



DISTRICT OF PORT HARDY

AGENDA REGULAR MEETING OF COUNCIL 7:00 PM TUESDAY, DECEMBER 11, 2012

MUNICIPAL HALL COUNCIL CHAMBERS

Mayor: Bev Parnham
Councillors: Janet Dorward, Jessie Hemphill, Al Huddleston, Rick Marcotte,
Nikki Shaw, John Tidbury

Staff: Rick Davidge, Chief Administrative Officer
Jeff Long, Director of Corporate & Development Services
Allison McCarrick, Director of Financial Services
Trevor Kushner, Director of Operations

**DISTRICT OF PORT HARDY
AGENDA FOR THE REGULAR MUNICIPAL COUNCIL MEETING
7:00 pm TUESDAY DECEMBER 11, 2012
Council Chambers - Municipal Hall**

A. CALL TO ORDER

Time:

B. APPROVAL OF AGENDA AS PRESENTED (or amended)

Motion required

1. 2.

C. ADOPTION OF MINUTES

- 1-2** 1. The minutes of the Committee of the Whole meeting held November 27 2012.

Motion required

1. 2.

- 3-8** 2. The minutes of the Regular Council Meeting held November 27, 2012.

Motion required

1. 2.

D. DELEGATIONS AND REQUEST TO ADDRESS COUNCIL

No delegations

E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

- 9** 1. Council Action items. For information.

F. CORRESPONDENCE

- 10** 1. Vancouver Island Regional Library
a. Rosemary Bonanno, Exec. Director, (Nov.23/12) Appointment to the 2013 Vancouver Island Regional Library Board.

Motion / direction

1. 2.

- 11-16** b. Rosemary Bonanno, Exec. Director, (Nov.23/12) Facility Policy, decision process and request to advise of future library facility plans.

Motion / direction

1. 2.

- 17-18** c. Adrian Maas, Director of Finance, (Nov.28/12) re: Library budget and Levy to Members. For information.

- 19** 2. Richard Walker, Director of Communications & Events Planning (Nov.27/12) re: BC Hydro Project 11-15 and requests to acknowledge support (\$5,000 grant received).

Motion / direction

1. 2.

G. NEW BUSINESS

No New Business.

H. COUNCIL REPORTS

Verbal reports from Council members.

I. COMMITTEE REPORTS

- 20-21** 1. Economic Development Committee, minutes of the meeting held November 27, 2012.
Note: Two recommendations to Council.

Motion / direction 1. 2.

- 22-25** 2. Downtown Revitalization Committee, minutes of the meeting held November 27, 2012. Note: Six recommendations to Council.

Motion / direction 1. 2.

J. STAFF REPORTS

- 26-28** 1. Accounts Payable November 2012. For information.

- 29-34** 2. P. Smedley, Economic Development & Community Coordinator (Nov.26/12) re: Register to take part in Annual Pitch-In Week (\$350)

Motion / direction 1. 2.

- 35-38** 3. J. Long, Dir. Corporate & Development Services (Nov.30/12) re: New Computer Use Policy CP6.11.

Motion / direction 1. 2.

- 39-41** 4. J. Long, Dir. Corporate & Development Services (Dec.6/12) re: 2013 Committee Appointments.

Motion / direction 1. 2.

- 42-43** 5. J. Long, Dir. Corporate & Development Services (Dec.3/12) re: Proposed Expansion to Kwakiutl Indian Band Reserve.

Motion / direction 1. 2.

K. CURRENT BYLAWS AND RESOLUTIONS

No bylaws.

L. PENDING BYLAWS

No pending bylaws.

M. INFORMATION AND ANNOUNCEMENTS

December 20 Committee: Operational Services, 9:00 am Council Chambers
December 24-26 Municipal Hall closed **MERRY CHRISTMAS!!!**

N. NOTICE OF IN-CAMERA MEETING

No In-Camera Meeting scheduled at this time.

O. ADJOURNMENT

1. Time:

DISTRICT OF PORT HARDY
MINUTES OF THE COMMITTEE-OF-THE-WHOLE MEETING
HELD ON NOVEMBER 27, 2012

CALL TO ORDER: Mayor Parnham called the meeting to order. Time: 6:00 pm

PRESENT: Councillors Dorward, Hemphill, Marcotte, Shaw, Tidbury

REGRETS: Councillor Huddlestan, Rick Davidge, Chief Administrative Officer

ALSO PRESENT: Jeff Long, Director Corporate & Development Services
Trevor Kushner, Director Operational Services
Leslie Driemel, Recording Secretary

Media: None

Citizens: None

C2012-008
APPROVAL OF
AGENDA

APPROVAL OF AGENDA

Moved/Seconded/Carried

THAT the agenda be approved as presented.

DELEGATIONS

- 1) Alison Mitchell, Co-Chair, Mt. Waddington Health Services Stabilization Working Group re: Local Working Group re: Recommendation Report submitted to Vancouver Island Health Authority.

Received as information:

- a. Letter from Correspondence: Alison Mitchell and Dr. Rick Scragg, Co-Chairs Mt. Waddington Health Services Stabilization Working Group (Nov 2/12) re: Request to attend Council meeting and recommendation report to Vancouver Island Health Authority (VIHA).
- b. Copy of letter from Catherine Mackay, Exec. VP/ Chief Operating Officer VIHA and Dr. Brenden Carr, Exec VP/Chief Medical Officer, VIHA to Alison Mitchell and Dr. Rick Scragg, Co-Chairs, Mt. Waddington Health Services Stabilization Working Group re: Letter of June 25, 2012 re: Critical Recommendations and Paradigm Shift Recommendations.
- c. Previously circulated to Council: Report to Vancouver Island Health Authority from Mt. Waddington Health Service Stabilization Working Group Recommendation Report dated April 25, 2012.

Ms Mitchell reviewed with Council the issues of delivering primary health care, emergency room care and physician and nursing shortages in Port Hardy and on the North Island. The history of the Mt. Waddington Health Service Stabilization Working Group and the results and achievements of the work done to date were reviewed. The Recommendation Report submitted to VIHA and its critical and paradigm shift recommendations were discussed.

Other topics discussed included:

- VIHA funding models,
- alternate health care delivery,
- an overview of the Alaska model of health care delivery
- Vancouver Island Health Authority support and funding of \$100,000 designated for planning purposes for the implementation phase and \$30,000 for a physician recruiter to hire three physicians for Port Hardy.

The Committee of the Whole recommends to Council:

THAT a letter of thanks be written to Alison Mitchell for her presentation to Council AND THAT the District of Port Hardy write a letter to the Vancouver Island Health Authority Board in support of the recommendations included in the Mt. Waddington Health Service Stabilization Working Group Recommendation Report dated April 25, 2012.

Council rose.

Time: 6:55 pm

CERTIFIED CORRECT

APPROVED

DIRECTOR OF CORPORATE
& DEVELOPMENT SERVICES

MAYOR

MINUTES OF THE DISTRICT OF PORT HARDY
REGULAR MEETING OF COUNCIL NOVEMBER 27, 2012

CALL TO ORDER: Mayor Parnham

Time: 7:00 pm

PRESENT: Councillors Dorward, Hemphill, Marcotte, Shaw, Tidbury

REGRETS: Councillor Huddlestan, Rick Davidge, Chief Administrative Officer

ALSO PRESENT: Jeff Long, Director Corporate & Development Services
Trevor Kushner, Director Operational Services
Allison McCarrick, Director Financial Services
Leslie Driemel, Recording Secretary

Media: North Island Gazette

Citizens: 2

2012-228
APPROVAL OF AGENDA
AS PRESENTED

APPROVAL OF AGENDA

Moved/Seconded/Carried
THAT the agenda be approved as presented.

ADOPTION OF MINUTES

1. The minutes of the Committee of the Whole meeting held November 13, 2012.

Councillor Tidbury requested the minutes be amended as follows:
From: Council members were generally supportive of past operations.
To: Council members were supportive of the Grassroots Garden Program.

Mayor Parnham requested the minutes be amended as follows:
Adding: Council was presented with sixty-five messages of support for the Grassroots Garden.

Councillor Hemphill requested the minutes be amended as follows:
Adding: Councillor Hemphill suggested the use of signage on the property as a means of assisting with communication and relationship building with the neighbours.

Moved/Seconded/Carried
THAT the minutes of the Committee of the Whole meeting held November 13, 2012 be amended as requested namely:

From: Council members were generally supportive of past operations.
To: Council members were supportive of the Grassroots Garden Program.

Adding: Council was presented with sixty five messages of support for the Grassroots Garden.

Adding: Councillor Hemphill suggested the use of signage on the property as a means of assisting with communication and relationship building with the neighbours.

2012-229
COMM OF THE WHOLE
MINUTES NOV 13, 2012
AS AMENDED

2012-230
REGULAR COUNCIL
MEETING MINUTES NOV
13,2012

2. The minutes of the Regular Council Meeting held November 13, 2012.

Moved/Seconded/Carried

THAT the minutes of the Regular Council Meeting held November 13, 2012 be approved as presented.

BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Council action items were received as information.

CORRESPONDENCE

1. Memo from J. Long, Director Corporate & Development Services (Nov 22/12) re: Council procedure on reconsideration of Bursary Offer - Sail and Life Training Society was received as information.
For information.

REVISED LETTER: Robin Irving, Booking Manager, Sail and Life Training Society (Nov.15/12) Re: Bursary offer.

Moved/Seconded/Carried

THAT Council reconsider the Sail and Life Training Society bursary offer.

2012-231
COUNCIL RECONSIDER
SALTS BURSARY OFFER.

Moved/Seconded/Carried

THAT Council rescind resolution #2012-218 regarding the Sail and Life Training Society bursary offer.

2012-232
RESCIND RESOLUTION
#012-218 RE: SALTS
BURSARY OFFER.

Council discussed the partnership requirements of the bursary offer and the process to select a suitable recipient.

Moved/Seconded/Carried

THAT The District of Port Hardy accept the bursary partnership proposal from the Sail and Life Training Society AND THAT the application be forwarded to Port Hardy Secondary School for input on candidate selection AND THAT the cost of the bursary recipient's transportation to the training vessel departure point in Victoria be covered by the District if necessary.

2012-233
ACCEPT: SALTS
BURSARY OFFER.,
CANDIDATE SELECTION
TO PHSS, TRAVEL COST
TO VICTORIA

2. Jan Lindsay, President and CEO, North Island College (Nov.9/12) re: Thank you for support for North Island College's Industrial Research Chair Application was received as information.
3. Hon. John Yap, Minister of Advanced Education (Nov.14/12) re: Thank you for meeting at UBCM Convention and funding for the First Nations forestry training program was received as information.

Council directed Staff to contact North Island College to inquire if they are planning to access the funding for the First Nations forestry training program for the North Island College Mt. Waddington campus.

CONTACT NIC RE:
FIRST NATIONS
FORESTRY TRAINING
PROGRAM

4. Sherry Senciw, Secretary Port Hardy Lions (Nov.22/12) re: Request for permission for Annual Timmy's Roadblocks on Saturday December 8th, 10:00 am - 3:00 pm and use of District barriers.

2012-234
PH LIONS TIMMY'S
ROADBLOCKS DEC 8/12
APPROVED

Councillor Tidbury cited a possible conflict of interest and left the meeting.

Moved/Seconded/Carried

THAT the Request for permission for Annual Timmy's Roadblocks on Saturday December 8th, 10:00 am - 3:00 pm and use of District barriers be approved as presented.

