



## **DISTRICT OF PORT HARDY**

# **AGENDA COUNCIL MEETING 7:00 PM TUESDAY MAY 14, 2019 MUNICIPAL HALL COUNCIL CHAMBERS 7360 COLUMBIA STREET**

Mayor: Dennis Dugas  
Councillors: Pat Corbett-Labatt, Janet Dorward, 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 MAY 14 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		Time:
	<b>A. CALL TO ORDER</b>	
	<b>B. APPROVAL OF AGENDA AS PRESENTED (or amended)</b>	
	Motion.	1.            2.
	<b>C. ADOPTION OF MINUTES</b>	
1-2	1. Minutes of the Committee of the Whole Meeting held April 23, 2019.	
	Motion.	1.            2.
3-5	2. Minutes of the Regular Meeting of Council held April 23, 2019.	
	Motion.	1.            2.
6	3. Minutes of the Special Meeting of Council held May 7, 2019.	
	Motion.	1.            2.
	<b>D. DELEGATIONS AND REQUESTS TO ADDRESS COUNCIL</b>	
	1. Emergency Management BC Elected Officials Orientation Video.	
	<b>E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS</b>	
7-8	1. Council Action Items. For information.	
	<b>F. NEW BUSINESS</b>	
	1. Recommendation from the Committee of the Whole meeting held April 23, 2019.	
	<i>The Committee of the Whole Recommends:</i>	
	<i>THAT Sandwich boards be permitted on the property of residential home-based businesses and be limited in size as determined in bylaw 08-2009. AND FURTHER THAT Residences may only have one permitted sign per property.</i>	
	Motion.	1.            2.
	<b>G. CORRESPONDENCE</b>	
9	1. Natasha Griffiths, North Island Gazette re: Local Hero Awards.	
	Motion.	1.            2.
10	2. Kwakwaka'wakw MMIWG Family Gathering re: Red Dress Display Request for support to hang dresses on Market Street.	
	Motion.	1.            2.
11	3. Pride Day Proclamation.	
	Motion.	1.            2.
	<b>H. COUNCIL REPORTS</b>	

1. Verbal Reports from Council members.

**I. COMMITTEE REPORTS**

- 12-13 1. Minutes of the Parks, Recreation, Arts, and Culture meeting held April 17, 2019. For information.
- 14-15 2. Minutes of the Port Hardy Bear Smart Committee meeting held April 4, 2019. For information.

**J. STAFF REPORTS**

- 16-18 1. Finance Listing Report. For information.
- 19-26 2. Lynda Sowerby, Director of Finance re: 2018 Statement of Financial Information.  
Motion. 1. 2.
- 27-28 3. Lynda Sowerby, Director of Finance re: Fire Hall #1 Overhead Heaters Replacement.  
Motion. 1. 2.

**K. CURRENT BYLAWS AND RESOLUTIONS**

- 29-31 1. 1095-2019 A Bylaw to set Tax Rate for 2019. For adoption.  
Motion. 1. 2.
- 32 2. 1096-2019 A Bylaw to amend User Rates and Fees for 2019, Bylaw 1090-2018 for first, second and third readings.
- 33 a) Back up staff report, Lynda Sowerby, Director of Finance re: Bylaw 1096-2019, User Rates and Fees for 2019 Amendment.  
Motion. 1. 2.

**L. PENDING BYLAWS**

None in agenda package.

**M. INFORMATION AND ANNOUNCEMENTS**

May 15<sup>th</sup>, 2019 3:00 pm Parks, Recreation, Arts, and Culture Committee.  
May 21<sup>st</sup>, 2019 7:00 pm Twinning Society.  
May 27<sup>th</sup>, 2019 12:00 pm Emergency Planning Committee.  
May 27<sup>th</sup>, 2019 3:00 pm Operational Services Committee.  
May 28<sup>th</sup>, 2019 6:00 pm Committee of the Whole.  
May 28<sup>th</sup>, 2019 7:00 pm Regular Council Meeting.

**N. NOTICE OF IN CAMERA MEETING**

None.

**O. ADJOURNMENT**

Motion. 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 APRIL 23, 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:** Mayor Dennis Dugas, Councillors 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; Abbas Farahbakhsh, Director of Operational Services; Lynda Sowerby, Director of Finance

**REGRETS:** None

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

**A. CALL TO ORDER**

Mayor Dugas called the meeting to order at 6:03 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 April 23, 2019 be accepted as presented.

**C. STAFF REPORTS**

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

Discussion included:

- Signage on the street versus signage on the property.
- Neighbourhood approval.
- Boulevards and right of ways.
- Limit one per business.
- Seasonal allowances.
- Evaluation process for each application for off property signage.
- Billboard signs are not permitted in Port Hardy.

**Moved/Seconded/Carried**

Recommendation to Council THAT Sandwich boards be permitted on the property of residential home-based businesses and be limited in size as determined in bylaw 08-2009. AND FURTHER THAT Residences may only have one permitted sign per property.

***Councillors Smith and Wishart opposed the motion.***

**D. DELEGATE**

1. Janna Olynyk, MNP re: District of Port Hardy Audit Findings Report, 2018 and Draft Financial Statements.

COW 2019-020  
APPROVAL OF COW  
APRIL 23/19  
AGENDA AS  
PRESENTED

COW 2019-021  
RECOMMENDATION  
TO AMEND  
SIGNAGE BYLAW 08-  
2009

Presentation included:

- Financial statement highlights.
- Annual surplus of \$3,448,627.
- Unqualified opinion from auditor.
- Auditor responsibilities.
- Materiality was \$300,000.
- No limitations were placed on the performance of the audit.
- Did not find any irregularities or evidence of any conflicts of interest, illegal or questionable payments.
- Financial analysis including sustainability.
- Reserves can be contributed to through annual surplus.

COW 2019-022  
RECOMMNDATION  
TO ACCEPT 2018  
FINANCIAL  
STATEMENTS AND  
AUDIT REPORT

**Moved/Seconded/Carried**

THAT the Committee of Whole Recommends THAT the District of Port Hardy Audit Results and Communications be accepted, AND FURTHER THAT the District of Port Hardy 2018 Audited Consolidated Financial Statements be accepted.

**E. ADJOURNMENT**

COW 2019-023  
ADJOURNMENT

**Moved**

THAT the Committee of the Whole adjourn.

Time: 6:48 pm

CORRECT

APPROVED

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

\_\_\_\_\_  
MAYOR

**MINUTES  
DISTRICT OF PORT HARDY  
REGULAR COUNCIL MEETING  
HELD TUESDAY APRIL 23, 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:** Mayor Dennis Dugas, Councillors 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; Abbas Farahbakhsh, Director of Operational Services; Lynda Sowerby, Director of Finance

**REGRETS:** None

**MEDIA:** None      **MEMBERS OF THE PUBLIC:** 14

**A. CALL TO ORDER**

Mayor Dugas called the meeting to order at 7:00 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 Regular Council meeting of April 23, 2019 be adopted as presented.

**C. ADOPTION OF MINUTES**

1. Minutes of the Committee of the Whole meeting held April 9, 2019.

**Moved/Seconded/Carried**

THAT the minutes of the Committee of the Whole Meeting held April 9, 2019 be accepted.

