



DISTRICT OF PORT HARDY

AGENDA COUNCIL MEETING 7:00 PM TUESDAY MARCH 13, 2018 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
Leslie Driemel, Recording Secretary

**DISTRICT OF PORT HARDY
 AGENDA FOR THE REGULAR COUNCIL MEETING
 7:00 PM TUESDAY MARCH 13, 2018 - COUNCIL CHAMBERS - MUNICIPAL HALL**

PAGE	A. CALL TO ORDER	Time:
	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 February 27, 2018.	
	Motion required.	1. 2.
2-4	2. Minutes of the Public Hearing held February 27, 2018.	
	Motion required.	1. 2.
5-8	3. Minutes of the Regular Council meeting held February 27, 2018.	
	Motion required.	1. 2.
9	4. Minutes of the Special Council meeting held February 28, 2018.	
	Motion required.	1. 2.
	D. DELEGATIONS AND REQUESTS TO ADDRESS COUNCIL	
	1. Kevin Boothroyd, Director, Business Development & Corporate Communications for Pacific Coastal Airlines re: Update on Scheduling changes, fare pricing, cost of operations etc.	
	E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS	
10-11	1. Council Action Items. For information.	
	F. CORRESPONDENCE	
12-13	1. Donna Gault, Chair Tourism Advisory Committee (March 2/18) re: Request for Council consideration of sponsorship for Tourism Vancouver Island Annual Conference & AGM, September 25-27, 2018, Port Hardy BC.	
	Motion / direction	1. 2.
14	2. Janet Hanuse, Executive Director, Sacred Wolf Friendship Center (Mar.5/18) re: Request for letter of support for program delivery for youth.	
	<i>Note: Ratification of request already approved by email poll to Council.</i>	
	Motion	1. 2.
	3. Carla Reusch, North Island Lanes (March 8, 2018) re:	
15	a. Invitation to Mayor Bood to open 32 nd Island Championships. For information.	
16	b. Request to borrow District bleachers.	
	Motion / direction	1. 2.
	G. NEW BUSINESS	
	None in agenda package.	
	H. COUNCIL REPORTS	
	1. Verbal Reports from Council members.	

**DISTRICT OF PORT HARDY
AGENDA FOR THE REGULAR COUNCIL MEETING
7:00 PM TUESDAY MARCH 13, 2018 - COUNCIL CHAMBERS - MUNICIPAL HALL**

I. COMMITTEE REPORTS

- 17-20 1. Draft minutes of the Parks & Recreation Review Committee meeting held February 21, 2018.
21 For information.
- Draft Terms of Reference
Recommendation to Council:
The Parks and Recreation Review Committee recommends:
- THAT Council revise the scope of the Parks & Recreation Review Committee to include arts and culture;
- AND THAT the name of the Committee be changed to *District of Port Hardy Parks, Recreation, Arts & Culture Committee*;
- AND THAT *Council approve* the revised Terms of Reference.
- Motion / direction 1. 2.
- 22-23 2. Draft minutes of the Cannabis Advisory Planning Committee meeting held February 22, 2018.
For information.
- 24-27 3. Draft minutes of the Operational Services Committee meeting held February 26, 2018.
For information
- 28-31 4. Draft minutes of the Tourism Advisory Committee meeting held March 1, 2018.
For information.

J. STAFF REPORTS

- 32-33 1. Accounts Payable Listing for February 2018. For information.
- 34-36 2. Heather Nelson-Smith, Director of Corporate Services (March 8/18) re: Emergency Instant Alerting Solution.

Motion / direction 1. 2.

K. CURRENT BYLAWS AND RESOLUTIONS

- 37-39 1. Bylaw 1075-2018 A Bylaw to Amend Zoning Bylaw 1010-2013. For Adoption
- Motion required. 1. 2.
- 40-41 2. Bylaw 1076-2018 A Bylaw to Amend Local Government Elections Bylaw No 07-2011 for First, Second and Third Reading.
- Motion required. 1. 2.

L. PENDING BYLAWS

No pending bylaws.

M. INFORMATION AND ANNOUNCEMENTS

March 14 Heritage Society Meeting 7:00 pm, Council Chambers
March 19 Council: Committee of the Whole 2:00 pm, Council Chambers
Committee: Operational Services 3:00 pm, Council Chambers
March 26 Committee: Emergency Planning Noon, Council Chambers
Port Hardy Twinning Society 7:00 pm, Council Chambers
March 27 Council: Regular Council meeting 7:00 pm, Council Chambers
March 29 Committee: Occupational Health & Safety 8:30 am, Council Chambers
March 30 Good Friday – Municipal Hall Closed

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 FEBRUARY 27, 2018
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

AGENDA

PRESENT: Mayor Hank Bood, Councillors Pat Corbett-Labatt, Dennis Dugas, Rick Marcotte, Fred Robertson, John Tidbury and Leightan Wishart (via phone)

ALSO PRESENT: Allison McCarrick, Chief Administrative Officer; Heather Nelson-Smith, Director of Corporate Services; Abbas Farahbakhsh, Director of Operations

REGRETS: None

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

A. CALL TO ORDER

Mayor Bood called the meeting to order at 5:31 pm.

B. APPROVAL OF AGENDA AS PRESENTED

Moved/Seconded/Carried

THAT the agenda for the Special Meeting of Council February 27, 2018 be accepted 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:

Subject matter related to *Community Charter*:

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

Moved/Seconded/Carried

THAT in accordance with section 92 of the *Community Charter*, that the meeting be closed to the public as per subject matter related to *Community Charter*.

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

Councillor Tidbury joined the meeting at 5:47 pm

D. ADJOURNMENT

Moved

THAT the Special Meeting of Council adjourn. Time: 5:55 pm

CORRECT

APPROVED

DIRECTOR OF
CORPORATE SERVICES

MAYOR

SC2018-010
AGENDA FEB
27/18
ACCEPTED AS
PRESENTED

SC2018-011
CLOSE
MEETING TO
PUBLIC
COMMUNITY
CHARTER
SEC90 1 (K)

SC2018-012
ADJOURNMENT



**MINUTES OF THE DISTRICT OF PORT HARDY
PUBLIC HEARING HELD FEBRUARY 27, 2018
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

AGENDA

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

ALSO PRESENT: Allison McCarrick, Chief Administrative Officer
Heather Nelson-Smith, Director of Corporate & Development Services
Abbas Farahbakhsh, Director of Operational Services

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

Mayor Hank Bood, called the Public Hearing to order at 6:00 pm.

Mayor Bood advised that this public hearing is being held in accordance with the *Local Government Act* to allow the public to make representations to the District of Port Hardy regarding proposed District of Port Hardy Zoning Bylaw Amendment Bylaw No. 1075-2018. He indicated a copy of the proposed Bylaw is available at the table by the entrance to the Council Chambers and that if people wished to speak, to please add their name to the List of Speakers at the same table.

Mayor Hank Bood advised that notice of this public hearing was published in the North Island Eagle Newspaper on February 16, 2018 and North Island Gazette Newspaper on February 21, 2018 and was posted on the public notice board at the District of Port Hardy Municipal Hall located at 7360 Columbia Street, Port Hardy, BC. A notice was also mailed to the owners and tenants of the properties within 50 metres of the subject property and the notice and applications were made available on the website.

Mayor Bood indicated that all persons who believe that their interests are affected by proposed Bylaw No. 1075-2018 will be given an opportunity to be heard respecting matters contained in the Bylaws.

The Director of Development Services then reviewed the bylaw and explained the intent of the proposed changes to the bylaw.

Bylaw 1075-2018

- a) Section "1.3 Definitions" is hereby amended as follows:
i) Adding the following definition in alphabetical order:

'Emergency Shelter' means a use staffed and supervised by a public authority or non-profit agency for the purposes of providing temporary sleeping accommodation for people in need of emergency shelter on a short-term basis (to a maximum of 24 hours). Emergency Shelter use includes drop-in and meal services as well as accessory administration and office space for use by program staff

- b) Table 5.1 in section 5.1 of Part 5 is amended by adding a new zone listing at the very end of the Table as follows:

CD-8: Comprehensive Development 8	CD-8
-----------------------------------	------

- c) Part 12: Comprehensive Development Zone is amended by adding a new section 12.5 CD-8: Comprehensive Development 8 as shown on Schedule "A" to this Bylaw.
- d) The list of zones included in the legends titled "Zoning Descriptions" on each of Schedules A, B, C and D are amended by including "CD-8: Comprehensive Development 8".

