



## **DISTRICT OF PORT HARDY**

# **AGENDA COUNCIL MEETING 7:00 PM TUESDAY JUNE 12, 2018 MUNICIPAL HALL COUNCIL CHAMBERS 7360 COLUMBIA STREET**

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

Staff: Allison McCarrick, Chief Administrative Officer  
Heather Nelson-Smith, Director Corporate Services  
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 JUNE 12, 2018 - COUNCIL CHAMBERS - MUNICIPAL HALL**

<b>PAGE</b>	<b>A. CALL TO ORDER</b>	<b>Time:</b>
	<b>B. APPROVAL OF AGENDA AS PRESENTED (or amended)</b>	
	Motion required.	1.            2.
	<b>C. ADOPTION OF MINUTES</b>	
1-3	1. Minutes of the Regular Council meeting held May 22, 2018.	
	Motion required.	1.            2.
4-6	2. Minutes of the Committee of the Whole meeting held June 4, 2018	
	Motion required.	1.            2
	<b>D. DELEGATIONS AND REQUESTS TO ADDRESS COUNCIL</b>	
	No Delegations	
	<b>E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS</b>	
7	1. Council Action Items. For information.	
	<b>F. NEW BUSINESS</b>	
	No New Business in agenda package.	
	<b>G. CORRESPONDENCE</b>	
8	1. Elizabeth Aman-Hume, Executive Director Port Hardy Chamber of Commerce (June 4/18) re: Request for in kind support for Canada Day event.	
	Motion direction	1.            2
9	2. Linda Holm, Filomi Days Committee (May 22/18) re: Request for in kind support for Filomi Days.	
	Motion / direction	1.            2.
10-11	3. Leslie Dyck and Pat Corbett-Labatt, Planning Team – Port Hardy Farmers Market (May 23/18) re: Request to use Carrot Park and waive fees associated with use of Carrot Park.	
	Motion / direction	1.            2.
12-22	4. Councillor Murry Krause, Chair UBCM Nominating Committee (June 1/18) re: Call for Nominations for UBCM Executive. For information.	
23-24	5. State of the Island Economic Summit Oct 24-25, 2018. For information.	
	<b>H. COUNCIL REPORTS</b>	
	1. Verbal Reports from Council members.	
	<b>I. COMMITTEE REPORTS</b>	
25-27	1. Draft minutes of the Parks, Recreation, Arts & Culture Committee meeting held May 14, 2018. <i>Note: Recommendations to Council previously approved at the May 22, 2018 Council meeting.</i>	
28-29	2. Draft minutes of the Operational Services Committee meeting held May 15, 2018. For information.	
30	3. Discussion from the Committee of the Whole meeting June 4, 2018. • Declaration of the Community-based Seniors' Services sector in BC.	
	Motion / direction	1.            2.

- 31 • Resolution from North Central Local Government Association 2018 Conference, referred to UBCM re: Lobbying Federal and Provincial governments for seniors programs in BC.

Motion / direction 1. 2.

**J. STAFF REPORTS**

- 32-34 1. Accounts Payable for May 2018. For information.
- 35-38 2. Heather Nelson-Smith, Director of Corporate Services (May 25/18) re: Application for Development Variance Permit – 9595 Chancellor Heights.

Motion / direction 1. 2.

- 39-45 3. Lynda Sowerby, Director of Finance (June 12/18) re: Grants in Aid – CP#2.18, Financial Support for Sport Competitors.

Motion / direction 1. 2.

- 46-47 4. Lynda Sowerby, Director of Finance (June 12/18) re: Municipal Security Issuing Resolution.

Motion / direction 1. 2.

- 48-56 5. Heather Nelson-Smith, Director of Corporate Services (May 25/18) re: Application for Temporary Use Permit 51-9130 Granville St & 24-9130 Granville St.

Motion / direction 1. 2.

**K. CURRENT BYLAWS AND RESOLUTIONS**

- 57 1. Lynda Sowerby, Director of Finance (June 12/18) re: District of Port Hardy Multiplex Temporary Borrowing Bylaw.
- 58 Copy of Bylaw 1051-2016, Port Hardy Multiplex Loan Authorization Bylaw. For information.
- 59 Bylaw 1081-2018, Port Hardy Multiplex Temporary Borrowing Bylaw. For First, Second and Third Reading.

Motion required

**L. PENDING BYLAWS**

1. Bylaw No. 1080-2018, A Bylaw to Amend Zoning Bylaw No. 1010-2013 (Cannabis Regulations)

**M. INFORMATION AND ANNOUNCEMENTS**

- June 13 Heritage Society, 7:00 pm Council Chambers  
June 14 Committee: First Nations Relations, 3:00 pm Council Chambers  
June 18 Committee: Operational Services, 3:00 pm Council Chambers  
Twinning Society, 7:00 pm, Council Chambers  
June 20 Committee: Parks, Recreation, Arts & Culture, 3:00 pm Council Chambers  
Public Hearing 1:00 pm and 6:00 pm re Bylaw 1080-2018 - Amend Zoning  
Bylaw 1010-2013 (Urban Agriculture – Cannabis Regulations)  
June 25 Committee: Emergency Planning, Noon, Council Chambers  
June 26 Council: Committee of the Whole, 6:30 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  
REGULAR COUNCIL MEETING  
MAY 22, 2018  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

AGENDA

**PRESENT:** Mayor Hank Bood, Councillors Pat Corbett-Labatt, Dennis Dugas, Fred Robertson, John Tidbury, Leighton 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

**REGRETS:** Councillor Rick Marcotte

**MEDIA:** North Island Eagle and North Island Gazette

**MEMBERS OF THE PUBLIC:** Four

**A. CALL TO ORDER**

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

**B. APPROVAL OF AGENDA**

**Moved/Seconded/Carried**

THAT the agenda for the Regular Council meeting of May 22, 2018 be accepted.

**C. ADOPTION OF MINUTES**

1. Minutes of the Committee of the Whole meeting held April 24, 2018.

**Moved/Seconded/Carried**

THAT the minutes of the Committee of the Whole meeting held April 24, 2018 be accepted.

2. Minutes of the Committee of the Whole meeting held May 8, 2018.

**Moved/Seconded/Carried**

THAT the minutes of the Committee of the Whole meeting held May 8, 2018 be accepted.

3. Minutes of the Special Council meeting held May 8, 2018.

**Moved/Seconded/Carried**

THAT the minutes of the Special Council meeting held May 8, 2018 be accepted.

4. Minutes of the Regular Council meeting held May 8, 2018.

**Moved/Seconded/Carried**

THAT the minutes of the Regular Council meeting held May 8, 2018 be accepted.

5. Minutes of the Public Hearing held May 9, 2018.

**Moved/Seconded/Carried**

THAT the minutes of the Public Hearing held May 9, 2018 be accepted.

2018-091  
AGENDA  
MAY 22/18  
ACCEPTED

2018-092  
COMMITTEE OF  
THE WHOLE  
MINUTES APRIL  
24/18 ACCEPTED

2018-093  
COMMITTEE OF  
THE WHOLE  
MINUTES MAY 8/18  
ACCEPTED

2018-094  
SPECIAL COUNCIL  
MINUTES MAY 8/18  
ACCEPTED

2018-095  
REGULAR COUNCIL  
MEETING MINUTES  
MAY 8/18  
ACCEPTED

2018-096  
PUBLIC HEARING  
MINUTES MAY 9/18  
ACCEPTED

6. Minutes of the Committee of the Whole meeting held May 9, 2018.

2018-097  
COMMITTEE OF  
THE WHOLE  
MINUTES MAY 9/18  
ACCEPTED

**Moved/Seconded/Carried**

THAT the minutes of the Committee of the Whole meeting held May 9, 2018 be accepted.

**D. DELEGATIONS**

No Delegations

**E. ACTION ITEMS**

ACTION ITEMS

1. Council action items were received for information.

**F. CORRESPONDENCE**

1. Rob Fleming, Minister of Education (Apr 23/18) re: Premier's Awards for Excellence in Education was received for information.

**G. NEW BUSINESS**

No New Business.

**H. COUNCIL REPORTS**

COUNCIL REPORTS

Councillors Pat Corbett-Labatt, Dennis Dugas, 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.

Council Corbett-Labatt wanted to recognize Allison McCarrick, CAO for always being approachable by the public and quick to respond to concerns and inquiries.

**I. COMMITTEE REPORTS**

1. Draft minutes of the Bear Smart Port Hardy meeting held May 11, 2018 were received for information.

2. Recommendations from the Parks, Recreation, Arts and Culture Committee meeting held May 14, 2018.

- a) "Parks, Recreation, Arts & Culture Committee recommends that Council offer Ocean Argyle the opportunity to paint her presented mural on the District Sea-Can container being purchased to house emergency preparedness supplies which will be located near the tennis courts and that staff be directed to enter into an installation and maintenance agreement with Ocean if the offer is accepted."

**Moved/Seconded/Carried**

2018-098  
PRACC  
RECOMMENDATION  
ART PROJECT

THAT Council approve the recommendation from the Parks, Recreation, Arts & Culture Committee to offer Ocean Argyle the opportunity to paint her presented mural on the District Sea-Can container being purchased to house emergency preparedness supplies which will be located near the tennis courts and that staff be directed to enter into an installation and maintenance agreement with Ocean if the offer is accepted.

- b) "Parks, Recreation, Arts & Culture Committee recommends that Council authorize the Port Hardy Rotary Club be permitted to place the donated windmill blade at the agreed upon location located on the District property at the corner of Highway 19 and the Bear Cove Highway and that staff be directed to enter into an installation and maintenance agreement with the Port Hardy Rotary Club prior to the installation."

2018-099  
PRACC  
RECOMMENDATION  
WINDMILL  
PROJECT

**Moved/Seconded/Carried**

THAT Council approve the recommendation from the Parks, Recreation, Arts & Culture Committee to authorize the Port Hardy Rotary Club be permitted to place the donated windmill blade at the agreed upon location located on the District property at the corner of Highway 19 and the Bear Cove Highway and that staff be directed to enter into an installation and maintenance agreement with the Port Hardy Rotary Club prior to the installation.

**J. STAFF REPORTS**

1. CP.2.5 Fire Department Remuneration Policy Amendment.

2018-100  
CP2.5 FIRE DEPT  
REMUNERATION  
POLICY

**Moved/Seconded/Carried**

THAT Council approve amending CP2.5 Fire Department Remuneration Policy.

2. Lynda Sowerby, Director of Finance (May 22/18) Climate Action Revenue Incentive Public Report 2017 (CARIP).

2018-101  
2017 CARIP

**Moved/Seconded/Carried**

THAT Council receive the 2017 Climate Action Revenue Incentive Public Report.

**K. CURRENT BYLAWS AND RESOLUTIONS**

1. 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 2<sup>nd</sup> and 3<sup>rd</sup> Reading and Adoption.

2018-102  
BYLAW 1078-2018  
AMEND ZONING  
BYLAW 1010-2013  
FOR 2<sup>ND</sup>, 3<sup>RD</sup> AND  
FINAL ADOPTION

**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 second and third reading and receive final adoption.

2. Bylaw 1080-2018 A Bylaw to Amend District of Port Hardy Zoning Bylaw No. 1010-2013 Cannabis Retail Amendments. For 1<sup>st</sup> Reading.

2018-103  
BYLAW 1080-2018  
AMEND ZONING  
BYLAW 1010-2013  
FOR 1<sup>ST</sup> READING

**Moved/Seconded/Carried**

THAT Bylaw 1080-2018 A Bylaw to Amend District of Port Hardy Zoning Bylaw No. 1010-2013 be read a first time.

**L. ADJOURNMENT**

**Moved**

THAT the meeting be adjourned.

Time: 7:43 pm

CORRECT

APPROVED

2018-104  
ADJOURNMENT

\_\_\_\_\_  
DIRECTOR OF  
CORPORATE SERVICES

\_\_\_\_\_  
MAYOR



**MINUTES  
DISTRICT OF PORT HARDY  
COMMITTEE OF THE WHOLE MEETING  
MONDAY JUNE 4, 2018  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

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

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

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

**A. CALL TO ORDER**

AGENDA

Mayor Bood called the meeting to order at 3:00 pm.

**B. APPROVAL OF AGENDA**

**Moved/Seconded/Carried**

THAT the agenda for the Committee of the Whole meeting of June 4, 2018 be accepted as presented.

**C. DELEGATION**

1. Jody Olsson, Planner, Barbara McMillan, Community and Sector Development Coordinator, Healthy Aging and Tammy Minihan, Better at Home Coordinator Community Impact & Better at Home, United Way Local Better at Home Program.

Ms. McMillan provided an overview of the United Way Raising the Profile Project.

- Addressing the needs of the communities-based seniors sector.
- Supporting municipal and nonprofit services that provide programming to seniors.
- Consultations were held all over the province to hear what the concerns and the key issues were:
  - o Reliance for social connection, support and funding towards the programs
  - o ESL, low income and limited funding
  - o Sustainability as programs are funded annually and not committed in advance
- Key findings:
  - o Nutritional support
  - o Wellness program
  - o Physical fitness
  - o Educational, recreational and creative arts
  - o Information referral and advocacy
  - o Transportation
  - o Affordable housing
- Increase in the number of seniors and recruitment and retention of volunteers.
- Nature of partnerships between key organizations.
- Municipalities are concerned about supporting including downloading.
- Learnings:
  - o Different approaches between different communities
  - o Sharing experiences to support programs
  - o Require sustainable funding

COW 2018-022  
APPROVAL OF  
AGENDA AS  
PRESENTED

Declaration of the Community Based Seniors Services Sector (CBSS) in BC which supports the importance of collaboration and maximizing the need to have seniors age in place. The declaration has been signed by over 200 organizations.

In addition to the declaration they have secured funding for a Knowledge Hub to help the sector to coordinate, communicate and collaborate. It is designed to be interactive and a place where communities can communicate with each other.

