



## **DISTRICT OF PORT HARDY**

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

Mayor: Dennis Dugas  
Councillors: Pat Corbett-Labatt, Janet Doward, Fred Robertson, Treena Smith  
John Tidbury, Leighton Wishart

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

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

<u>PAGE</u>		Time:
	<b>A. CALL TO ORDER</b>	
	<b>B. APPROVAL OF AGENDA AS PRESENTED (or amended)</b>	
	Motion required.	1.            2.
	<b>C. ADOPTION OF MINUTES</b>	
1-2	1. Minutes of the Committee of the Whole meeting held October 23, 2018.	
	Motion required.	1.            2.
3-6	2. Minutes of the Regular Council meeting held October 23, 2018.	
	Motion required.	1.            2.
7-9	3. Minutes of the Inaugural meeting held November 6, 2018.	
	Motion required.	1.            2.
	<b>D. DELEGATIONS AND REQUESTS TO ADDRESS COUNCIL</b>	
10	1. Leslie Dyck – Plan H Update	
	2. Tami Kernachan re: Noise Bylaw	
	<b>E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS</b>	
11	1. Council Action Items. For information.	
	<b>F. NEW BUSINESS</b>	
12-13	1. Councillor Wishart re: Draft Letter to Department of Fisheries and Oceans regarding potential closures of local fishing grounds.	
	Motion / direction	1.            2.
	<b>G. CORRESPONDENCE</b>	
14	1. Andy Adams, Mayor, City of Campbell River (Oct 24/18) re: Congratulations on election as Mayor. For information.	
15	2. John Bowman, President North Island College (Oct 26/18) re: Congratulations on election to Mayor and Councillors. For information.	
16-17	3. Hon. Selina Robinson, Minister of Municipal Affairs and Housing (Oct 31/18) re: Thank you for meeting at UBCM Convention, congratulations on election and information on BC Non-Profit Housing Association. For information.	
18	4. Kindry Mercer, RPF, Manager Regional Initiatives and Randy Boas, Operations Manager, Holberg Western Forest Products (Nov 6/18) re: Congratulations on recent election. For information.	
19	5. Thomas Reid, Manager West Coast Conservation Land Management Program, Min of Forests, Lands & Natural Resources (Oct 25/18) re: Request for letter of support for funding to improve fish and wildlife habitat in the Quatsese saltmarsh area.	
	Motion / direction	1.            2.
20	6. Shael Faber, Program Coordinator Community Links/Semi-Independent Living Program (Oct 24/18) re: Request for donation of skating passes.	
	Motion / direction	1.            2.

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

- 21 7. Angie Clance (Nov 5/18) re: 7<sup>th</sup> Annual Santa Claus Parade on Sunday December 2, 2018 and request for partial road closure.

Motion / direction 1. 2.

**H. COUNCIL REPORTS**

1. Verbal Reports from Council members.

**I. COMMITTEE REPORTS**

None in agenda package.

**J. STAFF REPORTS**

- 22-23 1. Accounts Payable for October 2018. For information.

- 24-27 2. Heather Nelson-Smith, Director of Corporate Services (Oct 30/18) re: Question Period During Council Meetings.

Motion / direction 1. 2.

- 28-30 3. Heather Nelson-Smith, Director of Corporate Services (Nov 6/18) re: Council Appointments.

Motion / direction 1. 2.

- 31-34 4. Heather Nelson-Smith, Director of Corporate Services (Nov 6/18) re: 2018 Election Results.

Motion / direction 1. 2.

- 35-37 5. Allison McCarrick, CAO (Nov 13/18) re: Council Policy 5.7 Confidential Secretary Council Meeting Attendance (CP5.7).

Motion / direction 1. 2.

**K. CURRENT BYLAWS AND RESOLUTIONS**

No current bylaws

**L. PENDING BYLAWS**

1. Bylaw 1088- 2018 A Bylaw to Amend Zoning Bylaw 1010-2013

**M. INFORMATION AND ANNOUNCEMENTS**

November 14	Heritage Society, 7:00pm Council Chambers
November 19	Committee: Operational Services, 3:00pm Council Chambers Port Hardy Twinning Society, 7:00pm Council Chambers
November 21	Committee: Parks, Recreation Arts & Culture 3:00pm Council Chambers
November 26	Committee: Emergency Planning Noon Council Chambers
November 27	Council: Committee of the Whole, 6:30pm 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  
TUESDAY OCTOBER 23, 2018  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

**AGENDA**

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

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

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

**A. CALL TO ORDER**

Mayor Bood called the meeting to order at 6:04 pm.

**B. APPROVAL OF AGENDA**

**Moved/Seconded/Carried**

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

**C. DELEGATION**

1. RCMP Staff Sgt. Wes Olsen re: Quarterly Report to Council, July – September 2018.

RCMP stats: July – September 2018 were received for information.

Staff Sergeant Olsen provided an overview of the RCMP activities for the third quarter of 2018. The review included numbers and types of case files with comparisons to the previous quarters.

Discussion with Council included:

- Increase in files over the summer is usual, more people out and about
- Indigenous court project is moving forward
- Staffing levels on paper are full but some members on administrative duties or medical and two members departing in spring.
- Being proactive in asking for replacements
- Citizens on Patrol program is a volunteer program, no one has contacted the detachment about setting up a program.

2. Elizabeth Aman-Hume, Executive Director and Chamber Executive members: Rob Tucker, Alex Higgins, Muffy Jones; Visitor Center staff Lynette Tanaka and Sandy McLaughlin Jolie White, Vancouver Island North Tourism re: Annual Update to Council / Fee for Service presentation.

Elizabeth Aman-Hume provided Council with a brief overview of the Visitor Information Centre and Chamber of Commerce activities during the year.

Discussion with Council included:

- Update on staffing and their areas of responsibility.
- Ongoing training for visitor information staff including local and North Island familiarization tours.

COW 2018-037  
APPROVAL OF  
AGENDA AS  
PRESENTED

DELEGATION  
RCMP RE:  
QUARTERLY  
REPORT (JULY-  
SEPT/18).

DELEGATION  
E. AMAN-HUME,  
EXEC DIR, PH  
CH OF COMM &  
VISITOR CTR.

- “Ask a Local” program has been successful with staff and volunteers greeting, visitors around town and offer information and help. More volunteers would be helpful.
- Increased signage and information on tables at the Visitor Center as well as an internet kiosk is available for visitor use.
- Visitors statistics; August 2018 is up 29% from 2017.
- Number of visitors through the center so far this year is 11,108; all of 2017 had 10,300 visitors for the year.
- Past and upcoming contracted events were reviewed.
- Use of the building for multiple events and meetings throughout the year
- Working within the Municipal Regional District Tax program funding and guidelines for destination marketing and branding programs.

Elizabeth Aman-Hume advised Council that a Fee for Service application has been submitted for 2019 and requested Council consider multi-year funding. Longer term funding will help the Chamber and Visitor Center in longer term strategic planning, retain staff and staffing levels and provide better opportunities to plan and develop future initiatives.

Council members thanked the Chamber of Commerce Executive and Visitor Center staff for all their work. It was commented that tourism is growing in the community and they provide valuable service and partnership with the District.

**D. NEW BUSINESS**

None

**E. ADJOURNMENT**

**MOVED**

THAT the Committee of the Whole adjourn.

Time: 6:30 pm

CORRECT

APPROVED

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

\_\_\_\_\_  
MAYOR

COW 2018-038  
ADJOURNMENT



**MINUTES OF THE DISTRICT OF PORT HARDY  
REGULAR COUNCIL MEETING  
OCTOBER 23, 2018  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

**AGENDA**

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

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

**MEDIA:** North Island Gazette

**MEMBERS OF THE PUBLIC:** 3

**A. CALL TO ORDER**

Mayor Hank Bood called the meeting to order at 7:00pm 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 Regular Council meeting of October 23, 2018 be accepted.

**C. ADOPTION OF MINUTES**

1. Minutes of the Regular Council meeting held October 9, 2018.

**Moved/Seconded/Carried**

THAT the minutes of the Regular Council meeting held October 9, 2018 be accepted.

**D. DELEGATIONS**

1. Dennis Flannigan, Poppy Chairman and Don Ford, Royal Canadian Legion Branch #237 re: Presentation of the first poppy for the 2018 Poppy Campaign.

Mr. Flannigan and Mr. Ford congratulated Council members on their re-election and thanked outgoing Council members for their service and dedication to Port Hardy. Mr. Flannigan presented the first poppy of the 2018 Poppy Campaign to Mayor Bood.

2. Brent Borg, Fire Chief, Port Hardy Fire Rescue re: Quarterly Report to Council, July-September 2018.

Review and discussion with Council included:

- Support given to BC Forest Service for the Larry Lake fire with billable hours of revenue to the District estimated at \$50,000.
- Number and types of calls.
- Training program includes regional training to share costs whenever possible.
- Membership, currently at 29 members. Recruitment and retention are a priority.
- Number of incidents attended per vehicle.
- Community involvement.
- Total member hours for quarter were 1,823.
- Very active social media is successful in making people aware of the work and activities of the department.

