



## **DISTRICT OF PORT HARDY**

# **AGENDA COUNCIL MEETING 7:00 PM TUESDAY JUNE 26, 2018 MUNICIPAL HALL COUNCIL CHAMBERS 7360 COLUMBIA STREET**

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

Staff: Allison McCarrick, Chief Administrative Officer  
Heather Nelson-Smith, Director Corporate Services  
Lynda Sowerby, Director Financial Services  
Abbas Farahbakhsh, Director Operational Services  
Leslie Driemel, Recording Secretary

**DISTRICT OF PORT HARDY  
 AGENDA FOR THE REGULAR COUNCIL MEETING  
 7:00 PM TUESDAY JUNE 26, 2018 - COUNCIL CHAMBERS - MUNICIPAL HALL**

<b>PAGE</b>	<b>A. CALL TO ORDER</b>	Time:	
	<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 Committee of the Whole meeting held June 12, 2018.		
	Motion required.	1.	2.
3-7	2. Minutes of the Regular Council meeting held June 12, 2018.		
	Motion required.	1.	2.
8-19	3. Minutes of the Public Hearing held June 20, 2018.		
	Motion required.	1.	2.
	<b>D. DELEGATIONS AND REQUESTS TO ADDRESS COUNCIL</b>		
	1. Stephanie Nelson, North Island Building Blocks re: Update on Activities.		
	2. Mark Keilthy, Graduate Student at Institute for Risk and Disaster Reduction, University College London re: Research on Tsunami Response and Preparedness.		
	<b>E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS</b>		
20-21	1. Council Action Items. For information.		
	<b>F. NEW BUSINESS</b>		
	No New Business in agenda package.		
	<b>G. CORRESPONDENCE</b>		
22	1. Robin Hunt, Mt. Waddington Highland Dancing Association (June 6/18) re: Request for sponsorship/grant in aid to 10 <sup>th</sup> Annual North Island Highland Dance Competition. Note: a separate donation request of 100 District pins has been received and approved by the CAO.		
	Motion / direction	1.	2.
23-25	2. Curtis Anderson, Action for Aidan – Cross Island Bike Adventure (March 1, 2018) re: Ride from Port Hardy to Victoria in 24 hours and request for donation to Heart & Stroke Foundation.		
	Motion / direction	1.	2.
	<b>H. COUNCIL REPORTS</b>		
	1. Verbal Reports from Council members.		
	<b>I. COMMITTEE REPORTS</b>		
26	1. Allison McCarrick, CAO (June 26/18) re: Tourism Vancouver Island Conference Sponsorship and recommendation from Tourism Advisory Committee meeting June 7, 2018. For information.		
27-31	Draft minutes of the Tourism Advisory Committee meeting held June 7, 2018. For information. Recommendation: "THAT the Tourism Advisory Committee recommends to Council an increase to the District's sponsorship level of the Tourism Vancouver Island Conference being held in Port Hardy September 25-27, 2018 to that suitable for a host community."		
	Motion / direction	1.	2.

2. Recommendation: Committee of the Whole meeting June 12, 2018.  
“THAT the Committee recommends to Council clause 2 be removed from the agreement with the Port Hardy Rotary Club for the Windmill Project on Bear Cove Highway and Highway 19. The clause to be stricken reads as follows: *Once the Project is complete the Rotary will remain the sole owner of the windmill blade on the District’s Property. At the District’s discretion, the windmill blade may be required to be removed for reasons including but not limited to damage, end of life or the location is required for another purpose. The District will provide the Rotary with ninety (90) days’ written notice and the Rotary will be responsible for the removal and disposal of the Project including any site cleanup required to bring the location back to its natural state before the Project was installed from the project agreement.*”

Motion / direction 1. 2

- 32-33 3. Draft minutes of the First Nations Relations Committee meeting held June 14, 2018. For information.
- 34-35 4. Draft minutes of the Operational Services Committee meeting held June 18, 2018. For information.
- 36-38 5. Draft minutes of the Parks, Recreation, Arts & Culture Committee meeting held June 20, 2018. For information

**J. STAFF REPORTS**

1. Allison McCarrick, CAO re: Presentation of 2017 District of Port Hardy Annual Report. Previously circulated. Note: A copy of the Annual Report can be found at the Municipal Hall, online at [www.porthardy.ca](http://www.porthardy.ca) or click [here](#).

Motion / direction 1. 2.

**K. CURRENT BYLAWS AND RESOLUTIONS**

- 39 1. Resolution: Heather Nelson-Smith, Director of Corporate Services re: Ratification of appointment of Rick Davidge to the North Island Community Forest Inc. Board of Directors.

Motion required. 1. 2

- 40-43 2. Bylaw No. 1080-2018, A Bylaw to Amend Zoning Bylaw No. 1010-2013 (Cannabis Regulations). For Second and Third Reading.

Motion required. 1. 2

- 44 3. Bylaw 1081-2018, Port Hardy Multiplex Temporary Borrowing Bylaw. For Adoption.

Motion required. 1. 2

- 45-46 4. Heather Nelson-Smith, Director Corporate Services (June 22/18) re: Garbage Amendment . Bylaw. For information.

- 47 Bylaw 1082-2018, A Bylaw to Amend District of Port Hardy Garbage and Recycling Bylaw No. 1027-2014. For First, Second and Third Reading.

Motion required. 1. 2

**L. PENDING BYLAWS**

No pending bylaws.





**MINUTES  
DISTRICT OF PORT HARDY  
COMMITTEE OF THE WHOLE MEETING  
TUESDAY JUNE 12, 2018  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

AGENDA

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

**ALSO PRESENT:** Allison McCarrick, CAO; Abbas Farahbakhsh, Director of Operational Services; Lynda Sowerby, Director of Financial Services; Heather Nelson-Smith, Director of Corporate Services

**REGRETS:** Councillor Dennis Dugas

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

COW 2018-024  
APPROVAL OF  
AGENDA AS  
PRESENTED

**A. CALL TO ORDER**

Mayor Bood called the meeting to order at 6:30 pm.

**B. APPROVAL OF AGENDA**

**Moved/Seconded/Carried**

THAT the agenda for the Committee of the Whole meeting of June 12, 2018 be accepted as presented.

**C. STAFF REPORT**

1. Allison McCarrick, CAO (June 7/18) re: Wind turbine blade.

Allison McCarrick, CAO reviewed and provided background information on the wind turbine proposal including:

- Review of Council Committee and Council actions to date.
- Details of the blade construction.
- Financial implications for removal.
- Rotary Club contract requests.
- contractual options for Council consideration.

Discussion included:

- A clause was included in the contract that named the owner as the Rotary Club, However, there was concern because the Rotary Club cannot be an owner.
- The Parks, Recreations, Arts and Culture Committee requiring the District not be held responsible for the future removal and/or demolition costs.
- The Rotary does not want to be liable for the removal of the Windmill Blade at the end of its use full life, but if they are still around at the time of required removal and disposal would be willing to work with the District on a remedy.
- Disposal costs and the different methods of disposal ranging from \$7,200 to \$26,000.
- Rotary Club providing a deposit to the District for the future removal.
- Other Rotary Projects have not required the same commitment.

**Moved/Seconded/Carried**

THAT the Committee recommends to Council clause 2 be removed from the agreement with the Port Hardy Rotary Club for the Windmill Project on Bear Cove Highway and Highway 19. The clause to be stricken reads as follows: *Once the Project is complete the Rotary will remain the sole owner of the windmill blade on the District's Property. At the District's discretion, the windmill blade may be required to be*

COW 2018-025  
RECOMMENDATION  
TO COUNCIL RE:  
WIND TURBINE  
BLADE

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*removed for reasons including but not limited to damage, end of life or the location is required for another purpose. The District will provide the Rotary with ninety (90) days' written notice and the Rotary will be responsible for the removal and disposal of the Project including any site cleanup required to bring the location back to its natural state before the Project was installed from the project agreement.*

**D. ADJOURNMENT**

COW 2018-026  
ADJOURNMENT

**MOVED**

THAT the Committee of the Whole adjourn.

Time: 6:58 pm

CORRECT

APPROVED

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DIRECTOR  
OF CORPORATE SERVICES

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MAYOR



**MINUTES OF THE DISTRICT OF PORT HARDY  
REGULAR COUNCIL MEETING  
JUNE 12, 2018  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

AGENDA

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

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

**REGRETS:** Councillor Dennis Dugas

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

**A. CALL TO ORDER**

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

**B. APPROVAL OF AGENDA**

**Moved/Seconded/Carried**

THAT the agenda for the Regular Council meeting of June 12, 2018 be accepted.

**C. ADOPTION OF MINUTES**

1. Minutes of the Regular Council meeting held May 22, 2018.

**Moved/Seconded/Carried**

THAT the minutes of the Regular Council meeting held May 22, 2018 be accepted.

2. Minutes of the Committee of the Whole meeting held June 4, 2018.

**Moved/Seconded/Carried**

THAT the minutes of the Committee of the Whole meeting held June 4, 2018 be accepted.

**D. DELEGATIONS**

No Delegations

**E. ACTION ITEMS**

1. Council action items were received for information.

**F. CORRESPONDENCE**

1. Elizabeth Aman-Hume, Executive Director Port Hardy Chamber of Commerce (June 4/18) re: Request for in kind support for Canada Day event.

Allison McCarrick, CAO advised:

- The District does not have a supply of trash and recycling barrels.

2018-105  
AGENDA  
JUNE 12/18  
ACCEPTED

2018-106  
REGULAR  
MEETING MINUTES  
MAY 22/18  
ACCEPTED

2018-107  
COMMITTEE OF  
THE WHOLE  
MINUTES JUNE 4/18  
ACCEPTED

ACTION ITEMS

2018-108  
CH OF COMMERCE  
RE CANADA DAY  
SUPPORT

**Moved/Seconded/Carried**

THAT Council approve the request by Elizabeth Aman-Hume, Executive Director Port Hardy Chamber of Commerce for in kind support for Canada Day celebrations as listed below;

- Use of Carrot Park for July 1, 2018.
- Use of barricades and road closure along Market Street between Hastings and Main Streets from 11:00 am to 3:00 pm.

2. Linda Holm, Filomi Days Committee (May 22/18) re: Request for in kind support for Filomi Days.

Councillor Tidbury requested clarification if he was in conflict of interest as a member of the Filomi Days Committee. The Director of Corporate Services advised that if he is a board member of the Society then he is in a conflict of interest.

**Councillors Wishart and Tidbury declared a conflict of interest and left the meeting. Time: 7:02 pm**

Allison McCarrick, CAO advised:

- The District does not have a supply of commercial garbage containers or have an extra supply of garbage cans for sidewalks and roadways.
- The District does not have a supply of port-a-potties.

**Moved/Seconded/Carried**

THAT Council approve the request by Linda Holm, Filomi Days Committee for in kind support as listed below:

- A road closure on Market Street from the corner of Hastings to the corner of HWY 19 from Friday July 20th at 3:30 pm until Sunday July 22nd after the fireworks display.
- A road closure from the Thunderbird Mall, Granville Street turning onto Market Street at Applewood Ford to the Tsulquate Park parking lot on Saturday July 21st from 11:00 am to 1:00 pm for the annual Lions Club Parade route.
- A road closure on Granville Street from the corner of Hwy 19 to the entrance to Thunderbird Mall for the annual Soap Box Derby on Saturday July 21st from 1:00pm to 3:30pm.
- The use of Rotary-Carrot Park for the three (3) July 20-22, 2018 days along with the water and power connections.
- Barricades for the parade route.
- Plastic gloves, garbage bags and garbage picker sticks.
- A notice on the recreation sign.
- That the fireworks be allowed to be discharged.

**Councillors Wishart and Tidbury returned to the meeting. Time: 7:05 pm**

3. Leslie Dyck and Pat Corbett-Labatt, Planning Team – Port Hardy Farmers Market (May 23/18) re: Request to use Carrot Park and waive fees associated with use of Carrot Park.