Short term:

- Establish the Knowledge Hub
- Initiate the CBSS Leadership Council
- Continue e-newsletter
- Transition Raising the profile website to the Knowledge Hub
- Promoting the widespread support of the declaration
- Develop training opportunities
- Meeting with BC Government and other funding agencies
- Developed a Municipal Caucus
- Seek input for the Knowledge Hub

Long term:

- Highlighting effective programs
- Strengthen and evaluate initiatives
- Founders table will compare the investments and evaluate
- Support local seniors planning and action tables to prioritize
- Ongoing advocacy and support to enhance collaboration

Key components of the Knowledge Hub:

- Community programs
- Sector capacity building and organizational development
- Sector strengthening strategies

The role of the municipality:

- Profile contributions in supporting seniors service
- Share promising practices
- Highlight needs for more funding
- Plan effectively for the growing challenges of an aging population over next 20 years
- Support the CBSS Declaration

Action Items:

- Sign the declaration
- Support the UBCM resolution

Tammy Minihan, Project Coordinator, Better at Home Program provided the Committee with an overview of the Better at Home Program.

What is the Better at Home program:

- Support non-medical needs of seniors 65 and over
- Helps with simple day to day tasks
- Unique seniors planning meaning seniors plan and contribute in the design of the program
- Most of the programs are completed by volunteers

As of March 2017:

- All 69 sites in BC are operational
- Over 20,000 seniors are enrolled in the Better at Home Program
- 394,000 non-medical services have been provided across the province



- Partnerships:
- Island Health
  - First Nation health services
  - Sacred Wolf Friendship Centre

- Services offered:
- Light housekeeping
  - Minor home maintenance
  - Grocery shopping and delivery
  - Friendly visiting
  - Limited transportation
  - Yard work

The North Island has 76 active clients and the program is monitored and evaluated regularly.

The project's success is in large part of the many volunteers and always looking for volunteers. Volunteers are trained.

- Needs:
- Transportation
  - Volunteers

- Discussion included:
- Concerns over transportation
  - Ride share apps
  - Computer literacy
  - Subsidization for the Better at Home program are based on income
  - A senior is 65 and over

**D. ADJOURNMENT**

COW 2018-023  
ADJOURNMENT

**MOVED**  
THAT the Committee of the Whole adjourn. Time: 3:55 pm

CORRECT APPROVED

\_\_\_\_\_  
DIRECTOR  
OF CORPORATE SERVICES

\_\_\_\_\_  
MAYOR

<b>ITEM</b>	<b>ACTION REGULAR MEETING MAY 22, 2018</b>	<b>WHO</b>	<b>STATUS /COMMENTS</b>
Parks, Recreation Arts and Culture Recommendation: authorize the Port Hardy Rotary Club be permitted to place the donated windmill blade at the agreed upon location located on the District property at the corner of Highway 19 and the Bear Cove Highway and that staff be directed to enter into an installation and maintenance agreement with the Port Hardy Rotary Club prior to the installation	Draft agreement for Rotary	HNS	In progress
Parks, Recreation Arts and Culture Recommendation: offer Ocean Argyle the opportunity to paint her presented mural on the District Sea-Can container being purchased to house emergency preparedness supplies which will be located near the tennis courts and that staff be directed to enter into an installation and maintenance agreement with Ocean if the offer is accepted	Draft agreement for Ocean Argyle	HNS	In progress
CP 2.5 Fire Department Remuneration Policy	Finalize and Distribute	LD	Done
<b>ITEM</b>	<b>ACTION REGULAR MEETING MAY 5, 2018</b>	<b>WHO</b>	<b>STATUS /COMMENTS</b>
Short Term Capital Borrowing \$26,775.68	Approved. -advise MFA	LS	Completed- Funds received
<b>ITEM</b>	<b>ACTION REGULAR MEETING MARCH 27, 2018</b>	<b>WHO</b>	<b>STATUS /COMMENTS</b>
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	In progress – update scheduled for COW June 26
<b>ITEM</b>	<b>ACTION REGULAR MEETING MARCH 13, 2018</b>	<b>WHO</b>	<b>STATUS /COMMENTS</b>
Heather Nelson-Smith, Director of Corporate Services (March 8/18) re: Emergency Instant Alerting Solution.	Approved as presented. - Register and implement program	HN-S	Active
<b>ITEM</b>	<b>ACTION REGULAR MEETING DECEMBER 12, 2017</b>	<b>WHO</b>	<b>STATUS /COMMENTS</b>
Council Remuneration Committee	Approved: Proceed with formation of the Council Remuneration Committee	LS	In progress
<b>ITEM</b>	<b>ACTION REGULAR MEETING NOVEMBER 14, 2017</b>	<b>WHO</b>	<b>STATUS /COMMENTS</b>
James Hayward Memorial	-Staff to refurbish bench. Family to provide plaque information and payment. -District to order plaque	BF	In progress  Plaque received, picked up by PW



## AGENDA

June 4, 2018

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

Honorable Mayor Hank Bood & Council,

Canada Day will be celebrated in Port Hardy on Sunday, July 1 2018. The Port Hardy Chamber of Commerce is hosting this event and would like to request the use of the Carrot Park for the day. This location allows easy access for the entire community to enjoy the day's festivities.

The actual times are subject to final confirmation, but we are planning the event to take place between the hours of 11am and 3pm. We are working with the Port Hardy Fire Department to include their 50<sup>th</sup> Anniversary celebrations as part of Canada Day. The flag ceremony will take place at noon.

We are requesting that barricades be erected to close Market Street between Hastings and Main streets; and we will need trash and recycling barrels and a pick up of the same at the end of the event.

Council's consideration of our request 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 that reads "Elizabeth Aman-Hume". The signature is written in a cursive style and is followed by a long horizontal line.

**Elizabeth Aman-Hume**  
Executive Director

Box 249-7250 Market Street, Port Hardy, BC V0N 2P0  
Tel: 250-949-7622 [manager@porthardychamber.com](mailto:manager@porthardychamber.com) [www.porthardychamber.com](http://www.porthardychamber.com)



**FILOMI Days Committee  
P.O. Box 249  
Port Hardy, BC, V0N 2P0**

**May 22, 2018**

AGENDA

**Filomi Days July 20-22<sup>nd</sup> , 2018**

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

Dear Mayor and Council:

On behalf of the Filomi Days Society I would like to make the following requests regarding Filomi Days.

We are requesting the following road closures

- A road closure on Market Street from the corner of Hastings to the corner of HWY 19 from Friday July 20<sup>th</sup> at 3:30 pm until Sunday July 22<sup>nd</sup> after the fireworks display.
- A road closure from the Thunderbird Mall, Granville Street turning onto Market Street at Applewood Ford to the Tzulquate Park Parking lot on Saturday July 21<sup>st</sup> from 11:00 am to 1:00 pm for the annual Lions Club Parade route.

A road closure on Granville Street from the corner of Hwy 19 to the entrance to Thunderbird Mall for the annual Soap Box Derby on Saturday July 21<sup>st</sup> from 1:00pm to 3:30pm.

We also request:

- The use of Rotary-Carrot Park for the three (3) days along with the water and power connections
- Additional Port Potties for the site – six (6) Porta Potties
- The use of the 4 garbage containers and pick up service
- Barricades for the parade route
- The use of more garbage cans for the sidewalk and roadway
- Plastic gloves, garbage bags and garbage picker sticks
- A notice on the recreation sign
- That the Fireworks be allowed to be discharged.

We are looking forward to another exciting and fun-filled weekend with our Filomi Days Celebration. We appreciate all the support we receive from the District every year.

Sincerely,

Linda Holm  
Filomi Days Committee

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



May 23, 2018

Dear Honorable Mayor & Council

## AGENDA

A small group of people have been working to have a Port Hardy Farmers and Artisan Market operating in Port Hardy. The first market was held at the North Island Mall during Seedy Saturday, and it was a resounding success. For our next markets we would like to have them in Carrot Park, and thus we would like to request the use of Carrot Park on June 23, July 7 and August 18. If possible, it would be nice for the District to show their support of the establishment of Port Hardy Farmers and Artisans Markets by waiving any fees associated with use of Carrot Park for these days.

Councils' consideration of support for Port Hardy Farmers and Artisan Markets is greatly appreciated. Please feel free to contact Leslie Dyck or myself directly if there are any questions or if additional information is required.

Regards

Pat Corbett-Labatt, planning team member (250) 230-6488  
Leslie Dyck, planning team member (250) 230-1879



# DISTRICT OF PORT HARDY PARKS AND BEACH PERMIT

RECEIVED  
MAY 23 2018

Date May 23, 2018

The permit rental fee TO BE PAID IN ADVANCE is \$30.00 per day or partial day, with a clean-up deposit of \$50.00 per site also payable in advance.

Business Licence obtained:  Yes  No

Indicate property intended for use: Carrot Park for PH Farmers and Artisan Market  
Civic Address

Legal description if necessary

Location	No. of days	Fee \$30.00 / day
Carrot Park	3	
	(June 23, July 7 and Aug 18)	
		TOTAL \$

I/we hereby agree that I understand the policy attached herewith and agree that I will not occupy the Municipal property other than the dates shown above.

Leslie Dyck Leslie Dyck  
P. Corbett-Labatt P. Corbett-Labatt  
Print Name Signature

Company \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

### Office Use - Check List:

Business Licence: Yes No      Clean-up Deposit Paid: Yes No  
Insurance: Yes No      Clean-up Refund Approved: Yes No

Date: \_\_\_\_\_

Fee Receipt # \_\_\_\_\_

Initials: \_\_\_\_\_



June 1, 2018

TO: UBCM Members AGENDA  
**ATTN: ELECTED OFFICIALS**

FROM: Councillor Murry Krause  
Chair, Nominating Committee

**RE: Call for Nominations for UBCM Executive**

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UBCM is the collective voice for local government in BC. The membership signals the directions it wants to pursue during the Annual Convention. The members elect an Executive during the Convention to ensure the directions set by the general membership are carried forward. The Executive also provides direction to UBCM between Conventions.

This circular is notice of the UBCM Executive nomination process, including information about the positions open for nomination and the procedures for nomination. The deadline for advance nominations is **Tuesday July 31, 2018**.

### 1. Positions Open to Nomination

The following Executive positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Third Vice-President
- Director at Large (5 positions)
- Small Community Representative
- Electoral Area Representative
- Vancouver Metro Area Representative (2 positions)

Information on the responsibilities and commitments of UBCM Executive members is attached as Appendix B. Information on nominations and elections procedures is attached as Appendix C. The relevant extract from the UBCM Bylaws is attached as Appendix D.

### 2. Qualifications for Office

Each candidate must be an elected official from a UBCM member local government or First Nation.

A candidate for Small Community Representative must be from the council of a village, or a municipality with a population not greater than 2,500.

A candidate for Electoral Area Representative must be an Electoral Area Director on a regional district board.

A candidate for Vancouver Metro Area Representative must be an elected official from either or both a member municipality of the GVRD, or the GVRD Board.

### 3. Nomination Process

A candidate must be nominated by two elected officials from a UBCM member local government/First Nation, using the attached nomination and consent form (Appendix A).

The Nominating Committee reviews the qualifications of each candidate. The members of the 2018 Nominating Committee are:

- Councillor Murry Krause, Immediate Past President, UBCM, Chair
- Councillor Gord Klassen, North Central Local Government Association
- Councillor Chad Eliason, Southern Interior Local Government Association
- Chair Rob Gay, Association of Kootenay & Boundary Local Governments
- Councillor Jason Lum, Lower Mainland Local Government Association
- Director Mary Marcotte, Association of Vancouver Island & Coastal Communities

#### **4. Advance Nominations & Nominating Committee Report**

The Nominating Committee will prepare a Report on Nominations including, at the candidate's option, a photo and 300-word biography. The Report on Nominations will be distributed to all UBCM members for their consideration, in mid-August.

To be included in this report, nominations must be received by **Tuesday July 31, 2018**.

Nominations submitted for inclusion in the Report on Nominations are deemed advance nominations. It is to a candidate's advantage to submit an advance nomination, since the candidate's name, photo and biography will appear in the Report on Nominations distributed to every UBCM member elected official prior to Convention.

#### **5. Nominations Off the Floor**

Any qualified candidate may be nominated "off the floor" at the Convention.

Nominations from the floor will be solicited at specific times during the Convention. Please refer to the Convention Program for these times.

As with advance nominations, a candidate must be nominated by two elected officials from a UBCM member local government/First Nation.

#### **6. Further Information**

The Call for Nominations, Nomination & Consent Form, and related background information are available on the UBCM website under Convention > Nominations & Elections.

Inquiries about the UBCM Executive nominations process should be directed to:

Councillor Murry Krause  
Chair, Nominating Committee  
60-10551 Shellbridge Way  
Richmond BC V6X 2W9

Chair email: [murry\\_krause@telus.net](mailto:murry_krause@telus.net)  
Chair tel: 250.561.2772 (home)

#### **UBCM Contact:**

Marie Crawford  
General Manager, Richmond Operations

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Tel: 604-270-8226 ext. 104

1815/60/Call for Nominations-Items/Call for Nominations



## 1 NOMINATIONS FOR THE 2018/2019 UBCM EXECUTIVE

We are qualified under the UBCM Bylaws to nominate<sup>1</sup> a candidate and we nominate:

Name: \_\_\_\_\_

Elected Position (Mayor/Chief/Councillor/Director): \_\_\_\_\_

Mun/RD/First Nation: \_\_\_\_\_

Nominated for: \_\_\_\_\_

**NOMINATED BY:**

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Elected Position: \_\_\_\_\_ Elected Position: \_\_\_\_\_

Mun/RD/First Nation: \_\_\_\_\_ Mun/RD/First Nation: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

### CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated to pursuant to the UBCM Bylaws<sup>2</sup>. I will also forward by **July 31, 2018** to the Chair of the Nominating Committee, the following documentation:

- Nomination & Consent Form, completed and signed;
- Portrait photograph\* (resolution: 300 ppi; size: 600x400 px; format: TIFF or JPEG); and
- Biographical information\*. The maximum length of such information shall be 300 words. If the information provided is in excess, the Nominating Committee Chair shall return it once for editing; if it still exceeds 300 words the Nominating Committee Chair shall edit as required.

\* Photo and bio will be published in the Report on Nominations.

