



DISTRICT OF PORT HARDY

AGENDA COUNCIL MEETING 7:00 PM, TUESDAY, AUGUST 8, 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, AUGUST 8, 2017 - Council Chambers - Municipal Hall**

PAGE	A. CALL TO ORDER	Time:	
	B. APPROVAL OF AGENDA AS PRESENTED (or amended)		
	Motion required.	1.	2.
	C. ADOPTION OF MINUTES		
1-3	1. Minutes of the Regular Council meeting held July 11, 2017.		
	Motion required.	1.	2.
	D. DELEGATIONS AND REQUESTS TO ADDRESS COUNCIL		
	No delegations.		
	E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS		
4	1. Council Action items. For information.		
	F. CORRESPONDENCE		
5	1. N. I. Community Forest LP (July 14/17) re: Sale of Block CF2. For information.		
6	2. Councillor Murry Krause, UBCM President (July 18/17) re: Gas Tax Agreement Community Works Fund Payment \$111,962.91. For information.		
7	3. Elizabeth Aman-Hume, Executive Director, Port Hardy & District Chamber of Commerce (July 27/17) re: Canada Day 2018. For information.		
8	4. Mayor Jan Allen, Village of Port Alice (July 28/17) re: Donation of \$1.00 per resident to Wild Fire Relief. For information.		
	G. NEW BUSINESS		
	No New Business in agenda package.		
	H. COUNCIL REPORTS		
	1. Verbal Reports from Council members.		
	I. COMMITTEE REPORTS		
9-10	1. Draft minutes of the Tourism Advisory Committee meeting held July 10, 2017. For information.		
11-15	2. Draft minutes of the Operational Services Committee meeting held July 17, 2017. For information. <i>Recommendation: The Operational Services Committee recommends that Council approve the Parade Permit Application as presented.</i>		
	Motion / direction	1.	2.

**DISTRICT OF PORT HARDY
AGENDA FOR THE REGULAR COUNCIL MEETING
7:00 PM TUESDAY, AUGUST 8, 2017 - Council Chambers - Municipal Hall**

- 16-18** 3. Draft minutes of the Parks and Recreation Committee meeting held July 19, 2017. For information.

J. STAFF REPORTS

- 19-21** 1. Accounts Payable July 2017. For information.

- 22** 2. Abbas Farahbakhsh, Director of Operational Services (July 20/17) re: Purchase of a New ½ Ton Truck.

Motion / direction 1. 2.

- 23** 3. Sean Mercer, Manager of Operations and Community Services (July 31/2017 re: Club and Dog Pound Roof Replacements.

Motion / direction 1. 2.

K. CURRENT BYLAWS AND RESOLUTIONS

- 24** 1. Council Remuneration Amendment Bylaw 1067-2017. For Adoption.

Motion required. 1. 2.

- 25-27** 2. Smoking Regulation Bylaw 1068-2017. For Second and Third Reading.

Motion required. 1. 2.

L. PENDING BYLAWS

None

M. INFORMATION AND ANNOUNCEMENTS

August 10 Committee: OH&S 8:30 am, Council Chambers
August 14 Committee: Tourism Advisory 2:00 pm, Council Chambers
August 21 Committee: Operational Services 3:00 pm, Council Chambers
August 23 Committee: Parks & Recreation Review 3:00 pm, Council Chambers
Committee: Marijuana Advisory 4:00 pm, Council Chambers
August 28 Committee: Emergency Planning Noon, Council Chambers

N. NOTICE OF IN CAMERA MEETING

In Camera meeting to immediately follow Regular Council Meeting.

O. ADJOURNMENT

Motion required 1. 2.
Time:



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

PRESENT: Deputy Mayor Dennis Dugas, Councillors Pat Corbett-Labatt, Rick Marcotte, Fred Robertson, John Tidbury and Leightan Wishart

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

REGRETS: Mayor Hank Bood

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

A. CALL TO ORDER

Deputy Mayor Dugas called the meeting to order at 7:00 pm and acknowledged that the meeting is being held on the traditional territory of the Kwakiutl People.

B. APPROVAL OF AGENDA

Moved/Seconded/Carried

THAT the agenda for the Regular Council meeting of July 11, 2017 be accepted as presented.

C. ADOPTION OF MINUTES

1. Minutes of the Special Meeting of Council held June 27, 2017.

Moved/Seconded/Carried

THAT the Minutes of the Special Council meeting held June 27, 2017 be accepted as presented.

2. Minutes of the Regular Council meeting held June 27, 2017.

Moved/Seconded/Carried

THAT the Minutes of the Regular Council meeting held June 27, 2017 be accepted as presented.

D. DELEGATIONS

1. Fire Chief Brent Borg- Interim Fire Chief Appointment.
Deputy Mayor Dugas announced the appointment of acting Fire Chief Brent Borg with the following remarks:

Thank you for allowing Council the opportunity to formally appoint you, Brent Borg, as The Acting Fire Chief.

With your 21 plus years of service to the Department, and 4 years as Deputy Fire Chief we know that you will find your new position both challenging and rewarding. Volunteer Firefighters give more than just time to their department, they also put the lives of others before their own and put their community first.

We appreciate the dedication to Port Hardy and the North Island.

We look forward to working with you in the coming months, and wish you much success as we move forward.

2017-107
AGENDA JULY 27/17
ACCEPTED AS
PRESENTED

2017-108
SPECIAL MEETING
MINUTES JUNE
27/17 ACCEPTED

2017-109
REGULAR COUNCIL
MEETING MINUTES
JUNE 27/17
ACCEPTED

Fire Chief Brent Borg updated Council on the status of the new ladder truck, training, upcoming events and the role of the new position.

2. Seaway Ventures-Final Report of Harbour Management to June 2017. The delegation by Seaway Ventures was cancelled prior to the meeting.

E. ACTION ITEMS

ACTION ITEMS

1. Council action items were received for information.

F. CORRESPONDENCE

No Correspondence

G. NEW BUSINESS

No New Business.

H. COUNCIL REPORTS

COUNCIL REPORTS

Councillors Pat Corbett-Labatt, Dennis Dugas, Rick Marcotte, Fred Robertson, John Tidbury and Leightan Wishart reported on their recent meetings and other activities they attended and/or undertook on behalf of the District.

I. COMMITTEE REPORTS

1. Draft minutes of the Parks and Recreation Committee meeting held June 22, 2017 were received for information.

J. STAFF REPORTS

1. Accounts Payable Listing July 6/17 was received for information.
2. Heather Nelson-Smith, Director of Corporate Services (June 28/17) re: Development Variance Permit Application 01-2017 8655/8665 Gibraltar Street.

2017-110
DVP 01-2017
8655/8665
GIBALTAR
STREET

Moved/Seconded/Carried

THAT Council approves Development Variance Permit DVP-01-2017 to vary the provisions of section 3.9 (g) of Port Hardy Zoning Bylaw No. 1010-2013, to: allow for the increase of the maximum height for an accessory structure from 6 metres (19.69 feet) to 7.84 metres (25.69 feet).

With respect to the property legally described as Lot 1, Section 36, Township 9 Rupert District, Plan 15229 PID 000-176-931.