- e) Schedule C: Zoning Map – West is amended by changing the applicable zone of the property legally described as Parcel A (DD 223130I) of Lots 19 and 20, Block 4, Section 36, Township 9, Rupert District, Plan 2178 PID 006-455-743; Lot 19, Block 4, Section 36, Township 9, Rupert District, Plan 2178, Except Parcel A (DD223130I) thereof PID 006-455-611; and Lot 20, Block 4, Section 36, Township 9, Rupert District, Plan 2178, Except Parcel A (DD 223130I) thereof PID 006-455-662

SCHEDULE “A” TO BYLAW NO. 1075-2018

12.5 CD-8: COMPREHENSIVE DEVELOPMENT ZONE 8

The purpose of this zone is to allow the range of uses permitted in the C-3: Town Centre Commercial zone which is common to properties on Market Street, along with the added principal use of an Emergency Shelter, on the property which is civically addressed as 7305 Market Street and is legally described as Parcel A (DD 223130I) of Lots 19 and 20, Block 4, Section 36, Township 9, Rupert District, Plan 2178 PID 006-455-743; Lot 19, Block 4, Section 36, Township 9, Rupert District, Plan 2178, Except Parcel A (DD223130I) thereof PID 006-455-611; and Lot 20, Block 4, Section 36, Township 9, Rupert District, Plan 2178, Except Parcel A (DD 223130I) thereof PID 006-455-662

- (a) The following principal uses are permitted:
- (1) Assembly
 - (2) Family Resource Centre
 - (3) Professional Service Establishment
 - (4) Personal Service Establishment
 - (5) Emergency Shelter
- (b) The following accessory uses are permitted:
- (1) Accessory Buildings and Structures (see section 3.9)

- (c) The following siting, size and dimension requirements apply:

Setbacks		
Yard Setback	Principal Use	Accessory Use
Front Yard	Minimum of 6.0 metres (19.69 feet)	Minimum of 6.0 metres (19.69 feet)
Rear Yard	Minimum of 0.0 metres (0.0 feet)	Minimum of 1.0 metre (3.28 feet)
Interior Side Yard	Minimum of 0.0 metres (0.0 feet)	Minimum of 1.0 metre (3.28 feet)
Interior Side Yard or Rear Yard Abutting a Residential Zone	Minimum of 3.0 metres (9.84 feet)	Minimum of 3.0 metres (9.84 feet)
Exterior Side Yard	Minimum of 4.5 metres (14.76 feet)	Minimum of 4.5 metres (14.76 feet)
Size of Buildings and Structures		
Maximum Height (Principal and Accessory Buildings and Structures)	11.0 metres (36.08 feet)	
Maximum Parcel Coverage	75%	
Parcel Area and Dimensions		
Minimum Parcel Area	450.0 square metres (4,843.76 square feet)	
Minimum Parcel Width	15.0 metres (49.2 feet)	
Minimum Parcel Depth	30.0 metres (98.43 feet)	

The Director of Corporate Services reported to Council that no comments were received in advance of the Public hearing to share with the Council.

Mayor Bood called the first time for speakers to the proposed bylaw amendment Bylaw 1075-2018. No comments.

Mayor Bood called the second time for speakers to the proposed bylaw amendment Bylaw 1075-2018.

Michael Winter, representing the Salvation Army, addressed those in attendance in support of the application for rezoning and statistics including the background on how the Lighthouse Resource Centre came to be in Port Hardy.

In 2009 there was a call to ensure that those that needed shelter in extreme weather conditions and developed an extreme weather response shelter and has been operating for 10 years. This allowed the Salvation Army 12 spaces from November to March and Island Health supported the care.

The 500 spaces project allowed the expansion of the centre to be a Sobering and Assessment Centre supported by Island Health. This means that during the whole year there are spaces available.

Mayor Bood called the third time for speakers to the proposed bylaw amendment Bylaw 1075-2018. No comments.

No final comments or input was forthcoming

The Public Hearing was closed.

Time: 6:14 pm

CERTIFIED CORRECT:

DIRECTOR
OF CORPORATE SERVICES

MAYOR



**MINUTES OF THE DISTRICT OF PORT HARDY
REGULAR COUNCIL MEETING
FEBRUARY 27, 2018
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

AGENDA

PRESENT: Mayor Hank Bood, Councillors Pat Corbett-Labatt, Dennis Dugas, Rick Marcotte, Fred Robertson, John Tidbury, Leighton Wishart (by telephone)

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

MEDIA: N. I. Gazette **MEMBERS OF THE PUBLIC:** 2

A. CALL TO ORDER

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

B. APPROVAL OF AGENDA

Councillor Robertson requested an addendum to the agenda under:

G. NEW BUSINESS

1. Discussion on Provincial Budget – funding for new Provincial Conservation Officer positions.

Moved/Seconded/Carried

THAT the agenda for the Regular Council meeting of February 27, 2018 be accepted as amended.

C. ADOPTION OF MINUTES

1. Minutes of the Special Council Committee meeting held February 13, 2018.

Moved/Seconded/Carried

THAT the Minutes of the Special Council Committee meeting held February 13, 2018, be accepted as presented.

2. Minutes of the Committee of the Whole meeting held February 13, 2018.

Moved/Seconded/Carried

THAT the Minutes of the Committee of the Whole meeting held February 13, 2018 be accepted as presented.

3. Minutes of the Regular Council meeting held February 13, 2018.

Moved/Seconded/Carried

THAT the minutes of the Regular Council meeting held February 13, 2018 be accepted as presented.

D. DELEGATIONS

1. Jill Laviolette on behalf of North Island Be the Change Society re: To introduce Council to the North Island Be the Change Society and The Hub project.

Ms. Laviolette thanked Council for the opportunity to present them with information regarding the newly formed North Island Be the Change Society and The Hub project.

2018-032
AGENDA
FEB 27/18
ACCEPTED AS
AMENDED

2018-033
SPECIAL MEETING
MINUTES FEB 13/18
ACCEPTED

2018-034
COW MEETING
MINUTES FEB 13/18
ACCEPTED

2018-035
REGULAR COUNCIL
MEETING MINUTES
FEB 13/18
ACCEPTED

DELEGATION
J. LAVIOLETTE RE:
NORTH ISLAND BE
THE CHANGE
SOCIETY

DELEGATION
J. LAVIOLETTE RE:
NORTH ISLAND BE
THE CHANGE
SOCIETY

Ms. Laviolette discussed with Council the need for non-sports oriented activities in the community for youth as well as adults, specifically arts, crafts and technology. The project is based on the successful Maker Space center in Port McNeill but has plans to grow into a community center that is geared towards youth and family activities. Ms. Laviolette advised the project plans include:

- An open concept center with lounge space, craft space, work space.
- Activities to include evening and weekend activities for youth, Mom/child play, DIY and sharing of skills, multicultural and other activities.
- Long term plans include an indoor play area and healing center.
- It is estimated \$20,000 for start up funding will be needed and grant applications are being sourced out.
- Working with existing local groups and their programming will be important so as not to duplicate activities.
- Start up date is for August 2018.

Ms. Laviolette advised that the Society will welcome as much District support for the project as can be provided and will likely apply for a District grant in aid during the intake session.

Council members agreed that The Hub project is an excellent idea and much needed in the community. It was commented that letters of support from community organizations for grant applications are important. It was suggested Ms. Laviolette contact George Ewald of Providence Place and Michael Winter of the Salvation Army for their help and support as they have recently looked at a community center project.

E. ACTION ITEMS

1. Council action items were received for information.

F. CORRESPONDENCE

1. Lt. Adam Harding, Port Hardy Volunteer Firefighters Assoc. (Feb 8/18) re: Request for sponsorship for 50th Anniversary event.

Moved/Seconded/Carried

THAT Council approve a bronze sponsorship of \$250.00 for the Port Hardy Volunteer Firefighters Association 50th Reunion event.

G. NEW BUSINESS

Addendum:

1. Discussion on Provincial Budget – funding for new provincial Conservation Officer positions.

Councillor Robertson advised Council that the recently released Provincial Budget includes \$9 million for 20 new Conservation Officers. It was commented that the North Island conservation service area covers from Woss to Holberg and that previously there were two conservation officers posted to the area. Councillor Robertson suggested that Council may wish to write a letter requesting at least one new Conservation Officer posting to the North Island area to bring it up to past service levels.

Moved/Seconded/Carried

THAT Council write the Minister responsible for the Conservation Officer Service and request:

- That 2-3 new Conservation Officer positions be assigned to the North Island Area.
- That the Conservation Officer Service open a local office in Port Hardy.
- That a Ministry representative be invited as a delegation to Council to discuss Conservation Officer services on the North Island.

ACTION ITEMS

2018-036
PHVFA 50TH
REUNION BRONZE
SPONSORSHIP

2018-037
LETTER RE:
CONSERVATION
OFFICER POSTING
TO NORTH ISLAND

H. COUNCIL REPORTS

1. Councillors Pat Corbett-Labatt, Dennis Dugas, Rick Marcotte, Fred Robertson, John Tidbury and Leightan Wishart reported on their recent meetings and other activities they attended and/or undertook on behalf of the District.
2. Councillor Corbett-Labatt requested Mayor Bood support and sign, on behalf of the town, the online petition of the Helicopter Emergency Rescue Operations Society (H.E.R.O.S) for improved helicopter ambulance services in British Columbia.
3. Mayor Bood advised Council that the Regional District of Mount Waddington has approved major support for the Multiplex project with a \$50,000 grant in aid contribution that gives leverage towards \$1,000,000 in Multiplex capital construction costs.

I. COMMITTEE REPORTS

1. Draft minutes of the First Nations Relations Committee meeting held February 13, 2018 were received for information.

J. STAFF REPORTS

1. Heather Nelson-Smith, Director of Corporate Services (Feb.15/18) re: Update to Council Procedure Bylaw 03-2009.

Heather Nelson-Smith, Director of Corporate Services advised that this is a good time to review and update the Council procedure bylaw as there is a required change in Section 4(1) the inaugural meeting date needed to reflect the change of election date and provisions in the *Local Government Act*. There will be also be minor housekeeping corrections.

Council members agreed to review the existing Council Procedure Bylaw and bring forward suggested changes to the Director of Corporate Services prior to the next Council meeting.

2. Heather Nelson-Smith, Director of Corporate Services (Feb.15/18) re: Update to General Election Bylaw 07-2011

Heather Nelson-Smith, Director of Corporate Services discussed with Council proposed amendments for Bylaw 07-2011 including required changes for dates for voting opportunities and permitting voting by mail.

Moved/Seconded/Carried

THAT Council direct staff to prepare an amending bylaw for Bylaw 07-2011 to change the date from the 3rd Saturday in November to the 3rd Saturday in October and to permit mail ballot voting.

3. Heather Nelson-Smith, Director of Corporate Services (Jan 31/18) re; Inspection of Public Buildings Policy CP8.3 Amendment.

Heather Nelson-Smith, Director of Corporate Services reviewed the need to amend Public Buildings Policy CP8.3 to ensure the District policy permits user fees for re-inspections for public buildings.

