

**DISTRICT OF PORT HARDY  
AGENDA FOR THE REGULAR COUNCIL MEETING  
7:00 PM TUESDAY, FEBRUARY 23 2016  
Council Chambers - Municipal Hall**

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<u>Page</u>	<b>A. CALL TO ORDER</b>	Time:
	<b>B. APPROVAL OF AGENDA AS PRESENTED (or amended)</b>	
	Motion required.	1.            2.
	<b>C. ADOPTION OF MINUTES</b>	
1-2	1. Minutes of the Committee of the Whole meeting held February 9, 2016.	
	Motion required	1.            2.
3-8	2. Minutes of the Regular Council meeting held February 9, 2016.	
	Motion required	1.            2.
	<b>D. DELEGATIONS AND REQUESTS TO ADDRESS COUNCIL</b>	
	No delegations	
9-11	<b>E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS</b>	
	1. Council Action items. For information.	
12	<b>F. CORRESPONDENCE</b>	
	1. Email from Sabrina Dent (Feb 8/16) re: Request for exemption from Noise Bylaw 949 for Relay for Life May 28, 2016 from 6:00 pm to Midnight.	
	Motion / direction	1.            2.
13	2. Carolyn Deakin, Assistant Corporate Officer, City of Port Coquitlam (Feb.4/16) re: Request for support for resolution to the Federation of Canadian Municipalities (FCM) regarding Build Canada Grant Funding.	
	Motion / direction	1.            2.
	<b>G. NEW BUSINESS</b>	
	None in agenda package	
	<b>H. COUNCIL REPORTS</b>	
	1. Verbal Reports from Council members.	
10-11	<b>I. COMMITTEE REPORTS</b>	
	1. Draft minutes of the First Nations Relations Committee meeting held February 9, 2016. For information.	
12-14	2. Draft minutes of the Parks & Recreation Review Committee meeting held February 17, 2016. For information.	
15-17	3. Draft minutes of the Operational Services Committee meeting held February 18, 2016. For information.	
18-28	<b>J. STAFF REPORTS</b>	
	1. Heather Nelson-Smith, Director of Corporate Services (Feb.5/16) re: Hazardous Condition Property at Lot 8, Section 36, Township 9, Rupert District, Plan 27270 PID: 002-591-235 8775 Granville Street Port Hardy, BC	
	Motion / direction	1.            2.
	<b>K. CURRENT BYLAWS AND RESOLUTIONS</b>	
	No current bylaws.	

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**L. PENDING BYLAWS**

No pending bylaws.

**M. INFORMATION AND ANNOUNCEMENTS**

March 8 Committee: First Nations Relations 4:00 pm, Council Chambers  
March 9 Heritage Society, 7:00 pm, Council Chambers  
March 16 Committee: Parks & Recreation Review Committee, 3:00 pm Council Chambers  
March 17 Committee: Operational Services Committee, 3:00 pm Council Chambers  
March 21 Committee: Emergency Planning  
March 22 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  
DISTRICT OF PORT HARDY  
COMMITTEE OF THE WHOLE MEETING  
6:00 pm TUESDAY FEBRUARY 9, 2016  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

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

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

**REGRETS:** Mayor Hank Bood

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

**A. CALL TO ORDER**

Deputy Mayor Tidbury called the meeting to order at 6:00pm

**B. APPROVAL OF AGENDA**

**Moved/Seconded/Carried**

THAT the agenda for the Committee of the Whole February 9, 2016 be adopted as presented.

**C. DELEGATION**

No delegations

**D. STAFF REPORTS**

1. A. McCarrick, CAO (Jan 20/16) Establishment of a Personnel Committee

**Moved/Seconded/Defeated**

THAT a recommendation be made to Council to consider a personnel committee with select members of Council to create a possible terms of reference for the committee. *Councillors Corbett-Labatt, Hemphill, Marcotte and Deputy Mayor Tidbury were opposed to this motion*

Council agreed that the process in which the hiring for the District is being done will remain.

2. A. McCarrick, CAO (Feb 2/16) re: Operational Services and Parks and Recreation Committees

Council reviewed the Parks and Recreation and the Operational services committees and decided not to make any changes to the structure at this time.

3. A. McCarrick, CAO (Verbal Report) re: Multiplex Building Committee  
CAO McCarrick reported on the creation of the Multiplex Committee by the Mayor and Councilor Fred Robertson. It is in its first stages of establishment and the first scheduled meeting is February 22, 2016. The invitation to participate sent to the

COW 2016-004  
APPROVAL OF  
AGENDA

COW 2016-005  
PERSONNEL  
COMMITTEE  
DEFEATED

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members will be forwarded to Council.

**E. NEW BUSINESS**

No new business

**F. ADJOURNMENT**

**Moved**

THAT the Committee of the Whole adjourns.

Time: 6:42pm

COW 2016-006  
ADJOURNMENT

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DIRECTOR  
OF CORPORATE SERVICES

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DEPUTY MAYOR



**MINUTES OF THE DISTRICT OF PORT HARDY  
REGULAR COUNCIL MEETING  
FEBRUARY 9, 2016  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

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

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

**REGRETS:** Mayor Hank Bood

**MEDIA:** North Island Gazette      **MEMBERS OF THE PUBLIC:** 12

**A. CALL TO ORDER**

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

**B. APPROVAL OF AGENDA**

Councillor Hemphill requested two additions to the agenda under New Business:

1. Review of draft letter to Kwakiutl First Nation Chief Dickie on behalf of the District of Port Hardy First Nations Relations Committee.
2. Port Hardy Museum, request for use of Mayor's Chain of Office for a temporary display at the museum.

**Moved/Seconded/Carried**

THAT the agenda for the Regular Council meeting of February 9, 2016 be adopted as amended.

**C. ADOPTION OF MINUTES**

1. Minutes of the Committee of the Whole meeting held January 26, 2016.

**Moved/Seconded/Carried**

THAT the minutes of the Committee of the Whole meeting held January 26, 2016 be accepted as presented.