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

3. Heather Nelson-Smith, Director of Corporate Services (June 28/17) re: Council Remuneration Bylaw No. 17-2011.

2017-111
STAFF REPORT
COUNCIL
REMUNERATION
BYLAW

Moved/Seconded/Carried

THAT Council review Council Remuneration Bylaw Amendment No. 1067-2017 subsection 3.4 with the following amendment:

"The per diem allowance is intended to cover meals, gratuities and incidental expenses and it will be calculated at the rate in effect at the time of booking in accordance with the rates established by the Treasury Board of Canada from time to time. Meals that are provided at an additional cost to the registration will be deducted from the per diem paid. On the date of departure, travel must commence before 7:00 a.m. to claim breakfast, before 12:00 noon to claim lunch; and on the date of return, travel status must end after 6:00 p.m. to claim dinner."

2017-112
STAFF REPORT
SMOKING BYLAW

4. Heather Nelson-Smith, Director of Corporate Services (June 28/17) re: Smoking Regulation Bylaw No. 1068-2017. Bylaw contained under bylaw section of Agenda.

Moved/Seconded/Carried

THAT Council move forward with reading Bylaw No. 1068-2017, Smoking Regulation Bylaw.

Discussion included:

- The definition of public spaces.
- An opportunity for consultation prior to adoption.
- An opportunity for notice to businesses and residents.
- Setting an implementation date of January 1, 2018.
- Posting notices in the paper of upcoming bylaw readings.

5. Terms of Reference Marijuana Advisory Committee.

2017-113
MARIJUANA
ADVISORY
PLANNING
COMMISSION

Moved/Seconded/Carried

THAT Council appoint Councillor Wishart to the Marijuana Advisory Planning Commission AND THAT the Terms of Reference for the Advisory Planning Commission be accepted.

K. CURRENT BYLAWS AND RESOLUTIONS

1. Council Remuneration Amendment Bylaw 1067-2017.

2017-114
1ST, 2ND, 3RD
READING BYLAW
1067-2017

Moved/Seconded/Carried

THAT Bylaw No. 1067-2017, Council Remuneration Amendment Bylaw be read a first, second and third time.

2. Smoking Regulation Bylaw 1068-2017.

2017-115
1ST READING
BYLAW 1068-2017

Moved/Seconded/Carried

THAT Bylaw No. 1068-2017, Smoking Regulation Bylaw be read a first time with an amendment to allow for an effective date to be January 1, 2018.

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

2017-116
ADJOURNMENT

Moved

THAT the meeting be adjourned.

Time: 8:03 pm

CORRECT

APPROVED

DIRECTOR OF
CORPORATE SERVICES

DEPUTY MAYOR

ITEM	ACTION REGULAR MEETING JULY 11, 2017	WHO	STATUS /COMMENTS
Development Variance Permit Application 01-2017 8655/8665 Gibraltar Street.	THAT Council approves Development Variance Permit DVP-01-2017 to vary the provisions of section 3.9 (g) of Port Hardy Zoning Bylaw No. 1010-2013, to: allow for the increase of the maximum height for an accessory structure from 6 metres (19.69 feet) to 7.84 metres (25.69 feet). With respect to the property legally described as Lot 1, Section 36, Township 9 Rupert District, Plan 15229 PID 000-176-931. AND FURTHER THAT the Director of Corporate Services be authorized to execute the permit accordingly.	HNS	Done
Terms of Reference Marijuana Advisory Committee.	THAT Council appoint Councillor Wishart to the Marijuana Advisory Planning Commission AND THAT the Terms of Reference for the Advisory Planning Commission be accepted.	HNS	Done: First Meeting held July 13, 2017
Smoking Regulation Bylaw 1068-2017.	THAT Bylaw No. 1068-2017, Smoking Regulation Bylaw be read a first time with an amendment to allow for an effective date to be January 1, 2018.	HNS	Agenda Item (Advertised July 19 & 26 for Aug 8 Bylaw readings
Council Remuneration Amendment Bylaw 1067-2017.	THAT Bylaw No. 1067-2017, Council Remuneration Amendment Bylaw be read a first, second and third time.		Agenda item, for Adoption
ITEM	ACTION REGULAR MEETING JUNE 27, 2017	WHO	STATUS /COMMENTS
Parks & Recreation Review Committee Recommendation to Council from the meeting held June 22, 2017: Curling Club Roof	Council directed staff to: <ul style="list-style-type: none"> • Obtain quotes by phone and/or email. • Advise Council of the quotes • Obtain council approval • Bring forward formal approval at the next Regular Council meeting 	AF AMc	Agenda item
ITEM	ACTION REGULAR MEETING MAY 23, 2017	WHO	STATUS /COMMENTS
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	Done: August 8 Committee of the Whole Agenda item



DISTRICT OF PORT HARDY

JUL 13 2017

NORTH ISLAND COMMUNITY FOREST LP

July 14, 2017

Village of Port Alice
P.O. Box 130
Port Alice, BC
VON 2N0

District of Port Hardy
P.O. Box 68
Port Hardy, BC
VON 2P0

Town of Port McNeill
P.O. Box 728
Port McNeill, BC
VON 2R0

Attention: Shareholders of the North Island Community Forest Limited Partnership

Dear Shareholders:

Re: North Island Community Forest Limited Partnership Sale of Block CF2

On behalf of the Board of Directors, please find enclosed your portion of the sale of Block CF2. The North Island Community Forest LP has now received \$2,319,917.85, which has been divided and each shareholder has been issued a cheque in the amount of \$773,305.95.

We are also pleased to advise that the Strategic Plan is now in final draft form.

The Directors would be happy to meet with councilors to present our Strategic Plan and to discuss any other matters.

Thank you

Jonathan Lok, RFT
Chair, NICFLP Board

Pc: Ms. Ione Brown, RPF
Mr. Gord Glover, RPF
Mr. Larry Pepper
Mr. David Nelson
Mr. Don Orr
Mr. Rick Davidge
Ms. Nadine Weldon - Records

July 18, 2017

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



Dear Mayor Hank Bood:

RE: GAS TAX AGREEMENT COMMUNITY WORKS FUND PAYMENT

I am pleased to advise that UBCM is in the process of distributing the first of two Community Works Fund (CWF) payments for fiscal 2017/2018. An electronic transfer of \$111,962.91 is expected to occur within the next 30 days. These payments are made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement on the Federal Gas Tax Fund in British Columbia. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

Also included with the 2017/18 funding payment is a one-time federal legacy infrastructure funding payment, which was committed by the Government of Canada in *Budget 2016*.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Renewed Gas Tax Agreement can be found on our website at www.ubcm.ca.

For further information, please contact Gas Tax Program Services by e-mail at gastax@ubcm.ca or by phone at 250-356-5134.

Sincerely,

Councillor Murry Krause
UBCM President

Pc: Adrian Maas, Director of Financial Services



July 27, 2017

Allison McCarrick
Chief Administrative Officer
District of Port Hardy
Box 68 Port Hardy, B.C. V0N 2P0

RE: Canada Day

Dear Allison,

As discussed at our recent meeting I am writing to inform you that the Port Hardy Chamber of Commerce & Visitor Centre will not be managing the Canada Day event in 2018.

