



DISTRICT OF PORT HARDY

AGENDA COUNCIL MEETING 7:00 PM, TUESDAY, NOVEMBER 28, 2017 MUNICIPAL HALL COUNCIL CHAMBERS 7360 COLUMBIA STREET

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

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

**DISTRICT OF PORT HARDY
 AGENDA FOR THE REGULAR COUNCIL MEETING
 7:00 PM TUESDAY, NOVEMBER 28, 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	
1-2	1. Minutes of the Committee of the Whole meeting held November 9, 2017.	
	Motion required.	1. 2.
3	2. Minutes of the Special Council meeting held November 14, 2017.	
	Motion required.	1. 2.
4-5	3. Minutes of the Committee of the Whole meeting held November 14, 2017.	
	Motion required.	1. 2.
6-10	4. Minutes of the Regular Council meeting held November 14, 2017.	
	Motion required.	1. 2.
	D. DELEGATIONS AND REQUESTS TO ADDRESS COUNCIL	
	1. Brent Borg re: Council Appointment as Fire Chief.	
	E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS	
11-12	1. Council Action Items	
	F. CORRESPONDENCE	
13-21	1. Liz Cookson, Executive Coordinator, AVICC (Nov.17/17) re: 2018 AVICC Convention Resolutions and Executive Committee Nominations. For information.	
22	2. Treina Topfer, Secretary Port Hardy Lions (Nov.14/17) re: Request for Permission for Timmy's Road Blocks and use of District barriers.	
	Motion / direction	1. 2.
	G. NEW BUSINESS	
	No New Business in agenda package.	
	H. COUNCIL REPORTS	
	1. Verbal Reports from Council members.	
	I. COMMITTEE REPORTS	
23-24	1. Draft minutes of the First Nations Relations Committee meeting held November 14, 2017. For information.	
25-29	2. Draft minutes of the Parks & Recreation Review Committee meeting held November 15, 2017. For information.	

**DISTRICT OF PORT HARDY
AGENDA FOR THE REGULAR COUNCIL MEETING
7:00 PM TUESDAY, NOVEMBER 28, 2017 - COUNCIL CHAMBERS - MUNICIPAL HALL**

- 30-33** | 3. Draft minutes of the Operational Services Committee meeting held November 16, 2017. For information.
Recommendation:
THAT Council approve placing the Lost at Sea Monument close to the kayak launch area in Tzulquate Park.

Motion / direction 1. 2.

J. STAFF REPORTS

- 34-35** | 1. Heather Nelson-Smith, Director of Corporate Services re: 2018 Council Meeting dates.

Motion / direction 1. 2.

- 36** | 2. Heather Nelson-Smith, Director of Corporate Services re: In Camera Release of Information, October 31, 2017. For information.

K. CURRENT BYLAWS AND RESOLUTIONS

- 37-39** | 1. Bylaw 1068-2016 A Bylaw to Regulate Smoking in the District of Port Hardy. For Third Reading.

Motion required. 1. 2.

40-41

2. A. Maas, Director of Corporate Services (Nov 21/17) re: Annual Financial Plan

42-44

Amendment Bylaw.

Bylaw 1072-2017 A Bylaw to Amend the Annual Five-Year Financial Plan for the Period 2017-2021. For First, Second and Third Reading.

Motion required. 1. 2.

L. PENDING BYLAWS

No pending bylaws.

M. INFORMATION AND ANNOUNCEMENTS

November 29 Committee: Finance 9:00 am, Council Chambers

November 30 Committee: OH&S 8:30 am, Council Chambers

December 12 Council: Regular Council meeting 7:00 pm, Council Chambers

December 18 Committee: Operational Services 3:00 pm, Council Chambers

December 20 Committee: Parks & Recreation Review 3:00 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
DISTRICT OF PORT HARDY
COMMITTEE OF THE WHOLE MEETING
10:45am 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: N.I. Eagle and N.I. Gazette

MEMBERS OF THE PUBLIC: 3

A. CALL TO ORDER

Mayor Hank Bood called the meeting to order at 10:49 am.

AGENDA

B. APPROVAL OF AGENDA

Moved/Seconded/Carried

THAT the agenda for the Committee of the Whole meeting of November 9, 2017 be accepted as presented.

C. DELEGATION

1. Mr. Zouheir Mansourati Telus Vice President of Broadband Networks.

Mayor Bood introduced the guests from Telus Communications and their role in the Telus PureFibre install.

Mr. Mansourati gave a brief description of the current issue regarding the Telus PureFibre install to Port Hardy, including the fact that 2600 homes have been completed to date and that there are a remaining 313 homes still without the service to premises.

The reasons for this work not being completed to date is due to the sub surface containing hard rock and not knowing where all the underground utilities are. Telus is committed to improving services where it is commercially viable and will be working with the District to re design and re-tender the work for the 313 homes early in 2018.

The public requested an opportunity to ask questions, the discussion included the following:

- Timeline for the service being provided.
- Alternative options should Fibre not be commercially viable in some areas.
- Issues with current service.
- Concerns with timelines.
- Concerns with work already done in un-serviced areas.

D. NEW BUSINESS

No new business

COW 2017-026
ADJOURNMENT

E. ADJOURNMENT

MOVED

THAT the Committee of the Whole adjourn.

Time: 11:14 am

CORRECT

APPROVED

DIRECTOR
OF CORPORATE SERVICES

MAYOR



**MINUTES OF THE DISTRICT OF PORT HARDY
SPECIAL COUNCIL MEETING
TUESDAY NOVEMBER 14, 2017
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

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

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

REGRETS: Councillor Leightan Wishart; Adrian Maas, Director of Financial Services and Abbas Farahbakhsh, Director of Operations

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

A. CALL TO ORDER

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

AGENDA

B. APPROVAL OF AGENDA AS PRESENTED

Moved/Seconded/Carried

THAT the agenda for the Special Meeting of Council November 14, 2017 be accepted as presented.

SC2017-057
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*:

(a) *personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;*

(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 of Privacy 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*:

(a) *personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;*

(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 of Privacy Act;*

SC2017-058
CLOSE
MEETING TO
PUBLIC
COMMUNITY
CHARTER
SEC90 1 (j)

D. ADJOURNMENT

Moved

THAT the Special Meeting of Council adjourn. Time: 6:10 pm

CORRECT

APPROVED

SC2017-059
ADJOURNMENT

DIRECTOR OF
CORPORATE SERVICES

MAYOR



**MINUTES
DISTRICT OF PORT HARDY
COMMITTEE OF THE WHOLE MEETING
6:30pm TUESDAY NOVEMBER 14, 2017
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

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

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

REGRETS: Councillor Leightan Wishart; Adrian Maas, Director of Financial Services and Abbas Farahbakhsh, Director of Operations

MEDIA: None **MEMBERS OF THE PUBLIC:** 8

A. CALL TO ORDER

Mayor Hank Bood called the meeting to order at 6:30 pm.

B. APPROVAL OF AGENDA

AGENDA

Moved/Seconded/Carried

THAT the agenda for the Committee of the Whole meeting of November 14, 2017 be accepted as presented.

C. DELEGATION

1. Elizabeth Aman-Hume, Executive Director, Rob Tucker, President and Ryan Currie, Treasurer, Port Hardy Chamber of Commerce & Visitor Information Centre.
re: Fee for Service presentation.

Elizabeth Aman-Hume provided Council with a brief overview of the Visitor Information Centre (VIC) and relationship with the Chamber of Commerce over the past 10 years. The over view included the following:

- The Chamber has been running the visitor centre for the past 10 years. It is the highest functioning Visitor Information Centre on the North Island.
- Destination BC, District, Chamber of Commerce and the VIC work well together.
- Managing the training, and the diverse information required for all the North Island Communities with a focus of keeping visitors in Port Hardy.
- All operational and strategic needs are reviewed regularly.
- Support local tourism businesses.
- Actively participate on the tourism committee and other important relevant committees.
- The VIC is able to meet the expected demand. The role is to ensure that all expectations are exceeded.
- The Visitor Centre is where destination service meets destination marketing.

Goals:

1. The Visitor Centre has grown significantly in 10 years and the need for strategic planning is required and it is impossible to plan for additional years, when the fee for service is applied for annually.

Other sources of funding are only contingent on the fee for service approval.

