



## **DISTRICT OF PORT HARDY**

# **AGENDA COUNCIL MEETING 7:00 PM, TUESDAY, JUNE 13, 2017 MUNICIPAL HALL COUNCIL CHAMBERS 7360 COLUMBIA STREET**

Mayor: Hank Bood  
Councillors: Pat Corbett-Labatt, Dennis Dugas, Rick Marcotte, Fred Robertson,  
John Tidbury, Leighton 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, JUNE 13, 2017 - Council Chambers - Municipal Hall**

<u>Page</u>	<b>A. CALL TO ORDER</b>	Time:
	<b>B. APPROVAL OF AGENDA AS PRESENTED</b> (or amended)	
	Motion required.	1.            2.
	<b>C. ADOPTION OF MINUTES</b>	
1	1. Minutes of the Special Meeting of Council held May 23, 2017.	
	Motion required.	1.            2.
2-4	2. Minutes of the Regular Council meeting held May 23, 2017.	
	Motion required.	1.            2.
	<b>D. DELEGATIONS AND REQUESTS TO ADDRESS COUNCIL</b>	
	No delegations.	
	<b>E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS</b>	
5	1. Council Action items. For information.	
	2. Vancouver Island Economic Alliance	
6	a. George Hanson, President, Vancouver Island Economic Alliance re: Clarification Letter - Foreign Trade Zone status.	
7	b. George Hanson, President, Vancouver Island Economic Alliance (May 12/17) re: Support in principle for Vancouver Island to receive Foreign Trade Zone status	
	Motion / direction	1.            2
	<b>F. CORRESPONDENCE</b>	
8	1. Vancouver Island Economic Alliance – State of the Island Economic Summit – 25 – 26, 2017, Nanaimo BC.	
	Motion / direction	1.            2
9	2. Debbie Perkovich, Filomi Days Committee (May 22/17) re: Requests for District for Filomi Days.	
	Motion / direction	1.            2
10	3. Rob Tucker, President, Port Hardy Chamber of Commerce (June 7/17) re: of Councillor Dennis Dugas to the Chamber of Commerce Board of Directors, for a term of two years.	
11-19	4. Letters of support received for Port Hardy Multiplex Project. For information.	
	<b>G. NEW BUSINESS</b>	
	No New Business in agenda package.	
	<b>H. COUNCIL REPORTS</b>	
	1. Verbal Reports from Council members.	
	<b>I. COMMITTEE REPORTS</b>	
	1. Emergency Planning Committee	
20	a. Heather Nelson-Smith, Director of Corporate Services (June 2, 2017) re: Appointments to District of Port Hardy Emergency Planning Committee.	
	Motion / direction	1.            2
21-23	b. Minutes of the meeting held April 3, 2017. For information.	
24-26	c. Draft minutes of the Emergency Planning Committee held May 29, 2017. For information.	

**J. STAFF REPORTS**

- 27-28 1. Accounts Payable May 2017. For information  
2. Allison McCarrick, CAO Verbal Report re: 2016 District of Port Hardy Annual Report (previously circulated).  
Motion / direction 1. 2
- 29-30 3. Allison McCarrick, CAO (June 6/17) re: Asset Management Policy  
Motion / direction 1. 2
- 31-32 4. Adrian Maas, Director of Financial Services (May 20/17) re: Short and Long Term Disability Life Insurance – Policy CP3.6  
Motion / direction 1. 2
- 33-34 5. Heather Nelson-Smith, Director of Corporate Services Verbal Report – Release of Camera Information.  
6. Heather Nelson-Smith, Director of Corporate Services (June 2/17) re: UBCM 2017 – Resolutions from the floor.  
Motion / direction 1. 2
- 35 7. Heather Nelson-Smith, Director of Corporate Services (May 31,/17) re: Development Permit – 7450 Rupert Street Harbourview.  
Motion / direction 1. 2

**K. CURRENT BYLAWS AND RESOLUTIONS**

- 36-37 1. Bylaw 1065-2017 A Bylaw to Amend District of Port Hardy Operation and Maintenance of Cemeteries Bylaw 11-2009. For Adoption.  
Motion required. 1. 2.
- 38-43 2. Bylaw 1066-2017 Administration of the Freedom of Information and Protection of Privacy Act. For Adoption.  
Motion required. 1. 2.

**L. PENDING BYLAWS**

No pending bylaws.

**M. INFORMATION AND ANNOUNCEMENTS**

June 14 Heritage/Museum Society 7:00 pm, Council Chambers  
June 19 Committee: Operational Services 3:00 pm, Council Chambers  
June 21 Canada 150 Mural unveiling / Aboriginal Day Celebrations, 10:00 am Carrot Park  
June 22 Committee: Parks & Recreation Review Committee, 3:00 pm Council Chambers  
June 27 Council: Regular Council meeting 7:00 pm, Council Chambers

**N. NOTICE OF IN CAMERA MEETING**

No In Camera meeting scheduled at this time.

**O. ADJOURNMENT**

Motion required 1. 2. Time:



**MINUTES OF THE DISTRICT OF PORT HARDY  
SPECIAL COUNCIL MEETING  
TUESDAY MAY 23, 2017  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

Agenda

**PRESENT:** Mayor Hank Bood, Councillors Pat Corbett-Labatt, Dennis Dugas, Fred Robertson, John Tidbury and Leightan Wishart

**ALSO PRESENT:** Allison McCarrick, Chief Administrative Officer

**REGRETS:** Councillor Rick Marcotte; Abbas Farahbakhsh, Director of Operational Services; Heather Nelson-Smith, Director of Corporate Services; Adrian Maas, Director of Financial Services

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

**A. CALL TO ORDER**

Mayor Bood called the meeting to order at 6:45pm.

**B. APPROVAL OF AGENDA AS PRESENTED**

**Moved/Seconded/Carried**

THAT the agenda for the Special Meeting of Council May 23, 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)**  
(c) labour relations or other employee relations.

**Moved/Seconded/Carried**

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

**D. ADJOURNMENT**

**Moved**

THAT the Special Meeting of Council adjourn.      Time: 7:05 pm

CORRECT

APPROVED

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

\_\_\_\_\_  
MAYOR

SC2017-029  
AGENDA  
ACCEPTED AS  
PRESENTED

SC2017-030  
CLOSE  
MEETING TO  
PUBLIC  
COMMUNITY  
CHARTER  
SEC90(1) (c)

SC2017 -031  
ADJOURNMENT



COUNCIL REP TO  
CH OF COMMERCE  
BOARD

Council discussed the current practice of appointing the rotating Deputy Mayor position as a Council representative to the Chamber of Commerce.

Council directed staff to discuss past practice and the Deputy Mayor schedule with the Chamber of Commerce.

2. George Hanson, President, Vancouver Island Economic Alliance (May 12/17) re: Request for support in principle for Vancouver Island to receive Foreign Trade Zone status.

Council discussed the request from the Vancouver Island Economic Alliance regarding Vancouver Island receiving Foreign Trade Zone status. Discussion included:

- Lack of mention of northern Vancouver Island facilities in the information presented.
- Implication of tax free zones.
- Clarification on what constitutes a foreign trade zone and what are the benefits.

V.I.E.A.  
CLARIFICATION RE:  
V. ISLAND AS  
FOREIGN TRADE  
ZONE

Council requested staff to contact George Hanson, President, Vancouver Island Economic Alliance and ask for clarification on what is a Foreign Trade Zone, what are implications of Vancouver Island as a Foreign Trade Zone and what are the benefits to Northern Vancouver Island.

## **G. NEW BUSINESS**

No New Business.

## **H. COUNCIL REPORTS**

Councillors Pat Corbett-Labatt, Dennis Dugas, Fred Robertson, 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

Mayor Bood commented on the opening of the Kwa'lilas Hotel, the benefits it brings to the community as an upgraded hotel facility and its cultural tourism focus that will bring travellers from all over the world to our community.

## **I. COMMITTEE REPORTS**

1. Draft minutes of the Tourism Advisory Committee meeting held May 3, 2017 were received for information.
2. Draft minutes of the First Nations Relations Committee meeting held May 9, 2017 were received for information.
3. Draft minutes of the Operational Services Committee meeting held May 15, 2017 were received for information.  
Recommendation to Council:  
THAT Council invite Mr. Mike Coulter of the Campbell River ATV Club to an upcoming Committee of the Whole meeting to discuss inter-community, off road vehicle tourism.

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

THAT Council invite Mr. Mike Coulter of the Campbell River ATV Club to an upcoming Committee of the Whole meeting to discuss inter-community off road vehicle tourism.

2017-079  
INVITE M.  
COULTER, C/RIVER  
ATV CLUB TO COW

4. Draft minutes of the Parks & Recreation Review Committee meeting held May 17, 2017 were received for information.

## **J. STAFF REPORTS**

1. S. Mercer, Manager of Operations and Community Services (Apr.27/17) re: Tsunami Warning Systems.

S. Mercer reviewed with Council the risks of a tsunami in the area, mapping of tsunami hazard zones and costs of sirens and operating software.

Council discussion on the information presented regarding tsunami warning systems included:

- Clarification on mapping of tsunami risk area and the need for geo technical data to make a more informed decision.
- Tsunami events rated as a lower risk emergency event by the Emergency Planning Committee in its review of high risk emergency situations.
- Whether sirens are a District budget priority item.

