



## **DISTRICT OF PORT HARDY**

# **AGENDA COUNCIL MEETING 7:00 PM, TUESDAY, JANUARY 12, 2016 MUNICIPAL HALL COUNCIL CHAMBERS 7360 COLUMBIA STREET**

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

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

**DISTRICT OF PORT HARDY  
AGENDA FOR THE REGULAR COUNCIL MEETING  
7:00 PM TUESDAY, JANUARY 12, 2016  
Council Chambers - Municipal Hall**

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<u>Page</u>	<b>A. CALL TO ORDER</b>	Time:
	<b>B. APPROVAL OF AGENDA AS PRESENTED</b> (or amended)	
	Motion required.	1.            2.
	<b>C. ADOPTION OF MINUTES</b>	
1	1. Minutes of the Special Council meeting held December 8, 2015.	
	Motion required	1.            2.
2-4	2. Minutes of the Regular Council meeting held December 8, 2015	
	Motion required	1.            2.
	<b>D. DELEGATIONS AND REQUESTS TO ADDRESS COUNCIL</b>	
	1. Rachel Blaney, MP for North Island-Powell River.	
5-8	2. Gord Brownridge, S/Sgt RCMP re: October – December 2015 Quarterly report to Council	
	3. Tom Beshr and Pat McKenna, Habitat for Humanity re: To provide information on affordable housing partnerships; provide a “Habitat 101” on programs and to announce the “Jimmy Carter Build” planned for 2017.	
	<b>E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS</b>	
9-12	1. Council Action items. For information.	
	<b>F. CORRESPONDENCE</b>	
13-14	1. Copy of letter to Ms Claire Trevena, MLA, North Island from Hon. Terry Lake, Minister of Health (Nov. 26/15) re: Parking fees at Campbell River Hospital. For information.	
15	2. Anthony Danks, Executive Director, Spills Response Regime Project, Environmental Protection Division (Dec. 21/15 re: Update on provincial spill response regime. For information.	
16-17	3. Copy of letter from Patricia Heintzman, Mayor – District of Squamish to Hon. Todd Stone, Minister of Transportation and Infrastructure (Dec.1/15) re: Transit challenges in active and growing communities.	
18-19	4. Peter Ronald, Programs Officer, Local Government Program Services, UBCM	
	a. (Dec.15/15) re: 2016 Asset Management Planning Program – Grant Approval. For information.	
20-21	b. (Dec.23/15) re: Strategic Wildfire Prevention Initiative, Community Wildfire Protection Plan Update Grant Approval. For information.	
22	5. Email from Adrienne Breen, Communications & Community Relations Advisor, Island Health (Jan.7/15) re: Request for road closure for the portion of Hastings Street in front of New Beginnings House (located at 8735 Hastings Street) between 10 am and 1 pm on January 21, 2016.	
	<b>G. NEW BUSINESS</b>	
	None in agenda package.	
	<b>H. COUNCIL REPORTS</b>	
	1. Verbal reports from Council members.	

**I. COMMITTEE REPORTS**

- 23-24 1. Minutes of the Finance Committee meeting held November 24, 2015. For information.
- 25-27 2. Minutes of the Finance Committee meeting held December 1, 2015. For information.
- 28-29 3. Draft minutes of the Emergency Planning Committee meeting held December 8, 2015. For information.
- 30-31 4. Draft minutes of the First Nations Relations Committee meeting held December 8, 2015. For information.
- 32-33 5. Draft minutes of the Parks and Recreation Review Committee meeting held December 16, 2015. For information
- 34-35 6. Draft minutes of the Operational Services Committee meeting held December 17, 2015. For information.

**J. STAFF REPORTS**

- 36-37 1. Accounts Payable December 2015. For information.
- 38 2. Heather Nelson-Smith, Director Corporate Services (Dec.11/15) re: Port Hardy Reigns Volley Ball.

Motion / direction 1. 2.

- 39-53 3. Heather Nelson-Smith, Director Corporate Services (Jan.6/15) re: Canada 150 Grant Application - Local First Nation History Murals

Motion / direction 1. 2.

**K. CURRENT BYLAWS AND RESOLUTIONS**

No current bylaws.

**L. PENDING BYLAWS**

No pending bylaws

**M. INFORMATION AND ANNOUNCEMENTS**

January 20 Committee: Parks & Recreation Review 3:00 pm, Council Chambers  
January 21 Committee: Operational Services, 3:00 pm, Council Chambers  
January 25 Committee: Emergency Planning, Noon, Council Chambers  
January 26 Regular Council Meeting, 7:00 pm, Council Chambers

**N. NOTICE OF IN CAMERA MEETING**

No in camera meeting scheduled at this time.

**O. ADJOURNMENT**

Motion required 1. 2. Time:



**MINUTES OF THE DISTRICT OF PORT HARDY  
SPECIAL COUNCIL MEETING  
DECEMBER 8, 2015  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

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

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

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

**A. CALL TO ORDER**

Mayor Bood called the meeting to order at 6:00pm.

**B. APPROVAL OF AGENDA**

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

SC2015 -042  
AGENDA  
APPROVED AS  
PRESENTED

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

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

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

**Moved/Seconded/Carried**

THAT in accordance with section 90(1)( k) negotiations and related discussions respecting the proposed provision of a municipal services that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public, the meeting will be closed to the public to discuss proposed provision of a municipal service at 6:01pm.

SC2015 -043  
CLOSE MEETING  
TO PUBLIC  
COMMUNITY  
CHARTER  
SECTION 90(1)(k)

**D. ADJOURNMENT**

**Moved/Seconded/Carried**

THAT the Special Meeting of Council adjourn.

Time: 6:42pm

SC2015 -044  
ADJOURNMENT

DIRECTOR OF  
CORPORATE SERVICES

MAYOR



**MINUTES OF THE DISTRICT OF PORT HARDY  
REGULAR COUNCIL MEETING  
DECEMBER 8, 2015  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

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

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

**REGRETS:** None

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

**A. CALL TO ORDER**

Mayor Bood called the meeting to order at 7:00pm. He acknowledged that the meeting is being held on the traditional territory of the Kwakiutl people.

**B. APPROVAL OF AGENDA**

Councillor Dugas advised that in Section M, Information and Announcements the Operational Services Committee meeting date should be December 17, 2015.

**Moved/Seconded/Carried**

THAT the agenda for the Regular Council meeting of December 8, 2015 be adopted as presented.

2015-210  
AGENDA ADOPTED  
AS PRESENTED

**C. ADOPTION OF MINUTES**

1. Minutes of the Regular Council meeting held November 24, 2015.

**Moved/Seconded/Carried**

THAT the minutes of the Regular Council Meeting held November 24, 2015 be accepted as presented.

2015-211  
REGULAR COUNCIL  
MEETING MINUTES  
NOV 24/15  
APPROVED AS  
PRESENTED

**D. DELEGATIONS**

1. Justin Reusch and Tianna Reusch re: Request for sponsorship of Port Hardy Volleyball Club to enable use of Port Hardy Secondary School gym under the Reciprocal Use of Facilities Agreement with School District No. 85.

Mr. Reusch advised Council the Port Hardy Secondary School's girls' under 16 volleyball team season is coming to an end and therefore they are no longer a school sponsored team. In order to continue to practise and play through to the spring and the team has to register as Port Hardy Volleyball Club with Volleyball BC. As the team is no longer sponsored by School District 85 they will be charged for use of the school gym. Mr. Reusch is requesting the District sponsor the team and request they be allowed to use the Port Hardy Secondary School Gym under the *Reciprocal Use of Facilities Agreement* with School District 85,

DELEGATION  
JUSTIN REUSCH  
AND TIANNA  
REUSCH RE:  
REQUEST FOR  
SPONSORSHIP OF  
PORT HARDY  
VOLLEYBALL CLUB

Mr. Reusch also asked that Council consider a donation or funding for the team to help cover provincial registration, insurance and coaching clinics and to suggest other possible funding sources.

Council members discussed with Mr. Reusch and senior staff:

- possible funding sources,
- team expenses
- timelines for January team practise schedule
- a support letter to School District 85 for the team's use of the PHSS gym
- current District and SD85 usage of the reciprocal agreement
- extension of the reciprocal agreement past March
- District grant in aid funding

Mayor Bood advised that, as per Council procedure bylaw, requests by delegations are considered at the next Council meeting. He asked that staff prepare a report on the requests for Council consideration for review at an upcoming meeting.

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

1. Council action items were received for information.

#### **F. CORRESPONDENCE**

1. Copy of letter from A. McCarrick, CAO to Alison Mitchell, VIHA (Nov 27/15) re: Traffic flow at Health Care Centre in Port Hardy was received for information.
2. L. Lupini, Executive Vice President, Provincial Health Services Authority and BC Emergency Health Services and Dr. Brendan Carr, President and CEO Island Health Authority, (Dec.1/15) re: District of Port Hardy selected as a prototype community for Community Parmedicine Initiative was received for information.
3. Wounded Warriors Canada Posters were received for information.

Mayor Bood advised he will ask Russ Hellberg regarding organizing an event. Councillor Dugas advised the Kickoff Event date on the poster should be February 21, 2016.

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

No new business.

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

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

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

1. Draft minutes of the Parks & Recreation Review Committee meeting of November 19, 2015 was received for information. (Recommendation previously on November 24, 2015 Council agenda.)
2. Minutes of the Finance Committee meeting held November 17, 2015 was received for information.

ACTION ITEM  
REVIEW

COUNCIL  
REPORTS

**J. STAFF REPORTS**

1. Accounts Payable for November 2015 was received for information.
2. Heather Nelson-Smith, Director of Corporate Services (Nov 12/15) re: 2016 Council Appointments.

2015-212  
2016 COUNCIL  
EXTERNAL  
APPOINTMENTS

**Moved/Seconded/Carried**

THAT Council endorses the following external appointments for 2016:

Director - Regional District of Mount Waddington Board of Directors (4 votes):  
Mayor Bood – Alternate, Councillor Corbett-Labatt

Director - Regional District of Mount Waddington Board of Directors (3 votes):  
Councillor Dugas – Alternate, Councillor Tidbury

Director Regional District of Mount Waddington Hospital Board (4 votes):  
Mayor Bood – Alternate, Councillor Corbett-Labatt

Director – Regional District of Mount Waddington Hospital Board (3 votes):  
Councillor Dugas – Alternate, Councillor Tidbury

Trustee - Vancouver Island Regional Library Board of Trustees:  
Councillor Hemphill – Alternate, Councillor Robertson

**K. CURRENT BYLAWS AND RESOLUTIONS**

No bylaws.

**L. PENDING BYLAWS**

No pending bylaws

**M. INFORMATION AND ANNOUNCEMENTS**

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

**N. NOTICE OF IN CAMERA MEETING**

No In Camera meeting scheduled at this time.

**O. ADJOURNMENT**

**Moved**

THAT the meeting be adjourned.

Time: 7:24pm

CORRECT

APPROVED

2015-213  
ADJOURNMENT

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

\_\_\_\_\_  
MAYOR



Royal Canadian  
Mounted Police

Gendarmerie royale  
du Canada

Security Classification/Designation  
Classification/désignation sécuritaire

Royal Canadian Mounted Police -Port Hardy  
7355 Columbia Street, P.O. Box 86  
Port Hardy, BC V0N 2R0

Your File - Votre référence

Our File - Notre référence

Port Hardy District Mayor and Council  
7360 Columbia Street P.O. Box 68  
Port Hardy, BC  
V0N 2R0

Date

2016-Jan-06

Mayor and Council  
District of Port Hardy

**RE: 3'rd Quarter (Oct 1 – Dec 31) 2015 RCMP Report**

For this fiscal year the Port Hardy RCMP Detachment will focus on the Strategic Priorities of Alcohol Abuse/Intoxication in Public, Traffic Safety with an emphasis on school/playground zones, Crime Reduction with a particular focus on property crime and enhancing relationships with youth in our First Nations Communities.

In keeping with our strategic priorities, we are consistently working to:

**Objective # 1 Alcohol Abuse/Intoxication in Public**

**Reduce the number of intoxicated people in public areas:**

We have now completed the 3'rd quarter for this fiscal year and the overall number of public intoxication files has remained consistent with the previous year's numbers. The year to date number for 2015 is 252, as compared to this same time period last year where we sat at 249.

Port Hardy RCMP members continue to identify and work with as many community partners as possible to move this initiative forward and place the emphasis on treatment as opposed to incarceration.



## **Objective # 2 is Traffic**

### **Increased enforcement and visibility in school and playground zones, particularly in relation to distracted driving offences:**

During this quarter, the Port Hardy RCMP wrote a total of 8 violations tickets for various MVA infractions. Also, a total of 75 Notice and Orders / Warnings were written and 15 impaired driving road blocks were conducted.

