

DISTRICT OF PORT HARDY

AGENDA COUNCIL MEETING 7:00 PM, TUESDAY, FEBRUARY 9, 2016 MUNICIPAL HALL COUNCIL CHAMBERS 7360 COLUMBIA STREET

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

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

**DISTRICT OF PORT HARDY
 AGENDA FOR THE REGULAR COUNCIL MEETING
 7:00 PM TUESDAY, FEBRUARY 9, 2016
 Council Chambers - Municipal Hall**

<u>Page</u>		Time:
	A. CALL TO ORDER	
	B. APPROVAL OF AGENDA AS PRESENTED (or amended)	
	Motion required.	1. 2.
	C. ADOPTION OF MINUTES	
1-2	1. Minutes of the Committee of the Whole meeting held January 26, 2016.	
	Motion required	1. 2.
3-8	2. Minutes of the Regular Council meeting held January 26, 2016.	
	Motion required	1. 2.
	D. DELEGATIONS AND REQUESTS TO ADDRESS COUNCIL	
9-15	1. Schell Nickerson, Fire Chief re: Update on Port Hardy Fire Rescue	
	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	
	3. Leslie Dyck, Mount Waddington Community Foods Initiative re: Update on progress and request for support with planH application regarding urban agriculture bylaw.	
	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.	
	E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS	
16-19	1. Council Action items. For information.	
	F. CORRESPONDENCE	
20	1. Email Abigail McCorquodale (Feb 4/16) re: Request for use of Port Hardy branding logo for Young Entrepreneur's Club project.	
	Motion / direction	1. 2.
	G. NEW BUSINESS	
	None in agenda package	
	H. COUNCIL REPORTS	
	1. Verbal Reports from Council members.	
	I. COMMITTEE REPORTS	
21-24	1. Draft minutes of the Operational Services Committee meeting held January 21, 2016. For information.	
25-27	2. Draft minutes of the Emergency Planning Committee meeting held January 25, 2016. For information.	
	J. STAFF REPORTS	
28-30	1. January 2016 Accounts Payable. For information.	

2. Tabled from January 26, 2016 Council Meeting

31-32 Adrian Maas, Director of Finance (Jan 22/16) re: Youth Soccer Registration.

Motion / direction 1. 2.

33-37 2. Heather Nelson-Smith, Director of Corporate Services (Feb /16) re: Development Variance Permit – Gunson/Pritchard

Motion / direction 1. 2.

K. CURRENT BYLAWS AND RESOLUTIONS

38 1. Bylaw 1046-2016 A Bylaw for District of Port Hardy User Rates and Fees Amendment For 2016. For Adoption.

Motion required 1. 2.

L. PENDING BYLAWS

No pending bylaws

M. INFORMATION AND ANNOUNCEMENTS

- February 10 Heritage Society, 7:00 pm Council Chambers
- February 15 Port Hardy Twinning Society, 7:00 pm Council Chambers
- February 17 Committee: Parks & Recreation Review, 3:00 pm Council Chambers
- February 18 Committee: Operational Services, 3:00 pm Council Chambers
- February 22 Committee: Multiplex Building 3:30 pm Council Chambers
- February 23 Regular Council Meeting, 7:00 pm Council Chambers

N. NOTICE OF IN CAMERA MEETING

No in camera meeting scheduled at this time.

O. ADJOURNMENT

Motion required 1. 2. Time:



**MINUTES OF THE DISTRICT OF PORT HARDY
COMMITTEE OF THE WHOLE MEETING
JANUARY 26, 2016
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

PRESENT: Mayor Hank Bood and Councillors Pat Corbett-Labatt, Dennis Dugas, Jessie Hemphill, 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: Councillor John Tidbury

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

A. CALL TO ORDER

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

B. APPROVAL OF AGENDA

Moved/Seconded/Carried

THAT the agenda be approved as presented.

C. DELEGATIONS

No delegations

D. STAFF REPORTS

1. H. Nelson-Smith, Director of Corporate Services (Jan.18/16) re: Zoning Regulation Bylaw Review.

Council and Staff discussed the following:

- Changing the wording of the Zoning of a Single Family Dwelling to include pre-fabricated homes, and modular homes, but not mobile homes.
- Putting a maximum number of vehicles permitted at one time per property to 5.
- Evaluate how many long motor homes and boats there are to take up 40 feet of front yard space.
- Create an application process for urban hens.
- It was suggested that the District should have more visual aids within the zoning regulation.

Staff will implement the suggested revisions and report back to Council.

2. H. Nelson-Smith, Director of Corporate Services (Jan.18/16) re: Animal Control Bylaw Review.

Council and Staff discussed the following:

- The maximum amount of animals permitted per dwelling rather than by person.
- Prohibit baiting traps to catch cats.

COW 2016-001
APPROVAL OF
AGENDA

Staff will prepare changes to the bylaw and report back to a future Council meeting.

3. Email from Staff Sgt. G. Brownridge to H. Nelson-Smith, Director of Corporate Services (Jan.7/16) re: Special Events Bylaw

Council agreed that a bylaw to regulate outside events coming to Port Hardy is a worthwhile bylaw. Staff will prepare the bylaw and report back to a future Council meeting.

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

COW 2016-002
TABLE
PERSONNEL
COMMITTEE

Moved/Seconded/Carried

THAT the Establishment of a Personnel Committee be tabled to the next Committee of the Whole meeting.

E. NEW BUSINESS

No New business

F. ADJOURNMENT

COW 2016-003
ADJOURNMENT

Moved

THAT the Committee of the Whole adjourns. Time: 6:57pm

DIRECTOR
OF CORPORATE SERVICES

MAYOR



**MINUTES OF THE DISTRICT OF PORT HARDY
REGULAR COUNCIL MEETING
JANUARY 26, 2016
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

PRESENT: Mayor Hank Bood and Councillors Councillor Pat Corbett-Labatt Dennis Dugas, Jessie Hemphill, 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: Councillor John Tidbury

MEDIA: North Island Gazette **MEMBERS OF THE PUBLIC:** 5

A. CALL TO ORDER

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

B. APPROVAL OF AGENDA

Moved/Seconded/Carried

THAT the agenda for the Regular Council meeting of January 12, 2016 be adopted as presented.

C. ADOPTION OF MINUTES

1. Minutes of the Special Council meeting held January 12, 2016.

Councillor Pat Corbett-Labatt advised Councillor Tidbury was not present at the Special Council meeting of January 12, 2016

Moved/Seconded/Carried

THAT the minutes of the Special Council meeting held January 12, 2016 be accepted as amended.

2. Minutes of the Regular Council meeting held January 12, 2016.

Councillor Pat Corbett-Labatt advised Councillor Tidbury was not present at the meeting and did not give a Council Report.

Moved/Seconded/Carried

THAT the minutes of the Regular Council Meeting held January 12, 2016 be accepted as amended.

D. DELEGATIONS

1. Kyla LaPointe, Wade Charlie and Wendy Kellis, of the Sacred Wolf Friendship Center re: Invitation to Mayor and Council to the Winter Wellness Community Challenge on February 12, 2016.

2016-016
AGENDA ADOPTED
AS PRESENTED

2016-017
SPECIAL MEETING
MINUTES JAN 12/16
ACCEPTED AS
AMENDED

2016-018
REGULAR COUNCIL
MEETING MINUTES
JAN 12/16
ACCEPTED AS
AMENDED

WINTER WELLNESS
COMMUNITY
CHALLENGE

Ms. LaPointe and Wade Charlie discussed with Council the traditions of the Kwesa Ceremony (spirit bath) and K'atla'lithla (cedar cleanse) ceremonies. They advised the ceremonies will help bring people together and will help address the events and traumas that occurred in the past year and work towards the aims and goals of the Truth and Reconciliation Commission.

Council members and those present in the gallery were challenged to take part in the ceremonies. Councillors Pat Corbett-Labatt, Fred Robertson and Dennis Dugas advised they will take part in the ceremonies.

Council directed staff to post the information about the Kwesa Ceremony (spirit bath) and K'atla'lithla (cedar cleanse) ceremonies on the District website and at the Municipal Hall.

2. Russ Hellberg, 101 Squadron and Don Ford, Branch 237, Royal Canadian Legion re: Presentation: Wounded Warrior Run 2016 Port Hardy itinerary and update on Cenotaph project.

Russ Hellberg advised the Wounded Warrior Run BC (WWRBC) was created by Wounded Warriors Canada to provide increased public awareness and financial support for post traumatic stress disorder (PTSD) and mental health. The run is the length of Vancouver Island and done in approximately 15 kilometer relays by of six serving military members, reserves and veterans over seven days. Council was invited to the meet and greet at the Port Hardy Legion on Sunday February 21 and to come and cheer the runners on at the departure on Monday February 22 at Carrot Park. Mr. Hellberg requested the following support from the District including:

- Appoint a Councillor to organizing committee
- Encourage First Responders to participate
- Put a link on the District web page
- Put notice on the District recreation sign
- Put sign at entrance to Town Hall

WOUNDED
WARRIOR BC

Council members thanked Mr. Hellberg for working hard to bring the event to Port Hardy. Councillor Marcotte volunteered to work with the organizing committee.

