



DISTRICT OF PORT HARDY

AGENDA COUNCIL MEETING 7:00 PM, TUESDAY, NOVEMBER 22, 2016 MUNICIPAL HALL COUNCIL CHAMBERS 7360 COLUMBIA STREET

Mayor: Hank Bood

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

Staff: Allison McCarrick, Chief Administrative Officer
Heather Nelson-Smith, Director Corporate Services
Abbas Farahbakhsh, Director Operational Services
Adrian Maas, Director of Finance
Leslie Driemel, Recording Secretary

**DISTRICT OF PORT HARDY
AGENDA FOR THE REGULAR COUNCIL MEETING
7:00 PM TUESDAY, NOVEMBER 22, 2016
Council Chambers - Municipal Hall**

<u>Page</u>		Time:
	A. CALL TO ORDER	
	B. APPROVAL OF AGENDA AS PRESENTED (or amended)	
	Motion required.	1. 2.
	C. ADOPTION OF MINUTES	
1	1. Minutes of the Special Council Meeting held November 8, 2016.	
	Motion required	1. 2.
2-5	2. Minutes of the Regular Council meeting held November 8, 2016.	
	Motion required	1. 2.
	D. DELEGATIONS AND REQUESTS TO ADDRESS COUNCIL	
	Schell Nickerson, Fire Chief re: Quarterly Report (July-September).	
	E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS	
6	1. Council Action items. For information.	
	F. CORRESPONDENCE	
7-8	1. Copy of letter from Claire Trevena, MLA to Laurel Ross, Acting Commission Secretary and Director, BC Utilities Commission (Nov.2/16) re: Two Tier Electricity Rate Impacting North Island Residents. For information.	
9	2. Angie Clance (Nov.9/16) re: Request for permission to hold Santa Claus Parade December 4th, 2016, from 3:45 to 4:30 pm and for road closures along) parade route; Thunderbird Mall (Granville St. entrance) left onto Market Street down to Carrot Park (Douglas Street).	
	Motion / direction	1. 2.
	G. NEW BUSINESS	
	No New Business in agenda package.	
	H. COUNCIL REPORTS	
	1. Verbal Reports from Council members.	
	I. COMMITTEE REPORTS	
10-12	1. Draft minutes of the First Nations Relations Committee meeting held Tuesday November 8, 2016. For information.	
13-15	2. Draft minutes of the Parks & Recreation Review Committee meeting held Wednesday November 16, 2016. For information.	
	J. STAFF REPORTS	
16-17	1. A. McCarrick, CAO (Nov.14/16) re: Seniors Centre and VIHA Medical Clinic Traffic Access.	
	Motion / direction	1. 2.

- 18-22 2. A. McCarrick, CAO (Nov 15/16) re: Regional District of Mount Waddington request for letter of support Chilton Regional Arena.

Motion / direction 1. 2.

- 23 3. Heather Nelson-Smith, Director of Corporate Services (Nov.22/16) re: 20107 Council Meeting Dates.

Motion / direction 1. 2.

K. CURRENT BYLAWS AND RESOLUTIONS

- 24 1. Bylaw 1058-2016, Port Hardy Municipal Regional District Tax Bylaw (Hotel Tax). For Adoption.

Motion required 1. 2.

- 25 2. Bylaw 1059-2016, A Bylaw to Amend Unsightly Premises Bylaw 10-2008. For Adoption

Motion required 1. 2.

L. PENDING BYLAWS

Bylaw 1051-2016, Port Hardy Multiplex Loan Authorization Bylaw.

M. INFORMATION AND ANNOUNCEMENTS

November 24 Committee Occupational Health & Safety 8:30am, Council Chambers
November 28 Committee: Emergency Planning, Noon Council Chambers
November 29 Committee: Finance Committee 2:00 pm, Council Chambers
November 30 Committee: Finance Committee 2:00 pm, Council Chambers
December 6 Committee: Finance Committee 2:00 pm, Council Chambers
December 5-8 Auditors – Interim Audit
December 7 Heritage Society 7:00pm, Council Chambers
December 13 Committee: Finance Committee 2:00 pm, Council Chambers
Committee: First Nation Relations 4:00pm, Council Chambers
Committee of the Whole 6:00 pm, Council Chambers
Regular Council Meeting 7:00 pm, Council Chambers

N. NOTICE OF IN CAMERA MEETING

No In Camera meeting scheduled at this time.

- O. ADJOURNMENT** Motion required 1. 2. Time:



**MINUTES OF THE DISTRICT OF PORT HARDY
SPECIAL COUNCIL MEETING
TUESDAY NOVEMBER 8, 2016
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

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

ALSO PRESENT: Allison McCarrick, Chief Administrative Officer; Heather Nelson-Smith, Director of Corporate Services; Adrian Maas, Director of Financial Services.

REGRETS: Councillor Robertson; Abbas Farahbakhsh, Director of Operational Services

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

A. CALL TO ORDER

Mayor Bood called the meeting to order at 6:16 pm

B. APPROVAL OF AGENDA AS PRESENTED

Moved/Seconded/Carried

THAT the agenda for the Special Meeting of Council November 8, 2016 be adopted as presented.

C. MOTION TO CLOSE MEETING TO THE PUBLIC (IN CAMERA)

Motion required as per section 92 of the *Community Charter* that the meeting be closed to the public for the purposes of discussing:

1. Subject matter related to *Community Charter*.

SECTION 90 (1) (j) information that is prohibited, or information that if it were presented in a document would be prohibited from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*.