TSUNAMI WARNING SYSTEMS TO 2018 BUDGET

Council directed staff to include the report from S. Mercer, Manager of Operations and Community Services (Apr.27/17) regarding Tsunami Warning Systems in the 2018 budget discussions.

**K. CURRENT BYLAWS AND RESOLUTIONS**

1. Bylaw 1065-2017 A Bylaw to Amend District of Port Hardy Operation and Maintenance of Cemeteries Bylaw 11-2009. For First, Second and Third Readings.

2017-080  
BYL 1065-2017  
AMEND BL 11-2009  
CEMETERY  
MAINTENANCE 1<sup>st</sup>  
2<sup>nd</sup> & 3<sup>rd</sup> READING

**Moved/Seconded/Carried**

THAT Bylaw 1065-2017 A Bylaw to Amend District of Port Hardy Operation and Maintenance of Cemeteries Bylaw 11-2009 receive First, Second and Third Readings.

2. Bylaw 1066-2017 Administration of the Freedom of Information and Protection of Privacy Act. For First, Second and Third Reading.

2017-081  
BYL 1066-2017,  
ADMINISTRATION  
OF FOI 1<sup>st</sup> 2<sup>nd</sup> & 3<sup>rd</sup>  
READING

**Moved/Seconded/Carried**

THAT Bylaw 1066-2017 Administration of the Freedom of Information and Protection of Privacy Act 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**

2017-082  
ADJOURNMENT

**Moved**

THAT the meeting be adjourned.

Time: 7:29pm

CORRECT

APPROVED

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

\_\_\_\_\_  
MAYOR

<b>ITEM</b>	<b>ACTION REGULAR MEETING MAY 23, 2017</b>	<b>WHO</b>	<b>STATUS /COMMENTS</b>
Chamber of Commerce (May 10/17) re: Invitation for Deputy Mayor Dennis Dugas to join meetings.	Council directed staff to discuss past practice and the Deputy Mayor schedule with the Chamber of Commerce.	AMc	Agenda Item
Vancouver Island Economic Alliance (May 12/17) re: Request for support in principle for Vancouver Island to receive Foreign Trade Zone status.	Council requested clarification on: What is a Foreign Trade Zone, what are implications of Vancouver Island as a Foreign Trade Zone and what are the benefits to Northern Vancouver Island?  - contact G. Hanson of VIEA for clarification	AMc	Agenda Item
Draft minutes of the Operational Services Committee meeting held May 15, 2017 Recommendation to Council: THAT Council invite Mr. Mike Coulter of the Campbell River ATV Club to an upcoming COW meeting to discuss inter-community, off road vehicle tourism.	Approved: Recommendation to invite Mr. Mike Coulter of C/River ATV Club to future COW meeting  -contact Mr. Coulter as directed.	HN-S	Working on a date in July or August
S. Mercer, Manager of Operations and Community Services (Apr.27/17) Tsunami Warning Systems.	Refer report to 2018 budget discussions	AM	Noted for 2018 budget process
<b>ITEM</b>	<b>ACTION REGULAR MEETING JANUARY 24, 2017</b>	<b>WHO</b>	<b>STATUS /COMMENTS</b>
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
<b>ITEM</b>	<b>ACTION REGULAR MEETING NOV 8 2016</b>	<b>WHO</b>	<b>STATUS /COMMENTS</b>
Hydro outage – can power can be rerouted from the windfarm to supply power to Port Hardy during outages.	Invite Hydro rep to meeting	AMc	<b>April 26/17</b> Ted Olynyk looking at May/June dates





Hi Alli,

I received your message and left you a voicemail, but I thought you might require something from me in writing to resolve the questions of Council.

Please communicate without equivocation that VIEA's application for Vancouver Island to be named a Foreign Trade Zone absolutely includes ALL of Vancouver Island. While the actual application couldn't possibly name every community and every asset on the Island, those that are named in the application are so named because they are recognized as major assets by the federal government. For example, Nanaimo and Port Alberni Port Authorities are named because they are two of eighteen federal ports in Canada whereas the Greater Victoria Harbour Authority is not named because it is not of the same class—even though the GVHA is supporting our application.

It may also be useful to communicate that an FTZ, contrary to general belief, is not actually a geographic designation in that import/export advantages must be contained within certain stipulated areas/properties. An FTZ is really a single source clearing house for any and all questions/problems experienced by those in the FTZ region in relation to any and all import/export activities. In essence, assuming we are successful, VIEA will have a dedicated office and staff with direct access to all relevant federal and provincial departments so that, with a single request, any Island stakeholder can have their issue addressed and avoid the usual scavenger hunt to find the right person in the right department for the right answer.

There really are no 'tax free zones' per se. The FTZ system does, however, allow for bonded warehouses so that materials and components can be imported for assembly and then exported without incurring duties and taxes...

Simply put, a Vancouver Island FTZ is a 'bat phone' to Ottawa to help facilitate import/export issues on behalf of anyone on Vancouver Island. The other advantage is that FTZ designation enables us to market Vancouver Island as a gateway for international trade to the Americas and Southeast Asia especially. This raises the business profile of the entire Island.

I hope this satisfies the questions raised. If not, there's more where this came from... 😊



**George Hanson** | President  
[george@viea.ca](mailto:george@viea.ca)

**Vancouver Island Economic Alliance**  
P.O. Box 76, Station 'A', Nanaimo, BC, V9R 5K4  
T 250-667-5225 | [www.viea.ca](http://www.viea.ca)  
**Building Alliances for Economic Vitality & Sustainability**



May 12, 2017

VIEA Member – Stakeholders in the Island Economy

**Re: Support in principle for Vancouver Island to receive Foreign Trade Zone status**

Dear Stakeholder,

**Background:** The Vancouver Island Economic Alliance has submitted a Letter of Intent to the federal Foreign Trade Zone Task Force expressing that VIEA will make application before the end of June 2017 for Vancouver Island to be designated as a Foreign Trade Zone (FTZ).

**Rationale:** This application is an extension of the work of the Economic Alliance over the last several years to encourage development of an intermodal transportation plan and to increase competitive advantage for advanced manufacturers on Vancouver Island. FTZ designation will help raise the profile of Vancouver Island as a centre for import/export and provide easy access to federal decision-makers so as to facilitate problems and answer questions for our transportation and manufacturing stakeholders.

**Request:** VIEA's application must include letters of support from local government, provincial government and private sector leaders. We therefore respectfully request a letter of support from your organization (A sample letter is attached for your convenience.) While VIEA will eventually be raising funds to forward this work, the letters we seek at this time will in no way require any financial commitment to this initiative.

Attached is an outline of VIEA's FTZ application so that you can see how we are intending to position Vancouver Island for increased export activity. We are happy to answer any questions you may have.

We will appreciate receiving your letter of support before the end of May 2017.

Thank you for your consideration and assistance.

Sincerely,

George Hanson  
President

Sign up to receive the VIEA Newsletter!

Enter your email to join our newsletter!

SIGN UP



NEWS &amp; MEDIA

CONTACT

NEWSLETTER SIGNUP

MEMBER LOGIN

SEARCH BY KEYWORD

ECONOMIC RESOURCES  
& INITIATIVESBUSINESS & LIVING ON  
VANCOUVER ISLANDABOUT VIEA &  
MEMBERSHIP

VI ECONOMIC SUMMIT

HOME &gt; VI ECONOMIC SUMMIT &gt; SUMMIT SCHEDULE

## 2017 ECONOMIC SUMMIT SCHEDULE

Agenda

Details for the 2017 Summit Program are coming soon.

For 2016 Summit details, see the [Past Economic Summits](#) page.

Sign up to receive the latest Summit news.

Follow us on Twitter [@VIAAlliance](#)

and share event updates with [#VISummit](#)

[REGISTER FOR THE SUMMIT HERE](#)

[SEE WHO IS ATTENDING](#)

The 11th Anniversary State of the Island Economic Summit will convene at the [Vancouver Island Conference Centre](#) Nanaimo BC Wednesday & Thursday, October 25 & 26, 2017.

The details of the 2017 program are coming soon. Come back for the program outline and the latest details about sessions and presenters.

**2017 Program Outline**  
Details are clickable below.

Follow us on Twitter – [#VISummit](#)

### WEDNESDAY, OCTOBER 25 - DAY ONE

10:30 AM TRADESHOW OPENS

12:00 PM OPENING LUNCHEON

1:30 PM FOUR CONCURRENT SESSIONS

3:00 PM TRADESHOW - NETWORKING BREAK

3:30 PM FOUR CONCURRENT SESSIONS

5:00 PM TRADESHOW COCKTAILS - NETWORKING

6:30 PM SUMMIT DINNER

### THURSDAY, OCTOBER 26 - DAY TWO

7:00 AM TRADESHOW OPENS

7:30 AM BREAKFAST PRESENTATION

9:00 AM FOUR CONCURRENT SESSIONS:

10:30 AM TRADESHOW - NETWORKING BREAK

11:00 AM FOUR CONCURRENT SESSIONS

12:30 PM CLOSING LUNCHEON

2:00 PM 11TH ANNUAL 'STATE OF THE ISLAND' ECONOMIC SUMMIT  
CONCLUDES.

