



DISTRICT OF PORT HARDY

AGENDA COUNCIL MEETING 7:00 PM TUESDAY JANUARY 23, 2018 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 JANUARY 23, 2018 - COUNCIL CHAMBERS - MUNICIPAL HALL**

PAGE		Time:
	A. CALL TO ORDER	
	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 January 9, 2018.	
	Motion required.	1. 2.
3-6	2. Minutes of the Regular Council meeting held January 9, 2018.	
	Motion required.	1. 2.
	D. DELEGATIONS AND REQUESTS TO ADDRESS COUNCIL	
7	1. Wendy Smith, North Island Community Services re: Request for letter of support for Adult Day Program services project.	
	E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS	
8	1. Council Action Items. For information.	
9	2. Proclamation: Sponsored by Councillor Fred Robertson: World Teachers' Day October 5, 2018.	
	Motion / direction	1. 2.
	F. CORRESPONDENCE	
10	1. Pacific Coastal Airlines:	
	a. Email from Gaby Wickstrom, Port McNeill & District Chamber of Commerce (Jan.10/18) re: Pacific Coastal Airlines flight reductions. For information.	
11-12	b. Email from Erin Neely, Business Development Manager, Island Region, Pacific Coastal Airlines re: Questions and Concerns regarding winter schedule. For information.	
	<i>Note: Erin Neely is scheduled to be a delegation to Council in March, 2018.</i>	
13-14	2. Recycle BC Contamination Reduction Challenge. For information.	
15-16	3. Hon. Selina Robinson, Minister of Municipal Affairs and Housing (Jan.9/18) re: Thank you for meeting at UBCM Convention, September 2017. For information.	
	G. NEW BUSINESS	
	No New Business in agenda package.	
	H. COUNCIL REPORTS	
	1. Verbal Reports from Council members.	
	I. COMMITTEE REPORTS	
	1. Recommendation from the Committee of the Whole meeting January 9, 2018:	
	The Committee of the Whole recommends:	
	a. THAT Council approve the proposed definition of 'Emergency Shelter' as <i>'Emergency Shelter' means a use staffed and supervised by a public authority or non-profit agency for the purposes of providing temporary sleeping accommodation for people in need of emergency shelter on a short-term basis (to a maximum of 24 hours). Emergency Shelter use includes drop-in and meal services as well as accessory administration and office space for use by program staff.</i>	

**DISTRICT OF PORT HARDY
AGENDA FOR THE REGULAR COUNCIL MEETING
7:00 PM TUESDAY JANUARY 23, 2018 - COUNCIL CHAMBERS - MUNICIPAL HALL**

- b. *THAT Council direct staff to continue with the steps included in a Zoning and Official Community Plan amendment including but not limited to the following:*
- *Preparing bylaw amendments as recommended.*
 - *Notifying the applicant to post signage stating the proposed amendment.*
 - *Notifying the neighbouring properties of the proposed change.*
 - *Notifying provincial agencies.*
 - *Scheduling a public hearing.*
 - *Advertising a public hearing.*

Motion / direction 1. 2.

17-19 2. Draft minutes of the First Nations Relations Committee meeting held January 9, 2018. For information.

20-22 3. Draft minutes of the Operational Services Committee meeting held January 15, 2018. For information.

The Operational Services Committee recommends:

THAT Council advise the proponents of the windmill blade project be contacted, thanked for the opportunity to be part of the project and be advised that the District of Port Hardy has reviewed all aspects of the project including locations on District properties, funding sources and future maintenance costs and further advise that the District cannot proceed with the windmill blade project at this time.

Motion / direction 1. 2.

23-25 4. Draft minutes of the Parks & Recreation Review Committee meeting held January 17, 2018. For information.

J. STAFF REPORTS

26 1. Heather Nelson-Smith, Director of Corporate Services (Jan.17/18) re: AVICC Resolution 2018: Cannabis Tax Revenue Sharing.

Motion / direction 1. 2.

27 2. Allison McCarrick, CAO (Jan.23/17) re: Request to consider major grant in aid from the Regional District of Mt. Waddington.

Motion / direction 1. 2.

K. CURRENT BYLAWS AND RESOLUTIONS

28-31 1. Bylaw 1074-2018 Annual Financial Plan for 2018-2022. For First, Second and Third Reading.

Motion required. 1. 2.

L. PENDING BYLAWS

No pending bylaws.

M. INFORMATION AND ANNOUNCEMENTS

January 25 Staff: OH&S Committee 8:30 am, Council Chambers
January 29 Committee: Emergency Planning Noon, Council Chambers
January 31 Committee: Bear Smart Training 5:00 pm, Council Chambers
February 12 Family Day: Municipal Hall Closed
February 13 Council: Committee of the Whole - Time to be confirmed
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
DISTRICT OF PORT HARDY
COMMITTEE OF THE WHOLE MEETING
TUESDAY JANUARY 9, 2018
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

AGENDA

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; Adrian Maas, Director of Financial Services; Abbas Farahbakhsh, Director of Operations

MEDIA: North Island Gazette

MEMBERS OF THE PUBLIC: None

A. CALL TO ORDER

Mayor Hank Bood called the meeting to order at 6:47 pm.

B. APPROVAL OF AGENDA

Moved/Seconded/Carried

THAT the agenda for the Committee of the Whole meeting of January 9, 2018 be accepted as presented.

C. STAFF REPORT

1. Heather Nelson-Smith, Director of Corporate Services (Jan.3/18) re: Zoning Amendment - 7305 Market Street.

Heather Nelson-Smith, Director of Corporate Services reviewed the application by the Salvation Army for the use of 7305 Market Street as an Emergency Shelter. Review and discussion included:

- Current services at the Salvation Army Lighthouse Resource Centre.
- Proposed uses at the location.
- Current C-3 Zoning and allowed uses.
- Official Community Plan guiding principles for support of health care services.
- Zoning and OCP amendments.
- Combining some of the principle uses from Commercial 3 and Institutional Zoning with the provision of Emergency Shelter to harmonize the property's use.
- Comprehensive Development Zone designation and its principle uses

Councillor Robertson commented about what risks there are about multiple rezoning applications. Mayor Bood advised that the rezoning application will be advertised and citizens have the opportunity to submit their concerns in writing or at the required public hearing.

Moved/Seconded/Carried

The Committee of the Whole recommends:

1. THAT Council approved the proposed definition of 'Emergency Shelter' as *'Emergency Shelter' means a use staffed and supervised by a public authority or non-profit agency for the purposes of providing temporary sleeping accommodation for people in need of emergency shelter on a short-term basis (to a maximum of 24 hours). Emergency Shelter use includes drop-in and meal services as well as accessory administration and office space for use by program staff.*
2. THAT Council direct staff to continue with the steps included in a Zoning and Official Community Plan amendment including but not limited to the following:
 - Preparing bylaw amendments as recommended.