Moved/Seconded/Carried

THAT in accordance with section 92 of the *Community Charter*, that the meeting be closed to the public as per *Community Charter* section 90(1)(j).

D. ADJOURNMENT

Moved

THAT the Special Meeting of Council adjourn. 6:19 pm

CORRECT

APPROVED

DIRECTOR
OF CORPORATE SERVICES

MAYOR

SC2016-034
AGENDA
ACCEPTED AS
PRESENTED

SC2016-035
CLOSE
MEETING TO
PUBLIC
COMMUNITY
CHARTER SEC
90(1)(j)

SC2016 -036
ADJOURNMENT



**MINUTES OF THE DISTRICT OF PORT HARDY
REGULAR COUNCIL MEETING
NOVEMBER 8, 2016
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

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

ALSO PRESENT: Allison McCarrick, Chief Administrative Officer; Abbas Farahbakhsh, Director of Operational Services; Adrian Maas, Director of Financial Services; Heather Nelson-Smith, Director of Corporate Services; Leslie Driemel, Recording Secretary

REGRETS: None

MEDIA: North Island Gazette **MEMBERS OF THE PUBLIC:** 2

A. CALL TO ORDER

Mayor Bood called the meeting to order at 7:00pm.

Heather Nelson-Smith, Director of Corporate Services administered the District of Port Hardy Oath of Office to Leightan Wishart. Council members and staff congratulated and welcomed Councillor Wishart to the Council table.

OATH OF OFFICE:
COUNCILLOR
LEIGHTAN
WISHART

B. APPROVAL OF AGENDA

Moved/Seconded/Carried
THAT the agenda for the Regular Council meeting of November 8, 2016 be accepted as presented.

2016-209
AGENDA
ACCEPTED AS
PRESENTED

C. ADOPTION OF MINUTES

1. Minutes of the Special Council Meeting held October 24, 2016.

Moved/Seconded/Carried
THAT the minutes of the Special Council Meeting held October 24, 2016 be accepted as presented.

2016-210
SPECIAL COUNCIL
MEETING OCT 24/16
ACCEPTED AS
PRESENTED

1. Minutes of the Committee of the Whole meeting held October 25, 2016.

Moved/Seconded/Carried
THAT the minutes of the Committee of the Whole meeting held October 25, 2016 be accepted as presented.

2016-211
COW MINUTES OCT
25/16 ACCEPTED
AS PRESENTED

2. Minutes of the Regular Council meeting held October 25, 2016.

Moved/Seconded/Carried
THAT the minutes of the Regular Council meeting held October 25, 2016 be accepted as presented.

2016-212
REGULAR COUNCIL
MEETING MINUTES
OCT 25/16
ACCEPTED AS
PRESENTED

D. DELEGATIONS

No delegations

E. ACTION ITEMS

1. Council action items were rec 2 ad for information.

F. CORRESPONDENCE

1. Murray Krause, President, UBCM (Oct.31/16) re: Process and resolution for Resolution C-27 "Protection of Old-growth Forests" was received for information.
2. Copies of letters from Erik Eriksson, Vice Chair, Comox Strathcona Regional Hospital District (Oct 31/16) regarding Pay parking at new Campbell River and Comox Valley Hospital sites to: Mayor and Council, City of Courtenay and Mayor and Council, City of Campbell River were received for information.
3. Kealy Donaldson, Project Coordinator, North Island Metis Association (Oct.31/16) re: Invitation to join North Island Metis Association's 20th Anniversary Celebration, November 19, 2016 6:30-9:00pm was received as information.
4. Mark Bennett, Port Hardy Lions (Nov.3/16) re: Request for permission to hold Annual Timmy's Road Blocks December 3, 2016 from 10:00 am until 2:00 pm (in front of Esso gas station, opposite Chamber of Commerce and by Robert Scott School) and request to use of District road barriers.

Moved/Seconded/Carried

THAT Council approve the request from Port Hardy Lions to hold the Annual Timmy's Road Blocks December 3, 2016 from 10:00 am until 2:00 pm (in front of Esso gas station, opposite Chamber of Commerce and by Robert Scott School) and request to use of District roadbarriers.

G. NEW BUSINESS

1. Barbara Price, President AVICC (Nov 1/16) re: Resolutions Notice / Request for Submissions / Call for Nominations for AVICC Executive Committee were received for information.

H. COUNCIL REPORTS

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

Councillor Marcotte discussed with Council the recent power outage and asked if it was possible for power to be rerouted from the windfarm to Port Hardy during outages.

Staff was requested to research with BC Hydro how to have power from the windfarm redirected to Port Hardy during outages, if it can be done and the costs involved. Council further requested staff write to BC Hydro and thank them for their quick service in finding and repairing the transmission line break.

I. COMMITTEE REPORTS

1. October 25, 2016 Committee of the Whole meeting
Recommendation to Council:
THAT Council direct staff to implement the new reserved moorage slip configuration AND FURTHER THAT Bylaw 1057-2016 User Rates and Fees for 2017 be amended to reflect the rate changes as provided in the Bear Cove Recreation Site report dated September 22, 2016.

2016-213
PH LIONS RE:
TIMMY'S
ROADBLOCKS DEC
3/16

WINDFARM POWER
DURING OUTAGES

THANK BC HYDRO
RE: RESPONSE IN
REPAIRING LINE
BREAK

2016-214
RESERVED
MOORAGE / AMEND
BL 1057-2016 USER
RATES

Moved/Seconded/Carried

THAT Council directs staff to implement the new reserved moorage slip configuration AND FURTHER THAT Bylaw 1057-2016 User Rates and Fees for 2017 be amended to reflect the rate changes as provided in the Bear Cove Recreation Site report dated September 22, 2016.