2. Minutes of the Regular Meeting of Council held April 9, 2019.

**Moved/Seconded/Carried**

THAT the minutes of the Regular Meeting of Council held April 9, 2019 be accepted.

3. Minutes of the Special meeting of Council held April 15, 2019.

**Moved/Seconded/Carried**

THAT the minutes of the Special Meeting of Council held April 15, 2019 be accepted.

**D. DELEGATIONS AND REQUESTS TO ADDRESS COUNCIL**

1. Karen Bernard, Community Partnership Coordinator and Floyd Cole, Regional Production Manager Cermaq.

**Presentation Included:**

- Sustainable economic goals including meeting the world demand for food.
- Commitment to decent employment.
- Responsible production and high standards of work.
- Climate action and reduction of strain on the environment.
- Key strategic projects including wild salmon enhancement with the Ahousaht Hatchery.
- Looking at alternative sources of income including kelp/seaweed culture initiatives pilot projects.
- Harbour and marine debris clean up included removal of 365 tons of debris.

2019-096  
AGENDA APR 23/19  
ADOPTED AS  
PRESENTED

2019-097  
COMMITTEE OF  
THE WHOLE  
MEETING MINUTES  
APR 9/19  
ACCEPTED

2019-098  
REGULAR COUNCIL  
MEETING MINUTES  
APR 9/19  
ACCEPTED

2019-099  
SPECIAL MEETING  
OF COUNCIL APR  
15/19 ACCEPTED

- North operations including the Broughton Archipelago.
- 25 full time positions including 4 from the North Island (Alert Bay, Port Hardy and Port Alice).
- Average annual production 4,600 metric tons.
- \$2.1 million spent on local North Island vendors.

Discussion included:

- Semi closed containment sites.
- Farming in the Broughton will only continue with First Nation support.
- Harvested product is shipped to Browns Bay.
- Technology has evolved and decreased the impact on the environment.
- Hydro Licer coming with the use of no chemicals.
- The fish are tested prior to being put into the water yet do contract some viruses' months after being in the ocean.

2. Cheryl Zaw, Taylor Bos and Garth Holden Port Hardy Pride Organization.

Presentation included:

- A gay straight alliance was formed in Port Hardy and has come and gone a couple of times.
- Need support to keep Port Hardy Pride going.
- Tri Port Pride is an ally group and has been in existence for about 3 years.
- Marches occur at the FILOMI Days parade and is strongly supported by parade goers.
- North Island College received a pride flag and have been supportive.
- Pride Day will help to promote inclusiveness.
- The goal is to promote diversity and support people.
- Requesting August 17<sup>th</sup> to be declared as Pride Day.

Discussion included:

- Farmers Market coordination.
- Vancouver Island Regional Library is hosting Drag Queen Story Hour.

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

1. Action Items.

Council action items were received for information.

**F. NEW BUSINESS**

None in agenda package.

**G. CORRESPONDENCE**

1. Hon. Claire Trevena, MLA North Island re: North Island Road Conditions letter was received for information.
2. Day of Mourning, Memorial Dedication was received for information.
3. Charmaine Enns, Medical Health Officer, Island Health re: Air quality related health concerns due to domestic wood burning and back yard burning.

**Moved/Seconded/Carried**

THAT the correspondence from Charmaine Enns, Medical Health Officer, Island Health regarding Air quality related health concerns due to domestic wood burning and back yard burning be tabled to a future Committee of the Whole for further discussion.

**H. COUNCIL REPORTS**

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

ACTION ITEMS

2019-100  
ISLAND HEALTH  
AIR QUALITY  
REFERRED TO  
COW

**I. COMMITTEE REPORTS**

1. Minutes of the Operational Services Committee meeting held April 15, 2019 were received for information.
2. Recommendation from the Committee of the Whole meeting held April 23, 2019.

*The Committee of the Whole Recommends:*

*THAT the District of Port Hardy Audit Results and Communications be accepted, AND FURTHER THAT the District of Port Hardy 2018 Audited Consolidated Financial Statements be accepted.*

2019-101  
FINANCIAL  
STATEMENTS  
ACCEPTED

**Moved/Seconded/Carried**

THAT the District of Port Hardy Audit Results and Communications be accepted, AND FURTHER THAT the District of Port Hardy 2018 Audited Consolidated Financial Statements be accepted.

**J. STAFF REPORTS**

1. Lynda Sowerby, Director of Finance re: District of Port Hardy Tax Rates Bylaw No. 1095-2019 was received for information.

**K. CURRENT BYLAWS AND RESOLUTIONS**

1. Bylaw 1095-2019 A Bylaw to set Tax Rates for 2019 for first, second and third readings.

2019-102  
BYLAW 1095-2019  
1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>  
READINGS

**Moved/Seconded/Carried**

THAT Bylaw 1095-2019 A Bylaw to set Tax Rates for 2019 receive first, second and third readings.

**L. PENDING BYLAWS**

No pending bylaws.

**M. INFORMATION AND ANNOUNCEMENTS**

Information and announcements were received for information.

**N. NOTICE OF IN CAMERA MEETING**

Notice of in camera meeting Tuesday May 14, 5:30 pm per *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**

**Moved**

THAT the meeting be adjourned.

Time 8:10 pm

CORRECT

APPROVED

2019-103  
ADJOURNMENT

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

\_\_\_\_\_  
MAYOR





**MINUTES OF THE DISTRICT OF PORT HARDY  
SPECIAL COUNCIL MEETING  
TUESDAY MAY 7, 2019  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

**PRESENT:** Mayor Dennis Dugas, Councillors Pat Corbett-Labatt, Janet Dorward, John Tidbury and Leightan Wishart (via phone)

**ALSO PRESENT:** Allison McCarrick, Chief Administrative Officer, Lynda Sowerby, Director of Finance, Louisa Bates, Confidential Secretary

**REGRETS:** Councillor Fred Robertson, Councillor Treena Smith, Abbas Farahbakhsh, Director of Operational Services, Heather Nelson-Smith, Director of Corporate Services

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

**A. CALL TO ORDER**

Mayor Dugas called the meeting to order at 12:00 pm and acknowledged that the meeting is being held on the traditional territory of the Kwakiutl people.

**B. APPROVAL OF AGENDA AS PRESENTED**

SC2019-019  
AGENDA  
MAY 7/19  
ACCEPTED AS  
PRESENTED

**Moved/Seconded/Carried**

THAT the agenda for the Special Meeting of Council May 7, 2019 be accepted as presented.

**C. STAFF REPORT**

1. Lynda Sowerby, Director of Financial Services re: District of Port Hardy Annual Tax Rates Bylaw 1095-2019.

SC2019-020  
BYLAW 1095-  
2019 RESCIND  
3<sup>rd</sup> READING

**Moved/Seconded/Carried**

THAT Council rescind third reading of District of Port Hardy Annual Tax Rates Bylaw 1095-2019.

SC2019-021  
AMEND BYLAW  
1095-2019

**Moved/Seconded/Carried**

THAT the amendments to Schedule A be amended and included in District of Port Hardy Annual Tax Rates Bylaw 1095-2019.

