



## **DISTRICT OF PORT HARDY**

# **AGENDA COUNCIL MEETING 7:00 PM TUESDAY FEBRUARY 26, 2019 MUNICIPAL HALL COUNCIL CHAMBERS 7360 COLUMBIA STREET**

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

**DISTRICT OF PORT HARDY  
AGENDA FOR THE REGULAR COUNCIL MEETING  
7:00 PM TUESDAY FEBRUARY 26, 2019  
COUNCIL CHAMBERS - MUNICIPAL HALL**



*We respectfully acknowledge that this meeting is being held on the traditional territory of the Kwakiutl People, Gilakas'la*

Page	A. CALL TO ORDER	Time:
	<b>B. APPROVAL OF AGENDA AS PRESENTED</b> (or amended)	
	Motion required.	1.            2.
	<b>C. ADOPTION OF MINUTES</b>	
1-3	1. Minutes of the Committee of the Whole Meeting held February 12, 2019.	
	Motion required.	1.            2.
4-7	2. Minutes of the Regular Meeting of Council held February 12, 2019.	
	Motion required.	1.            2.
8	3. Minutes of the Special Council Meeting held February 15, 2019.	
	Motion required.	1.            2.
	<b>D. DELEGATIONS AND REQUESTS TO ADDRESS COUNCIL</b>	
	None.	
	<b>E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS</b>	
9-10	1. Council Action Items. For information.	
	<b>F. NEW BUSINESS</b>	
	None in Package.	
	<b>G. CORRESPONDENCE</b>	
11	1. Port Hardy Farmers and Artisans Market Planning Team re: Waiving fees for the use of Carrot Park.	
	Motion required.	1.            2.
	<b>H. COUNCIL REPORTS</b>	
	1. Verbal Reports from Council members.	
	<b>I. COMMITTEE REPORTS</b>	
12-13	1. Minutes of the Parks, Recreation Arts and Culture meeting held February 20 ,2019.	
	Recommendations from Committee:	
	a) <i>THAT the proclamations for 2019 be endorsed. (See Staff Reports).</i>	
	b) <i>THAT an opportunity for free skating and swimming be offered once per month to recognize that one in three families in Port Hardy live in poverty.</i>	
	Motion required.	1.            2.
14-15	2. Minutes of the First Nations Relations Committee held February 12, 2019. For information.	

**J. STAFF REPORTS**

- 16 1. Lynda Sowerby, Director of Financial Services re: User Fees and Charges for 2019 Amendment Bylaw. See Current Bylaws and Resolutions.
- 17-18 2. Abbas Farahbakhsh, Director of Operational Services re: Seagate Ramp Replacement Project Budget Shortfall.
- Motion required. 1. 2.
- 19-20 3. Heather Nelson-Smith, Director of Corporate Services re: Proclamations 2019.
- Motion required. 1. 2.
- 21 4. Lynda Sowerby, Director of Financial Services re: Chamber of Commerce Roof Replacement.
- Motion required. 1. 2.

**K. CURRENT BYLAWS AND RESOLUTIONS**

- 22 1. Bylaw 1092-2019 A Bylaw to Amend Port Hardy User Rates and Fees Bylaw No. 1090-2018. For first, second and third reading.
- Motion / direction 1. 2.

**L. PENDING BYLAWS**

No pending bylaws.

**M. INFORMATION AND ANNOUNCEMENTS**

February 28, 2019 8:30 am Occupational Health and Safety Council Chambers  
March 4, 2019 1:30 pm Special Council Meeting Council Chambers  
March 12, 2019 3:30 pm First Nations Relations Committee Council Chambers  
March 12, 2019 5:45 pm Special Meeting of Council Chambers  
March 12, 2019 6:00 pm Committee of the Whole Chambers  
March 12, 2019 7:00 pm Regular Council Meeting Council Chambers

**N. NOTICE OF IN CAMERA MEETING**

Monday March 4, 2019 1:30 pm *Community Charter Section 90 1(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;*

**O. ADJOURNMENT**

Motion required. 1. 2. Time:

***Questions pertaining to the agenda will follow at the end of the meeting.***

**MINUTES  
DISTRICT OF PORT HARDY  
COMMITTEE OF THE WHOLE MEETING  
TUESDAY FEBRUARY 12, 2019  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**



*We respectfully acknowledge that this meeting is being held on the traditional territory of the Kwakiutl People, Gilakas'la*

**PRESENT:** Deputy Mayor Fred Robertson, Councillors Pat Corbett-Labatt, Janet Dorward, Treena Smith and John Tidbury

**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

**REGRETS:** Mayor Dennis Dugas and Councillor Leightan Wishart

**MEDIA:** None      **MEMBERS OF THE PUBLIC:** 7

**A. CALL TO ORDER**

Deputy Mayor Robertson called the meeting to order at 5:45 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 February 12, 2019 be accepted as presented.

**C. DELEGATIONS/PRESENTATIONS**

1. 5:45 PM Sport Fish Advisory Board, Jim Henschke, Ken Jenkins and Mike Kelly re: 2019 Fraser River Chinook Conservation Measures.

