



**MINUTES OF THE DISTRICT OF PORT HARDY
REGULAR COUNCIL MEETING
SEPTEMBER 12, 2017
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

PRESENT: Mayor Hank Bood, Councillors Pat Corbett-Labatt, Dennis Dugas, 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; Leslie Driemel, Recording Secretary

MEDIA: N.I. Eagle and N. I. Gazette **MEMBERS OF THE PUBLIC:** 3

A. CALL TO ORDER

Mayor Bood called the meeting to order at 7:05 pm.

B. APPROVAL OF AGENDA

Mayor Bood advised of an addendum to the agenda.

F. CORRESPONDENCE:

6. Email from Russ Hellberg, 101 Squadron (Sept 12/17) re: Battle of Britain Commemoration requests.

Councillor Marcotte commented that the address on bottom of page 47 should be 6715 Bear Cove Highway

Moved/Seconded/Carried

THAT the agenda for the Regular Council meeting of September 12, 2017 be accepted as amended.

C. ADOPTION OF MINUTES

1. Minutes of the Committee of the Whole meeting held August 8, 2017.

Moved/Seconded/Carried

THAT the minutes of the Committee of the Whole meeting held August 8, 2017 be accepted as presented.

2. Minutes of the Regular Council meeting held August 8, 2017.

Moved/Seconded/Carried

THAT the minutes of the Regular Council meeting held August 8, 2017 be accepted as presented.

3. Minutes of the Special Council meeting held August 8, 2017.

Moved/Seconded/Carried

THAT the minutes of the Special Council meeting held August 8, 2017 be accepted as presented.

D. DELEGATIONS

1. Jim Henschke and Nita Klatt, The Bait Shack; re Update on Tourism Services at Bear Cove Recreation Site.

2017-127
AGENDA SEPT
12/17 ACCEPTED
AS AMENDED

2017-128
COW MEETING
MINUTES AUG 8/17
ACCEPTED

2017-129
REGULAR COUNCIL
MEETING MINUTES
AUG 8/17
ACCEPTED

2017-130
SPECIAL COUNCIL
MEETING MINUTES
AUG 8/17
ACCEPTED

J. HENSCHKE RE
BEAR COVE
RECREATION SITE
SUMMER UPDATE

Mr. Henschke gave a review of the activities and reviewed issues and concerns that arose during the summer at the Bear Cove Recreation site. Council was advised revenues were \$16,000, up from \$7,000 in 2016 and bookings for next year have been requested.

Council thanked Mr. Henschke and Ms Klatt for their work at the Bear Cove Recreation site.

E. ACTION ITEMS

ACTION ITEMS

1. Council action items were received for information.
2. Wildfire Relief Donation

2017-131
\$500 DONATION TO
SALVATION ARMY
FOR WILDFIRE
RELIEF

Heather Nelson-Smith reviewed Council's direction to staff to research matching federal government funding for donations to either the Salvation Army or the Canadian Red Cross for the donations to the BC wildfire relief. Council was advised that there are no federal government matching funding programs available. A list of organizations for wildfire relief was included in the agenda package.

Moved/Seconded/Carried

THAT Council donate \$500 to the Salvation Army for BC Wildfire Relief efforts.

F. CORRESPONDENCE

2017-132
\$500 DONATION TO
N. I. HIGHLAND
DANCE ASSOC.

1. Robin Hunt & Lisa Greer, Mt. Waddington Highland Dancing Association (Aug 11/17) re: Invitation to Sponsor 9th Annual North Island Highland Dance Competition Saturday October 14, 2017.

Moved/Seconded/Defeated

THAT Council donate \$500 and become a title sponsor for the 9th Annual North Island Highland Dance Competition.

Council discussion included:

- The District support of other youth organizations in the community.
- Past, future and upcoming requests meeting agenda.
- Donation of pins only for contestant gift bags
- Reducing the donation amount.

