



## **DISTRICT OF PORT HARDY**

# **AGENDA COUNCIL MEETING 7:00 PM, TUESDAY, JUNE 14, 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, JUNE 14, 2016  
Council Chambers - Municipal Hall**

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<u>Page</u>		Time:
	<b>A. CALL TO ORDER</b>	
	<b>B. APPROVAL OF AGENDA AS PRESENTED (or amended)</b>	
	Motion required.	1.            2.
	<b>C. ADOPTION OF MINUTES</b>	
1	1. Minutes of the Special Meeting of Council held May 24, 2016.	
	Motion required	1.            2.
2-3	2. Minutes of the Committee of the Whole meeting held May 24, 2016.	
	Motion required	1.            2.
4-7	2. Minutes of the Regular Council meeting held May 24, 2016.	
	Motion required	1.            2.
	<b>D. DELEGATIONS AND REQUESTS TO ADDRESS COUNCIL</b>	
	1. Abigail McCorquodale re: Attending the Canadian Inter-Provincial Championship as one of three Scotdance British Columbia representatives - Mayor Bood presenting Grant in Aid cheque, flag and District pins.	
	<b>E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS</b>	
8-9	1. Council Action items. For information.	
	<b>F. CORRESPONDENCE</b>	
10-11	1. Copy of letter from Filomi Days Committee to local businesses requesting participation and donation sponsorship. For Information.	
12	2. Louisa Bates, Visitor Service & Marketing Manger, Port Hardy Visitor Information Centre & Chamber of Commerce (May 24/16) re: Requests for District assistance with Canada Day activities.	
	Motion / direction	1.            2.
13	3. Email from Susan Ackerman, CIP, CRIM, Risk Management Advisor, Municipal Insurance Association (June 9/16). Re: Risk Management Grant Approval (\$5,614). For information.	
	<b>G. NEW BUSINESS</b>	
	Proclamations	
14-15	1. Request for Proclamation of June 17, 2016 as Garden Day in Port Hardy (sponsored by Councillor Pat Corbett-Labatt)	
	Motion / direction	1.            2.
16-18	2. Email from Council of Senior Citizens' Organization of BC (May 31/16) re: Request to Proclaim October 1, 2016 <i>International Day of Older Persons</i> (was endorsed in 2015).	
	Motion / direction	1.            2.
	<b>H. COUNCIL REPORTS</b>	
	1. Verbal Reports from Council members.	

**I. COMMITTEE REPORTS**

- 19-21 1. Draft minutes of the Emergency Planning Committee held May 30, 2016. For information.

**J. STAFF REPORTS**

- 22-24 1. Accounts Payable May 2016. For information

- 25-29 2. Heather Nelson-Smith, Director of Corporate Services (June 6/16) re: Kwa'lilas Hotel Application for Development Variance Permit

Motion / direction 1. 2.

- 30-34 3. Kwa'lilas Hotel - Letter (June 2/16) requesting moving of two cherry trees.

Motion / direction 1. 2.

- 35-38 4. Heather Nelson-Smith, Director of Corporate Services (June 1/16) re: Proclamations

Motion / direction 1. 2.

- 39 5. Heather Nelson-Smith, Director of Corporate Services (May 30/16) re: Tourism Advisory Committee

Motion / direction 1. 2.

- 40-41 6. Adrian Maas, Director of Finance (May 26/16) re: Nav Canada Assessment Appeal.

Motion / direction 1. 2.

- 42-46 7. Adrian Maas, Director of Finance (June 8/16) re: Financial Support for Sport Competitors – Council Policy CP2.18

Motion / direction 1. 2.

**K. CURRENT BYLAWS AND RESOLUTIONS**

No bylaws.

**L. PENDING BYLAWS**

No pending bylaws

**M. INFORMATION AND ANNOUNCEMENTS**

June 15 Committee: Parks & Recreation Review, 3:00 pm, Council Chambers  
June 20 Committee: Operational Services 3:00 pm, Council Chambers  
June 27-29 Multiplex Charette at Civic Center  
July 1 Canada Day – Municipal Hall closed  
July 12 Committee: First Nations Relations 4:00 pm, Council Chambers  
July 12 Regular Council Meeting 7:00 pm, Council Chambers

**N. NOTICE OF IN CAMERA MEETING**

No In Camera meeting scheduled at this time.

**O. ADJOURNMENT**

Motion required 1. 2. Time:



**MINUTES OF THE DISTRICT OF PORT HARDY  
SPECIAL COUNCIL MEETING  
TUESDAY MAY 24, 2016  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

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

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

**REGRETS:** Abbas Farahbakhsh, Director of Operational Services

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

**A. CALL TO ORDER**

Mayor Bood called the meeting to order at 5:45pm

**B. APPROVAL OF AGENDA AS PRESENTED**

**Moved/Seconded/Carried**

THAT the agenda for the Special Council meeting of May 24, 2016 be accepted as presented.

SC2016 -019  
AGENDA  
ACCEPTED AS  
PRESENTED

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

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

1. Subject matter related to *Community Charter*

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

**Moved/Seconded/Carried**

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

SC2016 -020  
CLOSE MEETING  
TO PUBLIC  
COMMUNITY  
CHARTER  
SECTION 90(1)(j)

**D. ADJOURNMENT**

**Moved**

THAT the Special Meeting of Council adjourn.                      6:00pm

SC2016 -021  
ADJOURNMENT

CORRECT

APPROVED

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

\_\_\_\_\_  
MAYOR



**MINUTES  
DISTRICT OF PORT HARDY  
COMMITTEE OF THE WHOLE MEETING  
TUESDAY MAY 24, 2016  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

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

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

**REGRETS:** None

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

**A. CALL TO ORDER**

Mayor Bood called the meeting to order at 6:02 pm

**B. APPROVAL OF AGENDA**

Addendum: Councillor Robertson requested a discussion regarding the soccer fields at Port Hardy Secondary School.

**Moved/Seconded/Carried**

THAT the agenda for the Committee of the Whole May 24, 2016 be accepted as amended.

COW 2016-018  
APPROVAL OF  
AGENDA AS  
AMENDED

**C. STAFF REPORTS**

1. Adrian Maas, Director of Finance (May 19/16) re: Tourism – Port Hardy and Visitor Information Center. Overview.

**Moved/Seconded/Carried**

THAT the Committee of the Whole recommend:  
THAT Council consider establishing a Tourism Advisory Committee and discuss with the Chamber of Commerce (Visitor Information Center) the additional duty of marketing utilizing Municipal Regional District Tax) MRDT funds.

COW 2016-019  
RECOMMEND  
ESTABLISHING  
A TOURISM  
ADVISORY  
COMMITTEE

**D. DELEGATION**

1. Carly Pereboom, Visitor Information Center – 2016 budget.  
Mrs. Pereboom presented to Council the 2015 Visitor Centre annual report. This includes the following highlights:

- Visitor access to information is up 25%.
- The Chamber and the Visitor Centre are working cohesively together to promote Port Hardy.
- The shoulder season has been extended.
- Visits are lasting longer than 4 days in Port Hardy and surrounding area.
- Readily available print material has been prepared for visitors.
- Marketing online has increased.
- Social media has been utilized more and more traffic is coming to those sites.

VISITOR  
INFORMATION  
CENTRE  
REPORT

In addition there was discussion on what the Visitor Centre would like to achieve in the future:

- Implementation of the 4 year strategic vision continues.
- Increasing advertising overseas.
- Increasing the MRDT FROM 2% TO 3%.
- Increasing staffing levels to support services.
- Marketing and collaborating with local businesses.

Council thanked Carly and staff for their work with the Chamber and the Visitor Centre. Council is also looking forward to how the District can support the Visitor Centre through the Tourism Advisory Committee.

#### **E. NEW BUSINESS**

Addendum:

##### **PHSS Soccer Fields**

ADDENDUM  
PHSS SOCCER  
FIELDS

Councillor Robertson reported that he has been approached by the Youth Soccer Association about the state of the fields currently being used at Port Hardy Secondary School. The fields are in disrepair and require extensive work to bring them up to a standard to increase their life span.

Councillor Robertson also reported that it has been the topic of conversation at the Parks and Recreation Committee, and that he and Councillor Dugas have facilitated a meeting with Darby Gildersleeve and the Youth Soccer Association to discuss how the fields can be addressed.

Councillor Robertson is asking for Council permission to attend a School District 85 board meeting to discuss potential options to remedy the situation in June. Councillor Robertson also reported that perhaps the reciprocal agreement could be considered for the soccer fields and that the Council could forgive the metered water amount so that the micro irrigation could be utilized.

Council expressed concern over the District providing services to the School District and the possible implications that may arise maintaining fields for another entity that taxes the residents of the District and should maintain their own facilities. The District also has facilities that require attention on District property.

Councillor Robertson stated that he does not expect the District to maintain or repair the fields but there may be a solution to work together on longer term remedies.

Mayor Bood stated that Councillor Robertson could attend the board meeting to discuss the issues, and that he could not offer District support.

Mayor Bood requested that Councillor Robertson and Dugas prepare a report for Council to consider with recommendations that Council can review.

Mayor Bood also asked that Councillors prepare their items in advance of meetings, preferably in writing, so that Council can review them and make decisions at the meeting in which they are introduced.

#### **F. ADJOURNMENT**

COW 2016-020  
ADJOURNMENT

THAT the Committee of the Whole adjourns.

Time: 6:50 pm

CORRECT

APPROVED

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

\_\_\_\_\_  
MAYOR



**MINUTES OF THE DISTRICT OF PORT HARDY  
REGULAR COUNCIL MEETING  
MAY 24, 2016  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

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

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

**REGRETS:** None

**MEDIA:** North Island Gazette      **MEMBERS OF THE PUBLIC:** None

**A. CALL TO ORDER**

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

**B. APPROVAL OF AGENDA**

**Moved/Seconded/Carried**

THAT the agenda for the Regular Council meeting of May 24, 2016 be accepted as presented.

