



## **DISTRICT OF PORT HARDY**

# **AGENDA COUNCIL MEETING 7:00 PM, TUESDAY, MARCH 8, 2016 MUNICIPAL HALL COUNCIL CHAMBERS 7360 COLUMBIA STREET**

**Mayor:** Hank Bood  
**Councillors:** Pat Corbett-Labatt, Dennis Dugas, Jessie Hemphill, Rick Marcotte,  
Fred Robertson, John Tidbury

**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, MARCH 8, 2016  
Council Chambers - Municipal Hall**

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<u>Page</u>		Time:	
	<b>A. CALL TO ORDER</b>		
	<b>B. APPROVAL OF AGENDA AS PRESENTED (or amended)</b>		
	Motion required.	1.	2.
	<b>C. ADOPTION OF MINUTES</b>		
1-2	1. Minutes of the Special Council meeting held February 23, 2016.		
	Motion required	1.	2.
3-5	2. Minutes of the Regular Council meeting held February 23, 2016.		
	Motion required	1.	2.
	<b>D. DELEGATIONS AND REQUESTS TO ADDRESS COUNCIL</b>		
	No delegations		
	<b>E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS</b>		
6-8	1. Council Action items. For information.		
	<b>F. CORRESPONDENCE</b>		
9	1. Marie Hunt, Health Director, Kwakiutl Health Centre (Feb.23/16) re: Thank you for support for Women's Memorial March on Sunday February 14, 2016. For information.		
10-11	2. Email: Dan Carter (Mar.3/16) re: Purchase of Right of Way between 6264 and 6270 Jensen Cove Road.		
	Motion / direction	1.	2.
	<b>G. NEW BUSINESS</b>		
	None in agenda package		
	<b>H. COUNCIL REPORTS</b>		
	1. Verbal Reports from Council members.		
	<b>I. COMMITTEE REPORTS</b>		
12-14	1. Minutes of the Finance Committee meeting held February 19, 2016. For information.		
15-16	2. Minutes of the Minutes of the Finance Committee meeting held March 2, 2016. For information.		
	<b>J. STAFF REPORTS</b>		
17-20	1. Heather Nelson-Smith, Director of Corporate Services (Feb.28/16) re: Application for Development Variance Permit – Kwa'lilas Hotel		
	Motion / direction	1.	2.
	<b>K. CURRENT BYLAWS AND RESOLUTIONS</b>		
	No current bylaws.		
	<b>L. PENDING BYLAWS</b>		
	Bylaw 1047- 2016 Financial Plan 2016-2020		





**MINUTES OF THE DISTRICT OF PORT HARDY  
SPECIAL COUNCIL MEETING  
TUESDAY FEBRUARY 23, 2016  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

**PRESENT:** Mayor Hank Bood, Councillors Pat Corbett-Labatt, Jessie Hemphill, Rick Marcotte, Fred Robertson, John Tidbury

**ALSO PRESENT:** Allison McCarrick, Chief Administrative Officer  
Heather Nelson-Smith, Director Corporate Services  
Abbas Farahbakhsh, Director of Operational Services  
Adrian Maas, Director Financial Services

**REGRETS:** Councillor Dennis Dugas

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

SC2016 -004  
AGENDA  
APPROVED AS  
PRESENTED

**A. CALL TO ORDER**

Mayor Bood called the meeting to order at 5:30pm

**B. APPROVAL OF AGENDA AS PRESENTED**

**Moved/Seconded/Carried**

THAT the agenda be approved 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)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality.
- Section 90(1)(c) labour relations or other employee relations.
- Section 90(1)(d) security of the Property
- Section 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
- Section 90(1)(k) negotiation and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were made public

**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) (a), (c), (d), (i) and (k).

SC2016 -005  
CLOSE MEETING  
TO PUBLIC  
COMMUNITY  
CHARTER  
SECTION 90(1)  
a), (c), (d), (i) and  
(k)

SC2016 -006  
ADJOURNMENT

**D. ADJOURNMENT**

**Moved**

THAT the Special Meeting of Council adjourn.

Time: 8:18 pm

CORRECT

APPROVED

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

\_\_\_\_\_  
MAYOR



**MINUTES OF THE DISTRICT OF PORT HARDY  
REGULAR COUNCIL MEETING  
FEBRUARY 23, 2016  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

**PRESENT:** Mayor Hank Bood and Councillors Councillor Pat Corbett-Labatt, Jessie Hemphill, Rick Marcotte, Fred Robertson and John Tidbury

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

**REGRETS:** Councillor Dennis Dugas

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

**A. CALL TO ORDER**

Mayor Bood called the meeting to order at 7:02pm. He acknowledged that the meeting is being held on the traditional territory of the Kwakiutl people.

