



## **DISTRICT OF PORT HARDY**

# **AGENDA COUNCIL MEETING 7:00 PM, TUESDAY, NOVEMBER 10, 2015 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 of Corporate Services  
Abbas Farahbakhsh, Director of Operational Services  
Leslie Driemel, Recording Secretary

**DISTRICT OF PORT HARDY  
AGENDA FOR THE REGULAR COUNCIL MEETING  
7:00 PM TUESDAY, NOVEMBER 10, 2015  
Council Chambers - Municipal Hall**

---

<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 Council meeting held October 27, 2015	
	Motion required	1. 2.
2-5	2. Minutes of the Regular Council meeting held October 27, 2015.	
	Motion required	1. 2.
	<b>D. DELEGATIONS AND REQUESTS TO ADDRESS COUNCIL</b>	
	No delegations	
	<b>E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS</b>	
6-8	1. Council Action items. For information.	
	<b>F. CORRESPONDENCE</b>	
9	1. Copy of letter from Andy Adams, Mayor of Campbell River (Nov. 5/15) to Premier Clark re: support for Phase 2 of Northern Vancouver Island Exploration Geoscience Project. For information.	
10	2. November as Adoption Awareness Month	
11	a. Email from Hon. Stephanie Cadieux, Minister of Children and Family Development re: Support for November as Adoption Awareness Month. For information.	
	b. Proclamation of November 2015 as Adoption Awareness Month in Port Hardy, proclamation sponsored by Mayor Bood.	
	Motion / direction	1. 2.
12	3. Sherry Senciw, Secretary Port Hardy Lions Club (Nov.3/15) re: Request for permission to hold Annual Timmy's Road Blocks,(in front of Esso gas station, opposite Chamber of Commerce and by Robert Scott School) and request to use of District road barriers.	
	Motion / direction	1. 2.
13	4. Angie Clance (Nov 5/15) re: Santa Claus Parade December 6, 2015, request for road closures along parade route, Thunderbird Mall, to Rupert Street, Rupert Street to Gray Street, Gray Street to Market Street to Carrot Park.	
	Motion / direction	1. 2.
	<b>G. NEW BUSINESS</b>	
	None in agenda package.	
	<b>H. COUNCIL REPORTS</b>	
	1. Verbal reports from Council members.	

**I. COMMITTEE REPORTS**

- 14-15 1. Draft minutes of the Finance Committee meeting held October 27, 2015. For information.

**J. STAFF REPORTS**

- 16-18 1. Accounts Payable for month of October 2015. For information.

- 19-22 2. Allison McCarrick, CAO (Nov.2/15) re: Asset Management Planning Program.

Motion / direction 1. 2.

- 23-41 3. Heather Nelson-Smith, Dir. Corporate Services (Nov.2/15) re: Application for *Celebrate Canada* Aboriginal Day and Canada Day activities.

Motion / direction 1. 2.

- 42-43 4. Heather Nelson-Smith, Dir. Corporate Services (Nov.2/15) re: Zoning Amendment

Motion / direction 1. 2.

**K. CURRENT BYLAWS AND RESOLUTIONS**

No current bylaws.

**L. PENDING BYLAWS**

No pending bylaws

**M. INFORMATION AND ANNOUNCEMENTS**

November 11 Remembrance Day, Municipal Hall closed  
November 12 Committee: Operational Services, 3:00 pm Council Chambers  
November 17 Committee: Finance Committee, 5:00 pm Council Chambers  
November 18 Committee: Parks and Recreation Review, 3:00 pm Council Chambers  
November 24 Committee: Finance Committee, 3:00 pm Council Chambers  
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  
OCTOBER 27, 2015  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

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

**ALSO PRESENT:** Rick Davidge, Chief Administrative Officer

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

**A. CALL TO ORDER**

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

**B. APPROVAL OF AGENDA**

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

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

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

1. Subject matter related to *Community Charter* Section 90(1)(a).

Moved/Seconded/Carried  
THAT in accordance with section 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; 1) Chief Administrative Officer position.

**D. ADJOURNMENT**

Moved/Seconded/Carried  
THAT the Special Meeting of Council adjourn. Time: 6:59pm

CORRECT

APPROVED

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

\_\_\_\_\_  
MAYOR

SC2015 -036  
AGENDA  
APPROVED AS  
PRESENTED

SC2015 -037  
CLOSE MEETING  
TO PUBLIC  
COMMUNITY  
CHARTER  
SECTION 90(1)(a)

SC2015 -038  
ADJOURNMENT



**MINUTES OF THE DISTRICT OF PORT HARDY  
REGULAR COUNCIL MEETING  
OCTOBER 27, 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:** Rick Davidge, Chief Administrative Officer  
Allison McCarrick, Director of Financial Services  
Heather Nelson-Smith, Director of Corporate 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 7:05pm. He acknowledged that the meeting is being held on the traditional territory of the Kwakiutl people.

**B. APPROVAL OF AGENDA**

Mayor Bood advised of an addendum to the agenda under G. Correspondence

1. Angela Smith, Executive Director, Port Hardy Visitor Information Centre (Oct.27/15) re: Request for permission to hold candle light vigil for the recent marine tragedy in Tofino, BC, to be held at the Seagate Pier on November 2,2015 at 7:30pm. If not suitable, request use of Seawall in Carrot Park as backup location.
2. Mr. George Kearey, Royal Canadian Legion Branch 237 (Oct.26/15) re: Request to hold short parade from Chamber of Commerce Building parking lot at the intersection of Market St and Hastings Street to Carrot Park and to provide traffic cones at the double wide parking spot as reserve parking for ambulance service.

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

**C. ADOPTION OF MINUTES**

1. Minutes of the Regular Council Meeting held October 13, 2015.

Moved/Seconded/Carried  
THAT the minutes of the Regular Council Meeting held October 13, 2015 be approved as presented.

**D. DELEGATIONS**

1. S/Sgt. Gord Brownridge re: RCMP quarterly report July – September 2015.

2015-178  
AGENDA  
APPROVED AS  
AMENDED

2015-179  
REGULAR  
COUNCIL  
MEETING  
MINUTES OCT 13/  
2015 APPROVED

DELEGATION:  
S/SGT. GORD  
BROWNRIDGE RE:  
RCMP  
QUARTERLY  
REPORT

Staff Sgt. Gord Brownridge provided an overview of his RCMP report on the third quarter of 2015 that was included in the agenda package.

Council discussion with Staff Sgt. Brownridge included;

- motorized scooters on streets and sidewalks – Staff Sgt Brownridge will look into traffic rules and regulations regarding motorized scooters.
- mental health addiction issues attributing to break and enter statistics
- traffic patrols on Trustee Road

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

1. Council action items were received for information.

## **F. CORRESPONDENCE**

Addendum

1. Angela Smith, Executive Director, Port Hardy Visitor Information Centre (Oct.27/15) re: Request for permission to hold candle light vigil for the recent marine tragedy in Tofino, BC, to be held at the Seagate Pier on November 2,2015 at 7:30pm. If not suitable, request use of Seawall in Carrot Park as backup location.

2015-180  
VIGIL NOV 2/15 AT  
SEAGATE PIER

Moved/Seconded/Carried

THAT Council grants Angela Smith Executive Director of the Visitor Information Centre permission to hold candle light vigil for the recent marine tragedy in Tofino, BC, to be held at the Seagate Pier on November 2, 2015 at 7:30pm.

2. Mr. George Kearey, Royal Canadian Legion Branch 237 (Oct.26/15) re: Request to hold short parade from Chamber of Commerce Building parking lot at the intersection of Market St and Hastings Street to Carrot Park and to provide traffic cones at the double wide parking spot as reserve parking for ambulance service.

2015-181  
NOV 11<sup>TH</sup>  
REMEMBRANCE  
DAY PARADE

Moved/Seconded/Carried

THAT Council approves the request from the Royal Canadian Legion Branch 237 to hold a short November 11<sup>th</sup> Remembrance Day parade from the Chamber of Commerce Building parking lot at the intersection of Market St. and Hastings Street to Carrot Park and to provide traffic cones at the double wide parking spot as reserve parking for the ambulance service.

## **G. NEW BUSINESS**

No new business.

## **H. COUNCIL REPORTS**

COUNCIL  
REPORTS

Mayor Bood, 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.

Mayor Bood advised all those in attendance that, due to his impending retirement, this is the last meeting Rick Davidge will be attending as Chief Administrative Officer of the District of Port Hardy. Mayor Bood thanked Mr. Davidge for his years of exemplary service and guidance to Mayors, Councillors and District staff.

**I. COMMITTEE REPORTS**

1. Draft minutes of the First Nations Relations Committee meeting held October 13, 2015 was received for information.

The First Nations Relations Committee recommends to Council:

- a) *“That Council support in principle an application to the Canada 150 Program for a First Nations carving to be added to and complement the existing carving in the Civic Center AND THAT the final application will be submitted to Council for approval.”*

Moved/Seconded/Carried

THAT Council supports in principle an application to the Canada 150 Program for a First Nations carving to be added to and complement the existing carving in the Civic Center AND THAT the final application will be submitted to Council for approval

2015-182  
CANADA 150  
PROGRAM  
APPLICATION

2. Draft minutes of the Parks & Recreation Review Committee meeting held October 14, 2015 was received for information.

The Parks & Recreation Review Committee recommends 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 and*  
c) *use of bio-fuels at the complex.”*

Moved/Seconded/Carried

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.”

2015-183  
FUNDING  
SOURCES POOL /  
REC COMPLEX /  
BIO-FUELS

- b. *“That Council directs staff to prepare a Request for Quotation for Mitigation of Ballfield #2 at Beaver Harbour Park.”*

Moved/Seconded/Carried

THAT Council directs staff to prepare a Request for Quotation for Mitigation of Ballfield #2 at Beaver Harbour Park.