COW 2018-001
APPROVAL OF
AGENDA AS
PRESENTED

COW 2018-002
RECOMMEND-
ATIONS TO
COUNCIL RE
REZONING 7305
MARKET ST

- Notifying the applicant to post signage stating the proposed amendment.
- Notifying the neighbouring properties of the proposed change.
- Notifying provincial agencies.
- Scheduling a public hearing.
- Advertising a public hearing.

D. NEW BUSINESS

No new business

E. ADJOURNMENT

COW 2018-003
ADJOURNMENT

MOVED

THAT the Committee of the Whole adjourn.

Time: 7:01pm

CORRECT

APPROVED

DIRECTOR
OF CORPORATE SERVICES

MAYOR



**MINUTES OF THE DISTRICT OF PORT HARDY
REGULAR COUNCIL MEETING
JANUARY 9, 2018
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

AGENDA

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

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

MEDIA: N. I. Gazette **MEMBERS OF THE PUBLIC:** None

A. CALL TO ORDER

Mayor Bood called the meeting to order at 7:01 pm.

B. APPROVAL OF AGENDA

Moved/Seconded/Carried

THAT the agenda for the Regular Council meeting of January 9, 2018 be accepted as presented.

2018-001
AGENDA
JAN 9/18
ACCEPTED

C. ADOPTION OF MINUTES

1. Minutes of the Committee of the Whole meeting held December 12, 2017.

Moved/Seconded/Carried

THAT the Minutes of the Committee of the Whole meeting held December 12, 2017 be accepted as presented.

2018-002
COW MEETING
MINUTES DEC.
12/17 ACCEPTED

2. Minutes of the Regular Council meeting held December 12, 2017.

Moved/Seconded/Carried

THAT the Minutes of the Regular Council meeting held December 12, 2017 be accepted as presented.

2018-003
REGULAR
COUNCIL MEETING
MINUTES DEC.12
/17 ACCEPTED

D. DELEGATIONS

No delegations.

E. ACTION ITEMS

1. Council action items were received for information.

ACTION ITEMS

F. CORRESPONDENCE

1. Doug Findlater, Mayor, District of West Kelowna (Dec.13/17) re: Cannabis sales tax revenue sharing - 50% of provincial share of cannabis tax sharing formula to local governments.

Council discussion included:

- the request to support 50% of the provincial share of the cannabis tax sharing formula be provided to local government.
- distributing tax revenue equally among all communities.
- distributing tax revenue based on population, similar to gas tax program.
- if there has been any discussion at UBCM regarding cannabis tax revenue distribution.
- If there has been input received from the Cannabis Advisory Planning Committee.

2018-004
SUPPORT 50% OF
PROVINCIAL
CANNABIS TAX
REVENUE TO
MUNICIPALITIES

DRAFT CANNABIS
TAX RESOLUTION
FOR AVICC/UBCM

Moved/Seconded/Carried

THAT the District of Port Hardy write to the Provincial Government and request 50% of the provincial share of the cannabis tax sharing formula be provided to local governments.

Council directed staff to draft a resolution for the AVICC / UBCM regarding 50% of provincial share of cannabis tax sharing formula to local governments for the Cannabis Advisory Planning Committee and Council review.

2. Email to Councillor Fred Robertson from Captain Peter Wilcox, Founding Director Inside Passage Decarbonization Project (Dec.18/17) re: Request to use District of Port Hardy offices for 1st annual Solutions Summit - March 3rd or 10th, 2018.

Heather Nelson-Smith advised she had met with Captain Wilcox in the summer and discussed the project. Captain Wilcox is starting a grass roots movement, has no funding and would appreciate the use of a District facility for the first meeting at no charge.

Moved/Seconded/Carried

THAT Council approve the use of the District's Civic Center hours of use for the Inside Passage Decarbonization Project 1st Annual Solutions Summit - March 3rd or 10th, 2018.

3. Copy of letter to Fort Rupert Curling Club from Executive Director Ministry of Community, Sport and Cultural Development (Dec.20/17) re: Unsuccessful grant application was received for information.

Mayor Bood reviewed the need for urgent repairs at the Fort Rupert Curling Club and advised that the Curling Club executive did their part and applied for a capital project grant to mitigate costs.

G. NEW BUSINESS

No New Business.

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 Finance Committee meeting held December 12, 2017 were received for information.
2. Draft minutes of the Operational Services Committee meeting held December 18, 2017 were received for information.

J. STAFF REPORTS

1. Accounts payable for December 2017 were received for information.
2. Adrian Maas, Director of Finance (Dec.14/17) re: Waterworks Asset Management Plan prepared by Atana Management Inc.

Adrian Maas advised that most grant applications require a municipal asset management plan, reviewed the executive summary provided by Atana Management Inc. and advised the District does not allocate enough funding to sustain services at desired standard or to provide new services.

Council discussion included:

- EPCOR's work on water and wastewater capital projects.
- municipal government's dependence on grants for infrastructure projects.

2018-005
USE OF CIVIC
CENTER HOURS
APPROVED FOR
DECARBONIZATION
PROJECT SUMMIT
MARCH 2018

- the provincial and federal governments need to extend the scope of infrastructure grant programs to enable the work to get done.
- municipalities need to plan ahead and for the long term.

2018-006
 RECEIVE AND
 APPROVE ASSET
 MANAGEMENT
 PLAN

Moved/Seconded/Carried

THAT Council receive and approve the Waterworks Asset Management plan as attached to the Director of Finance report of December 14, 2017.

3. Heather Nelson-Smith, Director of Corporate Services (Jan.3/18) re: Proclamations 2018.

2018-007
 PROCLAMATIONS
 FOR 2018

Moved/Seconded/Carried

THAT Council endorses the following proclamations for 2018:

PROCLAMATION	WHEN	2018 DATE
BC AWARE DAYS 2018: Be Secure, Be Aware	January	Jan 29-Feb 9
April 28 Day of Mourning	April	28-Apr-18
National Public Works Week	May	May 20-26
Access Awareness Day	May	17-May-18
Garden Day (Friday before Father's Day)	June	15-Jun-18
Intergenerational Day Canada	June	01-Jun-18
National Health and Fitness Day	June	02-Jun-18
Aquaculture Awareness Week	September	TBA
Prostate Cancer Awareness Month	September	September
Literacy Month	September	September
Foster Family Month	October	October
United Nations "International Day of Older Persons" October 1,	October 1	01-Oct-18
Community Living Month	October	October
Waste Reduction Week	October	October 15-21
Community Social Services Workers Appreciation Day.	November	TBA
Adoption Awareness Month	November	November

Councillor Robertson requested World Teachers Day be added to the 2018 proclamations. Council invited Councillor Robertson to submit and sponsor a request to Council to support a proclamation of world Teachers' Day.

