



DISTRICT OF PORT HARDY

AGENDA COUNCIL MEETING 7:00 PM TUESDAY FEBRUARY 13, 2018 MUNICIPAL HALL COUNCIL CHAMBERS 7360 COLUMBIA STREET

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

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

**DISTRICT OF PORT HARDY
AGENDA FOR THE REGULAR COUNCIL MEETING
7:00 PM TUESDAY FEBRUARY 13, 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	1. Minutes of the Special Council meeting held January 23, 2018.	
	Motion required.	1. 2.
2	2. Minutes of the Committee of the Whole meeting held January 23, 2018.	
	Motion required.	1. 2.
3-5	3. Minutes of the 2018-2022 Financial Plan Presentation held January 23, 2018.	
	Motion required.	1. 2.
6-9	4. Minutes of the Regular Council meeting held January 23, 2018.	
	Motion required.	1. 2.
10	5. Minutes of the Special Council meeting held February 2, 2018.	
	Motion required.	1. 2.
	D. DELEGATIONS AND REQUESTS TO ADDRESS COUNCIL	
	1. Brent Borg, Fire Chief Port Hardy Fire Rescue: re: Quarterly Report to Council October to December 2017.	
	2. Russ Hellberg and members 101 Squadron and Royal Canadian Legion Branch 237 re: Update on the preparations for Wounded Warrior Run BC February 19 – 25, 2018.	
	E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS	
11-12	1. Council Action Items. For information.	
	F. CORRESPONDENCE	
13-14	1. Rebecca Bishop, Program Officer, UBCM Local Government Services (Jan.17/18) re: 2017 Emergency Social Services Grant Approval. For information.	
15-16	2. Vancouver Island Regional Library re: Port Hardy Branch 2017 Statistics. For information.	
	G. NEW BUSINESS	
	No New Business in agenda package.	
	H. COUNCIL REPORTS	
	1. Verbal Reports from Council members.	
	I. COMMITTEE REPORTS	
17-19	1 Draft minutes of the Emergency Planning Committee meeting held January 29, 2018. For information.	

**DISTRICT OF PORT HARDY
AGENDA FOR THE REGULAR COUNCIL MEETING
7:00 PM TUESDAY FEBRUARY 13, 2018 - COUNCIL CHAMBERS - MUNICIPAL HALL**

J. STAFF REPORTS

- 20-22** 1. Accounts Payable for January 2018. For information.

K. CURRENT BYLAWS AND RESOLUTIONS

- 23-26** 1. Bylaw 1074-2018 Annual Financial Plan for 2018-2022. For Adoption.

Motion required. 1. 2.

- 27-29** 2. Bylaw 1075-2018 A Bylaw to Amend Zoning Bylaw 1010-2013. For First Reading.

Motion required. 1. 2.

L. PENDING BYLAWS

No pending bylaws.

M. INFORMATION AND ANNOUNCEMENTS

February 14 Heritage Society, 7:00 pm Council Chambers
February 19 Mt. Waddington Wellness, 11:30-1:00 pm Council Chambers
Committee: Operational Services 3:00 pm Council Chambers
Port Hardy Twinning Society AGM 7:00 pm Council Chambers
February 21 Committee: Parks & Recreation Review 3:00 pm Council Chambers
Filomi Days Society 5:45 pm Council Chambers
February 22 Committee: OH&S 8:30 am Council Chambers
Committee: Cannabis Advisory 4:00 pm Council Chambers
February 24 Freeman of the District Award to John Tidbury 1:30 pm Civic Center
February 27 Council: Special Meeting 5:30 pm Council Chambers

Council: Public Hearing Rezoning 7305 Market Street 6:00 pm Council
Chambers
Council: Regular Council meeting 7:00 pm Council Chambers

N. NOTICE OF IN CAMERA MEETING

No In Camera meeting scheduled at this time.

- O. ADJOURNMENT** Motion required 1. 2. Time:



**MINUTES OF THE DISTRICT OF PORT HARDY
SPECIAL COUNCIL MEETING
TUESDAY JANUARY 23, 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 (by telephone)

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

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

A. CALL TO ORDER

Mayor Bood called the meeting to order at 5:30 pm.

B. APPROVAL OF AGENDA AS PRESENTED

Moved/Seconded/Carried

THAT the agenda for the Special Meeting of Council January 23, 2018 be 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:

1. Subject matter related to Community Charter:

Section 90 1(c) labour relations or other employee relations;
Section 90 1(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection 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 subject matter related to *Community Charter*.

Section 90 1(c) labour relations or other employee relations;
Section 90 1(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act.

D. ADJOURNMENT

Moved

THAT the Special Meeting of Council adjourn.

Time: 6:30 pm

CORRECT

APPROVED

DIRECTOR OF
CORPORATE SERVICES

MAYOR

SC2018-001
AGENDA JAN
23/18
ACCEPTED AS
PRESENTED

SC2018-02
CLOSE
MEETING TO
PUBLIC
COMMUNITY
CHARTER
SEC90 1 (c)(j)

SC2018-003
ADJOURNMENT



**MINUTES
DISTRICT OF PORT HARDY
COMMITTEE OF THE WHOLE MEETING
TUESDAY JANUARY 23, 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 (by telephone)

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: None

MEMBERS OF THE PUBLIC: None

A. CALL TO ORDER

Mayor Hank Bood called the meeting to order at 1:00 pm.

B. APPROVAL OF AGENDA

Moved/Seconded/Carried

THAT the agenda for the Committee of the Whole meeting of January 23, 2018 be accepted as presented.

C. STAFF REPORT

1. Heather Nelson-Smith, Director of Corporate Services re: Presentation on Zoning. The presentation included information on:

- Background information and requirements of an Official Community Plan
- Consultation and budget estimates
- Review of District's guiding vision
- Zoning and OCP interrelationships
- Review of 4 District areas and their zones
- Review of Zones and their principle uses
- Zoning regulations and provisions for land use and density.
- Legal non-conforming
- Ways to change zoning on a property
- When rezoning is required
- Rezoning Process
- Review of Development Variance Permits, Board of Variance, Temporary Use Permits
- Challenges in zoning regulation will be reviewed at upcoming meeting

D. NEW BUSINESS

No new business

E. ADJOURNMENT

MOVED

THAT the Committee of the Whole adjourn.