**B. APPROVAL OF AGENDA**

**LATE ITEM:**

LETTER OF SUPPORT TOURISM VANCOUVER ISLAND CONFERENCE 2017

**Moved/Seconded/Carried**

THAT the agenda for the Regular Council meeting of February 23, 2016 be adopted as amended.

**C. ADOPTION OF MINUTES**

1. Minutes of the Committee of the Whole meeting held February 9, 2016.

**Moved/Seconded/Carried**

THAT the minutes of the Committee of the Whole meeting held February 9, 2016 be accepted as presented.

2. Minutes of the Regular Council meeting held February 9, 2016.

**Moved/Seconded/Carried**

THAT the minutes of the Regular Council Meeting held February 9, 2016 be accepted as presented.

**D. DELEGATIONS**

No delegations.

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

1. Council action items were received for information.

**F. CORRESPONDENCE**

1. Email from Sabrina Dent (Feb 8/16) re: Request for exemption from Noise Bylaw 949 for Relay for Life March 28, 2016 from 6:00 pm to Midnight.

2016-035  
AGENDA ADOPTED  
AS AMENDED

2016-036  
COMMITTEE OF  
THE WHOLE  
MINUTES FEB 9/16  
ACCEPTED AS  
PRESENTED

2016-037  
REGULAR COUNCIL  
MEETING MINUTES  
FEB 9/16  
ACCEPTED AS  
PRESENTED

2016-038  
RELAY FOR LIFE  
NOISE BYLAW  
EXEMPTION MAY  
28/16

**Moved/Seconded/Carried**

THAT Council approves the request by Sabrina Dent for exemption from Noise Bylaw 949 for Relay for Life May 28, 2016 from 6:00 pm to Midnight.

2. Carolyn Deakin, Assistant Corporate Officer, City of Port Coquitlam (Feb.4/16) re: Request for support for resolution to the Federation of Canadian Municipalities (FCM) regarding Build Canada Grant Funding.

2016-039  
CITY OF PORT  
COQUITLAM  
SUPPORT FOR  
RESOLUTION TO  
THE (FCM)  
REGARDING BUILD  
CANADA GRANT  
FUNDING.

**Moved/Seconded/Carried**

THAT Council write a letter in support of the City of Port Coquitlam's resolution requesting that the Federation of Canadian Municipalities lobby to make amendments to the cost share for the Build Canada Fund to reflect a 50% contribution from the Federal Government and a 40% contribution from the Provincial Government.

**G. NEW BUSINESS**

**LATE ITEM** Letter Of Support Tourism Vancouver Island Conference 2017

CONFLICT OF  
INTEREST

***Councilor Hemphill declared a conflict of interest as she is a Director for the K'awat'si Economic Development Corporation.***

2016-040  
LETTER OF  
SUPPORT TVI  
CONFERENCE 2017

**Moved/Seconded/Carried**

THAT the Council write a letter of support to the Regional District of Mount Waddington and the K'awat'si Economic Development Corporation to host the 2017 Tourism Vancouver Island conference in Port Hardy.

**H. COUNCIL REPORTS**

COUNCIL REPORTS

Mayor Bood, Councillors Pat Corbett-Labatt, Jessie Hemphill, Rick Marcotte, Fred Robertson and John Tidbury reported on their recent meetings and other activities they attended and/or undertook on behalf of the District.

**I. COMMITTEE REPORTS**

COMMITTEE  
REPORTS

1. Draft minutes of the First Nations Relations Committee meeting held February 9, 2016 was received for information.
2. Draft minutes of the Parks & Recreation Review Committee meeting held February 17, 2016 was received for information.
3. Draft minutes of the Operational Services Committee meeting held February 18, 2016 was received for information.

**J. STAFF REPORTS**

1. Heather Nelson-Smith, Director of Corporate Services (Feb.5/16) re: Hazardous Condition Property.

2016-041  
HAZARDOUS  
PROPERTY  
8775 GRANVILLE  
STREET

**Moved/Seconded/Carried**

THAT the Council of the District of Port Hardy, pursuant to Division 12 of Part 3 of the *Community Charter*, hereby resolves that:

1. the building located at LOT 8, SECTION 36, TOWNSHIP 9, RUPERT DISTRICT, PLAN 27270 PID: 002-591-235 8775 GRANVILLE STREET PORT

HARDY, BC is considered to be in or creates an unsafe condition or contravenes the Provincial building regulation or bylaw under section 8(3)(l) or Division 8 of Part 3 of the *Community Charter*, and

2. the owner/agent/lessee and occupier of the building is hereby ordered to take the following remedial action within 14 days of the receipt of notice of this Order:

- Board up all openings on the building (doors, windows, vents etc...).
- Remove the accumulation of filth and debris from around the building and property.
- Remove all graffiti from building and property.

