



DISTRICT OF PORT HARDY

AGENDA COUNCIL MEETING 7:00 PM TUESDAY APRIL 24, 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
Lynda Sowerby, Director Financial Services
Abbas Farahbakhsh, Director Operational Services
Leslie Driemel, Recording Secretary

**DISTRICT OF PORT HARDY
 AGENDA FOR THE REGULAR COUNCIL MEETING
 7:00 PM TUESDAY APRIL 24, 2018 - COUNCIL CHAMBERS - MUNICIPAL HALL**

PAGE	A. CALL TO ORDER	Time:
	B. APPROVAL OF AGENDA AS PRESENTED (or amended)	
	Motion required.	1. 2.
	C. ADOPTION OF MINUTES	
1-3	1. Minutes of the Regular Council meeting held April 10, 2018.	
	Motion required.	1. 2.
	D. DELEGATIONS AND REQUESTS TO ADDRESS COUNCIL	
	No delegations.	
	E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS	
4-5	1. Council Action Items. For information.	
	F. CORRESPONDENCE	
6-7	1. Elizabeth Aman-Hume, Executive Director, Port Hardy Chamber of Commerce & Visitor Information Center (Apr.10/18) re: Request use of Carrot Park for World Oceans Day, Friday, June 8, 2018.	
	Motion / direction	1. 2.
8	2. Invitation – Forestry Proud Day, 3:30 pm Wednesday, May 16, 2018 at the Town Clock in Port McNeill. For information	
9	3. Lisa Harrison, Black Press (Apr.12/18) re: Request for use of District items for Local Hero Awards event Wednesday May 16, 2018.	
10	Lynda Sowerby, Director of Financial Services (Apr.24/18) re: Local Hero Awards, Request for use of District goods.	
	Motion / direction	1. 2.
	G. NEW BUSINESS	
	No New Business in agenda package.	
	H. COUNCIL REPORTS	
	1. Verbal Reports from Council members.	
	I. COMMITTEE REPORTS	
11-13	1. Draft minutes of the Emergency Planning Committee meeting held March 26, 2018. For information.	
14-15	2. Draft minutes of the First Nations Relations Committee meeting held April 10, 2018. For information.	
16-18	3. Draft minutes of the Operational Services Committee meeting held April 16, 2018. For information.	

**DISTRICT OF PORT HARDY
AGENDA FOR THE REGULAR COUNCIL MEETING
7:00 PM TUESDAY APRIL 24, 2018 - COUNCIL CHAMBERS - MUNICIPAL HALL**

- 19-23 4. Draft minutes of the Parks, Recreation, Arts & Culture Committee meeting held April 18, 2018. For information.

Recommendation to Council:
THAT Council invite a representative from Trane Canada to a Committee of the Whole meeting to provide information on an ammonia-free ice plant system.

Motion / direction 1. 2.

J. STAFF REPORTS

- 24-25 1. Heather Nelson-Smith, Director of Corporate Services (Apr.16/18) re: Bear Smart Port Hardy.
26-28 Bear Smart Port Hardy - Terms of Reference/Code of Conduct

Motion / direction 1. 2.

K. CURRENT BYLAWS AND RESOLUTIONS

- 29 1. Bylaw 1077-2018 A Bylaw to Amend Council Procedure Bylaw No. 03-2009. For Adoption.

Motion required. 1. 2.

- 30-31 2. Lynda Sowerby, Director of Financial Services (Apr.24/18) re: District of Port Hardy Tax Rate Bylaw 1079-2018.

- 32-34 Bylaw 1079-2018 A Bylaw to Set the 2018 Annual Tax Rates. For First, Second and Third Readings.

Motion required. 1. 2.

L. PENDING BYLAWS

No pending bylaws.

M. INFORMATION AND ANNOUNCEMENTS

April 26 Committee: OH&S 8:30 am Council Chambers
May 5 Committee: Emergency Planning Committee, Tabletop Exercise, 10:00 am Council Chambers
May 8 Council: Regular Council meeting 7:00 pm, Council Chambers
May 10 Gwa'sala-'Nakwax'xw Siren Test 10:00 am
May 15 Committee: Operational Services 3:00 pm, Council Chambers
May 16 Committee Parks, Recreation, Arts & Culture 3:00 pm, Council Chambers
May 21 Victoria Day – Municipal Hall Closed
May 28 Committee: Emergency Planning Noon, 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
REGULAR COUNCIL MEETING
APRIL 10, 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, Lightan Wishart

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

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

A. CALL TO ORDER

Mayor Hank Bood called the meeting to order at 7:00 pm.

B. APPROVAL OF AGENDA

Councillor Robertson requested an addendum to the agenda under:

G. NEW BUSINESS:

1. a. Humboldt Broncos Jr. Hockey Team bus crash – moment of silence.
- b. Letter of condolence and support to the Humboldt Broncos.

Moved/Seconded/Carried

THAT the agenda for the Regular Council meeting of April 10, 2018 be accepted as amended.

C. ADOPTION OF MINUTES

1. Minutes of the Committee of the Whole meeting held March 27, 2018.

Moved/Seconded/Carried

THAT the minutes of the Committee of the Whole meeting held March 27, 2018 be accepted.

2. Minutes of the Regular Council meeting held March 27, 2018.

Moved/Seconded/Carried

THAT the minutes of the Regular Council meeting held March 27, 2018 be accepted.

D. DELEGATIONS

No delegations

E. ACTION ITEMS

1. Council action items were received for information.

F. CORRESPONDENCE

No Correspondence

G. NEW BUSINESS

Addendum:

1. a. Humboldt Broncos Junior Hockey Team – moment of silence.
- b. Letter of condolence and support to the Humboldt Broncos Junior Hockey Team.

2018-067
AGENDA
APR 10/18
ACCEPTED AS
AMENDED

2018-068
COMM OF WHOLE
MEETING MINUTES
MARCH 27/18
ACCEPTED

2018-069
REGULAR COUNCIL
MEETING MINUTES
MARCH 27/18
ACCEPTED

ACTION ITEMS

Mayor Bood commented that the deaths resulting from the recent bus crash involving the Humboldt Broncos Junior Hockey team has affected everyone in Canada. Port Hardy like many communities in Canada is a strong hockey town with teams that travel as part of that life. This is a parent's worst fear when sending our children to participate outside of town. Mayor Bood requested a minute of silence in respect of the Humboldt Broncos Junior Hockey Team.

MINUTE OF
SILENCE RE:
HUMBOLDT
BRONCOS JR.
HOCKEY TEAM

A minute of silence in support and respect for the Humboldt Broncos Junior Hockey Team was observed by Mayor, Council and staff.

HOCKEY STICKS
AT DOORS

Councillor Fred Robertson commented that the gesture of placing hockey sticks at the front door to remember the players is spreading across Canada and requested staff arrange for hockey sticks to be placed at the Municipal Hall and Recreation Center front doors. Councillor Robertson will supply sticks as needed. Councillor Robertson further requested that the District of Port Hardy send a letter of condolence and support to the Humboldt Broncos Junior Hockey Team.

2018-070
LETTER OF
CONDOLENCE TO
HUMBOLDT
BRONCOS

Move/Seconded/Carried

THAT the District of Port Hardy send a letter of condolence and support to the Humboldt Broncos Junior Hockey Team.

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

No Committee Reports.