Time: 2:42 pm

CORRECT

APPROVED

DIRECTOR
OF CORPORATE SERVICES

MAYOR

COW 2018-004
APPROVAL OF
AGENDA AS
PRESENTED

COW 2018-005
ADJOURNMENT



**THE DISTRICT OF PORT HARDY
2018-2022 FINANCIAL PLAN PRESENTATION
6:30pm JANUARY 23, 2018
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

AGENDA

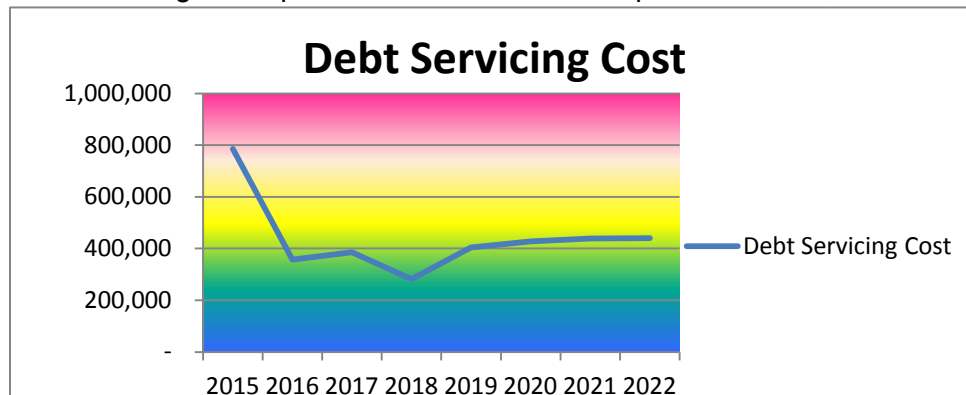
- PRESENT:** Mayor Hank Bood, Councillors Pat Corbett-Labatt, Dennis Dugas, Rick Marcotte, Fred Robertson, John Tidbury and Leightan Wishart (by telephone)
- ALSO PRESENT:** Allison McCarrick, Chief Administrative Officer; Heather Nelson-Smith, Director of Corporate Services; Abbas Farahbakhsh, Director of Operational Services; Adrian Maas, Director of Financial Services
- MEDIA:** None **MEMBERS OF THE PUBLIC:** 1

Presentation by Adrian Maas, Director of Financial Services

Time: 6:30pm

Adrian Maas, Director of Financial Services for the District of Port Hardy, gave a presentation to provide an overview of the 2014-2018 District of Port Hardy Financial Plan. The *Community Charter* requires all municipalities to adopt a five year financial plan on an annual basis. The following are the highlights of the presentation:

- The multiplex project was authorized by referendum in 2016 and continues to wait on grant funding.
- Debt servicing and Operations cost increases expected in 2019, 2020 and 2021.



- Fire Services costs will increase starting in 2018 by implementing 'paid on call' for volunteer fire fighters resulting in 1.25% tax increase. This will show as a line item on tax notices.
- A review of general capital plan expenditures total \$779,700 with some projects carried over from 2017. Reserve funds and grants will provide the majority of funding for 2018 capital program.

#1 Fire hall Lighting Windows	\$ 21,500
Civic Centre Emergency Generator	84,000
Arena Painting	59,000
Arena Doors and Gas detection	16,000
Olympia repairs/rebuild	30,000
Roads and Crack Sealing	155,000
Storm Catch Basin Repairs	7,500
Downtown revitalization	25,000
Xmas Decorations	7,500
Zero Turn Mower	20,000
Replace Ford Escape and Cube Van	85,000
Seawall Lights Phase 5	30,000

Museum Office Renovation	5,000
Seagate Pier Revitalization completion	65,000
Seagate Pier Structural-carried over	100,000
Seagate Wharf T Float Pilings/upgrades	33,000
Fishermen’s Wharf Decking	3,000
Lost at Sea Marker-carried over	10,000
Bear Cove Electrical	16,000
Bear Proof Bin program	7,200
	<u>\$779,700</u>

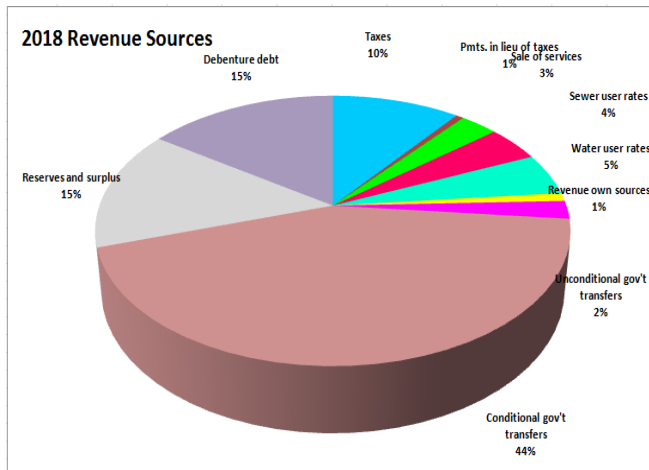
- A review of water and sewer capital projects: Water: work totaling in excess of \$5.5 million commenced in 2017, \$114,000 in new work will start in 2018, grants in the amount of \$4.15 million are approved and user fees will increase by 4%. Sewer: work totaling \$145,000 will begin, an additional \$357,000 from the previous year will continue. With a 4% increase in user fees and elimination of debt (\$265K) in 2017 the sewer fund is expected to increase its capacity to fund capital improvements in the future.
- A review of 2018 – 2022 Consolidated Capital Plan

	2018	2019	2020	2021	2022
Revenue					
Conditional capital grants	12,833,800	2,176,000	1,712,500	1,617,500	1,622,500
Contributions from others					
Loan Proceeds	4,539,000	235,000	1,225,000	-	75,000
Transfer from reserves/surplus	1,875,747	491,175	290,000	50,000	50,000
Transfer from current years operations	498,953	312,200	307,200	272,200	215,000
	<u>19,747,500</u>	<u>3,214,375</u>	<u>3,534,700</u>	<u>1,939,700</u>	<u>1,962,500</u>
Expenditures					
General government services	-	-	-	-	-
Protective services	105,500	415,000	1,020,000	-	-
Transportation services	539,500	719,675	1,042,500	517,500	547,500
Environmental & public health services					
Economic & development services					
Parks, recreation & cultural services	12,337,500	674,700	57,200	7,200	-
Watewater services	1,092,000	50,000	50,000	50,000	50,000
Water services	5,673,000	1,355,000	1,365,000	1,365,000	1,365,000
	<u>19,747,500</u>	<u>3,214,375</u>	<u>3,534,700</u>	<u>1,939,700</u>	<u>1,962,500</u>

- A review of 2018-2022 Consolidated Revenue

Revenue	2018	2019	2020	2021	2022
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>

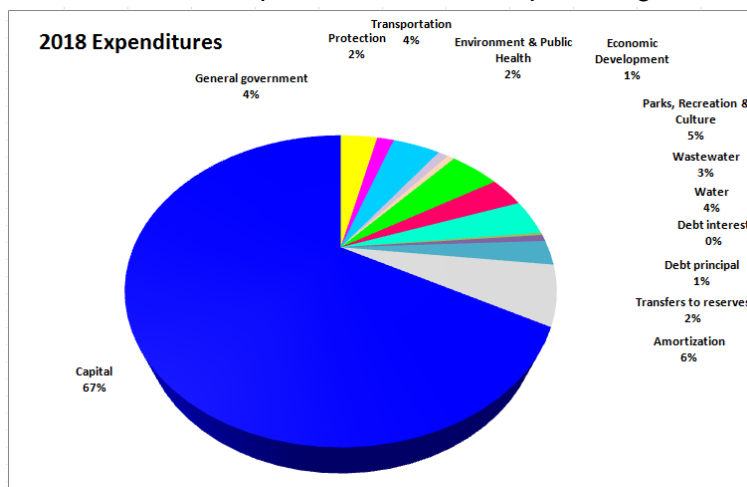
- A review of 2018 Revenue sources.



