDENCE**

No correspondence in agenda package.

**G. ROUNDTABLE**

No round table discussion was held.

**I. NEXT MEETING DATE:** Hoteliers Presentation Wednesday July 20, at 1:00 and 6:30 pm in Council Chambers. Next Committee Meeting: Thursday July 28, 2:00 pm Council Chambers

**J. ADJOURN**

Time:

TAC-2016-010  
ADJOURNMENT

**Moved/Seconded/Carried**  
THAT we adjourn

Time: 3:00 pm



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**MINUTES OF THE  
DISTRICT OF PORT HARDY  
PORT HARDY ACCOMMODATION PROVIDER  
MUNICIPAL AND REGIONAL DISTRICT TAX INFORMATION MEETING  
July 20, 2016 1:30pm  
MUNICIPAL HALL, 7360 COLUMBIA STREET**

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**PRESENT:** Candace Nomeland, CN Backpackers; George Ewald, Providence Place; Don Orr, Port Hardy RV; Jeong Park, Airport Inn; Marg Leehane, Great Bear Lodge; Shannon Dayley, Bear Cove Cottages; Scott Roberts, Kwa'lilas Hotel / Pier Side Landing; Stephan Wittmer, Kwa'lilas / Pier Side Landing;

**ALSO PRESENT:** Donna Gault (Chair) Councillor Dennis Dugas, District of Port Hardy; Louisa Bates, Visitor Information Centre, Carly Pereboom Manager, Chamber of Commerce 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

**Regrets:** Councillor Rick Marcotte, District of Port Hardy

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Call to Order: Donna Gault called the meeting to order.

Time: 1:30 pm

Donna Gault, Chair of Port Hardy Tourism Committee thanked everyone for coming to the meeting and made introductions around the table. Ms Gault explained the purpose of the meeting was to review the past and current Municipal and Regional District Tax (MRDT) process, review past and future marketing plans and to gain accommodation providers consent to consent renew the MRDT at 3%.

Ms Gault introduced Ms Louisa Bates of the Visitor Information Center as the presenter for Port Hardy Tourism and Ms Joli White as presenter for Vancouver Island North regional tourism. Their presentation is attached to these minutes. Ms Bates ran a short First Nations cultural tourism video and a general tourism video, both of which were recent tourism projects.

Discussion during the presentation by Ms White and Ms Bates included:

- Overview of Tourism industry structure
- MRDT Program purpose – eligible use of funds – flow of funds
- MRDT on Vancouver Island North
- Vancouver Island North Tourism regional boundaries, structure and committee membership
- Vancouver Island North vision, mission and goals
- Tourism Port Hardy past and current structure, vision, mission and goals
- Vancouver Island North marketing highlights and cooperative marketing projects
- Vancouver Island North Tourism industry development
- Port Hardy Tourism marketing highlights and cooperative marketing projects
- Vancouver Island North strategic plan and goals
- Port Hardy Tourism strategic plan and goals
- Tourism investment in MRDT
- Funding formulas for MRDT
- Comparison of current MRDT funding at 2% and estimated increased MRDT funding at 3%
- Application process and deadlines for renewal of MRDT at 3%
- Application requirements of 51% of rooms and 51% of properties needed to sign for 3% increase in order to go forward. In Port Hardy that is 8 properties and 224 rooms.

Following the presentation concerns, comments questions and discussion included:

- 
- Catchment area for past Visitor Profile and Awareness and Desirability Surveys: North Island Region was catchment area
  - Extending tax to restaurant patrons: Not available under the current set up
  - Extending tax to Bed and Breakfast providers: Not under the current set up
  - B&B and AirBnB taking part in MRDT: may be taxed in the future
  - MRDT only applies to accommodation with 4 or more units
  - Doing tied selling with other partners
  - Everyone can benefit by the funds and marketing generated by MRDT dollars
  - 21 passenger bus and tours not exclusive to Kwa'lilas and Pier Side Landing Hotel

Donna Gault thanked everyone for coming to the meeting and advised that approval MRDT forms are available for signature. Jolie White advised the presentation will be emailed to the participants for their review. Donna Gault and Jolie White will follow up with the other accommodation providers.

The meeting adjourned

Time: 2:38pm



**MINUTES OF THE DISTRICT OF PORT HARDY  
PORT HARDY ACCOMMODATION PROVIDER  
MUNICIPAL AND REGIONAL DISTRICT TAX INFORMATION MEETING  
JULY 20, 2016 6:30pm  
MUNICIPAL HALL, 7360 COLUMBIA STREET**

**PRESENT:** Jennifer Case, Airport Inn; Anne Salter, North Coast Trail Hostel; Sun Han, North Shore Inn

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

**Staff:** Adrian Maas, Director of Financial Services, Leslie Driemel, Recording Secretary

**Regrets:** Councillor Rick Marcotte, District of Port Hardy; Allison McCarrick, CAO District of Port Hardy

Call to Order: Donna Gault called the meeting to order.

Time: 6:30 pm

Donna Gault, Chair of Port Hardy Tourism Committee thanked everyone for coming to the meeting and made introductions around the table. Ms Gault explained the purpose of the meeting was to review the past and current Municipal and Regional District Tax (MRDT) process, review past and future marketing plans and to gain accommodation providers consent renew the MRDT at 3%.