Council directed staff to post a link on the District website, advertise the event on the recreation sign, place a poster at the municipal hall and advise Port Hardy Fire Rescue of the event.

Mr. Hellberg reviewed with Council the revised Cenotaph Project and advised that under funding available it is a renovation project rather than a new build project. Funding for the program is through the Cenotaph Monument Restoration Program, is an ongoing program that can provide support of up to \$ 25,000 which is 50% of eligible expenses, not exceeding a maximum of \$25,000, requires a minimum of 25% of the applicant's portion of the overall project cost in cash (\$12,500); up to 25% as in-kind contributions (\$12,500) for a total project cost of \$50,000.

Mr. Hellberg advised that he is working with the Operational Services Committee and staff to update budget figures and would like completion of the application by mid March to the Cenotaph Monument Restoration Program coordinator for their input to allow for time to make any revisions to the application by the first quarter intake date of April 1.

Mr. Hellberg and Mr. Ford reviewed the 101 Squadron activities and events planned for 2016.

E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Council action items were received for information.

Councillor Robertson commented that there was no action item for the Habitat for Humanity presentation to Council. Mayor Bood invited Councillor Robertson to meet with him and continue discussion on the Habitat for Humanity project.

Councillor Corbett-Labatt asked about and received confirmation that the Canada 150 Grant application has now been submitted.

F. CORRESPONDENCE

1. Jonathon Lok, RFT – Director, North Island Community Forest (Dec 31/15) re: North Island Community Forest Limited Partnership Shareholder Dividend was received for information.
2. Hon. Naomi Yamamoto, Minister of Transportation and Infrastructure and Minister of State for Emergency Preparedness was received for information.

G. NEW BUSINESS

No new business.

H. COUNCIL REPORTS

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.

1. Council Committee Appointments

Mayor Bood reviewed the Council Committee appointments for 2016 and asked for comments from Council members.

Councillor Marcotte commented that there were only two appointees to the Parks and Recreation Review Committee. Councillor Corbett-Labatt volunteered to serve if needed. Mayor Bood advised that the two appointments were enough for now and could be looked at in the future if needed.

The Emergency Planning Committee appointments were reviewed and Councillor Marcotte is to replace Councillor Hemphill on the committee.

Councillor Hemphill requested her deputy mayor appointment term be switched with that of Councillor Corbett-Labatt, from April 1, 2016 – November 30, 2016 to December 1, 2016 to July 31, 2017. Councillor Corbett-Labatt agreed to the change.

2016-019
COUNCIL
COMMITTEE
APPOINTMENTS

Moved/Seconded/Carried

THAT Council endorses the following Council Committee appointments for 2016:

Executive Committee

Mayor Bood, Chair

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

Finance Committee – Budget, Financial Planning

Mayor Bood, Chair

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

Operational Services Committee – Parks, Public Works, Utilities

Councillors: Pat Corbett-Labatt, Rick Marcotte, John Tidbury (chair),

First Nations Relations Committee – Revitalizing Relationships

Councillors, Jessie Hemphill (chair), Rick Marcotte, Fred Robertson,

Parks & Recreation Review Committee

Councillors, Dennis Dugas, Fred Robertson (chair)

District Committees

Community Consultative Committee: Councillors Jessie Hemphill, Rick Marcotte

Emergency Planning Committee: Councillors Rick Marcotte, John Tidbury

Port Hardy Fire Rescue Department: Councillor Rick Marcotte

Poverty Pilot Program: Councillor Pat Corbett-Labatt

Job Fair Committee: Councillor Fred Robertson

External Organizations

Mount Waddington Regional
Transportation Committee

Councillor John Tidbury

Mount Waddington Health Network

Councillors Pat Corbett-Labatt,
Fred Robertson

North Island Regional Emergency
Planning Committee

Councillor John Tidbury

BC Ferries Northern Advisory

Mayor Hank Bood

Island Coastal Economic Trust

Mayor Hank Bood

Municipal Insurance Association

Mayor Hank Bood - Voting Delegate

Port Hardy Heritage Society (Museum)

Councillor Jessie Hemphill

Port Hardy Twinning Society

Councillor Jessie Hemphill

Primary Health Care Local
Working Group

Councillor Pat Corbett-Labatt

Scott Islands Advisory

Councillor Rick Marcotte

Hardy Bay Seniors Citizens Society

Councillor Pat Corbett-Labatt

Vancouver Island Regional Library

Councillor Jessie Hemphill

Vancouver Island North Tourism (VINTAC)

Alternate - Councillor Fred Robertson

Vancouver Island North Woodlands
Advisory Group (VINWAG)

Councillor Dennis Dugas

Councillor John Tidbury

DEPUTY MAYOR SCHEDULE (Deputy Mayor also serves as representative to the Port Hardy & District Chamber of Commerce)	
TERM	DEPUTY MAYOR
December 2, 2014 – July 31, 2015	Councillor Rick Marcotte
August 1, 2015 – March 31, 2016	Councillor John Tidbury
April 1, 2016 – November 30, 2016	Councillor Pat Corbett-Labatt
December 1, 2016 – July 31, 2017	Councillor Jessie Hemphill
August 1, 2017 – March 31, 2018	Councillor Dennis Dugas
April 1, 2018 – December 4, 2018	Councillor Fred Robertson

I. COMMITTEE REPORTS

1. Draft minutes of the Parks & Recreation Review Committee meeting held January 19, 2016 was received for information.

J. STAFF REPORTS

1. Adrian Maas, Director of Finance (Jan 22/16) re: Youth Soccer Registration.

The Director of Finance reviewed his report to Council and Council Policy CP2.7 that specifically provides the District will not consider discounts for fees that are set by bylaw.

Councillor Robertson advised that a representative from Youth Soccer would like to come to Council to discuss the request.

Moved/Seconded/Carried

THAT the request from Youth Soccer Association for relief from third party registration fees be tabled to the next Council meeting.

K. CURRENT BYLAWS AND RESOLUTIONS

1. Adrian Maas, Director of Finance (Jan 12/15) re: User Rate Amendment Bylaw – Seniors Aquafit Classes was received for information.

Moved/Seconded/Carried

THAT Council endorses the staff recommendation to give three readings to the User Rate Amendment Bylaw regarding Seniors Aquafit Classes and proceeds with adoption in due course.

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

Moved/Seconded/Carried

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

2016-020
 TABLE YOUTH
 SOCCER REQUEST
 TO NEXT COUNCIL
 MEETING

2016-021
 ENDORSE STAFF
 RECOMMENDATION
 RE: BYL 1046-2016

2016-022
 BYL 1046-2016 TO
 AMEND BYL 1044-
 2015

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: 8:05pm

CORRECT

APPROVED

DIRECTOR
OF CORPORATE SERVICES

MAYOR

2016-023
ADJOURNMENT



Port Hardy Fire Rescue

8890 Central Street
 PO Box 68
 Port Hardy, BC
 V0N 2P0
 Cell 250-230-0705 Fax 250-949-6572
 porthardyfire@hotmail.com



February 04, 2016

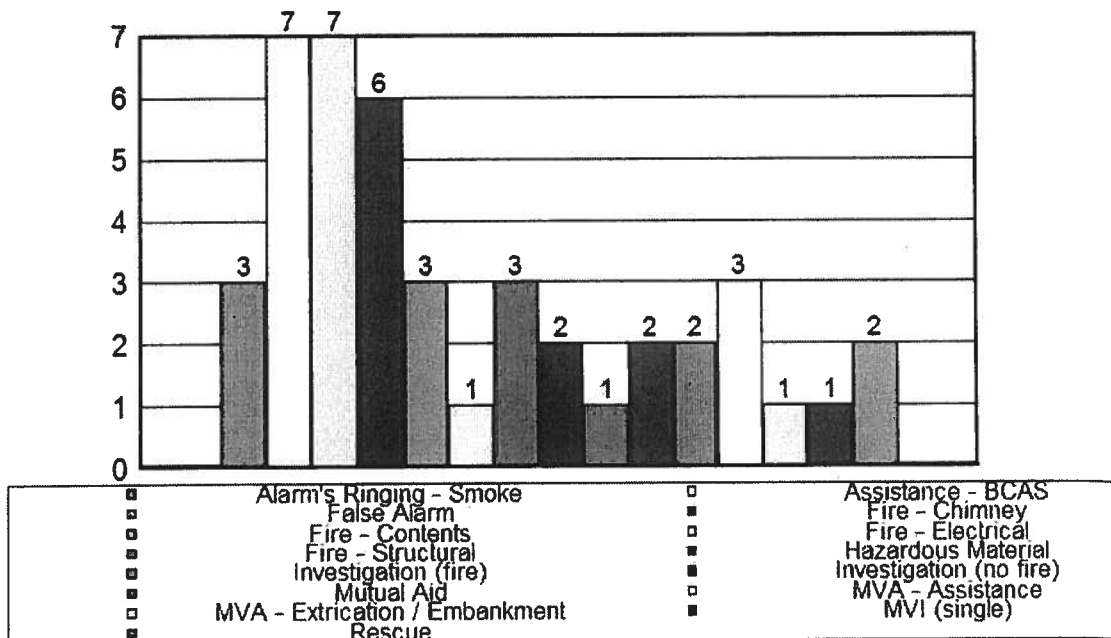
Good evening Mayor Bood and Council,

This is Port Hardy Fire Rescue 4th quarterly report for 2015. My apologies for the absent of the last 2 reports.