2. Minutes of the Regular Council meeting held January 26 2016.

**Moved/Seconded/Carried**

THAT the minutes of the Regular Council Meeting held January 26, 2016 be accepted as presented.

**D. DELEGATIONS**

1. Schell Nickerson, Fire Chief re: Update on Port Hardy Fire Rescue

Fire Chief Nickerson reviewed the Port Hardy Fire Rescue 4<sup>th</sup> Quarter Report for 2015. Activities reviewed included:

2016-024  
AGENDA ADOPTED  
AS AMENDED

2016-025  
COMMITTEE OF  
THE WHOLE  
MINUTES JAN 26/16  
ACCEPTED AS  
PRESENTED

2016-026  
REGULAR COUNCIL  
MEETING MINUTES  
JAN 26/16  
ACCEPTED AS  
PRESENTED

- Number and type of emergency calls
- Training
- Membership
- Public Education
- Community Involvement
- Members hours

Chief Nicholson acknowledged and thanked the Port Hardy Hospital Auxiliary for their continued support and donations of funds for training fees and duty jackets and Macandale Rentals for the donation of a rescue chainsaw. Council was advised the department has new website at [www.porthardyfire.ca](http://www.porthardyfire.ca) and a Facebook page.

2. Roger Briscoe, Operations Manager; Jon Flintoft, Senior Operations Planner, Kindry Mercer, Regional Engagement Coordinator - Western Forest Products re: Update on Western Forest Products North Island Forest Operations for 2016.

The presentation included information and discussion on:

- Overview of Western Forest Products including: facts and figures regarding number of employed, resources and business statistics.
- North Island Forest Operations: size, harvest area, impact on the local economy, number of employees, facilities, capacity and safety.
- CSA and ISO certifications.
- Community support through: education, giving & sponsorship, tours & community events, jobs training, apprenticeships and summer student employment.
- Goals – to develop a positive and mutually-beneficial relationship with the District of Port Hardy and open line of communication.

Council was advised of the Ministry of Forests, Lands and Natural Resource Operations Stakeholder Engagement Session for Marbled Murrelet and Northern Goshawk Recovery Strategy. The implementation of the strategy may have implications on logging on the North Island. Council was advised there is an engagement session Feb 24, 1-3 pm at the Ministry of Forests Lands and Natural Resource Operations in Port McNeill BC and further information will be forwarded to the District.

Deputy Mayor Tidbury thanked Mr. Briscoe, Mr. Flintoft and Ms Mercer for their informative presentation.

3. Leslie Dyck, Mount Waddington Community Foods Initiative Coordinator re: Update on progress and request for support with planH application regarding urban agriculture bylaw education.

The presentation included information and discussion on:

- Definition of food security as having healthy food available on a regular basis today, and into the future, and for everyone in our community to have the skills, the time and the tools to make healthy choices and nutritious meals.
- Three stages of a food security continuum as Stage 1, Short term relief strategies; Stage 2, Capacity building strategies, Stage 3, System redesign strategies.
- 2015 & 2016 goals were reviewed: Connecting with Island Wide Food Security Initiatives, Building cross cultural understanding, Professional development event for service providers and other food security stakeholders, Regional communication related to food security, North Island food system gathering, Development of a food security advisory committee.

- Healthy Community Capacity Building Fund – Round Three call for expressions of interest for Seed Stream and Grown Stream
- Education regarding the allowing of Urban Agriculture as permitted in the District of Port Hardy Zoning Bylaw

Ms Dyck requested Council support for a grant application for \$5,000 to Healthy Community Capacity Building Fund – Seed Stream funding program. Council was advised that a small ad hoc committee would prepare the grant application for District staff to review and requested the application be submitted under the District's name. The funding would be used for educational / panel sessions on urban hens, mason bees and developing a U drive map for local producers. Deadline for the grant application is February 28, 2016.

Councillor Dugas asked if there was any financial or in kind commitment required by the District. Councillor Corbett-Labatt advised that there is no direct financial support but that costs to the District would be in-kind contribution only.

Deputy Mayor Tidbury advised that Council can consider a motion to add the request for discussion under New Business.

**Moved/Seconded/Carried Unanimously**

THAT Council consider under New Business the request by Leslie Dyck, Mount Waddington Community Foods Initiative Coordinator for Council support for a grant application for \$5,000 to Healthy Community Capacity Building Fund – Seed Stream funding program.

4. Sarah Soltau and Alisa Moore, Port Hardy Youth Soccer re: Request that the District of Port Hardy waive the \$2 per child Registration Collection fee for collecting Port Hardy Youth Soccer Registration forms at the Recreation Center.

Sarah Soltau discussed with Council

- the number of youth soccer participants.
- equipment and other costs incurred by the Association.
- support for youth soccer by School District 85 by allowing use of school fields at no charge.
- the association as a volunteer group with limited manpower.
- youth and adult league registration fees.

Ms Soltau requested the District waive the \$2 per child Registration Collection fee for collecting Port Hardy Youth Soccer Registration forms at the Recreation Center.

Councillors discussed:

- District support of youth hockey with reduced ice rental fees.
- League registration fees.
- Encouraging youth participation and physical activities.
- A 2016 late grant in aid to offset the registration collection fees for this year.

Deputy Mayor Tidbury advised the request by Port Hardy Youth Soccer Association to waive the \$2 per child Registration Collection fee is on the agenda under staff reports and will be considered there.

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

1. Council action items were received for information.

2016-027  
REQUEST TO  
CONSIDER MOUNT  
WADDINGTON  
COMMUNITY  
FOODS INITIATIVE  
GRANT  
APPLICATION

Councillor Corbett-Labatt reminded Councillors of their acceptance of the invitation to take part in the Winter Wellness Community Challenge on February 12, 2016

#### F. CORRESPONDENCE

1. Email Abigail McCorquodale (Feb 4/16) re: Request for use of Port Hardy branding logo for Young Entrepreneur's Club project.