4. Heather Nelson-Smith, Director of Corporate Services (Jan.4/18) re: 2018 General Election Appointments.

2018-008
 APPOINTMENT OF
 CHIEF ELECTION &
 DEPUTY CHIEF
 ELECTION
 OFFICERS FOR
 2018 GENERAL
 ELECTION

Moved/Seconded/Carried

THAT pursuant to the *Local Government Act*, Heather Nelson-Smith is hereby appointed Chief Election Officer for conducting the 2018 General Election with the power to appoint other election officials as required for the administration of the 2018 General Election; AND FURTHER THAT Susan Bjarnason is hereby appointed Deputy Chief Election Officer for the 2018 General Election.

K. CURRENT BYLAWS AND RESOLUTIONS

1. Bylaw 1073-2017 A Bylaw For District of Port Hardy User Rates and Fees for 2018. For Adoption.

2018-009
 BYL 1073-2017
 2018 USER RATES
 & FEES ADOPTED

Moved/Seconded/Carried

THAT Bylaw 1073-2017 A Bylaw For District of Port Hardy User Rates and Fees for 2018 be adopted.

L. PENDING BYLAWS

No Pending bylaws.

M. INFORMATION AND ANNOUNCEMENTS

Information and announcements in the agenda package were received for information.

N. NOTICE OF IN CAMERA MEETING

No In Camera meeting scheduled.

O. ADJOURNMENT

Moved
THAT the meeting be adjourned.

Time: 7:40pm

CORRECT

APPROVED

DIRECTOR OF
CORPORATE SERVICES

MAYOR

2018-010
ADJOURNMENT

BRIEFING NOTE: NICSS Senior/Elder Adult Day Program**Date: January 8, 2018**

PURPOSE: For Mayor and Council information and letter of support request.

BACKGROUND: Adult Day Program (ADP) services are a group process, designed to provide quality client centred services for participants to improve and maintain their highest functional level of independence, quality of life, health, and provides support to caregivers (respite). ADP service is also aimed to reduce the progression of loss of function; assisting individuals to remain at home for as long as it is reasonable, safe, and practical. Statistics Canada reports our senior population is on the rise and will out number our youth by 2030. We also know many of us and our colleagues will be expected to take on the care of aging loved ones. Our responsibilities for our elders and seniors are increasing with limited resources on the North Island.

“A GP for Me” successful pilot ADP project delivered in Port Hardy in 2016, provided services for up to 23 participants per day. Based on input provided through the community engagements and members to the Mount Waddington Collaborative Working Group (MWCWG), North Island Community Services Society is developing Adult Day Programming for the communities of Port Hardy, Port McNeill, Port Alice, Alert Bay and Sointula in a manner that provides a respectful and supportive environment for clients. The intention is build off the pilot project to provide one day per week of ADP to each of the five communities by providing accessible, multi-level supports from a team of professionals allowing for early detection, regular monitoring of symptoms and/or illness, increased preventative care and reduced need based crisis care. Working with community partners to sustain the programming will be crucial.

UPDATES: Through consultation with MWCWG members (including physicians and other interdisciplinary professional health care providers), we have created a diverse and flexible program that will promote freedom of choices, maximize participation and provide tangible benefits and enjoyment. It will support the participant as well as the caregiver. The budget is under development and there is a requirement of external, ongoing funding. The clients may pay a small fixed amount and some clients may receive some subsidy from Island Health’s Home and Community Care services. Letters of commitment from four of five respective communities for use of facilities for day programming received to date.

NEXT STEPS: Budget discussion planned for next MWCWG meeting to determine funding streams/opportunities. Letters of support from Mayor and Councils, Divisions of Family Practice, Island Health, FN’s and other community partners to assist with funding proposals have been requested with a return deadline of February 14, 2018.

Contact: Wendy Smith, Senior/Elder Day Program Coordinator

Email: w.smith@nicommunityservices.ca

Cell: 250-230-0767

North Island Community Services Society

Office: 250-956-3134

Fax: 250-956-4484

AGENDA

ITEM	ACTION REGULAR MEETING JANUARY 9, 2017	WHO	STATUS /COMMENTS
West Kelowna re: Request for support for Cannabis sales tax revenue sharing - 50% of provincial share of cannabis tax sharing formula to local governments.	Approved: Write letter of support.	AMc	Done
Resolution for the AVICC / UBCM regarding 50% of provincial share of cannabis tax sharing formula to local governments for the Cannabis Advisory Planning Committee and Council review.	- Staff to draft a resolution for the AVICC / UBCM conventions regarding 50% of provincial share of cannabis tax sharing formula to local governments for the Cannabis Advisory Planning Committee and Council review	HN-S	Agenda item
Inside Passage Decarbonization Project (Dec.18/17) re: Request to use District of Port Hardy offices for 1st annual Solutions Summit - March 3 rd or 10th, 2018.	Approved: use of Civic Center for inaugural meeting. -advise of approval to use Civic Center	HN-S	
2018 Proclamations	Approved as presented: - post list as required	LD	Done
2018 General Election Appointments	Approved as presented -proceed with appointments as required	HN-S	
ITEM	ACTION REGULAR MEETING DECEMBER 12, 2017	WHO	STATUS /COMMENTS
Council Remuneration Committee	Approved: Proceed with formation of the Council Remuneration Committee	HN-S	In progress
ITEM	ACTION REGULAR MEETING NOVEMBER 28, 2017	WHO	STATUS /COMMENTS
Draft minutes of Op Scvs Committee meeting held Nov 16/17 <i>Recommendation: THAT Council approve placing the Lost at Sea Monument close to the kayak launch area in Tsulquate Park.</i>	Site approved as recommended. - proceed with installation	SM	
ITEM	ACTION REGULAR MEETING NOVEMBER 14, 2017	WHO	STATUS /COMMENTS
James Hayward Memorial	-Staff to refurbish bench. Family to provide plaque information and payment. -District to order plaque	SM	
Cannabis Advisory Committee Cannabis survey: Recommendation to Council: <i>THAT Council review and distribute the Cannabis Survey for public comments-deadline of Jan 31/18</i>	Distribute Cannabis Survey	HN -S	Survey posted Dec 7/17, open to Jan 31/18
UBCM Community Emergency Preparedness Fund	Application for funding approved as requested. -Submit as required	HN-S	Application submitted
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	HN-S	Expression of Interest ad to be done in Jan 2018



District of Port Hardy

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Port Hardy BC V0N 2P0 Canada
Telephone: (250) 949-6665 ♦ Fax (250) 949-7433
Email: general@porthardy.ca ♦ www.porthardy.ca



AGENDA

PROCLAMATION

WORLD TEACHERS' DAY

October 5, 2018

WHEREAS the vision of education in British Columbia is to enable students to be capable young people thriving in a rapidly changing world, and

WHEREAS British Columbia's education system is world renowned due in part large to the contributions of outstanding teachers, and

WHEREAS teachers in British Columbia contribute not only to student achievement but also to the health of our communities and the prosperity of our province, and

WHEREAS The United Nations has declared October 5 World Teachers' Day;

THEREFORE Mayor and Council do hereby proclaim October 5, 2018

WORLD TEACHERS' DAY
in the District of Port Hardy

Mayor Hank Bood

AGENDA

-----Original Message-----

From: Gaby Wickstrom - Port McNeill & District Chamber [mailto:wordpress@porthardy.ca]
Sent: January-10-18 12:14 PM
To: hnelson.smith@porthardy.ca; general@porthardy.ca
Subject: Port Hardy Contact Form

From: Gaby Wickstrom - Port McNeill & District Chamber
<portmcneillchamber@gmail.com>
Phone: [250 902 9115](tel:2509029115)

Message:

Dear Mayor & Council:

We would like to make you aware that Pacific Coastal Airlines is changing their schedule. As of February 1/18 there will no longer be an early morning and late evening flight (except for Sunday evening and Monday morning) out of Port Hardy.