Calls

This quarter we had a total of 44 calls. This was 85% higher call volume than last years 4th quarter. The big increases were Fires, Chimney Fires and Assist BCAS.

Totals by Type
 From Oct 1 15 to Dec 31 15



Training

There were 11 scheduled practices this quarter. We made 3 trips to Comox Training Centre, putting through 8 members doing 2 days of live fire theory and practical. Would like to mention that the Port Hardy Hospital Auxiliary paid for the course fee for each member.



Port Hardy Fire Rescue

8890 Central Street
PO Box 68
Port Hardy, BC
V0N 2P0
Cell 250-230-0705 Fax 250-949-6572
porthardyfire@hotmail.com



Membership



Membership is at 31 members. We had 2 members leave the department and 2 staff members join the department. Sr. Firefighter Dean Hunchuk left after serving 11 years and FF Dave Masterman moved after serving 7 years.

I have asked the public for volunteers to assist in administration work and as of this time I have 3 members on the roster helping me. Most of this work is on data input into FirePro2, which records all our training, calls, meetings and time members put into the service.

Public Education

We were not able to put together our annual Open House during Fire Prevention Week due to the call volume and sending members out of town for training. We were able to send members and a Fire Truck to the Fort Rupert Safety Fair for fire safety awareness.



Port Hardy Fire Rescue

8890 Central Street
PO Box 68
Port Hardy, BC
V0N 2P0
Cell 250-230-0705 Fax 250-949-6572
porthardyfire@hotmail.com



Community Involvement

We provided support at the Storey's Beach Fireworks Display, along with driving the local streets for general safety watch on Halloween Night.

Helped the Port Hardy Hospital Auxiliary with moving all their bazaar items to and from the Thunderbird Mall.

Participated in the Remembrance Day Service.

Escorted Santa to the Thunderbird Mall as well as his sled during the Santa Parade.

We assisted in delivering 54 Christmas Hampers.

Closing

I would like to acknowledge the Port Hardy Hospital Auxiliary for their Donation of Training Fee's and Duty Jackets and Macandale Rentals for a new Rescue Chainsaw.

Call Hours	582
Training Hours	925
Meetings Hours	164
General Hours	1369
Officer Duty Weekend Hours	337
Total Member Hours	<u>3377</u>

I'm happy to say that Port Hardy Fire Rescue now has their own website at www.porthardyfire.ca, please check it out. We are also on Facebook. Come be part of our community online.

Fire Chief
Schell Nickerson



Port Hardy Fire Rescue
 Fire Chief :Schell Nickerson
 Box 68, 8890 Central Street Port Hardy BC
 Port Hardy BC V0N 2P0
 PH : 250-230-0705 FAX : 250-949-6572
 Email : porthardyfire@hotmail.com

Date
 Jan 27 16

Incident Summary
From Oct 1 15 to Dec 31 15

Date/No.	Address/Type	Minutes	Responders	Injuries	Fatalities
Officer Members/Page					
Oct 2 15 15-119	19:19:16 Seaview Drive & Market Street Investigation (fire)	60	2		
Oct 12 15 15-071	14:22:46 Fire - Contents, Port Hardy (Town) Near the Red Gate on Trustee Road Fire - Contents	60	3		
Oct 18 15 15-125	09:55:46 4985 Beaver Harbour Road Fire Hall #2 Alarm's Ringing - Smoke	60	8		
Nov 7 15 15-131	18:20:44 7340 Highland Drive 307 Creekside Apartments Investigation (no fire)	60	4		
Nov 13 15 15-068	17:05:06 7340 Highland Drive, Suite 307, Port Hardy (Town) Investigation (no fire)	60	8		
Nov 13 15 15-132	17:23:40 104 Tsulquate Reserve Fire - Contents	60	8		
Nov 28 15 15-143	16:27:32 7340 Highland Drive Rescue	60	11		
Dec 3 15 15-070	21:21:01 323 Quattishe Road, Quatsino (Res) Mutual Aid	60	20		
Dec 22 15 15-156	13:51:00 100 Eagle Place Elementary School False Alarm	60	4		
9 incidents for Officer Members/Page		9 hrs 0 mins	68		

Incident Summary Continued
From Oct 1 15 to Dec 31 15

Date/No.	Address/Type	Minutes	Responders	Injuries	Fatalities
General Members/Page					
Oct 2 15 15-118	08:59:07 6360 Beaver Harbour Road Fire - Electrical	69	8		
Oct 8 15 15-120	19:37:41 7200 Coho Road Marine Harvest Processing Plant Alarm's Ringing - Smoke	60	16		
Oct 10 15 15-121	19:48:01 8755 Central Street - Unit 3 Assistance - BCAS	60	9		
Oct 10 15 15-122	22:05:44 1 KM North of HWY 30 on HWY 19 MVA - Assistance	104	16		
Oct 11 15 15-123	17:16:01 7340 Highland Drive Creekside Apartments 412 Fire - Contents	60	11		
Oct 13 15 15-124	10:34:03 182 Tsulquate Reserve School False Alarm	60	8		
Oct 23 15 15-126	23:04:04 4325 Byng Road Assistance - BCAS	60	9		
Nov 4 15 15-129	08:44:58 7305 Market Street North Island Gazette Hazardous Material	90	7		
Nov 5 15 15-130	18:02:13 354 Tsulquate Reserve Assistance - BCAS	60	13		
Nov 14 15 15-133	10:40:06 7100 Highview Road Unit 7 Alarm's Ringing - Smoke	60	15		
Nov 15 15 15-134	06:51:19 Byng Road towards the Airport MVA - Assistance	60	17		
Nov 15 15 15-135	23:43:44 7455 Thunderbird Way False Alarm	60	12		
Nov 17 15 15-136	13:28:48 9425 Upper Carnarvon Road Assistance - BCAS	60	6		
Nov 18 15 15-137	13:26:33 8635 Granville Street North Coast Trail False Alarm	60	10		
Nov 20 15 15-138	07:45:04 7465 Glacier Crescent East Fire - Structural	115	10		
Nov 23 15 15-139	16:02:28 8775 Granville Street Old Government Building False Alarm	60	11		
Nov 25 15 15-140	04:50:36 6980 Rupert Street Unit #9 Waddington Gardens Fire - Structural	339	19		

Incident Summary Continued
From Oct 1 15 to Dec 31 15

Date/No.	Address/Type	Minutes	Responders	Injuries	Fatalities
Nov 25 15 15-141	17:22:04 Granville Street and Douglas Street MVI (single)	60	11		
Nov 26 15 15-142	17:59:33 8780 Seaview Drive Fire - Chimney	60	12		
Nov 26 15 15-150	01:18:44 317 Quattishe Road, Quatsino (Res) Mutual Aid	60	7		
Dec 1 15 15-144	06:39:43 9415 Upper Carnarvon Road Fire - Chimney	60	11		
Dec 2 15 15-072	09:59:56 MVA - Assistance, HWY 30 at road marker 10 MVA - Assistance	135	12		
Dec 3 15 15-145	17:19:08 7100 Highview Drive Unit 31 Fire - Chimney	60	12		
Dec 4 15 15-146	16:45:29 306 Tsulquate Reserve Hazardous Material	60	10		
Dec 11 15 15-147	15:29:43 180 Tsulquate Reserve Elementary School False Alarm	60	10		
Dec 11 15 15-148	22:37:27 6890 Quatse Crescent Fire - Chimney	60	9		
Dec 13 15 15-149	10:12:21 7310 Okisollo Place 101 CHTP Assistance - BCAS	60	16		
Dec 13 15 15-151	10:15:18 118 Tsulquate Reserve Fire - Structural	75	17		
Dec 16 15 15-152	17:24:07 100 Eagle Place Elementary School False Alarm	60	12		
Dec 18 15 15-153	22:26:49 7340 Highland Drive Creekside Apartments Rescue	60	6		
Dec 21 15 15-154	08:27:27 7490 Cadwallader Crescent Fire - Chimney	60	7		
Dec 21 15 15-155	16:06:22 7176 Rupert Street Stink Creek Park Assistance - BCAS	60	7		
Dec 23 15 15-069	09:13:03 Highway 19, 1 KM South of Fort Rupert Road MVA - Extrication / Embankment	107	12	2	
Dec 24 15 15-127	22:25:53 307 Tsulquate Reserve Fire - Chimney	60	10		
Dec 31 15	04:40:15 354 Tsulquate Reserve	80	10		

