



## **DISTRICT OF PORT HARDY**

# **AGENDA COUNCIL MEETING 7:00 PM, TUESDAY, FEBRUARY 14, 2017 MUNICIPAL HALL COUNCIL CHAMBERS 7360 COLUMBIA STREET**

Mayor: Hank Bood

Councillors: Pat Corbett-Labatt, Dennis Dugas, Rick Marcotte, Fred Robertson,  
John Tidbury, Leightan Wishart

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

**DISTRICT OF PORT HARDY  
AGENDA FOR THE REGULAR COUNCIL MEETING  
7:00 PM TUESDAY, FEBRUARY 14, 2017  
Council Chambers - Municipal Hall**

---

Page

**A. CALL TO ORDER**

Time:

**B. APPROVAL OF AGENDA AS PRESENTED** (or amended)

Motion required.

1. 2.

**C. ADOPTION OF MINUTES**

2 1. Minutes of the Special Council meeting held January 24, 2017.

Motion required

1. 2.

3-6 2. Minutes of the Regular Council meeting held January 24, 2017.

Motion required

1. 2.

**D. DELEGATIONS AND REQUESTS TO ADDRESS COUNCIL**

1. Schell Nickerson, Fire Chief, Port Hardy Fire Rescue re: Quarterly report to Council October – December 2016.

2. Heidi Zealand re: Appointment as District of Port Hardy Canada 150 Community Leader

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

7-8 1. Council Action items. For information.

**F. CORRESPONDENCE**

9 1. BC Recreation and Parks Association. BC Family Day Event Grant application approved. For information.

**G. NEW BUSINESS**

No New Business in agenda package.

**H. COUNCIL REPORTS**

1. Verbal Reports from Council members.

**I. COMMITTEE REPORTS**

10-11 1. Draft minutes of the Operational Services Committee meeting held January 23, 2017. For information.

12-14 2. Draft minutes of the Emergency Planning Committee meeting held January 30, 2017. For information.

**J. STAFF REPORTS**

15-17 1. Accounts Payable – January 2017. For information.

18-23 2. A. Maas, Director of Finance (Jan.31/17) re: Grant in Aid – Port Hardy Youth Soccer Club.

Motion / direction

1. 2.

24-26 3. A. Maas, Director of Finance (Jan.31/17) re: Grant in Aid North Island Crisis and Counselling

27 Motion / direction 1. 2.

4. Heather Nelson-Smith, Director of Corporate Services (Feb 7/17) re: AVICC Resolutions 2017.

Motion / direction 1. 2.

28-31 **K. CURRENT BYLAWS AND RESOLUTIONS**

1. Bylaw 1061-2017 Annual Five Year Financial Plan for 2017-2021. For Adoption.

32-35 Motion required 1. 2.

2. A. Maas, Director of Finance (Feb.2/17) re: User Rates & Fees Amendment Bylaw.

Bylaw 1063-2017, District of Port Hardy 2017 User Rates and Fees Amendment Bylaw No 1063-2017. For First, Second and Third Reading.

Motion required 1. 2.

**L. PENDING BYLAWS**

2017 Tax Rate Bylaw

**M. INFORMATION AND ANNOUNCEMENTS**

February 15 Committee: Parks & Recreation Review 3:00 pm Council Chambers  
February 20 Committee: Operational Services 3:00 pm Council Chambers  
February 23 Committee: OH&S 8:30 am Council Chambers  
February 28 Regular Council meeting 7:00 pm Council Chambers  
March 14 Committee: First Nations Relations 3:00 pm  
March 14

**N. NOTICE OF IN CAMERA MEETING**

No In Camera meeting scheduled at this time.

**O. ADJOURNMENT** Motion required 1. 2. Time:

THIS PAGE LEFT BLANK



**MINUTES OF THE DISTRICT OF PORT HARDY  
SPECIAL COUNCIL MEETING  
TUESDAY JANUARY 24, 2017  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

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

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

**REGRETS:** NONE

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

**A. CALL TO ORDER**

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

**B. APPROVAL OF AGENDA AS PRESENTED**

**Moved/Seconded/Carried**

THAT the agenda for the Special Meeting of Council January 24, 2017 be adopted 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;

**SECTION 90 (1) (c)** labour relations or other employee relations

**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)(c) and (j).

**D. ADJOURNMENT**

**Moved**

THAT the Special Meeting of Council adjourn.      6:34 pm

CORRECT

APPROVED

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

\_\_\_\_\_  
MAYOR

SC2017-007  
AGENDA  
ACCEPTED AS  
PRESENTED

SC2017-008  
CLOSE  
MEETING TO  
PUBLIC  
COMMUNITY  
CHARTER  
SEC90(1) (c) &  
(j)

SC2017 -009  
ADJOURNMENT



**MINUTES OF THE DISTRICT OF PORT HARDY  
REGULAR COUNCIL MEETING  
JANUARY 24, 2017  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

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

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

**REGRETS:** None

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

**A. CALL TO ORDER**

Mayor Bood called the meeting to order at 7:08 pm.

**B. APPROVAL OF AGENDA**

**Late Item-** Staff Report re: Release of In Camera Resolutions

**Moved/Seconded/Carried**

THAT the agenda for the Regular Council meeting of January 24, 2017 be accepted as amended.

**C. ADOPTION OF MINUTES**

1. Minutes of the Special Council meeting held January 10, 2017.

**Moved/Seconded/Carried**

THAT the Minutes of the Special Council meeting held January 10, 2017 be accepted.

2. Minutes of the Regular Council meeting held January 10, 2017.

**Moved/Seconded/Carried**

THAT the minutes of the Regular Council meeting held January 10, 2017 be accepted.

3. Minutes of the Special Council meeting held January 16, 2017.

**Moved/Seconded/Carried**

THAT the Minutes of the Special Council meeting held January 16, 2017 be accepted.

**D. DELEGATIONS**

Kathy Ilett and Jamie Keamo, BC Ambulance Service re: presentation on Community Paramedicine Program.

Ms. Ilett and Mr. Keamo presented the Community Paramedicine Initiative that has been introduced in British Columbia and has started in Port Hardy to Council.

Program goals:

- Contribute to the stabilization of paramedic staffing in rural and remote communities.

2017-012  
AGENDA  
ACCEPTED AS  
AMENDED

2017-013  
SPECIAL COUNCIL  
MEETING JAN 10/17  
ACCEPTED

2017-014  
REGULAR COUNCIL  
MEETING MINUTES  
JAN 10/17  
ACCEPTED

2017-015  
SPECIAL COUNCIL  
MEETING JAN 16/17  
ACCEPTED

COMMUNITY  
PARAMEDIC  
PROGRAM

- Bridge health service delivery gaps in the community, identified in collaboration with local primary care teams.

What it will mean to BC and Port Hardy in general:

- Better access to health care for the surrounding community.
- Paramedics working alongside other health care professionals without overlapping roles.
- Fewer gaps in health care services.
- Fewer unnecessary 911 calls and trips to ERs.
- Improved recruitment and retention of paramedics in rural & remote communities.

Overview of what we do:

- Doctor – Patient referrals
- Home visits to do General Wellness Checks that include:
  - Blood pressure monitoring
  - Oxygen saturation levels
  - Blood glucose monitoring for diabetics
  - Oxygen therapy if needed
  - Ventolin administration
  - A vital link between Patient and Doctor
  - Fall Risk Assessments
  - Medication review and monitoring
  - Overall wellness checks
- Health promotion:
  - Health forums
  - Wellness clinics
  - Blood Pressure Clinics
  - Walking groups
  - Bicycle Rodeo
  - CPR instruction
  - Fall Fair Booth

## **E. ACTION ITEMS**

ACTION ITEMS

1. Council action items were received for information.

## **F. CORRESPONDENCE**

AVICC  
RESOLUTIONS

1. Barbara Price, President AVICC (Nov.1/16) re: Resolutions Notice / Request for Submissions and Call for Nominations for AVICC Executive Committee.