**Councillor Corbett-Labatt advised that she is a member of the Port Hardy Farmers Market planning team and left the meeting. Time: 7:06**

**Moved/Seconded/Carried**

THAT Council approve the request by Leslie Dyck and Pat Corbett-Labatt, Planning Team – Port Hardy Farmers Market to use Carrot Park June 23, July 7 and August 18 AND THAT Council waive the fees associated with the use of Carrot Park on these days.

**Councillor Corbett-Labatt returned to the meeting. Time: 7:08**

4. Councillor Murry Krause, Chair UBCM Nominating Committee (June 1/18) re: Call for Nominations for UBCM Executive was received for information.

2018-109  
FILOMI DAY COMM  
REQUEST FOR  
SUPPORT  
APPROVED

2018-110  
PH FARMERS  
MARKET REQUEST  
FOR SUPPORT  
APPROVED



5. State of the Island Economic Summit Oct 24-25, 2018 was received for information.

Council discussed the timing of attending the event in consideration of the upcoming Local Government Election and the need to have more than one Council member attend to receive the most information from the event.

Council directed staff to register two Council members for the State of the Island Economic Summit Oct 24-25, 2018.

#### **G. NEW BUSINESS**

No New Business.

#### **H. COUNCIL REPORTS**

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

#### **I. COMMITTEE REPORTS**

1. Draft minutes of the Parks, Recreation, Arts & Culture Committee meeting held May 14, 2018 were received as information. Note: Recommendations to Council were previously approved at the May 22, 2018 Council meeting.
2. Draft minutes of the Operational Services Committee meeting held May 15, 2018 were received for information.
3. Discussion from the Committee of the Whole meeting June 4, 2018.
  - Declaration of the Community-based Seniors' Services sector in BC.

#### **Moved/Seconded/Carried**

THAT Council become a signatory to the Declaration of the Community-based Seniors' Services sector in BC AND THAT Mayor Bood sign the online declaration.

- Resolution from North Central Local Government Association 2018 Conference, referred to UBCM re: Lobbying Federal and Provincial governments for seniors' programs in BC.

#### **Moved/Seconded/Carried**

THAT Council endorse at the 2018 UBCM Conference the resolution from North Central Local Government Association 2018 Conference re: Lobbying Federal and Provincial governments for seniors' programs in BC.

#### **J. STAFF REPORTS**

1. Accounts Payable for May 2018 was received for information.
2. Heather Nelson-Smith, Director of Corporate Services (May 25/18) re: Application for Development Variance Permit – 9595 Chancellor Heights.

Heather Nelson-Smith, Director of Corporate Services reviewed with Council the application for development variance and presented mapping showing the proposed siting of the structure on the property.

COUNCIL  
REPORTS

2018-111  
DPH SIGNATORY  
TO DECLARATION  
OF COMMUNITY-  
BASED SENIORS'  
SERVICES SECTOR  
IN BC.

2018-112  
COUNCIL  
ENDORSE  
RESOLUTION  
FROM NCLGA AT  
2018 UBCM  
CONVENTION

2018-113  
DVP 01-2018  
APPROVED

**Moved/Seconded/Carried**

THAT Council approve Development Variance Permit DVP-01-2018 to vary the provisions of section 6.4 (d) of Port Hardy Zoning Bylaw No. 1010-2013, to: allow for the reduction of the accessory use building interior side yard in the R-3 Zone from 4. 5 metres to 0 metres.

With respect to the property legally described as Strata Lot 28, Sections 35 And 36, Township 9, Rupert District, Strata Plan 349, Together with an interest in the Common Property in Proportion to the unit entitlement of the Strata Lot as Shown on Form 1. PID 000-383-813

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

3. Lynda Sowerby, Director of Finance (June 12/18) re: Grants in Aid – CP#2.18, Financial Support for Sport Competitors.

Council members discussed 2018 grant in aid requests and the costs and dedication and hard work necessary to get to provincial levels of competition.

**Moved/Seconded/Carried**

THAT Council approve a grant in aid of \$100.00 each to Kayley Clair, Madyson Harris and Kaleigh Harris and a grant in aid of \$500.00 to Port Hardy Senior Secondary Senior Girls Soccer Team.

2018-114  
GRANT IN AID  
APPROVED:  
K. CLAIR, K.  
HARRIS, & M  
HARRIS \$100 EACH  
& \$500 TO PHSS  
SENIOR GIRLS  
SOCCER TEAM

4. Lynda Sowerby, Director of Finance (June 12/18) re: Municipal Security Issuing Resolution.

Lynda Sowerby, Director of Finance reviewed the process and advised it was necessary for the Regional District of Mount Waddington to consent to the borrowing before going to the Municipal Finance Authority for funding.

**Moved/Seconded/Carried**

THAT Council approve borrowing from the Municipal Finance Authority of British Columbia, as part of the 2019 Spring Borrowing Session, Six Million Dollars (\$6,000,000) as authorized through Port Hardy Multiplex Loan Authorization Bylaw 1051-2016 and that the Regional District of Mount Waddington be requested to consent to our borrowing over a thirty (30) year term and include the borrowing in a Security Issuing Bylaw.

2018-115  
APPROVED:  
REQUEST FOR  
RDMW CONSENT &  
BORROW  
\$6,000,000 FROM  
MFA

5. Heather Nelson-Smith, Director of Corporate Services (May 25/18) re: Application for Temporary Use Permit 01-2018 at 51-9130 Granville St & and Temporary Use Permit 02-2018 at 24-9130 Granville St.

Heather Nelson-Smith, Director of Corporate Services discussed with Council the applications for Temporary Use Permits and advised that as vacation rental issues are currently under Council review this permit process is the only process available to the applicants to legally proceed with a vacation rental business. Council was advised bed and breakfast guidelines have been used in drafting the permits with the exception that owner on the premises is not included as a requirement.

Council members discussed the time line for a OCP / Zoning vacation review process, seasonal business of vacation rentals and the suggested permit term of three years.

**Moved/Seconded/Defeated**

THAT Council approves Temporary Use Permits 01-2018 and 02-2018 to permit the operation of Short Term Vacation Rentals With respect to the properties legally described as Strata Lot 51, Section 36, Township 9, Rupert District, Strata Plan VIS2090 Together with and interest in the common property in proportion to the unit entitlement of the Strata Lot as shown on Form 1. PID 017-227-283, Civic Address 51-9130 Granville Street. AND Strata Lot 24, Section 36, Township 9, Rupert District,

2018-116  
2 YEAR TERM FOR  
TUP 01-2018 &TUP  
02-2018 SHORT  
TERM VACATION  
RENTALS

Strata Plan VIS2090 Together with and interest in the common property in proportion to the unit entitlement of the Strata Lot as shown on Form 1. PID 017-227-011, Civic Address 24-9130 Granville Street.  
AND THAT the permit be granted for a period of two years beginning in June 2018 and terminating May 30, 2020.

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

**Moved/Seconded/Carried**

THAT Council approves Temporary Use Permits 01-2018 and 02-2018 to permit the operation of Short Term Vacation Rentals With respect to the properties legally described as Strata Lot 51, Section 36, Township 9, Rupert District, Strata Plan VIS2090 Together with and interest in the common property in proportion to the unit entitlement of the Strata Lot as shown on Form 1. PID 017-227-283, Civic Address 51-9130 Granville Street. AND Strata Lot 24, Section 36, Township 9, Rupert District, Strata Plan VIS2090 Together with and interest in the common property in proportion to the unit entitlement of the Strata Lot as shown on Form 1. PID 017-227-011, Civic Address 24-9130 Granville Street.

AND THAT the permit be granted for a period of three years beginning in June 2018 and terminating May 30, 2021.

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

**K. CURRENT BYLAWS AND RESOLUTIONS**

- 1. Lynda Sowerby, Director of Finance (June 12/18) re: District of Port Hardy Multiplex Temporary Borrowing Bylaw.

Lynda Sowerby, Director of Finance reviewed the process for the District to obtain temporary borrowing.

Copy of Bylaw 1051-2016, Port Hardy Multiplex Loan Authorization Bylaw was received for information.

Bylaw 1081-2018, Port Hardy Multiplex Temporary Borrowing Bylaw. For First, Second and Third Reading.

**Moved/Seconded/Carried**

THAT Bylaw 1081-2018, Port Hardy Multiplex Temporary Borrowing Bylaw receive First, Second and Third Reading.

Council members thanked District staff for the hard work done in getting the reservoir replacement project completed in a timely manner.

**L. ADJOURNMENT**

**Moved**

THAT the meeting be adjourned.

Time: 7:45pm

CORRECT

APPROVED

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

\_\_\_\_\_  
MAYOR

2018-117  
APPROVED: 3  
YEAR TERM FOR  
TUP 01-2018 & 02-  
2018 SHORT TERM  
VACATION  
RENTALS

2018-118  
BYL 1081-2018 PH  
MULTIPLEX  
TEMPORARY  
BORROWING 1<sup>ST</sup>,  
2<sup>ND</sup>, 3<sup>RD</sup> READING

2018-119  
ADJOURNMENT



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**MINUTES OF THE DISTRICT OF PORT HARDY  
PUBLIC HEARING HELD JUNE 20, 2018  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

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

**AGENDA**

**ALSO PRESENT:** Allison McCarrick, Chief Administrative Officer; Heather Nelson-Smith, Director of Corporate & Development Services

**MEDIA:** 1:00 None

6:00 N.I. Gazette

**MEMBERS OF THE PUBLIC:** 1:00 Six

6:00 Seven

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Mayor Hank Bood, called the Public Hearing to order at 1:00 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. 1080-2018. He indicated a copy of the proposed Bylaw is available at the table by the entrance to the Council Chambers.

Mayor Hank Bood advised that notice of this public hearing was published in the North Island Gazette on June 6, 2018 and the North Island Eagle Newspaper on June 15, 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.

Mayor Bood indicated that all persons who believe that their interests are affected by proposed Bylaw No. 1080-2018 will be given an opportunity to be heard respecting matters contained in the Bylaw.

The Director of Development Services then reviewed the bylaw and provided a presentation that outlined the proposed bylaw, the legal framework, and the responsibilities of the Municipality as follows:

**Bylaw 1080-2018 Cannabis Retail Zoning Amendment**

Overview of federal legislation objectives where it pertains to Bill C-45 was provided:

- Restrict youth access to cannabis
- Regulate promotion or enticements to use cannabis
- Enhance public awareness on health risks associated with using cannabis
- Impose serious criminal penalties for those breaking the law- especially the sale of cannabis to youth
- Establish strict safety and quality requirements
- Provide for the legal production of cannabis
- Allow adults to possess and access regulated quality controlled legal cannabis
- Reduce the burden on the criminal justice system

Municipal authority was reviewed including:

- Adjust zoning
- Create retail definitions
- Set guidelines on business licensing
- Establish regulations such a nuisance
- Enforce building codes

Medical vs non-medical

Access to medical cannabis will be regulated through the existing act 'Access to Cannabis for Medical Purposes Regulation' (ACMPR) and may be revisited by the federal government when legalization has

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become law, but until it is revisited, access to medical cannabis will be done in the traditional form, through the mail.

January 2017 Council was presented with a report from staff regarding upcoming changes in federal legislation which included the legalization of Cannabis. Council decided the best approach to address the issue was to create an Advisory Planning Committee to assess, report back and provide recommendations for Council consideration.

Summer 2017 the APC Committee was formed, and consisted of members from the RCMP, Chamber of Commerce, seniors, business operators and residents in addition to one councillor.

The Committee met 5 times and provided Council with recommendations including a public Survey.

Final recommendations were provided February 2018.

### **Survey Results**

265 people took the survey.

85% of respondents were residents of Port Hardy.

Other respondents included residents of the North Island and people who own property or visit the North island regularly.

47% of respondents were between the ages of 30-49.

72% think that Port Hardy should have a Cannabis retailer.

51% had no concerns regarding Cannabis retail sales, some of the comments included

- Odour

- Nuisance

- Negative Impact on surrounding business

- Security

- Youth accessibility

60% think it is appropriate to set a limit of 2 Cannabis retailers in Port Hardy.

Council did consider the option of limiting the number of retailers, however the concern over who would be permitted, bias, how to grade applications, what criteria etc. were a concern.

The response was fairly divided 50/40 with 50% in favour of retailers being located more than 200 metres of each other.