**CANDIDATE:**

Name: \_\_\_\_\_ Elected Position: \_\_\_\_\_

Mun/RD/First Nation: \_\_\_\_\_

Nominated for: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Photograph, biographical information, and completed Nomination & Consent Form should be submitted to the attention of the Chair, Nominating Committee, via email: [mcrawford@ubcm.ca](mailto:mcrawford@ubcm.ca) .

**Submission Deadline: July 31, 2018**

<sup>1</sup> Nominations require two elected officials of members of the Union [Bylaw 4(b)].

<sup>2</sup> All nominees to the Executive shall be elected representatives of a member of the Union [Bylaw 3(c)].

Nominees for Electoral Area Representative, Small Community Representative and Vancouver Metro Area Representative must hold the appropriate office.

## BACKGROUND INFORMATION FOR CANDIDATES TO THE UBCM EXECUTIVE

### 1. RESPONSIBILITY OF UBCM EXECUTIVE

Under the UBCM Bylaws:

*The Executive shall have the power and it shall be their duty to put into effect the will of the Union as expressed by resolutions at any of its meetings. Between meetings they shall manage the affairs of the Union and shall report all the transactions of the year to the Annual Convention.*

### 2. UBCM EXECUTIVE STRUCTURE

#### Executive

- President
- First Vice-President
- Second Vice-President
- Third Vice-President
- Director at Large (5 positions)
- Small Community Representative
- Electoral Area Representative
- Vancouver Representative
- GVRD (Metro Vancouver) Representative
- Immediate Past President
- Area Association Rep. (5 positions)
- Vancouver Metro Area Rep. (2 positions)

#### Committees

The President appoints Executive members to Committees – of which the following are currently active:

- Presidents
- Resolutions
- Convention
- Community Safety
- Environment
- Health and Social Development
- Indigenous Relations
- Community Economic Development

Each Executive member generally serves on two committees.

### 3. EXECUTIVE MEETINGS

The full Executive meets six times a year, over 2-3 days, following this general pattern:

- Friday, the last day of the Annual Convention (1 hour)
- 2<sup>nd</sup> or 3<sup>rd</sup> week of November (2 days)
- 2<sup>nd</sup> or 3<sup>rd</sup> week of January (2 days)
- 2<sup>nd</sup> or 3<sup>rd</sup> week of April (2-3 days)
- 3<sup>rd</sup> full week of July (2-3 days)
- Sunday afternoon preceding the Annual Convention (half day)

Executive meetings, other than the two coinciding with Convention, usually take place over a Thursday and Friday. Committee meetings are held Thursday and the full Executive meets on Friday.

Committee Chairs or Table Officers may be called on for more frequent representation. In addition, certain Committees' activities require attendance at meetings or conferences throughout the year.

Executive members' travel expenses and a per diem for meals and incidentals are reimbursed for all activities on behalf of UBCM.

However, for Executive members attending the Annual Convention, UBCM provides reimbursement only for the added expenses that would not normally be incurred by attending as a UBCM member delegate.

## UBCM EXECUTIVE NOMINATION & ELECTION PROCEDURES

### UBCM EXECUTIVE STRUCTURE

The ongoing administration and policy work of the UBCM is governed by an Executive Board that is elected and appointed at the Annual Convention. The Board is comprised of 21 members, with the following structure:

#### 13 Elected Positions

President  
 First Vice-President  
 Second Vice-President  
 Third Vice-President  
 Director at Large (5 positions)  
 Small Community Representative  
 Electoral Area Representative  
 Vancouver Metro Area Representative (2 positions)

#### 8 Appointed Positions

Immediate Past President  
 Vancouver Representative  
 GVRD (Metro Vancouver) Representative  
 Area Association Representatives: AKBLG, AVICC, LMLGA, NCLGA & SILGA

### NOMINATING COMMITTEE

In accordance with the UBCM Bylaws, a **Nominating Committee** is appointed to oversee the nomination and election process. The Committee is comprised of the Immediate Past President and representatives of the five Area Associations.

The **Nominating Committee** reviews all nomination documents to verify that nominees meet the qualifications for office. It is not the role of the Nominating Committee to recommend any one candidate. The Committee's mandate is to ensure that nominations are complete and in accordance with policies and procedures.

### NOMINATION PROCESS

#### May/June

Nominating Committee will circulate a Call for Nominations notice that will contain the following information:

- positions open for nomination
- process for nomination
- qualifications for office
- role of Nominating Committee
- closing date for nominations to be included in the Report on Nominations
- general duties of an Executive member

The Call for Nominations will include instructions on how to access additional information on UBCM Executive responsibilities and how to submit a nomination.

#### July 31, 2018

Advance nominations close.

Following the July 31<sup>st</sup> advance nominations deadline, the Nominating Committee will review nominees' qualifications and prepare a Report on Nominations. For all qualifying nominees, photos and biographical information received by the advance nominations deadline will be included in the Report on Nominations.

### Mid-August

The Report on Nominations will be distributed to all UBCM members and will include the following information for each candidate:

- name and the position for which he or she has been nominated
- portrait photograph
- biographical information

### On-Site at Convention

Any qualified candidate may be nominated off the floor of the Convention. The specific times when nominations will be accepted from the floor are given below.

## ELECTION PROCESS

### Step 1 – Election of Table Officers

#### WEDNESDAY, SEPTEMBER 12

- 9:20 a.m. Nominating Committee presents the list of advance nominees for Table Officer positions: President, First Vice-President, Second Vice-President, and Third Vice-President.
- 11:55 a.m. Nominations from the floor for Table Officer positions.
- 1:45 p.m. Candidate speeches *(if there is more than one candidate for a position)*
- 2:30-5:00 p.m. Elections for Table Officer positions *(if there is an election)*.

#### THURSDAY, SEPTEMBER 13

- 8:00-9:00 a.m. Elections continue for Table Officer positions *(if there is an election)*.

### Step 2 – Election of Remaining Executive Positions

#### THURSDAY, SEPTEMBER 13

- 8:30 a.m. Nominating Committee presents the list of advance nominees for the remaining Executive positions: Director at Large, Small Community Representative, Electoral Area Representative and Vancouver Metro Area Representative.
- 11:35 a.m. Nominations from the floor for the remaining Executive positions.
- 11:40 a.m. Candidate speeches *(if there is more than one candidate for a position)*
- 2:30-5:00 p.m. Elections for the remaining Executive positions *(if there is an election)*.

#### FRIDAY, SEPTEMBER 14

- 7:30-8:30 a.m. Elections continue for the remaining Executive positions *(if there is an election)*.

*For further information on the nomination and election process, please contact the Chair of the UBCM Nominating Committee.*

**EXTRACT FROM THE UBCM BYLAWS:  
EXECUTIVE COMPOSITION, NOMINATIONS & ELECTIONS**

**UBCM BYLAWS SECTIONS 2 TO 5**

**2. OFFICERS:**

The Officers of the Union shall be: President, First Vice-President, Second Vice-President, and Third Vice-President.

**3. EXECUTIVE:**

(a) There shall be an Executive which shall be composed of:

- the Officers of the Union;
- the Immediate Past President, who shall be the last president to have completed the term of office as President;
- a Vancouver Representative, who shall be a member of the Vancouver City Council;
- a Small Community Representative, who shall be a member of a Council of a Village or a municipality with a population not greater than 2,500;
- an Electoral Area Representative, who shall be an Electoral Area Director of a Regional Board;
- a GVRD Representative who must be a member of the GVRD Board;
- five Directors representing the five Area Associations as defined in Section 21;
- five Directors at Large; and
- two representatives (“Vancouver Metro Area Representatives”) who must be elected members of either or both a council of a member municipality of the GVRD or of the GVRD Board.

The members of the Executive shall be the Directors of the Union.

(b) The Officers, the Directors at Large, the Small Community Representative, the Electoral Area Representative and the Vancouver Metro Area Representatives, shall be elected annually at the Annual Convention, and except as herein otherwise provided, shall hold office until their successors are elected at the next Annual Convention. The Vancouver Representative shall be appointed annually by the Vancouver City Council, the GVRD Representative shall be elected annually by the Board of the GVRD, and the five Area Association Directors shall each be appointed by their respective Area Associations as identified in Section 21. All such appointments shall be communicated to the Nominating Committee by the appointing body pursuant to Section 4(b).

(c) Except for the Immediate Past President, all members of the Executive, including Officers of the Union, shall hold office only so long as they remain elected representatives of a member of the Union. If a person holding the office of Immediate Past President ceases to be an elected representative of a member of the Union while holding the office such person shall only hold the office for the remainder of the then current term.

- (d) No person shall hold a position as Officer of the Union unless elected as an Officer by the membership of the Union and no person shall be elected more than twice, whether consecutively or otherwise, as President of the Union.

In the event of a vacancy occurring amongst the Officers, the next ranking Officer willing to serve shall fill the vacancy, provided that if the office of President cannot for any reason be filled as aforesaid, the Executive shall call a special election for the office of President and such election may be held by a mail ballot pursuant to the rules and procedures established and determined by the Executive.

In the event of a vacancy:

- amongst the Officers, other than President, the Executive may appoint, from amongst persons qualified to be elected to the Executive, Acting Directors at Large equal to the number of vacancies;
  - amongst the Directors at Large, the Small Community Representative, the Electoral Area Representative, or the Vancouver Metro Area Representatives, the Executive may appoint a person qualified to hold the office to fill the position for the term remaining;
  - in the position of Vancouver Representative, GVRD Representative or amongst the five Directors appointed by the Area Associations such vacancies shall be filled in the manner of the original appointment.
- (e) The Union shall pay the expenses of the Executive incurred on authorized business of the Union, except for attendance at the annual Convention. For attendance at the Executive meeting immediately preceding the annual Convention such expenses shall be limited to the per diem rates and extra hotel accommodation costs incurred for the period of that Executive meeting only. No travelling expenses nor any part of other expenses ordinarily incurred by Executive members in attending the annual Convention will be borne by the Union. In the event that the Immediate Past President no longer holds municipal office, while still remaining a member of the Executive, his or her expenses incurred in attending the annual Convention and the Executive meeting immediately prior to it shall be paid by the Union.

#### **4. NOMINATIONS FOR ELECTION OF OFFICERS AND EXECUTIVE:**

- (a) There is constituted a committee of the Executive to be known as the Nominating Committee consisting of the Immediate Past President (if any) and the five appointed Area Association Directors provided that where any of the five appointed Area Association Directors declares an interest in seeking election to the Executive of the Union, the Area Association that appointed such Area Association Director may name another elected official of a member of the Union to serve on the Nominating Committee.
- (b) The Nominating Committee shall elect a Chair from amongst the members of the Committee and shall prior to the Annual Convention:
- issue a call for nominations for each of the positions of Officer of the Union and for the positions of Small Community Representative, Electoral Area Representative, the five Directors at Large, and the Vancouver Metro Area Representatives;
  - encourage potential nominees to come forward as candidates for office and as requested provide information to such person relating to duties, responsibilities and roles pertaining to the various offices;

- review the credentials of nominees to ensure that each nominee is qualified to hold office pursuant to Section 4(j);
  - accept qualified nominees nominated by two elected officials of members of the Union;
  - obtain the name of a qualified person who has been appointed by the City of Vancouver to assume office as the Vancouver Representative, the name of the GVRD Representative and the names of the five Area Association Directors who have each been appointed to assume the office of Area Association Director by the respective Area Association;
  - at least 30 days prior to the Annual Convention, prepare and provide to all members of the Union a report on nominations accepted for each office that have been received by the close of business on the last business day of July and on the persons appointed by the City of Vancouver, by the GVRD and the five Area Associations. Such report shall be neutral and the Nominating Committee shall not recommend any nominee or group of nominees.
- (c) In making its report the Nominating Committee, taking into consideration the names of appointees submitted by the City of Vancouver, the GVRD and the five Area Associations, shall ensure they are balanced and representative nominations including:
- that sufficient nominations are received;
  - that each general area of the Province is represented on the Executive nominated or appointed.

The Nominating Committee shall not recommend any nominee or group of nominees.

- (d) The Chair of the Nominating Committee, during the morning session of the first day of the Annual Convention, shall present the nominations for the positions of Officers on the UBCM Executive, i.e. President, First Vice-President, Second Vice-President, and Third Vice-President. After the Chair's report on these positions has been read, the Chair shall call for nominations from the floor for each of the positions of Officers, in addition to the names presented by the Nominating Committee.
- (e) If, at the close of nominations, only one candidate for each position of Officer stands validly nominated, the Chair of the Nominating Committee shall forthwith proclaim the candidate elected.
- (f) If, at the close of nominations, more than one candidate stands validly nominated for any of the positions of Officers, the Chair of the Nominating Committee shall cause an election to be held.
- (g) On the second day of the Annual Convention at the time after the results of the election of Officers has been announced, the Chair of the Nominating Committee shall present the nominations for the positions of:
- Small Community Representative;
  - Electoral Area Representative;
  - for the five positions of Director at Large; and
  - the two Vancouver Metro Area Representatives.

After the Chair's report on these positions has been read, the Chair shall call for nominations from the floor for each of the positions of Small Community Representative, Electoral Area Representative, for the five positions of Director at Large, and the two Vancouver Metro Area Representatives.

- (h) If, at the close of nominations: only one person stands validly nominated for the position of Small Community Representative, or only one person stands validly nominated for the position of Electoral Area Representative, or in the case of the five positions of Directors at Large, only five persons stand validly nominated; or in the case of the two Vancouver Metro Area Representatives, only two persons stand validly nominated, the Chair of the Nominating Committee shall forthwith declare the only candidates in each of the categories to be elected.
- (i) If, at the close of nominations, more than one person stands validly nominated for the positions of Small Communities Representative, Electoral Area Representative, or in the case of the five positions of Director at Large, more than five persons stand validly nominated, or in the case of the two Vancouver Metro Area Representatives more than two persons stand validly nominated, the Chair shall cause an election to be held.
- (j) Where a nomination is made from the floor, the nominators must advise the Chair that the nominee is qualified pursuant to Section 3 to hold the office and that he or she has consented to be nominated. The Chair shall forthwith ask the nominee to confirm such consent from the floor and if the nominee is not present on the floor at the time of nomination, the nominators may either withdraw the nomination or immediately provide the Chair with the written and signed consent of the nominee.
- (k) Nominations shall require two nominators. The nomination shall state only the candidate's name, elected office, municipality, regional district or other membership affiliation, and Area Association, and that the consent of the person nominated has been received.