2. Draft minutes of the Tourism Advisory Committee meeting held October 27, 2016, 1 Year Tactical Plan of the Municipal and Regional District Tax Application and Regional District of Mount Waddington Letter of Support were received for information.

Recommendation to Council:

THAT the Port Hardy Tourism Advisory Committee refer the Municipal and Regional District Tax Application to Council for review and approval.

2016-215
ACCEPT MRDT
APPLICATION AS
PRESENTED

Moved/Seconded/Carried

THAT Council accept the Municipal and Regional District Tax Application as presented.

J. STAFF REPORTS

1. Heather Nelson-Smith, Director of Corporate Services (Oc.31/16) re: Regional District of Mount Waddington, Emergency Management Agreement Renewal.

2016-216
ACCEPT RDMW
EMERGENCY
MANAGEMENT
AGREEMENT

Moved/Seconded/Carried

THAT the Council of the District of Port Hardy accept and endorse the Regional District of Mount Waddington Emergency Management Agreement for a period of five years commencing January 1, 2017; AND FURTHER THAT the Director of Corporate Services be authorized to sign the agreement on the District's behalf.

K. CURRENT BYLAWS AND RESOLUTIONS

1. Bylaw 1058-2016, Port Hardy Municipal Regional District Tax Bylaw (Hotel Tax). For First, Second and Third Reading.

2016-217
BYL 1058-201
MRDT APPLICATION
1ST 2ND 3RD
READING

Moved/Seconded/Carried

THAT Bylaw 1058-2016, Port Hardy Municipal Regional District Tax Bylaw receive First, Second and Third Reading.

2. Bylaw 1059-2016, A Bylaw to Amend Unsightly Premises Bylaw 10-2008. For Third Reading.

2016-218
BYL 1059-2016
AMEND BY 10-2008
UNSIGHTLY
PREMISES FOR 3RD
READING

Moved/Seconded/Carried

THAT Bylaw 1059-2016, A Bylaw to Amend Unsightly Premises Bylaw 10-2008 received Third Reading.

L. PENDING BYLAWS

Bylaw 1051-2016, Port Hardy Multiplex Loan Authorization Bylaw.

M. INFORMATION AND ANNOUNCEMENTS

Information and announcements in the agenda package were received for information.

N. NOTICE OF IN CAMERA MEETING

No In Camera meeting scheduled at this time.

O. ADJOURNMENT

Moved

THAT the meeting be adjourned.

Time: 7:18pm

2016-219
ADJOURNMENT

CORRECT

APPROVED

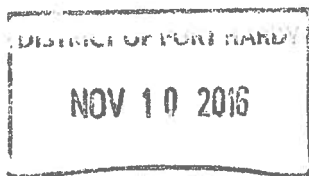
DIRECTOR
OF CORPORATE SERVICES

MAYOR

ITEM	ACTION REGULAR MEETING NOV 82016	WHO	STATUS /COMMENTS
PH Lions – Request for permission for Timmy's road blocks and barriers Dec 3	Approved as presented. Advise PH Lions Advise Op Scvs Advise Agencies of road blocks	HN-S HN-S HN-S	Done Done Done
Hydro outage - power can be rerouted from the windfarm to supply power to Port Hardy during outages.	Staff to investigate	AMc	Done, Invitation letter to BC Hydro reps to Council meeting or conference call
Thank you letter to BC Hydro for quick services	Write letter as directed	AMc	
COW recommendation re Bear Cove -moorage reconfiguration	Approved as presented. Reconfigure moorage	AMc	Done
-user fee rate changes	Amend User Rate Bylaw	AM	
Tourism Advisory Committee -MRDT application	Approved as presented Proceed with application when bylaw approved	AM	
RDMW Emergency Management Agreement Renewal	Approved as presented. Sign and forward to RDMW	HN-S	Done
ITEM	ACTION REGULAR MEETING OCTOBER 11, 2016	WHO	STATUS /COMMENTS
Draft minutes of the Emergency Planning Committee meeting held September 19, 2016 Recommendation to Council <i>The Emergency Planning Committee recommend that Council allocate funding in 2017 to hire a consultant to review and update the District of Port Hardy Emergency Plan.</i>	Refer request to 2017 budget discussion	AM	
ITEM	ACTION COUNCIL MEETING May 10 2016	WHO	STATUS /COMMENTS
First Nations Relations Committee May 10, 2016 Recommendations: THAT Council provide in kind services to install two signs donated by Merv Child for locations at Stink Creek Park and along the Harbour Trail near the Seaplane Base AND THAT Council investigate supplying a plaque that identifies the artist AND THAT it be in two languages.	Approved: - Arrange for signs / installation/plaque -Investigate interpretive signs	AF/SM AF AMc	In progress In progress In progress
ITEM	ACTION COUNCIL MEETING NOVEMBER 24, 2015	WHO	STATUS /COMMENTS
Operational Services Committee minutes of Nov 19/15: Recommendation: <i>proceed with recommendations from the Broken Window report</i>	Approved: as recommended: - Jan 12/16 Letters have been sent to property owners regarding their properties - no replies have been received back - next step staff to bring back a report for Council regarding authorizing remedial action and the cost of such action being charged back to the property owner's tax account. - Staff report to come to future Council meeting.	HN-S / Mun Insp	Will be done with municipal inspector

Claire Trevena, MLA
(North Island)
Victoria Office:
Parliament Buildings
Victoria BC V8V 1X4

Community Office:
908 Island Highway
Campbell River BC V9W 2C3
Telephone: 250 287-5100
Facsimile: 250 287-5105
Toll-Free: 1 866 387-5100



COPY

**Province of
British Columbia**
Legislative Assembly



Claire Trevena, MLA
(North Island)

2nd November 2016

Laurel Ross, Acting Commission Secretary and Director
BC Utilities Commission
Box 250, 900 Howe St.
Vancouver BC
V6Z 2N3

Dear Ms. Ross,

I am writing on behalf of the thousands of residents in the North Island who are being severely impacted by the two-tier electricity rate.