Mike Kelly, Jim Henschke and Ken Jenkins spoke with Council regarding the Fraser River Chinook. Chinook Salmon is the cornerstone of the sport fishing industry on the North Island. There will be a definite economic impact to the North Island including loss of tourism revenue and charter boat business decline. The closure mitigates a growing issue; however it does not address the overall impacts and is just one conservation mechanism with no further measures.

Discussion included:

- Is the solution being proposed the way to protect the salmon?
- What are the long term impacts of not proceeding with the proposed closures?
- Ocean conditions are changing.
- Exploitation on fisheries is low.
- Multifaceted approach to get the runs to where they need to be.
- The solution should be focused to the areas where there are severe impacts.
- Request for input is due at the end of February.

2. 6:00 PM Alycia Traas, Operations Manager Vancouver Island District North, Ministry of Transportation, Rik Gill, General Manager, Mainroad and Leon Bohmer, Operations Manager, Mainroad.

COW 2019-008  
APPROVAL OF  
COW FEB 12/19  
AGENDA AS  
PRESENTED

FRASER RIVER  
CHINOOK  
SALMON

HIGHWAYS

Alycia Traas, provided updates to Council and reviewed the key findings from the traffic safety report from Woss to Port McNeill:

- Average 1200 vehicles per day does not exceed the maximum of what the road was constructed for.
- 70% of vehicle incidents were caused by driver frustration, speed and impaired driving.
- 30% of vehicle incidents were caused by animals and weather.
- Rumble strips and dynamic message sign installs are going to be implemented.
- Increasing the amount of web cameras with reliable systems including one at Sayward.
- Additional passing lanes, providing longer passing areas and installation of passing lane notice signs.
- Looking for input from the communities about where passing lanes should be added.
- Increasing roadside maintenance including ditching and signage.
- Confirmed Ministry projects 1. Passing lanes south of Sayward and 2. upgrades to Beaver Cove Road.

Discussion included:

- Logging truck traffic.
- Lack of passing lanes from Campbell River to Woss.
- Dynamic messaging and its uses.

Leon Bohmer and Rick Gill discussed Mainroad operations including:

- Brushing and ditching maintenance.
- Aggressive sign replacement strategy in the area.
- Winter operations established out of Port McNeill.
- Different equipment being used to alleviate the need to have multiple trips by the same vehicle.
- Mobile remote weather system to assist with operator decision making.
- Paving and patching is reviewed every spring and will be seeking District input.
- Requesting emails and calls be made directly to them when there are issues so they can be addressed.
- Introduction of a hotline and active social media campaign.
- Will be looking at partnering projects to ensure efficiency.
- Contract is for the next 10-15 years and there is time to establish a plan.
- Holberg Road maintenance will be done on the surface including grading.

MPA  
PRESENTATION

6:30 PM Libardo Amaya, Integrated Oceans Management Program Manager Fisheries and Oceans Canada; Kristin Worsley, Manager, Marine and Coastal Resources Ministry of Forests, Lands, Natural Resource Operations, and Rural Development; Scott Harris and John Bones Nanwakolas Council Representatives

Marine Protected Areas Network Fisheries and Oceans Canada.

Libardo Maya reviewed the MPA Network presentation with Council via phone:

- Why develop MPAS?
  - There are many marine protected areas (MPAs) in BC already, and they were selected on a site by site basis
  - Piecemeal approach has yielded set of MPAs that under-represent important habitat types and may be too small or too far apart to adequately protect key values
  - Network planning involves the selection of sites that function together to meet clear, region-wide conservation, cultural and social goals

- Systematic planning enables consideration of factors such as representation, size, spacing, connectivity, replication
- The planning area is divided into four regions North Coast, Haida Gwaii, Central Coast and Northern Vancouver Island.
- Progress to date including identification of the hotspot conservation areas and human use, advisory committees with representation from interested sectors and local governments and the completion of design guidelines.
- Close to completing the draft network design that aims to maximize ecological and cultural benefits while minimizing social and economic impacts.
- Next steps include engagement scheduled from late February to June and again late fall 2019 to winter 2020.
- Once the Network Action Plan is completed, individual sites would be designated on a priority basis expect a variety of legislative and non-legislative tools to be used. The implementation process will take time and will involve more detailed discussions on site-specific management measures and governance arrangements.

Discussion included:

-Other areas will be considered for protection including the Salish Sea and the West Coast of Vancouver Island.

**D. ADJOURNMENT**

**MOVED**

THAT the Committee of the Whole adjourn.

Time: 7:02 pm

CORRECT

APPROVED

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

\_\_\_\_\_  
 DEPUTY MAYOR

COW 2019-009  
ADJOURNMENT

---

**MINUTES**  
**DISTRICT OF PORT HARDY**  
**REGULAR COUNCIL MEETING**  
**HELD TUESDAY FEBRUARY 12, 2019**  
**COUNCIL CHAMBERS - MUNICIPAL HALL**



*We respectfully acknowledge that this meeting is being held on the traditional territory of the Kwakiutl People, Gilakas'la*

---

**PRESENT:** Deputy Mayor Fred Robertson, Councillors Pat Corbett-Labatt, Janet Dorward, Treena Smith and John Tidbury

**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

**REGRETS:** Mayor Dennis Dugas and Councillor Leightan Wishart

**MEDIA:** North Island Gazette **MEMBERS OF THE PUBLIC:** 15

---

**A. CALL TO ORDER**

Deputy Mayor Robertson called the meeting to order at 7:06 pm and acknowledged that the meeting is being held on the traditional territory of the Kwakiutl people.