## **FILOMI DAYS JULY 14-16, 2017**

Agenda

May 22, 2017

Mayor and Council  
District of Port Hardy  
Box 68  
Port Hardy, BC V0N 2P0

Dear Mayor and Council:

On behalf of Filomi Days Society I would like to make the following requests regarding Filomi Days.

We are requesting the following road closures:

- A road closure on Market St., from the corner of Hastings to the Corner of Hwy 19 Friday, July 14 3:30 pm until Sunday night after the fireworks.
- A road closure from Thunderbird Mall, Granville Street turning 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 from Main Street in front of C & N Backpackers, on Saturday, July 15 from 1:30 to 3:30 – for the Soapbox Derby.

We also request:

- The use of Rotary -Carrot Park for the three days along with the water and power connections
- Additional Porta Potties for the site - 6 Porta Potties
- The use of the 4 Garbage containers and pick up service
- Barricades for the parade route
- The use of more garbage cans for the sidewalk and roadway
- Plastic Gloves, Garbage Bags, and Garbage Pickers
- A notice on the recreation sign
- That the fireworks be allowed to be discharged.

We are looking forward to an exciting weekend especially the celebration of our 40<sup>th</sup> Annual Filomi Days.

We appreciate the extra help and equipment that the District provides to the weekend event.

Sincerely,

Debbie Perkovich  
Filomi Days Committee



Agenda

June 7, 2017

Honourable Mayor, Hank Bood and Council  
District of Port Hardy  
Box 68 Port Hardy, B.C. V0N 2P0

Dear Mayor and Council

Our goal as the Chamber is to provide services and events intended to unify and empower the business community. The Port Hardy Chamber appreciates the active participation of council in these endeavours.

The Chamber Board of Directors values the working relationship between our organization and the District of Port Hardy. With this in mind, we request that Councillor Dennis Dugas be appointed as a Director to the Chamber of Commerce Board, to act on behalf of the District of Port Hardy and the Chamber, for a term of two years,

We look forward to hearing your response and continuing our working partnership with Council and the Honourable Mayor.

Sincerely,

A handwritten signature in black ink, appearing to be "Rob Tucker".

Rob Tucker  
President, Port Hardy Chamber of Commerce

Box 249-7250 Market Street, Port Hardy, BC V0N 2P0  
Tel: 250-949-7622 [manager@porthardychamber.com](mailto:manager@porthardychamber.com) [www.porthardychamber.com](http://www.porthardychamber.com)

# **Town of Port M Neill**

PO Box 728

( Port McNeill, BC V0N 2R0

Tel: 250-956-3111

Fax: 250-956-4300

1775 Furney Place

Email: [reception@portmcneill.ca](mailto:reception@portmcneill.ca)

File: 0400-50

May 11, 2017

Agenda

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

**Re: Letter of Support for the District of Port Hardy Multiplex Project**

At the May 01, 2017 regular meeting of Council a motion was passed to write a letter of support for the District of Port Hardy's Multiplex Project proposal.

The Multiplex is a major addition to the community infrastructure in the North Island and will offer residents opportunities for new recreational and healthy lifestyle activities. The Facility offers the only heated indoor pool facility on the North Island and will incorporate advanced technology that is more sustainable and environmentally friendly than any other similar facilities.

This Project supports retention of residents and businesses, and builds strong communities that are positioned for growth and bring economic and social benefits to all of the North Island.

Sincerely,



Sue Harvey  
Administrator

April 13, 2017

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

Dear Mayor Bood and Councilors:

The Village of Port Alice strongly supports the application from the District of Port Hardy to the Strategic Priorities Fund for funding for the Port Hardy Multiplex Project.

The Multiplex Project will bring a facility to Port Hardy with advanced technology that is more sustainable and environmentally friendly. As well it will bring opportunities to offer more educational programming, therapeutic sessions, health & wellness activities and family fun.

Yours truly,

  
Mayor Jan Allen



# Regional District of Mount Waddington

PO Box 729 2044 McNeill Road, Port McNeill, BC V0N 2R0

Telephone (250) 956-3161 Fax (250) 956-3232

Web-site: [www.rdmw.bc.ca](http://www.rdmw.bc.ca) Email: [info@rdmw.bc.ca](mailto:info@rdmw.bc.ca)

File No.: 310.01

April 24, 2017

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



Dear Mayor Bood and Councillors:

## RE: LETTER OF SUPPORT FOR THE DISTRICT OF PORT HARDY MULTIPLEX PROJECT

The Regional District of Mount Waddington Board approved a resolution at the regular Board meeting on April 18, 2017 in support of the District of Port Hardy's Multiplex Project proposal. The new facility is a major addition to the community infrastructure in the North Island area and will offer residents opportunities for new recreational and healthy lifestyle activities.

The Multiplex Project offers the only heated indoor pool facility on the North Island and will incorporate advanced technology that is more sustainable and environmentally friendly than any of the similar facilities in other communities.

This project supports retention of residents, businesses and builds strong communities that are positioned for growth; bringing economic and social benefits to all North Island communities.

Sincerely,

Andrew Hory, Chairman  
Regional District of Mount Waddington

AH/nw

INCORPORATED JUNE 13, 1966

MUNICIPALITIES: ALERT BAY, PORT ALICE, PORT HARDY, PORT MCNEILL  
ELECTORAL AREAS: "A" (SOINTULA); "B" (HOLBERG, WINTER HARBOUR); "C" (QUATSINO, COAL HARBOUR, HYDE CREEK); "D" (WOSS, TELEGRAPH COVE)







**THE CORPORATION OF THE VILLAGE OF ALERT BAY**  
15 Maple Road- Bag Service 2800, Alert Bay, British Columbia V0N 1A0  
TEL: (250)974-5213 FAX: (250) 974-5470  
email: [officeclerk@alertbay.ca](mailto:officeclerk@alertbay.ca) Web: [www.alertbay.ca](http://www.alertbay.ca)

21-Apr-2017



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

Dear Mayor Bood and Councillors:

RE: Letter of Support for the District of Port Hardy Multiplex Project

The Village of Alert Bay supports the District of Port Hardy's Multiplex Project proposal. The Project is supported based on the following:

- building strong communities
- health and wellness
- improve community vibrancy
- resident attraction and retention

The new facility will include programming that is unique to each community on the North Island that will result in health and wellness to all users. This is an opportunity to offer more educational programming, therapeutic sessions, health and wellness activities and family fun.

The Multiplex Project will bring a facility with advanced technology that is more sustainable and environmentally friendly.

This project supports retention of residents, businesses and builds strong communities that are positioned for growth; bringing economic and social benefits to all North Island communities.

Sincerely,

Mayor Michael Berry



## **GWA'SALA - 'NAKWAXDA'XW NATION**

**BOX 998 • 154 TSULQUATE RESERVE • PORT HARDY, BRITISH COLUMBIA, CANADA • V0N 2P0  
PHONE: (250) 949-8343 • FAX: (250) 949-7402 • WEB: WWW.GWANAK.INFO**

May 03, 2017

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

Dear Mayor Bood and Councillors:

RE: Letter of Support for the District of Port Hardy Multiplex Project

The Gwa'sala-'Nakwaxda'xw Nation supports the District of Port Hardy's Multiplex Project proposal. The Project is supported based on the following:

- building strong communities
- health and wellness
- improve community vibrancy
- resident attraction and retention

The new facility will include programming that is unique to each community on the North Island that will result in health and wellness to all users. This is an opportunity to offer more educational programming, therapeutic sessions, health and wellness activities and family fun.

The Multiplex Project will bring a facility with advanced technology that is more sustainable and environmentally friendly.

This project supports retention of residents, businesses and builds strong communities that are positioned for growth; bringing economic and social benefits to all North Island communities.

Sincerely,

Roger Nopper  
Band Manager



## Quatsino First Nation

305 Quattishe Rd.  
Coal Harbour, B.C.  
V0N 1K0  
manager@quatsinofn.ca  
Phone: (250) 949-6245  
Fax: (250) 949-6249

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

March 31<sup>st</sup>, 2017

Dear Mayor Bood and Councillors:

### **RE: Letter of Support for the District of Port Hardy Multiplex Project**

The Quatsino First Nation supports the District of Port Hardy's Multiplex Project proposal. The Project is supported based on the following:

- building strong communities
- health and wellness
- improve community vibrancy
- resident attraction and retention

The new facility will include programming that is unique to each community on the North Island that will result in health and wellness to all users. This is an opportunity to offer more educational programming, therapeutic sessions, health and wellness activities and family fun.

The Multiplex Project will bring a facility with advanced technology that is more sustainable and environmentally friendly.

This project supports retention of residents, businesses and builds strong communities that are positioned for growth; bringing economic and social benefits to all North Island communities.

Sincerely,

Chief James Nelson  
Quatsino First Nation

MAY 30 2017

TEL (250) 974-5556  
FAX (250) 974-5900  
www.namgis.bc.ca



P.O. BOX 210  
ALERT BAY, BC  
V0N 1A0

May 24, 2017

Allison McCarrick

Chief Administrative Officer

District of Port Hardy

PO Box 68

Port Hardy, BC V0N 2P0

Dear Ms. McCarrick,

**RE: Letter of Support District of Port Hardy Multiplex Project**

On behalf of the 'Namgis First Nation I am providing you with this letter supporting the District of Port Hardy in their proposal submission to the Federal Gas Tax funding delivered through the Strategic Priorities Fund (SPF) under the category of Recreation Infrastructure for the Port Hardy Multiplex project.