While two-tier pricing is seen as an effective way to encourage hydro conservation it makes two significant assumptions:

- that people have an alternative clean source of fuel; and
- people's homes are well insulated.

However many of my constituents rely solely on Hydro; there is no natural gas available beyond Campbell River. People living in communities as diverse as Cortes Island, Tahsis and Port Hardy are reliant on BC Hydro. If there is a secondary source of heat it is primarily wood; some use propane.

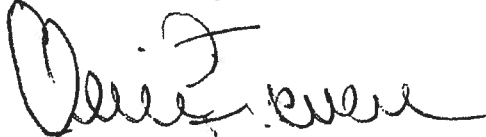
Further, many of the homes in the North Island are aging and are not well insulated. While my constituents would love to be able to retrofit their homes, the cost of doing so is usually prohibitive.

This dependency on BC Hydro as the sole source of fuel inevitably leads to people quickly finding themselves facing the second, higher, tier of billing. Fuel poverty is a reality for many people who come to my office: from seniors who have to make a choice between paying their electricity bill or buying groceries to families who see cost spiraling out of control and are faced with disconnection.

The choices people may have in the city are simply not available to the many people who live in rural and remote resource communities.

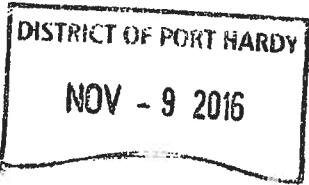
I would hope that the BCUC takes these concerns seriously and acts accordingly.

Yours sincerely,

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

Claire Trevena, MLA
North Island

cc: Mayor Michael Berry, Village of Alert Bay
Mayor Brad Unger, Village of Gold River
Mayor Jan Allen, Village of Port Alice
Mayor Hank Bood, District of Port Hardy
Mayor Shirley Ackland, Town of Port McNeill
Mayor John MacDonald, Village of Sayward
Mayor Jude Schooner, Village of Tahsis
Mayor Donnie Cox, Village of Zeballos
Mayor Andy Adams, City of Campbell River
Chair Dave Rushton, Mount Waddington Regional District
Chair John MacDonald, Strathcona Regional District
Adrian Dix MLA, Vancouver Kingsway and Opposition Spokesperson for BC
Hydro



To Whom It May Concern:

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

I am planning the 7th Annual Santa Claus Parade to happen in Port Hardy on December 4th, 2016. I am requesting a partial road closure's for Granville Street and Market Street from 3:45 to 4:30pm on Sunday, December 4th, 2016 for the Santa Claus Parade. The Parade will follow the same route as the Filomi Days Parade, Granville Street from entrance to Thunderbird Mall (A&W entrance/exit) to Market Street turning left on Market Street heading north to Carrot Park (Douglas Street).

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

Sincerely

*Angie Clance
aclance@monk.ca
250-230-4730*



**MINUTES OF THE
DISTRICT OF PORT HARDY
FIRST NATIONS RELATIONS COMMITTEE MEETING
4:00PM TUESDAY, NOVEMBER 8, 2016
COUNCIL CHAMBERS, MUNICIPAL HALL, 7360 COLUMBIA STREET**

Committee Members: Councillors Rick Marcotte and Fred Robertson (Chair), Councillor Elect Leighton Wishart

Staff: Allison McCarrick, CAO; Heather Nelson-Smith, Director of Corporate Services; Leslie Driemel, Recording Secretary

A. CALL TO ORDER

Chair Fred Robertson called the meeting to order at 4:00 pm.

B. APPROVAL OF AGENDA

Councillor Robertson requested additions to the agenda under:
Business Arising:

1. Contact with Quatsino First Nation.
2. Update on UBCM Resolution B101 *Non Treaty First Nations Participation in UBCM New Business*:
 1. Meeting with Kwakiutl Council November 9, 2016.
 2. Future Committee plans.

DRAFT

Moved/Seconded/Carried

THAT the agenda for the First Nations Relations Committee meeting of November 8, 2016 be accepted as amended.

FNRC
2016-029
AGENDA NOV
8/16
ACCEPTED AS
AMENDED

C. ADOPTION OF MINUTES

Minutes of the First Nations Relations Committee meeting held September 13, 2016.

Moved/Seconded/Carried

THAT the minutes of the First Nations Relations Committee meeting held September 13, 2016 be accepted as presented.

FNRC
2016-030
MINUTES OF
SEPT 13/16
ACCEPTED

D. DELEGATIONS

No delegations.

E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Review and Update of Action Items

The Committee reviewed and updated the list of action items.

Additions to Agenda:

1. Contacts at Quatsino First Nation

ACTION ITEM
REVIEW

Councillor Robertson advised he has made contact with Quatsino Band Manger Mr. Jeff Monroe and has asked if the Port Hardy Council and or First Nations Relations Committee members could meet with the Chief and Council at a Band Council Meeting. Mr. Monroe will bring the request forward to the Chief and Band Council members.