Moved/Seconded/Carried

THAT Council approve amending Council Policy CP8.3 Inspection of Public Buildings by adding: *Item 9. The owner/occupier shall be charged for each inspection beyond the first inspection and one (1) re-inspection at the rate prescribed in the current User Rates and Fees Bylaw under the Building Inspection Schedule.*

2018-038
AMEND GENERAL
ELECTION BYLAW
07-2011 AS
DIRECTED

2018-039
AMEND POLICY
CP8.3 INSPECTION
OF PUBLIC
BUILDINGS

K. CURRENT BYLAWS AND RESOLUTIONS

1. Bylaw 1075-2018 A Bylaw to Amend Zoning Bylaw 1010-2013. For Second and Third Reading.

Moved/Seconded/Carried

THAT Bylaw 1075-2018 A Bylaw to Amend Zoning Bylaw 1010-2013 receive Second and Third Reading.

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.

O. ADJOURNMENT

Moved

THAT the meeting be adjourned.

Time: 7:45pm

CORRECT

APPROVED

DIRECTOR OF
CORPORATE SERVICES

MAYOR

2018-040
BYL 1075-2018
AMEND ZONING
BYL 1010-2013 2nd &
3rd READING

2018-041
ADJOURNMENT



**MINUTES OF THE DISTRICT OF PORT HARDY
SPECIAL COUNCIL MEETING
WEDNESDAY FEBRUARY 28, 2018
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

AGENDA

PRESENT: Mayor Hank Bood, Councillors Pat Corbett-Labatt, Dennis Dugas, Rick Marcotte, Fred Robertson, John Tidbury and Leightan Wishart (via phone)

ALSO PRESENT: Allison McCarrick, Chief Administrative Officer; Heather Nelson-Smith, Director of Corporate Services; Abbas Farahbakhsh, Director of Operations

REGRETS: None

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

A. CALL TO ORDER

Mayor Bood called the meeting to order at 1:59 pm.

B. APPROVAL OF AGENDA AS PRESENTED

Moved/Seconded/Carried

THAT the agenda for the Special Meeting of Council February 27, 2018 be accepted 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:

Subject matter related to *Community Charter*:

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

Moved/Seconded/Carried

THAT in accordance with section 92 of the *Community Charter*, that the meeting be closed to the public as per subject matter related to *Community Charter*.

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

Councillor Tidbury joined the meeting at 5:47 pm

D. ADJOURNMENT

Moved

THAT the Special Meeting of Council adjourn. Time: 3:30 pm

CORRECT

APPROVED

DIRECTOR OF
CORPORATE SERVICES

MAYOR

SC2018-013
AGENDA FEB
28/18
ACCEPTED AS
PRESENTED

SC2018-014
CLOSE
MEETING TO
PUBLIC
COMMUNITY
CHARTER
SEC90 1 (K)

SC2018-015
ADJOURNMENT

ITEM	ACTION REGULAR MEETING FEBRUARY 27, 2018	WHO	STATUS /COMMENTS
Port Hardy Volunteer Firefighters Assoc. (Feb 8/18) re: Request for sponsorship for 50 th Anniversary event.	Approved: \$250 Bronze sponsorship -Advise PHVFA and issue cheque	HN-S	
Discussion on Provincial Budget – funding for new provincial Conservation Officer positions.	Approved: THAT Council write the Minister responsible for the Conservation Officer Service and request: <ul style="list-style-type: none"> • That 2-3 new Conservation Officer positions be assigned to the North Island Area. • That the Conservation Officer Service open a local office in Port Hardy. • That a Ministry representative be invited as a delegation to Council to discuss Conservation Officer services on the North Island. -write letter as directed	AMc	Done
Councillor Corbett-Labatt requested Mayor Bood support and sign, on behalf of the town, the online petition of the Helicopter Emergency Rescue Operations Society (H.E.R.O.S) for improved helicopter ambulance services in British Columbia.	Mayor Bood to sign online petition on behalf of Port Hardy	Mayor	
Update to Council Procedure Bylaw 03-2009.	Council to review the existing Council Procedure Bylaw and bring forward suggested changes to the Director of Corporate Services prior to the next Council meeting.	COUNCIL / HN-S	
Update to General Election Bylaw 07-2011	Staff to prepare an amending bylaw for Bylaw 07-2011 to change the date from the 3 rd Saturday in November to the 3 rd Saturday in October and to permit mail ballot voting. - Prepare amending bylaw as directed	HN-S	Agenda: Amending bylaw
Inspection of Public Buildings Policy CP8.3 Amendment.	Approved: amend Council Policy CP8.3 Inspection of Public Buildings by adding: <i>Item 9. The wner/occupier shall be charged for each inspection beyond the first inspection and one (1) re-inspection at the rate prescribed in the current User Rates and Fees Bylaw under the Building Inspection Schedule.</i> - Amend Policy as directed	HN-S	
ITEM	ACTION REGULAR MEETING FEBRUARY 13, 2018	WHO	STATUS /COMMENTS
Bylaw 1075-2018 A Bylaw to Amend Zoning Bylaw 1010-2013. (Salvation Army)	Bylaw Approval		Agenda Item
ITEM	ACTION REGULAR MEETING DECEMBER 12, 2017	WHO	STATUS /COMMENTS
Council Remuneration Committee	Approved: Proceed with formation of the Council Remuneration Committee	HN-S	In progress

ITEM	ACTION REGULAR MEETING NOVEMBER 28, 2017	WHO	STATUS /COMMENTS
Draft minutes of Op Scvs Committee meeting held Nov 16/17 <i>Recommendation: THAT Council approve placing the Lost at Sea Monument close to the kayak launch area in Tsulquate Park.</i>	Site approved as recommended. - proceed with installation	SM	In Progress Anchor is painted and site prep being done
ITEM	ACTION REGULAR MEETING NOVEMBER 14, 2017	WHO	STATUS /COMMENTS
James Hayward Memorial	-Staff to refurbish bench. Family to provide plaque information and payment. -District to order plaque	SM	In progress
Cannabis Advisory Committee Cannabis survey: Recommendation to Council: <i>THAT Council review and distribute the Cannabis Survey for public comments-deadline of Jan 31/18</i>	Distribute Cannabis Survey	HN -S	Survey posted Dec 7/17, open to Jan 31/18
ITEM	ACTION REGULAR MEETING SEPTEMBER 12, 2017	WHO	STATUS /COMMENTS
Bob Schantz, Municipal Inspector re: Note Against Title, 9085 Copper Drive	Approved as recommended: -to put a note against land title on Lot 48, Sec 36, Twp 9, Rupert District, Plan 24505,	HN-S	In progress



March 2nd, 2018

Email to general@porthardy.ca

AGENDA

Good Morning Mayor and Council:

We have an opportunity to celebrate our Tourism Success at the upcoming 55th Annual Conference & AGM being held here in Port Hardy this September 25-27, 2018.

The Advisory Committee to the District of Port Hardy has recommended that the District Council take a look at the sponsorship opportunities.

I have attached as a quick summary of the sponsorship program for your discussion.

Look forward to your decision.

Yours in tourism,

Donna Gault
Chair

Tourism Vancouver Island's 55th Annual Conference & AGM September 25-27, 2018

Port Hardy is delighted to host Tourism Vancouver Island's 2018 Annual Conference and AGM

Sponsorship Opportunities and Benefits

Marmots - Eagles – Orcas- Industry Awards

\$300 (unlimited)

\$750 (unlimited)

\$2500.00 (limit 6)

\$500 (6 available)

Your logo and a link to your website on www.tvconference.ca • • • •

Recognition in conference program • • • •

Recognition on general conference signage • • • •

Identification in newsletters, emails, social media, etc. • •

Two (2) Full Conference Registrations *NEW •

Quarter page advertisement in conference program (1/4) •

Half page advertisement in conference program (1/2) •

Recognition by emcee • • • •

Display table in common area OR vertical banner at the front in the general session and awards •

Opportunity to present awards •

Opportunity for a five (5) minute presentation to delegates •

Why sponsor?

- › To position yourself as an industry leader
- › Gain a competitive advantage through market exposure
- › Foster relationships in the industry › Increase your company's visibility
- › Demonstrate a commitment to Tourism on Vancouver Island

Susan Lewis, Lewis & Sears Marketing & Event Management • 1-866-594-5943 • susan@lewissears.com
For more information please visit www.tvconference.ca

Begin forwarded message:

From: "Janet Hanuse" <edswfc@telus.net>

Date: March 5, 2018 at 2:56:03 PM PST

To: "Chris Parker" <mwhncoordinator@rdmw.bc.ca>, "Kuilboer, Valerie" <Valerie.Kuilboer@VIHA.CA>, "Dean Wilson" <dean_wilson@gnhfs.com>, <dean_wilson@gnhfs.net>, "Marion Hunt" <education@kwakiutl.bc.ca>, "Pat Corbett-Labatt" <pcorbett-labatt@porthardy.ca>

Subject: request for letters of support

Hello all ☺

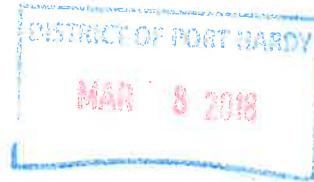
I hope all is well with everyone ☺

I am gearing up for fiscal year end and wrapping up programs and looking at proposal opportunities. I have received a call for proposals from our BC Association of Aboriginal Friendship centres to apply for funding. This is a two year project that I will apply for. It has a few unique approaches to program delivery for youth. I am hoping to have it complete by the end of next week. The letters are due by the end of March. I do not know just yet, what we will provide. But I know that it is in the area of social priorities and capacity building. Our youth have been left to their own devices for far too long and I hope that we can pull together a collaborative approach to this initiative. I call on you today to request a letter of support from your agency and I would like to talk to the youth to find out the best way to meet their needs.

The proposal is due by March 13, 2018 at noon. I don't think the letters have to be long, if you have any kind of in kind contribution that I can submit in the budget, I would appreciate that as well ☺ whether it is planning or any other involvement that I can just record. I would love to collaborate with anyone of your team members. Please feel free to call me at your convenience.