We have some exciting plans in 2018 to expand our Visitor Services and to bring greater awareness of what the Visitor Centre and our community has to offer. We appreciate the opportunity to work with you and to be involved in the celebrations; but it would be challenging to deliver the event during our busiest time of the year while at the same time planning and executing new initiatives.

We are happy to share information with the event planners in 2018 in order to assist with a smooth transition.

Thank you again for the opportunity to work with you on this event.

Sincerely,

A handwritten signature in black ink that reads "Elizabeth Aman-Hume". The signature is written in a cursive, flowing style.

Elizabeth Aman-Hume
Executive Director

Box 249-7250 Market Street, Port Hardy, BC V0N 2P0
Tel: 250-949-7622 manager@porthardychamber.com www.porthardychamber.com

July 28, 2017

Canadian Red Cross
BC Wildfire Relief



The Village of Port Alice has donated \$1.00 per resident to help aid in the Wild Fire Relief. We appreciate the efforts of the fire fighters, RCMP officers, and first line responders that have been working tirelessly around our Province. As well we appreciate that the Red Cross is always supporting these responders and the families affected by this crisis.

Our thoughts are with everyone involved.



Mayor Jan Allen
Village of Port Alice
Mayor@portalice.ca

Cc: Regional District of Mount Waddington
District of Port Hardy ✓
Town of Port McNeill
Village of Alert Bay



**MINUTES OF THE
DISTRICT OF PORT HARDY
TOURISM ADVISORY COMMITTEE MEETING
July 10, 2017
MUNICIPAL HALL, 7360 COLUMBIA STREET**



- PRESENT:** Councillor Dennis Dugas, District of Port Hardy; Louisa Bates, Visitor Information Center; Donna Gault (Chair); Joli White, Tourism Coordinator, Vancouver Island North Tourism; Elizabeth Aman-Hume Manager, Chamber of Commerce;
- STAFF:** Allison McCarrick, CAO; Adrian Maas, Director of Finance;
- REGRETS:** Councillors Rick Marcotte, District of Port Hardy; Mike Kelly, Codfather Charters, Tourism Stakeholder Rep, Leslie Driemel, Recording Secretary

A. CALL TO ORDER

Chair Donna Gault called the meeting to order. Time: 2:05pm

B. APPROVAL OF AGENDA

TAC-2017-009
APPROVAL OF
AGENDA AS
PRESENTED

Moved/Seconded/Carried

THAT the agenda of the Tourism Advisory Committee meeting July 10, 2017 be accepted.

C. ADOPTION OF MINUTES

1. Minutes of the Tourism Advisory Committee meeting held May 3, 2017

TAC-2017-010
MINUTES MAY 3
/17 APPROVED
AS PRESENTED

Moved/Seconded/Carried

THAT the Minutes of the Tourism Advisory Committee meeting held May 3, 2017 be accepted as presented.

D. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Review of Action items.

The Committee reviewed and updated the Action Item listing.

- D Gault provided copies of promotional material samples from Whistler.
- Fishing BC Community Buy In program - first round of filming done. Second round being planned for August. Website Info to be distributed to committee members.
- District Logo variations completed - vector format to be provided.
- North Vancouver Island Signage has been discussed by VINTAC and referred to Regional District.
- Tourism Survey comment boxes distributed with new site at museum. Initial responses seem strong.
- BC Ferries camping - noted that at last meeting BC Ferries acknowledged that staying at terminal was a concern to service providers in Port Hardy. BC ferries agreed to monitor and provide more data next BC Ferry meeting in November.
- Discussion about Tourist Advisors on Ferries and Destination BC needing to be involved with BC ferries to promote North Island as issue is bigger than just Port Hardy and includes Central and Mainland Coast. As it is larger scale Destination BC could be involved in management, cost, training and hiring of tourist advisors on ferries. .

E. NEW BUSINESS

1. 2018 Tactical Plan and budget.
 - There was general discussion on the 2017 budget to date and the service delivery model and how the relationships between District of Port Hardy, Tourism Port Hardy (now defunct), Visitor information Center, Chamber of Commerce, and Vancouver Island North Tourism were evolving.
 - There was also discussion over the history of the funding of Tourism and management of the Visitor Information Center via a fee for service to the Chamber of Commerce and what that entailed.
 - Discussion followed on the 2017 Tactical plan by budget category it was noted that visitor information services consume approximately 2/3 of LB's time and clarification by way of a breakdown of hours spent in relation to product being produced by Visitor information Center and Tourism Vancouver Island be sought.
 - It was noted that streamlining of services (media print and online) is becoming common in similar organizations elsewhere.
 - There was clarification that the fee for service to the Chamber was for management of the Visitor information center which has also been involved in the process of MRDT funds.
 - Noted that it was the committee role to recommend to Council a 2018 tactical plan and budget and how best to deliver this in a cost effective manner.
 - Information on minor budget updates/reclassifications were provided to the Committee.
2. Booking.com - It was noted that Booking.Com would like to make a presentation to stakeholders at the Stakeholder Engagement Session - Louisa Bates to arrange.
3. Upcoming Marketing Projects to complete. Louisa Bates provided the committee with an update.
4. Updates on Visitor Website Social Media Management was provided by Louisa Bates.

F. CORRESPONDENCE

None

G. COMMITTEE MEMBER REPORTS

1. Visitor Information Center Louisa Bates.
Noted that May visitor information center numbers appear to be up.
2. Regional District VINTAC - Jolie White
Noted that Ballot Boxes are out and numbers are strong.
Updating Trail App, have met with Strategic TVI, Exploring Guide space is being sold.

H. NOTICE OF MEETING – Next Meeting August 14, 2017 Agenda to include discussions on 2018 Tactical Plan and Budget, Stakeholder meeting in October.

I. ADJOURNMENT

TAC-2017-011
ADJOURNMENT

Moved
THAT we adjourn

Time: 3:50 pm



**MINUTES OF THE DISTRICT OF PORT HARDY
OPERATIONAL SERVICES COMMITTEE MEETING
HELD JULY 17, 2017
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

Committee

Members:

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

Staff:

Allison McCarrick, CAO; Abbas Farahbakhsh, Director Operational Services

A. CALL TO ORDER

Councillor Tidbury called the meeting to order at 3:06pm.

B. APPROVAL OF AGENDA

Moved/Seconded/Carried

THAT the agenda for the Operational Services Committee meeting of July 17, 2017 be accepted as presented.

C. MINUTES

1. Minutes of the Operational Services Committee meeting held June 19, 2017.

Moved/Seconded/Carried

THAT the minutes of the Operational Services Committee meeting held June 19, 2017 be accepted as presented.

D. DELEGATIONS

No delegations.

E. BUSINESS ARISING / UNFINISHED BUSINESS

1. Review and Update of Action Items
Reviewed for information.

2. Parade Permit Application

The Committee reviewed the updated draft Parade Permit and approved the draft permit with a recommendation to Council for acceptance.

Moved/Seconded/Carried

THAT the Operational Services Committee recommends that Council approve the Parade Permit Application as presented.