- A Review of Consolidated Expense 2018-2022

Expenditures	2018	2019	2020	2021	2022
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
	29,483,780	13,390,692	13,935,974	12,574,221	12,825,026

- A review of 2018 expenditures. Note: Capital Program is large and though beginning in 2018 it will span multiple years. An important impact to take note of is that on the revenue screen Reserves and surplus draw downs represented 15% of revenue while contributions into the reserves here represent 2%. Amortization is not funded by taxation.



- Impact on property taxes total \$4.025% or \$82.00 on average family home.

The presentation ended and the meeting was declared closed.

Time: 6:50 pm



**MINUTES OF THE DISTRICT OF PORT HARDY
REGULAR COUNCIL MEETING
JANUARY 23, 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 (via telephone)

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:** 3

A. CALL TO ORDER

Mayor Bood called the meeting to order at 7:00 pm. He acknowledged that the meeting is being held on the traditional territory of the Kwakiutl people.

B. APPROVAL OF AGENDA

Moved/Seconded/Carried

THAT the agenda for the Regular Council meeting of January 23, 2018 be accepted as presented.

C. ADOPTION OF MINUTES

1. Minutes of the Committee of the Whole meeting held January 9, 2018.

Moved/Seconded/Carried

THAT the Minutes of the Committee of the Whole meeting held January 9, 2018 be accepted as presented.

2. Minutes of the Regular Council meeting held January 9, 2018.

Moved/Seconded/Carried

THAT the Minutes of the Regular Council meeting held January 9, 2018 be accepted as presented.

D. DELEGATIONS

1. Wendy Smith, North Island Community Services re: Request for letter of support for adult day programming project.

Wendy Smith reviewed the focus of the adult day program project to provide one day a week adult programming in Port Hardy, Port McNeill, Port Alice, Alert Bay and Sointula. The program will provide respite for care givers, socializing for adults and works to improved quality of life and helps individuals to remain at home for as long as safe, reasonable and practical. Ongoing external funding will be required. Ms Smith requested a letter of support for grant funding applications.

Moved/Seconded/Carried

THAT the District of Port Hardy provide a letter of support for the North Island Community Services Society Senior/Elder Adult Day Program project.

E. ACTION ITEMS

1. Council action items were received for information.

2018-011
AGENDA
JAN 23/18
ACCEPTED

2018-012
COW MEETING
MINUTES JAN 9/18
ACCEPTED

2018-013
REGULAR
COUNCIL
MEETING
MINUTES JAN 9/18
ACCEPTED

2018-014
LETTER OF
SUPPORT FOR
ADULT DAY
PROGRAM
PROJECT

ACTION ITEMS

2018-015
PROCLAIM OCT 5
2018 AS WORLD
TEACHERS DAY

2. Proclamation: Sponsored by Councillor Fred Robertson: World Teachers' Day October 5, 2018.

Moved/Seconded/Carried

THAT the District of Port Hardy proclaim October 5, 2018 as World Teachers Day.

F. CORRESPONDENCE

1. Pacific Coastal Airlines:
 - a. Email from Gaby Wickstrom, Port McNeill & District Chamber of Commerce re: Pacific Coastal Airlines flight reductions was received for information
 - b. Email from Erin Neely, Business Development Manager, Island Region, Pacific Coastal Airlines re: Questions and Concerns regarding winter schedule was received for information.

Council members expressed concerns the scheduling change and the impacts including an overnight stay in Vancouver.

Mayor Bood updated Council on recent discussions with representatives of Pacific Coastal Airlines and advised that scheduling is being reviewed. Pilot shortages are a concern as well as low passenger numbers on some flights. It was noted that Erin Neely, Business Development Manager, Islands Region, Pacific Coastal Airlines is scheduled to be a delegation to Council in the near future.

2. Recycle BC Contamination Reduction Challenge was received for information.

Allison McCarrick, CAO reviewed the reduction percentages in the Reduction Challenge and advised that the 2nd prize of a pizza lunch was given to Fox's Disposal staff.

3. Hon. Selina Robinson, Minister of Municipal Affairs and Housing (Jan.9/18) re: Thank you for meeting at UBCM Convention, September 2017 was received for information.

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.

Councillor John Tidbury presented the Mayor with the Truck Loggers Association History Book *Timber Forever: Standing Tall and Strong for 75 Years*.

I. COMMITTEE REPORTS

1. Recommendations to Council from the Committee of the Whole meeting held January 9, 2018:
 - a. *THAT Council approve the proposed definition of 'Emergency Shelter' as '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.*

Moved/Seconded/Carried

THAT Council approve the proposed definition of 'Emergency Shelter' as 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.

2018-016
DEFINITION OF
'EMERGENCY
SHELTER'
APPROVED

- 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.*

Moved/Seconded/Carried

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.

2. Draft minutes of the First Nations Relations Committee meeting held January 9, 2018 were received for information

Council members commented on the good work and progress made by the First Nations Relations Committee.

3. Draft minutes of the Operational Services Committee meeting held January 15, 2018 was received for information.

The Operational Services Committee recommends:

THAT Council direct staff to contact the proponents of the windmill blade project, that they be 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.

Council discussion included:

- At the time of presentations to the Committee the proponents could not provide a firm cost of installation or confirm outside funding sources and amounts.
- No funding in the District's 2018 budget for the project and that during budget discussions District projects had been cut.
- Once installed maintenance costs and upkeep are not known.

Mayor Bood commented that the proponents want to get the project done, that they are community minded people and that they could do the work from the private sector,

Moved/Seconded/Carried

THAT Council direct staff to contact the proponents of the windmill blade project, that they be 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.

4. Draft minutes of the Parks & Recreation Review Committee meeting held January 17, 2018 were received for information.

J. STAFF REPORTS

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

Heather Nelson-Smith, Director of Corporate Services reviewed Council's request to staff to draft a cannabis tax revenue sharing resolution, the AVICC resolution deadline and the date of the next Cannabis Advisory Committee meeting

2018-017
STAFF PROCEED
WITH OCP &
AMENDMENTS RE:
EMERGENCY
SHELTER

2018-018
WINDMILL BLADE
PROJECT

2018-019
AVICC
RESOLUTION RE
CANNABIS TAX
REVENUE

Moved/Seconded/Carried

THAT Council forward the resolution to AVICC as presented namely:
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.

2. Allison McCarrick, CAO (Jan.23/18) re: Request to consider major grant in aid from the Regional District of Mt. Waddington.

Council discussed the revised Regional District of Mount Waddington grant in aid procedures and policy and that the District of Port Hardy meets the application criteria for a grant in aid request for funding for the multiplex project.