SC2019-022  
3<sup>RD</sup> READING  
BYLAW 1095-  
2019

**Moved/Seconded/Carried**

THAT Council reads District of Port Hardy Annual Tax Rates Bylaw 1095-2019 a third time.

**D. ADJOURNMENT**

SC2019-023  
ADJOURNED

**Moved**

THAT the Special Meeting of Council adjourn.      Time: 12:03 pm

CORRECT

APPROVED

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

\_\_\_\_\_  
MAYOR

<b>ITEM</b>	<b>ACTION REGULAR MEETING April 23, 2019</b>	<b>WHO</b>	<b>STATUS /COMMENTS</b>
Delegation Pride Day Proclamation August 17, 2019	Bring forward to next council meeting for consideration	HNS	May 14, 2019
Charmaine Enns, Medical Health Officer, Island Health re: Air quality related health concerns due to domestic wood burning and back yard burning.	THAT the correspondence from Charmaine Enns, Medical Health Officer, Island Health regarding Air quality related health concerns due to domestic wood burning and back yard burning be tabled to a future Committee of the Whole for further discussion.		COW June 11, 2019
<b>ITEM</b>	<b>ACTION REGULAR MEETING April 09, 2019</b>	<b>WHO</b>	<b>STATUS /COMMENTS</b>
THAT the staff review a long-term lease agreement with the North Island Seniors Housing Foundation option with legal counsel with regards to the property legally described as Lot 1, Section 36, Township 9, Rupert District, Plan 354456, PID 000-348-042, Civic Address 9300 Trustee and report back to Council.	THAT staff review a long-term lease agreement with the North Island Seniors Housing Foundation option with legal counsel	AM HNS	Request for legal advice has been submitted. Legal opinion has been received and staff will bring an update to Council at a future meeting.
THAT floor shuffle board equipment be added to the 2020 budget AND in the meantime allow staff to initiate a conversation with service groups to see if there is an appetite to fund the equipment in 2019.	Shuffleboard equipment be added to the 2020 budget and that DPH staff approach service groups to seek out interest in funding the equipment	LS MD	
THAT Council approve policy CP4.3 Firefighters Training Standards.	Policy manual to be updated	LB	In progress
<b>ITEM</b>	<b>ACTION REGULAR MEETING March 26, 2019</b>	<b>WHO</b>	<b>STATUS /COMMENTS</b>
THAT the Council of the District of Port Hardy authorizes up to \$215, 000 to be borrowed, under Section 175 of the Community Charter, from the Municipal Finance Authority, for the purpose of purchasing an air compressor and 22 SCBA packs; AND FURTHER THAT the loan be repaid within 10 years, with no rights of renewal.	Proceed with authorization process with MFA	LS	In progress
THAT Council approve proceeding with an Alternative Approval Process under section 175 of the Community Charter, seeking elector approval to borrow \$215,000 from the Municipal Finance Authority for the purpose of purchasing an air compressor and 22 SCBA packs, with repayment not to exceed 10 years.	Proceed with Alternate Approval Process	LS	In progress
<b>ITEM</b>	<b>ACTION REGULAR MEETING March 12, 2019</b>	<b>WHO</b>	<b>STATUS /COMMENTS</b>

THAT Council permits Ocean Networks Canada to work with District staff to find a suitable location on the property legally described as THE NORTH EAST ¼ OF SECTION 26, TOWNSHIP 9, RUPERT DISTRICT, EXCEPT THOSE PARTS IN PLANS VIP54880 AND VIP56799 and enter into a five year agreement to house the Earthquake Early Warning Detection System equipment for five years with the option to renew for an additional five years.	Find location settle on license of occupation	HNS AF	Contract has been signed  Installation in May
<b>ITEM</b>	<b>ACTION REGULAR MEETING January 8, 2019</b>	<b>WHO</b>	<b>STATUS /COMMENTS</b>
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	To be issued week of May 14
<b>ITEM</b>	<b>ACTION REGULAR MEETING August 14, 2018</b>	<b>WHO</b>	<b>STATUS /COMMENTS</b>
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	Issued
<b>ITEM</b>	<b>ACTION REGULAR MEETING July 10, 2018</b>	<b>WHO</b>	<b>STATUS /COMMENTS</b>
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

**From:** Natasha Griffiths <[natasha.griffiths@northislandgazette.com](mailto:natasha.griffiths@northislandgazette.com)>  
**Sent:** Wednesday, May 1, 2019 11:57 AM  
**To:** Allison McCarrick <[alli@porthardy.ca](mailto:alli@porthardy.ca)>  
**Subject:** Request: Local Hero Awards

Hi Allison,

The North Island Gazette is putting on an event again this year for Local Hero Awards. On Wednesday, May 22nd 2019 at the PHFD again this year.

I am asking for a special request ( in-kind) for the same items we used last year:

- \* 80 chairs
- \* Podium
- \* Sound System, speakers & amps
- \* Microphone

In return:

Logo recognition on all local Hero Awards Material  
Such as, at the event, online, print ads.

Thank you for your time, if you have any questions please do not hesitate to call me.

Kind Regards,

Natasha Griffiths  
Sales Representative  
North Island Gazette  
Cell: (250) 902-8040  
Office: (250) 949-6225 ext.1302

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



# **KWAKWAKA'WAKW MMIWG FAMILY GATHERING**

***"Healing and Honoring Event"***

**MAY 20-22, 2019**

PORT HARDY, BC

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**May 20, 2019**

Welcome Dinner Fort Rupert Big House

Time: 5:00pm – 8:00pm

**May 21, 2019**

Civic Centre Port Hardy

8am – 5pm

**May 22, 2019**

Civic Centre Port Hardy

8am – 5pm

*For further Information contact:*

*Cary-Lee Calder, Project Lead - 250.609.2598*

*Nola Latimer, Logistics Administrative Lead – 250-287-9626*

Whereas; Pride celebrations contribute to a more inclusive and safe community for LGBTQ+ identifying individuals.

Whereas; Port Hardy Pride exists to foster safety and inclusion for Lesbian, Gay, Bi-Sexual, Trans/Gender Non-Conforming, Two-Spirit and other GSM identifying people in Port Hardy through events, education and advocacy.

Whereas; LGBTQ+ individuals contribute significantly to the economic and social development of the District of Port Hardy and the broader Mount Waddington Region.

Whereas; the pride flag exists as a universal symbol of the diversity and vibrancy of the LGBTQ+ community and shall be raised at the Municipal office on Pride Day to respect and honour Port Hardy's LGBTQ+ community.

Whereas; Indigenous cultures locally and across Canada have historically recognized and respected a breadth of gender and sexual identities which colonization attempted to restrict and destroy. Respect and appreciation for Two-Spirit people is considered an act of reconciliation.

I, Dennis Dugas, Mayor of the District of Port Hardy, do hereby proclaim August 17, 2019 as the first annual Port Hardy Pride Day and encourage all members of the community to take note of, support and participate in this celebration.