Councillor Dugas asked if there were any legal copyright concerns or issues. A. McCarrick, CAO advised staff has checked and there are no issues.

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

THAT Council approve the request by Abigail McCorquodale for use of Port Hardy branding logo for Young Entrepreneur's Club project.

#### G. NEW BUSINESS

1. Review of draft letter to Kwakiutl First Nation Chief Dickie from the District of Port Hardy First Nations Relations Committee.

Councillor Hemphill reviewed the draft of the letter to Kwakiutl First Nation Chief Dickie and advised it has been reviewed and edited by the First Nations Relations Committee and staff. Council was advised Mayor Bood has sent his own letter to Chief Dickie and the Kwakiutl Band Council.

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

THAT Council approve the letter to Kwakiutl First Nation Chief Dickie from Councillor Jessie Hemphill, Chair of the First Nations Relations Committee as presented.

2. Port Hardy Museum, request for use of Mayor's Chain of Office for a temporary display at the museum.

Councillor Hemphill advised the Port Hardy Museum is doing an exhibit on the 50<sup>th</sup> anniversary of Port Hardy and is requesting the use of the Mayor's Chain of Office for the exhibit from April 30 to September 30, 2016. The chain will be made available if required any time during that period.

Council member discussed concerns and issues of having the Chain of Office leaving the Municipal Hall. A. McCarrick, CAO advised it will be covered under District insurance and that staff will ensure it is kept in a locked and secure case at the museum.

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

THAT Council approve the request by the Port Hardy Museum to borrow the Mayor's Chain of Office for a temporary display at the museum from April 30, to September 30, 2016.

3. Request by Leslie Dyck, Mount Waddington Community Foods Initiative Coordinator for Council support for a grant application for \$5,000 to Healthy Community Capacity Building Fund – Seed Stream funding program.

2016-028  
A.MCCORQUODALE  
USE OF BRANDING  
LOGO FOR YOUNG  
ENTREPRENEUR'S  
CLUB PROJECT  
APPROVED.

2016-029  
LETTER TO  
KWAKIUTL FIRST  
NATION CHIEF  
DICKIE FROM C/  
HEMPHILL, CHAIR  
FIRST NATIONS  
RELATIONS COMM  
APPROVED AS  
PRESENTED

2016-030  
PH MUSEUM  
BORROW MAYOR'S  
CHAIN OF OFFICE  
APPROVED



2016-030  
HEALTHY  
COMMUNITY  
CAPACITY  
BUILDING FUND –  
SEED STREAM  
APPLICATION

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

THAT Council direct staff to work with Leslie Dyck, Mount Waddington Community Foods Initiative Coordinator to review the grant application to Healthy Community Capacity Building Fund – Seed Stream for \$5,000 AND THAT staff submit the grant application under the District of Port Hardy name.

### **H. COUNCIL REPORTS**

Deputy Mayor Tidbury, Councillors Pat Corbett-Labatt, Dennis Dugas, Jessie Hemphill, Rick Marcotte and Fred Robertson 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 Operational Services Committee meeting held January 21, 2016 was received for information.
2. Draft minutes of the Emergency Planning Committee meeting held January 25, 2016 was received for information.

### **J. STAFF REPORTS**

1. January 2016 Accounts Payable was received for information.
2. Tabled from January 26, 2016 Council Meeting, Staff Report from Adrian Maas, Director of Finance (Jan 22/16) re: Youth Soccer Registration.

Council discussed the request from Port Hardy Youth Soccer Association that the District of Port Hardy waive the \$2 per child registration collection fee for collecting soccer registration forms at the Recreation Center. Discussion included:

- District Policy CP2.7, item C *the District of Port Hardy will not consider requests for discounts for recreation fees, moorage or any fees that are set by bylaw.*
- District support of youth hockey through reduced ice rental fees, no District support for youth soccer.
- Future requests to waive registration collection fees from other organizations (hockey, baseball, slowpitch, t-ball, etc.).
- A grant in aid to Port Hardy Youth Soccer Association for the fee collection expense.
- The amendment to the User Rates and Fees Bylaw adding a reduced rate for senior's aquafit.
- Staff administration costs and financial liability.
- \$2.00 fee as an onerous extra fee to volunteer organizations.
- Council supporting and encouraging youth in physical activity.

Allison McCarrick, CAO advised Council of the following possible options in considering the request

- To withdraw the fee completely by an amendment to the User Rates and Fees Bylaw
- Continue with the status quo and continue to charge the registration collection fee
- Have Port Hardy Youth Soccer Association apply for a late grant in aid for 2016 and Council give early budget approval to the application.

2016-030  
ADVISE PH YOUTH  
SOCCER ASSOC  
GRANT IN AID  
POLICY.

**Moved/Seconded/Carried**

THAT Council direct staff to inform the Port Hardy Youth Soccer Association of the grant in aid policy as recommended by the Director of Finance.

Council directed staff to bring forward the broader topic of recreation fees to a future Committee of the Whole.

2. Heather Nelson-Smith, Director of Corporate Services (Feb /16) re:  
Development Variance Permit – Gunson/Pritchard

2016-031  
DVP-02-2016  
APPROVED

**Moved/Seconded/Carried**

THAT Council approve the Development Variance Permit DVP-02-2016 to vary the provisions of section 3.17 of Port Hardy Zoning Bylaw No. 1010-2013, to: allow for the installation of a 1.82 meter fence in the front yard of 8700 Central Street.

With respect to the property legally described as Lot 2, Section 36, Plan 38066

2016-032  
DCS TO EXECUTE  
DVP-02-2016

**Moved/Seconded/Carried**

THAT Council authorizes the Director of Corporate Services to execute Development Variance Permit DVP-02-2016.