The Port Hardy RCMP conducted a total of 15 Impaired Driving investigations that resulted in either suspensions, Provincial Statute charges or Criminal Code charges.

As well, the Port Hardy RCMP conducted 10 Motor Vehicle Collision investigations. Of those collisions, 7 were over \$1000.00 in damages and 3 involved some degree of injury.

In keeping with the priority of enforcement in school and playground zones, there were 26 traffic stops conducted in school/playground zones and 17 static road checks. These enforcement efforts produced 1 violation ticket and 7 written warnings. Members routinely patrol school zones and conduct road checks during high traffic times to ensure high visibility and encourage compliance with traffic laws.

## **Objective #3: First Nations**

### **Enhance Relationships with Youth in First Nations Communities:**

During this reporting period there have been 31 School visits in the First Nations Communities. The Student of the Month Program is still active in all three Communities and will continue in 2016.

Port Hardy RCMP, upon invitation, has also attended one Funeral in Red Serge as a Cultural Event and Cst. BEZAIRE attended School Christmas concerts.

Cst. BEZAIRE has continued teaching Judo at the Gwa'Sala-Nakwaxda'xw Elementary School and has plans to continue in 2016.

## **Objective #4: Crime Reduction**

### **Work to reduce property crime:**

Over this past quarter alone there was a total of 84 street checks conducted, which is well over half of our annual goal of 110. Street and curfew checks are an important

component of crime reduction as they help to hold offenders accountable for their actions and court ordered conditions.

Both residential and commercial break and enters are down this quarter in comparison to the same time period a year ago.

Despite a community audit project, extra patrols and a public education/awareness campaign, incidents of thefts from vehicles remain higher than what we would like to see. Efforts will continue to curb this issue over the next reporting period.

Over the past quarter, police worked with the District of Port Hardy in regards to complaints of mischief being done to certain local buildings/apartment complexes. This resulted in an ongoing partnership with the goal of identifying strategies designed to help building owners and Property Managers deal with issues of vandalism and problem tenants.

Gord Brownridge (S/Sgt)  
Detachment Commander  
Port Hardy

<b>File Type</b>	<b>OCT 1<sup>st</sup>, 2015 - Dec 31th, 2015</b>	<b>Oct 1<sup>st</sup>, 2014 - Dec 31th, 2014</b>
Assaults / including with bodily harm	25	29
Sexual Assaults	6	3
Intoxicated in Public	52	60
Breach of Peace	28	23
Cause Disturbance	39	27
Mischief	43	32
Bail Violations	25	29
Bylaw - Noise	17	14
False/Abandoned 911	41	29
Break & Enter - Business	0	4
Break & Enter Residence	5	10
Theft from Motor Vehicle under \$5000	12	10
Theft from Motor Vehicle over \$5000	0	0
Theft - Shoplifting Under \$5000	9	3
Missing Persons	18	5
Unspecified Assistance	15	4
False Alarms	17	22
Impaired Driving	4	6
Mental Health Act	3	2
Cocaine trafficking / possession	0	1
Marijuana trafficking / possession	6	2
Prisoners Held	170	182
JJP Hearings	22	26
Detentions from JJP Hearings	14	19
<b>TOTAL</b>	<b>946</b>	<b>802</b>

ITEM	ACTION REGULAR COUNCIL MEETING –Dec 8, 2015	WHO	STATUS /COMMENTS
<p><b>DELEGATIONS</b> Justin Reusch and Tianna Reusch re: Request for sponsorship of Port Hardy Volleyball Club under the Reciprocal Use of Facilities agreement with School District No. 85.</p> <p>2. Heather Nelson-Smith, Director of Corporate Services (Nov 12/15) re: 2016 Council Appointments.</p>	<p>Staff to investigate request and report back to Council</p>	<p>CAO</p>	<p>Letter and application sent. Awaiting SD 85 response.</p>
<p><b>ITEM</b></p> <p>The First Nations Relations Committee draft minutes of Nov 10/15 Recommendation: "THAT Council approve offering a contract to Kathi Camilleri for \$1,250 per day (inclusive of all fees and charges) for three days of First Nation cultural education and training workshops AND THAT the Director of Corporate Services be directed to research grant funding sources to offset the workshop cost."</p>	<p>Approved: THAT Council endorses the following external appointments for 2016: Director - Regional District of Mount Waddington Board of Directors (4 votes): Mayor Bood – Alternate, Councillor Corbett-Labatt Director - Regional District of Mount Waddington Hospital Board (3 votes): Councillor Dugas – Alternate, Councillor Tidbury Trustee - Vancouver Island Regional Library Board of Trustees: Councillor Hemphill – Alternate, Councillor Robertson - Advise agencies of appointments</p> <p><b>ACTION REGULAR COUNCIL MEETING –Nov 24, 2015</b></p> <p>Approved as recommended: THAT Council approve offering a contract to Kathi Camilleri for \$1,250 per day (inclusive of all fees and charges) for three days of First Nation cultural education and training workshops AND THAT the Director of Corporate Services be directed to research grant funding sources to offset the workshop cost. -arrange contract for 2016 -research grant funding sources -Funding arrangement to budget for 2016</p>	<p>HN-S</p>	<p>Done</p>
<p>Operational Services Committee First Nations Relations Committee draft minutes of Nov 19/15: Recommendation: "That Council proceed with the recommendations from the Broken Window report prepared by Heather Nelson-Smith, Director of Corporate Services (Nov.3/15) namely: <u>Recommendation for 8755 Granville Street - Old Bank – Empty Building - Enforce District of Port Hardy Bylaw 09-2012 vacant properties.</u> Notice to be sent to the property owner stating that the building must be secured as per the bylaw and any accumulation of filth must be removed and mitigated to prevent future issues. Our bylaw states that if the owner fails to do so the District may remedy the issue at the</p>	<p>Approved as recommended: THAT Council proceed with the recommendations from the Broken Window report prepared by Heather Nelson-Smith, Director of Corporate Services (Nov.3/15) namely: <u>Recommendation for 8755 Granville Street - Old Bank – Empty Building - Enforce District of Port Hardy Bylaw 09-2012 vacant properties.</u> Notice to be sent to the property owner stating that the building must be secured as per the bylaw and any accumulation of filth must be removed and mitigated to prevent future issues. Our bylaw states that if the owner fails to do so the District may remedy the issue at the</p>	<p>HN-S HN-S CAO</p>	<p>In progress.</p> <p>Waiting for final approval for \$5,000 budget total. Contract agreed to by Kathi Calimeri.</p>

<p>property owner stating that the building must be secured as per the bylaw and any accumulation of filth must be removed and mitigated to prevent future issues. Our bylaw states that if the owner fails to do so the District may remedy the issue at the owner's expense and apply the amount to the taxes.  <b>AND Recommendation for the vacant properties:</b> To send letters stating that under section 5 of the Vacant Property Bylaw and noncompliance with the unsightly premises bylaw 10-2008 which states that a property is considered unsightly when there is an accumulation of rubbish and litter and generally untidy. In addition to the bylaws, a notice about crime prevention and the notations from the RCMP requesting that the areas be thinned to discourage negative use including drinking in public and loitering.          -proceed as directed.</p>	<p>owner's expense and apply the amount to the taxes.  <b>AND Recommendation for the vacant properties:</b> To send letters stating that under section 5 of the Vacant Property Bylaw and noncompliance with the unsightly premises bylaw 10-2008 which states that a property is considered unsightly when there is an accumulation of rubbish and litter and generally untidy. In addition to the bylaws, a notice about crime prevention and the notations from the RCMP requesting that the areas be thinned to discourage negative use including drinking in public and loitering.          -proceed as directed.</p>	<p>HN-S MUN. INSPECTOR</p> <p>In progress</p>
<p><b>ITEM</b>          Parks &amp; Recreation Review Committee meeting of November 19, 2015 – draft minutes of the meeting to be on next Council agenda. Recommendation: "That Council directs staff to investigate updating of the of the skateboard park facility."</p>	<p><b>ACTION REGULAR COUNCIL MEETING –Nov 24, 2015</b>          Approved as recommended: THAT Council directs staff to investigate updating of the of the skateboard park facility.</p>	<p><b>WHO</b>          HN-S</p> <p><b>STATUS /COMMENTS</b>          In progress</p>
<p><b>ITEM</b>          Heather Nelson-Smith, Dir. Corporate Services (Nov.2/15) re: zoning</p>	<p><b>ACTION REGULAR COUNCIL MEETING –Nov 10, 2015</b>          Approved as recommended: THAT staff be directed to amend the zoning regulation to allow for the change in the wording to include the following:  <i>Those properties located in the residential 1 and residential 2 zones that no longer permit manufactured homes be authorized to make alterations to their buildings, permitting that the alterations or additions conform to the current zoning, and follow all building code regulations.</i>          AND THAT Council and staff review the current Zoning regulation to see what other items may need to be amended to ensure that all amendments are included in the process.          AND THAT until the zoning amendment has been adopted, staff be permitted to allow building permit applications that conform to the direction of Council.</p>	<p><b>WHO</b>          HN-S</p> <p><b>STATUS /COMMENTS</b>          In Progress</p>

ITEM	ACTION REGULAR COUNCIL MEETING –Oct 27 2015	WHO	STATUS /COMMENTS
<p>First Nations Relations Comm Oct 13/15                      Recommendation to Council: Canada 150                      Program grant application for First Nations Carving</p>	<p>Approved as recommended: THAT Council supports application, final application to be submitted to Council -Committee to prepare application</p>	<p>HNS</p>	<p>Agenda item</p>
<p>Parks &amp; Rec Review Comm Oct 14/15.                      Recommendations to Council:                      a. "That Council directs staff to develop possible sources of funding that include costs for: a) rebuild of pool, b) expansion of the recreation complex c) use of bio-fuels at the complex."                      b. "That Council directs staff to prepare a Request for Quotation for Mitigation of Ballfield #2 at Beaver Harbour Park."                      c. "That Council directs staff to remove the fencing and fill the fenced curling pond area situated beside the curling rink."</p>	<p>Approved as recommended:                      a. THAT Council directs staff to develop possible sources of funding that include costs for: a) rebuild of pool b) expansion of the recreation complex and c) use of bio-fuels at the complex.                      b. THAT Council directs staff to prepare a Request for Quotation for Mitigation of Ballfield #2 at Beaver Harbour Park.                      c. THAT Council directs staff to remove the fencing and fill the fenced curling pond area situated beside the curling rink.</p>	<p>CAO  SM  SM</p>	<p>In progress</p>
<p>Kains Lake</p>	<p><b>ACTION REGULAR COUNCIL MEETING –Oct 13 2015</b>                      Approved as recommended: THAT The short and long term recommendations in the Bathymetric analysis and preliminary lake level modelling for the District of Port Hardy Kains Lake Water Supply report be accepted and implemented,                      - Staff to start the review of recommendations and associated costs and bring forward to Council.</p>	<p>CAO /SM/JJ</p>	<p>In progress</p>
<p>Rainbow Crosswalk</p>	<p>Approved as recommended: THAT Council consideration be given to establishing a rainbow crosswalk with a suggested location at the intersection of Granville and Rupert Streets                      -Staff to advise Council of costs, preferred locations etc. for rainbow sidewalk</p>	<p>CAO /SM</p>	<p>Recommendation to Finance Committee for budget. Done.                      Consideration given that flags would be more appropriate. Operational Services to investigate and refer to budget.</p>
<p><b>ITEM</b></p> <p>2. Draft Minutes Operational Services Comm Meeting, July 16/15. Recommendations to Council: "THAT Council requests Island Health to do a traffic study on all access points to their properties adjacent to and including the Primary Health Care Center."                      - Write letter as directed.</p>	<p><b>ACTION REGULAR COUNCIL MEETING - August 11, 2015</b>                      Approved as recommended: THAT Council requests Island Health to do a traffic study on all access points to their properties adjacent to and including the Primary Health Care Center.                      - Write letter as directed.</p>	<p>CAO</p>	<p>Letter sent Nov 27/2015.                      Emailed for follow up on letter.</p>