2018-020
MAJOR GRANT
APPLICATION TO
RDMW RE
MULTIPLEX

Moved/Seconded/ Carried

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.

K. CURRENT BYLAWS AND RESOLUTIONS

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

Mayor Bood advised that Council works hard to keep tax increases in the 3% range. The total tax increase for 2018 is 4.025% which includes 1.25% for remuneration to Port Hardy Fire Rescue volunteers.

2018-021
BYL 1074-2018
ANNUAL
FINANCIAL PLAN
FOR 2018-2022

Moved/Seconded/Carried

THAT Bylaw 1074-2018 Annual Financial Plan for 2018-2022 receive First, Second and Third Reading.

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: 7:49 pm

CORRECT

APPROVED

2018-022
ADJOURNMENT

DIRECTOR OF
CORPORATE SERVICES

MAYOR



**MINUTES OF THE DISTRICT OF PORT HARDY
SPECIAL COUNCIL MEETING
FRIDAY FEBRUARY 2, 2018
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

AGENDA

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

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

REGRETS: Councillors Dennis Dugas and Fred Robertson

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

A. CALL TO ORDER

Mayor Bood called the meeting to order at 10:06 am

B. APPROVAL OF AGENDA AS PRESENTED

Moved/Seconded/Carried

THAT the agenda for the Special Meeting of Council February 2, 2018 be 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:

1. Subject matter related to Community Charter:
Section 90 1(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

Moved/Seconded/Carried

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

Section 90 1(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

D. ADJOURNMENT

Moved

THAT the Special Meeting of Council adjourn. Time: 10:13 am

CORRECT

APPROVED

DIRECTOR OF
CORPORATE SERVICES

MAYOR

SC2018-004
AGENDA JAN
23/18
ACCEPTED AS
PRESENTED

SC2018-005
CLOSE
MEETING TO
PUBLIC
COMMUNITY
CHARTER
SEC90 1 (c)(j)

SC2018-006
ADJOURNMENT

COUNCIL REPORT - COUNCIL MEETING HELD ON JANUARY 23, 2018
To: Allison, Abbas, Sean, Heather, Leslie, Melinda, Vern, Bob

AGENDA
File: 0550-06

ITEM	ACTION REGULAR MEETING JANUARY 23, 2018	WHO	STATUS /COMMENTS
W. Smith N.I. Community Services re: request for letter of support	Letter of support approved -write letter as directed	AMc	Done
Proclaim World Teachers Day Oct 5 2018	Approved: -Update proclamation list and post	LD	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.	Approved: as presented. -Send approved resolution to AVICC	HN-S	Done
Recommendation from COW Jan 9/18 - Emergency shelter definition -Zoning/ OCP amendments	Approved: as recommended -Definition change -To proceed with amendments procedures	HN-S	1 st Reading Feb 13 Public Hearing Feb 27
Recommendation from Op Scvs Committee Jan 15/18 re: windmill blade project <i>THAT Council direct staff to contact the proponents of the windmill blade project, that they be 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.</i>	Approved: as recommended -write letter and advise	AMc	Done
Request to consider major grant in aid from the Regional District of Mt. Waddington	Approved as recommended -write grant in aid request	AMc	Done
ITEM	ACTION REGULAR MEETING JANUARY 9, 2018	WHO	STATUS /COMMENTS
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	Done. Bridget Bayer, First Mate, sent email to Lions advising they did not need room March 10/18
2018 General Election Appointments	Approved as presented -proceed with appointments as required	HN-S	Done
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	Agenda item Award letter
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	AMc	Done: Chamber of Commerce to take on event

Local Government Program Services

...programs to address provincial-local government shared priorities

January 17, 2018



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

AGENDA

Re: 2017 Emergency Social Services - Approval and Terms & Conditions

Dear Mayor and Council,

Thank you for submitting an application under the Community Emergency Preparedness Fund for the 2017 Emergency Social Services program.

I am pleased to inform you that the Evaluation Committee has approved funding for your project, *ESS Program Enhancement*, in the amount of \$23,361.88.

As outlined in the Program & Application Guide, grant payments will be issued when the approved project is complete and UBCM has received and approved the required final report and financial summary.

The Ministry of Transportation & Infrastructure has provided funding for this program and the general Terms & Conditions for this grant are enclosed. In addition, in order to satisfy the terms of the contribution agreement, we have the following requirements:

- (1) The funding is to be used solely for the purpose of the above named project and for the expenses itemized in your revised budget that was approved as part of your application;
- (2) All expenditures must meet eligibility requirements as defined in the Program & Application Guide;
- (3) All project activities must be completed within 12 months and no later than January 31, 2019;
- (4) The final report is required to be submitted to UBCM within 30 days of project completion and no later than March 4, 2019;
- (5) Any unused funds must be returned to UBCM within 30 days following the project end date;
- (6) Refundable taxes are not eligible expenditures;
- (7) Applicants who submitted funding requests for Justice Institute of British Columbia (JIBC) Emergency Social Services courses are



Administration provided
by UBCM

Funding provided by
Province of B.C.



**For program
information, visit the
Funding Programs
section at:**

www.ubcm.ca

LGPS Secretariat

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

E-mail: cepf@ubcm.ca
Phone: (250) 387-4470

advised that if a course is approved for funding under the regular Provincial ESS training program, this cost will no longer be eligible through the CEPF grant. Applicants are also advised that the ESS Director's Course (ESSD) is funded by the Province and is not eligible for funding under CEPF.

Please note that descriptive information regarding successful applicants will be posted on the UBCM and /or provincial government websites, and all final report materials will be made available to the provincial government.

On behalf of the Evaluation Committee, I would like to congratulate the District of Port Hardy for responding to this opportunity to develop ESS capacity to support the resiliency of BC communities.

If you have any questions, please contact Local Government Program Services at (250) 387-4470 or by email at cepf@ubcm.ca.

Sincerely,



Rebecca Bishop
Program Officer

cc: *Heather Nelson-Smith*

Enclosure



2017

PORT HARDY



AGENDA

MEMBERSHIP
DEMOGRAPHICS

14% KIDS

6% TEENS

81% ADULTS

ABOUT YOUR BRANCH

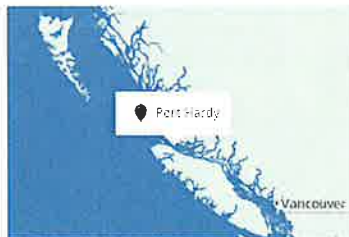
The Port Hardy library branch opened in 1972. Prior to this, Port Hardy enjoyed a community library service through local donations and the Travelling Library Commission. The library branch moved to its current location in 1979 and was renovated in 2016.