**B. APPROVAL OF AGENDA**

Deletions: Cermaq will be unable to attend due to weather.

**Moved/Seconded/Carried**

THAT the agenda for the Regular Council meeting of February 12, 2019 be adopted as amended.

**C. ADOPTION OF MINUTES**

1. Minutes of the Special Council Meeting held January 21, 2019.

**Moved/Seconded/Carried**

THAT the minutes of the Special Council Meeting held January 21, 2019 be accepted.

2. Minutes of the Committee of the Whole Meeting held January 22, 2019.

**Moved/Seconded/Carried**

THAT the minutes of the Committee of the Whole Meeting held January 22, 2019 be accepted.

3. Minutes of the Regular Meeting of Council held January 22, 2019.

**Moved/Seconded/Carried**

THAT the minutes of the Regular Council Meeting held January 22, 2019 be accepted.

4. Minutes of the Special Council Meeting held February 4, 2019.

**Moved/Seconded/Carried**

THAT the minutes of the Special Council Meeting held February 4, 2019 be accepted.

**D. DELEGATIONS**

1. Caitlin Hartnett, Campus Community Coordinator North Island College re: Update on upcoming courses and programming at Mount Waddington Campus. 4

2019-029  
AGENDA REGULAR  
COUNCIL MEETING  
FEB 12/19 AS  
AMENDED

2019-030  
SPECIAL MEETING  
MINUTES JAN 21/19  
ACCEPTED

2019-031  
COMMITTEE OF  
THE WHOLE  
MEETING MINUTES  
JAN 22/19  
ACCEPTED

2019-032 REGULAR  
COUNCIL MEETING  
MINUTES JAN 22/19  
ACCEPTED

2019-033 SPECIAL  
MEETING MINUTES  
FEB 4/19  
ACCEPTED

DELEGATIONS

Caitlin Hartnett provided an updated course list for the coming year at North Island College.

- Adult basic education including English, math and Kwak'wala.
- Kwak'wala classes started in Port Hardy and now are being taught on other campuses with great success.
- Health care assistant program.
- Early childhood care and education certificate program.
- Tourism and hospitality management certificate program.
- Awi'nakiola land-based upgrading program.
- Trades discovery program launching early spring.
- University transfer courses in English are also available.

Discussion included:

- Trades opportunities.
- Aquaculture training.
- Discussion with local business to find out needs including Mowi, Orca Sand and Gravel and Western Forest Products.

#### **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. MP Rachel Blaney re: Continuous Cellular Coverage was received for information.
2. Ministry of Health re: Age-Friendly Grant News Release was received for information.
3. Canadian Heritage re: Canada Day Celebrations Grant Approval was received for information.
4. Vancouver Island Regional Library Statistics 2018 was received for information.
5. Fisheries and Oceans Canada re: 2019 Fraser River Chinook Conservation Measures.

#### **Moved/Seconded/Carried**

THAT Council prepare a letter to the Department of Fisheries and Oceans regarding the impacts of the proposed closure on Chinook Salmon including concerns with the options presented and the impact on the North Island. Council urges Fisheries and Oceans Canada to create a scenario that protects the fish rather than cutting the amount of fish that can be harvested, specifically what other conservation measures are being put into place to protect the stock.

6. North Island Seniors Housing Foundation re: Request for Donation of Land 9300 Trustee Road.

#### **Moved/Seconded/Carried**

THAT Council refer the request from the North Island Seniors Housing Foundation for the use of land at 9300 Trustee Road for a seniors housing project to staff to prepare options and rationale on the divestiture, lease or donation of land with recommendations to be considered by Council at a Committee of the Whole meeting.

ACTION ITEMS

2019-034 CHINOOK  
SALMON  
CLOSURES

2019-035 NISHF  
REQUEST FOR  
LAND REFERRED  
TO STAFF



2019-036 NISHF  
SUPPORT LETTER

**Moved/Seconded/Carried**

THAT Council send a letter to the North Island Seniors Housing Foundation regarding the land request and that Council is favourable of working with the North Island Seniors Foundation on an agreement to move the project forward.

COUNCIL REPORTS

**H. COUNCIL REPORTS**

Deputy Mayor Fred Robertson, Councillors Pat Corbett-Labatt, Janet Dorward, Treena Smith and John Tidbury reported on their recent meetings and other activities they attended and/or undertook on behalf of the District.

COMMITTEE  
REPORTS

**I. COMMITTEE REPORTS**

1. Minutes of the Operational Services Committee Meeting held February 4, 2019.

Recommendation to Council:

*THAT the District implement an annual permit fee of \$250.00 for residential maintenance service operators to use the existing yard waste bin at the Public Works Yard and to restrict the use to Port Hardy residents/properties only. Continue with the prohibition of commercial waste drop off.*

2019-037 YARD  
WASTE BIN PERMIT  
FEE

**Moved/Seconded/Carried**

THAT the District implement an annual permit fee of \$250.00 for residential maintenance service operators to use the existing yard waste bin at the Public Works Yard and to restrict the use to Port Hardy residents/properties only. Continue with the prohibition of commercial waste drop off.