Ms Gault introduced Ms Louisa Bates of the Visitor Information Center as the presenter for Port Hardy Tourism and Ms Joli White as presenter for Vancouver Island North regional tourism. Their presentation is attached to these minutes. Ms Bates ran a short First Nations cultural tourism video and a general tourism video, both of which were recent tourism projects.

Discussion during the presentation by Ms White and Ms Bates included:

- Overview of Tourism industry structure
- MRDT Program purpose – eligible use of funds – flow of funds
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- Port Hardy Tourism marketing highlights and cooperative marketing projects
- Vancouver Island North strategic plan and goals
- Port Hardy Tourism strategic plan and goals
- Tourism investment in MRDT
- Funding formulas for MRDT
- Comparison of current MRDT funding at 2% and estimated increased MRDT funding at 3%
- Application process and deadlines for renewal of MRDT at 3%
- Application requirements of 51% of rooms and 51% of properties needed to sign for 3% increase in order to go forward. In Port Hardy that is 8 properties and 224 rooms.

Following the presentation discussion included:

- The need to make sure the provincial government listing of local accommodation providers collecting MRDT matches the listing of Tourism Port Hardy.
- Confirmation that the tourism videos are available for accommodation providers to use.

Donna Gault thanked everyone for coming to the meeting and advised that approval MRDT forms are available for signature. Jolie White advised the presentation will be emailed to the participants for their review. Donna Gault and Jolie White will follow up with the other accommodation providers.

The meeting adjourned

Time: 7:50pm



**MINUTES  
DISTRICT OF PORT HARDY  
PARKS & RECREATION REVIEW COMMITTEE MEETING  
WEDNESDAY JULY 20, 2016  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

**PRESENT:** Councillors Dennis Dugas and Fred Robertson (Chair)

**ALSO PRESENT:** Allison McCarrick, CAO; Sean Mercer, Operations Manager; Leslie Driemel, Recording Secretary

**REGRETS:** Abbas Farahbakhsh, Director of Operational Services; Heather Nelson-Smith, Director of Corporate Services;

**PUBLIC:** None

PRCC  
2016-020  
ADOPTION OF  
AGENDA

PRCC  
2016-021 MINUTES  
JUNE 15, 2016  
ACCEPTED

ACTION ITEMS

**A. CALL TO ORDER**

Councillor Fred Robertson called the meeting to order at 10:34am.

**B. APPROVAL OF AGENDA**

**Moved/Seconded/Carried**

THAT the agenda for the July 20, 2016 Parks & Recreation Review Committee meeting be accepted as presented.

**C. ADOPTION OF MINUTES**

Minutes of the Parks & Recreation Review Committee meeting held June 15, 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**

1. Review of Action Items

**Foreshore and Parks Bylaw**

Councillor Robertson asked if DFO has been contacted regarding concerns and jurisdiction on local beaches. A. McCarrick advised that the Director of Corporate Services is undertaking this task.

**Ballfield Lighting Removal**

S. Mercer advised that if the ground is still too wet for a BC Hydro truck, he will be contacting Daisy Weymer, a local faller, to do the work.

DRAFT

2. Staff Report: Allison McCarrick, CAO (July 4/16) re: Skateboard Park Risk Management Review

Allison McCarrick, CAO reviewed the Skateboard Park Risk Management Report and advised the estimated cost of \$13,000 for repairs that was provided by a local contractor. Options for the Committee's consideration included

- Complete repairs if the 2016 budget permits.
- Close the skateboard park until repairs can be completed.
- Request additional 2016 funding to complete repairs.
- Move the skateboard park location and complete repairs.
- Plan and budget for a new skateboard park.

DRAFT

The Committee discussed:

- Liability concerns to the District now that risk has been reported.
- Closing the skateboard park due to liability / risk concerns.
- Possibility of removing the skateboard park if the multiplex project goes ahead.
- Delay repairs until the multiplex decision is reached.
- Repair the skateboard park this year and find the funds to do so.
- Ongoing repairs every year vs building a new skateboard park.
- Contacting Stephen Ralph to ask if he has met with PH Rotary Club for financial aid and ask if he has looked into gaming grants for the facility.
- Cost of Alert Bay skateboard park approximately \$130,000.

PRCC  
2016-022  
RECOMMENDATION  
TO REPAIR SKATE  
BOARD PARK IN  
2016

**Moved/Seconded/Carried**

The Parks & Recreation Review Committee recommends that Council approve, in the 2016 budget year, the repairs to the skate board park identified in the April 2016 Risk Control Survey report to the District of Port Hardy.

**F. CORRESPONDENCE**

None in agenda package.

**G. NEW BUSINESS**

1. Allison McCarrick, CAO: Referred from Operational Services Committee meeting held July 11, 2016 discussion on dog park areas, picnic tables and park benches

**Dog Park Areas**

The Committee discussed the current off leash areas and the need for a review of the sites, fencing of the areas and signage in the areas.

Allison McCarrick, CAO advised staff will bring forward more information to the Committee at the next meeting regarding:

- off leash areas in the Animal Care and Control Bylaw No. 11-2012.
- off leash sign placement.
- off leash sign options.

### Picnic Tables and Park Benches

Sean Mercer advised that there are different makes and models of picnic tables and benches throughout the District and that many now require replacement or repair.