**MINUTES  
DISTRICT OF PORT HARDY  
PARKS, RECREATION, ARTS & CULTURE COMMITTEE MEETING  
HELD WEDNESDAY APRIL 17, 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; Louisa Bates, Recording Secretary

**A. CALL TO ORDER**

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

**B. APPROVAL OF AGENDA AS PRESENTED**

PRAC 2019-014  
ADOPTION OF  
AGENDA APRIL  
17/19

**Moved/Seconded/Carried**

THAT the Parks, Recreation, Arts and Culture Committee agenda of April 17, 2019 be accepted.

**C. ADOPTION OF MINUTES**

1. Minutes of the Parks, Recreation, Arts & Culture Committee meeting held March 20, 2019.

PRAC 2019-015  
MINUTES MAR  
20/19

**Moved/Seconded/Carried**

THAT the minutes of the Parks, Recreation, Arts and Culture Committee meeting held March 20, 2019 be accepted as presented.

**D. DELEGATIONS**

None.

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

ACTION ITEMS

1. Review of Action Items.

Shuffleboard

- In progress – looking into approaching other organizations to determine if there is interest in sponsoring the purchase of equipment prior to 2020.

Late Grant-in-Aid/Reciprocal Agreement

- Operational Services staff reached out to SD85 to get clarification on the aeration of the soccer fields.
- While the offer to aerate the fields is appreciated, the sprinkler system is not pressurized in the spring, where the process of aeration imposes a risk of damaging the sprinkler system due to being unable to locate the sprinkler heads.
- Willing to reconsider aeration for the fall before irrigation system is drained for winter.
- Multiple challenges present when offering the use of facilities to the public, loss or misuse of equipment, changes in personnel, coordination of public access to facilities.

Pickleball

- Positive promotion and discussions of pickleball on social media.
- Arrangements for a pickleball instructor, 6:30-8:30pm every Wednesday.
- Equipment available for rentals during the week - \$2.00/person.

- Available at full cost rental rate for weekends/birthdays.

**F. CORRESPONDENCE**

None.

**G. NEW BUSINESS**

None.

**H. COUNCIL / COMMITTEE REPORTS**

None.

**I. NEXT MEETING DATE:** May 15, 2019 3:00 pm

**J. ADJOURNMENT**

PRAC 2019-016  
ADJOURNMENT

**Moved**  
THAT the meeting be adjourned.

Time: 3:16 pm.



**MINUTES OF THE  
BEAR SMART PORT HARDY  
COMMITTEE MEETING  
THURSDAY APRIL 4, 2019  
MUNICIPAL HALL, 7360 COLUMBIA STREET**

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



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**PRESENT:** Sarah Salter (Chair), Candy Nomeland, Rachel Tam, Councillor Treena Smith

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

**REGRETS:** Patrick Lemieux and Bonnie Bergeron

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BSPH-2019-003  
APPROVAL OF  
AGENDA AS  
AMENDED

**A. CALL TO ORDER**

Chair Sarah Salter called to order at 12:03 pm.

**B. APPROVAL OF AGENDA**

**Moved/Seconded/Carried**

THAT the agenda of the Bear Smart Port Hardy Committee of April 4, 2019 be accepted as amended.

**C. ADOPTION OF MINUTES**

1. Minutes March 14, 2019

BSPH 2019-004  
MINUTES MAR 14/19  
ACCEPTED AS  
AMENDED

**Moved/Seconded/Carried**

THAT the minutes of the Bear Smart Meeting held March 14, 2019 be accepted as amended.

**D. CORRESPONDENCE**

None

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

1. Action Items

The action items were reviewed.

2. Review Terms of Reference

The committee pointed out that once we achieve Bear Smart status that the Terms of reference will need to be updated.

3. Policy Review

Discussion regarding adding wording to the OCP that covers Wildlife Management with guiding principles including waste storage, landscaping and protection of sensitive ecosystems.

This item will be discussed more when the OCP is being reviewed.

**F. NEW BUSINESS**

1. Door Hanger

Need to add fridges and freezers to the door hanger and the RAPP line.

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2. Volunteers Needed Poster Draft

Rachel will prepare the advert for inclusion in the gazette spring pull out feature. Posters will be distributed by the committee members. District will post online.

**G. NEXT MEETING DATE:**

Next meeting will be held Monday April 29, 2019 at noon.

**H. ADJOURNMENT**

BSPH-2019-005  
ADJOURNMENT

**Moved**

THAT we adjourn

Time: 12:57 pm

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
012705	05/04/2019	00735	A.C.E. COURIER SERVICES	236.12	
012706	05/04/2019	00437	ACME SUPPLIES LTD.	883.29	
012707	05/04/2019	02514	AlSCO	240.06	
012708	05/04/2019	00829	ANA'S HARDY CLEAN	3,050.25	
012709	05/04/2019	02271	BAILEY WESTERN STAR TRUC	1,240.30	
012710	05/04/2019	01145	BLACK CAT REPAIRS	386.30	
012711	05/04/2019	02207	Blanchard Security	941.14	
012712	05/04/2019	02989	Bleaney, Cassandra	145.60	
012713	05/04/2019	00018	CANADIAN RED CROSS	310.22	
012714	05/04/2019	02882	Catalys Lubricants Inc.	389.45	
012715	05/04/2019	01767	CIVICINFO BC	446.25	
012716	05/04/2019	02762	Cleartech Industries Inc	962.82	
012717	05/04/2019	02201	Comox Firefighters Assoc	2,750.00	
012718	05/04/2019	01433	COMOX PACIFIC EXPRESS LT	87.86	
012719	05/04/2019	03033	Corbett-Labatt, Pat	134.07	
012720	05/04/2019	02822	CORIX WATER PRODUCTS LP	4,462.91	
012721	05/04/2019	00739	CROCKER EQUIPMENT	3,263.01	
012722	05/04/2019	02730	CUPE Local 401	627.27	
012723	05/04/2019	00218	DB PERKS AND ASSOCIATES	806.55	
012724	05/04/2019	02181	DELLO, KERRY	72.80	
012725	05/04/2019	03684	DILIGENT CANADA INC.	4,723.96	
012726	05/04/2019	01476	DOR-TEC SECURITY LTD.	138.30	
012727	05/04/2019	00099	FOX'S DISPOSAL SERVICES	1,329.65	
012728	05/04/2019	02987	Gravelle, Gregory	500.00	
012729	05/04/2019	03333	Harding, Adam	542.13	
012730	05/04/2019	00052	HARDY BUILDERS' SUPPLY	1,562.62	
012731	05/04/2019	00063	HOME HARDWARE BUILDING C	25.37	
012732	05/04/2019	00194	INT'L UNION OPERATING EN	1,240.14	
012733	05/04/2019	03440	IZCO Technology Solution	1,005.65	
012734	05/04/2019	03685	JEUNE, CARMEN	242.40	
012735	05/04/2019	00273	JM'S MOBILE WELDING INC	132.16	
012736	05/04/2019	00065	K & K ELECTRIC LTD.	10,194.69	
012737	05/04/2019	02712	Klatt, Ron	652.50	
012738	05/04/2019	03437	KLEANZA CONSULTING LTD.	4,810.73	
012739	05/04/2019	02843	Lumca Inc.	3,300.15	
012740	05/04/2019	00069	MACANDALE'S	256.48	
012741	05/04/2019	03059	MAXXAM ANALYTICS	1,688.67	
012742	05/04/2019	03681	MCLAUGHLIN, CRAIG	1,000.00	
012743	05/04/2019	00014	MINISTER OF FINANCE	1,650.00	
012744	05/04/2019	00638	MINISTER OF FINANCE	5,000.00	
012745	05/04/2019	02002	Neopost	231.79	
012746	05/04/2019	00075	O.K. TIRE STORE (PORT HA	1,351.29	
012747	05/04/2019	00217	ORKIN CANADA CORPORATION	76.65	
012748	05/04/2019	00769	Praxair Distribution	992.70	
012749	05/04/2019	00080	PUROLATOR INC.	137.02	
012750	05/04/2019	02152	QUINSAM COMMUNICATIONS G	59.64	
012751	05/04/2019	02965	Ramtech Environmental Pr	316.26	
012752	05/04/2019	00107	RECEIVER GENERAL FOR CAN	28,893.06	
012753	05/04/2019	00710	Receiver General for Can	1,506.00	
012754	05/04/2019	00187	REGIONAL DISTRICT OF MT	1,500.00	
012755	05/04/2019	00187	REGIONAL DISTRICT OF MT	2,195.90	
012756	05/04/2019	01990	ROAD RANGER FREIGHT/0702	305.62	
012757	05/04/2019	03174	Schantz, Robert	137.34	
012758	05/04/2019	00253	Shaw Cable	140.34	
012759	05/04/2019	03683	STICKS AND STONES NURSER	6,385.88	
012760	05/04/2019	02522	Strathcon Industries	457.34	
012761	05/04/2019	03540	TECHNICAL SAFETY BC	92.40	
012762	05/04/2019	03550	TELMATIK	370.57	
012763	05/04/2019	00011	Tidbury, John	44.69	
012764	05/04/2019	03559	TRANSPORT CANADA	105.00	
012765	05/04/2019	03465	VALLEY TRAFFIC SYSTEMS	11,323.15	
012766	05/04/2019	02837	Waterhouse Environmental	25,612.61	
012767	05/04/2019	03558	WEST COAST PROPANE	727.68	
012768	09/04/2019	01836	ARIES SECURITY LTD.	4,100.74	
012769	09/04/2019	02271	BAILEY WESTERN STAR TRUC	292.67	
012770	09/04/2019	01145	BLACK CAT REPAIRS	125.66	
012771	09/04/2019	00073	BLACK PRESS GROUP LTD.	683.57	
012772	09/04/2019	02762	Cleartech Industries Inc	256.86	
012773	09/04/2019	01433	COMOX PACIFIC EXPRESS LT	380.76	
012774	09/04/2019	02822	CORIX WATER PRODUCTS LP	909.75	
012775	09/04/2019	03655	FORSYTH, BRUCE	393.60	

