



## **DISTRICT OF PORT HARDY**

# **AGENDA COUNCIL MEETING 7:00 PM, TUESDAY, MAY 24, 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, MAY 24, 2016  
 Council Chambers - Municipal Hall**

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<u>Page</u>		Time:
	<b>A. CALL TO ORDER</b>	
	<b>B. APPROVAL OF AGENDA AS PRESENTED (or amended)</b>	
	Motion required.	1.            2.
	<b>C. ADOPTION OF MINUTES</b>	
1	1. Minutes of the Special Meeting of Council held May 10, 2016.	
	Motion required	1.            2.
2-3	2. Minutes of the Committee of the Whole meeting held May 10, 2016.	
	Motion required	1.            2.
4-9	2. Minutes of the Regular Council meeting held May 10, 2016.	
	Motion required	1.            2.
	<b>D. DELEGATIONS AND REQUESTS TO ADDRESS COUNCIL</b>	
	No delegation	
	<b>E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS</b>	
10-11	1. Council Action items. For information.	
	<b>F. CORRESPONDENCE</b>	
12-18	1. Gary Fribance, President, Third Crossing Society (May 5/16) re: Request for letter of support in principle for a highway link between northern Vancouver Island and the Central Interior via the Comox/Powell River ferry.	
	Motion / direction	1.            2.
19-20	2. Lorraine Copas, Executive Director, SPARC BC (April 27/16) re: Request to Proclaim June 4, 2016 Access Awareness Day <i>Building Accessibility / Creating Community</i> . (Proclamation sponsored by Mayor Bood)	
	Motion / direction	1.            2.
21	3. Alice Finall, Mayor, District of North Saanich (Apr 28/16) re: Update on legal action with NavCanada and request support of the action.	
	Motion / direction	1.            2.
22-23	4. Copy of letter to Ms Claire Trevena, MLA North Island to Hon. Terry Lake, Minister of Health (May 11, 2016) re: Pay parking at new hospital in Campbell River. For information.	
24-26	5. News Release: British Columbia News April 29/16 re: Local government conflict of interest exceptions regulations approved. For information.	
27	6. Grace Hon, Fleishman Hillard (May 18/16) re: Request for reference letter for nomination of k'awat'si Economic Development Corporation as Community-Owned Business of the Year Award for 2016 BC Aboriginal Business awards	
	Motion / direction	1.            2.
	<b>G. NEW BUSINESS</b>	
	None in agenda package.	

## H. COUNCIL REPORTS

1. Verbal Reports from Council members.

## I. COMMITTEE REPORTS

- 28-30 1. Draft minutes of the First Nations Relation Committee meeting held May 10, 2016. For information.
- 31-34 2. Draft minutes of the Operational Services Committee meeting held May 16, 2016. For information.
- 35-38 3. Draft minutes of the Parks & Recreation Review Committee meeting held May 18, 2016. For information.

The Parks & Recreation Review Committee recommends to Council:

*THAT that a Committee of the Whole meeting be scheduled to discuss public participation in both standing and select committees.*

Motion / direction 1. 2.

## J. STAFF REPORTS

- 39-52 1. Adrian Maas, Director of Finance (May 12/16) re: Statement of Financial Information (SOFI)

Motion / direction 1. 2.

- 53-55 2. Adrian Maas, Director of Finance (May 18/16) re: Financial Support for Sport Competitors – Council Policy CP2.18.

Motion / direction 1. 2.

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

Motion / direction 1. 2.

## K. CURRENT BYLAWS AND RESOLUTIONS

No bylaws.

## L. PENDING BYLAWS

No pending bylaws

## M. INFORMATION AND ANNOUNCEMENTS

May 26 Committee: Occupational Health & Safety 8:30 am, Council Chambers  
May 30 Committee: Emergency Planning, Noon, Council Chambers  
May 31 Multiplex Stakeholders meetings 10:00 am – 7:30 pm, Council Chambers  
June 1 Multiplex Stakeholders meetings 9:00 am – 3:30 pm, Council Chambers  
June 6 Twinning Society 7:00 pm, Council Chambers  
June 8 Heritage Society 7:00 pm, Council Chambers  
June 14 Council: Committee of the Whole meeting 6:15 pm, Council Chambers  
June 14 Council: Regular Council Meeting 7:00 pm, Council Chambers

## N. NOTICE OF IN CAMERA MEETING

No In Camera meeting scheduled at this time.

## O. ADJOURNMENT

Motion required 1. 2. Time:



**MINUTES OF THE DISTRICT OF PORT HARDY  
SPECIAL COUNCIL MEETING  
TUESDAY MAY 10, 2016  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

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

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

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

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

SC2016 -016  
AGENDA  
ACCEPTED AS  
PRESENTED

**A. CALL TO ORDER**

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

**B. APPROVAL OF AGENDA AS PRESENTED**

**Moved/Seconded/Carried**

THAT the agenda for the Special Council meeting of May 10, 2016 be accepted as presented.

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

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

1. Subject matter related to *Community Charter*

**SECTION 90 (1) ( k)** negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

SC2016 -017  
CLOSE MEETING  
TO PUBLIC  
COMMUNITY  
CHARTER  
SECTION 90(1)(k)

**Moved/Seconded/Carried**

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

**D. ADJOURNMENT**

**Moved**

THAT the Special Meeting of Council adjourn.      5:58pm

SC2016 -018  
ADJOURNMENT

CORRECT

APPROVED

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

\_\_\_\_\_  
MAYOR



**MINUTES  
DISTRICT OF PORT HARDY  
COMMITTEE OF THE WHOLE MEETING  
TUESDAY MAY 10, 2016  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

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

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

**REGRETS:** None

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

**A. CALL TO ORDER**

Mayor Bood called the meeting to order at 6:03pm

**B. APPROVAL OF AGENDA**

**Addition:**

New Business: Forestry Sector Training

**Moved/Seconded/Carried**

THAT the agenda for the Committee of the Whole May 10, 2016 be accepted as amended.