ITEM	ACTION REGULAR COUNCIL MEETING – July 14, 2015	WHO	STATUS /COMMENTS
<p>Parks &amp; Rec Review Committee June 16/15. The Committee recommends to Council: "THAT Council approves removal of overhead lighting (cross members and lights) at Beaver Harbour Park Ballfield #1, as per the Safety Authority Inspection report dated 06/10/2015, pending receiving a quote from the District's electrical contractor."</p>	<p>Approved as recommended: THAT Council approves removal of overhead lighting (cross members and lights) at Beaver Harbour Park Ballfield #1, as per the Safety Authority Inspection report dated 06/10/2015, pending receiving a quote from the District's electrical contractor. -Proceed as directed</p>	<p>SM</p>	<p>Underway, awaiting Hydro truck</p>
<p><b>ITEM</b></p> <p>Establishment of Personnel Committee a) Standing or Select Committee b) Scope / Terms of Reference c) Hiring Policy</p>	<p><b>ACTION COMMITTEE OF WHOLE MEETING – June 23/15</b></p> <p>Council Motion: THAT Council establishes a standing committee for personnel matters AND THAT staff investigates various options for doing so. -Investigate committee options as directed</p>	<p>WHO CAO</p>	<p><b>STATUS /COMMENTS</b></p> <p>In progress</p>
<p><b>ITEM</b></p> <p>Op Scvs Committee meeting held June 18, 2015. Recommendations to Council: a. "THAT Council approves replacing the Fort Rupert Lift Station electrical kiosk with an aluminum box b. "THAT Council directs staff to prepare a bylaw for Council review to amend District of Port Hardy Water Conservation Bylaw No. 06-2005 to amend Stage 1, 2 and 3 Outdoor Water Use</p>	<p><b>ACTION REGULAR COUNCIL MEETING – June 23/15</b></p> <p>Approved as recommended: THAT Council approves replacing the Fort Rupert Lift Station electrical kiosk with an aluminum box, at an estimated cost of \$1,800 as per Safety Authority directive ELOP-226651-014. - Proceed with repairs as directed Approved as recommended: b. THAT Council directs staff to prepare a bylaw for Council review to amend District of Port Hardy Water Conservation Bylaw No. 06-2005 as recommended -Prepare amending bylaw as directed.</p>	<p>WHO SM/JJ  HN-S</p>	<p><b>STATUS /COMMENTS</b></p> <p>Repairs done to existing kiosk to satisfy Safety Authority requirements  In progress</p>
<p><b>ITEM</b></p> <p>1. Operational Services Committee, Jan.22/15 b. THAT the Operational Services Committee requests that staff and the Harbour Manager work with this charter group to come up with an agreement that can be brought back to Council for discussion.</p>	<p><b>ACTION REGULAR COUNCIL MEETING – JAN. 26, 2015</b></p> <p>Approved as recommended: THAT staff and the Harbour Manager work with the charter group to develop an agreement that can be brought back to Council for discussion. -Staff and the Harbour Manager work with the charter group to develop an agreement as directed.</p>	<p>WHO  CAO</p>	<p><b>STATUS /COMMENTS</b></p> <p>Provincial lease requirements being reviewed  In progress</p>



BRITISH  
COLUMBIA

DISTRICT OF PORT HARDY  
DEC - 7 2015

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1040890

Ms. Claire Trevena  
MLA, North Island  
908 Island Hwy  
Campbell River BC V8W 2C3

Dear Ms. Trevena: *Claire*

Thank you for your letter of September 30, 2015, regarding the introduction of parking fees at the new Campbell River Hospital. I apologize for the delayed response.

I appreciate your taking the time to bring your constituents' interest in this matter to my attention. I understand that the residents of Campbell River and surrounding communities have enjoyed the benefits of free parking; however, as I trust you will appreciate, the Ministry of Health (the Ministry) and the health authorities have been entrusted with the task of delivering high-quality health care in a manner that is fiscally responsible and financially sustainable. This means that, from time to time, difficult decisions must be made. Our priority is always patient care.

Hospital parking is made available for the convenience of patients, visitors and hospital staff. While the individual health authorities are responsible for making decisions about applying and collecting parking fees, revenues collected from all pay parking sites provide capital for maintaining, improving and expanding parking facilities at the 11 Island Health facilities with paid parking. This includes snow removal and de-icing, painting, repaving, pothole repairs, parkade repairs, equipment, lighting costs, security and future parking supply. Parking fees also offset environmental costs such as catch basin and oil interceptor cleaning. This allows hospitals to focus their financial resources on patient care and any surpluses from parking revenues are used to improve health care resources throughout the health authority. Because Campbell River Hospital has been a non-paying site to date, maintenance and other costs associated with the parking facilities have been born out of general health authority funding which can now be better directed toward patient care.

For those patients who face financial challenges, I would like to assure you that there are options in place to help. Island Health does provide subsidized parking to patients and families in cases where fees may result in financial hardship, and a social worker connected to the hospital can recommend a Financial Hardship permit or an alternative transportation option. Additionally, Canada Revenue Agency (CRA) allows certain transportation allowances that provide for parking charges to be claimed. More information is available on CRA's website at: [www.cra-arc.gc.ca/tx/ndvdl/tpcs/ncm-tx/rtrn/cmpltng/ddctns/lns300-350/330/llwbltrvl-eng.html](http://www.cra-arc.gc.ca/tx/ndvdl/tpcs/ncm-tx/rtrn/cmpltng/ddctns/lns300-350/330/llwbltrvl-eng.html).

...2



Finally, I can confirm that parking at the new hospital will remain free for auxiliary members, volunteers, Pastoral Care members, family caregivers and renal patients.

I trust the information provided is useful and has answered your questions; however, should you have further questions or concerns, I encourage you to contact Mr. James Hanson, Corporate Director of Logistics and Operations for Island Health, as he is best able to provide you with more information. You may reach Mr. Hanson by telephone at: 250 370-8116 or via email at: [James.Hanson@viha.ca](mailto:James.Hanson@viha.ca).

Again, thank you for writing. I appreciate the opportunity to respond.

Sincerely,



Terry Lake  
Minister

pc: His Worship Michael Berry, Mayor, Alert Bay  
His Worship Andy Adams, Mayor, City of Campbell River  
His Worship Brad Unger, Mayor, Village of Gold River  
Her Worship Jan Allen, Mayor, Village of Port Alice  
His Worship Hank Bood, Mayor, City of Port Hardy  
Her Worship Shirley Ackland, Mayor, Town of Port McNeill  
His Worship John MacDonald, Mayor, Village of Sayward  
Her Worship Jude Schooner, Mayor, Village of Tahsis  
His Worship Donnie Cox, Mayor, Village of Zeballos  
Mr. Jim Abram, Chair, Strathcona Regional District  
Mr. Dave Rushton, Chair, Mt. Waddington Regional District  
Mr. James Hanson, Corporate Director of Logistics and Operations, Island Health  
Citizens for Quality Healthcare

From: WWW ENVMail ENV:EX [<mailto:env.mail@gov.bc.ca>]  
Sent: December-21-15 12:25 PM  
To: XT:PortHardy, District ENV:IN  
Subject: British Columbia's Spill Response Regime

Reference: 293776

December 21, 2015

His Worship Mayor Hank Bood  
and Members of Council  
District of Port Hardy  
Email: [general@porthardy.ca](mailto:general@porthardy.ca)

Dear His Worship Mayor Hank Bood:

On June 15, 2015, the Honourable Mary Polak, Minister of Environment, announced that British Columbia will be creating a world class spill response regime to address a wide range of potential land and marine-based spills. We intend to build that new regime collaboratively with First Nations, communities, local governments, industry and other regulators.

I am sending this letter to provide you with an update on the regime progress and notice of our upcoming engagement efforts. We will be engaging a broad range of First Nations, industry organizations, communities, stakeholders and regulators on a new report which will set out the details of our proposed new spill response regime.

I encourage your organization to provide detailed comments on the new report through our online information portal on the ministry's Land Based Spill Preparedness and Response in British Columbia website at <http://www2.gov.bc.ca/gov/content/environment/air-land-water/spills-environmental-emergencies/spill-preparedness-and-response-bc>. From this webpage, you can subscribe to receive updates which will notify you when new content is posted, including the new report. As noted, we anticipate the new report being available mid-January 2016 and we will provide you with another notice just prior the commencement of our formal engagement.

In the meantime, we invite you to review the previously published intentions papers and the results of a past Spill Response Symposium posted on the portal.

If you have any questions about the new proposal or the engagement process, I encourage you to contact Ms. Sara Bacic, Logistics Coordinator for the Spill Response Regime. She can be contacted at [Sara.Bacic@gov.bc.ca](mailto:Sara.Bacic@gov.bc.ca)<<mailto:Sara.Bacic@gov.bc.ca>>.

Sincerely,

Anthony Danks  
Executive Director  
Spills Response Regime Project  
Environmental Protection Division



December 1, 2015

Honourable Todd Stone  
Minister of Transportation and Infrastructure  
PO Box 9055 Stn Prov Govt  
Victoria, BC V8W 9E2

**RE: Transit challenges in active and growing communities**

---

Dear Minister Stone;

I am writing in response to your letter dated October 22, 2015 regarding an update on transit funding. While I appreciate the Province's efforts to fully utilize the 3-year investments in transit, the District of Squamish continues to be in a very challenging situation regarding transit growth.

As previously discussed with you at our meeting in Victoria on March 15, 2015, Squamish is growing quickly, which is presenting unique transportation challenges. According to the most recent census, Squamish's population increased by 14.6% between 2006 and 2011, making it one of the fastest growing municipalities in BC and that growth continues today. Housing starts and prices have also risen exponentially in the past 2 years in particular. Growth, coupled with a youthful, more urban population and an active seniors population has increased demand for transit and active transportation alternatives. Our population, below the provincial median age, is seeking transportation alternatives to meet their active lifestyles while decreasing their dependency on traditional motor vehicle transportation.

The "flat budget" for transit operations makes it impossible for us to make important expansions to service Squamish's new neighbourhood and tourism nodes. Our rapidly growing population has resulted in increased reliance, and demand on the public transportation service with transit ridership increasing by 23% between 2013 and 2014. The ridership increase represents the highest growth rate in BC, and service improvements are required simply to meet the growing needs of our community.

We ask that the Province, in conjunction with BC Transit, take into consideration the aggregate tax benefit generated by tourism in the Corridor, and reinvest into transit services. The Sea to Sky Corridor is a hub for outdoor recreation and offers a number of major tourism attractions. In partnership with BC Transit, the District of Squamish was working on implementing a pilot route to service the Stawamus

Chief and Shannon Falls Provincial Parks, as well as the Sea to Sky Gondola and the Squamish Nation's Totem Hall along Highway 99, a program that could not be realized due to the funding freeze.

At the UBCM conference in September 2015, we met with Minister de Jong to discuss implementing a local motor fuel tax to help fund local and intercity transit services. There is significant public engagement required before any such decision is made but a possible outcome is a Sea to Sky motor fuel tax similar to the Translink dedicated motor fuel tax in the Lower Mainland. The revenue generated would be extremely beneficial in supporting regional economic development and would help increase transit options essential to families, senior citizens and lower income individuals whom rely on the current service. Corridor Resident are essentially paying the same amount for gasoline as the lower Mainland without the added benefit of augmented transit services.

The total provincial tax applied to gasoline is 32.17 cents per liter in the Vancouver area (South Coast BC Transportation Service Region) compared to 21.17 cents in the Sea to Sky corridor; a difference of 11 cents per liter. This includes dedicated motor fuel taxes, provincial motor fuel tax, and carbon tax. Despite this, the gas price in Squamish is currently between \$122.9-123.9 per litre and in Pemberton the price of gas is \$117.9 per litre. The cost of gas in Metro Vancouver on December 1, 2015 is between \$115.9-120.9 per litre.

The District of Squamish's Sea to Sky Transit Future Plan is nearing completion and outlines the vision, goals, targets and Transit Future Network for Squamish and Regional Transit service to 2040. Implementation of this plan will require additional funding from the Province and the District of Squamish for operational costs, and should reflect the increase in ridership in the region.

Squamish Transit is a success story that we want to build on and continue to improve. This will take the support and collaboration of our provincial government to achieve.

Sincerely,



Patricia Heintzman, Mayor

cc: UBCM

DISTRICT OF PORT HARDY

DEC 23 2015



Administration provided  
by UBCM

Funding provided by  
Province of B.C.



For program  
information, visit the  
Funding Programs  
section at:

[www.ubcm.ca](http://www.ubcm.ca)

LGPS Secretariat

Local Government House  
525 Government Street  
Victoria, BC, V8V 0A8

E-mail: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)  
Phone: (250) 356-2947

# Local Government Program Services

...programs to address provincial-local government shared priorities

December 15, 2015

Mayor Bood and Council  
District of Port Hardy  
Box 68  
Port Hardy, BC V0N 2P0

## Re: 2016 Asset Management Planning Program - Grant Approval and Terms & Conditions

Dear Mayor and Council,

Thank you for submitting an application for the 2016 Asset Management Planning grant program.