3. Capital Items List / Operations Updates

Abbas Farahbakhsh updated the Committee on the progress of the capital projects.

4. Water Modeling Discussion

Councillor Dugas and Abbas Farahbakhsh discussed the water connection at Peel Street and Byng Road and the effects the new reservoir may have on the water pressure for the Storey's Beach area residents. A date will be set for committee members interested to go on a field trip to see where the Peel Street and Byng Road water connection is located.

OP SCVS
2017-020
AGENDA JULY 17/17
ACCEPTED

OP SCVS
2017-021
MINUTES JUNE 19/17
ACCEPTED

ACTION ITEMS

PARADE ROUTE ISSUES
/POLICY & APPLICATIONS

OP SCVS
2017-022
RECOMMENDATION TO
COUNCIL RE: PARADE
PERMIT APPLICATION

CAPITAL ITEMS

WATER MODEL UPDATE

F. CORRESPONDENCE

No correspondence.

G. NEW BUSINESS

No new business.

H. STAFF REPORTS

1. Port Hardy Water Operations Report – June 2017 was received for information.

I. COMMITTEE MEMBER REPORTS

No reports.

J. NOTICE OF MEETING:

Next scheduled meeting: August 21, 2017. Upcoming meeting dates: September 18, October 16, November 20, December 18.

K. ADJOURNMENT

Moved
THAT the meeting be adjourned.

Time: 3:58 pm

OP SCVS
2017-023
ADJOURNMENT

DRAFT



DISTRICT OF PORT HARDY PARADE PERMIT APPLICATION

File 4520-20 Parade

APPLICANT INFORMATION

APPLICATION DUE 30 DAYS PRIOR TO EVENT

Name:	Organization:	
Mailing Address:	City:	Postal Code:
Phone No.:	Email:	

Personal information you provide on this form is collected pursuant to Section 26 of the *Freedom of Information and Protection of Privacy Act* and will only be used for the purpose of processing this application. Your personal information will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*. Questions about the collection of your personal information may be referred to the Director of Corporate Services by email: general@porthardy.ca or phone: 250-949-6665.

PARADE INFORMATION

Parade / Event Name:		
Date of Parade:	Start Time:	End Time:
Location of Formation		Location of End:

Road Closure: 1 hour prior to parade start and 1 hour after parade ends.

Participants Will Use:	<input type="checkbox"/> Roadways	<input type="checkbox"/> Sidewalks	<input type="checkbox"/> Both
Approximate No. of Participants:	Non-Profit Society:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name of Person Responsible for Parade:	Phone No.:		
Traffic Control Company:	Phone No.:		

PLEASE INCLUDE THE FOLLOWING WITH YOUR APPLICATION:

Map / Sketch of Parade Route:	ATTACHED (Mandatory)	<input type="checkbox"/> Yes
Liability Insurance with District as added insured (\$2,000,000):	ATTACHED (Mandatory)	<input type="checkbox"/> Yes
\$300 Damage Deposit (Refundable)	ATTACHED (Mandatory)	<input type="checkbox"/> Yes
\$50 Permit Fee (to be added to Rates bylaw)	ATTACHED (Unless Non-Profit Society)	<input type="checkbox"/> Yes

RULES GOVERNING THE USE OF DISTRICT STREETS

As the applicant for this parade permit, I hereby make application in accordance with the District of Port Hardy Streets and Parking Regulation Bylaw and amendments thereto for a permit for a parade, march, or procession.

- The applicant may not sublet any portion of the space contracted for without the written permission of the District of Port Hardy.
- The applicant will be responsible for all lost or damaged articles.
- The applicant will notify the District of Port Hardy of cancellation at least seventy-two (72) hours prior to the event. Otherwise, the applicant will be required to pay the full amount of the applicable permit fee, if any.
- The District of Port Hardy reserves the right to cancel or alter street usage should conditions arise that necessitate scheduling changes.
- The applicant agrees that in the event of any strike or lockout, the District of Port Hardy will not be held responsible or liable for providing said streets.
- The applicant is responsible for pick-up of litter and debris during and after the event. If the applicant does not clean the parade route to a standard acceptable to District staff, the applicant will be charged the costs incurred by the District to clean the streets.
- The applicant (including friends and spectators) using the streets is expected to act in a considerate and sportsmanlike manner. Abusive language or inconsiderate behaviour, which is found to be objectionable, may result in the cancellation of your parade permit.
- Throwing of candy from the center of the roadway is not allowed. Parade participants may walk along roadway edge and hand out candy to spectators.**
- It is the responsibility of the applicant to ensure the streets are in good condition (free from glass, obstructions, etc.). If a hazard does exist please notify Public Works at 250-746-5321.
- The applicant will ensure parade participants with street legal motorized vehicles shall be licensed and insured.**
- The applicant will ensure parade participants with non street legal motorized vehicles shall have liability insurance.**



DISTRICT OF PORT HARDY - PARADE PERMIT APPLICATION

WAIVER & INDEMNITY CLAUSE

The applicant accepts and will use the premises at its own risk and agrees that the District of Port Hardy has made no warranties or representations respecting the suitability or condition of the premises. The applicant further agrees that it will indemnify and save harmless the District of Port Hardy and its officers, employees, servants, agents, heirs, successors and assigns from and against any and all claims whatsoever, including all damages, liabilities, expenses, costs, including legal or other fees, incurred in respect of any such claim(s) or any action(s) or proceeding(s) brought thereon arising directly or indirectly from or in connection with the granting of this Parade Permit.

The applicant agrees to conform to all Bylaws and Policies of the District of Port Hardy presently in force and to such special conditions, restrictions and regulations as contained in the attached schedule **and to such further special conditions as may be imposed by the Director Operational Services**, in the conduct of the parade. The applicant must provide proof of liability insurance naming the District of Port Hardy as an additional insured party in the amount of **\$2 million** per occurrence. The applicant further agrees to save the District of Port Hardy harmless against all manner of actions, claims, debts, judgements, costs, and expenses of any kind whatsoever which may be made against the said District in consequence of and incidental to the granting of a Parade Permit.

APPLICANT SIGNATURE

DATE

OFFICE USE ONLY

File: 4520-20 Parade

When this section is complete in its entirety, by all officials, the attached application is approved subject to the event being carried out in conformity with all Statutes, Bylaws, and Council Policies in force in the District of Port Hardy, British Columbia and the following special conditions:

- Arrange with a local rental company for barricades and signs for the street closure.
- Arrange to obtain from District Public Works barricades and signs for the street closure.
- Arrange for sufficient personnel to keep order in the parade.
- Obtain approval from the Ministry of Transportation if the parade route is on or across the Trans Canada Hwy.
- Road Closure: 1 hour prior to parade start and 1 hour after parade ends.**

ADDITIONAL SPECIAL CONDITIONS

DIRECTOR OF OPERATIONAL SERVICES APPROVAL

DATE

DIRECTOR OF CORPORATE SERVICES APPROVAL

DATE

AGENCY NOTIFICATIONS - DATE NOTIFIED: _____

PLEASE BE ADVISED OF ROAD CLOSURES FOR: _____ *per attached parade route map.*

- RCMP Fax: 250-949-6938
- Port Hardy Fire Dept Fax: 250-949-6572 & District Mail
- BC Ambulance Service Fax: 250-949-8132
- Ministry of Highways Fax: c/o Courtenay Office 250-334-1291
- Mount Waddington Transit Fax: 250-956-3152
- Operations Manager Fax: 250-949-7465 & District Mail