2015-184  
RFQ FOR  
BALLFIELD #2

- c. *“That Council directs staff to remove the fencing and fill the fenced curling pond area situated beside the curling rink.”*

Moved/Seconded/Carried

THAT Council directs staff to remove the fencing and fill the fenced curling pond area situated beside the curling rink.

2015-185  
REMOVE CURLING  
POND

3. Draft minutes of the Operational Services Committee meeting held October 15, 2015 was received for information.

The Operational Services Committee recommends to Council:

- a) *“That Council requests Stantec Consultants come and give a presentation to Council on the Airport Wastewater Treatment Plant project.”*

STANTEC  
PRESENTATION  
ON AWWTP  
PROJECT

Moved/Seconded/Carried  
THAT Council request Stantec Consultants come and give a presentation to Council on the Airport Wastewater Treatment Plant project.

### J. STAFF REPORTS

1. Heather Nelson-Smith, Director of Corporate Services (Oct.16/15) re: Vancouver Island Regional Library (VIRL) Lease – 7110 Market Street.

2015-187  
VIRL BUILDING  
LEASE

Moved/Seconded/Carried  
THAT Council approves the lease agreement that was attached to the staff memorandum dated October 16, 2015 between the District of Port Hardy and Vancouver Island Regional Library Port Hardy branch located at 7110 Market Street AND FURTHER THAT the Mayor and Director of Corporate Services be authorized to execute the lease.

### K. CURRENT BYLAWS AND RESOLUTIONS

1. District of Port Hardy Bylaw 1045-2015, A Bylaw to Provide for the Borrowing of Money in Anticipation of Revenue for the Year 2016. For Adoption

2015-188  
BYL 1045-2015  
REVENUE  
ANTICIPATION  
(BORROWING)  
ADOPTION

Moved/Seconded/Carried  
THAT District of Port Hardy Bylaw 1045-2015, A Bylaw to Provide for the Borrowing of Money in Anticipation of Revenue for the Year 2016 be adopted.

2. District of Port Hardy Bylaw 1044-2015 A Bylaw for District of Port Hardy User Rates and Fees for 2016. For Adoption

2015-189  
BYL 1044-2015  
USER RATES &  
FEES FOR 2016  
ADOPTION

Moved/Seconded/Carried  
THAT District of Port Hardy Bylaw 1044-2015 A Bylaw for District of Port Hardy User Rates and Fees for 2016 be adopted. Reading.

### L. PENDING BYLAWS

No pending bylaws

### M. INFORMATION AND ANNOUNCEMENTS

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

### N. NOTICE OF IN CAMERA MEETING

No in camera meeting scheduled at this time.

### O. ADJOURNMENT

2015-190  
ADJOURNMENT

Moved  
THAT the meeting be adjourned.

Time: 7:45pm

CORRECT

APPROVED

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

\_\_\_\_\_  
MAYOR



ITEM	ACTION REGULAR COUNCIL MEETING –Oct 27 2015	WHO	STATUS /COMMENTS
Royal Canadian Legion, Remembrance Day Parade	Approved as requested - Advise Legion and Advise local agencies	HN-S	Done
Ch of Commerce re: candlelight vigil Nov 2/15	Approved as requested -Advise Ch of Commerce	HN-S	Done
First Nations Relations Comm Oct 13/15 Recommendation to Council: Canada 150 Program grant application for First Nations Carving	Council supports application, final application to be submitted to Council -Committee to prepare application	FNR Comm	
Parks & 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 and and c) use of bio-fuels at the complex."	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.	AM	In progress
b. "That Council directs staff to prepare a Request for Quotation for Mitigation of Ballfield #2 at Beaver Harbour Park."	b. Council directs staff to prepare a Request for Quotation for Mitigation of Ballfield #2 at Beaver Harbour Park.	SM	
c. "That Council directs staff to remove the fencing and fill the fenced pond area situated beside the curling rink." Operational Services Committee Oct/15, 2015 Recommendations to Council: a) "That Council request Stantec Consultants give a presentation to Council on the Airport Wastewater Treatment Plant project."	c. Council directs staff to remove the fencing and fill the fenced curling pond area situated beside the curling rink.  a) Council requests Stantec Consultants come and give a presentation to Council on the Airport Wastewater Treatment Plant project. -Contact Stantec and request presentation	SM  AM	In progress  Done: Stantec presentation scheduled for Comm of Whole Nov 9/15 at 11:00 am
Vancouver Island Regional Library (VIRL) Lease – 7110 Market Street.	Council approves the lease agreement as presented, -Mayor and Director of Corporate Services be authorized to execute the lease. -Prepare and execute lease as directed	HN-S	Lease sent w/ 1/5% to VIRL Oct 31/15
ITEM	<b>ACTION REGULAR COUNCIL MEETING –Oct 13 2015</b>	<b>WHO</b>	<b>STATUS /COMMENTS</b>
Kains Lake	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.	AM/SM/JJ	In progress
Rainbow Crosswalk	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		AM/SM	In progress
<b>ITEM</b>	<b>ACTION REGULAR COUNCIL MEETING – Sept. 8, 2015</b>		<b>WHO</b>	<b>STATUS /COMMENTS</b>
Strategic Natural Resource re: Knotweed Eradication Program Outline.	Council approved a contribution of \$5,000.00 plus an equivalent amount of assistance with in kind support to include personnel and equipment for use as part of the Knotweed Eradication Program as presented -Issue funds -Advise Operational Services	AM SM		
<b>ITEM</b>	<b>ACTION REGULAR COUNCIL MEETING - August 11, 2015</b>		<b>WHO</b>	<b>STATUS /COMMENTS</b>
2. Draft Minutes Operational Services Comm Meeting, July 16/15. Recommendations to Council: a. <i>THAT, as a result of yard waste service misuse, Council directs staff to investigate options for providing the yard waste service and facility</i> b. <i>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.</i>	a. Direction: staff to investigate options for providing the yard waste service and facility. -investigate options as directed b. 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.	AM/SM AM		Area cleaned up will continue to monitor RD had met with Health Authority staff and now exploring options
<b>ITEM</b>	<b>ACTION REGULAR COUNCIL MEETING – July 14, 2015</b>		<b>WHO</b>	<b>STATUS /COMMENTS</b>
Parks & Rec Review Committee June 16/15. The Committee recommends to Council: <i>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.</i>	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	SM		Underway, awaiting Hydro truck
<b>ITEM</b>	<b>ACTION COMMITTEE OF WHOLE MEETING – June 23/15</b>		<b>WHO</b>	<b>STATUS /COMMENTS</b>
Establishment of Personnel Committee a) Standing or Select Committee b) Scope / Terms of Reference c) Hiring Policy	1) THAT Council establishes a standing committee for personnel matters AND THAT staff investigates various options for doing so. -investigate committee options as directed	AM		In progress

ITEM	ACTION REGULAR COUNCIL MEETING -- June 23/15	WHO	STATUS /COMMENTS
<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</p> <p>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 to Stage 1: Even number houses Monday, Wednesday and Saturday Odd number houses Tuesday, Thursday and Sunday 5:00am – 9:00am and 7:00pm – 10:00pm Stage 2: Even number houses Monday Odd number houses Thursday No surface washing (Driveways, buildings etc.) Stage 3: No lawn watering, pool filling, vehicle washing, no hand watering.</p>	<p>a. 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</p> <p>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>SM/JJ</p> <p>HN-S</p>	<p>In progress</p> <p>In progress</p>
<p>First Nations Relations Committee meeting held June 9, 2015. Recommendations to Council "THAT Council provides First Nation cultural education and training for all District of Port Hardy employees AND THAT the cultural education and training be completed by the end of 2015."</p>	<p>THAT Council directs the First Nations Relations Committee to prepare a proposal to undertake a cultural education and training program for all District employees AND THAT the cultural education and training program be completed by the end of 2015.                      - prepare proposal as directed.</p>	<p>HN-S</p>	<p>In progress</p>
<p>ITEM</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>b. 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>RD</p> <p>HN-S</p>	<p><b>STATUS /COMMENTS</b></p> <p>Done: Reviewed at October Operational Services meeting                      Liability concerns and Prov lease requirements being reviewed</p>

DISTRICT OF PORT HARDY  
NOV - 5 2015



City of Campbell River  
From the Office of the Mayor

November 5 2015

The Honourable Christy Clark  
Premier and President of Executive Council  
West Annex, Parliament Buildings  
Victoria, BC V8V 1X4

Dear Premier Clark:

**RE: Geoscience BC – Phase 2 of Northern Vancouver Island Exploration Geoscience Project**

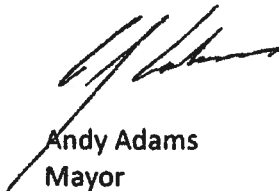
The City of Campbell River Council supports Geoscience BC, and appreciates their results in our north Island region – especially the new geoscience data for northern Vancouver Island which was generated by their recent NVI Exploration Geoscience Project.

This new regional information will help attract mineral exploration interest and investment, increase the understanding of the mineral potential, and provide local communities such as Campbell River, Port Hardy, Port McNeill, Alert Bay, Port Alice and Zeballos with more information on the region's geology.

Geoscience BC can now claim a decade of successfully delivering on their mandate of *attracting mineral and energy investment to British Columbia through generating, interpreting and distributing earth science information* and providing important and timely information to guide informed land use planning decisions.

The City of Campbell River anticipates that more work on the NVI Exploration Geoscience Project will further build on attracting mineral and energy investment to our region, thus stimulating our north Vancouver Island economy, and are interested in learning of the timeline for phase 2 of the project.