Enjoy your weekend ☺

Janet Hanuse
Executive Director
Sacred Wolf Friendship Centre
Ste 145A-8950 Granville Street
PO Box 2041
Port Hardy, BC
V0N 2P0
Phone: 250.902.0552
Facsimile: 250.949.7907
Email: edswfc@telus.net
Cellular: 250.230.3352



Carla Reusch

Box 1828
7210 Market St.
Port Hardy, B.C. V0N 2P0
ph 250-949-6307
PH 250-949-6544 days
nilanes@shaw.ca

AGENDA

March 8, 2018

To Mayor Hank Bood,

We are hosting the 32nd Island Championships the weekend of March 16 – 18, 2018. And on Saturday morning at 11:30 am we are having opening ceremonies and would love to have you as one of our representatives come throw our opening ball.

This is only the 2nd time in its 32 years running that it has been held on the North Island.

Your consideration in this matter would be much appreciated.

Cheers!

Carla & Sonya



Carla Reusch

Box 1828
7210 Market St.
Port Hardy, B.C. V0N 2P0
ph 250-949-6307
PH 250-949-6544 days
nilanes@shaw.ca

AGENDA

March 8, 2018
To the District of Port Hardy,

We respectfully request to borrow one of the metal bleachers, located out at the Storeys Beach ball fields.

We are hosting a bowling tournament the weekend of March 16 – 18, 2018
And need a little extra seating, in our viewing area.

We will be happy to pick it up clean and repair it if needed and return it in a timely manner.

Your consideration in this matter would be much appreciated.

Cheers!
Carla & Sonya

A handwritten signature in black ink that reads "Carla Reusch". The signature is fluid and cursive, with a large loop at the end.



**MINUTES
DISTRICT OF PORT HARDY
PARKS & RECREATION REVIEW COMMITTEE MEETING
HELD WEDNESDAY FEBRUARY 21, 2018
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

AGENDA

Committee

Members: Councillors: Fred Robertson (Chair), John Tidbury and Pat Corbett-Labatt

Staff: Heather Nelson-Smith, Director of Corporate Services; Abbas Farahbakhsh, Director of Operational Services; Sean Mercer, Manager of Operations and Community Services; Leslie Driemel, Recording Secretary

Regrets: Allison McCarrick, CAO

DRAFT

A. CALL TO ORDER

Councillor Robertson called the meeting to order at 3:18 pm.

B. APPROVAL OF AGENDA

Councillor Corbett-Labatt advised of two additions to the agenda under:

G: New Business

1. Port Hardy Farmers Market
2. The Hub community center

Moved/Seconded/Carried

THAT the Parks and Recreation Review Committee agenda for February 21, 2018 be accepted as amended.

C. ADOPTION OF MINUTES

1. Minutes of the Parks & Recreation Review Committee meeting held January 17, 2018.

Moved/Seconded/Carried

THAT the minutes of the Parks & Recreation Review Committee meeting held January 17, 2018 be accepted.

DRAFT

D. DELEGATIONS

No delegations.

E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Review of Action Items.
 - a. Reciprocal Agreement with School District 85.

No changes to the agreement have been brought forward. Councillor Robertson requested it remain as an action item.

- b. Terms of Reference

The Committee reviewed discussions at previous meetings regarding the need to have an arts and culture component within the District of Port Hardy committee structure. The Committee reviewed the revised Terms of Reference.

P&RRC
2018-004
AGENDA FEB
21/18
ACCEPTED AS
AMENDED

P&RRC
2018-005
MINUTES
JAN 17/18
ACCEPTED

ACTION ITEMS

P&RRC
2018-006
RECOMMEND-
ATION TO
COUNCIL: ADD
ARTS AND
CULTURE TO
COMMITTEE
MANDATE

Moved/Seconded/Carried

The Parks and Recreation Review Committee recommends:
THAT Council revise the scope of the Parks & Recreation Review Committee to include arts and culture;
AND THAT the name of the Committee be changed to *District of Port Hardy Parks, Recreation, Arts & Culture Committee*;
AND THAT Council approve the revised Terms of Reference.

The Committee further discussed

- If the arts & culture focus is added there is a need for community awareness.
- Crossover of issues and between District committees
- Council Policy CP10.8 *Displaying Art on District Property* review will be on the next Operational Services agenda
- Development of an inventory of art and all other items donated to the District along with a maintenance cost and estimated life span for the items.

Councillor Robertson suggested a Council Committee of the Whole would be a suitable place to discuss Art on District Property Policy for items donated to the District such as art, signage, monuments, structural items (such viewing platforms, bus shelters, playground equipment etc.).

DRAFT

ON THIS SPOT
BROUGHT TO
NEXT MEETING

- c. Councillor Wishart re: On This Spot - App based walking tours
- On This Spot – Proposal for Ladysmith Coverage
 - On This Spot App – White Paper
 - Port Hardy Tourism Advisory Committee –minutes of the Oct. 5/17.

As Councillor Wishart was not present Councillor Robertson will discuss 'On This Spot' agenda item with Councillor Wishart and bring forward any recommendations Councillor Wishart may have. Councillor Robertson requested the item be brought forward to the next Committee meeting.

It was commented that the Port Hardy Tourism Advisory Committee has also reviewed this app and as recorded in the minutes of October 5, 2017 found it to be "more suitable for communities/cities with more history and heritage to share."

- d. Fort Rupert Trail Draft signage was received for information.

The Committee reviewed the draft sign and recommended the following changes:

- The title on the top FORT RUPERT TRAIL and ADEAKILELA LAXA KAYAS be done in the same type and size of font.
- Kwakiutl logo be added – Heather Nelson-Smith advised that this is in progress.
- That the wording be changed to A'keda kilela laxa kayas "A trail that you can travel in both directions" Chief George Hunt (2017).
- That a map showing specific trail information and features be inset onto the sign such as boardwalk / trail / road areas, seating area, viewpoint area etc. if possible and/or available.

2. Capital Review List.

Abbas Farahbakhsh updated the capital list for Operations and Recreation/Parks.

F. CORRESPONDENCE

No correspondence

G. NEW BUSINESS

Councillor Pat Corbett-Labatt updated the Committee on the development and plans for:

1. Port Hardy Farmers Market - There will be 5 markets in Port Hardy in 2018 and will be run under the umbrella of the North Island Farmers Market Society.
2. The Hub community center – A representative of The Hub will be making a presentation to Council regarding the proposal at the next Council meeting.

H. COUNCIL / COMMITTEE REPORTS

DRAFT

No reports.

I. NOTICE OF MEETING: 3:00 pm Wednesday March 21, 2018.

UPCOMING 2018 MEETING DATES: currently scheduled for the third Wednesday of each month: April 18, May 16, June 20, July 18, August 15, September 19, October 17, November 21, December 19

J. ADJOURNMENT

Moved

THAT the meeting be adjourned.

Time: 4:35pm

P&RRC
2018-007
ADJOURN

**2018 Capital Projects
March 9 2018**

Parks and Recreation	% of completion	Budget	DPH share if grant approved
<i>General</i>			
Civic Centre Emergency Generator	0%	84,000	
Pool	0%	12,165,000	
Review of options and scope			
Achertural and design			
Tender			
Construction			
Arena			
Arena Reapirs	0%	59,000	
Exterior Door x 3	0%	9,000	
Gas Detection Equipment	15%	7,000	
Parks Bear Proof Gabage Bins	0%	7,200	



**TERMS OF REFERENCE
OF THE
DISTRICT OF PORT HARDY
PARKS, RECREATION, ARTS & CULTURE
COMMITTEE
(Standing Committee of Council)**



AGENDA

1. ESTABLISHMENT

The District of Port Hardy Parks and Recreation Review Committee, hereinafter referred to as the "Committee", was established as a Standing Committee of Council by Council of the District of Port Hardy on January 13, 2015.

2. PURPOSE

The Committee understands the value of maintaining a healthy and active lifestyle. The Committee also understands the importance of making available as broad a range of recreational activities for ALL members of the community.

The mandate of the Committee is to:

- a) Advise in the operation, maintenance and improvement of District recreational facilities.
- b) Maintain and strengthen relationships with local recreational and arts and culture organizations.
- c) Work with local recreational organizations and users to plan and improve recreational activities and facilities within the District of Port Hardy;
- d) Research matters that are referred to the Committee by Council and provide recommendations to Council on such matters;
- e) Consult, on a regular basis, the recreational and arts and cultural priorities of individuals, groups, agencies and organizations
- f) Advise Council on Arts and Culture initiatives in the community.

3. AUTHORITY

3.1 The Committee does not have delegated approval authority from Council.



AGENDA

**MINUTES OF THE
DISTRICT OF PORT HARDY
CANNABIS ADVISORY PLANNING COMMITTEE MEETING
WEDNESDAY, FEBRUARY 22, 2018
COUNCIL CHAMBERS, MUNICIPAL HALL, 7360 COLUMBIA STREET**

Members: Councillor Leightan Wishart (Chair); Tristan Radzik; Serena Neumerschitsky; and Jeff Brent

Staff: Heather Nelson-Smith, Director of Corporate Services

A. CALL TO ORDER

Councillor Wishart called the meeting to order at 4:11 pm

DRAFT

B. APPROVAL OF AGENDA

Moved/Seconded/Carried

THAT the agenda for the Cannabis Advisory Planning Committee February 22, 2018 be accepted as presented.

APC
2018-01
AGENDA NOV
1/17
ACCEPTED

C. ADOPTION OF MINUTES

1. Minutes November 1, 2017

Moved/Seconded/Carried

THAT the minutes of November 2, 2017 be accepted as presented.

APC
2018-02
AGENDA NOV
02/17
ACCEPTED

D. DELEGATIONS

No delegations.

