



DISTRICT OF PORT HARDY

AGENDA COUNCIL MEETING 7:00 PM TUESDAY AUGUST 14, 2018 MUNICIPAL HALL COUNCIL CHAMBERS 7360 COLUMBIA STREET

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

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

**DISTRICT OF PORT HARDY
AGENDA FOR THE REGULAR COUNCIL MEETING
7:00 PM TUESDAY AUGUST 14, 2018 - COUNCIL CHAMBERS - MUNICIPAL HALL**

<u>PAGE</u>		Time:
	A. CALL TO ORDER	
	B. APPROVAL OF AGENDA AS PRESENTED (or amended)	
	Motion required.	1. 2.
1-3	C. ADOPTION OF MINUTES	
	1. Minutes of the Committee of the Whole meeting held July 6, 2018.	
	Motion required.	1. 2.
4-5	2. Minutes of the Committee of the Whole meeting held July 10, 2018.	
	Motion required.	1. 2.
6-10	3. Minutes of the Regular Council meeting held July 10, 2018.	
	Motion required.	1. 2.
11-12	4. Minutes of the Committee of the Whole meeting held July 18, 2018.	
	Motion required.	1. 2.
	D. DELEGATIONS AND REQUESTS TO ADDRESS COUNCIL	
	1. Brent Borg, Fire Chief Port Hardy Fire Rescue re: Quarterly Report to Council (April – June 2018)	
	E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS	
13	1. Council Action Items. For information.	
	F. NEW BUSINESS	
	No new business in agenda package.	
	G. CORRESPONDENCE	
14-15	1. Email from Office of the Premier (July 17/18) re: Reply to Council letter of June 29, 2018 regarding the Wild Salmon Advisory Commission. For information.	
16-18	2. Email from Jolie White, Vancouver Island North Tourism re: Request from Tom Hermance, President, Bella Coola Valley Tourism for letter of support requesting BC Ferries schedule a mid-May start for 2019 Route 28 ferry service.	
	Motion / direction	1. 2.
19	3. Lieutenant-Colonel, Commander 39 Territorial Battalion Group, 39 Canadian Brigade, National Defense (July 18/18) re: Thank you for supporting Ranger Glen Catarata. For information.	
20	4. Wendy Booth, UBCM President (July 20/18) re: Gas Tax Agreement Community Works Fund Payment of \$116,110.99. For information.	
21	5. S/Sgt. Wes Olsen – Port Hardy RCMP Detachment Commander (July 2018) re: Request for letter of support for Indigenous Court for northern Vancouver Island.	
	Motion / direction	1. 2.
22-23	6. George Hanson, President Vancouver Island Economic Alliance (Aug. 2/18) re: Request for a letter of support for our application for Rural Dividend funding to work with industry, community and First Nations stakeholders to pilot ideas for waste wood recovery and fuel reduction to improve industry access to fibre and mitigate fire hazard.	
	Motion / direction	1. 2.

**DISTRICT OF PORT HARDY
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24 7. Council letter of support for Seven Hills Golf and Country Club request for letter of support for application to BC Rural Dividend Fund. Previously approved by email. *Council ratification required.*

Motion required 1. 2.

25 8. Council letter of support for Regional District of Mount Waddington application to the BC Rural Dividend Fund re: Cabins on the North Coast Trail. Previously approved by email. *Council ratification required.*

Motion required 1. 2.

H. COUNCIL REPORTS

1. Verbal Reports from Council members.

I. COMMITTEE REPORTS

26 1. Draft minutes of First Nations Relations Committee meeting held July 10, 2018. For information.

27-29 2. Draft minutes of the Operational Services Committee meeting held July 16, 2018. For information.

30 Water Conservation Bylaw 1050-12016 – Extract re: Stage 3 Restrictions
The Operational Services Committee Recommends:

a) THAT Council amend Bylaw 1050-2016 as follows:

Sec 3.1(v):

From: use water to wash sidewalks, driveways or parking lots, exterior windows or exterior building surfaces, except as necessary for applying a product such as paint, preservative and stucco, preparing a surface prior to paving or repointing bricks, or if required by law to comply with health or safety regulations

To: use water to wash sidewalks, driveways, parking lots, exterior windows, exterior building surfaces, fences, retaining walls and all accessory buildings, structures except as necessary for applying a product such as paint, preservative and stucco, preparing a surface prior to paving or repainting bricks, or if required by law to comply with health or safety regulations and;

Sec 3.2(c):

From: Commercial operations requiring the use of water to further business.

To: Commercial operations requiring the use of water to continue and maintain current service levels of its business operations.

Motion / direction 1. 2.

b) THAT Council direct staff to survey local businesses over the winter months to see if they are open to a ban on plastic bags.

Motion / direction 1. 2.

31-33 3. Draft minutes of the Parks, Recreation Arts & Culture Committee meeting held July 18, 2018. For information.

34-35 4. Draft minutes of the Emergency Planning Committee meeting held July 30, 2018. For information.

J. STAFF REPORTS

36-38 1. Accounts Payable July 2018. For information.

39 2. Allison McCarrick, CAO (Aug.14/18) re: Master Services Agreement for Curbside Recycling Collection Services.

Motion / direction 1. 2.

**DISTRICT OF PORT HARDY
AGENDA FOR THE REGULAR COUNCIL MEETING
7:00 PM TUESDAY AUGUST 14, 2018 - COUNCIL CHAMBERS - MUNICIPAL HALL**

40-44 3. Heather Nelson-Smith, Director Corporate Services (Aug 1/18) re: Application for Development Variance Permit – 8730 Seaview Drive.

Motion / direction 1. 2.

45-52 4. Lynda Sowerby, Director Financial Services (Aug 14/18) re: Business License application for a Cannabis Retail store – User Rates & Fees 2018.

Motion / direction 1. 2.

53-56 5. Lynda Sowerby, Director Financial Services (Aug 14/18) re: Mechanic Shop Lift Hoist

Motion / direction 1. 2.

K. CURRENT BYLAWS AND RESOLUTIONS

57-59 1. Heather Nelson-Smith, Director Corporate Services (Aug.1/18) re: 8625 Park Drive, OCP and Zoning Bylaw amendments. For information.

60-61 a. Bylaw 1084-2018, A Bylaw to Amend Official Community Plan Bylaw 15-2011.
To: Amend MAP 1 LAND-USE of Appendix A – Mapping, is amended by changing the land use designation for the property legally described as Lot 4, Section 1, Township 8 Plan VIP61541 Except Part in Plan EPP68369 PID 023-107-171 Civic Address 8925 Park Drive from CD-1: Comprehensive Development Zone 1 to P-2: Institutional. For First Reading.

Motion required. 1. 2

62 b. Bylaw 1085-2018 A Bylaw to Amend Zoning Bylaw No. 1010-2013.
To: Amend Zoning Map – West is amended by changing the applicable zone of the property legally described Lot 4, Section 1, Township 8 Plan VIP61541 Except Part in Plan EPP68369 PID 023-107-171 Civic Address 8925 Park Drive to P-2: Institutional. For First Reading.

Motion required. 1. 2

L. PENDING BYLAWS

1. Bylaw 1083-2018, A Bylaw to Provide for the Payment of Council Members Remuneration and Expenses.

M. INFORMATION AND ANNOUNCEMENTS

August 15	Committee: Parks, Recreation, Arts & Culture 3:00 pm Council Chambers
August 20	Community Wellness, 11:00 am Council Chambers
August 22	Port Hardy Twinning Society, 7:00 pm Council Chambers
August 27	Committee: Operational Services, 3:00 pm Council Chambers
August 29	Committee: Bear Smart, Noon Council Chambers
August 30	Committee: OH&S, 8:30 am Council Chambers
September 3	Labour Day – Municipal Hall Closed
September 10-14	UBCM Convention – Whistler BC
September 12	Heritage Society, 7:00 pm Council Chambers
September 24	Property Tax Sale, 10:00 am Council Chambers
	Committee: Emergency Planning, Noon Council Chambers
September 25	Committee: First Nations Relations, 3:00 pm Council Chambers
	Council: Regular Council meeting, 7:00 pm Council Chambers

N. NOTICE OF IN CAMERA MEETING

No In Camera meeting scheduled at this time.

O. ADJOURNMENT

Motion required. 1. 2. Time:



**MINUTES
DISTRICT OF PORT HARDY
COMMITTEE OF THE WHOLE MEETING
FRIDAY JULY 6, 2018
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

AGENDA

PRESENT: Mayor Hank Bood, Councillors Pat Corbett-Labatt, Dennis Dugas, and Leighton Wishart

ALSO PRESENT: Allison McCarrick, CAO; Glen Catarata, Recreation Facility Attendant; Leslie Driemel, Recording Secretary

REGRETS: Councillors Rick Marcotte, John Tidbury and Fred Robertson; Abbas Farahbakhsh, Director of Operational Services; Heather Nelson-Smith, Director of Corporate Services Lynda Sowerby, Director of Financial Services;

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

COW 2018-029
APPROVAL OF
AGENDA AS
PRESENTED

A. CALL TO ORDER

Mayor Bood called the meeting to order at 2:00 pm.

B. APPROVAL OF AGENDA

Moved/Seconded/Carried

THAT the agenda for the Committee of the Whole meeting of July 6, 2018 be accepted as presented.

C. DELEGATION

1. Rob Martin and Ryan Moore, representatives of CIMCO Refrigeration re: PowerPoint presentation on advantages and disadvantages of Ammonia vs Freon as a refrigerant as well as CIMCO products.

Mayor Bood commented that it is a priority of Council to upgrade the District's recreational facilities. Issues of interest are a heat reclamation feature for the arena that will tie in to the new multiplex building and the aging chiller at the arena.

Mr. Martin and Mr. Moore's presentation and discussion with Council included:

- Review of CIMCO company and their experience in refrigeration.
- Purpose of visit to educate on options available for an arena refrigeration system.
- Considerations include: safety, efficiency, environment, cost, longevity, scalability.

Safety:

- Main hazards of systems, past incidents, rarity of incidents considering number of ice surfaces in North America.
- With proper design and maintenance refrigeration facilities are safe.
- Review of typical arena systems, improved reduction in charge tanks, plate and frame heat exchangers.
- Monitoring and control systems.
- Control hazards through proper ventilation, detection, isolation points and preventative maintenance.

Efficiency:

- Efficiency factors include: selecting correct refrigerant for application and conditions; use heat reclaim when possible; monitor energy consumption; implement new technologies where possible.

Environmental

- Regulatory considerations may change over time, can only implement to standards of the day.
- Refrigerant choices and each of their environmental impacts.

Longevity:

- Reliability of compressor types including hermetic, open reciprocation and open screw.

Scalability:

- Planning for expansion of ice surfaces including pumps, compressor and condenser sizes and capacities.

Moving Forward

Option 1: Replacement

Advantages: Brand new plant, complete warranty, take advantage of new technologies.

Disadvantages: Costs, may require building changes.

- Option 1a: Replacement; lowest cost, commercial grade, adapted for rink conditions, synthetic refrigerant.
- Option 1b: Synthetic refrigerant; industrial grade, engineered for rink conditions, low charge.
- Option 1c: NH3 Refrigerant; industrial grade, engineered for rink conditions low charge, smart connected.
- Option 1d: Any Refrigerant; industrial grade, engineered for rink conditions low charge, inherent heat reclaim.
- Option 1e: CO2 Refrigerant; industrial grade, engineered for rink conditions direct floor, available heat reclaim.

Option 2: Retrofit

Advantages: reduced costs, take advantage of existing equipment, can take advantage of a lot of new technology, can do piece by piece.

Disadvantages: not everything is new, partial warranty.

- Option 2a: reduced costs, take advantage of existing equipment, can take advantage of a lot of new tech, can do piece by piece “Smart Rink Connect”
- Option 2b: make use of existing infrastructure, add additional features, take advantage of new technologies, reduce charge, potential for heat reclamation.

Option 3: Do Nothing

Advantages: no cost

Disadvantages: don’t address any of the concerns, no improvement to the plant, no improvement to safety, many other unknown factors.

Discussion with Council included:

- How to determine life of chiller.
- Operator certification requirements of the different refrigerant systems.
- Meshing controls on old equipment and new technology.
- Meshing heat reclamation between arena and multiplex systems.
- Improved monitoring with new equipment.
- New systems require less refrigerants – reduction in costs and risk.

Council members thanked Mr. Martin and Mr. Moore for their informative presentation.

D. ADJOURNMENT

MOVED

THAT the Committee of the Whole adjourn.

Time: 3:40 pm

CORRECT

APPROVED

COW 2018-030
ADJOURNMENT

DIRECTOR
OF CORPORATE SERVICES

MAYOR



**MINUTES
DISTRICT OF PORT HARDY
COMMITTEE OF THE WHOLE MEETING
TUESDAY JULY 10, 2018
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

AGENDA

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

ALSO PRESENT: Allison McCarrick, CAO; Heather Nelson-Smith, Director of Corporate Services; Lynda Sowerby, Director of Financial Services

REGRETS: Abbas Farahbakhsh, Director of Operational Services

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

COW 2018-031
APPROVAL OF
AGENDA AS
PRESENTED

A. CALL TO ORDER

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

B. APPROVAL OF AGENDA

Moved/Seconded/Carried

THAT the agenda for the Committee of the Whole meeting of July 10, 2018 be accepted as presented.

C. DELEGATION

1. Eric C. Bradley, P. Eng., Bradley Refrigeration Consultants Ltd.
(via telephone) re: Don Cruickshank Memorial Ice Arena Refrigerant Review.

Mr. Bradley advised his report is a review of the different refrigerants that are commonly used for arena refrigeration and more specifically for the Don Cruickshank Memorial Ice Arena.

Discussion with Council included:

- The characteristics of Freon, carbon dioxide and low charge ammonia refrigerants.
- Greenhouse gas factors.
- Characteristics and costs of each refrigerant.
- Actual vs perceived risks.
- Converting existing arena to low charge ammonia system.

Based on the information available, the recommendation is that an ammonia refrigerant be considered for the following reasons:

- Lower risk with a low charge system.
- Lowest first cost.
- Long life of the equipment.
- Highest energy efficiency.
- Zero impact on ozone depletion.

The new technology for ammonia plants uses plate and frame chillers to reduce the ammonia charge. The plate and frame chiller uses titanium and stainless steel materials with an all welded construction to eliminate corrosion and joint failures.

The low charge ammonia systems differ from the old systems where the charge is reduced from 800 lbs. to 75 lbs. for a single ice surface. With the reduced charge and improved ventilation systems, this has made the ammonia ice plants safer than in the past.

The estimated cost of converting the existing ammonia plant to a new low charge ammonia plant is estimated at \$600,000.