Councillor Tidbury rejoined the meeting.

NEW BUSINESS

J. Long, Director Corporate and Development Services advised Council of the Committee of the Whole recommendation to Council from the meeting of November 27, 2012:

That a thank you letter be sent to Alison Mitchell for her presentation to Council and that the District write a letter of support to Vancouver Island Health Authority for the Mt. Waddington Health Services Stabilization Working Group Recommendations Report.

2012-235
A. MITCHELL THANK
YOU LETTER & MT.
WADDINGTON HEALTH
SERVICES
STABILIZATION
WORKING GROUP
LETTER OF SUPPORT

Moved/Seconded/Carried

THAT the District of Port Hardy write and thank Alison Mitchell for her presentation at the Committee of the Whole meeting of November 27, 2012 AND THAT a letter of support be sent to the Vancouver Island Health Authority for the recommendations in the Mt. Waddington Health Services Stabilization Working Group Recommendations Report dated April 25, 2012.

COUNCIL REPORTS

Councillor Shaw reported on:

- Meeting with Rosemary Bonnano, Executive Director, Vancouver Island Regional Library and touring the Port Hardy Library.
- Attending meetings for: Health Network Addictions Planning and Health Network Housing Committees.
- Attending the District of Port Hardy Economic Development Committee meeting.
- Attending the Mt. Waddington Literacy event on Nov 24, 2012 and advised approximately 200 people attended.

Councillor Marcotte reported on:

- Attending meetings for: BC Ferries, Sport Fishing Advisory, Cenotaph upgrade.
- Attending District of Port Hardy committee meetings for Economic Development, Downtown Revitalization and Community Consultative.
- Attending the retirement dinner for Gloria Le Gal.

COUNCIL REPORTS

Councillor Dorward reported on:

- Attending District of Port Hardy committee meetings for Economic Development, Downtown Revitalization and Community Consultative.
- Attending the retirement dinner for Gloria Le Gal.

COUNCIL REPORTS

Councillor Tidbury reported on:

- Attending meetings for Health Network Executive, Community Futures and BC Ferries.
- Attending District of Port Hardy committee meetings for Economic Development, Downtown Revitalization, Operational Services and Emergency Preparedness.
- The upcoming Regional Emergency Preparedness meeting on November 29, 2012 at the Municipal Hall.

Councillor Hemphill reported on:

- Attending the Port Hardy Twinning Society and District of Port Hardy Downtown Revitalization Committee meetings and the recent Literacy Fair
- Upcoming times she will be out of town and advised that she may call in for the December 11, 2012 Council meeting.

Councillor Parnham reported on:

- The updated tsunami information pamphlet.
- Attending meetings for: Vancouver Island Regional Library, BC Ferries, District Downtown Revitalization and Economic Development Committee meetings.
- The upcoming Council strategic planning session on December 4, 2012.

COMMITTEE REPORTS

1. Community Consultative Committee, minutes of the meeting held November 19, 2012.
2. Operational Services Committee, minutes of the meeting held November 22, 2012.
3. Board of Variance, minutes of the meeting held November 6, 2012.

2012-236
R&F COMMITTEE
REPORTS

Moved/Seconded/Carried

THAT the Community Consultative Committee, minutes of the meeting held November 19, 2012, Operational Services Committee, minutes of the meeting held November 22, 2012 and the Board of Variance, minutes of the meeting held November 6, 2012 be received and filed.

STAFF REPORTS

1. T. Kushner, Director Operational Services (Nov.14/12) re: Inspection and Maintenance of Sidewalks Policy CP10.9.

2012-237
SIDEWALKS POLICY
CP10.9 APPROVED

Moved/Seconded/Carried

THAT Inspection and Maintenance of Sidewalks Policy CP10.9 be approved as presented.

2. G. Le Gal, Director Corporate Services (Nov.15/12) re: Computer Use Policy CP6.11

2012-238
COMPUTER USE POLICY
CP6.11 MOTION
WITHDRAWN

Moved/Seconded/Carried
THAT Policy CP6.11 be amended to add the word 'written' in Access (2), namely All written communications should be for professional reasons related to the business and services of the District and are subject to monitoring and to access pursuant to the *Freedom of Information and Protection of Privacy Act*.

MOTION WITHDRAWN

Council discussed the wording in various sections of Policy CP6.11.

REVISE POLICY CP6.11

Staff was directed staff to revise the policy to separate eliminate any conflicts in the wording, particularly as it relates to communications and personal use of computers and return it for Council review.

3. J. Long, Director Corporate & Development Services (Nov.21/12) re: 2013 Council meeting dates

2012-239
2013 COUNCIL MEETING
DATES APPROVED

Moved/Seconded/Carried
THAT the 2013 Council meeting dates be approved as presented namely:

January 8	January 22
February 12	February 26
March 12	March 26
April 9	April 23
May 14	May 28
June 11	June 25
July 9	July 23 cancelled for summer break
August 13	August 27 cancelled for summer break
September 10	September 24
October 8	October 22
November 12	November 26
December 10	December 24 cancelled for Christmas break

BRING FORWARD THE
COUNCIL MEETING
SCHEDULE JUNE 2012.

Mayor Parnham requested Staff bring forward the Council meeting schedule in June 2012 for Council review.

BYLAWS

1. Bylaw 18-2012 District of Port Hardy User Rates and Fees for 2013. For Adoption.

2012-240
BYL 18-2012 USER
RATES & FEES FOR 2013
ADOPTED

Moved/Seconded/Carried
THAT Bylaw 18-2012 District of Port Hardy User Rates and Fees for 2013 be adopted.

2. District of Port Hardy Bylaw 19-2012 Revenue Anticipation Borrowing Bylaw for 2013. For Adoption.

2012-241
BYL 19-2012 REVENUE
ANTICIPATION /
BORROWING FOR 2013
ADOPTED

Moved/Seconded/Carried
THAT District of Port Hardy Bylaw 19-2012 Revenue Anticipation Borrowing Bylaw for 2013 be adopted.

2012-242
ADJOURNMENT

ADJOURNMENT

Moved
THAT we adjourn.

Time: 7:40 pm

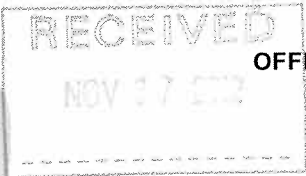
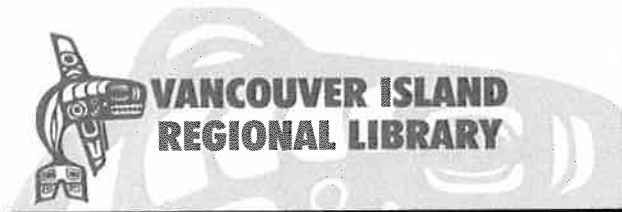
CORRECT

APPROVED

DIRECTOR OF CORPORATE
& DEVELOPMENT SERVICES

MAYOR

ITEM	ACTION – REGULAR MEETING OF NOVEMBER 27, 2012	WHO	STATUS /COMMENTS
SALTS Bursary	Offer accepted. Advise SALTS Write and request PHSS select candidate. Arrange payment of travel to Victoria to meet ship, if required.	RD RD AM	Done Done Will bring forward when required
Hon. Jon Yap, Min Education re: First Nations forestry training program funding	Write NIC to inquire if they are accessing program and funding for Mt. Waddington Campus	MP	Done
Lions Club re: Timmy's Road blocks Dec 8 request for permission and use of District barriers	Approved as requested. Advise Agencies Advise PW of approval to lend road barriers	JL JL	Done Done
Recommendation from Committee of the Whole meeting Nov 27	Write and thank Alison Mitchell for presentation and letter of support to VIAH for recommendations in Report	MP	Done
Computer Use policy CP6.11	Revise as requested bring back to Council for approval	JL	Agenda item
ITEM	ACTION – REGULAR MEETING OF NOVEMBER 13, 2012	WHO	STATUS /COMMENTS
Op Scvs Committee minutes of Oct 24,/12 re: Recommendations to Council approved as presented.	1. Request in writing that the MOT rectify the flooding issue on Byng Road.	RD	
ITEM	ACTION – REGULAR MEETING OF MAY 22, 2012	WHO	STATUS /COMMENTS
G. Le Gal, Director Corporate Services (May 17/12) re: Carnarvon Place Park	Prepare a report detailing all options for Council	TK	Once budget approved - report to Op Scvs on options



OFFICE OF THE EXECUTIVE DIRECTOR
711 Poplar Street, Box 3333
Nanaimo, BC V9S 5L8
T: 250.729.2310 • F: 250.758.2482
Email: executivedirector@virl.bc.ca

November 23, 2012

Mayor Bev Parnham
District of Port Hardy
Box 68
Port Hardy, BC V0N 2P0

Dear Mayor Parnham,

Re: Appointment to the 2013 Vancouver Island Regional Library Board

With the new year not too far off, it is time to consider your representation at the Board of Trustees of Vancouver Island Regional Library – the fourth largest library system in British Columbia that serves more than 410,000 residents on Vancouver Island, Haida Gwaii, and Bella Coola on the central coast. Vancouver Island Regional Library enhances lives through universal access to knowledge, lifelong learning, and literacy in the communities we serve.

As per the *British Columbia Library Act*, "each municipality and/or regional district that is party to the regional library district must, by resolution, appoint a representative and an alternate representative each December at the first meeting of the municipal council or regional district board. A member of the library board holds office for a term of one year, January 1 - December 31, 2013, or for the remainder of the year for which the appointment is made. A member is eligible for reappointment, but no member may serve for more than eight consecutive years. Reappointment of sitting members is encouraged in the interest of continuity..."

Provincial legislation requires certified resolutions to be submitted to Vancouver Island Regional Library by December 15, 2012. I enclose 2013 appointment forms for a Board member and alternate member to ensure we have accurate contact information.

VIRL Board of Trustees requires its members to complete a *Statement of Financial Disclosure* and, to that end, I enclose forms to be completed by your member and alternate member representatives. A copy of the form completed for municipal purposes is also acceptable.

Please complete the enclosed forms and return, along with a copy of the certified resolution, by December 15, 2012 to Heather Mink Zuvich: fax 250.758.2482 or email hminkzuvich@virl.bc.ca.

Thank you for your continuing support of Vancouver Island Regional Library!

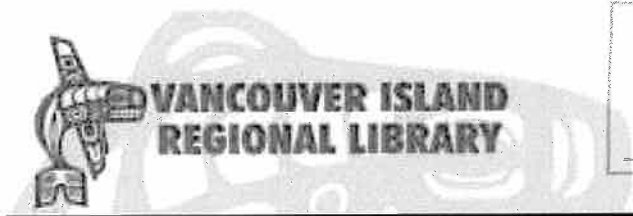
Sincerely,

Rosemary Bonanno, BA, MLS
Executive Director

Cc: Rick Davidge, CAO

Strong Libraries • Strong Communities

Bella Coola Bowser Campbell River Chemainus Comox¹⁰ Cortes Island Courtenay Cowichan Cowichan Lake Cumberland Gabriola Island Gold River Hornby Island Ladysmith Masset Nanaimo Harbourfront Nanaimo Wellington Parksville Port Alberni Port Alice Port Clements Port Hardy Port McNeill Port Renfrew Quadra Island Qualicum Beach Queen Charlotte Sandspit Sayward Sidney/North Saanich Sointula Sooke South Cowichan Tsisis Tofino Ucluelet Union Bay Woss



OFFICE OF THE EXECUTIVE DIRECTOR
6250 Hammond Bay Road, Box 3333
Nanaimo, BC V9R 5N3
T: 250.729.2310 • F: 250.758.2482
Email: executivedirector@virl.bc.ca

November 23, 2012

Mayor Bev Parnham
District of Port Hardy
Box 68
Port Hardy, BC V0N 2P0

Dear Mayor Parnham,

Vancouver Island Regional Library is pleased to advise you that the Board of Trustees has revised its' Facility Policy, which includes a Facility Decision Process. For your convenience, we have attached a copy.

