



DISTRICT OF PORT HARDY

AGENDA COUNCIL MEETING 7:00 PM, TUESDAY, APRIL 25, 2017 MUNICIPAL HALL COUNCIL CHAMBERS 7360 COLUMBIA STREET

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

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

**DISTRICT OF PORT HARDY
 AGENDA FOR THE REGULAR COUNCIL MEETING
 7:00 PM TUESDAY, APRIL 25, 2017
 Council Chambers - Municipal Hall**

<u>Page</u>		Time:
	A. CALL TO ORDER	
	B. APPROVAL OF AGENDA AS PRESENTED (or amended)	
	Motion required.	1. 2.
	C. ADOPTION OF MINUTES	
1	1. Minutes of the Special Council meeting held April 11, 2017.	
	Motion required	1. 2.
2-3	2. Minutes of the Committee of the Whole Meeting held April 11, 2017.	
	Motion required	1. 2.
4-6	3. Minutes of the Regular Council meeting held April 11, 2017.	
	Motion required	1. 2.
	D. DELEGATIONS AND REQUESTS TO ADDRESS COUNCIL	
	No delegations.	
	E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS	
7	1. Council Action items. For information.	
	F. CORRESPONDENCE	
8-9	1. Louisa Bates, Visitor Services and Marketing Manager, Port Hardy Visitor Centre (Apr.19/17) re: Request to use Carrot Park for World Oceans Day, Thursday June 8, 2017.	
	Motion / direction	1. 2.
	G. NEW BUSINESS	
	1. Recommendation from the Committee of the Whole meeting April 25, 2017 re: Council acceptance of the 2016 Financial Statements.	
	Motion required	1. 2.
	H. COUNCIL REPORTS	
	1. Verbal Reports from Council members.	
	I. COMMITTEE REPORTS	
10-11	1. Draft minutes of the First Nations Relations Committee meeting held April 11, 2017. For information. (Note: Recommendations to Council in these minutes were brought forward to the April 11, 2017 Council meeting.)	
12-14	2. Draft minutes of the Operational Services Committee meeting held April 18, 2017. For information.	

**DISTRICT OF PORT HARDY
AGENDA FOR THE REGULAR COUNCIL MEETING
7:00 PM TUESDAY, APRIL 25, 2017
Council Chambers - Municipal Hall**

- 15-17 3. Draft minutes of the Parks & Recreation Review Committee meeting held April 19, 2017. For information.

J. STAFF REPORTS

No Staff Reports in agenda package.

K. CURRENT BYLAWS AND RESOLUTIONS

- 18-20 1. Bylaw 1062 -2017, A Bylaw to Set the 2017 Annual Tax Rate.

Rescind Third Reading

Motion required 1. 2.

Third Reading as amended

Motion required 1. 2.

- 21 2. Heather Nelson-Smith, Director of Corporate Services re: Bylaw 1064-2017 A Bylaw to Amend Fire Department Establishment and Procedures Bylaw No. 16-2011.

- 22 Bylaw 1064-2017 A Bylaw to Amend Fire Department Establishment and Procedures Bylaw No. 16-2011 for First, Second, and Third Readings.

Motion required 1. 2.

L. PENDING BYLAWS

None

M. INFORMATION AND ANNOUNCEMENTS

April 27 Committee: OH&S 8:30 am, Council Chambers
Canada Day Celebrations Planning meeting 2:00 pm, Council Chambers
May 3 Committee: Tourism Advisory 3:00 pm, Council Chambers
May 9 Committee: First Nations Relations 3:00 pm, Council Chambers
May 9 Regular Council Meeting 7:00 pm, Council Chambers
May10 Heritage Society 7:00 pm, Council Chambers
May 15 Committee: Operational Services 3:00 pm, Council Chambers
May 17 Committee: Parks & Recreation Review 3:00 pm – *Mayor/Council Office*

N. NOTICE OF IN CAMERA MEETING

No In Camera meeting scheduled at this time.

O. ADJOURNMENT

Motion required 1. 2.

Time:



**MINUTES OF THE DISTRICT OF PORT HARDY
SPECIAL COUNCIL MEETING
TUESDAY APRIL 11, 2017** Agenda
**COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

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

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

REGRETS: Councillor John Tidbury

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

A. CALL TO ORDER

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

B. APPROVAL OF AGENDA AS PRESENTED

Moved/Seconded/Carried

THAT the agenda for the Special Meeting of Council April 11, 2017 be accepted as presented.

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

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

1. Subject matter related to *Community Charter*.

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

Moved/Seconded/Carried

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

D. ADJOURNMENT

Moved

THAT the Special Meeting of Council adjourn. Time: 6:08 pm

CORRECT

APPROVED

DIRECTOR
OF CORPORATE SERVICES

MAYOR

SC2017-023
AGENDA
ACCEPTED AS
PRESENTED

SC2017-024
CLOSE
MEETING TO
PUBLIC
COMMUNITY
CHARTER
SEC90(1) (k)

SC2017 -025
ADJOURNMENT



MINUTES
DISTRICT OF PORT HARDY
COMMITTEE OF THE WHOLE MEETING
TUESDAY APRIL 11, 2017
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET

Agenda

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

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

REGRETS: Councillors Fred Robertson and John Tidbury

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

COW 2017-006
APPROVAL OF
AGENDA AS
PRESENTED

A. CALL TO ORDER

Mayor Bood called the meeting to order at 6:11 pm.