Discussion included:

- A low charge ammonia system is more energy efficient than the current system.
- Heat recovery is available with the low charge ammonia system at 100% but freon systems don't usually provide 100% heat recovery.
- Phased replacement with a low charge ammonia system is possible.
- Risk assessment and training.
- Fire department responsibilities.
- Safe distances from the incident with current system up to 500 feet.
- Low charge ammonia can be disbursed in 60 seconds and the safe distance from charge is the edge of the building.
- The switch can be activated from outside of the ammonia room.

Council members thanked Mr. Bradley and his informative presentation.

D. ADJOURNMENT

COW 2018-032
ADJOURNMENT

MOVED

THAT the Committee of the Whole adjourn.

Time: 6:57 pm

CORRECT

APPROVED

DIRECTOR
OF CORPORATE SERVICES

MAYOR



**MINUTES OF THE DISTRICT OF PORT HARDY
REGULAR COUNCIL MEETING
JULY 10, 2018
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

AGENDA

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

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

REGRETS: Abbas Farahbakhsh, Director of Operational Services

MEDIA: North Island Gazette **MEMBERS OF THE PUBLIC:** Three

A. CALL TO ORDER

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

B. APPROVAL OF AGENDA

Mayor Bood requested an addendum to the agenda:

D. Delegation: Debbie Perkovich re: District of Port Hardy support for Filomi Days.

Councillor Robertson requested an addendum to the agenda:

F. New Business: BC Ferries News Release dated July 10, 2018 re: Port Hardy to Bella Coola direct service route.

Moved/Seconded/Carried

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

C. ADOPTION OF MINUTES

1. Minutes of the Committee of the Whole meeting held June 26, 2018.

Moved/Seconded/Carried

THAT the minutes of the Committee of the Whole meeting held June 26, 2018 be accepted.

2. Minutes of the Regular Council meeting held June 26, 2018.

Moved/Seconded/Carried

THAT the minutes of the Regular Council meeting held June 26, 2018 be accepted.

D. DELEGATIONS

1. Leslie Dyck, Planning Group – Food Security re: Support for PlanH grant application of \$5,000.

Ms. Dyck thanked Council for the opportunity to present information regarding the PlanH call for proposals for the Create Healthy Places grant program.

Discussion with Council included:

- Grant submission to be from a local government.
- Proposal to focus on developing a healthy natural environment, healthy food and eating locally.
- Seasonal Food Challenge and other workshops can be planned to add to existing community events.

2018-134
AGENDA
JULY 10/18
ACCEPTED AS
AMENDED

2018-135
COW MEETING
MINUTES JUNE
26/18 ACCEPTED

2018-136
REGULAR COUNCIL
MINUTES JUNE
26/18 ACCEPTED

DELEGATION
LESLIE DYCK RE:
PlanH GRANT
APPLICATION

- Review of the support requested.
- If grant is successful the final details will be worked out.

Heather Nelson-Smith, Director of Corporate Services advised that Council action on the request can be discussed under Section G. Correspondence.

DELEGATION:
D. PERKOVICH,
FILOMI DAYS
COMMITTEE

2. Debbie Perkovich, Filomi Days Committee re: District contribution to Filomi Days; concerns that District of Port Hardy cannot supply extra garbage cans, commercial garbage bins and port-a-potties for Filomi Days.

Councillors Tidbury, Wishart, Dugas cited a conflict of interest and left the meeting. Time: 7:14pm

Discussion with Council included:

- Filomi Days is a huge community event.
- Previous years support by the District.
- Ways and means to increase District support.

Moved/Seconded/Carried

UNANIMOUS

THAT the request from Debbie Perkovich for increased District of Port Hardy support for Filomi Days be moved to New Business.

2018-137
FILOMI DAYS
COMM REQUEST
TO NEW BUSINESS

Councillors Tidbury, Wishart, Dugas joined the meeting. Time: 7:19pm

E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Action Items

Council action items were received for information.

ACTION ITEMS

F. NEW BUSINESS

ADDENDUM:

1. Councillor Robertson re: BC Ferries News Release dated July 10, 2018 re: Port Hardy to Bella Coola direct service route.

Councillor Robertson distributed and reviewed with Council the BC Ferries News Release dated July 10, 2018 regarding delays of BC Ferries direct Port Hardy to Bella Coola ferry service.

Council discussed the capacity of the new ferry, delays in implementing the ferry service and economic effects on local and coastal tourism operators.

Council directed staff to invite Mr. Mark Wilson, BC Ferries Vice President, Strategy & Community Engagement to an upcoming Council meeting.

2. Debbie Perkovich, Filomi Days Committee re: request for increased District of Port Hardy support for Filomi Days.

Councillors Tidbury, Wishart, Dugas cited a conflict of interest and left the meeting. Time: 7:26pm

Council discussion included:

- Filomi Days is a huge community event.
- District of Port Hardy contribution from past years: financial and in kind.
- Rising costs every year and District funding has remained the same.
- Other recent events in the community has reduced financial support from local businesses.
- Cost of port-a-potties has been reduced by contractor from \$2,500 to \$1,400.

2018-138
FILOMI DAYS
\$1,400 DONATION

- No litter bins in stock, would have to be purchased.
- Budget adjustments from one area to another would be required.
- Use of MRDT funds for additional grant.
- Current level of grant in aid budget.

Moved/Seconded/Carried

THAT Council approve an additional \$1,400 donation to the Filomi Days Committee.

Council directed staff to add Filomi Days funding to the 2019 budget discussions.

Councillors Tidbury, Wishart, Dugas joined the meeting. Time: 7:43pm

G. CORRESPONDENCE

1. Madyson Harris, Kaleigh Harris, Kayley Clair U17/18 Riptide Girls (July 2/18) re: Thank you for donation was received for information.

Councillor Robertson advised the U17/18 Riptide Girls won the BC Provincial finals.

2. Email from Monique Willis, Coordinator Industry Programs, Destination BC and Heather Boyd, Manager, Vancouver Coast & Mountains and Industry Programs re: 2017 MRDT Annual and Financial Reports was received for information.
3. Leslie Dyck, Planning Group Food Security re: Request to submit for a PlanH grant for \$5,000 and request for staff support to file and financially administer the PlanH grant; provide in-kind donation of Civic Center Use for up to two events and social media advertising of events.

Moved/Seconded/Carried

THAT the District of Port Hardy submit the PlanH grant application for \$5,000 to BC Healthy Communities AND THAT if the application is successful the District of Port Hardy provide staff support to file and financially administer the PlanH grant, provide an in-kind donation of the Civic Center use for up to two events and social media advertising of events.

2018-139
SUBMISSION OF
PLANH GRANT
APPLICATON AND
STAFF
ADMINISTRATION
APPROVED

H. COUNCIL REPORTS

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

Councillor Robertson advised the Association of Vancouver Island & Coastal Communities (AVICC) is looking for host cities for 2020 and 2021 conventions. It was suggested Council create an ad hoc committee to look at hosting the AVICC 2020 or 2021 Convention in Port Hardy.

Council directed staff to investigate the process to host an AVICC Convention.

Councillor Corbett-Labatt commented that the District has a bylaw prohibiting smoking in parks but there is no signage posted at Carrot Park.

Council members commented that the Port Hardy Fire Rescue 50th Anniversary event was very successful and well organized.

I. COMMITTEE REPORTS

1. Draft minutes of the Emergency Planning Committee meeting held June 25, 2018 were received for information.

COUNCIL
REPORTS

J. STAFF REPORTS

1. Accounts Payable for June 2018 was received for information.
2. Lynda Sowerby, Director of Finance (July 10/18) re: Employer Health Tax and Medical Services Plan premiums was received for information.
3. Verbal Report, Heather Nelson-Smith, Director of Corporate Services re: Council Policies CP 6.13 Workplace Bulling and Harassment, CP 6.15 Preventing Violence in the Workplace and CP6.16 Code of Conduct.

Heather Nelson-Smith advised the policies require updating to meet WorkSafe regulations and the upcoming federal legalization of recreational cannabis.

Moved/Seconded/Carried

THAT Council Policy CP6.13 Workplace Bulling and Harassment; Council Policy CP6.15 Preventing Violence in the Workplace and Council Policy CP6.16 Code of Conduct be accepted as presented.

2018-140
APPROVED
COUNCIL POLICIES
CP6.13, CP6.15
& CP6.16

K. CURRENT BYLAWS AND RESOLUTIONS

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

Council discussion included waiting for final federal and provincial adoption and issuing of regulations before proceeding with adoption of Bylaw No. 1080-2018

Moved/Seconded/Carried

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

2018-141
BYL 1080-2018
AMEND ZONING BL
1010-2013
ADOPTED

Moved/Seconded/Carried

that the District of Port Hardy cannot accept application from cannabis retailers until the Provincial Government issues final legislation and regulations regarding recreation cannabis sales.

2018-142
CANNABIS RETAIL
APPLICATIONS

2. Bylaw 1082-2018, A Bylaw to Amend District of Port Hardy Garbage and Recycling Bylaw No. 1027-2014. For Adoption.

Moved/Seconded/Carried

THAT Bylaw 1082-2018, A Bylaw to Amend District of Port Hardy Garbage and Recycling Bylaw No. 1027-2014 be adopted.

2018-143
BYL 1082-2018
AMEND BL 1027-
2014 ADOPTED

3. Lynda Sowerby, Director of Finance (July 10/18) re: 2018 Council Remuneration Review – Report of the Remuneration Committee was received for information.

Lynda Sowerby reviewed the process and history of the Remuneration Committee and presented the findings and financial implications of the recommendations to Council. Council was advised the suggested 5.88% increase is to account for changes in federal legislation Bill C-34 whereby elected officials lose their non-accountable allowances. The Committee's goal was to find a base earning where the proposed net pay would be equivalent to that under the upcoming Bill C-34.

Bylaw 1083-2018, A Bylaw to Provide for the Payment of Council Member Remuneration and Expenses. For First, Second and Third Readings.

Council discussion included:

- Without the increase the new remuneration will be less than the current amount.
- Consumer Price Index (CPI) included as a standard clause.
- The need to have a reasonable remuneration to attract candidates.

2018-144
BYL 1083-2018
COUNCIL
REMUNERATION
1ST 2ND 3RD
READINGS

- Council members or those thinking of running for Council generally do it for the community not monetary gain.
- Union and non-union staff increases generally in the 2% range.
- 2018 property tax increase at 4% and the suggested increase equates to a tax increase of 0.21%.

Moved/Seconded/Carried

THAT Bylaw 1083-2018, A Bylaw to Provide for the Payment of Council Member Remuneration and Expenses receive First, Second and Third Readings.

Councillors Pat Corbett-Labatt, Dennis Dugas and Fred Robertson were opposed to this motion.

L. ADJOURNMENT

2018-145
ADJOURNMENT

Moved

THAT the meeting be adjourned.

Time: 7:45pm

CORRECT

APPROVED

DIRECTOR OF
CORPORATE SERVICES

MAYOR



MINUTES
DISTRICT OF PORT HARDY
COMMITTEE OF THE WHOLE MEETING
WEDNESDAY JULY 18, 2018
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET

AGENDA

PRESENT: Deputy Mayor Pat Corbett-Labatt, Dennis Dugas, Rick Marcotte, Fred Robertson
ALSO PRESENT: Leslie Driemel, Recording Secretary
REGRETS: Mayor Hank Bood; Councillors Leightan Wishart and John Tidbury; Allison McCarrick, CAO; Heather Nelson-Smith, Director of Corporate Services; Lynda Sowerby, Director of Financial Services Abbas Farahbakhsh, Director of Operational Services
MEDIA: None **MEMBERS OF THE PUBLIC:** Two

COW 2018-033
APPROVAL OF
AGENDA AS
PRESENTED

A. CALL TO ORDER

Deputy Mayor Pat Corbett-Labatt called the meeting to order at 2:10 pm and acknowledged that the meeting is being held on the traditional territory of the Kwakiutl people.

B. APPROVAL OF AGENDA

Moved/Seconded/Carried

THAT the agenda for the Committee of the Whole meeting of July 18, 2018 be accepted as presented.

C. DELEGATION

1. Mark Wilson, Vice President, Strategy & Community Engagement and Darin Guenette, Manager, Public Affairs - British Columbia Ferry Services Inc.
re: Direct service between Port Hardy - Bella Coola

Letter to Office of BC Ferries Commissioner dated March 20, 2017 re: Mid-Coast Ferry Service was received for information.

Mr. Wilson thanked Council members for the opportunity to meet with them and update them on the *Northern Sea Wolf* direct service between Port Hardy and Bella Coola. Discussion included:

- A time line review of the project from announcement of the direct seasonal ferry service in 2016 to the announcement of delay of service to 2019.
- Timeline to build a new vessel vs search out and retrofit and existing vessel that meeting the required capacity levels.
- The upgrades and design elements that were needed to retrofit the chosen vessel.
- The volume of work, material challenges and final testing needed prior to hand over that couldn't be safely accomplished in time for this season.
- How delays have affected route service and tourism operators.
- How BC Ferries has handled cancellations, re-bookings, refunds and waitlists.
- Limited vehicle space on the *Nimpkish* and that all travellers may not be accommodated.

- Review of the services now being offered on the Central Coast routes on the *Northern Expedition* between Port Hardy and Bella Bella and on the *Nimkish* between Bella Bella and Bella Coola.
- Booked but not used reservations on Central Coast routes have been an issue.
- The vehicle capacity of the vessels and concerns raised by the District during the consultation period. It was commented that the size and capacity was a provincial government decision not that of BC Ferries.
- Opportunities for tourism operators to work with BC Ferries on visitor/tourism travel packages.
- Redeployment of the *Northern Adventure* on Sept 16 to provide two weekly round-trip sailings for the Bella Coola direct service until the end of the summer season on October 11.
- Issues and concerns with reservation call center staff, particularly their knowledge of the Central Coast area and technical issues with the reservation system.
- 3-4% growth in volume of BC Ferries services for the last 2-3 years.
- Population growth on Vancouver Island has increased southern route traffic and Duke Point sailings have increased due to lower mainland bypass route.
- BC Ferries looking to go from 17 vessel classifications to 5 and standardization of docks to allow easier re-deployment of vessels.
- BC Ferries looking at 24-hour sailings and discount/flexibility programs to promote bookings at non-peak times and routes.
- Concerns regarding overnight stays at BC Ferry terminals causing local campgrounds to lose out on business.
- The establishment of a freight service that would be beneficial to Central Coast communities.

Council members thanked Mr. Wilson and Mr. Guenette for their informative update and for listening to the various issues and concerns in our community.