This will affect workers, businesses and managers who need to travel to Vancouver meetings or lower mainland training. This will affect workers traveling to Alberta for work. People who have chosen to live on the North Island. This will affect the tourism industry as, at the moment, there is no concrete date for the schedule to resume to former service levels. This will affect people traveling for medical appointments. This will affect staff who work at the various coastal airports.

We are preparing a case for service based on what we hear from businesses and the community. We would encourage the District of Port Hardy to write a letter to Pacific Coastal communicating the detrimental effect this would have on North Island Communities. If you could CC us on your correspondence, we will include it in our package to them.

Erin Neely - Business Development Manager Pacific Coastal Airlines
2000 Jubilee Parkway
Campbell River, BC
V9H 1T5

Thank you in advance,
Gaby Wickstrom

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This e-mail was sent from a contact form on the District of Port Hardy Website
(<http://porthardy.ca>)

From: Erin Neely [mailto:Erin.Neely@pacificcoastal.com]
Sent: Friday, January 12, 2018 12:30 PM
To: portmcneillchamber@gmail.com; manager@porthardychamber.com
Cc: general@porthardy.ca
Subject: Winter Schedule Changes YZT

AGENDA

Hello,

In response to your concerns regarding the upcoming schedule changes that will come into effect February 1st here are some of the main Q&A's.

Question: Why have flight 800 and 813 been cancelled?

Answer: The two flights have been cancelled because of historically low passenger numbers. Low passenger numbers mean that we are unable to recoup our cost of operation and therefore we are faced with two options; raise all fare prices in that market, or remove the under-performing flights. In this case we have chosen to remove the under-performing flights as opposed to raising fare prices.

Question: I was booked on a flight that was cancelled. What are you going to do for me?

Answer: We will rebook you on another scheduled flight or refund you the full amount paid for your fare at time of booking.

Question: Is this a permanent schedule change?

Answer: This schedule change is in effect from February 2 until June 3, 2018. We will conduct a future review of our schedule and, based on demand, may consider restoring flights 800 and 813 to our 2018 summer schedule.

I know that the Chambers and local Tourism, along with regional (TAVI) and Destination BC have been working very hard to promote the region for business and recreational travel, and believe the efforts will result in sustainable demand next season. I will notify you all as soon as any restoration of service or additional changes can be confirmed.

Below is a summary of the schedule, highlighting the changes - in addition to the suspension of some of #800/813, flight times have been adjusted and #802/811 have been added back on Wednesdays and Fridays.

South Bound

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	#800 at 07:05	#800 at 07:05 cancelled	#800 at 07:05 cancelled	#800 at 07:05 cancelled	#800 at 07:05 cancelled	#832 at 08:30 cancelled
#806 at 14:00	#802 at 12:20	#802 at 12:20	#802 at 12:20 added back to the schedule	#802 at 12:20	#802 at 12:20 added back to the schedule	#806 at 14:00
#831 at 16:25	#812 at 16:30	#812 at 16:30	#812 at 16:30	#812 at 16:30	#812 at 16:30	

North Bound

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
#8P805 at 10:00	#8P801 at 08:30	#8P801 at 08:30	#8P801 at 08:30	#8P801 at 08:30	#8P801 at 08:30	
#8P831 at 13:30	#8P811 at 15:00 moved back to 15:15	#8P811 at 15:00 moved back to 15:15	#8P811 at 15:15 added back to the schedule	#8P811 at 15:00 moved back to 15:15	#8P811 at 15:15 added back to the schedule	#8P805 at 10:00
#8P813 at 18:10	#8P813 at 18:10 cancelled	#8P813 at 18:10 cancelled	#8P813 at 18:10 cancelled	#8P813 at 18:10 cancelled	#8P813 at 18:10 cancelled	

Please feel free to contact me with any questions.

Kindest Regards,

Erin Neely

Business Development Manager,

Islands Region

Pacific Coastal Airlines

www.pacificcoastal.com

Phone: 778-348-0927
 Fax: 250-926-6691
 Email: erin.neely@pacificcoastal.com
 2000 Jubilee Parkway, YBL
 Campbell River, BC, V9H 1T5



Contamination Reduction Challenge

In June, 2017 three Recycle BC collectors challenged each other to reduce contamination levels in their community's curbside recycling programs. Recycle BC facilitated the challenge using its audit data to determine the results. Congratulations to the **Town of Smithers**, for demonstrating an exceptional level in reduction of non-PPP contamination! Non-PPP contamination is material that is not packaging or printed paper (PPP) (e.g. garbage, scrap metal, toys & books), or that is PPP but that is not yet accepted for collection in the Recycle BC program because it is not recyclable and/or does not have any commercially viable end-markets (e.g. other flexible packaging), or that is hazardous (e.g. butane containers). We would also like to acknowledge the *District of Port Hardy* in their hard work to reduce contamination by even further than the existing rate of 2.2%.

As you know, high levels of contamination poses a big challenge for collection, post-collection processing, worker's safety and the environment. By reducing the overall average non-PPP and non-targeted PPP contamination rate, you are helping to improve the overall efficiency and effectiveness of the recycling process. Thank you for participating in this challenge and for your ongoing efforts to engage and educate residents on reducing contamination.

Town of Smithers

Sample	Average Non-PPP%	Average Non-Targeted %
May 2014 – July 31, 2017	10.4%	16.3%
July Sample	5.4%	11.9%
October Sample	3.2%	7.1%
Average Special Audit Sample	4.3%	9.5%
% Reduction since July	-58.3%	-41.9%
% of Reduction during Competition	-40.7%	-40.3%

#1 - The prize for first place winner is a bench made of recycled plastic. Delivery details, along with agreed upon promotional activities, will be confirmed directly with the Town of Smithers. .