B. APPROVAL OF AGENDA

Moved/Seconded/Carried

THAT the agenda for the Committee of the Whole meeting of April 11, 2017 be accepted as presented.

C. DELEGATION

Dallas Smith, Liberal Candidate for MLA re: Candidacy

Mr. Smith introduced himself to Council, advised he is the BC Liberal candidate for North Island in the 2017 provincial election and thanked Council for the opportunity to speak with them.

Mr. Smith reviewed his past accomplishments including:

- As president of the Nanwakolas Council, Dallas helped bring together government, Indigenous communities, industry, and environmental groups on Great Bear Rainforest.
- Vice-President of the BC Amputee Golf Association, and works with both the Wounded Warriors program and First Swing clinics with military veterans who have returned from war as amputees.
- Founder and President of the Tl'axsam Scholarship Fund, a Bursary set up in memory of the Honorable Stan Hagen. The bursary is available to First Nation students attending North Island College.
- Was a founding member of the Islands Coast Economic Trust.

Mr. Smith discussed issues and concerns including the following:

- The importance of a Vancouver Island platform to engage Vancouver Island.
- There are Different issues in the North Island that need to be addressed by Government.
- Need to evaluate what the 'True North Island' means to the rest of the Province.
- Success between First Nation and non-First Nation communities.

- Mills closing and jobs impacted on the North Island.
- Pools and other recreation facilities need to be recognized as a funding opportunities in Victoria.
- Have 28 days to convince the residents and local leaders that he is the best candidate for the North Island

Councillor Corbett-Labatt left the meeting at 6:39 pm

Other discussion included:

- Medical access on the North Island.
- Scott Island protection.
- Aquaculture.
- Recreation.

E. NEW BUSINESS

None

F. ADJOURNMENT

MOVED

THAT the Committee of the Whole adjourns.

Time: 6:44 pm

CORRECT

APPROVED

DIRECTOR
OF CORPORATE SERVICES

MAYOR

COW 2017-007
ADJOURNMENT



**MINUTES OF THE DISTRICT OF PORT HARDY
REGULAR COUNCIL MEETING
APRIL 11, 2017
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

Agenda

PRESENT: Mayor Hank Bood, Councillors Dennis Dugas, Rick Marcotte, John Tidbury (by telephone) and Leightan Wishart

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

REGRETS: Councillors: Pat Corbett-Labatt and Fred Robertson

MEDIA: North Island Gazette

MEMBERS OF THE PUBLIC: None

A. CALL TO ORDER

Mayor Bood called the meeting to order at 7:00 pm. Mayor Bood 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 April 11, 2017 be accepted as presented.

C. ADOPTION OF MINUTES

1. Minutes of the Special Council meeting held March 28, 2017.

Moved/Seconded/Carried

THAT the Minutes of the Special Council meeting held March 28, be accepted.

2. Minutes of the Committee of the Whole Council meeting held March 28, 2017.

Moved/Seconded/Carried

THAT the Minutes of the Committee of the Whole Council meeting held March 28, 2017 be accepted.

3. Minutes of the Regular Council meeting held March 28, 2017.

Moved/Seconded/Carried

THAT the Minutes of the Regular Council meeting held March 28, 2017 be accepted.

D. DELEGATIONS

No delegations

E. ACTION ITEMS

1. Council action items were received for information.

Councillor Tidbury inquired on the status of the purchase and installation of tsunami warning sirens. Mayor Bood advised that Council has requested staff to research and report back on the probability or likelihood of an event.

2017-049
AGENDA APR 11/17
ACCEPTED AS
PRESENTED

2017-050
SPECIAL COUNCIL
MEETING MAR
28/17 ACCEPTED

2017-051
COW COUNCIL
MEETING MINUTES
MARCH 28/17
ACCEPTED

2017-052
REGULAR COUNCIL
MEETING MINUTES
MARCH 28/17
ACCEPTED

ACTION ITEMS

Heather Nelson-Smith advised that the research is in progress.

F. CORRESPONDENCE

1. UBCM – Building Act Update (Mar. 29/17), was received for information.

Council discussion with staff included:

- That our current building inspector has all the credentials necessary for the job, but that with any future hires the new standards will be in effect.
- The pros and cons of small rural communities hiring out or even having building inspector services or reverting to bylaw regulations where no inspection services are provided by the local government.
- The Building Officials Association of BC working towards finding ways to train and fill shortages for qualified building inspectors to the new requirements.
- Owner Builder Certification process.

2. Recycle BC (Mar. 31/17) District of Port Hardy Recycle BC Contamination Scorecard was received for information.

Council discussion with staff included:

- Review of the score card.
- Asking the contractor to start using the sticky note reminders that explain why the non recyclable materials weren't picked up.
- Public education and advertising on acceptable recyclables.