Staff advised that there is \$223 in the grant in aid budget and \$1,000 in the Community Program fund.

2017-133
\$250 DONATION &
DISTRICT PINS TO
N. I. HIGHLAND
DANCE ASSOC.

Moved/Seconded/Defeated

THAT Council donate \$250 and supply District pins for the contestant gift bags for the 9th Annual North Island Highland Dance Competition.

2. Louisa Bates, Visitor Services & Marketing Manager, Port Hardy & District Chamber of Commerce (Aug.28/17) re: Request for support for 2018 Pumpkin Patch Walk.

2017-134
VISITOR CENTER /
CH OF COMMERCE
2017 PUMPKIN
PATCH WALK

Moved/Seconded/Carried

THAT Council approves the request of the Port Hardy Visitor Center & Chamber of Commerce for the 2017 Pumpkin Patch Walk event to take place on November 1, 2017 as requested namely:

- Use of the seawall from Rotary Park to Tsulquate Park.
- Use of Carrot Park.
- Have the seawall lights turned off from 6:00 pm to 9:00 pm that evening.
- Use of wheelbarrows as available from Public Works.
- Access to power outlets in the park area.
- Use of barricade equipment.

2017-135
PROCLAIM
SEPTEMBER 2017
LITERACY MONTH

3. Requests for Proclamations – Sponsored by Mayor Bood
 - a) September as Prostate Cancer Month, was previously approved by Council in January of 2017.
 - b) Trish Weatherall, Literacy Outreach Coordinator, Mount Waddington Literacy Now September as Literacy Month in Port Hardy (Aug 24/17).

Moved/Seconded/Carried

THAT Council proclaim September 2017 as Literacy Month in Port Hardy.

- c) Sponsored by Councillor Dugas
Jessie Christopherson, Recycling Council of BC (Sept.6/17) re: Request to proclaim October 16-22, 2017 Waste Reduction Week.

2017-136
PROCLAIM OCT 16-
22/17 WASTE
REDUCTION WEEK

Moved/Seconded/Carried

THAT Council proclaim October 16-22, 2017 as Waste Reduction Week.

4. Stephanie Nelson, North Island Building Blocks Coordinator (Sept.6/17) re: Request for permission for ceremonial fire Monday September 11, 2017 – Gift of Life Event. Request emailed to Council September 7, 2017 for Council poll.

Council members discussed their support of the actual Gift of Life event but advised that that they could not support a request for a ceremonial fire during a municipal / provincial fire ban. It was commented that, due to inclement weather, the event was moved to the Civic Center. Staff advised that the email poll required formal ratification by Council.

2017-137
CEREMONIAL FIRE
AT GIFT OF LIFE
EVENT

Moved/Seconded/Defeated

THAT Council approve the request by Stephanie Nelson, North Island Building Blocks Coordinator for permission for ceremonial fire Monday September 11, 2017 – Gift of Life Event.

5. Sandra Boyd, Triport Rider for 20th Annual Tour de Rock - Cops for Cancer re: Invitation to attend Tour de Rock Event at Kwa'lilas Hotel September 16, 2017 and request for donation to silent auction.

Council discussed available funding and suitable donations to the Tour de Rock silent auction event. Staff will arrange donation of a suitable art item from District inventory.

2017-138
TOUR DE ROCK
SILENT AUCTION
DONATION

Moved/Seconded/Carried

THAT Council approve donation of a suitable art item selected by staff for the Tour de Rock silent auction event.

LATE ITEM

6. Email from Russ Hellberg, 101 Squadron (Sept 12/17) re: Battle of Britain Commemoration requests:
 - a) to use Carrot Park and Port Hardy/First Nations Cenotaph on September 24, 2017 for annual Battle of Britain parade.
 - b) that the RCAF flag be flown in that location from September 18-25, 2017.