J. STAFF REPORTS

1. Accounts payable for March 2018 was received for information.

K. CURRENT BYLAWS AND RESOLUTIONS

1. Bylaw 1077-2018 A Bylaw to Amend Council Procedure Bylaw No. 03-2009. For First, Second and Third Reading.

Moved/Seconded/Carried

THAT Bylaw 1077-2018 A Bylaw to Amend Council Procedure Bylaw No. 03-2009 receive First, Second and Third Reading.

2018-071
BYL 1077-2018
AMEND COUNCIL
PROCEDURE
BYLAW NO. 03-2009
1ST, 2ND, 3RD
READING

2. Heather Nelson-Smith, Director of Corporate Services reviewed the application to amend zoning at 8700 Park Drive. Council was advised that the current draft drawing was at 23% parcel coverage. Council was advised two public hearings will be held on Wednesday May 9, 2018 at 1:00 pm and 6:00 pm in order for full public input to be received.

Council discussion with staff included:

- Public hearing is not for the development plan, just to address changes for use of property, set backs and siting.
- Proponent will be asked to do a presentation at the public hearings.
- A corporate strata designation, not a bare land strata, will be in place. Owners will be members of the strata corporation and together own the common property, pay for the common expenses of the strata corporation, and vote on matters of common interest.
- Phased development may be planned.
- Street access will be from Rupert Street, with all subdivision bylaw and development permit requirements in place.

- Contractor deposits and bonds will be established to ensure proper development procedures followed.

Bylaw 1078-2018 A Bylaw to Amend District of Port Hardy Zoning Bylaw No. 1010-2013 (addition of CD-9 Comprehensive Development 9) Lot 1, Section 1, Township 8, Rupert District, Plan 45379 PID 008-079-188 Civic Address 8700 Park Drive. For First Reading.

Moved/Seconded/Carried

THAT Bylaw 1078-2018 A Bylaw to Amend District of Port Hardy Zoning Bylaw No. 1010-2013, (addition of CD-9 Comprehensive Development 9) Lot 1, Section 1, Township 8, Rupert District, Plan 45379 PID 008-079-188 Civic Address 8700 Park Drive receive First Reading.

2018-072
BYL 1078-2018, TO
AMEND ZONING
BYLAW NO. 1010-
2013. FIRST
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: 7:30pm

CORRECT

APPROVED

2018-073
ADJOURNMENT

DIRECTOR OF
CORPORATE SERVICES

MAYOR

AGENDA

ITEM	ACTION REGULAR MEETING APRIL 10, 2018	WHO	STATUS /COMMENTS
C/Robertson re: Letter of condolence and support to the Humboldt Broncos Junior Hockey Team	Approved as requested -write letter as directed	AMc	Done
Bylaw 1078-2018 A Bylaw to Amend District of Port Hardy Zoning Bylaw No. 1010-2013 (addition of CD-9) 8700 Park Drive. For First Reading.	Approved: 1 st Reading - Public Hearing May 9 th at 1:00 pm and 6:00 pm -Notice to neighboring properties and advertise as required.	HNS	Notices sent to neighbouring properties. Advertising April 27 and May 2
ITEM	ACTION REGULAR MEETING MARCH 27, 2018	WHO	STATUS /COMMENTS
Relay for Life (Mar.20/18) re: Request exemption from Noise Bylaw for Relay for Life on May 26, 2018 at Port Hardy Secondary School and use of District road barriers.	Approved as requested. -Advise Sabrina Dent of approval -Arrange for use of barricades	HN-S SM	Notice has been sent. Ms Dent to contact Sean for use of barricades
Committee of the Whole meeting held March 19, 2018. Recommendation to Council: THAT staff be granted the authority to proceed with phase 1 construction of the Multiplex which includes the pool as designed with an additional lane and a roughed in mezzanine.	Approved: as recommended. Start phase 1	AMc	
ITEM	ACTION REGULAR MEETING MARCH 13, 2018	WHO	STATUS /COMMENTS
Heather Nelson-Smith, Director of Corporate Services (March 8/18) re: Emergency Instant Alerting Solution.	Approved as presented. - Register and implement program	HN-S	In progress
ITEM	ACTION REGULAR MEETING FEBRUARY 27, 2018	WHO	STATUS /COMMENTS
Port Hardy Volunteer Firefighters Assoc. (Feb 8/18) re: Request for sponsorship for 50 th Anniversary event.	Approved: \$250 Bronze sponsorship -Advise PHVFA and issue cheque	HN-S	Completed
C/r Corbett-Labatt requested Mayor Bood support and sign, on behalf of the town, the online petition of the Helicopter Emergency Rescue Operations Society (H.E.R.O.S) for improved helicopter ambulance services in British Columbia.	Mayor Bood to sign online petition on behalf of Port Hardy	Mayor	
Update to Council Procedure Bylaw 03-2009.	Council to review the existing Council Procedure Bylaw and bring forward suggested changes to the Director of Corporate Services prior to the next Council meeting.	COUN CIL / HN-S	Agenda item Advertising done.
ITEM	ACTION REGULAR MEETING DECEMBER 12, 2017	WHO	STATUS /COMMENTS
Council Remuneration Committee	Approved: Proceed with formation of the Council Remuneration Committee	LS	In progress
ITEM	ACTION REGULAR MEETING NOVEMBER 28, 2017	WHO	STATUS /COMMENTS
Draft minutes of Op Scvs Committee meeting held Nov 16/17. Recommendation: THAT Council approve placing the Lost at Sea Monument close to the kayak launch area in Tzulquate Park.	Site approved as recommended. - proceed with installation	SM	In Progress Anchor is painted and site prep being done

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	In progress
ITEM	ACTION REGULAR MEETING SEPTEMBER 12, 2017	WHO	STATUS /COMMENTS
Bob Schantz, Municipal Inspector re: Note Against Title, 9085 Copper Drive	Approved as recommended: -to put a note against land title on Lot 48, Sec 36, Twp 9, Rupert District, Plan 24505,	HN-S	Completed



AGENDA

District of Port Hardy
Attn: Honorable Mayor and Council
7360 Columbia Street
Box 68, Port Hardy, BC V0N 2P0

April 10, 2018

Honorable Mayor Hank Bood & Council,

World Oceans Day will be celebrated in Port Hardy on Friday, June 8, 2018. This is a time to educate youth and our community about the life-giving role of our oceans and the importance of keeping our community, beaches and water systems clear of debris and pollution. The Port Hardy District Chamber of Commerce & Visitor Centre would like to request the use of the Carrot Park on Friday, June 8th, to celebrate Oceans Day. This location allows easy access for the entire community to enjoy the day's festivities.

This event is geared toward educating our children on the role of the ocean and what they can do to keep it clean. All Port Hardy schools and daycares are invited along with locals and visitors. The past 8 years have been a huge success with over 500 people attending shore walks, exploring touch tanks and participating in ocean related activities.

The activities will take place on the beach and in the immediate park area around the Visitor Centre. One water tank (with living ocean creatures) will be positioned close to Visitor Centre building, and will be supervised at all times by trained Marine Biologists from Pacificus Biological. After the event, the ocean creatures will be released back to the ocean.

DATE: Friday, June 8, 2018

TIME: 10 am – 2 pm

INTENT: This will be the 9th Annual Oceans Day event that the Port Hardy Chamber of Commerce has hosted. This day is geared toward educating children on the role of the ocean and what they can do to keep it clean while engaging the community as a whole.