D. ADJOURNMENT

MOVED

THAT the Committee of the Whole adjourn.

Time: 3:00 pm

CORRECT

APPROVED

DIRECTOR
OF CORPORATE SERVICES

MAYOR

COW 2018-034
ADJOURNMENT

AGENDA

ITEM	ACTION REGULAR MEETING July 10, 2018	WHO	STATUS /COMMENTS
L Dyck Planning Group re: PlanH grant application	Approved: DPH submit the grant application for \$5,000 AND THAT if the application is successful the DPH provide staff support to file and financially administer grant, provide an in-kind donation of Civic Center use for up to two events and social media advertising of events -Submit grant -Administer grant finances -Arrange in kind use of civic center and advertise as requested	LS LS HN-S	Grant submitted
BC Ferries – Invite to meet with Council re Port Hardy to Bella Coola direct service route	Contact Mark Wilson and invite to meet with Council re Port Hardy to Bella Coola direct service route	AMc	Done COW held July 18
Filomi Days Committee request for additional funding	Approved: \$1,400 in additional funding - issue cheque	LS	Done
Hosting AVICC Convention	Staff to investigate the process to host	HN-S	Staff report to follow
No smoking signage in Carrot Park	-Post signage	BF	Done
ITEM	ACTION REGULAR MEETING June 26, 2018	WHO	STATUS /COMMENTS
Rainbow Crosswalk	Direction to staff, refer to 2019 budget discussions	LS	
Tourism Advisory Committee meeting held June 7, 2018. Recommendation to Council: <i>“THAT the Tourism Advisory Committee recommends to Council an increase to the District’s sponsorship level of the Tourism Vancouver Island Conference being held in Port Hardy September 25-27, 2018 to that suitable for a host community.”</i>	Approved: Increase to Eagle level (\$750) -Advise of increase. Done -Issue cheque for difference from Marmot (\$300) to Eagle (\$750)	LS	Done
ITEM	ACTION REGULAR MEETING June 12, 2018	WHO	STATUS /COMMENTS
State of the Island Economic Summit Oct 24-25, 2018	Approved: to register 2 council members	LD	Done: 1 Registration

Leslie Driemel

From: OfficeofthePremier, Office PREM:EX <Premier@gov.bc.ca>
Sent: July-17-18 11:39 AM
To: Leslie Driemel
Subject: FW: Wild Salmon Advisory Commission



To the District of Port Hardy Council:

AGENDA

Thank you for your email regarding the recent announcement on salmon farm tenures. We appreciate your taking the time to write and apologize for the delay in response.

The issue of salmon farming operations has been at the forefront of our government's agenda, as it has been with many British Columbians across the province. As substantial and longstanding concerns about the impacts of open net salmon farming continue to rise, we are taking steps to transition to a sustainable industry that respects wild salmon, embraces reconciliation with First Nations and protects jobs.

Our government is committed to holding fish farm operations accountable to ensure our wild salmon stocks aren't put in jeopardy, and that First Nations are consulted and involved if such operations encroach on their territory. While tenures this year have been extended, our government has new requirements that provide clarity and establish key criteria for tenures past 2022. Effective that year, BC will issue new or renewal tenures only to fish farm operators who have satisfied Fisheries and Oceans Canada (DFO) that their operations will not adversely impact wild salmon stocks. As well, BC will now require that all salmon farms demonstrate they have reached agreements with the First Nations in whose traditional territories they intend to operate.

We are hopeful that our government's new requirements regarding fish farm operations will help build a sustainable industry that fosters respect for our wild salmon stocks, while protecting jobs and embracing reconciliation with First Nations.

Thank you, again, for taking the time to share your thoughts with us. We wish you all the best.

From: Leslie Driemel [mailto:ldriemel@porthardy.ca]
Sent: Thursday, July 5, 2018 2:55 PM
To: OfficeofthePremier, Office PREM:EX
Cc: Trevena.MLA, Claire LASS:EX
Subject: Wild Salmon Advisory Commission

Please see attached letter from District of Port Hardy Council.

Leslie Driemel

Confidential Secretary
District of Port Hardy
PO Box 68 - 7360 Columbia Street
Port Hardy BC V0N2P0
Tel: 250-949-6665 Fax: 250-949-7433
District email: general@porthardy.ca



District of Port Hardy

7360 Columbia Street ♦ PO Box 68
Port Hardy BC V0N 2P0 Canada
Telephone: (250) 949-6665 ♦ Fax (250) 949-7433
Email: general@porthardy.ca ♦ www.porthardy.ca



Our file: 0400-200

June 29, 2018

The Honourable John Hogan
Premier
PO Box 9041
STN PROV GOVT
Victoria, BC V8W 9E1
Email: premier@gov.bc.ca

COPY

Dear Premier Horgan,

The Council of the District of Port Hardy would like to take this opportunity to commend your government for establishing the Wild Salmon Advisory Commission. The health of wild salmon is hugely important to all coastal communities and in fact to all of British Columbia.

It is clear, wild salmon have played a critical role in the history of British Columbia. It is equally clear, salmon will continue to be critical in BC.

Salmon have played an intricate part in First Nation's culture on the North Island. As well, wild salmon are also a critical part of the fabric of the North Island and in particular the District of Port Hardy.

Wild salmon continue to be an important part of the economy of the District of Port Hardy. Commercial fishing outfits continue to operate out of Port Hardy. Local businesses off load commercially caught salmon. Recreation angling on the North Island continues to be of huge importance to our economy. Tourism operators rely on wild salmon in a variety of ways.

The basis of successful tourism operations around orcas and grizzly bears is predicated on the understanding that these key species will have something to eat.

The health of wild salmon is, indeed, critical to the North Island, and all of British Columbia

We would respectfully request that composition of the panel be expanded to encompass representation of the interested and potentially affected groups in Port Hardy and surrounding communities.

Respectfully,

District of Port Hardy Council

cc: Hon. Claire Trevena, Minister of Transportation and Infrastructure,
MLA for North Island via email: Claire.Trevena.MLA@leg.bc.ca

AGENDA

Hello VINTAC,

Below and attached is a request from the Bella Coola Valley Tourism group for a letter of support for their request to BC Ferries, asking them to start their 2019 schedule earlier in the season. Pat has suggested that I gather responses from the committee in order to determine if there is support from the tourism group to submit a letter.

Please reply all to this message by Thursday June 28 with your support or opposition to this letter of support.

Thank you,

Joli White
Vancouver Island North Tourism
250 902-8281

From: info@bellacoola.ca [<mailto:info@bellacoola.ca>]
Sent: June-14-18 5:35 PM
To: Joli White <Joli@vancouverislandnorth.ca>
Subject: Letter of Support

Hello Joli,


I hope you are doing well.

As you are probably aware, our tourism industry has been negatively impacted with a high number of cancellations resulting from BC Ferries' delayed Route 28 service and a 'buggy' new booking confirmation system.

We, at Bella Coola Valley Tourism have drafted a letter (see attached) to offset this loss by requesting BC Ferries schedule an earlier start for next summer's service to this area.

I am writing today to inquire if it would be possible for Vancouver Island North Tourism to agree to write a letter of support (draft template attached) for BCVT's request.

Thank you for your consideration.

Sincerely,
Tom Hermance, *President*
Bella Coola Valley Tourism
www.bellacoola.ca
 [Facebook](#)





Bella Coola Valley Tourism

Box 670
Bella Coola, BC
V0T 1C0

Phone: 250 799 5202
Email: info@bellacoola.ca
www.bellacoola.ca

Mark Wilson
BC Ferries
Vice President
Strategy and Community Engagement

June 5, 2018

Dear Mr. Wilson,

I am writing this letter on behalf of the members of Bella Coola Valley Tourism to express our disappointment regarding the delayed start of BC Ferries newest vessel, the Northern Sea Wolf.

As you are aware, the members of Bella Coola Valley Tourism, in partnership with the Nuxalk Nation, the Central Coast Regional District, and many other partners worked together for several years to reinstate the improved Port Hardy - Bella Coola sailing route since its cancellation in 2012.

There has been significant investment by many of our local members in the Valley, including private and public infrastructure development as well as significant marketing of the route by tourism organizations and BC Ferries. It has been extremely difficult and embarrassing to communicate to our guests that they will not be traveling on the new vessel they originally reserved, but instead will be spending many long hours on BC Ferries smallest and least-equipped vessel, the Nimpkish.

We understand that BC Ferries is doing everything it can to ready the vessel for mid-July, but this does not make up for the losses local tourism operators have already suffered.

Additionally, we have received a large number of emails from visitors who have decided not to visit our region this year because the communication from BC Ferries regarding Route 28 has been confusing and inadequate. This causes a ripple effect for tourism operators all the way into the interior of the province and beyond.

We are concerned that travelers have lost confidence: both in BC Ferries and our region as a whole. Safe, reliable and enjoyable transportation is essential for all regions of our province, and we will certainly see more visitors changing their plans if they feel this basic need cannot be met.

In response to this unfortunate situation, we are proposing that 2019 Route 28 sailings begin in mid-May rather than mid-June. While we appreciate BC Ferries offer to extend the service into mid-October, our research shows tourism drops off dramatically during October and that an earlier start in the spring of 2019 would be much more advantageous for our area.

We feel this new schedule will better serve our region as a whole and will indicate BC Ferries confidence in Route 28, which in turn will bolster the confidence of visitors considering a trip to our region.

Please find attached several letters of support for this proposal. We sincerely hope you will consider our request. I look forward to your reply.

Sincerely,

Tom Hermance
President
Bella Coola Valley Tourism

Mark Wilson
BC Ferries
Vice President
Strategy and Community Engagement

Dear Mr. Wilson,

We are writing this letter to support Bella Coola Valley Tourism's request for an earlier start to the 2019 season with the Northern Sea Wolf.

As you are aware, the delayed start of the Northern Sea Wolf has resulted in negative impacts on tourism operators in our region, many of whom invested heavily in its return. Tourism plays an important role in our local economy and after the devastating wildfires of 2017, hopes were high that the Northern Sea Wolf would play a large role in our 2018 recovery.

We understand that BC Ferries is doing everything it can to ready the vessel for mid-July, but this does not make up for the losses local tourism operators have already suffered.

Bella Coola Valley Tourism has requested that a mid-May start in 2019 is preferable to an extension of the 2018 season into October. We believe that the work Bella Coola Valley Tourism has done, both in terms of relationship-building and tourism research, supports this request.

Please consider this letter an official endorsement from the _____ for Bella Coola Valley Tourism's request to begin the Northern Sea Wolf in mid-May of 2019.

Sincerely,



National Defence

Défense nationale

39 Canadian Brigade
Group Headquarters

Quartier général du 39^{ème}
Groupe-Brigade du Canada

1755 West 1st Avenue
Vancouver, BC V6J 0G7

1755 1ère avenue ouest
Vancouver (C.-B.) V6J 0G7

4500-37 (DCO TBG)



18 July 2018

AGENDA

Mayor Hank Bood and Counsel
District of Port Hardy
P.O. Box 68
Port Hardy, BC V0N 2P0

Dear Sir,

As you may be aware, the Army was asked in May 2018 to assist the Province of BC as it faced the threat of overwhelming flooding. I was recently the Commander of Land Task Force South-West, which was comprised of the Army Reservists and Canadian Rangers from British Columbia. One of your employees, Glen Catarata, was also a member of the Task Force.

Given your support, Ranger Catarata was able to volunteer for Land Task Force South-West, which was standing by to support civilian authorities in the Fraser Valley region as part of what the military called Operation LENTUS 18-03.

I am writing to thank you for granting him the time away from your team so that he could help ours. I fully appreciate that Glen's period of absence had an impact on you as his employer. Thank you very much for your support of Ranger Catarata, the Canadian Armed Forces and the Province of BC.

Ranger Catarata has been an active member of the Canadian Armed Forces for several years. His selection for this mission was a demonstration of the skills and qualifications he had acquired during his military service. I hope that you will continue to support Glen's dedication to Canadian Rangers, and also recognize that you contributed to our mission to provide relief to local communities in the time of need. Please refer to the following webpage for information that may be useful to you going forward:

<http://www.forces.gc.ca/en/business-reservist-support/index.page>

In the meantime, feel free to contact 4 Canadian Ranger Patrol Group at 1-877-299-8811 if you have any questions about Ranger Catarata's Canadian Ranger service, training or Operation LENTUS 18-03.

Sincerely,

P.V. Ursich
Lieutenant-Colonel
Commander
39 Territorial Battalion Group

Cc: Commanding Officer, 4 CRPG

AGENDA



July 20, 2018

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

Dear Mayor Hank Bood:

RE: GAS TAX AGREEMENT COMMUNITY WORKS FUND PAYMENT

I am pleased to advise that UBCM is in the process of distributing the first of two Community Works Fund (CWF) payments for fiscal 2018/2019. An electronic transfer of \$116,110.99 is expected to occur within the next 30 days. These payments are made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement on the Federal Gas Tax Fund in British Columbia. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Renewed Gas Tax Agreement can be found on our website at www.ubcm.ca.

For further information, please contact Gas Tax Program Services by e-mail at gastax@ubcm.ca or by phone at 250-356-5134.

Kind regards,

Wendy Booth
UBCM President

Pc: Lynda Sowerby, Director of Financial Services



July 2018

To Whom it May Concern

AGENDA

Discussions are underway for the creation of an Indigenous Court which would serve northern Vancouver Island.

Currently there are six Indigenous Courts in British Columbia located in Duncan, Kamloops, Merritt, New Westminister, North Vancouver and mostly recently, Prince George. Indigenous Courts focus on community and healing. The goal of sentencing in an Indigenous Court is to strengthen and heal the offender and the community.

As stated by BC Attorney General, David Eby at the opening ceremony of the Prince George Indigenous Court on March 25, 2018

"To have elders involved in the process, to have recognition of some of the legacy of colonization, and how that impacts people in the justice system, is really important"

Port Hardy RCMP Indigenous Policing Services support the work of Indigenous Communities in our service area to bring an Indigenous Court to the region. Letters from the Gwa'Sala-'Nakwaxda-xw First Nation, Kwakiutl First Nation and Quatsino First Nation were presented to Judge Flewelling on July 19, 2018 expressing the need for an Indigenous Court.

The Truth and Reconciliation Commission of Canada: Calls to action makes specific recommendations supporting such an initiative including*calling upon federal, provincial and territorial governments to commit to eliminating the overrepresentation of Aboriginal people in custody;... to provide sufficient and stable funding to implement and evaluate community sanctions that will provide realistic alternatives to imprisonment; and ...to commit to the recognition and implementation of Aboriginal justice systems.*

Port Hardy RCMP Indigenous Policing Services are therefore requesting a letter of support from your organization. Letters can be sent via email to Cst. Stacy MacDonald at stacy.macdonald@rcmp-grc.gc.ca. We kindly request letters of support be received no later than August 22, 2018. Your assistance is valued and appreciated.