AND BE IT FURTHER RESOLVED that the Director of Corporate and Development Services of the District of Port Hardy BE AND IS HEREBY AUTHORIZED in default of such remedial measures being undertaken by the owners or occupiers, to carry out or have such work carried out and the expense charged to the owner or occupier. If unpaid on December 31 in the year in which the work is done, the expense shall be added to and form part of the taxes to be paid on the real property as taxes in arrears or be collected as a debt.

#### **K. CURRENT BYLAWS AND RESOLUTIONS**

No bylaws.

#### **L. PENDING BYLAWS**

No pending bylaws

#### **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: 7:26

CORRECT

APPROVED

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

\_\_\_\_\_  
MAYOR

2016-042  
ADJOURNMENT



ITEM	ACTION REGULAR COUNCIL MEETING –Feb 23,2016	WHO	STATUS /COMMENTS
<p>Email from Sabrina Dent (Feb 8/16) re: Request for exemption from Noise Bylaw 949 for Relay for Life May 28, 2016 from 6:00 pm to Midnight.</p>	<p>THAT Council approves the request by Sabrina Dent for exemption from Noise Bylaw 949 for Relay for Life May 28, 2016 from 6:00 pm to Midnight. -Advise Ms Dent of approval</p>	<p>HN-S</p>	<p>Done</p>
<p>Carolyn Deakin, Assistant Corporate Officer, City of Port Coquitlam (Feb.4/16) re: Request for support for resolution to the Federation of Canadian Municipalities (FCM) regarding Build Canada Grant Funding.</p>	<p>THAT Council write a letter in support of the City of Port Coquitlam's resolution requesting that the Federation of Canadian Municipalities lobby to make amendments to the cost share for the Build Canada Fund to reflect a 50% contribution from the Federal Government and a 40% contribution from the Provincial Government. -Write letter as directed</p>	<p>HN-S</p>	<p>Done</p>
<p>Letter Of Support Tourism Vancouver Island Conference 2017</p>	<p>THAT the Council write a letter of support to the Regional District of Mount Waddington and the K'awat'si Economic Development Corporation to host the 2017 Tourism Vancouver Island conference in Port Hardy. -Write letter as directed</p>	<p>HN-S</p>	<p>Done</p>
<p>Heather Nelson-Smith, Director of Corporate Services (Feb.5/16) re: Hazardous Condition Property.</p>	<p>THAT the Council of the District of Port Hardy, pursuant to Division 12 of Part 3 of the Community Charter, hereby resolves that: 1. the building located at LOT 8, SECTION 36, TOWNSHIP 9, RUPERT DISTRICT, PLAN 27270 PID: 002-591-235 8775 GRANVILLE STREET PORT HARDY, BC is considered to be in or creates an unsafe condition or contravenes the Provincial building regulation or bylaw under section 8(3)(l) or Division 8 of Part 3 of the Community Charter; and 2. the owner/agent/lessee and occupier of the building is hereby ordered to take the following remedial action within 14 days of the receipt of notice of this Order:  <ul style="list-style-type: none"> <li>• Board up all openings on the building (doors, windows, vents etc...).</li> <li>• Remove the accumulation of filth and debris from around the building and property.</li> <li>• Remove all graffiti from building and property.</li> <li>AND BE IT FURTHER RESOLVED that the Director of Corporate and Development Services of the District of port Hardy BE AND IS HEREBY AUTHORIZED in default of such remedial measures being undertaken by the owners or occupiers, to carry out or have such work carried out and the expense charged to the owner or occupier. If unpaid on December 31 in the year in which the work is done, the expense shall be added to and form part of the taxes to be paid on the real property as taxes in arrears or be collected as a debt.</li> </ul>                     -Proceed as directed.                 </p>	<p>HN-S</p>	<p>In progress</p>