Council requested that staff research and bring back resolutions to the next Council meeting on the following topics:

- Fire truck and emergency equipment cost sharing.
- Extraordinary resolution regarding UBCM bylaw revision.
- Community Forest review of Annual Allowable Cut.

SMOKE FREE  
BYLAWS

2. Dr. Charmaine Enns and Shelley McClure, Island Health (Jan 12/17) re: Recommendations- Local Government Smoke –Free Bylaws.

Council requested staff to review the recommendations with the District's current bylaw and revise the bylaw for review by Council.

3. Allan Kobayashi, Co-Founder/Director Wounded Warrior Run BC (Jan 10/17) re: Wounded Warrior Run 2017.

**Moved/Seconded/Carried**

2017-016  
WOUNDED  
WARRIOR RUN 2017

THAT Council support the Wounded Warrior Run BC by providing the following: Appoint Councillor Marcotte to the organizing committee; encourage first responders to participate; place a link on the District web site; put a notice on the District recreation sign; and put a sign at the entrance to Municipal Hall.

MaPP  
APPOINTMENT

4. John Bones, NVI Co-lead for Nanwakolas Council and Andy Witt NVI Co-lead for the province of BC, MaPP (Jan 18/17) re: MaPP Appointment. *For Information*

CANADA 150  
COMMUNITY  
LEADERS

5. Honourable Melanie Joly, Minister Canadian Heritage re: Canada 150 Community Leaders.

Council discussed names to put forward for the Canada 150 Community Leaders and decided that a short meeting Wednesday January 25, 2017 would be appropriate to discuss potential candidates.

**G. NEW BUSINESS**

No New Business

**H. COUNCIL REPORTS**

COUNCIL REPORTS

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

**I. COMMITTEE REPORTS**

1. Draft minutes of the First Nations Relations Committee meeting held January 10, 2017. For information.
2. Draft minutes of the Parks & Recreation Committee meeting held January 18, 2017. For information.

**J. STAFF REPORTS**

1. H. Nelson-Smith, Director of Corporate Services (Jan 13/17) re: Proclamations 2017.

2017-017  
2017  
PROCLAMATIONS

**Moved/Seconded/Carried**

THAT Council approves the list of Proclamations for 2017.

2. Late Item Release of In Camera Resolutions

Director of Corporate Services, Heather Nelson-Smith reviewed with the public the list of in camera resolutions that are now released by the Council of Port Hardy.

**K. CURRENT BYLAWS AND RESOLUTIONS**

1. Bylaw 1061-2017 Annual Five Year Financial Plan for 2017-2021. For First, Second and Third Reading.



2017-018  
BYLAW 1061-2017  
1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup>  
READING

**Moved/Seconded/Carried**

THAT Bylaw 1061-2017 Annual Five Year Financial Plan for 2017-2021 be read a first, second and third time.

**L. PENDING BYLAWS**

Amend 2017 User Rates & Fees Bylaw 1057-2016 (to amend Harbour fees).

**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**

2017-019  
ADJOURNMENT

**Moved**

THAT the meeting be adjourned.

Time: 8:11 pm

CORRECT

APPROVED

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

\_\_\_\_\_  
MAYOR

ITEM	ACTION REGULAR MEETING JANUARY 24, 2017	WHO	STATUS /COMMENTS
President AVICC (Nov.1/16) re: Resolutions Notice / Request for Submissions and Call for Nominations for AVICC Executive Committee.	That staff research and bring back resolutions to the next Council meeting on the following topics: - Fire truck and emergency equipment cost sharing. - Extraordinary resolution regarding UBCM bylaw revision. - Community Forest review of Annual Allowable Cut.	HN-S	Agenda Item
Island Health (Jan 12/17) re: Recommendations- Local Gov't Smoke –Free Bylaws.	Council requested staff to review the recommendations with the District's current bylaw and revise the bylaw for review by Council.	HN-S	
Wounded Warrior Run BC (Jan 10/17) re: Wounded Warrior Run 2017.	THAT Council support the Wounded Warrior Run BC by providing the following: 1.Appoint Councillor Marcotte to the organizing committee; 2. Encourage first responders to participate; 3. Place a link on the District web site; 4. Put a notice on the District recreation sign; 5. Put poster at the entrance to Municipal Hall.	C/RM LD LD VB LD	No staff action Done Done Done
Canada 150 Community Leaders.	Council to meet Wednesday January 25, 2017 to discuss potential candidates		Agenda Item
Proclamations 2017.	List approved as presented. Post to website	LD	Done
ITEM	ACTION DEC 13, 2016	WHO	STATUS /COMMENTS
Bulk Water Rates	Staff to include a bulk water rate in the User Rates and Fees Bylaw: each metered service area outside District boundaries be charged the greater of the flat unit fee based on unit type OR \$1.22 per cubic meter (M <sup>3</sup> ) and notify the Kwakiutl First Nation and the Gwa'sala-Nakwaxda'xw in writing with an invitation for discussion.	AM AMC	Agenda Item Done
ITEM	ACTION REGULAR MEETING DEC 13, 2016	WHO	STATUS /COMMENTS
Emergency Planning Committee Recommendations to Council: 2. Purchase and installation of tsunami warning sirens	2. THAT Council directs staff to conduct further research into the probability or likelihood of a tsunami event in the Port Hardy area and investigate siren purchase costs and report back to Council.	SM	.
ITEM	ACTION REGULAR MEETING NOV 8 2016	WHO	STATUS /COMMENTS
Hydro outage - power can be rerouted from the windfarm to supply power to Port Hardy during outages.	Staff to investigate. Invite Hydro rep to meeting	AMc	T. Olynk advised invitation received and are working on it.
Tourism Advisory Committee -MRDT application	<b>Approved</b> as presented Proceed with application when bylaw approved	AM	Submitted. Waiting approval
Amend BYL1057-2016 User Rates and Fees for 2017 re rate changes as in the Bear Cove Recreation Site report dated Sept 22/16	<b>Approved</b> Prepare amending bylaw	AM	Agenda Item
ITEM	ACTION COUNCIL MEETING May 10 2016	WHO	STATUS /COMMENTS
First Nations Relations Committee May 10, 2016 Recommendations: 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>Approved:</b> - Arrange for signs / installation/plaque  -Investigate interpretive signs	AF/S M  AF AMc	In progress  In progress In progress

ITEM	ACTION COUNCIL MEETING NOVEMBER 24, 2015	WHO	STATUS /COMMENTS
Operational Services Committee minutes of Nov 19/15: Recommendation: <i>proceed with recommendations from the Broken Window report</i>	<b>Approved:</b> as recommended: <b>-Jan 12/16</b> 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	Ongoing



Subject: Your BC Family Day Event Grant application has been approved

Dear Allison McCarrick,

BCRPA thanks you for your BC Family Day Event Grant application.

We are pleased to announce that your application has been approved for funding. This annual event enables our members to host events that draw communities together, and we are happy to support you in this.

The funding approval is based on the conditions outlined in the application that states your event is to be:

- admission free,
- family-oriented,
- taking place during the family day long weekend (Friday, Feb 10 - Monday, February 13, 2017), and
- branded as a Family Day event

Grant money is to help cover some of the facility costs, equipment rentals, basic refreshments, etc. of your event. A cheque in the amount of \$1000 will be issued to you shortly. A reminder that you will be required to submit a post-event budget and activity report - full guidelines will be included with your grant cheque.

As a grant recipient you are required to use the BC Family Day logo (you can download it at <http://bit.ly/2j9DOTv> ) and insert the following text in your promotional material:

"We acknowledge the financial support of the Province of British Columbia."

If you have any questions please contact the BCRPA at [grants@bcrpa.bc.ca](mailto:grants@bcrpa.bc.ca)

We wish you every success with your Family Day event.

BC Recreation and Parks Association

---

**MINUTES OF THE DISTRICT OF PORT HARDY  
OPERATIONAL SERVICES COMMITTEE MEETING  
HELD JANUARY 23, 2017  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

---

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

**ALSO PRESENT:** None

**STAFF:** Allison McCarrick, CAO; Abbas Farahbakhsh, Director Operational Services; Heather Nelson-Smith, Director of Corporate Services; and Sean Mercer, Operations Manager

**REGRETS:** None

---

**A. CALL TO ORDER**

Councillor Tidbury called the meeting to order at 3:03 pm.