Yours sincerely,



Andy Adams  
Mayor

**Leslie Driemel**

---

**Subject:** FW: Adoption Awareness Month

From: MCF Correspondence Management MCF:EX [<mailto:MCF.CorrespondenceManagement@gov.bc.ca>]  
Sent: October-30-15 2:54 PM  
To: XT:PortHardy, District ENV:IN  
Subject: Adoption Awareness Month Ref: 224850

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

Dear Mayor Bood and Council:

November is Adoption Awareness Month in British Columbia. The month offers an opportunity to celebrate the many families in the province who have opened their hearts and homes through adoption, and to highlight the need for more families to consider adopting.

In your community and across the province, there are young people right now hoping for a family to call their own. Over the past 10 years, an annual average of approximately 270 children have been adopted in British Columbia, but there are still more than 1,000 children and youth in government care who are waiting for a forever family. Some are part of a sibling group, some have special needs, and some are teens. Regardless of personal circumstances, each and every child deserves a family to belong to, a place to grow up, help with preparing for the challenges of adulthood, and someone to rely on for support, encouragement and love.

Together with the Adoptive Families Association of British Columbia (AFABC), we are working to find those 1,000 families. The 1000familiesbc campaign is our joint effort to connect waiting children with caring families. Please help us raise awareness on Facebook and Twitter by using the hashtag #1000familiesbc or by directing members of your community to [1000familiesbc.com](http://www.1000familiesbc.com)<<http://www.1000familiesbc.com/>>.

There are many other ways you can celebrate adoptive families and help raise awareness of adoption. Your council could proclaim Adoption Awareness Month in your community; you could create an adoption display in your office, using a copy of the Provincial Proclamation and Adoption poster; or you could help promote some of the many events to celebrate our adoptive families in communities across British Columbia throughout the month of November.

The AFABC's representative for your area can provide you with more information on these events, or about adoption in general. Their contact information, as well as contact information for the four licensed adoption agencies in British Columbia, can be accessed at: <http://www.mcf.gov.bc.ca/adoption/index.htm>.

The Ministry of Children and Family Development (MCFD) has created an information kit, with printable posters, fact sheets, and the Provincial Proclamation to help raise awareness of adoption in your community. To access this information and to find out more about adoption, I encourage you to visit the MCFD Web site regularly at: <http://www.mcf.gov.bc.ca/adoption/index.htm>.

On behalf of the MCFD, thank you for helping us raise awareness about adoption and find loving homes for British Columbia's children and youth.

Sincerely,

ORIGINAL SIGNED BY  
Stephanie Cadieux  
Minister of Children and Family Development



# 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

### NOVEMBER 2015 - ADOPTION AWARENESS MONTH

WHEREAS adoptive families in British Columbia provide the love and support of a permanent family;

AND WHEREAS the Government of British Columbia wishes to recognize the care, compassion and unselfish commitment of British Columbia adoptive families;

AND WHEREAS there continues to be a need for adoptive families to nurture the growth and development of children, especially those with special needs because of age, physical, mental, or emotional disabilities, and sibling groups;

NOW THEREFORE I do hereby proclaim the month of November as

**Adoption Awareness Month in Port Hardy, British Columbia**

---

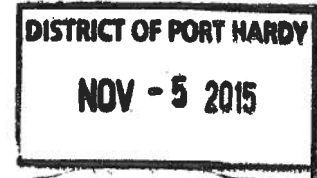
Hank Bood, Mayor



# PORT HARDY LIONS CLUB

PO Box 368  
Port Hardy, BC V0N 2P0  
Canada

Tel: (250) 949-8883 • Fax: (250) 949-8873



**November 3, 2015**

**District of Port Hardy  
7360 Columbia Street  
Box 68 Port Hardy, BC**

**To Mayor and Council:**

**It is that time of year again when the Port Hardy Lions do their Annual Timmy's Road Blocks. We will be doing this on December 6<sup>th</sup> from 10:00 AM till 2:00 PM.**

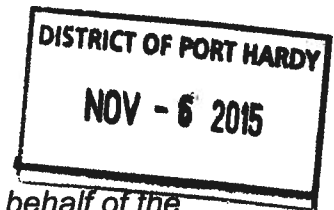
**We respectfully request permission to put up our Road Blocks in the 3 locations as per usual (in front of the Esso Gas station, Downtown opposite Chamber of Commerce and by Robert Scott School). We also require use of your roadblocks if possible.**

**Thank you in advance and we appreciate the courtesy.**

**Sincerely**

**Sherry Senciw**

**Secretary Port Hardy Lions**



*To Whom It May Concern:*

*My name is Angie Clance and I am writing this letter on behalf of the Santa Claus Parade.*

*I am planning the 6<sup>th</sup> Annual Santa Claus Parade to happen in Port Hardy on December 6<sup>th</sup>, 2015. I am requesting a partial road closure's for Granville Street, Rupert Street, Gray Street and Market Street from 3:45 to 4:30pm on Sunday, December 6th, 2015 for the Santa Claus Parade. The Parade will follow the same route as the Filomi Days Parade, Granville Street from entrance to Thunderbird Mall (A&W entrance/exit) to Rupert Street, Rupert Street to Gray Street, Gray Street to Market Street and Market Street north to Carrot Park (Douglas Street).*

*Please feel free to contact me if there are any further questions. I look forward to hearing back from you quickly on this matter.*

*Sincerely*

*Angie Clance  
[aclance@monk.ca](mailto:aclance@monk.ca)  
250-230-4730*





**DISTRICT OF PORT HARDY  
FINANCE COMMITTEE MEETING  
3:00 p.m. October 27, 2015**

---

**CALL TO ORDER:** Mayor Hank Bood

Time: 3:00 p.m.

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

Allison McCarrick, Director of Financial Services, Heather Nelson-Smith, Director of Corporate Services, Lisa Nicholson, Financial Accountant

**REGRETS:** Councillor Jessie Hemphill

---

**DRAFT**

1. 2015 Year End Projections:

General: The projected surpluses were mentioned. Small Community grant is \$63,000 higher than anticipated. General administration expenses are lower due in part to two Director positions being vacant for part of the year.

Water/Sewer: Balancing act between water/sewer labour for operators was pointed out. Water is expensed more in labour. High chemicals expense – explanatory information summary provided via email from Joe Jewell, Utilities Supervisor.

2. Reserve Funds: Statutory reserves – require a bylaw to access these funds. Community forest was discussed. Water surplus is healthy. There are provisions for transferring from water to sewer if Council directs.
3. Working Capital: The District tends to keep cash funds fluid/available rather than tie up for one to two years to gain marginal interest.
4. Leases and Debt: Current borrowing rate 1.3%; current earned interest 0.75%. Chart shows two fire trucks, ice resurfacers, WTP, vector truck all will be paid out by early 2016. Fleet will be reviewed by the Director of Operational Services. Acceleration of payment schedules was brought up by Council. A. McCarrick acknowledged that although past practice has been to tax as used, if Council directs to pay out early this can be accommodated. New Fire Truck – \$1 million, 10 years, \$9,000/mth. The surplus and no debt in water was highlighted. General can borrow from water via bylaw.
5. Service Levels: There are operational increases required due to rising costs of hydro, labour, fuel etc. Need a certain % increase to “maintain” service levels. Council can identify where they would like to see “increases” in service levels. Councillor Corbett-Labatt mentioned sidewalk maintenance/cleaning as a priority. She also mentioned the Harbour Office building roof. A. McCarrick will follow up re: who is responsible for the building (District of Port Hardy or Small Craft Harbours). Councillor Robertson mentioned possible purchase of aeration equipment for the ball fields. Council was asked about a preliminary % that they had in mind for an increase. They decided that it is too soon and they would like to review the budget before responding. A priority is risk/safety for residents. Fire truck is a “given”. Councillor Dugas asked how will they get the information upon which to make their decisions. A. McCarrick said each

department will be presenting a “wish list” to Council. The curling club roof was mentioned. It has been deferred to 2017.

6. Capital for 2016: A list of possible use of Capital was presented. There was a discussion re: if Capital can be carried forward to the next year. It has to be approved again; it cannot be carried forward. Councillor Corbett-Labatt mentioned the issue of close-calls in crosswalks downtown. Stop lights and speed bumps were mentioned as possible solutions.
7. Capital Summary for 2015: Fort Rupert Lift Station project will not go forward for 2015. There are many projects that have not been pursued in 2015 due to the Director of Operational Services position being vacant. The Seagate Wharf capital project is in process; harbour management is directing. Councillor Corbett-Labatt requested more information on the recreation centre review. The direction of that project was discussed. It was suggested that it should be brought to a Committee of the Whole. It is a large project and would have to go to the public; it would involve borrowing and/or grants.
8. Grants in Aid – Fee for Service: A list was reviewed for 2015 and for 2016 (requested and granted). The “granted” for 2016 will come up for renewal in 2016 for 2017.

Filomi Days committee request was discussed. The committee has requested \$22,000 for Filomi Days and the 50<sup>th</sup> Anniversary of Port Hardy Celebrations. Council requested clarification on the Filomi Days Committee request.

Chamber of Commerce/Visitor Centre has requested an increase in funds. Council will review. Hotel Tax was discussed. Port Hardy Tourism and the Visitor Centre have been working more closely together. Councillor Marcotte will provide a report from Port Hardy Tourism if any Councillors want to see it.

There was discussion over the conflict of interest and the representatives on Council that hold board seats on Societies. Council was informed that Councillors who are voting directors or board members do have a fiduciary duty to their seat on those boards and are in a conflict of interest and must declare so and refrain from voting and discussion on a matter pertaining to the group.