E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Survey Results

The Committee reviewed the survey results that concluded January 31, 2018. The summary as follows:

- 265 people took the survey.
- 85% of respondents were residents of Port Hardy.
- 47% of respondents were between the ages of 30-49.
- 72% think that Port Hardy should have a Cannabis retailer.
- 75% think that Cannabis retailers should be located in the Commercial Zone.
- 51% had no concerns regarding Cannabis retail sales, some of the comments included:

- Odour
- Nuisance
- Negative Impact on surrounding business
- Security
- Youth accessibility

DRAFT

- 60% think it is appropriate to set a limit of 2 Cannabis retailers in Port Hardy.
- The response was fairly divided 50/40 with 50% in favour of retailers being located more than 200 metres of each other.
- 70% think Cannabis retailers should be located at least 150 metres from schools and licensed daycares.

- 65% think Cannabis retailers should be located further than 150 metres from schools and licensed daycares.
- 62% think Cannabis retailers should be located at least 100 metres from children's parks and libraries.
- 58% think Cannabis retailers should be located at further than 100 metres from children's parks and libraries.
- 58% think Cannabis retail stores should not be combined with another use.
- 67% think that a permit issued by Council, like the development permit procedure, is preferred.
- 73% think the hours of the business should be regulated for Cannabis retailers.
- The response was fairly divided 54/42 with 54% allowing consumption on the premises.
- 69% in favour of business licenses being approved by Council.

Some discussion included:

- The limit on retailers may not be an issue as business owners may find the process more daunting than just setting up a store.
- Who is going to supply?

DRAFT

The Committee agreed that the survey supports the recommendations as passed and presented and wish those recommendations to stand with no changes.

2. Provincial Government LDB Begins Preparing for Retail and Online Non-Medical Cannabis Sales
Was reviewed.

3. Provincial Government Cannabis Retail
Was reviewed.

4. BC Cannabis Private Retail and Licensing Guide
Was reviewed.

5. AVICC Resolution
Was reviewed.

F. ADJOURNMENT

Moved

THAT the meeting be adjourned.

Time: 5:07 pm

APC 2018-03
ADJOURNMENT



**MINUTES OF THE DISTRICT OF PORT HARDY
OPERATIONAL SERVICES COMMITTEE MEETING
HELD MONDAY FEBRUARY 26, 2018
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

AGENDA

Committee

Members: Councillors Dennis Dugas, Rick Marcotte (Chair)

Also Present: Councillor John Tidbury

Staff: Allison McCarrick, CAO; Abbas Farahbakhsh, Director of Operational Services; Leslie Driemel, Recording Secretary

Regrets: Councillor Leightan Wishart; Sean Mercer Manager of Operations & Community Services

A. CALL TO ORDER

Councillor Rick Marcotte called the meeting to order at 3:04pm. DRAFT

B. APPROVAL OF AGENDA

Moved/Seconded/Carried
THAT the agenda for the Operational Services Committee meeting of February 26, 2018 be accepted as presented.

OP SCVS
2018-006
AGENDA FEB
26/18
ACCEPTED

C. MINUTES

1. Minutes of the Operational Services Committee meeting held January 15, 2018.

Moved/Seconded/Carried
THAT the minutes of the Operational Services Committee meeting held January 15, 2018 be accepted.

OP SCVS
2018-007
MINUTES JAN
15/18
ACCEPTED

D. DELEGATIONS

No delegations.

E. BUSINESS ARISING / UNFINISHED BUSINESS

1. Review and Update of Action Items.

The Committee reviewed and updated the action items.

ACTION ITEMS

2. Allison McCarrick, CAO re: Council Policy CP10.8 *Displaying Art on District Property*.

Allison McCarrick reviewed with the Committee the current Council Policy CP10.8 *Displaying Art on District Property*. It was agreed that:

- Definitions of temporary, short-term and long-term be deleted.
- Item 7 be reworded to include vandalism. DRAFT
- Item 8 and 9 be deleted.
- Add a new item to allow the District to remove it if damaged or at end of life and to contact the donating party prior to removing it.
- If needed individual agreements for donated art can be made that specify responsibilities for maintenance, repair etc.

POLICY CP10.8
DISPLAYING
ART ON
DISTRICT
PROPERTY

Allison McCarrick will bring a revised draft policy to the next committee meeting.

The Committee discussed circulating the final, Council approved policy to local First Nations so that they are aware of the policy and future donations.

3. Capital Items List / Operations update.

Abbas Farahbakhsh reviewed the 2018 Capital List and gave a progress report on the watermain/reservoir and Lost at Sea Monument projects.

F. CORRESPONDENCE

No correspondence.

DRAFT

G. NEW BUSINESS

1. A. McCarrick, CAO re: update/discussion on Van Isle 360 – 2019.

Allison McCarrick discussed with the Committee the request from Van Isle360 organizers to use the Fishermans Wharf floats to tie up to in 2019 as the T-floats can be exposed moorage in poor weather. Discussion included:

- The award event: Can still be held at Rotary Park.
- Layover: The boats would stay over an extra day in Port Hardy rather than at Telegraph Cove.
- Input from others: Small Craft Harbours and the Harbour Manager are agreeable to mooring at Fishermans Wharf.
- Moorage choices: Racers can choose to moor at either Fishermans Wharf or T-Floats.
- Moorage fees: The CAO also commented that, in previous years, the Van Isle entrants had not paid moorage fees in Port Hardy but that they pay moorage fees at other stops along the race. It was agreed the boats should pay moorage in Port Hardy.

The Committee approved the request by Van Isle 360 to moor at Fishermans Wharf in 2019. The CAO will advise the Van Isle 360 organizers of the approval and advise that there will be applicable moorage fees charged whether the boats moor at the T-Floats or at Fishermans Wharf.

2. Councillor Tidbury re: Safety hazard - frozen water on sidewalk.

Councillor Tidbury raised a concern regarding water from the rock wall on lower Douglas Street running and freezing onto the sidewalk and roadway. It was requested Operational Services investigate a way to divert water into a ditch to run parallel to the sidewalk, on the wall side, down to the nearest storm drain.

Abbas Farahbakhsh advised he will look at the area in question.

H. STAFF REPORTS

1. Water Operations Report, January 2018 was received for information.

I. COMMITTEE MEMBER REPORTS

No reports.

DRAFT

J. NOTICE OF MEETING: Next scheduled meeting: March 19, 2018.

K. ADJOURNMENT

Moved
THAT the meeting be adjourned.

Time: 4:16pm

2018 Capital Projects list

Operational Services Committee	% of completion	Budget	DPH share if grant approved
<i>General</i>			
T-Floats and Pilings Upgrade	0%	33,000	
Seagate Wharf (Structural)	15%	100,000	
Local Road Infrastructure (Paving)	0%	130,000	
Storm Drains	0%	7,500	
Crack Sealing & Contract Line painting	0%	25,000	
Downtown Seawall Lighting	0%	30,000	
Parks Bear Proof Bins	0%	7,200	
Decking Upgrades	0%	3,000	
Fisherman's Lost at Sea Marker	30%	10,000	
Bear Cove Marina Electrical	15%	16,000	
Downtown Revite - Christmas Decorations/Lighting	0%	32,500	
PW Equip Fleet	30%	135,000	
Museum	0%	5,000	
Seagate Pier Rural Dividen	0%	65,000	
<i>Water</i>			
PLC WTP Upgrads	15%	70,000	
WTP Pressure Control Valve	0%	8,000	
WTP Rebuild Raw Water Pump	0%	13,000	
WTP Turbidimeters	0%	53,000	
Computers (Water)	0%	15,000	out
Infrastructure Mapping	20%	15,000	
Holgrem Flats PRV	15%	60,000	
Fort Rupert - WTP Reservoirs & Watermain Replacement	25%	5,300,000	
Wtaermain Replacement & Site Preparations, IWC Contract	30%		
Reservaoirs Construction H2Flow Contract	20%		
Water Main Row Clearing	0%	15,000	
Kains Lake Dam	0%	29,000	
Outer Ring Road PRV	15%	35,000	
Distribution System	0%	60,000	
<i>Sewer</i>			
Push Camera	0%	15,000	
Sewer Vehicles	75%	220,000	
Infrastructure Mapping	20%	15,000	
Peel St Lift Station Pump Rebuild	0%	15,000	
Fort Rupert Lift Station (Grant Dependent)	0%	600,000	
Pioneer Lift Station Upgrade	15%	20,000	
Holgrem Flats Lift Station Upgrade	15%	50,000	
Lift Stations	15%	42,000	

2018 Capital Projects list

TWWTP Influent Pump Rebuild	10%	8,000	
Storey's Beach Sani Dump upgrade	0%	10,000	
Replace Emergency Generator Switch (AWWTP)	10%	12,000	
Collection System Rehabilitation	0%	60,000	
Polymer Feed System Upgrade (TWWTP)	10%	25,000	



**MINUTES OF THE
DISTRICT OF PORT HARDY
TOURISM ADVISORY COMMITTEE MEETING
THURSDAY MARCH 1, 2018
MUNICIPAL HALL, 7360 COLUMBIA STREET**

AGENDA



DRAFT

- PRESENT:** Donna Gault (Chair), Councillor Dennis Dugas, District of Port Hardy; Councillor Rick Marcotte, District of Port Hardy; Joli White, Tourism Coordinator, Vancouver Island North Tourism; Elizabeth Aman-Hume Chamber of Commerce;
- STAFF:** Allison McCarrick, CAO District of Port Hardy; Leslie Driemel, Recording Secretary, District of Port Hardy
- REGRETS:** Mike Kelly, Codfather Charters, Tourism Stakeholder Rep

A. CALL TO ORDER

Chair Donna Gault called the meeting to order.

Time: 2:00pm

B. APPROVAL OF AGENDA

Donna Gault advised of addendum to the meeting:

DELEGATION: Lisa Harrison from Black Press re: proposal for digital advertising; and requested the delegation be added after adoption of the minutes.
and

F. CORRESPONDENCE

1. Email from: Monique Willis, Coordinator Industry Programs and Heather Boyd, Manager Industry Programs at Destination BC (Feb.9/18) re: MRDT 2018 One Year Tactical Plan and Budget. For information.

Moved/Seconded/Carried

THAT the agenda of the Tourism Advisory Committee meeting March 1, 2018 be accepted as amended.