The Committee discussed the need to continue making contact with local First Nations and building government to government relationships.

2. Update on UBCM Resolution B101 *Non Treaty First Nations Participation in UBCM*
Councillor Robertson advised that Councillor Jessie Hemphill spoke well on the resolution and her words were well received. The resolution is being referred to the UBCM Executive for review. It was commented that there is no difference between Treaty and Non Treaty First Nations as they have the same government structure.

F. CORRESPONDENCE

1. Referred from Council (Oct.11/16) Letter from Hon. Todd Stone, Minister of Transportation and Infrastructure re: Nominations for New Stop of Interest Signs. For information. (letter has been referred to Brenda McCorquodale, local historian and Port Hardy Heritage Society)

The Committee commented that the letter indicated local First Nations are being asked to provide input and that there is no need for the Committee to take action on this item.

G. NEW BUSINESS

1. Meeting with Kwakiutl Council November 9, 2016.

Councillor Robertson reviewed his calls and contacts with Chief Leslie Dickie and Grace Wilson regarding a Port Hardy Council meeting with the Kwakiutl Band Council. Councillor Robertson asked if discussion of a Municipal Type Service Agreement will be included in the November 9th meeting.

Allison McCarrick, CAO advised that, at this point, the meeting with the Band is not a formal Council to Council meeting. It has no set agenda topics but that this may be an opportunity to discuss in general terms District projects in the community such as:

- Multiplex project
- Seagate Pier upgrade
- Emergency Management
- Water Treatment plant tour
- Reservoir grant and funding for capital projects

Councillor Robertson commented that the start of the process was to have Council to Council meetings to improve communications with the Band and District of Port Hardy Councils: to meet, introduce Councils to each other and start discussions on items of mutual interest, goals and priorities.

3. Future of the Committee

Councillor Robertson reviewed his contact with the Quatsino Band Manager and commented that although the District is not in the traditional territory of the Quatsino First Nation it is good to have dialogue with them. He has sent and email to Mr. Monroe, the Band manager requesting a meeting with the Band Council.

The Committee discussed; First Nations protocols, previous community to community forums, a possible event involving all three local First Nations and the District and the need to move forward from discussion to working together on projects.

Heather Nelson-Smith suggested the District could send out another letter of invitation to the local First Nations asking them to become members of the First Nations Relations Committee.

Councillor Robertson reiterated that there are a large number of items in the Truth and Reconciliation Call to Action and the suggested that the Committee continue to pick one item to work on and work on it. The Committee's number one action so far is to open line of communications with local First Nations.

Heather Nelson-Smith advised she will prepare a draft letter to the local First Nations inviting them to have a representative on the District of Port Hardy First Nations Relations Committee for the next Committee meeting. It was also suggested the Committee review its Terms of Reference at the next meeting.

H. NEXT MEETING DATE: December 13, 2016 4:00 pm, Council Chambers
Upcoming Meeting Dates:

I. ADJOURNMENT

Moved
THAT the meeting be adjourned.

Time: 4:29 pm

FOR
DECEMBER
MEETING:
DRAFT LETTER
OF INVITATION
& REVIEW
TERMS OF
REFERENCE

FNRC
2016-031
ADJOURNMENT

DRAFT



MINUTES
DISTRICT OF PORT HARDY
PARKS & RECREATION REVIEW COMMITTEE MEETING
3:00 pm TUESDAY NOVEMBER 16, 2016
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET

Committee Members: Councillors Dennis Dugas and Fred Robertson (Chair)

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

Regrets: Sean Mercer, Operations Manager

PRCC
 2016-033
 ADOPTION OF
 AGENDA AS
 AMENDED

A. CALL TO ORDER

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

B. APPROVAL OF AGENDA

Councillor Robertson requested addition to the agenda:
 Business Arising: A. Farabakash, Dir. Operational Services re: Presentation on Storey's Beach Ballfield Report and Soccer Fields

Moved/Seconded/Carried

THAT the agenda be adopted as amended.

C. ADOPTION OF MINUTES

1. Minutes of the Parks & Recreation Review Committee meeting held October 18, 2016.

Moved/Seconded/Carried

THAT the minutes of the Parks & Recreation Review Committee meeting held October 18, 2016 be accepted.

PRCC
 2016-034
 MINUTES OCT
 18/16
 ACCEPTED

D. DELEGATIONS

No delegations

E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Review of Action Items

REVIEW OF
 ACTION ITEMS

Fort Rupert Trail

The Committee discussion with staff included:

- Discussion by A. McCarrick with Jon Lok of Strategic Natural Resource Consultants.
- Mapping and marking of the trail by company called '43K.'
- RDMW trail mapping RFQ, Pat English advised the trail will be added to the mapping program.
- Review of category of the trail difficulty, could have various designations along the route.
- Ownership/responsibility/liability of the trail.
- Posting signage at trail entrances: 'user maintained', 'use at own risk.'
- RDMW trail project: inventory, mapping and adding trails to Vancouver Island Spine Trail project.
- Western Forest Products developing interactive GPS mapping project for North Island logging roads, which will probably include trails / campsites /recreation sites.
- The need to develop a procedure / policy for maintenance of trails with a minimal standard and be complaint driven.
- Develop a cooperative program and work jointly with RDMW and Strategic Natural Resource Consultants to operate and maintain trail.

2. Storey's Beach Ball Fields Report Presentation, prepared by Lees & Associations, presented by Abbas Farahbakhsh, Dir. Operational Services.