G. NEW BUSINESS

No New Business

H. COUNCIL REPORTS

Councillors Dennis Dugas, Rick Marcotte, John Tidbury and Leighton Wishart reported on their recent meetings and other activities they attended and/or undertook on behalf of the District.

COUNCIL REPORTS

I. COMMITTEE REPORTS

No Committee Reports

J. STAFF REPORTS

1. Accounts Payable, March 2017, was received for information.
2. Heather Nelson-Smith, Director of Corporate Services (Apr.6/17) re: Application to UBCM for Community to Community Forum.

Heather Nelson-Smith advised that there were two recommendations to Council arising from the First Nations Relation Committee meeting held at 3:00 pm on Tuesday April 11,2017

1. Application to UBCM for a Community to Community Forum
THAT the First Nations Relations Committee recommend to Council that the District of Port Hardy submit an application to the Union of British Columbia Municipalities for a Community to Community Forum.

Heather Nelson-Smith, Director of Corporate Services reviewed the application for UBCM for a Community to Community Forum on May 17, 2017. The event proposed is a dinner to discuss the Galgapola event and unveiling of the murals; discussion on furthering

relationship, ongoing partnerships and consultation; joint projects as well as land use and resource management.

2017-053
UBCM C2C FORUM
APPLICATION MAY
2017

Moved/Seconded/Carried

THAT the District of Port Hardy submit an application to UBCM to hold a Community Forum with the Gwa'sala-'Nakwaxda'xw, Kwakiutl and Quatsino First Nations on May 17, 2017.

2. Letters of support for Local First Nations funding applications.

THAT the First Nations Relations Committee recommend to Council that the District of Port Hardy provide a letter of support to each of the local First Nations communities for their funding applications for an Aboriginal Day event.

LETTERS OF
SUPPORT FOR
FIRST NATIONS
FUNDING

Council directed Staff to provide a letter of support to each of the local First Nations communities for their funding applications for an Aboriginal Day event.

K. CURRENT BYLAWS AND RESOLUTIONS

1. Bylaw 1062 -2017, A Bylaw to Set the 2017 Annual Tax Rate. For First, Second and Third Reading.

2017-054
BYL 1062-2017
ANNUAL TAX
RATES FOR 2017

Moved/Seconded/Carried

THAT Bylaw 1062 -2017, A Bylaw to Set the 2017 Annual Tax Rate receive First, Second and Third 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

2017-055
ADJOURNMENT

Moved

THAT the meeting be adjourned.

Time: 7:21pm

CORRECT

APPROVED

DIRECTOR
OF CORPORATE SERVICES

MAYOR

ITEM	ACTION REGULAR MEETING APRIL 11, 2017	WHO	STATUS /COMMENTS
Community to Community Forum application to UBCM	Approved. Submit as directed	HN-S	Done
Provide letters of support for local First Nations funding applications for Aboriginal Day events.	Approved. Prepare for Mayor's signature	LD	Done
ITEM	ACTION REGULAR MEETING MARCH 28, 2017	WHO	STATUS /COMMENTS
Canadian Cancer Society (March 2017) re: Municipal endorsement of provincial smoke and vape-free outdoor public places legislation. (as presented on endorsement form)	Endorsed by Council Complete and send endorsement form	HN-S	Done
Council Rep for to Whale Heritage Site Executive Council	Staff to contact Pat English, RDMW and Andrew Jones, WHS and advise that the District of Port Hardy would like to have a representative on the Executive Council of Whale Heritage Site Initiative and that a donation to the Whale Heritage Site Initiative will be considered in the 2018 budget year.	AMc	Done. Requested Councillor Wishart be appointed to committee
ITEM	ACTION REGULAR MEETING JANUARY 24, 2017	WHO	STATUS /COMMENTS
Island Health (Jan 12/17) re: Recommendations- Local Gov't Smoke –Free Bylaws.	Council requested staff to review the recommendations with the District's current bylaw and revise the bylaw for review by Council.	HN-S	In progress
ITEM	ACTION REGULAR MEETING DEC 13, 2016	WHO	STATUS /COMMENTS
Emergency Planning Committee Nov.28/16 Recommendations to Council: Purchase and installation of tsunami warning sirens	Council directed staff to research and report back into the probability or likelihood of a tsunami event in the Port Hardy area and investigate siren purchase costs.	SM	
ITEM	ACTION REGULAR MEETING NOV 8 2016	WHO	STATUS /COMMENTS
Hydro outage – can power can be rerouted from the windfarm to supply power to Port Hardy during outages.	Invite Hydro rep to meeting	AMc	March 22/17 Visit will be "very soon"
ITEM	ACTION COUNCIL MEETING May 10 2016	WHO	STATUS /COMMENTS
First Nations Relations Committee May 10/16 Recommendation: THAT Council provide in kind services to install two signs donated by M. Child for Stink Creek Park and Harbour Trail near Seaplane Base THAT Council investigate supplying a plaque that identifies the artist THAT it be in two languages.	Approved: - Arrange for signs / installation/plaque -Investigate interpretive signs	AF/ SM AF AMc	In progress In progress In progress
ITEM	ACTION COUNCIL MEETING NOVEMBER 24, 2015	WHO	STATUS /COMMENTS
Operational Services Committee Nov 19/15: Recommendation: <i>proceed with recommendations from the Broken Window report</i>	Approved: as recommended: -Jan 12/16 Letters sent to property owners regarding their properties - no replies have been received back - next step staff to bring back a report for Council regarding authorizing remedial action and the cost of such action being charged back to the property owner's tax account. - Staff report to come to future Council meeting.	HN-S / Mun Insp	Ongoing