As Councilor Corbett-Labatt is on the Hardy Bay Senior Citizen’s Society, the information pertaining to their application for a grant in aid was removed from the discussion. Councillor Tidbury suggested that a representative from the Hardy Bay Senior Citizen’s Society could present to council regarding future plans. The Mayor said he will attend the next Senior’s meeting on Tuesday to gather more information.

**Moved/Seconded/Defeated**

THAT a recommendation to Council to approve all of the Grant In Aid applications except The Hardy Bay Senior Citizens’ Society.

**Moved/Seconded/Carried**

THAT all the grant in aid applications be tabled.

**DRAFT**

9. New Quarterly Report to Council: A new format of reporting was shown to Council that would summarize revenue and expenses quarterly. Council agreed that they would like to be given this report going forward.

With no further business the meeting was adjourned at 4:40 p.m.

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
006377	01/10/2015	00735	A.C.E. COURIER SERVICES	104.42	
006378	01/10/2015	00044	ACKLANDS - GRAINGER INC.	195.90	
006379	01/10/2015	02514	Alsco	89.24	
006380	01/10/2015	00046	ANDREW SHERET LTD.	1,100.80	
006381	01/10/2015	01805	BUSY B'S DISTRIBUTING	210.68	
006382	01/10/2015	02468	Canwest Propane	55.18	
006383	01/10/2015	00281	CHEVRON CANADA LTD.	1,422.49	
006384	01/10/2015	02201	Comox Firefighters Assoc	990.00	
006385	01/10/2015	00054	DAVE LANDON MOTORS LTD.	396.33	
006386	01/10/2015	00218	DB PERKS AND ASSOCIATES	377.38	
006387	01/10/2015	01982	DIGITAL POSTAGE ON CALL	1,575.00	
006388	01/10/2015	03105	Get Growing	161.28	
006389	01/10/2015	01860	GREYHOUND COURIER EXPRES	106.53	
006390	01/10/2015	00052	HARDY BUILDERS' SUPPLY	175.37	
006391	01/10/2015	02539	Hemphill, Norma	451.84	
006392	01/10/2015	00063	HOME HARDWARE BUILDING C	377.18	
006393	01/10/2015	02796	Jones, Daniel	356.80	
006394	01/10/2015	00065	K & K ELECTRIC LTD.	3,507.39	
006395	01/10/2015	02007	MARSHALL WELDING AND FAB	117.60	
006396	01/10/2015	00033	NAPA AUTO PARTS/PORT HAR	1,441.03	
006397	01/10/2015	01645	NORTH ISLAND COMMUNICATI	257.60	
006398	01/10/2015	01021	NORTHERN ROPES & INDUSTR	166.70	
006399	01/10/2015	00217	ORKIN CANADA CORPORATION	78.75	
006400	01/10/2015	00013	PACIFIC BLUE CROSS	9,292.72	
006401	01/10/2015	00810	Plumbing Officials Assoc	325.00	
006402	01/10/2015	00080	PUROLATOR INC.	112.81	
006403	01/10/2015	00187	REGIONAL DISTRICT OF MT	4,009.36	
006404	01/10/2015	00187	REGIONAL DISTRICT OF MT	6,098.60	
006405	01/10/2015	01990	ROAD RANGER FREIGHT/0702	44.35	
006406	01/10/2015	00160	TELUS	4,780.36	
006407	01/10/2015	00177	UPS CANADA LTD.	68.33	
006408	01/10/2015	02837	Waterhouse Environmental	6,115.20	
006409	06/10/2015	03136	Top Shelf Woodworking	1,980.93	
006410	08/10/2015	01884	Ace Hardware	370.69	
006411	08/10/2015	00829	ANA'S HARDY CLEAN	2,303.99	
006412	08/10/2015	01836	ARIES SECURITY LTD.	4,054.05	
006413	08/10/2015	00047	B.C. HYDRO	41,359.09	
006414	08/10/2015	02468	Canwest Propane	27.52	
006415	08/10/2015	01724	CHYNA SEA VENTURES LTD.	210.00	
006416	08/10/2015	01965	CMJ EQUIPMENT LTD.	1,176.00	
006417	08/10/2015	01433	COMOX PACIFIC EXPRESS LT	40.20	
006418	08/10/2015	01476	DOR-TEC SECURITY LTD.	414.92	
006419	08/10/2015	03137	Eagle Mapping Ltd.	13,266.75	
006420	08/10/2015	02860	Grove-Crossman Equipment	2,419.20	
006421	08/10/2015	00235	HARDY BAY MACHINE WORKS	109.04	
006422	08/10/2015	00065	K & K ELECTRIC LTD.	217.93	
006423	08/10/2015	02378	KGC Fire Rescue Inc.	4,839.55	
006424	08/10/2015	00069	MACANDALE'S	247.37	
006425	08/10/2015	03059	Maxxam Analytics	418.95	
006426	08/10/2015	00014	MINISTER OF FINANCE	2,889.00	
006427	08/10/2015	00033	NAPA AUTO PARTS/PORT HAR	744.77	
006428	08/10/2015	01645	NORTH ISLAND COMMUNICATI	253.47	
006429	08/10/2015	02071	PACIFICUS BIOLOGICAL SER	9,800.18	
006430	08/10/2015	03134	Progressive Diesel Ltd.	205.39	
006431	08/10/2015	00080	PUROLATOR INC.	34.21	
006432	08/10/2015	00150	THE SOURCE	22.38	
006433	16/10/2015	02904	ACS - Armbrust Computer	195.00	
006434	16/10/2015	02514	Alsco	175.75	
006435	16/10/2015	00073	BLACK PRESS GROUP LTD.	1,010.80	
006436	16/10/2015	02013	BRAUN, WERNER	131.24	
006437	16/10/2015	01805	BUSY B'S DISTRIBUTING	184.30	
006438	16/10/2015	00281	CHEVRON CANADA LTD.	4,505.48	
006439	16/10/2015	02201	Comox Firefighters Assoc	2,970.00	
006440	16/10/2015	03140	Conway, Ryan	200.00	
006441	16/10/2015	00054	DAVE LANDON MOTORS LTD.	71.21	
006442	16/10/2015	02557	Frontline Glass Solution	241.34	
006443	16/10/2015	01860	GREYHOUND COURIER EXPRES	110.51	
006444	16/10/2015	00052	HARDY BUILDERS' SUPPLY	315.00	
006445	16/10/2015	00063	HOME HARDWARE BUILDING C	161.44	
006446	16/10/2015	02454	Jimmco, Christopher	524.39	
006447	16/10/2015	00065	K & K ELECTRIC LTD.	3,618.76	

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
006448	16/10/2015	00253	Keta Cable	133.20	
006449	16/10/2015	00695	LINDE CANADA LIMITED C31	11.99	
006450	16/10/2015	01777	MCCARRICK,ALLISON	35.00	
006451	16/10/2015	00328	MERCER, SEAN	35.00	
006452	16/10/2015	01419	MURDY & MCALLISTER	3,095.89	
006453	16/10/2015	00033	NAPA AUTO PARTS/PORT HAR	561.20	
006454	16/10/2015	02397	Nelson Roofing & Sheet M	402.20	
006455	16/10/2015	03135	Nelson-Smith, Heather	196.77	
006456	16/10/2015	01014	NICKERSON, SCHELL	35.00	
006457	16/10/2015	01367	NORTH ISLAND GAZETTE	372.23	
006458	16/10/2015	00027	NORTH ISLAND VETERINARY	145.27	
006459	16/10/2015	00742	NURNDY GRAPHICS	188.06	
006460	16/10/2015	00075	O.K. TIRE STORE (PORT HA	1,035.55	
006461	16/10/2015	02749	Orach Enterprises Ltd.	2,815.24	
006462	16/10/2015	03139	PBX Engineering Ltd.	3,762.15	
006463	16/10/2015	00264	PORT HARDY HERITAGE SOCI	117.45	
006464	16/10/2015	00769	Praxair Distribution	865.20	
006465	16/10/2015	03134	Progressive Diesel Ltd.	295.99	
006466	16/10/2015	00080	PUROLATOR INC.	107.14	
006467	16/10/2015	00107	RECEIVER GENERAL FOR CAN	18,331.92	
006468	16/10/2015	00272	ROLLINS MACHINERY LIMITE	804.32	
006469	16/10/2015	02546	SCP Distributors Inc	133.94	
006470	16/10/2015	03092	Seaway Ventures Ltd.	11,642.52	
006471	16/10/2015	02203	STANTEC CONSULTING LTD.	40,516.93	
006472	16/10/2015	02717	Tourism Association of V	163.91	
006473	16/10/2015	00485	TRAN SIGN (1999) LTD.	196.76	
006474	16/10/2015	01773	UNIVAR CANADA LTD.	5,586.06	
006475	16/10/2015	02272	WAJAX EQUIPMENT	438.45	
006476	16/10/2015	00164	Xerox Canada Ltd.	546.71	
006477	22/10/2015	00044	ACKLANDS - GRAINGER INC.	79.69	
006478	22/10/2015	00046	ANDREW SHERET LTD.	591.49	
006479	22/10/2015	02730	CUPE Local 401	665.30	
006480	22/10/2015	01370	GRIFFITHS, JACK	215.24	
006481	22/10/2015	00058	GUILLEVIN INTERNATIONAL	433.02	
006482	22/10/2015	00052	HARDY BUILDERS' SUPPLY	210.01	
006483	22/10/2015	00194	INT'L UNION OPERATING EN	922.00	
006484	22/10/2015	02936	J.D. PETROLEUM LTD.	201.10	
006485	22/10/2015	00273	JM'S MOBILE WELDING INC	78.75	
006486	22/10/2015	00065	K & K ELECTRIC LTD.	2,409.73	
006487	22/10/2015	00069	MACANDALE'S	1,156.86	
006488	22/10/2015	02489	Marcotte, Rick	39.77	
006489	22/10/2015	02007	MARSHALL WELDING AND FAB	149.80	
006490	22/10/2015	03142	McGregor, Al	2,000.00	
006491	22/10/2015	02002	Neopost	624.41	
006492	22/10/2015	01014	NICKERSON, SCHELL	744.00	
006493	22/10/2015	03133	Olesen, Rebecca	360.00	
006494	22/10/2015	02792	OPTA Information Intelli	8,762.25	
006495	22/10/2015	02975	Paul's Plumbing & Gas	588.00	
006496	22/10/2015	00769	Praxair Distribution	15,409.28	
006497	22/10/2015	00107	RECEIVER GENERAL FOR CAN	16,513.88	
006498	22/10/2015	02522	Strathcon Industries	30.52	
006499	22/10/2015	00088	Swiftsure Petroleum Dist	35.00	
006500	22/10/2015	00161	TELUS MOBILITY (BC)	916.68	
006501	22/10/2015	02535	Time Business Machines L	4,032.00	
006502	22/10/2015	01661	Urban Systems Ltd	884.52	
006503	22/10/2015	01864	WISHBONE INDUSTRIES LTD.	2,487.12	
006504	29/10/2015	01884	Ace Hardware	74.99	
006505	29/10/2015	00044	ACKLANDS - GRAINGER INC.	460.69	
006506	29/10/2015	02514	Alsco	178.48	
006507	29/10/2015	02693	BC One Call	42.53	
006508	29/10/2015	01805	BUSY B'S DISTRIBUTING	61.44	
006509	29/10/2015	02468	Canwest Propane	73.14	
006510	29/10/2015	00281	CHEVRON CANADA LTD.	1,178.89	
006511	29/10/2015	01433	COMOX PACIFIC EXPRESS LT	40.38	
006512	29/10/2015	02822	Corix Water Products LP	1,262.24	
006513	29/10/2015	03146	Dan, Stephanie	115.20	
006514	29/10/2015	00054	DAVE LONDON MOTORS LTD.	38.11	
006515	29/10/2015	01982	DIGITAL POSTAGE ON CALL	1,575.00	
006516	29/10/2015	01476	DOR-TEC SECURITY LTD.	244.60	
006517	29/10/2015	02831	Exova Canada Inc.	697.37	
006518	29/10/2015	00099	FOX'S DISPOSAL SERVICES	13,047.94	