Council felt that it was also difficult to set a barrier between shops.

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.

This buffer was supported through the regulations by Council.

62% think Cannabis retailers should be located at least 100 metres from children's parks and libraries.

58% think Cannabis retailers should be located further than 100 metres from children's parks and libraries.

This buffer was also supported by Council. The reason for the difference between schools and playgrounds was primarily due to the public nature of the uses and the number of children gaining access and the location of them in town. Without limiting accessible commercial space yet not creating a cannabis retail shop directly across the street from these public locations.

### **What we know from the Province**

- Applications will be processed through the Liquor Control Licensing Branch (LCLB) of BC. This process is done similarly to liquor licenses
- Background checks will be required
- Local Government Support will be required (via resolution)
- LCLB will not be licensing consumption lounges
- Cannabis sales will only be permitted where licensed and not offsite
- Minors (under 19) will not be permitted in Cannabis Retail Stores – unlike liquor stores
- Hours of business 9am-11pm (like liquor)
- No Delivery and no online sales
- Special training and employee background checks are still being created
- No Offsite storage permitted
- Advertising and sponsorship are being regulated federally
- A seed to sale tracking system is being developed
- All Cannabis will be supplied by the Liquor Distribution Branch (LDB)
- No sale of edibles
- Cannabis accessories which may be sold along with cannabis include:
  - “Cannabis accessory” means a thing, including rolling papers or wraps, holders, pipes, water pipes, bongs and vaporizers that is represented to be used in the consumption of cannabis or a thing that is represented to be used in the production of cannabis.”*
- You cannot sell snacks, tobacco or other non-cannabis related items
- Stores will be inspected annually by LCLB
- Penalties for non-compliance are issued by LCLB
- RCMP may enter to ensure compliance

### **What is the District doing?**

The District has created the following the new definitions:

*“Cannabis” means a cannabis plant and anything referred to in the Federal Cannabis Act as follows:*

- *Any part of the cannabis plant, other than mature stalks that do not contain leaves, flowers or seeds, the cannabis plant fibre, or the plant root.*
- *Any substance or mixture of substances that contains or has on it any part of a cannabis plant.*
- *Any substance that is identical to any phytocannabinoid produced by, or found in, such a plant, regardless of how the substance was obtained.*

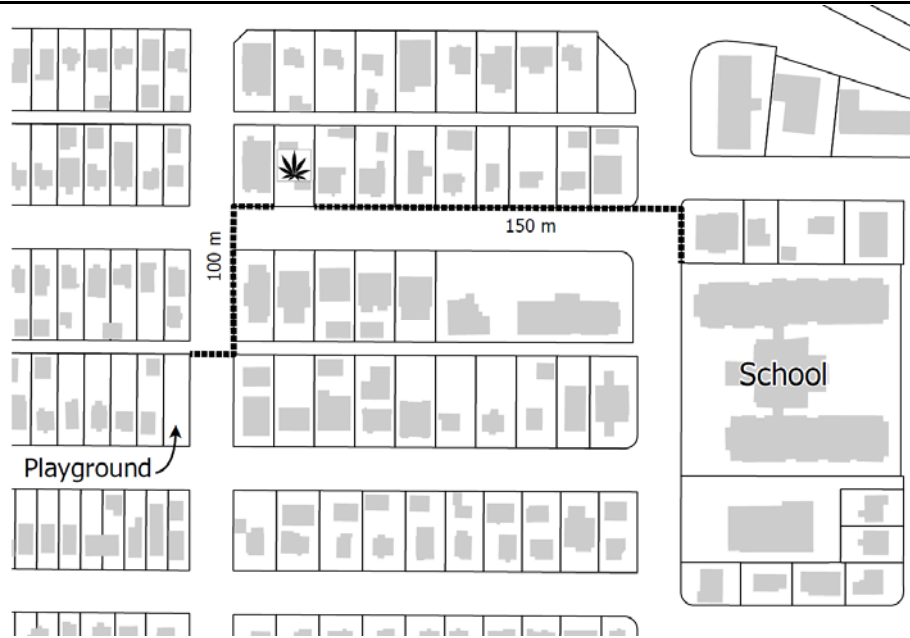
*“Cannabis Retailer” means a store where Cannabis is sold to the public, under license by the Province of British Columbia and meets the regulations as set out in this bylaw.*

### **Regulations**

*Cannabis Retailers are permitted in zones prescribed in the zoning regulation and subject to the following conditions:*

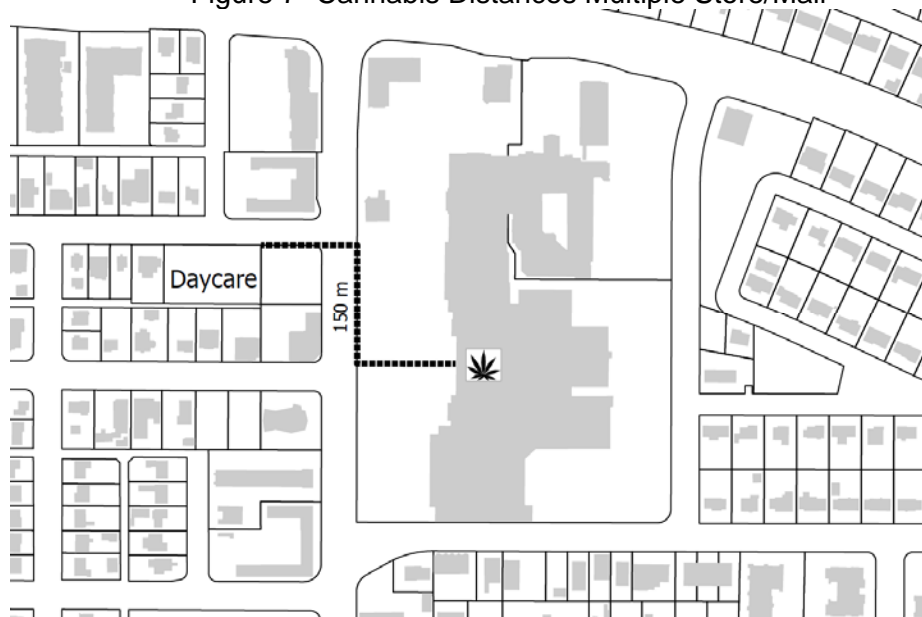
- (a) *Cannabis retailers are subject to the following buffers:*
  - (1) *At least 100 metres from any playground or public library;*
  - (2) *At least 150 metres from any education service as defined in this regulation; and*
  - (3) *At least 150 metres away from any day care as defined in this regulation.*
- (b) *The buffers will be measured in the following manner:*
  - (1) *Where there is one commercial building on the property with one store the measurement to the nearest education service, day care facility, playground or public library will be from property line to property line following accessible roadways as illustrated in figure 6.*

Figure 6- Cannabis Distances Single Lot



- (1) Where there is a property with multiple stores, such as a mall or strip mall the measurement will be from the cannabis retail location to the property line of the nearest education service, day care facility, playground or public library following roadways and parking lots as illustrated in figure 7.

Figure 7- Cannabis Distances Multiple Store/Mall



- (a) Cannabis retail stores shall not be combined with any other use in the same store.
- (b) Cannabis retailers must follow all BC Building Code requirements.
- (c) Cannabis retailers must hold a valid business license and follow all business license requirements.
- (d) Cannabis retailers will only be considered in zones where licenced premises is a permitted principal use.

- (e) *Cannabis retailers are not permitted to be in any residential zone.*
- (f) *Cannabis retailers follow all applicable bylaws and regulations as other businesses in the District of Port Hardy.*
- (g) *Parking requirements for cannabis retail stores must meet the provisions of the retail sales parking space requirements as identified in Table 4.2-Parking Space Requirements contained in this regulation.*

Zones that currently contain liquor Premises as a principal use that will be permitted to have Cannabis Retailer applied are as follows:

- C-1: General Commercial*
- C-2: Service Commercial*
- C-3: Town Centre Commercial*
- M-1: Marine Commercial*
- CD-5: Comprehensive Development 5*
- CD-7: Comprehensive Development 7*

Small scale urban agriculture clarification to the definition as follows:

***“Small Scale Urban Agriculture”*** means an accessory use consisting of the cultivation, on a portion of a parcel, of fruits, mushrooms, nuts, plants, vegetables or seeds and includes the sale of these items grown on that parcel where home occupation is a permitted accessory use. The cultivation and sale of cannabis is not permitted.

Mayor Bood called for speakers a first time

**Derek Koel, Town of Port McNeill resident**

100 metres from any playground, wanted to add the word ‘public’, as it may be a concern regarding the definition. The 100 metre buffer for playgrounds seems low, it is because of the size of the town?

This bylaw doesn’t address cannabis growing, what are the opportunities for economic development to allow for the growing of cannabis?

Stores would have to meet applicable building codes, is this picking on cannabis over any other retail or is it required for extra clarity?

**Heather Nelson-Smith, Director of Corporate Services**

The committee did review the buffers starting at 250 metres but reviewed them where it pertains to the schools as the majority of the schools in the District are located in the residential zones the buffers set at 150 allow for creating space from the schools located in other areas of town.

The playgrounds do only refer to public play grounds located in the District. The buffers set at 100 metres, allow for the ability to ensure that most of the commercial space is preserved, but keeps cannabis retailers from being directly across the street from those facilities.

Cannabis growing has not been addressed in the current retail regulation. The District does have industrial and agriculture zones where commercial growing can take place.

Building codes apply to all buildings in town, and we anticipate that we will have some specifications set out by the province that pertain to cannabis retailers.



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**Tristan Radzik, District of Port Hardy resident**

Wanted clarification on the limits on the quantity of cannabis retailers permitted in Port Hardy and if there was a cap.

**Heather Nelson-Smith, Director of Corporate Services**

There will be no cap on the amount of retailers in Port Hardy.

**Gabby Wickstrom, Town of Port McNeill resident**

Requested a copy of the power point presentation.

**Heather Nelson-Smith, Director of Corporate Services**

A copy will be forwarded at the end of the presentation.

Mayor Bood called for a second time for speakers

**Derek Koel, Town of Port McNeill resident**

Wanted to know what the time frame was for Council adopting the proposed zoning amendment bylaw.

**Heather Nelson-Smith, Director of Corporate Services**

Stated that there are a couple of options. Council can complete the bylaw with second and third reading with a final adoption on June 26, 2018 or they can choose to leave the bylaw unadopted until the final legalization occurs in eight to twelve weeks.

The second option would allow council to review any changes we have proposed and make changes prior to final adoption.

**Gabby Wickstrom, Port McNeill resident**

Stated that the Prime Minister has set the date for cannabis legalization as October 17, 2018.

**Tristan Radzik, District of Port Hardy resident**

Given the need for parents to be with their children at all times can the District change the requirement for allowing children under the age of 19 in Cannabis retail stores?

**Heather Nelson-Smith, Director of Corporate Services**

The age limit is being set by the province.

Mayor Bood called for speakers a third time

Mayor Bood called again for speakers to the proposed bylaw amendment Bylaw 1080-2018.  
No comments.

No final comments or input was forthcoming.

The Public Hearing was adjourned at 1:32 pm to reconvene at 6:00 pm.

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Mayor Bood reopened the Public Hearing at 6:00pm.

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. 1080-2018. He indicated a copy of the proposed Bylaw is available at the table by the entrance to the Council Chambers.

Mayor Hank Bood advised that notice of this public hearing was published in the North Island Gazette on June 6, 2018 and the North Island Eagle Newspaper on June 15, 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.

Mayor Bood indicated that all persons who believe that their interests are affected by proposed Bylaw No. 1080-2018 will be given an opportunity to be heard respecting matters contained in the Bylaw.