The presentation and review with the Committee included:

- Goal of review.
- Sequence of evaluation.
- Project elements – two alternative solutions.
- Primary safety and hazard items.
- Top ten priority listing and work done to date on the list.
 - to remove old ballfield lighting system.
 - improve the current inventory of turf maintenance equipment.
 - introduce a more effective turf management program and equipment needed for the program.
 - improve existing field & park washrooms (3 units) or introduce alternatives.
 - improve the quality of ball field dugouts.
 - repair or replace existing ball field backstops.
 - repair or replace existing ball field fencing.
 - create a strategy to slow the results of beach erosion.
 - enhance the quality and opportunity for children's play areas.
 - implement a viable field drainage and irrigation solution.

• Option 1

- incorporates basic ball field upgrades.
- re-surfacing of existing infields.
- improvement to existing outfields.
- replacement or refurbishment and maintenance to dugouts.
- restored and renewed fencing.

• Option 1 and 2

- new, permanent washroom facilities.
- enhanced play grounds.
- implementation of beach volleyball courts.
- construction of new tennis courts.
- better parking surfaces and number of spaces.

• Option 2 - Includes option one's improvements, plus:

- park boundary expansion.
- total re-build of ball fields.
- addition of a beach-side trail and perimeter jogging/fitness circuit.

• Annual Potential Budget Option 1

Cost Estimate (Beyond Yr. 5)

Ballfield No. 1	- \$240,000	
Ballfield No. 2	- \$462,000	
Ballfield No. 3	- \$137,000	
Storey's Beach Park	- \$950,000	
Common Park Improvements	- \$150,000	

Total	- \$10,500	(Immediate)
Total	- \$544,000	(Yr. 1&2)
Total	- \$614,000	(Yr. 3&4)
Total	- \$975,000	(Yr. 5)
Total	- \$1,802,000	(Beyond Yr. 5)

• Annual Potential Budget Option 2

Cost Estimate (Beyond Yr. 5)

Ballfield No. 1	- \$1,308,000	
Ballfield No. 2	- \$650,000	
Ballfield No. 3	- \$689,000	
Ballfield No. 4	- \$200,000	
Storey's Beach Park	- \$1,252,000	
Common Park Improvements	- \$100,000	

Total	- \$9,500	(Immediate)
Total	- \$393,000	(Yr. 1&2)
Total	- \$720,000	(Yr. 3&4)
Total	- \$1,038,000	(Yr. 5)
Total	- \$3,929,000	(Beyond Yr. 5)

A. Farahbakhsh will bring the presentation to a Council Committee of the Whole meeting on Tuesday November 22, 2016.

3. Life Pass Program – tabled to December meeting.

4. Soccer Fields – Councillor Robertson advised he has had a recent discussion with John Martin of School District 85 regarding the soccer fields at Port Hardy Secondary School. He was advised that SD85 is interested in working with the District of Port Hardy and the local soccer association on improving the fields. Councillor Robertson will arrange a meeting to discuss a framework of understanding and plans on how to proceed and will bring forward these items to the Committee and Council.

F. CORRESPONDENCE

No Correspondence.

G. NEW BUSINESS

1. Discussion on Tennis Courts – (email from Donna Gault / Dennis Dugas / Allison McCarrick)

A. McCarrick reviewed the request to have the tennis court nets in place through the winter. Discussion with the Committee included:

- having recreation department sign out nets as needed.
- storage of wet nets and possible damage.
- using inexpensive temporary nets.
- usual practice regarding removal of tennis court nets in winter.

A. McCarrick will advise Donna Gault that the District will investigate further into tennis courts nets.

H. NOTICE OF MEETING: 3:00 pm Wednesday December 21
Upcoming 2017 meeting date: January 18, 2017

I. ADJOURNMENT

Moved

THAT the meeting be adjourned.

Time: 4:33 pm

PRCC 2016-035
ADJOURNMENT



DISTRICT OF PORT HARDY

STAFF REPORT



DATE: November 14, 2016
TO: Mayor and Councillors
FROM: Allison McCarrick, Chief Administrative Officer
RE: Seniors Centre and VIHA Medical Clinic Traffic Access

PURPOSE

For Council to discuss further action with respect to the traffic access from Granville Street and Beverly Parnham Way into the Seniors Centre and VIHA Medical Clinic parking lots.

BACKGROUND

- November 27, 2015 letter from District staff to VIHA staff requesting a traffic study be completed
- January 21, 2016 email from VIHA staff indicating McElhanney Engineering had been contacted by VIHA to commence the traffic study
- January 28, 2016 District staff respond to McElhanney Engineering staff regarding concerns with respect to the traffic flow in and out of the Seniors Centre and VIHA Medical Clinic parking lots
- March 10, 2016 District staff request a progress update from McElhanney Engineering staff
- March 10, 2016 McElhanney staff update - traffic study completed, data analysis progressing
- April 7, 2016 District staff request the draft report
- April 7, 2016 McElhanney staff inform District staff the draft report was submitted to VIHA on March 23rd and were awaiting VIHA approval prior to forwarding the draft to the District
- April 12, 2016 draft report received by District staff
- May 2, 2016 District staff makes comments on the draft report and submits them to McElhanney and VIHA staff
- September 20, 2016 District staff request a progress update from VIHA staff
- October 5, 2016 VIHA staff request clarification on the importance of the traffic flow change

ANALYSIS

Council directed staff to engage in discussions with VIHA staff with respect to the traffic flow in and out of the Seniors Centre and VIHA Medical Clinic parking lots. This process is now over a year in length. VIHA staff email October 5, 2016 requests clarification on the importance this issue is to the District.