COW 2017-027
APPROVAL OF
AGENDA AS
PRESENTED

2. The Visitor Information Centre strategy should be in line with the Municipal and Regional District Tax Program (Hotel Tax) and keep the branding uniform, consistent and the funding should be secure.

3. Succeed.

Discussion with Council included:

- Fee for service over many years rather than 1 year at a time.
- How are the wages calculated for the Visitor Information Centre and how does it work with the Chamber of Commerce.
- Marketing Strategy position.
- Visitor Information Centre students 100% dedicated to the VIC
- The dynamic of the management has changed over the years between the Visitor Information Centre.
- Events have dropped off the budget.
- Events need to be collaborative.
- Supporting local initiatives that support visitors are important to Council.
- Airport greeters and roaming ambassadors.
- What will community members notice about the change in budget.

D. NEW BUSINESS

No new business

E. ADJOURNMENT

MOVED

THAT the Committee of the Whole adjourn.

Time: 7:00 pm

CORRECT

APPROVED

DIRECTOR
OF CORPORATE SERVICES

MAYOR

COW 2017-028
ADJOURNMENT



**MINUTES OF THE DISTRICT OF PORT HARDY
REGULAR COUNCIL MEETING
NOVEMBER 14, 2017
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

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

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

REGRETS: Adrian Maas, Director of Financial Services

MEDIA: N. I. Gazette **MEMBERS OF THE PUBLIC:** 2

A. CALL TO ORDER

Mayor Bood called the meeting to order at 7:03 pm. **AGENDA**

B. APPROVAL OF AGENDA

2017-173
AGENDA NOV 14/17
ACCEPTED

Moved/Seconded/Carried

THAT the agenda for the Regular Council meeting of November 14, 2017 be accepted as presented.

C. ADOPTION OF MINUTES

1. Minutes of the Special Council meeting held October 19, 2017.

2017-174
SPECIAL COUNCIL
MEETING MINUTES
OCT 19/17
ACCEPTED

Moved/Seconded/Carried

THAT the minutes of the Special Council meeting held October 19, 2017 be accepted as presented.

2. Minutes of the Committee of the Whole meeting held October 19, 2017.

2017-175
COMM OF WHOLE
MEETING MINUTES
OCT 19/17
ACCEPTED

Moved/Seconded/Carried

THAT the Minutes of the Committee of the Whole meeting held October 19, 2017 be accepted as presented.

3. Minutes of the Committee of the Whole meeting held October 24, 2017.

2017-176
COMM OF WHOLE
MEETING MINUTES
OCT 24/17
ACCEPTED

Moved/Seconded/Carried

THAT the Minutes of the Committee of the Whole meeting held October 24, 2017 be accepted as presented.

4. Minutes of the Regular Council meeting held October 24, 2017.

2017-177
REGULAR COUNCIL
MEETING MINUTES
OCT 24/17
ACCEPTED

Moved/Seconded/Carried

THAT the Minutes of the Regular Council meeting held October 24, 2017 be accepted as presented.

5. Minutes of the Special Council meeting held November 9, 2017.

2017-178
SPECIAL COUNCIL
MEETING MINUTES
NOV 9/17
ACCEPTED

Moved/Seconded/Carried

THAT the Minutes of the Special Council meeting held November 9, 2017 be accepted as presented.

D. DELEGATIONS

No delegations.

E. ACTION ITEMS

ACTION ITEMS

1. Council action items were received for information.

F. CORRESPONDENCE

1. Danyta Welch, Policy & Program Officer (Nov.1/17) re: 2017/18 (Fall) Regional Community to Community Forum – Funding approval, was received for information.

Council members commented that the last Community to Community Forum was well received and that they look forward to the next event.

2. John Bowman, President North Island College (Nov.6/17) re: November 1, 2017 North Island Gazette Article, “Concerns Raised Over NIC Move” was received for information.

Councillor Pat Corbett-Labatt commented that the move by North Island College to the Thunderbird Mall was to provide the best service and facilities and cost approximately \$1.4 million. The College investment shows that they are staying in the community and serving the North Island.

3. Nora Hayward (Nov 6/17) re: Memorial for James Hayward.

Mayor Bood advised that discussions regarding the memorial for James Hayward have been ongoing, have been done in a respectful way and the District will continue to work with the family for a solution suitable for both parties.

Allison McCarrick, CAO, updated Council on recent discussions with Nora Hayward regarding the memorial bench for James Hayward. The District’s offer to refurbish and supply a bench was accepted and the family will supply a plaque for the bench. As the family did not place the existing memorial they did not feel they have the right to agree to remove it.

Council directed staff to proceed with refurbishing a memorial bench in the memory of James Hayward.

2017-179
NO REMOVAL BY
DISTRICT OF
JAMES HAWYARD
MEMORIAL ON
GRANVILLE ST.

Moved/Seconded/Carried

THAT the District of Port Hardy does not remove the James Hayward memorial on Granville Street.

G. NEW BUSINESS

1. Angie Clance - Email to Mayor Bood (Oct.31/17) re: District support for Port Hardy Santa Claus Parade.

Councillor John Tidbury advised that the Lions Club will look after the insurance for the Santa Claus Parade.

Heather Nelson-Smith, Director of Corporate Services reviewed the options the District would have for entering into an agreement to take on the event.

Councillor Wishart joined the meeting at 7:16 pm.

2017-180
ROAD CLOSURES
FOR SANTA CLAUS
PARADE
APPROVED

Moved/Seconded/Carried

THAT the District of Port Hardy approves road closures as needed for the Santa Claus Parade.

H. COUNCIL REPORTS

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

I. COMMITTEE REPORTS

1. Draft minutes of the Parks & Recreation Review Committee meeting held October 18, 2017 were received for information.
2. Draft minutes of the Tourism Advisory Committee meeting held October 30, 2017 were received for information.
3. Draft minutes of the Emergency Planning Committee meeting held October 30, 2017 were received for information.
4. Draft minutes of the Cannabis Advisory Planning Committee meeting held November 1, 2017 were received for information.

Recommendation to Council:

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

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

Heather Nelson-Smith, Director of Corporate Services reviewed the work done to date by the Cannabis Advisory Committee and advised that recommendations in the minutes will be reviewed and brought forward to Council after public input is received.

Council discussion included

- The Committee as a mechanism for preliminary planning and to provide guidelines to Council prior to regulatory action.
- Federal and Provincial regulations for recreational use have yet to be announced and may supersede the committee recommendations.
- Single use dispensaries vs multi-use dispensaries.
- Medical vs recreational marijuana dispensing.
- Survey as a best way to obtain public input on how the community wants to manage legal recreational use of cannabis in the community.

Moved/Seconded/Carried

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

J. STAFF REPORTS

1. Accounts Payable for October 2017 was received for information.
2. Adrian Maas, Director of Finance (Nov.10/17) re: Municipal Regional District Tax (MRDT)

Moved/Seconded/Carried

THAT Council approve the 2018 Municipal Regional District Tax (MRDT) Tactical plan and annual budget.

3. Heather Nelson-Smith, Director of Corporate Services (Nov.7/17) re: Remembrance Day Road Closure. Ratification requested.

Moved/Seconded/Carried

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

2017-181
CANNABIS SURVEY
DISTRIBUTION
APPROVED

2017-182
2018 MRDT
TACTICAL PLAN
AND BUDGET
APPROVED

2017-183
ROAD CLOSURES
FOR REMEMBRANCE
DAY APPROVED.

4. Heather Nelson-Smith, Director of Corporate Services (Nov7/17) re: UBCM Community Emergency Preparedness Fund

Council reviewed the proposed application for \$22,700 in funding for the following:

- Storage (Sea Can behind Civic Centre) \$5,500.
- Add shelving to the Sea Can \$1,200.
- Development of a recruitment and retention plan including implementation \$1,500.
- Development of an ESS strategy, policy and operational guidelines \$1,000.
- Supplies including cots, sleeping bags etc. \$4,500.
- Totes, comfort kits and gear bags \$4,000.
- Justice Institute Training ESS \$5,000.

2017-184
APPLICATION FOR
GRANT FROM
UBCM FOR ESS
FUNDING
APPROVED

Moved/Seconded/Carried

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

5. Heather Nelson-Smith, Director of Corporate Services (Nov. 7/17) re: Finance Committee Recommendations to Council re: Water Reservoir and Water Main Upgrade.

