



DISTRICT OF PORT HARDY

AGENDA COUNCIL MEETING 7:00 PM, TUESDAY, NOVEMBER 14, 2017 MUNICIPAL HALL COUNCIL CHAMBERS 7360 COLUMBIA STREET

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

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

**DISTRICT OF PORT HARDY
 AGENDA FOR THE REGULAR COUNCIL MEETING
 7:00 PM TUESDAY, NOVEMBER 14, 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	1. Minutes of the Special Council meeting held October 19, 2017.	
	Motion required.	1. 2.
2	2. Minutes of the Committee of the Whole meeting held October 19, 2017.	
	Motion required.	1. 2.
3-4	3. Minutes of the Committee of the Whole meeting held October 24, 2017.	
	Motion required.	1. 2.
5-7	4. Minutes of the Regular Council meeting held October 24, 2017.	
	Motion required.	1. 2.
8	5. Minutes of the Special Council meeting held November 9, 2017.	
	Motion required.	1. 2.
	D. DELEGATIONS AND REQUESTS TO ADDRESS COUNCIL	
	1. No delegations.	
9	E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS	
	1. Council Action items. For information.	
	F. CORRESPONDENCE	
10-11	1. Danyta Welch, Policy & Program Officer (Nov.1/17) re: 2017/18 (Fall) Regional	
12	2. John Bowman, President North Island College (Nov.6/17) re: November 1, 2017 North Island Gazette Article, "Concerns Raised Over NIC Move". For information.	
13	3. Nora Hayward (Nov 6/17) re: Memorial for James Hayward.	
	Motion / direction	1. 2.
14	G. NEW BUSINESS	
	1. Angie Clance - Email to Mayor Bood (Oct.31/17) re: District support for Port Hardy Santa Claus Parade.	
	Motion / direction	1. 2.
	H. COUNCIL REPORTS	
	1. Verbal Reports from Council members.	
	I. COMMITTEE REPORTS	
15-17	1. Draft minutes of the Parks & Recreation Review Committee meeting held October 18 2017. For information.	
18-20	2. Draft minutes of the Tourism Advisory Committee meeting held October 30, 2017. For information.	
21-23	3. Draft minutes of the Emergency Planning Committee meeting held October 30 2017. For information.	

**DISTRICT OF PORT HARDY
AGENDA FOR THE REGULAR COUNCIL MEETING
7:00 PM TUESDAY, NOVEMBER 14, 2017 - COUNCIL CHAMBERS - MUNICIPAL HALL**

24-25 4. Draft minutes of the Cannabis Advisory Planning Committee meeting held November 1, 2017. For information.

26-27 a. Heather Nelson-Smith, Director of Corporate Services (Nov.3/17) re: Cannabis Advisory Committee - Committee review and recommendation to Council

28-33 b. Cannabis survey

Recommendation to Council:
THAT Council review and distribute the Cannabis Survey for public comments with a return deadline of January 31, 2017.

Motion / direction 1. 2.

J. STAFF REPORTS

34-36 1. Accounts Payable October 2017. For information.

37-46 2. Adrian Maas, Director of Finance (Nov.10/17) re: Municipal Regional District Tax.

Motion / direction 1. 2.

47 3. Heather Nelson-Smith (Nov.7/17) re: Remembrance Day Road Closure. Ratification requested.

Motion / direction 1. 2.

48-52 4. Heather Nelson-Smith (Nov. 7/17) re: UBCM Community Emergency Preparedness Fund.

Motion / direction 1. 2.

53 5. Heather Nelson-Smith (Nov. 7/17) re: Finance Committee Recommendations to Council.

Motion / direction 1. 2.

K. CURRENT BYLAWS AND RESOLUTIONS

54-55 1. Bylaw 1071-2016 Revenue Anticipation Borrowing Bylaw. For Adoption.

Motion required. 1. 2.

L. PENDING BYLAWS

Smoking Regulation Bylaw 1068-2017

M. INFORMATION AND ANNOUNCEMENTS

November 15 Council: Marine Harvest Tour 10:00 am at Marine Harvest
Committee: Parks & Recreation Review, 3:00 pm Council Chambers
November 16 Council: North Island College Campus tour 10:00 am (Thunderbird Mall)
Committee: Operational Services, 3:00 pm Council Chambers
November 28 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
THURSDAY OCTOBER 19, 2017
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

PRESENT: Mayor Hank Bood, 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 and Adrian Maas, Director of Financial Services; Abbas Farahbakhsh, Director of Operations

REGRETS: Councillor Dennis Dugas

AGENDA

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

A. CALL TO ORDER

Mayor Bood called the meeting to order at 10:00 am.

B. APPROVAL OF AGENDA AS PRESENTED

Moved/Seconded/Carried

THAT the agenda for the Special Meeting of Council October 19, 2017 be accepted as presented.

SC2017-051
AGENDA
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:

Subject matter related to *Community Charter*:

Section 90-1(l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report]; AND Section 90-1(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

Moved/Seconded/Carried

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

Subject matter related to *Community Charter*:

Section 90-1(l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report]; AND Section 90-1(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

SC2017-052
CLOSE
MEETING TO
PUBLIC
COMMUNITY
CHARTER
SEC90(1) (l) (k)

D. ADJOURNMENT

Moved

THAT the Special Meeting of Council adjourn. Time: 10:48 am

CORRECT

APPROVED

SC2017-053
ADJOURNMENT

DIRECTOR OF
CORPORATE SERVICES

DEPUTY MAYOR



**MINUTES
DISTRICT OF PORT HARDY
COMMITTEE OF THE WHOLE MEETING
TUESDAY OCTOBER 19, 2017
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

PRESENT: Mayor Hank Bood, Councillors Pat Corbett-Labatt, Rick Marcotte, Fred Robertson, John Tidbury and Leighton Wishart

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

REGRETS: Councillor Dennis Dugas

AGENDA

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

A. CALL TO ORDER

Mayor Bood called the meeting to order at 10:53 am.

B. APPROVAL OF AGENDA

Moved/Seconded/Carried

THAT the agenda for the Committee of the Whole meeting of October 19, 2017 be accepted as presented.

C. DELEGATION

D. NEW BUSINESS

1. Fire Department Remuneration and Taxation Impact.

Allison McCarrick reviewed the remuneration survey and possible scenarios and budget impacts.

Council discussion included:

- Officer pay
- Fire Association fee for service and the history
- Fire member compensation
- Fire prevention and education paid for by the District and not the association
- Administration has not been factored into all scenarios

Moved/Seconded/Carried

THAT Council consider scenario 1b which allows for a 1.24% increase to taxation and have staff discuss the breakdown with the Fire Chief seeking input and if acceptable, Council will consider the proposal further at a future Finance Committee meeting.

E. ADJOURNMENT

MOVED

THAT the Committee of the Whole adjourn.

Time: 11:37 am

CORRECT

APPROVED

DIRECTOR
OF CORPORATE SERVICES

2

DEPUTY MAYOR

COW 2017-020
APPROVAL OF
AGENDA AS
PRESENTED

COW 2017-021
FIRE
DEPARTMENT
COMPENSATION

COW 2017-022
ADJOURNMENT



**MINUTES
DISTRICT OF PORT HARDY
COMMITTEE OF THE WHOLE MEETING
TUESDAY OCTOBER 24, 2017
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

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

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

REGRETS: Mayor Hank Bood, Councillor Rick Marcotte and Allison McCarrick, Chief Administrative Officer

MEDIA: N.I. Gazette

MEMBERS OF THE PUBLIC: 5

COW 2017-023
APPROVAL OF
AGENDA AS
PRESENTED

A. CALL TO ORDER

AGENDA

Deputy Mayor Fred Robertson called the meeting to order at 6:00pm.

B. APPROVAL OF AGENDA

Moved/Seconded/Carried

THAT the agenda for the Committee of the Whole meeting of October 24, 2017 be accepted as presented.

C. DELEGATION

1. Dr. Greg Kutney and Dr. Howard Lee re: Discussion of issues and concerns of public intoxication in the community and the challenges faced by the health teams(s).

Dr. Kutney introduced himself and members of the public in attendance to Council. He gave a brief biography that included time growing up and living on Haida Gwaii and Northern Vancouver Island. He commented that since his time here as a youth and his return to Port Hardy there seems to be a growth in public intoxication and that as a resident and parent he is concerned with this trend. He commented that there is no easy solution but that through this discussion with Council he would like to see stakeholders, such as Council, RCMP, BC Ambulance, local physicians, First Nations, mental health and drug addiction workers and others, work together and bring forward ideas to mitigate the issue.

Council members all agreed that public intoxication is an issue in the community and advised that this and past Councils have worked with local agencies to mitigate the problem.

Discussion with Council included:

- The importance of involving key stakeholders to discuss their roles and responsibilities regarding public intoxication.
- Effects on tourism and the local economy.
- Public intoxication impacts on hospital emergency services and bed availability.
- Generational issues part of the problem; acceptance of alcohol passed onto youth.

- Community elders try to educate younger people about the long term effects and damage of alcohol on their health and family life.
- Assaults and sexual assaults as a result of intoxication are a serious concern and often unreported.
- Progress has been made in the community to help with intoxication through the Salvation Army, detoxification beds, cleanup of drinking area properties, local addictions nurse etc.
- Rehabilitation is often only effective until a person returns to their community and succumbs to social pressures.
- Bring together stakeholders to discuss their roles and obstacles as well as issues and concerns regarding public intoxication.
- There is currently a full complement of physicians in the community and this frees up time to take part in discussions and actions.
- Programs and services work to a point, there is still free will; people will do what they want to do.
- Implementing safe consumption sites that provide only enough alcohol to keep the withdrawal symptoms under control. Review existing models to see how they work.
- Need to find solutions for individuals that will make them stay away from alcohol.

Council members advised Dr. Kutney that the Mount Waddington Health Network and its Wellness First sub-committee would be a good place to bring this discussion forward. The Network is a mechanism for communities and community members at the grassroots level to have a voice on health issues, services planning and development. Council offered support where and when they can at the provincial and federal levels of government.

Heather Nelson-Smith distributed information from www.mysafecity.com on preventing public disorder that included measuring problems and how to develop response strategies.

D. NEW BUSINESS

No new business

E. ADJOURNMENT

MOVED

THAT the Committee of the Whole adjourn.

Time: 6:48pm

CORRECT

APPROVED

DIRECTOR
OF CORPORATE SERVICES

DEPUTY MAYOR

COW 2017-024
ADJOURNMENT



**MINUTES OF THE DISTRICT OF PORT HARDY
REGULAR COUNCIL MEETING
OCTOBER 24, 2017
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

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

ALSO PRESENT: Heather Nelson-Smith, Director of Corporate Services; Abbas Farahbakhsh, Director of Operational Services Adrian Maas, Director of Financial Services; Leslie Driemel, Recording Secretary

REGRETS: Mayor Hank Bood, Councillor Rick Marcotte and Allison McCarrick, Chief Administrative Officer

MEDIA: N. I. Gazette

MEMBERS OF THE PUBLIC: 2

AGENDA

A. CALL TO ORDER

Deputy Mayor Robertson called the meeting to order at 7:00 pm.

B. APPROVAL OF AGENDA

Moved/Seconded/Carried

THAT the agenda for the Regular Council meeting of October 24, 2017 be accepted as presented.

C. ADOPTION OF MINUTES

1. Minutes of the Special Council meeting held October 10, 2017.

Moved/Seconded/Carried

THAT the minutes of the Special Council meeting held October 10, 2017 be accepted as presented.

2. Minutes of the Committee of the Whole meeting held October 10, 2017.

Moved/Seconded/Carried

THAT the Minutes of the Committee of the Whole meeting held October 10, 2017 be accepted as presented.

3. Minutes of the Regular Council meeting held October 10, 2017.

Moved/Seconded/Carried

THAT the Minutes of the Regular Council meeting held October 10, 2017 be accepted as presented.

D. DELEGATIONS

1. Dennis Flannigan and Don Ford, Royal Canadian Legion Port Hardy Branch 230 re: Presentation of First Poppy for the 2017 Royal Canadian Legion Poppy Campaign.