It was suggested that in the future the District pick one make and model of picnic tables and one make and model of benches for replacement and future installations.

The Committee requested staff bring forward a report that details; an inventory of the picnic tables and benches, location and state of repair or replacement and a selection of styles and types (wood /cement / composite) for new tables and benches and associated costs for the Committee to review. The report could then be brought forward to 2017 budget discussion.

DRAFT

### ROUNDTABLE DISCUSSION

#### Councillor Dugas

- Thanked Sean Mercer and the Public Works staff for their help during Filomi Days.
- Commented on overflowing garbage containers on Market Street. S. Mercer advised raven lids are the problem and that lids are being ordered for the containers. It was suggested that Fox's Disposal dump the commercial bins on the Saturday of Filomi Days.
- Candy thrown from vehicles a concern, not reaching the kids watching the parade and they run out to get it. Could have only one set of people distributing candy along parade route, e.g. grads dressed as clowns.

#### Sean Mercer, Manager of Operations & Community Services

- Advised of complaints about fireworks from the Harbour Authority. The wind blew shrapnel onto boats at the Seagate Wharf, made a mess of the boats and is a fire hazard. He will talk to John Tidbury and will request the barge be anchored farther out.
- Advised boaters are coming alongside the fireworks barge, need to request help from RCMP boat / Coast Guard / Fisheries & Oceans to patrol the area.

#### Allison McCarrick, CAO

- Filomi Days fishing derby registrations were only available at the Bait Shack at Bear Cove, need to be available in town.
- No District entry into the parade, will schedule recreation staff to work prior to and during Filomi Days next year to ensure District participation and support.
- Traffic control at road barriers a safety issues a concern, drivers going past barriers right after parade ended, need to have traffic control (District staff / Rangers) at each barrier until 15-30 minutes after the parade ends. S. Mercer commented that using District staff would require proper traffic control training.

#### Recommendations to be brought forward to Filomi Days Committee:

- Request the fireworks barge be anchored farther out to reduce shrapnel from landing on moored boats and the Seagate Dock.

- Request support from RCMP boat / Coast Guard / Fisheries & Oceans to stop boaters from coming alongside the fireworks barge.
- Have Filomi Days fishing derby registrations available at a location in town.
- Discuss ways to have manned traffic control at parade barriers and that the manned barricades continue for a short time after the parade ends
- Suggested that Fox's Disposal dump the commercial bins on the Saturday of Filomi Days.
- Require that parade entries do not throw candy from vehicles-- parade entries must walk along edge of roadway to distribute candy.

The Parks & Recreation Review Committee will invite the Filomi Days Committee to an upcoming meeting to discuss the Committee's recommendations.

**Councillor Robertson**

- Good work done by Filomi Days Committee and all the volunteers
- Inquired if report on Storey's Beach ballfield is done. Allison McCarrick advised that the Director of Operations has the draft report.
- Requested an update on the multiplex referendum process. Allison McCarrick advised the required bylaw is going to the province for their approval and that Heather Nelson-Smith will be named Chief Election Officer at the next Council meeting.
- Discussion with SD85 about soccer fields at PHSS is ongoing.
- Is disappointed that bio fuels are not a good source of energy in the region due to cedar content and that small scale wind energy is not feasible due to the amount of energy put out. Pellet production is still an option and that oil furnaces may be converted to pellets as a fuel source

**Sean Mercer**

-Ongoing growing concerns from residents regarding overgrown and danger trees, primarily alders in District greenbelt areas, were they addressed in the wildfire report? Allison McCarrick advised that the report has been received in draft form and it identifies areas in Port Hardy for fuel management only. Sean suggested the District have an arborist do a review of danger trees in District greenbelts. Discussion included: how fast alders grow back; that they actually are good in that they provide a shade canopy and retain water; that there is no certified faller on District staff and that there are DFO regulations regarding falling of trees near creeks.