If you have any questions or concerns please contact the Director of Corporate Services (Tel: 250-949-6665)

Operational Services Committee	% of completion	Budget	DPH share if grant approved
<u>General</u>			
Fire Truck		1,100,000	
Parking Lot Hall 2		15,000	
Hall 1 Storage (2016)		2,000	
Paving program incl. crack sealing	0%	145,000	
Sidewalk extensions	0%	35,000	
Seagate Pier - Rural Dividend Fund	50%	125,000	12,500
Seagate Pier - Structural	5%	88,000	
Lost at sea monument	5%	10,000	
Bear Cove Anchor system	100%	8,620	
Fisherman's Launch Facility	75%	35,000	
Catch Basins	10%	7,500	
Little Tsulquate Culvert	0%	30,000	
Museum (2016)	100%	10,000	
Pw Yard (2016)	0%	25,000	
<u>Water</u>			
Fort Rupert Reservoir and Distribution Station		5,000,000	850,000
- Engineering, Detail Design	5%	130,000	22,100
- Engineering, Construction Services		125,000	21,250
- Construction		4,745,000	806,650
Distribution System Design work, priority list from water model	10%	60,000	
WTP Treated Water Flow Meter Replacement	50%	6,000	
Holmgren Flats PRV	25%	60,000	
WTP Security Upgrade	80%	10,000	
WTP Fire protection	25%	6,000	
Kains Lake Dam	25%	30,000	
WTP Interior Lighting Upgrade	100%	2,000	
PLC WTP Replacements	25%	70,000	
WTP computer upgrades (2016)	100%	15,000	
WTP current meter (2016)	25%	9,000	
Kains Lake Dam (2016)	50%	52,000	
Water model (2016)	100%	35,000	
Ring Road PRV (2016)	25%	35,000	
<u>Sewer</u>			
Collection System Rehabilitation Program.	10%	50,000	
Holmgren flats lift station upgrade	25%	50,000	
Pioneer Inn Lift Station Upgrade	25%	20,000	
TWWTP External Lighting Upgrade	100%	7,000	
AWWTP External Lighting Upgrade	100%	7,000	
Reinstate 100 m AWWTP Outfall	100%	75,000	
Swap Loader (to replace 2 vehicles)	50%	220,000	23,500
Fort Rupert Lift Station cover (2016)	90%	15,300	
Hardy Bay Lift Station (2016)	25%	127,000	
TWWTP Polymer make-up unit (2016)	50%	15,000	
TWWTP centrifuge upgrade (2016)	70%	12,700	



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

Committee

Members:

Councillors: Leightan Wishart (Chair) Fred Robertson (By Phone), John Tidbury (3:10pm)

Staff:

Allison McCarrick, CAO; Abbas Farahbakhsh, Director of Operational Services; Susan Bjarnason, Recording Secretary;

Regrets:

Sean Mercer, Manager of Operations and Community Services; Leslie Driemel, Recording Secretary; Heather Nelson-Smith, Director of Corporate Services

A. CALL TO ORDER

Councillor Wishart, Acting Chair called the meeting to order at 3:05pm.

B. APPROVAL OF AGENDA

Moved/Seconded/Carried

THAT the Parks and Recreation Review Committee agenda for July 19, 2017 be accepted.

C. ADOPTION OF MINUTES

1. Minutes of the Parks & Recreation Review Committee meeting held June 22, 2017.

Moved/Seconded/Carried

THAT the minutes of the Parks & Recreation Review Committee meeting held June 22, 2017 be accepted.

D. DELEGATIONS

No delegations.

E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Review of Action Items.

Staff Report: Pickle Ball

Councillor Robertson asked if the Pickle Ball items were in.
No update available.

Trail Signs

Allison McCarrick, CAO advised that she is in touch with Pat English of the Regional District but no further information available.

P&RRC
2017-020
AGENDA JULY
19 /17
ACCEPTED

P&RRC
2017-021
MINUTES
JUNE 22/17
ACCEPTED

ACTION ITEMS

2. Capital Review List

No discussion

3. Recreation Need/Want Survey

Heather Nelson-Smith away – To be brought forward to the September meeting.

4. Curling Club Roof

CURLING CLUB
ROOF

Abbas Farahbakhsh advised that one official bid has been received and we are waiting on another one and that there is discussion regarding if a third bid will be accepted as the company did not attend the mandatory site visit.

Councillor Robertson advised that there is a company that does solar panels on arena roofs etcetera and that they will be at the RDMW. He will see about setting up a meeting with them in Port Hardy next week.

Allison McCarrick, CAO advised that she has been in touch with Doug McCorquodale of the Fort Rupert Curling Club and that there is a gaming grant available for roof repairs running August 1 to September 30 to be awarded by December 31, 2017. The District of Port Hardy can help them with the grant application but the Society will need to fill it out.

5. Camping at Storey's Beach

CAMPING AT
STOREY'S
BEACH

Ball tournament camping was discussed and agreed this was fine as the groups are utilizing the fields for their games. It was noted that we don't ask the one time users to move on, but would for multi night use. The idea of a municipal campground at Storey's Beach was discussed as a source of revenue for the town. This will be brought to a Council meeting for further discussion.

F. CORRESPONDENCE

No Correspondence.

G. NEW BUSINESS

CEMETERY

1. Councillor Robertson advised that he received a compliment regarding the cleanup of the cemetery and how nice it is looking.

H. NOTICE OF MEETING: 3:00 pm Wednesday, August 23, 2017
Upcoming meeting dates: September 20, October 18, November 15, December 20.

I. ADJOURNMENT

P&RRC
2017-022
ADJOURN

Moved
THAT the meeting be adjourned.

Time: 3:30 pm

Parks and Recreation Committee	% of completion	Budget	DPH share if grant approved
Civic Centre Lighting (Centre only not lobby)		37,800	
Skateboard Park	100%	5,000	
Multiplex	25%	12,000,000	4,000,000
Arena roof repairs	10%	48,000	
Arena exterior doors		7,000	
Curling club roof repairs	10%	15,000	
Aerator	100%	16,000	
Top dressing attachment	100%	15,000	
Condensor Pad (2016)		5,000	
Ring road ball field (2016)	100%	1,500	
Storey's Beach washroom	50%	60,000	

Grant dependant			
Canada 150	100%	9,200	
Chiller		145,000	
Pool Health and Safety		190,000	
Downtown revite (seawall handrails & market st. I	0%	50,000	
Rotary Park washroom	0%	120,000	
Other			
Website (2016)	100%	7,500	
To be updated by staff at meeting			