Box 249-7250 Market Street, Port Hardy, BC V0N 2P0
Tel: 250-949-7622 manager@porthardychamber.com www.porthardychamber.com



ACTIVITIES PLANNED

**SHORE WALKS &
BEACH CLEAN UP:** 10 am – 2 pm
3 scheduled 20 minute walks

**REQUESTED
PARTICIPANTS:** Archipelago Marine, Ministry of Forests, Living Oceans Society, Department of Fisheries and Oceans, Pacificus Biological, Mother Goose Literacy Bus, Quatse Salmon Centre, Environment Canada, CETUS, MERS. This is a growing event and we are waiting to hear from several other groups at this time.

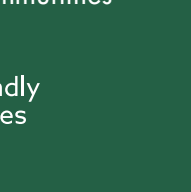
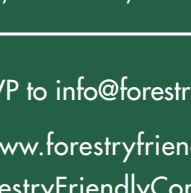
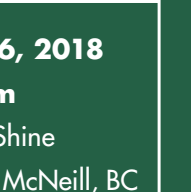
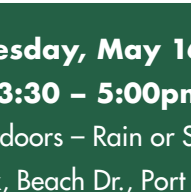
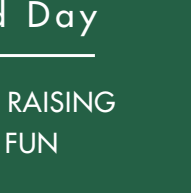
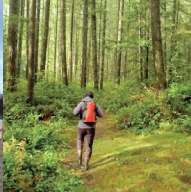
TANKS: DFO will issue a permit for creatures to be put into touch tanks for the day; Pacificus Biological employees will manage and operate this.

Council's consideration of support for Port Hardy's 2018 World Oceans Day celebrations is greatly appreciated. Please feel free to contact me directly if there are any questions, or if additional information is required.

Sincerely,

A handwritten signature in black ink, which appears to read "Elizabeth Aman-Hume". The signature is written in a cursive style and is positioned above the printed name and contact information.

Elizabeth Aman-Hume, Executive Director
Port Hardy Chamber of Commerce & Visitor Information Centre
7250 Market Street Box 249 - Port Hardy, BC V0N 2P0
Phone: 250-949-7622 | porthardychamber.com | visitporthardy.com



FORESTRY PROUD
BRITISH COLUMBIA

YOU'RE INVITED
Forestry Proud Day

PRESENTATION • FLAG RAISING
REFRESHMENTS • FUN

Wednesday, May 16, 2018

3:30 – 5:00pm

Outdoors – Rain or Shine

Town Clock, Beach Dr., Port McNeill, BC

Please RSVP to info@forestryfriendly.ca

 www.forestryfriendly.ca

 [@ForestryFriendlyCommunities](https://www.facebook.com/ForestryFriendlyCommunities)



Forest Friendly
Communities

North Island Gazette

Box 458
Port Hardy, BC
V0N 2P0
Lisa Harrison

AGENDA

13 April 2018

Allison McCarrick

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

Dear Allison & the Port Hardy Council,

The North Island Gazette is putting on an event called Local Hero Awards. On Wednesday, May 16/2018 at the Port Hardy Fire Hall.

I am sending a special request to the District of Port Hardy & Council to use the following items (in kind).

In return we will:

- **Logo recognition on Local Hero Awards material**
- **Logo recognition in paper, online and in social media**
- **Logo recognition at event, on stage, on event material including event program, branding and powerpoint presentation**

The items we would like to book are the following:

- 80 chairs
- Podium
- Portable Screen & Projectors
- Sound system, speakers & amps
- Microphone

Thank you for your time. If you have any other questions or concerns please contact me at 250-949-0409 or email lisa.harrison@blackpress.ca

Sincerely,

Lisa Harrison

Digital Marketing & Black Press Events



DISTRICT OF PORT HARDY

STAFF REPORT



DATE: April 24, 2018

AGENDA

TO: Mayor and Councillors

FROM: Lynda Sowerby, Director of Finance

RE: Local Hero Awards – Request for use of District goods

PURPOSE

To respond to a request from the Local Hero Awards Committee, for the loan of various District goods during the Local Hero Awards presentation.

ANALYSIS

The Local Hero Awards presentation will take place on Wednesday, May 16, 2018 at the District of Port Hardy Fire Hall. The organizers have submitted a request (attached) to the District, for in-kind donations as listed, for use on the presentation night.

The District has the requested goods available, and would be able to lend them for this event.

The District does not have a Policy relating to In-Kind donations.

FINANCIAL IMPLICATIONS

There are no financial implications. This request does not require any new funding by the District.

STAFF RECOMMENDATION

"THAT Council approve the loan of the requested goods for the awards night as requested by the Local Heroes Award Committee."

Respectfully submitted,

I agree with the recommendation.

Signed


Lynda Sowerby
Director of Finance

Signed


Allison McCarrick
Chief Administrative Officer



MINUTES OF THE **AGENDA**
DISTRICT OF PORT HARDY
EMERGENCY PLANNING COMMITTEE MEETING
MARCH 26, 2018
MUNICIPAL HALL 7360 COLUMBIA STREET

Committee Members: Leightan Wishart (Chair); Rick Marcotte, Councillor DPH (Vice-Chair) John Tidbury Councillor DPH; DPH; Mike McCulley, Deputy Emergency Coordinator; Bob Swain, Emergency Coordinator, Gwa'sala-'Nakwaxda'xw Nations; Cpl. Chris Voler, RCMP

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

Regrets: Bob Hawkins, DPH Emergency Coordinator; Norma Hemphill, ESS Co-ordinator; Richard Hemphill, ESS Co-ordinator; Jeff Houle, J.D. Petroleum Ltd.; Nat Pottage, BC Ambulance Service; Brent Borg Fire Chief, Port Hardy Fire Rescue

A. CALL TO ORDER

Leightan Wishart (Chair), called the meeting to order. Time: 12:02 pm

B. APPROVAL OF AGENDA

DRAFT

Moved/Seconded/Carried

THAT the agenda for the Emergency Planning Committee meeting March 26, 2018 be accepted as presented.

EPC-2018-004
APPROVAL OF
AGENDA AS
PRESENTED

C. ADOPTION OF MINUTES

1. Minutes of the meeting held January 29, 2018.

Moved/Seconded/Carried

THAT the minutes of the Emergency Planning Committee meeting held January 29, 2018 be approved.

EPC-2018-005
APPROVAL OF
MINUTES JAN 29/18
APPROVED

DELEGATIONS

No delegations.

E. BUSINESS ARISING / UNFINISHED BUSINESS

DRAFT

1. Review and Update of Action Items.

Heather Nelson-Smith reviewed and updated the action items.

ACTION ITEM
REVIEW

Tsunami Warning Debrief - Emergency agencies met and a debrief was held. The group plans to meet again and continue work together.

ESS Supplies to Civic Center - Still in progress.

ESS Grant – Coordinating purchases with RDMW. Sea Can storage unit being sourced separately.

Roles & Responsibilities training

On hold. May use EMBC training videos for emergency committees and Councils as part of 2018 elections.

Generator for Reception Center

Approved in 2018 budget. Will work with Dir. Finance to purchase.

Table Top Exercise

April 28/18 was tentative date. Heather Nelson-Smith will contact committee members on alternate dates.