Mr. Flannigan and Mr. Ford presented the first poppy of the 2017 Poppy Campaign to Deputy Mayor Robertson. The Deputy Mayor thanked Mr. Flannigan and Mr. Ford for the honour and commented that he is proud to wear the poppy as his father was a World War II Veteran.

2017-163
AGENDA OCT 24/17
ACCEPTED

2017-164
SPECIAL COUNCIL
MEETING MINUTES
OCT 10/17
ACCEPTED

2017-165
COMM OF WHOLE
MEETING MINUTES
OCT 10/17
ACCEPTED

2017-166
REGULAR COUNCIL
MEETING MINUTES
OCT 10/17
ACCEPTED

ROYAL CDN
LEGION BR 230
2017 FIRST POPPY

ACTION ITEMS

HOG ONLINE
APPLICATION
PROCESS

E. ACTION ITEMS

1. Council action items were received for information.
2. Adrian Maas, Director of Finance (Oct.18/17) re: Home Owner Grant Online Claims was received for information.

Adrian Maas, Director of Finance reviewed the steps taken with Temple Consulting on how the process could be improved.

Council requested the Director of Finance contact Mr. Luebke and advise of the steps being taken to improve the Home Owner Grant application process.

F. CORRESPONDENCE

1. Selina Robinson, Minister of Municipal Affairs and Housing (Sept.14/17) re: Notice of Approval of Asset Management Plan – Waterworks Planning Grant was received for information.
2. Sponsored by Councillor Pat Corbett-Labatt
Charles W. Wordsworth, Volunteer ISACA BC-AWARE Committee (Oct.8/17)
re: Request to proclaim January 29 – February 8, 2018 as BC Aware Days.

Council discussed the need to bring awareness to the public for online privacy, security and the growing risk of cybercrimes.

Moved/Seconded/Carried

THAT Council proclaim January 29 – February 8, 2018 as BC Aware Days.

3. Danyta Welch, Policy & Programs Officer, UBCM (Oct.10/17) re: Completion of 2017/18 (Spring) Community to Community Forum was received for information.

G. NEW BUSINESS

No New Business.

H. COUNCIL REPORTS

Deputy Mayor Robertson, Councillors Pat Corbett-Labatt, Dennis Dugas, 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 October 10, 2017 were received for information.
2. Draft minutes of the Operational Services Committee meeting held October 12, 2017 were received for information.
Recommendation to Council:
THAT that Council refer discussion of a new recreation marquee to 2018 budget discussions.

Moved/Seconded/Carried

THAT Council refer discussion of a new recreation marquee to 2018 budget deliberations.

3. Draft minutes of the Tourism Advisory Committee meetings held October 5, 2017 and October 16, 2017 were received for information.

2017-167
PROCLAIM
JAN. 29 – FEB. 8,
2018 BC AWARE
DAYS

2017-168
RECREATION
MARQUEE TO 2018
BUDGET

J. STAFF REPORTS

1. Accounts Payable for September 2017 were received for information.
2. Allison McCarrick, CAO (Oct.10/17) re: Proposed Mount Waddington Regional Fire Departments' Emergency Services Agreement.

Moved/Second/Carried

THAT Council approve entering into the proposed Mount Waddington Regional Fire Departments' Emergency Services Agreement as presented.

2017-169
RDMW
EMERGENCY
SERVICES
AGREEMENT

K. CURRENT BYLAWS AND RESOLUTIONS

1. Bylaw 1070-2017 A Bylaw to Exempt Certain Properties from Taxation for the Years 2018 and 2019. For Adoption.

Moved/Seconded/Carried

THAT Bylaw 1070-2017 A Bylaw to Exempt Certain Properties from Taxation for the Years 2018 and 2019 be adopted.

2017-170
BYL 1070-2017 TAX
EXEMPTION TRI-
PORT ADOPTED

2. Bylaw 1071-2016 Revenue Anticipation Borrowing Bylaw. For First, Second and Third Reading.

Moved/Seconded/Carried

THAT Bylaw 1071-2017 Revenue Anticipation Borrowing Bylaw receive First, Second and Third Reading.

2017-171
BYL 1071-2017
REVENUE
ANTICIPATION 1ST,
2ND, 3RD READING

L. PENDING BYLAWS

Smoking Regulation Bylaw 1068-2017

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.

O. ADJOURNMENT

Moved

THAT the meeting be adjourned.

Time: 7:25pm

CORRECT

APPROVED

2017-172
ADJOURNMENT

DIRECTOR OF
CORPORATE SERVICES

DEPUTY MAYOR



**MINUTES OF THE DISTRICT OF PORT HARDY
SPECIAL COUNCIL MEETING
THURSDAY NOVEMBER 9, 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 and Adrian Maas, Director of Financial Services; Abbas Farahbakhsh, Director of Operations

Telus Representatives Zouheir Mansourati, Vice President; Shaye Draper, General Manager; Michael Dorland, Director of Planning and Engineering; Bonnie Bergeron, Senior Regional Market Manager.

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

A. CALL TO ORDER

AGENDA

Mayor Bood called the meeting to order at 10:09 am.

B. APPROVAL OF AGENDA AS PRESENTED

Moved/Seconded/Carried

THAT the agenda for the Special Meeting of Council November 9, 2017 be accepted as presented.

SC2017-054
AGENDA
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:

Subject matter related to *Community Charter*:

Section 90-1(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection Act*.

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*.

Subject matter related to *Community Charter*:

Section 90-1(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection Act*.

SC2017-055
CLOSE
MEETING TO
PUBLIC
COMMUNITY
CHARTER
SEC90 1 (j)

D. ADJOURNMENT

Moved

THAT the Special Meeting of Council adjourn.

Time: 10:47 am

CORRECT

APPROVED

SC2017-056
ADJOURNMENT

DIRECTOR OF
CORPORATE SERVICES

MAYOR

AGENDA

ITEM	ACTION REGULAR MEETING OCTOBER 24, 2017	WHO	STATUS /COMMENTS
Home Owner Grant – Online application process	Advise Mr. Luebke of steps taken	AM	Done
Proclaim January 29 – February 8, 2018 as BC Aware Days.	Approved. -Issue proclamation – post in January -post to website - post in January -post to social media	LD LD HN-S	Diarized for Jan /18 Diarized for Jan /18 Diarized for Jan /18
Draft minutes Operational Services Committee meeting held October 12/17 Recommendation to Council: THAT that Council refer discussion of a new recreation marquee to 2018 budget discussion.	Approved - refer discussion of a new recreation marquee to 2018 budget discussion. - add to 2018 budget discussion	AM	Done
Proposed Mount Waddington Regional Fire Departments' Emergency Services Agreement.	Approved as presented -proceed with agreement	AMc	Done
Bylaw 1070-2017 Property Tax Exemption –Triport	Forward copy of bylaw to BC Assessment	AM	Done
ITEM	ACTION REGULAR MEETING OCTOBER 10, 2017	WHO	STATUS /COMMENTS
Operational Services Committee meeting Sept. 19/17 <u>Recommendation to Council: THAT Council direct staff to prepare a new bylaw to provide regulations for the control of burning and smoke within the District of Port Hardy</u>	Recommendation approved as presented. -prepare new bylaw	HN-S	In progress
ITEM	ACTION REGULAR MEETING SEPTEMBER 12, 2017	WHO	STATUS /COMMENTS
Bob Schantz, Municipal Inspector re: Note Against Title, 9085 Copper Drive	Approved as recommended: -to put a note against land title on Lot 48, Sec 36, Twp 9, Rupert District, Plan 24505,	HN-S	In progress
ITEM	ACTION REGULAR MEETING AUGUST 8, 2017	WHO	STATUS /COMMENTS
Canada Day 2018	Staff to request public support for planning Canada Day activities		Expression of Interest ad Jan 2018
Curling Club and Dog Pound Roof Replacements	Approved as presented. -Proceed with awards. -Amend 2017-2021 Financial Plan	AF AM	Curling Club Done Dog Pound in progress
Smoking Regulation Bylaw 1068-2017.	Advertise 3 rd Reading and Adoption	HNS	Future agenda for 3rd reading



FIRST NATIONS SUMMIT

Regional Community to Community Forum

Administration provided by UBCM and First Nations Summit

Funding provided by the Ministry of Municipal Affairs & Housing

Please direct all correspondence to:

Local Government House
525 Government Street
Victoria, BC, V8V 0A8

E-mail: lgps@ubcm.ca
Phone: (250) 356-2947



November 1, 2017

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

AGENDA

RE: 2017/18 (Fall) Regional Community to Community Forum – Funding Approval

Dear Mayor Bood and Council,

Thank you for submitting an application for the 2017/18 (Fall) Community to Community (C2C) forum program. We have reviewed all submissions and, on behalf of the First Nations Summit and Union of BC Municipalities, are pleased to advise you that we have approved your application in the amount of \$3,625.00.

Please note that this is less than the requested amount of \$5,000.00 as the line item for “pre-staff meetings” is not eligible. This reduces the total eligible event cost to \$7,250.00 and reduces the eligible grant amount to \$3,625.00.

A cheque in the amount of \$1,812.50 or 50% of the total approved amount, will follow shortly. The remainder of the grant will be available once we have received the final report and financial summary for your event(s).

Funding for this program is provided by the Ministry of Municipal Affairs & Housing and is administered by the UBCM and the First Nations Summit.

The general Terms & Conditions of this grant are attached. In addition, in order to satisfy the terms of our contribution agreements, we have the following requirements:

- 1) The funding is to be used solely for the purpose of organizing and holding a Community to Community Forum(s);
- 2) The event(s) must be held before March 31, 2018;
- 3) The event(s) must include participation by elected officials from both the local government and First Nation.
- 4) The grant funds must be matched in cash or in-kind;
- 5) The final report form, available on the UBCM and First Nation Summit websites, must be completed and submitted to UBCM,

with all required attachments, within 30 days of the completion of your event and no later than April 30, 2018;

- 6) Any unused funds must be returned to UBCM within 30 days following the event.

We congratulate you for responding to this opportunity to build relations with neighbouring First Nations and/or local governments and wish you a very successful event.

If you have any questions, please contact Local Government Program Services at (250) 356-5193 or lgps@ubcm.ca

Sincerely,



Danyta Welch
Policy & Program Officer

cc: *Allison McCarrick, CAO, District of Port Hardy*

Enclosure

November 6, 2017

AGENDA

His Worship Mayor Hank Bood and Members of Council (*Via e-mail*)
District of Port Hardy
7360 Columbia Street, Box 68
Port Hardy, BC V0N 2P0

Your Worship and Members of Council:

Re: November 1, 2017 North Island Gazette Article, "Concerns raised over NIC move"

I am writing to hopefully assuage the "Concerns raised over NIC move", and also to express our institution's disappointment at being disrespected and maligned in the comments as reported. It is regrettable when elected officials make uninformed and alarmist public comments that have the potential to harm the perceptions of an institution that is of importance to their community.

At NIC, we have recently invested \$1.4 million in the development of new campus space in the Thunderbird Mall in Port Hardy and signed a long term lease on the facility. The project has required considerable time and work on the part of many members of the college faculty, staff and administration. We are excited about relocating to the new college campus environment that will serve students in the Mount Waddington Region. It has been designed to be a welcoming, high quality, and effective teaching and learning facility that will engender pride and confidence in students, college employees and the community.

The new campus' more central location will greatly improve local accessibility (via transit and for pedestrians). As well, NIC's close proximity to the Sacred Heart Friendship Centre, North Island Employment Foundations Society (NIEFS) and North Vancouver Island Aboriginal Training Society (NVIATS) will facilitate collaboration with these key partner organizations. Although the overall campus space will be smaller in total area than the College's current premises, it will have the same number of classrooms and our capacity to deliver instructional programming will not be reduced.