I am pleased to inform you that the Evaluation Committee has approved funding for your project, *Asset Management Plan*, in the amount of \$10,000.00.

As outlined in the Program & Application Guide, grant payments will be issued when the approved project is complete and UBCM has received and approved the required final report and financial summary.

The Ministry of Community, Sport & Cultural Development has provided funding for this program and the general Terms & Conditions are attached. In addition, in order to satisfy the terms of the contribution agreement, we have the following requirements:

- (1) The funding is to be used solely for the purpose of the above named project and for the expenses itemized in the budget that was approved as part of your application;
- (2) The funds must be matched in cash or in-kind;
- (3) All project activities must be completed within 12 months and no later than December 30, 2016;
- (4) The Final Report Form is required to be submitted to UBCM within 30 days of project end date and no later than January 31, 2017;
- (5) Any unused funds must be returned to UBCM within 30 days following the project end date.

On behalf of the Evaluation Committee, I would like to congratulate you for responding to this opportunity to advance asset management in your local government.

If you have any questions, please contact Local Government Program Services at (250) 356-2947 or by email at [lgps@ubcm.ca](mailto:lgps@ubcm.ca).

Sincerely,

A handwritten signature in black ink, appearing to read 'PR', with a large, stylized flourish extending from the end of the signature.

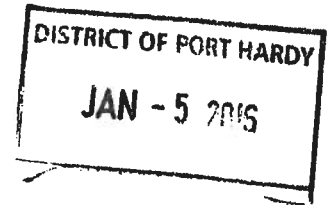
Peter Ronald  
Programs Officer

cc: *Allison McCarrick, Chief Administrative Officer, District of Port Hardy*

*Enclosure*

# Local Government Program Services

...programs to address provincial-local government shared priorities



December 23, 2015

Mayor Bood and Council  
District of Port Hardy  
Box 68  
Port Hardy, BC V0N 2P0



**FIRST NATIONS'  
Emergency Services**  
BRITISH COLUMBIA

**RE: Strategic Wildfire Prevention Initiative - Approval of Community Wildfire Protection Plan Update Application (SWPI-555: Port Hardy CWPP, 2015)**

Dear Mayor and Council,

Thank you for submitting an application for a Community Wildfire Protection Plan Update for the above noted project. The Provincial Fuel Management Working Group has reviewed your submission and the application requirements have been met.

The application form indicates a total project cost of \$30,000.00. As the applicant is required to contribute 50% of the total project cost, the working group has approved a grant in the amount of \$15,000.00, or 50% of the actual eligible project costs, whichever is less. The balance of the project cost is required to be funded through community contributions.

The conditions of approval are outlined in the Program & Application Guide and the general Terms & Conditions are attached. In addition, please note the approved grant is also subject to the following requirements:

- (1) The funding is to be used solely for the purpose of the above named funding program and project and for the expenses itemized in the budget that was approved as part of your application;
- (2) Funds are not transferable to other projects;
- (3) A post-approval meeting with the local Fuel Management Specialist is required to be completed. Please contact Tony Botica at the Coastal Fire Centre to schedule this meeting.
- (4) It is expected that all CWPPs and CWPP updates will be presented to the local government Council or Board.
- (5) All project activities must be completed within 12 months and no later than December 30, 2016;



**The Strategic Wildfire Prevention Initiative is managed by the Provincial Fuel Management Working Group. For program information, visit the Funding Program section at:**

**[www.ubcm.ca](http://www.ubcm.ca)**

LGPS Secretariat

Local Government House  
525 Government Street  
Victoria, BC, V8V 0A8

E-mail: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)  
Phone: (250) 356-2947  
Fax: (250) 356-5119

DISTRICT OF PORT HARDY  
JAN - 5 2016

- (6) The final report is required to be submitted within 30 days of project completion and no later than January 30, 2017. The report must include:
- Completed and signed copy of the final report form
  - Spatial data, maps, metadata, and methodology as outlined in the relevant appendix in the Program & Application Guide
  - Threat plot photos and 2012 WUI Wildfire Threat Assessment worksheets, if applicable.
  - For CWPP funding, an electronic copy of the completed CWPP(s)
  - For prescription funding, an electronic copy of the signed / sealed prescription(s)
  - For demonstration projects and operational treatments, photos of fuel conditions before and after the fuel treatment

Additional information regarding financial reporting, disclosure of project revenues and other grant contributions, and grant calculations are available in the Program & Application Guide.

Also, please note that the *Community Charter* and *Local Government Act* provide the requirements for municipalities or regional districts that are providing services outside of their own jurisdiction. For more information, please refer to:

- For municipalities – s. 13, *Community Charter*
- For regional districts – s. 796 and s. 796.1, *Local Government Act*

As outlined in the Program & Application Guide, grants will be awarded upon completion of your project and satisfactory receipt of the final report. For information on changes to the approved project or progress payments, please refer to the program guide or contact Local Government Program Services at (250) 356-2947 or lgps@ubcm.ca.

We wish you every success with your project and look forward to working with you on future community safety initiatives.

Sincerely,



Peter Ronald  
Programs Officer

cc: Allison McCarrick, Chief Administrative Officer, District of Port Hardy  
Tony Botica, Fuel Management Specialist, Coastal Fire Centre

Enclosure



**From:** Breen, Adrienne [<mailto:Adrienne.Breen@VIHA.CA>]  
**Sent:** Thursday, January 07, 2016 12:23 PM  
**To:** 'alli@porthardy.ca'  
**Cc:** 'Althea Vermaas'  
**Subject:** Request for Hastings Street road closure -- January 21

Hello Allison,

Thank you for taking the time to speak with me earlier today.

As discussed, Island Health is currently assisting the North Island Crisis and Counselling Society in requesting a road closure for the portion of Hastings Street in front of New Beginnings House (located at 8735 Hastings Street) between 10 am and 1 pm on January 21.

I have copied Althea Vermaas, Executive Director of the North Island Crisis and Counselling Centre Society, who can provide more specifics as the specific closure location if needed.

Thanks very much,

Adrienne Breen  
Communications & Community Relations Advisor  
Island Health  
250-740-6980  
[Adrienne.Breen@viha.ca](mailto:Adrienne.Breen@viha.ca)  
[www.viha.ca](http://www.viha.ca) | [Facebook](#) | [Twitter](#)



**island health**

*Our Vision: Excellent health and care for everyone, everywhere, every time.*

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**MINUTES OF THE DISTRICT OF PORT HARDY  
FINANCE COMMITTEE MEETING  
NOVEMBER 24, 2015 3:00 p.m. to 4:30 p.m.  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

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

**ALSO PRESENT:** Allison McCarrick, Chief Administrative Officer  
Heather Nelson-Smith, Director of Corporate Services  
Lisa Nicholson, Financial Accountant

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**CALL TO ORDER**

Allison McCarrick called the meeting to order at 3:00 p.m.

**REVIEW OF THE HARBOUR 5-YEAR CAPITAL PLAN  
PRESENTED BY LEAH ROBINSON, HARBOUR MANAGER (SEAWAY VENTURES LTD.)**

- Security system, break-ins of vehicles parked at the Harbour lots is an ongoing issue.
- Request to add LED parking lot lights, quote from K&K Electric \$26,000
- Request to add more security cameras, quote from Blanshard Security \$8,800.
- Lighting and security cameras would work together to deter theft.
  
- Fisherman's Wharf boat launch and floats (not on capital list).
- Fish cleaning station and weigh station are susceptible to high tides.
- Could approach Small Craft Harbours for funding.
- Harbour Office renos, could also be part of request, could put together a list, federal fiscal year end is approaching, March 31<sup>st</sup>.
  
- Seagate Wharf pier project, ongoing issues, cross bracing.
- Risk assessment would be a good idea at this point, Director of Corp. Services will pursue with MIA.

**REVIEW OF THE HARBOUR DRAFT BUDGET  
DISCUSSION WITH LEAH ROBINSON, HARBOUR MANAGER (SEAWAY VENTURES  
LTD.)**

- Water/sewer/garbage budget increase, for permanent recycling bins and pickup service.
- Discussion re: caretakers contract for Bear Cove, Council would like it to be looked at/reviewed.
  
- Harbour revenues are up, parking meters have contributed greatly to this.

- Seaplane Base lease, what the DPH pays is based on what the DPH charges the leaseholder.
- Seine Floats, electricity costs should be tracked separately from the Fisherman's Wharf, costs will be posted to separate accounts going forward, Seine Float rates could be looked at separately in the future.
- Contracted Services, expense is mostly to remove derelict vessels.

**PROTECTIVE SERVICES 5-YEAR CAPITAL PLAN**  
**PRESENTED BY FIRE CHIEF SCHELL NICKERSON & DEPUTY CHIEF BRENT BORG**

- Fire truck funding – using MFA online calculator, \$1 million Canadian, payment required would be approximately \$10,000 per month.
- Rescue 12 and Rescue 15 leases will be completed early 2016, these two payments total approximately \$10,000 so would offset.
- Procedure for borrowing was reviewed.
- Process for approval/tender would take approximately 5 months, then to build the truck would take 1 year.
  
- Parking lot FH#2 – survey of lot is needed, access road to the school on reserve land will have to be factored in.
  
- Storage is an ongoing issue at both fire halls.
- Fuel/propane storage is a problem, also training prop storage would be advantageous, rather than having to dismantle props, they could be left intact and used for ongoing training purposes.
- A 40' shipping container could be placed behind FH#1, chain link fence from adjacent to the curling club that was recently removed could possibly be used to enclose.
- Fire Chief will get some quotes.
- Discussion re: FH#1 truck bay design, one option would be to add on to existing hall to accommodate the new truck, \$20,000 has been requested to explore/study the various options.

**REVIEW OF THE PROTECTIVE SERVICES DRAFT BUDGET**

**REVIEW OF THE ENVIRONMENTAL OPERATIONS DRAFT BUDGET**

**REVIEW OF THE COUNCIL OPERATIONS DRAFT BUDGET**

**REVIEW OF THE ADMINISTRATION OPERATIONS DRAFT BUDGET**

With no further business, the meeting was adjourned at 4:19 p.m.

The next Finance Committee meeting is scheduled for Tuesday  
December 1, 2015, 3:00 p.m. to 4:30 p.m.



**MINUTES OF THE DISTRICT OF PORT HARDY  
FINANCE COMMITTEE MEETING  
DECEMBER 1, 2015 3:00 p.m. to 4:30 p.m.  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

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

**ALSO PRESENT:** Allison McCarrick, Chief Administrative Officer  
Abbas Farahbakhsh, Director of Operational Services  
Sean Mercer, Operations Manager  
Lisa Nicholson, Financial Accountant

**REGRETS:** Councillor Jessie Hemphill

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**CALL TO ORDER**

Allison McCarrick called the meeting to order at 3:00 p.m.

**REVIEW OF PUBLIC WORKS STORM 5-YEAR CAPITAL PLAN  
PRESENTED BY ABBAS FARAHBAKSH, DIRECTOR OF OPERATIONAL SERVICES**

- Catch basin repairs – will be an ongoing project, numbers are preliminary, will likely increase.
- Clarification is needed re: exact location of WTP road culvert.

**REVIEW OF PUBLIC WORKS FLEET 5-YEAR CAPITAL PLAN  
PRESENTED BY ABBAS FARAHBAKSH, DIRECTOR OF OPERATIONAL SERVICES**

- Concrete grinder – needed for safety purposes re: raised edges on sidewalks, tripping hazard, liability issues.
- Sidewalk inspection will be done to identify areas that need remediation.
- Comprehensive fleet replacement list will be done by next year.

**REVIEW OF PUBLIC WORKS ROADS 5-YEAR CAPITAL PLAN  
PRESENTED BY ABBAS FARAHBAKSH, DIRECTOR OF OPERATIONAL SERVICES**

- Goal is to integrate paving and infrastructure projects together.
- Rainbow sidewalk was discussed, considerations include ongoing costly maintenance, vandalism.
- Rainbow flags would be a less expensive option, could be included in Operational budget.
- Handicapped parking spaces were mentioned, could the whole slot be painted blue so it shows up more, this could be an Operational item.

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**REVIEW OF PUBLIC WORKS GENERAL 5-YEAR CAPITAL PLAN  
PRESENTED BY ABBAS FARAHBAKHSH, DIRECTOR OF OPERATIONAL SERVICES**

- New PW yard was discussed, old yard has flooding risks, with the road salt, fuel, various chemicals kept onsite, is hazardous.
- Not an immediate priority, there are other more pressing issues.
- Could look at smaller remediation projects for the existing yard, rather than moving the yard to a new site.
  