**K. CURRENT BYLAWS AND RESOLUTIONS**

1. Bylaw 1046-2016 A Bylaw for District of Port Hardy User Rates and Fees Amendment For 2016. For First, Second and Third Reading

2016-033  
BY 1046-2016  
AMEND USER  
RATES & FEES BYL  
1044-2015

**Moved/Seconded/Carried**

THAT Bylaw 1046-2016 A Bylaw for District of Port Hardy User Rates and Fees Amendment for 2016 be adopted.

**L. PENDING BYLAWS**

No pending bylaws

**M. INFORMATION AND ANNOUNCEMENTS**

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

**N. NOTICE OF IN CAMERA MEETING**

No In Camera meeting scheduled at this time.

**O. ADJOURNMENT**

**Moved**

THAT the meeting be adjourned.

Time: 8:40pm

CORRECT

APPROVED

2016-034  
ADJOURNMENT

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

\_\_\_\_\_  
DEPUTY MAYOR

ITEM	ACTION REGULAR COUNCIL MEETING –Feb 9,2016	WHO	STATUS /COMMENTS
Abigail McCorquodale (Feb 4/16) re: Request for use of Port Hardy branding logo for Young Entrepreneur's Club project.	THAT Council approve the request by Abigail McCorquodale for use of Port Hardy branding logo for Young Entrepreneur's Club project. -Advise Ms McCorquodale of approval	HN-S	Done
Draft letter to Kwakiutl First Nation Chief Dickie from Councillor Jessie Hemphill, Chair of the First Nations Relations Committee	THAT Council approve the letter to Kwakiutl First Nation Chief Dickie from Councillor Jessie Hemphill, Chair of the First Nations Relations Committee as presented. -send letter as directed.	HN-S	Done
Port Hardy Museum, request for use of Mayor's Chain of Office for a temporary display at the museum.	THAT Council approve the request by the Port Hardy Museum to borrow the Mayor's Chain of Office for a temporary display at the museum from April 30, to September 30, 2016 -advise Museum of loan, arrange safe display case	LD	Done
Request by L.Dyck, Mount Waddington Community Foods Initiative Coordinator for Council support for a grant application for \$5,000 to Healthy Community Capacity Building Fund – Seed Stream funding program.	THAT Council direct staff to work with Leslie Dyck, Mount Waddington Community Foods Initiative Coordinator to review the grant application to Healthy Community Capacity Building Fund – Seed Stream for \$5,000 AND THAT staff submit the grant application under the District of Port Hardy name. -review grant as directed. -submit grant under District name by deadline as directed	HN-S HN-S	In progress In progress
Staff Report from Adrian Maas, DFS(Jan 22/16) re: Port Hardy Youth Soccer Association request to waive \$2 per child registration collection fee	THAT Council direct staff to inform the Port Hardy Youth Soccer Association of the grant in aid policy as recommended by the Director of Finance. -advise S. Soltau of grant in aid policy	AMaas	Done
Staff Report from H. Nelson-Smith DCS re: Development Variance Permit DVP-02-2016 - 8700 Central Street. Gunson/Pritchard	THAT Council approve the Development Variance Permit DVP-02-2016 to vary the provisions of section 3.17 of Port Hardy Zoning Bylaw No. 1010-2013, to: allow for the installation of a 1.82 meter fence in the front yard of 8700 Central Street. With respect to the property legally described as Lot 2, Section 36, Plan 38066 THAT Council authorizes the Director of Corporate Services to execute Development Variance Permit DVP-02-2016. -execute Development Variance Permit DVP-02-2016 as directed.	HN-S	Done
ITEM	ACTION REGULAR COUNCIL MEETING –Jan 26,2016	WHO	STATUS /COMMENTS
Russ Hellberg, 101 Squadron and Don Ford, Legion Branch 237, re: Presentation: Wounded Warrior Run 2016 Port Hardy itinerary and update on Cenotaph project.	Council directed staff to: -advertise the event on the recreation sign -advise Port Hardy Fire Rescue of the event.	VB H-NS	Done Done

ITEM	ACTION REGULAR COUNCIL MEETING –Nov 24, 2015	WHO	STATUS /COMMENTS
The First Nations Relations Committee draft minutes of Nov 10/15 Recommendation: <i>“THAT Council approve offering a contract to Kathi Camilleri for \$1,250 per day (inclusive of all fees and charges) for three days of First Nation cultural education and training workshops AND THAT the Director of Corporate Services be directed to research grant funding sources to offset the workshop costs.”</i>	Approved as recommended: THAT Council approve offering a contract to Kathi Camilleri for \$1,250 per day (inclusive of all fees and charges) for three days of First Nation cultural education and training workshops AND THAT the Director of Corporate Services be directed to research grant funding sources to offset the workshop cost. -arrange contract for 2016 -research grant funding sources -Funding arrangement to budget for 2016	HN-S HN-S AMc	In progress.  Waiting for final approval for \$5,000 budget total. Contract agreed to by Kathi Calimeri.
Operational Services Committee First Nations Relations Committee draft minutes of Nov 19/15: Recommendation: <i>“That Council proceed with the recommendations from the Broken Window report</i>	Approved as recommended: THAT Council proceed with the recommendations from the Broken Window report - <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	In progress
ITEM	ACTION REGULAR COUNCIL MEETING –Nov 24, 2015	WHO	STATUS /COMMENTS
Parks & Recreation Review Committee meeting of November 19, 2015 – draft minutes of the meeting to be on next Council agenda. Recommendation: <i>“That Council directs staff to investigate updating of the of the skateboard park facility.”</i>	Approved as recommended: THAT Council directs staff to investigate updating of the of the skateboard park facility.	HN-S	In progress
ITEM	ACTION REGULAR COUNCIL MEETING –Oct 27 2015	WHO	STATUS /COMMENTS
Parks & Rec Review Comm Oct 14/15. Recommendations to Council: b. “That Council directs staff to prepare a Request for Quotation for Mitigation of Ballfield #2 at Beaver Harbour Park.”	Approved as recommended: b. THAT Council directs staff to prepare a Request for Quotation for Mitigation of Ballfield #2 at Beaver Harbour Park.	SM	In progress
ITEM	ACTION REGULAR COUNCIL MEETING –Oct 13 2015	WHO	STATUS /COMMENTS
Kains Lake	Approved as recommended: THAT The short and long term recommendations in the Bathymetric analysis and preliminary lake level modelling for the District of Port Hardy Kains Lake Water Supply report be accepted and implemented, - Staff to start the review of recommendations and associated costs and bring forward to Council.	AMc /SM/JJ	In progress