## **5. ELECTION OF OFFICERS AND EXECUTIVE:**

- (a) If, at the close of nominations, more than one candidate stands validly nominated for each position of the Officers, and for the position of Small Community Representative, and for the position of Electoral Area Representative, or in the case of the five positions of Director at Large, more than five such candidates stand, or in the case of the two Vancouver Metro Area Representatives, more than two candidates stand, the Chair of the Nominating Committee shall cause elections to be held as may be required.
- (b) The election of Officers shall be held on the afternoon of the first day and the morning of the second day of the Annual Convention.
- (c) The election of Small Community Representative, Electoral Area Representative, the five positions of Director at Large, and the two positions of Vancouver Metro Area Representative shall be held on the afternoon of the second day and the morning of the third day of the Annual Convention.
- (d) If any election is to be held, ballot papers shall be prepared and distributed. In the case of an election for Officer positions, one ballot shall be used. In the case of elections for Small



Community Representative, Electoral Area Representative, the five positions of Director at Large, and the two Vancouver Metro Area Representatives, individual ballots shall be used for each category. The names of the candidates shall be printed alphabetically in order of surnames on the ballots, and shall show only the candidates' names, official positions, municipality, regional district or other member affiliation and Area Association. Before any ballot is taken, any person nominated may decline or withdraw his or her name by giving two hours' notice thereof following the time of the candidates' speeches.

- (e) Scrutineers shall be appointed by the President and it shall be among the duties of such Scrutineers to count the votes on such ballots and declare the result of such elections to the Chair of the Nominating Committee who shall report the results of the elections to the Convention. In the case of a ballot vote being held for the five positions of Director at Large, and the two Vancouver Metro Area Representatives, all ballots marked for more than the number to be elected shall be counted as spoiled ballots.
- (f) All elected representatives from members who are present at the Convention shall be entitled to vote for Directors at Large. Only representatives from Small Communities members who are present at the Convention shall vote for the Small Community Representative, only representatives from Electoral Areas who are present at the Convention shall vote for the Electoral Area Representative, and only representatives of the GVRD and the delegates from its member Municipalities may vote for Vancouver Metro Area Representatives. No vote by proxy shall be recognized or allowed.
- (g) In the event that the result of election for the position of any Officer of the Union, Small Community Representative or Electoral Area Representative cannot be declared because of an equality of votes between two or more persons receiving the greatest number of votes, then the Chair shall hold a run-off election amongst those persons who received equal votes.

In the case of an election for the position of Vancouver Metro Area Representative, the Chair shall declare elected the two candidates who receive the highest number of votes. If a candidate cannot be elected because of an equality of votes between two or more candidates, the Chair shall hold a run-off election for the positions remaining undeclared in which the only candidates shall be the unsuccessful candidates in the original election who do not withdraw.

In the case of an election for office as Director at Large, the Chair shall declare elected the five candidates who received the highest number of votes, provided that if a candidate cannot be declared elected because of an equality of votes between two or more candidates, the Chair shall hold a run-off election for the positions remaining undeclared in which the only candidates shall be the unsuccessful candidates in the original election who do not withdraw.

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Experts weed through medical and recreational cannabis questions & workplace complexities

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From the top

## **Recreational Cannabis is set to be legalized in Canada soon. Is your workplace ready?**

**The legalization of recreational marijuana will bring with it many novel challenges for employers.**

Some of the questions employers are sure to face will include:

- How are employers to navigate the legalization of recreational marijuana in light of their legal obligation to ensure a safe workplace for their employees, contractors, clients and the public?
- Do employers have the right to implement a drug testing program?
- How should employers navigate the distinction between medically authorized marijuana and recreational marijuana?
- What is the scope of an employer’s duty to accommodate substance use?

These are only some of the questions that employers will face.

**At the Summit, an expert panel will address not only the legal implications of the legalization of recreational marijuana, but also the social and medical issues surrounding marijuana and the workplace.**

**Matthew Larsen** Lawyer, Fasken

**Dr. Paul Farnan** Clinical Associate Professor, UBC

**James Gould,** Managing Partner, HHBG Lawyers

Discover the current state of the legal landscape governing marijuana and the workplace, an employer’s duty to accommodate addictions, and an employer’s right to implement a drug testing program.

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**MINUTES**  
**DISTRICT OF PORT HARDY**  
**PARKS, RECREATION, ARTS & CULTURE COMMITTEE MEETING**  
**HELD MONDAY MAY 14, 2018**  
**COUNCIL CHAMBERS, MUNICIPAL HALL**      **AGENDA**  
**7360 COLUMBIA STREET**

**Committee Members:**

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

**Staff:**

Abbas Farahbakhsh, Director of Operational Services, Sean Mercer, Manager of Operations and Community Services, Allison McCarrick, CAO  
Susan Bjarnason, Recording Secretary

**A. CALL TO ORDER**

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

DRAFT

**B. APPROVAL OF AGENDA**

Councillor Tidbury requested an addition to the agenda under:

- G. New Business
- 3. Windmill Placement

**Moved/Seconded/Carried**

THAT Parks, Recreation, Arts & Culture Committee agenda for May 14, 2018 be accepted as amended.

**C. ADOPTION OF MINUTES**

- 1. Minutes of the Parks & Recreation Review Committee meeting held April 18, 2018.

**Moved/Seconded/Carried**

THAT the minutes of the Parks & Recreation Review Committee meeting held April 18, 2018 be accepted.

**D. DELEGATIONS**

- 1. Gene Cadwallader, Port Hardy Rotary Club re: Trail construction (off Cougar Drive/Elk Drive area)  
Mr. Cadwallader reviewed the Port Hardy Rotary Club's request to make a 35 to 40 minute walking trail going from Cougar Drive to Red Gate to power line gravel area south to the Glen Lion River trail to BC Hydro substation and back to Cougar Drive.

Staff were requested to clearly highlight the area in question, determine problem areas/issues and bring back to next meeting for further discussion.

**E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS**

- 1. Review of Action Items.
- 2. Capital Review List.

DRAFT

Arena – The Chiller Ammonia system was discussed.

Staff were requested to schedule a Committee of the Whole for further discussion.

PRA&CC  
2018-017  
AGENDA  
MAY14/18 AS  
AMENDED

PRA&CC  
2018-018  
MINUTES  
APRIL 18/18  
ACCEPTED

ACTION ITEMS

CAPITAL LIST  
REVIEW

Pool

The Geotech should be here in three to four weeks, they will do 10-15 test pits. An Archeology study is not required at this time. Tentative construction schedule is to break ground in November 2018 with completion expected to be the 3<sup>rd</sup> week of May 2020.

DRAFT

3. Update: Ocean Argyle Mural project.

A few ideas of where to put her murals was discussed including locations on private property. Public space is available at a Sea-Can going to the back of the arena.

**Moved/Seconded/Carried**

THAT the Parks, Recreation, Arts & Culture Committee recommend that Council offer Ocean Argyle the opportunity to paint her presented mural on the District Sea-Can container being purchased to house emergency preparedness supplies which will be located near the tennis court and that staff be directed to enter into an installation and maintenance agreement with Ocean if the offer is accepted.

4. Tabled from April 18, 2018 meeting. Staff Report from Heather Nelson-Smith, Dir. Corporate Services (March 22, 2018) re: District Liability. For information.

**F. CORRESPONDENCE**

No correspondence.

**G. NEW BUSINESS**

1. Allison McCarrick, CAO re: Marquee – sponsorships

The District of Port Hardy is not soliciting at this time. The Committee discussed fund raising and the possibility of different levels of sponsorship.

2. Recreation Manager/Director - job description
  - a) Community Services Manager. For information
  - b) Other Communities Recreation Manager. For information.

The Committee discussed the need for the new Facility Manager to act for both the pool and arena/programming experience as well as it to encompass the outside recreational areas like Storey's Beach.

Staff were requested to review the job description and return with an update for next meeting.

3. Councillor John Tidbury discussed the placement request of the windmill blade with the Committee.

DRAFT

Discussion included:

- The need to ensure that the agreement is in place before works could commence.
- Ensure that the District of Port Hardy is not responsible for the maintenance or removal of the windmill blade in the future.

**Moved/Seconded/Carried**

THAT the Parks, Recreation, Arts & Culture Committee recommend that Council authorize the Port Hardy Rotary Club be permitted to place the donated windmill blade at the agreed location located on the District property at the corner of Highway 19 and the Bear Cove Highway and that staff be directed to enter into an installation and maintenance agreement with the Port Hardy Club prior to the installation.

**H. COUNCIL / COMMITTEE REPORTS**

No reports.

PRA&CC  
2018-019  
OCEAN ARGYLE  
MURAL –  
DISTRICT C CAN

PRA&CC  
2018-020  
WINDMILL  
BLADE  
PLACEMENT

**I. NOTICE OF MEETING:** 3:00 pm Wednesday June 20, 2018.

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

**J. ADJOURNMENT**

DRAFT

PRA&CC  
2018-021  
ADJOURN

**Moved**  
THAT the meeting be adjourned.

Time: 4:27 pm



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

**Committee**

**Members:** Councillors Dennis Dugas, Rick Marcotte (Chair), Leightan Wishart

**Also Present:** Councillor John Tidbury

AGENDA

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

**A. CALL TO ORDER**

Councillor Rick Marcotte called the meeting to order at 3:00pm. DRAFT

**B. APPROVAL OF AGENDA**

**Moved/Seconded/Carried**

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

OP SCVS  
2018-016  
AGENDA MAY  
15/18  
ACCEPTED

**C. MINUTES**

1. Minutes of the Operational Services Committee meeting held April 16, 2018.

**Moved/Seconded/Carried**

THAT the minutes of the Operational Services Committee meeting held April 16, 2018 be accepted.

OP SCVS  
2018-017  
MINUTES APRIL  
16/18  
ACCEPTED

**D. DELEGATIONS**

Lisa Milligan re: Sidewalks - Ms Milligan did not attend the meeting.

**E. BUSINESS ARISING / UNFINISHED BUSINESS**

ACTION ITEMS

1. Review and Update of Action Items – was reviewed and received for information.

CAPITAL LIST

2. Capital Items List / Operations – was reviewed and received for information.

Abbas Farahbakhsh, Director of Operational Services further updated the following items:

- Watermain / reservoir projects – progress report and schedules for the projects.
- Infrastructure mapping – on going.
- Garbage bins for Market Street – have been ordered.
- Seagate Pier Rural Dividend – in progress.
- WTP Rebuild Raw Water Pump – old one has been returned from being serviced, the one that was being used has now been sent out for servicing.
- Fort Rupert – WTP Reservoirs & Watermain Replacement – now about 50% complete.

DRAFT

**F. CORRESPONDENCE**

No correspondence.

**G. NEW BUSINESS**

DRAFT

1. Sidewalks - Councillor Marcotte

Councillor Marcotte reviewed with the Committee the request for sidewalks in the area along Highway 19/Douglas Street. After an in depth discussion the Committee determined this was not a priority sidewalk area and there was no funding in the budget at this time.

2. Bylaw 1050-2016 - A Bylaw to Regulate Conservation of Water.
  - Discussion on Stage 3 Exemptions.

Staff was directed to review and amend the bylaw to provide clarity on the wording intent.

**H. STAFF REPORTS**

1. Water Operations Report, April 2018 was received for information.

**I. COMMITTEE MEMBER REPORTS**

No reports

**J. NOTICE OF MEETING:** Next scheduled meeting: June 18, 2018.

**K. ADJOURNMENT**

DRAFT

**Moved**  
THAT the meeting be adjourned.

Time: 3:50pm

OP SCVS  
2018-018  
ADJOURNMENT





## Provincial Summit on Aging Agenda

An Initiative of the Raising the Profile Project

November 2 & 3, 2017

[Surrey City Hall – 13450 104 Avenue, Surrey, BC](#)

### AGENDA

## Declaration of the Community-based Seniors' Services Sector in B.C.

As the participants at the 2017 inaugural Summit on Aging from the federal, provincial and municipal governments, leaders from the community-based seniors' services sector, leaders from community foundations and allies of the sector, we recognize the important role played by the many programs and services offered by municipal governments and not-for-profit organizations to the overall health, well-being and quality of life of the older residents of this Province (<http://www.seniorsraisingtheprofile.ca/wp-content/uploads/2017/06/RPP-Literature-Review.pdf>).

At the same time, we acknowledge that the capacity of the community-based seniors' service sector to deliver programs and services will need to be enhanced if, as a province, we are to maximize the potential for older adults to have the choice to "age in place" and remain in their own homes and communities for as long as possible. We also acknowledge that this will require closer collaboration between not-for-profit organizations, municipalities and the provincial health system.

*We, therefore, call on all those involved in the Community-based Seniors' Service Sector – as funders, policy makers, decision makers, seniors, families, friends, caregivers, service providers, organizations, leaders, and volunteers – to sign on to this declaration to ensure that:*

*Community-based seniors' services are formally recognized as a Sector that plays an essential role in supporting seniors' independence, resilience and social connectedness.*

*The definition of the Community-based Seniors' Services (or CBSS) Sector include all municipal and not-for-profit organizations that provide services and programming for older adults at the local level -- at community centres, single-and multi-service agencies, seniors' centres, community coalitions and neighbourhood houses -- throughout our province.*

*The seven core programs and services offered by the Sector reflect the diversity of British Columbia's geography and seniors' population and include: Nutritional Supports; Wellness Programs; Physical Activity; Recreation, Education and Arts Programming; Information and Referral; Transportation; and Affordable Housing.*

*This declaration is intended as a demonstration of our commitment to the seniors of British Columbia and to ensure that community-based seniors' services are a priority for all stakeholders who serve the people of British Columbia.*

## AGENDA

**WHEREAS** Seniors health and well-being are a primary concern for all levels of Government; and for older adults to remain at home for longer, to remain socially connected and independent in their communities, Health Promotion and Prevention initiatives based on Physical Activity, Social Connectedness and Independence offered by the Community Based Seniors' Services (CBSS) Sector which are key components of the service delivery continuum; and

**WHEREAS** seniors aging in place is best for the health of seniors; their friends and families; for the communities that they are in; and for the control of health care costs; and

**WHEREAS** crucial community-based services include Physical Activity & Recreation, Information & Referral, Nutritional Supports, Consistent Medical Care, Education & Creative Arts, Seniors Centres, and initiatives such that support seniors aging in place; and

**WHEREAS** stronger collaboration of all levels of Government and Health Authorities is required to be better aligned and integrated with the Community Based Seniors Services Sector; and

**WHEREAS** Municipalities lack the financial resources to address the physical and social needs of the growing senior population.