The following websites provide additional information about Indigenous Courts in British Columbia

<https://aboriginal.legalaid.bc.ca/rights/firstNationsCourt.php>

<https://www.cbc.ca/news/canada/british-columbia/prince-george-indigenous-court-1.4591036>

<http://www.provincialcourt.bc.ca/downloads/announcements/Announcement-Feb-28-18-%20Prince%20George%20Indigenous%20Court%20opening%20ceremony.pdf>

For additional information please do not hesitate to contact Cst. Stacy MacDonald or Cst. Paul Starr at 250-949-6335.

Sincerely,

S/Sgt. Wes Olsen – Port Hardy RCMP Detachment Commander



AGENDA

August 2, 2018

To Whom It May Concern,

The Vancouver Island Economic Alliance respectfully requests a letter of support for our application for Rural Dividend funding to work with industry, community and First Nations stakeholders to pilot ideas for waste wood recovery and fuel reduction to improve industry access to fibre and mitigate fire hazard.

This pilot project will take place in the Lake Cowichan area with the belief that results that are successfully modeled will have direct application to communities throughout the Island region. The application has been endorsed by the Town of Lake Cowichan, Cowichan Lake Community Forest Cooperative, Centurion Lumber, and the Cowichan Valley Regional District. Your letter of support will further demonstrate the importance of this work to provincial decision makers.

Since the Island Wood Industry Forum hosted by VIEA on March 23rd, the Economic Alliance has forwarded recommendations drafted at the forum to the Minister of Natural Resources, met with an Assistant Deputy Minister, and participated in two government facilitated meetings in Nanaimo and Port Alberni. We are cautiously optimistic that the present confluence of industry factors is creating a climate conducive to positive change.

Thank you for your consideration.

Please send your letter to:

george@viea.ca

George Hanson, President

VIEA

Box 76, Station A

Nanaimo, BC, V9R 5K4

250-667-5225

George Hanson, President
Vancouver Island Economic Alliance
P.O. Box 76, Station A
Nanaimo, BC, V9R 51<4

Dear George,

Re: Letter of Support on Proposed Pilot Project

On behalf of _____, please accept this as confirming our support for your proposed pilot project to explore mutually beneficial, cost-effective, business to business solutions to make waste fibre accessible to manufacturing operations on Vancouver Island where improved local access to wood fibre will be critically important to the economy of rural communities. We well know that access to fibre is the number concern for all wood processors in our region.

We also share the concerns of communities and First Nations around the province regarding the issue of community safety and uninterrupted economy in relation to forest fires. We agree with your proposal to find innovative ways to manage wood waste better so as to mitigate forest fire hazard while also helping local wood industries.

We are very pleased that the Economic Alliance has chosen to pursue this pilot project to better manage 'waste' fibre. Any initiative that is meant to ensure and expand the economic well-being of on Vancouver Island can only deserve our wholehearted support.

Yours truly,



District of Port Hardy

7360 Columbia Street ♦ PO Box 68
Port Hardy BC V0N 2P0 Canada
Telephone: (250) 949-6665 ♦ Fax (250) 949-7433
Email: general@porthardy.ca ♦ www.porthardy.ca



AGENDA

Scott Mitchell, Secretary Treasurer
Seven Hills Golf and Country Club
Via Email scottymitch@telus.net

July 24, 2018

Dear Mr. Mitchell,

The District of Port Hardy is pleased to support the Seven Hills Golf and Country Club's application to the BC Rural Dividend Fund to create a business plan to assist in assessing the Golf Club's operations, create and enhance the business profile by growing the membership and improving promotion.

The North Island relies on recreation facilities that support the population of the North Island and assists in sustaining business retention for those core services being provided. The District supports initiatives that enhance the quality of life for the residents.

On behalf of the District of Port Hardy, I wish you the best of luck with this application.

Sincerely,
The District of Port Hardy

Leighton Wishart
Deputy Mayor



District of Port Hardy

7360 Columbia Street ♦ PO Box 68
Port Hardy BC V0N 2P0 Canada
Telephone: (250) 949-6665 ♦ Fax (250) 949-7433
Email: general@porthardy.ca ♦ www.porthardy.ca



AGENDA

Andrew Hory, Chairman
Regional District of Mount Waddington
PO Box 729
Port McNeill, BC
V0N 2R0

Dear Chairman Hory,

The District of Port Hardy is delighted to support the Regional District of Mount Waddington application to the BC Rural Dividend Fund for the creation of a plan to establish a world class cabin-to-cabin experience on the North Coast Trail.

The District of Port Hardy is Vancouver Island's most northerly incorporated community with an economy that leverages our abundant natural resources. Along with traditional industries such as forestry and fishing, tourism is a critical component of Port Hardy's economy and a sector with significant potential. Since opening in 2008, the North Coast Trail has increased recognition for Vancouver Island North as an outdoor recreation destination and new businesses have been established to support increasing tourism demand. Enhancing the North Coast Trail with the development of cabins is an opportunity to increase the seasonal use of the trail, to enhance the overall visitor experience, and to create opportunities for new tours.

In support of this initiative, the District of Port Hardy will contribute \$1,500 towards the equity component of the planning phase of this project if the Regional District of Mount Waddington is successful in their application to the BC Rural Dividend Fund.

On behalf of the District of Port Hardy, I wish you the best of luck with this application.

Sincerely,
The District of Port Hardy

Leighton Wishart
Deputy Mayor



**MINUTES OF THE
DISTRICT OF PORT HARDY
FIRST NATIONS RELATIONS COMMITTEE MEETING
TUESDAY JULY 10, 2018
COUNCIL CHAMBERS, MUNICIPAL HALL, 7360 COLUMBIA STREET**

Committee Members: Councillor Pat Corbett-Labatt (Chair), Councillor Leightan Wishart AGENDA
Also Present: Councillor Fred Robertson
Staff: Allison McCarrick, CAO; Heather Nelson-Smith, Director of Corporate Services

A. CALL TO ORDER

Councillor Pat Corbett-Labatt called the meeting to order at 3:15 pm and acknowledged that the meeting is being held on the traditional territory of the Kwakiutl people.

B. APPROVAL OF AGENDA

Moved/Seconded/Carried

THAT the agenda for the First Nations Relations Committee meeting of July 10, 2018 be accepted as presented.

C. ADOPTION OF MINUTES

1. Minutes of the First Nations Relations Committee meeting held June 14, 2018.

Moved/Seconded/Carried

THAT the minutes of the First Nations Relations Committee meeting held June 14, 2018 be accepted as presented.

D. DELEGATIONS

1. No delegations

DRAFT

E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Action Items were reviewed.
2. Summer Games project.
No information - carried forward.

F. CORRESPONDENCE

No correspondence.

G. NEW BUSINESS

No new business.

H. COMMITTEE MEMBER REPORTS

No reports.

- I. NEXT MEETING DATE:** Next meeting September 25th at 3:00 pm.
October 9, November 13 and December 11.

J. ADJOURNMENT

Moved

THAT the meeting be adjourned.

26

Time: 3:18 pm

FNRC
2018-020
AGENDA JULY
10/18 ACCEPTED

FNRC
2018-021
MINUTES OF
JUNE 14/18
ACCEPTED

ACTION ITEM
REVIEW

FNRC
2018-022
ADJOURNMENT



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

AGENDA

Committee

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

Also Present: Councillor John Tidbury

Staff: Heather Nelson-Smith, Director Corporate Services; Abbas Farahbakhsh, Director of Operational Services; Leslie Driemel, Recording Secretary

Regrets: Allison McCarrick, CAO

A. CALL TO ORDER

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

B. APPROVAL OF AGENDA

DRAFT

Councillor Marcotte requested addendum to the agenda:

G. New Business

3. Boat Launch at Bear Cove
4. Hardy Bay Road repair at Robert Scott School
5. Byng Road/Hwy 19 intersection
6. Banning Plastics

Moved/Seconded/Carried

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

C. MINUTES

1. Minutes of the Operational Services Committee meeting held June 18, 2018.

Moved/Seconded/Carried

THAT the minutes of the Operational Services Committee meeting held June 18, 2018 be accepted.

D. DELEGATIONS

No delegations.

E. BUSINESS ARISING / UNFINISHED BUSINESS

DRAFT

1. Review and Update of Action Items

ACTION ITEMS

Action items were reviewed and updated.

2. Capital Items List / Operations

CAPITAL LIST

Abbas Farahbakhsh, Dir. of Operational Services provided a verbal update on the reservoir project and gen-set/lift station project.

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

Heather Nelson-Smith reviewed the proposed changes in wording to Bylaw 1050-2016 and Sections 3.1(v) and 3.2(c).

OP SCVS
2018-024
RECOMMENDATION
TO COUNCIL RE:
BYL 1050-2016

Moved/Seconded/Carried

The Operational Services Committee recommends:
THAT Council amend Bylaw 1050-2016 as follows:

DRAFT

Sec 3.1(v):

From: use water to wash sidewalks, driveways or parking lots, exterior windows or exterior building surfaces, except as necessary for applying a product such as paint, preservative and stucco, preparing a surface prior to paving or repointing bricks, or if required by law to comply with health or safety regulations

To: use water to wash sidewalks, driveways, parking lots, exterior windows, exterior building surfaces, fences, retaining walls and all accessory buildings, structures except as necessary for applying a product such as paint, preservative and stucco, preparing a surface prior to paving or repainting bricks, or if required by law to comply with health or safety regulations and;

Sec 3.2(c):

From: Commercial operations requiring the use of water to further business.

To: Commercial operations requiring the use of water to continue and maintain current service levels of its business operations.

F. CORRESPONDENCE

No correspondence.

DRAFT

G. NEW BUSINESS

1. Councillor Dugas re: 4-way stop signs at Douglas St (Hwy 19)/Granville Street.

Councillor Dugas relayed concerns regarding signage at the 4-way stop signs at Douglas St (Hwy 19)/Granville Street. It was commented that the current signage is not large enough and installation of rumble strips may be a solution to slow traffic.

Committee discussion included:

- Requesting RCMP initiate radar patrols in the area.
- Use of electronic speed indicator signs may slow drivers.
- Accessing ICBC funding for electronic speed indicator signs.
- Current signage is standard size.
- Tourists seem to be the primary issue.
- Installing a wide speed bump to slow traffic.
- Current flashing stop signs are larger than standard stop signs.
- The number of signs on way into town and that some may be blocking the view of others.

Abbas Farahbakhsh advised

- Studies have been done regarding rumble strips and strips are usually taken out after a period.
- There seems to be less ICBC funding is available for projects
- Speed bumps, if hit hard can cause accidents especially for trucks and buses and are not usually installed on truck routes

The Committee requested staff investigate the cost of electronic speed indicator signs and request the RCMP patrol the area more frequently.

2. Councillor Dugas re: Cemetery sign.

Councillor Dugas advised he has received comments and concerns regarding the signage at the cemetery.

Heather Nelson-Smith reviewed the recent efforts taken regarding the clean-up of memorials that had become unsightly at the cemetery and the posting of temporary and permanent signage.

It was commented that Council wants to be informed of new items.

ADDENDUM:

3. Boat Launch at Bear Cove

Committee discussion included:

- The minus and extremely low tides that are causing launching issues
- ramp drop off area needs to be fixed with adequately sized and installed rip rap
- Past practice of laying matting over the exposed rocks

Abbas Farahbakhsh advised that:

- A risk assessment regarding signage in the area has been done and the signage is adequate.
- In previous years crews have placed rocks at the drop off area but over time they are removed by tide and wave action.

4. Repair of Hardy Bay Road at Robert Scott School

DRAFT

Discussion included:

- Contacting Ministry of Transportation and request the roadway be fixed
- Issue was a District sewer main break last year.
- Repair on list for Operational Services.

Abbas Farahbakhsh advised he will check with Ministry of Transportation regarding fixing the site but as the damage was from a District breakdown, the District may be responsible.

5. Byng Road/Hwy 19 intersection

Councillor Marcotte commented:

- That the alders at the Byng Road/Hwy 19 intersection are getting larger and will soon become a visibility issue.
- That drivers often do not yield when coming onto Hwy 19 at the intersection.

Abbas Farahbakhsh will contact the Ministry of Transportation and request they remove the alders.

6. Banning Plastic Bags

Committee discussion included:

- Discarded bags are a problem in the community.
- Committee as place to start the discussion to ban plastic bags.
- Enforcement an issue.
- Banning plastic bags should be a Provincial Government initiative.
- Single use bags vs recyclable bags vs compostable bags and their recycling streams.
- Other communities have undertaken implementing a ban.
- Survey to local businesses over the winter months to see if they are open to the idea.

DRAFT

Moved/Seconded/Carried

The Operational Services Committee recommends:

THAT Council direct staff to survey local businesses over the winter months to see if they are open to a ban on plastic bags.

H. STAFF REPORTS

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

I. COMMITTEE MEMBER REPORTS

No Reports.

J. NOTICE OF MEETING: Next scheduled meeting: August 27, 2018.

K. ADJOURNMENT

Moved

THAT the meeting be adjourned.

Time: 3:55pm

OP SCVS
2018-025
RECOMMENDATION
TO COUNCIL TO
SURVEY LOCAL
BUSINESSES RE
PLASTIC BAG BAN

OP SCVS
2018-026
ADJOURNMENT

3. Stage 3 – No Lawn Watering, Severe Water Use Restrictions

3.1 During Stage 3:

- (a) no person shall
 - (i) water a lawn or Boulevard;
 - (ii) fill a swimming pool, hot tub or garden pond;
 - (iii) fill or operate a decorative fountain at any time;
 - (iv) wash a Vehicle or a Boat with Water; or
 - (v) use water to wash sidewalks, driveways or parking lots, exterior windows or exterior building surfaces, except as necessary for applying a product such as paint, preservative and stucco, preparing a surface prior to paving or repointing bricks, or if required by law to comply with health or safety regulations

Alternative suggestion:

no person shall “use water to wash sidewalks, driveways, parking lots, exterior windows, exterior building surfaces, fences, retaining walls and all accessory buildings, structures except as necessary for applying a product such as paint, preservative and stucco, preparing a surface prior to paving or repointing bricks, or if required by law to comply with health or safety regulations”

- (b) a person may
 - (i) water trees, shrubs, flowers and vegetables on any day between the hours of 7:00am-9:00am OR 8:00pm-10:00pm if watering is done by hand-held container or a hose equipped with a shut-off nozzle;
 - (ii) water newly planted trees, shrubs, flowers and vegetables between the hours 7:00am-9:00am OR 8:00pm-10:00pm only by hand-held container or a hose equipped with a shut-off nozzle during installation and during the following 24 hours after installation is completed;
 - (iii) use Micro-irrigation or Drip-irrigation systems to water trees, shrubs, flowers and vegetables on any day anytime to a maximum of 3 hours; and
 - (iv) water all playing fields at any time, but only if failure to do so will result in a permanent loss of plant material.