Council members thanked Chief Borg for the hard work and dedication by all Port Hardy Fire Rescue members and commented on the recent and successful Fire Department open house.

2018-196  
AGENDA  
OCT 23/18  
ACCEPTED

2018-197  
REGULAR COUNCIL  
MEETING MINUTES  
OCT 9/18  
ACCEPTED

ACTION ITEMS

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

1. Action Items

Council action items were received for information.

**F. NEW BUSINESS**

No New Business

**G. CORRESPONDENCE**

1. Hon. Selina Robinson, Minister of Municipal Affairs and Housing (Oct.9/18) re: Thank you for meeting at UBCM Convention was received for information.
2. Hon. Claire Trevena, Minister of Transportation and Infrastructure (Oct.2/18) re: Thank you for meeting at UBCM Convention was received for information.
3. Hon Lana Popham, Minister of Agriculture (Oct 17/18) re: Thank you for meeting at UBCM Convention was received for information.
4. Hon. Shane Simpson, Minister of Social Development and Poverty Reduction (Oct 16/18) re: Thank you for meeting at UBCM Convention was received for information.
5. Jenna Hanrath & Chelsea Hunt, Youth Development Workers, North Island Gathering Circle (Oct. 5/18) re: Request for Grant in Aid for Aboriginal Youth Conference *Going M.I.L.E.S.*

Uncommitted 2018 Grant in Aid Funds report was received for information.

Council discussion included:

- Donation of Civic Center as possible venue.
- Donation of District pins.

**Moved/Seconded/Carried**

THAT Council approve the request from Jenna Hanrath & Chelsea Hunt, Youth Development Workers, North Island Gathering Circle for a Grant in Aid of \$200.00 for the Aboriginal Youth Conference *Going M.I.L.E.S.*

Council directed staff to offer a supply of District pins for the conference attendees.

6. Dennis Flannigan, Poppy Chairman, Royal Canadian Legion Branch #237 (Oct.15/18) re: Request to hold November 11, 2018 Remembrance Day Parade, permission to march along Market Street from the Chamber of Commerce building to the Cenotaph in Carrot Park and for road closures during the parade.

**Moved/Seconded/Carried**

THAT Council approves the request from the Royal Canadian Legion Branch #237 to hold a November 11<sup>th</sup> Remembrance Day parade from the Chamber of Commerce Building parking lot at the intersection of Market Street and Hastings Street to Carrot Park AND THAT Market Street from Hastings Street to the Cenotaph be blocked off for the duration of the parade.

**H. COUNCIL REPORTS**

Mayor Bood, 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.

Council members offered congratulations to those re-elected and thanked outgoing members for their years of service and dedication to Port Hardy.

2018-198  
GIA APPROVED  
\$200 ABORIGINAL  
YOUTH CONF  
GOING M.I.L.E.S.

2018-199  
RCL BR 237  
REMEMBRANCE  
DAY PARADE  
APPROVED

COUNCIL  
REPORTS

**I. COMMITTEE REPORTS**

1. Draft minutes of the Operational Services Committee meeting held October 15, 2018 were received for information.

Draft Policy – Half-Masting of Flags  
*Recommendation to Council: THAT Council approve the Half-Masting of Flags policy as presented.*

**Moved/Seconded/Carried**

THAT Council approve the Half-Masting of Flags policy as presented.

2. Draft minutes of the Parks, Recreation, Arts & Culture Committee meeting held October 17, 2018 were received for information.

**J. STAFF REPORTS**

1. Heather Nelson-Smith, Director of Corporate Services (Oct.12/18) re: Application for Non-Medical Cannabis Retail Store Licence.

Heather Nelson-Smith, Director of Corporate Services reviewed the application, zoning requirements and advised that as the location has no adjacent residential properties within the 50 metre buffer zone there is no further requirement to consult with residents.

Council discussion included:

- Hours of operation at the maximum applied for to have flexibility, hard to amend, after license awarded
- Concerns about smoking near the retail store
- Provincial assessment process

**Moved/Seconded/Carried**

THAT pending any further requirements for notification from the Liquor and Cannabis Distribution Branch that the Port Hardy Council support the application made by Serena Neumerschitsky, Tristan Radzik, Carol Dirom, et al to allow for the Non-Medical Cannabis Retail Store known as Stellar Jay Organics to be located at #5- 9250 Trustee Road in Port Hardy.

2. Heather Nelson-Smith, Director of Corporate Services re: UBCM Grant Application Age Friendly Communities: Outdoor Gardening for Hardy Bay Seniors.

**Moved/Seconded/Carried**

THAT the application to the UBCM-Age Friendly Communities: Outdoor Gardening for Hardy Bay Seniors for \$7,100.00 be approved and submitted.

**K. CURRENT BYLAWS AND RESOLUTIONS**

No current bylaws and resolutions.

**L. PENDING BYLAWS**

1. Bylaw 1088-2018, A Bylaw to Amend Zoning Bylaw 1010-2013.

**M. INFORMATION AND ANNOUNCEMENTS**

Mayor Bood advised the notice of the Council Swearing In Ceremony should read: November 6, Council Swearing in Ceremony, 7:00 pm Council Chambers

**N. NOTICE OF IN CAMERA MEETING**

No In Camera meeting scheduled at this time.

2018-200  
HALF MASTING  
POLICY APPROVED

2018-201  
STELLAR JAY  
ORGANICS NON-  
MEDICAL  
CANNABIS RETAIL  
APPROVED

2018-202  
APPLICATION  
UBCM AGE  
FRIENDLY  
APPROVED



2018-203  
ADJOURNMENT

**O. ADJOURNMENT**

**Moved**  
THAT the meeting be adjourned.

Time: 7:50pm

CORRECT

APPROVED

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

\_\_\_\_\_  
MAYOR



**MINUTES OF THE DISTRICT OF PORT HARDY  
INAUGURAL MEETING OF COUNCIL  
NOVEMBER 6, 2018**

PRESENT: Deputy Mayor Leightan Wishart  
Councillor Rick Marcotte

**AGENDA**

Mayor Elect: Dennis Dugas  
Councillors Elect: Pat Corbett-Labatt, Janet Dorward, Fred Robertson, Treena Smith, John Tidbury and Leightan Wishart

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

REGRETS: Mayor Hank Bood

MEDIA: North Island Gazette MEMBERS OF THE PUBLIC: 35

**A. CALL TO ORDER**

Deputy Mayor Leightan Wishart called the meeting to order at 7:00 pm and acknowledged that the meeting was being held on the traditional territory of the Kwakiutl people.

**B. APPROVAL OF AGENDA**

**Moved/Seconded/Carried**

THAT the Inaugural Agenda of November 6, 2018 be approved as presented.

**C. ADDRESS TO NEW COUNCIL**

Deputy Mayor Wishart welcomed the new council members, their families and members of the public to the Inaugural Council meeting.

**D. OATH OF OFFICE CEREMONY**

Paul Grier, Barrister & Solicitor, called upon Mayor Elect Dennis Dugas to come forward and be sworn in as Mayor of the District of Port Hardy. Mr. Grier delivered the Oath of Office to Mayor Dugas.

Paul Grier, Barrister & Solicitor, called upon Councillors Elect Pat Corbett-Labatt, Janet Dorward, Fred Robertson, Treena Smith, John Tidbury and Leightan Wishart to come forward and be sworn in as Councillors for the District of Port Hardy. Mr. Grier delivered the Oath of Office to the assembled Councillors.

2018-204  
APPROVAL OF  
AGENDA AS  
PRESENTED

MAYOR'S OATH  
OF OFFICE

COUNCILLOR'S  
OATH OF OFFICE

MAYOR'S  
 ADDRESS

**E. MAYOR'S ADDRESS – Mayor Dennis Dugas**

Mayor Dugas thanked past Councillor Rick Marcotte for his service to the community and presented him with a gift on behalf of the District.

He addressed those in attendance with the history of his arrival in Port Hardy and his employment with the District for forty years. Joining Council four years ago provided him with a new perspective of how the District operated. He also thanked past Mayor Hank Bood for his years of dedication to the District.

He addressed the newly elected Council highlighting projects such as the Multiplex, upcoming public hearings and finance meetings. Mayor Dugas continued by saying that the public elected Council and the Council is here to listen to the people of the community, however not everyone will be happy with the outcomes, but Council must make decisions that best benefit community.

Mayor Dugas acknowledged the traditional territory of the Kwakiutl people and their attendance as well as the Regional District and how we need to all work together for the betterment of the region. Mayor Dugas also thanked the staff of Port Hardy for their dedication to Port Hardy.