**H. NEXT MEETING DATE: 3:00 pm Wednesday August 17, 2016**

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

**I. ADJOURNMENT**

**Moved**

**THAT** the meeting be adjourned.

Time: 11:40am

PRCC  
2016-023  
ADJOURNMENT

DRAFT



Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
007597	07/07/2016	02514	Alsco	191.47	
007598	07/07/2016	00829	ANA'S HARDY CLEAN	2,303.99	
007599	07/07/2016	01836	ARIES SECURITY LTD.	4,059.30	
007600	07/07/2016	01615	BOOD, HANK	210.00	
007601	07/07/2016	02588	Boris Mobile Mechanic	1,120.00	
007602	07/07/2016	01805	BUSY B'S DISTRIBUTING	17.00	
007603	07/07/2016	01901	DENNISON, MELINDA	35.00	
007604	07/07/2016	01901	DENNISON, MELINDA	70.97	
007605	07/07/2016	01476	DOR-TEC SECURITY LTD.	138.30	
007606	07/07/2016	00063	HOME HARDWARE BUILDING C	348.10	
007607	07/07/2016	01875	ISLAND ADVANTAGE DISTRIB	346.99	
007608	07/07/2016	00065	K & K ELECTRIC LTD.	923.14	
007609	07/07/2016	02007	MARSHALL WELDING AND FAB	382.71	
007610	07/07/2016	01777	MCCARRICK,ALLISON	112.08	
007611	07/07/2016	00328	MERCER, SEAN	35.00	
007612	07/07/2016	00014	MINISTER OF FINANCE	3,282.00	
007613	07/07/2016	00033	NAPA AUTO PARTS/N.I. IND	270.24	
007614	07/07/2016	01014	NICKERSON, SCHELL	75.00	
007615	07/07/2016	00148	North Island Locks	162.40	
007616	07/07/2016	00027	NORTH ISLAND VETERINARY	19.30	
007617	07/07/2016	03242	Patterson's Plumbing	879.53	
007618	07/07/2016	00363	PORT HARDY BULLDOZING LT	889.88	
007619	07/07/2016	00107	RECEIVER GENERAL FOR CAN	22,314.57	
007620	07/07/2016	03092	Seaway Ventures Ltd.	11,658.18	
007621	07/07/2016	00253	Shaw Cable	134.74	
007622	14/07/2016	00073	BLACK PRESS GROUP LTD.	1,950.82	
007623	14/07/2016	02207	Blanchard Security	4,857.31	
007624	14/07/2016	03257	Bounce-A-Rama Rentals Lt	4,565.00	
007625	14/07/2016	00580	BRITISH COLUMBIA SAFETY	2,563.16	
007626	14/07/2016	00018	CANADIAN RED CROSS SOCIE	12.60	
007627	14/07/2016	02468	Canwest Propane	1,137.43	
007628	14/07/2016	01433	COMOX PACIFIC EXPRESS LT	309.49	
007629	14/07/2016	03250	Cox, Keisja	230.00	
007630	14/07/2016	02730	CUPE Local 401	740.00	
007631	14/07/2016	03255	Dawson, Brodie	1,000.00	
007632	14/07/2016	03249	Devndisch, Dave	1,000.00	
007633	14/07/2016	02140	DOUG LLOYD CONTRACTING	279.30	
007634	14/07/2016	00098	DUNCAN ELECTRIC MOTOR LT	333.42	
007635	14/07/2016	00020	E.J. KLASSEN MOTORCADE L	26.87	
007636	14/07/2016	02675	Envirosmart Biodegradabl	1,746.43	
007637	14/07/2016	02782	Filomi Days Society	800.00	
007638	14/07/2016	03254	Folkins, Doug	600.00	
007639	14/07/2016	03251	Gogo, John	150.00	
007640	14/07/2016	00058	GUILLEVIN INTERNATIONAL	605.05	
007641	14/07/2016	00052	HARDY BUILDERS' SUPPLY	225.87	
007642	14/07/2016	02043	HARNISH SALES AGENCY	1,120.00	
007643	14/07/2016	03241	HDR/CEI Architecture Ass	4,095.00	
007644	14/07/2016	00334	HI-PRO SPORTING GOODS LT	1,305.15	
007645	14/07/2016	03253	Hill, Greg	600.00	
007646	14/07/2016	00063	HOME HARDWARE BUILDING C	76.31	
007647	14/07/2016	00194	INT'L UNION OPERATING EN	963.66	
007648	14/07/2016	00230	ISLAND OVERHEAD DOOR (19	929.25	
007649	14/07/2016	02936	J.D. PETROLEUM LTD.	314.48	
007650	14/07/2016	02807	Johnson Security Solutio	188.03	
007651	14/07/2016	00065	K & K ELECTRIC LTD.	1,251.84	
007652	14/07/2016	02761	Lidstone & Company	133.95	
007653	14/07/2016	00695	LINDE CANADA LIMITED 156	12.32	
007654	14/07/2016	02843	Lumca Inc.	53,130.00	
007655	14/07/2016	00069	MACANDALE'S	82.94	
007656	14/07/2016	02007	MARSHALL WELDING AND FAB	686.78	
007657	14/07/2016	03212	McGill, Mike	32.00	
007658	14/07/2016	00304	MONK OFFICE	120.50	
007659	14/07/2016	00017	MUNICIPAL INSURANCE ASSO	1,704.00	
007660	14/07/2016	01419	MURDY & MCALLISTER	2,344.32	
007661	14/07/2016	00033	NAPA AUTO PARTS/N.I. IND	505.44	
007662	14/07/2016	01645	NORTH ISLAND COMMUNICATI	241.50	
007663	14/07/2016	00178	NORTH ISLAND GLASS LTD.	3,755.12	
007664	14/07/2016	02006	NORTH ISLAND TRACTOR	239.45	
007665	14/07/2016	00075	O.K. TIRE STORE (PORT HA	927.54	
007666	14/07/2016	02792	OPTA Information Intelli	8,762.25	
007667	14/07/2016	02749	Orach Enterprises Ltd.	5,490.46	