FINANCIAL IMPLICATIONS

Minimal - staff time reviewing documents, email correspondence.

SUMMARY

Council to direct staff with respect to the question asked of VIHA staff:

"An aspect of the issue is how adamant is the Town of Port Hardy in requiring Island Health to make a change to the current access?"

STAFF RECOMMENDATION

"That Council direct staff to proceed with VIHA staff to find an alternate solution to the traffic flow in and out of the Seniors Centre and VIHA Medical Clinic parking lots."

or

"That Council direct staff to inform VIHA staff that no further efforts are required on the project regarding traffic flow in and out of the Seniors Centre and VIHA Medical Clinic parking lots."

Respectfully submitted,



Allison McCarrick
Chief Administrative Officer



DISTRICT OF PORT HARDY STAFF REPORT



DATE: November 15, 2016
TO: Mayor and Councillors
FROM: Allison McCarrick, Chief Administrative Officer
RE: Chilton Regional Arena Letter of Support

PURPOSE

To request a letter of support from Council for the Regional District of Mount Waddington's Community Energy Leadership Grant Application for an Electric Zamboni Conversion Project.

BACKGROUND

Gerry Little, Chilton Regional Arena Manager delivered a community support request to staff at the District of Port Hardy. The generic request is focused on community and business financial support. In discussion with Mr. Little he was extremely clear that the request to the District of Port Hardy Council was for support in principal of the project and grant application, not a financial contribution request.

ANALYSIS

The Community Energy Leadership Program (CELP) was established in 2015 to support local government and First Nations investments in energy efficiency and clean energy projects. The main goals of the program are:

- To reduce greenhouse gas emissions
- Increase energy efficiency
- Stimulate economic activity in the clean energy sector
- Support vibrant and resilient communities

The District of Port Hardy also has an application into this funding program for a portion of the Multiplex project. The District's project is aimed at one of the two larger scale projects to be awarded, (\$125,000-\$175,000).

Grant applications must be received by December 15, 2016 with the anticipated award date of February 15, 2017 and expenses incurred by March 18, 2018.

FINANCIAL IMPLICATIONS

Minimal - staff time reviewing documents, email correspondence.

SUMMARY

District staff has contacted a representative from the Ministry of Energy and Mines with regards to if a conflict exists in supporting the Regional District project and submitting a project application of our own. While this is a competitive process we have been advised that an acknowledgement of support would not be in conflict.

Chilton Regional Arena letter of support

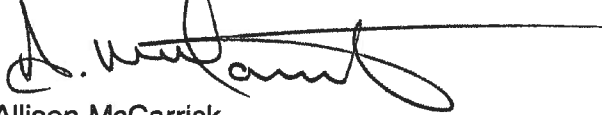
STAFF RECOMMENDATION

"That Council direct staff to proceed with completing the Regional District of Mount Waddington template support letter for their grant application for the Chilton Regional Arena Electric Zamboni Conversion Project to the Community Energy Leadership Program."

or

"That Council direct staff to inform the Regional District of Mount Waddington that the District is unable to support the grant application for their Chilton Regional Arena Electric Zamboni Conversion Project to the Community Energy Leadership Program."

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'A. McCarrick', with a long horizontal line extending to the right.

Allison McCarrick
Chief Administrative Officer



Chilton Regional Arena

PO Box 729 2205 Campbell Way, Port McNeill, BC V0N 2R0

Telephone (250) 956-3522 Fax (250) 956-4940

Web-site: www.rdmw.bc.ca

October 26, 2016

Dear Community Supporter:

The Regional District of Mount Waddington (RDMW) is continuing to upgrade and improve the Chilton Regional Arena and is seeking your help.

The RDMW has been approved to apply for the Community Energy Leadership Grant which, if successful, shall cover \$30,000 of the \$140,000 Electric Zamboni Conversion Project. We have also teamed up with NHL players Willie Mitchell and Clayton Stoner and they have committed their support towards this worthy project.

Since 2013, the facility has undergone significant improvements to "go green" and shall become Carbon Neutral in 2017 by converting its Zamboni from propane to lithium battery. The batteries would then be power by solar and **our Zamboni would be the first ever solar powered Zamboni!**

Please understand, we are not asking for handouts.

Over the past three years the Arena Board has been proactively reducing operating costs. **Conversions of our lighting to LED** resulted in energy-efficient lighting across the entire ice surface. We also converted to LED lighting in the change rooms, image room, lobby, washrooms, and meeting rooms. The exterior lighting and highway marquee have also been converted to LED efficient lights. These improvements will continue to keep our ice rates affordable.

Our ice plant operations is another area of improvement. We now supply heat to North Island Secondary School via our heat-loop pipeline. Another advantage to the reclaimed heat is that it is used to heat the arena's five dressing rooms, image room, and lobby. These changes have reduced our greenhouse gas emissions by 80%

We have significantly reduced our costs but there remain further costs ahead. The Arena just turned 40 and the roof will be our next big expenditure.

With youth hockey membership on the rise and the figure skating club continuing to grow, the upkeep and improvement of our arena is of great importance to these young boys and girls. The Arena also provides an economic aspect to the North Island tourism economy and during its shoulder season.

Every donation helps us to keep our arena a key asset in our region!
Donations towards this project are tax deductible. This campaign will benefit all those using the rink, whether it be hockey players, figure skaters, or those that choose to enjoy themselves at public skate.