To assist VIRL in our future facility planning process, we would appreciate knowing if your community:

- has any plans or suggestions regarding the provision of library space;
- if so, when your community might be considering the development of a new facility and
- any other pertinent information that might affect our planning process.

Vancouver Island Regional Library is vitally interested in being part of your planning process where library facilities are concerned.

When responding, please consider that Vancouver Island Regional Library has several files already open for new or expanded branches:

- Campbell River – expressed interest
- Chemainus – in negotiations
- Cortes Island – in negotiations
- Cowichan Lake – at building permit stage
- Cumberland – under construction
- Masset – expressed interest
- Nanaimo North – at building permit stage
- Port Renfrew – planning stage
- Sooke / Juan de Fuca – planning stage
- Sidney / North Saanich – investigating opportunities for improvement

Vancouver Island Regional Library's priorities for facility development are being continually refined both in relation to budget capacity and local priorities/opportunities. Your response, even if you have no current plans or concerns, would be appreciated as it will aid us in our planning processes.

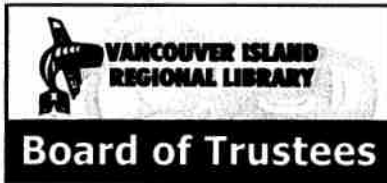
Sincerely,

Rosemary Bonanno, BA, MLS
Executive Director

Cc: Rick Davidge, CAO

Strong Libraries • Strong Communities

Bella Coola Bowser Campbell River Chemainus Comox ¹¹ Cortes Island Courtenay Cowichan Cowichan Lake Cumberland
Gabriola Island Gold River Hornby Island Ladysmith Masset Nanaimo Harbourfront Nanaimo Wellington Parksville
Port Alberni Port Alice Port Clements Port Hardy Port McNeill Port Renfrew Quadra Island Qualicum Beach Queen Charlotte
Sandspit Sayward Sidney North Saanich Sooke South Cowichan Tahiti Tofino Ucluelet Union Bay Woss



Board Policy

Title:	Facilities
Approved:	June 2011
Revised:	September 2012

The purpose of this policy is to ensure facilities meet the mission of the Vancouver Island Regional Library (VIRL) Board by maintaining and further developing an integrated network of service points, underpinned by designated resource hub libraries offering and supporting the delivery of in-depth information and readers' advisory services system-wide. Together, these approaches are designed to be responsive to the needs and expectations of VIRL customers. Facilities are designed to best meet the community needs. Ideally, library facilities are flexible, functional, attractive and adaptable.

Development of a Permanent Service Delivery Location

It is the responsibility of the associated political jurisdiction to make a request in writing to the Board to consider the development of a permanent service delivery location. A population threshold of 4,600 is expected to be met in 20 years' time in order for a branch to be considered by the Board. If the Board approves the request, it is the associated political jurisdiction's responsibility to conduct a public consultation process.

Service Model

To maximize efficiencies and effectiveness VIRL offers a multi-tiered service delivery model. Requests for contracting library services from VIRL will be between the political jurisdiction and the Board of the Vancouver Island Regional Library. Discussions will be undertaken with individual or local interest groups.

Books-by-Mail

Books-by-Mail is an individualized serviced offered to communities of less than 799 people. All requests are handled at the nearest resource hub. The associated political jurisdiction can make a request in writing to the Board to consider the development of a permanent delivery location. A population threshold of 4,600 is expected to be met in 20 years' time in order for a branch to be considered by the Board.

Core Library

The Core Library is located in a concentrated area of expressed need. The physical size of the Core Library is a target of 2,750 square feet serving a population up to and including 4,600. The service is valued as a focal point of the community identity, a community meeting place and a destination for all. It may be co-located. It provides convenient access to the resources of the entire library system.

Core children's services (including programming) and services to targeted groups such as teens or seniors may be stressed. The collection may contain up to 15,000 popular items. Electronic information resources provide access to a broad range of reference and support materials. Access to the Internet will be provided in relation to the population served.

Community Library

The Community Library is a local community focal point and is a gathering place and an intentional destination. It may be co-located. The Community Library is up to 18,000 square feet. The building should support the growth of the community for 20 years. These libraries focus their services on recreational and informational needs, providing access to a full range of print and non-print items. Their collections, based upon demand, support browsing and general information. The base core collection is further developed to support a broader range and scope of information. The Community Library delivers information and reader's advisory services, programming for all targeted groups, outreach, reading lounge, designated study space and multipurpose meeting space are all part of their mandate. Access to the Internet will be provided in relation to the population served.

Resource (Hub) Library

The Resource (Hub) Library underpins the delivery of information and readers' advisory services throughout the Board's service area. Further to that it provides community needs to the local area. It may be co-located. The Resource Library exceeds 18,000 square feet based on population. The building should support the growth of the community for 20 years. Its extensive collections serve the recreational and informational needs through a mix of circulation and electronic materials. Local or special collections may also be developed and housed in hub libraries. The resource hub library has an important role in supporting the print and nonprint infrastructure of the library system through the development and provision of specialized in-depth collections and staff expertise. It provides the full range of services for children and adults, programming, outreach, distribution centre for the hub, and multipurpose meeting space are all part of its mandate.

eLibrary

It is the vision of the Vancouver Island Regional Library to become a provincial leader in the integration of technology into library services. Electronic resources and technological access to information and services will not result in the demise of the library as a destination. Rather, technology will be expanded and used to enhance customer access to library services, whether from within library branches or from home, place of work, or other locations within the community.

Using new tools customers and staff will access information resources more effectively and communicate in new and innovative ways. Services offered electronically will be tailored to the individual needs of customers, recognizing the diversity of the community, social and economic barriers faced by all its members.

Standards

Standards may be defined as a degree or level of requirement, excellence or attainment that serve as a point of reference. They are a framework for planning and achieving best practices and excellence in the management and provision of library service. At the same time, standards provide a baseline measure for the development of facilities.

VIRL will:

- Establish and maintain libraries according to the service delivery model.
- Locate facilities as best possible utilizing site selection criteria.
- Use a recognized source (PCensus or Stats Canada) to access population and demographic information on which to base needs for new or expanded facilities.
- Implement a minimum target size of 2,750 sq ft or 0.6 sq ft per capita.
- Recognize the difference between urban and rural delivery by:
 - Grandfathering existing sites in their present geographic location until such time as population increases warrant replacement, and that grandfathered branches be maintained with a focus on WCB and health & safety issues subject to funding provided by the additional maintenance levy above, and that priority maintenance be given to the rural branches as identified in the CFMP report.
 - Base rural priorities on a weighted basis (10% population 30% date of most recent move/work, 30% compliance with minimum requirements, 30% physical condition) as outlined in this report.
 - Consider one or more rural branches and one urban branch per year be considered by the Board for expansion or replacement when requested by the local jurisdiction.
- An additional levy of 1.25% per year for facilities over a 10 year period, and an additional levy of 1% per year for maintenance over a 10 year period, is required to implement this policy.
- Implement as opportunities arise the preferred ownership model.
 1. VIRL ownership
 2. Public sector ownership
 3. Private sector ownership

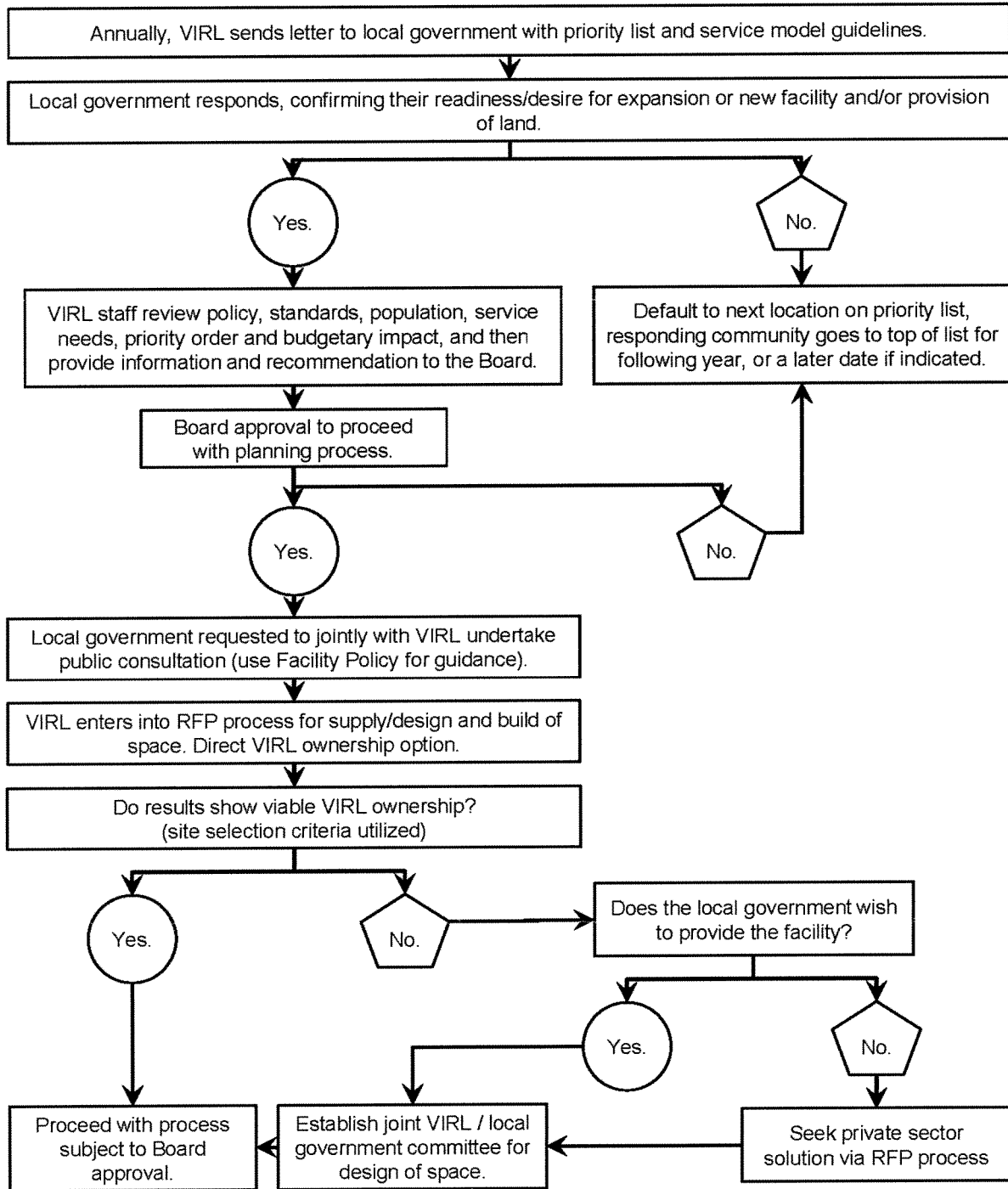
Prototype Library Program / Minimum 2,750 Square Feet