**C. DELEGATION**

No delegations

**D. STAFF REPORTS**

1. Heather Nelson-Smith, Director of Corporate Services (May 3, 2016) re: Reducing the Size of Council. Recommendation:  
Council reviewed the report prepared by staff and all of Council agreed that the size of the Council as it is now is important for many reasons: diversity, Council committee attendance, attendance at outside committee meetings and the ability to keep the public engagement.

**Moved/Seconded/Carried**

THAT Council maintains the size of Council as is.

2. Cory Vanderhorst, CA of MNP LLP (Auditors) re: MNP, LLP - Presentation of 2015 Draft Financial Statements, via conference call.

Cory Vanderhorst attended the meeting via teleconference and presented Council with the 2015 Financial Statements, statement of financial position and the auditor's report. Mr. Vanderhorst reported that they did not find any inconsistencies during the course of their audit.

COW 2016-015  
APPROVAL OF  
AGENDA AS  
AMENDED

COW 2016-016  
COUNCIL SIZE  
MAINTAINED

COW 2016-017  
ADJOURNMENT

**E. NEW BUSINESS**

**Additional item Forestry Sector Training**

Councillor Robertson reported that the Regional District is going to be applying to the Rural Dividend program to support Forestry sector Training on the North island. Councillor Robertson also reported that there will be a request for funding support coming to Council in the amount of \$10,000.00. This item will be presented to Council at a later date by the Regional District of Mount Waddington.

**F. ADJOURNMENT**

THAT the Committee of the Whole adjourns. Time: 6:48pm

CORRECT

APPROVED

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

\_\_\_\_\_  
MAYOR



**MINUTES OF THE DISTRICT OF PORT HARDY  
REGULAR COUNCIL MEETING  
MAY 10, 2016  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

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

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

**REGRETS:** None

**MEDIA:** North Island Gazette

**MEMBERS OF THE PUBLIC:** 4

**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**

Councillor Hemphill requested an addition to the agenda under New Business: Recommendations to Council from the First Nations Relations Committee meeting held May 10, 2016.

**Moved/Seconded/Carried**

THAT the agenda for the Regular Council meeting of May 10, 2016 be accepted as amended.

**C. ADOPTION OF MINUTES**

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

**Moved/Seconded/Carried**

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

2. Minutes of the Regular Council meeting held April 26, 2016.

**Moved/Seconded/Carried**

THAT the minutes of the Regular Council meeting held April 26, 2016 be accepted as presented.

**D. DELEGATIONS**

1. John Bowman, President, North Island College and Caitlin Hartnett, Mt. Waddington Campus & Community Coordinator, re: Highlights of recent activities, focus and plans for Mount Waddington region and opportunities and challenges as a rural college.

Mr. Bowman advised Council of Plan 2020 which is the North Island College 2016-2020 Strategic Plan and reviewed strategic priorities including:

2016-085  
AGENDA  
ACCEPTED AS  
AMENDED

2016-086  
COMMITTEE OF  
THE WHOLE  
MINUTES APRIL  
26/16 ACCEPTED

2016-087  
REGULAR COUNCIL  
MEETING APRIL  
26/16 ACCEPTED

DELEGATION: JOHN  
BOWMAN,  
PRESIDENT NORTH  
ISLAND COLLEGE

- Student experience and success.
- High quality, relevant, responsive curriculum and programs.
- Access to learning and services across the region.
- Aboriginal education.
- International Education.
- People organization and culture.
- Resources investment sustainability active connections to community.
- College identity and brand.

Caitlin Hartnett discussed upcoming and future programming for North Island College, Mt Waddington region that include, among many others, Kwak'wala language, Human Services Certificate program, Adult Basic Education and community interest course.

Mr. Bowman gave a short review of the 40 year history of North Island College and how it has grown throughout the region. Mr. Bowman advised that Plan 2020 is good for North Island College and the Port Hardy Campus and they are excited to looking forward to moving to their new location in Port Hardy.

Mayor Bood and Council members thanked Mr. Bowman and Ms Hartnett for their informative presentation and for the educational opportunities the college brings to Port Hardy and the North Island.

2. Staff Sgt. Gord Brownridge, RCMP re: Quarterly Report to Council (January-March 2016).

Staff Sgt. Gord Brownridge provided an overview of the RCMP activities for the first quarter of 2016. The review included statistics and updates on objectives for:

- Reducing alcohol abuse/intoxication in public areas.
- Traffic safety.
- First Nations and youth relations.
- Crime reduction.

ACTION ITEMS

Staff Sgt Brownridge and Council discussed:

- Staffing levels at the detachment.
- Missing person reports.
- Information on *Crime Prevention Through Design*.
- Progress on the *Broken Window Report*.

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

1. Council action items were received for information.

**F. CORRESPONDENCE**

1. Stephanie Smith, President, BC Government and Service Employees Union (Apr 14/16) re: Concerns about the sale of wine in grocery stores.

STAFF TO INQUIRE  
RE SAVE ON  
FOODS LIQUOR  
SALES

Council discussed the distance between Save On Foods supermarket and the Liquor Control Branch outlet Council directed staff to inquire about the intentions, if any, for Save On Foods to provide liquor sales.

**Moved/Seconded/Carried**

THAT the letter from Stephanie Smith, President, BC Government and Service Employees Union (Apr 14/16) re: Concerns about the sale of wine in grocery stores be received and filed.



2016-088  
USE OF CARROT  
PARK ON JUNE 8<sup>TH</sup>  
FOR OCEANS DAY  
APPROVED

2. Louisa Bates, Visitor Services & Marketing Manager, Port Hardy Visitor Information Centre (April 26/16) re: Use of Carrot Park, June 8, 2016 10:00 am to 3:00 pm for World Oceans Day.

**Moved/Seconded/Carried**

THAT the request by Louisa Bates, Visitor Services & Marketing Manager, Port Hardy and District Chamber of Commerce and Visitor Centre for the use of Carrot Park on June 8, 2016 from 10:00 am to 3:00 pm for World Oceans Day be approved.