2016-099  
AGENDA  
ACCEPTED AS  
PRESENTED

**C. ADOPTION OF MINUTES**

1. Minutes of the Special Meeting of Council held May 10, 2016.

**Moved/Seconded/Carried**

THAT the minutes of the Special Meeting of Council held May 10, 2016 be accepted as presented.

2016-100  
SPECIAL MEETING  
MINUTES MAY 10/16  
ACCEPTED

2. Minutes of the Committee of the Whole meeting held May 10, 2016.

**Moved/Seconded/Carried**

THAT the minutes of the Committee of the Whole meeting held May 10, 2016 be accepted as presented.

2016-101  
COMMITTEE OF  
THE WHOLE  
MINUTES MAY 10/16  
ACCEPTED

3. Minutes of the Regular Council meeting held May 10, 2016.

**Moved/Seconded/Carried**

THAT the minutes of the Regular Council meeting held May 10, 2016 be accepted as presented.

2016-102  
REGULAR COUNCIL  
MEETING MAY 10/16  
ACCEPTED

**D. DELEGATIONS**

No delegations

**E. ACTION ITEMS**

1. Council action items were received for information.

ACTION ITEMS

## F. CORRESPONDENCE

1. Gary Fribance, President, Third Crossing Society (May 5/16) re: Request for letter of support in principle for a highway link between northern Vancouver Island and the Central Interior via the Comox/Powell River ferry.

2016-103  
LETTER OF  
SUPPORT THIRD  
CROSSING  
SOCIETY

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

THAT Council write a letter of support in principle to the Third Crossing Society for a highway link between northern Vancouver Island and the Central Interior via the Comox/Powell River ferry.

2. Lorraine Copas, Executive Director, SPARC BC (April 27/16) re: Request to Proclaim June 4, 2016 Access Awareness Day Building Accessibility / Creating Community. (Proclamation sponsored by Mayor Bood)

2016-104  
PROCLAIM JUNE 4,  
2016 ACCESS  
AWARENESS DAY

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

THAT Council proclaim June 4, 2016 Access Awareness Day in Port Hardy.

3. Alice Finall, Mayor, District of North Saanich (Apr 28/16) re: Update on legal action with NavCanada and request support of the action.

Council discussed the history of the court case between the District of North Saanich and NavCanada and the request by the District of North Saanich for "consideration of future financial support".

2016-105  
LETTER OF  
SUPPORT DIST.  
NORTH SAANICH

### **Moved/Seconded/Defeated**

THAT Council write a letter of support for the District of North Saanich legal action with NavCanada.

Council directed staff to contact the District of North Saanich and request clarification on what is being requested in the letter from Mayor Alice Finall dated April 28, 2016.

4. Copy of letter to Ms Claire Trevena, MLA North Island to Hon. Terry Lake, Minister of Health (May 11, 2016) re: Pay parking at new hospital in Campbell River was received for information.

Council discussion included:

- The options outlined in the letter for patients and families to obtain subsidized parking.
- Possible length of time to go through process to obtain subsidized parking.
- Municipal bylaws prohibiting parking fees at hospitals.
- Bringing the letter forward to the Mount Waddington Health Network.

5. News Release: British Columbia News April 29/16 re: Local government conflict of interest exceptions regulations approved was received for information.
6. Grace Hon, Fleishman Hillard (May 18/16) re: Request for reference letter for K'awat'si Economic Development Corporation to outline economic and community benefits in Port Hardy and North Island for nomination as Community-Owned Business of the Year Award for 2016 BC Aboriginal Business awards.

***Councillor Hemphill declared a conflict of interest as she is on the board of the KEDC and removed herself from the meeting at 7:16pm***



REFERENCE  
LETTER FOR KEDC  
NOMINATION RE:  
2016 BC  
ABORIGINAL  
BUSINESS AWARDS

THAT Council write a reference letter for k'awat'si Economic Development Corporation to outline economic and community benefits in Port Hardy and North Island for nomination as Community-Owned Business of the Year Award for 2016 BC Aboriginal Business awards.

***Councillor Hemphill returned to the meeting at 7:19pm***

**G. NEW BUSINESS**

No new business.

**H. COUNCIL REPORTS**

COUNCIL REPORTS

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

**I. COMMITTEE REPORTS**

1. Draft minutes of the First Nations Relation Committee meeting held May 10, 2016 was received for information.
2. Draft minutes of the Operational Services Committee meeting held May 16, 2016 was received for information.
3. Draft minutes of the Parks & Recreation Review Committee meeting held May 18, 2016 was received for information.

The Parks & Recreation Review Committee recommends to Council:  
*THAT a Committee of the Whole meeting be scheduled to discuss public participation in both standing and select committees.*

2016-107  
COW MEETING FOR  
DISCUSSION OF  
PUBLIC  
PARTICIPATION ON  
COMMITTEES

**Moved/Seconded/Carried**

THAT Council schedule a Committee of the Whole meeting to discuss public participation in both standing and select committees.

**J. STAFF REPORTS**

1. Adrian Maas, Director of Finance (May 12/16) re: Statement of Financial Information (SOFI)

2016-108  
2015 STATEMENT  
OF FINANCIAL  
INFORMATION  
APPROVED

**Moved/Seconded/Carried**

THAT Council approve the 2015 Statement of Financial Information (SOFI) as prepared by staff.

2. Adrian Maas, Director of Finance (May 18/16) re: Financial Support for Sport Competitors – Council Policy CP2.18.

2016-109  
A MCCORQUODALE  
\$500 PER CP2.18 &  
PINS & FLAG

**Moved/Seconded/Carried**

THAT Council approve, as per Policy CP2.18, a grant of \$500 to Abigail McCorquodale, in support of her attending the Canadian Inter-Provincial Championship as one of three Scotdance British Columbia representatives AND THAT Council provide 100 District pins and a District flag to take to the event.

3. Heather Nelson-Smith, Director of Corporate Services (May 16/16) re: 2016 Regional District and Hospital Council appointments.

2016-110  
APPOINTMENTS TO  
RDMW AND RDMW  
HOSPITAL

**Moved/Seconded/Carried**

THAT Council endorses the following external appointments effective July 2016:

Director - Regional District of Mount Waddington Board of Directors (4 votes):  
Mayor Bood

Director - Regional District of Mount Waddington Board of Directors (3 votes):  
Councillor Corbett-Labatt

Director Regional District of Mount Waddington Hospital Board (4 votes):  
Mayor Bood

Director – Regional District of Mount Waddington Hospital Board (3 votes):  
Councillor Corbett-Labatt

**Alternates:**

Councillor Marcotte and Councillor Tidbury

Where both alternates are required, the votes will be determined by Mayor Bood.

**K. CURRENT BYLAWS AND RESOLUTIONS**

No current bylaws and resolutions.

**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: 7:40pm

CORRECT

APPROVED

2016-111  
ADJOURNMENT

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

\_\_\_\_\_  
MAYOR

ITEM	ACTION COUNCIL MEETING MAY 24 2016	WHO	STATUS /COMMENTS
Third Crossing Society – request for letter of support in principle	Approved. -Write letter of support in principle	HN-S	Done
SPARC BC- request to proclaim June 4/16 Access Awareness Day	Approved. - Issue/ post proclamation on website - Post on social media	LD /HN-S	Done Done
Fleishman Hillard re: Request for reference letter for k'awat'si Economic Development Corp	Approved -write letter of reference as requested	HN-S	Done
District of North Saanich re: Update on legal action with NavCanada and request support of the action	Council directed staff to contact the District of North Saanich and request clarification	AMaas	Agenda item
Draft minutes of the Parks & Rec Review Comm May 18/16 Recommendation: THAT a C.O.W. meeting be scheduled to discuss public participation in both standing and select committees.	Approved -Schedule COW as directed	HN-S	C.O.W on June 28 <sup>th</sup>
A. Maas, DFS (May 12/16) re: Statement of Financial Information (SOFI)	Accepted as presented. - Include in Annual Report	AMc	Done
A. Maas, DFS (May 12/18) re: Financial Support for Sport Competitors – Council Policy CP2.18 – for Abigail McCorquodale	Approved -Advise of approval - issue cheque - supply 100 District pins and District flag	AMc AM AMc	Agenda Item Done Done Done
H Nelson-Smith, DCS (May 16/16) re: 2016 Regional District and Hospital Council appointments.	Approved as presented -Advise RDMW	HN-S	Done
ITEM	ACTION COUNCIL MEETING May 10 2016	WHO	STATUS /COMMENTS
First Nations Relations Committee May 10, 2016 Recommendations to Council: a. THAT Council provide in kind services to install two signs donated by Merv Child for locations at Stink Creek Park and along the Harbour Trail near the Seaplane Base AND THAT Council investigate supplying a plaque that identifies the artist AND THAT it be in two languages. b. THAT Council organize an unveiling ceremony at each site with joint participation from Kwakiutl First Nation, District Council and the artist. Councillor Robertson suggested the unveiling ceremony be on National Aboriginal Day June 21, 2016 and that the District do something to recognize National Aboriginal Day. c. THAT Council tour Merv Child's studio at Fort Rupert as soon as possible to discuss his vision for signage plans in the community.	a. Approved: - Arrange for signs / installation/plaque	AF/SM	In progress
	-Investigate interpretive signs	AF AMc	In progress In progress
	b. Approved: -Arrange unveiling of signs for June 21/16 -Invite Kwakiutl Band Council	HN-S	In progress
	c. Approved: - Arrange Council tour of M. Child studio at Fort Rupert	HN-S	Done