	Total Area (SF)	Description / Standard
Collection Space	1,000	15,000 books @ 15bk/sf
Circulation Desk	150	
Public Access Catalogues	40	
User Seating	240	8 seats x 30sf
Children's Area	300	12% of area
Teen Area	100	4% of area
Public Access Computer Space	100	4 users
Work / Storage Room	250	11% of library area
Washrooms	80	1 male 1 female
Circulation	490	19% of net area
Total	2,750	

Site Selection

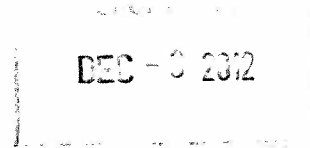
		Site 1	Site 2	Site 3	Site 4	Site 5
Physical Site						
1	Site accommodates facility which meets area standard for catchment area					
2	Central to catchment area					
3	Site is in future growth area					
4	High visibility within community					
5	Close to commercial node / activity					
6	Close to other community facilities					
7	Site restrictions (ie flood plane or restrictive covenants)					
8	Library use permitted by existing zoning					
Site Access						
9	Accessible by public transit					
10	Vehicle parking is maximum permitted by zoning					
11	Bicycle parking is provided (as per zoning if applicable)					
12	Access for service and delivery vehicles					
Building						
13	Meets minimum area requirement (for branch size)					
14	Meets building code standards					
15	Barrier free access					
15	Access to telephone, Internet, cable, communication infrastructure					
17	Overall premise / building is in good condition					
18	Available for long term period (20 years)					
19	Affordable					
20	Separate entrance					
Total (maximum score = 100)						

Facility Decision Process



November 28, 2012

Mr Rick Davidge
Chief Administrative Officer
District Of Port Hardy
Box 68
Port Hardy B.C. V0N 2P0



Dear Sir/madam

Re: LIBRARY BUDGET AND LEVY TO MEMBERS

The Vancouver Island Regional Library (VIRL) Board adopted the 2013 budget at its September 15, 2012 Board meeting.

Building on the momentum of previous years, and following adoption of the Consolidated Facilities Master Plan and Facilities Policy, VIRL continues to move forward with improvements and changes to create a revitalized service that is first and foremost an effective and efficient response to the needs and expectations of the Island communities we serve. The library of the 21st Century must be relevant and responsive to ensure continued success.

The development of the 2013-2017 Financial Plan was driven by VIRL's Strategic Priorities:

1. **Collection** - VIRL will continue to develop its collection, enhance access to its collection, and build a maximum degree of diversity in the collection to provide the greatest choices possible for customers in both small and large branches.
2. **Communication with Stakeholders** - VIRL will foster strong external and internal communications and promote a broad awareness of the library and its diverse range of resources, services and programs to ensure their optimal use.
3. **Facilities and Operations** - VIRL will be welcoming places and community hubs for informational, inspirational, cultural, and recreational needs and interests of our diverse customers and communities.
4. **Information Technology** - VIRL will optimize the use and benefits of technology to enhance the library experience for customers, and develop library branches as learning facilities for information technology.
5. **Delivery of Quality Service** - VIRL will have a supportive work environment that embraces a culture of continuous improvement and enables all staff to provide high-quality, cost-effective service that meets customer's constantly changing needs for the library services.

Strong Libraries • Strong Communities

Additionally VIRL will continue to strive to:

- Maintain excellence in the services and programs outlined in the strategic plan.
- Provide core services more effectively and efficiently.
- Utilize stakeholders, partners and staff feedback from the last strategic planning process.
- Create welcoming environments that are pleasing and safe.
- Gain efficiencies through diligent resource stewardship, high performance and accountability on the part of all staff.
- Provide staff training and support that will attract and retain talented high quality staff.
- Act on Consolidated Facilities Master Plan recommendations and correct long standing budgetary issues with respect to maintenance and provision of useable space.

The 2013-2017 Financial Plan will see a 5.95% general increase to member levies, which includes 1.25% dedicated to new or expanded long term facility issues, and 1% dedicated to funding correction of substantial deferred maintenance, ultimately correcting and providing appropriate funding for maintenance, furniture, fixtures and equipment as approved at the June 19, 2010 Board meeting. These last two items represent the third year of a ten year transitional funding strategy. 2013 also sees increased staffing on Quadra and Gabriola Island, the opening of libraries and or substantial work on libraries in Port Renfrew, Cortes Island, Cumberland, Cowichan Lake, and Nanaimo. The communities of Sooke, Campbell River, and North Cowichan amongst others are also seeking opportunities for the future.

The Vancouver Island Regional Library Board's strategy in dealing with facility maintenance and long term planning issues is to minimize impact by spreading the additional levies required to correct the issues over a long span. This responsible, reasonable, long term approach explains why the long term plans and in particular the budget again saw overwhelming approval of the budget 34 of 36 members voting in favor, an approval rating of over 94%.


The budget document is attached and the levy information is on page 20. Detail on populations and assessments used for apportioning the levy are on pages 18 and 19.

Following is the detail on the first payment due before March 1, 2013. A formal invoice will follow.

	Quarterly Installment	Annual Amount
Population portion	20,447	81,787
Assessment portion	<u>10,695</u>	<u>42,779</u>
2013 First Quarter Total Levy	\$31,142	\$124,566

Please do not hesitate to contact us if you have any questions.

Thank you,



Adrian Maas, CGA
 Director of Finance

Strong Libraries #18 Strong Communities

Bella Coola Bowser Campbell River Chemainus Comox Cortes Island Courtenay Cowichan Cowichan Lake Cumberland
 Gabriola Island Gold River Hornby Island Ladysmith Masset Nanaimo Harbourfront Nanaimo Wellington Parksville
 Port Alberni Port Alice Port Clements Port Hardy Port McNeill Port Renfrew Quadra Island Qualicum Beach Queen Charlotte
 Sandspit Sayward Sidney/North Saanich Sooke South Cowichan Tahsis Tofino Ucluelet Union Bay West

Board of Directors
Conseil d'administration

Tim Makinen
Chair / President
Steel Canada Ltd.
Vancouver, BC

Andrew Kenney
Vice-Chair / Vice-president
University of Toronto
Ganong, ON

Dorothy Dobbie
Past Chair / Ancienne-présidente
Pegasus Publications Inc.
Winnipeg, MB

Amery Boyer
Town of Annapolis Royal
Annapolis Royal, NS

Gary Brit
University of British Columbia
Vancouver, BC

Rob Burton
City of Oakville
Oakville, ON

David Donke
City of Winnipeg
Winnipeg, MB

Leo Duguay
Rothwell Group Inc.
Gatineau, ON

Janet Foddes-Calpas
~~STOPPED~~
Lacombe, AB

Andrea Lyall
Aleksandra Natural Resources
Consultant
North Vancouver, BC

Jim Schodier
Living Consumer Products
Northon, NB

William Vander Zalm
Vista Inc. Nurseries
Ladler, BC

Arnold Zweig
Barrister & Solicitor
Toronto, ON
Legal Counsel /
Conseiller juridique

November 27, 2012

District of Port Hardy
P.O. Box 68
7360 Columbia Street
Port Hardy, BC V0N 2P0

Attention: Rui Veloso, District Arborist and Horticulturist

Dear Mr. Veloso,

SUBJECT: BC Hydro Project # BC Hydro-11-15

Thank you for your participation in planting project (BC Hydro-11-15) - enclosed is our contribution to your program. On behalf of Tree Canada and BC Hydro Power Smart, sponsors of this project, we appreciate your cooperation.

At this point, we are asking you to consider three important actions which we deem to be crucial for the continuation of programs offered by Tree Canada:

1. **Please feel free to write to us at Tree Canada** to thank us for you being one of the recipients for 2011 and for allowing us to improve your community's forests;
2. **Please consider writing to BC Hydro** thanking them for the support, and urge them to continue to support our programs. The letter can be sent to: Mr. Duncan Isberg c/o **BC Hydro**, Suite 1100, Four Bentall Centre, P.O. Box 49260, Vancouver, BC, V7X 1V5.
3. **Please link us to your municipal website**, encouraging your citizens to support us.

Once again, congratulations on a job well done - please do not hesitate to contact our office if you have any questions.

Yours truly,

Richard Walker
Director of Communications & Events Planning

c.c. Mayor Bev Parnham
c.c. Christian Walli

2012-11-27

\$5,000 RVC

19



**DISTRICT OF PORT HARDY
ECONOMIC DEVELOPMENT COMMITTEE**

MINUTES OF THE MEETING HELD NOVEMBER 27, 2012

Call to Order: Mayor Bev Parnham

Time: 1:33 p.m.

Present: Mayor Parnham, Councillor Tidbury, Councillor Dorward, Councillor Marcotte,
Councillor Hemphill, Councillor Shaw, P. Smedley

Absent: Councillor Huddleston
Rick Davidge, CAO

-
1. Committee members discussed the status of the Bear Cove Recreation Site upgrades, including current operational undertakings and timelines. The footings are complete for the pavilion, with work on the water lot to commence by Dec. 1, 2012 with the final phase of the project currently slated for May 2013. Committee members also reviewed the economic case and current funding levels.
 2. The Committee was introduced to Jeff Long, the new Director of Corporate Services for the District.
 3. Committee members were advised of final revisions to the website, including adding a "Mayor's blog," maps created during the OCP process, and an emergency tab for the front page. The group also discussed the potential addition of a "staff" tab, with consensus being that this function was seldom used. Committee members were content with the agendas and minutes being available under the "Mayor and Council" section of the website. J. Hemphill provided ideas for adding social media options. She will connect with P. Smedley to discuss logistics.
 4. A brief overview of the status of the Community Recreation Program grant was provided. The sidewalk is now complete for Seaview Drive. The base work is underway for the commuter trails, with the two bridges scheduled for construction in the spring. Two potential Job Creation Partnership (JCP) participants will be interviewed by the project manager, Trevor Kushner, for possible employment on the project.
 5. Mayor Parnham provided an overview of the recent BC Ferries consultation meeting in Port Hardy, held on Friday, November 23. Committee members were disappointed in the lack of representation at the meeting by tourism operators, hoteliers and First Nations. Members believed that this may have been due to the wording on the advertisement that required a reservation to attend the consultation process, as well as a lack of advertising in multiple venues. The Mayor will work with Council to create an official response letter to BC Ferries, outlining the District's concerns and recommendations. P. Smedley will request a letter from the Chamber of Commerce advising BC Ferries on the anticipated impacts to local business if there are significant route or schedule reductions for routes 10 and 40.
 6. P. Smedley asked Council members to review the proposed draft of the new Economic Development Plan for 2013/2014, and provide their input for inclusion in the final document. The document will be posted to the website, replacing the 2011/2012 Economic Development plan currently appearing on the site. Carrie Dusterhoft, Manager of Community Adjustment with the Regional Economic Operations Branch for the Ministry of

Jobs, Tourism and Skills Training has expressed interest in receiving a copy of the final document, as well as visiting the District of Port Hardy in the near future.

7. P. Smedley told Committee members that the communication plan is still awaiting approval from the Finance Committee, and supports the District's vision for enhanced communication with the community, and increased usage of the new website.
8. Committee members discussed the role of the Health Network and its interaction with the Local Healthcare Working Group. Mayor Parnham discussed the potential of hiring physicians on a contract basis as a way of addressing the North Island's current physician shortage.
9. The next Economic Development Committee meeting was scheduled for January 8, 2013 at 3 p.m. in Council Chambers.