1 LOCATION

7110 Market Street, Port Hardy, BC, V0N 2P0

2 HOURS

Mon closed
Tue 10 - 12 & 1 - 5
Wed 10 - 12 & 1 - 5
Thu 1 - 4 & 5 - 8
Fri 12 - 5
Sat 10 - 12 & 1 - 5
Sun Closed



3 CONTACT

tel. (250) 949-6661
email porthardy@virl.bc.ca

QUICK STATS

POPULATION SERVED:

4,197

COLLECTION SIZE:

12,457

CIRCULATION TOTAL:

65,366



PORT HARDY EXPLORE YOUR LIBRARY...

1 THE VALUE OF YOUR CARD \$757

The unique value of your library card is calculated by dividing the market value of resources borrowed from your library by the number of registered borrowers.

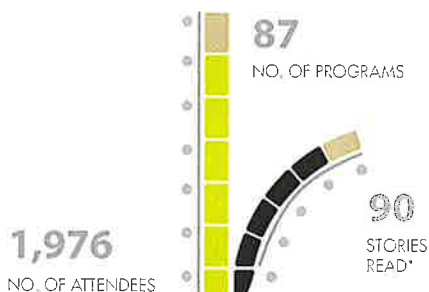
3 TOTAL CIRCULATION

65,366



*A total of physical and digital items circulated.

2 PROGRAM GROWTH!



PROGRAM GROWTH

From story-telling to adult education and digital literacy training: your local library is an invaluable resource to the community. *A typical Storytime will be two stories read aloud.

969 LITERACY STATION SESSIONS



45,935

PHYSICAL ITEMS CHECKED OUT

547

WiFi ACCESS (GB)

4 BRANCH USAGE

The chart above breaks visitorship down by usage. Note that one customer can use an internet station, tap into the wifi, and take out a book within one visit! The chart does show the popularity of internet use to total visitorship.



TOTAL VISITORS:

87,467



AGENDA

**MINUTES OF THE
DISTRICT OF PORT HARDY
EMERGENCY PLANNING COMMITTEE MEETING
JANUARY 29, 2018
MUNICIPAL HALL 7360 COLUMBIA STREET**

Committee Members: Leightan Wishart (Chair); Rick Marcotte, Councillor DPH (Vice-Chair) John Tidbury Councillor DPH; Bob Hawkins, DPH Emergency Coordinator; DPH; Mike McCulley, Deputy Emergency Coordinator; Brent Borg Fire Chief, Port Hardy Fire Rescue; Heather Nelson-Smith, Director of Corporate Services; Bob Swain, Emergency Coordinator, Gwa'sala-'Nakwaxda'xw Nations

Also Present: Allison McCarrick, CAO; Norm Hemphill, ESS Co-ordinator; Richard Hemphill, ESS Co-ordinator; Desiree Hunt, Councillor, Kwakiutl First Nation; Courtney Bransfield, RDMW EPC; Gavin Texmo, Deputy Fire Chief; Leslie Driemel, DPH Recording Secretary,

Regrets: Jeff Houle, J.D. Petroleum Ltd., Nat Pottage, BC Ambulance Service

DRAFT

A. CALL TO ORDER

Leightan Wishart (Chair), called the meeting to order. Time: 11:59 AM

B. APPROVAL OF AGENDA

Moved/Seconded/Carried

THAT the agenda for the Emergency Planning Committee meeting January 29, 2018 be accepted as presented.

EPC-2018-001
APPROVAL OF
AGENDA AS
PRESENTED

C. ADOPTION OF MINUTES

1. Minutes of the meeting held October 30, 2017.

Moved/Seconded/Carried

THAT the minutes of the Emergency Planning Committee meeting held October 30, 2017 be approved.

EPC-2018-002
APPROVAL OF
MINUTES OCTOBER
30 /17 APPROVED

DELEGATIONS

No delegations.

E. BUSINESS ARISING / UNFINISHED BUSINESS

DRAFT

1. Review and Update of Action Items.

ESS Funding Update

Heather Nelson-Smith advised that \$23,000 for ESS supplies and training has been received and the grant completion date is March 2019.

ACTION ITEM
REVIEW

Understanding Roles & Responsibilities

Heather Nelson-Smith and Courtney Bransfield will continue to work on setting up a training event.

Shake Zone

To be kept as action item – to be budgeted in 2019.

Generator for Reception Center

Heather Nelson-Smith advised the generator has been included in the 2018 budget and once the 2018-2022 Financial Plan Bylaw has been approved a RFQ will be issued.

Avalon School Reception Center
School contacts are being updated.

Table Top Exercise
Bob Hawkins advised this is still ongoing.

Emergency Plan Review
Heather Nelson-Smith advised the emergency plan review has been included in the 2018 budget and once the 2018-2022 Financial Plan Bylaw has been approved a RFP will be issued.

F. CORRESPONDENCE

DRAFT

1. Rebecca Bishop, Program Officer UBCM Local Government Services re: 2017 Emergency Social Services Grant Approval Letter was received for information.
2. Pacific Northwest News article: Early Warning Systems was received for information.

G. NEW BUSINESS

1. Debrief re: Tsunami Warning Event of January 23, 2018.

The Committee held a comprehensive debrief on the January 23, 2018 Tsunami Warning event. Discussion included:

- Timeline of event and messages received.
- Role of EOC to coordinate emergency services, media, etc.
- Evacuation notices to public: coordination needed between EOC/ RCMP / PHFR.
- Evacuation started before ESS was notified.
- Confusion regarding emergency updates, messages from more than one agency being received.
- Training in EOC procedures and protocols needed.
- Regional EOC / ESS response.
- Communication between EOC and ESS was better, suggested that handheld radios for ESS/EOC communication be used.
- Public education needed regarding being personally prepared, tsunami zone areas, registering at ESS if evacuated, important to stay off phones, if not in tsunami area, don't need to evacuate etc. Grant funding for training available.
- Delays from EMBC on updates.
- ESS supplies still not at Civic Center.
- Need for ESS volunteers.
- Media / education campaign needed.
- Review of messaging / alert programs available. Majority of comments from citizens leaning to having a siren warning system which would be tsunami warning only.
- Stand alone ESS meetings and ongoing training needs to be done to keep people engaged.
- Training exercises needed for different events.
- First Nations dynamics different. EOC not opened at Gwa'sala-'Nakwaxda'xw, just the ESS Center.

DRAFT

What we learned

- Good learning opportunity, improvements definitely needed.
- Call out – Roles, procedures and communication.
- Roles and responsibilities need to be reviewed: EOC, EMBC, Emergency personnel.
- Public communication via schools and an information event needed: how to be prepared, where to go, why you are going there, stay off phones etc.
- Cell phone towers go down – radio communication needed.

DEBRIEF JANUARY
23, 2018 TSUNAMI
WARNING

- Communication and coordination between EOC's: PH, RDMW, Kwakiutl First Nation and Gwa'sala-'Nakwaxda'xw First Nations.
- ESS recruitment drive push needed.
- Community alarms – messaging vs siren: impact assessment, risks etc.
- Formally open the EOC necessary, then work on assessment, call out list.
- Regional ESS Director – still in discussion at RDMW.