Recommendations from COW May 10/16: THAT Council approve Application to the BC Rural Dividend Program for the Seagate Pier Revitalization project	a. Approved: BC Rural Dividend Fund Program application - to be pursued by staff as directed.	A Mc	Application submitted
Abbas Farahbakhsh, Dir Op Scvs re: Op Scvs Utility Dept Department Staffing.	Approved: THAT Council authorizes staff to proceed with the hiring of an additional full time utility operator. - Proceed with hiring process	AF	In progress
<b>ITEM</b>	<b>ACTION COUNCIL MEETING April 26 2016</b>	<b>WHO</b>	<b>STATUS /COMMENTS</b>
Draft minutes of the First Nations Relations Committee meeting held April 12, 2016. Recommendation to Council: THAT Council send a letter to UBCM First Nations Relations Committee to request they consider sending an invitation of membership to all non-Treaty First Nations.	Recommendation approved as presented.	HN-S	DONE
<b>ITEM</b>	<b>ACTION COUNCIL MEETING FEBRUARY 23,2016</b>	<b>WHO</b>	<b>STATUS /COMMENTS</b>
Heather Nelson-Smith, Director of Corporate Services (Feb.5/16) re: Hazardous Condition Property, 8775 Granville Street Port Hardy	Approved: as recommended -Proceed as directed.	HN-S	In progress
<b>ITEM</b>	<b>ACTION COUNCIL MEETING NOVEMBER 24, 2015</b>	<b>WHO</b>	<b>STATUS /COMMENTS</b>
The First Nations Relations Committee draft minutes of Nov 10/15 Recommendation: 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 costs."	Approved as recommended: -arrange contract for 2016 -Funding arrangement to budget for 2016	HN-S HN-S	Workshop dates October 3 & 4 2016
Operational Services Committee draft minutes of Nov 19/15: Recommendation: "That Council proceed with the recommendations from the Broken Window report	Approved as recommended: - Jan 12/16 Letters have been sent to property owners regarding their properties - no replies have been received back - next step staff to bring back a report for Council regarding authorizing remedial action and the cost of such action being charged back to the property owner's tax account. - Staff report to come to future Council meeting.	HN-S / Mun Insp	Will be done with municipal inspector
<b>ITEM</b>	<b>ACTION COUNCIL MEETING – NOVEMBER 24, 2015</b>	<b>WHO</b>	<b>STATUS /COMMENTS</b>
Parks & Recreation Review Committee meeting of Nov. 19/15 5 Recommendation "That Council directs staff to investigate updating of the of the skateboard park facility."	Approved as recommended: THAT Council directs staff to investigate updating of the of the skateboard park facility.	HN-S	MIA BC will review skate park facility. April 22/16 Awaiting Report
<b>ITEM</b>	<b>ACTION COUNCIL MEETING JULY 14, 2015</b>	<b>WHO</b>	<b>STATUS /COMMENTS</b>
Parks & Rec Review Committee June 16/15. Recommendation: THAT Council approves removal of cross members and lights at Beaver Harbour Park Ballfield #1, as per the Safety Authority Inspection report dated 06/10/2015	Approved as recommended:	SM	Underway, April 26/16 awaiting Hydro truck



FiLoMi Days Committee  
P.O Box 249  
Port Hardy, BC V0N 2P0

**FiLoMi Days July 15 – 17, 2016**

**Filomi Days 2016**

Dear: Filomi Days Supporter

Filomi Days is just around the corner, this years' event falls on July 15<sup>th</sup>, 16<sup>th</sup> and 17<sup>th</sup>. Community organizations, small businesses and local groups can all participate in the parade, showcase their products or happenings in the park, and partake in the festivities held throughout the town on these three fun-filled and exciting days. The parade that happens on Saturday morning is attended by many community members and is a wonderful way to display your business or group for everyone to see. We encourage you to make a float or have a delegation walk or ride in this years' parade to help celebrate being part of the 50<sup>th</sup> birthday celebration. Or you may consider building a boat in the boat building contest.

Would you like to help us make Filomi Days a memorable weekend for everyone? We need people and businesses like yours to donate to help create a wonderful experience all weekend long. Your donation can be made for a specific event or a general donation that we can place where funds are needed to make sure there will be something for everyone to enjoy. We have included a list of events and expenses for your information.

Together, we will be able to make Filomi Days 2016 an event to remember. This year is also the 50<sup>th</sup> anniversary of the incorporation of Port Hardy and as such we are hoping to make it bigger and better to celebrate the wonderful place we all call home. If you have supported us in past years, we would like to thank you and would love to have you assist us again this year. It does take a community to come together and make it great!

Please contact Dennis Dugas at 250 902 9446. You can also see our website at [filomidays.com](http://filomidays.com)

Thank you, and we look forward to hearing from you!

Sincerely,

Debbie Perkovich  
Filomi Days Committee 250.230.0871

## FiLoMi Days 2016 - Port Hardy's 50th Birthday

The following are the events and activities that can be sponsored either in full Or partially - whatever you'd like to donate we're thankful for the support. Listed is the full cost of items that make up the festival events. With your support we are able to have a local 3 day festival FREE of charge to the public so that all are able to join in and have fun.

### Children's Events:

Bouncerama 24ft Slide	\$1,200.00
Bungee Run/ Jousting	\$1,100.00
Zorbs	\$1,000.00
Bouncerama Castle	\$700.00
Balloon Typhoon	\$500.00
High Stricker	\$300.00
Basket Ball	Free
Travel	\$500.00
Face Painting	\$1,000.00

### Hotel Accomodation Needed

One night accomodation - 2 rooms

### Other Events:

Fishing Derby	\$5,000.00
Street Hockey	\$500.00
Soap Box Derby	\$500.00
Skateboard compitetion	\$500.00
Insurance	\$1,425.00
Advertising	\$1,500.00

### Music and Entertainment:

A number of bands will be attending this year. A list of bands and prices can be provided if you would like to sponsor a specific band



May 24<sup>th</sup>, 2016

Dear Honorable Mayor Hank Bood and Council,

Canada Day 2016 is approaching and the Port Hardy Visitor Information Centre would like to kindly request assistance and support from the District in coordinating some of the details with this community event.

1. The Port Hardy Visitor Information Centre would like to request permission to use Carrot Park as a location to host the Canada Day celebrations. This location is central to many community members and the amenities available provide an ideal space to host a BBQ and park space for various children's activities.
2. Is it possible that two additional Port-O-Potty facilities could be available and delivered to Carrot Park for use during the day? It is estimated that nearly 700 people will join in on the day's celebrations and the additional facilities will assist with proper waste management.
3. Would it be possible to have some assistance managing garbage and recycling during and after the event? The garbage and recycling bins fill up quickly during community events, support will help maintain the park cleanliness during and after the event.
4. The annual parade is also being coordinated as part of the day's celebrations. Therefore we would like to request the temporary closure of Market Street from the old TruValu parking lot to the south end of Carrot Park. The parade would start at 12:00 pm and complete by 12:30pm.

Thank you for your consideration regarding these details. Please feel free to contact me directly at the Port Hardy Visitor Information Centre if you would like further information or have any concerns.

Sincerely,

Louisa Bates | Visitor Services & Marketing Manager  
Port Hardy Visitor Information Centre & Chamber of Commerce  
T: 250.949.7622 | Toll Free: 866.427.3901  
manager@visitporthardy.com | www.visitporthardy.com  
7250 Market Street, P.O> Box 249, Port Hardy, British Columbia

## Allison McCarrick

---

**From:** Susan Ackerman [SAckerman@miabc.org]  
**Sent:** Thursday, June 09, 2016 11:07 AM  
**To:** alli@porthardy.ca  
**Cc:** amaas@porthardy.ca  
**Subject:** Risk Management Grant Approved

Hi Allison,

I am pleased to report that the grant requested by Adrian Maas, Director of Finance has been approved. A cheque payable to the local government will be processed shortly.

Amount: \$5,614

Goods or services being purchased:

Water conservation, Fire Hazard Status signage and materials for installation of same.

3 times 8' x 4'

5 times 4" x 3' all Custom Water Conservation signs with Rectangular Arrow Elements - Reflective Vinyl

How this initiative helps reduce liability claims:

Educating the public regarding wastage of water and conservation of same to retain adequate flows for fire prevention. Port Hardy is in an interface zone and has previously had forest fires that encroached nearby structures. Forest Fires typically happen in the hottest and driest periods where supplies of water in reservoirs could easily be depleted thereby compromising the Districts of Port Hardy's ability to respond to structure and interface fires. Ensuring we have a defence should water supply run low and we be plagued by fire is seen as important from a liability perspective.

District of Port Hardy has just gone to Stage 2 with the signs having been installed.

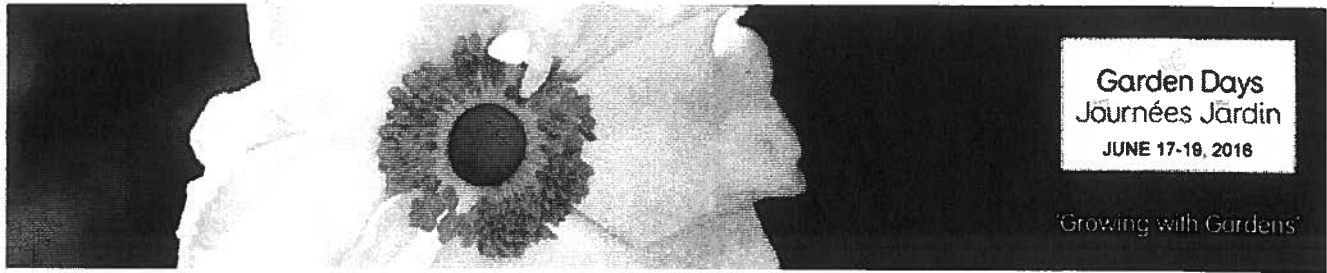
Amount remaining for future grants: \$4,627

Regards,

**Susan Ackerman, CIP,CRM**  
Risk Management Advisor  
Tel: 604.449.6362 | Fax: 604.683.6244 | [sackerman@miabc.org](mailto:sackerman@miabc.org)

**Municipal Insurance Association of B.C.**  
200 - 429 West 2nd Ave.  
Vancouver, BC V5Y 1E3  
[www.miabc.org](http://www.miabc.org)





Perennial Plant Association's 2016 Perennial Plant of the Year™ *Anemone hybrida* 'Honorine Jobert'



Search Activities by City

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## Garden Days Journées Jardin Official Activity

### YOUR VERY OWN *Garden Days* ACTIVITY!

### HAVE YOUR CITY OR TOWN DECLARE ITS OWN OFFICIAL GARDEN DAY

Last year cities, both large (Toronto, ON) and small (Mount Pearl, Nfld.) proclaimed the Friday before Father's Day as their 'Official Garden Day'.