It is ironic, that the NIC Board of Governors held (at significant cost) their annual two-day Planning Retreat in Port Hardy on October 26-27, 2017. During the retreat the Board was pleased to learn about the College's recent programming successes and plans for the future. During a luncheon at the Kwa'ilias Hotel on October 27, the Board was pleased to be joined by more than 20 local and regional community leaders and organizational representatives, including Mayor Bood. It was a great opportunity to meet and converse with members of the community.

Frankly, I think it is obvious that these investments of time, money and community engagement are hardly the signs of an institution that "wants to cut ties" and "is not listening" to the Mount Waddington community. I appreciated receiving Mayor Bood's telephone call on November 2, and was glad to learn that the concerns reported in the Gazette were not universally shared.

I understand that Caitlin Hartnett, NIC's Mount Waddington Campus and Community Coordinator will be in contact with Council to arrange for a new campus tour and a briefing presentation regarding college programming and services.

Sincerely,



John Bowman
President

From: [Nora Hayward](#)
To: general@porthardy.ca
Subject: Fwd: James Hayward Memorial
Date: November-06-17 9:43:42 AM

AGENDA

Dear Mayor Bood

My name is Nora Hayward, I recently wrote you a letter requesting placement of a wooden memorial for my nephew that was killed on Granville St in 2015.

I appreciate your attempt at placating our wishes. I love the idea of the bench but NO WAY do I wish to remove what other people have placed in memory of James. I speak of the small heart shaped memorial on the boulevard across from where he was killed.

I have put out requests to the family asking if they would accept the bench memorial, but as I stated I do not feel I have any right to speak or act

for those that placed that small memorial. So if the removal of the present roadside memorial is a deciding factor in the decision then I will need to decline this request and continue to search for an appropriate memorial that ALL are happy with.

I have also put requests out to other communities to find out what they find appropriate for such memorials, and how they went about erecting?

Thank you and I look forward to further correspondence.

Yours truly
Nora Hayward
250 510 1477

Leslie Driemel

Subject: FW: Santa Parade

From: Hank Bood [<mailto:hankbood@gmail.com>]
Sent: Tuesday, October 31, 2017 1:54 PM
To: Allison McCarrick
Subject: Fwd: Santa Parade

----- Forwarded message -----

From: "Angie Clance" <aclance@monk.ca>
Date: Oct 31, 2017 10:01 AM
Subject: Santa Parade
To: "hbood@porthardy.ca" <hbood@porthardy.ca>
Cc:

AGENDA

Hi Hank,
This is my 8th year that I have been organizing the Santa Parade for Port Hardy. each year I apply for insurance and road closure for the parade. I was hoping that the district could make this a community event and take it under for insurance and road closure. I would still gladly raise the money to pay for the insurance and organize the event, but i feel that this is a community event and should be hosted by the district.
Can you let me know your thoughts on that.
Thanks

Angie Clance
Store Leader



[Port Hardy](#)
[7160 Rupert Street](#)

T [250.949.7248](tel:250.949.7248) F [250.949.5915](tel:250.949.5915)
E aclance@monk.ca W www.monk.ca

The content of this communication is the confidential property of Monk Office and should not be copied, modified, retransmitted, or used for any purpose except with Monk Office's written authorization. If you are not the intended recipient, please delete all copies and notify us immediately.



**MINUTES
DISTRICT OF PORT HARDY
PARKS & RECREATION REVIEW COMMITTEE MEETING
HELD WEDNESDAY OCTOBER 18, 2017
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

**Committee
Members:**

Councillors: Fred Robertson (Chair), John Tidbury and Leightan Wishart

Staff:

Allison McCarrick, CAO; Sean Mercer, Manager of Operations and Community Services; Heather Nelson-Smith, Director of Corporate Services

A. CALL TO ORDER

Councillor Robertson called the meeting to order at 3:03 pm.

AGENDA

B. APPROVAL OF AGENDA

Councillor Robertson requested an addition to the agenda:
New Business: Recreation Marquee

Moved/Seconded/Carried

THAT the Parks and Recreation Review Committee agenda for October 18, 2017 be accepted as amended.

P&RRC
2017-031
AGENDA OCT
18/17
ACCEPTED AS
AMENDED

C. ADOPTION OF MINUTES

1. Minutes of the Parks & Recreation Review Committee meeting held September 20, 2017.

Moved/Seconded/Carried

THAT the minutes of the Parks & Recreation Review Committee meeting held September 20, 2017 be accepted.

P&RRC
2017-032
MINUTES
SEPT 20/17
ACCEPTED

D. DELEGATIONS

No delegations.

E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Review of Action Items.

ACTION ITEMS

Launch Fees Bear Cove

The Boat Launch fees have been discussed by Council at the Finance meeting and there will be no launch fees at this time.

Curling Club Repairs Update

The Curling Club roof has been completed, with some minor interior works still required. The estimated final cost is approx. \$270,000. The Curling Club Society has made applications to the Gaming Commission for assistance, but it is unknown if they will be approved.

Camping at Storey's Beach

Allison McCarrick advised that there has been negative feedback regarding the campground at Storey's Beach and that there was concerns raised at the First Nations Relations Committee meeting.

In addition, there will be a delegation to the Parks and Recreation meeting in the future.

Regional District Trail signs – Allison McCarrick showed a mock up of the signage prepared by the Regional District that is available for the District to use at no cost.

Dog Park in Brownfield Site

Sean Mercer reported that he has contacted Imperial Oil, and he is waiting for a package to arrive via email on usage regulations for their property

2. Capital Review List
The capital list was reviewed.

F. CORRESPONDENCE

No correspondence

G. NEW BUSINESS

FORT RUPERT
TRAIL

1. Fort Rupert Commuter Train Sign Project: Names for Consideration
Discussion included:

- Traditional Names of the area
- Signage placement
- Kwak'wala sign already installed
- Kwakiutl input
- Lots of names for the same trail
- Dedicate the trail as Fort Rupert Trail to alleviate confusion and seek input on the traditional name from the Kwakiutl
- Refer signage to the First Nations Relations Committee

RECREATION
MARQUEE

2. Recreation marquee
Allison McCarrick reported that a budget justification is going forward to Council for consideration to replace the marquee.

H. COUNCIL / COMMITTEE REPORTS

No reports

I. NOTICE OF MEETING: 3:00 pm Wednesday, November 15, 2017
Upcoming meeting dates: December 20.

J. ADJOURNMENT

P&RRC
2017-033
ADJOURN

Moved
THAT the meeting be adjourned.

Time: 3:47 pm

Parks and Recreation Committee Capital Review List OCTOBER 2017	% 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	0%	48,000	Project postponed
Arena exterior doors		7,000	
Curling club new roof	95%	130,000???	
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	95%	60,000	

Grant dependant			
Canada 150	100%	9,200	
Chiller		145,000	
Pool Health and Safety		190,000	
Downtown revite (seawall handrails & market st. 1	0%	50,000	Project postponed
Rotary Park washroom	0%	120,000	Project postponed
Other			
Website (2016)	100%	7,500	



**MINUTES OF THE
DISTRICT OF PORT HARDY
TOURISM ADVISORY COMMITTEE MEETING
MONDAY OCTOBER 30, 2017
MUNICIPAL HALL, 7360 COLUMBIA STREET**



PRESENT: Councillor Dennis Dugas, District of Port Hardy; Councillor Rick Marcotte, District of Port Hardy; Joli White, Tourism Coordinator, Vancouver Island North Tourism; Elizabeth Aman-Hume Chamber of Commerce; Councillor John Tidbury, District of Port Hardy

STAFF: Allison McCarrick, CAO District of Port Hardy; Adrian Maas, Director of Finance, District of Port Hardy; Leslie Driemel, Recording Secretary, District of Port Hardy

REGRETS: Donna Gault (Chair); Mike Kelly, Codfather Charters, Tourism Stakeholder Rep

A. CALL TO ORDER

AGENDA

Chair Dennis Dugas called the meeting to order.

Time: 2:08pm

B. APPROVAL OF AGENDA

DRAFT

TAC-2017-021
APPROVAL OF
AGENDA AS
PRESENTED

Moved/Seconded/Carried

THAT the agenda of the Tourism Advisory Committee meeting October 30, 2017 be accepted.

C. ADOPTION OF MINUTES

1. Minutes of the Tourism Advisory Committee meeting held October 16, 2017.

TAC-2017-022
MINUTES
OCT 16 /17
ACCEPTED

Moved/Seconded/Carried

THAT the Minutes of the Tourism Advisory Committee meeting held October 16, 2017 be accepted as presented.

D. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Review of Action items

Aboriginal Tourism

Elizabeth Aman-Hume advised she has contacted Scott Marks at the Kwa'lilas Hotel regarding being an Aboriginal Tourism rep on the Committee and advised he is interested.

Moved / No seconder, motion failed

DRAFT

THAT the discussion of an Aboriginal Tourism Rep be tabled.

The Committee discussed the need to have more general tourism representation as well as Aboriginal Tourism representation on the Tourism Advisory Committee.

TAC-2017-023
EXPRESSION OF
INTEREST TO
TOURISM
OPERATORS

Moved/Seconded/Carried

THAT an expression of interest to serve on the District of Port Hardy Tourism Advisory Committee be extended to all tourism stakeholders.

Elizabeth Aman-Hume will issue the expression of interest via email.

BC Ferries - Elizabeth Aman-Hume advised that she recently attended the BC Ferries Northern Advisory Committee meeting. Discussion with BC Ferries included:

- On Board Tourism Advisors – BC Ferries was in favour of the idea and advised further review would be necessary regarding: how to pay, who to organize, other coastal communities as stakeholders. E. Aman-Hume will discuss further with Prince Rupert counterparts.
- Camping at Ferry Terminal - BC Ferries advised there was an average of 4.5 vehicles per sailing through the summer. Cost was \$25/night with no amenities. Committee discussion included:
 - If there has been any impact on RV providers - if their facilities were full and no other spaces available.
 - Local RV sites include: Quatse Campground, Scotia Bay, Wild Woods, Stryker Electronics, PH RV Park

DRAFT

The Committee agreed to monitor the issue in 2018 and see if there are any complaints from local operators.

2. Elizabeth Aman-Hume – DRAFT 2018 Tactical Plan and Budget.

The Committee presented the draft MRDT One Year Tactical Plan for 2018 areas reviewed included:

- Online Promotions and Engagement, Advertising (various media), Stakeholder Consultation, Promotional Products, Awareness Raising, Communications & Outreach.
- The Tactics, Objective, Action Steps, Output, Outcome Measures Evaluation Mechanisms for each Area.

Budget and Project Management costs.

The Committee agreed to remove: Global TV Co-op \$4,500

The Committee agreed to add: BC Fishing Program \$2,500 – (one half of total \$5,000 cost – to be shared with District of Port Hardy.)

Committee discussion on a new print publication *Port Hardy Visitor Guide* included:

- Same agreement with Black Press as with the regional visitor information guide: Visitor Center has control of editorial content and advertising solicitation and printing would be done by Black Press.
- A need for local information guide that would combine 3-4 informational Port Hardy pamphlets
- Estimated cost of \$3,000
- Duplicating advertising and getting limited advertising dollars for two publications,
- Size of printed guide
- Produce in 2018 for 2019 distribution..
- Need for a confirmed cost for the publication.

The Committee agreed, by consensus, to leave the proposed publication cost of \$3,000 in the budget 2018.

Visitor survey analytics - to be left in plan and budget as it is an important data and reporting tool.

- November 8 Stakeholders meeting 9:30am-11:00am at Chamber of Commerce.
 - Overview of 2017 marketing plan.
 - Draft 2018 tactical plan, ask for feedback for marketing.

DRAFT

- Survey results from 2016 and any 2017 data
- 2016 visitor profile draft 2017 visitor profile.
- Overview on what the extra 1% is in dollar amounts.
- Photo bank and filming from Fishing BC.
- MRDT actual revenue sharing information.
- Issue invitation to serve as tourism stakeholder representative on committee.

It was agreed that if major input is received from the Stakeholders and a revised Tactical Plan or revised Budget is needed, a Tourism Advisory Committee meeting may be scheduled.

E. NEW BUSINESS

DRAFT

No New Business.