ITEM	ACTION REGULAR COUNCIL MEETING – July 14, 2015	WHO	STATUS /COMMENTS
Parks & Rec Review Committee June 16/15. The Committee recommends to Council:	Approved as recommended: THAT Council approves removal of overhead lighting (cross members and lights) at Beaver Harbour Park Ballfield #1, as per the Safety Authority Inspection report dated 06/10/2015, pending receiving a quote from the District's electrical contractor. -Proceed as directed	SM	Underway, awaiting Hydro truck
ITEM	ACTION REGULAR COUNCIL MEETING – June 23/15	WHO	STATUS /COMMENTS
Op Scvs Committee meeting held June 18, 2015. Recommendations to Council: <i>THAT Council directs staff to prepare a bylaw for Council review to amend District of Port Hardy Water Conservation Bylaw 06-2005 to amend Stage 1, 2 and 3 Outdoor Water Use</i>	Approved as recommended: b. THAT Council directs staff to prepare a bylaw for Council review to amend District of Port Hardy Water Conservation Bylaw No. 06-2005 as recommended -Prepare amending bylaw as directed.	HN-S	Reviewed by Op Scvs Comm Jan 21

**Leslie Driemel**

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**From:** chrsbri@telus.net  
**Sent:** February-08-16 7:17 PM  
**To:** general@porthardy.ca  
**Subject:** 2016 Relay for Life Exemption Request for May 28th/2016

Good evening, I am the Chair for the North Island Relay for Life Committee. I would like to request an exemption from Noise Bylaw 949 for the duration of our Relay.

We are holding our Relay for Life May 28th/2016 at the Port Hardy Secondary School Track, from 6pm until midnight. As a committee, we will be delivering letters to the surrounding neighbourhoods, to notify them of our event and we will do everything within our power to mitigate the noise.

With your permission, I will contact the works yard, to provide traffic barriers to block the fire lane behind the school.

Thank you for your time and I look forward to your response.

Sincerely, Sabrina Dent.



February 4, 2016

British Columbia Local Governments  
Via email distribution

Dear BC Local Governments:

**SUBJECT: 2016 FCM RESOLUTION – BUILD CANADA GRANT FUNDING**

The Council for the City of Port Coquitlam, at its regular Council Meeting of January 11, 2016, adopted the following resolution requesting all British Columbia local governments' endorsement:

1. **THAT** Council make the following motion to the Federation of Canadian Municipalities and the Union of British Columbia Municipalities:

**WHEREAS** the Federal Government's Build Canada grant program generally shares the costs of all approved infrastructure projects equally between the province and the local jurisdiction at one third each;

**AND WHEREAS** for nationally and provincially significant projects, where projects provide a greater national and provincial benefit, and where communities are disproportionately and directly impacted by such projects, the burden of one third of the cost is inequitable and too high for the local jurisdiction;

**THEREFORE BE IT RESOLVED** that the Federal Government's Build Canada grant program, National Infrastructure Component, be amended to fund a minimum of 50% of the project cost.

**BE IT FURTHER RESOLVED** that the provincial funding contribution for significant projects be a minimum of 40% of the project cost.

2. **THAT** this motion be forwarded to all local governments in British Columbia to request their endorsement.
3. **THAT** this motion be forwarded to Mr. Ron McKinnon, Member of Parliament for Coquitlam - Port Coquitlam and to Mr. Mike Farnworth, Member of Legislative Assembly for Port Coquitlam - Burke Mountain.

Sincerely,

*C. Deakin*  
Carolyn Deakin, CMC  
Assistant Corporate Officer



**MINUTES OF THE  
DISTRICT OF PORT HARDY  
FIRST NATIONS RELATIONS COMMITTEE MEETING  
4:15PM TUESDAY, FEBRUARY 9, 2016  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

**Committee Members:** Councillors Jessie Hemphill (via telephone) Rick Marcotte and Fred Robertson (Acting Chair)

**Staff:** Allison McCarrick, CAO Heather Nelson-Smith, Dir. Corporate Services

**A. CALL TO ORDER**

Chair Fred Robertson called the meeting to order at 4:15pm. Chair Robertson opened the meeting with the following statement: "I would like to acknowledge that we are on the unceded traditional territory of the Kwakiutl people."

**B. APPROVAL OF AGENDA AS PRESENTED**

FNRC 2016-001  
AGENDA  
APPROVED AS  
CIRCULATED

**Moved/Seconded/Carried**

THAT the agenda be adopted as circulated.

**C. ADOPTION OF MINUTES**

Minutes of the meeting held December 8, 2015.

FNRC 2016-002  
MINUTES OF  
DEC 08/ 15  
ACCEPTED

**Moved/Seconded/Carried**

THAT the minutes of the First Nations Relations Committee meeting held December 8, 2016 be accepted as presented.

**D. DELEGATIONS**

None

**E. CORRESPONDENCE**

None in agenda package.

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

1. Review and Update of Action Items

**G. NEW BUSINESS**

1. Letter to Kwakiutl Chief

**Moved/Seconded/Carried**

THAT the Committee recommends to Council that the letter to Chief Leslie Dickie be sent on behalf of the First Nations Relations Committee and Council.