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
007668	14/07/2016	02071	PACIFICUS BIOLOGICAL SER	27,200.65	
007669	14/07/2016	03262	Parker, Lynay	1,300.00	
007670	14/07/2016	00412	PORT HARDY LIONS CLUB	158.00	
007671	14/07/2016	03259	Porter, Keith	691.34	
007672	14/07/2016	00769	Praxair Distribution	891.16	
007673	14/07/2016	00080	PUROLATOR INC.	438.35	
007674	14/07/2016	03256	Purple Pirate	559.75	
007675	14/07/2016	00107	RECEIVER GENERAL FOR CAN	23,079.72	
007676	14/07/2016	00187	REGIONAL DISTRICT OF MT	4,419.90	
007677	14/07/2016	00187	REGIONAL DISTRICT OF MT	5,000.00	
007678	14/07/2016	00187	REGIONAL DISTRICT OF MT	3,859.38	
007679	14/07/2016	01874	RICHFORM CONSTRUCTION SU	831.61	
007680	14/07/2016	01990	ROAD RANGER FREIGHT/0702	18.48	
007681	14/07/2016	02100	ROCKY MOUNTAIN PHOENIX	265.58	
007682	14/07/2016	03246	Sanitherm, ULC C3191	7,436.80	
007683	14/07/2016	03174	Schantz, Robert	51.10	
007684	14/07/2016	03247	Star Diamond Tools Inc.	8,605.10	
007685	14/07/2016	00113	STRYKER ELECTRONICS LTD.	112.00	
007686	14/07/2016	01732	TAM'S NORTHERN GARDENS	183.03	
007687	14/07/2016	03261	The Rock Shop	525.00	
007688	14/07/2016	03114	Tuttle, Jessica	760.00	
007689	14/07/2016	01773	UNIVAR CANADA LTD.	3,673.52	
007690	14/07/2016	00644	VAN KAM FREIGHTWAYS LTD.	144.82	
007691	14/07/2016	03260	Vancouver Island Insuran	1,425.00	
007692	14/07/2016	02837	Waterhouse Environmental	6,115.20	
007693	14/07/2016	03148	Westport Welding & Fabri	156.24	
007694	14/07/2016	00164	Xerox Canada Ltd.	541.56	
007695	14/07/2016	03041	Zone West Enterprises Lt	224.07	
007696	14/07/2016	00047	B.C. HYDRO	37,341.44	
007697	21/07/2016	00044	ACKLANDS - GRAINGER INC.	107.71	
007698	21/07/2016	02514	AlSCO	178.48	
007699	21/07/2016	01836	ARIES SECURITY LTD.	556.50	
007700	21/07/2016	00184	BC Assessment	24,199.21	
007701	21/07/2016	00580	BRITISH COLUMBIA SAFETY	1,314.60	
007702	21/07/2016	03221	Camcor Diving Services	1,092.00	
007703	21/07/2016	02822	Corix Water Products LP	1,269.92	
007704	21/07/2016	03105	Get Growing	1,672.16	
007705	21/07/2016	01980	HETHERINGTON INDUSTRIES	173.25	
007706	21/07/2016	00063	HOME HARDWARE BUILDING C	74.87	
007707	21/07/2016	01875	ISLAND ADVANTAGE DISTRIB	147.35	
007708	21/07/2016	01167	JUST RITE PRECISION SHAR	302.40	
007709	21/07/2016	03263	Kervin, Ben	354.93	
007710	21/07/2016	02883	Lekker Food Distributors	1,338.79	
007711	21/07/2016	03059	Maxxam Analytics	819.00	
007712	21/07/2016	00185	MUNICIPAL FINANCE AUTHOR	83.44	
007713	21/07/2016	02006	NORTH ISLAND TRACTOR	480.29	
007714	21/07/2016	02071	PACIFICUS BIOLOGICAL SER	3,307.50	
007715	21/07/2016	00203	Port Hardy & Dist. Chamb	4,209.00	
007716	21/07/2016	03259	Porter, Keith	672.47	
007717	21/07/2016	00080	PUROLATOR INC.	28.84	
007718	21/07/2016	03183	R.F. Binnie & Associates	6,865.75	
007719	21/07/2016	00187	REGIONAL DISTRICT OF MT	132,208.00	
007720	21/07/2016	00187	REGIONAL DISTRICT OF MT	364,481.00	
007721	21/07/2016	00843	SHARE CANADA	193.20	
007722	21/07/2016	03145	Strategic Natural Resour	18,007.50	
007723	21/07/2016	03265	Sze-To, Mei	94.14	
007724	21/07/2016	00161	TELUS MOBILITY (BC)	559.63	
007725	21/07/2016	02717	Tourism Association of V	556.23	
007726	21/07/2016	00485	TRAN SIGN (1999) LTD.	2,604.46	
007727	21/07/2016	03264	Unitech Construction Man	10,838.33	
007728	21/07/2016	00644	VAN KAM FREIGHTWAYS LTD.	88.28	
007729	28/07/2016	01884	Ace Hardware	96.18	
007730	28/07/2016	00046	ANDREW SHERET LTD	1,461.08	
007731	28/07/2016	02693	BC One Call	40.16	
007732	28/07/2016	01615	BOOD, HANK	315.62	
007733	28/07/2016	02882	Catalys Lubricants Inc.	302.09	
007734	28/07/2016	00281	CHEVRON CANADA LTD.	563.49	
007735	28/07/2016	02782	Filomi Days Society	2,098.10	
007736	28/07/2016	02782	Filomi Days Society	1,608.77	Yes
007737	28/07/2016	00063	HOME HARDWARE BUILDING C	136.70	
007738	28/07/2016	02873	Jewell, Joe	688.67	