District of Port Hardy

Sample	Average Non-PPP%	Average Non-Targeted %
May 2014 – July 31, 2017	2.2%	3.6%
July Sample	2.4%	3.8%
October Sample	1.6%	2.1%
Average Special Audit Sample	2.0%	2.9%
% Reduction since July	-7.5%	-18.5%
% of Reduction during Competition	-33.3%	-44.7%

*#2 -The prize for second place winner will be a **pizza lunch!** Please contact us to make arrangements.*

District of Summerland

Sample	Average Non-PPP%	Average Non-Targeted %
% of Reduction during Competition	-33.8%	-31.3%

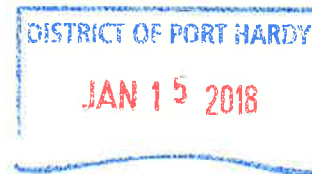


AGENDA

January 9, 2018

Ref: 207325

His Worship Mayor Hank Bood
and Members of Council
District of Port Hardy
7360 Columbia St
PO Box 68
Port Hardy BC V0N 2P0



Dear Mayor Bood and Councillors:

It was a great pleasure to meet with your delegation at the 2017 UBCM Convention. Our new government is committed to building partnerships with local governments to make life more affordable for all British Columbians, to improve service delivery and to promote a strong economy that creates sustainable jobs.

The issues brought forward in our meeting were of great interest to me.

I appreciate the challenges that the District of Port Hardy is facing regarding affordable housing and I would like to take this opportunity to emphasize that our new government shares your concerns. Your efforts to address these challenges through the Ready to Rent program, the planned homelessness count, and your work on obtaining grants for your Housing First Initiative, are to be commended.

Government is currently meeting with partners to determine the directions for action on homelessness and affordable housing. In the Budget 2017 Update, government took immediate steps to make lives better for British Columbians by providing funding for 2,000 modular units. These will provide temporary homes in the short term while government acts on more permanent housing solutions. These modular projects will make an incredible difference in the lives of vulnerable people who are struggling to find and maintain stable housing.

This winter, government is opening more than 640 shelter spaces that will be available all winter long and over 800 spaces that will be available during extreme weather conditions. These are in addition to the almost 2,000 permanent shelter spaces that are open all year.

.../2

Mayor Boob and Councillors
Page 2

I was particularly impressed by the work you have done to acquire support from your community and funding for a new indoor pool. You made it very clear that the residents of Port Hardy, as well as the whole North Island, place considerable value on the pool. As was mentioned during our meeting, your application is currently under technical review and you can expect a response sometime in the New Year.

I found tremendous value in hearing directly from you and other local governments over the course of the week. As a new Minister, this was an important opportunity for me to better understand the challenges and opportunities in your communities. I am looking forward to working in partnership with you to address the priority issues for all British Columbians.

Thank you again to your delegation for taking the time to meet with me.

Sincerely,

A handwritten signature in black ink, appearing to read 'S. Robinson', written in a cursive style.

Selina Robinson
Minister

Enclosure

pc: Honourable Claire Trevena, MLA
North Island



AGENDA

**MINUTES OF THE
DISTRICT OF PORT HARDY
FIRST NATIONS RELATIONS COMMITTEE MEETING
3:00PM TUESDAY, JANUARY 9, 2018
COUNCIL CHAMBERS, MUNICIPAL HALL, 7360 COLUMBIA STREET**

Committee Members: Councillors Pat Corbett-Labatt (Chair) and Leightan Wishart **DRAFT**

Also Present: Ross Hunt Jr., Chief Councillor – Kwakiutl First Nation; Chrissy Chen, Councillor – Kwakiutl First Nation; Jeneen Hunt, Band Manager – Kwakiutl First Nation

Staff: Allison McCarrick, CAO; Leslie Driemel, Recording Secretary

A. CALL TO ORDER

Councillor Pat Corbett-Labatt called the meeting to order at 3:08 pm and acknowledged that the meeting is being held on the traditional territory of the Kwakiutl people.

B. APPROVAL OF AGENDA

Moved/Seconded/Carried

THAT the agenda for the First Nations Relations Committee meeting of January 9, 2018 be accepted.

C. ADOPTION OF MINUTES

1. Minutes of the First Nations Relations Committee meeting held November 14, 2017.

Moved/Seconded/Carried

THAT the minutes of the First Nations Relations Committee meeting held November 14, 2017 be accepted as presented.

D. DELEGATIONS

DRAFT

No delegations.

E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Review and Update of Action Items.

Signage – Fort Rupert Trail.

Councillor Corbett-Labatt reviewed the history of the committee's work on the signage for the Fort Rupert Trail and advised that Mervyn Child, after discussion with Chief George Hunt and Rupert Wilson Sr. advised the Kwak'wala name to be A'edaḱilela laxa kayas which Sarah Child translated as "going back and forth on path".

It was further commented that Mervyn has agreed to have the carvings shifted to make room for the signage. Allison McCarrick advised she will contact Mervyn Child to inquire how the carving is attached in order to safely move and reattach it.

A general discussion was held about the trail, the lake and its traditional use and possible future signage at the lake.

FNRC
2018-001
AGENDA JAN
9/18 ACCEPTED

FNRC
2018-002
MINUTES OF NOV
14/17 ACCEPTED

ACTION ITEM
REVIEW

2. Community to Community Forum

Councillor Corbett-Labatt reviewed and discussed with those present:

- The suggested date of February 7th.
- History and purpose of the forums: to discuss common goals and opportunities for joint action between local governments and First Nation.
- 50% shared funding up to \$5,000
- The event(s) to be held by March 31, 2018
- Possible discussion topics for the upcoming forum such as municipal type service agreements and other topics of mutual interest are welcome to the meeting.
- Invitations will be sent out to Chief and Councillors for Kwakiutl First Nation, Gwa'sala-'Nakwaxda'xw First Nations and Quatsino First Nations and Mayor and Council of the District of Port Hardy.
- A dinner event and possible locations – Cluxewe Resort and Kwa'lilas Hotel
- Letters of support from First Nations for grant reporting would be appreciated

DRAFT

Ross Hunt suggested Tlatlasikwala First Nation Hereditary Chief Tom Wallace be invited.

Protocols for First Nations Signage

Councillor Corbett-Labatt and Allison McCarrick, CAO reviewed and discussed with those present the need for establishing District of Port Hardy and First Nations protocols regarding the First Nations signage in the community. Areas of discussion included:

- Developing and sharing of information on protocols, procedures and sites for future First Nations signage within District boundaries.
- Develop and maintain a list of First Nations signage in the District and establish responsibility and protocols to maintain / repair / replace them.
- Develop a list of approved First Nations carvers for future signage projects.

F. CORRESPONDENCE

No correspondence.

DRAFT

G. NEW BUSINESS

1. Ross Hunt discussed with the Committee his plans to bring back an all-community and all-ages 'Indian Summer Games' event to the North Island. Games and events could include: fastest baby crawling, crocheting contest, pickle ball tournament, kids races as well as traditional sporting events. The idea is in its first stages and community support and funding sources would be needed. The event would be an economic generator for all communities on the the North Island.