3.2 As exceptions to the Stage 3 restrictions:

- (a) Nurseries, Farms, turf farms and tree farms are exempted from the restrictions;
- (b) Recreational and personal use vehicles and boats may be washed with water only at car dealerships and commercial car washes using less than 57 litres of water per Vehicle wash or 50% recirculated Water as long as the total amount of Water, excluding recirculated Water, does not exceed 57 litres per Vehicle wash;
- (c) Commercial operations requiring the use of water to **further business**. All businesses must hold a valid business license in Port Hardy. Commercial users must ensure that water usage is not wasteful and where possible reuse water.

Define “further business” -The growth of a business' product and service offerings.

Or change sentence to read:

“Commercial operations requiring the use of water to continue and maintain current service levels of its business operations.”

4. Stage 4 – Emergency Severe Water Use Restrictions



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

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

Staff: Abbas Farahbakhsh, Director of Operational Services; Leslie Driemel, Recording Secretary

Regrets: Allison McCarrick, CAO; Heather Nelson-Smith, Director of Corporate Services

A. CALL TO ORDER

Councillor Robertson called the meeting to order at 3:06 pm. **DRAFT**

B. APPROVAL OF AGENDA

Councillor Corbett-Labatt requested an addendum to the agenda under:

G. New Business

1. Port-a-potty at Ring Road ball field.

Moved/Seconded/Carried

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

C. ADOPTION OF MINUTES

1. Minutes of the Parks, Recreation, Arts & Culture Committee meeting held June 20, 2018.

Moved/Seconded/Carried

THAT the minutes of the Parks, Recreation, Arts & Culture Committee meeting held June 20, 2018 be accepted.

D. DELEGATIONS

1. Serena Neumerschitsky re: Fenced Dog Park

Councillor Robertson introduced Ms. Neumerschitsky to those present.

Ms. Neumerschitsky reviewed with the Committee the need for a fenced dog park in In Port Hardy. It was commented that there is a need for dogs to socialize in a safe environment away from roadways and dog owners need a place to go with their pets that is off leash and away from the public. Ms Neumerschitsky advised she is willing to work to create a community outreach project for fundraising and contact contractors about donating time and equipment for the project. She is looking for help from the Committee regarding identifying possible locations.

Discussion with the Committee included:

- The Committee is already looking at various locations for a fenced dog park.
- Fencing costs have been estimated at approximately \$30,000 for 150 meters of fencing.
- If done on District property dog park construction standards need to be met regarding size, fencing, and installation methods.
- Who is responsible for finding out standards.

PRA&CC
2018-025
AGENDA
APPROVED AS
AMENDED

PRA&CC
2018-026
MINUTES
JUNE 20/18
ACCEPTED

DELEGATION:
SERENA
NEUMERSCHIT
SKY RE:
FENCED DOG
PARK

- Work party / volunteer construction on District property not possible due to WorkSafeBC and liability issues.
- A review of information previously brought forward regarding utilizing a local brownfield site as a dog park, the site is still undergoing environmental monitoring and the property owner is not interested in the project.
- A review of the District Committee process to bring a project forward to Council and the budget process.
- Use of private property for a fenced dog park.

Ms Neumerschitsky commented that:

- She is wanting to proceed and get the community involved.
- That the Committee seems to be only presenting her with rules of process and bureaucracy.
- As there is no specific location available spearheading community action can't be started.

Councillor Robertson advised the Committee can only make recommendations to Council and not move forward on their own to get a project started. The Committee will continue discussion on the project at the August Committee meeting and when sufficient information is available it can then bring forward a recommendation for Council regarding a fenced dog park. Any project will also have to go through the 2019 District budget approval process.

Ms. Neumerschitsky requested she be contacted once details are worked out so that she can proceed to spearhead community action for a fenced dog park.

BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

ACTION ITEMS

1. Review of Action Items.

DRAFT

Cedar Heights Park

- Public Works has mowed and brushed the site. More work may be done when trail area dries.

Mural Project

- Ocean Argyle has started her mural project. The Committee requested that an unveiling event be organized when the project is completed.

Dog Park

The Committee discussed:

- Who cleans up dog park sites: is it self-managed by users utilizing supplied doggie refuse bags, is scooping done by municipal employees prior to mowing and what are health hazards to employees.
- Research needs to be done on dog park standards regarding fencing and sizes.
- Accurate fencing costs need to be determined for the considered sites.

CAPITAL LIST REVIEW

2. Capital Review List.

Abbas Farahbakhsh, Director of Operational Services reviewed the Capital Projects List including:

- Multiplex Project.
- Arena projects.
- Garbage bins for Market Street.

DIR. COMMUNITY SERVICES JOB DESCRIPTION REVIEW

3. Draft Director of Community Services job description was received for information.

Councillor Robertson was requested the Draft Director of Community Services job description be brought back to the August committee meeting.

E. CORRESPONDENCE

No correspondence.

DRAFT

F. NEW BUSINESS

1. Port-a-potties at ball fields.

Committee members commented on the need for a port-a-potty to be located at Park Drive ballfield.

Abbas Farahbakhsh reviewed with the Committee current locations of the District owned units and recent vandalism issues. Public Works staff will look at the condition of the units currently at Storey's beach and if there is one in suitable condition that can be cleaned up it will be brought to the Park Drive Ballfield.

G. COUNCIL / COMMITTEE REPORTS

No reports.

H. NOTICE OF MEETING: 3:00 pm Wednesday August 15, 2018.

UPCOMING 2018 MEETING DATES: September 19, October 17, November 21, December 19 (currently scheduled for the third Wednesday of each month.

I. ADJOURNMENT

Moved
THAT the meeting be adjourned.

Time: 4:07 pm

PRA&CC
2018-027
ADJOURN



AGENDA

**MINUTES OF THE
DISTRICT OF PORT HARDY
EMERGENCY PLANNING COMMITTEE MEETING
JULY 30, 2018
MUNICIPAL HALL 7360 COLUMBIA STREET**

Committee Members: Leightan Wishart (Chair); Rick Marcotte, Councillor DPH (Vice-Chair); John Tidbury Councillor DPH; Bob Hawkins, DPH Emergency Coordinator; Bob Swain, Emergency Coordinator, Gwa'sala-'Nakwaxda'xw Nations; Norma Hemphill, ESS Co-Ordinator; Karla Broadfoot, ESS Volunteer; Wes Olsen, Staff Sargent, RCMP; Brent Borg Fire Chief, Port Hardy Fire Rescue; Gavin Texmo, Deputy Fire Chief, Port Hardy Fire Rescue

Also Present: Allison McCarrick, CAO; Heather Nelson-Smith, Director of Corporate Services

Regrets: Jeff Houle, J.D. Petroleum Ltd. DPH; Mike McCulley, Deputy Emergency Coordinator; Nat Pottage, BC Ambulance Service

A. CALL TO ORDER

Chair Leightan Wishart called the meeting to order. Time: 12:01 pm

B. APPROVAL OF AGENDA

DRAFT

Moved/Seconded/Carried

THAT the agenda for the Emergency Planning Committee meeting July 30, 2018 be accepted as presented.

Chair Wishart requested that Jeff Houle be contacted to see if he is still participating in the committee.

C. ADOPTION OF MINUTES

- Minutes of the meeting held June 25, 2018.

Moved/Seconded/Carried

THAT the minutes of the Emergency Planning Committee meeting held March 26, 2018 be approved.

DELEGATIONS

No Delegations.

E. BUSINESS ARISING / UNFINISHED BUSINESS

- Review and Update of Action Items.

DRAFT

Fall Fair Emergency Preparedness Table

Volunteers needed to dedicate time to a table at the Fall Fair this coming September. Focus on personal preparedness. Heather to send a snap shot of all of the items we have for the event and look into small prize items. Leightan, Bob Hawkins, Karla Broadfoot and Norma Hemphill will allocate time to the event.

Roles & Responsibilities Training

Still on hold. EMBC training videos created for emergency committees and Councils, as part of the 2018 election education programs, may be used.

Generator for Reception Center

Ongoing: Approved in 2018 budget. Heather Nelson-Smith will work with the Dir. Finance to purchase.

Emergency Plan Review
December Review

EPC-2018-010
APPROVAL OF
AGENDA AS
PRESENTED

EPC-2018-011
MINUTES
JUN 25/18
APPROVED

ACTION ITEMS
REVIEW

F. CORRESPONDENCE

No Correspondence

DRAFT

G. NEW BUSINESS

Karla Broadfoot brought forward an issue with communications between First Responders and ESS for any events in and around Port Hardy that displace persons from their residence and how ESS can help.

The discussion included:

- The need to have a point of contact for the Fire Department to call.
- Bob Hawkins knows all of the contacts (ESS / EMBC etc). First Responders to contact Bob directly he will make calls as needed.
- Bob Swain to discuss with Gwa'sala-'Nakwaxda'xw Emergency Services to ensure that ESS is activated during these times.

H. NEXT MEETING DATE: Monday September 24, 2018

Upcoming 2018 Meeting Dates

Bimonthly on the last Monday of the month: November 26

I. ADJOURNMENT

THAT the meeting be adjourned.

Time: 12:27pm

EPC-2018-010
ADJOURNMENT

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
011335	06/07/2018	00044	ACKLANDS - GRAINGER INC.	209.29	
011336	06/07/2018	02514	Alsco	200.08	
011337	06/07/2018	00829	ANA'S HARDY CLEAN	3,626.23	
011338	06/07/2018	01836	ARIES SECURITY LTD.	4,783.80	
011339	06/07/2018	01145	BLACK CAT REPAIRS	396.91	
011340	06/07/2018	03578	BRADLEY REFRIGERATION CO	2,520.00	
011341	06/07/2018	01919	BRANDT TRACTOR LTD.	110.88	
011342	06/07/2018	03579	Cash Float	50.00	
011343	06/07/2018	01433	COMOX PACIFIC EXPRESS LT	112.17	
011344	06/07/2018	01982	DIGITAL POSTAGE ON CALL	1,575.00	
011345	06/07/2018	00020	E.J. KLASSEN MOTORCADE L	8,648.14	
011346	06/07/2018	00052	HARDY BUILDERS' SUPPLY	38.58	
011347	06/07/2018	00063	HOME HARDWARE BUILDING C	624.80	
011348	06/07/2018	00273	JM'S MOBILE WELDING INC	2,128.00	
011349	06/07/2018	00065	K & K ELECTRIC LTD.	280.39	
011350	06/07/2018	01127	KETZA PACIFIC CONSTRUCTI	2,000.00	
011351	06/07/2018	02197	LANDON COLLISION AND TOW	89.25	
011352	06/07/2018	00069	MACANDALE'S	336.83	
011353	06/07/2018	03059	Maxxam Analytics	379.05	
011354	06/07/2018	00033	NAPA AUTO PARTS/N.I. IND	12.42	
011355	06/07/2018	03213	NexGen Hearing	630.00	
011356	06/07/2018	00075	O.K. TIRE STORE (PORT HA	513.06	
011357	06/07/2018	02071	PACIFICUS BIOLOGICAL SER	1,643.25	
011358	06/07/2018	00281	PARKLAND REFINING (B.C.)	4,417.27	
011359	06/07/2018	00769	Praxair Distribution	945.43	
011360	06/07/2018	00187	REGIONAL DISTRICT OF MT	2,740.34	
011361	06/07/2018	01990	ROAD RANGER FREIGHT/0702	20.33	
011362	06/07/2018	00253	Shaw Cable	140.34	
011363	06/07/2018	03145	Strategic Natural Resour	10,838.63	
011364	06/07/2018	00113	STRYKER ELECTRONICS LTD.	156.80	
011365	06/07/2018	03540	TECHNICAL SAFETY BC	908.25	
011366	06/07/2018	03313	Tex Electric Ltd.	10,787.07	
011367	06/07/2018	02923	The Flag Shop - Victoria	253.19	
011368	06/07/2018	00089	THE HOBBY NOOK	453.60	
011369	06/07/2018	02717	Tourism Association of V	450.00	
011370	06/07/2018	03558	WEST COAST PROPANE	41.90	Yes
011371	12/07/2018	00735	A.C.E. COURIER SERVICES	144.78	
011372	12/07/2018	02514	Alsco	100.04	
011373	12/07/2018	00046	ANDREW SHERET LTD	313.17	
011374	12/07/2018	00047	B.C. HYDRO (Minister of	37,005.07	
011375	12/07/2018	03584	BERNARD, TODD	1,653.83	
011376	12/07/2018	00073	BLACK PRESS GROUP LTD.	856.37	
011377	12/07/2018	00018	CANADIAN RED CROSS	99.68	
011378	12/07/2018	01299	CAPILANO UNIVERSITY	1,017.56	
011379	12/07/2018	02767	Catarata, Glen	39.01	
011380	12/07/2018	03426	CIBC	760.00	
011381	12/07/2018	02762	Clartech Industries Inc	2,164.97	
011382	12/07/2018	01433	COMOX PACIFIC EXPRESS LT	286.86	
011383	12/07/2018	02181	DELLO, KERRY	21.00	
011384	12/07/2018	01901	DENNISON, MELINDA	123.20	
011385	12/07/2018	02782	Filomi Days Society	1,400.00	
011386	12/07/2018	03581	FILTER STUDIOS INC	2,310.00	
011387	12/07/2018	00099	FOX'S DISPOSAL SERVICES	13,666.02	
011388	12/07/2018	00052	HARDY BUILDERS' SUPPLY	140.09	
011389	12/07/2018	03583	HIRVONEN, SUZANNE	134.79	
011390	12/07/2018	01875	ISLAND ADVANTAGE DISTRIB	140.25	
011391	12/07/2018	03440	IZCO Technology Solution	672.55	
011392	12/07/2018	00065	K & K ELECTRIC LTD.	1,316.06	
011393	12/07/2018	00069	MACANDALE'S	70.66	
011394	12/07/2018	02439	Mose, Richard	428.17	
011395	12/07/2018	02006	NORTH ISLAND TRACTOR	1,334.19	
011396	12/07/2018	02749	Orach Enterprises Ltd.	1,953.36	
011397	12/07/2018	00281	PARKLAND REFINING (B.C.)	1,955.95	
011398	12/07/2018	00203	Port Hardy & Dist. Chamb	9,050.00	
011399	12/07/2018	03259	Porter, Keith	1,172.45	
011400	12/07/2018	00080	PUROLATOR INC.	1,409.08	
011401	12/07/2018	00107	RECEIVER GENERAL FOR CAN	23,833.56	
011402	12/07/2018	03174	Schantz, Robert	115.88	
011403	12/07/2018	01511	Scotiabank	1,103.44	
011404	12/07/2018	03345	SPARTAN CONTROLS	7,660.80	
011405	12/07/2018	00113	STRYKER ELECTRONICS LTD.	1,323.96	