Recommendations

1. That the Mayor and Council formulate a letter to BC Ferries, expressing their concerns and potential impact on the local economy if route and schedule reductions are implemented on routes 10 & 40.
2. That P. Smedley request that the Chamber of Commerce provide a letter to BC Ferries, to accompany the District's submission, outlining the impact on local businesses if route and schedule reductions are implemented on routes 10 & 40.

Adjournment

Time: 2:50 p.m.



**DISTRICT OF PORT HARDY
DOWNTOWN REVITALIZATION
A COMMUNITY FIRST INITIATIVE**

MINUTES OF THE MEETING HELD NOVEMBER 27, 2012

Call to Order: Chair, Councillor Janet Dorward Time: 10:00 am

Present: Mayor Bev Parnham
 Councillors Dorward, Hemphill and Marcotte
 James Emerson - Chamber of Commerce
 Lyn Barton - Chamber of Commerce
 Sandra Masales - Chamber of Commerce / Rotary
 Tara McCart - Chamber of Commerce / Rotary (joined the meeting at 10:17)

 Patti Smedley - District of Port Hardy, Ec Dev/Community Coordinator
 Jeff Long - Director Corporate & Development Services
 Leslie Driemel - Recording Secretary

Regrets: Rob Salter
 Yana Hrdy - Chamber of Commerce
 Ross Hunt - Kwakiutl First Nation

Guests: Rui Veloso - Operational Services

1. Addendum

Chair Councillor Dorward requested the following additions to the agenda:
James Emerson re: Chamber of Commerce sea wall walkway signs
Councillor Hemphill re: Heritage Society and heritage signs
Mayor Parnham: re: Vancouver Island Regional Library and downtown revitalization

2. Introductions

Mayor Parnham introduced Jeff Long, Director Corporate & Development Services and advised of his planning background which will be of great benefit to the District of Port Hardy.

A round table introduction of committee members was done.

3. Minutes

Acceptance of the Minutes for the meeting held October 30, 2012.

Masales/Emerson/Carried
THAT the minutes for the meeting held October 30, 2012 be accepted as presented.

4. Mural Development Guidelines

Patti Smedley advised that mural guidelines from other communities have been researched by staff members and there was very little information available.

Committee guideline discussion included:

- A detailed application process with conceptual design, site visits, artist concepts, theme guidelines, review of design for politically correct and non-offensive art, permits, liability, safety issues, street closures and time-frame for work
- Specifying geographical limits (downtown and residential areas) development permit areas
- Official Community Plan regulations for development permit areas and exceptions to development permits allowed in the Official Community Plan (OCP).
- Simplified guidelines preferred as they are less onerous for all concerned.

Further discussions included voluntary compliance of OCP regulations for mural projects, the need for a communication plan and the Committee's review as a consultative not approval role.

Councillor Hemphill suggested a page on the District website for downtown revitalization information to encourage participation with the Committee and the goals and objectives for revitalizing the downtown.

Patti Smedley advised including information on the website would be good but that a multi communication plan with information sessions for community stakeholders such as the Chamber of Commerce and Rotary Clubs can also be arranged.

5. Market Street Common Property

The Committee discussed what are District and private property gardens and along Market Street. Rui advised that property owners request upgrades and maintenance to District gardens but seldom is maintenance done on District or their own gardens.

Patti commented that organizations that lease properties from the District, such as the Chamber of Commerce and Museum, should consult with the District prior to any major garden renovations.

The Committee discussed providing design assistance and posting information on the website of suitable plants. Patti commented that the Market Street storm sewer improvements plan is coming forward and a streetscape design request for proposals may include garden specific information in them. It was suggested to the Committee that they not plan too much in advance until a streetscape design is finalized for the downtown area.

6. Adopt a Garden Process

The Committee discussed developing an adopt a garden program and possible partnering with businesses, schools and local organizations. Concerns were raised regarding absentee landowners and their disinterest in maintaining their properties. Discussion included liability and WCB issues for volunteers on District property and union/manpower issues.

There was discussion about the use of volunteers to undertake work on District property (e.g. gardening). Jeff Long will look into related issues in more detail (insurance, WorkSafe, union, etc.).

Patti Smedley discussed with the Committee the Ministry of Forests annual back road clean up that involves the District, Regional District, local business, volunteer manpower and volunteer equipment and their operators. She will contact the Ministry of Forests and make inquiries regarding how they handle the insurance / WCB concerns.

Developing partnerships with businesses and bringing back a Communities in Bloom group to spearhead garden improvements was discussed by the Committee. Staff were requested to contact past members and see if there is an interest in reviving the organization locally.

Garden locations were discussed including whether they were in the mandated area of the Committee. Rui discussed with the Committee what volunteer work could be helpful and what could be detrimental to the gardens without proper guidance.

7. Request for Proposals for Downtown Revitalization Plan

Jeff Long advised that the new OCP's development permit guidelines provide a good foundation for preparing a Request for Proposals (RFP) to undertake a Downtown Revitalization Plan. The RFP related to the preparation of the OCP was circulated as an example of what an RFP is comprised of. Preliminary outcomes were outlined as:

- potential changes to the OCP as a result of the design
- a detailed streetscape design for Market St and adjoining areas,
- input into preparing engineering design plans related to underground utility works that could qualify for grant funding

The Committee discussed the successful OCP review process and agreed a detailed and thorough community consultative process should be included. Mayor Parnham advised it was important to engage the business community and property owners and ways to include them in consultative process was discussed.

Committee members were asked to forward ideas for the RFP to Jeff Long. Timelines for the RFP were discussed including budget approval and it was agreed that a draft would be prepared for the Committee's January meeting, then go to Council for approval and the RFP issued in February. Funding sources were discussed and the Mayor advised Island Coastal Economic Trust has funding that may be available.

8. Addendums

a. Seawall signs

James Emerson displayed the first interpretive sign for the Chamber of Commerce seawall sign project and reviewed the source of funding. There are five signs that the Chamber can fund and they have asked the District to fund two more signs plus the cost of frames and installation. Themes, siting of the signs and possible archaeological issues were discussed. Mayor Parnham requested the signs include the District of Port Hardy logo alongside the Chamber of Commerce logo.

b. Heritage Signs

Councillor Hemphill advised the Heritage Society is interested in repainting the heritage signs situated throughout the community. Mayor Parnham suggested the sign regarding the Lyons Store be redone to reflect the site of the store.

c. Vancouver Island Regional Library

Mayor Parnham advised she recently attended a Vancouver Island Regional Library (VIRL) board meeting and advised they are interested in dialogue and partnerships with the District concerning any future sites for the library.

9. Other items

Abandoned buildings were discussed and the Committee was advised that letters have been sent out to property owners and will be followed up on.

Seagate Hotel site was discussed and the Committee was advised the sale of the property closes at the end of November.

10. Recommendations to Council

1. That District Staff include information on the District website pertaining to Downtown Revitalization including the goals/objectives presented in the OCP and encourage those that are planning on undertaking changes/improvements/alterations to buildings and properties in the downtown to share their plans and work with the Downtown Revitalization Committee.
2. That District Staff prepare a draft Request for Proposal for preparation of a Downtown Revitalization Plan.
3. The District Staff investigate issues pertaining to participation by volunteers working on District properties or events/projects.
4. The District Staff investigate Min. of Forests volunteer program/insurance.
5. That District Staff contact past members of Community in Bloom and see if there is an interest in reviving the organization locally.
6. That Committee member bring forward RFP ideas to District staff.

11. Next Meeting

January 22, 2013 at 10:00am

12. Adjournment

Hemphill /Carried
That we adjourn

Time: 11:30 am

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
001461	02/11/2012	00044	ACKLANDS - GRAINGER INC.	786.08	
001462	02/11/2012	01836	ARIES SECURITY LTD.	3,612.00	
001463	02/11/2012	01988	BRITISH COLUMBIA LIFE AN	582.54	
001464	02/11/2012	01805	BUSY B'S DISTRIBUTING	275.97	
001465	02/11/2012	01433	COMOX PACIFIC EXPRESS LT	687.20	
001466	02/11/2012	01982	DIGITAL POSTAGE ON CALL	1,120.00	
001467	02/11/2012	02140	DOUG LLOYD CONTRACTING	143.36	
001468	02/11/2012	02636	Dr. M. Isaacson	1,500.00	
001469	02/11/2012	00099	FOX'S DISPOSAL SERVICES	10,515.88	
001470	02/11/2012	00052	HARDY BUILDERS' SUPPLY	629.71	
001471	02/11/2012	02208	Hawkins, Bob	666.50	
001472	02/11/2012	00063	HOME HARDWARE BUILDING C	118.21	
001473	02/11/2012	00273	JM'S MOBILE WELDING INC	116.98	
001474	02/11/2012	00065	K & K ELECTRIC LTD.	602.81	
001475	02/11/2012	02378	KGC Fire Rescue Inc.	378.41	
001476	02/11/2012	00069	MACANDALE'S	313.59	
001477	02/11/2012	02489	Marcotte, Rick	201.18	
001478	02/11/2012	02007	MARSHALL WELDING AND FAB	2,957.92	
001479	02/11/2012	00040	MINISTER OF FINANCE (SCH	590.29	
001480	02/11/2012	02547	Northwest Hydraulic Cons	5,564.72	
001481	02/11/2012	00075	O.K.TIRE STORE (PORT HAR	854.67	
001482	02/11/2012	00080	PUROLATOR INC.	91.28	
001483	02/11/2012	02107	SMEDLEY, PATTI	587.79	
001484	02/11/2012	00166	SUPERIOR PROPANE	1,457.47	
001485	02/11/2012	00160	TELUS	2,725.26	
001486	02/11/2012	02535	Time Business Machines L	17,159.64	
001487	02/11/2012	00485	TRAN SIGN (1999) LTD.	3,859.30	
001488	08/11/2012	00829	ANA'S HARDY CLEAN	1,723.03	
001489	08/11/2012	00047	B.C. HYDRO	21,531.37	
001490	08/11/2012	00302	BUILDING OFFICIALS' ASSO	280.00	
001491	08/11/2012	00281	CHEVRON CANADA LTD.	2,280.84	
001492	08/11/2012	01724	CHYNA SEA VENTURES LTD.	168.00	
001493	08/11/2012	02044	COLLINGS MUNICIPAL CONSU	139.73	
001494	08/11/2012	00054	DAVE LANDON MOTORS LTD.	1,467.57	
001495	08/11/2012	00099	FOX'S DISPOSAL SERVICES	12,978.38	
001496	08/11/2012	01985	Harbour Signs Ltd.	78.40	
001497	08/11/2012	00052	HARDY BUILDERS' SUPPLY	759.45	
001498	08/11/2012	01396	HARDY LOCK AND KEY	290.08	
001499	08/11/2012	02043	HARNISH SALES AGENCY	548.80	
001500	08/11/2012	00014	MINISTER OF FINANCE	1,940.00	
001501	08/11/2012	00447	MNP	21,168.00	
001502	08/11/2012	00033	NAPA AUTO PARTS/PORT HAR	594.46	
001503	08/11/2012	02006	NORTH ISLAND TRACTOR	541.86	
001504	08/11/2012	00487	O.K. Paving Company	560.00	
001505	08/11/2012	00030	OVERWAITEA FOOD GROUP	324.02	
001506	08/11/2012	02071	PACIFICUS BIOLOGICAL SER	11,195.52	
001507	08/11/2012	00267	PETTY CASH (POOL)	228.07	
001508	08/11/2012	00203	Port Hardy & Dist. Chamb	12,966.50	
001509	08/11/2012	00406	PORT HARDY FIREFIGHTERS	4,207.50	
001510	08/11/2012	00264	PORT HARDY HERITAGE SOCI	11,206.50	
001511	08/11/2012	00272	ROLLINS MACHINERY LIMITE	735.08	
001512	08/11/2012	02170	SPIKETOP CEDAR LTD.	784.00	
001513	08/11/2012	01809	THE CANADIAN INSTITUTE O	115.71	
001514	08/11/2012	00011	Tidbury, John	40.59	
001515	08/11/2012	01884	Tru Hardware	188.90	
001516	08/11/2012	01661	Urban Systems Ltd	5,600.00	
001517	08/11/2012	00201	Vancouver Island Regiona	29,676.00	
001518	08/11/2012	01026	VIMAR EQUIPMENT LTD.	2,075.67	
001519	08/11/2012	01854	ZEE MEDICAL CANADA CORPO	96.81	
001520	15/11/2012	01145	BLACK CAT REPAIRS	648.92	
001521	15/11/2012	00054	DAVE LANDON MOTORS LTD.	3,571.15	
001522	15/11/2012	01476	DOR-TEC SECURITY LTD.	122.90	
001523	15/11/2012	01637	EPCOR UTILITIES INC.	2,534.34	
001524	15/11/2012	00099	FOX'S DISPOSAL SERVICES	5,342.06	
001525	15/11/2012	00052	HARDY BUILDERS' SUPPLY	651.00	
001526	15/11/2012	00273	JM'S MOBILE WELDING INC	75.60	
001527	15/11/2012	00065	K & K ELECTRIC LTD.	1,418.32	
001528	15/11/2012	00253	Keta Cable	146.49	
001529	15/11/2012	00585	Minister of Finance	901.45	
001530	15/11/2012	00033	NAPA AUTO PARTS/PORT HAR	534.74	
001531	15/11/2012	01645	NORTH ISLAND COMMUNICATI	305.98	