- Storey's Beach ball fields, – suggested that if consultants were hired they could also look at the possible outdoor volleyball court and skateboard park upgrades.
- Lack of an irrigation system was mentioned as an issue affecting the ball fields.
  
- Library roof – quotes from Nelson Roofing, with skylights \$9,900, without skylights \$6,200, skylights may make roof more susceptible to leaks, but they do increase natural light.
  
- Museum upgrades request from Museum Curator, bathrooms, paint etc.
- Council was in favour of this request.
  
- Website upgrades – have had comments from the public, they want to see a more mobile-friendly site
- Possible funding from ICET was mentioned.
- Control and ongoing maintenance of the site was discussed as a possible issue if it's maintained by an off-site provider.
  
- Wildfire interface – grant funding will likely be available for this, there are 3 steps to the funding, each step is contingent on the previous one.
  
- Asset Management, – District has purchased a template, there is possible grant funding for this, \$10,000.
- When applying for infrastructure grants, an asset management plan is becoming a requirement.
  
- Knotweed eradication program – in future this will be operational, involves ongoing yearly maintenance.
  
- Connectivity trails – will most likely move to operations.

**REVIEW OF THE OPERATIONAL SERVICES DRAFT BUDGET**

- Bear Cove Park supplies increase was discussed, port-a-potties tipping/maintenance is an ongoing expense.
- Permanent restrooms could be installed there, tied in to the sewer system, would be a large up-front cost but over time would realize cost savings.
- Other options: District could purchase its own truck for tipping or could contract another provider.
- Various options should be explored and analyzed by the Operational Services Dept.

- An overall goal of a 2% increase in the budgets was mentioned, some areas may be higher, some lower, but overall 2% is the target.

With no further business, the meeting was adjourned at 4:15 p.m.

The next Finance Committee meeting is scheduled for Tuesday  
December 1, 2015, 3:00 p.m. to 4:30 p.m.



**MINUTES OF THE  
DISTRICT OF PORT HARDY  
EMERGENCY PLANNING COMMITTEE MEETING  
DECEMBER 8, 2015 AT 12 NOON  
MUNICIPAL HALL, 7360 COLUMBIA STREET**

**PRESENT:** Bob Hawkins, DPH Emergency Coordinator; Brenda McCorquodale, Dept of Fisheries & Oceans,; Richard Hemphill, ESS Port Hardy, Karla Broadfoot, ESS Gwa'sala-'Nakwaxda'xw First Nation, Bob Swain, ESS Gwa'sala-'Nakwaxda'xw First Nation Jeff Houle, Chevron; Brent Borg, Deputy Fire Chief; Staff Sgt. Gord Brownridge, RCMP; Heather Nelson-Smith, Director Corporate Services, DPH; Rick Marcotte, DPH Councillor; John Tidbury DPH Councillor;

Leslie Driemel, Recording Secretary

**A. CALL TO ORDER**

Chair Bob Hawkins, DPH Emergency Coordinator called the meeting to order.  
Time: 12:00 pm

**B. APPROVAL OF AGENDA**

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

**C. ADOPTION OF MINUTES**

Minutes of the meeting held October 6, 2015.

Moved/Seconded/Carried  
THAT the minutes of the Emergency Planning Committee meeting held October 6, 2015 be adopted as presented.

**D. DELEGATIONS**

No delegations.

**E. CORRESPONDENCE**

1. Email from Clare Fletcher re: ESS Training requests. Deadline is January 13, 2016 was received for information.

**F. BUSINESS ARISING / UNFINISHED BUSINESS**

Action Items Review - Bob Hawkins advised that:

- District Emergency plan review – is ongoing.
- SD 85 Emergency Response Education - he is meeting with Darby Gildersleeve in the new year.
- Emergency sirens and alternatives - investigation is still underway.

Discussion included: a tone only siren as a more cost effective choice, using a bell (similar to a church bell) location of a warning bell/siren outside of the tsunami zone, telephone 'one call now' phone system discussed, collecting data for a one call phone system, manual vs automatic warning system, having volunteers and training on initiating a warning system, loudness of a system, funding for a system with the District in Zone B, not a high risk area.

EPC-2015-010  
APPROVAL OF  
AGENDA AS  
PRESENTED

EPC-2015-011  
APPROVAL OF  
OCTOBER 6/15  
MINUTES AS  
PRESENTED

**DRAFT**

- Dolly at Civic Center for ESS supplies  
Richard Hemphill advised the supplies are spread out under the stage and difficult to get to in an emergency and the lighting is poor. Councillor Tidbury advised the supplies are there and in one spot.

The Committee discussed housing ESS supplies in a trailer. Brent Borg advised the Fire Department also requires more storage. Brenda McCorquodale commented that possibly a storage building could be built on District property for these needs.

Richard Hemphill advised that North Island Secondary School in Port McNeill is the ESS Center and that all supplies are stored there. Bob Hawkins will discuss the idea of moving the ESS Center to Port Hardy Secondary School with Darby Gildersleeve. Heather Nelson-Smith will review District bylaws regarding specific locations of the ESS Center.

### G. NEW BUSINESS

Bob Hawkins advised:

- Emergency Management BC has been in touch in the past few weeks regarding boats in distress and leaking fuel incidents.
- Port McNeill tabletop exercise was well attended and educational. Brent Borg inquired if a tabletop exercise is being planned for the District. Heather Nelson-Smith advised that Gloria LeGal would be willing to do a similar exercise in Port Hardy
- Transport Canada is in the planning stage for an emergency exercise at Port Hardy Airport and the District will be invited to participate.
- Salvation Army is setting up their cold weather shelter.

### H. ROUND TABLE DISCUSSION

Brent Borg brought forward discussion on

- Backup generator for the District office, where is it, who is responsible for regular maintenance checks and fresh fuel?
- PH Fire Rescue has two extra base radio stations they can make available to have one set at the municipal hall and one set for ESS at Civic Center. They may need to be registered with Industry Canada.
- PH Fire Rescue has portable radios that could be used by ESS
- Requested Committee meetings be alternated between noon and evening meetings

Jeff Houle advised that Chevron can now load diesel fuel under power outage conditions and that this should be noted in the emergency plan.

RCMP / PH Fire rescue generators and capacity were discussed.

**I. NEXT MEETING DATE:** Monday January 25, 2016 at Noon at the Municipal Hall, 7360 Columbia Street.

### J. ADJOURNMENT

THAT the meeting be adjourned.

Time: 1:45 pm

EPC-2015-012  
ADJOURNMENT

DRAFT





**MINUTES OF THE  
DISTRICT OF PORT HARDY  
FIRST NATIONS RELATIONS COMMITTEE MEETING  
HELD DECEMBER 8, 2015  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

**PRESENT:** Councillors Pat Corbett-Labatt, Jessie Hemphill (Chair), Fred Robertson

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

**REGRETS:** None

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

**A. CALL TO ORDER**

Chair Jessie Hemphill called the meeting to order at 4:13pm. Chair Hemphill opened the meeting with the following statement: "I would like to acknowledge that we are on the unceded traditional territory of the Kwakiutl people."

**B. APPROVAL OF AGENDA**

Councillor Robertson requested an addition to the agenda: Relations with Kwakiutl First Nations at Fort Rupert.

**Moved/Seconded/Carried**  
THAT the agenda be approved as amended.

**C. ADOPTION OF MINUTES**

1. Minutes of the meeting held November 10, 2015.

Councillor Hemphill advised the minutes were correct except for some typographic errors.

**Moved/Seconded/Carried**  
THAT the minutes of the First Nations Relations Committee meeting held October 13, 2015 be approved as presented.

**D. DELEGATIONS**

None

**E. CORRESPONDENCE**

None

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

1. Heather Nelson-Smith, Director of Corporate Services circulated a list of Band Council members for local First Nations communities.

FNRC 2015-041  
AGENDA  
APPROVED AS  
AMENDED

FNRC 2015-042  
MINUTES OF  
NOV 10/15  
APPROVED

**DRAFT**

2. Review and Update of Action Items

- Cultural Education and training for District staff approved by Council for 2016 with a budget of \$5,000. K. Camilleri will do workshops.
- Canada 150 grant application – draft application is done and letters of support are being sought. Asking for \$42,000 with \$600 of District in-kind contribution for a 3D carving at the Civic Center.
- RDMW North Island Forum –March 2016 at the Port Hardy Civic Center with economic development / tourism as the topic. Local municipal government and First Nations will be invited to attend.
- Kwakiutl Signage Project – Heather Nelson-Smith advised the project is at a standstill with an archaeological estimate of \$5,000-\$7,000. Next steps would be to contact the Kwakiutl Band and discuss it at an upcoming meeting.
- Community to Community Forum – Councillor Hemphill will contact Chief Leslie Dickie of the Kwakiutl Band and advise there is funding for the forum and request a letter of support
- Council to Council meeting – CAO advised the meeting with the Band regarding land use that was to be held last month did not happen. Still trying to get a meeting to discuss the access road through the Kwakiutl Band with engineers.
- Quatsino Band – introduction of First Nations Relations Committee. Councillor Hemphill will contact Chief Tom Nelson.
- MTSA agreements with Gwa'sala-'Nakwaxda'xw and Kwakiutl First Nations, no further discussions have been held at this time.

Addendum: Kwakiutl Band – Fort Rupert Relations

Councillor Robertson advised that in discussion with residents of Fort Rupert he felt they have a lot of inaccurate information regarding the District. Discussion took place regarding having staff and politicians at the meeting with the Band and their engineers when it happens.

**G. NEW BUSINESS**

1. Review of Archaeological Information for District Newsletter.

The Committee reviewed and approved the draft information to be included in the January newsletter.

**H. ROUNDTABLE DISCUSSION**

No discussion

**I. NEXT MEETING DATE**

The Committee set the next meeting date as 4:00 pm Tuesday January 12, 2016

**J. ADJOURNMENT**

**Moved**  
THAT the meeting be adjourned.

Time: 4:30 pm

FNRC 2015-043  
ADJOURNMENT

**DRAFT**



**MINUTES OF THE DISTRICT OF PORT HARDY  
PARKS & RECREATION REVIEW COMMITTEE MEETING  
HELD DECEMBER 16, 2015  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

**PRESENT:** Councillors Rick Marcotte, Fred Robertson and John Tidbury (Chair)

**ALSO PRESENT:** Abbas Farahbakhsh, Director Operational Services, Heather Nelson-Smith, Director Corporate Services, Sean Mercer, Operations Manager

Krista Fedorak, Emily Heavenor and Dave Janke

**A. CALL TO ORDER**

Chair John Tidbury called the meeting to order.

Time:3:00pm

**B. APPROVAL OF AGENDA AS PRESENTED**

**Moved/Seconded/Carried**

THAT the agenda be approved as amended.

**C. ADOPTION OF MINUTES**

1. Minutes of the meeting held November 19, 2015.

**Moved/Seconded/Carried**

THAT the minutes of the meeting held October November 19, 2015 be approved as presented.

**D. DELEGATIONS**

1. Kristina Fedorak, Emily Heavenor and Dave Janke re: Outdoor Volleyball court.

Dave Janke explained the need to have adequate drainage so that it can be used and not turn into a swamp. They also talked about the sites and would like to be placed at Storey's beach near the pavilion on the beach and discussed the following items:

- Archaeological assessments.
- Liability and need for insurance.
- Maintenance.
- Storage for nets.
- Materials being available for use including rent from the District or rent from the league.
- Need a proper geotechnical material between the layer of sand and the dirt
- Use of proper sand.

Emily will sit with Abbas and Sean to discuss the budget and report back. Instructed to ensure that all the costs are factored into the proposal Abbas suggested that the budget be looked at seriously to ensure that the park is going to last a long time.

PRCC  
2015-044  
AGENDA  
APPROVED AS  
PRESENTED

PRCC  
2015-045  
MINUTES NOV  
19 /15  
APPROVED

**DRAFT**

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

1. Review of Action Items - Action items were reviewed for information.

**F CORRESPONDENCE**

1. Email from Mike Coulter, Campbell River ATV Club re: new ORV friendly Pye Mountain Recreation Site, was received and filed for information.

**G. NEW BUSINESS**

**H. ROUND TABLE DISCUSSION**

Councilor Robertson discussed the Recreation Centre timeline as presented by Heather Nelson-Smith at the Council Strategic session earlier in the month.

**I. NEXT MEETING DATE: 3:00 pm Wednesday January 20, 2016**

Upcoming 2016 meeting dates are 3:00 pm on the 3<sup>rd</sup> Wednesday of every month. February 17, March 16, April 20, May 18, June 15, July 20, August 17, September 21, October 19, November 16, December 21

**J. ADJOURNMENT**

PRCC  
2015-046  
ADJOURNMENT

Moved  
THAT the meeting be adjourned.