3. Linda M. Lupini, Executive Vice President, Provincial Health Services Authority and BC Emergency Health Services and Catherine Mackay, Executive Vice-President & Chief Operating Officer, Integrated Health Services, Island Health (May 3/16) re: Port Hardy as Prototype Community for Community Paramedicine Initiative was received for Information.

**G. NEW BUSINESS**

Councillor Hemphill and Councillor Pat Corbett-Labatt reviewed the discussion held at the First Nations Relations Committee meeting held May 10, 2016 meeting regarding conversations with Mervyn Child about donating of two carved signs to the District. There would be no archaeological study required for the placing of the signs at Stink Creek Park and along the Harbour Trail walkway near the Seaplane Base. There would need to be an in kind donation by the District for installation.

Council discussed installation requirements, support of First Nations art in the community, building relationships with local First Nations and the need to develop an overall plan for any future signage placements. It was suggested that Council visit Mervyn Child's studio to view the signs he has there.

Councillor Hemphill advised that the First Nations Relations Committee recommend to Council:

- a. THAT Council provide in kind services to install two signs donated by Mervyn Child for locations at Stink Creek Park and along the Harbour Trail near the Seaplane Base AND THAT staff investigate supplying a plaque that identifies the artist AND THAT it be in Kwak'wala and English.

**Moved/Seconded/Carried**

THAT Council provide in kind services to install two signs donated by Mervyn Child for locations at Stink Creek Park and along the Harbour Trail near the Seaplane Base AND THAT Council investigate supplying a plaque that identifies the artist AND THAT it be in Kwak'wala and English.

Councillor Hemphill advised that the First Nations Relations Committee recommend to Council:

- b. THAT Council organize an unveiling ceremony at each site with joint participation from Kwakiutl First Nation, District Council and the artist.

**Moved/Seconded/Carried**

THAT Council organize an unveiling ceremony at each site with joint participation from Kwakiutl First Nation, District Council and the artist.

Councillor Robertson suggested the unveiling ceremony be on National Aboriginal Day June 21, 2016 and that the District do something to recognize National Aboriginal Day.

2016-089  
FIRST NATION  
SIGNAGE AT STINK  
CREEK PARK AND  
HARBOUR  
WALKWAY

2016-090  
SET UP UNVEILING  
EVENT FOR  
SIGNAGE

Councillor Hemphill advised that the First Nations Relations Committee recommend to Council:

- c. THAT Council tour Mervyn Child's studio at Fort Rupert as soon as possible to discuss his vision for signage plans in the community.

**Moved/Seconded/Carried**

THAT Council tour Mervyn Child's studio at Fort Rupert as soon as possible to discuss his vision for signage plans in the community.

2016-091  
COUNCIL TO VISIT  
M. CHILD STUDIO

Mayor Bood commented that the First Nations Relations Committee and the Operational Services Committee will discuss the project further. In the future other artists, such as Corinne Hunt, may offer work and cultural projects. Council should not favour one over the other.

**H. COUNCIL REPORTS**

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

COUNCIL REPORTS

**I. COMMITTEE REPORTS**

1. Recommendations from the Committee of the Whole meeting held April 26, 2016:

***Councillor Hemphill declared a conflict of interest as she is on the board of the KEDC which rents a portion of the pier in question and removed herself from the meeting at 8:26pm***

The Committee of the Whole recommends to Council:

- a. *THAT Council directs staff to pursue an application to the BC Rural Dividend Program for the Seagate Pier Revitalization project as a single applicant AND FURTHER THAT Council authorized a budget of up to 20% of the project costs provided by a combination of in-kind and financial contributions. The financial contribution will be withdrawn from the General Capital Reserve Fund.*

Councillor Dugas asked if a recently commissioned report on the wharf is available. Allison McCarrick, CAO advised that it should be available by May 24<sup>th</sup> and if so, will be included in the funding application.

**Moved/Seconded/Carried**

THAT Council directs staff to pursue an application to the BC Rural Dividend Program for the Seagate Pier Revitalization project as a single applicant AND FURTHER THAT Council authorized a budget of up to 20% of the project costs provided by a combination of in-kind and financial contributions. The financial contribution will be withdrawn from the General Capital Reserve Fund.

2016-092  
STAFF TO PURSUE  
APPLICATION TO  
BC RURAL  
DIVIDEND  
PROGRAM

***Councillor Hemphill returned to the meeting at 8:27pm***

***Councillor Robertson declared a conflict of interest due to his ownership of a sewer pump at Storey's Beach and removed himself from the meeting at 8:28pm.***

2016-093  
LOW PRESSURE  
PUMP USAGE  
AGREEMENT  
APPROVED AS  
AMENDED

- b. The Committee of the Whole recommends to Council:  
*THAT the Low Pressure Pump Usage agreement be approved with the following amendments; change the word rental to usage and the second line should include the word property in front of owner.*

**Moved/Seconded/Carried**

THAT the Low Pressure Pump Usage agreement be approved with the following amendments; change the word rental to usage and the second line should include the word property in front of owner.

***Councillor Robertson returned to the meeting at 8:29pm***

2. Recommendation from the Committee of the Whole meeting held May 10, 2016:
- a. The Committee of the Whole recommends to Council:  
*THAT Council approves the 2015 Draft Financial Statements as prepared by staff.*

2016-094  
APPROVAL OF  
DISTRICT OF PORT  
HARDY 2015  
FINANCIAL  
STATEMENTS

**Moved/Seconded/Carried**

THAT Council approves the 2015 District of Port Hardy Draft Financial Statements as prepared by staff.

**J. STAFF REPORTS**

1. Accounts payable for April 2016 was received for Information.
2. Abbas Farahbakhsh, Director of Operational Services (Apr.27/16) re: Operational Services Utility Department Staffing.

Abbas Farahbakhsh, Director of Operational Services reviewed the report regarding Operational Service Utility Department staffing levels and the annual work schedule. Council was advised the department is currently down two employees.

**Council members discussed:**

- Hiring from within the current Operational Services Department.
- Hiring of a utilities person as approved during the strategic planning process.
- Educational and training requirements of the position in regards to hiring of trained or untrained applicants.
- The need for an overall Council discussion on staffing levels within the District.
- Number of years the utility department has been understaffed.