**B. APPROVAL OF AGENDA**

**DRAFT**

**Moved/Seconded/Carried**

THAT the agenda for the Operational Services Committee meeting of January 23, 2017 be accepted as presented.

**C. MINUTES**

1. Minutes of the Operational Services Committee meeting held December 19, 2017.

**Moved/Seconded/Carried**

THAT the minutes of the Operational Services Committee meeting held December 19, 2016 be accepted.

**D. DELEGATIONS**

No delegations

**E. BUSINESS ARISING / UNFINISHED BUSINESS**

1. Review and Update of Action Items

Sidewalk Policy:

Define the sidewalks that are maintained by the District. Including only those that are in front of municipal property.

The Committee requested that a draft Winter Sidewalk Policy be placed on next month's agenda.

Parade route:

Safety concerns continue over the lack of personnel to monitor barricades around parade route.

Possible solutions:

- Meet with organizing committees in advance to manage the parade route efficiently and safely.

OP SCVS  
2017-001  
AGENDA JAN 23/17  
ACCEPTED AS  
PRESENTED

OP SCVS  
2016-002  
MINUTES DEC 19/16  
ACCEPTED

ACTION ITEMS

- More awareness and communication with the public.
- Closing the parade route earlier.
- Talk with RCMP about solutions.

2. Capital Items List/Operations Updates

Updates:

- Tree fell in December on Thunderbird Way near Pine Street and hit a house.
- A burn pile on the water treatment plant road was discovered.
- Icy roads and sidewalks - take comments and complaints and adjust accordingly for future years. Review of the budget for roads and sidewalk sanding and salting.
- Vandalism at the Civic Centre.
- Request for proposal for Bear Cove.
- RCMP development in progress.
- Derelict vessel sank and was removed.
- KEDC has terminated their rental agreement effective end of February.
- Seaplane Base environmental assessment required prior to selling and a realtor has been selected.
- Landfill closure update on the remediation.
- Transfer station will not be taking any drywall and all drywall needs to be taken directly to the 7 Mile Landfill in bags.

**F. CORRESPONDENCE**

No correspondence.

**DRAFT**

**G. NEW BUSINESS**

1. Canada 150 Decorations

The Committee reviewed the supply budget and the list of Canada 150 items available. Filomi Days committee is planning to put up 40<sup>th</sup> anniversary banners. The Committee requested that staff purchase 3 flags for the flag poles and 2 stand up flyer flags for use at Canada 150 celebrations occurring this year.

2. Extending Walkway from Columbia to the Mall

Discussion regarding future consideration of a sidewalk or a walkway to the mall, a sidewalk in front of the District office and one from the Fire Hall to Market Street

3. Electrical Work on Municipal Property

CAO McCarrick provided an update regarding the electrical permits and the requirement to consult with the permit holder when other electricians work on municipal facilities. The Committee would like staff to work with the current Field Safety Representative (FSR) and notify the FSR when work is being completed by another qualified electrical contractor.

**H. COUNCIL/COMMITTEE REPORTS**

No reports.

**I. NOTICE OF MEETING:**

Next scheduled meeting: Monday February 20, 2017

Upcoming meeting dates: March 20, April 18, May 15, June 19, July 17, August 21, September 18, October 16, November 20, December 18

**J. ADJOURNMENT**

**Moved**

THAT the meeting be adjourned.

Time: 4:40 pm



**MINUTES OF THE  
DISTRICT OF PORT HARDY  
EMERGENCY PLANNING COMMITTEE MEETING  
JANUARY 30, 2017 AT 12 NOON  
MUNICIPAL HALL, 7360 COLUMBIA STREET**

**COMMITTEE MEMBERS:** Bob Hawkins, DPH Emergency Coordinator; Schell Nickerson, Fire Chief; John Tidbury, Councillor DPH; Leighton Wishart, Councillor DPH; Brenda McCorquodale, Fisheries & Oceans; Heather Nelson-Smith, Director of Corporate Services

**ALSO PRESENT:** Courtney Bransfield, Emergency Coordinator, RDMW.

**COMMITTEE MEMBER REGRETS:** Councillor Rick Marcotte, DPH; Bob Swain, Emergency Coordinator Gwa'sala-'Nakwaxda'xw Nations; Jeff Houle, J.D. Petroleum Ltd and Mike McCulley, Ministry of Forests

**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 January 30, 2017 be approved as circulated.

**DRAFT**

**C. ADOPTION OF MINUTES**

Minutes of the meeting held November 28, 2016.

Amendment:  
Page 3 bullet 3

From

Need a site specific generator at the EOC Centre to provide electricity for heat/light/cooking.

To

Need a site specific generator at the Reception Centre to provide electricity for heat/light/cooking.

**Moved/Seconded/Carried**

THAT the minutes of the Emergency Planning Committee meeting held November 28, 2016, be approved as amended.

**D. DELEGATIONS**

No delegations.

**E. BUSINESS ARISING / UNFINISHED BUSINESS**

1. Review and Update of Action Items

Power Outage

The Committee discussed alternative power generation for the Reception Centre and felt that this should be included in future planning.

EPC-2017-001  
APPROVAL OF  
AGENDA AS  
CIRCULATED

EPC-2016-015  
APPROVAL OF  
MINUTES NOV 28 /16  
AS AMENDED

POWER OUTAGE

PERSONAL  
PREPAREDNESS

**ACTION:** *Investigate the cost of a power generator and make a presentation to Council for the 2018 budget.*

Bob Hawkins will review the quotations and have them updated. Alternative quotes should be considered including solar and wind generation.

Personal Preparedness:

The Committee discussed Emergency Preparedness week in May and feel it is important to have an event to discuss personal preparedness. This item will be added to the next meeting in March for further planning.

Some items for discussion included:

- Asking the local businesses to participate by showing items you would have in an emergency kit at home to promote personal preparedness.
- Asking the schools to participate with handouts and education.

**F. CORRESPONDENCE**

No correspondence.

**G. NEW BUSINESS**

1. Committee Appointments:

The following are recommended for appointment to the District of Port Hardy Emergency Planning Committee: **DRAFT**

Bob Hawkins, Emergency Planning Coordinator

Brenda McCorquodale, Fisheries and Oceans

Mike McCulley, Deputy Emergency Planning Coordinator

Jeff Houle, J.D. Petroleum Ltd.

Rick Marcotte, District of Port Hardy Council appointment

John Tdbury, District of Port Hardy Council appointment

Leightan Wishart, citizen

Schell Nickerson, Fire Chief

Heather Nelson-Smith, District of Port Hardy Director of Corporate Services

Bob Swain, Emergency Planning Coordinator, Gwa'sala-'Nakwaxda'xw First Nations

2. Election of Chair and Vice Chair

**Moved/Seconded/Carried**

THAT Brenda McCorquodale be appointed as the Chair and Rick Marcotte be appointed as Vice Chair of the committee.

APPOINTMENTS

EPC-2017-003  
CHAIR AND VICE  
CHAIR

TSUNAMI SIREN

3. Tsunami Siren Update

The committee discussed the siren recommendation and the further action being taken by staff at the direction of Council, *motion 2016-238 THAT Council directs staff to conduct further research into the probability or likelihood of a tsunami event in the Port Hardy area and investigate siren purchase costs and report back to Council.*

There was concern over the intent of the siren and the reasons for it being needed. It was discussed that it wasn't needed for just a tsunami event that the residents of the Beaver Harbour area would benefit. There was concern over the amount of time it would take to mobilize an evacuation of the area without a siren.



---

There was further discussion regarding personal preparedness and other options for notification.

Committee members wanted it known for the record that a siren is not only for tsunami events, but floods, fires and any other event where an evacuation or wide spread notification would be required.