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
009433	06/07/2017	02514	AlSCO	91.07	
009434	06/07/2017	00829	ANA'S HARDY CLEAN	2,272.49	
009435	06/07/2017	01836	ARIES SECURITY LTD.	4,265.10	
009436	06/07/2017	00047	B.C. HYDRO (Minister of	38,254.76	
009437	06/07/2017	02207	Blanchard Security	10,877.02	
009438	06/07/2017	01615	BOOD, HANK	210.00	
009439	06/07/2017	02135	BORG, BRENT	35.00	
009440	06/07/2017	01930	CAN-DIVE CONSTRUCTION LT	80,850.00	
009441	06/07/2017	02386	Connect Hearing Services	786.45	
009442	06/07/2017	01901	DENNISON, MELINDA	35.00	
009443	06/07/2017	01476	DOR-TEC SECURITY LTD.	138.30	
009444	06/07/2017	00189	DUGAS, DENNIS	1,135.56	
009445	06/07/2017	00058	GUILLEVIN INTERNATIONAL	177.56	
009446	06/07/2017	02894	Hamilton, Jamie	1,783.29	
009447	06/07/2017	00052	HARDY BUILDERS' SUPPLY	296.05	
009448	06/07/2017	03015	Henschke, Cory	1,820.00	
009449	06/07/2017	00063	HOME HARDWARE BUILDING C	183.17	
009450	06/07/2017	02936	J.D. PETROLEUM LTD.	568.60	
009451	06/07/2017	02873	Jewell, Joe	2,489.69	
009452	06/07/2017	00273	JM'S MOBILE WELDING INC	300.16	
009453	06/07/2017	00065	K & K ELECTRIC LTD.	554.40	
009454	06/07/2017	02871	Kilpatrick Testing	498.75	
009455	06/07/2017	03152	Le Fort, Roland	2,048.89	
009456	06/07/2017	03059	Maxxam Analytics	997.50	
009457	06/07/2017	01777	MCCARRICK,ALLISON	35.00	
009458	06/07/2017	00328	MERCER, SEAN	1,127.79	
009459	06/07/2017	00496	OLIVER, KENN	935.31	
009460	06/07/2017	00769	Praxair Distribution	917.89	
009461	06/07/2017	00187	REGIONAL DISTRICT OF MT	3,286.89	
009462	06/07/2017	02724	Reusch, Justin	2,094.47	
009463	06/07/2017	00253	Shaw Cable	134.74	
009464	06/07/2017	02203	Stantec Consulting Ltd.	7,454.38	
009465	06/07/2017	03313	Tex Electric Ltd.	501.27	
009466	06/07/2017	00377	VASO'S	1,622.18	
009467	06/07/2017	01429	WINDSOR PLYWOOD	419.92	
009468	12/07/2017	00046	ANDREW SHERET LTD	6,071.04	
009469	12/07/2017	00073	BLACK PRESS GROUP LTD.	885.59	
009470	12/07/2017	02207	Blanchard Security	5,764.59	
009471	12/07/2017	03428	C.G. Mechanical Service	526.55	
009472	12/07/2017	00281	CHEVRON CANADA LTD.	797.40	
009473	12/07/2017	03426	CIBC	3,215.82	
009474	12/07/2017	03426	CIBC	760.00	
009475	12/07/2017	02762	Cleartech Industries Inc	6,334.27	
009476	12/07/2017	03209	CLN Machining & Fabricat	315.71	
009477	12/07/2017	01900	Cousins, Robert	23.94	
009478	12/07/2017	01982	DIGITAL POSTAGE ON CALL	1,575.00	
009479	12/07/2017	02140	DOUG LLOYD CONTRACTING	220.50	
009480	12/07/2017	00099	FOX'S DISPOSAL SERVICES	13,995.26	
009481	12/07/2017	03206	Grier & Company	150.00	
009482	12/07/2017	01980	HETHERINGTON INDUSTRIES	173.25	
009483	12/07/2017	00063	HOME HARDWARE BUILDING C	331.11	
009484	12/07/2017	01875	ISLAND ADVANTAGE DISTRIB	231.67	
009485	12/07/2017	02873	Jewell, Joe	19.48	
009486	12/07/2017	00065	K & K ELECTRIC LTD.	846.21	
009487	12/07/2017	00069	MACANDALE'S	180.17	
009488	12/07/2017	03080	Mike Balcke Contracting	1,648.50	
009489	12/07/2017	03135	Nelson-Smith, Heather	68.68	
009490	12/07/2017	01645	NORTH ISLAND COMMUNICATI	317.94	
009491	12/07/2017	00027	NORTH ISLAND VETERINARY	82.07	
009492	12/07/2017	02749	Orach Enterprises Ltd.	6,086.38	
009493	12/07/2017	03242	Patterson's Plumbing	1,305.26	
009494	12/07/2017	00203	Port Hardy & Dist. Chamb	7,900.05	
009495	12/07/2017	00080	PURULATOR INC.	861.47	
009496	12/07/2017	01886	Q.N.P.C. Ltd.	10,290.00	
009497	12/07/2017	00107	RECEIVER GENERAL FOR CAN	25,530.52	
009498	12/07/2017	03347	SEA STAR Solutions Ltd	229.66	
009499	12/07/2017	02175	Seto's Wok And Grill	1,376.40	
009500	12/07/2017	03424	Shearwater Marine Group	2,100.00	
009501	12/07/2017	02170	SPIKETOP CEDAR LTD.	501.54	
009502	12/07/2017	03216	Steele Rock Hauling Ltd.	630.00	
009503	12/07/2017	00113	STRYKER ELECTRONICS LTD.	1,383.06	