2. General Discussion

There was a general discussion among those present:

- On the need to develop economic generators on the North Island. Examples: Mayor Bev Parnham had held discussions regarding a First Nations museum in Port Hardy, development of a sawmill, researching investment and grant funding opportunities
- First Nations and municipal government working together to make connections and put pressure on Federal and Provincial governments to develop economic generators.
- The communities need to share the land, live in harmony and work together for common goals.
- Community health and wellness is an issue that communities need to come together on.

H. COMMITTEE MEMBER REPORTS

DRAFT

Councillor Corbett-Labatt advised:

- January 26th the Theatre for Living will be putting on an interactive play 7:30 pm at the Port Hardy Civic Center on what reconciliation really means.
- February 19th Mt. Waddington Health - Wellness First meeting will be holding a lunch meeting.

I. NEXT MEETING DATE: February 13, 2018

2018 Meeting Dates: 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

FNRC
2018-003
ADJOURNMENT

Moved
THAT the meeting be adjourned.

Time: 4:20 pm



**MINUTES OF THE DISTRICT OF PORT HARDY
OPERATIONAL SERVICES COMMITTEE MEETING
HELD MONDAY JANUARY 15, 2018
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

AGENDA

Committee

Members: Councillors Rick Marcotte, Leightan Wishart

DRAFT

Also Present: Councillor John Tidbury

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

Regrets: Councillor Dennis Dugas

A. CALL TO ORDER

Councillor Rick Marcotte called the meeting to order at 3:01pm.

Allison McCarrick advised that Councillor Dennis Dugas has stepped down as Chair of the Operational Services Committee.

Moved/Seconded/Carried

THAT Councillor Rick Marcotte be appointed Chair of the Operational Services Committee.

B. APPROVAL OF AGENDA

Councillor Marcotte advised of additions to the agenda:

- G. New Business
2. Thunderbird Way streetlights
3. Quatssee Estuary viewing platform in disrepair

Moved/Seconded/Carried

THAT the agenda for the Operational Services Committee meeting of January 15, 2018 be accepted as amended.

C. MINUTES

1. Minutes of the Operational Services Committee meeting held December 12, 2017.

Moved/Seconded/Carried

THAT the minutes of the Operational Services Committee meeting held December 12, 2017 be accepted.

D. DELEGATIONS

No delegations.

E. BUSINESS ARISING / UNFINISHED BUSINESS

1. Review and Update of Action Items.

The Committee reviewed and updated the action items.

OP SCVS
2018-001
APPOINT
C/MARCOTTE
COMMITTEE
CHAIR

OP SCVS
2018-002
AGENDA JAN
15/18
ACCEPTED AS
AMENDED

OP SCVS
2018-003
MINUTES DEC
12 /17
ACCEPTED

ACTION ITEMS

DRAFT

2018-004
WINDMILL
BLADE
PROJECT
RECOMMEND-
ATION TO
COUNCIL

2. Windmill Blade project.

Committee discussion on the windmill blade project included:

- Installation costs estimated to \$25,000, depending on location.
- Funding from the Rotary Club has not been confirmed.
- No District funding available for the project
- Windfarm site is outside of municipal boundaries, suggest it be a Regional District project
- Concerns regarding the safe and secure mounting of the blade. DRAFT
- Graffiti a concern.
- Maintenance costs by District are unknown and could include: increased costs to maintenance in the garden area; graffiti removal; power washing; painting etc.
- Costs and where to dispose of the blade could be a future issue.

Moved/Seconded/Carried

The Operational Services Committee recommends:

THAT Council advise the proponents of the windmill blade project be contacted, thanked for the opportunity to be part of the project and be advised that the District of Port Hardy has reviewed all aspects of the project including locations on District properties, funding sources and future maintenance costs and further advise that the District cannot proceed with the windmill blade project at this time.

3. Capital Items List / Operations update.

Abbas Farahbakhsh advised that there has been no change in the Capital Items list since November. An updated list will be presented at the next committee meeting.

F. CORRESPONDENCE

No correspondence.

G. NEW BUSINESS

1. Water Operations Report, November 2017 was received for information.

ADDENDUM

2. Streetlights

Councillor Wishart advised:

- That streetlights on Thunderbird Way are not working properly. Sean Mercer advised Public Works was on site last week and that the lights should be working now.
- That the lighting by the A&W entrance to Thunderbird Mall is inadequate. Sean Mercer will check the wattage and contact BC Hydro.

3. Quatesee Estuary Viewing Platform

Councillor Marcotte advised the Quatsesee Estuary viewing platform is in disrepair. The Committee was advised a citizen has reported the issue. Sean Mercer will have the Public Works Crew look at the site.

H. STAFF REPORTS

DRAFT

1. Allison McCarrick requested development of an arts/cultural gifting policy be discussed at the next meeting.

I. COMMITTEE MEMBER REPORTS

No reports.

J. NOTICE OF MEETING: Next scheduled meeting: February 19, 2018.

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

K. ADJOURNMENT

Moved
THAT the meeting be adjourned.

Time: 3:30 pm

OP SCVS
2018-005
ADJOURNMENT

DRAFT



MINUTES
DISTRICT OF PORT HARDY
PARKS & RECREATION REVIEW COMMITTEE MEETING
HELD WEDNESDAY JANUARY 17, 2018
COUNCIL CHAMBERS, MUNICIPAL HALL **AGENDA**
7360 COLUMBIA STREET

Committee

Members: Councillors: Fred Robertson (Chair)

DRAFT

Also Present: Councillor Rick Marcotte

Staff: Allison McCarrick, CAO; Sean Mercer, Manager of Operations and Community Services; Leslie Driemel, Recording Secretary

Regrets: Councillors John Tidbury and Pat Corbett-Labatt; Abbas Farahbakhsh, Director of Operational Services;

A. CALL TO ORDER

Councillor Robertson called the meeting to order at 3:02 pm.

B. APPROVAL OF AGENDA

Moved/Seconded/Carried

THAT the Parks and Recreation Review Committee agenda for January 17, 2018 be accepted as presented.

P&RRC
2018-001
AGENDA JAN
17/18
ACCEPTED

C. ADOPTION OF MINUTES

1. Minutes of the Parks & Recreation Review Committee meeting held November 15, 2017.

Moved/Seconded/Carried

THAT the minutes of the Parks & Recreation Review Committee meeting held November 15, 2017 be accepted.

P&RRC
2018-002
MINUTES
NOV 15/17
ACCEPTED

D. DELEGATIONS

DRAFT

No delegations.

E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

ACTION ITEMS

1. Review of Action Items.

Dog Park

Sean Mercer advised he has received information from Clinton regarding the process of developing their dog park on oil company property. Availability of land depends if site remediation has been completed. The property in Port Hardy that was being considered for a dog park will require ongoing remediation and is not available.