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
007739	28/07/2016	02807	Johnson Security Solutio	817.94	
007740	28/07/2016	00065	K & K ELECTRIC LTD.	7,170.55	
007741	28/07/2016	00069	MACANDALE'S	198.90	
007742	28/07/2016	02007	MARSHALL WELDING AND FAB	263.20	
007743	28/07/2016	00304	MONK OFFICE	85.89	
007744	28/07/2016	00033	NAPA AUTO PARTS/N.I. IND	279.27	
007745	28/07/2016	02002	Neopost	221.71	
007746	28/07/2016	00013	PACIFIC BLUE CROSS	19,777.53	
007747	28/07/2016	00264	PORT HARDY HERITAGE SOCI	420.00	
007748	28/07/2016	00080	PUROLATOR INC.	37.03	
007749	28/07/2016	03266	RALEIGH Fire Safety Ltd	1,657.29	
007750	28/07/2016	00107	RECEIVER GENERAL FOR CAN	20,555.28	
007751	28/07/2016	00272	ROLLINS MACHINERY LIMITE	1,548.01	
007752	28/07/2016	02522	Strathcon Industries	27.18	
007753	28/07/2016	00160	TELUS	4,746.51	
007754	28/07/2016	03196	Tremain Media Inc.	4,499.25	
007755	28/07/2016	02272	WAJAX EQUIPMENT	85.19	
007756	28/07/2016	01429	WINDSOR PLYWOOD	243.65	
007757	28/07/2016	02782	Filomi Days Society	804.38	
Total:				946,153.81	

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



# DISTRICT OF PORT HARDY

## STAFF REPORT



**DATE:** July 12, 2016  
**TO:** Mayor and Councillors  
**FROM:** Adrian Maas, Director of Finance  
**RE:** **Council Policy CP 2.18 Financial Support For Sport Competitors**

### PURPOSE

To propose updating policy.

### ANALYSIS

In 2016 the Late Grant in Aid budget was consumed early due to multiple competitors approaching council for assistance.

While it is easy to consider single applicant situations it appeared less easy for council to gauge the need for assistance when team players approached for assistance. While the preamble to the policy speaks about taking into account the number of members on a team and the financial support available through their sports affiliation there is no requirement in the policy section for Team applications versus Individual applications.

The proposal is to break the policy into two sections one for single competitor situations, and one for team sport competition situations. This may make it easier for Council to deliberate on situations where multiple applicants could apply for one team. Payments at the Team level may help put the onus on organizers to determine need and to support their own with fundraising as appropriate.

The attached draft policy with track changes shown is presented for Council to consider.

### FINANCIAL IMPLICATIONS

There are no financial implications, as policy does not establish the budget.

### STAFF RECOMMENDATION

*"THAT Council amend policy CP2.18 as directed to staff."*

Respectfully submitted,

I agree with the recommendation.

Signed

Adrian Maas  
Director of Finance

Signed

Allison McCarrick  
Chief Administrative Officer

# DISTRICT OF PORT HARDY

## POLICY MANUAL

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### COUNCIL POLICY FINANCE

POLICY TO PROVIDE FINANCIAL  
SUPPORT FOR SPORT COMPETITORS

POLICY # CP2.18

Approved: September 8, 2009  
Amended: \_\_\_\_\_

Page 1 of 1

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### PREAMBLE

This policy is set to determine the amount of financial support, if any, that should be given to local sports Team competitors or Non- Team Individuals who are competing at a provincial, inter-provincial or national level. ~~Consideration may be given to either individuals or teams who may be competing.~~ Council will take into account the number of members on a team and the financial support available to them through their sports' affiliation. It is recognized that, while costs are greater for a large team, they also have a benefit of numbers for fundraising purposes.

### POLICY

#### Team Sport Applicants

1. Team Sport Applicants are to present Council with:
  - A letter from the Sponsoring Team noting all details of the event they will attend, the number of players and coaches attending and mode of transportation;
  - A statement of their proposed expenses and all financial assistance that is available to them;
  - Proposed fundraising; and
  - Portion of costs payable by individuals.
2. Up to \$500 may be donated to the Team applicant, to be judged on the basis of need.
3. Souvenir pins may be given to each Team participant.
4. A large District flag may be loaned to the Team participants for display at the event.

#### Non Team Sport (Individual) Applicants

- 1 Applicants are to present Council with:
  - A letter noting all details of the event they will attend, the number of players and coaches attending and mode of transportation;
  - A statement of their proposed expenses and all financial assistance that is available to them;
  - Proposed fundraising; and
  - Portion of costs payable by individual.
5. Up to ~~\$500~~ \$250 may be donated to the applicant, to be judged on the basis of need.

## DISTRICT OF PORT HARDY

### POLICY MANUAL

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- | 6. Souvenir pins may be given to ~~the each~~ participant.
- | 7. A large District flag may be loaned to the participants for display at the event.

#### District of Port Hardy

1. Requests will be forwarded to the Director of Financial Services (DFS) for determination of available funding. If funding is available, the DFS will forward the application to Council for consideration.
- | 2. ~~The DFS may establish a reserve account to fund these donations and payments to the fund will be included in the annual budget. Funding is limited to the amount provided in the annual Grant In Aid budget.~~

Resolution number 2009-175

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# DISTRICT OF PORT HARDY

## STAFF REPORT



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**DATE:** July 18, 2016  
**TO:** Mayor and Councillors  
**FROM:** Adrian Maas, Director of Finance  
**RE:** **Purchase Card Policy CP2.4**

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### PURPOSE

To amend Corporate Purchase Card Policy CP 2.4 to include the Mechanic position.