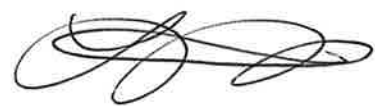
**THEREFORE, BE IT RESOLVED**, that NCLGA and the UBCM lobby the Federal and Provincial governments to provide consistent funding, easier access to grants and support the development of programs for all seniors in British Columbia and non-profits that support aging in place; and municipalities that lack the tax base to be effective.

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
010975	03/05/2018	02514	AlSCO	95.77	
010976	03/05/2018	00829	ANA'S HARDY CLEAN	3,263.40	
010977	03/05/2018	01836	ARIES SECURITY LTD.	5,132.40	
010978	03/05/2018	02693	BC One Call	92.14	
010979	03/05/2018	02135	BORG, BRENT	35.00	
010980	03/05/2018	00018	CANADIAN RED CROSS	148.60	
010981	03/05/2018	02730	CUPE Local 401	608.47	
010982	03/05/2018	01901	DENNISON, MELINDA	35.00	
010983	03/05/2018	01476	DOR-TEC SECURITY LTD.	138.30	
010984	03/05/2018	00233	FINNING (CANADA)	3,270.36	
010985	03/05/2018	03385	Frontier Power Products	10,108.78	
010986	03/05/2018	02916	GE INTELLIGENT PLATFORMS	5,745.00	
010987	03/05/2018	02860	Grove-Crossman Equipment	928.48	
010988	03/05/2018	00052	HARDY BUILDERS' SUPPLY	42.63	
010989	03/05/2018	00063	HOME HARDWARE BUILDING C	138.58	
010990	03/05/2018	00194	INT'L UNION OPERATING EN	1,062.02	
010991	03/05/2018	02878	Irwin Air Ltd	283.31	
010992	03/05/2018	03440	IZCO Technology Solution	743.43	
010993	03/05/2018	00065	K & K ELECTRIC LTD.	803.83	
010994	03/05/2018	01032	K PEARSON CONTRACTING LT	3,412.50	
010995	03/05/2018	03547	LE CENTRE DE REP. HYD. U	14,544.34	
010996	03/05/2018	00069	MACANDALE'S	37.56	
010997	03/05/2018	02489	MARCOTTE, RICK	25.00	
010998	03/05/2018	03059	Maxxam Analytics	1,371.83	
010999	03/05/2018	01777	MCCARRICK, ALLISON	35.00	
011000	03/05/2018	00328	MERCER, SEAN	35.00	
011001	03/05/2018	03546	METERCOR INC.	672.00	
011002	03/05/2018	00249	MICRON MACHINE WORKS LTD	1,473.53	
011003	03/05/2018	00014	MINISTER OF FINANCE	1,800.00	
011004	03/05/2018	02439	Mose, Richard	378.17	
011005	03/05/2018	03135	Nelson-Smith, Heather	977.81	
011006	03/05/2018	03548	NORTH ISLAND NISSAN LTD.	28,026.88	
011007	03/05/2018	00013	PACIFIC BLUE CROSS	12,633.08	
011008	03/05/2018	00281	PARKLAND REFINING (B.C.)	1,992.07	
011009	03/05/2018	03242	Patterson's Plumbing	2,688.00	
011010	03/05/2018	00363	PORT HARDY BULLDOZING LT	112.77	
011011	03/05/2018	00769	Praxair Distribution	945.43	
011012	03/05/2018	00080	PUROLATOR INC.	727.94	
011013	03/05/2018	00107	RECEIVER GENERAL FOR CAN	27,632.47	
011014	03/05/2018	00279	REDDEN NET CO. (PORT HAR	338.02	
011015	03/05/2018	00187	REGIONAL DISTRICT OF MT	4,400.24	
011016	03/05/2018	03174	Schantz, Robert	107.64	
011017	03/05/2018	00253	Shaw Cable	140.34	
011018	03/05/2018	02170	SPIKETOP CEDAR LTD.	495.49	
011019	03/05/2018	03313	Tex Electric Ltd.	2,052.83	
011020	03/05/2018	02973	Texmo, Gavin	35.00	
011021	03/05/2018	02656	The Truck Loggers Associ	404.25	
011022	03/05/2018	02502	Tuff Marine Products Ltd	45,108.00	
011023	03/05/2018	03409	Your Garden Angel	201.60	
011024	10/05/2018	00195	A.V.I.C.C	495.32	
011025	10/05/2018	00044	ACKLANDS - GRAINGER INC.	56.53	
011026	10/05/2018	00437	ACME SUPPLIES LTD.	219.27	
011027	10/05/2018	02514	AlSCO	95.77	
011028	10/05/2018	00047	B.C. HYDRO (Minister of	46,520.48	
011029	10/05/2018	00073	BLACK PRESS GROUP LTD.	854.90	
011030	10/05/2018	03549	CAMPBELL, NORM	5,197.50	
011031	10/05/2018	01433	COMOX PACIFIC EXPRESS LT	217.97	
011032	10/05/2018	02822	Corix Water Products LP	347.21	
011033	10/05/2018	02670	Enercon Water Treatment	290.06	
011034	10/05/2018	02141	FOENIX FOREST TECHNOLOGY	504.00	
011035	10/05/2018	02208	Hawkins, Bob	729.13	
011036	10/05/2018	00063	HOME HARDWARE BUILDING C	34.79	
011037	10/05/2018	01747	INGENIOUS SOFTWARE	1,363.04	
011038	10/05/2018	02878	Irwin Air Ltd	1,670.67	
011039	10/05/2018	00273	JM'S MOBILE WELDING INC	459.20	
011040	10/05/2018	03337	LOCKZ2FIT	15.13	
011041	10/05/2018	02642	Long, Jeff	200.00	
011042	10/05/2018	00069	MACANDALE'S	104.88	
011043	10/05/2018	01645	NORTH ISLAND COMMUNICATI	309.75	
011044	10/05/2018	00027	NORTH ISLAND VETERINARY	108.87	
011045	10/05/2018	01021	NORTHERN ROPES & INDUSTR	245.07	

AGENDA

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
011046	10/05/2018	00075	O.K. TIRE STORE (PORT HA	830.20	
011047	10/05/2018	02749	Orach Enterprises Ltd.	3,479.57	
011048	10/05/2018	00203	Port Hardy & Dist. Chamb	13,750.00	
011049	10/05/2018	00406	PORT HARDY FIREFIGHTERS	1,250.00	
011050	10/05/2018	00264	PORT HARDY HERITAGE SOCI	11,800.50	
011051	10/05/2018	00082	QUICKSCRIBE SERVICES LTD	46.20	
011052	10/05/2018	03034	Robertson, Fred	275.46	
011053	10/05/2018	03384	Sandwiches from Mars	118.12	
011054	10/05/2018	00843	SHARE CANADA	242.58	
011055	10/05/2018	02203	Stantec Consulting Ltd.	16,099.76	
011056	10/05/2018	03550	TELMATIK	955.27	
011057	10/05/2018	03313	Tex Electric Ltd.	81.90	
011058	10/05/2018	03551	THE GARDEN GATE	273.28	
011059	10/05/2018	02850	VWR International Co.	227.43	
011060	16/05/2018	01884	Ace Hardware	339.12	
011061	16/05/2018	00437	ACME SUPPLIES LTD.	530.62	
011062	16/05/2018	02514	AlSCO	95.77	
011063	16/05/2018	03541	APPLEWOOD FORD	6,053.07	
011064	16/05/2018	01836	ARIES SECURITY LTD.	11,812.50	
011065	16/05/2018	03269	Array Web Creative	157.50	
011066	16/05/2018	03425	Aussie Signs, Decal & De	634.87	
011067	16/05/2018	02989	Bleaney, Cassandra	22.40	
011068	16/05/2018	01805	BUSY B'S DISTRIBUTING	112.71	
011069	16/05/2018	00018	CANADIAN RED CROSS	60.00	
011070	16/05/2018	03552	CHRISTIANSON, MICHAEL	471.00	
011071	16/05/2018	02762	Cleartech Industries Inc	2,686.20	
011072	16/05/2018	01433	COMOX PACIFIC EXPRESS LT	81.49	
011073	16/05/2018	00020	E.J. KLASSEN MOTORCADE L	45,881.90	
011074	16/05/2018	00099	FOX'S DISPOSAL SERVICES	20,365.66	
011075	16/05/2018	02860	Grove-Crossman Equipment	151.81	
011076	16/05/2018	00058	GUILLEVIN INTERNATIONAL	115.31	
011077	16/05/2018	00052	HARDY BUILDERS' SUPPLY	509.62	
011078	16/05/2018	00063	HOME HARDWARE BUILDING C	701.49	
011079	16/05/2018	03437	KLEANZA CONSULTING LTD.	18,292.68	
011080	16/05/2018	00069	MACANDALE'S	377.52	
011081	16/05/2018	02489	MARCOTTE, RICK	451.28	
011082	16/05/2018	03402	Minister of Finance	181.61	
011083	16/05/2018	00447	MNP	10,198.12	
011084	16/05/2018	00033	NAPA AUTO PARTS/N.I. IND	1,213.79	
011085	16/05/2018	03533	NORTH ISLAND PUMPS	302.40	
011086	16/05/2018	03390	O'Reilly, Kathy	637.88	
011087	16/05/2018	00075	O.K. TIRE STORE (PORT HA	617.50	
011088	16/05/2018	00281	PARKLAND REFINING (B.C.)	1,705.57	
011089	16/05/2018	02051	PORT MCNEILL ENTERPRISES	341.60	
011090	16/05/2018	00080	PUROLATOR INC.	45.35	
011091	16/05/2018	00107	RECEIVER GENERAL FOR CAN	24,458.57	
011092	16/05/2018	00187	REGIONAL DISTRICT OF MT	5,592.02	
011093	16/05/2018	02935	Roper Greyell LLP	468.72	
011094	16/05/2018	00113	STRYKER ELECTRONICS LTD.	12,888.76	
011095	16/05/2018	03313	Tex Electric Ltd.	286.65	
011096	16/05/2018	00898	U.B.C.M.	882.32	
011097	16/05/2018	00201	Vancouver Island Regiona	38,517.00	
011098	16/05/2018	03148	Westport Welding & Fabri	397.94	
011099	16/05/2018	00842	YOUNG ANDERSON BARRISTER	134.24	
011100	16/05/2018	00842	YOUNG ANDERSON BARRISTER	3,318.80	
011101	24/05/2018	00735	A.C.E. COURIER SERVICES	55.95	
011102	24/05/2018	00044	ACKLANDS - GRAINGER INC.	338.98	
011103	24/05/2018	01375	ADT SECURITY SERVICES CA	98.25	
011104	24/05/2018	00046	ANDREW SHERET LTD	396.79	
011105	24/05/2018	00018	CANADIAN RED CROSS	14.00	
011106	24/05/2018	00902	CASCADE WEAR BC LTD.	1,741.39	
011107	24/05/2018	02882	Catalys Lubricants Inc.	486.45	
011108	24/05/2018	01433	COMOX PACIFIC EXPRESS LT	218.84	
011109	24/05/2018	03033	Corbett-Labatt, Pat	225.50	
011110	24/05/2018	02822	Corix Water Products LP	9,424.39	
011111	24/05/2018	02181	DELLO, KERRY	75.04	
011112	24/05/2018	02140	DOUG LLOYD CONTRACTING	17.85	
011113	24/05/2018	00099	FOX'S DISPOSAL SERVICES	603.34	
011114	24/05/2018	03513	H2FLOW TANKS & SYSTEMS I	645,599.47	
011115	24/05/2018	01980	HETHERINGTON INDUSTRIES	369.60	
011116	24/05/2018	00063	HOME HARDWARE BUILDING C	599.73	