2017-185
WATER RESERVOIR
AND WATER MAIN
UPGRADE AWARD

Moved/Seconded

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.

AND

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.

Mayor Bood discussed with Council the high dollar value of the tender, the need to stay in budget and concerns that a specified contingency fund may indicate it is acceptable for the project to go over budget. Mayor Bood suggested that Council proceed with the award with no specified contingency fund.

2017-186
AMEND MOTION
2017-185

Moved/Seconded/

THAT Council amends the motion and deletes the authorization for 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.

The Amendment to the motion was adopted.

The main motion, as amended, was adopted with the final wording of motion 2017-185

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

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.

Council discussed the procedures for staff to bring forward any project budget overruns to Council.

K. CURRENT BYLAWS AND RESOLUTIONS

1. Bylaw 1071-2017 Revenue Anticipation Borrowing Bylaw. For Adoption.

Moved/Seconded/Carried

THAT Bylaw 1071-2017 Revenue Anticipation Borrowing Bylaw be adopted.

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: 7:53 pm

CORRECT

APPROVED

DIRECTOR OF
CORPORATE SERVICES

MAYOR

2017-187
BYL 1071-2017
REVENUE
ANTICIPATION
ADOPTED

2017-188
ADJOURNMENT

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	Roof Work done done Agenda Item
Smoking Regulation Bylaw 1068-2017.	Advertise 3 rd Reading and Adoption	HNS	Agenda item: 3 rd Reading

Leslie Driemel

Subject: FW: AVICC Member Update - 2018 Convention Resolutions and Executive Committee Nominations

AGENDA

From: Liz Cookson [<mailto:lcookson@ubcm.ca>]

Sent: November-17-17 2:26 PM

To: AVICC

Subject: AVICC Member Update - 2018 Convention Resolutions and Executive Committee Nominations

Please forward to elected officials, the CAO and Corporate Officer.

Attached is a memo from AVICC President, Mary Marcotte regarding the Resolutions Process for the 2018 Convention to be held in Victoria from April 13-15, 2018. This includes guidelines for preparing and submitting resolutions.

Also attached are Nomination forms and procedures for the election of the 2018-2019 AVICC Executive Committee.

This year's deadline for resolutions and nominations is Wednesday, February 14, 2018.

Please don't hesitate to get in touch if you have any questions about the process.

Regards,

Liz Cookson

Executive Coordinator, AVICC
Union of BC Municipalities
525 Government Street
Victoria, BC, V8V 0A8
(250) 356-5122



TO: Mayors and Councils, Chairs and Boards
Chief Administrative Officers, Corporate Officers

FROM: President Mary Marcotte

DATE: November 17, 2017

RE: **RESOLUTIONS NOTICE AND GUIDELINES;
NOMINATIONS FOR AVICC EXECUTIVE COMMITTEE**

Attached is the Resolutions Notice and the Call for Nominations for the AVICC Executive. Please note that this year's resolution and nomination deadline is **Wednesday, February 14, 2018**.

Both AVICC and UBCM members strongly believe in the value of resolutions debate and continually seeks ways to improve the process. AVICC strives to mirror and complement UBCM's processes in order to develop efficiency and ease of understanding for delegates.

We have asked for members' assistance in bringing forward resolutions for consideration at the Area Association as opposed to submitting them directly to UBCM.

Members are concerned that some of the resolutions being considered are too general or focus on topics that are not local government responsibilities. Another concern is that bringing forward too many resolutions detracts from debate on the most important issues.

Please continue to ensure that resolutions that are being brought forward are specific and focus on new issues of provincial or AVICC-wide interest (refer to the UBCM Resolutions database at www.ubcm.ca). Resolutions that already support existing UBCM policy will normally be included in the resolutions block where they are not debated separately.

Included with the Resolutions Notice are guidelines for preparing and submitting resolutions. We appreciate all efforts to expedite and facilitate the debate among members.

Sincerely,

Director Mary Marcotte
President, AVICC



2018 AGM & CONVENTION

RESOLUTIONS NOTICE

REQUEST FOR SUBMISSIONS

DEADLINE FOR RESOLUTIONS

All resolutions must be received in the AVICC office by: **FEBRUARY 14, 2018**

SUBMISSION REQUIREMENTS

Resolutions submitted to the AVICC for consideration shall be received as follows:

1. One copy of the resolution by regular mail to:
AVICC
525 Government Street
Victoria, BC
V8V 0A8

AND

2. One copy submitted as a Word document by email to avicc@ubcm.ca
 - The resolution should not contain more than two "whereas" clauses; and
 - Separate background documentation **must** accompany each resolution submitted, and will be shared with the membership on the AVICC website.

Sponsors should be prepared to introduce their resolutions on the Convention floor.

LATE RESOLUTIONS

- a. Resolutions submitted following the expiry of the regular deadline shall be considered "Late Resolutions" and shall comply with all other submission requirements, except that a copy of the resolution must be forwarded to the AVICC by the Wednesday noon preceding the date of the Annual General Meeting. This year's late resolution deadline is **April 11, 2018**.
- b. Late resolutions shall be available for discussion after all resolutions printed in the Resolutions Book have been debated.
- c. Late resolutions are deemed to be appropriate for discussion only if the topic is such that it has arisen since or was not known prior to the regular deadline date for submission of resolutions.
- d. In the event that a late resolution is recommended to be admitted for discussion AVICC shall produce sufficient copies for distribution to the Convention.

UBCM ASKS FOR RESOLUTIONS TO BE CONSIDERED BY THE AREA ASSOCIATIONS FIRST

UBCM urges members to submit resolutions first to Area Associations for consideration. Resolutions endorsed at Area Association annual meetings are submitted automatically to UBCM for consideration and do not need to be re-submitted to UBCM by the sponsor.

A resolution should be submitted directly to UBCM *only* if the resolution addresses an issue that arises after the Area Association annual meeting. In this case, local governments may submit council- or board-endorsed resolutions to UBCM prior to June 30 each year. Should this be necessary, detailed instructions are available under the Resolutions tab on <http://www.ubcm.ca>.

UBCM RESOLUTIONS PROCESS

1. Members submit their resolutions to their Area Association for debate.
2. The Area Association submits the endorsed resolutions to UBCM.
3. The UBCM Resolution Committee reviews the resolutions for submission to the UBCM Convention.
4. Endorsed resolutions at the UBCM Convention are submitted to the appropriate level of government for responses.
5. Once the provincial responses have been conveyed to the UBCM they are forwarded to the sponsor for their review.

GUIDELINES FOR PREPARING RESOLUTIONS FROM THE UBCM

The Construction of a Resolution:

All resolutions contain a preamble and enactment clause. The preamble describes *the issue and* the enactment clause outlines *the action being requested*. A resolution should answer the following three questions:

- What is the problem?
- What is causing the problem?
- What is the best way to solve the problem?

Preamble:

The preamble commences with a recital, or "WHEREAS", clause. This is a concise paragraph about the nature of the problem or the reason for the request. It should clearly and briefly outline the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. If explaining the problem requires more than two preliminary clauses, then provide supporting documents to describe the problem more fully. Do not add extra clauses.

Enactment Clause:

The enactment clause begins with the words "THEREFORE BE IT RESOLVED". It must convey the resolution's intent, and should propose a specific action by AVICC and UBCM.

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

How to Draft a Resolution:

1. *Address one specific subject in the text of the resolution.*

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if the issues it addresses are too complex for them to understand quickly.

2. Use simple, action-oriented language and avoid ambiguous terms.

Explain the background briefly and state the desired action clearly. Delegates can then consider the resolution without having to parse complicated text or vague concepts.

3. Provide factual background information.

Even a carefully constructed resolution may not clearly indicate the problem or the action being requested. Where possible, provide factual background information to ensure that the "intent" of the resolution is understood.

Two types of background information help to clarify the "intent" of a resolution:

i Supplementary Memo:

A brief, one-page memo from the author, that outlines the background that led to the presentation and adoption of the resolution by the local government.

ii Council/Board Report:

A report on the subject matter, presented to council or board in conjunction with the resolution. If it is not possible to send the entire report, then extract the essential background information and submit it with the resolution.

Resolutions submitted without adequate background information will not be considered until the sponsor has been consulted and has provided documentation outlining the intent of the resolution. This could result in the resolution being returned and having to be resubmitted as a late resolution.

4. Construct a brief, descriptive title.

A title assists to identify the intent of the resolution and eliminates the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution.