Arena Donation supporter benchmarks:

- Slap Shot: -----\$100 - \$499
- Hat Trick: -----\$500 - \$999
- Playmaker: -----\$1,000 - \$4,999
- Power Play: -----\$5,000 - \$9,999
- Team Captain: -----\$10,000+

Upon completion, there will be a donor plaque prominently displayed in the arena with donor names listed proportional to the individual or corporate donation.

Thank you for your generosity!

Sincerely,



Dave Rushton
RDMW Chair



Gerry Little
Arena Manager



Chilton Regional Arena

PO Box 729 2205 Campbell Way, Port McNeill, BC V0N 2R0

Telephone (250) 956-3522 Fax (250) 956-4940

Web-site: www.rdmw.bc.ca

Chilton Regional Arena Electric Zamboni Conversion Project

I/we _____ of _____
support the Regional District of Mount Waddington's application to the
Community Energy Leadership Program to convert their Propane
Zamboni to a Lithium Battery Electric powered Zamboni.

The new Zamboni will provide a clean and safe environment for the
residents of the entire North Island to participate in arena activities as a
facility user or spectator.

- We support this venture by donating \$ _____ towards
the purchase and installation of the Zamboni conversion.
- We are unable to support this venture fiscally however we do
support this worthwhile project.

Yours Truly,



DISTRICT OF PORT HARDY STAFF REPORT



DATE: November 22, 2016 **FILE:** 530 Council General

TO: Mayor and Councillors

FROM: Heather Nelson-Smith, Director of Corporate Services

RE: **2017 COUNCIL MEETING DATES**

PURPOSE

To present Council with a regular meeting schedule for 2017 for its consideration such that staff can proceed with satisfying notification requirements prior to the new year.

POLICY / REGULATORY CONSIDERATIONS

Section 127 of the *Community Charter* requires that Council make available to the public, a schedule of the date, time and place of its regular council meetings and that a notice of availability of this meeting schedule be advertised (newspaper and posting at Municipal Hall) in accordance with section 94.

FINANCIAL IMPLICATIONS

None.

ANALYSIS

Council Procedure Bylaw No. 03-2009 requires that regular Council meetings be held on the second and fourth Tuesday of each month at 7:00pm. The schedule included in the staff recommendation reflects past decisions to reduce the summer (July and August) meetings to one per month. In addition, the September 26, 2017 meeting is proposed to be cancelled during the week in which the Union of British Columbia Municipalities Convention takes place and the December 26th meeting is proposed to be cancelled during the week in which Christmas Day and Boxing Day occur.

STAFF RECOMMENDATION

"THAT Council approves the following regular Council meeting dates for 2017:

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

Respectfully submitted,

Heather Nelson-Smith
Director of Corporate Services

I agree with the recommendation.

Allison McCarrick
Chief Administrative Officer



**DISTRICT OF PORT HARDY
BYLAW 1058-2016**

PORT HARDY MUNICIPAL REGIONAL DISTRICT TAX BYLAW

WHEREAS the Council of the District of Port Hardy wishes to raise revenue for the purposes of financing tourism marketing, programs and projects;

AND WHEREAS under section 240 of the Provincial Sales Tax Act, a municipality may request that the Lieutenant Governor in Council make a regulation imposing, on behalf of the municipality, an additional tax not exceeding three (3) percent of purchase price of accommodation sold within the municipality;

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

1. The Lieutenant Governor in Council is hereby requested to make a regulation under sections 240 Provincial Sales Tax Act declaring that effective July 1, 2017, section 123(1) of the said Act applies in respect of accommodation purchased within the District of Port Hardy
2. The tax to be imposed under the provisions of the regulation is requested to be three (3) percent of the purchase price of accommodation.
3. The funds paid to the District of Port Hardy under the provisions of the regulation shall be applied to tourism marketing, programs and projects.
4. This bylaw may be cited for all purposes as "Port Hardy Municipal Regional District Tax Bylaw 1058-2016 "
5. District of Port Hardy Additional Hotel Room Tax Levy Bylaw 01-2012 is hereby repealed as of July 1, 2017.
6. This bylaw shall come into full force and effect and is binding on all persons as and from the date of adoption.

Read a first time on the 8th day of November, 2016.

Read a second time on the 8th day of November, 2016.

Read a third time on the 8th day of November, 2016.

Adopted this ____ day of _____, 2016.

DIRECTOR
OF CORPORATE SERVICES

MAYOR

Certified a true copy of
Bylaw No. 1058-2016 as adopted.

Director of Corporate Services



**DISTRICT OF PORT HARDY
BYLAW 1059-2016**

A Bylaw to Amend Unsightly Premises Bylaw 10-2008

WHEREAS the Council of the District of Port Hardy deems it expedient to amend Unsightly Premises bylaw 10-2008.

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 Amendment Bylaw No. 1059-2016.

PART 2 AMENDMENTS

- 2.1 District of Port Hardy Unsightly Premises Bylaw 10-2008 is hereby amended as follows:

DEFINITIONS

- b) "BRUSH" means dense vegetation consisting of shrubs or small trees including their cut or broken branches.

PART 4 UNTIDY PREMISES

- c) No owner shall cause or permit their property to become overgrown from out of control grass and weeds.

PART 7 OFFENSIVE GROWTH

Every owner of real property shall upon receipt of notice given pursuant to this bylaw clean such property of brush, grass, weeds and noxious weeds.

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 on the 25th day of October, 2016.
Read a second time on the 25th day of October, 2016.
Read a third time on the 8th day of November, 2016.
Adopted this ____ day of _____, 2016.

DIRECTOR
OF CORPORATE SERVICES

MAYOR

Certified a true copy of
Bylaw No. 1059-2016 as adopted.

Director of Corporate Services