District of Port Hardy
Attn: Honorable Mayor and Council
7360 Columbia St.
Box 68, Port Hardy, BC V0N 2P0

Agenda

April 19th, 2017

Dear Honorable Mayor Hank Bood & Council,

World Oceans Day will be celebrated in Port Hardy on Thursday, June 8, 2017. World Oceans Day is a day to educate others about the life-sustaining role of oceans and of their great importance to local ecosystems, wildlife, and the community of Port Hardy. In past, the Port Hardy Visitor Centre has coordinated this event successfully raising awareness to nearly 350 youth and residents from schools and daycares through the participation of various community groups, businesses, and organizations with relations to marine-based or ocean objectives.

This year, the Port Hardy Visitor Centre & Chamber of Commerce would like to request the use of Carrot Park as a location to host the annual World Oceans Day celebrations. The activities will partake primarily in the immediate area to the Visitor Information Centre in Carrot Park and on the shore of Hardy Bay to conduct a short beach walk and clean up. A water tank (with living ocean creatures) will be positioned close to Visitor Centre building, and will be supervised at all times by trained Marine Biologists from Pacificus Biological. After the event the ocean creatures will be released back to the ocean. The event will begin at 10:00 am and is scheduled to conclude at 2:00 pm.

Council’s consideration of support for Port Hardy’s 2017 World Oceans Day celebrations is greatly appreciated. Please feel free to contact me directly if there are any questions, or if additional information is required.

Sincerely,

Louisa Bates
Visitor Services & Marketing Manager

Port Hardy Visitor Centre & Chamber of Commerce
(250)-949-7622 | Toll Free: (866)-427-3901
manager@visitporthardy.com | www.visitporthardy.com

Tentative

Event Details

WHEN: 10am – 2pm Thursday, June 8th, 2017

WHERE: Carrot Park

WHY: This will be the 8th annual World Oceans Day event that the Port Hardy Visitor Centre has facilitated and hosted. This event is directed towards educating local youth and the community about the role of the world's oceans and to identify the actions one can take individually and together as a community to keep the oceans clean and healthy.

Activities Planned

VENDORS & DISPLAYS: 10:00 – 2:00 pm

BEACH CLEANUP: 12:40 – 1:00pm Shore cleanup of Hardy Bay

SHORE WALK: 1:00-1:30 pm approximately 20 minutes to raise awareness of some of the local intertidal marine life.

PARTICIPANTS: Archipelago Marine, Ministry of Forests, Living Oceans Society, Department of Fisheries and Oceans, Pacificus Biological Services, Mother Goose Literacy Bus, Quatse Salmon Stewardship Centre, Environment Canada, CETUS, MERS. *At this time, the list of participants presented is tentative as we are awaiting confirmation from some of the groups.*

TOUCH TANKS: Pacificus has historically applied for the permit to allow the temporary collection of hardy intertidal specimens to be used for the touch tank display. This display is very popular with the youth, and Pacific Biological Services team members monitor and supervise the progress of the animals and youth.



Agenda

**MINUTES OF THE
DISTRICT OF PORT HARDY
FIRST NATIONS RELATIONS COMMITTEE MEETING
3:00PM TUESDAY, APRIL 11, 2017
COUNCIL CHAMBERS, MUNICIPAL HALL, 7360 COLUMBIA STREET**

Committee Members: Councillors Pat Corbett-Labatt (Chair), Rick Marcotte, Leighton Wishart

Staff: Allison McCarrick, CAO; Heather Nelson-Smith, Director of Corporate Services

A. CALL TO ORDER

Councillor Pat Corbett-Labatt called the meeting to order at 3:07 pm and acknowledged that the meeting is being held on the traditional territory of the Kwakiutl people.

B. APPROVAL OF AGENDA

Pat Corbett-Labatt advised of an addition to the agenda:

New Business

Item 2. Letters of support re: Gwa'sala-'Nakwaxda'xw, Kwakiutl and Quatsino First Nations for funding for Aboriginal Day, June 21, 2017

Moved/Seconded/Carried

THAT the agenda for the First Nations Relations Committee meeting of April 11, 2017 be accepted as amended.

C. ADOPTION OF MINUTES

Minutes of the First Nations Relations Committee meeting held March 14, 2017.

Moved/Seconded/Carried

THAT the minutes of the First Nations Relations Committee meeting held March 14, 2017 be accepted as presented.

D. DELEGATIONS

No delegations.