It is clearly evident the District of Port Hardy is truly committed to making this project become a reality for the entire North Island Geographical Region's use and benefit as well as for visitors to the region. The unbelievable amount of ground work completed to date by the District of Port Hardy is a significant undertaking and shows the commitment to making this project move forward in a positive and meaningful manner.

The work completed thus far is the following:

- Engineered assessment report
- Public Survey
- Project manager and architecture team assigned
- Stakeholder sessions
- Public Charrette sessions
- Schematic designs
- Referendum for borrowing

The new facility will be more sustainable and environmentally friendly and will offer a multitude of programs for all user groups living in or visiting the North Island. The construction of this capital facility will certainly boost the economy of the North Island Geographical Region and provide local workers, contractors and laborers with an opportunity to create and enhance our local economies by living and working in their community. The economic and social benefits for the North Island will be greatly enhanced during the construction period and for many years thereafter.

We wish the District of Port Hardy success with your pursuit of funding for this project and we look forward to helping to welcome the new facility into the North Island upon completion of construction.

Thank you for providing us with the opportunity to support this exciting initiative. If you require anything else please feel free to contact the band office at your leisure.

Sincerely yours,

A handwritten signature in blue ink that reads "Donald Svanvik". The signature is written in a cursive style with a large, prominent initial 'D'.

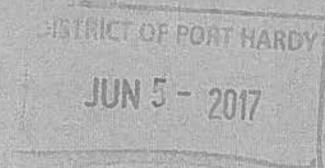
Chief Don Svanvik

c.c. Band Council



**KWAKIUTL BAND COUNCIL**

99 A TSAKIS WAY, FORT RUPERT RESERVE  
P.O. BOX 1440, PORT HARDY, BC, V0N 2P0  
TELEPHONE: (250) 949-3153



May 9, 2017

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

Dear Mayor Bood and Councillors:

RE: Letter of Support for the District of Port Hardy Multiplex Project

The Kwakiutl Band Council supports the District of Port Hardy's Multiplex Project proposal. The Project is supported based on the following:

- building strong communities
- health and wellness
- improve community vibrancy
- resident attraction and retention

The new facility will include programming that is unique to each community on the North Island that will result in health and wellness to all users. This is an opportunity to offer more educational programming, therapeutic sessions, health and wellness activities and family fun.

The Multiplex Project will bring a facility with advanced technology that is more sustainable and environmentally friendly.

This project supports retention of residents, businesses and builds strong communities that are positioned for growth; bringing economic and social benefits to all North Island communities.

Sincerely, *Rupert Wilson*

Rupert Wilson  
Chief Councillor  
Kwakiutl Band Council



## DISTRICT OF PORT HARDY REPORT TO COUNCIL

---

**TO:** Mayor and Council  
**FROM:** Heather Nelson-Smith, Director of Corporate Services  
**SUBJECT:** Emergency Committee Appointments  
**DATE:** June 2, 2017

Agenda

---

The terms of reference for the Emergency Committee were adopted by Council in December 2016. Since that time, the Emergency Planning Committee has reviewed the composition of the committee and the following members are recommended to Council by the Committee:

Brenda McCorquodale, Fisheries and Oceans (Chair)  
Rick Marcotte, Council appointed (Vice Chair)  
John Tidbury, Council appointed  
Bob Hawkins, Emergency Planning Coordinator, Port Hardy  
Mike McCulley, Deputy Emergency Planning Coordinator, Port Hardy  
Bob Swain, Emergency Coordinator, Gwa'sala-'Nakwaxda'xw Nations  
Schell Nickerson, Fire Chief  
Brent Borg, Deputy Fire Chief  
Jeff Houle, J.D. Petroleum Ltd.  
Leightan Wishart, Private Citizen  
Heather Nelson-Smith, Director of Corporate Services

**RECOMMENDATION:**

THAT Council approves the Emergency Planning Committee Membership for the term of One year ending April 2018.

Respectfully submitted,

---

Heather Nelson-Smith, DCS



**MINUTES OF THE  
DISTRICT OF PORT HARDY  
EMERGENCY PLANNING COMMITTEE MEETING  
APRIL 3, 2017 AT 12 NOON  
Firehall #1 - 8890 CENTRAL STREET**

**Committee Members:** Brenda McCorquodale (Chair), Fisheries & Oceans; Bob Hawkins, DPH Emergency Coordinator; Schell Nickerson, Fire Chief; John Tidbury, Councillor DPH; Rick Marcotte, Councillor DPH; Leightan Wishart, citizen; Heather Nelson-Smith, Director of Corporate Services; Bob Swain, Emergency Coordinator, Gwa'sala-'Nakwaxda'xw First Nations;

Agenda

**Also Present:** Gary Jackson, Save On Foods; Nat Pottage, BC Ambulance Service; Angelika Starr, V. I. Health Authority; Brent Borg, Deputy Chief, Port Hardy Fire Rescue; Mike McCulley, Deputy Emergency Coordinator

**Regrets:** Jeff Houle, J.D. Petroleum Ltd.

**A. CALL TO ORDER**

Brenda McCorquodale (Chair), called the meeting to order. Time: 12:01 pm

Introductions were made around the table.

**B. APPROVAL OF AGENDA**

Brenda McCorquodale requested an addendum to the agenda under New Business: Committee member binders and Terms of Reference – Membership

**Moved/Seconded/Carried**

THAT the agenda for the Emergency Planning Committee meeting April 4, 2017, 2017 be accepted as amended.

EPC-2017-005  
APPROVAL OF  
AGENDA AS  
AMENDED

**C. ADOPTION OF MINUTES**

Minutes of the meeting held January 30, 2017.

**Moved/Seconded/Carried**

THAT the minutes of the Emergency Planning Committee meeting held January 30, 2017 be approved.

EPC-2017-006  
APPROVAL OF  
MINUTES JAN 30/17  
APPROVED

**DELEGATIONS**

No delegations.

**E. BUSINESS ARISING / UNFINISHED BUSINESS**

1. B. McCorquodale requested Bob Swain be added as a Committee member to the agenda page. on future agendas,
2. Review and Update of Action Items  
Generator: Ongoing. Fire Chief advised there is newly announced provincial government funding for Emergency Operation Centers. Bob and Heather to investigate.



Power Outages:

-Salvation Army - DONE. Bob Hawkins advised that they do not have a generator on site.  
-Residential sewage pumps - Ongoing. Bob to contact Operational Services  
-Avalon School as reception center. Ongoing It was commented that the Legion, Avalon and Wagalus School have shown interest in being a reception Center. HNS to contact all three and confirm interest and arrange access in times of emergency.

ESS Responsibility for citizens for hotels and travel to home – DONE. Bob Hawkins advised that as long as there is a task number from Emergency BC then there will be reimbursement to the District. H. Nelson-Smith advised that the District does have accounts with local taxi companies.

ESS Coordinators DONE - H. Nelson-Smith advised that advertising for ESS volunteers has been done and that Hemphills' are still the current ESS coordinators.

Table Top Exercise - Ongoing - Bob Hawkins has scenarios in mind. Will check with Port Hardy Airport to see if they are planning an event. Will bring forward to June meeting

Emergency Plan Review - 2017 budget item approved by Council. Heather Nelson- Smith advised RFP in progress, June date anticipated for issuing of RFP

School District 85 Emergency Education Plan - Ongoing. Bob Hawkins to contact and ask to take part in Emergency Preparedness Week event.

3. Emergency Preparedness Week May 7-13, 2017.

Committee members discussed:

- Contacting businesses with safety/emergency equipment for displays.
- Posters for the event.
- Contacting local schools for student participation.
- Type of event – Open House with display booths.

Gary Jackson, Manager of Save On Foods advised he has experience in planning this type of event and is willing to take the lead. The Committee discussed:

- Venue – Thunderbird Mall Parking Lot.
- Date – Saturday May 13<sup>th</sup>.
- Budget – Heather advised there is a small budget for advertising.
- Advertising – posters produced in house, write ups in local papers.
- Participation – each team (RCMP, PH Fire Rescue, Emergency Committee and businesses each provide own helpers to man booths etc.
- BBQ fundraiser – during event.

Gary Jackson and Heather Nelson-Smith will arrange a planning meeting with interested committee members to coordinate the event.

**F. CORRESPONDENCE**

1. Gwa'sala-"Nakwaxda'xw Nations 2017 Siren Testing Schedule was received for information.
2. Agenda NI Regional Emergency Planning meeting of March 9, 2017 was received for information.

**G. NEW BUSINESS**

1. Storage for ESS Supplies at the Civic Center

It was noted that ESS supplies are currently kept at the Hemphill residence and need to be moved to the Civic Center. J. Tidbury advised that storage space under the stage and access to it by pull out dollies is being arranged. H. Nelson-Smith advised that the District may be able to find budget for pull out dollies if costs are minimal.

2. 2017 Budget Review

Heather Nelson-Smith advised there is a small budget for Emergency Planning, such as lunch for a table top exercise as well as the approved budget for the RFP Emergency Plan Update. Brenda McCorquodale requested members bring forward ideas for the 2018 budget year. Mike McCulley advised that Emergency Plan Update, when completed, should have training recommendations included in it.