**F. STAFF REPORTS**

Staff Report from Heather Nelson-Smith, Director of Corporate Services re: Deputy Mayor - Schedule for 2018-2022 Term

**Moved/Seconded/Carried**

THAT Council endorses the following appointments of Deputy Mayor for the 2018-2022 term:

***DEPUTY MAYOR SCHEDULE***

2018-205  
 DEPUTY MAYOR  
 SCHEDULE 2018-  
 2022

<b>TERM</b>	<b>DEPUTY MAYOR</b>
November 6, 2018 – June 30, 2019	Fred Robertson
July 1, 2019– February 29, 2020	John Tidbury
March 1, 2020 – October 31, 2020	Pat Corbett-Labatt
November 1, 2020 – June 30, 2021	Janet Dorward
July 1, 2021 – February 28, 2022	Leightan Wishart
March 1, 2022 – November 8, 2022	Treena Smith

**G. INFORMATION AND ANNOUNCEMENTS**

Next Regular Council Meeting Date: Tuesday December 11, 2018 at 7:00 pm

**H. ADJOURNMENT**

2018-206  
ADJOURNMENT

Moved  
THAT the meeting be adjourned.

Time: 7:18 pm

CORRECT

APPROVED

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DIRECTOR OF CORPORATE  
AND DEVELOPMENT SERVICES

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MAYOR



## DISTRICT OF PORT HARDY REPORT TO COUNCIL

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**TO:** Mayor and Council  
**FROM:** Heather Nelson-Smith, Director of Corporate Services **AGENDA**  
**SUBJECT:** Plan H Grant Creating Healthy Spaces  
**DATE:** November 6, 2018

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### **BACKGROUND**

Leslie Dyck will be attending the Council meeting November 13, 2018 to announce that Port Hardy was among only 21 communities to receive funding through the Plan H Creating Healthy Spaces Program. Council supported this application this past summer and final determination of grant funding was just recently announced.

### **WHAT IS PROPOSED?**

Through this project we would like to increase awareness of seasonally and locally available foods. In 2013, through the Mount Waddington Community Foods Initiative, our community participated in a Community Food Security Assessment. One of the goals that was prioritized through the needs assessment process was a need for increased food literacy skills. These skills included identifying and using seasonally, locally available foods.

This project will introduce the concept of our local food system and how it can feed us, and how/why we should take care of it. It will invite residents to learn more about and interact with the First Nation's traditional food system. By doing the proposed activities, the Port Hardy community (plus surrounding community) members will understand how we can have a healthy food system.

Through the winter months our community experiences power outages, sometimes for extended amounts of time. Increasing food literacy skills of our participants will assist residents to be more prepared for these times when the power is out, by having access to healthy preserved foods prepared with their own hands.

Leslie will provide further details during her delegation to Council.

Respectfully submitted,

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Heather Nelson-Smith, DCS

## AGENDA

ITEM	ACTION REGULAR MEETING October 9, 2018	WHO	STATUS /COMMENTS
Jenna Hanrath & Chelsea Hunt, N. I Gathering Circle, request for GIA	Approved: \$200 -Advise of approval -Issue cheque	LS LS	Done Done
RCL Br #237 – Request to hold Remembrance Day Parade and block streets	Approved: -Advise of approval -Advise PW and agencies of road closures	LD LD	Done
Draft minutes of the Op Scvs Comm held Oct 15/18 Draft Policy – Half-Masting of Flags <i>Recommendation to Council: THAT Council approve the Half-Masting of Flags policy as presented.</i>	Approved: Half Masting of Flags - prepare and distribute policy	LD	Done
ITEM	ACTION REGULAR MEETING October 9, 2018	WHO	STATUS /COMMENTS
Draft Minutes of the Tourism Advisory Committee meeting held Sept 20/18 were received for information. <i>Recommendation to Council: THAT Council amend the Ch of Commerce – Fee for Service Agreement Schedule 'C' MRDT dates to match the MRDT bylaw dates of July 1, 2017 to June 30, 2022.</i>	Approved: Recommendation as presented -Amend Ch of Commerce Fee for Service Schedule 'C' as directed	HN-S	In progress
Draft Minutes of the Operational Services Committee meeting held September 24, 2018 <i>Recommendation to Council: THAT Council offer Fire Engine #6 for sale on BC Bid AND THAT local North Island Communities be advised of the availability of the vehicle.</i>	Recommendation approved as presented: -Draft ad -Post Ad to BC Bid & -Email ad to N.I. communities, local First Nation communities & First Nation Northern Coastal communities	LS LD LD	In progress
Bylaw 1088-2018, to Amend District of Port Hardy Zoning Bylaw 1010-2013 re: 8905 Park Drive. For First Reading and Schedule Public Hearing for Nov 7/18.	Approved: Approved: Removal of 'Rental' 1 <sup>st</sup> Reading as amended and Schedule Public Hearing Nov 7/18	HN-S	Amend as directed. Schedule Public Hearing as required
Director of Corporate Services (Oct.12/18) re: Application for Non-Medical Cannabis Retail Store Licence.	Approved: as presented - Advise Prov Govt - Advise Proponent	HN-S HN-S	Done
ITEM	ACTION REGULAR MEETING August 14, 2018	WHO	STATUS /COMMENTS
Draft minutes of the Operational Services Committee meeting held July 16, 2018. <i>Recommendation THAT Council direct staff to survey local businesses over the winter months to see if they are open to a ban on plastic bags.</i>	Approved: Direction to Staff to survey local businesses over the winter months to see if they are open to a ban on single use plastic products -Conduct survey in winter months as directed	HN-S	Winter project
Lynda Sowerby, Director Financial Services (Aug 14/18) re: Mechanic Shop Lift Hoist Replacement.	Approved: purchase of a new lift hoist for Mechanic Shop as recommended -Purchase hoist as directed	LS	Purchased and Installed in mechanic shop
ITEM	ACTION REGULAR MEETING July 10, 2018	WHO	STATUS /COMMENTS
Hosting future AVICC Convention  Staff to investigate the process to host AVICC convention	Sept 25/18: Approved in principle hosting of an AVICC Convention in Port Hardy AND THAT further investigation be done in setting up an adhoc committee -Staff report received on Sept 25 18/Council meeting.	C/JT	
ITEM	ACTION REGULAR MEETING June 26, 2018	WHO	STATUS /COMMENTS
Rainbow Crosswalk	Direction to staff, refer to 2019 budget discussions <b>1 1</b>	LS	Included in 2019 Budget for discussion

Thank you for taking the time to read this letter. We've heard serious rumors from reliable sources that Fishery and Oceans Canada is seriously considering closure of Areas 11, 12 and 13 between the northern end of Vancouver Island and the mainland.

Up to this point we've not been given an opportunity to speak to the issue short of sending a letter to the Rachel Blaney our Member of Parliament who referred us to a member of the Regional District, Regional Director Heidi Soltau. Unfortunately, Ms. Soltau does not share our concerns over the potential loss of sport fishing and the devastation it will cause to the region. The letter was also sent to our MLA, the Honourable Claire Trevena, who didn't respond to our letter.

The three areas have traditionally been very fruitful for local sport salmon fishers consequently attracting numerous visitors to the area to fish for salmon year after year. This has created a tourism opportunity for local businesses which I can not quantify, however, I know one fishing guide who spends approximately \$80,000 for moorage and fuel per season. He is one of several professional guides in the area. There are other guides in the area who spend similar amounts of money with local businesses.

And this doesn't speak to the amount of dollars spent on accommodations, food, etc. I can only estimate, but with one operator spending \$80k per year I imagine the total being in the millions of dollars.

If these three areas are closed to sport fishers you can see what it would do to the local economy and community.

We agree there should be major concerns over the declining wild salmon stocks, but we feel complete closures is not the answer. Studies show one of the issues with the shortage of Chinook Salmon is the ever-increasing population of seals from an estimated 7,000 (1975) to 70,000 (2017) in the Georgia Strait/Salish Sea. The over population of seals is forcing them into the estuaries where it is estimated they consume nearly HALF of the salmon smolt that are trying to reach the sea to grow or return to the river to reproduce.

We respectfully request a meeting to discuss our concerns and offer our input into the decision-making process.