**J. STAFF REPORTS**

1. Heather Nelson-Smith, Director of Corporate Services re: Zoning Amendment 4030 Byng Road.

2019-038 REZONE  
4030 BYNG ROAD

**Moved/Seconded/Carried**

THAT Council support the staff recommendation to move forward with the required steps to rezone 4030 Byng Road from C-2 Service Commercial to C-5 Tourist Commercial.

2. Heather Nelson-Smith, Director of Corporate Services re: Sign Bylaw Update.

2019-039 SIGN  
REGULATION  
BYLAW REFERRED  
TO COW

**Moved/Seconded/Carried**

THAT Council consider amending Sign Regulation Bylaw No.1036-2014 with further discussion regarding regulations for permitting sandwich boards in residential zones at a future Committee of the Whole meeting.

3. Lynda Sowerby, Director of Financial Services re: Request for Donation-Island Copper Reunion.

2019-040  
DONATION TO  
ISLAND COPPER  
REUNION

**Moved/Seconded/Carried**

THAT Council donate \$300.00 (three hundred dollars) to the Island Copper Reunion.

4. Lynda Sowerby, Director of Financial Services re: Request for Grant in Aid- Port Hardy Volleyball Club.

2019-041 REFER  
REQUEST TO  
SERVICE CLUB

**Moved/Seconded/Carried**

THAT Council refer the Port Hardy Volley Ball Club to a local service group that may have funds available towards the supply of volleyball equipment.

5. Accounts Payable Listing January 2019 was received for information.

**K. CURRENT BYLAWS AND RESOLUTIONS**

1. Bylaw 1091-2019 A Bylaw to Adopt the Annual Five Year Financial Plan for the Period 2019-2023. For adoption.

2019-042  
BYLAW 1091-2019  
ANNUAL FIVE YEAR  
FINANCIAL PLAN  
FINAL ADOPTION

**Moved/Seconded/Carried**

THAT bylaw 1091-2019 Annual Five Year Financial Plan 2019-2023 be adopted.

**L. PENDING BYLAWS**

No pending bylaws.

**M. INFORMATION AND ANNOUNCEMENTS**

Information and announcements were received for information.

**N. NOTICE OF IN CAMERA MEETING**

No in Camera meeting scheduled.

**O. ADJOURNMENT**

2019-043  
ADJOURNMENT

**Moved**

THAT the meeting be adjourned.

Time: 8:20 pm

CORRECT

APPROVED

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

\_\_\_\_\_  
DEPUTY MAYOR



**MINUTES OF THE DISTRICT OF PORT HARDY  
SPECIAL COUNCIL MEETING  
FRIDAY FEBRUARY 15, 2019  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

**PRESENT:** Mayor Dennis Dugas, Councillors Pat Corbett-Labatt, Janet Dorward, Fred Robertson, Treena Smith and Leightan Wishart (via Skype)

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

**REGRETS:** Councillor John Tidbury

**MEDIA:** North Island Gazette

**MEMBERS OF THE PUBLIC:** None

**A. CALL TO ORDER**

Mayor Dugas called the meeting to order at 12:01 pm and acknowledged that the meeting is being held on the traditional territory of the Kwakiutl people.

**B. APPROVAL OF AGENDA AS PRESENTED**

SC2019-007  
AGENDA FEB  
15/19  
ACCEPTED AS  
PRESENTED

**Moved/Seconded/Carried**

THAT the agenda for the Special Meeting of Council February 15, 2019 be accepted as presented.

**C. STAFF REPORT**

1. Allison McCarrick, CAO re: Chiller Replacement

SC2019-008  
CHILLER  
REPLACEMENT  
AWARD

**Moved/Seconded/Carried**

THAT the award for the Chiller Replacement be awarded to Devon Industrial for \$295,750 (two hundred ninety-five thousand seven hundred and fifty dollars) and THAT an additional \$50,000 (fifty thousand dollars) be allocated to the project from the Gas Tax Fund.