H. NEXT MEETING DATE: March 26, 2018 at 12:00 Noon

DRAFT

Upcoming 2018 Meeting Dates

Bimonthly on the last Monday of the month: May 28, July 30, September 24, November 26

I. ADJOURNMENT

THAT the meeting be adjourned.

Time: 1:10pm

EPC-2018-003
ADJOURNMENT

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
010362	04/01/2018	00735	A.C.E. COURIER SERVICES	29.15	
010363	04/01/2018	00044	ACKLANDS - GRAINGER INC.	176.15	
010364	04/01/2018	02514	Alsco	209.32	
010365	04/01/2018	00829	ANA'S HARDY CLEAN	2,400.74	
010366	04/01/2018	00046	ANDREW SHERET LTD	1,054.59	
010367	04/01/2018	01836	ARIES SECURITY LTD.	4,129.55	
010368	04/01/2018	02054	BARR PLASTICS INC.	493.71	
010369	04/01/2018	01531	BJARNASON, SUSAN	38.21	
010370	04/01/2018	02135	BORG, BRENT	35.00	
010371	04/01/2018	00018	CANADIAN RED CROSS	154.84	
010372	04/01/2018	02468	Canwest Propane	101.99	
010373	04/01/2018	01433	COMOX PACIFIC EXPRESS LT	278.10	
010374	04/01/2018	02730	CUPE Local 401	729.69	
010375	04/01/2018	01901	DENNISON, MELINDA	35.00	
010376	04/01/2018	01476	DOR-TEC SECURITY LTD.	138.30	
010377	04/01/2018	02410	Doyle, Tracy	10.29	
010378	04/01/2018	00183	DRIEMEL, LESLIE	311.50	
010379	04/01/2018	01838	Duraglas Composites	371.70	
010380	04/01/2018	03502	Griffiths, Natasha	44.80	
010381	04/01/2018	00052	HARDY BUILDERS' SUPPLY	29.63	
010382	04/01/2018	00063	HOME HARDWARE BUILDING C	19.91	
010383	04/01/2018	03501	HSI - HOME STRUCTURAL IN	3,429.83	
010384	04/01/2018	00194	INT'L UNION OPERATING EN	1,046.39	
010385	04/01/2018	02897	Itron Canada Inc.	1,698.17	
010386	04/01/2018	03440	IZCO Technology Solution	7,986.37	
010387	04/01/2018	01167	JUST RITE PRECISION SHAR	201.60	
010388	04/01/2018	00065	K & K ELECTRIC LTD.	2,026.78	
010389	04/01/2018	02883	Lekker Food Distributors	988.00	
010390	04/01/2018	03059	Maxxam Analytics	929.25	
010391	04/01/2018	01777	MCCARRICK, ALLISON	35.00	
010392	04/01/2018	00328	MERCER, SEAN	35.00	
010393	04/01/2018	00585	Minister of Finance	1,057.91	
010394	04/01/2018	03316	NAMS Canada Inc.	630.00	
010395	04/01/2018	00033	NAPA AUTO PARTS/N.I. IND	1,927.60	
010396	04/01/2018	01367	NORTH ISLAND GAZETTE	249.95	
010397	04/01/2018	03390	O'Reilly, Kathy	283.50	
010398	04/01/2018	00487	O.K. Paving Company	24,221.40	
010399	04/01/2018	00217	ORKIN CANADA CORPORATION	76.65	
010400	04/01/2018	00013	PACIFIC BLUE CROSS	12,425.09	
010401	04/01/2018	00281	PARKLAND REFINING (B.C.)	1,035.68	
010402	04/01/2018	03242	Patterson's Plumbing	1,333.50	
010403	04/01/2018	00269	PETTY CASH (OFFICE)	30.05	
010404	04/01/2018	01807	PORT HARDY TWINNING SOCI	5,000.00	
010405	04/01/2018	00769	Praxair Distribution	945.43	
010406	04/01/2018	00080	PUROLATOR INC.	1,019.69	
010407	04/01/2018	02965	Ramtech Environmental Pr	12,640.13	
010408	04/01/2018	00107	RECEIVER GENERAL FOR CAN	16,066.72	
010409	04/01/2018	00187	REGIONAL DISTRICT OF MT	4,407.71	
010410	04/01/2018	02935	Roper Greyell LLP	2,143.12	
010411	04/01/2018	00253	Shaw Cable	134.74	
010412	04/01/2018	02522	Strathcon Industries	620.48	
010413	04/01/2018	02971	Summit Valve and Control	4,480.22	
010414	04/01/2018	03313	Tex Electric Ltd.	2,640.65	
010415	04/01/2018	02973	Texmo, Gavin	35.00	
010416	04/01/2018	00011	Tidbury, John	876.55	
010417	04/01/2018	00957	TOURISM VANCOUVER ISLAND	3,868.20	
010418	04/01/2018	00485	TRAN SIGN (1999) LTD.	5,710.38	
010419	04/01/2018	01773	UNIVAR CANADA LTD.	18,674.71	
010420	04/01/2018	02850	VWR International Co.	3,411.36	
010421	04/01/2018	02837	Waterhouse Environmental	6,115.20	
010422	04/01/2018	03447	WestCoast Industrial Val	1,888.85	
010423	04/01/2018	00958	WISHART, LEIGHTAN	742.15	
010424	11/01/2018	02888	0825241 B.C. Ltd.	35.00	
010425	11/01/2018	00044	ACKLANDS - GRAINGER INC.	509.09	
010426	11/01/2018	03506	ADVERTISING IN PRINT	514.97	
010427	11/01/2018	02514	Alsco	104.66	
010428	11/01/2018	00046	ANDREW SHERET LTD	481.09	
010429	11/01/2018	01836	ARIES SECURITY LTD.	11,812.50	
010430	11/01/2018	03504	ATANA MANAGEMENT INC.	12,600.00	
010431	11/01/2018	00047	B.C. HYDRO (Minister of	48,397.22	
010432	11/01/2018	01236	B.C. HYDRO CAD - 130160	1,695.75	