4. Cancelled: Vancouver Island Emergency Preparedness Conference (April 6-8 2017)

**H. NEXT MEETING DATE:** Monday March 27, 2017 at Noon at the Municipal Hall, 7360 Columbia Street.

**I. ADJOURNMENT**

THAT the meeting be adjourned.

Time:1:10pm

EPC-2017-004  
ADJOURNMENT

DRAFT

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
008523	05/01/2017	02514	AlSCO	93.88	
008524	05/01/2017	00829	ANA'S HARDY CLEAN	2,540.24	
008525	05/01/2017	00046	ANDREW SHERET LTD	970.33	
008526	05/01/2017	00042	APPLIED SCIENCE TECHNOLO	362.25	
008527	05/01/2017	02207	Blanchard Security	89.25	
008528	05/01/2017	02468	Canwest Propane	1,605.04	
008529	05/01/2017	02762	Cleartech Industries Inc	1,451.15	
008530	05/01/2017	02730	CUPE Local 401	955.34	
008531	05/01/2017	01901	DENNISON, MELINDA	35.00	
008532	05/01/2017	01476	DOR-TEC SECURITY LTD.	138.30	
008533	05/01/2017	02140	DOUG LLOYD CONTRACTING	120.75	
008534	05/01/2017	03349	Ewen Contracting	1,180.00	
008535	05/01/2017	03156	First Nations Drum	315.00	
008536	05/01/2017	00052	HARDY BUILDERS' SUPPLY	643.90	
008537	05/01/2017	02043	HARNISH SALES AGENCY	1,207.36	
008538	05/01/2017	00194	INT'L UNION OPERATING EN	1,007.77	
008539	05/01/2017	03348	Johnson, Richard B.	760.00	
008540	05/01/2017	01777	MCCARRICK,ALLISON	35.00	
008541	05/01/2017	00328	MERCER, SEAN	35.00	
008542	05/01/2017	00014	MINISTER OF FINANCE	3,525.00	
008543	05/01/2017	02754	Minister of Finance	526.00	
008544	05/01/2017	00447	MNP	18,191.25	
008545	05/01/2017	01014	NICKERSON, SCHELL	75.00	
008546	05/01/2017	01367	NORTH ISLAND GAZETTE	249.95	
008547	05/01/2017	00013	PACIFIC BLUE CROSS	11,090.87	
008548	05/01/2017	00203	Port Hardy & Dist. Chamb	154.45	
008549	05/01/2017	00107	RECEIVER GENERAL FOR CAN	15,799.08	
008550	05/01/2017	02174	RECYCLING COUNCIL OF BC	175.00	
008551	05/01/2017	00187	REGIONAL DISTRICT OF MT	3,700.62	
008552	05/01/2017	03092	Seaway Ventures Ltd.	11,658.18	
008553	05/01/2017	00253	Shaw Cable	134.74	
008554	05/01/2017	03313	Tex Electric Ltd.	178.50	
008555	05/01/2017	00522	THUNDERBIRD MALL	525.00	
008556	05/01/2017	00011	Tidbury, John	240.15	
008557	05/01/2017	01661	Urban Systems Ltd	130.41	
008558	05/01/2017	02850	VWR International Co.	322.10	
008559	12/01/2017	00044	ACKLANDS - GRAINGER INC.	485.68	
008560	12/01/2017	02514	AlSCO	93.88	
008561	12/01/2017	01836	ARIES SECURITY LTD.	4,086.13	
008562	12/01/2017	02551	Associated Fire Safety E	4,408.27	
008563	12/01/2017	00047	B.C. HYDRO (Minister of	48,693.28	
008564	12/01/2017	01145	BLACK CAT REPAIRS	188.50	
008565	12/01/2017	00073	BLACK PRESS GROUP LTD.	1,181.86	
008566	12/01/2017	01615	BOOD, HANK	143.00	
008567	12/01/2017	02468	Canwest Propane	3,680.38	
008568	12/01/2017	00281	CHEVRON CANADA LTD.	2,444.69	
008569	12/01/2017	01767	CIVICINFO BC	279.30	
008570	12/01/2017	02762	Cleartech Industries Inc	1,424.70	
008571	12/01/2017	01433	COMOX PACIFIC EXPRESS LT	171.43	
008572	12/01/2017	03351	DOSENOVIC, BORIS	2,045.05	
008573	12/01/2017	00099	FOX'S DISPOSAL SERVICES	14,015.05	
008574	12/01/2017	02616	Hall's West Coast Contra	1,443.75	
008575	12/01/2017	01335	HARBOUR AUTHORITY ASSOCI	175.00	
008576	12/01/2017	02043	HARNISH SALES AGENCY	2,853.76	
008577	12/01/2017	00063	HOME HARDWARE BUILDING C	604.63	
008578	12/01/2017	02606	Island Communications Lt	1,366.40	
008579	12/01/2017	00065	K & K ELECTRIC LTD.	215.59	
008580	12/01/2017	02197	LANDON COLLISION AND TOW	131.25	
008581	12/01/2017	02883	Lekker Food Distributors	577.20	
008582	12/01/2017	00069	MACANDALE'S	503.37	
008583	12/01/2017	00626	MAINROAD MAINTENANCE PRO	8,670.74	
008584	12/01/2017	03059	Maxxam Analytics	809.03	
008585	12/01/2017	00585	Minister of Finance	1,057.91	
008586	12/01/2017	02006	NORTH ISLAND TRACTOR	1,663.20	
008587	12/01/2017	00027	NORTH ISLAND VETERINARY	291.10	
008588	12/01/2017	00075	O.K. TIRE STORE (PORT HA	3,713.05	
008589	12/01/2017	02749	Orach Enterprises Ltd.	5,174.61	
008590	12/01/2017	00217	ORKIN CANADA CORPORATION	76.65	
008591	12/01/2017	00203	Port Hardy & Dist. Chamb	210.00	
008592	12/01/2017	02051	PORT MCNEILL ENTERPRISES	1,455.30	
008593	12/01/2017	00769	Praxair Distribution	15,887.37	