With your help, we can have Official Garden Days in myriad cities, towns and villages from coast to coast to coast.

It's easy to do!

Download the Proclamation template, then meet with your Mayor, or your Mayor's staff, to request that your city proclaim its own Official Garden Day.

When the Proclamation has been produced on official City/Town Hall letterhead, scan it and then upload it, as an Activity, via the 'Activity' button on this website.

Having your community declare its own Official Garden Day could be your personal *Garden Days* activity. It would be terrific to see at least 100 towns and cities across the country join together to celebrate the values of gardens and gardening by declaring June 17, 2016 – the Friday before Father's Day – as their Official Garden Day.

Will you respond to this *Garden Days* challenge?

**Organized by:**





# District of Port Hardy

7360 Columbia Street ♦ PO Box 68

Port Hardy BC V0N 2P0 Canada

Telephone: (250) 949-6665 ♦ Fax (250) 949-7433

Email: general@porthardy.ca ♦ www.porthardy.ca



## GARDEN DAY PROCLAMATION

**WHEREAS** District of Port Hardy will be part of Garden Days, a joyous three-day (Friday, Saturday and Sunday of Father's Day weekend) country-wide celebration of the role of gardens in our lives and communities, and in honour of National Garden Day, observed annually on the Friday before Father's Day; and

**WHEREAS** Garden Day will educate residents of District of Port Hardy about the community's garden culture and history; the importance of public and private gardens; the values of home gardening; the health, well-being and aesthetic benefits of gardens; and the promotion of environmental stewardship; and

**WHEREAS** Garden Day will be an opportunity for new and seasoned gardening enthusiasts, families, schools and tourists alike to go out into their own garden, visit a local garden or garden centre or travel to our community to share their knowledge and passion for gardens and gardening; and

**WHEREAS** Garden Day will celebrate our community's garden culture and heritage and our local landscape, nursery and garden centre industry.

**THEREFORE** I, Hank Bood, Mayor of District of Port Hardy do hereby proclaim Friday, June 17, 2016 as Garden Day in the District of Port Hardy.

**DATED AT CITY HALL, District of Port Hardy the \_\_\_ day of \_\_\_\_\_, 2016**

---

Hank Bood, Mayor

## Leslie Driemel

---

**From:** Council of Senior Citizens' Organizations of BC [president=coscobc.ca@mail2.atl91.mcsv.net]  
on behalf of Council of Senior Citizens' Organizations of BC [president@coscobc.ca]  
**Sent:** May-31-16 11:33 AM  
**To:**  
**Subject:** International Day of Older Persons

The International Day of Older Persons is October 1 each year.

[View this email in your browser](#)



## International Day of Older Persons 2016

Dear Mayor and Councillors,

On October 1, 2016 citizens and governments around the world will be observing the 26th annual observance of the "International Day of Older Persons"

In 1990, the [United Nations](#) proclaimed this day in recognition of the contributions of older persons to our society and utilized the proclamation to examine issues which affect their lives.

On behalf of its over 70 member organizations and, in turn, the 100 000 seniors that those organizations represent throughout British Columbia, the Council of Senior Citizens' Organizations of BC (COSCO) is requesting your assistance in bringing attention to the "International Day of Older Persons" in your community. We ask of you two activities:

1. Publicly proclaim your support of the "International Day of Older Persons" on (or before) October 1, 2016. You can find the full text of our suggested proclamation online [HERE](#).
2. Prominently display the Canadian version of the "International Day of Older Persons" flag on October 1, 2016.

Below you will find an image of the flag. Your copy of the flag may be obtained from [Universal Promotions](#). Once this flag is purchased (at an approximate cost of \$85) and in your possession, it can be displayed on an annual basis without further cost.

We sincerely appreciate any efforts you make to assist in making October 1 a truly community endeavor and provide you an avenue to recognize your senior citizens.

Thank you for your attention to this important respectful observance. If this event is already in your calendar, we thank and commend you in advance for observing this special day.

Sincerely,

Lorraine Logan

President, [Council of Senior Citizens' Organizations of BC \(COSCO\)](#)

# International Day

Of



# Older Persons



# Journée internationale

des



# personnes âgées



Copyright © 2016 Council of Senior Citizens' Organizations of BC. All rights reserved.  
You are receiving this email because you hold elected local government office in BC.

Our mailing address is:  
Council of Senior Citizens' Organizations of BC  
807-69 Jamieson Court  
New Westminster, BC V3L 5R3  
Canada

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[unsubscribe from this list](#) [update subscription preferences](#)



# District of Port Hardy

7360 Columbia Street ♦ PO Box 68  
Port Hardy BC V0N 2P0 Canada  
Telephone: (250) 949-6665 ♦ Fax (250) 949-7433  
Email: [general@porthardy.ca](mailto:general@porthardy.ca) ♦ [www.porthardy.ca](http://www.porthardy.ca)



## PROCLAMATION

### United Nations "International Day of Older Persons" October 1, 2015

**WHEREAS** The "International Day of Older Persons" on October 1 is meant to raise awareness about and acknowledge the contributions of our older persons to this community; and

**WHEREAS** This is a day to focus on the profound and positive influence older persons have had in creating healthy, all-age friendly communities; and

**WHEREAS** October 1<sup>st</sup> is a day to celebrate the diverse contributions made by older persons in and for our community; and

**WHEREAS** The United Nations "International Day of Older Persons" will have its greatest impact as a reminder and an invitation to take one small respectful step to bridge generations within our community; and

**WHEREAS** We support the human rights of older persons, support the full participation of older persons in our community and society in general, and support means which will enable older persons to have the option of living and working in our community for as long as they are able and wish to do so;

**THEREFORE** Mayor and Council do hereby proclaim October 1, 2015  
**The International Day of Older Persons in the District of Port Hardy.**

**IN WITNESS WHEREOF**, I hereby set my hand the 15<sup>th</sup> day of July, 2015.

---

Mayor Hank Bood



**MINUTES OF THE  
DISTRICT OF PORT HARDY  
EMERGENCY PLANNING COMMITTEE MEETING  
MAY 30, 2016 AT 12 NOON  
MUNICIPAL HALL, 7360 COLUMBIA STREET**

**PRESENT:** Bob Hawkins, DPH Emergency Coordinator; Bob Swain, EOC Gwa'sala-'Nakwaxda'xw Nation; Schell Nickerson, Fire Chief; Jeff Houle, JD Petroleum; Terry Dunn, Kwakiutl Capital Manager; Mike McCulley, Deputy Emergency Coordinator; Michael Winter, Salvation Army; Heather Nelson-Smith, Director Corporate Services, DPH; Councillor; Rick Marcotte, DPH Councillor; and 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 for the Emergency Planning Committee meeting March 21, 2016 be approved as presented.

**C. ADOPTION OF MINUTES**

Minutes of the meeting held March 31, 2016.

Bob Swain requested the minutes be amended from "Gwa'sala-'Nakwaxda'xw First Nations" to "Gwa'sala-'Nakwaxda'xw Nation".

**Moved/Seconded/Carried**

THAT the minutes of the Emergency Planning Committee meeting held March 21, 2016 be adopted as amended.

**D. DELEGATIONS**

No delegations.

**E. CORRESPONDENCE**

No correspondence

**F. BUSINESS ARISING / UNFINISHED BUSINESS**

1. Action Items were reviewed for information.
2. Review of Table Top Exercise

Bob Hawkins and Heather Nelson-Smith reviewed the table top exercise that took place May 7 2016 at the Municipal Hall Council Chambers. It was a good learning experience as various scenarios were played out, protocols followed and forms completed

The Committee agreed to hold another tabletop exercise in the fall. Heather Nelson-Smith suggested November. This will be brought forward to the next meeting for further discussion. Bob Hawkins will review possible scenarios for the exercise.

EPC-2016-007  
APPROVAL OF  
AGENDA AS  
PRESENTED

EPC-2016-008  
APPROVAL OF  
MINUTES MARCH  
21/16 AS  
AMENDED

DRAFT



ALERT SYSTEM  
REVIEW  
COMMITTEE

### 3. Sirens

Bob Hawkins advised he has done no further investigation regarding sirens.

Schell Nickerson suggested the Committee ask Jeff Houle to undertake the investigation of sirens as an emergency warning system. Mike McCulley reviewed previous years' investigations and advised that the cost of sirens was very high and at that time was not able to be included in the District's financial plan.

It was suggested an Alert System Review Committee be formed and Jeff Houle, Mike McCulley and Rick Marcotte advised they would participate on it. Heather Nelson-Smith will contact Brenda McCorquodale and ask if she wishes to be on the committee. The committee would investigate other emergency alerting systems such as 911 call out; initiating an emergency radio station; obtaining used sirens and possible locations of sirens in the community.

### 4. Training

Heather Nelson-Smith advised of the upcoming EOC course in Port McNeill on June 14<sup>th</sup>. The Committee discussed the need for training, locations, costs and the need to plan training a training matrix to get the most value from training opportunities. The Committee discussed education opportunities with Justice Institute of BC and EMBC via webinar events. H. Nelson-Smith to send links to Mike McCulley.

DRAFT

## G. NEW BUSINESS

TERMS OF  
REFERENCE

### 1. Draft Terms of Reference

Heather Nelson-Smith reviewed the first draft of the Terms of Reference and requested members review the document and bring forward any editing suggestions to the next meeting.