Emergency Plan Review

Approved in 2018 budget. Will develop RFP with Dir. Finance.

DRAFT

F. CORRESPONDENCE

No correspondence.

G. NEW BUSINESS

1. Heather Nelson-Smith re: Telmatik Mass Notification System; Approval and Implementation.

TELMATIK MASS
NOTIFICATION
SYSTEM APPROVED
BY COUNCIL

Heather Nelson-Smith advised Council has approved purchase of the Telmatik Mass Notification System. The system review included details regarding;

- All the needed messaging services are available, including landline notification.
- Subscriber based - will be through the District website.
- Distribution groups can be established.
- 4,500 subscribers for now, more subscribers can be added.
- Data is kept in Canada which meets Freedom of Information requirements.
- Can add other partners such as RDMW – which would be good for Holberg/Winter Harbour areas – the District would not manager partner notifications.
- Cost is about \$1.00/person.
- Develop a strategy for call in if not internet or cell phone service available.

Committee members advised this is an excellent step forward and discussed options on getting the information to citizens on the subscription process through social media, advertising and mail drop.

2. Alert Ready - Wireless Public Alerting info from Telus was received as information.

Heather Nelson-Smith advised this is the Provincial initiative to get alerting messages to Canadians via compatible wireless devices using Cell Broadcast distribution. These alerts would come out as well as District alerts.

3. Heather Nelson-Smith re: Emergency Preparedness Week May 6-12, 2018.

EMERGENCY
PREPAREDNESS
WEEK MAY 6-12,
2018

Committee discussion included:

- Successful 2017 event at Thunderbird Mall.
- Planning a 2018 event.
- Focus on personal preparedness.
- Advertising via social media, mass mail out for event and large ads in local papers.

DRAFT

Councillor Wishart will contact Gary Jackson, Save On Foods manager regarding organizing a similar event this year.

- Emergency Planning Toolkit was received for information.
- Emergency Preparedness Week 2017 Webpage was received for information.
- Social Media posts – 2017 was received for information.

4. Gwa'sala-'Nakwaxda'xw First Nations Siren Testing Schedule was received for information.

Bob Swain advised the siren test went well and equipment is working properly. Training volunteers on when and how to sound the alarm system is needed.

-
5. Councillor Tidbury advised that a North Island Regional Emergency Planning Committee meeting was held recently with 42 people in attendance. The next meeting will be held in Port Hardy on April 12, 2018 at 10:30 am at the Civic Center. He commented that it would be good to have more representation from the District Emergency Planning Committee. Councillor Wishart and Mike McCulley will try to attend.

H. NEXT MEETING DATE: May 28, 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: 12:40pm

EPC-2018-006
ADJOURNMENT



AGENDA

**MINUTES OF THE
DISTRICT OF PORT HARDY
FIRST NATIONS RELATIONS COMMITTEE MEETING
3:00PM TUESDAY, APRIL 10, 2018
COUNCIL CHAMBERS, MUNICIPAL HALL, 7360 COLUMBIA STREET**

Committee Members:

Councillors Pat Corbett-Labatt (Chair) Councillor Leightan Wishart

Also Present:

Ross Hunt Jr., Chief Councillor – Kwakiutl First Nation; Leslie Walkus, Councillor Gwa’sala-‘Nakwaxda’xw First Nations; Chris Parker, Mount Waddington Health Network Coordinator

Staff:

Allison McCarrick, CAO; Leslie Driemel, Recording Secretary

A. CALL TO ORDER

DRAFT

Councillor Pat Corbett-Labatt called the meeting to order at 3:02 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 April 10, 2018 be accepted as presented.

FNRC
2018-010
AGENDA APRIL
10/18 ACCEPTED

C. ADOPTION OF MINUTES

- Minutes of the First Nations Relations Committee meeting held March 13, 2018.

Moved/Seconded/Carried

THAT the minutes of the First Nations Relations Committee meeting held March 13, 2018 be accepted as presented.

FNRC
2018-011
MINUTES OF
MARCH 13/18
ACCEPTED

D. DELEGATIONS

- Chris Parker, Mount Waddington Health Network Coordinator - reporting on a meeting titled *Path Forward: Child Wellness and Justice Initiative*.

DELEGATION
CHRIS PARKER,
MT WADDINGTON
HEALTH
NETWORK
COORDINATOR

Chris Parker and Councillor Corbett-Labatt reviewed the aims and purpose of the meeting held last year - *Path Forward: Child Wellness and Justice Initiative* put forward by judges, lawyers to look at the legal system and discuss options and efforts to develop a system with better approaches and long-term solutions for those in breach of court conditions due to mental health and addiction issues.

Discussion topics included;

- A need for a culturally safe and collaborative approach.
- smaller scale, locally located rehabilitation centers.
- Culturally oriented programs that involve whole families needed.
- Addiction management programs needed.
- New facility or work with Salvation Army or local hospital.
- Update and revamp the current child protection system and removing children from homes and work to keep children in their communities.
- Delegated authority and partnerships could be created.
- Federal/provincial jurisdictions and funding sources.
- Basic rehabilitation not enough, need education and job skills training to succeed.
- Child care availability and costs are an issue when sobering or going to school.
- Regular treatment / sobering centers not designed to provide ongoing support.
- Economics plays a role - going down island for help, communities lose dollars.

DRAFT

- Local jobs needed but there are barriers to getting training
- Specifying local hires for projects.
- The tendering process for District projects and that the District cannot specify who is can be hired by contractors – discrimination laws come into play. District can suggest local hires be done but properly trained and certified workers are necessary.
- Partnerships needed to look at issues, many First Nations live off reserve.
- Representation from local First Nations needed for current and future initiatives such as the Community Safety, Mount Waddington Health Network, Mount Waddington Collaborative Working Group
- Vision of a future health center, site acceptable to all First Nations, whether located on or off reserve.

E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Action Items were reviewed.

DRAFT

Multiplex project donation offer – Allison McCarrick will meet and discuss further the multiplex project donation offer with Chrissy Chen and Ross Hunt Jr.

Summer Games project.

The Committee discussion included:

- Games as an economic and community building event for “The True North Island”.
- Regional District has economic development function: a possible funding source, as games would be economic generator for the area.
- Add games to Tribal Journeys canoeing event when it is next in this area.
- Plan event for Aboriginal Day or as a stand-alone event; include a festival – Salal Berry Festival suggested.

First Nations Signage

Ross Hunt advised he has talked to local master carvers and discussion had brought forward important issues and concerns regarding ‘authentic’ Kwakiutl art, family ownership of designs and copying/reproducing of designs.

F. CORRESPONDENCE

No correspondence.

G. NEW BUSINESS

DRAFT

No New business.

H. COMMITTEE MEMBER REPORTS

No reports.

I. NEXT MEETING DATE: May 8, 2018

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

J. ADJOURNMENT

Moved
THAT the meeting be adjourned.

Time: 4:35pm

ACTION ITEM
REVIEW

FNRC
2018-012
ADJOURNMENT



**MINUTES OF THE DISTRICT OF PORT HARDY
OPERATIONAL SERVICES COMMITTEE MEETING
HELD MONDAY APRIL 16, 2018
COUNCIL CHAMBERS, MUNICIPAL HALL AGENDA
7360 COLUMBIA STREET**

Committee

Members: Councillors Dennis Dugas, Rick Marcotte (Chair), 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

A. CALL TO ORDER

Councillor Rick Marcotte called the meeting to order at 3:04pm.