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
006519	29/10/2015	01860	GREYHOUND COURIER EXPRES	105.50	
006520	29/10/2015	00058	GUILLEVIN INTERNATIONAL	244.39	
006521	29/10/2015	03143	High Standards Overhead	9,837.40	
006522	29/10/2015	00063	HOME HARDWARE BUILDING C	76.62	
006523	29/10/2015	00273	JM'S MOBILE WELDING INC	263.20	
006524	29/10/2015	00703	JUSTICE INSTITUTE OF BC	40.00	
006525	29/10/2015	00065	K & K ELECTRIC LTD.	422.49	
006526	29/10/2015	02489	Marcotte, Rick	59.77	
006527	29/10/2015	00014	MINISTER OF FINANCE	3,321.00	
006528	29/10/2015	00827	Municipal World Inc.	274.13	
006529	29/10/2015	00033	NAPA AUTO PARTS/PORT HAR	93.26	
006530	29/10/2015	02397	Nelson Roofing & Sheet M	209.21	
006531	29/10/2015	01645	NORTH ISLAND COMMUNICATI	44.80	
006532	29/10/2015	00075	O.K. TIRE STORE (PORT HA	1,170.29	
006533	29/10/2015	00526	OPERATING ENGINEERS' BEN	76.93	
006534	29/10/2015	02749	Orach Enterprises Ltd.	4,757.87	
006535	29/10/2015	00013	PACIFIC BLUE CROSS	9,139.98	
006536	29/10/2015	02766	PROFIRE EMERGENCY EQUIPM	1,387.01	
006537	29/10/2015	00710	Receiver General for Can	166.40	
006538	29/10/2015	00187	REGIONAL DISTRICT OF MT	214,781.89	
006539	29/10/2015	00272	ROLLINS MACHINERY LIMITE	832.50	
006540	29/10/2015	03073	Smith Cameron Process So	4,315.36	
006541	29/10/2015	03145	Strategic Natural Resour	170.63	
006542	29/10/2015	00160	TELUS	4,732.34	
006543	29/10/2015	00011	Tidbury, John	39.77	
006544	29/10/2015	01661	Urban Systems Ltd	260.82	
Total:				575,410.05	

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





# DISTRICT OF PORT HARDY

## STAFF REPORT



---

**DATE:** November 2, 2015 **FILE:** 1855-20 **UBCM Asset Management Planning Program 2015**

**TO:** Mayor and Councillors

**FROM:** Allison McCarrick, CAO

**RE:** **ASSET MANAGEMENT PLANNING PROGRAM**

---

### **PURPOSE**

To apply for available funding for the development of an Asset Management Plan for the District of Port Hardy.

### **ANALYSIS**

A key component within infrastructure grant applications is an asset management plan. In anticipation of applying for future infrastructure grants, this grant application would be for a distinct and phased component of the overall infrastructure projects.

Asset management activities may fall under assessing, planning and implementing. Our goal is to assess the risk, develop an asset management plan and implement the plan accordingly.

Specific emphasis will be placed on completing the wastewater and recreational asset sections of the overall plan first, in anticipation of applying for those infrastructure grants once identified and available for application.

### **FINANCIAL IMPLICATIONS**

Anticipated project cost is a total of \$35,000-\$40,000, with a maximum grant contribution of up to \$10,000.

### **STAFF RECOMMENDATION**

*"THAT Council supports the District of Port Hardy application to the Asset Management Planning Program as presented."*

Respectfully submitted,

Allison McCarrick,  
CAO



# Asset Management Planning Program

E-mail: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)  
525 Government Street, Victoria, BC, V8V 0A8



## 2016 APPLICATION FORM

Completed application forms and required attachments are due no later than **November 13, 2015**. Please type directly in this form or print and complete. Attach additional pages if required.

Questions? Contact Local Government Program Services at [lgps@ubcm.ca](mailto:lgps@ubcm.ca) or (250) 356-2947.

### Applicant Information

**Local Government:** District of Port Hardy

**Complete Mailing Address:** 7360 Columbia Street, Box 68 Port Hardy, BC V0N 2P0

**Contact Person:** Allison McCarrick

**Position:** Chief Administrative Officer

**Phone:** 250-949-6665

**E-mail:** [alli@porthardy.ca](mailto:alli@porthardy.ca)

### 1. PROJECT INFORMATION

Project title: Port Hardy Asset Management Plan

Proposed project start and end dates: Start: January 4, 2016 End: December 15, 2016

Total Project Budget: \$40,000

### 2. CURRENT STATUS OF ASSET MANAGEMENT EXPERTISE (based on self assessment).

Please select your current status and provide a description of current level of asset management expertise.

Beginner    Intermediate    Advanced

We have one employee who has attended the NAMS.Plus Asset Management Plans workshop. We have committed to this program and purchased the licence fee for the templates of this program.

### 3. PROPOSED ACTIVITIES. Please describe the specific activities you plan to undertake, i.e. baseline assessment, asset management policy, asset management plan, training, etc.

Proposed activities include contracting an Asset Management Specialist to work with the District to complete an Asset Management Plan. We will be using a consultant that is involved with the NAMS program so that going forward the District employees will be able to update the plan utilizing the tools that have been invested in. The management team of ATANA

Management Inc. have been contacted and have informally given a range of quotation for this project.

**4. INTENDED OUTCOMES, DELIVERABLES, AND IMPACTS ON LOCAL GOVERNMENT.**

What will your project achieve? What will be the specific deliverables? List any policies, practices, plans or local government documents that will be developed or amended as a result of your project.

This project will achieve a core Asset Management Plan. The specific deliverables will be to have an asset management plan that the District can implement and use to assess risk, plan for future new or replacement infrastructure and the financial impacts of these projects.

Once we have the asset management plan or in conjunction with developing this plan the District may be required to amend its Capital Asset Policy. The District may also look at its reserve and funding practices dependant on the outcome of the plan.

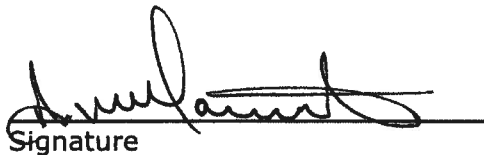
**5. ADDITIONAL COMMENTS** - Please use this space to add any additional comments.

In anticipation of applying for future infrastructure grants, the asset management plan will be a distinct and phased component of the overall infrastructure project.

**6. REQUIRED ATTACHMENTS** - Please submit the following with your application:

- Council/Board Resolution – Indicating local government support for the proposed project and a willingness to provide overall grant management
- Detailed budget

**7. SIGNATURE** – Applications are required to be signed by the local government applicant. Please note all application materials will be shared with the Province.

  
Signature

Allison McCarrick, CAO

\_\_\_\_\_  
Name and Title

**Please send the completed application form and all attachments as an e-mail attachment to Local Government Program Services (UBCM) at [lgps@ubcm.ca](mailto:lgps@ubcm.ca).**





**Asset Management Planning Program**



District of Port Hardy

OUR FILE: 1855-20 UBCM Asset Management Planning Program 2015

**Proposed Activities and Costs**

Consultant Fee	\$ 37,000
Employee NAMS training	<u>3,000</u>
Total proposed costs	<u>\$ 40,000</u>





## DISTRICT OF PORT HARDY REPORT TO CAO

**TO:** Allison McCarrick, CAO  
**FROM:** Heather Nelson-Smith  
**SUBJECT:** Celebrate Canada Grant Application  
**DATE:** November 2, 2015

Please find attached application for Celebrate Canada Aboriginal Day and Canada Day Activities.