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
012776	09/04/2019	00099	FOX'S DISPOSAL SERVICES	19,245.43	
012777	09/04/2019	00058	GUILLEVIN INTERNATIONAL	430.50	
012778	09/04/2019	02313	Hardy Bay Senior Citizen	3,614.21	
012779	09/04/2019	00052	HARDY BUILDERS' SUPPLY	254.81	
012780	09/04/2019	03517	INDUSTRIAL SCIENTIFIC CA	176.15	
012781	09/04/2019	00273	JM'S MOBILE WELDING INC	1,186.08	
012782	09/04/2019	00065	K & K ELECTRIC LTD.	1,154.99	
012783	09/04/2019	00069	MACANDALE'S	213.92	
012784	09/04/2019	00033	NAPA AUTO PARTS/N.I. IND	441.96	
012785	09/04/2019	03135	Nelson-Smith, Heather	393.60	
012786	09/04/2019	02006	NORTH ISLAND TRACTOR	680.31	
012787	09/04/2019	03390	O'Reilly, Kathy	475.13	
012788	09/04/2019	02749	Orach Enterprises Ltd.	3,391.14	
012789	09/04/2019	00281	PARKLAND REFINING (B.C.)	2,895.74	
012790	09/04/2019	03242	Patterson's Plumbing	390.60	
012791	09/04/2019	00080	PURULATOR INC.	611.86	
012792	09/04/2019	01990	ROAD RANGER FREIGHT/0702	28.47	
012793	09/04/2019	00113	STRYKER ELECTRONICS LTD.	1,547.17	
012794	09/04/2019	03635	TERRAPURE	173.60	
012795	09/04/2019	03313	Tex Electric Ltd.	471.44	
012796	09/04/2019	00855	VANCOUVER ISLAND HEALTH	325.00	
012797	09/04/2019	03686	WARWICK PRINTING CO. LTD	477.36	
012798	09/04/2019	03558	WEST COAST PROPANE	120.38	
012799	18/04/2019	00437	ACME SUPPLIES LTD.	566.62	
012800	18/04/2019	02514	AlSCO	120.03	
012801	18/04/2019	01836	ARIES SECURITY LTD.	12,206.25	
012802	18/04/2019	01816	BC SALMON FARMERS ASSOCI	362.25	
012803	18/04/2019	01145	BLACK CAT REPAIRS	125.66	
012804	18/04/2019	01805	BUSY B'S DISTRIBUTING	252.72	
012805	18/04/2019	03545	CANGAS PROPANE INC.	1.12	
012806	18/04/2019	01433	COMOX PACIFIC EXPRESS LT	128.40	
012807	18/04/2019	02730	CUPE Local 401	630.49	
012808	18/04/2019	00218	DB PERKS AND ASSOCIATES	702.24	
012809	18/04/2019	01476	DOR-TEC SECURITY LTD.	36.70	
012810	18/04/2019	03688	DREGER, DWIGHT	242.40	
012811	18/04/2019	00189	DUGAS, DENNIS	292.55	
012812	18/04/2019	03655	FORSYTH, BRUCE	201.00	
012813	18/04/2019	03333	Harding, Adam	162.65	
012814	18/04/2019	00052	HARDY BUILDERS' SUPPLY	27.59	
012815	18/04/2019	00194	INT'L UNION OPERATING EN	1,167.92	
012816	18/04/2019	01875	ISLAND ADVANTAGE DISTRIB	598.10	
012817	18/04/2019	00065	K & K ELECTRIC LTD.	12,492.68	
012818	18/04/2019	00069	MACANDALE'S	84.00	
012819	18/04/2019	01777	MCCARRICK, ALLISON	43.46	
012820	18/04/2019	00447	MNP	8,820.00	
012821	18/04/2019	01645	NORTH ISLAND COMMUNICATI	234.99	
012822	18/04/2019	00105	NORTH ISLAND MECHANICAL	2,243.83	
012823	18/04/2019	00281	PARKLAND REFINING (B.C.)	1,529.44	
012824	18/04/2019	00505	PARR'S CONSTRUCTION LTD	2,257.50	
012825	18/04/2019	03242	Patterson's Plumbing	1,680.00	
012826	18/04/2019	03689	RANGER, CHRIS	242.40	
012827	18/04/2019	00107	RECEIVER GENERAL FOR CAN	23,996.78	
012828	18/04/2019	02724	Reusch, Justin	84.90	
012829	18/04/2019	03174	Schantz, Robert	201.51	
012830	18/04/2019	02522	Strathcon Industries	270.20	
012831	18/04/2019	02246	Tam, Jeffery	242.40	
012832	18/04/2019	00161	TELUS MOBILITY (BC)	1,098.32	
012833	18/04/2019	03687	THE CITY OF VICTORIA	522.00	
012834	18/04/2019	00855	VANCOUVER ISLAND HEALTH	250.00	
012835	18/04/2019	02850	VWR International Co.	3,449.70	
012836	18/04/2019	02837	Waterhouse Environmental	6,930.56	
012837	18/04/2019	01934	WIGGINS ADJUSTMENTS LTD.	156.94	
012838	18/04/2019	00958	WISHART, LEIGHTAN	332.65	
012839	26/04/2019	02514	AlSCO	240.06	
012840	26/04/2019	01836	ARIES SECURITY LTD.	31.50	
012841	26/04/2019	02207	Blanchard Security	183.75	
012842	26/04/2019	01900	Cousins, Robert	759.85	
012843	26/04/2019	01982	DIGITAL POSTAGE ON CALL	1,575.00	
012844	26/04/2019	02831	Exova Canada Inc.	776.85	
012845	26/04/2019	00063	HOME HARDWARE BUILDING C	137.16	
012846	26/04/2019	03517	INDUSTRIAL SCIENTIFIC CA	514.08	