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
008594	12/01/2017	00080	PUROLATOR INC.	738.79	
008595	12/01/2017	00107	RECEIVER GENERAL FOR CAN	27,339.89	
008596	12/01/2017	00187	REGIONAL DISTRICT OF MT	5,188.30	
008597	12/01/2017	03246	Sanitherm, ULC C3191	2,410.24	
008598	12/01/2017	03073	Smith Cameron Process So	4,670.40	
008599	12/01/2017	00113	STRYKER ELECTRONICS LTD.	855.39	
008600	12/01/2017	03313	Tex Electric Ltd.	1,081.59	
008601	12/01/2017	01224	TOWN TAXI	24.80	
008602	12/01/2017	02833	Veronika Valentova	140.00	
008603	12/01/2017	03285	Wamiss, Stan	1,500.00	
008604	12/01/2017	02837	Waterhouse Environmental	6,115.20	
008605	12/01/2017	00164	Xerox Canada Ltd.	383.09	
008606	12/01/2017	00164	Xerox Canada Ltd.	12.21	
008607	13/01/2017	02533	North Island Concert Soc	2,000.00	
008608	13/01/2017	01807	PORT HARDY TWINNING SOCI	5,000.00	
008609	19/01/2017	02514	Alsco	182.47	
008610	19/01/2017	01531	BJARNASON, SUSAN	23.00	
008611	19/01/2017	01145	BLACK CAT REPAIRS	1,128.79	
008612	19/01/2017	00018	CANADIAN RED CROSS SOCIE	294.98	
008613	19/01/2017	03000	Canamix Processing Syste	116.86	
008614	19/01/2017	02468	Canwest Propane	1,938.77	
008615	19/01/2017	00281	CHEVRON CANADA LTD.	1,872.05	
008616	19/01/2017	03353	Cloutier-Defoy, Kevin	229.59	
008617	19/01/2017	00996	COMMUNITY FUTURES	155.00	
008618	19/01/2017	03043	Coon, Thomas	67.19	
008619	19/01/2017	02822	Corix Water Products LP	1,291.87	
008620	19/01/2017	01900	Cousins, Robert	250.00	
008621	19/01/2017	02110	DARLING, CORTNEY	250.00	
008622	19/01/2017	00218	DB PERKS AND ASSOCIATES	26.88	
008623	19/01/2017	01901	DENNISON, MELINDA	42.57	
008624	19/01/2017	01982	DIGITAL POSTAGE ON CALL	1,575.00	
008625	19/01/2017	00183	DRIEMEL, LESLIE	263.20	
008626	19/01/2017	02831	Exova Canada Inc.	763.83	
008627	19/01/2017	02456	F.H. Black & Company	3,307.50	
008628	19/01/2017	03354	Glacier Fixture Installa	500.00	
008629	19/01/2017	00058	GUILLEVIN INTERNATIONAL	5,436.58	
008630	19/01/2017	01335	HARBOUR AUTHORITY ASSOCI	575.00	
008631	19/01/2017	03015	Henschke, Cory	250.00	
008632	19/01/2017	01875	ISLAND ADVANTAGE DISTRIB	443.97	
008633	19/01/2017	02873	Jewell, Joe	250.00	
008634	19/01/2017	00065	K & K ELECTRIC LTD.	5,780.68	
008635	19/01/2017	01628	KING, BOB	250.00	
008636	19/01/2017	02712	Klatt, Ron	250.00	
008637	19/01/2017	03152	Le Fort, Roland	250.00	
008638	19/01/2017	02007	MARSHALL WELDING AND FAB	394.81	
008639	19/01/2017	01777	MCCARRICK,ALLISON	40.59	
008640	19/01/2017	03212	McGill, Mike	250.00	
008641	19/01/2017	02439	Mose, Richard	250.00	
008642	19/01/2017	01419	MURDY & MCALLISTER	1,685.10	
008643	19/01/2017	01645	NORTH ISLAND COMMUNICATI	2,593.85	
008644	19/01/2017	02051	PORT MCNEILL ENTERPRISES	1,247.40	
008645	19/01/2017	02724	Reusch, Justin	250.00	
008646	19/01/2017	03174	Schantz, Robert	459.35	
008647	19/01/2017	00151	SOCAN	235.36	
008648	19/01/2017	03352	Stellar Power & Control	582.40	
008649	19/01/2017	00161	TELUS MOBILITY (BC)	746.96	
008650	19/01/2017	03313	Tex Electric Ltd.	236.25	
008651	19/01/2017	01755	THARP, TIM	250.00	
008652	19/01/2017	02717	Tourism Association of V	286.62	
008653	19/01/2017	03264	Unitech Construction Man	4,786.65	
008654	19/01/2017	00329	WALSH, ROD	250.00	
008655	26/01/2017	00735	A.C.E. COURIER SERVICES	209.96	
008656	26/01/2017	00437	ACME SUPPLIES LTD.	717.59	
008657	26/01/2017	02904	ACS - Armbrust Computer	2,779.16	
008658	26/01/2017	01145	BLACK CAT REPAIRS	188.50	
008659	26/01/2017	01615	BOOD, HANK	380.50	
008660	26/01/2017	02468	Canwest Propane	1,999.39	
008661	26/01/2017	00281	CHEVRON CANADA LTD.	972.05	
008662	26/01/2017	01433	COMOX PACIFIC EXPRESS LT	313.43	
008663	26/01/2017	02730	CUPE Local 401	636.91	
008664	26/01/2017	00099	FOX'S DISPOSAL SERVICES	15,613.05	

<u>Cheque #</u>	<u>Pay Date</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Paid Amount</u>	<u>Void</u>
008665	26/01/2017	02860	Grove-Crossman Equipment	324.80	
008666	26/01/2017	00063	HOME HARDWARE BUILDING C	75.01	
008667	26/01/2017	00194	INT'L UNION OPERATING EN	1,027.75	
008668	26/01/2017	01752	KELTIC SEAFOODS LTD.	197.40	
008669	26/01/2017	03355	KEZ Recreational Product	2,362.53	
008670	26/01/2017	03211	Lasota, Kenadii	195.99	
008671	26/01/2017	00271	LIFESAVING SOCIETY	120.00	
008672	26/01/2017	00069	MACANDALE'S	192.78	
008673	26/01/2017	03357	Martin Kufaas Painting	2,550.00	
008674	26/01/2017	00017	MUNICIPAL INSURANCE ASSO	150.00	
008675	26/01/2017	00217	ORKIN CANADA CORPORATION	76.65	
008676	26/01/2017	00013	PACIFIC BLUE CROSS	11,504.89	
008677	26/01/2017	00203	Port Hardy & Dist. Chamb	1,601.25	
008678	26/01/2017	00107	RECEIVER GENERAL FOR CAN	23,615.23	
008679	26/01/2017	03073	Smith Cameron Process So	795.20	
008680	26/01/2017	02170	SPIKETOP CEDAR LTD.	1,209.60	
008681	26/01/2017	03279	Tam, Rachel	13.80	
008682	26/01/2017	00160	TELUS	4,769.99	
008683	26/01/2017	00644	VAN KAM FREIGHTWAYS LTD.	192.27	
008684	26/01/2017	03358	Wainwright, David	382.14	
Total:				385,381.81	



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



# DISTRICT OF PORT HARDY

## STAFF REPORT



---

**DATE:** January 31, 2017  
**TO:** Mayor and Councillors  
**FROM:** Adrian Maas, Director of Finance  
**RE:** **Grant in Aid - Port Hardy Youth Soccer Club**

---

### PURPOSE

To inform Council of Grant in Aid Application and seek direction.

### ANALYSIS

Annual Late Grant in Aid budget has been established at \$2,000 and is administered on a general first come first serve basis (see policy attached).

Port Hardy Youth Soccer Club has made an application for a Grant in Aid in the amount of \$5,000 per year for fiscal years 2017-2022 as per the attached application. This request exceeds the amount provided in the late Grant in Aid budget, and given the amount may more properly belong as part of the annual budget process.

The primary purpose of the grant in aid is to provide funds to cover off the potential cost of watering fields that do not belong to Port Hardy. Council has options to consider.

1. Defer the application for one year and reconsider the application together with the general grant in aid process in September. Depending on weather and timing of field changes this may not be viable.
2. Deny the application.
3. Vary the policy and grant the funds using prior years surplus.

### FINANCIAL IMPLICATIONS

There is not a sufficient Grant in Aid budget at this time to cover the cost of \$5,000.

### STAFF RECOMMENDATION

*"THAT Council consider the application from Port Hardy Youth Soccer and provide direction to staff."*

Respectfully submitted,

I agree with the recommendation.

Signed

Adrian Maas  
Director of Finance

Signed

Allison McCarrick  
Chief Administrative Officer



DISTRICT OF PORT HARDY  
GRANT IN AID APPLICATION



**For the upcoming budget year requests for grants-in-aid / honorariums / fee for service must be made in writing by September 30<sup>th</sup>.**

<b>General Information:</b> 1. The contents of this application are considered public information and may be released upon request. 2. Please print legibly		
Legal Name of Organization: Pt Hardy Youth Soccer Club		
Mailing Address: PO Box 1751		Postal Code: V0N2P0
Phone: 250 230 0625	Fax:	Email: alisab@telus.net
Contact Person: Alisa Moore		Position: President
Provincial Society Registration # (if applicable): /		Federal Charitable Tax # (if applicable): /
Provincial/National Sports Governing Body (if applicable): BC Soccer		
Fiscal year for Grant: 2017 - 2022	Total Grant Requested for Fiscal Year: \$ 5,000	Total Budget for Fiscal Year: \$ 5,000 / year x 5 years = \$ 25,000

**Declarations:**

I hereby certify that the information included with this application is complete, and is true and correct to the best of my knowledge, and that I have been authorized by the above named organization to make this declaration and to submit this application on behalf of the organization.