26

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
001532	15/11/2012	00027	NORTH ISLAND VETERINARY	294.77	
001533	15/11/2012	00487	O.K. Paving Company	122,080.00	
001534	15/11/2012	02640	Penner, Calvin Lyle	180.50	
001535	15/11/2012	00269	PETTY CASH (OFFICE)	161.96	
001536	15/11/2012	01924	POLACEK, LUKAS Z.	180.50	
001537	15/11/2012	00080	PUROLATOR INC.	176.98	
001538	15/11/2012	00107	RECEIVER GENERAL FOR CAN	15,668.38	
001539	15/11/2012	00187	REGIONAL DISTRICT OF MT	214,878.49	
001540	15/11/2012	02546	SCP Distributors Inc	299.21	
001541	15/11/2012	00053	TEMPLE CONSULTING GROUP	1,529.92	
001542	15/11/2012	02562	Textile Image Inc	568.34	
001543	15/11/2012	02486	Trapeze Communications I	1,456.00	
001544	15/11/2012	00164	Xerox Canada Ltd.	100.68	
001545	21/11/2012	00275	Davidge, Rick	655.86	
001546	22/11/2012	00044	ACKLANDS - GRAINGER INC.	949.75	
001547	22/11/2012	00829	ANA'S HARDY CLEAN	694.40	
001548	22/11/2012	02135	BORG, BRENT	402.68	
001549	22/11/2012	01805	BUSY B'S DISTRIBUTING	184.64	
001550	22/11/2012	01433	COMOX PACIFIC EXPRESS LT	107.40	
001551	22/11/2012	01637	EPCOR UTILITIES INC.	146,848.71	
001552	22/11/2012	01396	HARDY LOCK AND KEY	145.60	
001553	22/11/2012	02539	Hemphill, Norma	668.15	
001554	22/11/2012	00063	HOME HARDWARE BUILDING C	240.00	
001555	22/11/2012	00273	JM'S MOBILE WELDING INC	4,570.72	
001556	22/11/2012	02600	Kushner, Trevor	88.61	
001557	22/11/2012	00147	LGMA	924.00	
001558	22/11/2012	02642	Long, Jeff	892.02	
001559	22/11/2012	01021	NORTHERN ROPES & INDUSTR	63.50	
001560	22/11/2012	00369	PICKWICK, MICHAEL	710.72	
001561	22/11/2012	00187	REGIONAL DISTRICT OF MT	8,972.28	
001562	22/11/2012	02100	ROCKY MOUNTAIN PHOENIX	892.44	
001563	22/11/2012	02107	SMEDLEY, PATTI	344.86	
001564	22/11/2012	00166	SUPERIOR PROPANE	197.59	
001565	22/11/2012	02067	Vancouver Island Economi	560.00	
001566	29/11/2012	02645	BC Outdoors Magazine	1,640.80	
001567	29/11/2012	01531	BJARNASON, SUSAN	83.00	
001568	29/11/2012	01145	BLACK CAT REPAIRS	211.23	
001569	29/11/2012	00073	BLACK PRESS GROUP LTD.	1,401.68	
001570	29/11/2012	01988	BRITISH COLUMBIA LIFE AN	732.79	
001571	29/11/2012	00281	CHEVRON CANADA LTD.	4,565.81	
001572	29/11/2012	01926	Coastal Mountain Fuels (3,081.91	
001573	29/11/2012	00539	CUPE LOCAL 2045	749.38	
001574	29/11/2012	02643	FAST	1,215.20	
001575	29/11/2012	01522	GE CAPITAL	124.24	
001576	29/11/2012	00914	GFOA of BC	196.00	
001577	29/11/2012	01985	Harbour Signs Ltd.	10.02	
001578	29/11/2012	00194	INT'L UNION OPERATING EN	555.07	
001579	29/11/2012	00065	K & K ELECTRIC LTD.	666.22	
001580	29/11/2012	02573	Koers & Associates Engin	13,823.04	
001581	29/11/2012	02600	Kushner, Trevor	238.10	
001582	29/11/2012	01914	LE GAL, GLORIA	35.00	
001583	29/11/2012	00626	MAINROAD MAINTENANCE PRO	13,540.90	
001584	29/11/2012	01777	MCCARRICK,ALLISON	35.00	
001585	29/11/2012	02108	MYRON SMARTER BUSINESS G	269.84	
001586	29/11/2012	01014	NICKERSON, SCHELL	35.00	
001587	29/11/2012	02006	NORTH ISLAND TRACTOR	644.00	
001588	29/11/2012	00075	O.K.TIRE STORE (PORT HAR	26.88	
001589	29/11/2012	02409	Onsite Engineering Ltd.	1,573.60	
001590	29/11/2012	00013	PACIFIC BLUE CROSS	4,103.93	
001591	29/11/2012	02646	Planning Institute of Br	515.00	
001592	29/11/2012	00363	PORT HARDY BULLDOZING LT	50.40	
001593	29/11/2012	00107	RECEIVER GENERAL FOR CAN	13,609.18	
001594	29/11/2012	01523	RECEIVER GENERAL FOR CAN	379.72	
001595	29/11/2012	02100	ROCKY MOUNTAIN PHOENIX	112.00	
001596	29/11/2012	02546	SCP Distributors Inc	87.87	
001597	29/11/2012	00166	SUPERIOR PROPANE	1,790.21	
001598	29/11/2012	00161	TELUS MOBILITY (BC)	911.70	
001599	29/11/2012	00089	THE HOBBY NOOK	94.91	
001600	29/11/2012	00957	TOURISM VANCOUVER ISLAND	194.61	
001601	29/11/2012	00485	TRAN SIGN (1999) LTD.	404.77	
001602	29/11/2012	02321	TWOFOURONE Consulting Lt	301.84	

27

<u>Cheque #</u>	<u>Pay Date</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Paid Amount</u>	<u>Void</u>
001603	29/11/2012	02644	Vancouver Island Fire Fi	906.00	
Total:				816,449.06	

*** End of Report ***

**DISTRICT OF PORT HARDY
INTEROFFICE MEMORANDUM**

TO: Mayor and Council
FROM: Patti Smedley
SUBJECT: Annual Pitch-In Week
DATE: Nov. 26, 2012

For several years now, the District of Port Hardy has participated in the annual Pitch-in Week to help clean up our community. Last year's event focused on several new initiatives, including a colouring contest, and a family participation / thank you BBQ event hosted by the Chamber of Commerce and the Port Hardy Lions. In addition, we:

- Had the support of Harvest Food Bank, which assisted with supply distribution and refreshments for participants on the official "Pitch-In Community Cleanup" day
- Created handouts for business on ways they could support the event
- Encouraged community members to take 20 minutes to clean up around their homes and neighbourhoods by advertising the "20 Minute Makeover"
- Worked with the Ministry of Forests (MOF) to clean up our local back roads - which was a follow-up event that occurred a couple of weeks after the official Community Clean-up Day
- Helped to advertise the back roads clean-up by distributing flyers around town and to Clean-up Day event participants
- Provided "gift bags" to local schools and two day care centres, and the Girl Guides - all of which scheduled pickup events. In fact, Port Hardy Secondary School held a BBQ for students and community guests who participated in their pick-up event.

To support these efforts, we:

- Ran ads in the North Island Gazette and on Channels 6 & 10
- Put up posters at key businesses
- Ran public service announcements on The Port 1240
- Partnered with the Chamber and Rotary to send out e-mails about the event to their membership
- Sent targeted letters to business owners in the Development Permit Areas, on behalf of the Downtown Revitalization Committee, encouraging them to participate by cleaning up (or fixing up) their particular properties

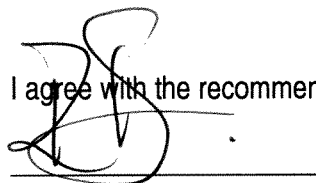
Throughout Pitch-In week, our Public Works staff play a key role by collecting the refuse and yellow-coloured bags that accumulate as people gather trash and leave it by the curbs for pickup. Their efforts make this event possible.

The cost to register for the 2013 event as a municipal sponsor is \$350. There is an additional cost of approximately \$460 associated with running a ½ page ad in the North Island Gazette, \$58 for the TV ads, approx. \$350 for participation prizes (e.g. - every child who participated in the Community Clean-up day last

year got a free pool / arena pass; this was a big hit with parents). We offered one overall "grand prize", smaller incentive prizes, plus 9 prizes for 1st, 2nd, and 3rd places in three age categories of the colouring contest. These efforts helped to increase awareness, encourage participation, create community good will and a sense of pride. We saw a record number of participants during last year's campaign.

This event has proven popular with locals who are interested in supporting clean-up and recycling efforts. I would recommend that we register to participate as a Municipal Partner for the April 21-27 Pitch-in Week.


P. Smedley

I agree with the recommendation:

R. Davidge

PITCH-IN BRITISH COLUMBIA

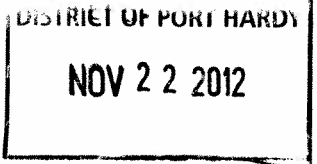
Volunteers *in Action!*

c/o National Head Office

Box 45011, Ocean Park R.P.O.

White Rock, B.C. V4A 9L1

Website: www.pitch-in.ca



1-877-474-8244

pitch-in@pitch-in.ca

Patron, PITCH-IN CANADA
The Governor General of Canada

Dear Head and Members of Council,

PITCH-IN British Columbia would like to acknowledge your involvement in past years with the PITCH-IN WEEK Campaign. **Our success in cleaning up over 4.5 million tonnes of garbage and recycling last year was made possible by dedicated volunteers like you.** Over 18,000+ action projects were completed nationally during the 2012 week long event.