Areas of discussion included:

- committee membership and quorum
- have a specified membership and alternates vs "members at large"
- voting protocols
- meeting dates
- budget – costs of maintenance and operation of Emergency Program, (EOC training, ESS training, public education, travel etc.)
- inclusion of RCMP, Island Health, Health Inspector, Rangers

### 2. May 2016 Interface Fires

MAY 2016  
INTERFACE FIRES

Fire Chief Schell Nickerson and Bob Hawkins reviewed the recent incidents of wildfires (May 25 and May 28) in the area. The May 25 fire and actions by the PH Fire Rescue and Ministry of Forests were reviewed. This fire is under investigation by the Wildfire Branch. The May 28 fire and actions taken were also reviewed. Fire Chief Nickerson advised the youth involved have done hall duty and written apology letters to PH Fire Rescue. Members express their thanks and congratulations to PH Hardy Fire Rescue for a job well done in both events.

**4. EMBC False Alarm Tsunami Warning**

EMBC FALSE  
ALARM TSUNAMI  
WARNING

The Committee reviewed the false alarm incident and discussed ways and means to receive alerts in a timely manner and to restrict the geographic area of alert notifications.

**5. Emergency Plan Review**

EMERGENCY  
PLAN REVIEW

The Committee discussed updating the current District of Port Hardy Emergency Plan and establishing a schedule to review sections at upcoming meetings. Heather Nelson-Smith will email out the existing plan to Committee members and if printed copies are required, please contact Leslie at the Municipal Hall.

**H. ROUND TABLE DISCUSSION**

**I. NEXT MEETING DATE:** Monday July 25, 2016 at Noon at the Municipal Hall, 7360 Columbia Street. RSVP's to meeting to be requested.

**J. ADJOURNMENT**

EPC-2016-010  
ADJOURNMENT

THAT the meeting be adjourned.

Time: 1:00 pm





Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
007326	28/04/2016	02201	Comox Firefighters Assoc	1,100.00	
007327	28/04/2016	00020	E.J. KLASSEN MOTORCADE L	280.00	
007328	28/04/2016	00063	HOME HARDWARE BUILDING C	32.32	
007329	28/04/2016	00230	ISLAND OVERHEAD DOOR (19	721.88	
007330	28/04/2016	00703	JUSTICE INSTITUTE OF BC	20.00	
007331	28/04/2016	01021	NORTHERN ROPES & INDUSTR	166.70	
007332	28/04/2016	01990	ROAD RANGER FREIGHT/0702	49.73	
007333	28/04/2016	00089	THE HOBBY NOOK	254.81	
007334	28/04/2016	03148	Westport Welding & Fabri	341.60	
007335	05/05/2016	03199	Aaron Frost	360.00	
007336	05/05/2016	01884	Ace Hardware	89.59	
007337	05/05/2016	02904	ACS - Ambrust Computer	163.00	
007338	05/05/2016	00829	ANA'S HARDY CLEAN	2,522.24	
007339	05/05/2016	00047	B.C. HYDRO	49,462.15	
007340	05/05/2016	02693	BC One Call	16.54	
007341	05/05/2016	02221	CERTIFIED ENSEMBLE SERVI	253.05	
007342	05/05/2016	00281	CHEVRON CANADA LTD.	2,159.27	
007343	05/05/2016	02828	Corix Control Solutions	32,289.60	
007344	05/05/2016	01476	DOR-TEC SECURITY LTD.	138.30	
007345	05/05/2016	02670	Enercon Water Treatment	420.56	
007346	05/05/2016	00099	FOX'S DISPOSAL SERVICES	25,661.28	
007347	05/05/2016	01370	GRIFFITHS, JACK	18.21	
007348	05/05/2016	02313	Hardy Bay Senior Citizen	8,000.00	
007349	05/05/2016	00052	HARDY BUILDERS' SUPPLY	121.97	
007350	05/05/2016	02208	Hawkins, Bob	701.50	
007351	05/05/2016	00063	HOME HARDWARE BUILDING C	39.00	
007352	05/05/2016	00391	ISLAND BUSINESS PRINT GR	927.36	
007353	05/05/2016	00703	JUSTICE INSTITUTE OF BC	40.00	
007354	05/05/2016	00065	K & K ELECTRIC LTD.	474.60	
007355	05/05/2016	02871	Kilpatrick Testing	472.50	
007356	05/05/2016	00695	LINDE CANADA LIMITED C31	12.32	
007357	05/05/2016	03085	Lines, Ron	15.00	
007358	05/05/2016	02445	LogoWest Promotional Pro	691.16	
007359	05/05/2016	00069	MACANDALE'S	377.34	
007360	05/05/2016	03059	Maxxam Analytics	565.95	
007361	05/05/2016	01187	MCELHANNEY CONSULTING SE	8,008.09	
007362	05/05/2016	02342	Medteq Solutions CA Ltd.	198.45	
007363	05/05/2016	02439	Mose, Richard	96.26	
007364	05/05/2016	00075	O.K. TIRE STORE (PORT HA	105.23	
007365	05/05/2016	00203	Port Hardy & Dist. Chamb	13,385.00	
007366	05/05/2016	00406	PORT HARDY FIREFIGHTERS	4,343.50	
007367	05/05/2016	00264	PORT HARDY HERITAGE SOCI	11,569.00	
007368	05/05/2016	00769	Praxair Distribution	1,049.62	
007369	05/05/2016	00107	RECEIVER GENERAL FOR CAN	26,037.40	
007370	05/05/2016	00187	REGIONAL DISTRICT OF MT	3,744.50	
007371	05/05/2016	00187	REGIONAL DISTRICT OF MT	48,200.00	
007372	05/05/2016	03174	Schantz, Robert	945.41	
007373	05/05/2016	03092	Seaway Ventures Ltd.	11,642.52	
007374	05/05/2016	00253	Shaw Cable	134.74	
007375	05/05/2016	01755	THARP, TIM	175.00	
007376	05/05/2016	00089	THE HOBBY NOOK	115.90	
007377	05/05/2016	00150	THE SOURCE	751.51	
007378	05/05/2016	02850	VWR International Co.	515.19	
007379	05/05/2016	00329	WALSH, ROD	439.52	
007380	05/05/2016	00164	Xerox Canada Ltd.	527.88	
007381	12/05/2016	00437	ACME SUPPLIES LTD.	1,338.21	
007382	12/05/2016	02514	Alsco	272.53	
007383	12/05/2016	00046	ANDREW SHERET LTD	524.32	
007384	12/05/2016	01836	ARIES SECURITY LTD.	4,090.80	
007385	12/05/2016	00073	BLACK PRESS GROUP LTD.	1,217.96	
007386	12/05/2016	02207	Blanchard Security	555.94	
007387	12/05/2016	02338	Bongarde	572.15	
007388	12/05/2016	00281	CHEVRON CANADA LTD.	833.94	
007389	12/05/2016	01433	COMOX PACIFIC EXPRESS LT	115.01	
007390	12/05/2016	02915	Corix Control Solutions	462.00	
007391	12/05/2016	00054	DAVE LANDON MOTORS LTD.	459.63	
007392	12/05/2016	01982	DIGITAL POSTAGE ON CALL	1,575.00	
007393	12/05/2016	02140	DOUG LLOYD CONTRACTING	197.40	
007394	12/05/2016	03131	Farahbakhsh, Abbas	4,588.70	
007395	12/05/2016	02417	Frontline Fire Departmen	6,144.60	
007396	12/05/2016	01985	Harbour Signs Ltd.	26.88	

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007397	12/05/2016	00063	HOME HARDWARE BUILDING C	291.45	
007398	12/05/2016	01875	ISLAND ADVANTAGE DISTRIB	93.86	
007399	12/05/2016	03215	Island Edge Contracting	6,846.00	
007400	12/05/2016	00428	LAND TITLE AND SURVEY AU	28.63	
007401	12/05/2016	02197	LONDON COLLISION AND TOW	650.17	
007402	12/05/2016	01777	MCCARRICK,ALLISON	35.00	
007403	12/05/2016	00328	MERCER, SEAN	35.00	
007404	12/05/2016	01014	NICKERSON, SCHELL	75.00	
007405	12/05/2016	00526	OPERATING ENGINEERS' BEN	139.81	
007406	12/05/2016	02749	Orach Enterprises Ltd.	2,793.75	
007407	12/05/2016	03134	Progressive Diesel Ltd.	1,120.00	
007408	12/05/2016	00080	PURULATOR INC.	711.91	
007409	12/05/2016	00082	QUICKSCRIBE SERVICES LTD	35.70	
007410	12/05/2016	00187	REGIONAL DISTRICT OF MT	6,010.36	
007411	12/05/2016	03216	Steele Rock Hauling Ltd.	480.18	
007412	12/05/2016	02522	Strathcon Industries	133.28	
007413	12/05/2016	00011	Tidbury, John	38.54	
007414	12/05/2016	03214	Tupper, Paul	4,084.49	
007415	12/05/2016	02850	VWR International Co.	26.22	
007416	19/05/2016	00195	A.V.I.C.C	498.06	
007417	19/05/2016	03217	Brace, Tonnar	100.00	
007418	19/05/2016	01805	BUSY B'S DISTRIBUTING	102.95	
007419	19/05/2016	02468	Canwest Propane	1,847.78	
007420	19/05/2016	02767	Catarata, Glen	220.50	
007421	19/05/2016	03189	Chester, Natalie	90.35	
007422	19/05/2016	02822	Corix Water Products LP	1,269.92	
007423	19/05/2016	02730	CUPE Local 401	571.86	
007424	19/05/2016	01901	DENNISON, MELINDA	822.78	
007425	19/05/2016	02414	Errington Volunteer Fire	105.00	
007426	19/05/2016	00099	FOX'S DISPOSAL SERVICES	73.33	
007427	19/05/2016	00058	GUILLEVIN INTERNATIONAL	1,081.76	
007428	19/05/2016	02043	HARNISH SALES AGENCY	119.70	
007429	19/05/2016	00063	HOME HARDWARE BUILDING C	1,804.02	
007430	19/05/2016	01747	INGENIOUS SOFTWARE	1,170.97	
007431	19/05/2016	00194	INT'L UNION OPERATING EN	1,443.66	
007432	19/05/2016	00065	K & K ELECTRIC LTD.	1,814.75	
007433	19/05/2016	02883	Lekker Food Distributors	1,163.04	
007434	19/05/2016	03167	Maas, Adrian	606.85	
007435	19/05/2016	02007	MARSHALL WELDING AND FAB	138.60	
007436	19/05/2016	03218	Mearl's Machine Works Lt	10,807.06	
007437	19/05/2016	00328	MERCER, SEAN	412.70	
007438	19/05/2016	03080	Mike Balcke Contracting	21,787.50	
007439	19/05/2016	00585	Minister of Finance	171.45	
007440	19/05/2016	00447	MNP	9,922.50	
007441	19/05/2016	01419	MURDY & MCALLISTER	370.40	
007442	19/05/2016	03213	NexGen Hearing	561.75	
007443	19/05/2016	01645	NORTH ISLAND COMMUNICATI	241.50	
007444	19/05/2016	00769	Praxair Distribution	15,157.60	
007445	19/05/2016	03183	R.F. Binnie & Associates	2,523.57	
007446	19/05/2016	00107	RECEIVER GENERAL FOR CAN	24,148.57	
007447	19/05/2016	00161	TELUS MOBILITY (BC)	924.84	
007448	19/05/2016	00201	Vancouver Island Regiona	36,537.00	
007449	27/05/2016	02904	ACS - Armbrust Computer	97.50	
007450	27/05/2016	01615	BOOD, HANK	651.62	
007451	27/05/2016	02135	BORG, BRENT	105.15	
007452	27/05/2016	02882	Catalys Lubricants Inc.	195.02	
007453	27/05/2016	01433	COMOX PACIFIC EXPRESS LT	300.30	
007454	27/05/2016	00054	DAVE LONDON MOTORS LTD.	71.92	
007455	27/05/2016	00020	E.J. KLASSEN MOTORCADE L	416.62	
007456	27/05/2016	02860	Grove-Crossman Equipment	21.56	
007457	27/05/2016	00052	HARDY BUILDERS' SUPPLY	404.71	
007458	27/05/2016	02920	Hollands, Corrie	847.75	
007459	27/05/2016	00063	HOME HARDWARE BUILDING C	750.70	
007460	27/05/2016	01032	K PEARSON CONTRACTING LT	500.00	
007461	27/05/2016	02712	Klatt, Ron	278.86	
007462	27/05/2016	00271	LIFESAVING SOCIETY	367.50	
007463	27/05/2016	00069	MACANDALE'S	788.18	
007464	27/05/2016	02007	MARSHALL WELDING AND FAB	1,313.21	
007465	27/05/2016	03219	McCorquodale, Brenda	500.00	
007466	27/05/2016	00014	MINISTER OF FINANCE	3,404.00	
007467	27/05/2016	00304	MONK OFFICE	90.31	