2016-095  
HIRING UTILITY  
OPERATOR  
APPROVED

**Moved/Seconded/Carried**

THAT Council authorizes staff to proceed with the hiring of an additional full time utility operator.

2016-096  
MOTION TO AMEND  
HIRING UTILITY  
OPERATOR  
DEFEATED

**Moved/Seconded/Defeated**

THAT the motion for Council to authorize staff to proceed with the hiring of an additional full time utility operator be amended to:  
*THAT Council to authorize staff to proceed with advertising for an additional full time utility operator AND THAT Council meet to discuss staffing levels of the District of Port Hardy within two weeks*

Councillor Dugas suggested amending the amendment to:  
*THAT Council to authorize staff to proceed with advertising internally for an additional fulltime utility operator.*

Allison McCarrick reviewed the need for a qualified operator for plant work and commented that Council should rely on the Director of Operations expertise and recommendations.

Council and staff discussed the cost and length of time to completely train a non-certified utility worker to a qualified operator level and supervision of under qualified staff at the utility plants by certified operators. Abbas Farahbakhsh, Director of Operations reviewed the area and volume of infrastructure in Port Hardy and advised that Operational Services staffing levels are not at an optimum.

**The amendment was voted on and defeated.  
The original motion was voted on and passed by Council**

COUNCIL TO MEET  
AND DISCUSS  
STAFFING LEVELS

Mayor Bood directed staff to set up a meeting for Council to discuss staffing levels at the District of Port Hardy.

**K. CURRENT BYLAWS AND RESOLUTIONS**

- 1. Bylaw 1050-2016, A Bylaw to Regulate Conservation of Water. For Adoption.

2016-097  
BYL 1050-2016  
WATER  
CONSERVATION  
ADOPTED

**Moved/Seconded/Carried**  
THAT District of Port Hardy Bylaw 1050-2016, A Bylaw to Regulate Conservation of Water 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**

2016-098  
ADJOURNMENT

**Moved**  
THAT the meeting be adjourned. Time: 9:20 pm

CORRECT APPROVED

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

\_\_\_\_\_  
MAYOR

ITEM	ACTION COUNCIL MEETING May 10 2016	WHO	STATUS /COMMENTS
Stephanie Smith, BC Government & Service Employees Union re: Concerns about the sale of wine in grocery stores.	Letter received and filed Council directed staff to inquire about the intentions, if any, for Save On Foods to provide liquor sales -Contact Save On Foods as requested	HN-S	No plans at this time to sell alcohol at Save On Foods
Port Hardy Visitor Information Centre re: Use of Carrot Park, June 8/16 10:00- 3:00 for World Oceans Day.	Approved as requested. Advise Visitor Center	HN-S	Done
First Nations Relations Committee May 10, 2016 Recommendations to Council: a. THAT Council provide in kind services to install two signs donated by Merv Child for locations at Stink Creek Park and along the Harbour Trail near the Seaplane Base AND THAT Council investigate supplying a plaque that identifies the artist AND THAT it be in two languages.  b. THAT Council organize an unveiling ceremony at each site with joint participation from Kwakiutl First Nation, District Council and the artist. Councillor Robertson suggested the unveiling ceremony be on National Aboriginal Day June 21, 2016 and that the District do something to recognize National Aboriginal Day.  c. THAT Council tour Merv Child's studio at Fort Rupert as soon as possible to discuss his vision for signage plans in the community.	a. Approved: - Arrange for signs / installation  b. Approved: -Arrange unveiling of signs for June 21/16 -Invite Kwakiutl Band Council  c. Approved: - Arrange Council tour of M. Child studio at Fort Rupert	AF/SM  AF AMc  H-NS	In progress  In progress In progress  In progress
Recommendations from COW May 10/16: THAT Council approve Application to the BC Rural Dividend Program for the Seagate Pier Revitalization project b. THAT Council approves the 2015 Draft Financial Statements as prepared by staff.	a. Approved: BC Rural Dividend Fund Program application - to be pursued by staff as directed.  Approved: - Complete and circulate 2015 Financial Statements as required	A Mc  AM	In Progress  Done
Abbas Farahbakhsh, Dir Op Scvs re: Op Scvs Utility Dept Department Staffing.	Approved: THAT Council authorizes staff to proceed with the hiring of an additional full time utility operator. - Proceed with hiring process	AF	In progress
ITEM	ACTION COUNCIL MEETING April 26 2016	WHO	STATUS /COMMENTS
Draft minutes of the First Nations Relations Committee meeting held April 12, 2016. Recommendation to Council: THAT Council send a letter to UBCM First Nations Relations Committee to request they consider sending an invitation of membership to all non-Treaty First Nations.	Recommendation approved as presented.	HN-S	Draft letter done In progress