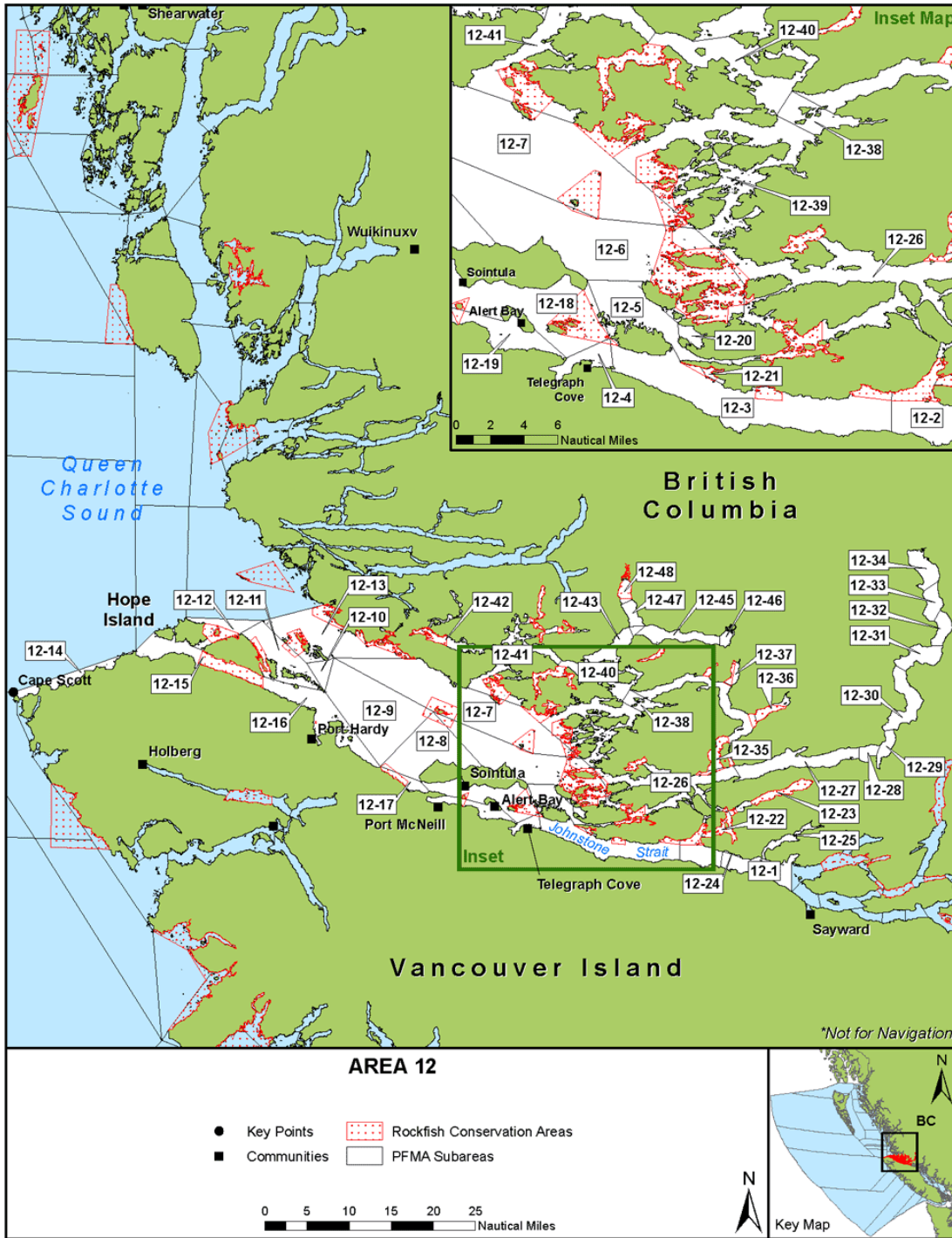
From our perspective complete closure is not an option.

Sincerely,



Leightan Wishart  
**Councillor ~ Deputy Mayor** District of Port Hardy  
a: 7360 Columbia Street Port Hardy, BC V0N 2P0  
c: 250-949-1949  
w: [www.porthardy.ca](http://www.porthardy.ca) e: [lwishart@porthardy.ca](mailto:lwishart@porthardy.ca)

- cc: The Honourable Justin Trudeau, Prime Minister of Canada  
The Honourable Rachel Blaney, Member of Parliament for the North Island  
The Honourable John Horgan, Premier of British Columbia  
The Honourable Lisa Beare, Minister of Tourism, Arts & Culture  
The Honourable Claire Trevena, Member of the Legislative Assembly



Respectfully,



Leighton Wishart  
 Councillor District of Port Hardy  
 a: 7360 Columbia Street Port Hardy, BC V0N 2P0  
 c: 250-949-1949  
 w: [www.porthardy.ca](http://www.porthardy.ca) e: [lwishart@porthardy.ca](mailto:lwishart@porthardy.ca)





City of Campbell River  
From the Office of the Mayor

## AGENDA

24 October, 2018

Mayor-elect Dennis Dugas  
c/o Port Hardy District Hall  
PO Box 68  
Port Hardy, BC V0N 2P0

Dear Mayor-elect Dugas,

On behalf of Council and the City of Campbell River, I am pleased to extend congratulations to you on your election as Mayor for the District of Port Hardy.

Your experience as Councillor has prepared you to continue your work on initiatives that are important to the citizens of Port Hardy.

We look forward to working with you and your Council on behalf of our citizens for the benefit to our communities and the entire North Island Region.

Yours sincerely,

Andy Adams  
MAYOR

OFFICE OF THE PRESIDENT

AGENDA

NORTH ISLAND COLLEGE



October 26, 2018

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



Dear Mayor Dugas and Council:

On behalf of North Island College (NIC), I extend our warm congratulations on your elections as mayor and council.

Thank you for your commitment to serving the citizens of your community.

We look forward to building on the strong and positive working relationship between NIC and the District of Port Hardy in 2019 and for years to come.

I will be requesting an opportunity to meet with you and your colleagues in order to provide a briefing regarding NIC's progress, challenges and priorities for the future. My office will be in touch to arrange a date and time.

We welcome your ideas and questions on how NIC and the District of Port Hardy can support each other to strengthen educational access and success, social well-being, economic prosperity and the health of the North Island.

Best wishes for great success in your new roles and next terms of office.

Sincerely,

A handwritten signature in blue ink, appearing to read "John Bowman".

John Bowman  
President



## AGENDA

October 31, 2018

Ref: 240693

His Worship Mayor Hank Bood  
Mayor-Elect Dennis Dugas  
and Members of Council  
District of Port Hardy  
PO Box 68  
Port Hardy BC V0N 2P0

Dear Mayor Bood, Mayor-Elect Dugas and Councillors:

I greatly appreciated the opportunity to meet with your delegation at the 2018 Union of British Columbia Municipalities (UBCM) Convention. Mayor Bood, I would like to take this opportunity to thank you for your service to your community and offer my welcoming sentiments to Mayor-Elect Dugas. Our government is committed to partnering with local governments to build vibrant and healthy communities that are more affordable, economically resilient, and socially and environmentally responsible.

The issues brought forward in our meeting were of great interest to me. Affordable housing is a complex challenge that takes all levels of government working together to resolve. BC Housing can provide additional support through various funding streams that will assist small communities like yours to access the necessary resources and partner to deliver housing. The newly created HousingHub can bring together partners to find and develop or redevelop available land and partner to create affordable homes for people who live and work in our communities. Information on how to contact HousingHub staff is available online at: <https://www.bchousing.org/partner-services/housinghub>.

As mentioned in our meeting, the BC Non-Profit Housing Association (BCNPHA) is a helpful resource. The BCNPHA is holding its annual Housing Central Conference from November 18 to 20, 2018. This conference is very helpful for non-profit housing providers and there is some travel assistance provided by BCNPHA for smaller non-profits in more remote communities. Additional information on the conference is available online at: <http://bcnpha.ca/events/annual-conference/>.

As my second Convention as Minister has come to an end, I trust we will continue to embrace this year's UBCM theme of "Communication, Collaboration and Cooperation". Through meaningful connections and productive dialogue, I look forward to working in partnership with local governments to deliver the services that British Columbians count on.

.../2

His Worship Mayor Hank Bood  
Mayor-Elect Dennis Dugas  
and Members of Council  
Page 2

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

Sincerely,

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

Selina Robinson  
Minister

Enclosure

## AGENDA

November 6, 2018

Mayor and Council  
7360 Columbia St.  
Box 68, Port Hardy, BC V0N 2P0

Dear Mayor Dugas and Port Hardy council,

On behalf of Western Forest Products, congratulations on your recent election and appointment to the District of Port Hardy municipal council.

Western has been operating on the North Island for many decades and the communities, such as Port Hardy, where our employees and contractors live are important to our company. We would like to understand your goals and objectives for the next four years. Please accept our commitment to work with you, to earn your support, and to build a positive, mutually beneficial relationship with council. The support of local government will provide much needed stability for our business and for our 3500 employees and contractors as we manage the cyclical nature of our business.

We wish you luck as you get settled into your new roles and request the opportunity to meet with council at your earliest convenience. We will be in contact in the next few weeks to find a time that will work with your schedules. In the meantime, if you have any questions please don't hesitate to contact us at the below numbers.

Sincerely,



Kindry Mercer, RPF  
Manager, Regional Initiatives  
Western Forest Products Inc.  
250-228-9457



Randy Boas  
Operations Manager, Holberg  
Western Forest Products Inc.  
250-230-0817

## AGENDA

From: Reid, Thomas G FLNR:EX  
Sent: Thursday, October 25, 2018 3:14 PM

Hi Abbas,

I hope this email finds you well.

Just writing to provide you with an update on our project and to see if the District could provide us a letter of support for a funding application we are putting forward to the Habitat Conservation Trust Foundation on November 1st.

With regards to our project OnSite Engineering is working on the final draft of the drawings for the potential beach and once received I will distribute to you for discussion. We have incorporated protection elements for the water main as well as protection measures for the old road bed itself (e.g. some rock benching to prevent erosion). Overall it is looking like it will be a great project and will definitely help the fish and wildlife in the estuary but will also be a nice recreational and wildlife interpretive feature for the community. I hope to have these drawings to you by the end of the month or early November. We should then plan a time to have a follow up meeting.