3. Committee Goals (From Terms of Reference)

The Committee reviewed the information regarding Committee Goals in the agenda outline. Discussion to be deferred to the next meeting.

4. Addendum

1. Committee Binders

Brenda McCorquodale suggested Committee members be supplied with information binders that would include; Membership list, Terms of Reference, meeting agendas and minutes. *BC Emergency Program Act* and other pertinent information

The Committee discussed the need for the binders, staff time / costs etc and if digital versions would be suitable. It was agreed the binders could be assembled by the Committee members at an upcoming meeting. Staff will send an email to the Committee members asking 1. If they wish to have a binder and 2. Preferences for a printed copy or digital copy.

2. Terms of Reference – Membership

The Committee discussed Committee membership, composition, voting members and ad hoc committee members.

**Moved/Seconded/Carried**

THAT the Emergency Planning Committee recommends to Council that Brent Borg, Deputy Fire Chief be appointed to the District of Port Hardy Emergency Planning Committee.

**H. NEXT MEETING DATE:** Monday May 29, 2017 at Noon at the Municipal Hall, 7360 Columbia Street.

**I. ADJOURNMENT**

THAT the meeting be adjourned.

Time: 12:48 pm

EPC-2017-007  
APPOINT B. BORG  
TO COMMITTEE

EPC-2017-008  
ADJOURNMENT



**MINUTES OF THE  
DISTRICT OF PORT HARDY  
EMERGENCY PLANNING COMMITTEE MEETING  
MAY 29, 2017 AT 12 NOON  
MUNICIPAL HALL 7360 COLUMBIA STREET**

**Committee Members:** Brenda McCorquodale (Chair), Fisheries & Oceans; Bob Hawkins, DPH Emergency Coordinator; Schell Nickerson, Fire Chief; John Tidbury, Councillor DPH; Rick Marcotte, Councillor DPH; Leightan Wishart, citizen; Heather Nelson-Smith, Director of Corporate Services; Bob Swain, Emergency Coordinator, Gwa'sala-'Nakwaxda'xw Nations; Jeff Houle, J.D. Petroleum Ltd.

Agenda

**Also Present:** None

**Regrets:** Brent Borg, Deputy Chief, Port Hardy Fire Rescue; Mike McCulley, Deputy Emergency Coordinator

**A. CALL TO ORDER**

Brenda McCorquodale (Chair), called the meeting to order. Time: 12:02 pm

**B. APPROVAL OF AGENDA**

**Moved/Seconded/Carried**

THAT the agenda for the Emergency Planning Committee meeting May 29, 2017 be accepted as presented.

**DRAFT**

**C. ADOPTION OF MINUTES**

Minutes of the meeting held April 3, 2017.

**Moved/Seconded/Carried**

THAT the minutes of the Emergency Planning Committee meeting held April 3, 2017 be approved.

**DELEGATIONS**

No delegations.

**E. BUSINESS ARISING / UNFINISHED BUSINESS**

1. Review and Update of Action Items

Generator: Heather Nelson-Smith advised that the due date for the grant funding program for a generator is October 31 and the timeline to get the application ready will be August and September.

Power Outages:

Bob Hawkins discussed his conversation with Operations staff and it was confirmed that in the event of an emergency there is a backup mobile generator if required.

Committee Binders:

It has been confirmed that five members of the committee wish to have their information digitally and 1 binder will need to be created.

EPC-2017-009  
APPROVAL OF  
AGENDA AS  
PRESENTED

EPC-2017-010  
APPROVAL OF  
MINUTES APR 3/17  
APPROVED

Emergency Supplies at the Civic Centre

John Tidbury informed the group that while the dollies have not been done yet the supplies can come back to the Civic Centre anytime.

Table Top Exercise - Ongoing - Bob Hawkins has scenarios in mind. Will check with Port Hardy Airport to see if they are planning an event. Will bring forward to August meeting.

Emergency Plan Review - 2017 budget item approved by Council. Heather Nelson-Smith advised RFP in progress.

2. Deferred from April meeting: Committee Goals (From Terms of Reference)

The objectives of the Committee are to monitor and provide Council with milestone achievements of the implementation and review of the District's Emergency Plan, establish communication principles and policies, conduct training and exercises, and evaluations.

The Committee shall establish goals and shall categorize them as either:

- Short Term – within 6 months
- Medium Term – within 12 months
- Long term – more than 12 months to a maximum 24 months

Hazard Risk Assessment (from Emergency Plan)

The Hazard Risk assessment was reviewed and there was discussion over the likelihood and severity of a major earthquake event. The Committee recommended that there be two classifications of earthquakes included on the Hazard Risk Assessment, minor and major earthquakes and increase the Committee Goals.

DRAFT

Short Term	Medium Term	Long Term
<ul style="list-style-type: none"> <li>• Emergency Plan Update</li> <li>• Grant funding for reception Centre generator (October 31)</li> <li>• Effective notification to citizens</li> <li>• Reception centres</li> <li>• Training Committee on EOC procedures</li> <li>• ESS training and retention</li> <li>• Supplies for reception centre</li> <li>• Personal Preparedness through education such as Shakeout BC and the Shake Zone</li> </ul>	<ul style="list-style-type: none"> <li>• Generator for reception centre (\$)</li> <li>• Public Education</li> <li>• Business continuity planning</li> </ul>	<ul style="list-style-type: none"> <li>• Emergency plan review</li> </ul>

The Committee asked that a new price be sourced for the Shake Zone to come to Port Hardy in 2018.

**F. CORRESPONDENCE**

None

---

**G. NEW BUSINESS**

None

**H. NEXT MEETING DATE:** To be determined: July 31, 2017 is not a favourable day. A doodle poll will be sent out via email to determine a date in late August.

**I. ADJOURNMENT**

THAT the meeting be adjourned.

Time: 12:55 pm

EPC-2017-011  
ADJOURNMENT

DRAFT

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
009109	04/05/2017	00735	A.C.E. COURIER SERVICES	298.50	
009110	04/05/2017	01884	Ace Hardware	33.57	
009111	04/05/2017	00044	ACKLANDS - GRAINGER INC.	129.05	
009112	04/05/2017	02514	Alsco	93.88	
009113	04/05/2017	00829	ANA'S HARDY CLEAN	2,522.24	
009114	04/05/2017	00046	ANDREW SHERET LTD	2,023.06	
009115	04/05/2017	01836	ARIES SECURITY LTD.	4,059.30	
009116	04/05/2017	00047	B.C. HYDRO (Minister of	48,560.82	
009117	04/05/2017	02693	BC One Call	134.66	
009118	04/05/2017	00580	BRITISH COLUMBIA SAFETY	1,042.00	
009119	04/05/2017	02882	Catalys Lubricants Inc.	214.01	
009120	04/05/2017	00281	CHEVRON CANADA LTD.	1,870.39	
009121	04/05/2017	03209	CLN Machining & Fabricat	134.40	
009122	04/05/2017	01901	DENNISON, MELINDA	35.00	
009123	04/05/2017	03206	Grier & Company	222.42	
009124	04/05/2017	00052	HARDY BUILDERS' SUPPLY	85.11	
009125	04/05/2017	02208	Hawkins, Bob	714.12	
009126	04/05/2017	00063	HOME HARDWARE BUILDING C	1,002.68	
009127	04/05/2017	00065	K & K ELECTRIC LTD.	1,014.09	
009128	04/05/2017	03337	Lockz2Fit	352.80	
009129	04/05/2017	00069	MACANDALE'S	139.15	
009130	04/05/2017	03059	Maxxam Analytics	1,130.85	
009131	04/05/2017	01777	MCCARRICK,ALLISON	35.00	
009132	04/05/2017	00328	MERCER, SEAN	35.00	
009133	04/05/2017	03393	Mikes Saw Shop	82.88	
009134	04/05/2017	02002	Neopost	624.41	
009135	04/05/2017	01014	NICKERSON, SCHELL	75.00	
009136	04/05/2017	02749	Orach Enterprises Ltd.	2,957.48	
009137	04/05/2017	02071	PACIFICUS BIOLOGICAL SER	2,966.25	
009138	04/05/2017	00505	PARR'S CONSTRUCTION LTD	200.00	
009139	04/05/2017	00203	Port Hardy & Dist. Chamb	13,750.00	
009140	04/05/2017	00406	PORT HARDY FIREFIGHTERS	4,417.50	
009141	04/05/2017	00264	PORT HARDY HERITAGE SOCI	11,569.00	
009142	04/05/2017	00769	Praxair Distribution	917.89	
009143	04/05/2017	00080	PUROLATOR INC.	578.51	
009144	04/05/2017	00107	RECEIVER GENERAL FOR CAN	26,909.96	
009145	04/05/2017	00187	REGIONAL DISTRICT OF MT	3,764.43	
009146	04/05/2017	03174	Schantz, Robert	551.88	
009147	04/05/2017	03092	Seaway Ventures Ltd.	11,658.18	
009148	04/05/2017	00253	Shaw Cable	134.74	
009149	04/05/2017	00160	TELUS	72.42	
009150	04/05/2017	01773	UNIVAR CANADA LTD.	5,639.23	
009151	04/05/2017	00573	VAN ISLE WATER	70.40	
009152	04/05/2017	00164	Xerox Canada Ltd.	772.79	
009153	04/05/2017	03195	Zeo Tec Limited	168.00	
009154	10/05/2017	02514	Alsco	104.86	
009155	10/05/2017	00073	BLACK PRESS GROUP LTD.	1,589.52	
009156	10/05/2017	02882	Catalys Lubricants Inc.	124.91	
009157	10/05/2017	00281	CHEVRON CANADA LTD.	1,111.80	
009158	10/05/2017	01476	DOR-TEC SECURITY LTD.	276.60	
009159	10/05/2017	02140	DOUG LLOYD CONTRACTING	135.45	
009160	10/05/2017	00052	HARDY BUILDERS' SUPPLY	413.14	
009161	10/05/2017	00063	HOME HARDWARE BUILDING C	44.76	
009162	10/05/2017	01875	ISLAND ADVANTAGE DISTRIB	44.63	
009163	10/05/2017	02006	NORTH ISLAND TRACTOR	316.69	
009164	10/05/2017	03390	O'Reilly, Kathy	210.00	
009165	10/05/2017	03399	Okimaw, Deanna	237.15	
009166	10/05/2017	02749	Orach Enterprises Ltd.	4,654.22	
009167	10/05/2017	00133	PACIFIC COASTAL AIRLINES	381.37	
009168	10/05/2017	00505	PARR'S CONSTRUCTION LTD	200.00	
009169	10/05/2017	01886	Q.N.P.C. Ltd.	2,100.00	
009170	10/05/2017	00082	QUICKSCRIBE SERVICES LTD	46.20	
009171	10/05/2017	00187	REGIONAL DISTRICT OF MT	48,199.00	
009172	10/05/2017	03347	SEA STAR Solutions Ltd	177.03	
009173	10/05/2017	00160	TELUS	4,744.48	
009174	10/05/2017	03313	Tex Electric Ltd.	1,039.50	
009175	10/05/2017	02656	The Truck Loggers Associ	404.25	
009176	10/05/2017	00201	Vancouver Island Regiona	37,125.00	
009177	10/05/2017	00164	Xerox Canada Ltd.	15.29	
009178	18/05/2017	00735	A.C.E. COURIER SERVICES	161.22	
009179	18/05/2017	00195	A.V.I.C.C	494.79	