**D. ADJOURNMENT**

SC2019-009  
ADJOURNED

**Moved**

THAT the Special Meeting of Council adjourn. Time: 12:45 pm

CORRECT

APPROVED

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

\_\_\_\_\_  
MAYOR

ITEM	ACTION REGULAR MEETING February 12, 2019	WHO	STATUS /COMMENTS
THAT Council prepare a letter to the Department of Fisheries and Oceans regarding the impacts of the proposed closure on Chinook Salmon including concerns with the options presented and the impact on the North Island. Council urges Fisheries and Oceans Canada to create a scenario that protects the fish rather than cutting the amount of fish that can be harvested, specifically what other conservation measures are being put into place to protect the stock.	Prepare letter	AM	Done
THAT Council refer the request from the North Island Seniors Housing Foundation for the use of land at 9300 Trustee Road for a seniors housing project to staff to prepare options and rationale on the divestiture, lease or donation of land with recommendations to be considered by Council at a Committee of the Whole meeting.	Prepare Staff report	HNS	COW March 26
THAT Council send a letter to the North Island Seniors Housing Foundation regarding the land request and that Council is favourable of working with the North Island Seniors Foundation on an agreement to move the project forward.	Prepare letter	AM	Done
THAT the District implement an annual permit fee of \$250.00 for residential maintenance service operators to use the existing yard waste bin at the Public Works Yard and to restrict the use to Port Hardy residents/properties only. Continue with the prohibition of commercial waste drop off.	Amend Fees and Charges Bylaw  Create Policy	LS  AF	Agenda item  In progress
THAT Council support the staff recommendation to move forward with the required steps to rezone 4030 Byng Road from C-2 Service Commercial to C-5 Tourist Commercial.	Prepare for rezoning	HNS	Public Hearing April 3
THAT Council consider amending Sign Regulation Bylaw No.1036-2014 with further discussion regarding regulations for permitting sandwich boards in residential zones at a future Committee of the Whole meeting.	Staff report on upcoming COW	HNS	COW March 26
THAT Council donate \$300.00 (three hundred dollars) to the Island Copper Reunion.	Prepare cheque requisition	LS	Done
THAT Council refer the Port Hardy Volley Ball Club to a local service group that may have funds available towards the supply of volleyball equipment.	Notify applicant	LS	Done

ITEM	ACTION REGULAR MEETING January 8, 2019	WHO	STATUS /COMMENTS
THAT staff prepare a public survey to gather input on the recommendations from the Community Consultative Committee. AND THAT the committee review the feedback and prepare a report of findings to Council.	Prepare survey	HNS	Early Spring
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	Early Spring
ITEM	ACTION REGULAR MEETING July 10, 2018	WHO	STATUS /COMMENTS
Hosting future AVICC Convention  Staff to investigate the process to host AVICC convention	Nov 27/18 C/Tidbury advised 2020 & 2021 hosting applications coming out soon. Suggested District apply to host in 2022 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.		Council to discuss further

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



February 6, 2019

Dear Honorable Mayor & Council

A small group of people have been working hard to establish a Port Hardy Farmers and Artisan Market operating in Port Hardy. The first season was held throughout the Summer of 2018, and it was a resounding success. We would like to continue by holding markets at Carrot Park for the 2019 season, and thus we would like to request the use of Carrot Park on May 25, June 22, July 6, August 17 and August 31. We request for the District to show their support for the continuation of Port Hardy Farmers and Artisans Markets by waiving any fees associated with use of Carrot Park for these days.

Councils' consideration of support for Port Hardy Farmers and Artisan Market is greatly appreciated. Please feel free to contact our members listed below if there are any questions or if additional information is required.

Regards;

The Port Hardy Farmers and Artisans Market Planning Team

Tammas Grogan, planning team member (604) 996-4296

Leslie Dyck, planning team member (250) 230-1879

**MINUTES  
DISTRICT OF PORT HARDY  
PARKS, RECREATION, ARTS & CULTURE COMMITTEE MEETING  
HELD WEDNESDAY FEBRUARY 20, 2019  
COUNCIL CHAMBERS - 7360 COLUMBIA STREET**



*We respectfully acknowledge that this meeting is being held on the traditional territory of the Kwakiutl People, Gilakas'la*

**Committee Members:** Councillors Fred Robertson (Chair) Pat Corbett-Labatt, Janet Dorward

**Staff:** Allison McCarrick, CAO; Abbas Farahbakhsh, Director of Operational Services; Heather Nelson-Smith, Director of Corporate Services

**A. CALL TO ORDER**

Councillor Robertson called the meeting to order at 3:01 pm.

**B. APPROVAL OF AGENDA AS PRESENTED**

Addendum New Business 7 – Grant in Aid Budget

PRAC 2019-004  
ADOPTION OF  
AGENDA FEB  
20/19

**Moved/Seconded/Carried**

THAT the Parks, Recreation, Arts and Culture Committee agenda of February 20, 2019 be accepted as amended.

**C. ADOPTION OF MINUTES**

1. Minutes of the Parks, Recreation, Arts & Culture Committee meeting held January 16, 2019.

PRAC 2019-005  
MINUTES JAN  
16/19

**Moved/Seconded/Carried**

THAT the minutes of the Parks, Recreation, Arts and Culture Committee meeting held January 16, 2019 be accepted as presented.

**D. DELEGATIONS**

None.

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

ACTION ITEMS

1. Review of Action Items.

**Pickleball**

Staff updated the committee that recreation is gearing up for pickleball at the Arena once the ice is out. A teacher has been in contact with staff about heading up the group to start in the spring. Some concerns were raised about the hard surface in the arena and that the Civic Centre would be better used. Pickleball to start in the Arena and then reevaluate the concerns.

**Reciprocal agreement**

Agreement runs with the ice schedule. Possible increased use with the addition of the Recreation Director. Committee should look at the current rules to ensure that facility use is available for those who need it. Gym equipment options and availability. Robert Scott School Gym is an ideal location.

**F. CORRESPONDENCE**

None.