FNRC 2016-03  
LETTER TO  
CHIEF DICKIE  
KWAKIUTL

**DRAFT**



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## H. ROUNDTABLE DISCUSSION

Jessie Hemphill reported that she attended the Aboriginal Business dinner and met Chief Leslie Dickie in person. She also met with members of the Strathcona Regional District who are very interested in learning more about the Port Hardy First Nations Relations Committee. As well she attended the Local Government Leadership Academy where there two sessions on aboriginal relations.

Fred Robertson reported that the Council needs to meet with Council members of the Kwakiutl , Quatsino and Gwa'sala-'Nakwaxda'xw First Nations to discuss upcoming projects and the needs of the community.

- I. **NEXT MEETING DATE:**, March 8, 2016 4:00 pm, Council Chambers:  
Upcoming Meeting Dates: April 12, May 10, June 14, July 12, August 9,  
September 13, October 11, November 8, December 13

FNRC 2016-004  
ADJOURNMENT

## J. ADJOURNMENT

**Moved**

THAT the meeting be adjourned at 4:42pm

**DRAFT**



**MINUTES OF THE DISTRICT OF PORT HARDY  
PARKS & RECREATION REVIEW COMMITTEE MEETING  
HELD FEBRUARY 17, 2016  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

**PRESENT:** Councillors Dennis Dugas and Fred Robertson (Chair)

**ALSO PRESENT :** Allison McCarrick, CAO, Heather Nelson-Smith, Director of Corporate Services and Sean Mercer, Manager of Operations and Community Services and Councillor Tidbury

**A. CALL TO ORDER**

Councillor Fred Robertson called the meeting to order at 3:00pm.

**B. APPROVAL OF AGENDA**

Councillor Robertson suggested the following additions to the agenda

- POOL/RECREATION SURVEY
- FEBRUARY 22, 2016 MULTIPLEX COMMITTEE
- REPORT ON MEETINGS WITH BALL TEAMS
- STATUS ON THE RFP FOR MULTIPLEX
- REPORT OF THE VISIT BY ARCHITECTS AND MANAGERS

DRAFT

**Moved/Seconded/Carried**

THAT the agenda be approved as amended.

PRCC  
2016-003  
AGENDA  
APPROVED AS  
AMENDED

**C. ADOPTION OF MINUTES**

Minutes of the meeting held January 19, 2016.

**Moved/Seconded/Carried**

THAT the minutes of the meeting held January 19, 2016 be accepted.

PRCC  
2016-004  
MINUTES JAN 19/16  
ACCEPTED

**D. DELEGATIONS**

No delegations

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

SKATEPARK

There was discussion on the repairs at the Skatepark, Sean Mercer confirmed that the District was not involved in the repairs. Allison McCarrick reported that the District will be getting an assessment done by the MIA on what is needed at the Skatepark to protect the District's Liability. Requested to change the action list to reflect the MIA assessment.

VOLLEYBALL COURT

Councillor Robertson asked in the Volleyball Court was included in the RFP and Sean Mercer confirmed that it is a component within the Request for Proposal. There was also a discussion on what was required to be returned back to the committee from the volunteers who made a presentation to the Committee in 2015, the committee is still waiting.

<p>BBQ FACILITY KINSMEN PAVILION</p>	<p>The fire pit has been removed at Kinsmen Pavilion; as it is early in the season staff will monitor the need to replace it as the season approaches.</p>
<p>FIRE PIT BEAVER HARBOR PARK</p>	<p>2. Brought forward from January 19, 2016 meeting: Discussion on cauldron fire pit at Beaver Harbour Park. Sean Mercer will discuss with staff to see if the fire pit can be altered to conform to burning regulations within the District.</p>
	<p><b>F. CORRESPONDENCE</b> None in agenda package.</p>
	<p><b>G. NEW BUSINESS</b> Additions to the Agenda</p>
<p>POOL/RECREATION SURVEY</p>	<p>- POOL/RECREATION SURVEY Councillor Robertson requested information on the Pool Survey and wanted to know if the survey results would be made available to the Multiplex committee which is meeting on February 22, 2016. Heather Nelson-Smith reported that while all of the results will be available after the 19<sup>th</sup>, the information that will be provided to the committee will be high level and only include basic summary information like demographics and some inputted information, the full report will be made available to Council prior to being released to the public.</p>
<p>MULTIPLEX COMMITTEE</p>	<p>- FEBRUARY 22, 2016 MULTIPLEX COMMITTEE Councillor Robertson requested that the committee discuss agenda items for the Multiplex meeting, topic included introductions, roundtable of the individuals perspective of the future of the facility (vision) , survey results, should there be a committee?, and what is the purpose and possible terms of reference. Allison McCarrick suggested that Councilor Robertson meet with Mayor Bood to discuss further.</p>
<p>BALL TEAM MEETINGS</p>	<p>- REPORT ON MEETINGS WITH BALL TEAMS Councillor Dugas reported that there was a meeting with the ball teams that was very well attended. There was lots of discussion on what was required at the parks in order to make them more useable and safer. The group was told that an RFP was being put together to get an assessment of the ball fields and other parks in the community, however works probably would not start until after the season. There was a suggestion that there be a work party to do some of the works needed in time for ball season. Liability was discussed, and the need to ensure that all of the volunteers are signed in, receive a job safety beak down and sign a waiver.</p>
<p>RFP MULTIPLEX</p>	<p>- STATUS ON THE RFP FOR MULTIPLEX RFP will be going out for bid on Monday February 22, 2016 and the closing date will be March 11, 2016.</p>
<p>ARCHITECTS/ PLANNERS RFP</p>	<p>- REPORT ON THE VISIT BY ARCHITECTS AND MANAGERS Councillor Robertson discussed the meetings that were with the prospective bidders for the Multiplex RFP, stated that there were lots of ideas that were bounced around and all of those ideas were very interesting and gave everyone something to think about. There was discussion on whether the district should vet the proposals or hire an outside person to review.</p>

WASHROOMS BALL  
FIELDS

**H. ROUNDTABLE DISCUSSION**

Councillor Robertson discussed the washrooms at the ball fields, is it possible to replace the outhouses? Sean Mercer reported that they have been included in the RFP.