Incident Summary Continued
From Oct 1 15 to Dec 31 15

Date/No.	Address/Type	Minutes	Responders	Injuries	Fatalities
15-128	Assistance - BCAS				
35 incidents for	General Members/Page	44 hrs 34 mins	388	2	
		53 hrs 34 mins	456	2	

ITEM	ACTION REGULAR COUNCIL MEETING --Jan 26, 2016	WHO	STATUS /COMMENTS
Kyla LaPointe, Wade Charlie and Wendy Kellis, of the Sacred Wolf Friendship Center re: Invitation to Mayor Council to the Winter Wellness Community Feb 12/16	Council members invited to participate		No staff action required
Russ Hellberg, 101 Squadron and Don Ford, Branch 237, Royal Canadian Legion re: Presentation: Wounded Warrior Run 2016 Port Hardy itinerary and update on Cenotaph project.	Council directed staff to: place a link on the District website, place a poster at the municipal hall advertise the event on the recreation sign advise Port Hardy Fire Rescue of the event.	LD LD VB H-NS	Done Done
Council Committee appointments	Revisions to Council Appointment list: C/Marcolte to replace C/Hemphill on Emergency Planning Committee C/Hemphill Deputy Mayor appointment moved to Dec 1/2016 to July 31, 2017 C/Corbett-Labatt Deputy Mayor appointment moved to April 2, 2016 to November 30, 2016 Revise and circulate list, post to website	LD	Done
Youth Soccer Registration re 3 rd party registration fees	Tabled to February 9, Council meeting		Agenda Item
Heather Nelson-Smith, Director Corporate Services (Dec.11/15) re: Port Hardy Reigns Volley Ball	THAT Council: a. Write a letter in support of using the District's reciprocal agreement with School District #85 to use the gym for the U16 Volley Ball Port Hardy Reigns; b. Request the School District to extend our agreement one month to allow for full coverage of the group and; c. Provide the group with a \$400.00 donation from the 2015 donation budget. -Write letter of support - Request extension of agreement	AMc AMc	PHSS has agreed to keep using the gym free of charge as a school sponsored team so the District of Port Hardy will not need to put the reciprocal use agreement into effect.
Heather Nelson-Smith, Director Corporate Services (Jan.6/15) re: Canada 150 Grant Application - Local First Nation History Murals	THAT the Council of the District of Port Hardy submit application to the Heritage Canada under the Canada 150 program to complete the First Nation History Murals in the Port Hardy Civic Centre with a total budget of \$46,050.00. - Submit application package as directed	H-NS	Done
Heather Nelson-Smith, Director Corporate Services (Jan12/16) re: Fireworks Permit Chinese New Year February 9, 2016.	THAT Council table discussion and approval of the fireworks permit application to the January 26, 2016 Council meeting. - Bring forward fireworks permit application package to Jan 26/16 Council meeting as directed	H-NS	Waiting for response from applicant

ITEM	ACTION REGULAR COUNCIL MEETING –Nov 24, 2015	WHO	STATUS /COMMENTS
<p>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 cost.</i></p> <p><i>-arrange contract for 2016</i></p> <p><i>-research grant funding sources</i></p> <p><i>-Funding arrangement to budget for 2016</i></p>	<p>Approved as recommended: THAT Council approve offering a contract to Kathi Camilleri for \$1,250 per day (inclusive of all fees and charges) for three days of First Nation cultural education and training workshops AND THAT the Director of Corporate Services be directed to research grant funding sources to offset the workshop cost.</p> <p><i>-arrange contract for 2016</i></p> <p><i>-research grant funding sources</i></p> <p><i>-Funding arrangement to budget for 2016</i></p>	<p>HN-S HN-S AMc</p>	<p>In progress.</p> <p>Waiting for final approval for \$5,000 budget total. Contract agreed to by Kathi Calimeri.</p>
<p>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></p>	<p>Approved as recommended: THAT Council proceed with the recommendations from the Broken Window report</p> <p><i>- Jan 12/16 Letters have been sent to property owners regarding their properties - no replies have been received back - next step staff to bring back a report for Council regarding authorizing remedial action and the cost of such action being charged back to the property owner’s tax account.</i></p> <p><i>- Staff report to come to future Council meeting.</i></p>	<p>HN-S Mun Insp</p>	<p>In progress</p>
<p>ITEM</p> <p>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></p>	<p>ACTION REGULAR COUNCIL MEETING –Nov 24, 2015</p> <p>Approved as recommended: THAT Council directs staff to investigate updating of the of the skateboard park facility.</p>	<p>HN-S</p>	<p>In progress</p>
<p>ITEM</p> <p>Parks & Rec Review Comm Oct 14/15. Recommendations to Council:</p> <p>a. <i>“That Council directs staff to develop possible sources of funding that include costs for: a) rebuild of pool b) expansion of the recreation complex c) use of bio-fuels at the recreation complex.”</i></p> <p>b. <i>“That Council directs staff to prepare a Request for Quotation for Mitigation of Ballfield #2 at Beaver Harbour Park.”</i></p>	<p>ACTION REGULAR COUNCIL MEETING –Oct 27 2015</p> <p>Approved as recommended:</p> <p>a. THAT Council directs staff to develop possible sources of funding that include costs for: a) rebuild of pool b) expansion of the recreation complex and c) use of bio-fuels at the complex.</p> <p>b. THAT Council directs staff to prepare a Request for Quotation for Mitigation of Ballfield #2 at Beaver Harbour Park.</p>	<p>AMc</p> <p>SM</p>	<p>In progress</p> <p>In progress</p>

ITEM	ACTION REGULAR COUNCIL MEETING –Oct 13 2015	WHO	STATUS /COMMENTS
Kains Lake	<p>Approved as recommended: THAT The short and long term recommendations in the Bathymetric analysis and preliminary lake level modelling for the District of Port Hardy Kains Lake Water Supply report be accepted and implemented, - Staff to start the review of recommendations and associated costs and bring forward to Council.</p>	AMc /SM/JJ	In progress
<p>ITEM</p> <p>2. Draft Minutes Operational Services Comm Meeting, July 16/15. Recommendations to Council: <i>“THAT Council requests Island Health to do a traffic study on all access points to their properties adjacent to and including the Primary Health Care Center.”</i></p>	<p>ACTION REGULAR COUNCIL MEETING - August 11, 2015</p> <p>Approved as recommended: THAT Council requests Island Health to do a traffic study on all access points to their properties adjacent to and including the Primary Health Care Center. - Write letter as directed.</p>	AMc	<p>STATUS /COMMENTS</p> <p>Letter sent. Island Health engineering consultants in touch with Dir. Operational Services.</p>
<p>ITEM</p> <p>Parks & Rec Review Committee June 16/15. The Committee recommends to Council:</p>	<p>ACTION REGULAR COUNCIL MEETING – July 14, 2015</p> <p>Approved as recommended: THAT Council approves removal of overhead lighting (cross members and lights) at Beaver Harbour Park Ballfield #1, as per the Safety Authority Inspection report dated 06/10/2015, pending receiving a quote from the District's electrical contractor. -Proceed as directed</p>	SM	<p>STATUS /COMMENTS</p> <p>Underway, awaiting Hydro truck</p>

ITEM	ACTION COMMITTEE OF WHOLE MEETING – June 23/15	WHO	STATUS /COMMENTS
<p>Establishment of Personnel Committee</p> <p>a) Standing or Select Committee</p> <p>b) Scope / Terms of Reference</p> <p>c) Hiring Policy</p>	<p>Council Motion: THAT Council establishes a standing committee for personnel matters AND THAT staff investigates various options for doing so.</p> <p>-Jan 12/16 Mayor Bood requested staff bring forward discussion on a Personnel Committee to next COW</p>	<p>AMc</p>	<p>Jan 26 COW meeting agenda item</p>
<p>ITEM</p> <p>Op Scvs Committee meeting held June 18, 2015. Recommendations to Council:</p> <p><i>“THAT Council directs staff to prepare a bylaw for Council review to amend District of Port Hardy Water Conservation Bylaw No. 06-2005 to amend Stage 1, 2 and 3 Outdoor Water Use</i></p>	<p>ACTION REGULAR COUNCIL MEETING – June 23/15</p> <p>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</p> <p><i>-Prepare amending bylaw as directed.</i></p>	<p>WHO</p> <p>HN-S</p>	<p>STATUS /COMMENTS</p> <p>In progress. To Op Scvs Comm Jan 21 for review</p>
<p>ITEM</p> <p>1. Operational Services Committee, Jan.22/15</p> <p>b. THAT the Operational Services Committee requests that staff and the Harbour Manager work with this charter group to come up with an agreement that can be brought back to Council for discussion.</p>	<p>ACTION REGULAR COUNCIL MEETING – JAN. 26, 2015</p> <p>Approved as recommended: THAT staff and the Harbour Manager work with the charter group to develop an agreement that can be brought back to Council for discussion.</p> <p><i>-Staff and the Harbour Manager work with the charter group to develop an agreement as directed.</i></p>	<p>WHO</p> <p>AMc</p>	<p>STATUS /COMMENTS</p> <p>Provincial lease requirements being reviewed</p> <p>Meeting with charter boat operators held Jan 19</p>

Allison McCarrick

From: hankbood [hankbood@gmail.com]
Sent: Thursday, February 04, 2016 11:59 AM
To: Brenda McCorquodale
Cc: Allison McCarrick; Hank Bood
Subject: Re: Port Hardy branding logo

Hello Abigail:

Thanks for your letter regarding use of the town's logo. As you may know your mom worked on the committee that designed the logo. Your clubs idea to sell t-shirts etc. with the towns logo on them seems like a good one to me. I'll have staff check for any hang ups I may not know about and get back to you.