**Background**

In the past we have only applied for funding for Canada Day, but upon review with Angela Smith from the Chamber Office there have been activities with respect to Aboriginal Day. As a result I have included those activities into the application. Previous Budget \$4015.00- request from Celebrate Canada \$2375.00

**Budget**

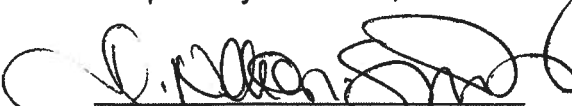
Description	Budget	Celebrate Canada Request	DoPH Cash Contribution	In Kind
Aboriginal Day Colouring Contest	\$300.00	\$150.00	\$150.00	
Aboriginal Day advertising	\$200.00	\$200.00	\$0.00	
			\$0.00	
Salaries fees and benefits	\$905.00	\$225.00	\$0.00	\$680.00
Accounting	\$75.00	\$75.00	\$0.00	
Equipment rental	\$225.00	\$225.00	\$0.00	
Inflatable Rental	\$675.00	\$675.00	\$0.00	
Artists	\$650.00	\$450.00	\$200.00	
Photographer	\$200.00		\$200.00	
Publicity	\$250.00	\$250.00	\$0.00	
Decorations	\$75.00	\$75.00	\$0.00	
Honoraria	\$150.00	\$150.00	\$0.00	
Site clean up	\$510.00	\$150.00		\$360.00
Canada Day Cake	\$100.00	\$100.00	\$0.00	
Plates and Utensils	\$50.00		\$50.00	
<b>Totals</b>	<b>\$4,365.00</b>	<b>\$2,725.00</b>	<b>\$600.00</b>	<b>\$1,040.00</b>

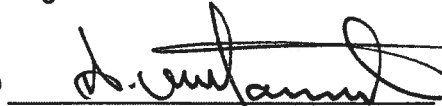
**Recommendation**

THAT the grant application be included on the upcoming Council agenda for approval and submission by the November 16, 2015 deadline.

Respectfully submitted,

I agree with the recommendation.

  
 Heather Nelson-Smith, DCS

  
 Allison McCarrick, CAO



## Celebrate Canada

### Celebration and Commemoration Program Funding Application Form

**Deadline: November 16, 2015 Application must be postmarked by deadline date.**

Canadian Heritage provides financial support for activities organized during the Celebrate Canada period, from June 21 to July 1.

These activities celebrate National Aboriginal Day on June 21, Saint-Jean-Baptiste Day on June 24, Canadian Multiculturalism Day on June 27 and Canada Day on July 1.

#### How To Use This Form

We strongly encourage you to complete this form electronically. It includes features to help simplify the application process (e.g., automatic calculations).

If you wish to print the application form and complete it by hand, please download the form "pch\_form\_eng\_print.pdf".

**Any changes made by hand after the form is completed and printed must be initialed by the individual authorized to sign the form.**

#### Submitting Your Application

- Please note that priority is given to events held on the actual date of their Celebrate Canada designated day.
- All signatures must be hand written.
- Remember to include all required documents with your application.
- Contact your Regional Office if you have not received confirmation of receipt within 15 calendar days.
- **Please choose one method for submitting your application. Do not submit duplicates.**

#### Important Notices

1. You must complete all fields marked "required" before submitting your application. Once completed, this form can be scanned and transmitted by email or sent by fax, mail, courier or hand delivered to your *Canadian Heritage Regional Office*. It must be received or post-marked no later than the deadline date.
2. When help text is available, you can access it via the Help Button. The help text will appear after the Help Button and prior to the heading or field the help is related to. Clicking the button again will hide the help text. The following example demonstrates:

Part or Section Heading

**IMPORTANT**

- Please ensure that you answer all questions so that we can assess your request for funding in a timely manner.
- Once completed, this form with signature(s) and all required documents can be scanned and transmitted by email, fax, mail, courier or hand delivered. Funding Application Forms postmarked or delivered to your Canadian Heritage Regional Office after **November 16, 2015** will not be accepted.

**Part A – Information about the Organization**

<b>? 1. General Information</b>			
Organization's Client Name (required) DISTRICT OF PORT HARDY			
<b>? Organization's Legal Name (required)</b> DISTRICT OF PORT HARDY			
Organization's Former Name (if applicable)			
Telephone (required) 250-949-6665	Extension (optional)	Fax (optional) 250-949-7433	E-mail Address (required) GENERAL@PORTHARDY.CA
Organization's Website (if applicable) WWW.PORTHARDY.CA			
In which official language should the Department of Canadian Heritage communicate when contacting your organization about this application? (required) <input checked="" type="radio"/> English <input type="radio"/> French			
<b>? 2. Primary Address of the organization (required)</b>			
Street Address (required) 7360 COLUMBIA STREET			
City (required) PORT HARDY	Province / Territory (required) British Columbia		Postal Code (required) V0N 2P0
<b>? 3. Mailing Address of the Organization</b>			
<input type="checkbox"/> Same as Primary Address			
Mailing Address (required) PO BOX 68			
City (required) PORT HARDY	Province / Territory (required) British Columbia		Postal Code (required) V0N 2P0

DISTRICT OF PORT HARDY

<b>? 4. Person Authorized to Sign for the Organization</b>			
Salutation (required) <input type="radio"/> Mr. <input checked="" type="radio"/> Mrs. <input type="radio"/> Ms. <input type="radio"/> Other			
First Name (required) HEATHER	Initial (optional) A	Last Name (required) NELSON-SMITHDIRECTOR OF CORPORATE SERVI	
Title (required) DIRECTOR OF CORPORATE SERVICES			
E-mail Address (required) HNELSON.SMITH@PORTHARDY.CA			
Telephone (required) 250-949-6665	Extension (optional)	Cellular (optional)	Fax (optional)
<b>? 5. Contact Person</b>			
<input checked="" type="checkbox"/> Same as the person authorized to sign for the organization			
<b>? 6. Structure and Governance of Organization</b>			
Geographical Area of Operation of the Organization (required) (See Page 5 of Guide) Municipal			
Legal Status (required) (See Page 6 of Guide) Unincorporated applicants must complete Section 11, "Unincorporated Applicant Acceptance of Responsibility" Established as a Provincial/Territorial Corporation (incorporated)			
Date of Incorporation (required) (YYYY-MM-DD) 1966-05-05	Type of Identifying Number (required) Incorporation Number	Identifying Number (required) 1370	
Select the element that applies to your organization (required) (see corresponding section of the Guide on page 6-7) <input type="checkbox"/> Official-Language Minority <input type="checkbox"/> Ethnocultural Group <input type="checkbox"/> Aboriginal Group <input checked="" type="checkbox"/> Not Applicable			
Mandate of the Organization (required) The District of Port Hardy strives to provide the highest value of public services though 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 60,0000 tourists annually.			

<b>Part B – Project Information</b>	
<b>7. Project Description</b>	
Project Title (required) Canada Day Celebration 016	
Start Date of First Event (required) (YYYY-MM-DD) 2016-07-01	End Date of Last Event (required) (YYYY-MM-DD) 2016-07-01

DISTRICT OF PORT HARDY

Project Description - The project celebrates (you must select one or more events from those listed below to complete the full application):

National Aboriginal Day    Saint-Jean-Baptiste Day    Canadian Multiculturalism Day    Canada Day

Province / Territory in which the event(s) will take place (required)

British Columbia

In addition to the general public, the project will reach:

Aboriginal Communities    Ethnocultural Communities    Official-Language Minority Communities    Youth

How will the project reach the communities identified above? (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 neighbouring First Nations bands -- the Quatsino and Gwa'sala-'Nakwaxda'xw. Approximately 35% of the local population is of First Nations decent. All activities in Port Hardy are open to community members from all over Northern Vancouver Island, including youth and Ethnocultural communities.

The expected number of participants for **all events** included in this proposal (required)

700

Link with Program objectives. Choose the applicable response (required)

The program objective is to:

- Enable Canadians to appreciate Canada's cultural, ethnic, linguistic and geographic diversity.
- Create opportunities for Canadians to participate in celebrations that create a sense of pride and belonging to Canada.
- Do both
- Do neither

How will you acknowledge support from Canadian Heritage? At least one check box must be checked.

See the [Guide on the public acknowledgement of financial support](#) for more information

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> "Canada" wordmark and acknowledgement text | <input checked="" type="checkbox"/> Advertisements                       |
| <input checked="" type="checkbox"/> Social media                               | <input checked="" type="checkbox"/> Printed materials, promotional items |
| <input type="checkbox"/> Press releases  | <input checked="" type="checkbox"/> Verbal acknowledgement               |
| <input checked="" type="checkbox"/> Websites                                   |  |

Describe how will you implement the acknowledgements indicated in the previous question (required)

Canadian Heritage support will be recognized in all marketing materials through proper use of the "Canada" word mark and departmental signature. Recognition will also be given to funders during the Mayor's welcome speech at the opening ceremonies on Canada Day at Carrot Park.

How will you ensure that your event(s) is (are) identified as *Celebrate Canada* events and is (are) well publicized and well attended? (for example: flyers, ads, posters, social media, etc) (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 municipality recreation newsletter, website and other prominent areas around town.