F. CORRESPONDENCE

1. Emails Donna Gault / Elizabeth Aman-Hume (Oct 23/17) re: Addition of Festivals to MRDT budget. Tabled to next meeting.
2. From Matt Jennings, Executive Director BC FROA to Allison McCarrick re: Social campaign promoting Port Hardy video with Mike Kelly, was received for information.

G. COMMITTEE MEMBER REPORTS

- a) Chair Report – Donna Gault: - no report
- b) Visitor Information Center: Elizabeth Aman-Hume – no report
- c) Chamber of Commerce – Elizabeth Aman-Hume – no report
- d) Regional District VINTAC - Jolie White: Vancouver Island North Planning Session was held October 19th .

H. NOTICE OF MEETINGS

- November 8 – Stakeholders meeting: 9:30am-11:00am at Chamber of Commerce.
- November 14 – To Port Hardy Council for approval; staff report by A. Maas.
- November 30 – Reporting submission date.

I. ADJOURNMENT

Moved

THAT we adjourn

Time: 4:14pm

TAC-2017-024
ADJOURNMENT



**MINUTES OF THE
DISTRICT OF PORT HARDY
EMERGENCY PLANNING COMMITTEE MEETING
OCTOBER 30, 2017 AT 12 NOON
MUNICIPAL HALL 7360 COLUMBIA STREET**

Committee Members:	Bob Hawkins, DPH Emergency Coordinator; DPH; Mike McCulley, Deputy Emergency Coordinator; Brent Borg Fire Chief, Port Hardy Fire Rescue; Rick Marcotte, Councillor DPH (Vice-Chair); John Tidbury Councillor DPH; Leighton Wishart (Chair); Heather Nelson-Smith, Director of Corporate Services; Bob Swain, Emergency Coordinator, Gwa'sala-'Nakwaxda'xw Nations
Also Present:	Leslie Driemel, DPH Recording Secretary
Regrets:	Norm Hemphill, ESS Co-ordinator; Richard Hemphill, ESS Co-ordinator; Jeff Houle, J.D. Petroleum Ltd., Nat Pottage, BC Ambulance Service

A. CALL TO ORDER

Leighton Wishart (Chair), called the meeting to order. Time: 12:04 pm

B. APPROVAL OF AGENDA

DRAFT

Moved/Seconded/Carried

THAT the agenda for the Emergency Planning Committee meeting October 30, 2017 be accepted as presented.

EPC-2017-016
APPROVAL OF
AGENDA AS
PRESENTED

C. ADOPTION OF MINUTES

AGENDA

Minutes of the meeting held August 28, 2017.

Moved/Seconded/Carried

THAT the minutes of the Emergency Planning Committee meeting held August 28, 2017 be approved.

EPC-2017-017
APPROVAL OF
MINUTES AUGUST
28/17 APPROVED

DELEGATIONS

No delegations.

E. BUSINESS ARISING / UNFINISHED BUSINESS

DRAFT

1. Review and Update of Action Items.

ACTION ITEM
REVIEW

Understanding Everyone's roles and Responsibilities - Training event to be planned.

Shake Zone - Vancouver Island not on 2018 schedule. Ongoing for 2019.

Power Outages – Councillor Marcotte relayed statistics on BC Hydro power outages for the North Island Region. The Committee discussed;

- Timelines for putting perishable / frozen food inventory into safe storage during an outage.
- Local suppliers of refrigerator trucks.
- Timeline to restock stored food at end of power outage.

- Timeline to receive inventory after minor and major events – dependent on road conditions and supplies from southern Vancouver Island.
- Only 3-4 days inventory food inventory, depending on the item.

Creekside Fire / Food Vouchers – No discussion with RCMP. Vouchers are an EMBC product and use cannot be monitored by the District.

2018 Budget Review – Ongoing and input welcome.

Table Top Exercise - No word from Airport on their planned event. Bob Hawkins will look at January or February for an exercise. It was suggested and agreed that in wake of the recent ammonia leak in Fernie, BC an ammonia leak scenario could be considered.

F. CORRESPONDENCE

DRAFT

No Correspondence.

G. NEW BUSINESS

1. ESS Funding Opportunity Update

UBCM Community Emergency Preparedness Fund - Emergency Social Services 2017 Program. The Emergency Social Services program can contribute a maximum of 100% of the cost of eligible activities to a maximum of \$25,000.00. First application Deadline November 17, 2017, second application deadline to be announced.

Heather Nelson-Smith reviewed the funding opportunity and advised the application will be submitted and can include:

- Emergency supplies to fill gaps after RDMW North Island emergency supply inventory is completed.
- Storage unit for supplies.
- Retention training plan.
- ESS Operational plan.

2. Verbal Update H Nelson-Smith

- Emergency plan review

Heather Nelson-Smith advised that \$7,500 for the Emergency Plan review missed being included in the 2017 budget and will go to 2018 budget discussions. The Committee reviewed the summary in the agenda package and added:

- Emergency Notification siren
- Communication review for immediate emergency and delayed emergency: radio station contacts and social media
- EOC Guide and manual

- Grant opportunity - Generator for Reception Center

Quote received \$88,000 with capacity to include portion of pool facility. Federal grant parameters have changed and the generator is not eligible for funding. The District Council will review for 2018 budget.

- Personal Preparedness Planning

Schools have been contacted and are onboard with planning events in the New Year as well as an event at the Civic Center. Leighton Wishart commented that the Ministry of Education is also focusing on earthquake preparedness.

- Social Media

The Committee discussed social media as the most successful tool to get word out about events, as shown by the PH Fire Rescue Recruitment Drive and the distribution of wildfire information this past summer by BC Wildfire. Recent local emergency oriented events have been posted successfully to Facebook, Twitter and District web pages. The Committee was advised that event information can be forwarded to Heather Nelson-Smith and can be set up to be posted at set dates and times as needed.

Other Items:

Brent Borg, Fire Chief advised there is a need for a tsunami and earthquake operational plan for Port Hardy Fire Rescue. Discussion included:

- EOC call out procedures for early or advance warning.
- Due diligence needed by the District to reach out and get citizens planning for personal preparedness and neighbors helping neighbours.
- Contacts with local radio station and CBC are important.

Bob Swain discussed with the Committee the recent warning siren testing at Gwa'sala-'Nakwaxda'xw First Nation and the areas the siren sound reaches.

H. NEXT MEETING DATE: December 25th cancelled

DRAFT

2018 Meeting Dates: Bimonthly, last Monday of the month
January 29, March 26, May 28, July 30, September 24, November 26

I. ADJOURNMENT

THAT the meeting be adjourned.

Time: 1:00 pm

EPC-2017-018
ADJOURNMENT



**MINUTES OF THE
DISTRICT OF PORT HARDY
CANNABIS ADVISORY PLANNING COMMITTEE MEETING
WEDNESDAY, NOVEMBER 1, 2017
COUNCIL CHAMBERS, MUNICIPAL HALL, 7360 COLUMBIA STREET**

Members: Councillor Leightan Wishart (Chair); Tristan Radzik; Serena Neumerschitsky; Elizabeth Aman-Hume, Paul Zaro and Jeff Brent

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

Media: Hanna Petersen, N.I. Gazette

A. CALL TO ORDER

AGENDA

Councillor Wishart called the meeting to order at 4:00 pm

B. APPROVAL OF AGENDA

DRAFT

Moved/Seconded/Carried

THAT the agenda for the Cannabis Advisory Planning Committee, November 1, 2017 be accepted as presented.

APC
2017-07
AGENDA NOV
1/17
ACCEPTED

C. ADOPTION OF MINUTES

1. Minutes August 23, 2017

Moved/Seconded/Carried

THAT the minutes of September 20, 2017 be accepted as presented.

APC
2017-08
AGENDA SEP
20/17
ACCEPTED

D. DELEGATIONS

No delegations.

E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Survey Draft

The Committee reviewed the questions in the survey and requested that the 'I don't know' option in all questions be changed to 'Comments'.

Moved/Seconded/Carried

THAT the committee recommend that Council review and distribute the Cannabis Survey as presented with a return deadline of January 31, 2018.

APC
2017-09
CANNABIS
SURVEY

2. Provincial Government Legislation and Regulation Discussion Paper
The information was reviewed by the committee.

F. CORRESPONDENCE

No Correspondence.

DRAFT

G. NEW BUSINESS

None

H. COMMITTEE MEMBER REPORTS

No reports.

I. NEXT MEETING DATE:

The next meeting will be held in February after the survey results have been tabulated for review. A doodle poll will be send out to determine the best date.

J. ADJOURNMENT

DRAFT

APC 2017-10
ADJOURNMENT

Moved

THAT the meeting be adjourned.

Time: 4:30 pm



DISTRICT OF PORT HARDY REPORT TO COUNCIL

TO: Mayor and Council
FROM: Heather Nelson-Smith, Director of Corporate Services
SUBJECT: Cannabis Advisory Committee
DATE: November 3, 2017

AGENDA

BACKGROUND:

The Federal Government of Canada intends to pass legislation that will legalize Marijuana across the Country. Indication from the Liberal government is that legalization is to occur by July 1, 2018.

PURPOSE OF THE COMMITTEE:

The purpose of the District of Port Hardy Cannabis Advisory Committee is to address the issues relating to local governments and make recommendations to the Port Hardy Council on how the legalization may impact the following:

- District of Port Hardy Zoning Regulation, including but not limited to:
 - Creating a definition for Marijuana Dispensary (medical included)
 - Creating zones in which Marijuana Dispensaries may be located
 - Establishing regulations regarding distances from schools, parks, libraries, child care centres, recreation centres, playgrounds, public transit, etc...
 - Establishing minimum floor spaces for marijuana dispensaries
 - Reviewing whether marijuana dispensaries may be combined with other businesses
- District of Port Hardy Business License Bylaw, including but not limited to:
 - Process for obtaining a business license
 - Restrictions on what can be sold
 - Combination business
 - Application process
 - Signage requirements
 - Security requirements
 - Maximum number of dispensaries permitted
 - Public Input
 - Criminal record checking
- Growing opportunities – Zoning and requirements
- Air quality and odor control

RECOMMENDATIONS:

The Committee has met 3 times and made the following recommendations for Council to consider:

LAND USE:

Buffers/Proximity

- That no dispensary shall be located within 100 metres of a playground or library.
- That no dispensary shall be located within 150 metres of a school or licensed day care facility.
- That no dispensary shall be located within 200 metres of another dispensary.

Quantity of Dispensaries

Only 2 Dispensaries shall be permitted in the District of Port Hardy.

Mixed-Use Zoning

Dispensaries shall not be combined with any other use within the same premises. And that, the District be supportive of onsite testing and or Vape-Lounge facilities within the Dispensary, providing that the Province will be permitting onsite usage.

BUSINESS LICENSING:**Hours of operation**

All dispensaries to limit hours of business between the hours of 8am and 8pm, unless approved upon application by Council to lengthen hours on certain days ie: Friday and Saturday.

Security

A security plan must be submitted with application for business license. Cameras and alarms are mandatory for each Dispensary.

Approval to operate

An approval to operate must be signed by the property owner.

Building permit

The Building must meet all the requirements of the BC Building code including but not limited to ventilation requirements.

Application

Application will be open for a set period once the legalization and government regulations are finalized. The applications will be vetted and reviewed by Council. A business plan will be required to accompany all applications.

Application fees

Similar to liquor control fees, including an application fee of not less than the liquor control board and an annual license fee not less than the liquor control board.

Mail delivery or home delivery

Will not be permitted.

Business licenses

Will not be transferable without approval of Council.

With the above discussion at the committee the attached survey was created to open the discussion with the residents and businesses of Port Hardy.

RECOMMENDATION FROM THE COMMITTEE:

THAT Council review and distribute the Cannabis Survey for public comment with a return deadline of January 31, 2018.

Respectfully submitted,





Cannabis Survey

The District of Port Hardy Council is reviewing policies around Cannabis (Marijuana) Dispensaries in Port Hardy in advance of the Federal announcement to legalize July 1, 2018. We need your assistance to help guide the policies.