For ease of printing in the Annual Report and Resolutions Book and for clarity of intent, a title should be no more than three or four words.

5. Check legislative references for accuracy.

Where necessary, identify:

- The correct jurisdictional responsibility (e.g., ministry or department within the provincial or federal government); and
- The correct legislation, including the name of the Act.

6. For resolutions that will be debated at UBCM, focus on issues that are province-wide.

The issue identified in the resolution should be relevant to other local governments across the province. This will support proper debate on the issue and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC municipalities and regional districts.

7. Avoid repeat resolutions.

In the past, Resolutions have often come back year after year on the same topic. Members and staff are encouraged to search the UBCM Resolutions database available through the website at www.ubcm.ca. Click on the Resolutions and Policy tab at the top of the page. It will be possible to locate any Resolutions on the same topic that have been considered in the past and what the response has been.

8. Ensure that your own local government's process for handling/approving of resolutions to AVICC/UBCM is followed.

UBCM GOLD STAR AND HONOURABLE MENTION RESOLUTIONS

The UBCM Gold Star and Honourable Mention resolution recognition initiative was launched at the 2003 UBCM Convention, and is intended to encourage excellence in resolutions drafting and to assist UBCM members in refining their resolutions in preparation for submission to the annual UBCM Convention.

To be awarded the UBCM Gold Star or Honourable Mention recognition, a resolution must meet the standards of excellence established in the following Gold Star Resolutions Criteria, which are based on the resolution:

1. Resolution must be properly titled.
2. Resolution must employ clear, simple language.
3. Resolution must clearly identify problem, reason and solution.
4. Resolution must have two or fewer recital (WHEREAS) clauses.
5. Resolution must have a short, clear, stand-alone enactment (THEREFORE) clause.
6. Resolution must focus on a single subject, must be of local government concern province-wide and must address an issue that constitutes new policy for UBCM.
7. Resolution must include appropriate references to policy, legislation and regulation.
8. Resolution must be submitted to relevant Area Association prior to UBCM.

If you have any questions, please contact Reiko Tagami by email at rtagami@ubcm.ca or by calling 604-270-8226 (extension 115).

MODEL RESOLUTION

SHORT TITLE: _____

Sponsor's Name _____

WHEREAS _____

AND WHEREAS _____

THEREFORE BE IT RESOLVED that _____

(Note: A second resolve clause if it is absolutely required should start as follows:)

AND BE IT FURTHER RESOLVED that _____

**AVICC
525 Government Street
Victoria, BC V8V 0A8
Telephone: 250-356-5122
email: avicc@ubcm.ca**



2018 AGM & CONVENTION

CALL FOR NOMINATIONS FOR AVICC EXECUTIVE

AVICC is the collective voice for local government on Vancouver Island, the Sunshine Coast, Powell River, the Central Coast and the North Coast. The membership elects directors during the Convention to ensure the directions set by the general membership are carried forward. The Executive also provides the direction for the Association between Conventions.

This circular is notice of the AVICC Executive positions open for nomination, the process and the procedures for nomination.

1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Director at Large (3 positions)
- Electoral Area Representative

2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

The candidate must be an elected official of an AVICC member and must be nominated by two elected officials of an AVICC local government member.

Background information that defines the key responsibilities and commitments of an AVICC Executive member is available on request from the AVICC Office and is published on the website at www.avicc.ca

A nomination and consent form should be used for all nominations (attached or on the website).

The Chair of the 2018 Nominating Committee will be Past President Barbara Price, Councillor, Town of Comox.

3. NEXT STEPS

It is part of the duties of the Nominating Committee to review the credentials of each candidate. A Report on Nominations including, at the candidate's option, a photo and 300-word biography will be prepared under the direction of the Nominating Committee and distributed in the AVICC Convention Newsletter.

**To Be Included In *The Report on Nominations*,
Nominations Must Be Received By
FEBRUARY 14, 2018**

4. AT CONVENTION

The nomination process outlined above does not change the process whereby candidates can be nominated off the floor at the Convention. It does allow those that are interested in seeking office to be nominated in advance of the Convention with the "sanction" of a Nominating Committee and to have their biographical information published in the AVICC Convention Newsletter.

5. FURTHER INFORMATION

Background information on responsibilities and meeting dates are available from the AVICC office or on the website.

All other inquiries should be directed to:

**Past President Barbara Price, Chair
2017 Nominating Committee
c/o AVICC
525 Government Street
Victoria, BC V8V 0A8**

Phone: (250) 356-5122

Email: avicc@ubcm.ca



BACKGROUND INFORMATION FOR CANDIDATES TO THE AVICC EXECUTIVE

1. RESPONSIBILITY OF AVICC EXECUTIVE

Under the AVICC Bylaws:

“The directors may exercise all the powers and do all the acts and things that the Society may exercise and do...”

See <http://avicc.ca/about-the-avicc/constitution-bylaws/> for a complete copy of the AVICC Constitution and Bylaws.

2. AVICC EXECUTIVE STRUCTURE

- President
- First Vice-President
- Second Vice-President
- Director at Large (three positions)
- Electoral Area Representative

COMMITTEES

The President may appoint Executive members to adhoc sub-committees as required. The Nominating Committee is currently the only standing committee and is typically comprised of the Past President and the Executive Coordinator.

OVERSEEING OF ASSOCIATION’S REGULAR ACTIVITIES AND GUIDANCE TO CONTRACTED EMPLOYEE

The Association contracts with UBCM for the provision of key services that support the Association. An Executive Coordinator based in Victoria’s Local Government House provides the key functions. The President or their delegate is responsible for overseeing the regular activities of the Association and providing direction to the Executive Coordinator.

3. EXECUTIVE MEETINGS

The full Executive meets in person five times a year, following this general pattern:

- During the last day of the annual Convention (less than 15 minutes)
- Mid June
- End of October
- Mid January
- Thursday preceding the Annual Convention (afternoon)

Executive meetings (other than those in conjunction with the Convention) are generally held on a Friday from 10:00 am to 3:00 pm and are typically held in Nanaimo. Meetings via teleconference typically occur 2-3 times per year on an as needed basis (60-90 minutes).

Travel expenses and a per diem for meals and incidentals are provided for in-person Executive Meetings. For the meeting preceding the annual Convention, reimbursement is only for the added expenses that would not normally be incurred for attending the annual Convention.

AGENDA

November 14, 2017

District of Port Hardy
7360 Columbia Street
Box 68
Port Hardy, BC
V0N 2P0

Dear Mayor and Council,

The Port Hardy Lions is are again preparing for our Annual Timmy's Road Blocks. The Road Block will be happening on December 2, 2017 from 10:00 am until 2:00 pm. We are requesting your permission to put up the Road Blocks in the 3 locations we usually put the stops (by the Esso gas station, by the Chamber of Commerce office and by Robert Scott School). We are also requesting the use of you barricades if possible. Please remember that all monies collected are used in our local community. We appreciate your support.

Thank you in advance,



Treina Töpfer
Secretary Port Hardy Lions



**MINUTES OF THE
DISTRICT OF PORT HARDY
FIRST NATIONS RELATIONS COMMITTEE MEETING
3:00PM TUESDAY, NOVEMBER 14, 2017
COUNCIL CHAMBERS, MUNICIPAL HALL, 7360 COLUMBIA STREET**

Committee Members:

Councillors Pat Corbett-Labatt (Chair), Rick Marcotte and Leightan Wishart

Staff:

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

A. CALL TO ORDER

AGENDA

Councillor Pat Corbett-Labatt called the meeting to order at 3:05 pm and acknowledged that the meeting is being held on the traditional territory of the Kwakiutl people.

B. APPROVAL OF AGENDA

DRAFT

Moved/Seconded/Carried

THAT the agenda for the First Nations Relations Committee meeting of November 14, 2017 be accepted.

C. ADOPTION OF MINUTES

1. Minutes of the First Nations Relations Committee meeting held October 10, 2017.

Moved/Seconded/Carried

THAT the minutes of the First Nations Relations Committee meeting held October 10, 2017 be accepted as presented.

D. DELEGATIONS

No delegations.

E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Review and Update of Action Items.