B. APPROVAL OF AGENDA

Councillor Marcotte requested two additions to the agenda:

- G. New Business
- #2 Update of Firehall #2 road/intersection update
- #3 Fishermans' Wharf – damage and repairs update

Moved/Seconded/Carried

THAT the agenda for the Operational Services Committee meeting of April 16, 2018 be accepted as amended.

C. MINUTES

1. Minutes of the Operational Services Committee meeting held March 19, 2018.

Moved/Seconded/Carried

THAT the minutes of the Operational Services Committee meeting held March 19, 2018 be accepted.

D. DELEGATIONS

DRAFT

No delegations.

E. BUSINESS ARISING / UNFINISHED BUSINESS

1. Review and Update of Action Items – was reviewed and received for information.
2. Capital Items List / Operations – was reviewed and received for information.

Abbas Farahbakhsh, Director of Operational Services further updated the Committee on:

- Watermain / reservoir projects – progress report and schedules for the projects.
- Fleet vehicle purchases - loader on site; other vehicles on order.
- Infrastructure mapping - will go to Campbell River to meet with engineers.
- Garbage bins for Market Street - review of issues re: birds and capacity / operational time required to empty. Review of larger capacity bin that are available and Abbas Farahbakhsh recommended in-ground large capacity bins for Market Street.
- Seagate Pier Rural Dividend - work to start shortly

OP SCVS
2018-013
AGENDA APRIL
16/18
ACCEPTED AS
AMMENDED

OP SCVS
2018-014
MINUTES MAR
19/18
ACCEPTED

ACTION ITEMS

F. CORRESPONDENCE

No correspondence.

G. NEW BUSINESS

1. Purchasing Policy CP10.2 Tenders/Quotes and Purchasing Matrix.

Councillors discussed with staff concerns that bidding contractors all receive the same information in order bid competitively and whether engineered drawings are supplied to contractors for Request for Quotations. Abbas Farahbakhsh advised that in most cases engineered drawings are only required when major upgrades or new projects are being done.

Addendum:

DRAFT

- #2 Update of Firehall #2 road/intersection update:

The Committee discussed with staff the progress with INAC, Kerr Wood Leidal and Kwakiutl First Nation on establishing an intersection at Firehall #2/Beaver Harbour Road. Allison McCarrick advised the road to Waglus School and through the Reserve was used as a detour for one day during watermain construction. When the Kwakiutl Band was advised the detour might be needed longer than first anticipated, they requested the detour be closed as soon as possible.

- #3 Fishermans' Wharf – damage and repairs update

High winds caused float and piling damage. Repair work is underway.

H. STAFF REPORTS

1. Worksafe BC Inspection Report 201816174078 was received for information.
2. Water Operations Report, March 2018 was received for information. Abbas Farahbakhsh advised that implementation of Stage 3 Water Conservation measures has reduced consumption by 700 cubic meter/per day.

I. COMMITTEE MEMBER REPORTS

Rick Marcotte – re: trucking ice removed from arena. Allison McCarrick advised that in the past ice has been allowed to flow through storm sewers to ocean, but the appearance of ice and white water in ditches and floating on the ocean raised concerns by citizens.

- J. NOTICE OF MEETING:** Next scheduled meeting: May 15, 2018.

K. ADJOURNMENT

DRAFT

Moved

THAT the meeting be adjourned.

Time: 3:46pm

OP SCVS
2018-015
ADJOURNMENT

**2018 Capital Projects list
April 2018**

Operational Services Committee	% of completion	Budget	DPH share if grant approved
<u>General</u>			
T-Floats and Pilings Upgrade	0%	33,000	
Seagate Wharf (Structural)	15%	100,000	
Local Road Infrastructure (Paving)	0%	130,000	
Storm Drains	0%	7,500	
Crack Sealing & Contract Line painting	0%	25,000	
Downtown Seawall Lighting	0%	30,000	
Parks Bear Proof Bins	0%	7,200	
Decking Upgrades	0%	3,000	
Fisherman's Lost at Sea Marker	30%	10,000	
Bear Cove Marina Electrical	15%	16,000	
Downtown Revite - Christmas Decorations/Lighting	0%	32,500	
PW Equip Fleet	30%	135,000	
Museum	0%	5,000	
Seagate Pier Rural Dividend	0%	65,000	
<u>Water</u>			
PLC WTP Upgrades	15%	70,000	
WTP Pressure Control Valve	0%	8,000	
WTP Rebuild Raw Water Pump	0%	13,000	
WTP Turbidimeters	0%	53,000	
Infrastructure Mapping	20%	15,000	
Holgrem Flats PRV	15%	60,000	
Fort Rupert - WTP Reservoirs & Watermain Replacement	30%	5,300,000	
Watermain Replacement & Site Preparations, IWC Contract	40%		
Reservoirs Construction H2Flow Contract	20%		
Water Main Row Clearing	0%	15,000	
Kains Lake Dam	0%	29,000	
Outer Ring Road PRV	15%	35,000	
Distribution System	0%	60,000	
<u>Sewer</u>			
Push Camera	0%	15,000	
Sewer Vehicles	75%	220,000	
Infrastructure Mapping	20%	15,000	
Peel St Lift Station Pump Rebuild	0%	15,000	
Fort Rupert Lift Station (Grant Dependent)	0%	600,000	
Pioneer Lift Station Upgrade	15%	20,000	
Holgrem Flats Lift Station Upgrade	15%	50,000	
Lift Stations	15%	42,000	
TWWTP Influent Pump Rebuild	10%	8,000	
Storey's Beach Sani Dump upgrade	0%	10,000	
Replace Emergency Generator Switch (AWWTP)	10%	12,000	
Collection System Rehabilitation	0%	60,000	
Polymer Feed System Upgrade (TWWTP)	10%	25,000	



MINUTES
DISTRICT OF PORT HARDY
PARKS, RECREATION, ARTS & CULTURE COMMITTEE MEETING
HELD TUESDAY APRIL 18, 2018
COUNCIL CHAMBERS, MUNICIPAL HALL **AGENDA**
7360 COLUMBIA STREET

Committee Members: Councillors: Fred Robertson (Chair), John Tidbury and Pat Corbett-Labatt

Also Present: Councillor Leightan Wishart

Staff: Abbas Farahbakhsh, Director of Operational Services; Sean Mercer, Manager of Operations and Community Services; Leslie Driemel, Recording Secretary

Regrets: Allison McCarrick, CAO

DRAFT

A. CALL TO ORDER

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

B. APPROVAL OF AGENDA

Sean Mercer, Manager of Operations and Community Services requested an addition to the agenda under:

E. Business Arising

4. Staff Report – Sean Mercer, Manager of Operations and Community Services re: Arena Chiller Replacement

Councillor Robertson requested an addition to the agenda under:

F. Correspondence

1. Email from Mike Coulter (April 7/2018) re: Annual ATVBC Provincial (ATV) ORV Face 2 Face Conference on May 4,5, 2018.

Moved/Seconded/Carried

THAT Parks, Recreation, Arts & Culture Committee agenda for April 18, 2018 be accepted as amended.