The Cannabis Advisory Planning Committee has been working on potential recommendations for Council to consider, and have developed the following survey to gather public input on those recommendations.

If you have any questions about this survey, please contact our office at 250-949-6665 or email general@porthardy.ca

This survey will be open until January 31, 2018

AGENDA

We welcome your feedback!

1. Please tell us a little about yourself (choose all that apply)

- I am a resident of Port Hardy
- I am a resident near the commercial zone
- I am an owner of a business or commercial property in the commercial zone
- Other (please specify)

2. What age bracket best describes you?

- 19-29
- 30-49
- 50-69
- 70-89
- 89 +

3. Do you think Cannabis (Marijuana) Dispensaries should be permitted in the District of Port Hardy?

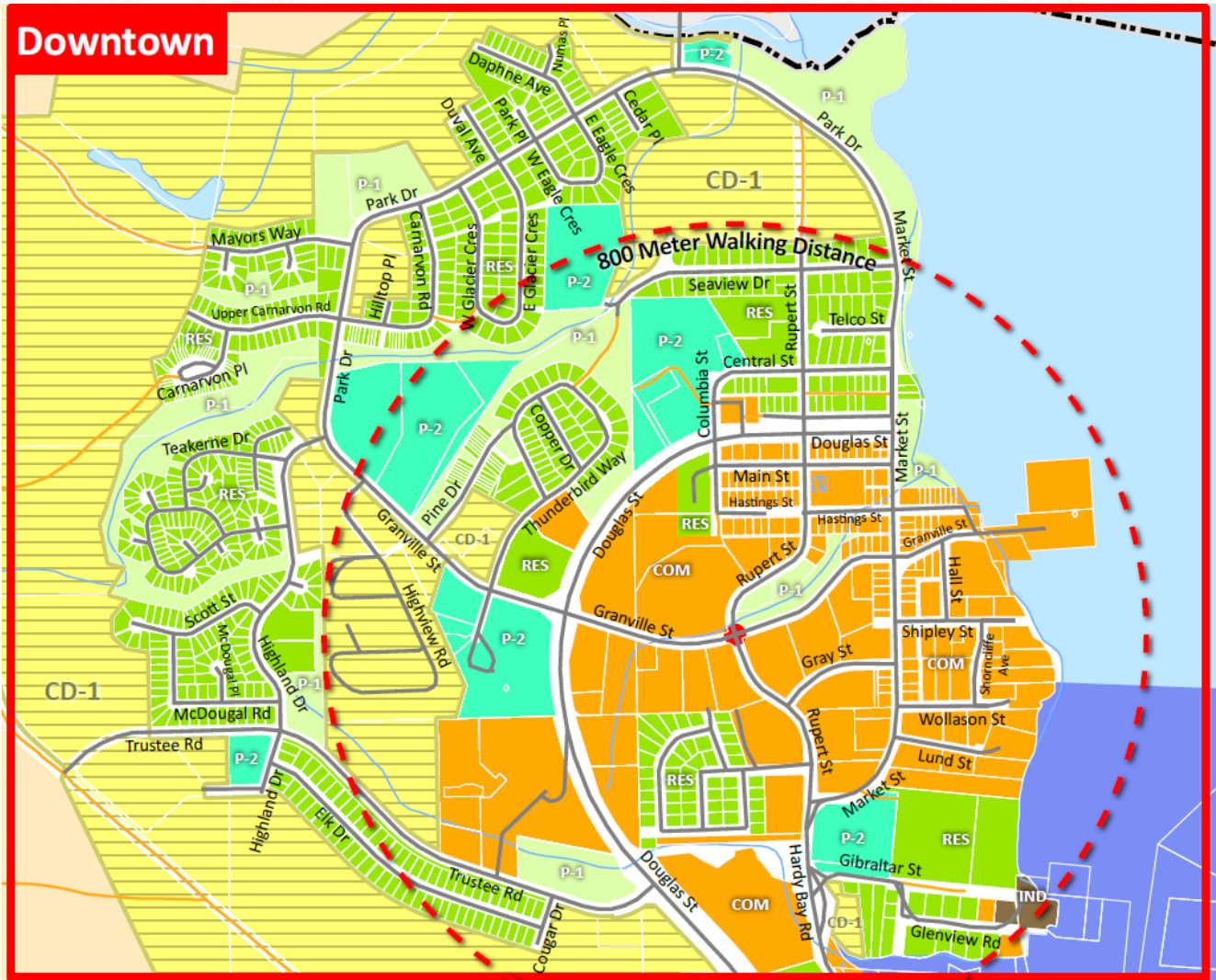
- Yes
- No
- I don't know

4. Do you think that the Commercial Zone (pictured below in Orange) is an appropriate location for Cannabis (Marijuana) Dispensaries?

Yes

No

Comments



5. What potential impacts of Cannabis (Marijuana) Dispensaries are of the greatest concern to you?

- Odour
- Nuisance
- Negative impact on surrounding business
- Security
- I have no concerns
- Other (please specify)

6. Do you think that it is appropriate to limit the amount of Cannabis (Marijuana) Dispensaries to 2 in Port Hardy?

- Yes
- No
- Comments

7. Do you think that Cannabis (Marijuana) Dispensaries should be at least 200 metres apart in distance from one another?

- Yes
- No
- Comments

8. Do you think that Cannabis (Marijuana) Dispensaries should be located at least 150 metres from schools and licensed day cares?

- Yes
- No
- Comments

9. Do you think that Cannabis (Marijuana) Dispensaries should be located more than 150 metres from schools and licensed day cares?

Yes

No

Comments

10. Do you think that Cannabis (Marijuana) Dispensaries should be located at least 100 metres from children's parks (playgrounds) and libraries?

Yes

No

Comments

11. Do you think that Cannabis (Marijuana) Dispensaries should be located more than 100 metres from children's parks (playgrounds) and libraries?

Yes

No

Comments

12. Do you think that Cannabis (Marijuana) Dispensaries and related accessory uses (such as the sale of paraphernalia) should be the only use permitted at a dispensary?

le: Unable to combine commercial uses such as a general store and dispensary.

Yes

No

Comments

**13. If you are in favour of a Cannabis (Marijuana) Dispensary, is the preferred method for approval of a permit through a Council resolution like a development permit?
*The procedure for a Development Permit will require Council to review applications at a public Council meeting.***

- Yes
- No
- Comments

**14. Do you think that the hours of business should be regulated for Cannabis (Marijuana) Dispensaries?
*le: Hours of Business 8am to 8pm unless approved by application to be open later on certain days.***

- Yes
- No
- Comments

15. Are you in favour of Cannabis (Marijuana) Dispensaries allowing consumption on the premises providing that the legalization will allow for this as a permitted use?

- Yes
- No
- Comments

16. Do you think that the business license applications for Cannabis (Marijuana) Dispensaries should be vetted through Council for approval?

- Yes
- No
- Comments

17. Do you have any other feedback?

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
009907	04/10/2017	00735	A.C.E. COURIER SERVICES	1,006.18	
009908	04/10/2017	02514	Alsco	119.47	
009909	04/10/2017	00829	ANA'S HARDY CLEAN	2,540.24	
009910	04/10/2017	00046	ANDREW SHERET LTD	669.54	
009911	04/10/2017	01836	ARIES SECURITY LTD.	4,238.64	
009912	04/10/2017	02551	Associated Fire Safety E	5,480.23	
009913	04/10/2017	00047	B.C. HYDRO (Minister of	47,409.63	
009914	04/10/2017	01615	BOOD, HANK	1,416.96	
009915	04/10/2017	02135	BORG, BRENT	35.00	
009916	04/10/2017	01805	BUSY B'S DISTRIBUTING	19.28	
009917	04/10/2017	01965	CMJ EQUIPMENT LTD.	1,338.75	
009918	04/10/2017	02652	Cole-Parmer Canada Compa	172.49	
009919	04/10/2017	02822	Corix Water Products LP	588.00	
009920	04/10/2017	03455	DAWSON, SARAH	110.00	
009921	04/10/2017	00218	DB PERKS AND ASSOCIATES	52.16	
009922	04/10/2017	01901	DENNISON, MELINDA	35.00	
009923	04/10/2017	01476	DOR-TEC SECURITY LTD.	414.92	
009924	04/10/2017	02140	DOUG LLOYD CONTRACTING	25.73	
009925	04/10/2017	00098	DUNCAN ELECTRIC MOTOR LT	9,329.16	
009926	04/10/2017	03385	Frontier Power Products	80,870.27	
009927	04/10/2017	00058	GUILLEVIN INTERNATIONAL	698.21	
009928	04/10/2017	00052	HARDY BUILDERS' SUPPLY	100.36	
009929	04/10/2017	03440	IZCO Technology Solution	2,425.53	
009930	04/10/2017	00273	JM'S MOBILE WELDING INC	39.20	
009931	04/10/2017	00065	K & K ELECTRIC LTD.	549.89	
009932	04/10/2017	00271	LIFESAVING SOCIETY	55.29	
009933	04/10/2017	00069	MACANDALE'S	138.77	
009934	04/10/2017	02007	MARSHALL WELDING & FABRI	90.72	
009935	04/10/2017	03059	Maxxam Analytics	792.75	
009936	04/10/2017	01777	MCCARRICK, ALLISON	35.00	
009937	04/10/2017	02765	Mediquest Technologies I	144.20	
009938	04/10/2017	00328	MERCER, SEAN	35.00	
009939	04/10/2017	00588	Minister of Finance	473.55	
009940	04/10/2017	03463	MOUNT WADDINGTON HIGHLAN	250.00	
009941	04/10/2017	00505	PARR'S CONSTRUCTION LTD	2,029.24	
009942	04/10/2017	02051	PORT MCNEILL ENTERPRISES	1,039.50	
009943	04/10/2017	00769	Praxair Distribution	917.89	
009944	04/10/2017	00080	PUROLATOR INC.	903.25	
009945	04/10/2017	03266	RALEIGH Fire Safety Ltd	1,331.39	
009946	04/10/2017	00107	RECEIVER GENERAL FOR CAN	21,973.86	
009947	04/10/2017	00187	REGIONAL DISTRICT OF MT	5,198.01	
009948	04/10/2017	00187	REGIONAL DISTRICT OF MT	11,324.30	
009949	04/10/2017	01990	ROAD RANGER FREIGHT/0702	20.33	
009950	04/10/2017	03034	Robertson, Fred	1,320.16	
009951	04/10/2017	02935	Roper Greyell LLP	248.08	
009952	04/10/2017	00253	Shaw Cable	269.48	
009953	04/10/2017	03313	Tex Electric Ltd.	1,730.77	
009954	04/10/2017	00011	Tidbury, John	138.16	
009955	04/10/2017	02316	Tides and Tales Sport Fi	897.75	
009956	04/10/2017	02535	Time Business Machines L	151.20	
009957	04/10/2017	02272	WAJAX EQUIPMENT	75.89	
009958	12/10/2017	00044	ACKLANDS - GRAINGER INC.	176.15	
009959	12/10/2017	02514	Alsco	104.66	
009960	12/10/2017	00046	ANDREW SHERET LTD	69.90	
009961	12/10/2017	02355	Campbell River Garden Ce	1,235.15	
009962	12/10/2017	02468	Canwest Propane	78.59	
009963	12/10/2017	00281	PARKLAND REFINING (B.C.)	721.51	
009964	12/10/2017	02762	Cleartech Industries Inc	226.69	
009965	12/10/2017	03464	COOK, SHEILA	200.00	
009966	12/10/2017	02954	D.K.I. Services Ltd.	20,638.28	
009967	12/10/2017	01901	DENNISON, MELINDA	156.79	
009968	12/10/2017	00099	FOX'S DISPOSAL SERVICES	13,291.04	
009969	12/10/2017	03385	Frontier Power Products	6,382.88	
009970	12/10/2017	03032	Green Approach Turf & La	624.48	
009971	12/10/2017	00052	HARDY BUILDERS' SUPPLY	16,165.06	
009972	12/10/2017	02539	Hemphill, Norma	235.33	
009973	12/10/2017	00063	HOME HARDWARE BUILDING C	188.22	
009974	12/10/2017	01875	ISLAND ADVANTAGE DISTRIB	314.09	
009975	12/10/2017	00273	JM'S MOBILE WELDING INC	118.72	
009976	12/10/2017	00065	K & K ELECTRIC LTD.	1,811.50	
009977	12/10/2017	00271	LIFESAVING SOCIETY	20.00	