Agenda

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
009180	18/05/2017	00044	ACKLANDS - GRAINGER INC.	176.15	
009181	18/05/2017	01145	BLACK CAT REPAIRS	475.00	
009182	18/05/2017	02135	BORG, BRENT	41.94	
009183	18/05/2017	02468	Canwest Propane	1,582.78	
009184	18/05/2017	00281	CHEVRON CANADA LTD.	1,874.83	
009185	18/05/2017	01112	CITY OF NANAIMO	1,114.00	
009186	18/05/2017	02730	CUPE Local 401	607.37	
009187	18/05/2017	00183	DRIEMEL, LESLIE	454.72	
009188	18/05/2017	00099	FOX'S DISPOSAL SERVICES	13,047.94	
009189	18/05/2017	00058	GUILLEVIN INTERNATIONAL	5,560.84	
009190	18/05/2017	03333	Harding, Adam	874.95	
009191	18/05/2017	00052	HARDY BUILDERS' SUPPLY	27.58	
009192	18/05/2017	00334	HI-PRO SPORTING GOODS LT	1,875.22	
009193	18/05/2017	00063	HOME HARDWARE BUILDING C	1,262.20	
009194	18/05/2017	03403	Hunter Overheard Doors L	351.75	
009195	18/05/2017	01747	INGENIOUS SOFTWARE	1,170.97	
009196	18/05/2017	00194	INT'L UNION OPERATING EN	1,115.80	
009197	18/05/2017	01875	ISLAND ADVANTAGE DISTRIB	192.64	
009198	18/05/2017	00391	ISLAND BUSINESS PRINT GR	1,039.36	
009199	18/05/2017	00273	JM'S MOBILE WELDING INC	2,867.20	
009200	18/05/2017	00065	K & K ELECTRIC LTD.	2,001.32	
009201	18/05/2017	03337	Lockz2Fit	1,274.16	
009202	18/05/2017	00069	MACANDALE'S	45.92	
009203	18/05/2017	02342	Medteq Solutions CA Ltd.	198.45	
009204	18/05/2017	02439	Mose, Richard	355.46	
009205	18/05/2017	01419	MURDY & MCALLISTER	1,244.84	
009206	18/05/2017	03213	NexGen Hearing	489.30	
009207	18/05/2017	01645	NORTH ISLAND COMMUNICATI	20.16	
009208	18/05/2017	01645	NORTH ISLAND COMMUNICATI	278.25	
009209	18/05/2017	02006	NORTH ISLAND TRACTOR	1,461.19	
009210	18/05/2017	00027	NORTH ISLAND VETERINARY	759.18	
009211	18/05/2017	00203	Port Hardy & Dist. Chamb	250.00	
009212	18/05/2017	00363	PORT HARDY BULLDOZING LT	282.98	
009213	18/05/2017	02766	PROFIRE EMERGENCY EQUIPM	5,389.59	
009214	18/05/2017	00107	RECEIVER GENERAL FOR CAN	25,062.81	
009215	18/05/2017	00187	REGIONAL DISTRICT OF MT	5,709.85	
009216	18/05/2017	03210	Renuable Resources Ltd.	1,375.00	
009217	18/05/2017	03400	SAFETY POSTER	426.72	
009218	18/05/2017	00843	SHARE CANADA	232.09	
009219	18/05/2017	00113	STRYKER ELECTRONICS LTD.	576.38	
009220	18/05/2017	00161	TELUS MOBILITY (BC)	773.29	
009221	18/05/2017	02973	Texmo, Gavin	260.15	
009222	18/05/2017	02644	Vancouver Island Fire Fi	116.00	
009223	18/05/2017	02837	Waterhouse Environmental	6,115.20	
009224	18/05/2017	02199	WFR WHOLESALE FIRE AND R	8,361.97	
009225	18/05/2017	01934	WIGGINS ADJUSTMENTS LTD.	35.00	
009226	18/05/2017	03195	Zeo Tec Limited	378.00	
009227	25/05/2017	01375	ADT SECURITY SERVICES CA	93.74	
009228	25/05/2017	02514	Alsco	96.15	
009229	25/05/2017	00097	BAZETT LAND SURVEYING IN	2,890.13	
009230	25/05/2017	01615	BOOD, HANK	351.95	
009231	25/05/2017	03404	Defero-West Consulting	2,428.13	
009232	25/05/2017	01980	HETHERINGTON INDUSTRIES	173.25	
009233	25/05/2017	02230	Janke Services and Mini	215.25	
009234	25/05/2017	00273	JM'S MOBILE WELDING INC	5,221.44	
009235	25/05/2017	00065	K & K ELECTRIC LTD.	163.80	
009236	25/05/2017	03376	Little Rock Roofing	7,205.47	
009237	25/05/2017	03350	LTE Lethbridge Truck Equ	342.91	
009238	25/05/2017	00069	MACANDALE'S	1,053.88	
009239	25/05/2017	00626	MAINROAD MAINTENANCE PRO	9,769.56	
009240	25/05/2017	00249	MICRON MACHINE WORKS LTD	14,283.59	
009241	25/05/2017	03402	Minister of Finance	181.61	
009242	25/05/2017	00843	SHARE CANADA	241.50	
009243	25/05/2017	00522	THUNDERBIRD MALL	525.00	
009244	25/05/2017	00644	VAN KAM FREIGHTWAYS LTD.	252.36	
Total:				402,791.13	

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



# DISTRICT OF PORT HARDY

## STAFF REPORT



---

**DATE:** June 6, 2017  
**TO:** Mayor and Councillors Agenda  
**FROM:** Allison McCarrick, Chief Administrative Officer  
**RE:** Asset Management Policy

---

### PURPOSE

To create a policy which will guide staff in the development of Asset Management Plans.

### BACKGROUND

Asset Management is an integrated process, bringing together skills, expertise, and activities of People; with Information about a community's physical Assets; and Finances; so that informed decisions can be made, supporting Sustainable Service Delivery.

Sustainable Service Delivery ensures that current community service needs, and how those services are delivered (in a socially, economically and environmentally responsible manner), do not compromise the ability of future generations to meet their own needs. Communities build and maintain infrastructure to provide services. These services support our quality of life, protect our health and safety, and promote social, economic and environmental well-being. Failure to care for our infrastructure, manage our natural resources and protect the benefits provided by nature risks degrading, or even losing, the services communities enjoy, and that future generations may rely on. Sound asset management practices support Sustainable Service Delivery by considering community priorities, informed by an understanding of the trade-offs between the available resources and the desired services.<sup>1</sup>

The District of Port Hardy's goal is to develop and maintain Asset Management Plans for major asset groups including but not limited to, water, wastewater, facilities, roads and bridges. The first edition of the District's facilities asset management plan has been completed and we are currently working on our water asset management plan.

### FINANCIAL IMPLICATIONS

None

### SUMMARY

An Asset Management Policy demonstrates good governance, prudent financial management and enhances the District of Port Hardy's liveability through effective leadership and a commitment to provide services in an effective and efficient manner.