The letter of support we are requesting from the District would be to indicate your support for our project to improve fish and wildlife habitat via a breach in the old road and to enhance recreational opportunities in the area.

Cheers,

Thomas Reid, Manager West Coast Conservation Land Management Program

From: Reid, Thomas G FLNR:EX  
Sent: Thursday, April 05, 2018 1:47 PM

In January/February of 2017 we successfully removed the old log sill that was restricting tidal access into the Quatsese saltmarsh and have worked to re-establish some native vegetation in the area. Recently we have been awarded some additional funding to continue this work (tidal channel connectivity, native vegetation enhancement etc) but also received some funding (up to \$10k) to explore options for further breaches along the old Goodspeed Rd to restore natural coastal processes and ensure the area remains resilient to climate change. Considering the District has a water main under the old roadway I am hoping we will be able to work together on this assessment to see what may be possible while still protecting the important municipal infrastructure.

We are hoping to travel to Port Hardy in the next few weeks and if possible would welcome the opportunity to meet with you in your office or on site to begin these discussions.

Hope you are well.

Thomas Reid, Manager West Coast Conservation Land Management Program



375 Shelley Crescent  
Box 1028  
Port McNeill, B.C.  
V0N 2R0

North Island Community Services

Tel: 250-956-3134  
Fax: 250-956-4844  
Email: nics-cl@telus.net

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

## AGENDA

October 24, 2018

Dear Mayor and Council,

I am writing you to please consider our request at your next council meeting.

In an effort to make recreational activities more accessible for Community Links Program participants and support staff, I am contacting the local arenas for their continued assistance with skating passes to the Don Cruickshank Memorial Arena during the winter months. Currently, we have two clients and their support workers that access the arena on Mondays from 10:30 am -11:30 am.

Our participants are young adults who have been diagnosed with developmental disabilities such as Autism. Persons with Disability pensions do not receive sufficient money to afford recreational activities, such as swimming and skating, in addition to their essential needs. In other communities, there are subsidized programs (ex. LEAP in Nanaimo & LIFE in Victoria) through recreation departments where individuals and families can purchase affordable passes based on their income level.

We are grateful for your contribution to our Community Links Program and thank you in advance for your consideration and continued support for the upcoming New Year.

Sincerely,

Shael Faber  
Program Coordinator  
Community Links/ Semi-Independent Living Program  
250-230-2543



Website: [www.nicomunityservices.com](http://www.nicomunityservices.com)

## AGENDA

November 5, 2018

Dear Mayor and Council:

*My name is Angie Clance and I am writing this letter on behalf of the Santa Claus Parade.*

*I am planning the 8<sup>th</sup> Annual Santa Claus Parade to happen in Port Hardy on December 2nd, 2018. I am requesting a partial road closure's for Granville Street and Market Street from 3:00 to 4:30pm on Sunday, December 2nd, 2018 for the Santa Claus Parade. The Parade will follow the same route as the Filomi Days Parade, Granville Street from entrance to Thunderbird Mall (A&W entrance/exit) to Market Street turning left on Market Street heading north to Carrot Park (Douglas Street).*

*Please feel free to contact me if there are any further questions. I look forward to hearing back from you quickly on this matter.*

*Sincerely*

Angie Clance  
[aclance@monk.ca](mailto:aclance@monk.ca)  
250-230-4730



Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
011830	03/10/2018	02514	Alsco	105.17	
011831	03/10/2018	00829	ANA'S HARDY CLEAN	3,626.23	
011832	03/10/2018	01836	ARIES SECURITY LTD.	4,149.60	
011833	03/10/2018	00812	CIMCO REFRIGERATION	10,358.25	
011834	03/10/2018	02762	Cleartech Industries Inc	1,343.11	
011835	03/10/2018	03570	Codfather Charters Ltd.	648.38	
011836	03/10/2018	01901	DENNISON, MELINDA	206.30	
011837	03/10/2018	00099	FOX'S DISPOSAL SERVICES	13,685.52	
011838	03/10/2018	00052	HARDY BUILDERS' SUPPLY	44.33	
011839	03/10/2018	01980	HETHERINGTON INDUSTRIES	222.60	
011840	03/10/2018	03572	ISLAND HOIST & SHOP EQUI	2,090.49	
011841	03/10/2018	03440	IZCO Technology Solution	1,121.43	
011842	03/10/2018	00273	JM'S MOBILE WELDING INC	213.76	
011843	03/10/2018	01524	JOHN BROOKS COMPANY LTD.	5,165.21	
011844	03/10/2018	00065	K & K ELECTRIC LTD.	85.58	
011845	03/10/2018	02445	LogoWest Promotional Pro	556.36	
011846	03/10/2018	03059	MAXXAM ANALYTICS	439.95	
011847	03/10/2018	00033	NAPA AUTO PARTS/N.I. IND	152.01	
011848	03/10/2018	03390	O'Reilly, Kathy	1,453.20	
011849	03/10/2018	02071	PACIFICUS BIOLOGICAL SER	840.02	
011850	03/10/2018	00769	Praxair Distribution	945.43	
011851	03/10/2018	00107	RECEIVER GENERAL FOR CAN	22,739.55	
011852	03/10/2018	00187	REGIONAL DISTRICT OF MT	17,564.69	
011853	03/10/2018	03174	Schantz, Robert	143.10	
011854	03/10/2018	00253	Shaw Cable	140.34	
011855	03/10/2018	02203	Stantec Consulting Ltd.	4,330.73	
011856	03/10/2018	03540	TECHNICAL SAFETY BC	90.82	
011857	03/10/2018	03313	Tex Electric Ltd.	772.75	
011858	03/10/2018	00573	VAN ISLE WATER	1,779.68	
011859	03/10/2018	03558	WEST COAST PROPANE	37.29	
011860	03/10/2018	01934	WIGGINS ADJUSTMENTS LTD.	85.09	
011861	03/10/2018	03409	Your Garden Angel	990.08	
011862	11/10/2018	00047	B.C. HYDRO (Minister of	42,034.04	
011863	11/10/2018	01145	BLACK CAT REPAIRS	1,244.39	
011864	11/10/2018	00073	BLACK PRESS GROUP LTD.	1,435.74	
011865	11/10/2018	01805	BUSY B'S DISTRIBUTING	28.52	
011866	11/10/2018	00018	CANADIAN RED CROSS	315.87	
011867	11/10/2018	02882	Catalys Lubricants Inc.	413.46	
011868	11/10/2018	03426	CIBC	265.00	
011869	11/10/2018	00812	CIMCO REFRIGERATION	535.61	
011870	11/10/2018	01901	DENNISON, MELINDA	526.82	
011871	11/10/2018	01476	DOR-TEC SECURITY LTD.	414.92	
011872	11/10/2018	00183	DRIEMEL, LESLIE	335.09	
011873	11/10/2018	01674	ELSON, JOHN	200.00	
011874	11/10/2018	00052	HARDY BUILDERS' SUPPLY	266.70	
011875	11/10/2018	00063	HOME HARDWARE BUILDING C	185.14	
011876	11/10/2018	03514	IWC EXCAVATION LTD.	116,577.39	
011877	11/10/2018	03440	IZCO Technology Solution	118.13	
011878	11/10/2018	00273	JM'S MOBILE WELDING INC	56.18	
011879	11/10/2018	00065	K & K ELECTRIC LTD.	21,518.11	
011880	11/10/2018	00069	MACANDALE'S	149.94	
011881	11/10/2018	00075	O.K. TIRE STORE (PORT HA	193.26	
011882	11/10/2018	02749	Orach Enterprises Ltd.	3,361.15	
011883	11/10/2018	00281	PARKLAND REFINING (B.C.)	990.54	
011884	11/10/2018	00080	PUROLATOR INC.	51.80	
011885	11/10/2018	03174	Schantz, Robert	250.00	
011886	11/10/2018	01511	Scotiabank	760.00	
011887	11/10/2018	00113	STRYKER ELECTRONICS LTD.	5,127.81	
011888	11/10/2018	03550	TELMATIK	395.27	
011889	11/10/2018	00011	Tidbury, John	43.46	
011890	19/10/2018	01340	AIR LIQUIDE CANADA LTD.	56.19	
011891	19/10/2018	00756	ALBERTA FIRE CHIEFS ASSO	2,121.27	
011892	19/10/2018	02514	Alsco	160.01	
011893	19/10/2018	01836	ARIES SECURITY LTD.	126.00	
011894	19/10/2018	03269	ARRAY WEB CREATIVE	396.90	
011895	19/10/2018	01615	BOOD, HANK	597.19	
011896	19/10/2018	02762	Cleartech Industries Inc	960.38	
011897	19/10/2018	01433	COMOX PACIFIC EXPRESS LT	155.23	
011898	19/10/2018	02817	Cummins Western Canada	3,197.65	
011899	19/10/2018	02730	CUPE Local 401	617.84	
011900	19/10/2018	03624	DAN'S PRE-CAST LTD.	4,032.00	