C. ADOPTION OF MINUTES

1. Minutes of the Parks & Recreation Review Committee meeting held March 13, 2018.

Moved/Seconded/Carried

THAT the minutes of the Parks & Recreation Review Committee meeting held March 13, 2018 be accepted.

D. DELEGATIONS

1. 3:15 pm Ocean Argyle re: Mural project

- Initial March Proposal was received for information.
- Proposal Documents were received for information
- District Policy CP10.8 *Displaying Art on District Property* was received for information.

DRAFT

PRA&CC
2018-011
AGENDA APRIL
18/18 AS
AMENDED

PRA&CC
2018-012
MINUTES
MAR 13/18
ACCEPTED

DELEGATION:
OCEAN ARGYLE
RE: MURAL
PROJECT

Ms. Argyle, via telephone conference call, reviewed her proposal with the Committee and advised it is a memorial to Chase Hanuse and others with substance abuse and mental health issues. The elements of the image and what they represent were reviewed.

Committee discussion with Ms. Argyle included: DRAFT

- Cost estimated as \$5,200. \$1,000 has been raised so far.
- The dimensions of the mural.
- Contacting PHSS and School District 85 for placement of the mural at PHSS.
- Contacting the First Nations regarding placement of the mural in their community.
- Contacting private property owners / businesses regarding placing the mural on their buildings.
- Timeline to start and finish the project - would be two months over this summer.
- Local businesses have been contacted for support and donations.
- Availability of District properties suitable for the mural placement.

The Committee thanked Ms. Argyle for talking with them and for her excellent proposal package. Ms. Argyle was advised the Committee will discuss the proposal and get back to her with any questions and concerns.

Committee discussion included:

- Councillor Wishart advised that School District 85 is removing all memorials from their properties.
- Substance abuse and mental health are issues in the community and the mural will help bring more public awareness to these issues.
- Requesting staff to provide Ms. Argyle with contact names for local First Nations
- Wall space at arena may be suitable and it is a well-used community space.
- Named memorials in the community – names are only on memorial benches, other memorials, such as Lost at Sea anchor memorial, are general memorials.
- A to scale drawing that shows all three panels would provide a better overview of the project.

The Committee requested staff provide local First Nations contact information to Ms. Argyle and request she provide a to scale connected drawing of all three panels.

E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Review of Action Items.

Multiplex

ACTION ITEMS

Councillor Robertson advised he had planned to contact Allison McCarrick, CAO for an update on the progress of the multiplex project.

- Abbas Farahbakhsh advised his understanding is that conversations with the architect have been held and a geotechnical site investigation may be needed. It was commented that geotechnical reports were done when Firehall #1 and the Civic Center were constructed and may be helpful.
- Councillor Robertson commented that a system that transfers heat between the arena and multiplex should be included in the design and that this capability should be included in any review of arena chiller purchase options.
- 2019 Action Items were reviewed by Councillor Robertson.

CAPITAL LIST
REVIEW

2. Capital Review List. DRAFT

Arena – Repairs are in progress and the Building Inspector has been asked to investigate appropriate paint suitable for beams in the arena environment. Sean Mercer advised gas detection systems and eye wash stations are in place.

ON THIS SPOT -
APP BASED
WALKING
TOURS

- ### 3. Councillor Wishart re: On This Spot - App based walking tours
- On This Spot – Proposal for Ladysmith Coverage was received for information.
 - On This Spot App – White Paper was received for information.
 - Port Hardy Tourism Advisory Committee –minutes of the Oct. 5/17 were received for information.

Councillor Wishart advised he had been contacted by Mr. Sean Edmunds of *On This Spot* and thought the app might be good for tourists visiting the community. Visitors walking around can bring the app up on a phone and it will give information on specific tourism/historical/significant sites. The Committee discussed it as a possible suitable as a Regional District tourism project that could be linked/combined with the Regional Trail app and include many North Island sites to raise visitor awareness in the region. Councillor Robertson will discuss the app with Councillor Dugas, Council rep to the Tourism Advisory Committee.

Addendum:

4. Staff Report – Sean Mercer, Manager of Operations and Community Services
re: Arena Chiller Replacement.

ARENA CHILLER
REPLACEMENT

Sean Mercer and Abbas Farahbakhsh discussed with the Committee:

DRAFT

- The past two-year budget process for a replacement chiller
- Current brine sample testing is within all control ranges and functioning within design specifications.
- The current brine chiller is at its 20-year lifespan, may work for longer, may go any time.
- Worksafe BC and Technical BC are revising regulations and inspection requirements for ammonia chillers.
- Ammonia chillers require employees be certified, have safety control devices in place, hazard control plans and specific operating procedures and inspections. An ammonia leak is a serious hazard in the surrounding area.
- A chilled water system requires no employee certification, operational costs may be reduced, would have no safety hazard implications to employees or the public.
- Costs of upgrades and repairs to existing brine chiller and a purchase of a new chilled water system were reviewed.

PRA&CC
2018-014
ARENA CHILLER

Moved/Seconded

THAT information regarding an ammonia free ice plant system be sent to the Finance Committee.

The Committee discussed having Trane Canada give a presentation and provide further information.

Moved/Seconded

THAT the Committee amend the motion and recommend that Council invite a representative from Trane Canada to a Committee of the Whole meeting to provide information on an ammonia-free ice plant system.

The Amendment to the motion was adopted.

The main motion, as amended, was adopted with the final wording of motion PRA&CC 2018-014

Moved/Seconded/Carried

THAT Council invite a representative from Trane Canada to a Committee of the Whole meeting to provide information on an ammonia-free ice plant system.

F. CORRESPONDENCE

DRAFT

Addendum:

1. Email circulated to Council: Mike Coulter (April 7/2018) re: Annual ATVBC Provincial (ATV) ORV Face 2 Face Conference on May 4,5, 2018, was received as information.

Councillor Robertson asked Councillors if they planned to attend the conference, no one present was attending.

G. NEW BUSINESS

1. Heather Nelson-Smith, Dir. Corporate Services (March 22, 2018) re: District Liability – unauthorized jumps on District property behind Upper Carnarvon Road.

Councillor Robertson requested this item be tabled to the next meeting when the Director of Corporate Services can attend.

H. COUNCIL / COMMITTEE REPORTS

DRAFT

No reports.

I. NOTICE OF MEETING: 3:00 pm Wednesday May 16, 2018.

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

J. ADJOURNMENT

Moved
THAT the meeting be adjourned.

Time: 4:15 pm

PRA&CC
2018-015
ADJOURN

**2018 Capital Projects
April 2018**

Parks and Recreation	% of completion	Budget	DPH share if grant approved
<i>General</i>			
Civic Centre Lighting Upgrade	100%	37,800	
Civic Centre Emergency Generator	0%	84,000	
Pool	0%	12,165,000	
Review of options and scope			
Architectural and design			
Tender			
Construction			
Arena			
Arena Repairs	0%	61,000	
Exterior Door x 3	15%	9,000	
Gas Detection Equipment	30%	5,000	
Hall 1 Lighting, Window, Door	25%	21,500	
Parks Bear Proof Garbage Bins	25%	7,200	



DISTRICT OF PORT HARDY REPORT TO COUNCIL

AGENDA

TO: Mayor and Council
FROM: Heather Nelson-Smith, Director of Corporate Services
SUBJECT: Bear Smart Port Hardy
DATE: April 16, 2018

BACKGROUND

Council has been focused on becoming a Bear Smart Community over the past 10 years. The Bear Smart Community Program requires local governments seeking status to complete the following:

1. Prepare a Bear Hazard Assessment of the community and surrounding area. (DONE)
2. Prepare a Bear-Human Management Plan designed to address hazards and land use conflicts. (DONE)
3. Revise planning and decision making documents to be consistent with the Management Plan. (Ongoing)
4. Develop and maintain a bear resistant solid waste management system. (Ongoing)
5. Develop 'Bear Smart' Bylaws. (ongoing)
6. Implement a continuing education program directed at all sectors of the community.