### STAFF RECOMMENDATION

*"That Council approve the Asset Management Policy presented by staff".*

Respectfully submitted,

Allison McCarrick

Chief Administrative Officer



---

# DISTRICT OF PORT HARDY

## POLICY MANUAL

---

### COUNCIL POLICY ASSET MANAGEMENT

ASSET MANAGEMENT POLICY

POLICY # CP2.21

Approved:

Page 1 of 1

---

#### PURPOSE

To provide Asset Management principles for the District of Port Hardy that supports the delivery of sustainable community services through the management of its assets.

#### POLICY

Asset Management plans for the District of Port Hardy will consider the operation, maintenance, replacement and extension of existing and future assets in a sustainable and cost effective manner at a level of service defined by Council for present and future residents of Port Hardy.

Asset Management plans for the District of Port Hardy will ensure sustainable service delivery through long-term planning, community values, priorities and informed understanding of the trade-offs between risks, costs and services.

#### POLICY PRINCIPLES

- Make informed decisions, identifying all revenues and expenses, including operations, maintenance, renewal, replacement, decommission, additions and deletions.
- Optimize the use of available resources.
- Manage assets to be sustainable.
- Consider the effects of climate change and environmental goals in the design, renewal and replacement of assets.
- Minimize risks associated with asset failure.
- Pursue best practices where available.
- Meet all relevant legislative and regulatory requirements.
- Articulate and evaluate trade-offs, and record the basis for a decision.
- Manage assets sustainably considering the District's environmental, social and economic responsibilities and the life cycle costs of assets.
- Consider the criticality of the services provided and minimize the risks of disruption.
- Provide rate payers with services and levels of service for which they are willing to pay.

\*\*\*



# DISTRICT OF PORT HARDY

## STAFF REPORT



**DATE:** May 20, 2017

**TO:** Mayor and Councillors

Agenda

**FROM:** Adrian Maas, Director of Finance

**RE:** Short and Long Term Disability Life Insurance Policy CP3.6

### PURPOSE

To amend and replace Life Insurance Accidental Death Policy with updated policy.

### ANALYSIS

The previous policy was last updated in 2007 and since then the carrier policy numbers have changed and Long Term Disability has been added to the "suite" of coverage's provided to protect our employees.

The policy has also been rearranged for ease of reading and to provide better guidance as to when the short and long term disability provisions should come in to effect.

### FINANCIAL IMPLICATIONS

There are no financial implications as all coverage's remain as currently in place.

### STAFF RECOMMENDATION

*"THAT Council adopt Short and Long Term Disability Life Insurance Policy 3.6 as presented."*

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

---

COUNCIL POLICY  
EMPLOYEE BENEFITS

SHORT AND LONG TERM DISABILITY

LIFE INSURANCE AND ACCIDENTAL DEATH & DISMEMBERMENT

POLICY # CP3.6

Approved: May 10, 1995 Amended: August 14, 2007, June 2017

Page 1 of 1

---

Employer maintains BC Life policy # 89937 which provides

a) SHORT TERM DISABILITY

All sick time is to be used prior to commencement of benefits. Benefits commence at later of usage of all sick time or 14 working days. Benefits limited to 180 days.

b) LONG TERM DISABILITY

Benefits payable, when eligible, after elimination period of 180 days. Application to be made two months before benefits anticipated to be required.

c) LIFE INSURANCE

Coverage levels contained in plan documents.

d) ACCIDENTAL DEATH & DISMEMBERMENT

Coverage levels contained in plan documents.

Employer is at 100% liability for premiums unless agreement in place.

Enrolment to start at the end of successful completion of the probationary period.

Benefits are provided as per the policy which supersedes Council policy if conflict arises.

\*\*\*



## DISTRICT OF PORT HARDY REPORT TO COUNCIL

---

**TO:** Mayor and Council

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

**SUBJECT:** UBCM Resolution 2017

**DATE:** June 2, 2017

---

### **BACKGROUND**

At the 2016 UBCM convention Council was concerned about the policy of the UBCM to allow a motion from the floor to permit resolutions that are not to be considered at the convention (Block C Resolutions) and late resolutions to be debated as soon as the motion has passed (as per section 14(c)).

This practice to vary the agenda of the UBCM is approved in policy and there are no provisions to allow for notice to the membership that would permit members to prepare and attend the debate of a matter on the floor.

Upon discussion with the UBCM staff the District may submit a resolution requesting a change to the UBCM bylaw.

### **UBCM BYLAW**

#### **14. SUBJECTS FOR DISCUSSION AT CONVENTIONS:**

*(a) All resolutions for discussion at the Annual Convention (the "Annual Resolutions") shall be forwarded to the Executive Director not later than June 30 and the Executive Director shall arrange for the printing of the same and forward a copy of all resolutions to be dealt with to the members at least thirty (30) days before the date of the Annual Convention. Resolutions shall only be accepted from members and Area Associations. Subjects not printed shall be considered only if dealt with as in Clause (c) of this Section.*

*(b) Matters to be discussed at a Special Convention will be such matters as are contained in the notice given of such Special Convention, and a Special Convention, provided that majority of the members are represented, shall have the power to entertain matters not contained in the notice if duly admitted for discussion under the provisions of Clause (c) hereof.*

*(c) It shall be competent for any delegate at an Annual Convention, or at a Special Convention if a majority of the members are represented, to put forward any motion, which, if duly seconded shall be dealt with as follows: The Chair shall put the question "Shall the motion before the meeting be admitted for discussion?" and it shall require a three-fifths majority vote before the motion can be put. At the discretion of the Chair any such motion shall be submitted in writing and copies may be required to be provided to all delegates present before consideration thereof.*

*(d) Notwithstanding the foregoing the Executive may submit any matters not requiring Extraordinary Resolution to any Convention for consideration or action at any time.*

*(e) Guest speakers may be permitted at the discretion of the Executive.*

**RESOLUTION****Handling of Motions to Vary the Agenda**

**WHEREAS** Section 14(c) of the UBCM Bylaws provides that at the Annual Convention, a voting delegate may put forward from off the floor any motion for discussion—such as a resolution not in the Resolutions Book, or a Resolutions Book Section C resolution, not recommended to be admitted for discussion—and if the support of three-fifths (60 per cent) of the voting delegates present is given, such a motion may be admitted for discussion;

**AND WHEREAS** UBCM practice is to vary the agenda to undertake immediate discussion of the motion; however, this practice:

- disrupts the agenda and the planned order of discussion of resolutions printed in the Resolutions Book; and
- does not allow voting delegates to prepare or plan to be present for discussion of the motion from off the floor:

**THEREFORE BE IT RESOLVED** that the UBCM membership request a change of practice, so that upon admission for debate of a motion from off the floor:

- discussion of the motion from off the floor does not commence immediately, but is instead scheduled to take place at a later time during the Annual Convention; and
- UBCM provides notification to voting delegates about the motion from off the floor and the time it is scheduled for discussion, so that voting delegates may prepare for and attend discussion of the motion.

Respectfully submitted,



---

Heather Nelson-Smith, DCS



# DISTRICT OF PORT HARDY

## STAFF REPORT



**DATE:** May 31, 2017 **FILE:** Land Administration / 3060 / DP-01-2017 (7450 Rupert Street)

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

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

**RE:** **DEVELOPMENT PERMIT – 7450 RUPERT STREET HARBOURVIEW**

**PURPOSE**

To present Council with a request by 7450 Rupert Street to renovate the exterior of the apartment building. Under the Official Community Plan, Harbourview is in the Midtown Development Permit Zone. A Development Permit is required when the building permit for exterior renovation or new construction exceeds \$100,000.

**MIDTOWN DEVELOPMENT PERMIT ZONE**

Midtown Development Zone requires that all exterior finishes be durable and withstand the local climate and the colours are historical, muted and draw from the natural surroundings. This application meets the provisions of the Development Permit Zone.



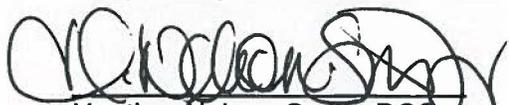
**STAFF RECOMMENDATION**

*THAT Council approves Development Permit DP-01-2017 to renovate, including replacing the siding, windows, decks and deck rails with respect to the property legally described as Strata Lot 9, VIS201, Section 36, PID 000-329-568, Civic Address 7450 Rupert Street.*

*AND FURTHER THAT the Director of Corporate Services be authorized to execute the permit accordingly.*

Respectfully submitted,

I agree with the recommendation.

  
Heather Nelson-Smith, DCS

  
Allison McCarrick, CAO  
35



## DISTRICT OF PORT HARDY

Agenda

### BYLAW NO. 1065-2017

Being a Bylaw to Amend Cemetery Bylaw No. 11-2009

WHEREAS the Council of the District of Port Hardy deems it expedient to amend Bylaw No. 11-2009;

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

#### **PART 1 CITATION**

1. This Bylaw shall be cited as "District of Port Hardy Cemetery Bylaw Amendment Bylaw No. 1065-2017".

#### **PART 2 AMENDMENTS**

2. District of Port Hardy Cemetery Bylaw No. 11-2009 is hereby amended as follows:

Section 2 *DEFINITIONS*, is hereby amended by adding, in alphabetical order, the following definition:

NEXT OF KIN means the nearest relatives of the deceased, and for the purposes of this bylaw, determination of the 'nearest' will be in the same order as is prescribed for the Control of Disposition in the *CIFSA*.