## AGENDA

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
011901	19/10/2018	00218	DB PERKS AND ASSOCIATES	136.11	
011902	19/10/2018	00099	FOX'S DISPOSAL SERVICES	10,391.51	
011903	19/10/2018	02043	HARNISH SALES AGENCY	2,414.72	
011904	19/10/2018	00194	INT'L UNION OPERATING EN	1,340.81	
011905	19/10/2018	03215	Island's Edge Contractin	7,213.50	
011906	19/10/2018	03514	IWC EXCAVATION LTD.	365,477.82	
011907	19/10/2018	02807	Johnson Security Solutio	491.82	
011908	19/10/2018	00065	K & K ELECTRIC LTD.	7,402.50	
011909	19/10/2018	00863	KASK GRAPHICS	1,118.88	
011910	19/10/2018	00271	LIFESAVING SOCIETY	270.00	
011911	19/10/2018	00069	MACANDALE'S	85.65	
011912	19/10/2018	03456	MARC'S MAINTENANCE	118.12	
011913	19/10/2018	02489	MARCOTTE, RICK	164.80	
011914	19/10/2018	00447	MNP	17,640.00	
011915	19/10/2018	01645	NORTH ISLAND COMMUNICATI	317.94	
011916	19/10/2018	03533	NORTH ISLAND PUMPS	2,280.84	
011917	19/10/2018	00075	O.K. TIRE STORE (PORT HA	28.00	
011918	19/10/2018	02409	Onsite Engineering Ltd.	1,133.37	
011919	19/10/2018	00217	ORKIN CANADA CORPORATION	1,244.88	
011920	19/10/2018	00281	PARKLAND REFINING (B.C.)	1,474.22	
011921	19/10/2018	00080	PUROLATOR INC.	621.57	
011922	19/10/2018	00107	RECEIVER GENERAL FOR CAN	20,286.64	
011923	19/10/2018	00187	REGIONAL DISTRICT OF MT	3,594.80	
011924	19/10/2018	01990	ROAD RANGER FREIGHT/0702	26.22	
011925	19/10/2018	03034	Robertson, Fred	309.75	Yes
011926	19/10/2018	03174	Schantz, Robert	95.40	
011927	19/10/2018	00843	SHARE CANADA	84.00	
011928	19/10/2018	03625	SOUND SOLUTIONS (2002) I	112.00	
011929	19/10/2018	02203	Stantec Consulting Ltd.	2,900.61	
011930	19/10/2018	02801	STAPLES BUSINESS ADVANTA	414.27	
011931	19/10/2018	00113	STRYKER ELECTRONICS LTD.	1,428.38	
011932	19/10/2018	03540	TECHNICAL SAFETY BC	72.45	
011933	19/10/2018	00160	TELUS	5,440.59	
011934	19/10/2018	00161	TELUS MOBILITY (BC)	863.96	
011935	19/10/2018	00485	TRAN SIGN (1999) LTD.	241.92	
011936	19/10/2018	03264	Unitech Construction Man	69,398.96	
011937	19/10/2018	01934	WIGGINS ADJUSTMENTS LTD.	40.75	
011938	19/10/2018	00958	WISHART, LEIGHTAN	212.25	
011939	22/10/2018	03034	Robertson, Fred	164.80	
011940	25/10/2018	00735	A.C.E. COURIER SERVICES	25.97	
011941	25/10/2018	03629	ABERNATHY, BRENDA	4,000.00	
011942	25/10/2018	00044	ACKLANDS - GRAINGER INC.	103.95	
011943	25/10/2018	00437	ACME SUPPLIES LTD.	541.01	
011944	25/10/2018	02514	Alsco	112.51	
011945	25/10/2018	01594	BJARNASON, BRYAN	75.00	
011946	25/10/2018	02447	Carter, Peter	75.00	
011947	25/10/2018	02762	Cleartech Industries Inc	21,064.48	
011948	25/10/2018	01433	COMOX PACIFIC EXPRESS LT	426.38	
011949	25/10/2018	02822	Corix Water Products LP	2,180.57	
011950	25/10/2018	02188	D/T BLASTING LTD.	840.00	
011951	25/10/2018	00052	HARDY BUILDERS' SUPPLY	139.38	
011952	25/10/2018	03517	INDUSTRIAL SCIENTIFIC CA	176.15	
011953	25/10/2018	00069	MACANDALE'S	1,417.88	
011954	25/10/2018	03059	MAXXAM ANALYTICS	989.10	
011955	25/10/2018	03628	MCDONALD, RANDY	50.00	
011956	25/10/2018	00033	NAPA AUTO PARTS/N.I. IND	701.60	
011957	25/10/2018	02002	Neopost	624.41	
011958	25/10/2018	00217	ORKIN CANADA CORPORATION	185.33	
011959	25/10/2018	00281	PARKLAND REFINING (B.C.)	1,269.56	
011960	25/10/2018	00203	Port Hardy & Dist. Chamb	4,250.00	
011961	25/10/2018	00363	PORT HARDY BULLDOZING LT	162.05	
011962	25/10/2018	02051	PORT MCNEILL ENTERPRISES	1,663.20	
011963	25/10/2018	03568	PROSPERITY FUELS INC.	607.07	
011964	25/10/2018	03488	SACRED WOLF FRIENDSHIP C	200.00	
011965	25/10/2018	03264	Unitech Construction Man	199,005.65	
011966	25/10/2018	03558	WEST COAST PROPANE	93.35	
011967	25/10/2018	00958	WISHART, LEIGHTAN	70.10	
011968	25/10/2018	03195	ZeoTec Limited	168.00	
011969	29/10/2018	03212	McGill, Mike	631.47	
Total:				1,074,936.28	



## DISTRICT OF PORT HARDY STAFF REPORT

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**TO:** Allison McCarrick, CAO  
**FROM:** Heather Nelson-Smith, Director of Corporate Services **AGENDA**  
**SUBJECT:** Question Period Council Meetings  
**DATE:** October 30, 2018

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### BACKGROUND

An open Council meeting is an opportunity for the public to observe the Council in its decision-making role, questions arise from decisions made and clarification may be required following the meeting.

The District Procedure Bylaw does not provide any policies or procedures for question period but historically the Chair has welcomed questions informally following adjournment.

A request has been submitted to Council to amend the Council Procedure Bylaw No. 03-2009 to change the agenda to include a fixed question period on the agenda.

### QUESTION PERIOD

Question period that has been added as part of the agenda under the procedure bylaw refer to questions pertaining to the current agenda or past motions of Council. This is not the opportunity for those in attendance to prepare delegation statements or create requests for Council as already provided for under delegations (included in the procedure bylaw).

Some Procedure Bylaws use wording as follows:

The City of Penticton permits question period on their agenda at the end of the meeting:

*At the end of Council business, the public will be afforded an opportunity to address Council. The format must be restricted to questions with respect to items that are on the current agenda and each question must be limited to two (2) minutes.*

The City of North Vancouver has a public input section on their agenda close to the beginning with the following provisions:

- (a) A period of thirty minutes will be made available on each regular Council meeting agenda for public input.*
- (b) An individual shall not speak more than once at the meeting or for a period longer than three minutes. No person shall speak on a bylaw that is subject of a closed public hearing and which has not yet been adopted. No person shall speak on an item that is, or has been the subject of a public participation process.*
- (c) Speakers shall sign up in advance through the Municipal Clerk by providing their name, approximate residential location, and the subject they wish to speak on. The speakers list shall be on a first come, first served basis. Individuals must sign up in person. Speaking slots will not be reserved nor can someone sign up on behalf of another. Where the speakers list has not filled the allotted thirty minutes and those signed up have already spoken, the Mayor may ask for speakers from the gallery on*

## Question Period Council Meetings

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*a first come, first served basis to fill any remaining time under the same rules of this section.*

*(d) Speakers wishing to speak on an agenda item may sign up to speak during the thirty minute public input period or during the meeting at the time when the agenda item is on the floor. Speakers speaking at the time when the agenda item is on the floor shall be limited to one in support of the item and one opposed. Speakers wishing to speak on an item not on the agenda shall do so only during the thirty minute public input period.*

*(e) Council members shall not respond to public input nor engage in debate except to ask clarifying questions or to correct incorrect information.*

*(f) Following a speaker Council may refer an issue to staff for a report or refer the issue to a committee.*

The District of Stewart has guidelines in a policy regarding question period:

- 1. The Open Question Period will commence after the all Regular Meeting items of the regular Council meeting.*
- 2. A maximum time of 15 minutes for questions from public will be permitted; subject to curtailment at the discretion of the Chair if other business necessitates.*
- 3. Questions may be asked of any Council member, but directed through the Chair.*
- 4. Questions must be truly questions and not statements or opinions by the questioner.*
- 5. Not more than 4 separate questions per questioner will be allowed.*
- 6. Questions should be related to the Regular meeting Agenda's topics.*
- 7. The Chair will recognize the questioner and will direct questions to the Councillor or staff member whom he/she feels is best able to reply.*
- 8. More than one Councillor or Staff member may reply if he/she feels he/she has something to contribute.*

The City of Duncan Procedure bylaw provisions for public question period following the meeting:

- (1) Public Question Period is limited to ten (10) minutes in duration, unless extended by a majority vote of Council.*
- (2) A member of the public may have two (2) minutes during the Public Question and Comment Period to address Council on items on the agenda for the meeting, unless extended by a majority vote of Council.*
- (3) A member of the public wishing to address Council must begin their presentation by stating their name and address.*
- (4) A member of the public must not address Council or Committee regarding a Bylaw for which a public hearing has been held, where the public hearing is required under an enactment as a prerequisite to the adoption of the Bylaw.*
- (5) A Council or Committee member may ask or answer questions of a member of the public who is addressing Council or Committee, but must not enter into debate.*
- (6) The Mayor or Chair may refer members of the public to the appropriate department or Committee for response.*

**MINUTES**

The minutes of the above-mentioned communities only show that a question period occurred, with the exception of North Vancouver where they put the name and address and the subject of the public input.