Time:4:05pm

**DRAFT**



**MINUTES OF THE DISTRICT OF PORT HARDY  
OPERATIONAL SERVICES COMMITTEE MEETING  
HELD DECEMBER 17, 2015  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

**PRESENT:** Councillors Dennis Dugas, Rick Marcotte and John Tidbury (Chair)

**ALSO PRESENT:** Allison McCarrick, CAO, Abbas Farahbakhsh, Dir. Operational Services, Sean Mercer, Operations Manager, Heather Nelson-smith, Director of Corporate Services

Jim Henschke and Nita Klatt- Delegation

**A. CALL TO ORDER**

Chair John Tidbury called the meeting to order.

Time: 3:02pm

**B. APPROVAL OF AGENDA**

**Moved/Seconded/Carried**

THAT the agenda be approved as presented.

**C. MINUTES**

1. Minutes of the Operational Services Committee meeting held November 19, 2015.

**Moved/Seconded/Carried**

THAT the minutes of the Operational Services Committee meeting held November 19, 2015 be approved as presented.

**D. DELEGATIONS**

1. Jim Henschke and Nita Klatt, re: Bait Shack and Bear Cove Marina

Mr. and Mrs. Henschke addressed the committee regarding their desire to renew the lease for the Bait Shack for 2016 and also to add in the management of the Bear Cove Marina for the District. Mr. Henschke had discussed this with the former CAO in September and received positive response.

Allison McCarrick will have staff look into the formalities of the license and see what can be done within our licenses and our insurance. In addition Allison will meet with Mr. and Mrs. Henschke in the New Year.

**E. CORRESPONDENCE**

No correspondence.

**F. BUSINESS ARISING / UNFINISHED BUSINESS**

1. Review and Update of Action Items

OP SCVS  
2015-056  
AGENDA  
APPROVED AS  
PRESENTED

OP SCVS  
2015-057  
MINUTES NOV  
19/15 APPROVED  
AS PRESENTED

2. Water Conservation Bylaw Update

Heather presented the draft water conservation bylaw to the committee. The committee will review the information and send suggestions to Heather for the updated bylaw.

3. Bear Smart Update

Heather presented the budget for the bear smart program and has requested \$10,000 from the 2016 budget towards the education, print materials, website, signage and bins.

**G. NEW BUSINESS**

Beaver Harbour Park

- Abbas Farahbakhsh reported that the washrooms are in need of an upgrade. There is a need for an outdoor shower.
- Ballfield #1 requires either a porta-potty or a portable washroom donated by a service club.
- Abbas will be exploring costing in the near future.

**H. ROUNDTABLE DISCUSSION**

There was no round table discussion

**I. NEXT MEETING:** 3:00 pm Thursday January 21, 2016.

Upcoming meeting 2016 meeting dates 3rd Thursday of the month: February 18, March 17, April 21, May 19, June 16, July 21, August 18, September 15, October 20, November 17, December 15

**J. ADJOURNMENT**

**Moved**

THAT the meeting be adjourned.

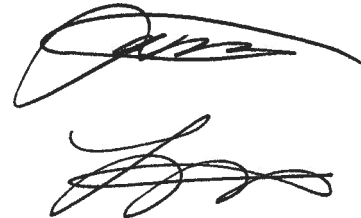
Time: 4:24pm

OP SCVS  
2015-058  
ADJOURNMENT

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
006667	03/12/2015	01884	Ace Hardware	79.65	
006668	03/12/2015	00044	ACKLANDS - GRAINGER INC.	176.15	
006669	03/12/2015	00437	ACME SUPPLIES LTD.	342.85	
006670	03/12/2015	01375	ADT SECURITY SERVICES CA	85.05	
006671	03/12/2015	02514	AlSCO	356.96	
006672	03/12/2015	00829	ANA'S HARDY CLEAN	2,254.49	
006673	03/12/2015	00046	ANDREW SHERET LTD.	995.82	
006674	03/12/2015	01836	ARIES SECURITY LTD.	4,017.30	
006675	03/12/2015	00096	AstroGraphic Industries	44.62	
006676	03/12/2015	01615	BOOD, HANK	210.00	
006677	03/12/2015	01299	CAPILANO UNIVERSITY	954.04	
006678	03/12/2015	00281	CHEVRON CANADA LTD.	1,882.69	
006679	03/12/2015	01433	COMOX PACIFIC EXPRESS LT	162.71	
006680	03/12/2015	03159	Cox, Sean	797.55	
006681	03/12/2015	02188	D/T BLASTING LTD.	5,775.00	
006682	03/12/2015	03157	Dillon, Diane	500.00	
006683	03/12/2015	01476	DOR-TEC SECURITY LTD.	138.30	
006684	03/12/2015	03131	Farahbakhsh, Abbas	41.22	
006685	03/12/2015	03156	First Nations Drum	315.00	
006686	03/12/2015	00099	FOX'S DISPOSAL SERVICES	13,521.58	
006687	03/12/2015	00063	HOME HARDWARE BUILDING C	169.83	
006688	03/12/2015	01875	ISLAND ADVANTAGE DISTRIB	46.93	
006689	03/12/2015	00065	K & K ELECTRIC LTD.	1,810.27	
006690	03/12/2015	00069	MACANDALE'S	135.54	
006691	03/12/2015	01777	MCCARRICK,ALLISON	35.00	
006692	03/12/2015	00328	MERCER, SEAN	35.00	
006693	03/12/2015	00304	MONK OFFICE	20.59	
006694	03/12/2015	02439	Mose, Richard	25.75	
006695	03/12/2015	00017	MUNICIPAL INSURANCE ASSO	26,057.00	
006696	03/12/2015	02212	NICHOLSON, LISA	349.82	
006697	03/12/2015	01014	NICKERSON, SCHELL	75.00	
006698	03/12/2015	00217	ORKIN CANADA CORPORATION	78.75	
006699	03/12/2015	02071	PACIFICUS BIOLOGICAL SER	599.81	
006700	03/12/2015	00769	Praxair Distribution	865.20	
006701	03/12/2015	00080	PURULATOR INC.	405.57	
006702	03/12/2015	00107	RECEIVER GENERAL FOR CAN	20,034.41	
006703	03/12/2015	00187	REGIONAL DISTRICT OF MT	4,228.70	
006704	03/12/2015	00187	REGIONAL DISTRICT OF MT	9,446.29	
006705	03/12/2015	00187	REGIONAL DISTRICT OF MT	1,832.01	
006706	03/12/2015	02203	Stantec Consulting Ltd.	6,637.58	
006707	03/12/2015	02522	Strathcon Industries	349.89	
006708	03/12/2015	00160	TELUS	4,693.63	
006709	03/12/2015	00011	Tidbury, John	314.00	
006710	03/12/2015	02502	Tuff Marine Products Ltd	8,924.99	
006711	03/12/2015	02272	WAJAX EQUIPMENT	839.81	
006712	03/12/2015	00164	Xerox Canada Ltd.	2,065.50	
006713	10/12/2015	00044	ACKLANDS - GRAINGER INC.	305.75	
006714	10/12/2015	02904	ACS - Armbrust Computer	835.97	
006715	10/12/2015	00047	B.C. HYDRO	47,654.65	
006716	10/12/2015	01145	BLACK CAT REPAIRS	284.35	
006717	10/12/2015	01805	BUSY B'S DISTRIBUTING	49.35	
006718	10/12/2015	02468	Canwest Propane	125.32	
006719	10/12/2015	00281	CHEVRON CANADA LTD.	229.51	
006720	10/12/2015	02915	Corix Control Solutions	3,472.00	
006721	10/12/2015	02948	CR Signs	862.51	
006722	10/12/2015	02188	D/T BLASTING LTD.	630.00	
006723	10/12/2015	00054	DAVE LONDON MOTORS LTD.	136.96	
006724	10/12/2015	03162	Dillon, Patricia	1,035.00	
006725	10/12/2015	02661	Dugas, Rosanna	760.00	
006726	10/12/2015	00058	GUILLEVIN INTERNATIONAL	44.69	
006727	10/12/2015	00063	HOME HARDWARE BUILDING C	528.50	
006728	10/12/2015	00065	K & K ELECTRIC LTD.	1,178.27	
006729	10/12/2015	00695	LINDE CANADA LIMITED C31	11.99	
006730	10/12/2015	03059	Maxxam Analytics	603.75	
006731	10/12/2015	02754	Minister of Finance	211.05	
006732	10/12/2015	01419	MURDY & MCALLISTER	1,670.86	
006733	10/12/2015	01645	NORTH ISLAND COMMUNICATI	269.85	
006734	10/12/2015	00027	NORTH ISLAND VETERINARY	351.87	
006735	10/12/2015	02749	Orach Enterprises Ltd.	2,642.43	
006736	10/12/2015	00030	OVERWAITEA FOOD GROUP	1,372.00	
006737	10/12/2015	02174	RECYCLING COUNCIL OF BC	175.00	

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
006738	10/12/2015	03163	Robitaille, Carl	760.00	
006739	10/12/2015	02100	ROCKY MOUNTAIN PHOENIX	296.49	
006740	10/12/2015	03092	Seaway Ventures Ltd.	11,642.52	
006741	10/12/2015	03145	Strategic Natural Resour	6,872.25	
006742	10/12/2015	00113	STRYKER ELECTRONICS LTD.	16.63	
006743	10/12/2015	01769	SWYRICH CORPORATION	541.87	
006744	10/12/2015	00053	TEMPLE CONSULTING GROUP	12,640.32	
006745	10/12/2015	00011	Tidbury, John	39.77	
006746	10/12/2015	02502	Tuff Marine Products Ltd	5,082.00	
006747	10/12/2015	01773	UNIVAR CANADA LTD.	3,745.60	
006748	10/12/2015	00164	Xerox Canada Ltd.	550.76	
006749	17/12/2015	03086	0997211 BC Ltd.	2,000.00	
006750	17/12/2015	01884	Ace Hardware	135.34	
006751	17/12/2015	00184	BC Assessment	392.92	
006752	17/12/2015	00073	BLACK PRESS GROUP LTD.	600.49	
006753	17/12/2015	02468	Canwest Propane	28.91	
006754	17/12/2015	00281	CHEVRON CANADA LTD.	2,333.54	
006755	17/12/2015	01433	COMOX PACIFIC EXPRESS LT	78.10	
006756	17/12/2015	02828	Corix Control Solutions	3,808.00	
006757	17/12/2015	01901	DENNISON, MELINDA	199.84	
006758	17/12/2015	01476	DOR-TEC SECURITY LTD.	183.75	
006759	17/12/2015	02140	DOUG LLOYD CONTRACTING	161.70	
006760	17/12/2015	03131	Farahbakhsh, Abbas	41.22	
006761	17/12/2015	02557	Frontline Glass Solution	39.20	
006762	17/12/2015	01629	GOVERNMENT FINANCE OFFIC	183.75	
006763	17/12/2015	00052	HARDY BUILDERS' SUPPLY	113.62	
006764	17/12/2015	00273	JM'S MOBILE WELDING INC	339.36	
006765	17/12/2015	03166	Johnson, Katie	58.78	
006766	17/12/2015	00065	K & K ELECTRIC LTD.	817.29	
006767	17/12/2015	00147	LGMA	446.25	
006768	17/12/2015	02843	Lumca Inc.	23,100.00	
006769	17/12/2015	03167	Maas, Adrian	2,940.00	
006770	17/12/2015	00069	MACANDALE'S	121.43	
006771	17/12/2015	02917	Minar, Krista	187.26	
006772	17/12/2015	00304	MONK OFFICE	201.02	
006773	17/12/2015	00033	NAPA AUTO PARTS/PORT HAR	112.95	
006774	17/12/2015	00107	RECEIVER GENERAL FOR CAN	17,153.12	
006775	17/12/2015	00187	REGIONAL DISTRICT OF MT	5,846.18	
006776	17/12/2015	02724	Reusch, Justin	400.00	
006777	17/12/2015	00253	Shaw Cable	133.20	
006778	17/12/2015	00161	TELUS MOBILITY (BC)	917.46	
006779	17/12/2015	00485	TRAN SIGN (1999) LTD.	1,232.78	
006780	17/12/2015	02837	Waterhouse Environmental	6,115.20	
Total:				300,780.35	

\*\*\* End of Report \*\*\*







## DISTRICT OF PORT HARDY REPORT TO COMMITTEE

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**TO:** Mayor and Council  
**FROM:** Heather Nelson-Smith  
**SUBJECT:** Port Hardy Reigns Volley Ball  
**DATE:** December 11, 2015

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### **Background**

Justin Reusch attended the Council meeting on December 8, 2015 requesting the District allow the U-16 Volley Ball , Port Hardy Reigns, permission to use the Port Hardy Secondary School Gym under the reciprocal agreement between the District and School District 85. This would allow the group to use the gym under the agreement free of charge.