The Director of Development Services then reviewed the bylaw and provided a presentation that outlined the proposed bylaw, the legal framework, and the responsibilities of the Municipality as follows:

### **Bylaw 1080-2018 Cannabis Retail Zoning Amendment**

Overview of federal legislation objectives where it pertains to Bill C-45 was provided:

- Restrict youth access to cannabis
- Regulate promotion or enticements to use cannabis
- Enhance public awareness on health risks associated with using cannabis
- Impose serious criminal penalties for those breaking the law- especially the sale of cannabis to youth
- Establish strict safety and quality requirements
- Provide for the legal production of cannabis
- Allow adults to possess and access regulated quality controlled legal cannabis
- Reduce the burden on the criminal justice system

Municipal authority was reviewed including:

- Adjust zoning
- Create retail definitions
- Set guidelines on business licensing
- Establish regulations such a nuisance
- Enforce building codes

#### **Medical vs non-medical**

Access to medical cannabis will be regulated through the existing act 'Access to Cannabis for Medical Purposes Regulation' (ACMPR) and may be revisited by the federal government when legalization has become law, but until it is revisited, access to medical cannabis will be done in the traditional form, through the mail.

January 2017 Council was presented with a report from staff regarding upcoming changes in federal legislation which included the legalization of Cannabis. Council decided the best approach to address the issue was to create an Advisory Planning Committee to assess, report back and provide recommendations for Council consideration.

Summer 2017 the APC Committee was formed, and consisted of members from the RCMP, Chamber of Commerce, seniors, business operators and residents in addition to one councillor.

The Committee met 5 times and provided Council with recommendations including a public Survey.

Final recommendations were provided February 2018.

#### **Survey Results**

265 people took the survey.

85% of respondents were residents of Port Hardy.

Other respondents included residents of the North Island and people who own property or visit the North island regularly.

47% of respondents were between the ages of 30-49.

72% think that Port Hardy should have a Cannabis retailer.

51% had no concerns regarding Cannabis retail sales, some of the comments included

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

60% think it is appropriate to set a limit of 2 Cannabis retailers in Port Hardy.

Council did consider the option of limiting the number of retailers, however the concern over who would be permitted, bias, how to grade applications, what criteria etc. were a concern.

The response was fairly divided 50/40 with 50% in favour of retailers being located more than 200 metres of each other.

Council felt that it was also difficult to set a barrier between shops.

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.

This buffer was supported through the regulations by Council.

62% think Cannabis retailers should be located at least 100 metres from children's parks and libraries.

58% think Cannabis retailers should be located further than 100 metres from children's parks and libraries.

This buffer was also supported by Council. The reason for the difference between schools and playgrounds was primarily due to the public nature of the uses and the number of children gaining access and the location of them in town. Without limiting accessible commercial space yet not creating a cannabis retail shop directly across the street from these public locations.

### **What we know from the Province**

- Applications will be processed through the Liquor Control Licensing Branch (LCLB) of BC. This process is done similarly to liquor licenses
- Background checks will be required
- Local Government Support will be required (via resolution)
- LCLB will not be licensing consumption lounges
- Cannabis sales will only be permitted where licensed and not offsite
- Minors (under 19) will not be permitted in Cannabis Retail Stores – unlike liquor stores
- Hours of business 9am-11pm (like liquor)
- No Delivery and no online sales
- Special training and employee background checks are still being created
- No Offsite storage permitted
- Advertising and sponsorship are being regulated federally
- A seed to sale tracking system is being developed
- All Cannabis will be supplied by the Liquor Distribution Branch (LDB)
- No sale of edibles
- Cannabis accessories which may be sold along with cannabis include:  
*“Cannabis accessory” means a thing, including rolling papers or wraps, holders, pipes, water pipes, bongs and vaporizers that is represented to be used in the consumption of cannabis or a thing that is represented to be used in the production of cannabis.”*
- You cannot sell snacks, tobacco or other non-cannabis related items
- Stores will be inspected annually by LCLB
- Penalties for non-compliance are issued by LCLB
- RCMP may enter to ensure compliance

### What is the District doing?

The District has created the following the new definitions:

“Cannabis” means a cannabis plant and anything referred to in the Federal Cannabis Act as follows:

- Any part of the cannabis plant, other than mature stalks that do not contain leaves, flowers or seeds, the cannabis plant fibre, or the plant root.
- Any substance or mixture of substances that contains or has on it any part of a cannabis plant.
- Any substance that is identical to any phytocannabinoid produced by, or found in, such a plant, regardless of how the substance was obtained.

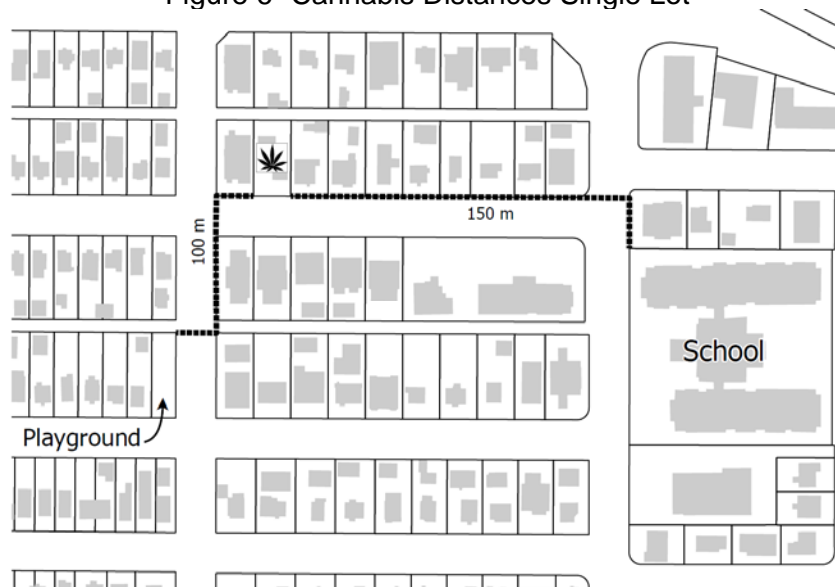
“Cannabis Retailer” means a store where Cannabis is sold to the public, under license by the Province of British Columbia and meets the regulations as set out in this bylaw.

### Regulations

Cannabis Retailers are permitted in zones prescribed in the zoning regulation and subject to the following conditions:

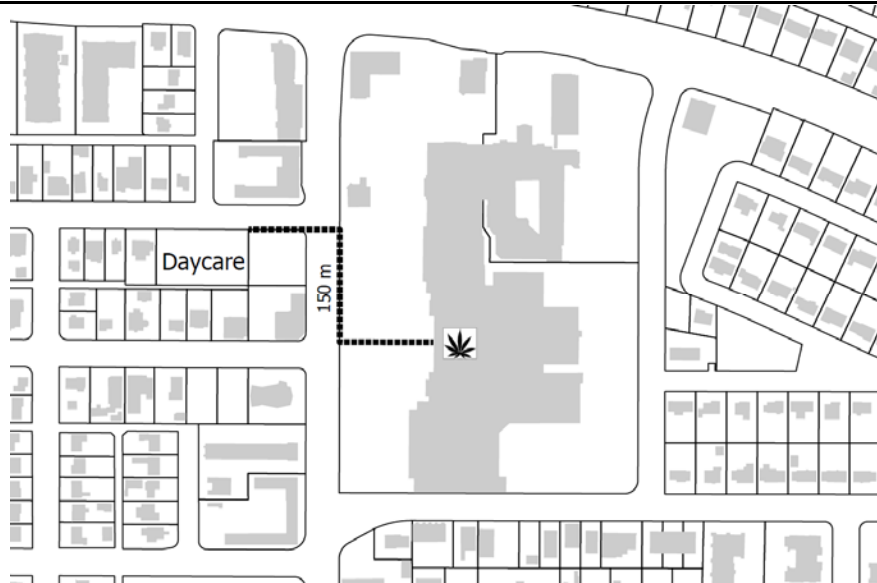
- (c) Cannabis retailers are subject to the following buffers:
  - (4) At least 100 metres from any playground or public library;
  - (5) At least 150 metres from any education service as defined in this regulation; and
  - (6) At least 150 metres away from any day care as defined in this regulation.
- (d) The buffers will be measured in the following manner:
  - (2) Where there is one commercial building on the property with one store the measurement to the nearest education service, day care facility, playground or public library will be from property line to property line following accessible roadways as illustrated in figure 6.

Figure 6- Cannabis Distances Single Lot



- (2) Where there is a property with multiple stores, such as a mall or strip mall the measurement will be from the cannabis retail location to the property line of the nearest education service, day care facility, playground or public library following roadways and parking lots as illustrated in figure 7.

Figure 7- Cannabis Distances Multiple Store/Mall



- (h) Cannabis retail stores shall not be combined with any other use in the same store.
- (i) Cannabis retailers must follow all BC Building Code requirements.
- (j) Cannabis retailers must hold a valid business license and follow all business license requirements.
- (k) Cannabis retailers will only be considered in zones where licenced premises is a permitted principal use.
- (l) Cannabis retailers are not permitted to be in any residential zone.
- (m) Cannabis retailers follow all applicable bylaws and regulations as other businesses in the District of Port Hardy.
- (n) Parking requirements for cannabis retail stores must meet the provisions of the retail sales parking space requirements as identified in Table 4.2-Parking Space Requirements contained in this regulation.

Zones that currently contain liquor Premises as a principal use that will be permitted to have Cannabis Retailer applied are as follows:

- C-1: General Commercial
- C-2: Service Commercial
- C-3: Town Centre Commercial
- M-1: Marine Commercial
- CD-5: Comprehensive Development 5
- CD-7: Comprehensive Development 7

Small scale urban agriculture clarification to the definition as follows:

**“Small Scale Urban Agriculture”** means an accessory use consisting of the cultivation, on a portion of a parcel, of fruits, mushrooms, nuts, plants, vegetables or seeds and includes the sale of these items grown on that parcel where home occupation is a permitted accessory use. The cultivation and sale of cannabis is not permitted.

Mayor Bood called for speakers a first time

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**Don Kattler, District of Port Hardy resident**

Raised some concerns with the current bylaw including the definition of education and daycare. Concerned it does not include places where programming is done for children like Sacred Wolf, Robert Scott School, and Building Blocks.

The buffer zones should be increased considering what has been done south of the border and these proposed buffers are too small.

Hours of operations should be considered and should mirror the current liquor store hours of 10 am to 6 pm.

We should be requiring greater security requirements.

The business license fees should be much higher like south of the border where a license is about \$4,000.00. This would ensure that people are committed to taking their business seriously.

The money for licensing can be used for youth education.

**Councillor Leightan Wishart**

Clarified that Robert Scott is considered a school and is subject to the 150 metre buffer.

**Serena Neumerschitsky, District of Port Hardy resident**

What will the process for the business license process look like?

**Heather Nelson-Smith, Director of Corporate Services**

There hasn't been anything final set with the province on process.

**Serena Neumerschitsky, District of Port Hardy resident**

As a potential small business owner and resident what is the protection from the big shops coming into Port Hardy and taking over the market. We don't want to see the small business be destroyed.

The license fees should be considered for youth initiatives.

The hours of operations should be permitted to be flexible, as the District of Port Hardy may be the only place to go and buy cannabis legally and our surrounding communities will need to travel to access. The current beer and wine stores are permitted to be open later than 6:00 pm.

**Eddie Lagrosse, District of Port Hardy resident**

We need to remember why marijuana was to be legalized. The underground marijuana businesses will not be going away. The legalization will be putting a toll on our RCMP and health services. We need to look at many things including the fact that children have access to alcohol and we need a change. This will not solve problems and will cost tax payers more money.

**Paul Zaro, District of Port Hardy resident**

What law is governing edibles?

What are the in-store requirements like product placement?

**Heather Nelson-Smith, Director of Corporate Services**

The law on edibles is governed provincially.

The in-store requirements will be set by provincial licensing.

Mayor Bood called a second time for speakers

**Don Kattler, District of Port Hardy resident**

It is important that we include something around education use and consequences of marijuana use. Mr. Kattler has sat on the board for the BC Schizophrenia Society and worked in mental health and substance abuse with VIHA and has seen the impacts of marijuana use and mental illness. There is a

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correlation in some cases that the use of marijuana by people diagnosed with schizophrenia may increase a psychotic break from one in ten to three in ten.  
Maybe there can be something done with signage to educate the health risks.

**Paul Zaro, District of Port Hardy resident**

Asked for citations from Mr. Kattler on his statistics.