**AUTHORITY**

Amending the Council Procedure Bylaw requires that Council publish a notice in accordance with Section 94 of the *Community Charter* be published in the newspaper for two (2) consecutive weeks prior to the adoption of any changes to the procedure bylaw.

**COUNCIL CONSIDERATION**

**Option 1-** Continue with an informal question period without changing the Council Procedure Bylaw No. 03-2009.

**Option 2-** Change the Council Procedure bylaw to add provisions for a question period. If this option is chosen, council must consider how they want to word the procedure:

1. Questions pertaining to items on the agenda only.
2. Questions pertaining to the agenda and other questions as asked.
3. Beginning of the meeting.
4. End of the meeting.
5. Time limits for duration of question period.
6. Time limit per person asking question.
7. Limit of questions per person.

**Option 3-** Consider offering other times where the public can engage with Council, including lunch box meetings at town hall with the Mayor, coffee and tea gatherings with select councillors, videoing and posting council meetings online, comment boxes, etc...

Respectfully Submitted,

I support this staff report,



Heather Nelson-Smith,  
Director of Corporate Services



Allison McCarrick,  
CAO

Dear mayor and council,

I am writing in to you as a resident of Port Hardy who would like to see a change in the way council has been ending their meetings.

Too many times for me to count now over the past three years has the mayor ended council meetings without asking if the residents/media in attendance had any questions about tabled items, community concerns, or possible new business.

To me, this is disappointing and needs to be addressed immediately. I would like this letter and it's request (see below) to be discussed at an upcoming meeting ASAP.

**SPECIFIC REQUEST TO COUNCIL:**

I would like council to change it's procedure bylaw and add a question and answer period to the agenda so that it is not forgotten about/ignored anymore.

I have attached a photo of The Town of Port McNeill's agenda for information, which clearly states a question and answer period at the end of each meeting.

Thank you for your time,

Tyson Whitney,

Port Hardy

Hello Allison, here is my letter to mayor and council. I would like for this to be brought up at an upcoming council meeting and a decision be voted on with regards to my specific request. I have also enclosed a photo of Port McNeill's agenda as a template for the district to follow if it passes.

**11. IN CAMERA**

- a) Motion to go "In Camera" as per section 90 (1)(k) municipal services of the Community Charter. M S

**12. QUESTIONS FROM THE PUBLIC AND MEDIA**

**13. ADJOURNMENT**

M S

Thanks for your time I appreciate it,

Tyson Whitney

Editor

North Island Gazette

250-949-6225

[www.northislandgazette.com](http://www.northislandgazette.com)



# DISTRICT OF PORT HARDY

## STAFF REPORT



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**DATE:** November 6, 2018 **FILE:** 0360, 0510 & 0540  
**TO:** Allison McCarrick, Chief Administrative Officer  
**FROM:** Heather Nelson-Smith, Director of Corporate & Development Services  
**RE: COUNCIL APPOINTMENTS**

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### PURPOSE

Each year, Council considers appointments to various internal and external committees and agencies for the coming year and endorses the appointments by resolution.

### RECOMMENDATION

*THAT Council endorses the following external appointments for 2018-2019:*

Director - Regional District of Mount Waddington Board of Directors (4 votes):  
Mayor Dugas

Director - Regional District of Mount Waddington Board of Directors (3 votes):  
Councillor Dorward

Director Regional District of Mount Waddington Hospital Board (4 votes):  
Mayor Dugas

Director – Regional District of Mount Waddington Hospital Board (3 votes):  
Councillor Dorward

*Alternates:*

*Councillor Tidbury and Councillor Corbett-Labatt*

*Where both alternates are required, the votes will be determined by Mayor Dugas.*

Trustee - Vancouver Island Regional Library Board of Trustees:

*Councillor Robertson – Alternate, Councillor Wishart.*

*AND THAT the appointments to standing and select committees and external committees be accepted for the 2018-2019 year.*

Respectfully submitted,

Heather Nelson-Smith  
Director of Corporate Services

**DISTRICT OF PORT HARDY - COUNCIL COMMITTEES AND APPOINTMENTS  
NOVEMBER 2018**

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**STANDING COMMITTEES OF COUNCIL**

**EXECUTIVE COMMITTEE:** Mayor Dugas (Chair) Councillors: Pat Corbett-Labatt, Janet Dorward, Treena Smith, Fred Robertson, John Tidbury, Leightan Wishart.

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

**Meeting dates:** To be announced.

**FINANCE COMMITTEE – *Budget, Financial Planning***

Mayor Dugas (Chair) Councillors: Pat Corbett-Labatt, Janet Dorward, Treena Smith, Fred Robertson, John Tidbury, Leightan Wishart.

**Staff:** Allison McCarrick, Chief Administrative Officer; Lynda Sowerby, Director of Financial Services

**Meetings:** Quarterly or as required.

**OPERATIONAL SERVICES COMMITTEE – *Parks, Public Works, Utilities***

Councillors: John Tidbury (chair) Janet Dorward, Leightan Wishart

**Staff:** Allison McCarrick, Chief Administrative Officer; Abbas Farahbakhsh, Director of Operational Services and/or designate.

**Meeting dates:** Third Monday of the Month.

**FIRST NATIONS RELATIONS COMMITTEE – *Revitalizing Relationships***

Councillors: Pat Corbett-Labatt (chair) Fred Robertson

**Staff:** Allison McCarrick, Chief Administrative Officer and/or designate

**Meeting dates:** Second Tuesday of the Month.

**PARKS, RECREATION, ARTS & CULTURE COMMITTEE**

Councillors: Fred Robertson (chair) Janet Dorward, Pat Corbett-Labatt

**Staff:** Allison McCarrick Chief Administrative Officer; Abbas Farahbakhsh, Director of Operational Services and/or designate.

**Meeting dates:** Third Wednesday of the Month.

**SELECT COMMITTEES OF COUNCIL**

**Community Consultative Committee:** Treena Smith (Our policy says 1 councillor)

**Staff:** Heather Nelson-Smith, Director of Corporate Services.

**Public:** Donna Gault, Angela Smith, Gordon Patterson, Eddie Lagrosse, Don Kattler, Rick Marcotte

**Meeting dates:** As required.

**Emergency Planning Committee:** Leightan Wishart, John Tidbury (chair selected by committee), Emergency Coordinator.

**Staff:** Heather Nelson-Smith, Director of Corporate Services.

**Public:** Brent Borg, Gavin Texmo, Leightan Wishart (Chair), Bob Hawkins, Bob Swain

**Meeting dates:** Quarterly or as required.

**Tourism Advisory Committee:** Janet Dorward, Leightan Wishart, (chair selected by committee)

**Staff:** Allison McCarrick, Chief Administrative Officer, Lynda Sowerby, Director of Financial Services;

**Public:** Donna Gault (Chair), Elizabeth Aman- Hume, Joli White, Mike Kelly

**Meeting dates:** As required.

**Bear Smart Port Hardy Committee:** Treena Smith (chair selected by committee)

**Staff:** Heather Nelson-Smith, Director of Corporate Services.

**Public:** Sarah Salter (Chair), Patrick Lemieux, Bonnie Bergeron, Candy Nomeland

**Meeting dates:** As required.



**DISTRICT OF PORT HARDY - COUNCIL COMMITTEES AND APPOINTMENTS  
NOVEMBER 2018**

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**EXTERNAL ORGANIZATIONS**

Director: Regional District of Mount Waddington Board of Directors (4 votes): Dennis Dugas  
**Alternates:** Councillor John Tidbury, *Where both alternates are required, the votes will be determined by Mayor.*

Director: Regional District of Mount Waddington Board of Directors (3 votes): Janet Dorward  
**Alternates:** Pat Corbett-Labatt, *Where both alternates are required, the votes will be determined by Mayor*

Director: Regional District of Mount Waddington Hospital Board (4 votes): Dennis Dugas,  
**Alternates:** Councillor John Tidbury,  
*Where both alternates are required, the votes will be determined by Mayor*

Director: Regional District of Mount Waddington Hospital Board (3 votes): Janet Dorward  
**Alternates:** Pat Corbett-Labatt,  
*Where both alternates are required, the votes will be determined by Mayor*