Name: Alisa Moore (please print) Position President Date Jan 20/17

Signature Alisa Moore

I hereby declare that if our organization is successful at obtaining a District of Port Hardy grant that we give the District of Port Hardy (or a third party appointed by the District) the right to review the project/program for which the grant was obtained to ascertain whether grant monies received were used for the stated purpose(s) set out in this application.

Name: Jim Clair (please print) Position Fac Maintenance Date Jan 20/17

Signature Jim Clair

Return to: **Attn: Director of Financial Services,  
District of Port Hardy  
PO Box 68  
Port Hardy BC V0N2P0**

## General Grant Information

### 1. Describe the operation and history of your organization:

Pt Hardy Youth soccer club is made up of volunteers that organizes & runs youth soccer from April to July each year. We have approximately 400 youth from Pt Hardy that come out & participate in the spring.

### 2. Describe the specific activity or project to which the Grant funding would be applied:

Pt Hardy Youth soccer uses SD85 fields to conduct practices & games throughout the season. This grant would be used to restore, maintain & up keep the playing fields including watering the high school field, fertilizing, re seeding & top dressing the playing surfaces we use.

### 3. Identify the need for this activity or project and discuss how that need was identified/determined:

Playing field at the high school was becoming very dangerous to play on over the past couple of year. The warm weather killed the grass and our head referee & some parents began to complain about the safety of players & the <sup>poor</sup> shape/condition of the fields. We need to have the ability to provide a well maintained safe playing area for our youth to practice & play games on.

**\*\*Please use the space provided. Information provided in addition to what is asked for will not be considered in the grant adjudication process.\*\***

**4. How does your organization plan to meet the identified need:**

We have been working on an agreement with SD 85 & hoping to include the district of Pt Hardy to restore, maintain & upkeep the fields we use for Pt Hardy Youth Soccer. We plan to work more closely with the school district & provide funds to ensure safe field playing conditions.

**5. How will potential clients be informed of your activity or project and how will they access your services:**

Soccer parents/players/coaches will be informed through the Pt Hardy Youth Soccer Executive distributing information through the soccer facebook page, newspaper & through our agreement with SD 85.

**6. What are the expected outcomes of your activity or project:**

We expect in our 1st year that there will be the beginnings of successful restoration & up-keep of playing fields in Pt Hardy that allows for a healthy competitive soccer environment.

**7. List any relevant project/program statistics including a listing of the number of clients served in the past two years and the number expected to be served during the duration of this grant:**

Currently we have approximately 400+ youth playing soccer in Pt Hardy and each year we are seeing slight increases. We play the other North Island communities & have tournament where we invite teams from down Island. Based on our projection over the 5 year period we hope to serve over 2000 youth in Pt Hardy & many visitors from the North Island.

**\*\*Please use the space provided. Information provided in addition to what is asked for will not be considered in the grant adjudication process.\*\***



**Financial Information:**

**The following documents must be attached to this application:**

- a) Budget for the entire organization including both revenues/expenditures and any in-kind support or expenditure;
- b) Itemized list of all revenues/expenditures relating to the amount of the grant being applied for;
- c) Financial statements from your most recent fiscal year end and
- d) Copy of your most recent month-end financial statements.

We will be able to provide this after our next Exec Meeting

**1. Provide rationale for any surpluses identified in attached financial statements (e.g. Is surplus restricted and if so for what purpose?):**

Surplus is used for equipment purchases tournament fees & field repair (sprinkler system 2017 working with SD 85)

**2. Outline your contingency plan if this grant application is not approved:**

If we can not get support for maintenance & up keep we may need to ask the District of Pt Hardy to help with building a turf field - we do not have an alternative except for the district not to charge for the use of water to SD 85 so as to help maintain the field

**\*\*Please use the space provided. Information provided in addition to what is asked for will not be considered in the grant adjudication process.\*\***

DISTRICT OF PORT HARDY

POLICY MANUAL

---

COUNCIL POLICY  
FINANCE

FEE FOR SERVICE / HONORARIUMS / GRANTS-IN-AID

POLICY # CP2.7

Approved: July 10, 1996 Last Amended: June 12, 2007

Page 1 of 1

---

- A. Council must in its annual budget allocate funds for disbursement to non-profit groups which would be evaluated on individual merit. The donation may be made in kind or cash.

District advertising of the grants-in-aid policy will be done in May and August for the next budget year.

Requests for grants-in-aid must be made in writing by the September 30<sup>th</sup> for consideration for the next budget year.

Requests will be reviewed upon submission. Individual merit and available funds will dictate Council's decision.

An application for a grant-in-aid will include the following:

- 1) Detail of how the assistance is to be used.
- 2) A recent financial audited statement.
- 3) Detail, if necessary, the use of fund being raised.

- B. Receipt of Late Grant in Aid Application

The Council may consider a late Grant in Aid application only if unallocated funds remain in the Grant-in-Aid Budget.

Requests will be forwarded to the Director of Financial Services for determination of available funding. If funding is available, the DFS will forward the application to Council for consideration.

- C. Requests for Discounts on User Rate Fees

The District of Port Hardy will not consider requests for discounts for recreation fees, moorage or any fees that are set by bylaw.

Upon receipt of requests, staff will:

1. advise the organization requesting the discount of this policy; and
2. provide them with information on the District's Grant In Aid Policy

\*\*\*



**DISTRICT OF PORT HARDY**  
**STAFF REPORT**



**DATE:** January 31, 2017  
**TO:** Mayor and Councillors  
**FROM:** Adrian Maas, Director of Finance  
**RE:** **Grant in Aid - North Island Crisis and Counselling**

---

**PURPOSE**

To inform Council of Grant in Aid Application and seek direction.

**ANALYSIS**

Annual late grant in Aid budget has been established at \$2,000 and is administered on a general first come first serve basis (see policy attached).

North Island Crisis and Counselling Centre Society has applied by way of attached letter and in conversation with the Executive Director it was confirmed they would appreciate the same level of support as last year (10 punch cards valued at +-\$480). They also verbalized that it was a very successful effort and there was no residual unused from the punch cards issued.

**FINANCIAL IMPLICATIONS**

There is sufficient budget at this time to cover the cost of \$480.

**STAFF RECOMMENDATION**

*"THAT Council approve the issuance of 10 punch cards to North Island Crisis and Counselling Centre Society at a cost of \$480."*

Respectfully submitted,

I agree with the recommendation.

Signed

Adrian Maas  
Director of Finance

Signed

Allison McCarrick  
Chief Administrative Officer



"Empowering People"

North Island Crisis and Counselling Centre Society  
7095 Beverley Parnham Way  
P.O. Box 2446 Port Hardy B.C. V0N 2P0



Mayor and Council  
District of Port Hardy

January 19, 2017

Dear Mayor Bood and Council Members:

As you may know, NI Crisis and Counselling Centre Society operates the New Beginning House at 8735 Rupert Street which houses a six bed Crisis Stabilization Program and a five bed Withdrawal Management Program. I am writing to request a donation of swim passes for the residents of these programs. Keeping these people busy as they work to improve their lives is very important; swimming is an activity that would some stimulation when they are not participating in therapeutic work.

Unfortunately, many people that reside with us in these programs do not have the financial means to use the pool. NI Crisis and Counselling Centre Society accepts people to both programs regardless of their ability to pay; the funding we receive to operate these programs is extremely limited which means our Society does not have the funds to purchase/provide recreation activities.

Recreation, which some might see as merely a break from more traditional services, can function as a complementary form of therapy that provides several recovery benefits:

- Exercise helps patients improve their physical and mental health.
- Activities can help create social ties associated with positive behavior.
- Recreation can be an effective way to relieve stress, anxiety and frustration.
- Staying active can help minimize potential boredom and fill emotional voids.
- Certain types of exercise release endorphins that create a positive natural high.
- Exercise-related highs help restore healthy dopamine levels and neurotransmissions.

If you have any further questions, please feel free to contact me at 250-949-8333 or [altheav@nicccs.org](mailto:altheav@nicccs.org). Thank you for your consideration of this request.