The group uses the gym from January to April annually.

A request for resources, grants or funding sources was requested to assist with making the sport available to all youth.

### **Recommendation:**

1. Write a letter in support of using the Districts reciprocal agreement with SD #85 to use the gym for the U16 Volley Ball Port Hardy Reigns
2. Request the School District to extend our agreement one month to allow for full coverage of the group.
3. Provide the group with a \$400.00 donation from the 2015 donation budget.

Respectfully submitted,

Heather Nelson-Smith, DCS



**DISTRICT OF PORT HARDY  
REPORT TO COUNCIL**

---

**TO:** Mayor and Council  
**FROM:** Heather Nelson-Smith  
**SUBJECT:** Canada 150 Grant Local First Nation History Murals  
**DATE:** January 6, 2016

---

**Resolution from October 27, 2015**

*THAT Council supports the application in principle and that a final application is to be submitted to Council for approval.*

**Information**

This project is an artistic expression that will celebrate, connect and educate the residents of the past and honor the exceptional history of the Kwakwaka'wakw people of Port Hardy and surrounding area. The theme of the project will be Gałgapola (holding each other up, coming together). The history of the First Nation People is very important to the District of Port Hardy and it is equally important to ensure that the peoples of the area, residents, tourists and visitors see the connection that the area has to the traditional inhabitants of Northern Vancouver Island.

Approximately 3-4 murals will be carved equal to the dimension of the existing mural (approx.. 24ft x 5ft)

The carving will be done in a public location in Port Hardy to allow for people to view the work as it is being done, and provide an opportunity to include student carvers in the process. It is very important to commission this project as a community project and this step will allow this to happen.

While the execution of this project will be on display for all to see, the public unveiling ceremony, which will adhere to the Kwakwaka'wakw cultural protocol, will also be monumental in sharing culture and bringing the community together.

**Budget**

<b>Total cost</b>	<b>\$ 46,050.00</b>
Canada 150	\$ 44,650.00
District of Port Hardy Cash	\$ 400.00
District of Port Hardy in Kind	\$ 1,000.00

**Resolution Required (if approved)**

*THAT the Council of the District of Port Hardy submit application to the Heritage Canada under the Canada 150 program to complete the First Nation History Murals in the Port Hardy Civic Centre with a total budget of \$46,050.00.*

Respectfully submitted,

Heather Nelson-Smith, DCS



## Canada 150 Fund General Application Form

**IMPORTANT**

• Please consult the *Canada 150 Fund Applicant's Guide* for instructions on how to complete this form.

Part A – Information about the Organization			
1. Legal Name (required) District of Port Hardy			
2. Former Legal Name (if applicable)			
3. Mailing Address – Number, Street, P.O. Box (required) Box 68 7360 Columbia Street			
4. City (required) Port Hardy	5. Province/Territory (required) British Columbia	6. Postal Code (A9A9A9) (required) V0N2P0	7. Country (required) Canada
8. Telephone (exactly 10 digits) (required) 2509496665	9. Extension (numbers only) (optional)	10. Alternate Telephone (exactly 10 digits) (optional)	11. Fax (exactly 10 digits) (optional) 2509497433
12. E-mail Address (required) general@porthardy.ca		13. Website Address (optional) www.porthardy.ca	
14. In which official language do you wish to communicate? (required) <input checked="" type="radio"/> English <input type="radio"/> French			
15. Scope of Organization's Activities (required) <input type="radio"/> International <input type="radio"/> National <input type="radio"/> Provincial/Territorial <input checked="" type="radio"/> Regional/Local/Municipal <input type="radio"/> Other			
16. Legal Status (required) Is the organization incorporated? If yes, a copy of your organization's Certificate of Incorporation must be provided. <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> In process <input type="radio"/> Provincial/Territorial <input type="radio"/> Federal Registration Number (required) <u>1370</u> Date of Incorporation (YYYY-MM-DD) (required)    1966-05-05			
17. Is the organization registered with the Canada Revenue Agency as a charitable organization? (required) <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> In process			
18. Is the organization a Canadian municipal government or institution, or a Canadian school? (required) <input checked="" type="radio"/> Yes <input type="radio"/> No If yes, please specify (required) CANADAIAN MUNICIPAL GOVERNMENT			
19. Has your organization previously received funding from the Department of Canadian Heritage? (required) <input checked="" type="radio"/> Yes <input type="radio"/> No Name of the program (required) <u>CELEBRATE CANADA</u> Name of the most recent project (required) <u>CANADA DAY 2015</u> Date of most recent funding (YYYY-MM-DD) (required)    2015-07-01			

**Part B - Person Authorized to Sign for the Organization**20. Salutation (required)  Mr.  Mrs.  Ms.  Other

21. Given Name (required)

HEATHER

22. Initial (optional)

23. Surname (required)

NELSON-SMITH

24. Title (required)

DIRECTOR OF CORPORATE SERVICES

25. Mailing Address - Number, Street, P.O. Box (required)

BOX 68 7360 COLUMBIA STREET

26. City (required)

PORT HARDY

27. Province/Territory (required)

British Columbia

28. Postal Code (A9A9A9) (required)

V0N2P0

29. Country (required)

CANADA

30. Telephone (exactly 10 digits) (required)

2509496665

31. Extension (numbers only) (optional)

32. Alternate Telephone (exactly 10 digits) (optional)

33. Fax (exactly 10 digits) (optional)

34. E-mail Address (required)

HNELSON.SMITH@PORTHARDY.CA

**Part C - Project Contact Person** Same as person authorized to represent the organization**Part D - Information about the Project**

45. Project Title (75 characters maximum) (required)

Local First Nations History Murals

46. Proposed Start Date (YYYY-MM-DD) (required)

2016-07-15

47. Proposed End Date (YYYY-MM-DD) (required)

2017-07-01

48. Total Cost of the Project (must correspond to the amount indicated in the Cashflow Budget in Annex A) (required)

\$46,050.00

49. Amount requested from the *Canada 150 Fund* (must correspond to the amount indicated in the Cashflow Budget in Annex A) (required)

\$44,650.00

## Part E - Conditions

Funding from the Department of Canadian Heritage (the Department) may be used only for the purposes specified in this application. If the Department agrees to provide financial assistance, no substantial change to the project shall be made without the prior consent of the Department, and it shall be at the discretion of the Department to determine what constitutes substantial change in each case. Any funding not used for the implementation of the project, must be returned to the Department.

The organization is wholly responsible for its own debts. The Department will not consider any application to pay debts.

The organization shall agree to comply with all municipal, provincial/territorial and federal legislation.

The organization shall acknowledge the financial assistance received in all promotional and advertising activities related to the funding by the Department in a manner required by the Department.

The organization agrees to submit a final report, and where required, financial statements to be evaluated by the Department.

The Department of Canadian Heritage is committed to taking positive measures to enhance the vitality of official language minority communities and to promote the use of English and French in Canadian society. The organization agrees to comply with the official language requirements set out in their grant or contribution agreement.

## Part F – Declaration

I hereby declare that the information in this application is accurate and complete. I also declare that (please check all boxes):

- I have read and understood and accept all Conditions outlined in Part E of this form;
- the Organization named in Part A of this form has obtained all the necessary authorities, permits, licences and consents to undertake the proposed project and, if required, can provide them to the Department;
- the Organization named in Part A of this form will take all necessary actions to maintain itself in good standing, to preserve legal capacity and to inform the Minister without delay of any failure to do so;
- the Organization named in Part A of this form and any person lobbying on its behalf to obtain funding are in compliance with the *Lobbying Act*; and
- no public servant or holder of public office, past or present, or lobbyist will derive a direct benefit from the requested funding, which is in breach of the *Values and Ethics Code for the Public Service* or the *Conflict of Interest Act*.
  - A disclosure of the involvement of an actual or former public office holder or public servant under the *Conflict of Interest Code for Members of the House of Commons*;
  - That no actual or potential conflict of interest or contingency fee arrangement exists regarding the allocation of the financial assistance sought.

This application constitutes a legally binding agreement, effective the date the grant or contribution is approved by the departmental representative, between the Organization named in this Application and Her Majesty the Queen in Right of Canada as represented by the Minister of Canadian Heritage.

By signing this application, I authorize the Department of Canadian Heritage to disclose any information received in this application within Canadian Heritage and the Government of Canada or to outside entities for the following purposes: to reach a decision on this application, to administer and monitor the implementation of the project or programming, or to evaluate the results of the project or programming and this program after project completion. This disclosure of any information received in this application may also be used to reach a decision on any other application of the applicant for funding under any other Department of Canadian Heritage program.

In the event of an access to information request regarding the present funding application or any other information about the organization in the Department's possession, the information provided to the Department will be treated in accordance with the *Access to Information Act* and the *Privacy Act*. Where funding is approved, however, the amount of funding, the purpose for which the funds were granted and the name of the organization receiving the funding are considered public information.

Name of Person Authorized to Sign (required)

Heather Nelson-Smith

Title (required)

Director of Corporate Services

Authorized Signature (required)

Date YYYY-MM-DD (required)

Name of Person Authorized to Sign (if applicable)

Allison McCarrick

Title (if applicable)

Chief Administrative Officer

Authorized Signature (if applicable)

Date YYYY-MM-DD (if applicable)

## Part G – Project Proposal

The *Canada 150 Fund* will support activities that:

- Encourage participants to give back to Canada through gifts of time and energy, in ways that leave a legacy for the future;
- Provide Canadians with opportunities to actively participate and/or celebrate together, promoting and building a deeper understanding of Canada, its people and what it means to be Canadian; and
- Recognize and promote exceptional Canadian people, places, achievements and events that continue to shape our country.

**50. Project Summary (required)**

Please summarize your project and demonstrate how it meets the above objectives, in 20 lines or less

This project is an artistic expression that will celebrate, connect and educate the residents of the past and honor the exceptional history of the Kwakwaka'wakw people of Port Hardy and surrounding area. The theme of the project will be Galgapola (holding each other up, coming together). The history of the First Nations People is very important to the District of Port Hardy and it is equally important to ensure that the peoples of the area, residents, tourists and visitors see the connection that the area has to the traditional inhabitants of Northern Vancouver Island.

Approximately 3-4 murals will be carved equal to the dimension of the existing mural (approx 24ft x 5ft)

The carving will be done in a public location in Port Hardy to allow for people to view the work as it is being done, and provide an opportunity to include student carvers in the process. It is very important to commission this project as a community project and this step will allow this to happen.

While the execution of this project will be on display for all to see, the public unveiling ceremony, which will adhere to the Kwakwaka'wakw cultural protocol, will also be monumental in sharing culture and bringing the community together.

**Applicant Profile**

51. Describe your organization. What are its mandate, membership, main activities, clients and key achievements? (required)

**Important:** Please provide your organization's financial statements for the last two fiscal years (if these cannot be provided, please ensure that you indicate the reason in Part J). If applicable, please also provide your organization's most recent annual report, as well as its Constitution and Bylaws.

Vision for Our Community

Port Hardy is a dynamic, multicultural and caring community where people are connected to the natural beauty, open spaces and rich cultural heritage.

Citizens enjoy a diversified economy, providing household sustaining employment to local and regional residents.

The community is vibrant, safe and affordable, and citizens are actively engaged in community life, recreation and healthy lifestyles.

Planning and development policies and decisions reflect the community's desire for sustainability by protecting and enhancing the livability and quality of life while embracing the opportunities presented by our geography and wealth of resources.

We are leaders in fostering effective partnerships that enhance economic prosperity, social development and environmental stewardship. Through innovation, practicable and long-term planning, the community is prepared to thrive and flourish despite uncertainties and change.

The District of Port Hardy strives to provide the highest value of public service through responsible fiscal management, the delivery of a wide range of comprehensive services, and by supporting programs and initiatives that increase the quality of life for area residents. To this end, the District's Strategic Plan is to provide a safe and serene community that offers unique cultural, recreational, educational, and social experiences supported by diverse economic opportunities. Port Hardy businesses, social service agencies and government providers are positioned to meet the diverse needs of North Islanders and residents of the Central Coast, as well as more than 60,000 tourists annually.