Additional Project Information (all fields are required)		Yes	No
Will admission fees be charged?	<input type="radio"/>	<input checked="" type="radio"/>	
Will the event be wheelchair accessible?	<input checked="" type="radio"/>	<input type="radio"/>	
Will you use Canadian symbols? ( <u>Visit the website on National Symbols</u> )	<input checked="" type="radio"/>	<input type="radio"/>	
Will you have partnerships and/or sponsors?	<input checked="" type="radio"/>	<input type="radio"/>	
<p><b>2016 Milestones</b></p> <p>In the lead-up to the 150th anniversary of Confederation in 2017, the Program will continue in 2016 to highlight national historic events and figures in Canadian history such as the 175th anniversary of the Birth of Sir Wilfrid Laurier, the 175th anniversary of the Election of Baldwin and Lafontaine - Leaders for Responsible Government, the 150th anniversary of the Fenian Raids and the 100th anniversary of Canadian Women's suffrage. Applicants are encouraged to integrate these historic milestones into their events.</p> <p>Please Note: Funding is not conditional on the inclusion of these elements in celebrations during the Celebrate Canada period.</p> <p>Will you be incorporating activities related to this anniversary during your Celebrate Canada event(s)? (required)</p> <p><input type="radio"/> Yes    <input checked="" type="radio"/> No</p>			
<p><b>8. Description of Event (Refer to Section 8 on page 9 of the Guide for additional guidance)</b></p> <p>Celebrate Canada supports events celebrating one or more of the four days in the Celebrate Canada period. Complete only the event page(s) that apply to your project. Note that the date and location of your event (s)/ activity(ies) cannot be changed without prior approval from the Department.</p>			
<p><b>Event 1 - National Aboriginal Day</b></p> <p>Event Description – Tell us about your event in the space provided. Include information such as: description and impact on activities, names of partners, changes from last year, expected number of participants, etc. (required)</p> <p>National Aboriginal Day in Port Hardy is celebrated by the three First Nations communities that live adjacent to or in the District of Port Hardy; the Quatsino, Gwa'sala Nakwaxda'xw and Kwakwilt First Nations. We engage with the nations by sponsoring a colouring contest, having a booth at the various First Nations events, and providing support to the development, marketing and outreach of their events.</p> <p>With the importance of engaging with all our neighbouring First Nations being recognized, to provide a level of engagement at their events that is meaningful can be difficult for us to accommodate for in our budget. We are always focusing on manners in which to add value to the event, and as such we have an interactive, educational or skills component to our engagement. For instance, with the annual colouring contest "What National Aboriginal Day Means to Me," we reached 75 youth and families. As a result of our colouring contest, we display youth artwork publicly, were able to send a family from the Kwakwilt First Nation on a Whale Watching Tour in their traditional Territory and provided a family lunch at the restaurant owned and operated by Kwakwiltl nation. In 2016 we would like to triple the outreach, provide more interaction, and prepare for the event in advance. We would in part do this by running the Colouring Contest through our local paper in addition to the outreach at schools, highlighting the importance of this day to the entire community and lead up to our participation at the local National Aboriginal day event.</p>			
Enter the total expected number of participants for this entire event (required)		600	

DISTRICT OF PORT HARDY

List of Activities. Please list your main activities first (all fields in each row are required)

+/-	Types of activities	Date (YYYY-MM-DD)	Start Time (HH:MM)	End Time (HH:MM)	City, Town or Village	Event Location
-	Art contest	2016-06-21	08:00	16:00	Port Hardy	Visitor Centre
+						

**Event 2 - Canada Day**

Event Description – Tell us about your event in the space provided. Include information such as: description and impact on activities, names of partners, changes from last year, expected number of participants, etc. (required)

Our Canada Day event will include activities for people of all ages and abilities , including a parade, cake, activities for children and adults, a sand castle building contest, artisan booths and more. We anticipate that over 50% of the participants will be First Nations.

Enter the total expected number of participants for this entire event (required)

List of Activities. Please list your main activities first (all fields in each row are required)

+/-	Types of activities	Date (YYYY-MM-DD)	Start Time HH:MM	End Time HH:MM	City, Town or Village	Event Location
-	Parade	2016-07-01	11:30	12:00	Port Hardy	Market Street
-	Protocol ceremonies	2016-07-01	12:00	12:15	Port Hardy	Carrot Park
-	Children or Family activities	2016-07-01	12:00	17:00	Port Hardy	Carrot Park
-	Games	2016-07-01	13:00	16:00	Port Hardy	Carrot Park
-	Canada Day Cake	2016-07-01	15:00	15:30	Port Hardy	Carrot Park
-	Shows	2016-07-01	12:15	17:00	Port Hardy	Carrot Park
+						



**9. Environmental Assessment**

Activities related to this application must comply with all federal, provincial/territorial and municipal laws, regulations or guidelines with respect to environmental matters. Activities 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 project take place on land that is:

- A) A National Park, National Park Reserve, National Historic Site or Historic Canal? (required)  
 Yes     No
- B) A First Nations Reserve? (required)  
 Yes     No
- C) Other Federal/Crown land? (required)  
 Yes     No

**10. Official Languages Checklist**

Refer to Section 10 on page 10 of the Guide for additional guidance.  
 Please contact your PCH regional office for assistance regarding minimum requirements.

With regard to the project for which funding is requested, the organization agrees to comply with the spirit and intent of the *Official Languages Act* by implementing the appropriate linguistic measures identified below (for example, involve the Official Language Minority Communities (Francophones outside of Quebec and Anglophones in Quebec.)) You will be asked to report on the measures you have taken in the final report submitted to the Department of Canadian Heritage.

**Refer to the Official Languages section of the Guide (page 10)** to determine which level (A, B or C) you are required to implement for your event.

**Instructions**

- 1) Visit the Statistics Canada Census Profile page: <http://www12.statcan.gc.ca/census-recensement/2011/dp-pd/prof/index.cfm>
- 2) Search your Town/City and select your province for your event (for example, enter "Barrie" in the "Place name" and select "Ontario" for the province).
- 3) Choose the appropriate link from the search results (e.g. "Population centres")
- 4) From the "Census Profile" page, find the "First official language spoken" section
- 5) Enter the total for the minority language for your community (e.g. "French: Barrie Ontario (Population centre) - Total" = 3,450) and the total for "First official language spoken" for your community (e.g. "First official language spoken - Total population excluding institutional residents: Barrie Ontario (Population centre) - Total" = 165,055) into the appropriate fields in the next section

**Percentage Calculation**

Minority language population (number only)	Total Population (number only)	Percentage (%)	Amount of requested funding
30	3,995	1	Less than \$5,000

The corresponding minimal level for measures to be taken (A, B or C): **A**

You must implement the following measure to meet Level A:

- Acknowledge the Department's support for the project in English and in French. See Acknowledgement section on Page 8 of the Guideline. For more information, please refer to the Public Acknowledgment of Canadian Heritage Financial Assistance section of our website.

Specify any other measures you will take to comply with the spirit and intent of the *Official Languages Act*

I have read and agree to comply with the corresponding measures to be taken (required)

**Remember that translation expenses, local promotion as well as signage expenses are eligible under this Program.**

Note: You are required to adhere to provincial/territorial regulations or laws.

**Part C - Planned Expenses and Revenues**

**Important! Refer to the Expenses and Revenue section (page 11) of the Guide to properly complete your budget**

Name of applicant (required)

**A. PLANNED EXPENSES**

**1. Administration Expenses**

-	Expense Item	Cash	Funding requested from Celebrate Canada Program
	Salaries, fees and benefits	\$225.00	\$225.00
	Accounting fees	\$75.00	\$75.00
	Insurance		
	Material and supplies		
	Postage/freight		
	<b>Subtotal</b>	\$300.00	\$300.00
<b>Add 'Other' Item</b>			

**2. Honoraria / Fees**

-	Expense Item	Cash	Funding requested from Celebrate Canada Program
	Consultant/Professional Fees	\$150.00	\$150.00
	<b>Subtotal</b>	\$150.00	\$150.00
<b>Add 'Other' Item</b>			

**3. Overhead Expenses**

-	Expense Item	Cash	Funding requested from Celebrate Canada Program
	Interest and bank charges		
	<b>Subtotal</b>		
<b>Add 'Other' Item</b>			

**4. Entertainment**

-	Expense Item	Cash	Funding requested from Celebrate Canada Program
	Artist	\$650.00	\$450.00
	Master of Ceremonies		
	Fireworks		

DISTRICT OF PORT HARDY

-	Expense Item	Cash	Funding requested from Celebrate Canada Program
	Animation/Inflatable games	\$675.00	\$675.00
	<b>Subtotal</b>	<b>\$1,325.00</b>	<b>\$1,125.00</b>
<b>Add 'Other' Item</b>			

<b>5. Event / Venues</b>			
-	Expense Item	Cash	Funding requested from Celebrate Canada Program
	Licenses		
	Decorations	\$75.00	\$75.00
	Equipment rental	\$225.00	\$225.00
	Venue rental		
	Production Costs		
	Security		
	Copyrights		
	<b>Subtotal</b>	<b>\$300.00</b>	<b>\$300.00</b>
<b>Add 'Other' Item</b>			

<b>6. Promotion and Communication</b>			
-	Expense Item	Cash	Funding requested from Celebrate Canada Program
	Photographer	\$200.00	\$0.00
	Publishing/printing	\$250.00	\$250.00
	Press conference		
	Advertising	\$200.00	\$200.00
	Translation services		
	Website		
-	Colouring Contest Aboriginal Day	\$300.00	\$150.00
	<b>Subtotal</b>	<b>\$950.00</b>	<b>\$600.00</b>
<b>Add 'Other' Item</b>			