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
011117	24/05/2018	03517	INDUSTRIAL SCIENTIFIC CA	165.14	
011118	24/05/2018	03440	IZCO Technology Solution	635.25	
011119	24/05/2018	03337	LOCKZ2FIT	341.25	
011120	24/05/2018	00069	MACANDALE'S	66.59	
011121	24/05/2018	03059	Maxxam Analytics	978.60	
011122	24/05/2018	03554	MITCHELL1	2,688.00	
011123	24/05/2018	02439	Mose, Richard	448.19	
011124	24/05/2018	01419	MURDY & MCALLISTER	306.44	
011125	24/05/2018	02212	NICHOLSON, LISA	50.00	
011126	24/05/2018	00217	ORKIN CANADA CORPORATION	76.65	
011127	24/05/2018	02071	PACIFICUS BIOLOGICAL SER	2,436.00	
011128	24/05/2018	00281	PARKLAND REFINING (B.C.)	1,111.23	
011129	24/05/2018	00187	REGIONAL DISTRICT OF MT	9,481.60	
011130	24/05/2018	03174	Schantz, Robert	46.35	
011131	24/05/2018	02170	SPIKETOP CEDAR LTD.	445.21	
011132	24/05/2018	02801	STAPLES VANCOUVER, BC	408.79	Yes
011133	24/05/2018	02522	Strathcon Industries	144.60	
011134	24/05/2018	03553	STRYKER CA LP	458.87	
011135	24/05/2018	00113	STRYKER ELECTRONICS LTD.	64.85	
011136	24/05/2018	02424	Team Aquatic Supplies Lt	17.85	
011137	24/05/2018	00160	TELUS	5,273.81	
011138	24/05/2018	00161	TELUS MOBILITY (BC)	803.49	
011139	24/05/2018	03551	THE GARDEN GATE	354.49	
011140	24/05/2018	03555	TRAINOR MECHANICAL CONTR	2,000.00	
011141	24/05/2018	01026	VIMAR EQUIPMENT LTD.	192.19	
011142	24/05/2018	03148	Westport Welding & Fabri	733.32	
011143	24/05/2018	03409	Your Garden Angel	922.88	
011144	30/05/2018	02514	Alsco	95.77	
011145	30/05/2018	01836	ARIES SECURITY LTD.	93.04	
011146	30/05/2018	02135	BORG, BRENT	848.24	
011147	30/05/2018	01919	BRANDT TRACTOR LTD.	378.42	
011148	30/05/2018	02882	Catalys Lubricants Inc.	248.58	
011149	30/05/2018	02762	Cleartech Industries Inc	1,674.42	
011150	30/05/2018	01433	COMOX PACIFIC EXPRESS LT	262.29	
011151	30/05/2018	02730	CUPE Local 401	924.31	
011152	30/05/2018	02675	Envirosmart Biodegradabl	1,185.20	
011153	30/05/2018	03156	First Nations Drum	315.00	
011154	30/05/2018	03333	Harding, Adam	187.10	
011155	30/05/2018	00052	HARDY BUILDERS' SUPPLY	1,381.05	
011156	30/05/2018	00063	HOME HARDWARE BUILDING C	126.67	
011157	30/05/2018	00194	INT'L UNION OPERATING EN	1,132.83	
011158	30/05/2018	01875	ISLAND ADVANTAGE DISTRIB	307.91	
011159	30/05/2018	03440	IZCO Technology Solution	118.13	
011160	30/05/2018	00273	JM'S MOBILE WELDING INC	1,056.16	
011161	30/05/2018	00065	K & K ELECTRIC LTD.	1,041.54	
011162	30/05/2018	03556	MATSQUI AG-REPAIR	121.50	
011163	30/05/2018	02792	OPTA Information Intelli	8,762.25	
011164	30/05/2018	00013	PACIFIC BLUE CROSS	11,589.52	
011165	30/05/2018	03560	PANTI, ANDRES	39.71	
011166	30/05/2018	00281	PARKLAND REFINING (B.C.)	3,349.06	
011167	30/05/2018	02202	Planet Clean	8.63	
011168	30/05/2018	00107	RECEIVER GENERAL FOR CAN	24,528.61	
011169	30/05/2018	00279	REDDEN NET CO. (PORT HAR	13.11	
011170	30/05/2018	00187	REGIONAL DISTRICT OF MT	2,449.23	
011171	30/05/2018	03557	RETURN IT CENTER	30.19	
011172	30/05/2018	02724	Reusch, Justin	700.04	
011173	30/05/2018	02522	Strathcon Industries	188.16	
011174	30/05/2018	00113	STRYKER ELECTRONICS LTD.	85.96	
011175	30/05/2018	02973	Texmo, Gavin	335.30	
011176	30/05/2018	00150	THE SOURCE	62.65	
011177	30/05/2018	00485	TRAN SIGN (1999) LTD.	201.60	
011178	30/05/2018	03558	WEST COAST PROPANE	1,823.63	
Total:				1,263,217.69	



\*\*\* End of Report \*\*\*



**“THAT Council approves Development Variance Permit DVP-01-2018 to vary the provisions of section 6.4 (d) of Port Hardy Zoning Bylaw No. 1010-2013, to: allow for the reduction of the accessory use building interior side yard in the R-3 Zone from 4.5 metres to 0 metres.**

**With respect to the property legally described as STRATA LOT 28, SECTIONS 35 AND 36, TOWNSHIP 9, RUPERT DISTRICT, STRATA PLAN 349, TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1. PID 000-383-813**

**AND FURTHER THAT the Director of Corporate Services be authorized to execute the permit accordingly.”**

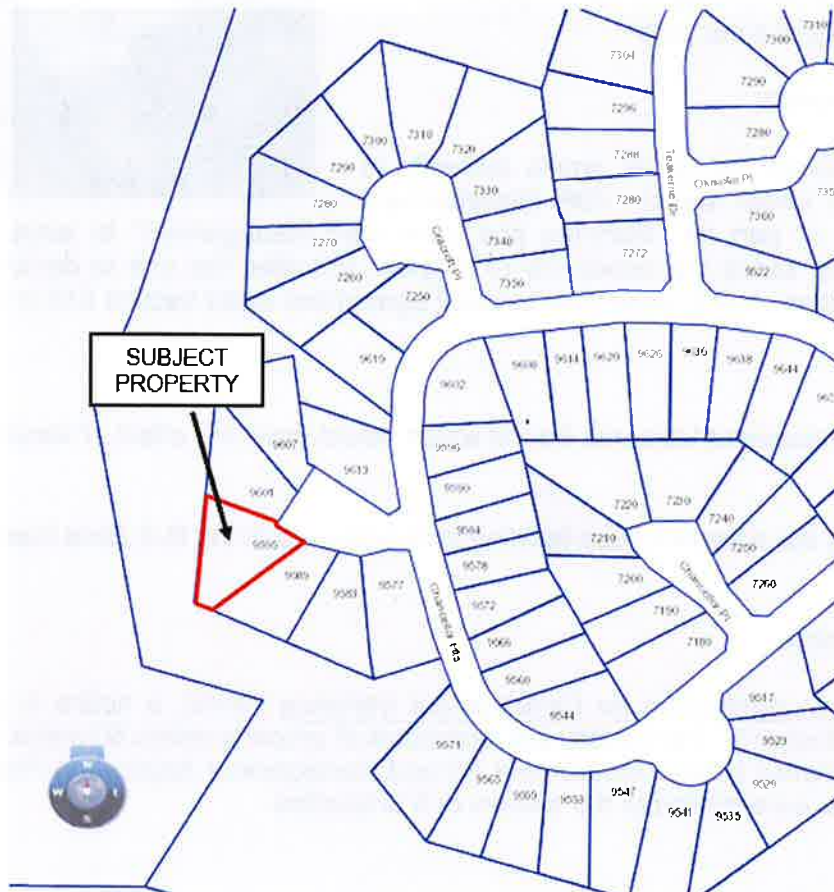
Respectfully submitted,

I agree with the recommendation,

Heather Nelson-Smith,  
Director of Corporate Services

Allison McCarrick, CAO

**LOCATION MAP**







**DISTRICT OF PORT HARDY  
DEVELOPMENT VARIANCE PERMIT  
DVP-01-2018**

**ISSUED TO:** Serena Neumerschitsky and Tristan Radzik

**OF:** PO Box 1894 Port Hardy, BC V0N 2P0

- 1) This Development Variance Permit (DVP-01-2018) is issued subject to compliance with all of the bylaws of the District of Port Hardy applicable thereto, except as specifically varied or supplemented by this Permit.
- 2) This Development Variance Permit applies to that land within the District of Port Hardy as described below:

*Legal Description: With respect to the property legally described as Strata Lot 28, Sections 35 and 36, Township 9, Rupert District, Strata Plan 349, together with an interest in the common property in proportion to the unit entitlement of the strata lot as shown on Form 1.*

Parcel Identifier (PID): 000-383-813

- 3) The land described herein shall be developed strictly in accordance with the following terms and provisions of this Permit:
  - a) The development upon the land shall be carried out according to the specifications attached hereto as Schedule 'A' which forms part of this Permit;

CERTIFIED as DEVELOPMENT VARIANCE PERMIT DVP-01-2018 issued by resolution of the Council of the District of Port Hardy on June 12, 2018.

\_\_\_\_\_  
Heather Nelson-Smith,  
Director of Corporate & Development Services

Certified on \_\_\_\_\_, 2018





**SCHEDULE 'A'  
TO  
DEVELOPMENT VARIANCE PERMIT  
DVP-01-2018**

**APPLICANTS:**

Serena Neumerschitsky and Tristan Radzik

**LEGAL DESCRIPTION OF LAND:** *Strata Lot 28, Sections 35 and 36, Township 9, Rupert District, Strata Plan 349, together with an interest in the common property in proportion to the unit entitlement of the strata lot as shown on Form 1.*

**SPECIFICATIONS:**

THAT WHEREAS pursuant to PART 6.4 R-3: Manufactured Home Residential, and in particular, section 6.4 (d) requirements for setbacks for front yard setbacks for accessory use, of District of Port Hardy Zoning Bylaw No. 1010-2013, the minimum setback is 4.5metres (14.76 feet).

AND WHEREAS the applicant, Serena Neumerschitsky and Tristan Radzik, have requested a variance to reduce the front yard setback for a carport to 0 metres (0 feet) for the property located at 9595 Chancellor Heights.

THEREFORE, BY A RESOLUTION of the Council of the District of Port Hardy on June 12, 2018 the provisions of Port Hardy Zoning Bylaw No. 1010-2013, as they apply to the land are varied as follows:

*"THAT Council approves Development Variance Permit DVP-01-2018 to vary the provisions of section 6.4 (d) of Port Hardy Zoning Bylaw No. 1010-2013, to:*

- 1) Reduce the front yard setback for accessory use from 4.5 metres to 0 metres.

*With respect to the property legally described as Strata Lot 28, Sections 35 and 36, Township 9, Rupert District, Strata Plan 349, together with an interest in the common property in proportion to the unit entitlement of the strata lot as shown on Form 1. PID 000-383-813.*

*AND FURTHER THAT the Director of Corporate & Development Services be authorized to execute the permit accordingly."*

I HEREBY CERTIFY this copy to be true and correct copy of Schedule 'A', being the specifications of Development Variance Permit DVP-01-2018.

\_\_\_\_\_  
Heather Nelson-Smith  
Director of Corporate & Development Services

Certified on \_\_\_\_\_, 2018



# DISTRICT OF PORT HARDY

## STAFF REPORT



**DATE:** June 12, 2018  
**TO:** Mayor and Council  
**FROM:** Lynda Sowerby, Director of Finance  
**RE:** Grants in Aid – CP #2.18, Financial Support for Sport Competitors

**PURPOSE**

**AGENDA**

To inform Council of Grant in Aid requests and seek direction.

**ANALYSIS**

The attached letters were received requesting financial support for individuals under Council Policy #2.18, a policy to provide financial support for sport competitors. Funding is limited to the availability of funds in the Grant in Aid budget. The policy indicates an amount of up to \$500 may be donated to each team applicant, and \$250 for individual applicants.

Individual requests were received from three athletes. Madyson and Kaleigh Harris are members of the Upper Island Riptide Girls U-18 soccer team, and Kayley Clair is a member of the Upper Island Riptide Girls U-16 soccer team. Both teams have qualified to compete at the Provincial championship in Richmond, July 4-8, 2018. As individual applicants, the maximum grant is \$250 per individual athlete. Historically, Council has granted \$100 per individual applicant.

The Port Hardy Secondary Senior Girls Soccer Team have qualified to compete at the Provincials in Penticton BC, May 31-June 2, 2018. The application received is for the team, and therefore eligible to receive a maximum of \$500 for the benefit of the entire team. There is no recent history of team applications.

Applicant	2018	2017
<i>North Island Concert Society</i>	-	2,000
<i>Port Hardy Youth Soccer</i>	** 3,000	3,000
<i>Community Spirit Award Scholarship</i>	1,000	1,000
<i>M Harris, K Harris, K Clair – Riptide Girls soccer (\$100 each)</i>	^	300
<i>PHSS Senior Girls Soccer</i>	^	-
<i>Mt Waddington Highland Dancing Association</i>	>	250
<i>Salvation Army – BC Wildfires</i>	-	500
<i>Rotary – Grants in Kind (Pool passes, harbour pass)</i>	-	362
<i>North Island Crisis Council – (Pool passes)</i>	-	476
<i>Hardy Bay Seniors</i>	3000	-
<i>PHVFD – 50<sup>th</sup> anniversary</i>	250	-
<i>Logger sports &amp; Lions Auction (Pool passes, harbour pass)</i>	114	-
<b>Approved Grants</b>	<b>7,364</b>	<b>7,888</b>
<b>Budget</b>	<b>9,000</b>	<b>8,000</b>
<b>Available funding</b>	<b>1,636</b>	

^ Application received  
 \*\* Committed, not paid  
 > Plan to submit

**OPTIONS**

1. Provide funds to the three individual applicants up to a maximum of \$250 each and funds to the PHSS Senior Girls Soccer Team up to a maximum of \$500.
2. Choose to support some of the applicants.
3. Deny all requests for support.

**FINANCIAL IMPLICATIONS**

The 2018 grant in aid budget has been set at \$9,000. Grant-In-Aid payments or commitments to date total \$7,364. This leaves an available amount of \$1,636.

**STAFF RECOMMENDATION**

*"THAT Council consider the applications received and provide funding within the limits set by Council Policy #2.18."*

Respectfully submitted,

I agree with the recommendation.

  
\_\_\_\_\_  
Lynda Sowerby  
Director of Finance

  
\_\_\_\_\_  
Allison McCarrick  
Chief Administrative Officer

# DISTRICT OF PORT HARDY

## POLICY MANUAL

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### COUNCIL POLICY FINANCE

POLICY TO PROVIDE FINANCIAL  
SUPPORT FOR SPORT COMPETITORS

POLICY # CP2.18

Approved: September 8, Council Resolution 2009-175  
Amended: August 9 2016 Council Resolution 2016-154

Page 1 of 2

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### PREAMBLE

This policy is set to determine the amount of financial support, if any, that should be given to local sports Team competitors or Non- Team Individuals who are competing at a provincial, inter-provincial or national level Council will take into account the number of members on a team and the financial support available to them through their sports' affiliation. It is recognized that, while costs are greater for a large team, they also have a benefit of numbers for fundraising purposes.

### POLICY

#### Team Sport Applicants

1. Team Sport Applicants are to present Council with:
  - A letter from the Sponsoring Team noting all details of the event they will attend, the number of players and coaches attending and mode of transportation;
  - A statement of their proposed expenses and all financial assistance that is available to them;
  - Proposed fundraising; and
  - Portion of costs payable by individuals.
2. Up to \$500 may be donated to the Team , to be judged on the basis of need.
3. Souvenir pins may be given to each Team .
4. A large District flag may be loaned to the Team for display at the event.