BEAR SMART PORT HARDY

As part of the implementation and last step we are required to have an ongoing education program for the community. Through multiple advertising efforts a small committee of energetic and passionate volunteers has been created.

Members:

Bonnie Bergeron
Mark Jones
Patrick Lemieux
Sarah Salter
Heather Nelson-Smith
Dennis Dugas (Councillor)

The Committee has been meeting informally to develop Terms of Reference (attached) to present to Council to become recognized as a Select Committee of Council.

Community Charter Section 142

- (1) A council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the council.*
- (2) At least one member of a select committee must be a council member.*
- (3) Subject to subsection (2), persons who are not council members may be appointed to a select committee.*

GOALS AND OBJECTIVES**Objectives**

1. To achieve and maintain an informed public about bears, bear behaviour, and bear attractants, through the British Columbia Conservation Officers Bear Smart program.
2. To assist in achieving Ministry of Environment Bear Smart Community Status in Port Hardy.

Goals

1. To educate the public on causes of human-bear conflicts in an effort to reduce the number of these conflicts in Port Hardy.
2. To seek a better understanding of public perception of bears and perceived conflicts.
3. To increase public safety.
4. To reduce the number of bears that are destroyed due to human-bear conflicts.

RECOMMENDATION

That Council approve the terms of reference for The Bear Smart Port Hardy Committee and appoint Councillor Dugas to the committee as a liaison.

Respectfully submitted,



Heather Nelson-Smith, DCS

**BEAR SMART PORT HARDY
TERMS OF REFERENCE/CODE OF CONDUCT**

AGENDA

Mission Statement:

To educate and motivate the public on how to reduce human-bear conflicts in Port Hardy.

Objectives

1. To achieve and maintain an informed public about bears, bear behaviour, and bear attractants, through the British Columbia Conservation Officers Bear Smart program.
2. To assist in achieving Ministry of Environment Bear Smart Community Status in Port Hardy.

Goals

1. To educate the public on causes of human-bear conflicts in an effort to reduce the number of these conflicts in Port Hardy.
2. To seek a better understanding of public perception of bears and perceived conflicts.
3. To increase public safety.
4. To reduce the number of bears that are destroyed due to human-bear conflicts.

Purpose

Bear Smart Port Hardy was formed to work towards bringing the Port Hardy municipality and surrounding area in line with the criteria required to become a Bear Smart Community. Due to public concern over human-bear conflict and the desire to reduce the unnecessary destruction of these bears, the committee was formed as a way for the community to work together to incorporate Bear Smart standards into official community documents. The Bear Smart Committee will develop a tactical plan annually which will include, but not be limited to the following:

- Presentations and public events
- School programs
- Door to door and sign campaigns
- Setting measures and reviewing the progress
- Recruitment of volunteers
- Surveys

Code of Conduct

1. Seek to gain a better understanding of others' perspectives
2. Treat others with courtesy and respect
3. Seek to understand, then be understood

4. State views as interest and value based rather than position based and explains why they are important to the program
5. Come to meetings prepared and ready to engage in productive discussion
6. Share information relative to the issues being discussed
7. State concerns openly, honestly and directly
8. Lead through positive action
9. Seek creative solutions which accommodate all interests
10. Every question, suggestion or idea is welcome.
11. Honour and support the decisions made.
12. Media and other imaging etc shall be recommended by consensus of the committee to the District.
13. When acting on behalf of the committee with the public maintain professionalism through respectful conduct, non-abusive and positive manner.

Meetings/Procedures

1. The Committee will meet formally monthly, meetings will be held in Port Hardy at Municipal Hall when time is available. Additional meetings may be held upon consensus of the committee.
2. The committee will strive to work in a constructive and co-operative manner to achieve consensus decisions. For the purposes of this committee, consensus is general agreement from which each committee member works from an interest-bases position (not personal position) and that they can support the outcome without sacrificing their principles.
3. If consensus cannot be reached the recommendation will not go forward.
4. In order for a committee meeting to proceed, fifty percent (50%) of the committee must be in attendance.
5. The meeting will be chaired by an agreed-on facilitator selected from the committee.
6. Each committee member will indicate their attendance at meetings and to identify any items for inclusion in the agenda. Members that cannot attend a meeting may submit their position in writing to the chair on any given item on the agenda.

7. To be a member in good standing, attendance at 4 meetings over 6 months is required.
8. The meeting recorder will finalize the agenda, which will be forwarded to the committee members at least four (4) days prior to the meeting.
 - Meeting conduct will follow the District of Port Hardy Council Procedures Bylaw No. 03-2009.
9. Participation on the Bear Smart Port Hardy is on voluntary basis. Only expenses for committee-approved purchases will be covered.

Media Conduct

Any letters or media correspondence submitted on behalf of the committee will only go out with consensus of the committee approved by the District of Port Hardy and through a designated committee representative. A main media spokesperson with others trained to be on the same page if approached and be able to speak. This will maintain the integrity and high public image of the Port Hardy Bear Smart Program in partnership with the Ministry of Environment Bear Smart Program.



DISTRICT OF PORT HARDY

AGENDA

BYLAW NO. 1077-2018

A Bylaw to Amend Council Procedure Bylaw No. 03-2009

WHEREAS the Council of the District of Port Hardy deems it expedient to amend Bylaw No. 03-2009;

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

PART 1 CITATION

1.1 This Bylaw shall be cited as "Council Procedure Bylaw Amendment Bylaw No. 1077-2018".

PART 2 TEXT AMENDMENTS

2.1 Council Procedure Bylaw No. 03-2009 is hereby amended as follows:

a) Section 3. (2) of PART 1 is hereby deleted and replaced with the following new Section 3. (2):

"In cases not provided for under this Bylaw, the most current or available Robert's Rules of Order, apply to the proceedings of Council, COTW, and Council committees to the extent that those Rules are:

(a) *applicable in the circumstances, and*

(b) *not inconsistent with provisions of this Bylaw or the Community Charter."*

b) Section 4. (1) of PART 2 is hereby deleted and replaced with the following new Section 4. (1):

"Following a general local election, the inaugural meeting of Council must be held on the first Tuesday in November in the year of the election."

c) Section 5. (2) of PART 2 is hereby deleted and replaced with the following new Section 5. (2) (c):

"be adjourned by 10:00 p.m. on the day scheduled for the meeting unless Council resolves to proceed beyond that time in accordance with section 28;"

PART 3 SEVERABILITY

3.1 If a court of competent jurisdiction declares any portion of this Bylaw invalid, then the invalid portion must be severed and the remainder of the Bylaw is deemed valid.

Read a first time the 10th day of April, 2018.

Read a second time the 10th day of April, 2018.