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
009504	12/07/2017	02316	Tides and Tales Sport Fi	897.75	
009505	12/07/2017	00957	TOURISM VANCOUVER ISLAND	1,155.00	
009506	12/07/2017	03196	Tremain Media Inc.	94.50	
009507	12/07/2017	03148	Westport Welding & Fabri	879.96	
009508	12/07/2017	00164	Xerox Canada Ltd.	674.78	
009509	14/07/2017	03429	Jump Camp	750.00	
009510	20/07/2017	00735	A.C.E. COURIER SERVICES	130.68	
009511	20/07/2017	00046	ANDREW SHERET LTD	3,260.18	
009512	20/07/2017	01836	ARIES SECURITY LTD.	11,900.70	
009513	20/07/2017	03425	Aussie Signs, Decal & De	201.58	
009514	20/07/2017	03431	Baraceros, Marcelino	340.00	
009515	20/07/2017	00184	BC Assessment	20,757.57	
009516	20/07/2017	02207	Blanchard Security	1,125.60	
009517	20/07/2017	00018	CANADIAN RED CROSS	95.60	
009518	20/07/2017	02468	Canwest Propane	1,730.22	
009519	20/07/2017	03426	CIBC	760.00	
009520	20/07/2017	03426	CIBC	265.00	
009521	20/07/2017	01433	COMOX PACIFIC EXPRESS LT	137.00	
009522	20/07/2017	02822	Corix Water Products LP	2,500.04	
009523	20/07/2017	00218	DB PERKS AND ASSOCIATES	3,611.84	
009524	20/07/2017	01901	DENNISON, MELINDA	138.11	
009525	20/07/2017	02831	Exova Canada Inc.	718.31	
009526	20/07/2017	02987	Gravelle, Gregory	760.03	
009527	20/07/2017	00063	HOME HARDWARE BUILDING C	35.83	
009528	20/07/2017	01875	ISLAND ADVANTAGE DISTRIB	838.23	
009529	20/07/2017	03430	Island Onsite	1,360.20	
009530	20/07/2017	00065	K & K ELECTRIC LTD.	2,100.00	
009531	20/07/2017	02712	Klatt, Ron	200.00	
009532	20/07/2017	00069	MACANDALE'S	71.39	
009533	20/07/2017	03434	Marra, Roseanne	200.00	
009534	20/07/2017	00185	MUNICIPAL FINANCE AUTHOR	84.45	
009535	20/07/2017	00033	NAPA AUTO PARTS/N.I. IND	1,710.89	
009536	20/07/2017	02071	PACIFICUS BIOLOGICAL SER	546.00	
009537	20/07/2017	02975	Paul's Plumbing & Gas	554.40	
009538	20/07/2017	03432	Pearson, Edward	1,035.00	
009539	20/07/2017	00203	Port Hardy & Dist. Chamb	4,473.70	
009540	20/07/2017	00080	PUROLATOR INC.	96.07	
009541	20/07/2017	00187	REGIONAL DISTRICT OF MT	135,873.00	
009542	20/07/2017	00187	REGIONAL DISTRICT OF MT	374,346.00	
009543	20/07/2017	02935	Roper Greyell LLP	925.12	
009544	20/07/2017	00161	TELUS MOBILITY (BC)	750.60	
009545	20/07/2017	02272	WAJAX EQUIPMENT	1,679.19	
009546	27/07/2017	01884	Ace Hardware	268.76	
009547	27/07/2017	00044	ACKLANDS - GRAINGER INC.	176.15	
009548	27/07/2017	00046	ANDREW SHERET LTD	2,093.33	
009549	27/07/2017	01145	BLACK CAT REPAIRS	323.99	
009550	27/07/2017	02468	Canwest Propane	14.05	
009551	27/07/2017	00281	CHEVRON CANADA LTD.	2,637.59	
009552	27/07/2017	03435	Cloverdale Paint Inc.	4,712.35	
009553	27/07/2017	02730	CUPE Local 401	302.40	
009554	27/07/2017	00020	E.J. KLASSEN MOTORCADE L	972.16	
009555	27/07/2017	00052	HARDY BUILDERS' SUPPLY	231.43	
009556	27/07/2017	00063	HOME HARDWARE BUILDING C	131.21	
009557	27/07/2017	00194	INT'L UNION OPERATING EN	1,115.80	
009558	27/07/2017	03430	Island Onsite	175.00	
009559	27/07/2017	00273	JM'S MOBILE WELDING INC	260.96	
009560	27/07/2017	00065	K & K ELECTRIC LTD.	636.95	
009561	27/07/2017	03437	KLEANZA CONSULTING LTD.	3,286.66	
009562	27/07/2017	00069	MACANDALE'S	182.12	
009563	27/07/2017	02007	MARSHALL WELDING & GLASS	283.93	
009564	27/07/2017	01419	MURDY & MCALLISTER	576.44	
009565	27/07/2017	00033	NAPA AUTO PARTS/N.I. IND	239.04	
009566	27/07/2017	02002	Neopost	624.41	
009567	27/07/2017	03390	O'Reilly, Kathy	471.45	
009568	27/07/2017	01989	PLASTICS PLUS FABRICATIN	1,993.60	
009569	27/07/2017	00107	RECEIVER GENERAL FOR CAN	21,892.15	
009570	27/07/2017	00187	REGIONAL DISTRICT OF MT	6,305.73	
009571	27/07/2017	02522	Strathcon Industries	576.85	
009572	27/07/2017	03436	Stromstedt, Bertil	200.00	
009573	27/07/2017	00160	TELUS	4,571.54	
009574	27/07/2017	00160	TELUS	72.42	

<u>Cheque #</u>	<u>Pay Date</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Paid Amount</u>	<u>Void</u>
009575	27/07/2017	00089	THE HOBBY NOOK	501.48	
009576	27/07/2017	02502	Tuff Marine Products Ltd	11,550.00	
009577	27/07/2017	00377	VASO'S	1,685.50	
009578	27/07/2017	02837	Waterhouse Environmental	6,115.20	
Total:				926,872.91	

*** End of Report ***





DISTRICT OF PORT HARDY

STAFF REPORT



DATE: July 20, 2017
TO: Mayor and Councillors
FROM: **Abbas Farahbakhsh, Director of Operational Services**
RE: **Purchase of a new ½ ton truck**

PURPOSE

The purpose of this report is to request that Council authorize the purchase of a new ½ ton truck and amendment of the current financial plan to reflect the proposed purchase.

ANALYSIS

Public works/maintenance crew including the shop mechanic consists of six crew members, with four pieces of light equipment available for them to use. The available light equipment are two light duty compact Ford Ranger trucks and two mini dump trucks. The two mini dump trucks are primarily shared by the maintenance and parks crews. They are used for a variety of applications during the fair weather months and are used for sanding and brining during the winter. One of the two Ford Rangers is used as a fuel truck and by the shop mechanic, the other Ford Ranger is currently used by the maintenance supervisor. The nature of work and projects assigned to the maintenance supervisor require a full size ½ ton truck. This will allow room for tools, equipment and material for most jobs, as well as adequate load capacity. It is our intention to keep the Ford Ranger truck for light applications and as an additional vehicle for summer use while the seasonal summer students are working.

Staff investigated the possibility of a used vehicle purchase however most used trucks available with low millage and good usable life remaining are the same or more expensive than a basic model new truck, plus there would be no warranty with a used vehicle. Staff recommends the purchase of a new basic model 1/2 ton truck.

FINANCIAL IMPLICATIONS

The Equipment Replacement Reserve has adequate funds available for this purchase and foreseeable purchases.

STAFF RECOMMENDATION

That Council authorize staff to amend the 2017 financial plan to accommodate for the purchase of a new ½ ton basic model truck at a cost not exceeding \$40,000 with funding from the Equipment Replacement Reserve.

Respectfully submitted,

Signed

Abbas Farahbakhsh
Director of Operational Services

I agree with the recommendation

Signed

Allison McCarrick
Chief Administrative Officer



DISTRICT OF PORT HARDY
STAFF REPORT



DATE: July 31, 2017
TO: Mayor and Councillors
FROM: Sean Mercer, Manager of Operations and Community Services
RE: Curling Club & Dog Pound Roof Replacements

PURPOSE

To request authorization to proceed with the Curling Club & Dog Pound roof replacements which will require a change to the 2017-2021 Financial Plan.

ANALYSIS

Curling Club

A Request For Quotation (RFQ) for the Curling Club roof replacement was issued in late June with a closing date of July 19, 2017. The roof replacement will include the removal and disposal of the existing 13,200 square feet of roof materials.

As part of the RFQ there was a stipulation set out that all bidders attend a mandatory site meeting on July 12, 2017. Of the three following bidders below only two attended the mandatory site meeting which would exclude the third proponent from allowing their bid to be accepted.