Heather Nelson-Smith, DCS re: Application for Development Variance Permit – Tomlinson /Lerikos, 6865 Nahwitti Road.	Approved as presented. - Issue permit as directed	HN-S	Done
<b>ITEM</b>	<b>ACTION COUNCIL MEETING April 12 2016</b>	<b>WHO</b>	<b>STATUS /COMMENTS</b>
2. Abbas Farahbakhsh, Director of Operational Services (Apr.6/16) re: Purchase of used van to replace existing utility cube van.	Approved, with the price range from \$10,000 to \$20,000 AND FURTHER THAT this purchase be financed through the Municipal Finance Authority - purchase a van - -arrange financing through MFA	AF AM	Done Vehicle purchased.
<b>ITEM</b>	<b>ACTION COUNCIL MEETING FEBRUARY 23,2016</b>	<b>WHO</b>	<b>STATUS /COMMENTS</b>
Heather Nelson-Smith, Director of Corporate Services (Feb.5/16) re: Hazardous Condition Property, 8775 Granville Street Port Hardy	Approved: as recommended -Proceed as directed.	HN-S	In progress
<b>ITEM</b>	<b>ACTION COUNCIL MEETING NOVEMBER 24, 2015</b>	<b>WHO</b>	<b>STATUS /COMMENTS</b>
The First Nations Relations Committee draft minutes of Nov 10/15 Recommendation: for three days of First Nation cultural education and training workshops AND THAT the Director of Corporate Services be directed to research grant funding sources to offset the workshop costs.”	Approved as recommended: -arrange contract for 2016 -Funding arrangement to budget for 2016	HN-S HN-S	Workshop dates October 3 & 4 2016
Operational Services Committee draft minutes of Nov 19/15: Recommendation: <i>“That Council proceed with the recommendations from the Broken Window report</i>	Approved as recommended: - <b>Jan 12/16</b> Letters have been sent to property owners regarding their properties - no replies have been received back - next step staff to bring back a report for Council regarding authorizing remedial action and the cost of such action being charged back to the property owner's tax account. - Staff report to come to future Council meeting.	HN-S / Mun Insp	Will be done with municipal inspector
<b>ITEM</b>	<b>ACTION COUNCIL MEETING – NOVEMBER 24, 2015</b>	<b>WHO</b>	<b>STATUS /COMMENTS</b>
Parks & Recreation Review Committee meeting of November 19, 2015 – 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	MIA BC will review skate park facility. <u>April 22/16</u> Awaiting Report
<b>ITEM</b>	<b>ACTION COUNCIL MEETING JULY 14, 2015</b>	<b>WHO</b>	<b>STATUS /COMMENTS</b>
Parks & Rec Review Committee June 16/15. Recommendation: THAT Council approves removal of cross members and lights at Beaver Harbour Park Ballfield #1, as per the Safety Authority Inspection report dated 06/10/2015	Approved as recommended:	SM	Underway, <u>April 26/16</u> awaiting Hydro truck

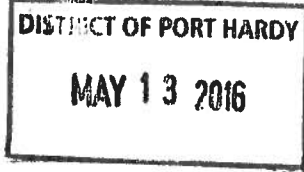


## Third Crossing Society

1A - 7624 Duncan Street, Powell River, B.C. V8A 5L2

info@thirdcrossing.com

www.thirdcrossing.com



May 5, 2016

Mayor Mayor Hank Bood and Council,  
District of Port Hardy,  
Box 68,  
7360 Columbia St.,  
Port Hardy, BC V0N 2P0

Dear Mayor and Council:

We are a small group of individuals promoting a highway link between northern Vancouver Island and the Central Interior via the Comox / Powell River ferry. We request a letter of support in principle for this Province-building initiative.

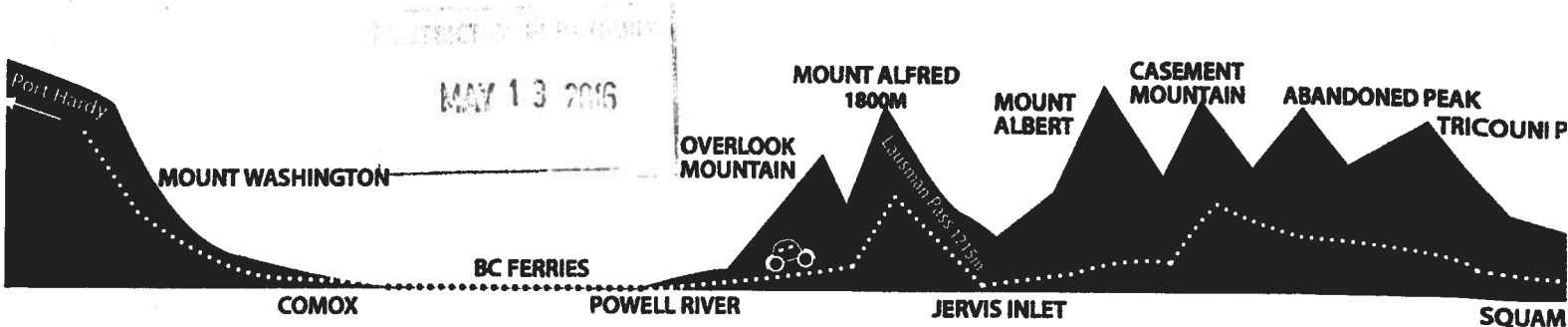
To better acquaint you with our proposal, I've enclosed an updated summary of the proposal and sample letters we've received from other organizations. I refer you to [www.thirdcrossingsociety.com](http://www.thirdcrossingsociety.com) for further details.

From Port Hardy's point of view, this mid-province economic corridor would offer residents driving to the Interior an alternative to the Coquihalla and Trans-Canada, allowing them to avoid the Lower Mainland. Similarly, it would offer the rest of the Province, and the country, a new way to reach your district and attract tourists with two additional circle routes.

Thank you for your time and consideration,

Yours truly,

Gary Fribance  
President



# Two Roads to Prosperity

Savings from BC Ferries operating costs pegged at \$855 million

**L**ike Rome of another day, in British Columbia today, all roads (and most ferries) lead to Vancouver. A large percentage of all goods and people has always passed through our commercial hub, which is also the pivot point of the **First Crossing** of our mountainous province.