We cannot express how grateful we are to have your participation and involvement again this year and would like to encourage you to become a Municipal Patron.

A cost effective and tax deductible commitment, PITCH-IN Patrons enjoy many benefits and resources to aid in individual municipal PITCH-IN WEEK campaigns and also in community involvement and education year round.

PITCH-IN British Columbia provides volunteers with the materials and ideas to undertake the often unpleasant and definitely challenging tasks of cleaning-up and beautifying our communities – **all for FREE.**

This year, our PITCH-IN WEEK focus, in partnership with our community clean-up and recycling campaign, is **tree Awareness – we are developing in-school programs that educate our children and youth not only on taking care of our communities, but also planning for the future.** The programs will focus on; tree Growth, tree Care, tree Regrowth and tree Planting.

With the help of our Campaign Sponsors, partners and communities like yours, we are able to continue with this important and worthy cause. Youth and community involvement is key - become a Patron now by calling or filling out the attached application form. If you have any questions please contact Erika at Erika@pitch-in.ca.

"The City's involvement in PITCH-IN CANADA Week, Operation: Clean Sweep, is a benefit to the community as it provides assistance in city-wide clean-ups, builds upon Communities In Bloom initiatives and promotes environmental awareness. This enhances both the urban and natural environment and develops a strong sense of community pride and responsibility.

The estimated value.. of our PITCH-IN volunteers' hours IN 2008 is \$340,000 to \$612,000."

Sandra Kranc, City of Oshawa.

PITCH-IN BRITISH COLUMBIA.... VOLUNTEERS *IN ACTION!!*

Sincerely,

Bob Puls

Bob Puls

Volunteer Chair, PITCH-IN British Columbia



MISSION

We are dedicated to the preservation and sustainable growth of our natural ecosystems and communities. PITCH-IN CANADA falls outside of the science, business and research criteria, but represents hard working Canadian volunteers and consumers who care about making environmental change in their area and improving communities nation-wide for future generations.



PROGRAMS

NATIONWIDE VOLUNTEER SUPPORT & EDUCATION

There are a number of programs that we operate year round featuring; educational speakers, informative displays, poster contests, Litterless Lunch Programs, tree planting, recycling programs/projects, educational videos/DVDs, The Green Shopper Program, composting educational programs and energy efficiency and conservation programs. Each is customized for age, organizational size and implementation, and volunteer participation.

PITCH-IN WEEK & OPERATION CLEAN SWEEP

The PITCH-IN WEEK program is the largest environmental improvement campaign in Canada. It is a partnership between governments, the media, industry and the public. Volunteers and partners participate in a wide range of PITCH-IN WEEK activities with volunteer numbers totalling more than 622,000. This event is organised by more than 1,200 local volunteer coordinators.

The results from this project are incorporated in the world-wide 'Clean-Up The World' statistics and is supported by the United Nations Environment Program. UNEP.

THE PROGRAM OBJECTIVES INCLUDE:

- Involve millions of Canadians, young and old, in local projects which clean-up, restore and/or preserve the environment, thereby promoting environmental sustainability and involving both young and 'older' people in local partnerships which benefit and enhance their communities.
- Clean up, restore and beautify the environment by cleaning up litter and other garbage from urban, rural and wilderness areas and by initiating local projects such as habitat preservation and restoration and urban renewal activities, thereby promoting respect for Canada's natural and urban environments.
- Encourage voluntary action as a means of resolving environmental problems.
- Stress the value of waste as a resource by encouraging Canadians to refuse, reuse, recycle and properly dispose waste.
- Educate Canadians to pack-in/pack-out their waste when they enjoy the natural environment.
- Encourage civic pride and develop long-term working relationships for the future which will help local communities develop in an environmentally friendly and sustainable manner, thereby leaving lasting benefits.



1,343
COMMUNITY BASED
GROUPS PROVIDED

286,029
VOLUNTEERS (46%)
AND CARRIED OUT
39% OF ALL PROJECTS
COMPLETED.



School group, BC



Shopping cart removal, AB



School group, ON



London, ON

PATRON PARTNERSHIP

REGISTRATION AND INVOLVEMENT

10/14/2012

Send this form to:
PITCH-IN CANADA National Office
Box 45011, Ocean Park PO,
White Rock, BC V4A 9L1

Dependent on your community size and population we have developed a Patron Donation Scale so that even the smallest of towns or hamlets can participate.

Name of Community _____
 Mailing Address _____
 City/Town/Village _____ Province/Territory _____
 Postal Code _____ Telephone () _____ Fax () _____
 Contact Person _____
 Title _____
 Email _____
 Community Website www. _____
 Most Recent Census Population _____ Amount of Patron Fee Included \$ _____
 We need an invoice. Our Purchase Order Number (please attach PO) is: _____

Population In Your Community	Patron Fee
1-500	
501-1,000	
1,001-2,500	
2,501-5,000	
5,001-10,000	
10,001-25,000	
25,001-50,000	
50,001-100,000	
100,001-250,000	
250,001-500,000	
500,000+	

If your community registers for PITCH-IN CANADA Week you are guaranteed free garbage bags for participating groups and schools in your community if you register by the March 15, 2013 deadline.

PATRON PITCH-IN WEEK REGISTRATION

Email (print clearly please) _____
 Name (Mr/Mrs/Ms) _____ Title _____
 Municipality/Village/Town _____



STREET DELIVERY ADDRESS

Delivery Address _____
 Village/Town/City _____ Province _____
 Postal Code _____ Telephone () _____ Fax () _____

Number of people estimated to participate in your campaign _____
(This is very important because it helps us determine the quantity of FREE materials we send you)

Will you be organizing a clean-up event? Yes No

If yes, please let us know what areas you plan to clean-up (Check off as many as apply.)

- 01 Schoolyard
- 02 Neighbourhood
- 03 Park/Playground
- 04 Ravine
- 05 Shoreline/Waterway
- 06 Highway/Road
- 07 Business
- 08 Cemetery/Churchyard
- 09 Wildlife Conservation Area
- 10 Trail
- 11 Sports Fields
- 12 Other (Please Specify)

Date(s) of You Clean-up Project(s)? _____

Please provide more details about your clean-up project(s):



**PITCH-IN
CANADA**

Do you plan to separate and recycle debris collected? Yes No

DOWNLOAD YOUR CERTIFICATE OF PARTICIPATION

at www.pitch-in.ca - go to "Hot Links" Save as a Word Document and individualize for each participant.

PLEASE EMAIL US A LIST OF YOUR PARTICIPANT'S EMAIL ADDRESSES.

PARTICIPATION & VOLUNTEERS

HOW AND WHERE WE OPERATE

Currently, there are over 622,000 volunteers that participate with PITCH-IN CANADA every year through local and environmental action projects of varying length. Projects can range from annual events to year long sustainable programs. We focus on the clean-up of business and commercial areas, wildlife areas, parks and ravines, schools and neighborhoods, highways/roadside, sports fields, shorelines and waterways and nature and recreational trails.

Our success depends on the education of Canadian youth and the continued support from individuals, municipalities, businesses and government groups. We use your monetary donations to ensure programs are being taught in schools across the nation and to provide FREE clean-up materials to thousands of community groups of varying size and location. We operate with minimal expenses and less than 5% of donations are allocated to administrative costs. Please help us to beautify our nation and work towards a litter free, safe environment for all to live in.

NOV 22 2012

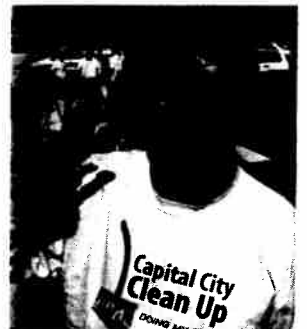
NATIONAL
PARTNERS IN
CMC PRIDE



PATRON PARTNERSHIP

BENEFITS OF BECOMING A PATRON

- Priority registration in the annual PITCH-IN WEEK Program
- Priority access to free garbage/recycling bags for participating groups and schools in your community
- Detailed Action + Communication Plan for PITCH-IN CANADA Week
- Use of the PITCH-IN trademark and 20 Minute Makeover logo
- FREE PITCH-IN WEEK promotional DVD
- \$125 Discount on the official SEMAINE PITCH-IN WEEK flag
- FREE DVDs promoting litter control programs for use in your community
- Receive FREE materials, including a detailed Communication + Action Plan for The 20-Minute Makeover Program
- Access to The Civic Pride Program, a comprehensive, year-round, litter control and waste management program (manual, workshop materials, DVD, use of logo, etc...)
- FREE application for The National Civic Pride Recognition Program (SAVE \$750)
- Listing on the PITCH-IN CANADA Website as a Patron
- Reciprocal link from our website to your community's website
- Secure login/access to the Patron Section of the PITCH-IN website - download free materials, logos and more
- Reduced registration fee for workshops
- Access to PITCH-IN CANADA staff as you design local litter control + beautification programs
- Feel good that you are supporting a great program in your community and ensure it is able to continue!



Edmonton, AB

RE-CYCLE



IT'S BETTER
THE 2ND TIME
AROUND!

PITCH-IN CANADA
www.pitch-in.ca



DISTRICT OF PORT HARDY MEMORANDUM

TO: Rick Davidge, CAO
FROM: Jeff Long, DCDS
SUBJECT: New Computer Use Policy (CP6.11)
DATE: November 30, 2012

The existing Computer Use Policy was developed in 2002 and is limited in scope, particularly given the increased use of computers and related electronic systems by the District, as well as significant advancements in this technology that have occurred since this time. As a result, a more comprehensive policy is warranted and a proposed new Computer Use Policy was presented to Council at its regular meeting on November 27, 2012. Council expressed concern that some of the policies with respect to personal use of District computers were in conflict and asked staff to review and make changes where appropriate. Staff has revised the attached Computer Use Policy in this regard.

Recommendation:

That Council rescinds Policy CP6.11 Internet Usage and adopts Policy CP6.11 Computer Use.

Respectfully submitted,

Jeff Long, DCDS

I agree with the recommendation

Rick Davidge, CAO

DISTRICT OF PORT HARDY

POLICY MANUAL

COUNCIL POLICY
EMPLOYEE GENERAL

COMPUTER USE

POLICY CP6.11

Date Approved: Amended:
Replaces CP6.11 Internet Usage Dated Feb 12, 2002

Page 1 of 3

Purpose

The purpose of this Computer Use Policy is to establish rules and guidelines for the use of District of Port Hardy owned or leased computers, computer software and computer systems and networks (all of which are hereafter referred to as "District computers").

Scope

This Policy includes the following related activities:

- use of computers and computer systems;
- protection of privacy issues;
- use and security of passwords;
- computer based harassment and pornography;
- downloading and use of programs and unauthorized software;
- database management;
- personal use of email or internet; and
- confidentiality.

Policy

Access

1. Access to and use of District computers is limited to District of Port Hardy employees, members of council and contractors or volunteers working under the direction of an employee, all of which are hereafter referred to as "users".
2. All communications vis-à-vis District computers are subject to monitoring and to access pursuant to the Freedom of Information and Protection of Privacy Act.

Passwords and Security

3. The Chief Administrative Officer shall be advised of all passwords used for District computers including District related email accounts and software.
4. Users shall not divulge their passwords to other users or share passwords except as authorized by the Chief Administrative Officer
5. District computers shall be setup such that they will automatically display a blank screen and lock the session, requiring users to login using a password, in situations where there has been no activity for fifteen (15) minutes. Re-establishment of the session may take place only after the user has provided the proper password. The only exemption from this requirement is for District computers used for cash receipting.