SEAWALL LIGHTS

The new seawall lights have been installed and we have heard lots of positive feedback.

CEDAR HEIGHTS  
PARK

The Cedar Heights Park required clearing, Sean Mercer stated that he can get some prices and report back to the committee.

**I. NEXT MEETING DATE: 10:00 am Friday March 18, 2016**

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

**J. ADJOURNMENT**

**Moved**

THAT the meeting be adjourned at 4:03pm



**MINUTES OF THE DISTRICT OF PORT HARDY  
OPERATIONAL SERVICES COMMITTEE MEETING  
HELD FEBRUARY 18, 2016  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

**PRESENT:** Councillors Pat Corbett-Labatt, Rick Marcotte Councillor John Tidbury (Chair)

**ALSO PRESENT:** Allison McCarrick, CAO; Sean Mercer, Operations Manager; Heather Nelson-smith, Dir. Corporate Services; Councillor Dennis Dugas

**A. CALL TO ORDER**

Councillor Tidbury called the meeting to order at 3:00 pm

**B. APPROVAL OF AGENDA**

**Moved/Seconded/Carried**

THAT the agenda for the Operational Services Committee meeting of February 18, 2016 be approved as presented.

**C. MINUTES**

1. Minutes of the Operational Services Committee meeting held January 21, 2016.

**Moved/Seconded/Carried**

THAT the minutes of the Operational Services Committee meeting held January 21, 2016 be accepted.

**D. DELEGATIONS**

**E. CORRESPONDENCE**

No correspondence.

**F. BUSINESS ARISING / UNFINISHED BUSINESS**

1. Review and Update of Action Items

Sean Mercer provided an update on the Cenotaph project, stating that he had met with Ken Nelson at K&K Electric about the project.

Allison McCarrick reported that Abbas and Leslie are working on the Watershed Working group.

Water conservation- Sean Mercer reported that he water conservation signs are being ordered and funded through MIA.

The Bear Smart Program is going to the finance meeting for preliminary approval.

OP SCVS  
2016-004  
AGENDA  
APPROVED AS  
PRESENTED

OP SCVS  
2016-005  
MINUTES JAN  
21/16 ACCEPTED

ACTION ITEMS

**DRAFT**

PEDESTRIANS  
CROSSING  
RUPERT STREET

2. A. Farahbakhsh, Dir. Operational Services and S. Mercer, Operations Manager re: Pedestrians crossing Rupert Street (Thunderbird Mall/Vaso's/Monks area) to Stink Creek Park.

Sean Mercer reported that the Pedestrians crossing Rupert Street is in progress.

### G. NEW BUSINESS

CEDAR HEIGHTS  
PARK

1. Councillor Marcotte: Discussion on park at corner of Trustee and Highland. Cedar Heights Park was the topic at yesterday's Parks and Recreation committee meeting. There is more work required to open the park up, Sean Mercer will prepare a cost estimate and work plan for the Operational Services Committee and remove this item from Parks and Recreation.

DISTRICT  
HEALTH AND  
SAFETY

2. Councillor Marcotte: District health and safety  
Councillor Marcotte requested information regarding the Districts Health and Safety Program. Staff reported that the District has an Occupational Health and Safety Committee that meets monthly and they are working on ensuring compliance from the district.

GENERATOR

### H. ROUNDTABLE DISCUSSION

Councillor Marcotte requested information about the generator in the shed for the District Office. Sean Mercer will locate its access to the District office and how to switch power.

CHURCH ON  
HASTINGS  
STREET

Councillor Marcotte requested information regarding the Church on Hastings Street and wanted to know where it will be moved and when it will be. Staff reported that the Church is being moved to his private property on Shipley Street and that the hold up on the move is partly due to the utility companies.

WHEELCHAIR  
ACCESSIBILITY

Councillor Corbett-Labatt discussed the wheelchair accessibility in the washrooms in the Civic Centre and how it is difficult to use.

RED LISTED  
BUTTERFLIES

Councillor Corbett-Labatt reported that there are areas in town that are home to red listed butterflies, some areas have been identified near Fort Rupert in the past. Public Works has not mowed those areas until later in the year. Heather Nelson-Smith is to work with Heather Jones to develop a map that shows where the areas are.

INVASIVE  
SPECIES

Councillor Tidbury requested information on the invasive species planning. Allison will email Pat English at the RDMW to find out the status of their grant application.

**I. NEXT MEETING:** 3:00 pm Thursday March 17, 2016.

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

**J. ADJOURNMENT**

OP SCVS  
2016-006  
ADJOURNMENT

**Moved**  
THAT the meeting be adjourned.

Time: 3:36pm



## DISTRICT OF PORT HARDY REPORT TO COUNCIL

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**TO:** Mayor and Council  
**FROM:** Heather Nelson-Smith  
**SUBJECT:** Hazardous Condition Property  
**DATE:** February 5, 2016

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**Re: 8775 Granville Street**

This Department has received complaints regarding the nature of the hazardous condition at 8775 Granville Street Port Hardy, B.C. legally described as LOT 8, SECTION 36, TOWNSHIP 9, RUPERT DISTRICT, PLAN 27270 PID: 002-591-23 registered in the name of Port Hardy Shopping Centre. The building has been subject to loitering, has been vandalized including broken windows and doors and graffiti and garbage and filth has been accumulating on the property. RCMP and the staff are very concerned about the state of the building if it continues to be left in this manner.

The following attempts have been made to remedy the situation with the owner and charge holders as the owner is not reachable.