The District received 3 responses to the RFQ with the following bids (excluding taxes):

- Nelson Roofing & Sheet Metal LTD. - Courtenay, BC - \$142,500.00 (bid accepted).
- Erikson Roofing LTD. - Nanaimo, BC - \$130,600.00 (bid accepted).
- Complete Roof Solutions - Campbell River, BC - \$82,000.00 (bid rejected).

Dog Pound

The Dog Pound roof is in need of immediate repair. Quotes are being obtained to replace the existing roof with a metal roof. The structural integrity of the building has been assessed and has a useful life of greater than 15 years.

STAFF RECOMMENDATION

"THAT Council authorize the award for the Fort Rupert Curling Club roof replacement to Erikson Roofing LTD. at a total cost of \$130,600.00 excluding taxes. *AND FURTHER THAT* Council authorize staff to proceed with the Dog Pound roof replacement procurement process and award which is not to exceed \$18,000.00 excluding taxes. Funding for both projects to be allocated from the General Capital Reserve Fund. *AND FURTHER THAT* Council authorizes staff to amend the 2017-2021 Financial Plan accordingly."

Respectfully submitted,

Sean Mercer
Manager of Operations and Community Services

I agree with the recommendation.

Allison McCarrick
Chief Administrative Officer



DISTRICT OF PORT HARDY

BYLAW NO. 1067-2017

A Bylaw to Amend Council Remuneration Bylaw No. 17-2011

WHEREAS the Council of the District of Port Hardy deems it expedient to amend Council Remuneration Bylaw No. 17-2011;

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

PART 1 CITATION

1.1 This Bylaw shall be cited as "District of Port Hardy Council Remuneration Bylaw Amendment Bylaw No. 1067-2017".

PART 2 AMENDMENTS

2.1 District of Port Hardy Council Remuneration Bylaw No. 1067-2017 is hereby amended as follows:

a) Subsection 3.4 is hereby deleted and replaced with the following new subsection 3.4:

"The per diem allowance is intended to cover meals, gratuities and incidental expenses and it will be calculated at the rate in effect at the time of booking in accordance with the rates established by the Treasury Board of Canada from time to time. Meals that are provided at an additional cost to the registration will be deducted from the per diem paid. On the date of departure, travel must commence before 7:00 a.m. to claim breakfast, before 12:00 noon to claim lunch; and on the date of return, travel status must end after 6:00 p.m. to claim dinner."

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 on the 11th day of July, 2017.

Read a second time on the 11th day of July, 2017.

Read a third time on the 11th day of July, 2017.

Adopted this ____ day of ____, 2017.

DIRECTOR
OF CORPORATE SERVICES

MAYOR

Certified a true copy of
Bylaw No. 1067-2017 as adopted.

Director of Corporate Services



DISTRICT OF PORT HARDY

BYLAW NO. 1068-2017

Being a Bylaw to Regulate Smoking in the District of Port Hardy

WHEREAS it has been determined that Environmental Smoke whether from tobacco, marijuana, heated vapour or the burning of other substances can contain Class A carcinogens similar to benzene and asbestos, contain fine particles that can be inhaled deep into the lungs causing harm both locally and in other parts of the body, and is a health hazard to the inhabitants of the District of Port Hardy;

AND WHEREAS it is generally recognized by scientific and medical communities that there is no safe level of smoke exposure and that whether the smoking occurs indoors or outdoors exposure to significant levels of Environmental Smoke can occur;

AND WHEREAS it is desirable for the purposes of maintaining, promoting and preserving the public health of the inhabitants of the District of Port Hardy to prohibit, regulate and impose requirements in relation to smoking in the District of Port Hardy

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 Smoking Regulation Bylaw No. 1068-2017".

PART 2 DEFINITIONS

"burn" or "burning" means to produce smoke, vapour or other substances that can be inhaled;

"bus stop" means a place on a bus route marked by a sign at which buses stop to pick up and drop off passengers and includes a transit shelter;

"customer service area" means a partially enclosed or unenclosed area, including a balcony, patio, yard or side walk, that is part of or connected to or associated with a business or use in a building or premises that includes the service of food or alcoholic drinks to customers or other persons for consumption on site;

"designated public space" includes but is not limited to public playing fields, public playgrounds, public squares, and outdoor public places where individuals are required to queue for the receipt of any service;

"outdoor workplace" means any outdoor place used in conjunction with the workplace, including but not limited to construction and marine sites as well as sites with flag persons;

"park" means any property owned and dedicated as a park by the District of Port Hardy and including but not limited to public playgrounds, playing fields, beaches, or public trails;

“smoke” or “smoking” means to inhale, exhale, burn, or carry a lighted cigarette, cigar, pipe, hookah pipe, or other lighted smoking device or electronic smoking device that burns tobacco, weed, or other substance.

PART 3 HEALTH REGULATIONS

Prohibition of smoking

- 3.1 No person shall smoke in, at, on or within 6 metres of any of the following:
- i. any part of a park within the District of Port Hardy;
 - ii. a bus stop;
 - iii. a customer service area;
 - iv. any designated public space;
 - v. any outdoor workplace.
- 3.2 No person shall smoke in any place where prohibited by the *Tobacco and Vapour Products Control Act* and Regulation.
- 3.3 Section 3.1 does not apply to a ceremonial use of tobacco in relation to a traditional aboriginal cultural activity.

PART 4 VIOLATIONS AND PENALTIES

Offences under Bylaw

- 4.1 A person who:
- i. violates or who causes, permits or allows any of the provisions of this Bylaw to be violated;
 - ii. neglects to do or refrains from doing anything required to be done by any provision of this Bylaw; or
 - iii. fails to comply or allows another person to fail to comply, with an order or direction given under any provision of this Bylaw;

is guilty of an offence against this Bylaw, and liable to the penalties imposed under this Section 4.

Fine for offence

- 4.2 Every person who commits an offence against this Bylaw is punishable on conviction by a fine of not less than (\$250) and not more than (\$2,000) for each offence. Each day that an offence against this Bylaw continues or exists shall be deemed to be a separate offence.

PART 5 ADMINISTRATION AND ENFORCEMENT

- 5.1 The Bylaw Enforcement Officers of the District of Port Hardy shall be responsible for administration of this Bylaw.

- 5.2 The intent of this Bylaw is to set standards of general public interest, and not to impose a duty on the District of Port Hardy or its employees to enforce its provisions and;
- i. a failure to administer or enforce its provisions or the incomplete or inadequate administration or enforcement of its provisions is not to give rise to a cause of action in favour of any person; and
 - ii. the grant of any approval or permission or issuance of any permit is not a representation, warranty or statement of compliance with the Bylaw and the issuance thereof in error is not to give rise to a cause of action.

PART 6 SEVERABILITY

- 6.1 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.

PART 7 EFFECTIVE DATE

- 7.1 *This Bylaw is in effect January 1, 2018.*

Read a first time on the 11th day of July, 2017.

Read a second time on the ___ day of ___, 2017

Read a third time on the ___ day of ___, 2017

Adopted this ___ day of ___, 2017

DIRECTOR
OF CORPORATE SERVICES

MAYOR

Certified a true copy of
Bylaw No. 1068-2017 as adopted.

Director of Corporate Services