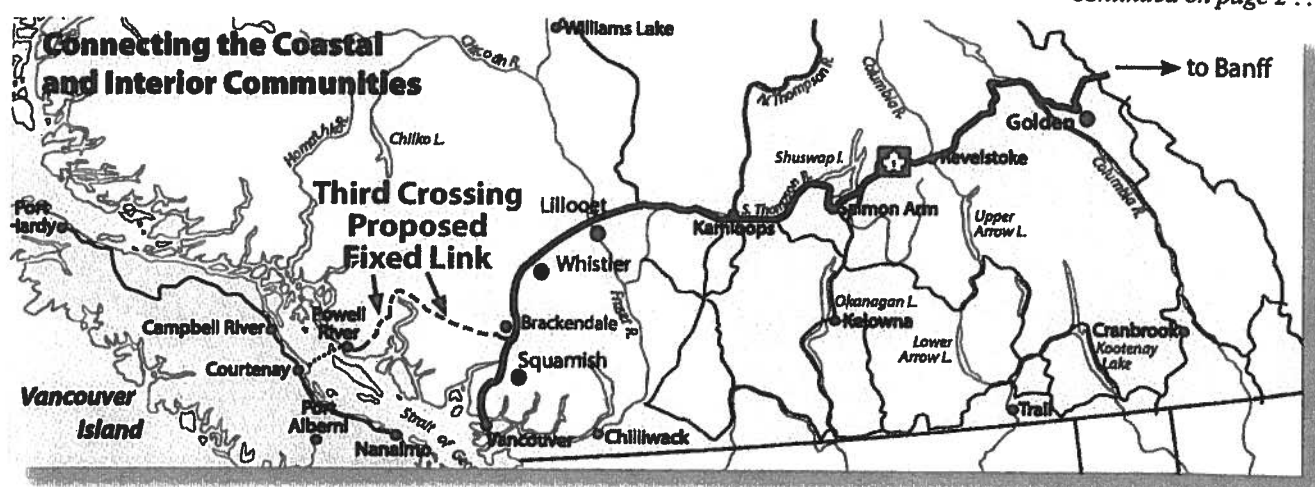
We must travel 500 miles north to reach the **Second Crossing**, Highway 16, which serves the resource belt, stretching from the port of Prince Rupert east to Prince George, then Alberta and beyond.

*We who live in the middle suggest that there's more to our province than just its big metropolis and far north. We also dare to suggest that our government, by helping those of us in the hinterland meet our needs, will also serve Vancouver very well and prepare the whole province for a more promising future.*

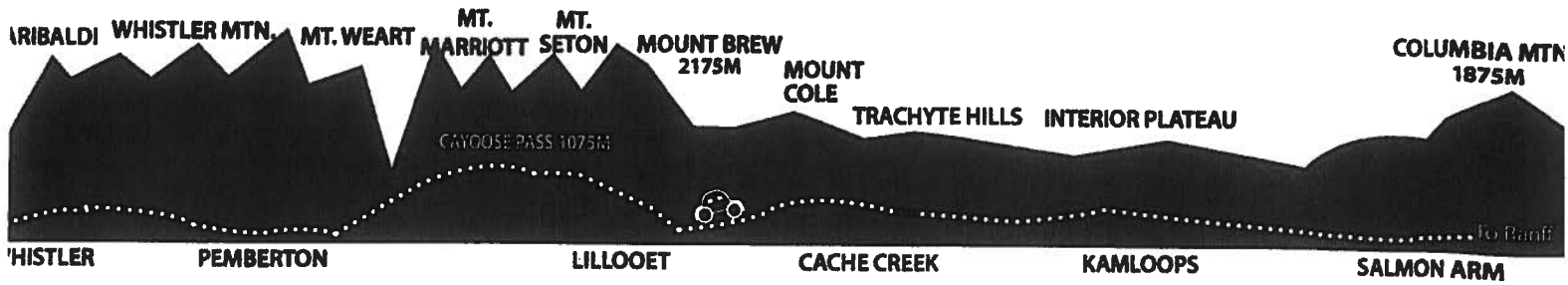
We of the **Third Crossing Society** suggest that the time has come to complete a new, mid-province highway that would, at the stroke of a pen and a modest amount of road work,

- Stimulate the economy of both the north half of Vancouver Island and the vast area immediately north of the Lower Mainland
- Create a new playground for tourists and new retirement havens for winter-weary seniors from across Canada, in a natural paradise; and
- Ease congestion and its related costs on Vancouver's highways, at its ferry terminals, and eventually in its port.

*continued on page 2 . . .*







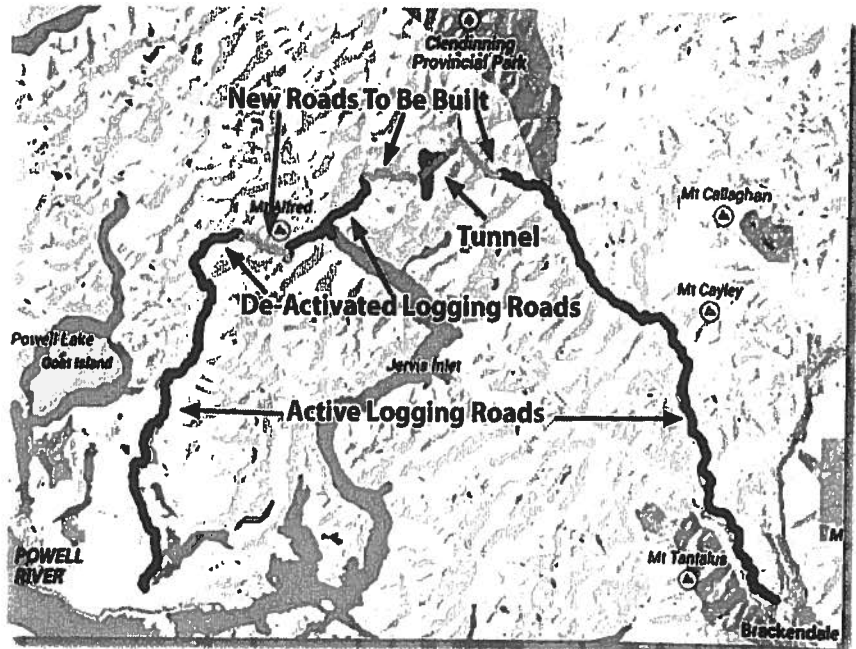
continued from page 1 . . .

The new highway would remove much of the congestion at the main ferry terminals in the south and produce enough operating and other savings at BC Ferries (\$855 million) to pay for itself (≈\$600 million) and a second new highway between Port Mellon and Hwy 99 (≈\$400 million). Any amount *not* covered could be recovered by way of a modest toll, as on the Coquihalla.

The beauty of the Third Crossing is that much of it is already in place:

- The under-utilized and money-losing ferry run between Comox/Courtenay and Powell River;
- The Sea-to-Sky Highway; and
- About 130 kilometres of logging roads – reaching toward each other but not yet touching – from the Upper Sunshine Coast on the west and Hwy 99 on the east.