E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Review and Update of Action Items

Irene Issac at SD 85 – Councillor Corbett-Labatt advised she has emailed Ms Issac and that she is aware and supports the celebration, but is not involved in organizing the event. Councillor Corbett-Labatt will meet with her to discuss further.

Truth and Reconciliation Calls to Action – Education

Cyndy Walper, Principal at Avalon Adventist Academy advised there is a new First Nations curriculum planned for September 2018.

Canada 150 mural Unveiling / Aboriginal Days Celebration update.

- Councillor Corbett-Labatt advised that on April 4, 2017 there was a planning meeting held and the Kwakiutl First Nation will provide the Big House for the feast

FNRC
2017-009
AGENDA
APRIL 11/17
ACCEPTED AS
AMENDED

FNRC
2017-010
MINUTES OF
MAR 14/17
ACCEPTED

ACTION ITEM
REVIEW

as an Aboriginal Day celebration to be held after the unveiling event.

- Kwakiutl Council asked for a letter of support for grant funding for their application for funding for an Aboriginal Day celebration event.
- Kwakiutl Council asked for all Council involvement in planning.
- Lucille Brotchie and Councillor Corbett-Labatt are going to a Quatsino Band meeting Tuesday April 11 2017 to discuss the event.
- Lucille Brotchie and Councillor Corbett-Labatt are meeting with Gwa'sala-'Nakwaxda'xw First Nation on Thursday April 13, 2017. She has spoken to Jeff Monroe and he mentioned that everyone should get together. This prompted a community to community forum application to UBCM by the District. A draft application has been prepared and has been sent to the local First Nations requesting for letters of support for the event.

F. CORRESPONDENCE

No Correspondence

G. NEW BUSINESS

1. Community to Community Forum (C2C) application to UBCM
The draft application was reviewed. Budget discussion on the C2C included dinner and the unveiling ceremony.

Moved/Seconded/Carried

THAT the First Nations Relations Committee recommend to Council that the District of Port Hardy submit an application to the Union of British Columbia Municipalities for a Community to Community Forum

Addendum

2. Letters of support re: Gwa'sala-'Nakwaxda'xw, Kwakiutl and Quatsino First Nations for funding for Aboriginal Day, June 21, 2017

Moved/Seconded/Carried

THAT the First Nations Relations Committee recommend to Council that the District of Port Hardy provide a letter of support to each of the local First Nations communities for their funding applications for an Aboriginal Day event.

H. COUNCIL / COMMITTEE REPORTS

Councillor Corbett-Labatt reported on discussion with Kwakiutl regarding mural artist selection policy for future projects.

Allison McCarrick advised:

- Greg Fletcher, CAO at Regional District of Mt. Waddington mentioned that the Tex Lion Trail sign was removed at Storey's Beach.
- That a meeting was planned with Tom Child and Lavina Hunt but is now being rescheduled.

I. NEXT MEETING DATE: May 9, 2017 3:00 pm

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

J. ADJOURNMENT

Moved

THAT the meeting be adjourned.

Time: 3:31 pm

FNRC
2017-011
DPH C2C
APPLICATION

FNRC
2017-012
SUPPORT FN
ABORIGINAL
DAY FUNDING
APPLICATIONS

FNRC
2017-013
ADJOURNMENT



**MINUTES OF THE DISTRICT OF PORT HARDY
OPERATIONAL SERVICES COMMITTEE MEETING
HELD APRIL 18, 2017
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

Agenda

**Committee
Members:**

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

Staff:

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

A. CALL TO ORDER

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

B. APPROVAL OF AGENDA

Additions to the agenda under New Business:

- Field Safety Representative
- Reservoir Update
- Wharf Manager Update
- Operational Updates

Moved/Seconded/Carried

THAT the agenda for the Operational Services Committee meeting of April 18, 2017 be accepted as amended.

C. MINUTES

1. Minutes of the Operational Services Committee meeting held March 20, 2017.

Moved/Seconded/Carried

THAT the minutes of the Operational Services Committee meeting held March 20, 2017 be accepted as presented.

D. DELEGATIONS

No delegations

E. BUSINESS ARISING / UNFINISHED BUSINESS

1. Review and Update of Action Items

Sidewalk Policy – Abbas Farahbakhsh advised the policy will be in place before the winter and will include identification of District sidewalks, priority clearing and outline property responsibilities.

Lift Station Land Exchange at Fort Rupert – Allison McCarrick advised no further

OP SCVS
2017-010
AGENDA APR 18/17
ACCEPTED AS
AMENDED

OP SCVS
2017-011
MINUTES MAR 20
/17 ACCEPTED

ACTION ITEMS

CAPITAL ITEMS LIST

progress has been made.

2. Capital Items List/Operations Updates

Allison McCarrick, Abbas Farahbakhsh, Sean Mercer and Heather Nelson-Smith updated the Committee on the following projects:

- Seagate Pier - cleaning/painting to be done as weather improves and installation of lights is completed.
- Reservoir and Watermain – addendum issued to clear up some questions, four engineering firms showing interest, archaeological firms showing interest if archaeological work needed.
- Water projects – are underway and parts / purchase orders being issued.
- Sewer projects – AWWTP outfall, the contractor will honor 2016 quote. Divers will be hired to measure exact length of pipe required, which may cause some overrun in budget. Quotes have been requested for exterior lighting for AWWTP and TWWTP.
- Swap Loader Truck – working to obtain specifications.
- Fire Truck – building of the truck is on schedule.