TAC-2018-001
APPROVAL OF
AGENDA AS
AMENDED

C. ADOPTION OF MINUTES

1. Minutes of the Tourism Advisory Committee meeting held October 30, 2017.

Moved/Seconded/Carried

THAT the Minutes of the Tourism Advisory Committee meeting held October 30, 2017 be accepted as presented.

TAC-2018-002
MINUTES
OCT 30 /17
ACCEPTED

D. DELEGATION – Addendum

DRAFT

Lisa Harrison, Black Press re: Digital Marketing Solutions Travel and Tourism Targeting

Ms Harrison gave an overview of a digital marketing campaign being done by Black Press. Information included:

- Campaign Objective: building brand awareness, more traffic to websites, increase phone traffic through mobile search.
- Industry trends – review of statistics on travel and tourism consumer and travel and tourism marketing in the digital world.
- Display Advertising - through ads and message to the target audience.
- Category & keyword contextual targeting -ads in front of people browsing generated by keywords / relevant content.
- Geotargeting – ads in front of people based on where they are located.

- Retargeting – after visiting a website ad increase exposure to product or service.
- Graphic design service – animated display ads created to engage target customer.
- Campaign reports – provided monthly with detailed reporting.
- Partnership – manage campaign to outperform industry standards.
- Costs – Black Press offering \$2,000 for 3 months, with 166,600 total impressions (ads). The usual rate \$1,000 a month. There is a 3-month minimum.

Councillor Dugas joined the meeting at 2:15 pm

The Committee discussion included:

DRAFT

- Targeting Victoria at same time as bus ad campaign.
- Targeting other areas – Central / South Island.
- Current Black Press campaigns: Comox Valley Economic Society and 460 Realty.
- Running same ad or change ad monthly.
- Target audience ages and areas.
- Reviewing other campaigns, their reports and compare costs.
- Campaign minimum: \$500/month for 3 months, fewer number of impressions. Cost is approximately \$12 per 1,000 impressions.
- Budget for campaign would come from removing other items.

E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Review of Action items

BC Ferries

On Board Advisors: Elizabeth Aman-Hume advised the CEO of BC Ferries will be at a Chamber of Commerce lunch May 17, 2018 and she will discuss On Board Advisors at that time.

Camping at Ferry Terminal: Ongoing – Monitor for 2018.

2018 Tactical Plan and Budget

Done – presented at Stakeholder meeting Nov 8, 2017.

Aboriginal Tourism / Tourism Operators

Email sent out with Expression of Interest, no responses received. To be dropped from Action items

CBRE Data Collection

Ongoing

2. Tabled from last meeting:

Emails Donna Gault / Elizabeth Aman-Hume (Oct 23/17) re: Addition of Festivals to MRDT budget.

The Committee discussion included:

- Festivals as tourism initiatives and if part of Committee mandate.
- Multi Cultural and Dine Out / Food Festivals.
- Food Festival as part of Filomi Days.
- Festival as a project for The Hub.
- Festival may be possible for 2019.
- Festival Committee would be needed.

DRAFT

The Committee requested Dennis Dugas bring forward discussion of a Dine Out / Taste of Port Hardy event for 2018 to the Filomi Days Committee.

The Committee discussed the Chamber Gala and Tourism Vancouver Island Convention as possible venues for local restaurants to offer, as part of a catering plan, their 'specialty of the house'.

F. NEW BUSINESS

1. Review of November 8th Stakeholder Advisory Session.
Elizabeth Aman-Hume gave a verbal report on the reviewed the November 8, 2017 Stakeholder presentation.

Committee discussion included:

- Poor turnout for presentation.
- How to get more stakeholders engaged and attending.
- Required event, but not good use of time and energy.
- Mini sessions at each hotel to present information to manager/owner.
- Distribute pins and brochures to garner interest.
- Hold an end of season meeting to report on all accomplishments.

DRAFT

Jolie White and Elizabeth Aman-Hume will discuss ways and means of increasing stakeholder engagement and will plan to go to stakeholders in mid April.

2. 2017 Annual Performance Report

Elizabeth Aman-Hume – Presentation of 2017 Tactical Plan Final Report

Elizabeth advised:

- The draft was completed January 15, 2018 and vetted by A. Maas.
- Submission date is April 30, 2018.
- Online advertising (stakeholders were happy with advertising)
- Online marketing/social media / Instagram: review of stats

The Committee requested members receive a copy via email when it is complete.

3. Fishing BC 2017/18 Partnership Opportunities was received for information.

4. Donna Gault – Sponsorship for the TVI AGM, September 2018.

Jolie White will bring forward information on sponsorship to Donna Gault. As Committee Chair Donna will forward as a request to the District of Port Hardy for sponsorship of the TVI AGM in September 2018.

5. Proposed meeting dates

April (visit stakeholders), Committee meetings: Mid June, Mid September
November 8 for Stakeholder meeting

G. CORRESPONDENCE

DRAFT

1. Email from: Monique Willis, Coordinator Industry Programs and Heather Boyd, Manager Industry Programs at Destination BC (Feb.9/18) re: MRDT 2018 One Year Tactical Plan and Budget was received for information.

H. COMMITTEE MEMBER REPORTS

- a) Chair Report – Donna Gault: no report

b) Visitor Information Center / Chamber of Commerce: Elizabeth Aman-Hume

Elizabeth advised it will be a busy summer season. There is a “Ask a Local” campaign being planned. The Visitor Center is active.

c) Regional District VINTAC - Jolie White

DRAFT

MRDT 2017 numbers were reviewed. They are 17% higher than predicted and will be reinvested over the total budget. Information on a digital campaign regarding industry standards was reviewed.

Addendum:

Presentation by Lisa Harrison, Black Press re: Proposal for digital advertising
The Committee is requesting more information to be brought to the June meeting. It was agreed by consensus the campaign could be possible for 2019, but not this year. Elizabeth Aman-Hume will contact Lisa Harrison with the request for more information.

I. NOTICE OF MEETINGS

June 7, 2018 next meeting, 2:00 pm Council Chambers

J. ADJOURNMENT

Moved

THAT we adjourn

Time: 4:00pm

TAC-2018-003
ADJOURNMENT

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
010558	07/02/2018	02514	Alsco	209.32	
010559	07/02/2018	01836	ARIES SECURITY LTD.	4,118.10	
010560	07/02/2018	00047	B.C. HYDRO (Minister of	58,718.54	
010561	07/02/2018	00073	BLACK PRESS GROUP LTD.	981.30	
010562	07/02/2018	02135	BORG, BRENT	70.00	
010563	07/02/2018	01805	BUSY B'S DISTRIBUTING	186.58	
010564	07/02/2018	02468	Canwest Propane	49.51	
010565	07/02/2018	03209	CLN Machining & Fabricat	492.80	
010566	07/02/2018	00666	DEL EQUIPMENT	479.36	
010567	07/02/2018	01901	DENNISON, MELINDA	35.00	
010568	07/02/2018	01476	DOR-TEC SECURITY LTD.	138.30	
010569	07/02/2018	02140	DOUG LLOYD CONTRACTING	83.48	
010570	07/02/2018	02043	HARNISH SALES AGENCY	649.60	
010571	07/02/2018	02208	Hawkins, Bob	729.13	
010572	07/02/2018	00063	HOME HARDWARE BUILDING C	7.20	
010573	07/02/2018	03440	IZCO Technology Solution	425.25	
010574	07/02/2018	00065	K & K ELECTRIC LTD.	698.92	
010575	07/02/2018	00069	MACANDALE'S	530.88	
010576	07/02/2018	01777	MCCARRICK, ALLISON	35.00	
010577	07/02/2018	00328	MERCER, SEAN	35.00	
010578	07/02/2018	00017	MUNICIPAL INSURANCE ASSO	20,733.00	
010579	07/02/2018	03518	NICHOLSON, JOHN BRAD	200.00	
010580	07/02/2018	00075	O.K. TIRE STORE (PORT HA	1,227.21	
010581	07/02/2018	02749	Orach Enterprises Ltd.	1,729.22	
010582	07/02/2018	03242	Patterson's Plumbing	913.50	
010583	07/02/2018	00203	Port Hardy & Dist. Chamb	13,750.00	
010584	07/02/2018	00406	PORT HARDY FIREFIGHTERS	1,250.00	
010585	07/02/2018	00264	PORT HARDY HERITAGE SOCI	11,800.50	
010586	07/02/2018	02051	PORT MCNEILL ENTERPRISES	2,498.44	
010587	07/02/2018	00769	Praxair Distribution	945.43	
010588	07/02/2018	00080	PUROLATOR INC.	1,029.31	
010589	07/02/2018	00107	RECEIVER GENERAL FOR CAN	27,315.72	
010590	07/02/2018	03174	Schantz, Robert	157.59	
010591	07/02/2018	00843	SHARE CANADA	326.32	
010592	07/02/2018	02522	Strathcon Industries	144.60	
010593	07/02/2018	00113	STRYKER ELECTRONICS LTD.	83.78	
010594	07/02/2018	02973	Texmo, Gavin	35.00	
010595	07/02/2018	02250	THE CANADIAN PAYROLL ASS	215.25	
010596	07/02/2018	00485	TRAN SIGN (1999) LTD.	420.34	
010597	07/02/2018	00573	VAN ISLE WATER	111.25	
010598	07/02/2018	01026	VIMAR EQUIPMENT LTD.	1,333.76	
010599	07/02/2018	02837	Waterhouse Environmental	25,436.89	
010600	14/02/2018	00044	ACKLANDS - GRAINGER INC.	37.78	
010601	14/02/2018	00829	ANA'S HARDY CLEAN	2,849.99	
010602	14/02/2018	01836	ARIES SECURITY LTD.	11,812.50	
010603	14/02/2018	01615	BOOD, HANK	359.94	
010604	14/02/2018	02762	Cleartech Industries Inc	4,252.26	
010605	14/02/2018	03519	FJ WELDING LTD.	794.08	
010606	14/02/2018	00063	HOME HARDWARE BUILDING C	358.43	
010607	14/02/2018	03514	IWC EXCAVATION LTD.	429,596.84	
010608	14/02/2018	01777	MCCARRICK, ALLISON	241.50	
010609	14/02/2018	00033	NAPA AUTO PARTS/N.I. IND	90.71	
010610	14/02/2018	01645	NORTH ISLAND COMMUNICATI	302.82	
010611	14/02/2018	00027	NORTH ISLAND VETERINARY	230.08	
010612	14/02/2018	00281	PARKLAND REFINING (B.C.)	1,173.42	
010613	14/02/2018	00264	PORT HARDY HERITAGE SOCI	177.54	
010614	14/02/2018	00080	PUROLATOR INC.	40.25	
010615	14/02/2018	00253	Shaw Cable	134.74	
010616	14/02/2018	02424	Team Aquatic Supplies Lt	149.42	
010617	14/02/2018	00201	Vancouver Island Regiona	38,517.00	
010618	22/02/2018	03286	0997329 Tourism Services	860.35	
010619	22/02/2018	00044	ACKLANDS - GRAINGER INC.	253.37	
010620	22/02/2018	01375	ADT SECURITY SERVICES CA	93.74	
010621	22/02/2018	02514	Alsco	209.32	
010622	22/02/2018	00046	ANDREW SHERET LTD	37.62	
010623	22/02/2018	01836	ARIES SECURITY LTD.	88.20	
010624	22/02/2018	02678	BRITISH COLUMBIA FUNERAL	147.00	
010625	22/02/2018	01805	BUSY B'S DISTRIBUTING	253.14	
010626	22/02/2018	02468	Canwest Propane	4,407.51	
010627	22/02/2018	01965	CMJ EQUIPMENT LTD.	8,610.00	
010628	22/02/2018	01433	COMOX PACIFIC EXPRESS LT	194.02	