Cheers

Hank Bood

P S Its great that you have a young entrepreneur's club at your school.

Sent from Samsung Mobile

----- Original message -----

From: Brenda McCorquodale
Date: 02/04/2016 7:50 AM (GMT-08:00)
To: hankbood
Subject: Port Hardy branding logo

Hello Hank

Sorry about sending this to you on your personal email - I don't think I have your mayoral one!
The following is a message sent to you on behalf of my daughter Abigail, who is in a young entrepreneur's club at Eagle View Elementary. They are supposed to come up with business ideas, and then make a product and try to sell it. One idea her group has come up with is to make and sell locally branded clothes. They were going to make up their own designs, but they were wondering if they might be allowed to produce some items with the 'official' Port Hardy logo on them, which would require them getting permission and the artwork. Do you know if this is possible or how they might go about seeking permission to do so?

Dear Mayor Bood

My friends and I are doing a Young Entrepreneur's Club at school. We were wondering if we might be able to use the Port Hardy logo to put it on t-shirts and hats to sell to tourists for our business idea.

At the end of the year any money we raise will go to charity.

Thank you for considering our request.

Abigail McCorquodale



**MINUTES OF THE DISTRICT OF PORT HARDY
OPERATIONAL SERVICES COMMITTEE MEETING
HELD JANUARY 21, 2016
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

PRESENT: Councillors Dennis Dugas, Rick Marcotte

ALSO PRESENT: Allison McCarrick, CAO; Sean Mercer, Operations Manager; Leslie Driemel
Recording Secretary

REGRETS: Councillor John Tidbury; Heather Nelson-smith, Dir. Corporate Services;
Abbas Farahbakhsh, Dir. Operational Services,

DRAFT

A. CALL TO ORDER

In the absence of the Councillor Tidbury Councillor Marcotte assumed the Chair.

The meeting was called to order. Time: 2:53 pm

B. APPROVAL OF AGENDA

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

C. MINUTES

1. Minutes of the Operational Services Committee meeting held December 17, 2015.

Moved/Seconded/Carried

THAT the minutes of the Operational Services Committee meeting held December 17, 2015 be approved as presented.

D. DELEGATIONS

1. Russ Hellberg and Bob Hemphill re: Cenotaph Restoration Grant Funding

Russ Hellberg advised there is a new program for funding for the Cenotaph Restoration project and that the scope and work needs to be reviewed to reflect the criteria changes. Federal funding would be up to 50% of eligible expenses, not exceeding a maximum of \$25,000, a minimum of 25% of the applicants portion must be cash \$12,500, up to 25% can be in-kind \$12,500 for a total project of \$50,000. The original project budget was approximately \$94,000 which included a replacement First Nations pole at the Chamber of Commerce and a large cenotaph area, backed by an earthen berm. There needs to be \$44,500 cut from the budget to meet the funding program requirements.

The Committee discussed ways and means to cut the budget. Discussion included:

- Only refurbish and move the First Nations Pole and have a replacement pole built for the Chamber of Commerce site as a separate project.

OP SCVS
2016-001
AGENDA
APPROVED AS
PRESENTED

OP SCVS
2016-002
MINUTES NOV
19/15 APPROVED
AS PRESENTED

- Working with local First Nations to reduce costs for environmental protection / archaeological work and making sure protocols with First Nations are observed. Mr. Hellberg advised Calvin Hunt, Kwakiutl Hereditary Chief, is on the Cenotaph Committee and is the liaison with First Nations for the project.
- Review of infrastructure requirements and their budgets for electrical, water, storm, and road works. Sean Mercer and Abbas Farahbakhsh will review and provide updated budget costs. Councillor Marcotte will contact Ken Nelson at K&K Electric for an electrical budget review.
- Review of planting and finish works by Rod Walsh, Parks Supervisor
- Reviewing engineering requirements for cement works. S. Mercer advised Abbas Farahbakhsh has engineering experience and can help. Abbas will contact the Building Inspector if required.
- Have a good cenotaph design that is also expandable should further funding become available.
- Project work could be started after Filomi Days in July 2016.

Mr. Hellberg advised that once new budget figures are available he can do a draft application. It would then go to the Director of Corporate Services to review and he would like this done by mid March so it can be submitted to the program administrators for their review. The grant submission due date is April 1, 2016.

E. CORRESPONDENCE

No correspondence.

F. BUSINESS ARISING / UNFINISHED BUSINESS

1. Review and Update of Action Items

- J. Henschke and N. Klatt re Bait Shack and operations at Bear Cove Marina. A. McCarrick advised she has met with them and with harbour managers and charter boat operators regarding Bear Cove Marina.
- Bear Smart. Councillor Dugas advised the program is awaiting budget approval
- Washrooms at Beaver Harbour Park. S. Mercer commented there is an overlap with the Parks & Recreation Review Committee regarding the washrooms. Operational Services will cover areas of water/sewer/sidewalks.
- Byng Road. The property in questions still has no water issues. Near by property owner R. Tucker is contacting Janke Services to ditch his property.
- Layout of public wharf / tidal grid. CAO will request Seaway Ventures to add to the list for Small Craft Harbour consideration.
- Seawall lighting has not yet been installed. S. Mercer advised K&K Electric is very busy. Discussion took place of sourcing the work to an out of town business. S. Mercer will contact K&K Electric for an update on when the work can be done.

2. Water Conservation Bylaw Update

- current regulations were reviewed for information
- draft bylaw at a glance was reviewed for information
- draft bylaw was reviewed for information
- Cowichan Valley Water Restrictions was reviewed for information

DRAFT

The Committee reviewed and made recommendations including:

- Stage 1: Date to be May 1st to October 31 – to tie in with burning regulations
- Stage 2: Even numbered houses-days of week to be Wednesday and Saturday
- Stage 2: Odd numbered houses-days of week to be Thursday and Sunday
- Stage 3: Hand watering of trees and shrubs to be 7:00 am to 9:00 am OR 8:00 pm to 10:00 pm
- Micro Drip Irrigation: Stage 1, 2 and 3 changed to: anytime with a maximum of 3 hours per day
- Add Stage 4 and fines as required to municipal bylaws
- Allow exemptions by permit applications

The Committee further discussed:

- Water Conservation Stage Level Informational signage; Staff was requested to investigate types of signage, number of signs required, costs and recommend possible installation sites
- Investigate grant funding from MIABC for signage

The Committee requested staff make the changes outlined above and bring the draft bylaw back for further review and bring back information on signage to the next meeting.

DRAFT

G. NEW BUSINESS

1. Councillor Marcotte advised that the Carrot Sign is rotten and in need of repair or replacement. Discussion took place on the costs of the carved signs, and a possible non wood replacement. It was suggested that Port McNeill Logger Sports committee be approached to include a 'carve a carrot' competition or include such a competition at Filomi Days.
2. Councillor Marcotte advised of concerns regarding pedestrians crossing from Rupert Street (Thunderbird Mall/Vasos/Monks area) to Stink Creek Park right in front curve in the road on the Rupert Street. A warning sign or go slow sign should be considered for that area. Staff to review and bring back recommendations to the next meeting

H. ROUNDTABLE DISCUSSION

1. Councillor Marcotte commented on vehicles parking on District boulevards while talking on cell phones and consequent damage to the grassed areas.
2. Councillor Dugas commented:

That the municipal cemetery is in need of clean up and the allowed time that memorials are allowed to remain needs to be reviewed and/or enforced. The CAO advised she will talk to the Director of Corporate Services regarding the cemetery and rules regarding memorials.