<u>Cheque #</u>	<u>Pay Date</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Paid Amount</u>	<u>Void</u>
007468	27/05/2016	00033	NAPA AUTO PARTS/N.I. IND	433.76	
007469	27/05/2016	00080	PURULATOR INC.	28.40	
007470	27/05/2016	02724	Reusch, Justin	413.60	
007471	27/05/2016	02170	SPIKETOP CEDAR LTD.	784.00	
007472	27/05/2016	01773	UNIVAR CANADA LTD.	5,520.92	
007473	27/05/2016	02644	Vancouver Island Fire Fi	240.00	
007474	27/05/2016	02837	Waterhouse Environmental	29,164.80	
007475	27/05/2016	02199	WFR WHOLESALE FIRE AND R	611.70	
			Total:	494,463.08	

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





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

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

Under separate cover, a request from kEDC has been submitted requesting that Council approve the moving of 2 Cherry trees from the sight line.

We propose that Council consider this request and any requirements imposed separately.

Respectfully submitted,

I agree with the recommendation.



Heather Nelson-Smith  
Director of Corporate Services



Allison McCarrick, CAO

**LOCATION MAP**





**DISTRICT OF PORT HARDY  
DEVELOPMENT VARIANCE PERMIT  
DVP-04-2016**

---

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

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

1) This Development Variance Permit (DVP-04-2016) is issued subject to compliance with all of the bylaws of the District of Port Hardy applicable thereto, except as specifically varied or supplemented by this Permit.

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

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

Parcel Identifier (PID): 002-178-800

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

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

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

CERTIFIED as DEVELOPMENT VARIANCE PERMIT DVP-04-2016 issued by resolution of the Council of the District of Port Hardy on June 15, 2016.

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

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



**SCHEDULE 'A'  
TO  
DEVELOPMENT VARIANCE PERMIT  
DVP-04-2016**

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

**SPECIFICATIONS:**

THAT WHEREAS pursuant to PART 7 – Commercial Zones, and in particular, section 7.1 (c), requirements for setbacks, of District of Port Hardy Zoning Bylaw No. 1010-2013, Exterior side yard minimum 4.5 metres,

AND WHEREAS the applicants, 0997329 BC LTD (KWA'LILAS HOTEL), have requested a variance to reduce the exterior side yard setback from 4.5 metres to 0 metres to install a sign on the property line.

THEREFORE BY A RESOLUTION of the Council of the District of Port Hardy on June 14, 2016, the provisions of Port Hardy Zoning Bylaw No. 1010-2013, as they apply to the land are varied as follows:

*"THAT Council approves Development Variance Permit DVP-04-2016 to vary the provisions of section 7.1 (c) of Port Hardy Zoning Bylaw No. 1010-2013, to:*

- 1) Reduce the requirement for a 4.5 metres setback to a 0 metre setback for the installation of the Kwa'lilas Hotel sign.

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

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

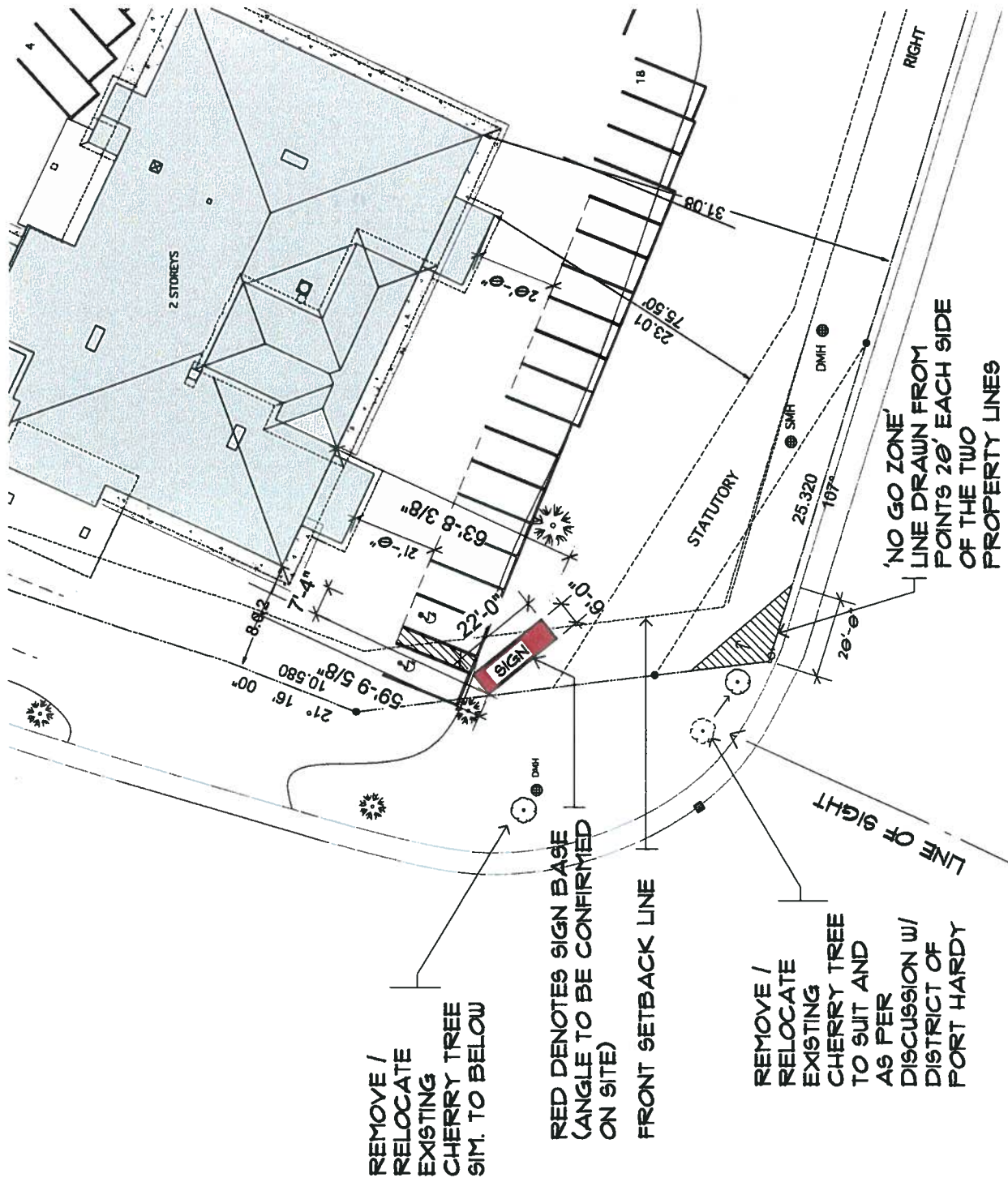
I HEREBY CERTIFY this copy to be true and correct copy of Schedule 'A', being the specifications of Development Variance Permit DVP-04-2016.