- First Nations Signage - Janeen Hunt to discuss with Kwakiutl Council protocol suggestions. – no update
- Recognition of local First Nations Athletes at the recent North American Indigenous Games - Heather Nelson-Smith will obtain the full list of names of participating athletes – no update
- M TSA Agreements with Gwa'sala-'Nakwaxda'xw and Kwakiutl First Nations – Allison McCarrick, CAO and Abbas Farahbakhsh, Director of Operations met with Roger Nopper, CEO of Gwa'sala-'Nakwaxda'xw First Nations and advised that it was a good meeting with discussions held on utility operators, fire protection costs, bulk water rates, recreation services and animal control.

2. Heather Nelson-Smith, Director of Corporate Services re: News Release - Work of Committee.

DRAFT

Heather Nelson-Smith advised the Committee was advised of two possible formats for releasing committee information:

1. Contact local newspapers and provide editorial content near the C2C meeting dates and provide background information on the work of the District First

FNRC
2017-026
AGENDA NOV 14
17 ACCEPTED

FNRC
2017-027
MINUTES OF OCT
10/17 ACCEPTED

ACTION ITEM
REVIEW

Nations Relations Committee.

2. Create a page on the District website for updates on recent work and activities for all District committees to be taken from the minutes and action items. It was suggested that either the Committee Chair or staff could do monthly updates.

Allison McCarrick advised she is waiting for return email / phone call from Jessica Wood, Ministerial Assistant to Minister of Indigenous Relations and Reconciliation.

F. CORRESPONDENCE

DRAFT

1. Danyta Welch, Policy & Program Officer, UBCM (Nov 1/17) re: Application for 2017/18 (Fall) Community to Community Forum was received as information.

Community to Community Forum 2017/2018 intake - Funding approved at \$3,625.00. There has been one letter of support received from Gwa'sala-'Nakwaxda'xw. Allison McCarrick will contact Kwakiutl and Quatsino First Nations again and request a letter of support.

Councillor Marcotte requested prices be obtained from other local venues for the dinner meeting, not just those listed in the October 10, 2017 minutes.

The event is to have one meeting in February with invitations to all three local First Nations and two meetings in March - with Kwakiutl First Nation and Gwa'sala-'Nakwaxda'xw First Nations that will focus on MTSA discussions.

G. NEW BUSINESS

1. Referred from Parks & Recreation Review Committee meeting October 18, 2017: *Fort Rupert Commuter Trail Sign Project: Names for Consideration*
 - *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.*

Allison McCarrick reviewed the RDMW signage project, mapping and trail information that will be included on the sign and installation locations of the signs. As it is a 2017 project, the Regional District would like signage information returned to them as soon as possible. The request from the Parks & Recreation Committee was to seek input on a traditional First Nations name for inclusion on the signage possibly "Tsakis".

Councillor Pat Corbett-Labatt will contact Mervyn Child regarding a First Nations name for the trail.

H. COMMITTEE MEMBER REPORTS

DRAFT

No reports.

- I. NEXT MEETING DATE:** December 12th meeting cancelled. Next meeting date January 9, 2018

2018 Meeting Dates: February 13, March 13, April 10, May 8, June 12, July 10, August 14, September 11 (UBCM Convention Week) October 9, November 13, December 11.

J. ADJOURNMENT

Moved
THAT the meeting be adjourned.

Time: 3:40 pm



MINUTES
DISTRICT OF PORT HARDY
PARKS & RECREATION REVIEW COMMITTEE MEETING
HELD WEDNESDAY NOVEMBER 15, 2017
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET

Committee

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

Also Present: Councillor Dennis Dugas, Members of the Public - 4

AGENDA

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

A. CALL TO ORDER

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

DRAFT

B. APPROVAL OF AGENDA

Councillor Robertson requested an addition to the agenda:

New Business:

2. Terms of Reference Review
3. Parks & Recreation Master Plan by Janna Taylor & Associates Ltd. (Feb.1998.)
4. Recreation Surveys

Moved/Seconded/Carried

THAT the Parks and Recreation Review Committee agenda for November 15, 2017 be accepted as amended.

C. ADOPTION OF MINUTES

1. Minutes of the Parks & Recreation Review Committee meeting held October 18, 2017.

Moved/Seconded/Carried

THAT the minutes of the Parks & Recreation Review Committee meeting held October 18, 2017 be accepted.

DRAFT

D. DELEGATIONS

1. Willis Seybold and Heather Davey, Storey's Beach residents re: Camping at Storey's Beach.

Councillor Robertson thanked the delegation for taking the time to come to the Committee meeting and provide their input.

Councillor Robertson reviewed the complaints, discussions and concerns received in the past years regarding overnight parking and camping at Storey's Beach. It was explained that allowing camping there was an idea discussed and reported in the Committee minutes. These minutes are made public in Council meeting agenda packages and the camping idea was consequently reported in the media but has not been pursued by the Committee or by Council.

P&RRC
2017-034
AGENDA NOV
15/17
ACCEPTED AS
AMENDED

P&RRC
2017-035
MINUTES
OCT 18/17
ACCEPTED

ACTION ITEMS

Enforcement of the current bylaws is complaint driven and are dealt with on a one on one basis. If there is excessive camping in the area enforcement will be done.

The delegation reviewed their concerns regarding camping at Storey's beach and advised that residents in the area were quick to sign the submitted letter.

Discussion included:

DRAFT

- Garbage and beach fires as primary concerns.
- Environmental concerns – blue heron nesting and butterfly habitat.
- Cultural, archaeological and historical concerns – First Nations interests.
- Residential issues – garbage in area, fire hazard, alcohol and drugs, noise, traffic in school zone, zoning change could increase insurance rates,
- Pressure on RCMP resources
- Tsunami zone
- Business issues – impact on local commercial campsites.
- Keeping the beach area pristine for residents and visitors.

The delegation requested that Beaver Harbour Park area, including Storey's Beach, remain as a day use beach and park only.

Heather Davey advised of an area where vehicles are tearing up the grass and requested the District replace the fencing that used to be there or place large rocks or logs as a vehicle barrier. Councillor Robertson advised that fencing would require a costly archaeological study as well as consultation with First Nations. Staff will request Operational Services review the area.

E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Review of Action Items.

Reciprocal Agreement with SD 85.

Councillor Robertson advised that John Martin, SD 85 Secretary-Treasurer is amenable to discuss soccer fields and community use of school facilities and will arrange a meeting date and time. Staff will circulate the existing agreement to the Committee.

Regional District and Fort Rupert Trail Signage

Allison McCarrick reviewed the RDMW signage project, mapping and trail information that will be included on the sign and installation locations of the signs. The Committee agreed on a map for the sign and requested street names be added. A traditional First Nations name for inclusion on the signage brought forward was "Tsaxis". Allison McCarrick and Councillor Pat Corbett-Labatt are meeting with Mervyn Child and Caitlin Hartnett to discuss a correct First Nations name and placing of the First Nations carvings currently in place at the trail entrances. Allison McCarrick will proceed with sending the information to the Regional District when the First Nation name is confirmed.

Sean Mercer recommended the signage be similar to that on the Quatse Loop Trail.

DRAFT

Dog Park in Brownfield Site

Sean Mercer advised he has received an email from Imperial Oil advising the the site was not suitable as there is still environmental work to be done.

Councillor Tidbury commented that Clinton was told their site was not suitable but proceeded with a plan and presented that plan to the company and were able to move forward.

Councillor Robertson requested the project be left on the action item list.

Sean Mercer to call the Town of Clinton regarding first refusal.

2. Capital Review List

DRAFT

The capital list was reviewed for information.

Tyson Whitney, North Island Gazette and member of the public present requested an update on the costs of the Curling Club Roof. Allison McCarrick, CAO requested Mr. Whitney contact her for updated information.

F. CORRESPONDENCE

No correspondence

G. NEW BUSINESS

1. A. McCarrick, CAO re: Skate Park Update

- Site plan was received for information.
- 6 Nations skate park concepts were received for information.
- Other Skate park Projects were received for information.

Tyson Whitney and James Fisher joined the table to discuss the District's skateboard park project and reviewed their involvement with the building of the current skate park.

Committee discussion included:

- Commitment of the District to building a skate park.
- Multiplex and skate park projects are dependent on grant funding.
- Possible skate park sites in the Civic complex area.
- Multi use site – bikes, boarders, skaters etc.
- Possible closure of existing park during construction phases – safety an issue.
- Professionally designed park with input from local users.
- Budget restrictions – build to budget available.
- Fundraising possibilities: a new skate park society, local service clubs and corporate donations.