<b>7. Hospitality</b>			
-	Expense Item	Cash	Funding requested from Celebrate Canada Program
	Liquor Permit		Not eligible
	Canada Day cake	\$100.00	\$100.00

DISTRICT OF PORT HARDY

-	Expense Item	Cash	Funding requested from Celebrate Canada Program
	Plates/utensils/napkins	\$50.00	\$0.00
	Prizes		Not eligible
	Traditional food		
-	Site clean-up	\$150.00	\$150.00
	<b>Subtotal</b>	\$300.00	\$250.00
<b>Add 'Other' Item</b>			

Total Cash Expenses	Total In-Kind Expenses (if any)	Grand Total Planned Expenses	Total Funding Requested
\$3,325.00	\$1,040.00	\$4,365.00	\$2,725.00

<b>B. ANTICIPATED REVENUES</b>		
(Including funding requested from Celebrate Canada Program)		
<b>1. Earned Revenue</b>		
-	Revenue Item	Cash
	Sales of merchandising and other products	
	Rentals	
	<b>Subtotal</b>	
<b>Add 'Other' Item</b>		

<b>2. Applicant Funding</b>		
-	Revenue Item	Cash
	Applicant contribution	\$600.00
	<b>Subtotal</b>	\$600.00
<b>Add 'Other' Item</b>		

<b>3. Private Sector Funding</b>		
-	Revenue Item	Cash
	Summary	
	<b>Subtotal</b>	
<b>Add 'Other' Item</b>		

DISTRICT OF PORT HARDY

4. Federal		
-	Revenue Item	Cash
	Celebrate Canada Funding	\$2,725.00
	Subtotal	\$2,725.00
Add 'Other' Item		

5. Other Level of Government Funding - Provincial			
-	Level	Revenue Item	Cash
		Subtotal	
Add Provincial Item			
Add Municipal Item			

Total Cash Revenue	Total In-Kind Revenue	Grand Total Planned Revenue	Grand Total Planned Expenses
\$3,325.00	\$1,040.00	\$4,365.00	\$4,365.00

**To be eligible, the budget must balance (Grand Total Planned Expenses must equal Grand Total Planned Revenue). In-kind expenses must also equal in-kind revenues.**

**Part D - Documents Checklist**

Please review the following checklist carefully. Errors or incomplete applications will result in delayed processing and/or rejection.

All questions must be answered.

- Yes  No      The Funding Application Form is completed and signed (end of "Part E - Attestation").
  
- Yes  No  N/A      For paper copies, all miscalculations, deletions or corrections in "**Part C - Planned Expenses and Revenues**" are initialled by the applicant.
  
- Yes  No  N/A      If applicable, the Unincorporated Applicant Acceptance of Responsibility form (Section 11) has been completed and signed by a minimum of two representatives.
  
- Yes  No      All applicants must provide proof of Legal Status. This can include patent letters, incorporation documents, or in the case of an unincorporated group, a completed Section 11 of this application form.
  
- Yes  No  N/A      Most recent financial statements for clients requesting over \$50,000 (municipalities exempt).
  
- Yes  No  N/A      The promotional materials request form has been completed and attached (if complimentary materials desired).

**Part E – Attestation (Refer to Part E on page 13 of the Guide for additional guidance)**

**To be considered for funding, all boxes must be checked.**

**I hereby attest that:**

- The information contained in this application is accurate and complete. If there is a change in authorized signatory (ies) and/or their contact information, the organization will notify the Department of Canadian Heritage.
- Departmental funding may be used only for the purposes specified in this application. Once the Department has agreed to provide financial assistance, no major change can be made to the project without Departmental approval (the Department shall determine what constitutes a major change). Funds not used for the specified purposes must be returned to the Department.
- The Organization authorizes the Department to disclose any information received in this application within the Department and the Government of Canada or to outside entities for the following purposes: to reach a decision on this application, and to administer, monitor, and evaluate the project after completion. The 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 program of the Department.
- 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.
- The Organization bears full responsibility for its debts.
- The Organization will take all necessary actions to maintain itself in good standing, to preserve its legal capacity and to inform the Department without delay of any failure to do so.
- The Organization will comply with all provincial/territorial and federal legislation.
- The Organization will obtain all the necessary authorities, permits, licences and consents to undertake the proposed project and, if required, will provide them to the Department.
- No current or former federal public servant or public office holder who is not in compliance with the *Conflict of Interest Act* or the *Values and Ethics Code for the Public Service* shall derive a direct benefit from the requested funding.
- The Organization and any person lobbying on its behalf to obtain funding are in compliance with the *Lobbying Act*.
- The Organization agrees to comply with the spirit and intent of the *Official Languages Act* by implementing the appropriate linguistic measures identified herein.
- The Department's financial contribution will be explicitly acknowledged in both official languages. Public acknowledgement of Canadian Heritage financial assistance will follow the instructions on the following website [www.pch.gc.ca/pc-ch/peaf-pafa/index-eng.cfm](http://www.pch.gc.ca/pc-ch/peaf-pafa/index-eng.cfm).
- The Minister and her/his employees and agents shall not be held liable for any injury, including death to any person, or for any loss or damages to property incurred or suffered by the Organization or its employees, agents or voluntary workers in carrying out the Project;
- The Organization shall indemnify and save harmless the Minister and her/his employees from and against all claims, losses, damages and costs attributable to any injury to or death of a person or damage to or loss of property arising on the part of the Organization or its employees, agents or voluntary workers in carrying out the Project;



- The Organization agrees to submit a final report, and where required, financial accounting to allow the Department to evaluate the activities funded;
- This Application constitutes a **legally binding agreement** between the Organization and Her Majesty the Queen in Right of Canada as represented by the Minister of Canadian Heritage and Official Languages and is effective the date the grant or contribution is approved by the Minister.

**Person Authorized to Sign 1**

Name of person authorized to sign (required)		Title (required)	Signature (print and sign, required)
Residential Address (required)			
City (required)	Province / Territory (required)		Date of Signature (required) (YYYY-MM-DD)
Add Authorized Person			

**ORDER FORM**

**CELEBRATE CANADA! PROMOTIONAL MATERIAL**

**A limited amount of complimentary promotional material is available** for use in conjunction with your event(s). Should you wish to request promotional items, you must complete and submit this order form with your funding application.

Receipt of promotional material is not indicative of the approval of your request for funding. You will receive official written notification of the funding decision.

**Please provide a valid shipping address below.**

*\*Note that deliveries cannot be made to P.O. boxes or addresses outside of Canada*

I would like to order promotional material for my event

### Direct Deposit Enrollment Request

Direct Deposit is a Government of Canada initiative. The federal government is phasing out cheques in favour of direct deposit for all government payments. For further information on direct deposit, please consult the following website:

<http://www.tpsgc-pwgsc.gc.ca/recgen/txt/depot-deposit-eng.html>

Do you wish to submit a Direct Deposit Enrollment Request? (required)

Yes    No

The following required fields were left empty:

In Part C:

Name of applicant

In Part E:

All check boxes in Part E must be checked

All fields except the signature field are required for every Person Authorized to Sign

In the Direct Deposit Enrollment Request:

Do you wish to submit a Direct Deposit Enrollment Request?

The expected number of participants for all events must equal the total of expected number of participants for each event



## DISTRICT OF PORT HARDY REPORT TO CAO

---

**TO:** Allison McCarrick, CAO  
**FROM:** Heather Nelson-Smith  
**SUBJECT:** Zoning Amendment  
**DATE:** November 5, 2015

---

### **BACKGROUND**

The Port Hardy Zoning Regulation changed in 2013 to reflect changes in the Official Community Plan.

In the residential zones 1 and 2 only single detached dwellings are allowed

***“Dwelling, Single Detached”** means a building consisting of one dwelling unit having independent exterior walls but does not include a carriage home dwelling, float home dwelling or manufactured home dwelling.*

***“Dwelling, Manufactured Home”** means a dwelling unit that:*

- (a) Was manufactured at a factory and is intended to be occupied as a dwelling at a place other than its place of manufacture; and,*
- (b) Meets or exceeds Canadian Standards Association CSA-Z240, CSA A277.*

*A manufactured home dwelling may include what is commonly referred to as a “manufactured home”, “mobile home”, “modular home” or “pre-fabricated home” that meets these criteria, but does not include a Recreational Vehicle.*

The issue is that we have these manufactured dwellings that are located in the new R-1 and R-2 zones and we have had requests to add on decks, additional levels and rooms.

### **AFTER NEW ZONING REGULATION ADOPTED**

Once these zones were adopted the existing manufactured homes became ‘Grandfathered’. Meaning that they could exist, but they could not change. When a change is requested there are two options, a board of variance or a variance permit through Council. However this does lengthen the process and in most cases the applicant is looking to improve the building from its current condition to meet the current zoning standard.

### **OPTIONS**

1. Establish wording in the Zoning Bylaw that states the following:

*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.*

*Or*

2. *Change the R1 and R2 zones to allow for manufactured homes.*

### **Recommendation**

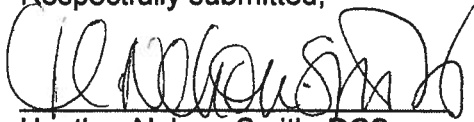
THAT staff be directed to amend the zoning regulation to allow for the change in the wording to include the following:

*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.*

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.

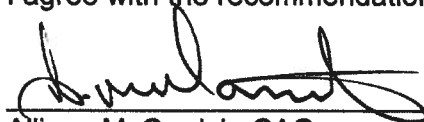
AND THAT until the zoning amendment has been adopted, staff be permitted to allow building permit applications that conform to the direction of Council.

Respectfully submitted,



Heather Nelson-Smith, DCS

I agree with the recommendation.



Allison McCarrick, CAO