That the unauthorized memorial on Granville Street by the Port Hardy Primary Health Care Center is in need of clean up and that it is a traffic hazard as people try to read it while approaching a busy intersection. The CAO advised she will contact the family regarding a possible alternate memorial

I. NEXT MEETING: 3:00 pm Thursday February 18, 2016.

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

J. ADJOURNMENT

OP SCVS
2016-003
ADJOURNMENT

Moved
THAT the meeting be adjourned.

Time: 4:25pm

DRAFT



**MINUTES OF THE
DISTRICT OF PORT HARDY
EMERGENCY PLANNING COMMITTEE MEETING
JANUARY 25, 2016 AT 12 NOON
MUNICIPAL HALL, 7360 COLUMBIA STREET**

PRESENT: Bob Hawkins, DPH Emergency Coordinator; Richard Hemphill, ESS Port Hardy, Bob Swain, EOC Gwa'sala-'Nakwaxda'xw First Nations; Schell Nickerson, Fire Chief; Heather Nelson-Smith, Director Corporate Services, DPH; Rick Marcotte, DPH Councillor; and Leslie Driemel, Recording Secretary

A. CALL TO ORDER

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

B. APPROVAL OF AGENDA

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

C. ADOPTION OF MINUTES

Minutes of the meeting held December 8, 2015.

Bob Swain requested his title and the band name be changed to: Bob Swain, Emergency Coordinator, Gwa'sala-'Nakwaxda'xw First Nations;

Moved/Seconded/Carried

THAT the minutes of the Emergency Planning Committee meeting held October 6, 2015 be adopted amended.

D. DELEGATIONS

No delegations.

E. CORRESPONDENCE

1. Provincial ESS Advisory Forum, Conference Call Notes, 2015, November 24, was received for information.

F. BUSINESS ARISING / UNFINISHED BUSINESS

Action Items Review - Bob Hawkins updated the Committee on:

- Sirens
Whelan Corporation has been contacted about sirens and requires more information regarding area coverage / mapping etc before providing pricing through a designated supplier.

Bob Swain suggested the Emergency Coordinator contact insurance companies and the Insurance Bureau of Canada for funding sources for the sirens. When siren models and costs are determined the Emergency Coordinator will source possible funding sources.

EPC-2016-001
APPROVAL OF
AGENDA AS
PRESENTED

EPC-2016-002
APPROVAL OF
OCTOBER 6/15
MINUTES AS
PRESENTED

DRAFT

Fire Chief Nickerson advised that Port Alberni has redone their sirens in 2015. They may have advice or old sirens available. It was noted that Port Alberni is in a high risk area and that as such funding is more readily available to them. Mr. Swain will send contact information to the Emergency Coordinator

The Committee discussed range of sirens, alternate telephone call out systems and updating them and the responsibility of the public for their safety. Online warning apps were also discussed and information about them will be circulated by H. Nelson-Smith.

Bob Hawkins suggested that a public education program be organized for October 2016, during the ShakeOut BC event.

- PHSS as Emergency Reception Center

Bob has contacted Darby Gildersleeve regarding using Port Hardy Secondary School as an emergency reception center. Mr. Gildersleeve will pass on the request to administration at SD 85.

Heather Nelson-Smith advised that control, contact and communication with the ESS would be better if the EOC remains at the Civic Center. District bylaws would need to be amended and maps and brochures re-printed if the ESS Reception Center site is changed. It was commented that the Civic Center has already been used as an emergency reception center and is now known to the public as the place to go. H. Nelson-Smith suggested an agreement be arranged with SD85 to use PHSS as an emergency reception center overflow site.

- EOC Supply storage at Civic Center

H.Nelson-Smith suggested Bob Hawkins and Richard Hemphill go to the Civic Center and designate an area under the stage for ESS storage. H.Nelson-Smith and Councillor Marcotte will then review the site and arrange with the Lions Club to have it permanently marked off or netted off.

Fire Chief Nickerson advised there are two totes of ESS/EOC supplies at the Fire Hall that need to be gone through. It was requested he bring them to the Municipal Hall for Heather to go through.

- Emergency Generator at Municipal Hall

The Committee discussed the need for an emergency generator for the municipal hall. It was requested staff determine whether or not there is one in the storage shed by the recreations center, how big it is, size of plug required, if it is in working order and who what the maintenance schedule is.

G. NEW BUSINESS

Fire Chief Nickerson requested discussion on communication protocols and the need to establish them. Discussion included better communications between ESS to EOC, with the public via Facebook and the District website, hour by hour updates during an emergency, use of twitter and emails and online apps and the use of hand held radios. Fire Chief Nickerson advised that there are two base station radios available from Port Hardy Fire Department. Sat phones were discussed and the possibility of setting up a mutual aid agreement with Western Forest Products and Marine Harvest during an emergency situation.

Fire Chief Nickerson advised that the Regional District has approval for new repeater stations with solar and battery backup which will allow communications with Old Quatsino, Coal Harbour, Port Alice and Holberg.

The Committee agreed to strike a Communications subcommittee with Bob Hawkins, Heather Nelson-Smith, Councillor Marcotte and a representative from the Fire Department. The Committee agreed to meet Monday February 8, 2016 at noon at Firehall #1

H. ROUND TABLE DISCUSSION

Bob Swain advised of the *Quake Cottage* a mobile earthquake simulator touring on Vancouver Island this spring. It experientially educates the public about the benefits of proactive disaster preparation, available for schools, corporate events and public preparedness events. The Committee discussed bringing the cottage to the North Island and sharing the costs among north island communities. Staff will do preliminary investigation

The Committee discussed the need for a table top exercise this spring. Bob Hawkins will start planning an exercise for early May during Emergency Preparedness Week It will be brought back for discussion at the March meeting.

Heather Nelson-Smith distributed information regarding upcoming ESS training opportunities.

I. **NEXT MEETING DATE:** Monday March 28, 2016 at Noon at the Municipal Hall, 7360 Columbia Street.

J. ADJOURNMENT

THAT the meeting be adjourned.

Time: 1:50 pm

DRAFT

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
006781	07/01/2016	00044	ACKLANDS - GRAINGER INC.	45.27	
006782	07/01/2016	02395	Aggressive Fire Safety	2,677.50	
006783	07/01/2016	03161	Alan Watson Electric Ltd	568.67	
006784	07/01/2016	02514	AlSCO	182.50	
006785	07/01/2016	00829	ANA'S HARDY CLEAN	2,353.49	
006786	07/01/2016	02551	Associated Fire Safety E	677.25	
006787	07/01/2016	01805	BUSY B'S DISTRIBUTING	196.72	
006788	07/01/2016	02468	Canwest Propane	4,772.45	
006789	07/01/2016	00902	CASCADE WEAR BC LTD.	4,002.74	
006790	07/01/2016	00281	CHEVRON CANADA LTD.	1,685.17	
006791	07/01/2016	01433	COMOX PACIFIC EXPRESS LT	456.36	
006792	07/01/2016	02915	Corix Control Solutions	6,657.00	
006793	07/01/2016	02822	Corix Water Products LP	1,269.92	
006794	07/01/2016	02730	CUPE Local 401	987.37	
006795	07/01/2016	01476	DOR-TEC SECURITY LTD.	138.30	
006796	07/01/2016	01838	Duraglas Composites	1,673.70	
006797	07/01/2016	02097	FLAG OUTLET LTD.	2,415.29	
006798	07/01/2016	01438	GEISLER CONSTRUCTION	700.00	
006799	07/01/2016	00058	GUILLEVIN INTERNATIONAL	1,463.16	
006800	07/01/2016	00052	HARDY BUILDERS' SUPPLY	221.20	
006801	07/01/2016	03143	High Standards Overhead	453.60	
006802	07/01/2016	00063	HOME HARDWARE BUILDING C	295.62	
006803	07/01/2016	00459	Hub Fire Engines & Equip	1,997.89	
006804	07/01/2016	00194	INT'L UNION OPERATING EN	926.29	
006805	07/01/2016	02807	Johnson Security Solutio	671.17	
006806	07/01/2016	00065	K & K ELECTRIC LTD.	3,531.51	
006807	07/01/2016	02883	Lekker Food Distributors	514.00	
006808	07/01/2016	02007	MARSHALL WELDING AND FAB	226.81	
006809	07/01/2016	03169	Martin, John	200.00	
006810	07/01/2016	01777	MCCARRICK,ALLISON	719.42	
006811	07/01/2016	00328	MERCER, SEAN	35.00	
006812	07/01/2016	00014	MINISTER OF FINANCE	3,310.00	
006813	07/01/2016	00447	MNP	17,640.00	
006814	07/01/2016	00304	MONK OFFICE	270.19	
006815	07/01/2016	00017	MUNICIPAL INSURANCE ASSO	153,937.00	
006816	07/01/2016	00033	NAPA AUTO PARTS/PORT HAR	8.04	
006817	07/01/2016	01014	NICKERSON, SCHELL	75.00	
006818	07/01/2016	01218	NORM CAMPBELL	913.50	
006819	07/01/2016	01021	NORTHERN ROPES & INDUSTR	41.68	
006820	07/01/2016	02071	PACIFICUS BIOLOGICAL SER	7,379.82	
006821	07/01/2016	00203	Port Hardy & Dist. Chamb	9,748.16	
006822	07/01/2016	00080	PUROLATOR INC.	360.39	
006823	07/01/2016	00107	RECEIVER GENERAL FOR CAN	16,838.14	
006824	07/01/2016	00187	REGIONAL DISTRICT OF MT	5,179.19	
006825	07/01/2016	00187	REGIONAL DISTRICT OF MT	1,213.64	
006826	07/01/2016	02724	Reusch, Justin	631.10	
006827	07/01/2016	02935	Roper Greyell LLP	181.44	
006828	07/01/2016	03092	Seaway Ventures Ltd.	11,642.52	
006829	07/01/2016	02203	Stantec Consulting Ltd.	656.25	
006830	07/01/2016	02246	Tam, Jeffery	106.59	
006831	07/01/2016	00160	TELUS	4,933.56	
006832	07/01/2016	00573	VAN ISLE WATER	1,824.48	
006833	07/01/2016	00644	VAN KAM FREIGHTWAYS LTD.	209.38	
006834	07/01/2016	02850	VWR International Co.	779.38	
006835	07/01/2016	00329	WALSH, ROD	200.00	
006836	07/01/2016	02837	Waterhouse Environmental	6,115.20	
006837	07/01/2016	01864	WISHBONE INDUSTRIES LTD.	1,731.09	
006838	15/01/2016	00735	A.C.E. COURIER SERVICES	21.72	
006839	15/01/2016	00437	ACME SUPPLIES LTD.	887.45	
006840	15/01/2016	02514	AlSCO	186.52	
006841	15/01/2016	00042	APPLIED SCIENCE TECHNOLO	362.25	
006842	15/01/2016	01836	ARIES SECURITY LTD.	3,985.80	
006843	15/01/2016	00047	B.C. HYDRO	42,277.55	
006844	15/01/2016	01531	BJARNASON, SUSAN	37.74	
006845	15/01/2016	01805	BUSY B'S DISTRIBUTING	368.45	
006846	15/01/2016	02468	Canwest Propane	1,949.91	
006847	15/01/2016	00281	CHEVRON CANADA LTD.	1,089.74	
006848	15/01/2016	01767	CIVICINFO BC	279.30	
006849	15/01/2016	01433	COMOX PACIFIC EXPRESS LT	108.73	
006850	15/01/2016	02828	Corix Control Solutions	4,161.92	
006851	15/01/2016	01982	DIGITAL POSTAGE ON CALL	1,575.00	