AGENDA

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
010629	22/02/2018	02822	Corix Water Products LP	764.90	
010630	22/02/2018	02730	CUPE Local 401	727.35	
010631	22/02/2018	00233	FINNING (CANADA)	76.83	
010632	22/02/2018	00058	GUILLEVIN INTERNATIONAL	1,337.29	
010633	22/02/2018	00052	HARDY BUILDERS' SUPPLY	3,584.81	
010634	22/02/2018	02043	HARNISH SALES AGENCY	229.95	
010635	22/02/2018	01980	HETHERINGTON INDUSTRIES	101.85	
010636	22/02/2018	00063	HOME HARDWARE BUILDING C	148.57	
010637	22/02/2018	00194	INT'L UNION OPERATING EN	992.94	
010638	22/02/2018	02606	Island Communications Lt	109.48	
010639	22/02/2018	03440	IZCO Technology Solution	4,982.45	
010640	22/02/2018	00273	JM'S MOBILE WELDING INC	57.12	
010641	22/02/2018	00065	K & K ELECTRIC LTD.	2,242.18	
010642	22/02/2018	02883	Lekker Food Distributors	1,145.10	
010643	22/02/2018	00271	LIFESAVING SOCIETY	165.00	
010644	22/02/2018	00281	PARKLAND REFINING (B.C.)	2,586.30	
010645	22/02/2018	00080	PURULATOR INC.	44.22	
010646	22/02/2018	00107	RECEIVER GENERAL FOR CAN	23,398.59	
010647	22/02/2018	00710	Receiver General for Can	3,692.00	
010648	22/02/2018	00187	REGIONAL DISTRICT OF MT	4,557.62	
010649	22/02/2018	01990	ROAD RANGER FREIGHT/0702	54.70	
010650	22/02/2018	03174	Schantz, Robert	64.89	
010651	22/02/2018	00843	SHARE CANADA	329.70	
010652	22/02/2018	02203	Stantec Consulting Ltd.	22,870.15	
010653	22/02/2018	00160	TELUS	5,374.30	
010654	22/02/2018	00161	TELUS MOBILITY (BC)	790.73	
010655	22/02/2018	03313	Tex Electric Ltd.	15,502.74	
010656	22/02/2018	02690	Volunteer Firefighters'	210.00	
010657	22/02/2018	02837	Waterhouse Environmental	6,115.20	
010658	22/02/2018	03148	Westport Welding & Fabri	295.30	
010659	28/02/2018	00735	A.C.E. COURIER SERVICES	180.16	
010660	28/02/2018	00044	ACKLANDS - GRAINGER INC.	55.59	
010661	28/02/2018	02514	Alsco	104.66	
010662	28/02/2018	00829	ANA'S HARDY CLEAN	2,709.00	
010663	28/02/2018	01836	ARIES SECURITY LTD.	4,362.49	
010664	28/02/2018	01236	B.C. HYDRO CAD - 130160	378.00	
010665	28/02/2018	02271	BAILEY WESTERN STAR TRUC	2,483.83	
010666	28/02/2018	02468	Canwest Propane	33.87	
010667	28/02/2018	02762	Cleartech Industries Inc	2,254.06	
010668	28/02/2018	03353	Cloutier-Defoy, Kevin	190.40	
010669	28/02/2018	02822	Corix Water Products LP	880.83	
010670	28/02/2018	00218	DB PERKS AND ASSOCIATES	663.03	
010671	28/02/2018	00099	FOX'S DISPOSAL SERVICES	19,002.97	
010672	28/02/2018	00058	GUILLEVIN INTERNATIONAL	277.90	
010673	28/02/2018	01980	HETHERINGTON INDUSTRIES	105.00	
010674	28/02/2018	00063	HOME HARDWARE BUILDING C	229.41	
010675	28/02/2018	03527	INDUSTRA CONSTRUCTION CO	2,000.00	
010676	28/02/2018	03517	INDUSTRIAL SCIENTIFIC CA	165.14	
010677	28/02/2018	01875	ISLAND ADVANTAGE DISTRIB	320.04	
010678	28/02/2018	00065	K & K ELECTRIC LTD.	943.07	
010679	28/02/2018	03059	Maxxam Analytics	1,224.83	
010680	28/02/2018	00017	MUNICIPAL INSURANCE ASSO	167,914.00	
010681	28/02/2018	03390	O'Reilly, Kathy	727.13	Yes
010682	28/02/2018	02749	Orach Enterprises Ltd.	2,717.68	
010683	28/02/2018	00217	ORKIN CANADA CORPORATION	76.65	
010684	28/02/2018	00013	PACIFIC BLUE CROSS	11,516.15	
010685	28/02/2018	00769	Praxair Distribution	945.43	
010686	28/02/2018	02303	Provident	6,001.00	
010687	28/02/2018	00080	PURULATOR INC.	852.24	
010688	28/02/2018	01990	ROAD RANGER FREIGHT/0702	23.56	
010689	28/02/2018	03073	Smith Cameron Process So	10,080.00	
010690	28/02/2018	00160	TELUS	208.89	
010691	28/02/2018	00860	TELUS COMMUNICATIONS INC	8,220.52	
010692	28/02/2018	02850	VWR International Co.	393.22	
010693	28/02/2018	03525	WOLVEN I.T. SERVICES	95.20	
Total:				1,036,765.03	

*** End of Report ***



DISTRICT OF PORT HARDY

STAFF REPORT



DATE: March 6, 2018 **FILE:** Reports **AGENDA**

TO: Allison McCarrick, Chief Administrative Officer

FROM: Heather Nelson-Smith, Director of Corporate & Development Services

RE: **Emergency Instant Alerting Solution**

BACKGROUND

The Council has been looking at options for an alert system for emergencies including a siren for the Storey's Beach Beaver Harbour Road area to alert for tsunami evacuation. Due to risk and financial considerations other options have also been sought to notify the public when an emergency occurs.

The current notification procedure, when time permits, includes door to door notification to alert the affected public, our web site, Facebook and Twitter notifications.

Challenges:

- How do we reach everyone as quickly as possible.
- Not everyone is on the internet.
- Finding a system that is cost effective with an overall reach.
- Ensuring the solution has other capabilities.

Alternative solutions, like phone dialers, are an all-around solution that can benefit the District in many ways.

Different options were considered including app-based software which requires the end user to have a smart phone and other alerting systems that only do text messaging.

PROPOSED SOLUTION

Telmatik is a universal mass notification solution that allows the District to notify the residents who are subscribed to the service via text, phone (cell and landline) and email of various events that can be set up by the District including but not limited to:

- Tsunami notifications
- Fire Bans
- Newsletters
- Evacuations
- Water/sewer interruptions
- Road closures
- Public notices

The service allows the resident to choose what notifications they wish to receive and go back into the system to upgrade with a new phone number, address or their contact preferences.

The District can also choose specific areas and addresses using a map tool which would allow focused target messages without having to notify the entire list.

When a voice call is made to your phone, the District has the choice to choose who the call is coming from so that it will show on your call display specific to the event like a 'Tsunami Warning' or 'Fire Ban'.

The system also allows us to track how many have received the notification and follow up with those that have received the warning.

In addition, you can have messages repeat automatically, which will be a benefit when trying to overcome the do not disturb feature on smartphones which allows calls to come in after 2 attempts.

The service offers 24/7/365 support and should our internet and/or phonedlines go down the service can be accessed by customer support to send the alert via landline or satellite phone. The service provider is in another province, which means that if the event is a provincial one (earthquake) we won't have the issue where the service provider is also dealing with the same emergency.

Subscribers can call into the District office to set up their notification settings (for those without internet) and a button can be added to the front page of the web site for online subscription.

FINANCIAL IMPLICATIONS

For approximately 4500 subscribers, which would allow for expansion of notices to our neighbouring communities, the cost is \$4,700.00 in the first year and \$4,200.00 for every year thereafter.

There is no limit to the messages that can be sent, and the service can be cancelled at anytime.

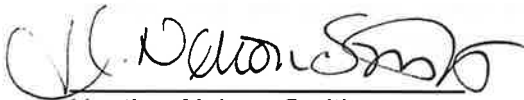
This item has not been budgeted for the 2018 year.