#### Non Team Sport (Individual) Applicants

1. Applicants are to present Council with:
  - A letter noting all details of the event they will attend, the number of players and coaches attending and mode of transportation;
  - A statement of their proposed expenses and all financial assistance that is available to them;
  - Proposed fundraising; and
  - Portion of costs payable by individual.
2. Up to \$250 may be donated to the Applicant, to be judged on the basis of need.
3. Souvenir pins may be given to the Participant.
4. A large District flag may be loaned to the Participant for display at the event.

DISTRICT OF PORT HARDY

POLICY MANUAL

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COUNCIL POLICY  
FINANCE

POLICY TO PROVIDE FINANCIAL  
SUPPORT FOR SPORT COMPETITORS

POLICY # CP2.18

Approved: September 8, 2009 Council Resolution 2009-175  
Amended: August 9 2016 Council Resolution 2016-154

Page 2 of 2

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District of Port Hardy

1. Requests will be forwarded to the Director of Financial Services (DFS) for determination of available funding. If funding is available, the DFS will forward the application to Council for consideration.
2. Funding is limited to the amount provided in the annual Grant In Aid budget.

\*\*\*\*\*

Kayley Clair  
9553 Scott Street  
Pt Hardy, BC, V0N 2P0

May 18, 2018

District of Port Hardy  
PO Box 68  
Port Hardy, BC, V0N 2P0

To Mayor and Council;

**Re: Request for Financial Support for Competing at Provincial Level Competition**

We are writing to request support for Kayley Clair under the District of Port Hardy Policy #CP2.18.

This past year has seen Kayley travelling down island every weekend from Sept-March for Upper Island Riptide girl's under-16 (U-16) soccer. Kayley has made it to the Provincial championships in Richmond July 4-8, 2018 ( <https://acup.bcsoccer.net/> ). In 2017 she also made it to the provincials and won Silver and thanked the District for their support. This year the team had a record of 19-3-4 and has the potential to win gold and be the best girls' team in the province at this age group. Kayley was a big part of the team's success with her quick speed and goal scoring abilities.

In preparation for the Provincials Kayley will be travelling down almost every weekend for the month of June to the Comox Valley to prepare with her team. Travelling since September to compete at this level of soccer has been a fantastic experience for Kayley but gets very expensive.

Going to the Provincials in July will include the U-16 girls staying all together with the three Riptide teams that made it to the championships. The teams will travel over on the Wednesday and stay until the finals on Sunday. The Riptide organization has secured the University of British Columbia (UBC) campus dorms for the four nights to provide Kayley with a unique and cost-effective experience. The total cost per player will cover transportation to and from Vancouver, food, meals and high-quality supervision by trainers, technical staff and coaches and is estimated at \$600 per player. The team has been doing fund raising over the season to lower the cost but the remaining expenses will be out of pocket.

If there is opportunity for the District to support our youth of the North Island by providing financial assistance we would greatly appreciate it. Kayley will also be joined by Kaleigh and Mady Harris from the U-18 team. The experience that the Riptide soccer has provided these girls is one that will last a lifetime and we would be proud to wave a large District flag at the Provincials to show that a small town supports our youth and that we can produce phenomenal athletes.

Thank you for considering our request.

Sincerely,  
*Jim Clair*

*On behalf of the Clair family ☺*

Kaleigh and Madyson Harris  
6445 Chatham Dr  
Pt Hardy, BC, V0N 2P0

May 17, 2018

District of Port Hardy  
PO Box 68  
Port Hardy, BC, V0N 2P0

To Mayor and Council;

**Re: Request for Financial Support for Competing at Provincial Level Competition**

We are writing to request support for Kaleigh and Mady Harris under the District of Port Hardy Policy #CP2.18.

This past year has seen the girls travelling down island every weekend from Sept-March for Upper Island Riptide girl's under-18 soccer. The girls have made it to the Provincial championships in Richmond July 4-8, 2018 ( <https://acup.bcsoccer.net/> ). In 2016 we also made it to the provincials and won bronze, last year we won silver and thank the District for their support. This year the team is undefeated and has the potential to win gold and be the best girls team in the province at this age group. Kaleigh and Madyson both play a key role in the team's success speaking from a coach's perspective.

In preparation for the Provincials the girls will be travelling down almost every weekend for the month of June to the Comox Valley to prepare with our team. One weekend will see the Riptide u-18 girls on the North end of the Island to participate in the Alert Bay June sports women's division which will help prepare the girls for the tough competition in Vancouver. Travelling since September to compete at this level of soccer has been a fantastic experience for the girls but gets very expensive.

Going to the Provincials in July will include the girls staying all together with the three Riptide teams that made it to the championships. The teams will travel over on the Wednesday and stay until the finals on Sunday. The Riptide organization has secured the University of British Columbia (UBC) campus dorms for the four nights to provide the girls with a unique and cost-effective experience. The total cost per player will cover transportation to and from Vancouver, food, meals and high-quality supervision by trainers, technical staff and coaches and is estimated at \$600 per player. The team has been doing fund raising over the season to lower the cost but the remaining expenses will be out of pocket.

If there is opportunity for the District to support our youth of the North Island by providing financial assistance we would greatly appreciate it. The experience that the Riptide soccer has provided these girls is one that will last a lifetime and we would be proud to wave a large District flag at the Provincials to show that a small town supports our youth and that we can produce phenomenal athletes.

Thank you for considering our request.

Sincerely,

*Scott Harris for*  
The Harris Family



RECEIVED  
MAY 23 2018

# PORT HARDY SECONDARY SCHOOL

P.O. Box 27, Port Hardy, B.C. V0N 2P0  
Telephone (250) 949-7443 • Facsimile (250) 949-2671

May 14, 2018

## RE: Port Hardy Secondary Senior Girls Soccer Team

To Whom It May Concern,

It is with great excitement that we tell you the Port Hardy Secondary School Senior Girls Soccer team placed second at regionals and will be going to Provincials this year. As a team they have been fundraising and working hard all year to make their way to games down island. Provincials will be held May 31- June 2, 2018 in Penticton, BC. The team is responsible for hotels, food, and other costs to get them there. As the time is getting nearer we are reaching out to our community for assistance. If you could help us with a donation of any amount, it will be greatly appreciated and will help cover the costs of the team's expenses.

Thank you for your ongoing support to Port Hardy Secondary School.

Sincerely,

Port Hardy Secondary School Senior Girls Soccer Team





# DISTRICT OF PORT HARDY

## STAFF REPORT



**DATE:** June 12, 2018  
**TO:** Mayor and Councillors  
**FROM:** Lynda Sowerby, Director of Finance  
**RE:** **Municipal Security Issuing Resolution**

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AGENDA

### PURPOSE

To request that Council approve borrowing from the Municipal Finance Authority of British Columbia, as part of the 2019 Spring Borrowing Session, Six Million Dollars (\$6,000,000) as authorized through Port Hardy Multiplex Loan Authorization Bylaw 1051-2016 and that the Regional District of Mount Waddington be requested to consent to our borrowing over a thirty (30) year term and include the borrowing in a Security Issuing Bylaw.

### BACKGROUND

All long-term financing under Section 179 of the *Community Charter* (loan authorization bylaw for long term borrowing), must be done through the member regional district, and issued by the Municipal Finance Authority of BC (MFA).

When the District is ready to request access to the long-term financing, it must send the following information to Regional District of Mount Waddington:

- Adopted certified copy of Loan Authorization (LA) Bylaw 1051-2016
- Certificate of Approval for LA Bylaw 1051-2016, from the Ministry of Municipal Affairs and Housing
- Liability Servicing Limit Certificate used for approval of LA Bylaw 1051-2016
- Certified copy of the Municipal Security Issuing Resolution.

The District will receive the long-term debt proceeds, less any amounts already advanced from the MFA under District of Port Hardy Temporary Borrowing Bylaw 1081-2018. MFA will hold 1% of the gross loan in trust, as security against loan default. This amount is refunded, with interest, at loan expiry.

### FINANCIAL IMPLICATIONS

The loan will be amortized over a thirty (30) year period, with an initial term of ten years and a fixed interest rate. After the initial ten-year term, renewals, including interest rates, will occur every five years. The estimated interest and principal payments are included in the District of Port Hardy Financial Plan 2018-2022 Bylaw No. 1074-2018.

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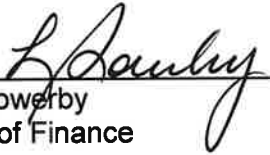
**STAFF RECOMMENDATION**

*"THAT Council approve Municipal Security Issuing Resolution."*

Respectfully submitted,

I agree with the recommendation.

Signed



Lynda Sowerby  
Director of Finance

Signed



Allison McCarrick  
Chief Administrative Officer



# DISTRICT OF PORT HARDY

## STAFF REPORT



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**DATE:** May 25, 2018 **FILE:** Land Administration / 3370 / TUP-01-2018- 51-9130 Granville St. and TUP 02-2018 -24-9130 Granville St.

**TO:** Allison McCarrick, Chief Administrative Officer

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

**RE:** **APPLICATION FOR TEMPORARY USE PERMIT–** AGENDA  
**51-9130 GRANVILLE ST. AND 24-9130 GRNAVILLE ST.**

---

### PURPOSE

To present Council with a request by Big Tree Property Rentals LTD. for a Temporary Use Permit to operate short term vacation rentals.

### REGULATORY AUTHORITY

The *Local Government Act* (LGA) grants authority to local governments under division 493 (Temporary Use Permits) of part 14 "Planning and Land Use Management" to issue a temporary use permit that permit a use not designated in the Zoning Regulation for a specific purpose and a period of time not to exceed three years. The Authority is also granted to the local government to specify the conditions in which the temporary use may be carried on.

### BACKGROUND

The District bylaws do not regulate Short Term Vacation Rentals within the residential zones. In order for this use to be permitted, Council would have to issue a Temporary Use Permit.

### PUBLIC CONSULTATION

The District published a notice in the North Island Gazette on May 30, 2018 and the North Island Eagle on June 8, 2018. Notices were not required to be sent to the properties within 50 metres, as it exceeded the *Local Government Act* threshold of 10 properties.

### STAFF RECOMMENDATION

Staff has prepared Temporary Use Permit 01-2018 and 02-2018 shown on pages 3 to 8 for Council's consideration.

*"THAT Council approves Temporary Use Permits 01-2018 and 02-2018 to permit the operation of Short Term Vacation Rentals.*

*With respect to the properties legally described as Strata Lot 51, Section 36, Township 9, Rupert District, Strata Plan VIS2090 Together with and interest in the common property in proportion to the unit entitlement of the Strata Lot as shown on Form 1. PID 017-227-283, Civic Address 51-9130 Granville Street. AND Strata Lot 24, Section 36, Township 9, Rupert District, Strata Plan*

*VIS2090 Together with and interest in the common property in proportion to the unit entitlement of the Strata Lot as shown on Form 1. PID 017-227-011, Civic Address 24-9130 Granville Street.*

*AND THAT the permit be granted for a period of three years beginning in June 2018 and terminating May 30, 2021.*

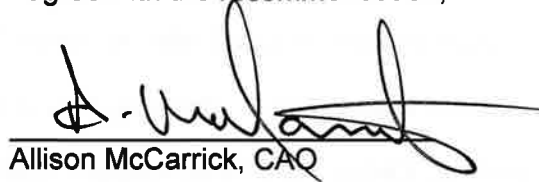
*AND FURTHER THAT the Director of Corporate Services be authorized to execute the permit accordingly."*

Respectfully submitted,

I agree with the recommendation,



Heather Nelson-Smith,  
Director of Corporate Services



Allison McCarrick, CAO



**DISTRICT OF PORT HARDY  
TEMPORARY USE PERMIT  
TUP-01-2018**

**ISSUED TO:** Big Tree Property Rentals LTD

**OF:** PO Box 546 Port Hardy, BC V0N 2P0

- 1) This Temporary Use Permit (TUP-01-2018) is issued subject to compliance with all of the bylaws of the District of Port Hardy applicable thereto, except as specifically varied or supplemented by this Permit.
- 2) This Temporary Use Permit applies to that land within the District of Port Hardy as described below:

*Legal Description: Strata Lot 51, Section 36, Township 9, Rupert District, Strata Plan VIS2090  
Together with and interest in the common property in proportion to the unit entitlement of the Strata Lot as shown on Form 1.*

**Parcel Identifier (PID):** 017-227-283

- 3) The land described herein shall be used strictly in accordance with the following terms and provisions of this Permit:
  - a) The use of the land shall be carried out according to the specifications attached hereto as Schedule 'A' which forms part of this Permit;

CERTIFIED as TEMPORARY USE PERMIT TUP-01-2018 issued by resolution of the Council of the District of Port Hardy on June 12, 2018.