- Letters, copies enclosed, were forwarded to the owners and charge holders of the property on November 27, 2015, December 7, 2015
- Emails to the charge holder on December 3, 2015 and January 14, 2016
- Phone messages on December 30<sup>th</sup>, 2015 and January 8<sup>th</sup>, 2016.
- Phone calls to realtor to assist in passing on information to clients made December 30<sup>th</sup>, 2015 with a follow up email January 14, 2016.

I request therefore that the Council proceed to impose remedial action with respect to the building and property in the form of the attached resolution (see Form 4) with notice to the owner or occupier giving him or her 30 days to remedy the situation or the work will be done by the Municipality or by its authorized agents.

Respectfully submitted,

Heather Nelson-Smith, DCS





# District of Port Hardy

7360 Columbia Street ♦ PO Box 68

Port Hardy BC V0N 2P0 Canada

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

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



## ORDER UNDER DIVISION 12 OF PART 3 OF THE COMMUNITY CHARTER

The Council of the District of Port Hardy pursuant to Division 12 of Part 3 of the *Community Charter* hereby resolves that:

1. the building located at LOT 8, SECTION 36, TOWNSHIP 9, RUPERT DISTRICT, PLAN 27270 PID: 002-591-235 8775 GRANVILLE STREET PORT HARDY, BC is considered to be in or creates an unsafe condition or contravenes the Provincial building regulation or bylaw under section 8(3)(l) or Division 8 of Part 3 of the *Community Charter*, and
2. the owner/agent/lessee and occupier of the building is hereby ordered to take the following remedial action within **14 days** of the receipt of notice of this Order:
  - Board up all openings on the building (doors, windows, vents etc...).
  - Remove the accumulation of filth and debris from around the building and property.
  - Remove all graffiti from building and property.

AND BE IT FURTHER RESOLVED that the Director of Corporate and Development Services of the District of port Hardy BE AND IS HEREBY AUTHORIZED in default of such remedial measures being undertaken by the owners or occupiers, to carry out or have such work carried out and the expense charged to the owner or occupier. If unpaid on December 31 in the year in which the work is done, the expense shall be added to and form part of the taxes to be paid on the real property as taxes in arrears or be collected as a debt.

MOVED BY COUNCILLOR \_\_\_\_\_

SECONDED BY COUNCILLOR \_\_\_\_\_

DATED at the \_\_\_\_ of \_\_\_\_\_, B.C. this                      day of                      200\_\_.

Certified a true copy this                      day of                      , 200\_\_.

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



# 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)



December 7, 2015

Our File: 4020-20 Vacant  
Properties

SENT BY REGISTERED MAIL

Properties

Ladysmith and District Credit Union

330 1<sup>st</sup> Avenue

PO Box 430 Ladysmith, BC

V9G1A3

To whom it may concern;

**RE: VACANT PROPERTY 8775 GRANVILLE STREET**

I am forwarding a copy of the registered letter that was sent to the Property Owner; Port Hardy Shopping Centre, as the Ladysmith and District Credit Union is listed as the mortgage holder, and from past correspondence also appears to be the caretaker of the property.

Please feel free to contact me once you have reviewed the attached, by phone or direct email [hnelson.smith@porthardy.ca](mailto:hnelson.smith@porthardy.ca).

Sincerely,

**The District of Port Hardy**

Heather Nelson-Smith

Director of Corporate & Development Services

Cc: Allison McCarrick, Chief Administrative Officer – District of Port Hardy



# District of Port Hardy

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December 7, 2015

Our File: 4020-20 Vacant Properties

Port Hardy Shopping Centre  
880-190 West Georgia Street  
Vancouver, BC  
V2X 8M7

Dear Owner;

**RE: VACANT PROPERTY 8775 GRANVILLE STREET**

I am writing today to bring to your attention that the vacant property located at 8775 Granville Street is the site of many disturbances. The District has been contacted by the RCMP that not only is the area unsightly, but it also unsafe and has been the target of vandalism, loitering, defecation, graffiti and attempted break and enter, as recent as November 24, 2015.

Included in this letter please review the photographs taken by the RCMP on November 24, 2015 and December 2, 2015.

The District's Vacant Properties Bylaw, 09-2012, states that the owner of property that is or will become abandoned property must ensure that the property is secured against unauthorized entry or occupation, vandalism or other intentional damage or fire hazard. The bylaw states:

- That the property be secured, in addition when the property has been damaged due to unauthorized entry the property owner must make the necessary repairs and ensure that the required security measures is in place to ensure future instances won't occur.
- The owner of property where filth, garbage, refuse have been deposited, must clean the premises to prevent the further accumulation of filth.

The property has been deemed vacant pursuant to section 5.1 of Bylaw 09-2012, and as such this letter serves as notice to the owner under section 5.3 that the property owner must take the necessary steps set out in Section 3.1, Securing an abandoned property, and must carry out the works within **10 (ten) days** of receipt of this Notice.

The District requires that the building be secured, including all window and door entries boarded up to prevent access, the installation of a perimeter fence to prevent access around the building, installing lighting, removing the filth from around the building and a designated person(s) or a security company to monitor the premises.

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The District will monitor the property once all measures are in place and may make further recommendations of the state of the building and if the steps above have removed the safety, social and unsightly issue.

Should the property owner default on the requirements of the bylaw and this letter, the District or its contractors, employees or agents will enter onto the property and perform the required work to secure the abandoned property and will place all charges associated with the works on the tax account of the property.

If you should require any further information, please do not hesitate to contact me directly, by email [hnelson.smith@porthardy.ca](mailto:hnelson.smith@porthardy.ca) or phone.

Sincerely,  
**The District of Port Hardy**



Heather Nelson-Smith  
Director of Corporate & Development Services

*Cc: Ladysmith and District Credit Union*

Allison McCarrick, Chief Administrative Officer – District of Port Hardy  
Abbas Farahbakhsh, Director of Operations- District of Port Hardy  
RCMP, Port Hardy

*Enclosures: Vacant Properties Bylaw No. 09-2012  
Photos November 24, 2015 and December 2, 2015*