2015 GRANTED 3 PUNCH CARDS \$138  
2016 GRANTED 10 PUNCH CARDS \$460

Althea Vermaas  
Executive Director



DISTRICT OF PORT HARDY

POLICY MANUAL

---

COUNCIL POLICY  
FINANCE

FEE FOR SERVICE / HONORARIUMS / GRANTS-IN-AID

POLICY # CP2.7

Approved: July 10, 1996 Last Amended: June 12, 2007

Page 1 of 1

---

- A. Council must in its annual budget allocate funds for disbursement to non-profit groups which would be evaluated on individual merit. The donation may be made in kind or cash.

District advertising of the grants-in-aid policy will be done in May and August for the next budget year.

Requests for grants-in-aid must be made in writing by the September 30<sup>th</sup> for consideration for the next budget year.

Requests will be reviewed upon submission. Individual merit and available funds will dictate Council's decision.

An application for a grant-in-aid will include the following:

- 1) Detail of how the assistance is to be used.
- 2) A recent financial audited statement.
- 3) Detail, if necessary, the use of fund being raised.

- B. Receipt of Late Grant in Aid Application

The Council may consider a late Grant in Aid application only if unallocated funds remain in the Grant-in-Aid Budget.

Requests will be forwarded to the Director of Financial Services for determination of available funding. If funding is available, the DFS will forward the application to Council for consideration.

- C. Requests for Discounts on User Rate Fees

The District of Port Hardy will not consider requests for discounts for recreation fees, moorage or any fees that are set by bylaw.

Upon receipt of requests, staff will:

1. advise the organization requesting the discount of this policy; and
2. provide them with information on the District's Grant In Aid Policy

\*\*\*



## DISTRICT OF PORT HARDY STAFF REPORT

---

**TO:** Allison McCarrick, CAO  
**FROM:** Heather Nelson-Smith, Director of Corporate Services  
**SUBJECT:** AVICC RESOLUTIONS 2017  
**DATE:** February 7, 2017

---

**BACKGROUND:**

At the Council meeting of January 24, 2017 Council directed staff to peruse preparing resolutions for the following topics:

- Fire truck and emergency equipment cost sharing.
- Extraordinary resolution regarding UBCM bylaw revision.
- Community Forest review of Annual Allowable Cut.

**EMERGENCY FIRE EQUIPMENT**

See recommendation.

**EXTRAORDINARY RESOLUTION REGARDING UBCM BYLAW REVISION**

The deadline for the UBCM resolutions is June 30, 2017. I will be working with UBCM staff directly to draft this resolution for Council endorsement prior to the UBCM resolution deadline.

**COMMUNITY FOREST REVIEW OF ANNUAL ALLOWABLE CUT**

Email sent February 8, 2017

**RECOMMENDATION**

THAT Council put forth the following resolution to the Association for Vancouver Island Coastal Communities for consideration at the 2017 Annual General Meeting:

**WHEREAS** *Communities are required to provide essential services including fire safety;*

**AND WHEREAS** *the cost of emergency vehicles and equipment for fire safety are costly;*

**AND WHEREAS** *grants for emergency equipment have all but disappeared since the early 2000's;*

**AND WHEREAS** *small communities are required to fund 100% of emergency equipment through taxation;*

**THEREFORE BE IT RESOLVED THAT** *the Association for Vancouver Island Coastal Communities and the Union of British Columbia Municipalities request the Province of British Columbia to create grants for emergency vehicles and equipment and make them available to Municipalities and Regional Districts with populations less than 100,000 at a cost share of no less than 50%.*

Respectfully submitted,

Heather Nelson-Smith, DCS

I agree with the recommendation,

Allison McCarrick, CAO



**DISTRICT OF PORT HARDY  
BYLAW 1061- 2017**

**A BYLAW TO ADOPT THE ANNUAL FIVE-YEAR FINANCIAL PLAN  
FOR THE PERIOD 2017 - 2021**

WHEREAS the Council of the District of Port Hardy deems it expedient to prepare the Five-Year Financial Plan;

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

**1. Title**

This Bylaw may be cited for all purposes as "District of Port Hardy Financial Plan 2017 – 2021 Bylaw No. 1061-2017".

**2. Schedules**

1. Schedule "A" attached to and forming part of this bylaw is hereby declared to be the 2017 Disclosure of Revenue Objectives and Policies as per Section 165(3.1) of the *Community Charter*.
2. Schedule "B" attached to and forming part of this bylaw is hereby declared to be the Financial Plan of the District of Port Hardy for the years 2017-2021.

**3. Repeal**

1. District of Port Hardy Financial Plan 2016 – 2020 Bylaw No. 1047-2016 is hereby repealed.

Notice of the Open Meeting to present the District of Port Hardy 2017-2021 Financial Plan was advertised in the North Island Gazette January 11, 2017 and January 18, 2017 and on the District of Port Hardy Notice Board and Website.

The Open Meeting and Presentation of the District of Port Hardy 2017-2021 Financial Plan was held January 24, 2017.

Read a First time on the 24th day of January 2017.

Read a Second time on the 24th day of January 2017.

Read a Third time on the 24th day of January 2017.

Adopted by the Municipal Council on the \_\_\_<sup>th</sup> day of \_\_\_\_\_, 2017.

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

\_\_\_\_\_  
Mayor

Certified to be a true copy of District of Port Hardy Financial Plan 2017 – 2021  
Bylaw No. 1061-2017

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

## SCHEDULE A - BYLAW 1061-2017

### 2017 Revenue Objectives and Policies

In accordance with Section 165(3.1) of the *Community Charter*, the District of Port Hardy is required to include in the Five Year Financial Plan, objectives and policies regarding each of the following:

1. The proportion of total revenue that comes from each of the funding sources described in Section 165(7) of the *Community Charter*.
2. The distribution of property taxes among the property classes.
3. The use of permissive tax exemptions.

### Funding Sources

**Table 1: Sources of Revenue**

Revenue Source	% of Total Revenue	Dollar Value
Property Taxes	10.97%	\$3,076,181
Sale of Services	3.14%	880,082
Sewer Rates	4.37%	1,225,871
Water Rates	5.17%	1,451,312
Revenue from own sources	1.07%	299,501
Unconditional Gov't Grants	2.16%	606,000
Capital Grants	45.98%	12,902,000
Reserves and Surplus	8.19%	2,297,020
Debt	18.95%	5,320,000
<b>Total</b>	<b>100%</b>	<b>\$28,057,967</b>

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2017. The total revenue has been adjusted for non-cash entries in the financial plan. The amount for amortization in 2017 is \$1,800,000; this is not taxed for and is therefore not included in Table 1.

The largest portion of planned revenue is user fees and charges. Services that can be measured and charged on a user-pay basis include water, wastewater, waste management, building permits, recreation, administration and the wharves. User fees apportion the value of the service to those who use it. User fees do not cover all of the costs for the related service.

Property taxes are the next major source of revenue. As a revenue source, property taxation offers a stable and reliable source of revenue for services where the rates are not enough to fund the service. These services include fire protection, general administration, bylaw enforcement, infrastructure maintenance, streets and roads, recreation and culture, economic development and planning.

The District will continue to review all user fees and charges to ensure they adequately meet the capital and operational costs of the service provided.



**SCHEDULE A - BYLAW 1061-2017**

**Distribution of Property Taxes**

**Table 2: Distribution of Property Tax Rates**

<b>Property Class</b>	<b>% of Total Taxation</b>	<b>Dollar Value</b>
Residential	51.26%	\$1,488,957
Utilities	1.32%	38,220
Light Industry	3.92%	113,742
Business and Other	42.70%	1,240,239
Managed Forest	0.58%	17,040
Recreation/Non-profit	0.22%	6,464
<b>Total</b>	<b>100%</b>	<b>\$2,904,662</b>

Table 2 provides the distribution of property taxes among the property classes. The residential class provides the main portion of tax revenue. The residential class is also the largest percentage of the total assessment and consumes the majority of the District services.

All new additions to the property class are removed from the calculation, the percentage increase is applied over the net assessment, and the new rates determined are then applied to the new growth.