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
012847	26/04/2019	00273	JM'S MOBILE WELDING INC	999.04	
012848	26/04/2019	00065	K & K ELECTRIC LTD.	427.87	
012849	26/04/2019	02883	Lekker Food Distributors	1,265.61	
012850	26/04/2019	02761	Lidstone & Company	161.28	
012851	26/04/2019	00033	NAPA AUTO PARTS/N.I. IND	34.39	
012852	26/04/2019	02002	Neopost	624.41	
012853	26/04/2019	00217	ORKIN CANADA CORPORATION	185.33	
012854	26/04/2019	00406	PORT HARDY FIREFIGHTERS	2,750.00	
012855	26/04/2019	00080	PURULATOR INC.	55.98	
012856	26/04/2019	00187	REGIONAL DISTRICT OF MT	4,470.26	
012857	26/04/2019	03588	RENDEZVOUS PLACE LTD	52.50	
012858	26/04/2019	00843	SHARE CANADA	84.00	
012859	26/04/2019	02522	Strathcon Industries	78.95	
012860	26/04/2019	00160	TELUS	5,110.26	
012861	26/04/2019	02850	VWR International Co.	147.01	
012862	26/04/2019	03558	WEST COAST PROPANE	3,585.63	
Total:				299,477.98	



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





**DISTRICT OF PORT HARDY**  
**STAFF REPORT**



**DATE:** May 14, 2019  
**TO:** Mayor and Council  
**FROM:** Lynda Sowerby, Director of Finance  
**RE:** **2018 Statement of Financial Information report**

**PURPOSE**

That Council receive the **2018 Statement of Financial Information (SOFI) report for approval.**

**BACKGROUND**

The Financial Information Act requires municipalities to prepare a Statement of Financial Information in the prescribed form annually. The Statement must be approved by Council and made available to the public.

**ANALYSIS**

The 2018 Statement of Financial Information, including the 2018 Consolidated Financial Statements (presented to Council April 23, 2019) must be made available to the public prior to the deadline of June 30, 2019. The report meets the requirements set out in the *Financial Information Act*, including the *Financial Information Regulation* and the requirements set out in *Community Charter* section 168. The report will be posted on the Districts website.

**FINANCIAL IMPLICATIONS**

N/A

**STAFF RECOMMENDATION**


*"THAT Council approve the 2018 Statement of Financial Information report.*

Respectfully submitted,

I support the recommendation.

*Signed*

*Signed*

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

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

**DISTRICT OF PORT HARDY  
Statement of Financial Information  
For the year ended December 31, 2018**



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**Schedule of Guarantee and Indemnity Agreements**

**Statement of Severance Agreements**

**Schedule of Remuneration and Expenses**

**Schedule of Payments of Goods and Services**

**Management Report**

**Statement of Financial Information Approval**

**DISTRICT OF PORT HARDY**  
**Schedule of Guarantee and Indemnity Agreements**  
**For the year ended December 31, 2018**

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This organization has not given any guarantees or indemnities under the *Guarantees and Indemnities Regulation*.



**DISTRICT OF PORT HARDY**  
**Statement of Severance Agreements**  
**For the year ended December 31, 2018**

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There were no severance agreements under which payment commenced between the District of Port Hardy and its non-unionized employees during fiscal year 2018.

**DISTRICT OF PORT HARDY**  
**Schedule of Remuneration and Expenses**  
**For the year ended December 31, 2018**

<b>Elected Officials</b>		<u>Remuneration</u>	<u>Expenses</u>
Bood, Hank	Mayor	22,239.20	7,801.61
Dugas, Dennis	Mayor	3,932.80	0.00
Corbett-Labatt, Pat	Councillor	12,876.00	5,777.34
Dorward, Janet	Councillor	1,931.40	0.00
Dugas, Dennis	Councillor	10,944.60	4,590.22
Marcotte, Bruce	Councillor	10,944.60	5,132.30
Robertson, Fred	Councillor	12,876.00	5,570.73
Smith, Treena	Councillor	1,931.40	0.00
Tidbury, John	Councillor	12,876.00	6,484.28
Wishart, Leightan	Councillor	12,876.00	7,006.05
		<u>103,428.00</u>	<u>42,362.53</u>
<b>Employees</b>			
Farahbakshsh, Abbas	Director of Operations	115,689.96	0.00
Jewell, Joe	Utilities Supervisor	101,950.36	2,284.75
Le Fort, Roland	Operator	81,809.01	425.00
McCarrick, Allison	Chief Administrative Officer	129,493.95	7,560.83
Nelson-Smith, Heather	Director of Corporate Services	97,182.55	6,782.35
Reusch, Justin	Chief Operator	82,096.53	1,506.99
Schantz, Bob	Municipal Inspector	84,273.38	5,970.82
Cousins, Robert	Operator in Training	74,663.90	425.00
Sowerby, Lynda	Director of Finance	75,946.69	1,067.80
		<u>843,106.33</u>	<u>26,023.54</u>
Consolidated total of other employees with remuneration and expenses of \$75,000 or less		<u>1,335,319.63</u>	<u>54,907.69</u>
Total employees		<u>2,178,425.96</u>	<u>80,931.23</u>
Total council and employees		<u>2,281,853.96</u>	<u>123,293.76</u>
<b>Reconciliation of Remuneration</b>			
Elected officials' total remuneration		103,428.00	
Employees' total remuneration		<u>2,178,425.96</u>	
		2,281,853.96	
Benefits and Statutory remittances		<u>530,181.04</u>	
<b>Total salaries and benefits as reported in the Consolidated Financial Statements, Schedule 1</b>		<u>2,812,035.00</u>	