F. CORRESPONDENCE

No correspondence.

G. NEW BUSINESS

Addendum

1. Field Safety Representative. (FSR)

Allison McCarrick updated the Committee on recent meetings with contractors to resolve the issue. Options reviewed include:

- To leave work with K &K Electric for the remainder of the year and then bid out the FSR in the new year.
- To split the permits evenly or by expertise/equipment.

The contractors prefer to split the permits. A draft agreement will be presented to them as well as a letter of understanding regarding emergency work. A draft letter to the contractors was circulated to the Committee. The FSR change should be in place mid to end of May.

2. Operational Updates

- Beaches - Sea lion carcass has washed up at Storey's Beach and Operational Services crew removed it.
- Rotary Park - installation of fence posts has been started.
- Pot holes – various locations of pot holes and District vs property owners' responsibility were discussed.

3. Reservoir and Watermain project

The Committee was updated on three possible locations, if they are in the archaeological zone and if archaeological studies are required as part of the consultation process. The best location is at a higher elevation and on Crown land. Allison McCarrick is meeting with Tom Child of the Kwakiutl First Nation next week and will discuss it then.

4. Wharf Manager Position.

Allison McCarrick advised that advertisements for the Wharf Manager position have been placed in the North Island Eagle (April 14) and the North Island Gazette (April 19).

H. COUNCIL/COMMITTEE REPORTS

No reports.

I. NOTICE OF MEETING:

The Committee discussed and agreed to continue to meet through the summer months.

Next scheduled meeting: Monday May 15, 2017. Upcoming meeting dates: June 19, July 17, August 21, September 18, October 16, November 20, December 18

J. ADJOURNMENT

Moved
THAT the meeting be adjourned.

Time: 3:35pm

OP SCVS
2017-012
ADJOURNMENT

DRAFT



MINUTES
DISTRICT OF PORT HARDY
PARKS & RECREATION REVIEW COMMITTEE MEETING
HELD WEDNESDAY APRIL 19, 2017
COUNCIL CHAMBERS, MUNICIPAL HALL Agenda
7360 COLUMBIA STREET

Committee Members:

Councillors: Fred Robertson, (Chair) John Tidbury, Leighton Wishart

Staff:

Allison McCarrick, CAO; Abbas Farahbakhsh, Director of Operational Services; Heather Nelson-Smith, Director of Corporate Services; Leslie Driemel, Recording Secretary

Regrets:

Sean Mercer, Manager of Operations and Community Services

A. CALL TO ORDER

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

B. APPROVAL OF AGENDA

Councillor Robertson requested additions to the agenda:

New Business

1. Trails – signage and V.I. Spine Trail.
2. Recreation Coordinator.
3. District support for movie event in Port Hardy.

Moved/Seconded/Carried

THAT the April 19, 2017 agenda be adopted as amended.

C. ADOPTION OF MINUTES

1. Minutes of the Parks & Recreation Review Committee meeting held March 15, 2017.

Moved/Seconded/Carried

THAT the minutes of the Parks & Recreation Review Committee meeting held March 15, 2017 be accepted.

D. DELEGATIONS

No delegations.

E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Review of Action Items.

Dog Parks

Abbas Farahbakhsh has asked Sean Mercer to contact Imperial Oil re brown field site and Village of Clinton's process to develop a dog park on a brown field site. Fencing of the two existing dog parks was discussed. Allison McCarrick advised when information is received on the Imperial Oil site then the Committee and staff can review options.

Pickle Board/Shuffleboard – Participation Survey

Heather Nelson-Smith has prepared survey questions, will post to social media shortly.

PRCC
2017-011
ADOPTION OF
AGENDA APR
19/17 AS
AMENDED

PRCC
2017-012
MINUTES
MAR 15/17
ACCEPTED

ACTION ITEMS

V. I. North Whale Heritage Site designation

Allison McCarrick reviewed the progress to date and the discussion on funding to be on the board. No Regional District of Mount Waddington communities have contributed funding as yet. A letter has been written requesting Councillor Wishart be appointed to the board.

Councillor Wishart will contact Pat English of the Regional District for an update.

Ball Tournaments at Storey's Beach

A Ballfield users meeting has been held and Sean Mercer and Melinda Dennison were in attendance. Luke Wiggins has been in contact with the District to discuss camping at Storey's Beach. The Committee was advised the user group was asked to provide a letter regarding event dates and that the District would advise the RCMP of the camping event and would advise the user group that they have to follow the rules of the park. (no alcohol etc.) The Committee requested the user group be advised not to use the fields when there has been heavy rain and the fields could be in poor condition. When the Storey's Beach washroom project is completed user groups will be responsible to provide extra port-a-potties for events.