These logging roads, upgraded to highway standards, connected by a modest 42 km of new road and one three-kilometre tunnel, would complete the connection. Do that, *et voilà*, the province has its third crossing, the Port Mellon to HWY 99 connector, and has met four separate but related challenges in one stroke.



We propose this third crossing – and the road from Port Mellon to Hwy 99 – with one eye on the present (those of us now living at mid-province) but with both eyes on the future – to a freedom of movement bound to attract retirees, businesses and investors, while relieving some of the congestion in the Lower Mainland and its attendant costs.

*All with just  
two modest road projects!*

Office of the Chair

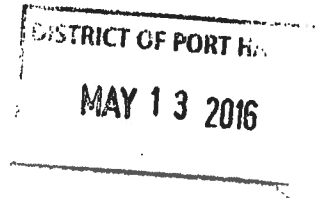
600 Comox Road, Courtenay, BC V9N 3P6  
Tel: 250-334-6000 Fax: 250-334-4358  
Toll free: 1-800-331-6007  
www.comoxvalleyrd.ca



April 29, 2015

File: 0400.01

Mr. Gary Frihance, President  
Third Crossing Society  
1a-7624 Duncan Street  
Powell River, BC V8A 5L2



Dear Mr. Frihance:

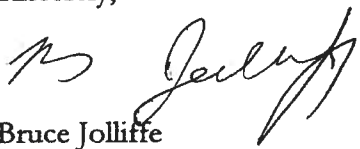
**Re: Letter of support**

Thank you for your letter dated March 17, 2015 regarding the society's efforts to connect Vancouver Island north with Highway 99 near Squamish by way of the Comox/Powell River ferry.

Please be advised that the Comox Valley Regional District board, at its meeting of April 28, 2015, passed a resolution to support, in principle, the vision of the Third Crossing Society.

We wish you luck in moving this project forward.

Sincerely,

  
Bruce Jolliffe  
Chair

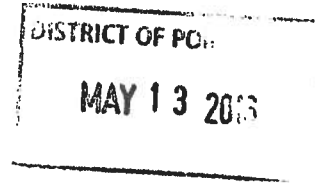
Office of the Chair

600 Comox Road, Courtenay, BC V9N 3P6  
Tel: 250-334-6000 Fax: 250-334-4358  
Toll free: 1-800-331-6007  
www.comoxvalleyrd.ca



April 29, 2015

Mr. Gary Fribance, President  
Third Crossing Society  
1a-7624 Duncan Street  
Powell River, BC V8A 5L2



File: 0400.01

Dear Mr. Fribance:

**Re: Letter of support**

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Please be advised that the Comox Valley Regional District board, at its meeting of April 28, 2015, passed a resolution to support, in principle, the vision of the Third Crossing Society.

We wish you luck in moving this project forward.

Sincerely,

A handwritten signature in black ink, appearing to read 'Bruce Jolliffe', written over a horizontal line.

Bruce Jolliffe  
Chair

# Sliammon First Nation

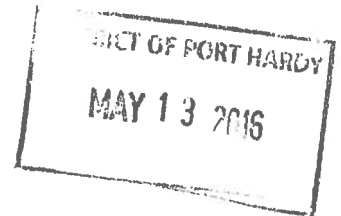
6686 Sliammon Road, Powell River, BC V8A 0B8  
Phone (604) 483-9646 ✉ Facsimile (604) 483-9769  
Toll Free 1-877-483-9646



March 11, 2013

Mr. Lorne Craig  
President  
Third Crossing Society  
Powell River, B.C.

[8tracker@telus.net](mailto:8tracker@telus.net)



Dear Mr. Craig,

Re: Feasibility Survey and Business Plan

Chief and Council of the Sliammon First Nation pledges support, in principle, for the Third Crossing Society's exploration of a new mid-Province transportation corridor. We believe that continued research on the proposed corridor is essential.

Also, our Nation supports the Society's business plan approach. Funding for the first phase of the project, to conduct a professional evaluation of the area, is a model concept that we consider prudent.

We wish the Third Crossing Society all the best in its endeavours.

Sincerely,

A handwritten signature in black ink, appearing to read "Clint Williams".

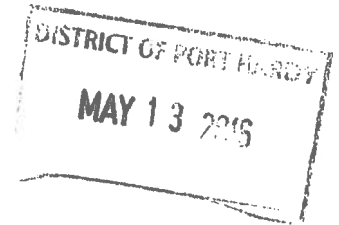
Clint Williams  
Chief



# Pemberton & District Chamber of Commerce

December 9, 2012

The Third Crossing Society,  
Box 418,  
Powell River, B.C., V8A 5C2



Dear Members of the Third Crossing Society;

At their regular Directors Meeting held in November, the Board of Directors of the Pemberton & District Chamber of Commerce supported your proposed Case for a Third Crossing of British Columbia linking Vancouver Island, the Upper Sunshine Coast and the Central Interior .

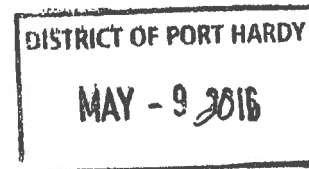
Yours truly,

Shirley Henry,  
Secretary- Treasurer.

---

PO Box 370, Pemberton, BC V0N 2L0

[www.pembertonchamber.com](http://www.pembertonchamber.com) [info@pembertonchamber.com](mailto:info@pembertonchamber.com)



April 27, 2016

MAYOR AND COUNCIL  
PO BOX 68  
PORT HARDY BC V0N 2P0

Dear Mayor and Council:

RE: Access Awareness Day – June 4, 2016-Building Accessibility/Creating Community

June 4, 2016 marks SPARC BC's 19th annual Access Awareness Day! Access Awareness Day gives each of us an opportunity to look at our community and to think about what we can do to make our communities more accessible and inclusive for everyone!

The theme for this year's Access Awareness Day is "Building Accessibility/Creating Community". As part of this year's planning, our goal is to draw attention to the needs of individuals with health and activity limitations living in our communities and to highlight the different ways that we can all work together to ensure that our communities are as accessible and inclusive as possible.