AGENDA

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
011406	12/07/2018	03550	TELMATIK	395.27	
011407	12/07/2018	00011	Tidbury, John	42.23	
011408	12/07/2018	00573	VAN ISLE WATER	152.74	
011409	12/07/2018	03558	WEST COAST PROPANE	1,006.24	
011410	12/07/2018	03148	Westport Welding & Fabri	321.10	
011411	12/07/2018	03409	Your Garden Angel	281.12	
011412	19/07/2018	00735	A.C.E. COURIER SERVICES	251.86	
011413	19/07/2018	01884	Ace Hardware	80.45	
011414	19/07/2018	01836	ARIES SECURITY LTD.	12,285.00	
011415	19/07/2018	00184	BC Assessment	20,373.17	
011416	19/07/2018	01805	BUSY B'S DISTRIBUTING	387.61	
011417	19/07/2018	00218	DB PERKS AND ASSOCIATES	1,728.16	
011418	19/07/2018	01476	DOR-TEC SECURITY LTD.	693.13	
011419	19/07/2018	01680	Fisher, Patricia	12.00	
011420	19/07/2018	00099	FOX'S DISPOSAL SERVICES	13,666.02	
011421	19/07/2018	03513	H2FLOW TANKS & SYSTEMS I	22,476.36	
011422	19/07/2018	00052	HARDY BUILDERS' SUPPLY	36.95	
011423	19/07/2018	00063	HOME HARDWARE BUILDING C	625.29	
011424	19/07/2018	01875	ISLAND ADVANTAGE DISTRIB	178.89	
011425	19/07/2018	03514	IWC EXCAVATION LTD.	187,490.51	
011426	19/07/2018	00065	K & K ELECTRIC LTD.	846.22	
011427	19/07/2018	00271	LIFESAVING SOCIETY	567.23	
011428	19/07/2018	03194	LocksRus Solutions Inc.	547.68	
011429	19/07/2018	00069	MACANDALE'S	30.44	
011430	19/07/2018	03586	MIRON-ROY, DAVID	15.00	
011431	19/07/2018	00304	MONK OFFICE	63.14	
011432	19/07/2018	01645	NORTH ISLAND COMMUNICATI	294.00	
011433	19/07/2018	00133	PACIFIC COASTAL AIRLINES	39.90	
011434	19/07/2018	02071	PACIFICUS BIOLOGICAL SER	6,221.25	
011435	19/07/2018	00281	PARKLAND REFINING (B.C.)	1,442.25	
011436	19/07/2018	00080	PUROLATOR INC.	41.47	
011437	19/07/2018	00279	REDDEN NET CO. (PORT HAR	147.00	
011438	19/07/2018	01990	ROAD RANGER FREIGHT/0702	23.56	
011439	19/07/2018	02170	SPIKETOP CEDAR LTD.	221.76	
011440	19/07/2018	02203	Stantec Consulting Ltd.	16,024.10	
011441	19/07/2018	03493	STEELHEAD ENTERPRISES LT	850.50	
011442	19/07/2018	00113	STRYKER ELECTRONICS LTD.	99.90	
011443	19/07/2018	00160	TELUS	5,296.28	
011444	19/07/2018	00161	TELUS MOBILITY (BC)	916.80	
011445	19/07/2018	00485	TRAN SIGN (1999) LTD.	5,192.01	
011446	19/07/2018	03148	Westport Welding & Fabri	483.53	
011447	19/07/2018	03409	Your Garden Angel	129.92	
011448	31/07/2018	02176	MOUNT WADDINGTON REGIONA	140,203.00	
011449	31/07/2018	00187	REGIONAL DISTRICT OF MT	394,097.00	
011450	25/07/2018	01884	Ace Hardware	181.97	
011451	25/07/2018	00044	ACKLANDS - GRAINGER INC.	114.08	
011452	25/07/2018	03591	APPLEWOOD AUTOBODY TOWIN	78.75	
011453	25/07/2018	01836	ARIES SECURITY LTD.	126.00	
011454	25/07/2018	03592	BACKROAD MAPBOOKS	262.50	
011455	25/07/2018	02693	BC One Call	70.88	
011456	25/07/2018	01805	BUSY B'S DISTRIBUTING	133.50	
011457	25/07/2018	00018	CANADIAN RED CROSS	401.03	
011458	25/07/2018	02762	Cleartech Industries Inc	4,029.31	
011459	25/07/2018	02386	Connect Hearing Services	742.35	
011460	25/07/2018	02822	Corix Water Products LP	6,523.93	
011461	25/07/2018	02730	CUPE Local 401	344.99	
011462	25/07/2018	03587	EQUINOX ENVIRONMENTAL	8,244.60	
011463	25/07/2018	01860	GREYHOUND COURIER EXPRES	33.52	
011464	25/07/2018	02860	Grove-Crossman Equipment	45.90	
011465	25/07/2018	00058	GUILLEVIN INTERNATIONAL	403.65	
011466	25/07/2018	00052	HARDY BUILDERS' SUPPLY	217.85	
011467	25/07/2018	00063	HOME HARDWARE BUILDING C	166.45	
011468	25/07/2018	03517	INDUSTRIAL SCIENTIFIC CA	165.14	
011469	25/07/2018	00194	INT'L UNION OPERATING EN	1,067.76	
011470	25/07/2018	01875	ISLAND ADVANTAGE DISTRIB	178.89	
011471	25/07/2018	00104	JOHNSON, STEVE	1,250.00	
011472	25/07/2018	00065	K & K ELECTRIC LTD.	659.70	
011473	25/07/2018	00069	MACANDALE'S	48.16	
011474	25/07/2018	03059	Maxxam Analytics	1,551.90	
011475	25/07/2018	03127	Northern Lights Firework	11,500.00	
011476	25/07/2018	00075	O.K. TIRE STORE (PORT HA	399.69	

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
011477	25/07/2018	02749	Orach Enterprises Ltd.	2,078.23	
011478	25/07/2018	00217	ORKIN CANADA CORPORATION	76.65	
011479	25/07/2018	00281	PARKLAND REFINING (B.C.)	1,524.04	
011480	25/07/2018	00203	Port Hardy & Dist. Chamb	391.61	
011481	25/07/2018	00769	Praxair Distribution	15,080.26	
011482	25/07/2018	03593	R.H. PRINTING LTD.	1,082.97	
011483	25/07/2018	00107	RECEIVER GENERAL FOR CAN	20,635.04	
011484	25/07/2018	00187	REGIONAL DISTRICT OF MT	3,398.16	
011485	25/07/2018	00187	REGIONAL DISTRICT OF MT	2,898.84	
011486	25/07/2018	03588	RENDEZVOUS PLACE LTD	200.00	
011487	25/07/2018	03174	Schantz, Robert	148.32	
011488	25/07/2018	00843	SHARE CANADA	378.00	
011489	25/07/2018	03345	SPARTAN CONTROLS	1,833.44	
011490	25/07/2018	02170	SPIKETOP CEDAR LTD.	425.60	
011491	25/07/2018	03590	STEELE, DAVID	400.00	
011492	25/07/2018	03145	Strategic Natural Resour	8,670.90	
011493	25/07/2018	03264	Unitech Construction Man	8,137.10	
011494	25/07/2018	00644	VAN KAM FREIGHTWAYS LTD.	514.19	
011495	25/07/2018	03585	VANKO ANALYTICS LIMITED	1,388.80	
011496	25/07/2018	01026	VIMAR EQUIPMENT LTD.	523.63	
011497	25/07/2018	02837	Waterhouse Environmental	30,187.93	
011498	25/07/2018	03195	ZeoTec Limited	336.00	
011499	26/07/2018	03426	CIBC	2,267.82	
011500	26/07/2018	00357	COASTAL COMMUNITY CREDIT	210.04	
011501	26/07/2018	03594	GAGNON, ALFRED	1,112.55	
011502	26/07/2018	03595	GREEN-BELT CONSTRUCTION	214.92	
011503	26/07/2018	03596	HOME BANK	189.54	
011504	26/07/2018	03597	W. DOWAD LTD	1,895.55	
Total:				1,160,216.85	

*** End of Report ***





DISTRICT OF PORT HARDY
STAFF REPORT



DATE: August 14, 2018 AGENDA
TO: Mayor and Councillors
FROM: Allison McCarrick, Chief Administrative Officer
RE: **Master Services Agreement for Curbside Recycling Collection Services**

PURPOSE

To authorize staff to renew the Master Services Agreement with MMBC Recycling Inc. (Multi-Material BC) for a further five-year term.

BACKGROUND

The District of Port Hardy entered into a five-year term agreement with MMBC in 2013 which facilitates the District to provide curbside recycling to the residents of single family dwellings in Port Hardy and the agreement is up for renewal. Effective March 2017 MMBC changed its branding name to Recycle BC.

“Recycle BC is a not-for-profit organization responsible for residential packaging and paper recycling throughout British Columbia. We ensure packaging and paper is collected from households and recycling depots, processed and recycled responsibly. Our program is financed by businesses, such as retailers, manufacturers and restaurants that supply packaging and paper to BC residents. Recycle BC was originally launched in 2014 as Multi-Material BC (MMBC).”¹

There are no significant changes to the Master Services Agreement for Curbside Collection Services provided by Local Government.

FINANCIAL

The District receives revenue from MMBC Recycling Inc. to compensate for the expense of providing residential curbside recycling contract services. There are no significant changes to the financial portion of the agreement.

STAFF RECOMMENDATION

“THAT Council authorize staff to renew the Master Services Agreement with MMBC Recycling Inc. (Multi-Material BC) for a further five-year term.”

Respectfully submitted,

Allison McCarrick
Chief Administrative Officer

¹ <https://recyclebc.ca/wp-content/uploads/2018/06/RecycleBCAR2017-June292018.pdf>



DISTRICT OF PORT HARDY
STAFF REPORT



DATE: August 1, 2018
FILE: Land Administration / 3090 / DVP-02-2018- 8730 Seaview Drive
TO: Allison McCarrick, Chief Administrative Officer AGENDA
FROM: Heather Nelson-Smith, Director of Corporate and Development Services
RE: Application for Development Variance Permit –8730 Seaview Drive

PURPOSE

To present Council with a request from Justin and Tianna Reusch to vary the provisions of Zoning Bylaw No. 1010-2013:

- 1) Reduce the principal use building front yard setback in the R-2 Zone from 7.6 metres to 3 metres to accommodate an increased entry and stairs; and
- 2) Reduce the principal use building front yard setback in the R-2 Zone from 7.6 metres to 5.70 metres to accommodate deck space.

(see photo to right).



REGULATORY AUTHORITY

The Local Government Act (LGA) grants authority to local governments under section 498 (Development Variance Permits) of Part 14 "Planning and Land Use Management" to issue a development variance permit that varies the provisions of a bylaw, provided the use or density of the land, a floodplain specification, or a phased development agreement under section 515 is not varied.

BACKGROUND

Application for Development Variance Permit which would have the effect of varying Zoning Bylaw No. 1010-2013 to:

- 1) Reduce the principal use building front yard setback in the R-2 Zone from 7.6 metres to 3 metres to accommodate an increased entry and stairs; and
- 2) Reduce the principal use building front yard setback in the R-2 Zone from 7.6 metres to 5.70 metres to accommodate deck space.

PUBLIC CONSULTATION

When processing an Application for Development Variance Permit, a notice is prepared and is mailed or hand delivered to the owners and occupiers of property within 50 metres of the property

subject to the application (*Local Government Act and Development Application Procedures Bylaw*). In this case, notices were mailed to the owners of 9 properties.

STAFF RECOMMENDATION

Staff has prepared Development Variance Permit DVP-02-2018 shown on pages 4 and 5 for Council's consideration.

"THAT Council approves Development Variance Permit DVP-02-2018 to vary the provisions of section 6.3 (d) of Port Hardy Zoning Bylaw No. 1010-2013, to:

- 1) *Reduce the principal use building front yard setback in the R-2 Zone from 7.6 metres to 3 metres to accommodate an increased entry and stairs; and*
- 2) *Reduce the principal use building front yard setback in the R-2 Zone from 7.6 metres to 5.70 metres to accommodate deck space.*

With respect to the property legally described as Lot 11, Block A, Section 1, Plan 21541, Township 8, PID 003-412-822.