There is an opportunity for additional managers, including the Regional District or other municipalities, to be added to the program and those partnerships will be considered if Council wishes to implement this system.

STAFF RECOMMENDATION

Take the report to Council for consideration.

Respectfully submitted,



Heather Nelson-Smith
Director of Corporate &
Development Services

I agree with the recommendation.



Allison McCarrick
Chief Administrative Officer



A Universal Mass Notification Solution Tailored to Fit All Sectors !

EXPRESS MESSAGE™ exclusive features.

- Notify instantly anyone, anywhere, anytime from wherever you are. May it be an urgent message or just a simple notification.
- No limit on number of messages you can send.
- No changes in your IT or phone system infrastructure. No software to download.
- Send your messages even when your internet is down and/or you have no online access.
- Pay monthly. No long-term commitment required. No cancellation fees.
- Free 24/7/365 live support.
- All updates are at no extra fee.
- Perfectly Adapted for the Management of Communications during Emergencies and/or Simple Notifications

A Robust and Efficient Communication Platform

- Text Messages (SMS) are sent at the rate of 10,000 per hour
- Emails are sent instantly, regardless of the volume.
- Automated Calling (including TTS and Voice Mail) is processed at the maximum rate of 5,000 per hour.
- Predetermined distribution groups can be established
- The contacts in your database can opt to receive messages using various modes of communication (SMS/Email/Automated Voice Call)
- Message Delivery Confirmation through a Live Progress Dashboard.
- Easy management of contact lists, including bulk imports.
- A self serve portal where citizens can manage their own profiles.

We can show you, in less than 15 Minutes over the phone, while sharing our screen with you, how Express Message™ can and will Demystify & Simplify your Communications moving forward.

Please Let us know of a good time and date that works for you and we will call you and make a quick presentation so you can see for yourself how it works and how Robust and Efficient it is.

Elie Edery.

PH: 514-999-7055
Email: elie.edery@telmatik.com

Telmatik, A Division of Tootelo. 500, rue D'Avaugour, Suite 2500 - Boucherville (QC) J4B0G6 - 1.866.896.9858 - info@telmatik.com



DISTRICT OF PORT HARDY

BYLAW NO. 1075-2018

AGENDA

A Bylaw to Amend Zoning Bylaw No. 1010-2013

WHEREAS the Council of the District of Port Hardy deems it expedient to amend Zoning Bylaw No. 1010-2013;

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 Zoning Bylaw Amendment Bylaw No. 1075-2018".

PART 2 AMENDMENTS

2.1 District of Port Hardy Zoning Bylaw No. 1010-2013 is hereby amended as follows:

- a) Section "1.3 Definitions" is hereby amended as follows:
 - i) Adding the following definition in alphabetical order:

***'Emergency Shelter'** means a use staffed and supervised by a public authority or non-profit agency for the purposes of providing temporary sleeping accommodation for people in need of emergency shelter on a short-term basis (to a maximum of 24 hours). Emergency Shelter use includes drop-in and meal services as well as accessory administration and office space for use by program staff*

- b) Table 5.1 in section 5.1 of Part 5 is amended by adding a new zone listing at the very end of the Table as follows:

CD-8: Comprehensive Development 8	CD-8
-----------------------------------	------

- c) Part 12: Comprehensive Development Zones is amended by adding a new section 12.5 CD-8: Comprehensive Development 8 as shown on Schedule "A" to this Bylaw.
- d) The list of zones included in the legends titled "Zoning Descriptions" on each of Schedules A, B, C and D are amended by including "CD-8: Comprehensive Development 8".
- e) Schedule C: Zoning Map – West is amended by changing the applicable zone of the property legally described as Parcel A (DD 223130I) of Lots 19 and 20, Block 4, Section 36, Township 9, Rupert District, Plan 2178 PID 006-455-743; Lot 19, Block 4, Section 36, Township 9, Rupert District, Plan 2178, Except Parcel A (DD223130I) thereof PID 006-455-611; and Lot 20, Block 4, Section 36, Township 9, Rupert District, Plan 2178, Except Parcel A (DD 223130I) thereof PID 006-455-662

PART 3 SEVERABILITY

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

Read a first time the 13th day of February 2018
Public Hearing held the 27th day of February, 2018
Read a second time the 27th day of February, 2018.
Read a third time the 27th day of February, 2018.
Adopted on the ____ day of March, 2018.

DIRECTOR
OF CORPORATE SERVICES

MAYOR

Certified a true copy of
Bylaw No. 1075-2018 as adopted.

Director of Corporate Services

SCHEDULE “A” TO BYLAW NO. 1075-2018

12.5 CD-8: COMPREHENSIVE DEVELOPMENT ZONE 8

The purpose of this zone is to allow the range of uses permitted in the C-3: Town Centre Commercial zone which is common to properties on Market Street, along with the added principal use of an Emergency Shelter, on the property which is civically addressed as 7305 Market Street and is legally described as Parcel A (DD 223130I) of Lots 19 and 20, Block 4, Section 36, Township 9, Rupert District, Plan 2178 PID 006-455-743; Lot 19, Block 4, Section 36, Township 9, Rupert District, Plan 2178, Except Parcel A (DD223130I) thereof PID 006-455-611; and Lot 20, Block 4, Section 36, Township 9, Rupert District, Plan 2178, Except Parcel A (DD 223130I) thereof PID 006-455-662

(a) The following principal uses are permitted:

- (1) Assembly
- (2) Family Resource Centre
- (3) Professional Service Establishment
- (4) Personal Service Establishment
- (5) Emergency Shelter

(b) The following accessory uses are permitted:

- (1) Accessory Buildings and Structures (see section 3.9)

(c) The following siting, size and dimension requirements apply:

Setbacks		
Yard Setback	Principal Use	Accessory Use
Front Yard	Minimum of 6.0 metres (19.69 feet)	Minimum of 6.0 metres (19.69 feet)
Rear Yard	Minimum of 0.0 metres (0.0 feet)	Minimum of 1.0 metre (3.28 feet)
Interior Side Yard	Minimum of 0.0 metres (0.0 feet)	Minimum of 1.0 metre (3.28 feet)
Interior Side Yard or Rear Yard Abutting a Residential Zone	Minimum of 3.0 metres (9.84 feet)	Minimum of 3.0 metres (9.84 feet)
Exterior Side Yard	Minimum of 4.5 metres (14.76 feet)	Minimum of 4.5 metres (14.76 feet)
Size of Buildings and Structures		
Maximum Height (Principal and Accessory Buildings and Structures)	11.0 metres (36.08 feet)	
Maximum Parcel Coverage	75%	
Parcel Area and Dimensions		
Minimum Parcel Area	450.0 square metres (4,843.76 square feet)	
Minimum Parcel Width	15.0 metres (49.2 feet)	
Minimum Parcel Depth	30.0 metres (98.43 feet)	



DISTRICT OF PORT HARDY

AGENDA

BYLAW NO. 1076-2018

A Bylaw to Amend Local Government Elections Bylaw No. 07-2011

WHEREAS the Council of the District of Port Hardy deems it expedient to amend Bylaw No. 03-2009;

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

PART 1 CITATION

1.1 This Bylaw shall be cited as " Local Government Elections Amendment Bylaw No. 1076-2018".

PART 2 TEXT AMENDMENTS

2.1 Council Procedure Bylaw No. 07-2011 is hereby amended as follows:

- a) Section 4. Additional Advance Voting Opportunities 4.1 is hereby deleted and replaced with the following new Section 4.1:

"In addition to the required advance voting opportunity on the 10th day before general voting day, the Thursday and Friday immediately preceding the 3rd Saturday in October from the hours of 9:00 a.m. to 4:00 p.m. are hereby established as advance voting opportunities for general local elections and other voting."

- b) Section 5. Special Voting Opportunities 5.1 is hereby deleted and replaced with the following new Section 5.1:

"In order to give electors, who may otherwise be unable to vote, an opportunity to do so, the Council of the District of Port Hardy will provide a special voting opportunity at the Port Hardy Hospital and Eagle Ridge Manor, 9120 Granville Street, on the Wednesday immediately preceding the 3rd Saturday in October from 2:00 p.m. to 2:30 p.m. Only patients may vote."

- c) Section 6. Mail Ballot Voting is hereby deleted and replaced with the following:

6.1 "As authorized under section 110 of the Local Government Act, voting and elector registration may be done by mail for those electors who meet the criteria 6.2."

6.2 "The following electors are permitted to vote by mail ballot and to register to vote by mail:

- (i) those persons who have a physical disability, illness or injury that affects their ability to vote at another voting opportunity;*
- (ii) persons who expect to be absent from the District of Port Hardy on general voting day and at the times of all advance voting opportunities;"*

6.3 "The following procedures for voting and elector registration must apply:

- (i) Sufficient record will be kept by the chief election officer so that challenges of the elector’s right to vote may be made in accordance with the intent of section 126 of the *Local Government Act*;
- (ii) a person exercising the right to vote by mail under the provisions of section 110 may be challenged in accordance with, and on the grounds specified in section 126 of the *Local Government Act*, until 4:30 pm two days before general voting day.”

6.4 “The time limits in relation to voting by mail ballot will be determined by the chief election officer.”

6.5 “As provided in the *Local Government Act*, to be counted, a mail ballot must be received by the chief election officer before the close of voting on general voting day.”

PART 3 SEVERABILITY

3.1 If a court of competent jurisdiction declares any portion of this Bylaw invalid, then the invalid portion must be severed and the remainder of the Bylaw is deemed valid.

Read a first time the ___ day of _____, 2018
Read a second time the ___ day of _____, 2018
Read a third time the ___ day of _____, 2018
Adopted on the ___ day of _____, 2018

DIRECTOR
OF CORPORATE SERVICES

MAYOR

Certified a true copy of
Bylaw No. 1076-2018 as adopted.

Director of Corporate Services