Vancouver Island Regional Library Board of Trustees	Councillor Fred Robertson Alternate: Leightan Wishart
MaPP - Marine Plan Partnership	Councillor Leightan Wishart Alternate: Fred Robertson
Mount Waddington Regional Transportation Committee	Councillor John Tidbury
Mount Waddington Table of Partners (Health)	Councillor Pat Corbett-Labatt Councillor Fred Robertson
Mount Waddington Table of Partners: Wellness First	Councillor Pat Corbett-Labatt Councillor Treena Smith
North Island Regional Emergency Planning Committee	Councillor John Tidbury
BC Ferries Northern Advisory	Councillor Fred Robertson
Chamber of Commerce	Councillor Treena Smith
Island Coastal Economic Trust	Mayor Dennis Dugas
Job Fair Committee	Councillor Janet Dorward
Municipal Insurance Association	Mayor Dennis Dugas Alternates: Janet Dorward Leightan Wishart
Port Hardy Fire Rescue	Councillor Leightan Wishart
Port Hardy Heritage Society (Museum)	Councillor Treena Smith
Port Hardy Twinning Society	Councillor Pat Corbett-Labatt
Poverty Pilot Program	Councillor Treena Smith
Scott Islands Advisory	Councillor Leightan Wishart
Hardy Bay Seniors Citizens Society	Councillor Pat Corbett-Labatt
Vancouver Island North Tourism (VINTAC)	Councillor Treena Smith
Vancouver Island North Woodlands Advisory Group (VINWAG)	Councillor John Tidbury

**Alternates:** If an appointed councillor is not able to attend a committee meeting, it is her/his responsibility to find an alternate Council member to attend.



# DISTRICT OF PORT HARDY

## STAFF REPORT



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**DATE:** November 6, 2018 **FILE:** 4200-01 Elections

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

**FROM:** Heather Nelson-Smith, Chief Election Officer / Director of Corporate Services

**RE: OFFICIAL RESULTS – 2018 GENERAL LOCAL ELECTION**

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### PURPOSE

To present the Chief Administrative Officer and Council with the results of the 2018 General Local Election.

### REGULATORY AUTHORITY

Section 158 of the *Local Government Act* requires the Chief Election Officer to submit a report of the official election results to the local government within 30 days of declaration of the official results.

### BACKGROUND

Upon close of the nomination period on September 14, 2018, nominations for two candidates for the office of Mayor and eight nominations for the office of Councillor had been received by the Chief Election Officer. In addition, three nominations were received for the three positions of School Trustee for Electoral Area 1 with the Board of Education of School District No. 85. As a result, on Monday, September 24, 2018, a declaration of election by voting was made with respect to the offices of Mayor and Councillor with District of Port Hardy Council, and declaration of acclamation was made with respect to the three positions for office of School Trustee.

Three advanced voting opportunities were undertaken on October 10<sup>th</sup>, 18<sup>th</sup> and 19<sup>th</sup> at the Municipal Hall, a special voting opportunity was conducted at the Port Hardy Hospital / Eagle Ridge Manor on October 17<sup>th</sup> and mail ballots were accepted during the period of October 1<sup>st</sup> to general voting day. A total of 480 electors voted during these four opportunities. With respect to general voting day on October 20<sup>th</sup> a total of 667 electors voted bringing the grand total to 1147 which is 37.2% of an estimated 3,083 eligible voters. The official results of the 2018 General Local Election are attached to this report as Schedule 'A', and the declarations of the official results are attached as Schedules 'B' and 'C'.

Respectfully submitted,

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Heather Nelson-Smith  
Chief Election Officer /  
Director of Corporate Services

**SCHEDULE 'A'**

DISTRICT OF PORT HARDY  
DETERMINATION OF OFFICIAL ELECTION RESULTS  
GENERAL LOCAL ELECTION – 2018

	<b>BOOD</b>	<b>DUGAS</b>	<b>KATTIER</b>	<b>DORWARD</b>	<b>WISHART</b>	<b>SMITH</b>	<b>CORBETT-LABATT</b>	<b>TIDBURY</b>	<b>MARCOTTE</b>	<b>ROBERTSON</b>
Advance Voting Opportunity: October 10, 2018 Municipal Hall	34	119	62	100	94	78	120	94	74	92
Advance Voting Opportunity: October 18, 2018 Municipal Hall	35	97	50	95	70	74	103	86	71	80
Advance Voting Opportunity: October 19, 2018 Municipal Hall	47	102	66	93	79	85	118	98	74	99
Special Voting Opportunity: Port Hardy Hospital/Eagle Ridge Manor October 17, 2018	0	5	0	0	2	0	0	0	1	0
Special Voting Opportunity: Mail Ballots	13	13	16	15	15	22	27	16	15	19
General Voting: October 20, 2018 Municipal Hall	191	470	281	440	360	394	507	406	358	413
<b>TOTAL NUMBER OF VOTES</b>	<b>320</b>	<b>806</b>	<b>475</b>	<b>743</b>	<b>620</b>	<b>653</b>	<b>875</b>	<b>700</b>	<b>593</b>	<b>703</b>



*[Signature]*  
Chief Election Officer

This determination of official election results was made by the Chief Election Officer on October 23 at 10:00am and is based on ballot accounts as amended or prepared by the Chief Election Officer.

**SCHEDULE 'B'**



**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



**DECLARATION OF OFFICIAL ELECTION RESULTS**

**GENERAL LOCAL ELECTION – 2018**

**MAYOR**

I, Heather Nelson-Smith, Chief Election Officer, do hereby declare elected, Dennis Dugas, who received the highest number of valid votes for the office of Mayor.

Dated at Port Hardy, BC  
this 23<sup>rd</sup> day of October, 2018.

  
\_\_\_\_\_  
Chief Election Officer

**SCHEDULE 'C'**



**District of Port Hardy**

7360 Columbia Street • PO Box 68  
Port Hardy BC V0N 2P0 Canada  
Telephone: (250) 949-6665 • Fax (250) 949-7433  
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**DECLARATION OF OFFICIAL ELECTION RESULTS**

**GENERAL LOCAL ELECTION – 2018**

**COUNCIL**

I, Heather Nelson-Smith, Chief Election Officer, do hereby declare elected the following candidates, who received the highest number of valid votes for the office of Council.

- Pat Corbett-Labatt
- Janet Dorward
- Fred Robertson
- John Tidbury
- Treena Smith
- Leightan Wishart

Dated at Port Hardy, BC  
this 23<sup>rd</sup> day of October, 2018.

  
Chief Election Officer



# DISTRICT OF PORT HARDY

## STAFF REPORT



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**DATE:** November 13, 2018

**TO:** Mayor and Council

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

**RE:** Council Policy 5.7 Confidential Secretary Council Meeting Attendance (CP5.7)

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### AGENDA

#### PURPOSE

To provide Mayor and Council with information on Council Policy CP5.7; Confidential Secretary Council Meeting Attendance, and for Council to review the policy to determine if changes are required.

#### BACKGROUND

CP5.7 provides a minimum of 2 overtime hours at time and one-half pay compensation to the confidential secretary for recording evening Council meeting minutes. This equates to 3 hours of regular time which the employee may take as pay or banked time to be used as time off at a future date.

#### ANALYSIS

There is a minimum of 20 regular scheduled evening Council meetings per year. For these days the minimum amount of time that could be banked is 60 hours. The confidential secretary position is a 7 hour per day position therefore the banked time could be taken as 8.5 additional days off. This overtime could be reduced or eliminated by one of the following means:

- Record evening Council meetings to be transcribed the following day.
- Employee to work a split-shift on evening Council meetings days.
- Employee work a later-start day on evening Council meeting days.

Issues that may arise from recording a meeting:

- Technical failure.
- Speaker voice volume not audible.
- Background noise disturbance.
- Clarification of motions require play-back of recording.

Issues that may arise from split-shift or later-start day:

- Daytime office coverage.
- Overtime payable if scheduled hours are insufficient to cover meeting length.

#### FINANCIAL IMPLICATIONS

Elimination of minimum overtime payable will be a savings to the District of approximately \$2,150.00.

#### OPTIONS

- 1) Make no changes; receive and file report as information.
- 2) Rescind CP5.7 and implement evening Council meeting minute recording.
- 3) Rescind CP5.7 and implement a varied staff schedule to allow for employee evening Council meeting minute taking, without incurring a minimum overtime payable requirement.
- 4) Rescind CP5.7 and direct staff to implement the most effective option.

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**STAFF RECOMMENDATION**

Council approve option 4 with an effective date of January 1, 2019.

Respectfully submitted,



Allison McCarrick  
Chief Administrative Officer

DISTRICT OF PORT HARDY

POLICY MANUAL

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COUNCIL POLICY  
EMPLOYEE WAGES

CONFIDENTIAL SECRETARY COUNCIL MEETING ATTENDANCE

POLICY # CP5.7

Approved: May 10, 1995

Page 1 of 1

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The Recording Secretary will be paid a minimum of two hours overtime for each Council meeting at time and one-half.

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