---

## G. NEW BUSINESS

OFF LEASH  
DOG PARK

1. Off leash dog park signage and bag dispensers.  
The signage and dispensers are located on the Trustee Road side of the dog park and are not seen or used by those who park their car in the North Island Mall parking are. Staff will follow up with a sign and bags to be located on either side of the park.

2. Proclamations.  
Committee reviewed the list and contemplated what initiatives are underway and how proclamations are supported.

PRAC 2019-006  
PROCLAMATIONS

### **Moved/Seconded/Carried**

THAT the Committee recommends to Council that the proclamations for 2019 be endorsed.

3. Free pool admission for low income families.  
Concerns with proving poverty in order to get free passes. Possible solution to provide more free opportunities at the pool and arena. Passes are provided to Community Links and the Crisis Centre.

PRAC 2019-007  
FREE SKATE  
AND SWIM

### **Moved/Seconded/Carried**

THAT the committee recommends to Council that an opportunity for free skating and swimming be offered once per month to recognize that one in three families in Port Hardy live in poverty.

SENIORS  
RECREATION

4. Seniors recreation/indoor lawn bowling.  
Finding a location to be determined. Staff may be required to oversee the set up and take down of equipment. Programming to be done by the seniors.  
Staff to look into the cost of indoor shuffleboard and lawn bowling.  
The Civic Centre use needs to be determined to establish guidelines. Discuss further at planning meeting.

COMMITTEE  
PARTICIPATION

5. Community participation on Committee.  
Committee is open to the public and at this time the Committee welcomes public participation as delegations and the Committee membership will stay as is.

SKATEPARK

6. Skateboard Park.  
It is not the intention to disrupt the current skatepark during construction of the pool, however some arrangements may need to be made during construction to ensure safety. The Committee hopes to find funding to remove the old pool and build a new skatepark in pool location.

GRANT IN AID  
BUDGET

7. Addendum Grant in Aid Budget.  
Discussion regarding increasing funding for 2019 and can be taken from sources like the Community Forest Fund. The fund is important to ensuring that sports is supported in Port Hardy. Add to the discussion for planning.

## H. COUNCIL / COMMITTEE REPORTS

None in agenda package.

**I. NEXT MEETING DATE:** March 20, 2019 3:00 pm

## J. ADJOURNMENT

PRAC 2019-008  
ADJOURNMENT

**Moved**  
THAT the meeting be adjourned.



**MINUTES  
DISTRICT OF PORT HARDY  
FIRST NATIONS RELATIONS COMMITTEE  
HELD TUESDAY FEBRUARY 12, 2019  
COUNCIL CHAMBERS - 7360 COLUMBIA STREET**



*We respectfully acknowledge that this meeting is being held on the traditional territory of the Kwakiutl People, Gilakas'la*

**Committee**

**Members:** Councillor Pat Corbett-Labatt (Chair), Councillor Fred Robertson

**Also Present:** Chief Councillor Ross Hunt, Kwakiutl First Nation; Councillor Maggie McDougall, Kwakiutl First Nation; Leslie Hunt-Dickie, Band Manager Gwa'sala-'Nakwaxda'xw Nations

**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 3:40 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 February 12, 2019 be accepted as presented.

FNRC 2019-004  
ADOPTION OF  
AGENDA FEB  
12/19

**C. ADOPTION OF MINUTES**

1. Minutes of the First Nations Relations Committee meeting held January 8, 2019

Chief Councillor Ross Hunt requested that the minutes show his title as Chief Councillor.

FNRC 2019-005  
MINUTES JAN  
8/19  
ACCEPTED AS  
AMENDED

**Moved/Seconded/Carried**

THAT the minutes of the First Nations Relations Committee meeting held January 8, 2019 be accepted as amended.

**D. DELEGATIONS**

No delegations.

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

1. Action items were reviewed.

**F. CORRESPONDENCE**

No correspondence.

**G. NEW BUSINESS**

1. Terms of Reference.

Discussion included:

- The purpose of the committee is to open dialogue between the communities.

TERMS OF  
REFERENCE

***Councillor Fred Robertson joined the meeting at 3:49 pm.***

- The North Island Regional Protocol Agreement.
- Representation from each of the communities.