AGENDA

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
009978	12/10/2017	02445	LogoWest Promotional Pro	168.00	
009979	12/10/2017	03456	MARC'S MAINTENANCE	1,386.00	
009980	12/10/2017	02489	Marcotte, Rick	622.11	
009981	12/10/2017	01777	MCCARRICK, ALLISON	260.15	
009982	12/10/2017	02150	MCMILLAN, CRYSTAL	262.00	
009983	12/10/2017	01645	NORTH ISLAND COMMUNICATI	288.33	
009984	12/10/2017	03462	NORTH ISLAND EMERGENCY P	60.00	
009985	12/10/2017	00075	O.K. TIRE STORE (PORT HA	4,404.36	
009986	12/10/2017	02749	Orach Enterprises Ltd.	4,974.45	
009987	12/10/2017	00264	PORT HARDY HERITAGE SOCI	113.17	
009988	12/10/2017	00080	PUROLATOR INC.	233.08	
009989	12/10/2017	03266	RALEIGH Fire Safety Ltd	273.81	
009990	12/10/2017	01990	ROAD RANGER FREIGHT/0702	31.07	
009991	12/10/2017	03343	Scott, Daniel	200.00	
009992	12/10/2017	00843	SHARE CANADA	84.00	
009993	12/10/2017	02203	Stantec Consulting Ltd.	71,436.72	
009994	12/10/2017	03468	Strasser, Brad	588.35	
009995	12/10/2017	00113	STRYKER ELECTRONICS LTD.	1,578.20	
009996	12/10/2017	02246	Tam, Jeffery	200.00	
009997	12/10/2017	02535	Time Business Machines L	4,032.00	
009998	12/10/2017	00485	TRAN SIGN (1999) LTD.	279.31	
009999	12/10/2017	03465	VALLEY TRAFFIC SYSTEMS	6,832.00	
010000	12/10/2017	01026	VIMAR EQUIPMENT LTD.	3,419.19	
010001	12/10/2017	00164	Xerox Canada Ltd.	499.20	
010002	19/10/2017	00046	ANDREW SHERET LTD	321.53	
010003	19/10/2017	01836	ARIES SECURITY LTD.	11,812.50	
010004	19/10/2017	00073	BLACK PRESS GROUP LTD.	1,900.46	
010005	19/10/2017	03473	Cadwell, Gordon	450.58	
010006	19/10/2017	03221	CAMCOR DIVING SERVICES	3,491.25	
010007	19/10/2017	02468	Canwest Propane	3,531.38	
010008	19/10/2017	03033	Corbett-Labatt, Pat	205.30	
010009	19/10/2017	02730	CUPE Local 401	660.88	
010010	19/10/2017	02831	Exova Canada Inc.	754.22	
010011	19/10/2017	00052	HARDY BUILDERS' SUPPLY	593.63	
010012	19/10/2017	00063	HOME HARDWARE BUILDING C	40.29	
010013	19/10/2017	00194	INT'L UNION OPERATING EN	1,115.80	
010014	19/10/2017	00273	JM'S MOBILE WELDING INC	312.90	
010015	19/10/2017	00065	K & K ELECTRIC LTD.	3,500.15	
010016	19/10/2017	03109	Lafrentz Road Marking	11,548.95	
010017	19/10/2017	02007	MARSHALL WELDING & FABRI	33.60	
010018	19/10/2017	03218	Mearls Machine Works Ltd	291.22	
010019	19/10/2017	01419	MURDY & MCALLISTER	372.11	
010020	19/10/2017	00033	NAPA AUTO PARTS/N.I. IND	32.45	
010021	19/10/2017	00217	ORKIN CANADA CORPORATION	1,185.03	
010022	19/10/2017	02071	PACIFICUS BIOLOGICAL SER	879.38	
010023	19/10/2017	00281	PARKLAND REFINING (B.C.)	4,248.01	
010024	19/10/2017	02051	PORT MCNEILL ENTERPRISES	1,549.80	
010025	19/10/2017	02564	RadioWorks Communication	672.00	
010026	19/10/2017	00107	RECEIVER GENERAL FOR CAN	19,345.72	
010027	19/10/2017	02548	RECEIVER GENERAL FOR CAN	105.00	
010028	19/10/2017	03174	Schantz, Robert	384.65	
010029	19/10/2017	00113	STRYKER ELECTRONICS LTD.	6,120.07	
010030	19/10/2017	03297	The Sociable Scientists	997.50	
010031	19/10/2017	00573	VAN ISLE WATER	93.00	
010032	25/10/2017	00735	A.C.E. COURIER SERVICES	317.21	
010033	25/10/2017	02514	AlSCO	209.32	
010034	25/10/2017	03477	ARMSTRONG, CHRIS	200.00	
010035	25/10/2017	02054	BARR PLASTICS INC.	396.20	
010036	25/10/2017	03392	Best Shredding	620.17	
010037	25/10/2017	02013	BRAUN, WERNER	115.49	
010038	25/10/2017	01805	BUSY B'S DISTRIBUTING	498.94	
010039	25/10/2017	02520	Certified Ensemble Servi	935.03	
010040	25/10/2017	02762	Claretech Industries Inc	2,686.20	
010041	25/10/2017	01476	DOR-TEC SECURITY LTD.	498.59	
010042	25/10/2017	02141	FOENIX FOREST TECHNOLOGY	409.50	
010043	25/10/2017	00058	GUILLEVIN INTERNATIONAL	168.00	
010044	25/10/2017	00063	HOME HARDWARE BUILDING C	34.95	
010045	25/10/2017	01324	ICOMPASS TECHNOLOGIES IN	553.35	
010046	25/10/2017	01875	ISLAND ADVANTAGE DISTRIB	205.75	
010047	25/10/2017	00273	JM'S MOBILE WELDING INC	6,420.96	
010048	25/10/2017	00065	K & K ELECTRIC LTD.	524.49	

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
010049	25/10/2017	03479	KAHN, MELISSA	48.85	
010050	25/10/2017	00428	LAND TITLE AND SURVEY AU	12.88	
010051	25/10/2017	00271	LIFESAVING SOCIETY	37.40	
010052	25/10/2017	00069	MACANDALE'S	45.92	
010053	25/10/2017	02002	Neopost	624.41	
010054	25/10/2017	00217	ORKIN CANADA CORPORATION	76.65	
010055	25/10/2017	02071	PACIFICUS BIOLOGICAL SER	13,246.96	
010056	25/10/2017	00505	PARR'S CONSTRUCTION LTD	12,230.20	
010057	25/10/2017	01990	ROAD RANGER FREIGHT/0702	43.89	
010058	25/10/2017	03174	Schantz, Robert	250.00	
010059	25/10/2017	02424	Team Aquatic Supplies Lt	117.50	
010060	25/10/2017	00160	TELUS	4,956.27	
010061	25/10/2017	00161	TELUS MOBILITY (BC)	785.82	
010062	25/10/2017	00011	Tidbury, John	197.78	
010063	25/10/2017	03144	Tolmie, Brad	260.15	
010064	25/10/2017	02375	Walsh, Kerry	726.15	Yes
010065	25/10/2017	02837	Waterhouse Environmental	6,115.20	
Total:				506,647.31	

*** End of Report ***





DISTRICT OF PORT HARDY

STAFF REPORT



DATE: Nov 10, 2017
TO: Mayor and Councillors
FROM: Adrian Maas, Director of Finance
RE: Municipal Regional District Tax

AGENDA

PURPOSE

To seek approval of the 2018 MRDT Budget.

ANALYSIS

Over the course of the summer the Tourism Advisory Committee met several times to discuss the MRDT (Hotel Tax) and tactical plan for 2018 which is required to be submitted to Destination BC no later than November 30 of this year.

Stakeholders were copied on the minutes of these meetings which are open and an informational session for Stakeholders was held on November 8th.

The attached two documents represent the narrative and financial results of those efforts.

FINANCIAL IMPLICATIONS

2018 represents the full first year of a 3% levy at the hotels for Port Hardy and it is anticipated that the annual income from this dedicated to Port Hardy's distinct efforts will rise from about \$14,500 in 2016 to in excess of \$43,000 in 2018. The portion directed to VINT via the Regional District will remain relatively the same and the tactic is to continue support of that organization as in the past.

STAFF RECOMMENDATION

"THAT Council approve the 2018 Tactical plan and annual budget for MRDT."

Respectfully submitted,

I agree with the recommendation.

Signed

Adrian Maas
Director of Finance

Signed

For Allison McCarrick
Chief Administrative Officer

2018 Draft MRDT Tactical Plan Budget			
<i>as of November 7, 2017</i>	MRDT CONTRIBUTION	STAKEHOLDER CONTRIBUTIONS	PROJECT TOTALS
	\$	\$	\$
Administration & Wages			
Annual MRDT Reporting Requirements & Tactical Plan Development	3,000	-	3,000
Sub Total	3,000	-	3,000
Online Promotions & Engagement			
Annual domain name registration - Go Daddy	150	-	150
Annual hosting - EasyWEB Soho	200	-	200
Google Adwords	1,000	-	1,000
Facebook Boosted Ads	500	-	500
TVI findyourelement.ca	550	-	550
Ahoy BC (includes print brochure)	350	200	550
Website Project Management (<i>New content development and maintenance</i>)	4,250	-	4,250
Website Project Management (<i>Create and implement stakeholder advertising program</i>)	750	-	750
Social Media Project Management (<i>Delivery and content of social media platforms</i>)	4,000	-	4,000
Sub Total	11,750	200	11,950
Advertising (Print & Others)			
VIN Recreation Map (every 2 years)	-	-	-
VIN/TVI Touring Exploring Guidebook	1,000	-	1,000
VINT Explorer Guide (50% Chamber/VIC)	1,500	1,550	3,050
NIG Off the Beaten Path (50% Chamber/VIC)	200	200	400
Pacific Yachting	634	-	634
Soar (Pacific Coastal Magazine)	1,200	-	1,200
WestJet Magazine	1,064	-	1,064
BC Fishing Co-op Program (50% District of Port Hardy)	2,500	2,500	5,000
BC Transit Victoria	5,100	-	5,100
Advertising Project Management (<i>Design, content development, execution</i>)	2,500	-	2,500
Sub Total	15,698	4,250	19,948
Stakeholder Consultation Research & Education			
Resident survey & analytics	100	-	100
Visitor experience survey & analytics (Port Hardy 2018 Results)	1,000	-	1,000
Stakeholder survey & analytics	250	-	250
Stakeholder communications/engagement sessions	350	-	350
Project Management for Stakeholder Consultations	1,250	-	1,250
Sub Total	2,950	-	2,950
Promotional Products			
Photography Bank	500	-	500
Postcards	400	-	400
Port Hardy Destination Marketing Guide	3,000	-	3,000
Video editing and enhancement	1,000	-	1,000
2018 Display Materials/ Sample itinerary development	500	-	500
Project Management Promotional Products	1,250	-	1,250
Sub Total	6,650	-	6,650
Awareness Raising, Communications & Outreach			
Fam tours & outreach - on the road and on site	1,500	-	1,500
Roving Visitor Services/Airport Greeters/Selected Accommodation Providers/Events	1,500	-	1,500
Project Management (100% provided by VIC)	-	1,500	1,500
Sub Total	3,000	1,500	4,500
Total Budget	43,048	5,950	48,998

MRDT One Year Tactical Plan – 2018

Major Category: Marketing

Activity: Port Hardy Tourism Project

2018 One Year Tactical Plan

Execution of an annual marketing plan, based on the 5-year Strategic Plan, focused on tourism in Port Hardy through the tactics detailed here:

TACTIC: ONLINE PROMOTIONS AND ENGAGEMENT

Statistics indicate that more than half of travelers use destination-specific websites to plan their trip. These visitors also go to travel review sites, HelloBC.com, travel booking websites and applications. Our goal is to develop and promote visitporthardy.com website as the 'go to' site for planning a trip. We have made significant progress in 2017 with brand, tone, and refined messaging designed to complement and align with leaders in the industry including DBC, TVI, and VINT. In 2018 we will develop advertising space and specs and enhanced listings for our stakeholders. We will continue developing our social media platforms, advertisement on TVI, as well as content provisions for travel review and promotional sites.