2. Terms of Reference Review

The Committee held a discussion on revision of the Terms of Reference. Councillor Robertson requested the addition of Arts & Culture as part of the Committee area as community cultural events such as Filomi Days, Farmers Market, Santa Claus parade, etc. do not follow under the umbrella of any specific District committee. The Committee agreed by consensus to:

- change the committee name to District of Port Hardy Parks, Recreation, Arts & Culture Committee
- add to Terms of Reference item f) Advise Council on Arts and Culture initiatives in the community.

The Committee directed staff to bring forward a draft of the proposed changes to the next meeting.

3. Parks & Recreation Master Plan by Janna Taylor & Associates Ltd. (Feb.1998.)

Heather Nelson-Smith circulated copies of the above. Councillor Robertson discussed the plan and advised it is big and cumbersome and a more up to date plan needs to be developed.

The City of Courtenay Parks & Recreation Master Plan Survey was distributed for information and it was commented that aspects of it could be use in a District survey to help identify gaps in parks and recreation services.

Committee discussion included:

- How a master plan should tie in with the Official Community Plan.
- Use of development cost charges (DCC) to build project funding sources.
- History of DCC bylaws in the District.
- Look at adding to building permit fees as a funding source.

Councillor Robertson requested information on development cost charges be included in the December agenda.

DRAFT

4. Recreation Survey

Heather Nelson-Smith advised of the need for input from the Committee for the information they would like included on the survey such as:

- Focus of survey: District facilities or select facilities (pool, arena, civic center, ballfields, parks, trails)
- Survey topics: future facilities, District programming(arena/pool) community programming (outside programmers) satisfaction, usage, master plan

The Committee requested previous surveys done by the District be brought to the next meeting including:

- Recreation Programming Questionnaire (P. Smedley)
- Storey's Beach Ballfield Review – stakeholder input
- Multiplex

H. COUNCIL / COMMITTEE REPORTS

No reports

I. NOTICE OF MEETING: 3:00 pm Wednesday, December 20, 2017.

UPCOMING 2018 MEETING DATES: currently scheduled for the third Wednesday of each month: January 17, February 21, March 21, April 18, May 16, June 20, July 18, August 15, September 19, October 17, November 21, December 19

J. ADJOURNMENT

Moved

THAT the meeting be adjourned.

Time: 4:08pm

Parks and Recreation Committee Capital Review List OCTOBER 2017	% of completion	Budget	DPH share if grant approved
Civic Centre Lighting (Centre only not lobby)	10%	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	100%	7,000	
Curling club new roof	100%	130,000???	
Aerator	100%	16,000	
Top dressing attachment	100%	15,000	
Condensor Pad (2016)	100%	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	Project Posponded
Pool Health and Safety		190,000	
Downtown revite (seawall handrails & market st. l	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
OPERATIONAL SERVICES COMMITTEE MEETING
HELD THURSDAY NOVEMBER 16, 2017
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

Committee

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

Also Present: Councillor Leightan Wishart

AGENDA

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

A. CALL TO ORDER

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

B. APPROVAL OF AGENDA

Councillor Tidbury advised of an addition to the agenda:
New Business: #3. October 2017 Water Operations Report

Moved/Seconded/Carried

THAT the agenda for the Operational Services Committee meeting of November 16, 2017 be accepted as amended.

C. MINUTES

1. Minutes of the Operational Services Committee meeting held October 10, 2017.

Moved/Seconded/Carried

THAT the minutes of the Operational Services Committee meeting held October 10, 2017 be accepted.

D. DELEGATIONS

No delegations

E. BUSINESS ARISING / UNFINISHED BUSINESS

1. Review and Update of Action Items

a. Windmill Project – no update

b. Garbage bins / bear bins

S. Mercer advised the costs of bear proof bins at \$1,870.00 and non bear proof bins, with logo etching, \$2,470. Estimated total cost \$18 – \$20,000. A report will be going to the Finance Committee for consideration in 2018 budget discussions.

Allison McCarrick advised that the dome lid ordered has been delayed due to shortage of manufacturing materials.

OP SCVS
2017-036
AGENDA NOV
16/17 AS
AMENDED

OP SCVS
2017-037
MINUTES OCT
10/17
ACCEPTED

ACTION ITEMS

c. Wraps for bins

Abbas Farahbakhsh advised he has talked with Bob King regarding a First Nations design for the bins and he is interested. Rachel Tam is researching square foot pricing for wraps.

The Committee discussion included:

- First Nation protocols regarding selecting/ using a First Nations design.
- Telus wraps previously presented did include a First Nations design.
- Using local scenery / historical photos on wraps.

d. Seawall Lights

Abbas Farahbakhsh advised Public Works had reviewed the available spacing of lights and would allow 5 extending down to Tsulquate Park and 1 farther along the seawall towards the Seagate Wharf. The lighted areas will overlap a certain amount. Three lights are in stock, three would need to be purchased. The project has been referred to 2018 budget discussions.

The Committee discussed the work involved and costs of installing a hydro lighting pole near Kin Pavilion area of Tsulquate Park.

e. Lost at Sea Monument

Allison McCarrick raised concerns with locating the anchor near the busy play area at Rotary Park. The Committee reviewed sites along the seawall and agreed that a site by the Tsulquate Park, near the kayak launch / beach access point across from the Market Street / Seaview Drive intersection, would be more suitable.

Moved/Seconded/Carried

The Operational Services Committee recommends that Council approve placing the Lost at Sea Monument close to the kayak launch area in Tsulquate Park.

2. Capital Items List / Operations List.

Abbas Farahbakhsh advised:

- There is a pre-construction meeting on Monday November 20 at 1:00 pm for the Reservoir Watermain Contract #1 project.
- Swap loader delivery is not expected until late February or March of 2018.

The Committee discussion with staff included:

- The list of projects that are to carry over to 2018.
- Delays due suppliers not quoting in a timely manner, slow delivery of required materials and scheduling of workloads.
- Looking for alternate suppliers.
- The length of time the Little Tsulquate culvert replacement project has been on the capital list.
- Budget for installation of the carved murals at Civic Center, which are still on the floor. Allison McCarrick advised they are part of Canada 150 grant and they will be installed shortly.

F. CORRESPONDENCE

No correspondence.

G. NEW BUSINESS

1. R. Marcotte email re: Strathcona Regional District Woodstove exchange program.

OP SCVS
2017-038
RECOMMEND-
ATION TO
COUNCIL RE:
LOST AT SEA
MONUMENT

WOODSTOVE
EXCHANGE
PROGRAM
INFO TO RDMW

Councillor Marcotte commented that the program is a provincial initiative, has been offered through many regional districts and would be a good program for the North Island. Benefits would be cleaner air through more using more efficient stoves as well as reducing hydro costs for consumers.

The Committee requested District representatives bring forward the information on the woodstove exchange program to the Regional District of Mount Waddington for their review and consideration as a 2018 initiative.

2. A. McCarrick, CAO re: RFQ 1220-20-517-2017 Reg Cab Mini Dump Truck With Sander Plow Rev5 tender process.

Councillor Marcotte raised concerns regarding the RFQ process and resulting award. The specifications were for a regular cab, the award was for an extended cab.

TENDER
PROCESS RFQ
1220-20-517-
2017 REG CAB
MINI DUMP
TRUCK

The Committee discussion included:

- The consistent wording of regular cab in the RFQ.
- The opportunity to provide alternates included in the RFQ document.
- Employee instructed to inform local providers of the opportunity.
- Information provided not the same to all proponents re supply of snow plow and sander.
- Time constraints of the RFQ due to upcoming winter plowing and sanding season.
- Number of quotes received and their ranking procedure.

3. October 2017 Water Operations Report was received for information.

Abbas Farahbakhsh commented that water demand is still staying low resulting in less chemical use and expense.

Abbas Farahbakhsh requested that residents and commercial users be advised during 5-6 month construction phase for the reservoir / watermain project there will be less water storage available.

H. STAFF REPORTS

No staff reports.

I. COMMITTEE MEMBER REPORTS

Councillor Tidbury advised of a safety issue regarding cyclists THTCome down the trail from Rupert Street to Park Drive and exiting without stopping onto Park Drive roadway. It was requested a second no post be placed – to form a zig zag pattern - at the Park Drive side of the trail. It was suggested that Operational Services also check the locations of the no post where the trail from Highview Trailer court comes down to Granville Street.