52. Describe your experience and capacity in carrying out projects of a similar nature or scope. Where applicable, demonstrate how best practices, expertise or lessons learned from your previous experience will benefit your project. (required)

The District of Port Hardy manages a budget of approximately 6 million dollars within the policies and procedures set by the Council of the District of Port Hardy. When projects are considered, financial implications and staff capacity are reviewed to ensure that the project will meet its required deliveries as per the project scope.

53. List your partners for this project and describe their roles. (if applicable)

Working Group Members:

Stan Wamiss - Quatsino Nation Band member, elder and artist

Mervyn Child - Kwakiutl Nation Band member and artist

Caillin Hartnett - North Island College  
 Patricia Corbett-Labatt - Councillor District of Port Hardy

**Rationale and Community Support for Your Project**

54. Please describe why your project is important and how it will engage the community to participate (required)  
 Please include at least two letters demonstrating community support for your project.  
 The murals are step one in the project, this will leave a visual lasting impression that generations to come will enjoy in th Civic Centre. In addition this project will bring together Port Hardy settlers and Kwakwaka'wakw first nation peoples (including Port Hardy, Fort Rupert, Quatsino and Gwa'ala-'Nakwaxda'xw) in a ceremony that will see all parties unveil and celebrate the heritage and culture of the communities for all to witness, a very important step in recognizing, understanding and respecting the cultures.

55. Indicate if the success of your project is dependent upon support (financial or non-financial) or authorizations from other parties. (required)

**Important:** If this is the case, attach a letter confirming the support of the party or parties in question (signed by a senior representative). For example, applicants proposing to erect a plaque or a monument must provide written evidence of permission from the owner or authority responsible for the site where the plaque or monument will be erected. The District of Port Hardy is the property owner and Council has endorsed the project through resolution of Council on \_\_\_\_\_

**Target Audience and Participants**

56. Briefly describe the targeted beneficiaries or audience of your project. (required)  
 Port Hardy is located within the traditional territory of the Kwakiutl First Nations. In addition to the Kwakiutl, the District is home to two neighboring First Nation lands - the Quatsino and the Gwa'sala-'Nakwaxda'xw. Approximately 35% of the local population is of First Nations descent. All activities in Port Hardy are open to community members from all over the northern Vancouver Island - including youth and ethnocultural communities

57. What is the scope of your project? (required)

Local  Regional  Provincial/Territorial  National

58. What is the expected total reach of your project? (number of participants): 1,000

**Project Activities & Performance Indicators**

+/-	<b>59. Activities</b> List your project activities	<b>Timelines</b> Approximate timelines/ date of each activity	<b>Indicators</b> Indicate the expected number of participants and identify the expected results	<b>Promotion</b> Indicate how you plan to promote your project to ensure that it is fully accessible and well attended
-	- Design 3-D mural that may consist of 3-4 panels	July - Aug 2016	The Mural design will be chosen	Once the mural design is chosen, we will post notice for the public to view and get excited about the project.
-	Create a 3-D mural that will be a permanent installation in the District of Port Hardy's Civic Centre	August 2016-March 2017	Two artists will be the lead but fledging artists will be encouraged to come and learn from the master artists It is anticipated that 10-25 junior carvers may participate the location in the Mall will give exposure to enhance further participation and support	Rent a space in the local mall where the artists will work on the mural. Sign up sheet for prospective carving students At times the doors to the work area will be open so that the public can come in a view the progress.



+/-	<b>59. Activities</b> List your project activities	<b>Timelines</b> Approximate timelines/ date of each activity	<b>Indicators</b> Indicate the expected number of participants and identify the expected results	<b>Promotion</b> Indicate how you plan to promote your project to ensure that it is fully accessible and well attended
-	Host a community ceremony to unveil the art works	June 20, 2017	600 people will attend the official unveiling of the mural and have an opportunity to learn more about the history of the Kawkwaka'wakw area and become engaged in the celebrations of Canada 150 and Aboriginal Day 2017	The event will be promoted through local media (radio, newspaper and TV) plus social media (Twitter, Facebook, Instagram)

+

**Acknowledgement**

60. How will you acknowledge support from the Government of Canada? **See page 17 of the guide.** (required)  
 Event activities will be featured on the local community channels, through advertising in the North Island Gazette and on the Port 1240 AM radio station. They will also appear in the municipal and First Nation newsletter, website, social media and other prominent areas around town.-  
 press release, website, advertisement, verbal acknowledgment  
 Funding from Heritage Canada and the Canada 150 Fund will be recognized in all marketing materials. Recognition will also be given during the Mayor's welcome speech at the unveiling of the mural.

**Part H – Official Languages**

English and French are the official languages of Canada. The Government of Canada is committed to enhancing the vitality and supporting the development of the English and French linguistic minority communities in Canada and to fostering the full recognition and use of both English and French in Canadian society.

**Important:** you are required to adhere to provincial/territorial regulations or laws.

**Note:** translation expenses, local promotion as well as signage expenses are eligible under this Program.

61. Briefly describe how the project will create opportunities for participation by members of the minority official language community? A minority official language community is the English language community in Quebec and the French language community outside Quebec. (if applicable)

All activities are inclusive of all residents and visitors of the North Island

62. Briefly describe how the project will create opportunities for fostering the full recognition and use of both English and French in Canadian society? (if applicable)

The project will be announced in Kwak'wala, English and French

**Part I – Environmental Effects Evaluation**

The applicant shall ensure that all activities related to this application comply with all federal, provincial/territorial and municipal laws, regulations and related laws or guidelines with respect to environmental matters.

Activities to be carried out on federal lands may require an evaluation of environmental effects under the *Canadian Environmental Assessment Act, 2012*, prior to the start of the proposed project.

Will the proposed project be carried out, in whole or in part, on federal or unserved lands?  Yes  No

Specify the land ownership and indicate the sources used to answer the question above:  
The District of Port Hardy is the owner of the property. Land Title Information attached.

### Part J – Application Checklist

The following documents must be provided in order for your funding application to be considered complete. Please check the boxes below to confirm that these documents are attached to your completed, signed and dated General Application Form and Project Proposal (required):

- Completed and signed project budget/cashflow for each fiscal year - Annex A
- Confirmation of the organization's authorization to submit an application to the *Canada 150 Fund* and to be represented by the person signing the General Application Form and Project Proposal (e.g., motion from the Annual General Meeting, Resolution of the Board of Directors)

Choose one of the following:

- A copy of your organization's Certificate of Incorporation
- Certificate of Incorporation is not applicable
- Certificate of Incorporation was previously provided to the Department of Canadian Heritage

Choose one of the following:

- A copy of your organization's Constitution and Bylaws
- Constitution and Bylaws are not applicable
- Constitution and Bylaws were previously provided to the Department of Canadian Heritage

Choose one of the following:

- Your organization's most recent annual report
- Your organization's most recent annual report is not applicable

Choose one of the following:

- A list of the members of your organization's Board of Directors
- A list of the members of your organization's Board of Directors is not applicable

- Your organization's financial statements for the last two fiscal years (audited, if available) prepared by an independent accountant.

**Important:** A complete set of financial statements includes a balance sheet; a statement of income/profit and loss; a statement of cashflow; and notes to the statements. If you cannot provide the statements, please explain:

- Letters of support from the community  
Number of letters of support from the community (minimum of two required) 2
- Letters from other parties confirming their contribution to or participation in the project (if applicable)
- Any additional information concerning your organization which could be relevant to the assessment of your project proposal.  
Specify additional information if applicable:  
Bios of Carvers Merv Child and Stan Wamiss

The following required fields were left empty:

In Part A – Information about the Organization:

Question 16: Provincial/Territorial or Federal

Part F – Declaration:

'Date' of authorized signature'

- If you have a secondary signature, the 'Name', 'Title' and 'Date' fields are all required



**Canada 150 Fund - Cashflow Budget**

**ANNEX A**

Name of Organization (required): District of Port Hardy Project Dates: From (YYYY-MM-DD) (required) 2016-05-01 To (YYYY-MM-DD) (required) 2017-06-30  
 Project Title (required): Local First Nation History Murals Fiscal years (be sure to complete a separate cashflow for each fiscal year): 2

EXPENDITURES	Description (specify each)	Cash Contribution	In-kind Contribution	Fiscal Year 2017-2018				TOTAL	Amount Requested from Program	Notes (provide details on the budget item, including rates)	
				Forecast April - June	Forecast July - Sept	Forecast Oct - Dec	Forecast Jan - March				
Event / Venues	rental of facility to host unweaving		\$500.00	\$500.00				\$500.00	District of Port Hardy - rental Civic Centre	+	
Artists and Performers	honorariums for chiefs, singers, drummers and dancers at the event	\$3,000.00		\$3,000.00				\$3,000.00	Fees based on \$150.00 each per Chief (12 Chiefs) and flat rate for each dancer at \$50.00 per (12 dancers) Drummers \$100.00 (6 drummers)	+	
Event / Venues	unweaving and celebration of the carving food coffee/tea/juices cake	\$6,000.00		\$6,000.00				\$6,000.00	approx 600 people + about \$10.00 per person plus extra	+	
Promotion and Communication	newspaper, TV and radio	\$200.00		\$200.00				\$200.00	District of Port Hardy - advertising event	+	
Other	mounting of the murals		\$500.00	\$500.00				\$500.00	District of Port Hardy	+	
<b>TOTAL EXPENDITURES</b>		\$9,200	\$1,000	\$10,200				\$10,200			+

REVENUES	Confirmed Funding Yes/No	Cash Contribution	In-Kind Contribution	Fiscal Year 2017-2018				Notes
				Forecast April - June	Forecast July - Sept	Forecast Oct - Dec	Forecast Jan - March	
				TOTAL				
Canada 150 Fund	NO	\$9,000.00		\$9,000.00				
District of Port Hardy	Yes		\$1,000.00	\$1,000.00				
District of Port Hardy	Yes	\$200.00		\$200.00				
REVENUES		\$9,200.00	\$1,000.00	\$10,200.00				
TOTAL PROJECT REVENUES			\$10,200.00					

+ -  
+ -

SIGNATURE/CERTIFICATION: \_\_\_\_\_ Date (YYYY-MM-DD): \_\_\_\_\_

**Canada 150 Fund - Cashflow Budget**

**ANNEX A**

Name of Organization (required): District of Port Hardy Project Dates: From (YYYY-MM-DD) (required) 2016-05-01 To (YYYY-MM-DD) (required) 2017-06-30  
 Project Title (required): Local First Nation History Murals Fiscal years (be sure to complete a separate cashflow for each fiscal year): 2

EXPENDITURES	Description (specify each)	Cash Contribution	In-kind Contribution	Fiscal Year 2016-2017				TOTAL	Amount Requested from Program	Notes (provide details on the budget item, including rates)	
				Forecast April - June	Forecast July - Sept	Forecast Oct - Dec	Forecast Jan - March				
Artists and Performers	two First Nations artists /carvers in addition will show/teach the interested carvers	\$30,000.00		\$15,000.00			\$15,000.00	\$30,000.00	Carver fees and artistic design	+	
Administration Expenses	rental of space to do the carving of the mural	\$3,000.00		\$1,500.00			\$1,500.00	\$3,000.00	Space in local mall to showcase the work and encourage participation in the process Approx 500 per month 6 months	+	
Equipment Expenses	purchase wood	\$2,000.00		\$2,000.00				\$2,000.00	Locally purchased wood for project	+	
Equipment Expenses	purchase of carving tools to be used by apprentice sculptures	\$650.00		\$650.00				\$650.00	Purchase equipment for use of participating student sculptures	+	
Promotion and Communication	newspaper, TV and radio	\$200.00		\$200.00				\$200.00			+
<b>TOTAL EXPENDITURES</b>		<b>\$35,850</b>		<b>\$19,150</b>	<b>\$1,500</b>	<b>\$15,000</b>	<b>\$35,850</b>	<b>\$35,850</b>			

REVENUES	Confirmed Funding Yes/No	Cash Contribution	In-Kind Contribution	Fiscal Year 2016-2017					TOTAL	Notes
				Forecast	Forecast	Forecast	Forecast	Forecast		
				April - June	July - Sept	Oct - Dec	Jan - March			
Canada 150 Fund	No	\$35,650.00			\$19,150.00	\$1,500.00	\$15,000.00	\$35,650.00		
(Your Organization)	Yes	\$200.00			\$200.00			\$200.00		
REVENUES		\$35,850.00			\$19,150.00	\$1,500.00	\$15,000.00	\$35,850.00		
TOTAL PROJECT REVENUES		\$35,850.00								
									+	
									+	

SIGNATURE/CERTIFICATION: \_\_\_\_\_ Date (YYYY-MM-DD): \_\_\_\_\_