	<ul style="list-style-type: none"><li>- Referral of items from the committee to Council and from the Council.</li><li>- UBCM resolutions referred to Council from the First Nations Relations Committee.</li><li>- Chief Councillor Ross Hunt informed the Committee that the name of the Regional District of Mount Waddington should be reviewed as Alfred Waddington was not respectful of the First Nations People.</li><li>- Regional District areas and where the lines are in comparison with the population and where services are being provided.</li></ul> <p>Councillor Robertson will work with Councillor Corbett-Labatt and Chief Councillor Ross Hunt to do some research on the history of Alfred Waddington and report back at the next meeting.</p>
MOUNT WADDINGTON HEALTH NETWORK	<p>2. Mount Waddington Health Network Projects.</p> <p>a) Housing Strategy Spring Forum.</p> <ul style="list-style-type: none"><li>- BC Healthy Communities has been hired to complete the housing strategy for the North Island.</li><li>- The housing assessment be segmented to meet the Ministry regulations.</li><li>- Youth and Children subcommittee has been formed for providing programming for youth 8- 18.</li><li>- Great to have an outlet for kids to do.</li></ul> <p>b) Transportation Needs Assessment</p> <ul style="list-style-type: none"><li>- Transportation needs on the north island need to improve.</li><li>- New Transit operator.</li></ul>
TRUE NORTH GAMES	<p>3. True North Games.</p> <ul style="list-style-type: none"><li>- The RDMW has sent an invitation to Chief Councillor Ross Hunt to make a presentation in April.</li><li>- The ask is to see if there is an interest to move forward.</li></ul> <p>Councillor Pat Corbett-Labatt and staff to discuss further with the RDMW.</p>
SIGNAGE	<p>4. Signage and Logistics.</p> <ul style="list-style-type: none"><li>- Signage costs and installation. Watch for grants available to have a welcome to the Kwakiutl Territory, what it looks like and location.</li><li>- Representation to all the First Nation Territories.</li><li>- Planning needs to take place for applications to be sent for funding.</li><li>- Hereditary chiefs need to be consulted.</li><li>- Different names for different areas.</li><li>- Rural Dividend fund and other grants to stack together to make a bigger project.</li></ul> <p>Chief Councillor Ross Hunt and Leslie Hunt-Dickie to discuss next steps of potential signage projects with respective Councils.</p> <p><b>H. COMMITTEE MEMBER REPORTS</b></p> <p>No reports.</p> <p><b>I. NEXT MEETING DATE:</b> Next meeting March 12, 2019 3:30 pm.</p> <p><b>J. ADJOURNMENT</b></p> <p><b>Moved</b> THAT the meeting be adjourned.</p> <p>Time: 4:38 pm</p>



# DISTRICT OF PORT HARDY

## STAFF REPORT



---

**DATE:** February 26, 2019  
**TO:** Mayor and Councillors  
**FROM:** Lynda Sowerby, Director of Finance  
**RE:** **User Fees & Charges for 2019 Amendment Bylaw No. 1092-2019**

---

### PURPOSE

To amend District of Port Hardy 2019 User Rates and Fees Bylaw No. 1090 – 2018.

### ATTACHMENTS

District of Port Hardy 2019 User Rates and Fees Amendment Bylaw No. 1092 – 2019.

### BACKGROUND

Council received a recommendation from the Operational Services Committee at the February 12th regular council meeting. The following recommendation was made by the Operations Services Committee and was adopted by Council resolution 2019-037.

*That the District implement an annual permit fee of \$250.00 for residential maintenance service operators to use the existing yard waste bin at the Public Works Yard and to restrict the use to Port Hardy residents/properties only. Continue with the prohibition of commercial waste drop off.*

### ANALYSIS

District of Port Hardy 2019 User Rates and Fees Amendment Bylaw No. 1092 – 2019 incorporates Council Resolution 2019-037.

### FINANCIAL IMPLICATIONS

The fee amendments for SCHEDULE D – Garbage Collection Rates, will be used to cover costs of providing the yard waste disposal service.

### STAFF RECOMMENDATION


*“THAT Council gives three readings to the amendment bylaw.”*

Respectfully submitted,

I agree with the recommendation.

Signed

Signed

  
Lynda Sowerby  
Director of Finance

  
Allison McCarrick  
Chief Administrative Officer



# DISTRICT OF PORT HARDY

## STAFF REPORT



---

**DATE:** February 20, 2019  
**TO:** Mayor and Councillors  
**FROM:** Abbas Farahbakhsh, Director of Operational Services  
**RE:** **Seagate Ramp Replacement Project Budget Shortfall**

---

### PURPOSE

The purpose of this report is to discuss the budget shortfall for this project and explore different options to remedy this issue, so we can move forward with the project.

### ANALYSIS

The north gangway at Seagate Pier is recommended for replacement due to structural fatigue and excessive grade especially during low tide. As such, this project was recommended as a capital project for 2019.

Staff issued a Request for Quotation for the supply and installation of a new ramp for the north side. We received seven quotations from qualified welding outfits which are as follows:

1. NFE Manufacturing INC	\$62,295 + GST
2. CRMF (CR Metal Fabricators)	\$68,500 + GST
3. King Tide Properties	\$79,645.32 + GST
4. West Coast Flotation Systems	\$80,422 + GST
5. Zapco Welding & Fabricating Ltd.	\$85,000 + GST
6. United Engineering Ltd.	\$108,092 + GST
7. Blue Water Systems Ltd.	\$110,000 + GST

We have budgeted \$60,000 for this project. Portions of this budget are already committed for engineering (approximately \$6,000) and some funds are also allocated for minor structural repairs to the pier decking at the ramp connection and minor float modifications. Considering these additional expenses, we are roughly left with about \$45,000 of the budget. Depending on which one of the two top contenders are considered for this project, budget short fall of \$18,000 to \$24,000 is anticipated by the staff.

### Options

1. Do nothing
2. Delay Carrot Park Signage project to 2020 and use its \$35,000 budget to fund the budget short fall.
3. Allocate another source to fund the budget short fall.

### Financial Implications

Financial implications can vary depending what option is selected.