Objectives

- To increase the social media presence and effectiveness
- To encourage use of visitporthardy.com as a planning tool
- To increase the quality of online resources (DBC branding alignment)
- Maximize revenue potential and future sustainability of the website

Action steps

- Manage and maintain website through ongoing content development and refinement
- Create ad space and specs along with enhanced online listings for stakeholder advertising
- Social Media engagement through a variety of platforms including Facebook, Instagram, Twitter
- Monitor third party websites to ensure accurate online representation of tourism-based experiences
- Further develop digital resources for marketing campaigns (photo bank)
- For 2018 develop travel blog and invite stakeholders and travelers to participate
- Work cooperatively with tourism industry leaders (DBC) to ensure branding alignment
- Maintain an active presence on social media platforms promoting community highlights, upcoming events, local points of interests and tourism-based experiences
- Utilize DBC social media training and network program
- Run 12 sponsored advertisement campaigns Facebook and Instagram (One per month)
- Promote resident engagement and support for social media platforms
- Coordinate partnership opportunities as opportunities arise

Output and Outcome Measures

Outputs:

- the number of third party websites monitored for content quality and accuracy
- ad space developed and on sale
- increased level of engagement with target audience online, increased activity and presence on website and all social media platforms, total number of sponsored posts on social media platforms
- participation in DBC social media network program
- photobank and other digital resources for marketing campaigns
- Website analysis – tracking

Outcomes:

- the number of third party websites distributing accurate information promoting tourism-based opportunities available in Port Hardy
- total number of likes, shares, referrals and direct visits of social media, comparative to initial counts at beginning of online campaign
- increased stakeholder investment

Evaluation Mechanism

Success of online marketing initiatives will be determined through analysis of each component. Additional feedback will be collected from stakeholders to determine the overall satisfaction with online marketing initiatives. Local visitor statistics, MRDT revenues, and a visitor experience survey will provide assessments of the success of the overall marketing campaign.

TACTIC: ADVERTISING (PRINT AND OTHERS)

Advertising will continue to focus on print publications known as consumer resources and well utilized by visitors while planning and enjoying their trip. We have made our choices based in part on collaborative advertising opportunities through TVA and VINT which increases Port Hardy's reach and effectiveness and ensures branding and alignment with the same. These publications reach the target markets addressed in the strategic plan. In our 2016 Port Hardy Visitor Profile, 26% of visitors used these regional tourism guides or pamphlets to plan their trip. An enhanced presence in these prominent print publications reaches identified target travel markets for Port Hardy. In 2018 we are being consistent with our advertising schedule by using the same core publications, while at the same time expanding to a wider audience via Pacific Coastal Airline's Soar Magazine & WestJet.

New in 2018 is a transit advertising campaign with BC Transit in the Capital Regional District (Victoria.) Our visitor demographic indicates that our potential visitors exist in great numbers in the area. We are aiming for the new print ads to be in place at the same time as the transit and TV ads for a greater impact. During March 2018, potential visitors will see us on busses and in the two airline publications simultaneously. The other publications will follow a similar timeframe to 2017 with most utilized year-round.

We will also continue our relationship with Fishing BC to secure another video and coverage of a selected charter fishing company in Port Hardy. This will build on the program started in 2017 and continue to raise awareness of the many fishing opportunities in the area.

Objectives

- Increase overall awareness of Port Hardy as a destination
- To sustain the print advertising program begun in 2018
- To branch out to new markets in 2018
- To collaborate where possible to add value to our advertising investment

Action Steps

Create and submit engaging ad content for relevant tourism related print publications

- Tourism Vancouver Island Touring & Exploring Guide
- Vancouver Island North Explorer Guide
- SOAR Pacific Coastal Airlines Magazine
- North Island Gazette Off the Beaten Path
- Pacific Yachting
- WestJet Magazine

Create and submit engaging ad content for

- BC Transit

Work with BC Fishing Tourism Sector on creation of video, including 'B'roll and photography (in partnership with the District of Port Hardy.)

Output and Outcome Measures

Output:

- Continued presence in VINT, TVI publications utilizing their strong distribution networks
- Ads designed to promote Port Hardy's natural assets & aligned with DBC branding and look
- Visibility in visitor centers across Vancouver Island and on the lower mainland, BCAA locations, tourism operators and associations and RV rental outlets
- Ads seen onboard BC Ferries major routes, Vancouver Airport – International, Domestic and South terminals
- Video 2 from BC Fishing, plus 'B' roll and photography for online bank.

Outcomes:

- Increased annual visitor yield
- Increased participation in local tourism-based experiences
- Increased activity bookings through the local VC
- Increased stakeholder participation
- Increased stakeholder awareness of marketing projects

Evaluation Mechanism

Annual visitor experience surveys, conducted in partnership with Vancouver Island North Tourism, assess visitor reliance on print publications and, in 2018, we will add the awareness raised through bus and TV campaigns. Engagement sessions will be held with local stakeholders to measure project success and stakeholder satisfaction. Local visitor statistics, MRDT revenues along with the visitor experience survey will all inform the effectiveness of the advertising campaign.

TACTIC: CONSULTATION, RESEARCH & EDUCATION

Visitor and resident surveys, stakeholder satisfaction surveys along with consultation and engagement sessions provide performance measures of the tactical plan, and critical input on the effectiveness of the marketing strategy. The outcomes and feedback from the visitor resident, and stakeholder surveys will provide context to identifying target markets, evaluate project effectiveness, and will provide direction for focus of future marketing initiatives. Outreach and education packages will provide additional information and resources to tourism operators. Surveys and engagement sessions provide stakeholders the opportunity to make recommendations and suggestions about the direction of the overall marketing campaign.

Objectives

Increase resident knowledge of the value and the role of the tourism industry within Port Hardy

Increase tourism provider knowledge on key issues related to the marketing strategy

Engage with stakeholders through satisfaction surveys, newsletters and consultation sessions

Maintain up to date knowledge about our target market

Action steps

- Conduct resident survey & stakeholder satisfaction survey
- Coordinate stakeholder engagement, communications and bi-annual consultation sessions
- Provide education opportunities to tourism providers and others on relevant topics
- Coordinate with VINT on visitor experience surveys
- Provide direction and recommendations for Port Hardy relevant survey content
- Participate in stakeholder consultation and engagement sessions

Output and Outcome Measures

Output:

- Collection and analysis of resident, visitor, and stakeholder surveys
- Preparation and delivery of regular communications (quarterly newsletters) to stakeholder
- Delivery of bi-annual stakeholder consultation sessions
- Delivery of relevant topic educational opportunities

Outcomes:

- Increased resident understanding of the value of tourism as it relates to the economy
- Increased engagement with tourism stakeholders
- Increased stakeholder knowledge of tourism business

Evaluation Mechanism

The mechanism is contained in the tactic, this being about surveys and analysis of the same

TACTIC: PROMOTIONAL PRODUCTS

Community-specific marketing materials promote and highlight the attributes and attractions unique to Port Hardy. The marketing materials align with the strategic goal of promoting Port Hardy as a destination.

Objectives

To develop a suite of marketing collateral aligned with Port Hardy branding and Destination BC imagery
To ensure that Port Hardy's landscape, wilderness experiences, wildlife, and other attractions are showcased through a variety of materials.

Action steps

- Continue to build and update the professional photo image bank created during 2017
- Create a Port Hardy destination guide
- Develop sample multi-day itineraries for future and current visitors and tourism stakeholders
- Produce Port Hardy postcards for free distribution in appropriate venues
- Design and build a Port Hardy travelling display for various awareness raising activities
- Edit existing Port Hardy videos to be used for awareness raising and other activities

Output and Outcome Measures

Output:

- Supplies of local marketing materials that can be used for a variety of purposes
- Port Hardy destination guide for promoting to current and future visitors
- Effective, enticing imagery for use through a DBC branded and approved photo bank
- Video and display available for educational road shows and awareness raising

Outcomes:

- Full utilization of Port Hardy branded marketing materials
- Delivery mechanism for awareness raising activities & Fam tours
- Tools for educational sessions with tourism providers (for example BC Ferries)

Evaluation Mechanism

Collaboration with DBC to identify techniques ensure that effective imagery is developed. Local visitor statistics, MRDT revenues, and a visitor experience survey will help will provide assessments of the success of the overall marketing campaign.

TACTIC: AWARENESS RAISING, COMMUNICATIONS & OUTREACH

Ensuring that potential visitors are aware of what Port Hardy has to offer is key to the strategic plan. We want to engage these people primarily while they are planning their trip but also when they arrive in Port Hardy. This is where the promotional products and sample itineraries described previously will be put to good use.

Objectives

To increase the number of nights stayed in Port Hardy

To increase visitor spending on tourism products, accommodations and retail

To ensure visitors have the information they need to plan a multi-day stay

Educate frontline sales teams about Port Hardy (for example BC Ferries Call Center)

Action steps

- Invite tourism industry stakeholders to Port Hardy for Fam tour
- Engage with media – develop stories that interest them
- Develop a ‘Road Show’ and opportunities for Port Hardy to go to them, if they can’t come to us
- Utilize Airport Greeters (in partnership with the Port Hardy Visitor Centre)
- Dispatch roving travel counsellors (in partnership with the Port Hardy Visitor Centre)

Output and Outcome Measures

Outputs:

- Roving counsellors during peak tourist season
- Airport Greeters for selected flights during peak season
- Presentation to BC Ferries front line sales team
- Stories developed for media
- Road show to selected locations in Central and South Vancouver Island

Outcomes:

- Increased visitor knowledge about Port Hardy
- Increased sales of tourism products, accommodation and other services
- Increased knowledge for sales teams who are selling vacations
- Increased awareness of Port Hardy as a destination

Evaluation Mechanism

Local visitor statistics, MRDT revenues, and a visitor experience survey will help will provide assessments of the success of this tactic

SOURCES OF FUNDING

The funding for this tactical plan will be through the MRDT revenues annually collected from within the District of Port Hardy. Additional funding may become available through buy-ins and partnerships with local stakeholders and businesses.

SERVICE PROVIDER

The Port Hardy Chamber of Commerce & Visitor Centre is the contracted service provider for the 2018 Tactical Plan. Management and staff will carry out the deliverables and requirements to implement the

overall campaign including providing project management.

Stakeholder Contributions

We have confirmed contributions from the District of Port Hardy and the Port Hardy Visitor Centre. We will be working on increased stakeholder contributions (through advertising opportunities) during the course of our 2018 Tactical Plan. We are also collaborating with Black Press & the North Island Gazette on special offers, sponsorship and promotions including Pacific Coastal Airlines magazine and local and regional coverage that will support our tactics as part of our 2018 activities.

-end-



DISTRICT OF PORT HARDY REPORT TO COUNCIL

TO: Mayor and Council
FROM: Heather Nelson-Smith, Director of Corporate Services **AGENDA**
SUBJECT: Remembrance Day Road Closure
DATE: November 7, 2017

PURPOSE:

To ratify the request received in between Council meetings from the Royal Canadian Legion for a road closure on Market Street on Remembrance Day. An email poll was taken and at the time of authoring this report 6 of 7 Councillors responded with support.

REQUEST

From: Alison Flannigan
Sent: November-03-17 9:04 AM
To: hnelson.smith@porthardy.ca
Subject: Remembrance Day Parade and Ceremony

Good morning Heather,

Sorry to be late in contacting you. The Royal Canadian Legion will be holding a Remembrance Day Ceremony at the cenotaph in Carrot Park on Saturday, November 11th.