**DISTRICT OF PORT HARDY**  
**Schedule of Payments of Goods and Services**  
**For the year ended December 31, 2018**

**Suppliers who received aggregate payments exceeding \$25,000**

ANA'S HARDY CLEAN	38,451
ARIES SECURITY LTD.	196,975
B.C. HYDRO (Minister of Finance)	560,782
CIMCO REFRIGERATION	49,786
Cleartech Industries Inc.	77,992
COAST WATER SYSTEMS	40,228
CORIX WATER PRODUCTS LP	38,522
E.J. KLASSEN MOTORCADE LTD.	58,062
FOX'S DISPOSAL SERVICES LTD.	255,533
H2FLOW TANKS & SYSTEMS INC.	1,303,636
HARBOUR INTERNATIONAL TRUCKS	244,056
I.C.B.C.	40,049
IWC EXCAVATION LTD.	3,704,900
IZCO Technology Solutions	29,681
JM'S MOBILE WELDING INC	44,713
K & K ELECTRIC LTD.	67,544
KLEANZA CONSULTING LTD.	58,223
Minister of Finance	27,000
MNP	36,934
MUNICIPAL INSURANCE ASSOCIATION OF BC	188,647
MUNICIPAL PENSION PLAN	347,834
NAPA AUTO PARTS/N.I. INDUSTRIAL AUTO LTD	43,605
NORTH ISLAND NISSAN LTD.	28,027
O.K. Paving Company	389,052
Orach Enterprises Ltd.	48,261
PACIFIC BLUE CROSS	144,392
PACIFICUS BIOLOGICAL SERVICES LTD.	28,530
PARKLAND REFINING (B.C.)-LTD.	63,706
Port Hardy & Dist. Chamber of Commerce	25,107
PORT HARDY FIREFIGHTERS ASSOCIATION	42,972
Praxair Distribution	55,658
Receiver General for Canada	605,229
REGIONAL DISTRICT OF MT WADDINGTON	139,684
Stantec Consulting Ltd.	115,424
STRYKER ELECTRONICS LTD.	25,709
TELUS	63,564
Tex Electric Ltd.	107,436
Tuff Marine Products Ltd	133,543
Unitech Construction Management Ltd.	586,087
UNIVAR CANADA LTD.	31,690
VIMAR EQUIPMENT LTD.	44,276
Waterhouse Environmental Services Corp.	133,078
WORKSAFE BC	47,614
<b>Aggregated payments exceeding \$25,000</b>	<b>10,312,188</b>
<b>Aggregated payments less than \$25,000</b>	<b>1,349,232</b>
<b>Payments to suppliers for grants exceeding \$25,000</b>	<b>102,202</b>
<b>Total aggregated payments and grants all suppliers</b>	<b>11,763,622</b>
<b>Adjustments to reconcile to Statement of Operations</b>	
Amortization Expense	2,041,470
Remuneration to employees	2,281,854
Acquisition of tangible capital assets	(6,037,381)
Interest on debt	29,363
Adjustment - including accrual of expenses and benefits remitted on behalf of employee	(1,943,842)
<b>Total Expenses as per Consolidated Financial Statements - Statement of Operations</b>	<b>8,135,086</b>

District of Port Hardy

Management Report

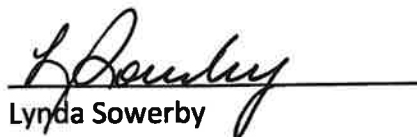
The Financial Statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with generally accepted accounting principles or stated accounting principles, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all the statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

The Municipal Council is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control and exercises this responsibility through the Council. Council reviews the financial statements on a monthly basis.

The external auditors, MNP, LLP, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules and statements required by the Act. Their examination includes a review and evaluation of the District's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly in all material respects. The external auditors have full and free access to the records of the Municipality.

On behalf of the District of Port Hardy



Lynda Sowerby  
Director of Financial Services  
May 14, 2019

**DISTRICT OF PORT HARDY**  
**Statement of Financial Information Approval**  
**For the year ended December 31, 2018**

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The undersigned, as authorized by the *Financial Information Regulation*,  
Schedule 1, subsection 9(2), approves all the statements and schedules  
included in this Statement of Financial Information, produced under the *Financial  
Information Act*.

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Lynda Sowerby  
Director of Financial Services  
May 14, 2019

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Dennis Dugas  
Mayor  
May 14, 2019



# DISTRICT OF PORT HARDY

## STAFF REPORT



**DATE:** May 14, 2019  
**TO:** Mayor and Council  
**FROM:** Lynda Sowerby, Director of Finance  
**RE:** Fire Hall #1 Overhead Heaters Replacement

### PURPOSE

To request authorization for the replacement of two overhead heaters located in the parking bay of Fire Hall #1 for an amount not to exceed \$11,000, to be funded from general surplus.

### BACKGROUND

Fire Hall #1 has two heaters and Fire Hall #2 has one, same make and model, located in the parking bay area of the stations. Hall #1 heaters were installed when the station was built in 1992. It is assumed that Hall #2 heater is the same age or older. The heaters at Hall #1 have been problematic for several years. Over the past two years, contractors have tried to resolve the problem, ordering and installing many parts, all without any long-term success. The issue has never been resolved, and this winter the heater at Hall #2 quit working all together.

Because of the age of the heaters, it is now impossible to source parts. In February of 2019, the contractor removed parts from one heater at Hall #1 and installed them in the heater at Hall #2; and is now fully operational. Hall #1 is now operating with one heater. Because of the size of the bay area, one heater alone cannot maintain a satisfactory temperature. The model of heater is no longer available for purchase; therefore, it is necessary to purchase and install two new heaters that can work in tandem to heat Hall #1. Therefore, the request is to purchase two new heaters for Hall #1 and retain the working heater for replacement parts at Hall #2.

### ANALYSIS

To maintain optimal heat at Fire Hall #1, it is necessary to have two working heaters. Therefore, the best option is to purchase two new heaters for Hall #1, retaining the working heater for replacement parts in case of further issues with the heater at Hall #2.

There are insufficient funds in the 2019 Fire Department operational budget to cover the cost of replacement of two heaters. To proceed with the replacement of the two heaters, Council will need to approve the capital project and a funding source.

### FINANCIAL IMPLICATIONS

General Surplus:	Balance Dec 31, 2018	\$ 1,065,542
	Commitments 2019 Capital	(558,311)
	Uncommitted Balance	\$ 507,231

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**OPTIONS**

- 1) Authorize the replacement of Fire Hall #1 heaters to be funded from general surplus.
- 2) Do not authorize the replacement of Hall #1 heaters.
- 3) Council to provide other direction.

**STAFF RECOMMENDATION**

*“THAT Council authorize the replacement of two overhead heaters located in the parking bay area of Fire Hall #1 for an amount not to exceed \$11,000, funded from general surplus.*

Respectfully submitted,

I agree with the recommendation.

  
Lynda Sowerby  
Director of Finance

  
Allison McCarrick  
Chief Administrative Officer



## DISTRICT OF PORT HARDY

### BYLAW NO. 1095- 2019

#### A Bylaw to Set the 2019 Annual Tax Rates

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

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

#### 1. Title

This Bylaw may be cited as the "District of Port Hardy Annual Tax Rates Bylaw No. 1095-2019".