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

Respectfully submitted,

I agree with the recommendation,

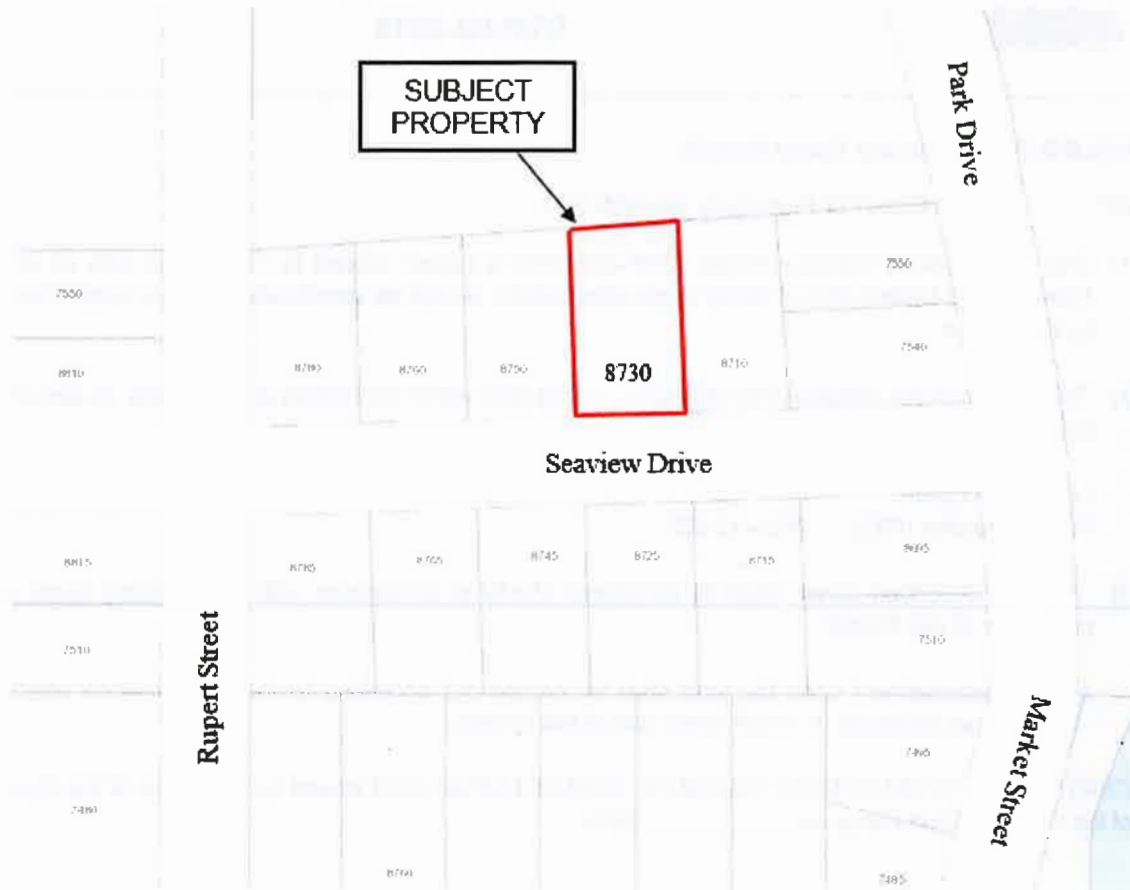


Heather Nelson-Smith,
Director of Corporate Services



Allison McCarrick, CAO

LOCATION MAP





**DISTRICT OF PORT HARDY
DEVELOPMENT VARIANCE PERMIT
DVP-02-2018**

ISSUED TO: Justin and Tianna Reusch

OF: PO Box 1717 Port Hardy, BC V0N 2P0

1) This Development Variance Permit (DVP-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 Development Variance Permit applies to that land within the District of Port Hardy as described below:

Legal Description: Lot 11, Block A, Section 1, Plan 21541, Township 8
Parcel Identifier (PID): 003-412-822

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-02-2018 issued by resolution of the Council of the District of Port Hardy on _____, 2018

Heather Nelson-Smith,
Director of Corporate & Development Services

Certified on _____, 2018



**SCHEDULE 'A'
TO
DEVELOPMENT VARIANCE PERMIT
DVP-02-2018**

APPLICANTS: Justin and Tianna Reusch

LEGAL DESCRIPTION OF LAND: Lot 11, Block A, Section 1, Plan 21541, Township 8
PID 003-412-822

SPECIFICATIONS:

THAT WHEREAS pursuant to PART 6.3 R-2: Duplex Residential, and in particular, section 6.3 (d) requirements for setbacks for front yard setback for principle use, of District of Port Hardy Zoning Bylaw No. 1010-2013, the minimum setback is 7.6 metres (24.93 feet).

AND WHEREAS the applicant, Justin and Tianna Reusch, has requested a variance to reduce the front yard setback to construct an enclosed entry and construct a front deck on the property located at 8730 Seaview Drive.

THEREFORE, BY A RESOLUTION of the Council of the District of Port Hardy on _____, 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-02-2018 to vary the provisions of section 6.3 (d) of Port Hardy Zoning Bylaw No. 1010-2013, to:

- 1) *Reduce the principal use building front yard setback in the R-2 Zone from 7.6 metres to 3 metres to accommodate an increased entry and stairs; and*
- 2) *Reduce the principal use building front yard setback in the R-2 Zone from 7.6 metres to 5.70 metres to accommodate extra deck space.*

*With respect to the property legally described as Lot 11, Block A, Section 1, Plan 21541, Township 8
PID 003-412-822*

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-02-2018.

Heather Nelson-Smith
Director of Corporate & Development Services

Certified on _____, 2018



DISTRICT OF PORT HARDY

STAFF REPORT



DATE: August 14, 2018

AGENDA

TO: Mayor and Councillors

FROM: Lynda Sowerby, Director of Finance

RE: Business License application for a Cannabis Retail store – User Rates & Fees 2018

PURPOSE

To review Bylaw 1073 – 2017 User Rates and Fees for 2018, ensuring there is a classification for Cannabis Retail Store under Business License Fees (Schedule F), and under the Liquor Control and Licensing Branch application fees (Schedule N) and to review established rates ensuring they are relevant to a Cannabis retail business.

ATTACHMENTS

- 1) Schedule F – Business License Fees (Bylaw 1073-2017 User Rates and Fees for 2018)
- 2) Schedule N – Liquor Control and Licensing Branch Rates for Applications of Capacity Increase (Bylaw 1073-2017 User Rates and Fees for 2018)
- 3) Province of British Columbia guideline document – “Local Governments’ Role in Licensing Non-Medical Cannabis Retail Stores”

BACKGROUND

The District of Port Hardy requires that every person or business owning or operating a business within the District boundaries, in any profession, business, trade or occupation to hold a valid business license.

The purpose of the business license is to register the business for its intended use and inspection of the property for:

- Zoning Bylaw compliance
- Building fire, health and safety regulations compliance
- Occupancy compliance
- Legal business activity compliance

The fees for a business license cover the cost of staff time for registering the business and performing inspection of the premises, and enforcement. The District also compiles and updates a listing on the District’s website of the current business holding a valid license, for the benefit of the community.

Prior to the District granting a Cannabis Retailer a business license, the business needs to make application to the Liquor and Cannabis Regulation Branch (LCRB), for a non-medical Cannabis Retail License. There is a requirement of the local government to provide feedback and support of council for the LCRB application. Similarly, all liquor license applications made to the LCRB require support from the local government. The District currently has an established application fee under Schedule N – Liquor Control and Licensing Branch Rates for Applications of Capacity Increase, to cover the cost of providing this service.

staff time involved for review of the application, Council review and approval, and possibly additional costs such as advertisement.

Staff estimates the cost associated with the LCRB application to be approximately \$750. If a public hearing is required, advertising costs to the District are approximately \$800.

Options:

A) Schedule F - Business License Fees (Bylaw 1073-2017 Schedule F attached):

- 1) No change to Schedule F; Cannabis retail will fall into Category I and pay the same annual business license fee as all other Category I businesses.
- 2) Change Schedule F; add a new Category, exclusive for Cannabis retail. Establish a new rate based on additional costs related to bylaw enforcement or monitoring of this type of
- 3) Council provide staff with direction.

B) Schedule N - Liquor Control and Licensing Branch Rates for Applications of Capacity Increase:

- 1) Update Schedule to reflect the Provincial name change from Liquor Control and Licensing Branch to Liquor and Cannabis Regulation Branch.

C) Schedule N - Liquor Control and Licensing Branch Rates for Applications of Capacity Increase:

- 1) No change to Schedule N; continue to review and process LCRB applications at \$150 per application and calculate occupancy loads for health and life safety at \$150.
- 2) Change Schedule N; rates as follow:
 - a. Increase the rate for review and processing of liquor and cannabis regulation branch applications from \$150 to \$750.
 - b. No change on the \$150 fee for calculating the occupancy loads
 - c. Add a \$800 fee for public hearing advertising when this is required as part of the application process
- 3) Council provide staff with direction.

FINANCIAL IMPLICATIONS

Fees established should be sufficient to cover costs of providing the service.

STAFF RECOMMENDATION

"THAT Schedule F of User Rates and Fees for 2018 Bylaw remain the same as per Option A(1) and that Schedule N be amended as per Option B(2) and that Schedule N be amended as per Option C(2) of this report."

Respectfully submitted,

I agree with the recommendation.


Lynda Sowerby
Director of Finance


Heather Nelson-Smith
Director of Corporate Services

SCHEDULE F - BUSINESS LICENCE FEES

DEFINITION	BASIS OF FEE	FEE (per annum unless otherwise stated)
Category I - Commercial/Industrial Any business permitted in the zones designated in the Zoning Bylaw	Employing up to 3 persons Employing up to 8 persons Employing over 8 persons	\$ 55.00 \$ 95.00 \$ 165.00
Category II - Rental units/spaces Any building containing dwelling units in any zone	Up to 25 units 26 – 50 units Over 50 units	\$ 55.00 \$ 95.00 \$ 165.00
Category III - Home Occupation Any business permitted in residential areas under the Zoning Bylaw	Per business	\$ 110.00
Category IV - Mobile Vending Any business permitted and regulated by Council	Per business	\$ 310.00
Category V - Miscellaneous Business Any business not based in a permanent building within the District of Port Hardy (other than Mobile Vending)	Per business	\$ 110.00
Any shopping mall for a blanket yearly licence for craft sales, trade shows, etc. held in the hallway of the mall, in lieu of individual business licences		\$ 110.00
Category VI – Marine Any vessel-based business operating from a Port Hardy marina, excluding commercial fishing boats.	Per business	\$ 110.00
Category VII - Seasonal Home Based Urban Agricultural	Per Home - 4 month period no 1/2 year discount	\$ 30.00
Transfer fee	to those businesses making a change under section 8 of the Business License Bylaw	\$ 12.50

New Business licence fees will be pro-rated 50% after June 30 of each year.

**SCHEDULE N - LIQUOR CONTROL AND LICENSING BRANCH
RATES FOR APPLICATIONS OF CAPACITY INCREASE**

For inspections necessary for liquor control and licensing branch applications and capacity increase.	\$ 150.00
To calculate the occupant load to meet the requirements of the code for health and life safety (2 hours).	\$ 150.00



Local Governments' Role in Licensing Non-Medical Cannabis Retail Stores

If you have any questions about this document, please contact the Liquor and Cannabis Regulation Branch toll-free at 1-866 209-2111, or email cannabisregs@gov.bc.ca. NOTE: This document will be updated from time to time as additional information surrounding the regulatory framework for cannabis retail sales becomes available.

Branch name change

The Liquor Control and Licensing Branch has been renamed to the Liquor and Cannabis Regulation Branch (LCRB) to represent its new additional responsibility of licensing and monitoring the retail sale of non-medical cannabis in British Columbia.

Non-medical cannabis retail licence

The province will be issuing licences for non-medical cannabis retail stores. A cannabis retail store must be a standalone business. This licence requires input and a positive recommendation from a local government in whose area the proposed store is located.

The province recognizes the importance of ensuring carefully regulated access to non-medical cannabis in all areas of the province, including rural areas.

As a first step, the province will open opportunities to apply for regular retail licences. Once the regional distribution of retail non-medical cannabis stores is known, the province will consider issuing licences to service rural or remote areas that are not sufficiently served by existing retail cannabis stores.

The role of local governments in the cannabis retail store licensing process

Applicants for a non-medical cannabis retail store licence must submit a licence application to the LCRB. When an application is received, the LCRB will notify the local government of the area where the proposed store will be located.

Upon receipt of notice, local governments can:

- choose not to make any recommendation in respect of the application for a cannabis retail store licence (Note: this would end a licence application in progress because the LCRB cannot issue a licence unless the local government gives the LCRB a positive recommendation that the licence be issued)
- choose to make comments and recommendations in respect of an application for a cannabis retail store licence. Note that:
 - if the local government chooses to make a comments and recommendation on the licensee's application to the LCRB, it must gather the views of residents

- if it makes a recommendation to deny the application then the LCRB may not issue the licence
- if it makes a recommendation in favour of the application, then the LCRB has discretion whether or not to issue the licence, but must consider the local government's recommendation.

Local Governments (municipalities, regional districts or Islands Trust local trust committees) have some or all of the following regulatory powers in respect of cannabis retail store licences:

- Impose restrictions in its zoning bylaws regarding the location of cannabis retail stores
- Regulation of business (municipalities only): by terms and conditions in its business licensing bylaw, a municipality may limit the hours that cannabis retail stores can operate or impose other conditions such specifications regarding signage
- Charge the applicant fees if choosing to assess an application.

The above process applies to all relocations of existing cannabis retail stores.

Gathering residents' views

If the local government decides to consider the notice of application and to provide comments and recommendations as to the location of the proposed retail store, it must gather the views of residents of the area if the location of the proposed store may affect nearby residents. It may gather resident's views by using one or more of the following methods:

- Receiving written comment in response to a public notice of the application
- Conducting a public hearing in respect of the application
- Holding a referendum, or
- Using another method the local government considers appropriate.

It is up to the local government to determine the area, relative to the licensee's application, where resident's views must be gathered.

Please note: Gathering the views of residents of the area/providing a recommendation to the LCRB must be unique to each provincial licence application. In other words, past recommendations cannot be used in a new licensing process. Each individual application must be considered separately by the local government.

What must the local government's recommendation include?

The recommendations and comments the local government provides to the LCRB must:

- be in writing (this may or may not be in the form of a resolution)
- show that the local government has considered the location of the proposed store
- include the views of the local government on the general impact on the community if the application is approved
- include the views of residents if the local government has gathered residents' views, and a description of how they were gathered
- include the local government's recommendation as to whether the application should be approved or rejected and provide the reasons upon which the recommendation is based.

The local government should also provide any supporting documents referenced in their comments.

What if the local government does not want to provide a recommendation?

If a local government does not want to accept the notice of application and provide a recommendation for the proposed retail location, they should notify the LCRB. A licence for a cannabis retail store will not be issued without a positive recommendation from a local government. If a response is not received, LCRB will not consider the application any further.

What if the recommendation does not meet the regulatory requirements?

If the recommendation does not meet the regulatory requirements, the LCRB will ask the local government to provide new or amended comments that address outstanding issues.

How long does the local government have to provide comments?

Unlike in the process for liquor licensing, local governments are not required to provide a recommendation on a cannabis retail store application within a specific time period. Please note that delays in the application process can have a significant impact on the applicant. If the applicant is the reason for the delay, please notify the LCRB. If the applicant is not trying to move an application forward, the application can be cancelled.

Can the local government recommend approval subject to certain conditions?

In some circumstances, the local government can recommend that the LCRB approve the application as long as certain restrictions (e.g. hours of operation) are placed on the licence. In these situations, the recommendation should clearly explain the rationale for placing restrictions.

If the local government intends to request that the LCRB impose terms and conditions on a licence, prior to sending such a recommendation the local government should consult with the LCRB so that the LCRB can determine whether it has the authority to impose the requested terms and conditions before finalizing their conditional recommendation.

The local government may also have the ability to impose other operating rules on the proposed store through the terms and conditions of the applicant's business licence, zoning or bylaw. The local government is responsible for enforcing these rules.