---

Heather Nelson-Smith  
Director of Corporate & Development Services

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





REMOVE /  
RELOCATE  
EXISTING  
CHERRY TREE  
SIM. TO BELOW

RED DENOTES SIGN BASE  
(ANGLE TO BE CONFIRMED  
ON SITE)

FRONT SETBACK LINE

REMOVE /  
RELOCATE  
EXISTING  
CHERRY TREE  
TO SUIT AND  
AS PER  
DISCUSSION W/  
DISTRICT OF  
PORT HARDY

LINE OF SIGHT

'NO GO ZONE'  
LINE DRAWN FROM  
POINTS 20' EACH SIDE  
OF THE TWO  
PROPERTY LINES

LORED IN STONE BASE W/  
\$ EA. SIDE ON LIGHT FRAMING  
BLE PIECES SET IN NOTCHED  
STED TO PLANKS





**kawatsi Economic  
Development Corporation  
(KEDC) LP**

**DATE:** June 2nd, 2016

**TO:** **The District of Port Hardy  
Board of Variance  
7360 Columbia Street  
Port Hardy BC V0N 2P0**

**ATT'N:** **District of Port Hardy Board of Variance  
c/o Heather Nelson-Smith  
Director of Development & Corporate Services**

**RE:** **Kwa'lilas Hotel Free Standing Sign Development Variance  
9040 Granville Street, Port Hardy BC**

This letter is to accompany the Development Variance Application submitted by KEDC, the Owners of the Kwa'lilas Hotel in Port Hardy BC, concerning the location of the free standing sign for the project and related issues.

The applicant is requesting a relaxation in the District of Port Hardy Zoning Bylaw No. 1010-2013, Articles 3.4.(a) and 3.5 (a) to relax the exterior side yard from 4.5 metres to 0 metres from the property line to permit the construction and location of all or a portion of a free standing sign within the side yard setback of the property at the corner of The Island Highway and Granville Street as generally described in the attached drawing S1.1, June 02, 2016.

The visibility and line of sight for the sign are very important to the success of the hotel and currently the combination of the Statutory Right of Way, The Dept. of Highways ROW, the sloped site and property line configuration, and existing trees present a hardship to the owner, preventing him from locating the sign in an effective location.

The applicant notes that the sign conforms in other respects to the District of Port Hardy Sign Regulation Bylaw No. 08-2009.

The applicant also requests permission to move two of two Cherry Trees presently located south of the Kwa'lilas building at the intersection of The Island Highway and Granville Street, and which would obscure the aforementioned free standing sign. The relocation of these tree can be determined through discussions between the Owner of Kwa'lilas and the District.

/2.



**kawatsi Economic  
Development Corporation  
(KEDC) LP**

**9040 Granville Street (cont'd.)      2.**

The Owner proposes to replace the Cherry Trees if the trees should die within a reasonable period of time agreed upon between the Owner and the District of Port Hardy. The Owner also proposes to plant two additional trees on the site, species and locations as per the District of Port Hardy.

If you should require additional information regarding the above, please do not hesitate to contact KEDC.

Thank you for your time and interest in this matter,

Sincerely,

**Conrad Browne, CEO  
Kwa'Lilas/KEDC**















## DISTRICT OF PORT HARDY STAFF REPORT

**TO:** Allison McCarrick  
**FROM:** Heather Nelson-Smith  
**SUBJECT:** Proclamations  
**DATE:** June 1, 2016

### *Council Policy CP1.2*

#### **PREAMBLE**

*The Council for the District of Port Hardy receives a large number of proclamations from local, provincial and federal groups and organizations each year, requesting support from the Mayor in proclaiming or recognizing specific events, days, weeks or months.*

*Each year the number of proclamations increases and many are submitted from organizations who have no local or regional affiliation and whose requests are not always clearly presented or understood. Some requests for proclamations do not include a sample proclamation, requiring staff time to draft the proclamation.*

#### **POLICY**

- 1. Council will consider requests for proclamations when they are supported by a local organization.*
- 2. Requests for proclamations from organizations without a local sponsor may be considered if sponsored by a member of the District of Port Hardy Council.*
- 3. The request for a proclamation must include a draft proclamation.*

#### **BACKGROUND:**

Council approved policy 1.2 in 2009. Since then we have made a number of proclamations and some have been repeated annually without being brought back to the Council table year after year and others have been missed since they were not re-proclaimed.

This practice has made it inconsistent for Council and Staff.

Attached is a list of all of the proclamations that have been made since the policy was put into place.

Staff has found that in most cases once a proclamation is made it is typically an annual affair, and those proclamations repeat without further endorsement from Council.

**PROPOSED SOLUTION:**

One way of removing the need to bring reoccurring proclamations forward is to have a list presented to Council annually for approval.

Staff would prepare a report at the beginning of each year of the open proclamations for Council to endorse annually, and this would also allow Council the opportunity to remove proclamations that they felt were no longer in need of endorsement.

**List of Current Proclamations that have been approved occurring annually**

<b>NAME</b>	<b>When</b>	<b>DATE MADE</b>	<b>PROCLAMATION</b>
WorksafeBC	April		April 28 Day of Mourning
Public Works Association of BC	May	2009,12,13,15	National Public Works Week May 17-23
Intergenerational Society of Canada	June	2013	Intergenerational Day Canada in Port Hardy
Hon. John Duncan,	June	2013	Saturday June 1, 2013 be proclaimed National Health and Fitness Day in the District of Port Hardy
SPARC BC	June	2015 & 2016	Access Awareness Day June 4 2016
BC Salmon Farmers Association	September	2013 & 2014	Aquaculture Awareness Week
Prostate Cancer Canada	September	2015	September 2015 as Prostate Cancer Awareness Month in Port Hardy
Minister of Children & Family Development	October	2009	October as Foster Family Month
Council of Senior Citizens' Organizations of BC	October	2015	October 1, 2015 'International Day of Older Persons' and display Canadian version of International Day of Older Persons flag on October 1, 2015
President of the National Union of Public and General Employees	November	2013	Community Social Services Workers Appreciation Day.
Minister of Children and Family Development	November	2015	November 2015 as Adoption Awareness Month

**RECOMMENDATION:**

*THAT Council amend the Policy 1.2 Proclamations to include point #4.*

- 4. Staff will prepare a report for Council of ongoing proclamations endorsed in previous years for approval at the beginning of each calendar year. Council may choose to endorse or remove proclamations no longer supported or relevant.*

*Amending Policy attached*

Respectfully Submitted,



Heather Nelson-Smith

I agree with the recommendation.



Allison McCarrick, CAO



DISTRICT OF PORT HARDY

POLICY MANUAL

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COUNCIL POLICY  
COUNCIL

PROCLAMATIONS

POLICY # CP1.2

Approved: February 24, 2009

Amended: \_\_\_\_\_

Page 1 of 1

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**PREAMBLE**

The Council for the District of Port Hardy receives a large number of proclamations from local, provincial and federal groups and organizations each year, requesting support from the Mayor in proclaiming or recognizing specific events, days, weeks or months.

Each year the number of proclamations increases and many are submitted from organizations who have no local or regional affiliation and whose requests are not always clearly presented or understood. Some requests for proclamations do not include a sample proclamation, requiring staff time to draft the proclamation.

**POLICY**

1. Council will consider requests for proclamations when they are supported by a local organization.
2. Requests for proclamations from organizations without a local sponsor may be considered if sponsored by a member of the District of Port Hardy Council.
3. The request for a proclamation must include a draft proclamation.
4. Staff will prepare a report for Council of ongoing proclamations endorsed in previous years for approval at the beginning of each calendar year. Council may choose to endorse or remove proclamations no longer supported or relevant.

Resolution number 2009-040

Amended \_\_\_\_\_

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## DISTRICT OF PORT HARDY REPORT TO COUNCIL

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**TO:** Mayor and Council  
**FROM:** Heather Nelson-Smith  
**SUBJECT:** Tourism Advisory Committee  
**DATE:** May 30, 2016

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***Recommendation from Committee of the Whole May 24, 2016***

*THAT Council consider establishing a Tourism Advisory Committee and discuss with the Chamber of Commerce (Visitor Information Center) the additional duty of marketing utilizing Municipal Regional District Tax) MRDT funds*

***Establishing a select Committee:***

Council must appoint members to select committees. The composition of which must include at least one member of Council.

**Appointments for 2016:**

- Councillor Dugas
- Councillor Marcotte
- Allison McCarrick
- Adrian Maas
- Carly Pereboom
- Donna Gault
- Joli White

**Resolution Required**

THAT Council establish a Tourism Advisory Committee with the following members appointed to the Committee: Councillor Dugas, Councillor Marcotte; Allison McCarrick; Adrian Maas; Carly Pereboom; Donna Gault; Joli White;

Respectfully Submitted,

Heather Nelson-Smith

Approved:

Allison McCarrick, CAO



# DISTRICT OF PORT HARDY

## STAFF REPORT



**DATE:** May 27, 2016  
**TO:** Mayor and Councillors  
**FROM:** Adrian Maas, Director of Finance  
**RE:** Nav Canada Assessment Appeal

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### PURPOSE

Provide support to the District of North Saanich in the Nav Canada appeal to the Supreme Court of Canada,

### ANALYSIS

At the May 24, 2016 Council meeting a letter was received from the District of North Saanich requesting financial assistance in their efforts to maintaining a winning position in the Nav Canada appeals which are destined for the Supreme Court of Canada.

Staff contacted the Director of Finance at North Saanich who advised that there was not a real expectation that smaller communities contribute financially to their efforts and that the greater concern lies with the general assessment of single purpose properties such as those owned by Nav Canada and BC Ferries.

BC Ferries are currently assessed under a form of agreement which to the writers understanding is expected to expire in 2017, which may lead to another similar problem very soon. North Saanich staff expressed desire that a letter sent to appropriate ministries, encouraging the province to amend the assessment act, such that single use properties be assessed by formula rather than based on market conditions, which puts BC Assessment in a difficult position and exposes all municipalities with BC Ferry, Nav Canada, or other similar installations at substantial risk with lack of certainty to their tax base.

### FINANCIAL IMPLICATIONS

Financial implications arise if appeals from taxpayers are successful for example, Nav Canada could have represented \$18,000 per year.

### STAFF RECOMMENDATION


*"THAT Council send a letter to all appropriate ministries encouraging amending the assessment act such that single use properties be assessed by formula to provide municipalities with certainty as to their tax base. "*

Respectfully submitted,

I agree with the recommendation.