#### 2. Definition

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

#### 3. Tax Rates for General and Debt - Municipal Purposes

Tax rates for all lawful general and debt purposes, as shown in column 'A' of Schedule 'A' attached hereto and forming a part of this Bylaw, are hereby imposed and levied on taxable land and improvements according to their assessed value as shown on the Real Property Tax Roll for general municipal purposes for the District of Port Hardy for 2019.

#### 4. Tax Rates for the Vancouver Island Regional Library

Tax rates for the payment of the Vancouver Island Regional Library requisition, as shown in column 'B' of Schedule 'A' attached hereto and forming part of this Bylaw, are hereby imposed and levied on taxable land and improvements according to their assessed value on the Real Property Tax Roll for general municipal purposes for the District of Port Hardy for 2019.

#### 5. Tax Rates for the Regional District of Mount Waddington

Tax rates for the payment of the Regional District of Mount Waddington requisition, as shown in column 'C' of Schedule 'A' attached hereto and forming part of this Bylaw, are hereby imposed and levied on taxable land and improvements according to their assessed value on the basis provided under Section 26 of the *Hospital District Act* and as shown upon the Real Property Tax Roll for the District of Port Hardy for 2019.

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

Tax rates for the payment of the Mount Waddington Regional Hospital District requisition, as shown in column 'D' of Schedule 'A' attached hereto and forming part of this Bylaw are hereby imposed and levied on taxable land and improvements according to their assessed value on the basis provided by Section 26 of *the Hospital District Act* and according to their assessed value as shown upon the Real Property Tax Roll for the District of Port Hardy for 2019.



**7. Rates and Taxes Payable**

The rates and taxes named under this Bylaw shall be levied, raised and collected for the purposes stated, and shall be payable by 4:30 p.m., July 2, 2019 to the Collector at the Municipal Hall, Port Hardy, BC.

**8. Penalties**

Upon the 3<sup>rd</sup> day of July, 2019, or as soon thereafter as is practicable, the Collector shall add to the unpaid balance of the current year's taxes, in respect of each parcel of land and improvement as shown upon the Real Property Tax Roll of the District for 2019:

Ten (10) percent of the amount unpaid as of the 3<sup>rd</sup> day of July, 2019.

**9. Supplementary Tax Rolls**

- (a) Upon receipt of a Supplementary Tax Roll from B.C. Assessment, the Collector shall levy taxes in accordance with the rates specified in Schedule 'A' of this Bylaw according to the taxable values as shown on the Supplementary Tax Rolls.
- (b) Where Supplementary Tax Notices are sent before the 1<sup>st</sup> day of June 2019, penalties shall be added as set out in Section 8 of this Bylaw.
- (c) Where Supplementary Tax Notices are sent after the 1<sup>st</sup> day of June, 2019, ten (10) percent shall be added on any amount unpaid after thirty (30) days.

Read a First time on the 23<sup>rd</sup> day of April, 2019.

Read a Second time on the 23<sup>rd</sup> day of April, 2019.

Read a Third time on the 23<sup>rd</sup> day of April, 2019.

Third Reading Rescinded on the 7<sup>th</sup> day of May, 2019.

Read a Third time on the 7<sup>th</sup> day of May, 2019.

Adopted by the Municipal Council on the \_\_\_\_ day of \_\_\_\_\_, 2019.

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

\_\_\_\_\_  
Mayor

Certified to be a true copy of  
District of Port Hardy Bylaw No.1095-2019  
Annual Tax Rate Bylaw for the Year 2019

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

District of Port Hardy  
 Schedule "A" of  
 Bylaw No. 1095-2019

		A	B	C	D
Class	Property	General Municipal and Debt	Vancouver Island Regional Library	Regional District	Regional Hospital District
1	Residential	5.442738	0.257330	0.895080	0.310148
2	Utilities	47.400511	2.241071	3.132780	1.085518
5	Light Industrial	29.708080	1.404582	3.043272	1.054503
6	Business	19.472337	0.920642	2.192946	0.759863
7	Managed Forest	37.168335	1.757299	2.685240	0.930444
8	Recreation/Non-Profit	5.703776	0.269672	0.895080	0.310148



**DISTRICT OF PORT HARDY  
BYLAW NO. 1096-2019  
A Bylaw to Amend District of Port Hardy  
User Rates and Fees for 2019**

WHEREAS the Council of the District of Port Hardy deems it desirable to amend fees for services provided by the Municipality;

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

**PART 1 CITATION**

1.1 This bylaw may be cited for all purposes as the "District of Port Hardy User Rates and Fees for 2019 Amendment Bylaw No. 1096-2019".

**PART 2 SCHEDULES**

2.1 Schedule G of Bylaw No. 1090-2018 is hereby amended by removing the portion pertaining to Moorage – all vessels, and immediately inserting the following:

**SCHEDULE G SEAGATE PIER AND T-FLOATS**

Moorage – All vessels	
Seagate Pier – Leased portion Reserved Rate (reservation must be made with Harbour Manager)	\$200
Seagate Pier – non leased portion and T-Floats Moorage/per foot per 24-hour period * Or part thereof Equivalent of Pleasure Craft daily rate at Small Craft Harbour floats	\$ .86

**PART 3 SEVERABILITY**

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

Read a first time the on the \_\_\_\_ day of \_\_\_\_\_ 2019.

Read a first time the on the \_\_\_\_ day of \_\_\_\_\_ 2019.

Read a first time the on the \_\_\_\_ day of \_\_\_\_\_ 2019.

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

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

\_\_\_\_\_  
MAYOR

Certified a true copy of  
Bylaw No. 1096-2019 as adopted.



# DISTRICT OF PORT HARDY

## STAFF REPORT



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**DATE:** May 14, 2019  
**TO:** Mayor and Council  
**FROM:** Lynda Sowerby, Director of Finance  
**RE:** Bylaw 1096-2019, User Rates and Fees for 2019 amendment

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### PURPOSE

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

### BACKGROUND

The District has entered into a lease arrangement for a portion of the Seagate Pier. Under the lease arrangement, the lessee has agreed to allow other vessels to moor at the Seagate Pier at a rate of \$200 per twenty four (24) hour period when the Pier is not occupied for its own use. Moorage will be granted on a reservation system, coordinated by the District of Port Hardy Harbour Manager. Fees collected will be credited to the lessee, and the District will receive an administration fee.

### ANALYSIS

District of Port Hardy 2019 User Rates and Fees Amendment Bylaw No. 1096 – 2019 incorporates the two separate rates to be charged at the Seagate Pier. The rates will be applicable to the two distinct locations:

- Seagate Pier – leased portion, or;
- Seagate Pier – non leased portion and T-Floats.

### FINANCIAL IMPLICATIONS

Bylaw 1090-2018, User Rates and Fees for 2019 will allow the District the authority to charge the proposed moorage rates.

### STAFF RECOMMENDATION

*“THAT Council approve the amendment to Bylaw 1090-2018, User Rates and Fees for 2019 as presented,  
AND THAT Bylaw 1096-2019 receive first, second and third reading”.*

Respectfully submitted,

I support the recommendation.

  
Lynda Sowerby  
Director of Finance

  
Allison McCarrick  
Chief Administrative Officer