The parade will be mustering at the Visitors Centre at approximately 10:30 a.m. and marching to the cenotaph. Could the road in front of the Visitors Centre to the pathway entering Carrot Park be blocked off from traffic for approximately half an hour from 10:30 a.m. until 11:00 a.m.? Could you please also contact the RCMP and any other departments that need to know.

Many thanks for all your help.

*Dennis Flannigan
Royal Canadian Legion #237 Port Hardy*

RESOLUTION:

THAT Council permit the road closure on Market Street for the Remembrance Day procession at Carrot Park Saturday November 11, 2017.

Respectfully submitted,

Heather Nelson-Smith, DCS



DISTRICT OF PORT HARDY STAFF REPORT

TO: Allison McCarrick, CAO
FROM: Heather Nelson-Smith, Director of Corporate Services AGENDA
SUBJECT: UBCM Community Emergency Preparedness Fund
DATE: November 7, 2017

BACKGROUND:

The UBCM Funding Programs have added an opportunity for 100% funding up to \$25,000.00 with a deadline of November 17, 2017. The Port Hardy ESS requires funding to support storage, supplies, training, retention and recruitment strategies.

PROPOSAL:

To provide the following under the funding opportunity for the Port Hardy ESS including but not limited to the following:

- Storage (Sea Can behind Civic Centre)	Approx. \$5,500.00
- Add shelving to the Sea Can	\$1,200.00
- Development of a recruitment and retention plan including implementation	\$1,500.00
- Development of an ESS strategy, policy and operational guidelines	\$1,000.00
- Supplies including cots, sleeping bags etc...	\$4,500.00
- Totes, comfort kits and gear bags	\$4,000.00
- Justice Institute Training ESS	\$5,000.00
	\$22,700.00

RESOLUTION:

THAT Council apply to the UBCM Community Emergency Preparedness Fund to purchase storage, supplies, develop operational plans, provide training and recruitment strategies for the Port Hardy Emergency Social Services.

Respectfully submitted,

Heather Nelson-Smith, DCS

I agree with the recommendation,

Allison McCarrick, CAO



Due Nov 17



Community Emergency Preparedness Fund Emergency Social Services

2017 Program & Application Guide

1. Introduction

The [Community Emergency Preparedness Fund](#) (CEPF) is a suite of funding programs intended to enhance the resiliency of local governments and their residents in responding to emergencies. Funding is provided by the Province of BC and is administered by Union of BC Municipalities (UBCM).

The funding streams include:

- Emergency operations centres and training
- Emergency social services
- Evacuation route planning
- Flood risk assessment, flood mapping and flood mitigation plans
- Structural flood mitigation

Background

British Columbians forced from their homes by fire, floods, earthquakes or other emergencies may receive emergency social services for up to 72 hours. Services may include food, lodging, clothing, emotional support, information about the crisis, and family reunification. There may also be special services like first aid, child minding, pet care and transportation.

Under the *Emergency Program Act*, municipalities, First Nations communities and regional districts are responsible for responding to emergencies in their areas, including providing emergency social services.

Emergency Social Services Program

The intent of this funding stream is to support eligible applicants to build local capacity to provide emergency social services through training, volunteer recruitment and retention, and the purchase of equipment. Ongoing operational costs are not eligible.

2. Eligible Applicants

All local authorities (as defined by the *Emergency Program Act*) and Treaty First Nations (as defined by the *Interpretation Act*) in BC are eligible to apply.

Eligible applicants can submit one application per funding stream per intake.

3. Eligible Projects

In order to qualify for funding, applications must demonstrate the extent to which proposed projects will build local capacity to provide emergency social services.

In addition, to qualify for funding, projects must be:

- A new project (retroactive funding is not available)
- Capable of completion by the applicant within one year from the date of grant approval

4. Eligible & Ineligible Costs & Activities

The intent of the program is to increase the capacity of eligible applicants to deliver emergency social services in their community. It is not intended to increase the capacity of third party organizations to deliver emergency social services on behalf of the local authority.

Eligible Activities & Expenditures

Eligible costs are direct costs that are approved by the CEPF Evaluation Committee, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted.

Eligible activities must be cost-effective and may include:

- Training and exercises to increase capacity for the provision of emergency social services
- Volunteer recruitment and retention activities directly related to the provision of emergency social services
- Purchase of supplies and equipment (i.e. reception centre kits, group lodging kits and storage containers for supplies and equipment)

The following expenditures are also eligible provided they relate directly to the eligible activities identified above:

- Consultant costs
- Applicant staff and administration costs
- Public information costs

Ineligible Activities & Expenditures

Any activity that is not outlined above or is not directly connected to activities approved in the application by the CEPF Evaluation Committee is not eligible for grant funding. This includes:

- Routine or ongoing operating costs
- Delivery of emergency social services
- Activities intended to increase the capacity of third party organizations to deliver emergency social services on behalf of the local authority

5. Grant Maximum

The Emergency Social Services program can contribute a maximum of 100% of the cost of eligible activities to a maximum of \$25,000.00.

In order to ensure transparency and accountability in the expenditure of public funds, all other grant contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the grant.

6. Application Requirements & Process

Application Deadlines

Funding permitting, two application intakes are planned for the Emergency Social Services program.

The first application deadline will be **November 17, 2017**. The second application deadline will be confirmed at a later date.

Applicants will be advised of the status of their application within 60 days of the application deadline.

Required Application Contents

- **Completed Application Form**
- **Local government Council or Board resolution**, or First Nation Band Council resolution, indicating support for the current proposed activities and willingness to provide overall grant management

Submission of Applications

Applications should be submitted as Word or PDF files. If you choose to submit your application by e-mail, hard copies do not need to follow.

All applications (from local authorities and Treaty First Nations) should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: cepf@ubcm.ca

Mail: 525 Government Street, Victoria, BC, V8V 0A8

Review of Applications

UBCM will perform a preliminary review of applications to ensure the required application elements (identified above) have been submitted and to ensure that basic eligibility criteria have been met. Only complete application packages will be reviewed.

Following this, the Evaluation Committee will assess and score all eligible applications based on the funding priorities. Higher application review scores will be given to applications that:

- Clearly demonstrate how the capacity of the eligible applicant to deliver emergency social services in their community will be increased
- Consider mass care scenarios
- Support recommendations or requirements identified in the local Emergency Plan
- Demonstrate transferability to other local governments and Treaty First Nations in BC
- Include in-kind or cash contributions to the project from the eligible applicant, community partners or other grant funding
- Are cost-effective

The Evaluation Committee will also consider the location of each application in order to ensure a balanced representation of projects across the province.

All application materials will be shared with the Province of BC.

7. Grant Management & Applicant Responsibilities

Please note that grants are awarded to eligible applicants only and, as such, the applicant is responsible for completion of the project as approved and for meeting reporting requirements.

Applicants are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

Notice of Funding Decision & Payment

All applicants will receive written notice of funding decisions, which will include the terms and conditions of any grant that is awarded.

Grants under the Emergency Social Services program are paid at the completion of the project and only when the final report requirements have been met.

Changes to Approved Projects

Approved grants are specific to the project as identified in the application, and grant funds are not transferable to other projects. Approval from the CEPF Evaluation Committee will be required for any significant variation from the approved project.

To propose changes to an approved project, approved applicants are required to submit:

- Revised application package, including an updated Council, Board or Band Council resolution
- Written rationale for proposed changes to activities and/or expenditures

The revised application package will be reviewed by the CEPF Evaluation Committee at the next scheduled meeting.

Extensions to Project End Date

All approved activities are required to be completed within one year of approval and all extensions beyond this date must be requested in writing and be approved by UBCM.

8. Final Report Requirements & Process

All funded activities are required to take place within one year of notification of funding approval and the final report will be due within 30 days of project completion.

Applicants are required to submit an electronic copy of the complete final report, including the following:

- Completed Final Report Form
- Copies of any training or capacity building materials that were produced with grant funding
- *Optional:* photos and/or media directly related to the funded project

Submission of Final Reports

All final reports (from local authorities and Treaty First Nations) should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: cepf@ubcm.ca

Mail: 525 Government Street, Victoria, BC, V8V 0A8

All final report materials will be shared with the Province of BC.
--



DISTRICT OF PORT HARDY REPORT TO COUNCIL

TO: Mayor and Council
FROM: Heather Nelson-Smith, Director of Corporate Services
SUBJECT: Finance Committee Recommendations
DATE: November 10, 2017

AGENDA

The Finance committee, held Thursday November 9, 2017 brought forth the following recommendations:

Water Reservoir and Water Main Upgrade

THAT Council award Watermain Replacement, Fort Rupert Reservoir and Water Treatment Reservoir Site Development Project (Contract 1) to Island West Coast Excavation Ltd. for the tender amount of \$3,624,078.13 plus GST.

AND THAT Council award New Fort Rupert Reservoir and Replacement of Water Treatment Reservoir Project (Contract 2) to H2FLOW Tanks & Systems Inc. for the tender amount of \$1,236,539.00 plus GST.

AND THAT Council authorizes staff to carry a \$300,000 Contingency fund equal to 6% of the total Project budget to cover additional cost of Hydro and Telus connection to Fort Rupert site, system programming, quality assurance, archeological services, and unforeseen additional works and engineering services.

Investment Accounts Process

THAT Council authorize staff to enter into an account agreement with CIBC Wood Gundy as per the Director of Finance report October 19, 2017.

AND THAT Council amend policy 2.22 Investment Policy section 2.1(v) to include Investment Accounts.

Respectfully submitted,

Heather Nelson-Smith, DCS



**DISTRICT OF PORT HARDY
BYLAW 1071-2017
REVENUE ANTICIPATION BORROWING BYLAW**

A Bylaw to provide for the borrowing of money in anticipation of revenue for the year 2018

WHEREAS the District of Port Hardy may not have sufficient money on hand to meet the current lawful expenditures of the Municipality:

AND WHEREAS it is provided by Section 177 of the *Community Charter* that Council may, by bylaw, without the assent of the electors or the approval of the Inspector of Municipalities, borrow, provide for the borrowing of such sums of money as may be necessary to meet the current lawful expenditures of the Municipality provided that the total of the outstanding liabilities does not exceed the sum of:

- a) The whole amount remaining unpaid of the taxes for all purposes levied during the current year, provided that prior to the adoption of the annual property tax bylaw in any year the amount of taxes during the current year for this purpose shall be deemed to be seventy-five per cent of the taxes levied for all purposes in the immediately preceding year; and
- b) the whole amount of any sums of money remaining due from other governments,

AND WHEREAS the total amount of liability that Council may incur is Three Million Three Hundred Eighty Seven Thousand Dollars (\$3,387,000) being 75% of the whole amount of the taxes levied for all purposes in 2017.

AND WHEREAS there are no liabilities outstanding under Section 177;

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

1. This bylaw may be cited for all purposes as "Bylaw1071-2017 Revenue Anticipation Borrowing Bylaw for 2018".
2. The Council shall be and is hereby empowered and authorized to borrow upon the credit of the municipality, from the Municipal Finance Authority of British Columbia, an amount or amounts not exceeding the sum of Three Million Three Hundred Eighty Seven Thousand Dollars (\$3,387,000).
3. The form of obligation to be given as acknowledgment of the liability shall be a promissory note or notes bearing the corporate seal and signed by one of the Mayor or Council and one of the Director of Financial Services or the Chief Administrative Officer.
4. All unpaid taxes and the taxes of the current year when levied or so much thereof as may be necessary shall, when collected, be used to repay the money so borrowed.
5. Bylaw 1060-2016 – Revenue Anticipation Borrowing Bylaw for 2017 is hereby rescinded.

Read a first time on the 24th day of October, 2017.

Read a second time on the 24th day of October, 2017.

Read a third time on the 24th day of October, 2017.

Adopted by the Municipal Council on the ___TH day of _____ 2017.

DIRECTOR
OF CORPORATE SERVICES

MAYOR

Certified to be a true copy of
District of Port Hardy Bylaw 1071-2017
Revenue Anticipation Borrowing Bylaw for 2018.

Director of Corporate Services