Signed

Signed

  
Adrian Maas  
Director of Finance

  
Allison McCarrick  
Chief Administrative Officer



# District of Port Hardy

7360 Columbia Street ♦ PO Box 68  
Port Hardy BC V0N 2P0 Canada  
Telephone: (250) 949-6665 ♦ Fax (250) 949-7433  
Email: [general@porthardy.ca](mailto:general@porthardy.ca) ♦ [www.porthardy.ca](http://www.porthardy.ca)



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June 7, 2016 - Draft for Comment/ Amendment

To Province of BC  
Honourable Christy Clarke

## **RE: BC Assessment Act**

Whereas Council of the District of Port Hardy deems it desirable to have certainty in the assessment and subsequent taxation of quasi government entities such as Nav Canada and BC Ferries, who have unique properties that do not easily lend themselves to market based evaluation and Assessment.

And whereas both Nav Canada and BC Ferries have recently launched appeals of their assessments which have caused certain municipalities and or BC Assessment to incur substantial legal bills to assist and or defend court decisions up to and including the Supreme Court of Canada.

And whereas Council deems it more prudent to spend money on providing taxpayers with service than to incur legal costs.

Therefore be it now resolved that, Council of the District of Port Hardy requests the Province of BC to amend the BC Assessment Act, such that single use properties which may not have a readily determinable market value be assessed using a formula embedded in legislation or regulation, to provide certainty in municipal tax bases.

cc: District of North Saanich  
Honourable Peter Fassbender, Ministry of Community Sport and Cultural Development  
Honourable Michael de Jong, Minister of Finance  
UBCM



# DISTRICT OF PORT HARDY

## STAFF REPORT



**DATE:** June 8, 2016  
**TO:** Mayor and Councillors  
**FROM:** Adrian Maas, Director of Finance  
**RE:** Financial Support for Sport Competitors - Council Policy CP2.18

### PURPOSE

To inform council of applications for funding and to advise on availability of funds.

### ANALYSIS

We have received three letters (Harris, Clair, and Walkus families) requesting financial aid under policy CP 2.18. Letters and policy are attached for reference.

Policy CP2.18 provides that up to \$500 may be donated to the applicant, to be judged on the basis of need.

### FINANCIAL IMPLICATIONS

There are no specific funds available other than the late grant in aid budget which no longer has sufficient funds available to provide \$500 to each family. With only \$555 remaining in the late grant in aid account Council may wish to consider sharing the last of the funds available between the three families, or granting a lesser sum to preserve an ability to provide a grant later in the year to someone else. Alternately Council may deal with this on a first come first serve basis which is not recommended in the circumstances as all three players will be playing together.

### STAFF RECOMMENDATION

*"THAT Council approve granting the amount of \$\_\_\_\_\_ to each of the applicants mentioned in the Director of Finance June 8 Report together with the loan of a large flag for the event."*

Respectfully submitted,

I agree with the recommendation.

Signed

  
Adrian Maas  
Director of Finance

Signed

  
Allison McCarrick  
Chief Administrative Officer

Kaleigh & Madyson Harris Family  
6445 Chatham Dr  
Pt Hardy, BC, V0N 2P0

May 29, 2016

District of Port Hardy  
PO Box 68  
Port Hardy, BC, V0N 2P0

To Mayor and Council;

**Re: Request for Financial Support for Competing at Provincial Level Competition**

We are writing to request support for Kaleigh and Mady Harris under the District of Port Hardy Policy #CP2.18.

This past year has seen the girls travelling down island every weekend from Sept-March for Upper Island Riptide Soccer. Both girls have made it to the provincial championships in Burnaby July 6-10, 2016 (<http://riptidesoccer.ca/riptide-win-three-vipl-championships/>).

In preparation for the provincials the girls will be travelling down every weekend for the month of June to the Comox Valley to prepare with their respective U-16 and U-15 teams. Travelling since September to compete at this level of soccer has been a fantastic experience for the girls but has been very costly.

Expenses for just going to the provincials in July include the girls staying with their team for 4 nights with breakfast and lunch included, \$350/player at the Fortis sports center in Burnaby. Cost for travel to and from Vancouver is the responsibility of the parents including gas and the ferry. The players will be staying with their coaches and trainers during the day but in the evening will get to spend time with their families for supper which will be an added expense. For our family it will cost approximately \$1,500 for this experience.

The team is looking to fund raise during the month of June and has completed a bottle drive that will put \$100 towards each of the 17 player's expenses. In order to cover the costs for Kaleigh and Mady to go to the girls BC Provincial Championships we will look at other fundraising options but ultimately will have to pay the \$1,500 out of pocket.

If there is opportunity for the District to support the youth of the North Island by providing financial assistance we would greatly appreciate it. The experience that the Riptide soccer has provided these girls is one that will last a lifetime and we would be proud to wave a large District flag at the Provincials to show that a small town can produce phenomenal athletes.

Thank you for considering our request.

Sincerely,

*Scott Harris for*  
The Harris Family

Kristen Clair & family  
9553 Scott Street  
Port Hardy BC  
VON 2P0

May 27 2016

District of Port Hardy  
PO Box 68  
Port Hardy, BC  
VON2P0

To Mayor and Council;

**Re: Policy to Provide Financial Support for Sport Competitors**

We are writing to request support for Kristen Clair under the District of Port Hardy Policy #CP2.18.

This past years soccer season, Kristen Clair went to tryouts in the Comox Valley to compete for the U-15 girls team for the Riptide VIPL Soccer Club. This club is a tier 2 level team, which is one level above Rep. With three different tryouts and 26 other girls trying to make the 16 team roster, hard work and determination paid off for Kristen as she was successful in making the Riptide U-15 team.

Kristen's Riptide team had a very good season this year with 15wins, 1loss, and 3 ties. The Riptide U-15 girls won the Island Championship and have advanced to the Provincials in Burnaby on July 6 -10, 2016.

<http://riptidesoccer.ca/riptide-win-three-vipl-championships/>

With this there are more costs. The girls will be staying at the Fortis sports center where the Canadian Women's National team stays and practices. The team has to get new apparel for the Provincials plus the cost of the accommodations and food for the players. The estimated cost for this will be around \$350.00 per player. If they do not hit their target goal for fundraising, extra cost will be added to each players cost. At this time the team has done a few fundraisers such as bagging groceries at the Super Store in Courtenay and bottle drives. These costs do not include the cost for parent for 4 days hotel (\$149.00 per night), food (\$60.00 per day), ferry (\$125.00 X 2), mileage (from Port Hardy to Burnaby and return). Parents do not stay with the team and have to find other accommodation during the Provincials. This will be an addition cost of around \$1500.00 out of pocket.

If there is funding available this year we would like to request a financial bursary from the District to be applied to these costs. This is a great opportunity for Kristen and she would be more than willing to fly the flag of our District at the Provincials to show the support that our small town has for its athletes.

We appreciate your time and consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Kristen Clair', written over a light blue horizontal line.

Kristen Clair and family.

June 2, 2016

Georgia Walkus  
7300 Pine Drive  
PO Box 2663, Port Hardy, B.C.  
VON 2P0

Mayor and Council  
District of Port Hardy  
PO Box 68, Port Hardy, B.C.  
VON 2P0

**Re: Financial Support Request for Competing at Provincial Level**

Esteemed Council,

I am writing to request support under your Policy #CP2.18 because my Riptide soccer team has made it to the provincial championships in Burnaby July 6-10, 2016. I will also be playing for Vancouver Island at the BC Aboriginal Provincial Soccer Championships in Prince George August 26-28, 2016. The winning team in Prince George will represent BC at the Indigenous Games in Toronto during the summer of 2017.

Riptide soccer has been a big commitment for me and my family this past year, we travel to Comox every Friday for practice and then play a league game somewhere on the island every Saturday. I love playing soccer at this premier level although it means leaving town every weekend during the season. I play league soccer in the spring in Port Hardy and referee the younger player's games when I am available. I am on the junior girls' team at Port Hardy Secondary School and play women's soccer with the Alert Bay 96ers. I really love soccer and want to continue playing it when I go to college or university.

My U15 Riptide team has been working hard this year and we won the island championships this Spring which means we are going to the provincials in Burnaby. We are training a lot and we have been fundraising to attend the provincial games. Our team has done 2 bottle drives and we bagged groceries twice at Superstore in Courtenay. It would be great if you could support me personally because it will cost at least another \$1000.00 to attend the games. I also have to travel to Courtenay every weekend in June to train with my team which is an extra cost.

My Vancouver Island Aboriginal team is from all over the island. We will have practices together during this summer that will be down island. We have been told to fundraise on our own as families because we are all spread out.

Thank you for your time and consideration,

Georgia Walkus



DISTRICT OF PORT HARDY

POLICY MANUAL

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COUNCIL POLICY  
FINANCE

POLICY TO PROVIDE FINANCIAL  
SUPPORT FOR SPORT COMPETITORS

POLICY # CP2.18

Approved: September 8, 2009

Page 1 of 1

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**PREAMBLE**

This policy is set to determine the amount of financial support, if any, that should be given to local sports competitors who are competing at a provincial, inter-provincial or national level. Consideration may be given to either individuals or teams who may be competing. Council will take into account the number of members on a team and the financial support available to them through their sports' affiliation. It is recognized that, while costs are greater for a large team, they also have a benefit of numbers for fundraising purposes.

**POLICY**

**Applicants**

1. Applicants are to present Council with:
  - A letter noting all details of the event they will attend, the number of players and coaches attending and mode of transportation;
  - A statement of their proposed expenses and all financial assistance that is available to them;
  - Proposed fundraising; and
  - Portion of costs payable by individual.
2. Up to \$500 may be donated to the applicant, to be judged on the basis of need.
3. Souvenir pins may be given to each participant.
4. A large District flag may be loaned to the participants for display at the event.

**District of Port Hardy**

1. Requests will be forwarded to the Director of Financial Services (DFS) for determination of available funding. If funding is available, the DFS will forward the application to Council for consideration.
2. The DFS may establish a reserve account to fund these donations and payments to the fund will be included in the annual budget.

Resolution number 2009-175

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