Fort Rupert Trail

Abbas Farahbakhsh advised that Sean Mercer has been in contact with Western Forest Products asking about progress on the project and is waiting to hear back. The Committee discussed possible Western Forest Products funding for the multiplex project.

Summer Students

The Committee was advised that four summer students have been budgeted for 2017 and possibly one more if the application for Summer Student Job funding is approved.

Filomi Days

Councillor Tidbury advised that barriers along Market Street are needed to keep bystanders away from the road.

Allison McCarrick advised discussions need to be held with the Filomi Days Committee regarding manning barriers along the parade route and advising parade entries that candy is not to be thrown from vehicles and that they require walkers to pass out candy along the parade route.

A general discussion on Filomi Days events was held.

2. Capital List

The Committee was updated on the Capital projects listed in the agenda.

F. CORRESPONDENCE

No Correspondence.

G. NEW BUSINESS

LATE ITEMS:

1. TRAILS

Regional District Trail Sign project

Councillor Robertson requested an update on the Regional District Trail sign project. The Committee was advised:

- The project was to produce a regional template for signs, not the signs themselves. Heather Nelson-Smith circulated a sample of the template.
- There is no funding in the 2017 RDMW budget for trail signage.
- There is currently no signage for the Tex Lyon Trail at Storey's Beach.
- The Regional District is working with the Rotary Club on Tex Lyon trail signage and it was suggested signs be placed at the boat launch area and at the trail head.

Vancouver Island Spine Trail

Councillor Robertson discussed with the Committee District support for the Vancouver Island Spine Trail project. It could be possible to tie in trail access from Port Hardy to Shushartie Bay and then to connect to the North Coast Trail.

The Committee held a general discussion on closed roads, older trails etc that may be in the area and could be used. Councillor Robertson will bring a map of the area to the next meeting.

2. Recreation Coordinator

The Committee held a general discussion on the benefits of hiring a Recreation Coordinator to arrange and coordinate community events. It was suggested budgeting to hire half way through 2018 which would then lead into a full time position from 2019 onwards.

3. District support for movie event in Port Hardy.

Councillor Robertson advised the Committee that Mr. Don Catler, Wellness First is planning a movie event in Port Hardy and is looking for support for the event. The movie topic is homelessness. Councillor Tidbury suggested the proponent contact the Lions Club and request a no charge use of the Civic Center. Allison McCarrick advised that when details are available the District could promote the event on social media sites.

H. NOTICE OF MEETING: 3:00 pm Wednesday, June 21 2017

Upcoming meeting dates: July 19, August 23, September 20, October 18, November 15, December 20.

I. ADJOURNMENT

Moved

THAT the meeting be adjourned.

Time: 4:21 pm

PRCC
2017-012
ADJOURNMENT



BYLAW NO. 1062- 2017

A Bylaw to Set the 2017 Annual Tax Rates

WHEREAS the Council shall, pursuant to Section 197 of the *Community Charter*, in each year, adopt a bylaw to impose rates on all taxable land and improvements according to their assessed value to provide the money required for purposes specified in the *Community Charter*.

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

1. Title

This Bylaw may be cited as the "District of Port Hardy Annual Tax Rates Bylaw No. 1062-2017".

2. Definition

"Collector" means the person duly appointed as such from time to time by Council, and includes all persons appointed or designated by the Collector to act on her behalf.

3. Tax Rates for General and Debt - Municipal Purposes

Tax rates for all lawful general and debt purposes, as shown in column 'A' of Schedule 'A' attached hereto and forming a part of this Bylaw, are hereby imposed and levied on taxable land and improvements according to their assessed value as shown on the Real Property Tax Roll for general municipal purposes for the District of Port Hardy for 2017.

4. Tax Rates for the Vancouver Island Regional Library

Tax rates for the payment of the Vancouver Island Regional Library requisition, as shown in column 'B' of Schedule 'A' attached hereto and forming part of this Bylaw, are hereby imposed and levied on taxable land and improvements according to their assessed value on the Real Property Tax Roll for general municipal purposes for the District of Port Hardy for 2017.

5. Tax Rates for the Regional District of Mount Waddington

Tax rates for the payment of the Regional District of Mount Waddington requisition, as shown in column 'C' of Schedule 'A' attached hereto and forming part of this Bylaw, are hereby imposed and levied on taxable land and improvements according to their assessed value on the basis provided under Section 26 of the *Hospital District Act* and as shown upon the Real Property Tax Roll for the District of Port Hardy for 2017.

6. Tax Rate for the Regional District of Mount Waddington Hospital District

Tax rates for the payment of the Mount Waddington Regional Hospital District requisition, as shown in column 'D' of Schedule 'A' attached hereto and forming part of this Bylaw are hereby imposed and levied on taxable land and improvements according to their assessed value on the basis provided by Section 26 of *the Hospital District Act* and according to their assessed value as shown upon the Real Property Tax Roll for the District of Port Hardy for 2017.

7. Rates and Taxes Payable

The rates and taxes named under this Bylaw shall be levied, raised and collected for the purposes stated, and shall be payable by 4:30 p.m., July 4, 2017 to the Collector at the Municipal Hall, Port Hardy, BC.