Mayor Bood called for speakers a third time.

Mayor Bood called again for speakers to the proposed bylaw amendment Bylaw 1080-2018.  
No comments.

No final comments or input was forthcoming.

No written comments were received.

The public hearing was closed at 6:38 pm.

CERTIFIED CORRECT:

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DIRECTOR  
OF CORPORATE SERVICES

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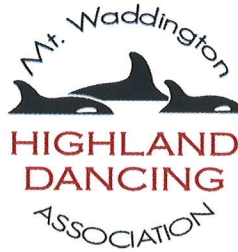
MAYOR

## AGENDA

ITEM	ACTION REGULAR MEETING June 12, 2018	WHO	STATUS /COMMENTS
Ch of Comm re Canada Day request for in kind support	Approved: as listed in minutes -Advise Ch of Comm -Advise agencies of road closures	HN-S LD	Done Done
Filomi Days Committee (May 22/18) re: Request for in kind support for Filomi Days	Approved: as listed in minutes -Advise Filomi Days Committee -Advise agencies of road closures	HN-S LD	Done Done
Port Hardy Farmers Market re: Request to use Carrot Park and waive fees associated with use of Carrot Park June 23, July 7 and August 18	Approved: as requested -Advise	HN-S	Done
State of the Island Economic Summit Oct 24-25, 2018	Approved: to register 2 council members	LD	To be done before early registration deadline
Discussion from the Committee of the Whole meeting June 4, 2018. - Declaration of the Community-based Seniors' Services sector in BC.  - Resolution from North Central Local Government Assoc 2018 Conf, referred to UBCM re: Lobbying Federal and Provincial governments for seniors' programs in BC.	Approved: THAT Council become a signatory and Mayor sign online declaration. -prepare, sign and post declaration  Approved: Council to support at resolution at 2018 UBCM Convention	LD  Council	Done
DCS re: Application for Development Variance Permit – 9595 Chancellor Heights.	Approved: -Advise applicant	HN-S	Done
DFS re Grants in Aid applications	Approved: \$100.00 each to Kayley Clair, Madyson Harris and Kaleigh Harris & \$500 to PHSS Senior Girls Soccer Team -Advise applicants/issue cheques	LS	Done
DFS re: Municipal Security Issuing Resolution.	Approved as recommended. -request from RDMW as required	LS	Done
DCS re: Temporary Use Permit 01-2018 at 51-9130 Granville St & and Temporary Use Permit 02-2018 at 24-9130 Granville St.	Approved: for 3-year term. -Advise applicants	HN-S	Done
ITEM	ACTION REGULAR MEETING MAY 22, 2018	WHO	STATUS /COMMENTS
Parks, Recreation Arts and Culture Recommendation: Authorize the Port Hardy Rotary Club be permitted to place the donated windmill blade at the agreed upon location located on the District property at the corner of Highway 19 and the Bear Cove Highway and that staff be directed to enter into an installation and maintenance agreement with the Port Hardy Rotary Club prior to the installation	To: COW June 12/18 re: Draft agreement for Rotary Recommendation to Council THAT the Committee recommends to Council clause 2 be removed from the agreement with the Port Hardy Rotary Club for the Windmill Project on Bear Cove Highway and Highway 19. The clause to be stricken reads as follows: <i>Once the Project is complete the Rotary will remain the sole owner of the windmill blade on the District's Property. At the District's discretion, the windmill blade may be required to be removed for reasons including but not limited to damage, end of life or the location is required for another purpose. The District will provide the Rotary with ninety (90) days' written notice and the Rotary will be</i>	HNS	Council ratification of June 12 COW recommendation: on Agenda item under Committee Reports



	<i>responsible for the removal and disposal of the Project including any site cleanup required to bring the location back to its natural state before the Project was installed from the project agreement.</i>		
Parks, Recreation Arts and Culture Recommendation: offer Ocean Argyle the opportunity to paint her presented mural on the District Sea-Can container being purchased to house emergency preparedness supplies which will be located near the tennis courts and that staff be directed to enter into an installation and maintenance agreement with Ocean if the offer is accepted	Draft agreement for Ocean Argyle	HNS	In progress
<b>ITEM</b>	<b>ACTION REGULAR MEETING MARCH 27, 2018</b>	<b>WHO</b>	<b>STATUS /COMMENTS</b>
Committee of the Whole meeting held March 19, 2018. Recommendation to Council: THAT staff be granted the authority to proceed with phase 1 construction of the Multiplex which includes the pool as designed with an additional lane and a roughed in mezzanine.	Approved: as recommended. Start phase 1	AMc	In progress – update scheduled for COW June 26
<b>ITEM</b>	<b>ACTION REGULAR MEETING MARCH 13, 2018</b>	<b>WHO</b>	<b>STATUS /COMMENTS</b>
Heather Nelson-Smith, Director of Corporate Services (March 8/18) re: Emergency Instant Alerting Solution.	Approved as presented. - Register and implement program	HN-S	Active
<b>ITEM</b>	<b>ACTION REGULAR MEETING DECEMBER 12, 2017</b>	<b>WHO</b>	<b>STATUS /COMMENTS</b>
Council Remuneration Committee	Approved: Proceed with formation of the Council Remuneration Committee	LS	In progress
<b>ITEM</b>	<b>ACTION REGULAR MEETING NOVEMBER 14, 2017</b>	<b>WHO</b>	<b>STATUS /COMMENTS</b>
James Hayward Memorial	-Staff to refurbish bench. Family to provide plaque information and payment. -District to order plaque	BF	In progress  Plaque received, picked up by PW



AGENDA

June 6, 2018

District of Port Hardy  
7360 Columbia St.  
Port Hardy, BC  
V0N 2P0

Dear Mayor Hank Bood and Council Members,

We would like to thank you for your generous \$250.00 grant to the Mt. Waddington Highland Dance Association last year. Your support contributed to another successful and fun filled competition for our North Island dancers and their guests.

Mt. Waddington Highland Dance Association has been hosting our annual competition and are extremely excited to reach our first big milestone! We have reached the ten year mark and are pleased to invite you to sponsor our 10th annual North Island Highland Dance Competition.

The privilege to host such an event is granted by the Scottish Official Board of Highland Dancing. Last year our total costs came to \$7500 and we had 60 primary to premier level dancers of all ages, compete on the North Island. Those dancers and their entourage, get to enjoy our sights, experience our small town hospitality, and spend money at our local businesses.

Last year, one of the highlights of our competition included a Kwakiutl-Highland Fusion dance. All dancers were invited to dance the Highland Fling to the traditional drumming and song of a Kwakiutl singer.

Your support will be recognized during our competition, in our dance program, and in the North Island Gazette newspaper. Thank you/Gilakas'la/Tapadh leibh in advance for your continued generosity!

Robin Hunt  
MWHDA Fundraising Chair  
Box 1322, Port Hardy, BC V0N 2P0  
Call/Text: 250-949-0710

PS- Mark your calendars and plan to join us for the competition on Saturday, October 20, 2018.

## Leslie Driemel

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**From:** Curtis Anderson <wordpress@porthardy.ca>  
**Sent:** February-19-18 5:43 PM  
**To:** Heather Nelson-Smith; General  
**Subject:** Port Hardy Contact Form

[This sender failed our fraud detection checks and may not be who they appear to be. Learn about spoofing at <http://aka.ms/LearnAboutSpoofing>]

From: Curtis Anderson  
Phone:

AGENDA

**Message:**

My name is Curtis Anderson and i live and work in Duncan. In honour of my boy that will be having heart surgery before summer, i will cycle from Port Hardy to Victoria in 24 hours. This will happen August 18-19,2018.

With the support of the Heart and Stroke Foundation, i hope to bring awareness and a few bucks.

We launch this campaign late March early April via television, radio and print.

I would be most grateful, if Port Hardy can support this ride.

Thank You  
Curtis Anderson

--

This e-mail was sent from a contact form on the District of Port Hardy Website (<http://porthardy.ca>)



March 1, 2018

Dear Friends of Heart&Stroke,

**Re: Action for Aidan- Cross Island Bike Adventure**

I would like to take this opportunity to introduce myself as a Heart&Stroke volunteer Curtis Anderson. I will be biking down Vancouver Island this August in support of achieving the Heart & Stroke Foundations mission:

***Healthy lives free of heart disease and stroke.  
Together we will make it happen.***

Every day the foundation strives to raise funds to prevent disease, save lives and promote recovery. In their endeavors to do so, I would kindly ask that you consider supporting with a donation to the Heart and Stroke Foundation that will help us achieve our community goals. You will be issued a charitable tax receipt upon your request. You can also help by sponsoring my ride, I can provide more information on sponsorship packages upon request.

To discuss further opportunities with the Heart and Stroke Foundation, or if you have any questions or concerns please do not hesitate to contact Tina Lutz, Community Development Coordinator, at #250 754 5274 or [tina.lutz@heartandstroke.ca](mailto:tina.lutz@heartandstroke.ca)

Yours in heart health,

A handwritten signature in black ink, appearing to read "C. Anderson".

Curtis Anderson  
Event Organizer

A handwritten signature in black ink, appearing to read "Janice Krall".

Janice Krall  
Area Manager  
Vancouver Island/Gulf Islands/Powell River

**The Heart and Stroke Foundation is a volunteer-based health charity (registered charity #10684-6942 RR0001)**

## Leslie Driemel

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**From:** Tina Lutz <tina.lutz@heartandstroke.ca>  
**Sent:** June-18-18 1:55 PM  
**To:** General  
**Subject:** FW: Curtis Andersen

**Importance:** High

Hello Leslie,

Thank you for reaching out. Yes, we are aware of the fundraising campaign Curtis is organizing in support of the Heart&Stroke Foundation. You can find his personal fundraising page here:

[http://support.heartandstroke.ca/site/TR/F18MOF/F18MOF?px=1805905&pg=personal&fr\\_id=6310&pw\\_id=1981](http://support.heartandstroke.ca/site/TR/F18MOF/F18MOF?px=1805905&pg=personal&fr_id=6310&pw_id=1981)

Please do not hesitate to reach out if you have any questions.

Thanks!

### **Tina Lutz**

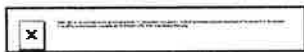
Community Development Coordinator,  
Vancouver Island/Powell River/Gulf Islands BC & Yukon | Heart & Stroke Heart & Stroke  
T:250.754.5274 ext 8316 E [tina.lutz@heartandstroke.ca](mailto:tina.lutz@heartandstroke.ca)  
C: 250-667-8462

### **Life. We don't want you to miss it.™**

That's why we lead the fight against heart disease and stroke. Our new logo is the face of our deeper transformation and bolder resolve to push even harder, lead greater change and save more lives.

See it at [heartandstroke.ca](http://heartandstroke.ca)

Connect with us: [Facebook](#) | [Twitter](#) | [YouTube](#) | [Instagram](#) | [LinkedIn](#)





# DISTRICT OF PORT HARDY

## STAFF REPORT



**DATE:** June 26, 2018

### AGENDA

**TO:** Mayor and Council  
**FROM:** Allison McCarrick, Chief Administrative Officer

**RE:** Tourism Vancouver Island Conference Sponsorship – Recommendation from Tourism Advisory Committee – June 7, 2018

**PURPOSE**

To provide Mayor and Council with background information regarding the Tourism Advisory Committee recommendation, June 7, 2018.

**BACKGROUND**

Council approved a \$300.00 sponsorship for the Tourism Vancouver Island Conference to be held in Port Hardy from September 25-27, 2018. The Tourism Advisory Committee is requesting Council increase the sponsorship financial commitment. The District of Port Hardy is also committing \$865.00 of in-kind services for the event.

**FINANCIAL IMPLICATIONS**

Sponsorship Levels	Cost	District Contribution
Marmot	300	300
Eagle	750	
Orca	2,500	
Industry	500	
In-Kind	865	865
<b>Total Contribution</b>		<b>\$1,165</b>

Current grant in aid available funding is \$ 836.00. Sponsorship of \$300.00 was paid from the Municipal Regional District Tax (MRDT) funding.

**STAFF RECOMMENDATION**

Report is for information only.