ITEM	ACTION REGULAR COUNCIL MEETING –Feb 9,2016	STATUS /COMMENTS
Request by L.Dyck, Mount Waddington Community Foods Initiative Coordinator for Council support for a grant application for \$5,000 to Healthy Community Capacity Building Fund – Seed Stream funding program.	THAT Council direct staff to work with Leslie Dyck, Mount Waddington Community Foods Initiative Coordinator to review the grant application to Healthy Community Capacity Building Fund – Seed Stream for \$5,000 AND THAT staff submit the grant application under the District of Port Hardy name. -review grant as directed. -submit grant under District name by deadline as directed	Done Grant submitted Feb 29/16
<b>ITEM</b>  The First Nations Relations Committee draft minutes of Nov 10/15 Recommendation: <i>“THAT Council approve offering a contract to Kathi Camilleri for \$1,250 per day (inclusive of all fees and charges) for three days of First Nation cultural education and training workshops AND THAT the Director of Corporate Services be directed to research grant funding sources to offset the workshop cost.”</i>	<b>ACTION REGULAR COUNCIL MEETING –Nov 24, 2015</b>  Approved as recommended: THAT Council approve offering a contract to Kathi Camilleri for \$1,250 per day (inclusive of all fees and charges) for three days of First Nation cultural education and training workshops AND THAT the Director of Corporate Services be directed to research grant funding sources to offset the workshop cost. -arrange contract for 2016 -research grant funding sources -Funding arrangement to budget for 2016	HN-S HN-S <b>WHO</b>   In progress.  Waiting for final approval for \$5,000 budget total. Contract agreed to by Kathi Calimeri.
Operational Services Committee First Nations Relations Committee draft minutes of Nov 19/15: Recommendation: <i>“That Council proceed with the recommendations from the Broken Window report</i>	Approved as recommended: THAT Council proceed with the recommendations from the Broken Window report - 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 <b>WHO</b>  In progress <b>STATUS /COMMENTS</b>
<b>ITEM</b>  Parks & Recreation Review Committee meeting of November 19, 2015 – draft minutes of the meeting to be on next Council agenda. Recommendation: <i>“That Council directs staff to investigate updating of the of the skateboard park facility.”</i>	<b>ACTION REGULAR COUNCIL MEETING –Nov 24, 2015</b>  Approved as recommended: THAT Council directs staff to investigate updating of the of the skateboard park facility.	HN-S <b>WHO</b>  MIA BC will review skateboard park facility <b>STATUS /COMMENTS</b>
<b>ITEM</b>  Parks & Rec Review Comm Oct 14/15. Recommendations to Council: b. “That Council directs staff to prepare a Request for Quotation for Mitigation of Ballfield #2 at Beaver Harbour Park.”	<b>ACTION REGULAR COUNCIL MEETING –Oct 27 2015</b>  Approved as recommended: b. THAT Council directs staff to prepare a Request for Quotation for Mitigation of Ballfield #2 at Beaver Harbour Park.	<b>WHO</b>  SM  Done <b>STATUS /COMMENTS</b>

ITEM	ACTION REGULAR COUNCIL MEETING – Oct 13 2015	WHO	STATUS /COMMENTS
Kains Lake	<p>Approved as recommended: THAT The short and long term recommendations in the Bathymetric analysis and preliminary lake level modelling for the District of Port Hardy Kains Lake Water Supply report be accepted and implemented,                      - Staff to start the review of recommendations and associated costs and bring forward to Council.</p>	AMC /SM/JJ	In progress
<p><b>ITEM</b></p> <p>Parks &amp; Rec Review Committee June 16/15.                      The Committee recommends to Council:</p>	<p><b>ACTION REGULAR COUNCIL MEETING – July 14, 2015</b></p> <p>Approved as recommended: THAT Council approves removal of overhead lighting (cross members and lights) at Beaver Harbour Park Ballfield #1, as per the Safety Authority Inspection report dated 06/10/2015, pending receiving a quote from the District's electrical contractor.                      -Proceed as directed</p>	<b>WHO</b>	<b>STATUS /COMMENTS</b>
<b>ITEM</b>	<b>ACTION REGULAR COUNCIL MEETING – June 23/15</b>	SM	Underway, awaiting Hydro truck
<p>Op Scvs Committee meeting held June 18, 2015. Recommendations to Council: <i>“THAT Council directs staff to prepare a bylaw for Council review to amend District of Port Hardy Water Conservation Bylaw No. 06-2005 as recommended</i>  <i>-Prepare amending bylaw as directed.</i></p>	<p>Approved as recommended: b. THAT Council directs staff to prepare a bylaw for Council review to amend District of Port Hardy Water Conservation Bylaw No. 06-2005 as recommended                      -Prepare amending bylaw as directed.</p>	HN-S	Reviewed by Op Scvs Comm Jan 21



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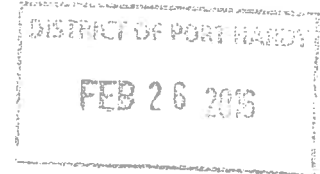
# KWAKIUTL HEALTH CENTRE

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97 TSAKIS WAY, FORT RUPERT RESERVE  
P.O. BOX 1440, PORT HARDY, B.C. VON 2P0  
TEL: (250) 949-6625 FAX: (250)902-2246

February 23, 2016

District of Port Hardy  
PO Box 68  
Port Hardy, BC  
VON 2P0



Dear Board Members:

Re: Women's Memorial March Feb. 14, 2016

We would like to take this opportunity to say Gilakas'la for your support for the Women's Memorial March on Sunday, February 14, 2016 . Your support is very much a part of this march, and we appreciate the District's participation.