J. NOTICE OF MEETING: Next scheduled meeting: December 18, 2017.

Upcoming meeting dates: Currently scheduled for the third Monday of each month: January 15, February 19, March 19, April 16, May 21, June 18, July 16, August 20, September 17, October 15, November 19, December 17.

K. ADJOURNMENT

Moved
THAT the meeting be adjourned.

Time: 4:08 pm

OP SCVS
2017-039
ADJOURNMENT

Operational Services Committee	% of completion	Budget	DPH share if grant approved
<u>General</u>			
Fire Truck	100%	1,100,000	
Parking Lot Hall 2		15,000	
Hall 1 Storage (2016)		2,000	
Paving program incl. crack sealing	85%	145,000	
Sidewalk extensions	100%	35,000	
Seagate Pier - Rural Dividend Fund	95%	125,000	12,500
Seagate Pier - Structural	10%	88,000	
Lost at sea monument	10%	10,000	
Bear Cove Anchor system	100%	8,620	
Fisherman's Launch Facility	100%	35,000	
Catch Basins	75%	7,500	
Little Tsulquate Culvert (project moved to 2018)	0%	30,000	
Museum (2016)	100%	10,000	
Pw Yard (2016)	100%	25,000	
<u>Water</u>			
Fort Rupert Reservoir and Distribution Station		5,000,000	850,000
- Engineering, Detail Design (Tender closed on Nov. 6)	100%	130,000	22,100
- Engineering, Construction Services		125,000	21,250
- Construction		4,745,000	806,650
Distribution System Design work, priority list from water model	0%	60,000	Carry over to 2018
WTP Treated Water Flow Meter Replacement	100%	6,000	
Holmgren Flats PRV	25%	60,000	Carry over to 2018
WTP Security Upgrade	100%	10,000	
WTP Fire protection	45%	6,000	
Kains Lake Dam	35%	30,000	Carry over to 2018
WTP Interior Lighting Upgrade	100%	2,000	
PLC WTP Replacements	25%	70,000	Carry over to 2018
WTP computer upgrades (2016)	100%	15,000	
WTP current meter (2016)	100%	9,000	
Kains Lake Dam (2016)	50%	52,000	Carry over to 2018
Water model (2016)	100%	35,000	
Ring Road PRV (2016)	25%	35,000	Carry over to 2018
<u>Sewer</u>			
Collection System Rehabilitation Program.	10%	50,000	Carry over to 2018
Holmgren flats lift station upgrade	50%	50,000	Carry over to 2018
Pioneer Inn Lift Station Upgrade	50%	20,000	Carry over to 2018
TWWTP External Lighting Upgrade	100%	7,000	
AWWTP External Lighting Upgrade	100%	7,000	
Reinstate 100 m AWWTP Outfall	100%	75,000	
Swap Loader (to replace 2 vehicles)	100%	220,000	23,500
Fort Rupert Lift Station cover (2016)	100%	15,300	
Hardy Bay Lift Station (2016)	50%	127,000	Carry over to 2018
TWWTP Polymer make-up unit (2016)	50%	15,000	Carry over to 2018
TWWTP centrifuge upgrade (2016)	70%	12,700	Carry over to 2018



DISTRICT OF PORT HARDY STAFF REPORT



DATE: November 3, 2017 **FILE:** 530 Council General

TO: Mayor and Councillors

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

RE: **2018 COUNCIL MEETING DATES**

PURPOSE

To present Council with a regular meeting schedule for 2018 for its consideration such that staff can proceed with satisfying notification requirements prior to the new year.

POLICY / REGULATORY CONSIDERATIONS

Section 127 of the *Community Charter* requires that Council make available to the public, a schedule of the date, time and place of its regular council meetings and that a notice of availability of this meeting schedule be advertised (newspaper and posting at Municipal Hall) in accordance with section 94.

FINANCIAL IMPLICATIONS

None.

ANALYSIS

Council Procedure Bylaw No. 03-2009 requires that regular Council meetings be held on the second and fourth Tuesday of each month at 7:00pm. The schedule included in the staff recommendation reflects past decisions to reduce the summer (July and August) meetings to one per month. In addition, the September 25th meeting is proposed to be cancelled during the week in which the Union of British Columbia Municipalities Convention takes place and the December 25th meeting is proposed to be cancelled during the week in which Christmas Day and Boxing Day occur.

STAFF RECOMMENDATION

"THAT Council approves the following regular Council meeting dates for 2018:

<i>January 9</i>	<i>January 23</i>
<i>February 13</i>	<i>February 27</i>
<i>March 13</i>	<i>March 27</i>
<i>April 10</i>	<i>April 24</i>
<i>May 8</i>	<i>May 22</i>
<i>June 12</i>	<i>June 26</i>
<i>July 10</i>	<i>July 24- cancelled for summer break</i>
<i>August 14</i>	<i>August 28 - cancelled for summer break</i>
<i>September 11</i>	<i>September 25- cancelled for UBCM Convention</i>
<i>October 9</i>	<i>October 23</i>
<i>November 13</i>	<i>November 27</i>
<i>December 11</i>	<i>December 25- cancelled for Christmas break</i>

Respectfully submitted,

Heather Nelson-Smith
Director of Corporate Services

I agree with the recommendation.

Allison McCarrick
Chief Administrative Officer



DISTRICT OF PORT HARDY COUNCIL MEETING SCHEDULE 2018



JANUARY							FEBRUARY							MARCH						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6					1	2	3					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31
APRIL							MAY							JUNE						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
									1	2	3	4	5						1	2
1	2	3	4	5	6	7	6	7	8	9	10	11	12	3	4	5	6	7	8	9
8	9	10	11	12	13	14	13	14	15	16	17	18	19	10	11	12	13	14	15	16
15	16	17	18	19	20	21	20	21	22	23	24	25	26	17	18	19	20	21	22	23
22	23	24	25	26	27	28	27	28	29	30	31			24	25	26	27	28	29	30
29	30																			
JULY							AUGUST							SEPTEMBER						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7				1	2	3	4							1
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						
OCTOBER							NOVEMBER							DECEMBER						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					

Please note: Agendas are prepared the Friday before any meeting.
 Agenda items are to be received by the Recording Secretary no later than 4:30pm the Thursday prior to the meeting. (Bylaw No. 03-2009)



DISTRICT OF PORT HARDY AGENDA

IN CAMERA RELEASE OF INFORMATION REPORT
October 31, 2017

Date	Res. #	Community Charter Section	Resolution
01/16/2017	Verbal	S. 90(1)(k)	Strategic Planning Session Priorities -Beautification -Official Community Plan -Fire Department -Recreation -Marijuana legislation and legalization -Harbour lost at sea marker -Downtown revitalization -Airbnb
01/24/2017	IC 2017-10	S. 90(1)(j)	THAT Council approves the release of the In Camera information as presented in the Staff Report of December 31, 2016.
02/14/2017	IC 2017-14	S. 90(1)(j)	That Council use the Provincial Regulation for retroactive Home Owner Grants as a guide for back payments for utility billing and THAT staff review and update the utility bill for customer ease.
03/06/2017	IC 2017-17	S. 90(1)(e)	THAT Council accept the offer for the Seaplane Base by Legend Air. in the amount of \$500,000.00 with the accepted following subjects: - The Seller will prepare the easement over lot 1 Plan 44409, Section 25, Township 9 PID 005-503-809 for access to the highway. - Will allow an additional 15 days past the closing date of June 1, 2017 if the assignment on the Crown Tenure is not complete. - The Seller will provide the Purchaser with a copy of the Preliminary Site Investigation. The following subjects will not be accepted by the Seller: - The off street parking will have to be discussed between the Ministry of Transportation and the Purchaser.
03/14/2017	IC 2017-23	S. 90(1)(e)	THAT the report regarding the Kains Lake Property be received and filed for information.
04/11/2017	Verbal	S. 90(1)(k)	Seaway Ventures declining the renewal of the contract for 2017-2018.
04/11/2017	Verbal	S. 90(1)(k)	CAO McCarrick provided Council with an update on the CUPE negotiations. The Union has requested an arbitrator to resolve some of the outstanding issues.
05/09/2017	Verbal	S. 90(1)(c)	Council discussed the Harbour Management Services contract process and award.
05/09/2017	Verbal	S. 90(1)(k)	Council discussed the process and award for Engineering services for the Reservoir project and a motion of award will be brought forward at the Regular Council meeting.