Respectfully submitted,  
  
 Allison McCarrick  
 Chief Administrative Officer



**MINUTES OF THE  
DISTRICT OF PORT HARDY  
TOURISM ADVISORY COMMITTEE MEETING  
THURSDAY JUNE 7, 2018  
MUNICIPAL HALL, 7360 COLUMBIA STREET**



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, Executive Director Chamber of Commerce; Councillor John Tidbury (2:55 pm)

AGENDA

**STAFF:** Lynda Sowerby, Director of Finance Leslie Driemel, Recording Secretary, District of Port Hardy

**REGRETS:** Allison McCarrick, CAO; 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**

Elizabeth Aman-Hume requested an addition to the agenda under:  
New Business  
6) N. I. Gazette Letter to the Editor re: Kwa'lilas Hotel and k'awat'si Tours.

**Moved/Seconded/Carried**

THAT the agenda of the Tourism Advisory Committee meeting June 7, 2018 be accepted as amended.

**C. ADOPTION OF MINUTES**

DRAFT

1. Minutes of the Tourism Advisory Committee meeting held March 1, 2018.

Elizabeth Aman-Hume requested a correction to the minutes;

1. Review of Action Items: BC Ferries

From: On Board Advisors: Elizabeth Aman-Hume advised the CEO of BC Ferries will be at a Chamber of Commerce lunch May 16, 2018 and she will discuss On Board Advisors at that time.

To: On Board Advisors: Elizabeth Aman-Hume advised the BC Ferries Advisory Committee for Northern Routes will meet on May 18<sup>th</sup> and she will discuss on board advisors at that time.

**Moved/Seconded/Carried**

THAT the Minutes of the Tourism Advisory Committee meeting held March 1, 2018 be accepted as presented.

**D. DELEGATION**

DRAFT

No Delegation

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

1. Review of Action items

TAC-2018-004  
APPROVAL OF  
AGENDA AS  
AMENDED

TAC-2018-005  
MINUTES  
MAR 1/18  
ACCEPTED AS  
AMENDED

Festivals/Dine Out Port Hardy - at Filomi Days

Councillor Dugas advised the idea was not brought forward as the Filomi Committee is at capacity for 2018. The Committee can bring it forward to 2019 Filomi Days Committee for consideration in 2019.

DRAFT

Black Press - Proposal for digital advertising

Elizabeth Aman-Hume advised she has contacted Lisa Harrison and was not able to obtain further information. The Committee discussed the project and agreed that as there is no capacity for it in 2018 it can be removed from action items.

BC Ferries

On Board Advisors: Elizabeth Aman-Hume advised she has discussed the project with BC Ferries, they are open to discussion on the project and would like a proposal brought forward.

Committee discussion included:

- would Ferry Advisor Program fit in with MRDT requirements for marketing or is it a Visitor Service item. If a Visitor Service item, more funding would be needed from District of Port Hardy or a grant application to Destination BC Innovation Fund. Jolie White advised it could be included in MRDT funding.
- could be included in 2019 or 2020 tactical plan.
- partnerships could include: Prince Rupert – BC Ferries - Vancouver Island North – District of Port Hardy – First Nations - Destination BC could be a primary partner but the focus may be other than the North Island.
- is Ferry Advisor Program a needed service with so much travel information / booking services available online.
- Ferry Advisors could promote extra day stay in area.
- the cost could be in the \$10,000-12,000+ range; can't take staff from Visitor Information Service to put on ferry, would have to be separate position.
- Prince Rupert would need to be on board.

DRAFT

Elizabeth Aman-Hume will contact Prince Rupert for their input and contact Destination BC regarding if it meets criteria for their Innovation Fund. Elizabeth Aman-Hume and Joli White will meet and review the past program.

Camping at Ferry Terminal: Ongoing – Monitor for 2018.

CBRE Data Collection

Ongoing

DRAFT

**F. NEW BUSINESS**

1. District of Port Hardy Annual Performance Report.  
Appendix 2.2 Annual Performance Report was received for information.  
Appendix 2.1 Financial Report was received for information.

Lynda Sowerby left the meeting.

Time: 2:53pm

2. Van Isle 360 - 2019 discussion

Jolie White discussed with the Committee recent contact with Van Isle 360 – 2019 organizers and advised it is the 20<sup>th</sup> Anniversary of the event. The schedule is adjusted



and they will be staying over an extra day in Port Hardy, crew change will be here, they will berth at Fishermans Wharf area and they are looking to work with the community for their awards event and possible community BBQ event.

Elizabeth Aman-Hume advised she has also been in contact with Van Isle 360 – 2019 organizers.

Committee discussion included:

- a good collaboration opportunity, 60% of participants are from Puget Sound area which is a target tourism market.
- crew changes bring money into the community.
- 2017 Van Isle 360 visit was reviewed and there was poor participation by boaters in the community event.
- a suggestion to only welcome boaters, not provide an event. DRAFT
- pre-sale of event tickets to boaters.

Elizabeth Aman-Hume and Jolie White will meet and talk further with the Van Isle 360 organizers.

Councillor John Tidbury joined the meeting. Time: 2:55pm

3. Funds for Picture Taking Videos for our members? How does it really work? Our members who gets chosen?

Donna Gault advised stakeholders are asking how they get included in promotional videos, such as the Global TV video and Fishing BC video. Committee discussion included:

VIDEO PRODUCTIONS

- no knowledge of Global TV video prior to its release and it solely a Global TV production.
- Global TV video focused on Kwa'lilas Hotel and included Destination BC style branding.
- Companies doing videos have theme in mind, if asked Port Hardy Tourism and Vancouver Island North may help with locations that meet their criteria, final editing and commentary not under their jurisdiction.
- stakeholders want funds in marketing budget to feature their businesses
- all stakeholders need to work together on marketing to get the most out of marketing dollars.
- need to educate stakeholders on how to step up and help market their businesses through co op advertising etc.

DRAFT

Elizabeth Aman-Hume advised that Fishing BC is planning another segment in the Port Hardy area and that they will be in town an extra day. She discussed with them the cost of doing a one-minute general Port Hardy video, complete with music and commentary for \$2,200. The MRDT tactical plan / budget has \$1,000 in it for video and other budget items can be moved around to cover the cost in the 2018 budget. The video would belong to the Committee.

TAC-2018-006  
MRDT BUDGET  
ADJUSTMENT  
FOR  
PROMOTIONAL  
VIDEO BY  
FISHING BC

**Moved/Seconded/Carried**

THAT the 2018 MRDT tactical plan / budget be adjusted to include \$2,200 for a promotional video about Port Hardy to be done by Fishing BC.

4. Donna Gault – Executive Summary  
What is our process for the Executive Summary Distribution - going where and sent by whom?

Email list for accommodation providers was received for information.

EXECUTIVE  
SUMMARY  
DISTRIBUTION

Committee discussion included:

- current email list for Executive Summary only includes accommodation providers collecting the MRDT.

- including all 'tourism' operators should be included on the list.
- Chamber of Commerce has an email data base that includes Chamber members and others.

Elizabeth Aman-Hume and Leslie Driemel, District secretary will meet and discuss the process to send out the Executive Summary.

5. Donna Gault re: District of Port Hardy sponsorship of the Tourism Vancouver Island Conference being held in Port Hardy September 25-27, 2018. DRAFT

DPH  
SPONSORSHIP  
OF TVI  
CONFERENCE

Committee discussion included:

- District of Port Hardy Grant in Aid process and the March 3, 2018 Council approval of \$300 sponsorship.
- as host community Port Hardy should have a top-level sponsorship.
- level & number of sponsorships available: Marmot \$300 (unlimited) Eagles \$750 (unlimited) Orcas \$2,500 (limit 6) Industry Awards \$500 (6 available).
- use of civic center facility and equipment as a District in kind donation.

Jolie White will contact conference organizer to determine cost of the use of the Civic Center facility, set up and equipment for the conference period.

TAC-2018-007  
SPONSORSHIP  
BY DPH FOR TVI  
CONFERENCE

**Moved/Seconded/Carried**

THAT the Tourism Advisory Committee recommends to Council an increase to the District's sponsorship level of the Tourism Vancouver Island Conference being held in Port Hardy September 25-27, 2018 to that suitable for a host community.

Addendum

- 6) N. I. Gazette Letter to the Editor re: Kwa'lilas Hotel and k'awat'si Tours.

The Committee discussed the letter and agreed that no action was necessary.

**G. CORRESPONDENCE**

No correspondence. DRAFT

**H. COMMITTEE MEMBER REPORTS**

- a) Chair Report – Donna Gault: no report
- b) Visitor Information Center / Chamber of Commerce: Elizabeth Aman-Hume
- Visitor Center is busy, has a new kiosk with internet linked iPad for visitor use.
  - updated the Committee on action from MRDT tactical plan.
  - updated the Committee on the recent stakeholder visits.
  - Pacific Coastal Soar magazine features Port Hardy.
  - open house being planned for Visitor Center.

Councillor Marcotte commented that there is not much Port Hardy branded merchandise at the Visitor Center. Elizabeth advised new Port Hardy retail products are on order and should be arriving soon.

- c) Regional District VINTAC - Jolie White
- June 13<sup>th</sup> the Sociable Scientists have set up the visitor survey information and they will be distributed at the same sites as last year.
  - Hello BC has redesigned its website and restructured its content. Vancouver Island is divided into sub-regions and listing / data has changed and the site is using Trip Advisor info. The site is working through some issues and glitches. Some

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businesses previously listed may not be there but they can go online to register themselves. Jolie requested Committee members review the site and let her know of any issues and concerns.

**I. NOTICE OF MEETINGS**

DRAFT

Next meeting date: To be determined.

TAC-2018-008  
ADJOURNMENT

**J. ADJOURNMENT**

**Moved**

THAT we adjourn

Time: 4:00pm



**MINUTES OF THE  
DISTRICT OF PORT HARDY  
FIRST NATIONS RELATIONS COMMITTEE MEETING  
3:00PM THURSDAY, JUNE 14, 2018  
COUNCIL CHAMBERS, MUNICIPAL HALL, 7360 COLUMBIA STREET**

**Committee  
Members:**

Councillor Pat Corbett-Labatt (Chair), Councillor Leightan Wishart

**Also Present:**

Ross Hunt Jr., Chief Councillor – Kwakiutl First Nation

AGENDA

**Staff:**

Allison McCarrick, CAO; Leslie Driemel, Recording Secretary

**A. CALL TO ORDER**

Councillor Pat Corbett-Labatt called the meeting to order at 3:10 pm and acknowledged that the meeting is being held on the traditional territory of the Kwakiutl people.

**DRAFT**

**B. APPROVAL OF AGENDA**

Councillor Corbett-Labatt requested an addendum to the agenda under G. New Business  
2. Discussion on Council to Council meetings.

**Moved/Seconded/Carried**

THAT the agenda for the First Nations Relations Committee meeting of June 14, 2018 be accepted as amended.

**C. ADOPTION OF MINUTES**

1. Minutes of the First Nations Relations Committee meeting held April 10, 2018. (Note: May 8, 2018 meeting, no quorum present, no minutes issued.)

**Moved/Seconded/Carried**

THAT the minutes of the First Nations Relations Committee meeting held April 10, 2018 be accepted as presented.

**D. DELEGATIONS**

1. No delegations

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

1. Action Items were reviewed.

**DRAFT**

Donation by Orca Sand & Gravel to Multiplex project

The Committee discussed the proposed donation by Orca Sand & Gravel to the Multiplex project. Discussion included:

- the need for clarification on whether the donation is for sand or concrete.
- update of the funding received, borrowing levels of the District and budget for the multiplex project.
- ways to include the skate board park in the project.
- possible grant funding opportunities through First Nations Health Authority
- skate park design ideas.

Allison McCarrick advised Unitech is organizing a local job fair to see what local skills are available in the area. The event will be in the latter part of August.

FNRC  
2018-017  
AGENDA JUNE  
14/18 ACCEPTED  
AS AMENDED

FNRC  
2018-018  
MINUTES OF  
APRIL 10/18  
ACCEPTED

ACTION ITEM  
REVIEW

Ross Hunt advised he will contact Scott Dryden at Orca Sand & Gravel for clarification on the donation and Allison McCarrick can then contact Unitech with the information.