AGENDA

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
010433	11/01/2018	00073	BLACK PRESS GROUP LTD.	532.56	
010434	11/01/2018	02989	Bleaney, Cassandra	27.97	
010435	11/01/2018	01900	Cousins, Robert	250.00	
010436	11/01/2018	02110	DARLING, CORTNEY	250.00	
010437	11/01/2018	02181	DELLO, KERRY	144.00	
010438	11/01/2018	01901	DENNISON, MELINDA	63.13	
010439	11/01/2018	01982	DIGITAL POSTAGE ON CALL	1,575.00	
010440	11/01/2018	01826	DRIEMEL, CHERYL	755.76	
010441	11/01/2018	03503	FIRE POWER EMERGENCY APP	252.56	
010442	11/01/2018	00099	FOX'S DISPOSAL SERVICES	37,005.22	
010443	11/01/2018	00058	GUILLEVIN INTERNATIONAL	1,699.49	
010444	11/01/2018	03015	Henschke, Cory	250.00	
010445	11/01/2018	00063	HOME HARDWARE BUILDING C	62.08	
010446	11/01/2018	03403	Hunter Overheard Doors L	1,187.20	
010447	11/01/2018	00230	ISLAND OVERHEAD DOOR (19	6,008.10	
010448	11/01/2018	02873	Jewell, Joe	250.00	
010449	11/01/2018	01628	KING, BOB	250.00	
010450	11/01/2018	03152	Le Fort, Roland	250.00	
010451	11/01/2018	00271	LIFESAVING SOCIETY	488.00	
010452	11/01/2018	02439	Mose, Richard	250.00	
010453	11/01/2018	01645	NORTH ISLAND COMMUNICATI	2,528.82	
010454	11/01/2018	00526	OPERATING ENGINEERS' BEN	83.30	
010455	11/01/2018	02749	Orach Enterprises Ltd.	1,468.98	
010456	11/01/2018	00281	PARKLAND REFINING (B.C.)	1,562.86	
010457	11/01/2018	00107	RECEIVER GENERAL FOR CAN	27,775.82	
010458	11/01/2018	01889	RECEIVER GENERAL OF CANA	1.05	
010459	11/01/2018	00187	REGIONAL DISTRICT OF MT	5,321.68	
010460	11/01/2018	02724	Reusch, Justin	250.00	
010461	11/01/2018	00151	SOCAN	105.12	
010462	11/01/2018	03468	Strasser, Brad	250.00	
010463	11/01/2018	02522	Strathcon Industries	377.31	
010464	11/01/2018	00113	STRYKER ELECTRONICS LTD.	262.92	
010465	11/01/2018	02424	Team Aquatic Supplies Lt	512.61	
010466	11/01/2018	03313	Tex Electric Ltd.	42,291.90	
010467	11/01/2018	01755	THARP, TIM	250.00	
010468	11/01/2018	00011	Tidbury, John	187.43	
010469	11/01/2018	03358	Wainright, David	250.00	
010470	11/01/2018	00329	WALSH, ROD	250.00	
010471	11/01/2018	03482	WORK TRUCK WEST	212.70	
010472	18/01/2018	00437	ACME SUPPLIES LTD.	1,940.91	
010473	18/01/2018	02514	Alsco	104.66	
010474	18/01/2018	01836	ARIES SECURITY LTD.	44.10	
010475	18/01/2018	02551	Associated Fire Safety E	5,174.66	
010476	18/01/2018	02271	BAILEY WESTERN STAR TRUC	267.45	
010477	18/01/2018	01145	BLACK CAT REPAIRS	302.74	
010478	18/01/2018	01218	CAMPBELL, NORM	11,882.56	
010479	18/01/2018	02468	Canwest Propane	4,310.76	
010480	18/01/2018	01112	CITY OF NANAIMO	635.99	
010481	18/01/2018	02822	Corix Water Products LP	26.81	
010482	18/01/2018	03509	DAY, GLEN	200.00	
010483	18/01/2018	00099	FOX'S DISPOSAL SERVICES	9,604.80	
010484	18/01/2018	01980	HETHERINGTON INDUSTRIES	509.25	
010485	18/01/2018	01875	ISLAND ADVANTAGE DISTRIB	413.42	
010486	18/01/2018	03440	IZCO Technology Solution	1,916.19	
010487	18/01/2018	03510	KENT, MICHELLE	200.00	
010488	18/01/2018	00585	Minister of Finance	466.45	
010489	18/01/2018	02749	Orach Enterprises Ltd.	2,238.10	
010490	18/01/2018	01989	PLASTICS PLUS FABRICATIN	338.83	
010491	18/01/2018	00203	Port Hardy & Dist. Chamb	215.25	
010492	18/01/2018	00769	Praxair Distribution	202.88	
010493	18/01/2018	00187	REGIONAL DISTRICT OF MT	2,750.08	
010494	18/01/2018	01990	ROAD RANGER FREIGHT/0702	23.56	
010495	18/01/2018	00151	SOCAN	117.52	
010496	18/01/2018	03345	SPARTAN CONTROLS	489.22	
010497	18/01/2018	02522	Strathcon Industries	64.37	
010498	18/01/2018	00161	TELUS MOBILITY (BC)	772.93	
010499	18/01/2018	03313	Tex Electric Ltd.	204.75	
010500	18/01/2018	02644	Vancouver Island Fire Fi	2,250.00	
010501	18/01/2018	02850	VWR International Co.	62.09	
010502	18/01/2018	03490	WATERMAN CONTRACTING	1,689.04	
010503	25/01/2018	00735	A.C.E. COURIER SERVICES	143.65	

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
010504	25/01/2018	02468	Canwest Propane	88.91	
010505	25/01/2018	03515	CARTER, DAN	500.00	
010506	25/01/2018	01767	CIVICINFO BC	301.79	
010507	25/01/2018	01433	COMOX PACIFIC EXPRESS LT	363.18	
010508	25/01/2018	02730	CUPE Local 401	653.67	
010509	25/01/2018	00020	E.J. KLASSEN MOTORCADE L	382.57	
010510	25/01/2018	02831	Exova Canada Inc.	754.22	
010511	25/01/2018	03513	H2FLOW TANKS & SYSTEMS I	116,852.94	
010512	25/01/2018	00194	INT'L UNION OPERATING EN	1,075.92	
010513	25/01/2018	01875	ISLAND ADVANTAGE DISTRIB	327.52	
010514	25/01/2018	03514	IWC EXCAVATION LTD.	549,217.80	
010515	25/01/2018	02936	J.D. PETROLEUM LTD.	121.08	
010516	25/01/2018	00065	K & K ELECTRIC LTD.	952.35	
010517	25/01/2018	00271	LIFESAVING SOCIETY	453.50	
010518	25/01/2018	02002	Neopost	624.41	
010519	25/01/2018	00281	PARKLAND REFINING (B.C.)	1,915.25	
010520	25/01/2018	03242	Patterson's Plumbing	731.85	
010521	25/01/2018	01251	PETRO CANADA	55.75	
010522	25/01/2018	00107	RECEIVER GENERAL FOR CAN	24,655.70	
010523	25/01/2018	00272	ROLLINS MACHINERY LIMITE	2,063.25	
010524	25/01/2018	03488	SACRED WOLF FRIENDSHIP C	9,985.00	
010525	25/01/2018	03174	Schantz, Robert	90.00	
010526	25/01/2018	03511	SOWERBY, LYNDA	397.58	
010527	25/01/2018	00160	TELUS	5,047.81	
010528	25/01/2018	00957	TOURISM VANCOUVER ISLAND	1,117.20	
010529	25/01/2018	01026	VIMAR EQUIPMENT LTD.	84.23	
010530	31/01/2018	00735	A.C.E. COURIER SERVICES	33.45	
010531	31/01/2018	01884	Ace Hardware	178.04	
010532	31/01/2018	00044	ACKLANDS - GRAINGER INC.	1,399.51	
010533	31/01/2018	02514	Alsco	104.66	
010534	31/01/2018	02693	BC One Call	73.24	
010535	31/01/2018	01805	BUSY B'S DISTRIBUTING	90.65	
010536	31/01/2018	02468	Canwest Propane	103.17	
010537	31/01/2018	00020	E.J. KLASSEN MOTORCADE L	289.08	
010538	31/01/2018	02456	F.H. Black & Company	3,307.50	
010539	31/01/2018	03517	INDUSTRIAL SCIENTIFIC CA	165.14	
010540	31/01/2018	01524	JOHN BROOKS COMPANY LTD.	3,136.00	
010541	31/01/2018	00069	MACANDALE'S	501.17	
010542	31/01/2018	00626	MAINROAD MAINTENANCE PRO	4,627.02	
010543	31/01/2018	03059	Maxxam Analytics	914.55	
010544	31/01/2018	00014	MINISTER OF FINANCE	1,725.00	
010545	31/01/2018	00033	NAPA AUTO PARTS/N.I. IND	211.48	
010546	31/01/2018	01645	NORTH ISLAND COMMUNICATI	2,518.25	
010547	31/01/2018	00217	ORKIN CANADA CORPORATION	76.65	
010548	31/01/2018	00013	PACIFIC BLUE CROSS	12,568.97	
010549	31/01/2018	00281	PARKLAND REFINING (B.C.)	570.63	
010550	31/01/2018	00187	REGIONAL DISTRICT OF MT	3,144.42	
010551	31/01/2018	01990	ROAD RANGER FREIGHT/0702	20.33	
010552	31/01/2018	00272	ROLLINS MACHINERY LIMITE	417.10	
010553	31/01/2018	02522	Strathcon Industries	33.69	
010554	31/01/2018	00113	STRYKER ELECTRONICS LTD.	350.01	
010555	31/01/2018	02424	Team Aquatic Supplies Lt	286.65	
010556	31/01/2018	03313	Tex Electric Ltd.	370.60	
010557	31/01/2018	03148	Westport Welding & Fabri	218.40	