Councillor Robertson requested this be brought forward annually until the land is available.

Fort Rupert Trail

Allison McCarrick updated the Committee on the signage project and advised that Mervyn Child, after discussion with Chief George Hunt and Rupert Wilson Sr. advised the Kwak'wala name to be A'edaḱilela laḱa ḱayas which translates as "going back and forth on path". The signs are designed on the Regional District of Mount Waddington template and will be placed at each end of the trail.

Further discussion included:

- A First Nations carving at the shelter on the estuary trail.
- Mapping of current First Nations carvings on District property to be done in the spring.
- The need for a policy on arts and cultural donations to the District.
- Discussion of a policy at a future Official Community Plan review

2. Capital List Review.

DRAFT

Allison McCarrick commented that Abbas Farahbakhsh has advised that there has been no change in the Capital Items list since November. An updated list will be presented at the next committee meeting.

3. Reciprocal Agreement with School District 85.

Councillor Robertson advised that John Martin, Secretary/Treasurer of School District 85 is willing to discuss updating the Reciprocal Agreement and that he will meet with him in the near future.

4. Terms of Reference – Draft for review

The Committee reviewed the draft Terms of Reference and requested the following changes be made and returned to the next meeting for review:

- b) Maintain and strengthen relationships with local recreational and arts and culture organizations.
- e) Consult, on a regular basis the recreational, arts and culture priorities of individuals, groups, agencies and organizations.
- f) Advise Council of recreational and arts and culture initiatives in the community.

Heather Nelson-Smith, Director of Corporate Services joined the meeting.

5. Heather Nelson-Smith, Dir. Corporate Services re: Previous District Recreation Surveys.

Received for information:

- Lees & Assoc. Park User Opinion Survey & Results
- March 2016 Pool/Recreation Survey & Results
- November 2013 Adult Recreation Programming Questionnaire & Results

The Committee had a general discussion on:

- A recreational programmer position.
- Availability of space for recreational programs.
- 2016 survey provides good data for now.
- Initiating a survey and having no action come out of it.
- Initiating a recreational survey in conjunction with OCP review in 2019.

DRAFT

F. CORRESPONDENCE

No correspondence

DRAFT

G. NEW BUSINESS

Development Cost Charges (DCC) - for discussion

- Excerpt from Development Cost Charges - Best Practice Guide (link to full document previously emailed) was received for information.
- Excerpt from Development Cost Charges - Guide for Elected Officials (link to full document previously emailed) was received for information.
- Table of Contents and Background: City of Nanaimo Development Cost Charge Review, Technical Report, May 2017. (full document previously emailed) was received for information.

The Committee discussed:

- The process required and cost of developing a DCC bylaw.
- The need for a long term plan with specific projects in mind before proceeding.
- The length of time to have funding come from DCC for projects.

The Committee suggested DCC be included in upcoming planning meetings.

2. Councillor Wishart re: On This Spot - App based walking tours

- On This Spot – Proposal for Ladysmith Coverage – November 2017 was received for information.
- On This Spot App – White Paper was received for information.
- Port Hardy Tourism Advisory Committee – Page 2 of minutes of the October 5, 2017 meeting was received for information.

Councillor Wishart was not present and review of On This Spot - App based walking tours will be brought forward to the next meeting.

H. COUNCIL / COMMITTEE REPORTS

No reports

I. NOTICE OF MEETING: 3:00 pm Wednesday, February 21 2018.

UPCOMING 2018 MEETING DATES: currently scheduled for the third Wednesday of each month: 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: 4:05pm

P&RRC
2018-003
ADJOURN



DISTRICT OF PORT HARDY
STAFF REPORT



DATE: January 17, 2018 **FILE:** 0550-05 Resolutions
TO: Allison McCarrick, Chief Administrative Officer
FROM: Heather Nelson-Smith, Director of Corporate & Development Services
RE: **AVICC RESOLUTION 2018** AGENDA

BACKGROUND

At the regular meeting of Council January 9, 2018, Council requested staff draft a resolution regarding tax revenue sharing for Cannabis sales. It was directed that the Cannabis Advisory Committee review the draft at its next meeting of February 22, 2018, however the deadline for AVICC resolutions is February 14 and not the end of February as previously reported.

RESOLUTION

WHEREAS the Federal Government of Canada intends to pass legislation in 2018 allowing for the legalization of Cannabis which will permit consumption and retail sale of Cannabis throughout Canada.

AND WHEREAS the impact of the legalization of Cannabis will be felt at the local level through increased costs of administration including but not limited to administration of building codes, planning, licensing, protective services, public health, social services and communications.

THEREFORE, BE IT RESOLVED that the Association of Vancouver Island and Coastal Communities lobby the Province of British Columbia to negotiate a tax sharing formula of the provincial tax share with Local Governments adequate and equitable to cover the increased costs from the legalization and sale of Cannabis in BC.

OPTIONS:

1. Council forward the draft resolution to the Port Hardy Cannabis Committee for review via email and that a final resolution be brought to the next regular Council meeting of February 13, 2018.
2. Council forward the resolution to the AVICC.

Respectfully submitted,

Heather Nelson-Smith
 Director of Corporate &
 Development Services

Allison McCarrick
 Chief Administrative Officer



DISTRICT OF PORT HARDY

STAFF REPORT



DATE: January 23, 2018
TO: Mayor and Councillors
FROM: Allison McCarrick, Chief Administrative Officer
RE: Request for consideration of a Major Grant in Aid to the District of Port Hardy by the Regional District of Mount Waddington Board

AGENDA

PURPOSE

To authorize staff to request the Regional District of Mount Waddington Board consider granting a Major Grant in Aid to the District of Port Hardy for the Port Hardy Multiplex project.

ANALYSIS

The Regional District of Mount Waddington Board Grant in Aid policy allows for the District of Port Hardy to request a grant in aid for financial assistance for a project that will benefit the entire Mount Waddington region and will provide a service that is not currently met by existing services. The Major Grant in Aid can be reconsidered year to year upon request.

FINANCIAL

The Regional District is limited by the Local Government Act with regards to the funding available. The amount a Regional District is authorized to include in their Financial Plan must not exceed the amount that is obtained by a tax of \$0.10 per \$1,000 on the net taxable value of land and improvements in the Regional District. In 2017 the maximum amount the Regional District of Mount Waddington was able to grant was approximately \$119,000.

The Regional District of Mount Waddington considers annually a grant in aid to the Mount Gain Alpine Park Society in the amount of \$35,000 and to the Seven Hills Golf and Country Club in the amount of \$20,000. In the Regional District Grant in Aid policy a fund minimum of \$10,000 must be maintained.