We joined other cities across the nation joined together to stand in unity to support, remember and honour the lives of all missing and murdered Aboriginal women and girls. The Downtown Eastside Women's Memorial March held its 26<sup>th</sup> annual event this year. These gathering have been instrumental in creating awareness about the missing and murdered women who have lost their lives across the country, which have resulted in the federal government proposing the national inquiry. Recent news has reported that Status of Women Minister, Patricia A. Hajdu suggests the number of women reported may be as high as 4,000 (<http://www.cbc.ca/news/politics/mmiw-4000-hajdu-1.3450237>); this number far exceeds the RCMP's number of 164 missing and 1017 homicides.

This event, hosted by the Kwakiutl, Quatsino and Gwa'sala 'Nakwaxda'xw First Nations, and Sacred Wolf Friendship Centre will be an annual one and we count on your continued support.

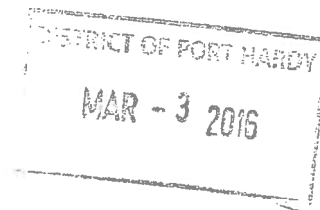
Gilakas'la

Marie Hunt  
Health Director

## Leslie Driemel

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**From:** Dan Carter [dancarter469@gmail.com]  
**Sent:** March-03-16 9:16 AM  
**To:** general@porthardy.ca  
**Subject:** Jenson Cove Road



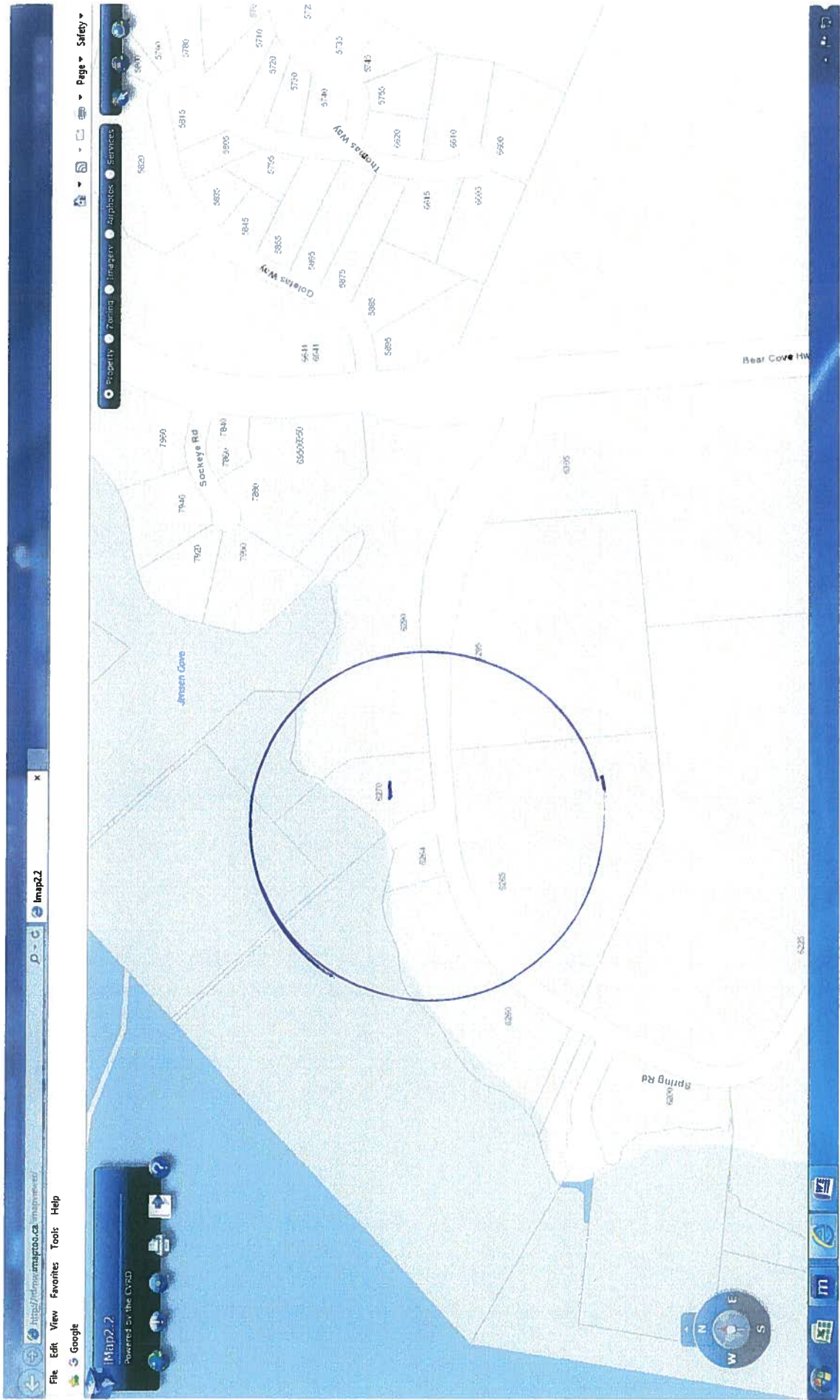
Mayor and Council

I would like to purchase the "Right of Way" between, 6264 and 6270 Jenson Cove Road.. It is necessary to develop this piece in order to have access to the fish plant on 6270 Jenson Cove Road. It is in the process of being registered as a fish processing plant.