\_\_\_\_\_  
Heather Nelson-Smith,  
Director of Corporate & Development Services

Certified on \_\_\_\_\_, 2018



**SCHEDULE 'A'  
TO  
TEMPORARY USE PERMIT  
TUP-01-2018**

**APPLICANTS:** Big Tree Property Rentals LTD

**LEGAL DESCRIPTION OF LAND:** *Strata Lot 51, Section 36, Township 9, Rupert District, Strata Plan VIS2090 Together with and interest in the common property in proportion to the unit entitlement of the Strata Lot as shown on Form 1. PID 017-227-283, Civic Address 51-9130 Granville Street.*

**SPECIFICATIONS:**

THAT WHEREAS pursuant to section 493 of the Local Government Act, Temporary Use Permits, Council is permitted to authorize a temporary use not provided for in the Port Hardy Zoning Regulation 1010-2013;

AND WHEREAS the applicant, Big Tree Property Rentals, have requested a Temporary Use Permit to operate a Short-Term Vacation Rental;

THEREFORE, BY A RESOLUTION of the Council of the District of Port Hardy on June 12, 2018:

*"THAT Council approves Temporary Use Permit TUP-01-2018 to permit a Short-Term Vacation Rental.*

*With respect to the property legally described as Strata Lot 51, Section 36, Township 9, Rupert District, Strata Plan VIS2090 Together with and interest in the common property in proportion to the unit entitlement of the Strata Lot as shown on Form 1. PID 017-227-283, Civic Address 51-9130 Granville Street.*

*A Short-Term Vacation Rental, meaning the rental of the subject property for a period of stay of less than thirty days for the purpose of tourist accommodations in a home not otherwise occupied by the owner or tenant as in a Bed and Breakfast as defined in the Port Hardy Zoning Regulation Bylaw 1010-2013.*

*AND must meet the following regulations:*

- *Hold a valid business license in Port Hardy and submit to an inspection to ensure the following regulations are met prior to issuance of a business license and are subject to inspection as required by the District of Port Hardy.*
- *Maximum of six (6) persons per property.*
- *Bedrooms must be equipped with the following:*
  - o *Beds- Queen, Double or Twin: not cots or pullout couches or lawn chairs.*
  - o *Exterior window.*
  - o *Privacy lock operated from inside.*
  - o *Curtains, blinds providing complete privacy.*
- *Bathrooms must be equipped with the following:*
  - o *Shower or bathtub.*
  - o *Toilet.*
  - o *Lavatory (hand basin).*

- o Privacy lock, operated from the inside.
- Safety requirements:
  - o Smoke alarms are to be installed on each floor between each bedroom and remainder of the floor area.
  - o One (1) 2A10BC Fire Extinguisher on each floor, mounted on the wall in egress path of 1.5 metres to the top of the extinguisher.
  - o Means of egress- Occupants must not have to travel more than one flight of stairs to reach and exit, except if the top floor has a balcony, no more than seven (7) metres above ground. Doors used as a means of egress must not require keys to open from the inside.
  - o One ULC approved 1-2A5BC Fire Extinguisher in the kitchen.
  - o No other business operations from the same property.
- Signage:
  - o Shall face the front road.
  - o Shall not exceed .56 square metres in area.
  - o Only one (1) sign shall be permitted.
  - o Can be located in a window or an illuminated or non-illuminated pole sign. The pole sign must be located within two metres of the front lot line or in the case of a corner lot if the sign is placed in the area of the street corner, the sign must come no closer to the intersection than the area bounded by the intersection lot lines at a street corner and a line joining points along said lot line 6 metres from their points of intersection.
- Renovations:
 

A building permit is required if renovations are being done in order to operate a Short-Term Vacation Rental. The permit (with drawings showing the proposed construction) must be applied for and the building permit fee paid prior to the renovation work commencing. The renovation work must be inspected by the Municipal Inspector before a business license will be issued and the Short-Term Vacation Rental begins operation.

AND that the Temporary Use Permit shall expire May 30, 2021.

AND FURTHER THAT the Director of Corporate & Development Services be authorized to execute the permit accordingly.”

I HEREBY CERTIFY this copy to be true and correct copy of Schedule ‘A’, being the specifications Temporary Use Permit 01-2018.

\_\_\_\_\_  
Heather Nelson-Smith  
Director of Corporate & Development Services

Certified on \_\_\_\_\_, 2018



**DISTRICT OF PORT HARDY  
TEMPORARY USE PERMIT  
TUP-02-2018**

**ISSUED TO:** Big Tree Property Rentals LTD

**OF:** PO Box 546 Port Hardy, BC V0N 2P0

- 1) This Temporary Use Permit (TUP-02-2018) is issued subject to compliance with all of the bylaws of the District of Port Hardy applicable thereto, except as specifically varied or supplemented by this Permit.
- 2) This Temporary Use Permit applies to that land within the District of Port Hardy as described below:

*Legal Description: Strata Lot 24, Section 36, Township 9, Rupert District, Strata Plan VIS2090  
Together with and interest in the common property in proportion to the unit  
entitlement of the Strata Lot as shown on Form 1.*

**Parcel Identifier (PID):** 017-227-011

- 3) The land described herein shall be used strictly in accordance with the following terms and provisions of this Permit:
  - a) The use of the land shall be carried out according to the specifications attached hereto as Schedule 'A' which forms part of this Permit;

CERTIFIED as TEMPORARY USE PERMIT TUP-02-2018 issued by resolution of the Council of the District of Port Hardy on June 12, 2018.

\_\_\_\_\_  
Heather Nelson-Smith,  
Director of Corporate & Development Services

Certified on \_\_\_\_\_, 2018





**SCHEDULE 'A'  
TO  
TEMPORARY USE PERMIT  
TUP-02-2018**

**APPLICANTS:** Big Tree Property Rentals LTD

**LEGAL DESCRIPTION OF LAND:** *Strata Lot 24, Section 36, Township 9, Rupert District, Strata Plan VIS2090 Together with and interest in the common property in proportion to the unit entitlement of the Strata Lot as shown on Form 1. PID 017-227-011, Civic Address 24-9130 Granville Street.*

**SPECIFICATIONS:**

THAT WHEREAS pursuant to section 493 of the Local Government Act, Temporary Use Permits, Council is permitted to authorize a temporary use not provided for in the Port Hardy Zoning Regulation 1010-2013;

AND WHEREAS the applicant, Big Tree Property Rentals, have requested a Temporary Use Permit to operate a Short-Term Vacation Rental;

THEREFORE, BY A RESOLUTION of the Council of the District of Port Hardy on June 12, 2018:

*"THAT Council approves Temporary Use Permit TUP-02-2018 to permit a Short-Term Vacation Rental.*

*With respect to the property legally described as Strata Lot 51, Section 36, Township 9, Rupert District, Strata Plan VIS2090 Together with and interest in the common property in proportion to the unit entitlement of the Strata Lot as shown on Form 1. PID 017-227-011, Civic Address 24-9130 Granville Street.*

*A Short-Term Vacation Rental, meaning the rental of the subject property for a period of stay of less than thirty days for the purpose of tourist accommodations in a home not otherwise occupied by the owner or tenant as in a Bed and Breakfast as defined in the Port Hardy Zoning Regulation Bylaw 1010-2013.*

AND must meet the following regulations:

- *Hold a valid business license in Port Hardy and submit to an inspection to ensure the following regulations are met prior to issuance of a business license and are subject to inspection as required by the District of Port Hardy.*
- *Maximum of six (6) persons per property.*
- *Bedrooms must be equipped with the following:*
  - o *Beds- Queen, Double or Twin: not cots or pullout couches or lawn chairs.*
  - o *Exterior window.*
  - o *Privacy lock operated from inside.*
  - o *Curtains, blinds providing complete privacy.*
- *Bathrooms must be equipped with the following:*
  - o *Shower or bathtub.*
  - o *Toilet.*
  - o *Lavatory (hand basin).*

- o Privacy lock, operated from the inside.
- Safety requirements:
  - o Smoke alarms are to be installed on each floor between each bedroom and remainder of the floor area.
  - o One (1) 2A10BC Fire Extinguisher on each floor, mounted on the wall in egress path of 1.5 metres to the top of the extinguisher.
  - o Means of egress- Occupants must not have to travel more than one flight of stairs to reach and exit, except if the top floor has a balcony, no more than seven (7) metres above ground. Doors used as a means of egress must not require keys to open from the inside.
  - o One ULC approved 1-2A5BC Fire Extinguisher in the kitchen.
  - o No other business operations from the same property.
- Signage:
  - o Shall face the front road.
  - o Shall not exceed .56 square metres in area.
  - o Only one (1) sign shall be permitted.
  - o Can be located in a window or an illuminated or non-illuminated pole sign. The pole sign must be located within two metres of the front lot line or in the case of a corner lot if the sign is placed in the area of the street corner, the sign must come no closer to the intersection than the area bounded by the intersection lot lines at a street corner and a line joining points along said lot line 6 metres from their points of intersection.
- Renovations:
 

A building permit is required if renovations are being done in order to operate a Short-Term Vacation Rental. The permit (with drawings showing the proposed construction) must be applied for and the building permit fee paid prior to the renovation work commencing. The renovation work must be inspected by the Municipal Inspector before a business license will be issued and the Short-Term Vacation Rental begins operation.

AND that the Temporary Use Permit shall expire May 30, 2021.

AND FURTHER THAT the Director of Corporate & Development Services be authorized to execute the permit accordingly.”

I HEREBY CERTIFY this copy to be true and correct copy of Schedule 'A', being the specifications Temporary Use Permit 02-2018.

  
 Heather Nelson-Smith  
 Director of Corporate & Development Services

Certified on \_\_\_\_\_, 2018



# DISTRICT OF PORT HARDY

## STAFF REPORT



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**DATE:** June 12, 2018

**TO:** Mayor and Councillors AGENDA

**FROM:** Lynda Sowerby, Director of Finance

**RE:** **District of Port Hardy Multiplex Temporary Borrowing Bylaw**

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### PURPOSE

To request that Council approve the District of Port Hardy Multiplex Temporary Borrowing Bylaw 1081–2018, authorizing temporary borrowing, not to exceed Six Million Dollars (\$6,000,000), during the construction phase of the Multiplex.

### BACKGROUND

Port Hardy Multiplex Loan Authorization Bylaw 1051–2016 authorizes long term debt borrowing to a maximum of six million dollars (\$6,000,000) for construction of the Port Hardy Multiplex.

Under section 181 of the *Community Charter* (Temporary borrowing under loan authorization bylaw), a Council that has adopted a loan authorization bylaw may, by bylaw, temporarily borrow money not exceeding the difference between the total amount authorized by the loan authorization bylaw and the amount already borrowed in relation to that bylaw.

### FINANCIAL IMPLICATIONS

The funds will be drawn upon as required as the project progresses. The current floating interest rate is 2.15%, calculated daily, and charged monthly. Borrowing will not exceed the \$6,000,000 approved under Port Hardy Multiplex Loan Authorization Bylaw 1051–2016.

The District will enter into a long-term debt contract with the Municipal Finance Authority's Spring 2019 security issue. Amounts advanced from the MFA under this Temporary Borrowing Bylaw will be converted to long term debenture debt.

### STAFF RECOMMENDATION

*"THAT Council give 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> readings to District of Port Hardy Multiplex Temporary Borrowing Bylaw 1081–2018."*

Respectfully submitted,

I agree with the recommendation.

  
Lynda Sowerby  
Director of Finance

  
Allison McCarrick  
Chief Administrative Officer



DISTRICT OF PORT HARDY  
BYLAW 1051-2016

AGENDA

COPY

**PORT HARDY MULTIPLEX LOAN AUTHORIZATION BYLAW**

**WHEREAS** it is deemed desirable to construct a new Aquatic Centre and upgrade the existing pool facility to accommodate the Port Hardy Multiplex;

**AND WHEREAS** the Council of the District of Port Hardy is permitted by the *Community Charter* to borrow money for capital purposes;

**AND WHEREAS** the Council of the District of Port Hardy wishes to partially fund the constructing of the Port Hardy Multiplex to a maximum of Six Million Dollars (\$6,000,000.00) from debt;

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

1. This Bylaw may be cited as the "**Port Hardy Multiplex Loan Authorization Bylaw 1051-2016**"
2. Council is hereby empowered and authorized to undertake and carry out or cause to be carried out the constructing of a New Aquatic Facility and upgrade to the existing pool building to accommodate the Port Hardy Multiplex on the parcel legally described as *Lot A, Plan VIP72594, Section 36, Township 9 PID 025-098-152* to do all things necessary related thereto.
3. Council is hereby authorized to borrow upon the credit of the municipality a sum not exceeding Six Million Dollars (\$6,000,000.00) for the purpose of constructing the Port Hardy Multiplex, including all expenses incidental thereto.
4. The maximum term of which debentures may be issued to secure the debt created by this bylaw is thirty (30) years.

Read a first time on the 12<sup>th</sup> day of July, 2016.

Read a second time on 12<sup>th</sup> day of July, 2016.

Read a third time on the 12<sup>th</sup> day of July, 2016.

Approval of the Inspector of Municipalities Received this 7<sup>th</sup> day of September, 2016.

Received Assent of the Electors 22<sup>nd</sup> day of October, 2016

Adopted this 10<sup>th</sup> day of January, 2017.

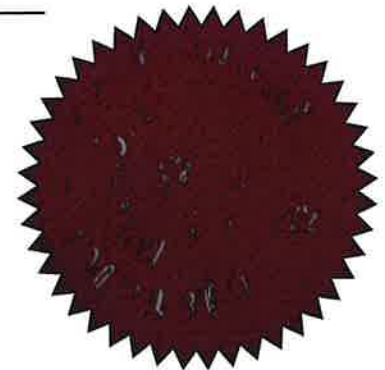
DIRECTOR  
OF CORPORATE SERVICES

MAYOR

COPY

Certified a true copy of  
Bylaw No. 1051-2016 as adopted.

\_\_\_\_\_  
Director of Corporate Services





**DISTRICT OF PORT HARDY  
BYLAW 1081-2018**

**AGENDA**

**PORT HARDY MULTIPLEX TEMPORARY BORROWING BYLAW**

**WHEREAS** it is provided by Section 181 of the *Community Charter* that the Council may, where it has adopted a loan authorization bylaw, without further assents or approvals, borrow temporarily from any person under the conditions therein set out;

**AND WHEREAS** the Council of the District of Port Hardy has adopted Bylaw 1051-2016, cited as "Port Hardy Multiplex Loan Authorization Bylaw", authorizing the construction of a New Aquatic Facility and upgrade to the existing pool building to accommodate the Port Hardy Multiplex on the parcel legally described as *Lot A, Plan VIP72594, Section 36, Township 9 PID 025-098-152* and to do all things necessary related thereto in the amount not to exceed Six Million Dollars (\$6,000,000);

**AND WHEREAS** the sale of debentures has been temporarily deferred;

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

1. This Bylaw may be cited as the "**Port Hardy Multiplex Temporary Borrowing Bylaw 1081-2018**".
2. The Council is hereby authorized and empowered to borrow an amount or amounts not exceeding the sum of Six Million Dollars (\$6,000,000.00), as the same may be required.
3. The form of obligation to be given as acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Mayor and the Financial Officer.
4. The money so borrowed shall be used solely for the purposes set out in the said Bylaw 1051-2016.
5. The proceeds from the sale of the debentures or so much thereof as may be necessary, shall be used to repay the money so borrowed.

Read a first time on the \_\_\_ day of June, 2018.

Read a second time on the \_\_\_ day of June, 2018.

Read a third time on the \_\_\_ day of June, 2018.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
DIRECTOR of CORPORATE SERVICES

\_\_\_\_\_  
MAYOR

Certified a true copy of  
Bylaw No. 1081-2018 as adopted.

\_\_\_\_\_  
Director of Corporate Services