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
006852	15/01/2016	02140	DOUG LLOYD CONTRACTING	94.50	
006853	15/01/2016	00183	DRIEMEL, LESLIE	142.26	
006854	15/01/2016	00020	E.J. KLASSEN MOTORCADE L	108.70	
006855	15/01/2016	02456	F.H. Black & Company	3,307.50	
006856	15/01/2016	02557	Frontline Glass Solution	580.43	
006857	15/01/2016	03172	Garth Cameron Contractin	1,470.00	
006858	15/01/2016	03038	Gary Moser Consulting In	236.25	
006859	15/01/2016	00058	GUILLEVIN INTERNATIONAL	488.25	
006860	15/01/2016	02539	Hemphill, Norma	56.92	
006861	15/01/2016	00063	HOME HARDWARE BUILDING C	146.55	
006862	15/01/2016	01875	ISLAND ADVANTAGE DISTRIB	1,968.04	
006863	15/01/2016	02897	Itron Canada Inc.	1,535.51	
006864	15/01/2016	03170	Jensen, Jacob	395.69	
006865	15/01/2016	01167	JUST RITE PRECISION SHAR	235.20	
006866	15/01/2016	00271	LIFESAVING SOCIETY	120.00	
006867	15/01/2016	00695	LINDE CANADA LIMITED C31	11.99	
006868	15/01/2016	00069	MACANDALE'S	234.97	
006869	15/01/2016	03059	Maxxam Analytics	598.50	
006870	15/01/2016	00585	Minister of Finance	1,057.91	
006871	15/01/2016	00304	MONK OFFICE	66.73	
006872	15/01/2016	01419	MURDY & MCALLISTER	435.97	
006873	15/01/2016	00033	NAPA AUTO PARTS/PORT HAR	813.35	
006874	15/01/2016	03135	Nelson-Smith, Heather	941.85	
006875	15/01/2016	01645	NORTH ISLAND COMMUNICATI	32.76	
006876	15/01/2016	01367	NORTH ISLAND GAZETTE	299.94	
006877	15/01/2016	00027	NORTH ISLAND VETERINARY	231.37	
006878	15/01/2016	00075	O.K. TIRE STORE (PORT HA	824.72	
006879	15/01/2016	02749	Orach Enterprises Ltd.	3,692.85	
006880	15/01/2016	00013	PACIFIC BLUE CROSS	10,714.26	
006881	15/01/2016	02071	PACIFICUS BIOLOGICAL SER	137.81	
006882	15/01/2016	00505	PARR'S CONSTRUCTION LTD	500.00	
006883	15/01/2016	00269	PETTY CASH (OFFICE)	167.90	
006884	15/01/2016	00412	PORT HARDY LIONS CLUB	695.00	
006885	15/01/2016	00769	Praxair Distribution	891.16	
006886	15/01/2016	02303	Provident	5,738.00	
006887	15/01/2016	00080	PUROLATOR INC.	42.13	
006888	15/01/2016	00107	RECEIVER GENERAL FOR CAN	22,920.89	
006889	15/01/2016	00187	REGIONAL DISTRICT OF MT	6,858.72	
006890	15/01/2016	00253	Shaw Cable	133.20	
006891	15/01/2016	02349	Silver King Ventures Ltd	1,081.50	
006892	15/01/2016	00151	SOCAN	109.53	
006893	15/01/2016	02717	Tourism Association of V	74.97	
006894	15/01/2016	01224	TOWN TAXI	52.70	
006895	15/01/2016	01773	UNIVAR CANADA LTD.	13,061.44	
006896	15/01/2016	00644	VAN KAM FREIGHTWAYS LTD.	61.54	
006897	15/01/2016	00164	Xerox Canada Ltd.	461.91	
006898	21/01/2016	02514	AlSCO	93.26	
006899	21/01/2016	02693	BC One Call	16.54	
006900	21/01/2016	01816	BC SALMON FARMERS ASSOCI	420.00	
006901	21/01/2016	00073	BLACK PRESS GROUP LTD.	1,016.13	
006902	21/01/2016	00018	CANADIAN RED CROSS SOCIE	176.96	
006903	21/01/2016	02468	Canwest Propane	3,952.00	
006904	21/01/2016	00281	CHEVRON CANADA LTD.	756.03	
006905	21/01/2016	02869	Corix Water Systems Inc.	7,527.13	
006906	21/01/2016	00054	DAVE LANDON MOTORS LTD.	84.25	
006907	21/01/2016	00218	DB PERKS AND ASSOCIATES	341.78	
006908	21/01/2016	01424	FORT RUPERT CURLING CLUB	24,999.75	
006909	21/01/2016	00065	K & K ELECTRIC LTD.	1,819.68	
006910	21/01/2016	02883	Lekker Food Distributors	1,163.04	
006911	21/01/2016	00304	MONK OFFICE	71.13	
006912	21/01/2016	00526	OPERATING ENGINEERS' BEN	64.83	
006913	21/01/2016	02051	PORT MCNEILL ENTERPRISES	914.76	
006914	21/01/2016	03145	Strategic Natural Resour	11,987.85	
006915	21/01/2016	00161	TELUS MOBILITY (BC)	971.99	
006916	29/01/2016	00044	ACKLANDS - GRAINGER INC.	176.15	
006917	29/01/2016	02904	ACS - Armbrust Computer	420.00	
006918	29/01/2016	02468	Canwest Propane	44.65	
006919	29/01/2016	00281	CHEVRON CANADA LTD.	1,358.68	
006920	29/01/2016	02762	Cleartech Industries Inc	908.64	
006921	29/01/2016	02730	CUPE Local 401	622.90	
006922	29/01/2016	02836	Domtar	201.10	