Total: 1,181,316.89

*** End of Report ***



**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 23rd day of January 2018.

Read a Second time on the 23rd day of January 2018.

Read a Third time on the 23rd 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
	29,483,780	13,390,692	13,935,974	12,574,221	12,825,026
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
	29,483,780	13,390,692	13,935,974	12,574,221	12,825,026



DISTRICT OF PORT HARDY

BYLAW NO. 1075-2018

AGENDA

A Bylaw to Amend Zoning Bylaw No. 1010-2013

WHEREAS the Council of the District of Port Hardy deems it expedient to amend Zoning Bylaw No. 1010-2013;

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

PART 1 CITATION

1.1 This bylaw may be cited for all purposes as the "District of Port Hardy Zoning Bylaw Amendment Bylaw No. 1075-2018".

PART 2 AMENDMENTS

2.1 District of Port Hardy Zoning Bylaw No. 1010-2013 is hereby amended as follows:

- a) Section "1.3 Definitions" is hereby amended as follows:
 - i) Adding the following definition in alphabetical order:

***'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*

- b) Table 5.1 in section 5.1 of Part 5 is amended by adding a new zone listing at the very end of the Table as follows:

CD-8: Comprehensive Development 8	CD-8
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- c) Part 12: Comprehensive Development Zones is amended by adding a new section 12.5 CD-8: Comprehensive Development 8 as shown on Schedule "A" to this Bylaw.
- d) The list of zones included in the legends titled "Zoning Descriptions" on each of Schedules A, B, C and D are amended by including "CD-8: Comprehensive Development 8".
- e) Schedule C: Zoning Map – West is amended by changing the applicable zone of the property legally described as Parcel A (DD 223130I) of Lots 19 and 20, Block 4, Section 36, Township 9, Rupert District, Plan 2178 PID 006-455-743; Lot 19, Block 4, Section 36, Township 9, Rupert District, Plan 2178, Except Parcel A (DD223130I) thereof PID 006-455-611; and Lot 20, Block 4, Section 36, Township 9, Rupert District, Plan 2178, Except Parcel A (DD 223130I) thereof PID 006-455-662

PART 3 SEVERABILITY

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

Read a first time the ___ day of February 2018
Public Hearing held the ___ day of February, 2018
Read a second time the ___ day of February, 2018.
Read a third time the ___ day of February, 2018.
Adopted on the ___ day of March, 2018.

DIRECTOR
OF CORPORATE SERVICES

MAYOR

Certified a true copy of
Bylaw No. 1075-2018 as adopted.

Director of Corporate Services

SCHEDULE “A” TO BYLAW NO. 1075-2018

12.5 CD-8: COMPREHENSIVE DEVELOPMENT ZONE 8

The purpose of this zone is to allow the range of uses permitted in the C-3: Town Centre Commercial zone which is common to properties on Market Street, along with the added principal use of an Emergency Shelter, on the property which is civically addressed as 7305 Market Street and is legally described as Parcel A (DD 223130I) of Lots 19 and 20, Block 4, Section 36, Township 9, Rupert District, Plan 2178 PID 006-455-743; Lot 19, Block 4, Section 36, Township 9, Rupert District, Plan 2178, Except Parcel A (DD223130I) thereof PID 006-455-611; and Lot 20, Block 4, Section 36, Township 9, Rupert District, Plan 2178, Except Parcel A (DD 223130I) thereof PID 006-455-662

- (a) The following principal uses are permitted:
- (1) Assembly
 - (2) Family Resource Centre
 - (3) Professional Service Establishment
 - (4) Personal Service Establishment
 - (5) Emergency Shelter
- (b) The following accessory uses are permitted:
- (1) Accessory Buildings and Structures (see section 3.9)

(c) The following siting, size and dimension requirements apply:

Setbacks		
Yard Setback	Principal Use	Accessory Use
Front Yard	Minimum of 6.0 metres (19.69 feet)	Minimum of 6.0 metres (19.69 feet)
Rear Yard	Minimum of 0.0 metres (0.0 feet)	Minimum of 1.0 metre (3.28 feet)
Interior Side Yard	Minimum of 0.0 metres (0.0 feet)	Minimum of 1.0 metre (3.28 feet)
Interior Side Yard or Rear Yard Abutting a Residential Zone	Minimum of 3.0 metres (9.84 feet)	Minimum of 3.0 metres (9.84 feet)
Exterior Side Yard	Minimum of 4.5 metres (14.76 feet)	Minimum of 4.5 metres (14.76 feet)
Size of Buildings and Structures		
Maximum Height (Principal and Accessory Buildings and Structures)	11.0 metres (36.08 feet)	
Maximum Parcel Coverage	75%	
Parcel Area and Dimensions		
Minimum Parcel Area	450.0 square metres (4,843.76 square feet)	
Minimum Parcel Width	15.0 metres (49.2 feet)	
Minimum Parcel Depth	30.0 metres (98.43 feet)	