As it is now, we would not have access on barge loading days and we cannot track mud from the site into our work environment. The piece of property was overgrown and has not been touched in the 24 years I have been involved with the building on 6270 Jenson Cove Road.

Kindly let me know what is required.

Thank you, Dan Carter





**MINUTES OF THE DISTRICT OF PORT HARDY  
FINANCE COMMITTEE MEETING  
FEBRUARY 19, 2016 9:30 a.m. to 12:00 p.m.  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

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**PRESENT:** Mayor Hank Bood and Councillors Dennis Dugas, Rick Marcotte, Fred Robertson, John Tidbury, Pat Corbett-Labatt, Jessie Hemphill (by conference call)

**ALSO PRESENT:** Allison McCarrick, Chief Administrative Officer  
Adrian Maas, Director of Financial Services  
Lisa Nicholson, Financial Accountant

Media: none

Citizens: none

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**Call to order**

Mayor Bood called the meeting to order at 9:30 a.m.

**Audit Services Plan review**

- New PS 3260 Liabilities for Contaminated Sites.
- Properties that are active and in use are not considered.
- Short discussion on Materiality

**General fund capital summary**

- Pool – move hot tub line item to conceptual plan \$140,000.
- Pool – remove all other individual line items. Instead, indicate \$200,000 as a general Health & Safety line item for work that must be done.
- Arena - new item: dehumidifier estimate \$7,000 plus surge protector \$2,000 for a total of \$9,000. Change line item Olympia \$10,000 to Dehumidifier and Surge Protector.
- Arena – eliminate Storage Shed \$4,000. Can be incorporated into new Recreation design.
- Curling Club new item: dehumidifier/compressor work, quote \$4,905.54.  
**Moved/Seconded/Carried**  
THAT Curling Club dehumidifier/compressor work quoted at \$4,905.54 be added to the Financial Plan.
- Protective Services - Fire truck \$750,000 is an old estimate; may be higher now due to U.S./Can\$ differential. Quint fire truck in particular has a higher ladder which the Fire Dept. wants. Quote of \$28,140 attached for Storage line item. 2 Bay and Storage Addition line item can be eliminated (not needed).

- Transportation Services – Works Yard Concept Design. MIA is going to tour the yard (a free service) to identify any safety concerns. Change description of this line item to Works Yard Safety/Security.

Mayor Bood left the meeting at 10:20 a.m. Councillor Tidbury assumed the Chair.

- Parks – Library roof; VIRL prefers the 'no skylight' quote \$6,200.
- Parks – Christmas Decorations \$15,000. Give this a more generalized description for year round seasonal decorations.
- Parks – Cenotaph change to \$15,000.
- Harbour – Fisherman's Customer Walkway. Change description to Fisherman's Boat Ramp. There are issues with the ramp due to tides.
- Harbour – Seagate Pier. \$50,000 will go towards review/analysis as to the most efficient use of funds going forward for floats and restoration.
- Engineering – Change name to Engineered Structures. WTP Road Culvert can be deleted as per A. McCarrick, CAO.
- Early approval items requested – Beach Ball fields review, Wildfire Interface, Asset Management Plan, Seawall Lights.

**Moved/Seconded/Carried**

THAT early approval be granted for the Beach Ball fields review \$15,000, Wildfire Interface \$30,000, Asset Management Plan \$35,000, Seawall Lights \$68,000.

**Water Capital Budget Review**

- Early approval items requested– Utility Mapping Water \$17,500. Water Distribution System Upgrades \$110,000 includes Water Modelling \$60,000 (not on list). Early approval needed for \$17,500 and \$60,000 items only.

**Moved/Seconded/Carried**

THAT early approval be granted for the Utility Mapping Water \$15,000 and Water Modelling \$60,000.

**Wastewater Capital Budget Review**

- Early approval item requested – Reinstate 100 m AWWTP Outfall \$40,000 (based on quote).

**Moved/Seconded/Carried**

THAT early approval be granted to Reinstate 100 m AWWTP Outfall \$40,000.

**Consolidated Operations Review**

- Review for information, electricity expenses in general, water, sewer.
- Budget to actual in general fund 2015 left a shortfall of \$34,165, equivalent to a 1.47% general tax increase.
- Budget to actual in water fund left a shortfall of \$28,378, equivalent to 2.35% of user rates.
- Budget to actual in sewer fund left a shortfall of \$5,578, equivalent to 0.54% of user rates.



Mayor Bood re-joined the meeting at 11:00 a.m. and re-assumed the Chair.