STAFF RECOMMENDATION

"THAT Council authorize staff to request a Major Grant in Aid for the Port Hardy Multiplex project from the Regional District of Mount Waddington in the amount of \$55,000 for 2018 and that this grant be reconsidered year to year upon request by the District of Port Hardy".

Respectfully submitted,

Allison McCarrick
Chief Administrative Officer



**DISTRICT OF PORT HARDY
BYLAW 1074-2018**

AGENDA

**A BYLAW TO ADOPT THE ANNUAL FIVE-YEAR FINANCIAL PLAN
FOR THE PERIOD 2018 - 2022**

WHEREAS the Council of the District of Port Hardy deems it expedient to prepare the Five-Year Financial Plan;

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 2018 – 2022 Bylaw No. 1074-2018".

2. Schedules

1. Schedule "A" attached to and forming part of this bylaw is hereby declared to be the 2018 Disclosure of Revenue Objectives and Policies as per Section 165(3.1) of the *Community Charter*.
2. Schedule "B" attached to and forming part of this bylaw is hereby declared to be the Financial Plan of the District of Port Hardy for the years 2018-2022.

3. Repeal

1. District of Port Hardy Financial Plan 2017 – 2021 Bylaw No. 1061-2017 is hereby repealed.

Notice of the Open Meeting to present the District of Port Hardy 2018-2022 Financial Plan was advertised in the North Island Gazette January 10, 2018 and January 17, 2018 and on the District of Port Hardy Notice Board and Website.

The Open Meeting and Presentation of the District of Port Hardy 2018-2022 Financial Plan was held January 23, 2018.

Read a First time on the ____ day of January 2018.

Read a Second time on the ____ day of January 2018.

Read a Third time on the ____ day of January 2018.

Adopted by the Municipal Council on the ____ day of February 2018.

DIRECTOR
OF CORPORATE SERVICES

MAYOR

Certified to be a true copy of District of Port Hardy Financial Plan 2018 – 2022
Bylaw No. 1074-2018

Director of Corporate Services

SCHEDULE A - BYLAW 1074-2018

2018 Revenue Objectives and Policies

In accordance with Section 165(3.1) of the *Community Charter*, the District of Port Hardy is required to include in the Five Year Financial Plan, objectives and policies regarding each of the following:

1. The proportion of total revenue that comes from each of the funding sources described in Section 165(7) of the *Community Charter*.
2. The distribution of property taxes among the property classes.
3. The use of permissive tax exemptions.

Funding Sources

Table 1: Sources of Revenue

Revenue Source	% of Total Revenue	Dollar Value
Property Taxes	11.75%	3,243,786
Sale of Services	3.25%	898,256
Sewer Rates	4.61%	1,271,897
Water Rates	5.36%	1,480,338
Revenue from own sources	1.06%	291,928
Unconditional Gov't Grants	2.29%	632,425
Capital Grants	46.34%	12,796,000
Reserves and Surplus	8.91%	2,460,150
Debt	16.43%	4,,539,000
Total	100%	\$27,613,780

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2018. The total revenue has been adjusted for non-cash entries in the financial plan. The amount for amortization in 2018 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 A - BYLAW 1074-2018

**Distribution of Property Taxes
 Table 2: Distribution of Property Tax Rates**

Property Class	% of Total Taxation	Dollar Value
Residential	50.83%	\$1,557,581
Utilities	1.27%	39,055
Light Industry	3.88%	118,888
Business and Other	43.19%	1,323,490
Managed Forest	0.61%	18,911
Recreation/Non-profit	0.22%	6,733
Total	100%	\$3,064,658

Table 2 provides the distribution of property taxes among the property classes. The residential class provides the main portion of tax revenue. The residential class is also the largest percentage of the total assessment and consumes the majority of the District services.

All new additions to the property class are removed from the calculation, the percentage increase is applied over the net assessment, and the new rates determined are then applied to the new growth.

Council will continue to assess the multiples used in the tax rate calculation and adjust them as necessary to promote continued growth in the business and industry sector.

Permissive Tax Exemptions

Tax exemptions must demonstrate a benefit to the community and residents of the District by enhancing the quality of life (economically, socially and culturally). The goals, policies and principles of the organization must not be inconsistent or conflict with those of the District. Organizations receiving permissive tax exemptions must be registered non-profit societies and cannot be for commercial or private gain.

Table 3: Permissive Tax Exemptions

Permissive Tax Exemptions	General Taxes Foregone
District owned properties managed by not-for-profit groups	11,798
Not-for-profit organizations	143,138
Churches	42,309
Total	\$ 197,245

SCHEDULE B - BYLAW 1074-2018

	2018	2019	2020	2021	2022
Revenue					
Municipal property taxes	3,064,658	3,257,305	3,362,224	3,457,887	3,561,988
Payments in lieu of taxes	179,128	180,993	182,896	184,821	186,775
Sale of services	898,256	916,219	934,541	953,229	972,292
Sewer user rates	1,271,897	1,319,770	1,369,429	1,421,013	1,474,595
Water user rates	1,480,338	1,509,945	1,540,143	1,570,945	1,602,363
Revenue from own sources	291,928	297,597	303,549	309,050	314,748
Unconditional transfers other governments	632,425	634,488	636,592	638,738	640,927
Conditional transfers other governments	12,796,000	2,176,000	1,712,500	1,617,500	1,622,500
Contributions from developers	-	-	-	-	-
Transfers from reserves & other funds	4,330,150	2,863,375	2,669,100	2,421,038	2,373,838
Debenture debt	4,539,000	235,000	1,225,000	-	75,000
	<u>29,483,780</u>	<u>13,390,692</u>	<u>13,935,974</u>	<u>12,574,221</u>	<u>12,825,026</u>
Expenditures					
General government services	1,064,886	1,089,749	1,116,537	1,143,858	1,174,167
Protective services	484,572	487,983	498,180	508,604	519,249
Transportation services	1,356,703	1,390,938	1,421,621	1,453,035	1,485,188
Environmental & public health services	284,359	285,108	290,811	296,628	302,559
Economic & development services	202,376	206,322	210,349	214,455	218,644
Parks, recreation & cultural services	1,382,055	1,418,107	1,448,897	1,480,400	1,512,653
Wastewater services	978,040	1,012,304	1,032,550	1,053,197	1,074,268
Water services	1,121,480	1,147,632	1,170,583	1,193,999	1,217,881
Debt charges	79,001	136,679	134,340	131,881	129,429
Debt principal repayments	202,500	267,872	293,199	306,900	310,390
Transfers to reserves & other funds	748,108	768,623	809,207	851,564	908,098
Amortization	1,870,000	1,965,000	1,975,000	2,000,000	2,010,000
Capital expenditures	19,709,700	3,214,375	3,534,700	1,939,700	1,962,500
	<u>29,483,780</u>	<u>13,390,692</u>	<u>13,935,974</u>	<u>12,574,221</u>	<u>12,825,026</u>