8. Penalties

Upon the 5th day of July, 2017, or as soon thereafter as is practicable, the Collector shall add to the unpaid balance of the current year's taxes, in respect of each parcel of land and improvement as shown upon the Real Property Tax Roll of the District for 2017:

Ten (10) percent of the amount unpaid as of the 4th day of July, 2017.

9. Supplementary Tax Rolls

- (a) Upon receipt of a Supplementary Tax Roll from B.C. Assessment, the Collector shall levy taxes in accordance with the rates specified in Schedule 'A' of this Bylaw according to the taxable values as shown on the Supplementary Tax Rolls.
- (b) Where Supplementary Tax Notices are sent before the 1st day of June 2017, penalties shall be added as set out in Section 8 of this Bylaw.
- (c) Where Supplementary Tax Notices are sent after the 1st day of June, 2017, ten (10) percent shall be added on any amount unpaid after thirty (30) days.

Read a First time on the 11th day of April, 2017.

Read a Second time on 11th day of April, 2017.

Read a Third time on the 11th day of April, 2017.

Third Reading Rescinded on the ____ day of ____ 2017.

Third Reading Adopted as Amended on the ____ day of ____ 2017.

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

Director of Corporate Services

Mayor

Certified to be a true copy of
District of Port Hardy Bylaw No.1062-2017
Annual Tax Rate Bylaw for the Year 2017

Director of Corporate Services

District of Port Hardy
 Schedule "A" of
 Bylaw No. 1062-2017

		A	B	C	D
Class	Property	General Municipal and Debt	Vancouver Island Regional Library	Regional District	Regional Hospital District
1	Residential	5.804705	0.316324	0.902123	0.327446
2	Utilities	47.330403	2.579243	3.157431	1.146061
5	Light Industrial	28.443054	1.549988	3.067218	1.113316
6	Business	18.932046	1.031691	2.210201	0.802243
7	Managed Forest	42.722629	2.328145	2.706369	0.982338
8	Recreation/Non-Profit	<u>5.804705</u>	<u>0.316324</u>	<u>0.902123</u>	<u>0.327446</u>
		149.037542	8.121715	12.945465	4.698850



DISTRICT OF PORT HARDY STAFF REPORT

TO: Allison McCarrick, CAO Agenda
FROM: Heather Nelson-Smith, Director of Corporate Services
SUBJECT: Fire Services
DATE: April 21, 2017

BACKGROUND:

In April 2015, the District Council reviewed the British Columbia Fire Service Minimum Training Standards- Playbook and amended bylaw 16-2011 to set the Districts service delivery standard to Interior Operations.

Previously we thought that setting our service standard to exterior operations limited our ability to conduct operations beyond what we declared in our bylaw.

What we know now is that the declaration is the minimum service standard that Council declares for the District.

FIRE CHIEF/CAO COMMUNICATION CONFERENCE

Setting the minimum standard that can be achieved by the District protects the District Council and the Fire Department from any future liability resulting in an inability to meet the minimum standard.

The best practice in policy setting is to under promise and over deliver. We can set a policy that states what our training standards are and give the authority to the Department to provide interior attack when the Incident Commander declares it. The requirements are still the same, the fire department members attending to an interior attack must still be trained to an interior level and have the training records to back the decision.

RECOMMENDATION

THAT Council amend District of Port Hardy Bylaw 16- 2011 Fire Department Establishment and Procedures section 5.2 to change the service delivery level from Interior Operations to Exterior Operations.

Respectfully submitted,


Heather Nelson-Smith, DCS

I agree with the recommendation,


Allison McCarrick, CAO



DISTRICT OF PORT HARDY

Agenda

BYLAW NO. 1064-2017

A Bylaw to Amend Fire Department Establishment and Procedures Bylaw No. 16-2011

WHEREAS the Council of the District of Port Hardy deems it expedient to amend Bylaw No. 16-2011;

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

PART 1 CITATION

1.1 This bylaw may be cited for all purposes as the "District of Port Hardy Fire Department Establishment and Procedures Bylaw Amendment Bylaw No. 1064-2017".

PART 2 AMENDMENTS

2.1 District of Port Hardy Fire Department Establishment and Procedures Bylaw No. 16-2011 is hereby amended as follows:

a) Section 5.2 is hereby amended as follows:

In accordance with the standards prescribed in the Structure Firefighters Competency and Training Playbook by the Office of the Fire Commissioner of the Province of British, the firefighting service level for the District is hereby established as Exterior Operations.

PART 3 SEVERABILITY

3.1 If a portion of this Bylaw is held invalid by a court of competent jurisdiction, then the invalid portion shall be severed and the remainder of this Bylaw shall be deemed to have been adopted without the severed portion.

Read a first time the ____ day of _____, 2017.

Read a second time the ____ day of _____, 2017.

Read a third time the ____ day of _____, 2017.

Adopted on the ____ day of _____, 2017.

Director of Corporate &
Development Services

Mayor

Certified to be a true copy of
District of Port Hardy Bylaw No.1064-2017
Fire Department Establishment
and Procedures Bylaw Amendment Bylaw

Director of Corporate Services