Council will continue to assess the multiples used in the tax rate calculation and adjust them as necessary to promote continued growth in the business and industry sector.

**Permissive Tax Exemptions**

Tax exemptions must demonstrate a benefit to the community and residents of the District by enhancing the quality of life (economically, socially and culturally). The goals, policies and principles of the organization must not be inconsistent or conflict with those of the District. Organizations receiving permissive tax exemptions must be registered non-profit societies and cannot be for commercial or private gain.

**Table 3: Permissive Tax Exemptions**

<b>Permissive Tax Exemptions</b>	<b>General Taxes Foregone</b>
District owned properties managed by not-for-profit groups	11,609
Not-for-profit organizations	138,964
Churches	41,982
<b>Total</b>	<b>\$ 192,555</b>

Schedule B - Bylaw 1061-2017

	2017	2018	2019	2020	2021
<b>Revenue</b>					
Municipal property taxes	2,904,662	3,081,161	3,119,199	3,175,607	3,245,023
Payments in lieu of taxes	171,519	173,304	175,061	176,894	178,746
Sale of services	880,082	897,680	915,631	933,941	952,617
Sewer user rates	1,225,871	1,271,897	1,319,705	1,369,362	1,420,945
Water user rates	1,451,312	1,480,338	1,509,945	1,540,143	1,570,945
Revenue from own sources	299,501	305,262	309,174	315,244	320,866
Unconditional transfers other governments	606,000	621,160	623,203	625,287	627,413
Conditional transfers other governments	12,902,000	2,675,000	2,100,000	1,850,000	1,600,000
Contributions from developers	-	-	-	-	-
Transfers from reserves & other funds	4,097,020	2,624,500	2,282,000	2,246,900	2,258,838
Debenture debt	5,320,000	1,000,000	-	1,000,000	-
	<u>29,857,967</u>	<u>14,130,302</u>	<u>12,353,918</u>	<u>13,233,378</u>	<u>12,175,393</u>
<b>Expenditures</b>					
General government services	993,064	1,027,675	1,041,345	1,062,164	1,083,402
Protective services	419,700	428,406	437,252	446,372	455,695
Transportation services	1,349,752	1,379,147	1,408,390	1,439,969	1,472,316
Environmental & public health services	275,250	280,752	286,368	292,095	297,938
Economic & development services	186,364	203,411	207,377	211,425	215,552
Parks, recreation & cultural services	1,343,069	1,371,915	1,400,707	1,431,353	1,462,724
Wastewater services	951,424	970,452	989,857	1,009,654	1,029,843
Water services	1,126,460	1,148,989	1,171,961	1,195,397	1,219,307
Debt charges	184,410	152,156	151,686	151,256	151,226
Debt principal repayments	316,950	207,086	204,106	185,986	178,086
Transfers to reserves & other funds	554,404	730,813	767,869	807,707	849,304
Amortization	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000
Capital expenditures	20,357,120	4,429,500	2,487,000	3,200,000	1,960,000
	<u>29,857,967</u>	<u>14,130,302</u>	<u>12,353,918</u>	<u>13,233,378</u>	<u>12,175,393</u>



# DISTRICT OF PORT HARDY

## STAFF REPORT



**DATE:** February 2, 2017  
**TO:** Mayor and Councillors  
**FROM:** Adrian Maas, Director of Finance  
**RE:** User Rates and Fees Amendment Bylaw

---

### PURPOSE

To amend User Rates and Fees Bylaws as per previous Council Direction and proposals contained in this report

### ANALYSIS

- 1/2. Council has previously directed change in the addition of a Bulk Water user rate and in the amendment of moorage rates at Bear Cove. These changes are included in the amending bylaw.
3. A recent complaint regarding Seniors Discounts has prompted staff to review our process and bylaw in respect to how and when a Senior may claim a discount for previous periods. Our practice has been to allow discounts immediately when we are specifically informed by a senior that they qualify and to also allow a discount for one period prior. This has not been impounded in formal policy or bylaw provisions. Specifically our bylaw makes no provision for retroactivity but does reference Home Owner Grant Eligibility as the qualifying criteria. The Province allows retroactive claims for the previous calendar year with no provision for claims beyond that. It would be reasonable for us to follow Provincial practice for consistency.

Staff propose adding to the wording of the Seniors Discount in the relevant sections of the bylaw as follows (*in bold*)

#### Seniors Discount

Property owners who are Seniors shall receive a discount on all or any portion of a current billing if paid by the quarterly due date. This applies only to the principal place of residence. Senior means a person who is 65 years of age or older and who meets the grant eligibility requirements as defined by the Home Owner Grant Act. **On application, with proof of age, discounts shall be permitted retroactively for the previous billing period and if applicable for the previous calendar year only if previously paid by the due date.**

4. Our Building Inspector now also performs Fire inspections and clarity is required in the bylaw for fees that may result from having to return to do multiple inspections. Staff propose the existing re-inspection fee be clarified to include both building and fire inspection services.

---

**FINANCIAL IMPLICATIONS**

Allowing retroactivity will result in a minor increase in Senior Discount cost, While the re-inspection fee is not likely to add any substantive revenue.

**STAFF RECOMMENDATION**

*"THAT Council amend User Rates bylaw 1057 as per the Director of Finance Report of February 2, 2017."*

Respectfully submitted,

I agree with the recommendation.

Signed



---

Adrian Maas  
Director of Finance

Signed



---

Allison McCarrick  
Chief Administrative Officer



**DISTRICT OF PORT HARDY  
BYLAW 1063-2017  
A BYLAW FOR DISTRICT OF PORT HARDY USER  
RATES AND FEES AMENDMENT FOR 2017**

WHEREAS the Council considers it desirable to amend fees for services provided by the Municipality;

The Council of the District of Port Hardy enacts as follows:

1. TITLE
  - (a) This bylaw may be cited for all purposes as the "District of Port Hardy 2017 User Rates and Fees Amendment Bylaw No. 1063-2017".
2. ENACTMENT
  - (a) This bylaw is in effect on adoption.
3. SCHEDULES
  - (a) Schedule G of Bylaw 1057 -2016 is hereby amended by deleting the following table

Bear Cove Recreation Site	Rates
Moorage - Charter Boat Operator	
Monthly/metre	\$ 17.62
All other moorage	
Daily/metre	\$ 2.34

and replacing it with the table below

Bear Cove Recreation Site	Rates
Moorage - Charter Boat Operator	
Monthly/metre	\$ 17.62
All other moorage	
Daily/metre	\$ 2.34
Weekly/metre	\$ 13.14

- (b) Schedules A, B, and D are hereby amended by amending the phrase

"Seniors Discount

Property owners who are Seniors shall receive a discount on all or any portion of a current billing if paid by the quarterly due date. This applies only to the principal place of residence. Senior means a person who is 65 years of age or older and who meets the grant eligibility requirements as defined by the *Home Owner Grant Act*."

Wherever it appears to include "On application, with proof of age, discounts shall be permitted retroactively for the previous billing period and if applicable for the previous calendar year only if previously paid by the due date. "

- (c) Schedule A is hereby amended by adding to section 4 Quarterly Rates the following

39	For each Metered Service outside District of Port Hardy boundaries a charge which is the greater of the flat unit fee based on unit type OR \$1.22 per Cubic Meter (M3)	Greater of \$ Flat rate OR \$1.22 /m3
----	---	---------------------------------------

(d) Schedule J is hereby amended by deleting the phrase in section 4 a) "A re-inspection fee where more than two inspections are necessary."

and replacing it with "A re-inspection fee where more than two fire or building inspections are necessary."

Read a first time on the \_\_\_\_ day of \_\_\_\_\_, 2017.

Read a second time on \_\_\_\_ day of \_\_\_\_\_, 2017.

Read a third time on the \_\_\_\_ day of \_\_\_\_\_, 2017.

Adopted on the \_\_\_\_ day of \_\_\_\_\_ 2017.

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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Certified a true copy of  
Bylaw No.1063-2017 as adopted.  
Director of Corporate Services