### **Potential Tax Scenarios**

- After review of several tax rate scenarios, the majority agreed a 5% increase in the revenue required which would result in a 3.5-4 municipal tax rate increase. Further discussion on tax rates would be continued in the future.

### **Late Grant-in-Aid**

- North Island Crisis and Counselling Centre Society request for swim passes for residents of New Beginnings House.  
**Moved/Seconded/Carried**  
THAT a late Grant-in-Aid of 10 Recreation punch cards be granted to North Island Crisis and Counselling Centre Society for residents of new Beginnings House.
- Visitor Centre/Chamber – Grant in Aid. Council requires more information and time to review.

Mayor Bood left the meeting at 12:00 p.m. Councillor Tidbury assumed the Chair.

With no further business, the meeting was adjourned at 12:05 p.m.



**MINUTES OF THE DISTRICT OF PORT HARDY  
FINANCE COMMITTEE MEETING  
MARCH 2, 2016 11:00 AM  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

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**PRESENT:** Deputy Mayor John Tidbury and Councillors, Rick Marcotte, Fred Robertson, Pat Corbett-Labatt,

**ALSO PRESENT:** Allison McCarrick, Chief Administrative Officer  
Adrian Maas, Director of Financial Services  
Abbas Farahbakhsh, Director of Operational Services  
Leslie Driemel, Confidential Secretary

Media: none

Citizens: none

**REGRETS:** Mayor Hank Bood, Councillors Jessie Hemphill and Dennis Dugas

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**Call to order**

Deputy Mayor Tidbury called the meeting to order at 11:05 am

**Financial Plan Update**

Adrian Maas, DFS reviewed Draft # 2 of the 2016-2020 Financial Plan. Discussion with Council included:

- Summary of adjustments since last draft plan approximately \$42,347 or 1.83%
- New initiatives not cut were Bear Aware, 50<sup>th</sup> DPH Birthday, First Nations Cultural Training and Filomi Days contracted services
- Review of items cut
- Firetruck purchase: A Maas advised Campbell River's new fire truck cost of \$1.1 million. Updated cost of new fire truck estimated to \$1.1 million due to low Canadian dollar. Cost of borrowing and length of amortization was reviewed
- Capital costs are \$2,392,150. Without firetruck and Canada 150 First Nations Mural the net is \$1,246,000

**A. Maas reviewed:**

- the differences between Traditional Balanced Budget and Public Sector Accounting and Auditing Board (PSAAB) format as it pertains to the consolidated Financial Plan Bylaw.
- The need to utilize reserve funds for specific costs and the need to fund reserves funds on an ongoing basis.
- Gas Tax funding and application to budget line items.

Mayor Bood joined the meeting at 11:28 am.

Council discussed the following budget line items:

- Tsakis Way Culvert
- Curling Club Bar Service Area Renovations
- Arena Chiller: Councillor Marcotte requested Staff get another quote for the chiller. Council directed staff to report to Council with updated costs before proceeding.

- Paving budget
- Ballfeld fields remediation
- Reducing centotopah project budget
- Fire Department storage budget

Deputy Mayor Tidbury summarized and Council agreed to the following changes.

- Remove: Curling Club Bar Service Renovations, \$12,500
- Reduce: ballfeld fields remediation budget from \$60,000 to \$40,000
- Reduce: Cenotaph project budget from \$25,000 to \$15,000
- Remove: Tsakis Way Culvert, \$86,000
- Remove: Firehall parking lot and road access \$15,000
- Reduce: Firehall storage from \$29,000 to \$15,000

Water and Sewer budgets were accepted as presented.

Schedule of Public Opportunity and Financial Plan/Tax Rates / Bylaw adoptions

A. Maas reviewed the schedule of the Financial Plan Proces for 2016

Adjournment

With no further business, the meeting was adjourned at 12:45 p.m.



# DISTRICT OF PORT HARDY

## STAFF REPORT



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**DATE:** February 28, 2016

**FILE:** Land Administration / 3090 /  
DVP-01-2016 (0997329 BC  
Ltd. Kwa'lilas Hotel)

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

**FROM:** Heather Nelson-Smith

**RE:** APPLICATION FOR DEVELOPMENT VARIANCE PERMIT – KWA'LILAS HOTEL

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### PURPOSE

To present Council with a request by 0997329 BC Ltd to vary the provisions of Zoning Bylaw No. 1010-2013 for the purposes of replacing individual parking stalls with bus parking.

### REGULATORY AUTHORITY

The *Local Government Act* (LGA) grants authority to local governments under section 922 (Development Variance Permits) of part 26 "Planning and Land Use Management" to issue a development variance permit that varies the provisions of a bylaw, provided the use or density of the land, a floodplain specification, or a phased development agreement under section 905.1 is not varied.