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
006923	29/01/2016	00099	FOX'S DISPOSAL SERVICES	21,186.34	
006924	29/01/2016	03172	Garth Cameron Contractin	1,470.00	
006925	29/01/2016	00058	GUILLEVIN INTERNATIONAL	135.91	
006926	29/01/2016	01335	HARBOUR AUTHORITY ASSOCI	150.00	
006927	29/01/2016	00194	INT'L UNION OPERATING EN	926.29	
006928	29/01/2016	00065	K & K ELECTRIC LTD.	155.23	
006929	29/01/2016	03096	Lordco Auto Parts	890.40	
006930	29/01/2016	01777	MCCARRICK,ALLISON	684.42	
006931	29/01/2016	00014	MINISTER OF FINANCE	3,296.00	
006932	29/01/2016	00585	Minister of Finance	466.45	
006933	29/01/2016	00033	NAPA AUTO PARTS/PORT HAR	94.03	
006934	29/01/2016	02002	Neopost	624.41	
006935	29/01/2016	01083	NORKAN CONSTRUCTION LTD.	500.00	
006936	29/01/2016	01645	NORTH ISLAND COMMUNICATI	241.50	
006937	29/01/2016	00148	NORTH ISLAND LOCKS	410.20	
006938	29/01/2016	00107	RECEIVER GENERAL FOR CAN	22,068.44	
006939	29/01/2016	02935	Roper Greyell LLP	226.80	
006940	29/01/2016	00160	TELUS	4,673.12	
006941	29/01/2016	01773	UNIVAR CANADA LTD.	3,934.37	
006942	29/01/2016	02850	VWR International Co.	609.52	
006943	29/01/2016	03173	Wallace, Linda	195.48	
Total:				552,812.70	



*** End of Report ***





DISTRICT OF PORT HARDY



STAFF REPORT

DATE: January 22, 2016
Youth Soccer Registration

TO: Mayor and Councillors

FROM: Adrian Maas, Director of Finance

RE: Youth Soccer Association - Fee for Collection of Registration

PURPOSE

To provide information to Council for potential response to the Youth Soccer Association concerns about the fee charged for collection of third party registration fees.

ANALYSIS

In 2015 the Youth Soccer Association was charged \$2.00 per registration by the District of Port Hardy for staff time to take the registrations and process the payments, on behalf of the Youth Soccer Association. The amount billed to the Youth Soccer association amounted to \$430. Staff time to process the registrations and collect the fees, reconcile the fees and transact the funds received to the soccer association is estimated at 23 hours. Excluding administrative time for invoicing etc the cost for this process is estimated at \$355. Youth Soccer Association paid the invoice for 2015. This rate was included in the User Rates bylaw for 2016.

The issue of having to pay for the same process in 2016 is now arising and it is staffs understanding this is a concern to the Youth Soccer Association.

Staff also have concerns. We are collecting and holding funds for a third party and if funds do not balance or are lost or stolen the District is liable for the shortfall. Additional wage costs are being incurred during the registration process as additional time balancing each day is required. The rate for providing this service is now impounded in the user rates bylaw.

Council policy #CP2.7 (copy attached) in section C. specifically provides that the District of Port Hardy will not consider requests for discounts for recreation fees, moorage or any fees that are set by bylaw.

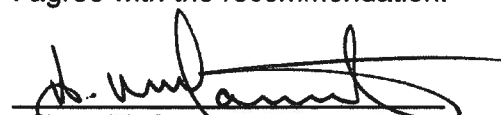
STAFF RECOMMENDATION

"THAT Council direct staff to inform the Youth Soccer Association of the grant in aid policy"

Respectfully submitted,

I agree with the recommendation.


Adrian Maas
Director of Finance


Allison McCarrick
Chief Administrative Officer

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 30th 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: **FILE:** Land Administration / 3090 /
DVP-02-2016
Gunson/Pritchard 8700
Central Street

TO: Allison McCarrick, Chief Administrative Officer

FROM: Heather Nelson-Smith

RE: **APPLICATION FOR DEVELOPMENT VARIANCE PERMIT – Gunson/Pritchard**

PURPOSE

To present Council with a request by Mr. Gunson and Ms. Pritchard to vary the provisions of Zoning Bylaw No. 1010-2013 to allow the front yard of 8700 Central Street to install a 1.82 meter (6 foot) fence, to allow for a continuation of the fence line from the adjoining property at 7445 Market Street.

REGULATORY AUTHORITY

The *Local Government Act* (LGA) grants authority to local governments under section 922 (Development Variance Permits) of part 26 “Planning and Land Use Management” to issue a development variance permit that varies the provisions of a bylaw, provided the use or density of the land, a floodplain specification, or a phased development agreement under section 905.1 is not varied.

BACKGROUND

Application for Development Variance Permit which would have the effect of varying Zoning Bylaw No. 1010-2013 to:

- 1) Relax the regulation .59 of a meter (1.96 feet) to allow for a allow for the installation of a 1.82 meter fence in the front yard of 8700 Central Street.

PUBLIC CONSULTATION

When processing an Application for Development Variance Permit, a notice is prepared and is mailed or hand delivered to the owners and occupiers of property within 50 metres of the property subject to the application (*Local Government Act and Development Application Procedures Bylaw*). In this case, notices were mailed to the owners of 8 properties.

STAFF RECOMMENDATION

Staff has prepared Development Variance Permit DVP-02-2016 shown on pages 4 and 5 for Council’s consideration.

"THAT Council approves 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

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

Respectfully submitted,

I agree with the recommendation.



Heather Nelson-Smith
Director of Corporate Services



Allison McCarrick, CAO



**DISTRICT OF PORT HARDY
DEVELOPMENT VARIANCE PERMIT
DVP-02-2016**

ISSUED TO: Lionel Gunson and Carla Pritchard

OF: 7445 Market Street, Port Hardy, BC V0N 2P0

1) This Development Variance Permit (DVP-02-2016) is issued subject to compliance with all of the bylaws of the District of Port Hardy applicable thereto, except as specifically varied or supplemented by this Permit.

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

Legal Description: Lot 2, Section 36, Plan 38066
Parcel Identifier (PID): 000-463-272

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

- a) The development upon the land shall be carried out according to the specifications attached hereto as Schedule 'A' which forms part of this Permit;
- b) This Development Variance Permit shall lapse if construction is not substantially commenced within two (2) years of the issue date of this Permit (see below). A lapsed permit cannot be renewed, therefore an application for a new development variance permit be must made and permit granted by Council in order to proceed.

~~CERTIFIED as DEVELOPMENT VARIANCE PERMIT DVP-02-2016 issued by resolution of the Council of the District of Port Hardy on February 9, 2016.~~

Heather Nelson-Smith
Director of Corporate & Development Services

Certified on _____, 2016



**SCHEDULE 'A'
TO
DEVELOPMENT VARIANCE PERMIT
DVP-02-2016**

APPLICANTS: Lionel Gunson and Carla Pritchard
LEGAL DESCRIPTION OF LAND: Lot 2, Section 36, Plan 38066

SPECIFICATIONS:

THAT WHEREAS pursuant to PART 3.17 – FENCES, RETAINING WALLS AND SITE TRIANGLES, and in particular, section 3.17 (a) of District of Port Hardy Zoning Bylaw No. 1010-2013, the height of fences and retaining walls shall not exceed: 1.23 metres (4.04 feet) in a front yard in a Residential zone.

~~AND WHEREAS the applicants, Lionel Gunson and Carla Pritchard, have requested a variance to increase the height of a fence, 59 metres (1.96 feet) at the front of the property.~~

THEREFORE BY A RESOLUTION of the Council of the District of Port Hardy on February 9, 2016, the provisions of Port Hardy Zoning Bylaw No. 1010-2013, as they apply to the land are varied as follows:

"THAT Council approves Development Variance Permit DVP-02-2016 to vary the provisions of section 3.17 of Port Hardy Zoning Bylaw No. 1010-2013, to:

- 1) *Increase the height of a front yard fence to 1.82 metres (6 feet).*

With respect to the property legally described as Lot 2, Section 36, Plan 38066 PID 000-463-272

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

I HEREBY CERTIFY this copy to be true and correct copy of Schedule 'A', being the specifications of Development Variance Permit DVP-02-2016.

Heather Nelson-Smith
Director of Corporate & Development Services

Certified on _____, 2014



**DISTRICT OF PORT HARDY
BYLAW 1046-2016
A BYLAW FOR DISTRICT OF PORT HARDY
USER RATES AND FEES AMENDMENT FOR 2016**

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 2016 User Rates and Fees Amendment Bylaw No. 1046-2016".

2. ENACTMENT

(a) This bylaw is in effect on adoption.

3. SCHEDULES

(a) Schedule I of Bylaw 1044-2015 is hereby amended by inserting therein immediately following

Fitness Classes (per class)	\$ 4.76	\$ 4.76
Fitness Classes (punch card 11 classes)	\$ 47.62	\$ 47.62

On Page 19 of Bylaw 1044-2015, relating to usage at the pool, the additional rates shown here

Aquafit Classes Senior 55 + years	\$ 2.95	\$ 3.00
Aquafit Classes Senior 55+ years (punch card 11 classes)	\$ 29.99	\$ 30.00

Read a first time on the 26th day of January, 2016.

Read a first time on the 26th day of January, 2016.

Read a first time on the 26th day of January, 2016.

Adopted on the ____ day of _____ 2016.

Director of Corporate Services

Mayor

Certified a true copy of
Bylaw No. 1046-2016 as adopted.

Director of Corporate Services