### ANALYSIS

Purchase Cards are a cost effective method of processing small dollar value and one time purchases. The alternative is to use purchase orders which entail more paperwork and staff time in processing the purchase order, invoice and cheque in payment.

The Districts Mechanic position would benefit from having a purchase card in that the person in the position would be enabled to make quick purchases of needed repair parts and this would also reduce the general volume of paperwork in the administration office of public works and finance. Public Works staff are in agreement with this position being added as a card holder.

### FINANCIAL IMPLICATIONS

There will be an improvement in paper flow and efficiency in purchasing for the position will be improved.

### STAFF RECOMMENDATION

*"THAT Council amend Purchase Card Policy CP2.4 to include the Mechanic position."*

Respectfully submitted,

I agree with the recommendation.

Signed

Adrian Maas  
Director of Finance

Signed

Allison McCarrick  
Chief Administrative Officer



# DISTRICT OF PORT HARDY

## STAFF REPORT



**DATE:** July 22, 2016  
**TO:** Mayor and Councillors  
**FROM:** Adrian Maas, Director of Finance  
**RE:** **Municipal Finance Authority (MFA) - Lease Conversions / Payout**

### PURPOSE

To inform Council of MFA plans to convert leases and seek authority for early payout.

### ANALYSIS

The attached email has been received from MFA outlining that they will be winding up the MFA Leasing Corporation and converting existing leases to their new equipment Financing Program. This in itself will save us a modest amount of money as the interest rate will be reduced. It also gives greater flexibility in payouts as there will no longer be a prepayment fee of \$100 per lease.

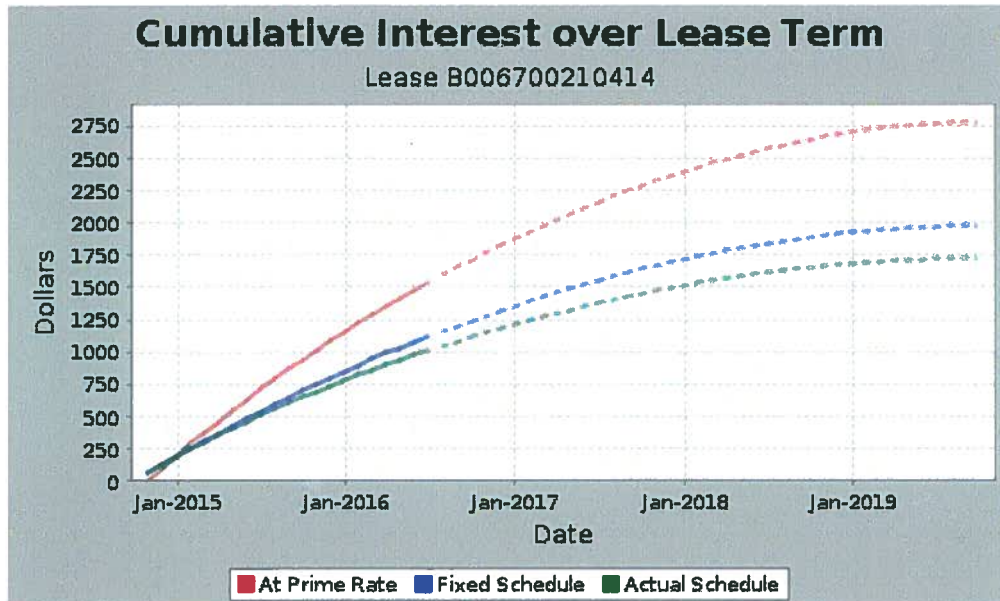
The District of Port Hardy currently has several outstanding leases for the following equipment and given the small balances of some, payout at this time would be opportune.

Unit	Est. June 30 Bal.	Payout or Retain	Funding Source
2014 Kubota F3990	\$ 25,200	Retain	
1989 Cat Loader	15,658	Payout	General Fund
2013 Ford Explorer Unit 39	12,331	Payout	General Fund
2005 Ford Utility Unit 40 Bucket Truck	13,004	Retain	
Unit 45 Utility (UB)	13,058	Payout	Water Fund Reserve for Debt

Within the general fund there will be sufficient funds as there is a delay in incurring the debt for the fire department, as time progresses it may become evident that an additional lease may be paid out as well. In the Water fund there is an existing reserve for debt repayment that can be utilized.



Council may find the following chart of interest as it demonstrates the value of MFA to municipalities. The chart presented is for the first lease listed the 2014 Kubota, however experience with all MFA leases has been similar.



**FINANCIAL IMPLICATIONS**

Sufficient funds exist in the annual budget and reserves to make repayment of the leases. Early retirement of debt will save more than the reduced interest rates being offered in the new equipment financing plan.


**STAFF RECOMMENDATION**

*"THAT Council authorize early payout of Leases as identified in the Director of Finance July 22 report where funds are sufficient."*

Respectfully submitted,

I agree with the recommendation.

Signed

  
Adrian Maas  
Director of Finance

Signed

  
Allison McCarrick  
Chief Administrative Officer

## Adrian Maas

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**From:** Jane Morrison [Jane@mfa.bc.ca]  
**Sent:** Friday, July 22, 2016 9:56 AM  
**To:** amaas@porthardy.ca  
**Subject:** Moving Leases into the Equipment Financing Program

Good morning Adrian,

The Municipal Finance Authority of BC (MFA) began phasing out our leasing program and developing a new equipment financing program in mid-2014. Although the new program was designed to have many similarities, it was also developed to be easier to use, less expensive, and to allow the client to retain ownership of their assets.