2017-139
BATTLE OF BRITIAN
COMMEMORATION
APPROVED

Moved/Seconded/Carried

THAT Council approve the request by Russ Hellberg, 101 Squadron to use Carrot Park and Port Hardy/First Nations Cenotaph on September 24, 2017 for the annual Battle of Britain parade AND THAT the RCAF flag be flown in that location from September 18-25, 2017.

G. NEW BUSINESS

No New Business.

COUNCIL REPORTS

H. COUNCIL REPORTS

Councillors Pat Corbett-Labatt, Dennis Dugas, Rick Marcotte, 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.

I. COMMITTEE REPORTS

1. Draft minutes of the First Nations Relations Committee meeting held August 8 2017 were received for information.
2. Draft minutes of the Tourism Advisory Committee meeting held August 14, 2017. were received for information.
3. Draft minutes of the Operational Services Committee meeting held August 21, 2017 were received for information. Councillor Tidbury reviewed the presentation by Rick Milligan regarding a windmill blade site in Port Hardy.
Recommendation:
THAT Council support in principle the windmill blade project AND THAT Rick Milligan be asked to further investigate and bring forward information on the donation, delivery, installation, funding donations and possible installation sites to the Operational Services Committee for further review.

2017-140
SUPPORT IN
PRINCIPLE
WINDMILL BLADE
PROJECT

Moved/Seconded/Carried

THAT Council support in principle the windmill blade project AND THAT Rick Milligan be asked to further investigate and bring forward information on the donation, delivery, installation, funding donations and possible installation sites to the Operational Services Committee for further review

4. Draft minutes of the Parks and Recreation Committee meeting held August 24, 2017 were received for information.

Staff updated Council on the pickle ball program that is being offered through the Recreation Department and being promoted through social media.

J. STAFF REPORTS

1. Accounts Payable August 2017, was received for information.
2. Abbas Farahbakhsh, Director of Operational Services (Aug 25/17) re: Purchase of New Single Axle Hook Lift Truck.

Abbas Farahbakhsh, Director of Operational Services reviewed the Request for Quotation process, bid review and the closeness in price and District requirements provided the two final selections. The final choice was made on the basis of level of service and warranty provided.

2017-141
TENDER AWARD
SINGLE AXLE HOOK
LIFT TRUCK

Moved/Seconded/Carried

THAT Council authorize the award for the Single Axle Hook Lift Truck tender to Harbour International for the tender price of \$244,043.35 (\$217,744 + \$63 Tire Levy+ \$10,890.35 GST + \$100 AC Tax+ \$15,246 PST). **AND FURTHER THAT** Council authorizes \$233,153 be borrowed, under section 175 of the *Community Charter*, from the Municipal Finance Authority, for the purpose of funding the single axle hook lift truck purchase; **AND THAT** the loan be repaid within five years, with no rights of renewal. The annual principal and interest payments to be funded as amended in the 2017-2021 financial plan.

3. Adrian Maas, Director of Financial Services (Aug.31.17) re: Additional Funds for additional repairs to Curling Club Roof.

Council and staff discussed the need for further repairs to the Curling Club roof that have been revealed during the roof repair process. Discussion included:

- Immediate repairs to the roof structure are necessary.
- The scope of the required extra work is not yet able to be determined.
- That the wall sections are not as badly damaged as previously thought.
- The need to properly maintain existing District facilities in future years.
- Total cost for Curling Club repairs could total \$190,000 to \$200,000.

2017-142
CURLING CLUB
ROOF ADDITIONAL
FUNDS FOR
REPAIRS

Moved/Seconded/Carried

THAT Council amend the 2017-2021 Financial Plan to provide funds sufficient to complete the repairs to the Curling Club roof structure.

4. Adrian Maas, Director of Financial Services (Aug 31/17) re: Repair/Replacement of Unit 20 –2009 Ford F550.

Abbas Farahbakhsh, Director of Operational Services discussed with Council:

- The repair history of Unit 20.
- The estimated costs of repairs to Unit 20 and ongoing issues of that year and model of the Ford F550.
- The life expectancy of the Unit 20.
- Concerns other mechanical issues may arise.
- The variety of uses the truck provides throughout the year.
- Current number of vehicles in the District fleet.
- Purchasing and using the proper vehicle for the appropriate job.