DISTRICT OF PORT HARDY

POLICY MANUAL

COUNCIL POLICY
EMPLOYEE GENERAL

COMPUTER USE

POLICY CP6.11

Date Approved: Amended:
Replaces CP6.11 Internet Usage Dated Feb 12, 2002

Page 2 of 3

Prohibited Use

6. Users are prohibited from using District computers for the following activities:
 - a) accessing, copying, storing or transmitting information, messages, etc. that can be considered defamatory, abusive, profane, sexually oriented, threatening, discriminatory, harassing or that uses language or graphics which offends or tends to degrade others;
 - b) transmitting information that is for financial or personal gain;
 - c) fraudulently representing another individual;
 - d) participating in chain letters; and
 - e) involvement in any activity that is in violation of federal, provincial or District laws.

Software and Databases

7. To maintain the health of District computers by preventing computer viruses and other unwanted or unauthorized intrusions, there will be no unauthorized downloading of software vis-à-vis District computers. All licensed software that is approved for use by the District will be loaded into the District's computers by the District's system administrator or by someone approved to do so by the system administrator.
8. Changes to the District's electronic databases shall only be made by authorized persons who have responsibility for database management.

Remote access

9. Remote access is a generic term used to describe the accessing of the District's computers by users from locations or premises that are not considered the District's primary offices. This may take the form of users working in off-site offices, traveling or working from home. Remote access is intended as an alternative method of facilitating some of the District's functionality needs. Participation in remote access may not be possible for every user. The District may refuse to extend remote access privileges to any user or terminate a remote access arrangement at any time.

Monitoring

10. District computers may be monitored at any time by the District to determine whether they are operating properly, to isolate and resolve problems and to determine compliance with this Policy.

Internet and Email Systems

11. Access to the internet and email systems vis-à-vis the District's computers is provided for the benefit of the District. Users have a responsibility to ensure that use of these systems is consistent with this Policy.

DISTRICT OF PORT HARDY

POLICY MANUAL

COUNCIL POLICY
EMPLOYEE GENERAL

COMPUTER USE

POLICY CP6.11

Date Approved: Amended:
Replaces CP6.11 Internet Usage Dated Feb 12, 2002

Page 3 of 3

Personal Use

12. Use of District computers by users for personal purposes (“personal use”) is permitted subject to the provisions of this Policy.
13. Personal use must be restricted to the user’s personal time (e.g. prescribed lunch and coffee breaks) and must not interfere with the user’s fulfillment of his or her employment or contractual obligations to the District.
14. All information entered into District computers, including personal information, may be accessed under the Freedom of Information and Protection of Privacy Act. Therefore, a user of District computers should not utilize District computers for personal use if the user wishes to ensure that personal information will not be shared.
15. All information stored on District computers is the property of the District. This includes, but is not limited to, email messages, bitmap images, form data, etc.

Violations

16. Violations of this policy shall be reported to the Chief Administrative Officer and may be subject to disciplinary action in accordance with Council policies or with the applicable disciplinary sections of the relevant collective agreements. Disciplinary action may include dismissal.

* * *



DISTRICT OF PORT HARDY INTEROFFICE MEMORANDUM

TO: Rick Davidge, CAO
FROM: Jeff Long, DC&DS
SUBJECT: 2013 Committee Appointments
DATE: December 6, 2012

Each year, Council considers appointments to various committees for the coming year and endorses the appointments by resolution. After consultation with Council members, Mayor Parnham has provided staff with her recommendations for appointments to the various committees.

Recommendation:

That Council endorses the committee appointments for 2013 as follows:

STANDING COMMITTEES OF COUNCIL

EXECUTIVE COMMITTEE *All Council*
Mayor Bev Parnham, Chair
Councillors: Al Huddleston, Nikki Shaw, Janet Dorward, Rick Marcotte, Jessie Hemphill, John Tidbury
Staff: Senior Staff

SUSTAINABILITY COMMITTEE *Sustainability (Carbon Footprint)*
Councillor Jessie Hemphill, Chair
Councillors: John Tidbury, Nikki Shaw
Staff: CAO, Recreation Facilities Foreman, Trevor Kushner (Public Works)
Meetings: *Every second Tuesday at 4:30 pm*

FINANCE COMMITTEE *Budget, Financial Planning*
Mayor Bev Parnham, Chair
Councillors: All Council
Staff: DFS, CAO
Meetings: *Quarterly or as required*

ECONOMIC DEVELOPMENT COMMITTEE *Economic Development, Community Development*
Mayor Bev Parnham, Chair
Councillors: John Tidbury, Janet Dorward
Staff: EDCC, CAO
Meetings: *Every fourth Tuesday at 4:30 pm*

→ DOWNTOWN REVITALIZATION COMMITTEE (Select Committee)
Councillor Janet Dorward, Chair
Councillors: Janet Dorward, Rick Marcotte, Jessie Hemphill, Mayor Bev Parnham
Other: Chamber & Rotary Executives, 3 First Nations, Business
Staff: EDCC, CAO

OPERATIONAL SERVICES COMMITTEE *Public Works, EPCOR*
 Councillors: Rick Marcotte, John Tidbury, Al Huddleston
 Staff: CAO, DOS, EPCOR - D.Dugas

COUNCIL REPRESENTATIVES ON DISTRICT COMMITTEES

Awards Committee: Councillors Janet Dorward, Jesse Hemphill and Rick Marcotte

Emergency Preparedness Committee: Councillor John Tidbury
 Staff: DCDS

Community Consultative Committee: Councillors Janet Dorward and Rick Marcotte
 Staff: DCDS, EDCC

Port Hardy Volunteer Fire Dept.: Councillor Rick Marcotte

EXTERNAL COMMITTEES

Regional District of Mt. Waddington (4 votes):	Mayor Parnham Alternate - Councillor Tidbury
Regional District of Mt. Waddington (3 votes):	Councillor Huddleston Alternate - Councillor Shaw
Regional Hospital Board (4 votes):	Mayor Parnham Alternate - Councillor Tidbury
Regional Hospital Board (3 votes):	Councillor Huddleston Alternate - Councillor Shaw
North Island Regional Emergency Planning Committee:	Councillor Tidbury
BC Ferries Northern Advisory:	Mayor Parnham
Coastal Communities Network:	Councillor Marcotte
Island Coastal Economic Trust:	Mayor Parnham
Mount Waddington Health Network (Housing / Addictions Services):	Councillor Shaw
Mount Waddington Health Network (Steering Committee / Transportation):	Councillor Tidbury
North Island Heritage Society/Museum:	Councillor Hemphill
Port Hardy Chamber of Commerce:	As per schedule for Deputy Mayor
Port Hardy Twinning Society:	Councillor Hemphill
Scott Islands Advisory:	Mayor Parnham
Seniors Society:	Councillor Marcotte

Vancouver Island Regional Library: Councillor Shaw
 Alternate - Mayor Parnham

Vancouver Island North Tourism: Councillor Marcotte

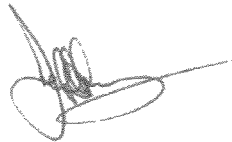
Vancouver Island North Woodlands Advisory Group (VINWAG): Councillor Dorward

Primary Health Care LWG: Mayor Parnham

DEPUTY MAYOR & CHAMBER OF COMMERCE REPRESENTATIVE
 DECEMBER 2011 TO DECEMBER 2014 SCHEDULE

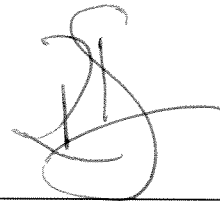
TERM	DEPUTY MAYOR & CHAMBER REPRESENTATIVE
December 2011 - May 31, 2012	Councillor Shaw
June 1, 2012 - November 30, 2012	Councillor Tidbury
December 1, 2012 - May 31, 2013	Councillor Huddleston
June 1, 2013 - November 30, 2013	Councillor Hemphill
December 1, 2013 - May 31, 2014	Councillor Dorward
June 1, 2014 - December 5, 2014	Councillor Marcotte

Respectfully submitted,



Jeff Long, DCDS

I agree with the recommendation.



Rick Davidge, CAO



DISTRICT OF PORT HARDY INTEROFFICE MEMORANDUM

TO: Rick Davidge, CAO
FROM: Jeff Long, DCDS
SUBJECT: Proposed Expansion to Kwakiutl Indian Band Reserve
DATE: December 3, 2012

Staff met with representatives of the Kwakiutl Indian Band on December 3, 2012 to conduct a teleconference with Government of Canada staff. The purpose of the meeting was to discuss matters pertaining to the proposed expansion of the Kwakiutl Indian Band Reserve. In particular, there are two key issues:

- 1) Sewer Line Statutory Right of Way: The District has a sewer line that traverses a small portion of the expansion lands which is protected by a statutory right of way (SRW) that is registered on title. This sewer line is part of the sanitary sewer infrastructure that services properties along Byng Road and the airport. As part of expansion, an SRW would no longer apply and an alternative mechanism would be necessary to facilitate and protect the sewer line; and,
- 2) Servicing of Development on Expansion Lands: The District currently provides fire, sanitary and water services. New development on the expanded Kwakiutl Indian Band Reserve lands will require more detailed assessment and may result in potential upgrades to these servicing systems. It may also necessitate new and updated arrangements between the Kwakiutl Indian Band and the District of Port Hardy to deal with servicing issues and related matters that will accommodate expanded development growth on the Kwakiutl Indian Band Reserve lands.

Recommendation:

That Council adopts the following resolution as the District's formal response to Aboriginal Affairs and Northern Development Canada's request for comment on the proposed expansion to Kwakiutl Indian Band Reserve:

"THAT Council of the District of Port Hardy (District) hereby advises Aboriginal Affairs and Northern Development Canada (AANDC) that it supports the proposed addition of lands to the Kwakiutl Indian Band's Kippase Indian Reserve No. 2 as described in the AANDC's letter to the District dated August 14, 2012;

AND FURTHER THAT as a result of the addition of the property legally described as Lot A, Section 22, Township 6, Rupert District, Plan VIP63703, to the Reserve, that the Government of Canada issue a permit under section 28(2) of the Indian Act to the District of Port Hardy to preserve, protect and maintain the District's sanitary sewer pipeline that traverses the property with the same rights and privileges as described in the Statutory Right of Way agreement document described as Instrument No.

EM011867 registered in the Land Title Office in Victoria, BC on February 6, 1998. In this regard, it is understood that the consent of the Council of the Kwakiutl Indian Band would be provided in order to allow said permit to be issued such that it is in effect until February 6, 2028 which is the term associated with the existing aforementioned Statutory Right of Way;

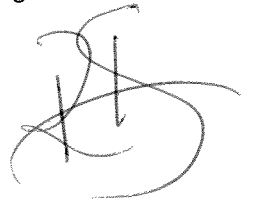
AND FURTHER THAT as part of the future development of the properties subject to this expansion, that there may be issues related to the services that the District of Port Hardy provides to the Kwakiutl Indian Band that will require more detailed assessment and may result in potential upgrades to these servicing systems, and will necessitate new and updated arrangements between the Kwakiutl Indian Band and the District of Port Hardy to deal with servicing issues and related matters that will accommodate expanded development growth on the Kwakiutl Indian Band Reserve lands."

Respectfully submitted,



Jeff Long, DCDS

I agree with the recommendation



Rick Davidge, CAO