The MFA will be winding down the MFA Leasing Corporation, and is offering our clients the opportunity to move their leases to the new program with the reduced rate. All fees and resolution requirements will be waived for these transactions, and ownership of the assets will be immediately transferred to the local government. Many active leases have already moved over to the equipment financing program to take advantage of the lower rate which is consistently 25 to 30 basis points less.

The current rates are 1.70% in the leasing program and 1.38% in the equipment financing program.

For example (using the current rates):

A loan for \$100,000.00 over 60 months at the rate of 1.38% would be charged \$ 3,552.63 in interest

Compared to

A lease for \$100,000.00 over 60 months at the rate of 1.70% which would be charged \$4,385.92 interest.

A difference of \$ 833.29.

Points to consider:

- A lower interest rate for the remaining time in your term
- Early Payout fee will be waived
- GST charged on the outstanding balance is fully recoverable
- PST charged on the outstanding balance may be capitalized
- Resolution requirement will be waived
- Term of loan will remain unchanged
- No insurance requirement to include MFA jointly on ICBC documents or as loss payable recipient.

I will be following up in the next few weeks but please contact me at [jane@mfa.bc.ca](mailto:jane@mfa.bc.ca) to discuss if you have any questions.

Thank you  
jane

Jane Morrison  
Short Term Loan Officer  
Municipal Finance Authority of British Columbia  
217 – 3680 Uptown Boulevard  
Victoria, BC V8Z 0B9  
250-419-4766



# DISTRICT OF PORT HARDY

## STAFF REPORT



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**DATE:** August 3, 2016 **FILE:** 4200-01 Elections

**TO:** Allison McCarrick, Chief Administrative Officer

**FROM:** Heather Nelson-Smith, Director of Corporate & Development Services

**RE:** **2016 BY ELECTION AND ASSENT VOTING (REFERENDUM)**

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### PURPOSE

To present Council with the schedule of key events associated with the 2016 By Election and Assent voting for the Port Hardy Multiplex and obtain Council's direction insofar as appointments to the positions of Chief Election Officer and Deputy Chief Election Officer.

### REGULATORY AUTHORITY

Part 3 of the *Local Government Act* governs the by election and Part 4 of the *Local Government Act* governs the process for the assent voting.

### BACKGROUND / ANALYSIS

Staff has reviewed the various legislative requirements in relation to the need to conduct the 2016 By Election and Assent voting opportunity and the timing for the numerous steps that must be undertaken. The following is a summary of the key steps and dates / timeframes:

- August 9:** Council appoints Chief Election Officer and Deputy CEO.
- August 9:** Complete preparation of nomination package.
- August 17:** First notice of nomination period, assent voting question, applications for volunteers and scrutineers for assent voting is published in North Island Gazette Newspaper.
- August 24:** Second notice of nomination period, assent voting question, and applications for volunteers and scrutineers for assent voting is published in North Island Gazette Newspaper.
- August 31:** Third notice of nomination period, assent voting question, applications for volunteers and scrutineers for assent voting is published in North Island Gazette Newspaper.
- September 6:** Provincial Voters list is available for inspection and objection until September 16, 2016.
- September 6:** Nomination and application for scrutineers and volunteers period begins at 9:00 am.
- September 15:** Application period ends.
- September 16:** Nomination period ends at 4:00 pm.
- September 23:** Last day for withdrawal from election by candidates (4:00 pm).

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<b>September 23:</b>	Declaration of Election or acclamation.
<b>September 28:</b>	First Notice of election, advance and special voting opportunities, assent voting question to be published in North Island Gazette Newspaper.
<b>October 5:</b>	Second Notice of election, advance and special voting opportunities, assent voting question to be published in North Island Gazette Newspaper.
<b>October 12:</b>	Third Notice of election and special voting opportunities, assent question to be published in North Island Gazette Newspaper.
<b>October 12:</b>	Advance voting opportunity 8:00 am – 8:00 pm.
<b>October 20 &amp; 21:</b>	Advance voting opportunity 9:00 am – 4:00 pm.
<b>October 22:</b>	Voting day 8:00 am – 8:00 pm.
<b>October 22:</b>	Announcement of preliminary results after vote count completed.
<b>October 26:</b>	Date by which CEO must declare official election results.

**FINANCIAL IMPLICATIONS**

Undertaking the activities associated with the by election and assent vote will cost in the order of \$5,000 to \$7,000.

**STAFF RECOMMENDATION**

*“THAT pursuant to the Local Government Act, Heather Nelson-Smith is hereby appointed Chief Election Officer for conducting the 2016 by election and assent voting opportunity with the power to appoint other election officials as required for the administration and conduct of the 2016 by election and assent voting opportunity;*

*AND FURTHER THAT Susan Bjarnason is hereby appointed Deputy Chief Election Officer for the 2016 by election and assent voting opportunity”.*

Respectfully submitted,



Heather Nelson-Smith  
Director of Corporate &  
Development Services

I agree with the recommendation.



Allison McCarrick  
Chief Administrative Officer