Adrian Maas, Director of Financial Services reviewed the financial implications to the District regarding the options to repair/replace the vehicle.

2017-143
REPLACE UNIT 20 -
2009 FORD F550

Moved/Seconded/Carried

THAT Council approve replacing the 2009 Ford F550 with a new unit after conducting a request for quotes to expedite and using funds authorized in an amount up to \$135,000 to be borrowed under section 175 of the *Community Charter* and that the loan be repaid within five years, with no rights of renewal, with the annual principal and interest to be funded from general taxation.

5. Heather Nelson-Smith, Director of Corporate Services re: Development Variance Permit DVP 02-2017 - 6185 Hunt St

Heather Nelson-Smith, Director of Corporate Services reviewed the request and reasons for the requested development variance and advised that the applicants were in the gallery should Council wish to ask questions of them. Council was advised the applicants want to run a child therapy clinic from the accessory building and were advised that under existing business license and zoning bylaw requirements a home based business can only be operated from within the primary residence, not from an accessory building. The alternative to approving Development Variance Permit 02-2017 would be legal action to remove or reduce the structure from the side yard setback. Properties within 50m of applicant were notified. While two negative comments were received they spoke to the fact that there are past issues with the structure being built without approval and permits.

Mayor Bood invited Mr. and Mrs. Williams to the Council table and discussion with Council included:

- No knowledge prior to purchase completion that the accessory building was erected without a proper building permit process being followed.
- That they have been advised by the building contractor that neither he nor the owner took out at permit at time of construction.
- They are concerned about the Chapter 57 designation that will be put on the property title by the District and future resale implications.
- That any building scheme requirements are upheld by the developer, not the District.

- That the only recourse to meet bylaw requirements appears to be to demolish the accessory building and reconstruct it as an attachment to the existing dwelling.
- That the therapy service they want to provide is needed in the community.

Moved/Seconded/Carried

2017-144
DVP-02-2017
APPROVED
LOT 14, PLAN 57382
6185 HUNT ST

THAT Council approves Development Variance Permit DVP-02-2017 to vary the provisions of section 6.3 (d) of Port Hardy Zoning Bylaw No. 1010-2013, to: allow for the reduction of the principle use building interior side yard in the R-2 Zone from 1.5 metres to 0 metres on the south-east side of the property for the current structure only. With respect to the property legally described as Lot 14, Plan 57382, Section 30, Township 6 PID 018-442-897. AND FURTHER THAT the Director of Corporate Services be authorized to execute the permit accordingly.

K. CURRENT BYLAWS AND RESOLUTIONS

1. Bylaw 1069-2017 A Bylaw to Amend Zoning Bylaw No. 1010-2013 Rezone Lot A, Plan VIP59871 6715 Bear Cove Highway. For First Reading.

Heather Nelson-Smith, Director of Corporate Services reviewed the zoning history of the property at 6715 Bear Cove Highway, the caretaker cottage and the request to rezone the property from Marine Industrial to Rural Residential.

Moved/Seconded/Carried

2017-145
BYL 1069-2017
REZONE LOT A
PLAN VIP59871
FIRST READING &
PUBLIC HEARING

THAT Bylaw 1069-2017 A Bylaw to Amend Zoning Bylaw No. 1010-2013 rezone Lot A, Plan VIP59871 6715 Bear Cove Highway receive First Reading and proceed to Public Hearing on September 19, 2017.

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

O. ADJOURNMENT

2017-146
ADJOURNMENT

Moved

THAT the meeting be adjourned.

Time: 8:55pm

CORRECT

APPROVED

Original signed by:

DIRECTOR OF
CORPORATE SERVICES

MAYOR