Section 11 *GENERAL*, is hereby amended by adding the following new regulations in the following order:

Replacing 11 (a) with the following:

- (a) Cut flowers, wreaths and floral offerings may be placed on Lots in a Cemetery, but may be removed by the Caretaker when it is considered that their condition is unattractive or detracts from the overall aesthetics of the Cemetery.

Adding the following regulations:

- (b) No potted plants are permitted.
- (c) Plant materials or other adornments associated with seasonal events or celebrations shall be removed within 30 days after the event by the Caretaker or sooner if deemed unattractive by the Caretaker.
- (d) Any other articles or items, including but not limited to, personal mementos, photos, decorative or breakable vases, candles, landscape rock, plants and plantings may be removed and disposed by the District without prior notice to the Next of Kin.
- (e) The District will not be held responsible for any lost, stolen or damaged articles left in the Cemetery or for those items removed by the Caretaker pursuant to this Bylaw.

Advancing the numbering on remaining regulations in the Bylaw by four.

---

**PART 3 SEVERABILITY**

3. If any 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 on the 23<sup>rd</sup> day of May 2017

Read a second time on the 23<sup>rd</sup> day of May 2017

Read a third time on the 23<sup>rd</sup> day of May 2017

Adopted this \_\_\_\_ day of \_\_\_\_, 2017

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

\_\_\_\_\_  
MAYOR

Certified a true copy of  
Bylaw No. 1065-2017 as adopted.

\_\_\_\_\_  
Director of Corporate Services





**DISTRICT OF PORT HARDY  
BYLAW 1066-2017**

Agenda

**ADMINISTRATION OF THE FREEDOM OF INFORMATION  
AND PROTECTION OF PRIVACY ACT**

**WHEREAS** Under section 76.1 of the *Freedom of Information and Protection of Privacy Act*, a local government:

- a) must designate a person or group of persons as the head of the municipality for the purposes of the Act; and
- b) may authorize any person to perform any duty or exercise any function under the Act of the person or group of persons designated as the head of the municipality; and
- c) may set any fees the local public body requires to be paid under section 75 of the Act.

**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 "**Administration of the Freedom of Information and Protection of Privacy Act Bylaw 1066-2017**"

**2. DEFINITIONS AND INTERPRETATION**

'Act' means the *Freedom of Information and Protection of Privacy Act*, as amended or replaced.

'District' means the Corporation of the District of Port Hardy.

'Commercial' means a person who makes a request for access to a record to obtain information in connection with a trade, business, profession, or other venture for profit.

'Coordinator' means the person designated in section 3.2 as the Information and Privacy Coordinator.

'Council' means the Municipal Council of the District of Port Hardy.

'Head' means the person designated as the Head of the District under section 3 of this bylaw.

'Request' means a request under section 5 of the Act.

**3. ADMINISTRATION**

- 3.1 The District's Chief Administrative Officer is designated as the Head for the purposes of the Act.

3.2 The District's Director of Corporate Services is designated as the Information and Privacy Coordinator.

#### **4. POWERS OF THE COORDINATOR**

The Council authorizes the Coordinator to perform the following duties and exercise the following functions:

##### **4.1 Responding to Requests**

- (a) the Coordinator must respond to requests except where the Head has the discretion under the Act to determine whether a record will be released or withheld from disclosure;
- (b) the Coordinator must create a record from a machine readable record in the custody or under the control of the District using its normal computer hardware and software and technical expertise if creating the record would not unreasonably interfere with the operations of the District;
- (c) the Coordinator must respond to a request after the Head has made a decision regarding the disclosure or non-disclosure of a record;
- (d) the Coordinator may refuse in a response to confirm or deny the existence of:
  - (i) a record containing information described in section 15 of the Act (information harmful to law enforcement); or
  - (ii) a record containing personal information of a third party if disclosure of the existence of the information would be an unreasonable invasion of that party's personal privacy.
- (e) the Coordinator must:
  - (i) provide an applicant with a copy of a record or part of a record with a response where the record can reasonably be reproduced; or
  - (ii) give reasons for the delay in providing the record.

##### **4.2 Extension of Time**

- (a) the Coordinator may extend the time for responding to a request for up to 30 days;
- (b) the Coordinator may apply to the Information and Privacy Commissioner for a longer period of time for response to a request where:

- 
- (i) the applicant does not give enough detail to enable the District to identify a requested record;
  - (ii) a large number of records is requested or must be searched and meeting the time limit would unreasonably interfere with the operations of the District;
  - (iii) more time is needed to consult with a third party or other public body before the Head can decide whether or not to give the applicant access to a requested record; or
  - (iv) a third party asks for a review under section 52(2) or 62(2) of the Act.
- (c) the Coordinator must tell the applicant the reason for an extension, when a response can be expected and that the applicant may complain about the extension under section 42(2)(b) or 60(1)(a) of the Act where the time for a response to a request has been extended under section 10(1) of the Act;

#### 4.3 Transfer Request

- (a) the Coordinator may transfer a request and, if necessary, the records to another public body if:
  - (i) the record was produced by or for the other public body;
  - (ii) the other public body was the first to obtain the record;
  - (iii) the record is in the custody or under the control of the other public body;
- (b) the Coordinator must notify the applicant of the transfer;
- (c) the Coordinator may refuse to disclose information that is available for purchase by the public under section 20(1)(a) of the Act.

#### 4.4 Information to be released within 60 days

- (a) the Coordinator must notify an applicant under section 20(1)(b) of the Act of the publication or release of information that the Head has refused to disclose on the basis that the information is to be published or released to the public, within 60 days after the applicant's request is received;

#### 4.5 Business Interests

- (a) the Coordinator must refuse to disclose to an applicant information:
  - (i) that would reveal:
    - (A) trade secrets of a third party; or
    - (B) commercial, financial, labour relations, scientific or technical information of a third party.

- 
- (ii) that is supplied, implicitly or explicitly, in confidence; and
  - (iii) the disclosure of which could reasonably be expected to:
    - (A) harm significantly the competitive position or interfere significantly with the negotiating position of the third party;
    - (B) result in similar information no longer being supplied to the public body when it is in the public interest that similar information continues to be supplied;
    - (C) result in undue financial loss or gain to any person or organization;  
or
    - (D) reveal information supplied to, or the report of, an arbitrator, mediator, labour relations officer or other person or body appointed to resolve or inquire into a labour relations dispute.
  - (b) the Coordinator must refuse to disclose to an applicant information that was obtained on a tax return or gathered for the purpose of determining tax liability or collecting a tax;
  - (c) the provisions of paragraphs (m) and (n) are subject to the application of section 21(3) of the Act which provides that the duty to refuse disclosure does not apply if a third-party consents to the disclosure or the information is in a record that is in the custody or control of the British Columbia Archives and Records Service or the archives of a public body and that has been in existence for 50 or more years.

#### 4.6 Notification

- (a) the Coordinator must notify a third party that the District intends to give access to a record that the Coordinator has reason to believe contains information that might be excepted from disclosure under section 21 (information harmful to business interests of a third party) or section 22 (information harmful to personal privacy) of the Act;
- (b) the Coordinator may give notice under section 23(1.2) of the Act where the Coordinator does not intend to give access to a record that contains information excepted from disclosure under section 21 (information harmful to business interests of a third party) or section 22 (information harmful to personal privacy) of the Act;
- (c) the Coordinator may give written notice of the decision whether or not to give access to a record that the Coordinator has reason to believe contains information that might be excepted from disclosure under section 21 or 22 of the Act to the applicant and a third party.

#### 4.7 Public Interest

- (a) the Coordinator must disclose information in accordance with section 25 of the Act to the public, to an affected group of people or to an applicant:
  - (i) about a risk of significant harm to the environment or to the health or safety of the public or a group of people; or
  - (ii) the disclosure of which is, for any other reason, clearly in the public interest;
- (b) where information is to be disclosed under paragraph (s) the Coordinator must give notice as required under section 25 of the Act.

#### 4.8 Information Protection

- (a) the Coordinator must protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal;
- (b) the Coordinator must refuse to disclose information to an applicant if the disclosure is prohibited or restricted by or under another Act.

#### 4.9 Commissioner's Orders

- (a) the Coordinator must comply with an order of the Information and Privacy Commissioner.

### **5. FEES**

An applicant making a request must pay to the District the fees set in the District of Port Hardy User Rate Bylaw for the purpose of:

- (1) locating, retrieving and producing the record;
- (2) preparing the record for disclosure;
- (3) shipping and handling the record;
- (4) providing a copy of the record.

### **6. GENERAL PROVISIONS**

- 6.1 Nothing in this Bylaw shall be construed so as to require the District to preserve any document beyond the time when it is normally destroyed.
- 6.2 The production of information pursuant to this Bylaw shall not constitute a warranty of its accuracy or completeness.

## 7. REPEAL

7.1 Bylaw 12-2000 Administration of the Freedom of Information and Protection of Privacy Act is hereby repealed.

Read a first time on the 23<sup>rd</sup> day of May 2017

Read a second time on the 23<sup>rd</sup> day of May 2017

Read a third time on the 23<sup>rd</sup> day of May 2017

Adopted this \_\_\_\_ day of \_\_\_\_, 2017

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

\_\_\_\_\_  
MAYOR

Certified a true copy of  
Bylaw No.1066-2017 as adopted.

\_\_\_\_\_  
Director of Corporate Services