### BACKGROUND

Application for Development Variance Permit which would have the effect of varying Zoning Bylaw No. 1010-2013 to:

- 1) Reducing the requirement of 83 parking stalls (1 per sleeping unit) and permitting the development to include 65 car stalls and 5 bus stalls.

### PUBLIC CONSULTATION

When processing an Application for Development Variance Permit, a notice is prepared and is mailed or hand delivered to the owners and occupiers of property within 50 metres of the property subject to the application (*Local Government Act* and *Development Application Procedures Bylaw*). In this case, notices were mailed to the owners of 4 properties.

### STAFF RECOMMENDATION

Staff has prepared Development Variance Permit DVP-01-2016 shown on pages 4 and 5 for Council's consideration.


*"THAT Council approves Development Variance Permit DVP-01-2016 to vary the provisions of section 4.2 of Port Hardy Zoning Bylaw No. 1010-2013, to: allow for the reduction of the requirement of 83 parking stalls (1 per sleeping unit) and permitting the development to include 65 car stalls and 5 bus stalls.*

With respect to the property legally described as Lot 1, Section 36, Township 9, Rupert District, Plan 27702 Except Part in Plan 39093. PID 002-178-800

AND FURTHER THAT the Director of Corporate Services be authorized to execute the permit accordingly.”

Respectfully submitted,

I agree with the recommendation.



Heather Nelson-Smith  
Director of Corporate Services



Allison McCarrick, CAO

### LOCATION MAP





**DISTRICT OF PORT HARDY  
DEVELOPMENT VARIANCE PERMIT  
DVP-01-2016**

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**ISSUED TO:** 0997329BC LTD (KWA'LILAS HOTEL)

**OF:** 154 TSULQUATE RESERVE PO BOX 998 PORT HARDY, BC V0N2P0 IN TRUST SEE CA4298953

1) This Development Variance Permit (DVP-01-2016) is issued subject to compliance with all of the bylaws of the District of Port Hardy applicable thereto, except as specifically varied or supplemented by this Permit.

2) This Development Variance Permit applies to that land within the District of Port Hardy as described below:

Legal Description: *Lot 1, Section 36, Township 9, Rupert District, Plan 27702 Except Part in Plan 39093*

Parcel Identifier (PID): 002-178-800

3) The land described herein shall be developed strictly in accordance with the following terms and provisions of this Permit:

a) The development upon the land shall be carried out according to the specifications attached hereto as Schedule 'A' which forms part of this Permit;

b) This Development Variance Permit shall lapse if construction is not substantially commenced within two (2) years of the issue date of this Permit (see below). A lapsed permit cannot be renewed, therefore an application for a new development variance permit be must made and permit granted by Council in order to proceed.

CERTIFIED as DEVELOPMENT VARIANCE PERMIT DVP-01-2016 issued by resolution of the Council of the District of Port Hardy on March 8, 2016.

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Heather Nelson-Smith  
Director of Corporate & Development Services

Certified on \_\_\_\_\_, 2016



**SCHEDULE 'A'**  
**TO**  
**DEVELOPMENT VARIANCE PERMIT**  
**DVP-01-2016**

**APPLICANTS:** 0997329BC LTD (KWA'LILAS HOTEL)  
**LEGAL DESCRIPTION OF LAND:** Lot 1, Section 36, Township 9, Rupert District, Plan 27702 Except Part in Plan 39093

**SPECIFICATIONS:**

THAT WHEREAS pursuant to PART 4 – PART 4: PARKING AND LOADING and in particular, section 4.2 , requirements for parking and loading spaces, of District of Port Hardy Zoning Bylaw No. 1010-2013, each sleeping unit per hotel shall have one parking stall.

AND WHEREAS the applicants, 0997329 BC LTD (KWA'LILAS HOTEL), have requested a variance to reduce the amount of required stalls to accommodate additional bus parking.

THEREFORE BY A RESOLUTION of the Council of the District of Port Hardy on March 8, 2016, the provisions of Port Hardy Zoning Bylaw No. 1010-2013, as they apply to the land are varied as follows:

*“THAT Council approves Development Variance Permit DVP-01-2016 to vary the provisions of section 4.2 of Port Hardy Zoning Bylaw No. 1010-2013, to:*

- 1) Reduce the requirement of 83 parking stalls (1 per sleeping unit) and permitting the development to include 65 car stalls and 5 bus stalls.

*With respect to the property legally described as Lot 1, Section 36, Township 9, Rupert District, Plan 27702 Except Part in Plan 39093. PID 002-178-800*

*AND FURTHER THAT the Director of Corporate & Development Services be authorized to execute the permit accordingly.”*

I HEREBY CERTIFY this copy to be true and correct copy of Schedule 'A', being the specifications of Development Variance Permit DVP-01-2016.

\_\_\_\_\_  
 Heather Nelson-Smith  
 Director of Corporate & Development Services

Certified on \_\_\_\_\_, 2016