---

**STAFF RECOMMENDATION**

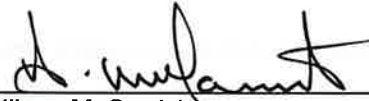
Staff recommends that Council considers option 2 and delay Carrot Park Signage project to 2020 and that the available funds be used to cover the budget short fall of Seagate Ramp Replacement Project.

Respectfully submitted,

I agree with the recommendation

*Signed*

*Signed*



---

Abbas Farahbakhsh  
Director of Operational Services

---

Allison McCarrick  
Chief Administrative Officer



## DISTRICT OF PORT HARDY STAFF REPORT

**TO:** Allison McCarrick, CAO  
**FROM:** Heather Nelson-Smith, Director of Corporate Services  
**SUBJECT:** Proclamations 2019  
**DATE:** January 14, 2019

**BACKGROUND:**

As per policy 1.2 Proclamations:

4. *Staff will prepare a report for Council of ongoing proclamations endorsed in previous years for approval at the beginning of each calendar year. Council may choose to endorse or remove proclamations no longer supported or relevant.*

**2019 PROCLAMATIONS:**

PROCLAMATION	When
<b>BC AWARE DAYS: Be Secure, Be Aware</b>	January
<b>April 28 Day of Mourning</b>	April
<b>National Public Works Week</b>	May
<b>Access Awareness Day</b>	May
<b>Missing Children Month/Day</b>	May
<b>Garden Day (Friday before Father's Day)</b>	June
<b>Intergenerational Day Canada</b>	June
<b>National Health and Fitness Day</b>	June
<b>Aquaculture Awareness Week</b>	September
<b>Prostate Cancer Awareness Month</b>	September
<b>Literacy Month</b>	September
<b>Foster Family Month</b>	October
<b>World Teacher's Day</b>	October
<b>United Nations "International Day of Older Persons" October 1,</b>	October 1

PROCLAMATION	When
Community Living Month	October
Waste Reduction Week	October
Community Social Services Workers Appreciation Day.	November
Adoption Awareness Month	November

**RECOMMENDATION:**

*THAT Council endorse the above Proclamations for the 2019 year.*

Respectfully Submitted,



Heather Nelson-Smith

I support this staff report,



Allison McCarrick, CAO



# DISTRICT OF PORT HARDY

## STAFF REPORT



---

**DATE:** February 26, 2019  
**TO:** Mayor and Council  
**FROM:** Lynda Sowerby, Director of Finance  
**RE:** Chamber of Commerce Roof Replacement

---

### PURPOSE

To request authorization for the replacement of the Chamber of Commerce roof in the amount not to exceed \$15,000 to be funded from the building reserve.

### BACKGROUND

The Chamber of Commerce roof suffered damage during the strong wind storms in January. Many of the shingles have been lifted or blown off. Inspection of the damage indicates that replacement of the roof is severe enough that a replacement of a few shingles would not be enough to deal with the condition of the roof. An Insurance claim is not an option because of the age of the roof.

### ANALYSIS

The integrity of the building will be in jeopardy if the roofing is not properly repaired.

### FINANCIAL IMPLICATIONS

The building reserve has an uncommitted balance of \$59,666.

### OPTION

- 1) Authorize the replacement of the roof shingles for an amount not to exceed \$15,000.
- 2) Council to provide other direction.

### STAFF RECOMMENDATION

*"THAT Council authorize the replacement of the roof shingles at the Chamber of Commerce building for an amount not to exceed \$15,000, to be funded from the Building Reserve."*

Respectfully submitted,

I agree with the recommendation.

Signed

Signed

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

  
\_\_\_\_\_  
Allison McCarrick  
Chief Financial Officer





**DISTRICT OF PORT HARDY  
BYLAW 1092-2019  
A BYLAW FOR DISTRICT OF PORT HARDY  
USER RATES AND FEES AMENDMENT FOR 2019**

WHEREAS the Council considers it desirable to amend fees for services provided by the Municipality;

The Council of the District of Port Hardy enacts as follows:

1. TITLE
  - (a) This bylaw may be cited for all purposes as the "District of Port Hardy 2019 User Rates and Fees Amendment Bylaw No. 1092-2019".
2. ENACTMENT
  - (a) This bylaw is in effect on adoption.
3. SCHEDULES
  - (a) Schedule D of Bylaw 1090-2018 is hereby amended by adding the following

<b>5. Residential maintenance service operators permit</b>	<b>Rates</b>
Commercial maintenance service operators permit allowing the operator to dispose of yard waste removed from residential property, at the waste bin located at the Public Works Yard.	
Residential property, for the purpose of this permit fee, is defined in Administration Policy AP 5.5.	
Annual permit fee	\$ 250.00

Read a First time on the \_\_\_\_ day of \_\_\_\_\_, 2019.

Read a Second time on the \_\_\_\_ day of \_\_\_\_\_, 2019.

Read a Third time on the \_\_\_\_ day of \_\_\_\_\_, 2019.

Adopted on the \_\_\_\_ day of \_\_\_\_\_, 2019.

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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Certified a true copy of  
Bylaw No.1092-2019  
as adopted.  
Director of Corporate Services