DISTRICT OF PORT HARDY

AGENDA

BYLAW NO. 1068-2017

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

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

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

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

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

PART 1 CITATION

1. This Bylaw shall be cited as "District of Port Hardy Smoking Regulation Bylaw No. 1068-2017".

PART 2 DEFINITIONS

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

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

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

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

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

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

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

PART 3 HEALTH REGULATIONS

Prohibition of smoking

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

PART 4 VIOLATIONS AND PENALTIES

Offences under Bylaw

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

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

Fine for offence

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

PART 5 ADMINISTRATION AND ENFORCEMENT

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

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

PART 6 SEVERABILITY

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

PART 7 EFFECTIVE DATE

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

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

Read a second time on the 8th day of August, 2017

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

Adopted this ___ day of ___, 2017

DIRECTOR
OF CORPORATE SERVICES

MAYOR

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

Director of Corporate Services



DISTRICT OF PORT HARDY
STAFF REPORT



DATE: November 21, 2017
TO: Mayor and Councillors
FROM: Adrian Maas, Director of Finance
RE: Annual Financial Plan Amendment Bylaw

AGENDA

PURPOSE

To amend 2017 Financial Plan due to council decisions during course of year.

ANALYSIS

The 2017 Financial Plan requires amendment to accommodate various decisions council made during the course of the year.

The changes required are detailed in the attached schedule and included in the amendment bylaw later in the regular council agenda.

FINANCIAL IMPLICATIONS

There are no implications that have not already been considered.

STAFF RECOMMENDATION

"THAT Council amend The annual financial plan as described in the Director of Finance November 21, 2017 report."

Respectfully submitted,

I agree with the recommendation.

Signed



 Adrian Maas
 Director of Finance

Signed



 for Allison McCarrick
 Chief Administrative Officer

	Account Number	Dr	Cr.
Council Resolution 2017-026			
Late Grant in Aid - Youth Soccer	40-201-225-899-2850	2,000.00	
Transfer From Surplus	40-199-991-999-2720		2,000.00
Amendments due to revised quotes for lighting work.			
WTP interior Light Upgrade	50-294-850-629-2880	4,000.00	
Draw on Water Surplus	50-199-991-999-2720		4,000.00
TWWTP Exterior Lights	60-294-865-766-2880	2,000.00	
AWWTP Exterior Lights	60-294-865-767-2880	2,000.00	
Sewer Capital funding	60-199-516-000-2720		4,000.00
Council Resolution 2017-122 Purchase of Truck up to \$40,000			
PW Equipment	40-294-820-757-2880	40,000.00	
Equipment Replacement Reserve	40-199-540-000-2720		40,000.00
Council Resolution 2017-123 Curling Club Roof and Dog Pound Roof			
Curling Club Roof increase to 140,000	40-294-840-780-2879	125,000.00	
Dog Pound Roof \$18,000	40-294-845-217-2880	18,000.00	
Transfer from General Capital Reserve Fund	40-199-514-000-2720		143,000.00
Council Resolution 2017-142 Curling Club Roof			
Curling Club Roof increase to 275,000	40-294-840-780-2879	135,000.00	
Transfer from General Capital Reserve Fund	40-199-514-000-2720		135,000.00
Council Resolution 2017-143 Replace Unit 20 - Ford F550			
Capital New Truck	40-294-820-757-2880	135,000.00	
Proceeds from borrowing	40-199-453-000-1669		135,000.00
Transfer To Accommodate Late Grants in Aid passed by Council			
Grant in Aid Other	40-201-225-899-2850	1,000.00	
Community Programs	40-226-440-301-2530		1,000.00
Summary of Grants 2017			



**DISTRICT OF PORT HARDY
BYLAW 1072- 2017**

AGENDA

**A BYLAW TO AMEND THE ANNUAL FIVE-YEAR FINANCIAL PLAN
FOR THE PERIOD 2017 - 2021**

WHEREAS the Council of the District of Port Hardy deems it expedient to amend the Five-Year Financial Plan for the year 2017;

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

1. Title

This Bylaw may be cited for all purposes as "District of Port Hardy Financial Plan 2017 – 2021 Amendment Bylaw No. 1072- 2017".

2. Tables and Schedules

1. Table 1 of Schedule "A" in Bylaw 1061-2017 is hereby deleted and replaced with Table 1 attached hereto and
2. Schedule "B" of bylaw 1061 -2017 is hereby deleted and replaced with Schedule "B" attached hereto.

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

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

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

Adopted on the __ day of _____ 2017.

DIRECTOR
OF CORPORATE SERVICES

MAYOR

Certified to be a true copy of:
District of Port Hardy Financial Plan 2017 – 2021
Bylaw No. 1072-2017

Director of Corporate Services

SCHEDULE A - BYLAW 1061-2017

Funding Sources

Table 1: Sources of Revenue

Revenue Source	% of Total Revenue	Dollar Value
Property Taxes	10.79%	\$3,076,181
Sale of Services	3.09%	880,082
Sewer Rates	4.30%	1,225,871
Water Rates	5.09%	1,451,312
Revenue from own sources	1.05%	299,501
Unconditional Gov't Grants	2.12%	606,000
Capital Grants	45.25%	12,902,000
Reserves and Surplus	9.18%	4,417,020
Debt	19.13%	5,455,000
Total	100%	\$28,512,967

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2017. The total revenue has been adjusted for non-cash entries in the financial plan. The amount for amortization in 2017 is \$1,800,000; this is not taxed for and is therefore not included in Table 1.

The largest portion of planned revenue is user fees and charges. Services that can be measured and charged on a user-pay basis include water, wastewater, waste management, building permits, recreation, administration and the wharves. User fees apportion the value of the service to those who use it. User fees do not cover all of the costs for the related service.

Property taxes are the next major source of revenue. As a revenue source, property taxation offers a stable and reliable source of revenue for services where the rates are not enough to fund the service. These services include fire protection, general administration, bylaw enforcement, infrastructure maintenance, streets and roads, recreation and culture, economic development and planning.

The District will continue to review all user fees and charges to ensure they adequately meet the capital and operational costs of the service provided.

Schedule B - Bylaw 1061-2017

	2017	2018	2019	2020	2021
Revenue					
Municipal property taxes	2,904,662	3,081,161	3,119,199	3,175,607	3,245,023
Payments in lieu of taxes	171,519	173,304	175,061	176,894	178,746
Sale of services	880,082	897,680	915,631	933,941	952,617
Sewer user rates	1,225,871	1,271,897	1,319,705	1,369,362	1,420,945
Water user rates	1,451,312	1,480,338	1,509,945	1,540,143	1,570,945
Revenue from own sources	299,501	305,262	309,174	315,244	320,866
Unconditional transfers other governments	606,000	621,160	623,203	625,287	627,413
Conditional transfers other governments	12,902,000	2,675,000	2,100,000	1,850,000	1,600,000
Contributions from developers	-	-	-	-	-
Transfers from reserves & other funds	4,417,020	2,624,500	2,282,000	2,246,900	2,258,838
Debenture debt	5,455,000	1,000,000	-	1,000,000	-
	30,312,967	14,130,302	12,353,918	13,233,378	12,175,393
Expenditures					
General government services	996,064	1,027,675	1,041,345	1,062,164	1,083,402
Protective services	419,700	428,406	437,252	446,372	455,695
Transportation services	1,349,752	1,379,147	1,408,390	1,439,969	1,472,316
Environmental & public health services	275,250	280,752	286,368	292,095	297,938
Economic & development services	185,364	203,411	207,377	211,425	215,552
Parks, recreation & cultural services	1,343,069	1,371,915	1,400,707	1,431,353	1,462,724
Wastewater services	941,418	970,452	989,857	1,009,654	1,029,843
Water services	1,126,460	1,148,989	1,171,961	1,195,397	1,219,307
Debt charges	184,410	152,156	151,686	151,256	151,226
Debt principal repayments	316,950	207,086	204,106	185,986	178,086
Transfers to reserves & other funds	564,410	730,813	767,869	807,707	849,304
Amortization	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000
Capital expenditures	20,810,120	4,429,500	2,487,000	3,200,000	1,960,000
	30,312,967	14,130,302	12,353,918	13,233,378	12,175,393