The Committee discussed keeping communications and flow of information ongoing between District / Band staff and Councils.

Summer Games project.

**DRAFT**

The Committee discussed ways to move the project forward.

Discussion included:

- support and interest from all North Island communities would be best case scenario.
- sending an expression of interest letter to local First Nations, North Island municipalities and the Regional District of Mt. Waddington.

**F. CORRESPONDENCE**

No correspondence.

**G. NEW BUSINESS**

Addendum

1. Council to Council meeting

The Committee discussed arranging a meeting with Kwakiutl Band Council and the District of Port Hardy Council sometime in July.

Ross Hunt will bring forward the suggestion of Council to Council meeting to his Council and if agreeable Band staff and District staff will work together to set up a suitable place and time.

2. September meeting date change.

The Committee discussed upcoming meeting dates and agreed that July, August & September meeting dates are to be determined.

**H. COMMITTEE MEMBER REPORTS**

**DRAFT**

No reports.

**I. NEXT MEETING DATE:** July, August & September meetings to be determined.

2018 Meeting Dates: October 9, November 13, December 11.

**J. ADJOURNMENT**

**Moved**

THAT the meeting be adjourned.

Time: 4:35pm



**MINUTES OF THE DISTRICT OF PORT HARDY  
OPERATIONAL SERVICES COMMITTEE MEETING  
HELD MONDAY JUNE 18, 2018  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

DRAFT

**Committee**

**Members:** Councillors Dennis Dugas, Rick Marcotte (Chair), Leightan Wishart

AGENDA

**Also Present:** Councillor John Tidbury

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

At 2:30 pm the Committee and Council members met at the Municipal Hall for a tour of the reservoir replacement project sites.

**A. CALL TO ORDER**

Councillor Rick Marcotte called the meeting to order at 3:35pm.

**B. APPROVAL OF AGENDA**

**Moved/Seconded/Carried**

THAT the agenda for the Operational Services Committee meeting of June 18, 2018 be accepted as presented.

**C. MINUTES**

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

**Moved/Seconded/Carried**

THAT the minutes of the Operational Services Committee meeting held May 15, 2018 be accepted.

**D. DELEGATIONS**

No delegations.

DRAFT

**E. BUSINESS ARISING / UNFINISHED BUSINESS**

1. Review and Update of Action Items

Action items were reviewed and updated.

2. Capital Items List / Operations

Abbas Farahbakhsh, Dir. of Operational Services provided progress updates on operational, water and sewer projects.

3. Bylaw 1050-2016 - A Bylaw to Regulate Conservation of Water.

- Stage 3 Exemptions – review by staff to provide clarity.

The Committee discussed with staff the need for clarification on stage 3 exemptions and how they pertain to commercial businesses. Allison McCarrick advised that staff will look at the wording of Stage 3 water conservation / bylaw schedules from other local governments and bring options to the next meeting for the Committee to review.

OP SCVS  
2018-019  
AGENDA JUNE  
18/18  
ACCEPTED

OP SCVS  
2018-020  
MINUTES MAY  
15/18  
ACCEPTED

ACTION ITEMS

CAPITAL LIST

**F. CORRESPONDENCE**

No correspondence.

DRAFT

**G. NEW BUSINESS**

- Councillor Marcotte commented on Highway 19 paving patches.
- It was suggested that a tour of the water treatment and sewage treatment plants be arranged for Councillors who have not yet been at those sites.

**H. STAFF REPORTS**

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

**I. COMMITTEE MEMBER REPORTS**

Councillor Tidbury inquired about the water treatment plant roof top sprinkler system. Abbas Farahbakhsh advised the Committee that the UV designed parts for the water treatment plant roof top sprinkler have been sourced and received and the system will be installed as work scheduling allows.

**J. NOTICE OF MEETING:** Next scheduled meeting: July 16, 2018.

Councillors Wishart and Dugas advised they will be out of town for the August 20<sup>th</sup> meeting. The Committee will review the August meeting date at the July meeting.

**K. ADJOURNMENT**

**Moved**  
THAT the meeting be adjourned.

Time: 3:50pm

OP SCVS  
2018-021  
ADJOURNMENT



**MINUTES**  
**DISTRICT OF PORT HARDY**  
**PARKS, RECREATION, ARTS & CULTURE COMMITTEE MEETING**  
**HELD WEDNESDAY JUNE 20, 2018**  
**COUNCIL CHAMBERS, MUNICIPAL HALL** AGENDA  
**7360 COLUMBIA STREET**

**Committee Members:**

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

**Staff:**

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

**A. CALL TO ORDER**

DRAFT

Councillor Robertson called the meeting to order at 3:05 pm.

**B. APPROVAL OF AGENDA**

Councillor Corbett-Labatt and Allison McCarrick, CAO requested addition to the agenda under:

- G. New Business
1. Cedar Heights Park
  2. Fenced Dog Park

**Moved/Seconded/Carried**

THAT Parks, Recreation, Arts & Culture Committee agenda for June 20, 2018 be accepted as amended.

**C. ADOPTION OF MINUTES**

1. Minutes of the Parks & Recreation Review Committee meeting held May 14, 2018.

**Moved/Seconded/Carried**

THAT the minutes of the Parks & Recreation Review Committee meeting held May 14, 2018 be accepted.

**D. DELEGATIONS**

No delegations

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

1. Review of Action Items.

Action items were reviewed and updated. Councillor Robertson commented that the local soccer club and School District 85 are having discussions on activating the sprinkler system at PHSS.

2. Capital Review List.

DRAFT

The Committee reviewed and updated the Capital Review List.

Discussion included:

- no bids received for the RFQ to paint the Arena Interior.
- Multiplex project – exploratory digging at site being done. Council will receive a full update at the June 26, 2018 Committee of the Whole meeting.

PRA&CC  
2018-022  
AGENDA JUNE  
20/18 AS  
AMENDED

PRA&CC  
2018-023  
MINUTES  
MAY 14/18  
ACCEPTED

ACTION ITEMS

CAPITAL LIST  
REVIEW



DIR.  
COMMUNITY  
SERVICES JOB  
DESCRIPTION  
REVIEW

3. Staff Report: Allison McCarrick, CAO (June 20/18) re: Director of Community Services.

The Committee reviewed the CAO's report and the job description included in the agenda package. Discussion included:

- review of past recreational manager/director positions.
- difficulty in finding information from other communities of our size who have both arena and pool facilities.
- including educational requirements in the job description.
- position to be that of a manager or director.
- timeline to hiring.
- deleting items t), u) and v).
- review and update wording.
- referring to 2019 budget discussions.
- Council approval required for changes to this policy.

DRAFT

The Committee requested the CAO obtain information from other communities regarding the practise of including educational requirements in job descriptions.

4. Staff Report, Heather Nelson-Smith, Director of Corporate Services (June 4/18) re: Gene Cadwallader and Rotary Club Trail Construction Proposal.

ROTARY TRAIL  
PROPOSAL

Heather Nelson-Smith provided a map overview of the trail area that included alternate trail routes. Committee discussion included:

- if Rotary Club has consulted with adjacent private property owners.
- requesting a written proposal from Rotary Club of Port Hardy (funds, supplies, manpower).
- improvements would have to be done to trail standards.
- District liability concerns.
- District capacity to maintain current and any new trails.
- grants that may be available.
- improve trail to dual use standards for mountain bike and walking.
- degree the RDMW maintains the Tex Lyon Trail.
- consulting with Graham Cameron, Recreation Officer - Discovery Coast Recreation District Ministry of Forest, Lands and Natural Resources.

DRAFT

Allison McCarrick, CAO will contact the RDMW regarding management of the Tex Lyon Trail.

Councillor Robertson will contact Graham Cameron, Recreation Officer - Discovery Coast Recreation, District Ministry of Forest, Lands and Natural Resources.

**F. CORRESPONDENCE**

DRAFT

No correspondence.

**G. NEW BUSINESS**

CEDAR  
HEIGHTS PARK

1. Councillor Corbett-Labatt re: Cedar Heights Park & Playground

Discussion with the Committee included:

- Clearing of brush to improve site lines.
- Previous requests to remove trees.

Abbas Farahbakhsh advised Public Works will review the park/playground area and clear brush as needed.

FENCED DOG  
PARK

## 2. Fenced Dog Park

Allison McCarrick advised a citizen has submitted a Comments from Public form and would like to hear from the District regarding any community plans to establish a fenced in, off leash dog park or be given permission to spearhead an initiative to fence one of the current off leash areas.

Committee discussion included:

- mapping showing the two current off leash areas, the lot adjacent to Ring Road Ball Park and Grassroots Garden Society leased area on Park Drive and approximate perimeter sizes
- fencing costs for 150m of fencing at approximately \$30,000 which includes a man gate, a maintenance gate and concrete footings

The Committee requested staff to invite the citizen requesting the fenced area to the July meeting.

## H. COUNCIL / COMMITTEE REPORTS

DRAFT

No reports.

**I. NOTICE OF MEETING:** 3:00 pm Wednesday July 18, 2018.

UPCOMING 2018 MEETING DATES: August 15, September 19, October 17, November 21, December 19 (currently scheduled for the third Wednesday of each month.

PRA&CC  
2018-02  
ADJOURN

## J. ADJOURNMENT

**Moved**

THAT the meeting be adjourned.

Time: 4:20 pm



## DISTRICT OF PORT HARDY REPORT TO COUNCIL

### AGENDA

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**TO:** Mayor and Council  
**FROM:** Heather Nelson-Smith, Director of Corporate Services  
**SUBJECT:** North Island Community Forest Director three-year term  
**DATE:** June 15, 2018

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#### BACKGROUND

Rick Davidge has been the District of Port Hardy appointed director on the North Island Community Forest since 2015. The Board met with the shareholders at the April 26, 2018 AGM to discuss appointments to the board for the next three years and the Board has recommended Rick Davidge to remain as a board of director for an additional three years.

The Shareholders have agreed on the recommended appointment and request the following resolution from the Port Hardy Council:

*THAT Rick Davidge be appointed to the North Island Community Forest Board for a term of three years ending June 2021.*

Respectfully submitted,

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Heather Nelson-Smith, DCS



## DISTRICT OF PORT HARDY

### BYLAW NO. 1080-2018 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. 1080-2018".

#### PART 2 AMENDMENTS

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

a) Amend Part One: Interpretation Section 1.3 Definitions:

***"Small Scale Urban Agriculture"*** means an accessory use consisting of the cultivation, on a portion of a parcel, of fruits, mushrooms, nuts, plants, vegetables or seeds and includes the sale of these items grown on that parcel where home occupation is a permitted accessory use. The cultivation and sale of cannabis is not permitted.

b) Amend Part One: Interpretation Section 1.3 by adding in alphabetical order:

***"Cannabis"*** means a cannabis plant and anything referred to in the Federal Cannabis Act as follows:

- Any part of the cannabis plant, other than mature stalks that do not contain leaves, flowers or seeds, the cannabis plant fibre, or the plant root.
- Any substance or mixture of substances that contains or has on it any part of a cannabis plant.
- Any substance that is identical to any phytocannabinoid produced by, or found in, such a plant, regardless of how the substance was obtained.