Floor Plans

Applicants must submit a floor plan with their licence application for approval so the LCRB can identify store features such as sales, storage and delivery areas. Unlike for some kinds of liquor licence applications, local governments are not required to provide occupant load stamps or approve the applicant's floor plans as part of the provincial licensing process for cannabis retail stores.

A municipal council or regional district board can delegate authority to their staff to provide comments and a recommendation to the LCRB

A municipal council or regional district board may delegate its powers and duties to provide comments and a recommendation to the LCRB regarding a cannabis retail store licence application. If a council or board has delegated this authority, a cannabis retail store applicant may ask for comments and recommendations made by delegated staff to be reconsidered by the local government.

Council as defined in the Vancouver Charter:

A Council, as defined in the Vancouver Charter, choosing to delegate to its staff must establish procedures for a reconsideration of comments and recommendations made by delegated staff, including how a cannabis retail store applicant may apply for reconsideration. In undertaking a reconsideration, the Council will have the same authority as it delegated to staff.

Right of reconsideration:

Delegated local government staff must advise the cannabis retail store licence applicant that the applicant has the right of reconsideration of the staff's recommendation by the council or board.

How local governments inform the LCRB of delegation:

A local government that has delegated authority to staff should send a copy of the delegation to the LCRB at cannabisregs@gov.bc.ca.



DISTRICT OF PORT HARDY

STAFF REPORT



DATE: August 14, 2018
TO: Mayor and Council
FROM: Lynda Sowerby, Director of Finance
RE: **Mechanic Shop Lift Hoist Replacement**

AGENDA

PURPOSE

To request authorization for the replacement of the Mechanic Shop Lift Hoist in the amount not to exceed \$24,000 to be funded the equipment reserve.

ATTACHMENT

- 1) Inspection report and accompanying recommendation.

BACKGROUND

The Mechanic Shop Lift Hoist was recently inspected by Island Hoist & Shop Equipment and has been declared "Failed Inspection".

The Inspection report strongly recommends that the hoist be replaced. The company has provided a quote of approximately \$5,600 enabling the hoist to pass inspection, but because of the extend of the overall rust on the entire hoist, there will continue to be decay at a rapid rate and will need to be replaced in the near future.

The hoist is over 20 years old and is beyond its useful life. The current hoist is currently undersized, and at least two pieces of equipment that the District owns cannot be placed on the hoist. This restricts the mechanic from doing all the repair work inhouse, and some work may need to be contracted out to a garage that has this capacity. It is advisable for the mechanics shop to have a hoist that has a minimum of 15,000lb lift capacity.

ANALYSIS

The hoist in the mechanics shop is necessary for the mechanic to perform many of the maintenance repairs on the Districts fleet. Without the hoist, several of the maintenance repairs will need to be contracted out to a garage.

The 12,000lb capacity of the existing hoist often puts the load very close to maximum capacity and is currently undersized for all the Districts equipment. The cost of repair has been estimated to be approximately \$5,600. The integrity of the hoist is questionable, even with repairs, and will need to be replaced in the very near future. Replacement, rather than repair appears to be a better option.

FINANCIAL IMPLICATIONS

The equipment reserve has an uncommitted balance of \$76,664. The 2018 surplus equipment sale of \$8,571 will be transferred to the reserve.

OPTION

- 1) Authorize the replacement of the Mechanic Shop Hoist for an amount not to exceed \$24,000.
- 2) Do not authorize the replacement of the Mechanic Shop Hoist.
- 3) Council to provide other direction.

STAFF RECOMMENDATION

“THAT Council authorize the purchase of a new Mechanic Shop Lift Hoist with a lift capacity of 15,000 lbs for an amount not to exceed \$24,000, to be funded from the Equipment Replacement Reserve.”

Respectfully submitted,

I agree with the recommendation.

Signed


Lynda Sowerby
Director of Finance

Signed


Heather Nelson-Smith
Director of Corporate Services

Island Hoist & Shop Equipment
 Repairs & Service
 9267 Doyle Rd.
 Black Creek BC V9J 1C5
 Cell: 250-702-4245
 Email: islandhoist11@gmail.com

* Failed Inspection

EQUIPMENT

SERVICE

VEHICLE LIFT SERVICE INSPECTION			
CUSTOMER: <u>District of Port Hardy - Public Works Yard</u>			
ADDRESS: _____		TELEPHONE: _____	
STYLE: <u>4 post</u>	CAPACITY: <u>12,000lb</u>	BAY #: <u>1</u>	<u>5/97</u>
MAKE: <u>Rotary</u>	MODEL: <u>SM122-1</u>	SERIAL #: <u>GAE97BC011</u>	
SERVICE - INSPECTION	✓	O.K.	REMARKS
CABLES OR CHAINS Checked: <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		- Cables + Ladders out of adjustment
Lubricated & adjusted: <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
PULLEYS Checked: <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		RR post
Lubricated & Cleaned: <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
PULLEY PINS Checked: <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		- damaged / bent
Lubricated: <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		- needs replacing
SAFETY GEAR Checked Ladders or Rods cleaned: <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		LR post - out of alignment
Checked Over Height Switch: <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Checked Springs: <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Arm Locks: <u>N/A</u>	<input checked="" type="checkbox"/>		
HYDRAULIC SYSTEM Checked Oil Level & Condition: <u>see note</u>	<input checked="" type="checkbox"/>		crossbeams + runways, very rusty and pulling apart welds
Checked Filter: <u>see note</u>	<input checked="" type="checkbox"/>		
Checked Oil & Air Valves: <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Checked Air Cylinders & Valves: <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Checked for Leaks: <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Checked Function: <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Jack Post: <u>N/A</u>	<input checked="" type="checkbox"/>		Hydraulic oil needs replacing
ELECTRICAL Checked Switches: <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Rolling Jack - single model FC5657
COLUMNS Checked for Damage/Wear & Alignment: <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		60000lb serial # NK97B0455
Rubbing Blocks/Guide Rollers: <u>see notes</u>	<input checked="" type="checkbox"/>		
Checked Cam Followers: <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
FOUNDATION & ANCHOR BOLTS Checked: <u>Rusty</u>	<input checked="" type="checkbox"/>		RF post - guide blocks - one is severely damaged
DRIVE-ON RAMPS Checked: <u>Rusty</u>	<input checked="" type="checkbox"/>		
GENERAL Checked Runways: <u>same</u>	<input checked="" type="checkbox"/>		- one is installed backwards - both need replacing - locks not engaging properly.
Cross Beams, Decking & Covers: <u>rusty</u>	<input checked="" type="checkbox"/>		
Checked: Wheel Chocks & Warning Signs: <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
WHEELFREE SYSTEM OR JACKING BEAMS Checked, Serviced & Lubricated: <u>see note</u>	<input checked="" type="checkbox"/>		Rolling Jack - worn guide blocks and twisted.
Air Motor & Cylinder: <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
TWO POST CARRIAGES Super Structure: <u>N/A</u>	<input checked="" type="checkbox"/>		SERVICE INSPECTION ACCEPTED COPY OF REPORT RECEIVED
TWO POST ARMS Check Arms, Sleeves & Pads: <u>N/A</u>	<input checked="" type="checkbox"/>		
SERVICE MAN Per: <u>Duane Z.</u>	CUSTOMER <u>[Signature]</u>		
Date: <u>June 13 2018.</u>	Date: _____		

Bruce Forsyth

From: Bruce Forsyth
Sent: Tuesday, July 03, 2018 4:27 PM
To: Allison McCarrick; Abbas Farahbakhsh
Subject: Fwd: Hoist repairs/new installation
Attachments: Port Hardy estimate.pdf; ATT00001.htm

Sent from my iPhone

Begin forwarded message:

From: Island Hoist <islandhoist11@gmail.com>
Date: July 3, 2018 at 3:20:21 PM PDT
To: bforsyth@porthardy.ca, bstrasser@porthardy.ca
Subject: Hoist repairs/new installation

Good afternoon Bruce,

Please find attached a few quotes for the necessary repairs and also for replacing your hoist. It is strongly recommended that you replace this hoist as even with the repairs we have quoted for the, extent of the overall rust on the entire hoist can not be repaired and therefore will just continue to decay at a rapid rate and need replacing in the near future.

The quote for purchasing of a new hoist is through NAPA in Port Hardy and they would be the ones to sell you the hoist as we are not direct dealers.

If you have any questions please don't hesitate to call or email.

Natalie & Duane @ Island Hoist and Shop Equipment

250-702-4245
islandhoist11@gmail.com



DISTRICT OF PORT HARDY STAFF REPORT

TO: Allison McCarrick, CAO
FROM: Heather Nelson-Smith, Director of Corporate Services
SUBJECT: 8925 Park Drive
DATE: August 1, 2018

AGENDA

BACKGROUND

An application for a zoning amendment has been made by BC1139401 to rezone 8925 Park Drive from R-2 Duplex Residential to P-2 Institutional for the purposes of permitting the construction of a cultural Big House.

The applicant provided the following in the application:

The Gwa'sala-Nakwaxda'xw Nation has been planning a cultural Big House project for a number of years. The Big House is an essential component to the well-being of the Gwa'sala-Nakwaxda'xw Nation. It is the center of cultural, traditional, spiritual, and other ceremonies of the community and

promotes these values through dance, artistic works and celebrations. The building design was developed by the Big House Committee with the assistance of Malcolm McSporran of Quinkatla Development Planning Inc. The Building will be composed of concrete for the foundations and slabs; wood post and beam structure with heavy timber rafters; wood framing for wall assembly and wood siding for the outside finishes displaying elaborate artwork. Clan totem poles will adorn the front of the building.

The Project will be constructed by K'awat'si Construction Company, a company managed by our K'awat'si Economic Development Corporation. This will bring both economic growth, training and job opportunities to the community.

Aside from re-invigorating our culture, events held at the Big House will contribute to the local economy and will be incorporated into our tourism activities in the Great Bear Rainforest. The Community also has the support of the Province, Western Forest Products and local business.



OFFICIAL COMMUNITY PLAN

8925 Park Drive is located in a Comprehensive Development Zone (Note: the OCP and Zoning regulation differ in use of this title). The objectives and policies of that zone are as follows:

Comprehensive Development Zone 1- Primary use residential with intention of incorporating mixed residential densities, typologies, useable open space, trails, and small commercial opportunities.

As the Institutional use is not designated for this property an amendment to the Official Community Plan is required to allocate the lands as P2 Institutional. (See designation below)

7.9 (P2) Institutional

To provide for public or private community-based institutional uses, including schools, places of worship, gyms, arenas and other facilities for the purposes of learning, reflection, sports and recreation and social activity.

The following suggested land uses are to guide subsequent Land Use Zones and Permitted Uses within Port Hardy's Zoning Bylaw.

Suggested Permitted Uses:

- a) Community Centre;
- b) Places of Worship;
- c) Gallery and Museum;
- d) Farmer's Market;
- e) Fire/Police; and/or
- f) School.

The property directly across the street from 8295 Park Drive is designated as P-2 Institutional in the Official Community Plan and Zoning Regulation and currently is the home of the Gwa'sala-Nakwaxda'xw Seventh Day Adventist Church.

AMENDMENT TO THE OFFICIAL COMMUNITY PLAN

In order to accommodate a rezone for 8925 Park Drive the Official Community Plan Map 1-Land Use would require amendment to change the property legally described as Lot 4, Section 1, Township 8 Plan 61541 Except Part in Plan EPP68369 PID 023-107-171 8925 Park Drive from CD-1 to P-2 as shown on the image below.



ZONING AMENDMENT

8925 Park Drive is currently zoned R2 Duplex Residential and in order to accommodate the request from the applicant the property will require a rezone to P2 Institutional which permits the following principal uses:

- (1) Activities Directed at Protecting and / or Enhancing the Natural Environment
- (2) Assembly
- (3) Civic Use
- (4) Community Care Facility

- (5) Day Care Facility
- (6) Hospital
- (7) Recreational Facilities and Sports Fields
- (8) Education Services
- (9) Exhibition Grounds
- (10) Family Resource Centre
- (11) Professional Service Establishments - see section 10.2(c)(2)
- (12) Funeral Homes (Added: BYL 1052-2016)

The intention to build a Big House meets the provisions of the P2 Institutional use zone.

RECOMMENDATION

Provide first reading of Bylaw 1084, 2018 Official Community Plan Amendment Bylaw and Bylaw 1085, 2018 Zoning Amendment Bylaw and endorse proceeding with a public hearing on September 5, 2018 to receive input on the proposed OCP and Zoning amendment as requested by BC1139401.

Respectfully submitted,

I agree with this recommendation,


Heather Nelson-Smith, DCS


Allison McCarrick, CAO



DISTRICT OF PORT HARDY

BYLAW NO. 1084-2018

AGENDA

A Bylaw to Amend Official Community Plan Bylaw No. 15-2011

WHEREAS the Council of the District of Port Hardy deems it expedient to amend Bylaw No. 15-2011;

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

PART 1 CITATION

1.1 This Bylaw shall be cited as "Official Community Plan Bylaw Amendment Bylaw No. 1084-2018

PART 2 MAP AMENDMENT

2.1 Official Community Plan Bylaw No. 15-2011 is hereby amended as follows:

- i) MAP 1 LAND-USE of Appendix A – Mapping, is amended by changing the land use designation for the property legally described as *Lot 4, Section 1, Township 8 Plan VIP61541 Except Part in Plan EPP68369 PID 023-107-171 Civic Address 8925 Park Drive from CD-1: Comprehensive Development Zone 1 to P-2: Institutional* as shown on Schedule 'A' which is attached to and forms part of this Bylaw.

PART 3 SEVERABILITY

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

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

 DIRECTOR
 OF CORPORATE SERVICES

 MAYOR

Certified a true copy of
Bylaw No. 1084-2018 as adopted.

Schedule "A"
District of Port Hardy Official Community Plan Bylaw Amendment
Bylaw No. 1084-2018





DISTRICT OF PORT HARDY

BYLAW NO. 1085-2018

AGENDA

A Bylaw to Amend Zoning Bylaw No. 1010-2013

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

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

PART 1 CITATION

1.1 This bylaw may be cited for all purposes as the "District of Port Hardy Zoning Bylaw Amendment Bylaw No. 1085-2018".

PART 2 AMENDMENTS

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

- a) Schedule A: Zoning Map – West is amended by changing the applicable zone of the property legally described *Lot 4, Section 1, Township 8 Plan VIP61541 Except Part in Plan EPP68369 PID 023-107-171 Civic Address 8925 Park Drive* to P-2: Institutional.

PART 3 SEVERABILITY

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

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

 DIRECTOR
 OF CORPORATE SERVICES

 MAYOR

Certified a true copy of
Bylaw No. 1085-2018 as adopted.

 Director of Corporate Services