Read a third time the 10th day of April, 2018.

Adopted on the ____ day of _____, 2018

DIRECTOR
OF CORPORATE SERVICES

MAYOR

Certified a true copy of
Bylaw No. 1077-2018 as adopted.

Director of Corporate Services



DISTRICT OF PORT HARDY

STAFF REPORT



DATE: April 24, 2018

AGENDA

TO: Mayor and Councillors

FROM: Lynda Sowerby, Director of Finance

RE: **District of Port Hardy Tax Rates Bylaw No. 1079-2018**

PURPOSE

To set the tax rates required to generate the property taxes identified in the 2018 Financial Plan for the District of Port Hardy, and requisitions received from Vancouver Island Regional Library, the Mount Waddington Regional District and Hospital District.

POLICY

As required by the *Community Charter*, the tax rates bylaw must be adopted by May 15th each year.

ANALYSIS

The tax rates bylaw provides the authority to levy taxes for the District of Port Hardy, Mount Waddington Regional District, Mount Waddington Regional Hospital District and the Vancouver Island Library.

Schedule A on page 3 of Bylaw 1079-2018 (attached):

Column A – the General Municipal rate is calculated to generate tax revenue that equals the dollar amount established and adopted in the District of Port Hardy Financial Plan 2018 – 2022 Bylaw No. 1074-2018. The levy for 2018 is \$2,909,562. The levy for 2017 was \$2,754,846.

Column B – the Vancouver Island Regional Library rate is calculated on a levy imposed by the VIRL. The levy for 2018 is \$154,069. The levy for 2017 was \$148,500.

Column C – the Regional District rate is calculated on a levy imposed by the Regional District of Mount Waddington. The levy for 2018 is \$394,097. The levy for 2017 was \$374,346.

Column D – the Regional Hospital District rate is calculated on the levy imposed by the Mount Waddington Regional Hospital District. The levy for 2018 is \$140,203. The levy for 2017 was \$137,575.

FINANCIAL IMPLICATIONS

The 2018 Tax Rates Bylaw No. 1079-2018 enables the District to levy the required taxes sufficient to match the tax revenue amounts in the District of Port Hardy Financial Plan 2018 – 2022 Bylaw No. 1074-2018, and requisitions received from other jurisdictions.

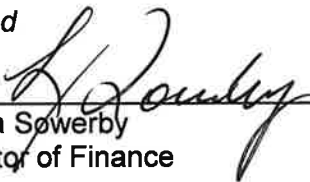
STAFF RECOMMENDATION

"THAT Council gives 1st, 2nd and 3rd readings to the District of Port Hardy Annual Tax Rates Bylaw 1079-2018."

Respectfully submitted,

I agree with the recommendation.

Signed


Lynda Sowerby
Director of Finance

Signed


Allison McCarrick
Chief Administrative Officer



DISTRICT OF PORT HARDY

BYLAW NO. 1079- 2018

AGENDA

A Bylaw to Set the 2018 Annual Tax Rates

WHEREAS the Council shall, pursuant to Section 197 of the *Community Charter*, in each year, adopt a bylaw to impose rates on all taxable land and improvements according to their assessed value to provide the money required for purposes specified in the *Community Charter*.

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

1. Title

This Bylaw may be cited as the "District of Port Hardy Annual Tax Rates Bylaw No. 1079-2018".

2. Definition

"Collector" means the person duly appointed as such from time to time by Council, and includes all persons appointed or designated by the Collector to act on her behalf.

3. Tax Rates for General and Debt - Municipal Purposes

Tax rates for all lawful general and debt purposes, as shown in column 'A' of Schedule 'A' attached hereto and forming a part of this Bylaw, are hereby imposed and levied on taxable land and improvements according to their assessed value as shown on the Real Property Tax Roll for general municipal purposes for the District of Port Hardy for 2018.

4. Tax Rates for the Vancouver Island Regional Library

Tax rates for the payment of the Vancouver Island Regional Library requisition, as shown in column 'B' of Schedule 'A' attached hereto and forming part of this Bylaw, are hereby imposed and levied on taxable land and improvements according to their assessed value on the Real Property Tax Roll for general municipal purposes for the District of Port Hardy for 2018.

5. Tax Rates for the Regional District of Mount Waddington

Tax rates for the payment of the Regional District of Mount Waddington requisition, as shown in column 'C' of Schedule 'A' attached hereto and forming part of this Bylaw, are hereby imposed and levied on taxable land and improvements according to their assessed value on the basis provided under Section 26 of the *Hospital District Act* and as shown upon the Real Property Tax Roll for the District of Port Hardy for 2018.

6. Tax Rate for the Regional District of Mount Waddington Hospital District

Tax rates for the payment of the Mount Waddington Regional Hospital District requisition, as shown in column 'D' of Schedule 'A' attached hereto and forming part of this Bylaw are hereby imposed and levied on taxable land and improvements according to their assessed value on the basis provided by Section 26 of the *Hospital District Act* and according to their assessed value as shown upon the Real Property Tax Roll for the District of Port Hardy for 2018.

7. Rates and Taxes Payable

The rates and taxes named under this Bylaw shall be levied, raised and collected for the purposes stated, and shall be payable by 4:30 p.m., July 3, 2018 to the Collector at the Municipal Hall, Port Hardy, BC.

8. Penalties

Upon the 4th day of July, 2018, or as soon thereafter as is practicable, the Collector shall add to the unpaid balance of the current year's taxes, in respect of each parcel of land and improvement as shown upon the Real Property Tax Roll of the District for 2018:

Ten (10) percent of the amount unpaid as of the 3rd day of July, 2018.

9. Supplementary Tax Rolls

(a) Upon receipt of a Supplementary Tax Roll from B.C. Assessment, the Collector shall levy taxes in accordance with the rates specified in Schedule 'A' of this Bylaw according to the taxable values as shown on the Supplementary Tax Rolls.

(b) Where Supplementary Tax Notices are sent before the 1st day of June 2018, penalties shall be added as set out in Section 8 of this Bylaw.

(c) Where Supplementary Tax Notices are sent after the 1st day of June, 2018, ten (10) percent shall be added on any amount unpaid after thirty (30) days.

Read a First time on the ___th day of _____, 2018.

Read a Second time on ___th day of _____, 2018.

Read a Third time on the ___th day of _____, 2018.

Adopted by the Municipal Council on the ___th day of _____, 2018.

Original signed by:

Director of Corporate Services

Mayor

Certified to be a true copy of
District of Port Hardy Bylaw No.1079-2018
Annual Tax Rate Bylaw for the Year 2018

Director of Corporate Services

District of Port Hardy
 Schedule "A" of
 Bylaw No. 1079-2018

		A	B	C	D
Class	Property	General Municipal and Debt	Vancouver Island Regional Library	Regional District	Regional Hospital District
1	Residential	5.816757	0.310065	0.902992	0.321246
2	Utilities	48.226883	2.570756	3.160472	1.124361
5	Light Industrial	28.464701	1.517324	3.070173	1.092236
6	Business	19.372739	1.032673	2.212330	0.787053
7	Managed Forest	42.257924	2.252578	2.708976	0.963738
8	Recreation/Non-Profit	<u>5.815952</u>	<u>0.310022</u>	<u>0.902992</u>	<u>0.321246</u>
		149.954956	7.993418	12.957935	4.609880