***"Cannabis Retailer"*** means a store where Cannabis is sold to the public, under license by the Province of British Columbia and meets the regulations as set out in this bylaw.

c) Amend Part 3: General Regulations by inserting after 3.21 Combined Commercial and Residential Use and moving all other regulations down by one number:

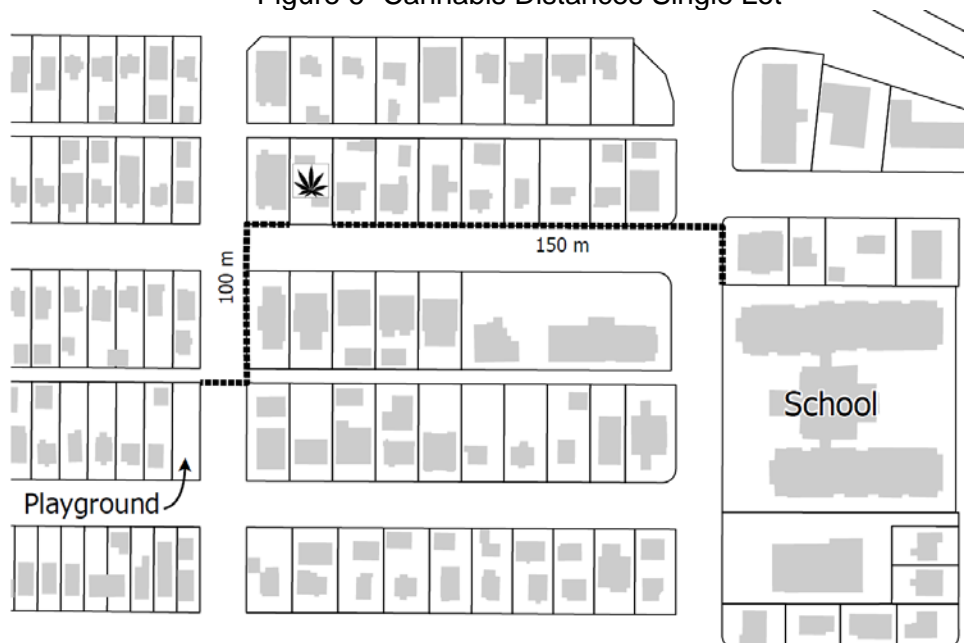
#### 3.22 CANNABIS REGULATIONS

*Cannabis Retailers are permitted in zones prescribed in the zoning regulation and subject to the following conditions:*

- (a) Cannabis retailers are subject to the following buffers:
- (1) At least 100 metres from any playground or public library;
  - (2) At least 150 metres from any education service as defined in this regulation; and
  - (3) At least 150 metres away from any day care as defined in this regulation.

- (b) *The buffers will be measured in the following manner:*
- (1) *Where there is one commercial building on the property with one store the measurement to the nearest education service, day care facility, playground or public library will be from property line to property line following accessible roadways as illustrated in figure 6.*

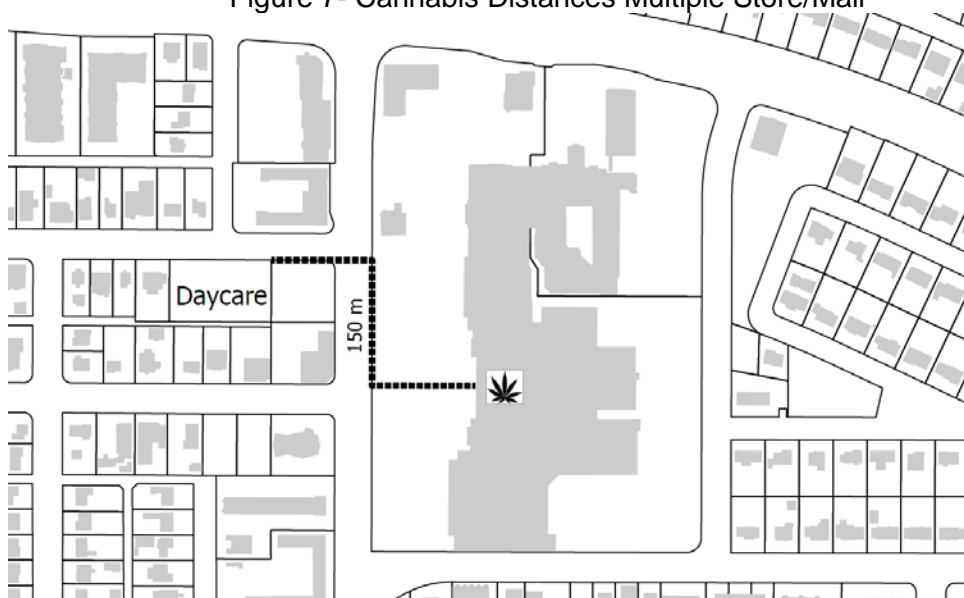
Figure 6- Cannabis Distances Single Lot



*\*\*The District of Port Hardy will determine the measurement using this regulation as a guide and the final determination of the distance will be decided by the District of Port Hardy.*

- (2) *Where there is a property with multiple stores, such as a mall or strip mall the measurement will be from the cannabis retail location to the property line of the nearest education service, day care facility, playground or public library following roadways and parking lots as illustrated in figure 7.*

Figure 7- Cannabis Distances Multiple Store/Mall



*\*\*The District of Port Hardy will determine the measurement using this regulation as a guide and the final determination of the distance will be decided by the District of Port Hardy.*

- (c) Cannabis retail stores shall not be combined with any other use in the same store.
  - (d) Cannabis retailers must follow all BC Building Code requirements.
  - (e) Cannabis retailers must hold a valid business license and follow all business license requirements.
  - (f) Cannabis retailers will only be considered in zones where licenced premises is a permitted principal use.
  - (g) Cannabis retailers are not permitted to be in any residential zone.
  - (h) Cannabis retailers follow all applicable bylaws and regulations as other businesses in the District of Port Hardy.
  - (i) Parking requirements for cannabis retail stores must meet the provisions of the retail sales parking space requirements as identified in Table 4.2-Parking Space Requirements contained in this regulation.
- d) Amend Part 4: Parking and Loading Section 4.2 Requirements (f) Parking and Loading Space Dimensions as follows:
- Figure Six-Parallel Parking Standards amended to Figure Eight- Parallel Parking Standards.*
- Figure Seven- Angled Parking Standards amended to Figure Nine- Angled Parking Standards.*
- e) Amend Part 7: Commercial Zones as follows:
- 7.1 C-1: General Commercial by adding in alphabetical order under (a) The following principal uses are permitted: 'Cannabis Retailer'.*
- 7.2 C-2: Service Commercial by adding in alphabetical order under (a) The following principal uses are permitted: 'Cannabis Retailer'.*
- 7.3 C-3: Town Centre Commercial by adding in alphabetical order under (a) The following principal uses are permitted: 'Cannabis Retailer'.*
- f) Amend Part 8: Marine Zones as follows:
- 8.1 M-1: Marine Commercial by adding in alphabetical order under (a) The following principal uses are permitted: 'Cannabis Retailer'.*
- g) Amend Part 12: Comprehensive Development Zones as follows:
- 12.5 CD-5: Comprehensive Development 5 by adding in alphabetical order under (a) The following principal uses are permitted: 'Cannabis Retailer'.*
- 12.7 CD-7: Comprehensive Development 7 by adding in alphabetical order under (a) The following principal uses are permitted: 'Cannabis Retailer'.*

### **PART 3 SEVERABILITY**

3.1 If a portion of this Bylaw is held invalid by a court of competent jurisdiction, then the invalid

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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 22<sup>nd</sup> day of May, 2018  
Public Hearing held 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. 1080-2018 as adopted.

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



**DISTRICT OF PORT HARDY  
BYLAW 1081-2018**

**PORT HARDY MULTIPLEX TEMPORARY BORROWING BYLAW**

**WHEREAS** it is provided by Section 181 of the *Community Charter* that the Council may, where it has adopted a loan authorization bylaw, without further assents or approvals, borrow temporarily from any person under the conditions therein set out;

**AND WHEREAS** the Council of the District of Port Hardy has adopted Bylaw 1051-2016, cited as "Port Hardy Multiplex Loan Authorization Bylaw", authorizing the construction of a New Aquatic Facility and upgrade to the existing pool building to accommodate the Port Hardy Multiplex on the parcel legally described as *Lot A, Plan VIP72594, Section 36, Township 9 PID 025-098-152* and to do all things necessary related thereto in the amount not to exceed Six Million Dollars (\$6,000,000);

**AND WHEREAS** the sale of debentures has been temporarily deferred;

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

1. This Bylaw may be cited as the "**Port Hardy Multiplex Temporary Borrowing Bylaw 1081-2018**".
2. The Council is hereby authorized and empowered to borrow an amount or amounts not exceeding the sum of Six Million Dollars (\$6,000,000.00), as the same may be required.
3. The form of obligation to be given as acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Mayor and the Financial Officer.
4. The money so borrowed shall be used solely for the purposes set out in the said Bylaw 1051-2016.
5. The proceeds from the sale of the debentures or so much thereof as may be necessary, shall be used to repay the money so borrowed.

Read a first time on the 12th day of June, 2018.

Read a second time on the 12<sup>th</sup> day of June, 2018.

Read a third time on the 12<sup>th</sup> day of June, 2018.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

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

\_\_\_\_\_  
MAYOR

Certified a true copy of  
Bylaw No. 1081-2018 as adopted.

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





# DISTRICT OF PORT HARDY

## STAFF REPORT



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**DATE:** June 22, 2018 **FILE:** Reports  
**TO:** Allison McCarrick, Chief Administrative Officer **AGENDA**  
**FROM:** Heather Nelson-Smith, Director of Corporate & Development Services  
**RE:** **Garbage Amendment Bylaw**

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### BACKGROUND:

The District's Garbage and Recycling Bylaw provides staff with the ability to fine individuals for the improper storage of refuse and the storage of wildlife attractants.

The District can only issue fines if the person who commits the offence is available to be served with the fine.

We recently had a situation where an absentee property owner left garbage outside which attracted wildlife.

The District, under its own bylaw was unable to clean up the property of the refuse without first serving notice in writing to the owner under our Unsightly Premises Bylaw, this created unnecessary waiting and prolonged the situation.

A remedy to this issue is to amend the District's Garbage and Recycling Bylaw and permit the District to enter upon the property, clean the property of the attractant and apply the charges to taxes in arrears.

### AMENDMENT

The current bylaw addresses attractants as follows:

**ATTRACTANT** means any substance that could be reasonably expected to attract domestic animals or wildlife including, but not limited to, food products, pet food, seeds, restaurant grease, and materials and containers which contain remnants of food.

The current bylaw regulates the storage of garbage as follows:

7. STORAGE OF GARBAGE OR REFUSE
  - (a) No person shall store any garbage or trade waste which includes an attractant in such a manner that is accessible to domestic animals or wildlife.
  - (b) All garbage that includes an attractant shall be stored in an enclosed building, shed or storage facility or in a locked standard container, and shall not be left in or on any area accessible to domestic animals or wildlife.

### RECOMMENDATION

THAT Council amends the District of Port Hardy Garbage and Recycling Bylaw No. 1027- 2014 as follows:

a) Section 14 Enforcement is hereby amended as follows:

(c) Failure to comply with Section 7 (a) and (b) herein may result in the District by its own employees or authorized agents, cleaning up and removing such attractant and the cost of such cleaning and removal shall be charged to the owner of the property. Where such charges are unpaid on December 31<sup>st</sup>, they shall be added to and form part of the taxes payable in respect of that real property as taxes in arrears.

AND THAT Bylaw 1082-2018 receive first, second and third reading.

Respectfully submitted,



Heather Nelson-Smith  
Director of Corporate &  
Development Services

I agree with the recommendation.



Allison McCarrick  
Chief Administrative Officer



# DISTRICT OF PORT HARDY

## BYLAW NO. 1082-2018

### AGENDA

A Bylaw to Amend District of Port Hardy Garbage and Recycling Bylaw No.1027- 2014

WHEREAS the Council of the District of Port Hardy deems it expedient to amend Bylaw No.1027-2014;

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 Garbage and Recycling Amendment Bylaw No. 1082-2018".

### **PART 2 AMENDMENTS**

2.1 District of District of Port Hardy Garbage and Recycling Bylaw No.1027- 2014 is hereby amended as follows:

a) Section 14 Enforcement is hereby amended as follows:

*(c) Failure to comply with Section 7 (a) and (b) herein may result in the District by its own employees or authorized agents, cleaning up and removing such attractant and the cost of such cleaning and removal shall be charged to the owner of the property. Where such charges are unpaid on December 31<sup>st</sup>, they shall be added to and form part of the taxes payable in respect of that real property as taxes in arrears.*

### **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 \_\_\_\_ 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 &  
Development Services

\_\_\_\_\_  
Mayor

Certified to be a true copy of  
District of Port Hardy Bylaw No.1082-2018  
District of Port Hardy Garbage and Recycling Amendment Bylaw

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