Each year, as part of our annual Access Awareness Day campaign, we ask local governments to show their support by passing a proclamation that recognizes the role that we all play in ensuring the rights of everyone to bring their talents, experience and abilities to engage in all aspects of community life. We hope that we can count on your support by adopting a proclamation or sending a letter of support that confirms your on-going commitment to building an accessible and inclusive community.

We have also included a number of different Access Awareness Day posters and materials that we have developed to help build increased public awareness and support around the importance of working to ensure that our communities are accessible and that people with disabilities are included. To request additional posters or materials or to suggest possible ways to partner please do not hesitate to reach out by calling (604) 718-7736 or by sending an email to [mycommunity@sparc.bc.ca](mailto:mycommunity@sparc.bc.ca).

We know that true accessibility and inclusion is something that is achieved by working together and that by building accessibility we are creating better communities. As part of this year's Access Awareness Day activities, our goal is to demonstrate the many different ways that communities have been successful in building accessibility. Please join us in celebrating Access Awareness Day and in helping to ensure that all communities are accessible and that everyone is included!

Thank you for your support. We look forward to hearing from you.

Sincerely,

A handwritten signature in black ink that reads "Lorraine Copas".

Lorraine Copas  
Executive Director, SPARC BC



# 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



## ACCESS AWARENESS DAY JUNE 4, 2016

**WHEREAS:** Accessibility and inclusion is essential for ensuring that all community members have equity in opportunities, and the ability to fully participate in community life; and

**WHEREAS:** Accessibility affects all aspects of community life – physical, social and economic including employment, transportation, recreation, housing and other opportunities; and

**WHEREAS:** We all have a role to play in ensuring that our communities are as accessible and inclusive as possible.

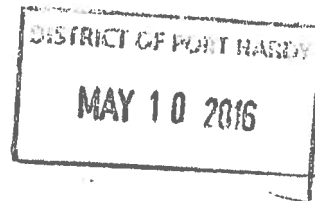
**THEREFORE BE IT RESOLVED:**

The citizens of Port Hardy recognize the rights of all individuals with disabilities and the importance of ensuring that they have equal access to the opportunities that are important to them that give their lives meaning.

I, Hank Bood, Mayor of Port Hardy do hereby proclaim *Saturday June 4, 2016 Access Awareness Day in Port Hardy.*

---

Hank Bood, Mayor



*Office of the Mayor*

District of Port Hardy  
7360 Columbia Street  
Box 68  
Port Hardy, BC V0N 2P0

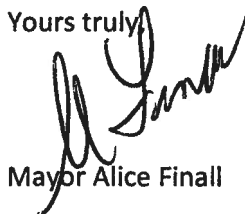
April 28, 2016

Mayor Bood and Council;

I am writing to update you on our legal action with NavCanada and to request your consideration of support in this action. As you are aware, North Saanich joined with BC Assessment in the action brought before the BC Court of Appeal. We were very successful in that action and received a unanimous decision from the five judge panel. The court reversed previous cases that resulted in single use properties like those owned by NavCanada and BC Ferries being valued at essentially zero. However, NavCanada has filed for leave to take this case to the Supreme Court of Canada. If our strong ruling is upheld, the position of municipalities with respect to the assessment of such properties will be protected.

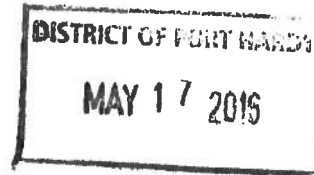
I can advise that while we have received some support from the UBCM, Kamloops, and Powell River, our costs to date of approximately \$180,000.00 have far exceeded contributions. We expect the costs of going to the Supreme Court to defend our favorable ruling will be in the order of an additional \$100,000.00. As the outcome of the next proceedings are significant for municipalities with NavCanada and BC Ferry facilities, we are requesting your consideration of further financial support in this effort. We are very optimistic as to the outcome of the Supreme Court's ruling especially given the unanimous decision we recently received.

Yours truly



Mayor Alice Finall





MAY 11 2016

1050629

Ms. Claire Prevena  
MLA, North Island  
908 Island Hwy  
Campbell River BC V8W 2C3

Dear Ms. *Claire* Prevena:

Thank you for your follow-up letter of March 8, 2016, regarding pay parking at the new hospital in Campbell River. I appreciate your concern that pay parking at the hospital may pose a challenge to some.

As previously discussed, the planning and delivery of the full range of health services, including the provision of parking at their facilities, is the responsibility of the provincial health authorities. I hope that if you have not already done so, you will bring your concerns about pay parking at the new hospital to the attention of Island Health. Mr. James Hanson, Corporate Director of Logistics and Operations for Island Health, can be reached by telephone at 250 370-8116, or by email at [James.Hanson@viha.ca](mailto:James.Hanson@viha.ca).

Accessibility is a priority for both the Ministry of Health and the health authorities and we recognize that individuals must be able to obtain the care they require where and when they need it, without physical, financial, or psychological barriers. For this reason, all health authorities have hardship provisions in place to waive parking fees where they pose a serious financial challenge to patients and families. Many facilities substantially reduce rates for patients facing an extended stay, and fees are regularly waived in emergency situations.

As I mentioned in my previous response to you, Island Health does provide subsidized parking to patients and families in cases where fees may result in financial hardship, and a social worker connected to the hospital can recommend a Financial Hardship permit or an alternative transportation option. In addition, I can again confirm that parking at the new hospital will remain free for auxiliary members, volunteers, Pastoral Care members, family caregivers and renal patients.

...2

We are committed to providing a flexible, responsive and sustainable health care system for all British Columbians. Again, thank you for taking the time to share the concerns of your constituents. I appreciate the opportunity to respond.

Sincerely,



Terry Lake  
Minister

pc: Mayor Michael Berry, Village of Alert Bay  
Mayor Andy Adams, City of Campbell River  
Mayor Brad Unger, Village of Gold River  
Mayor Jan Allen, Village of Port Alice  
✓ Mayor Hank Bood, District of Port Hardy  
Mayor Shirley Ackland, Town of Port McNeill  
Mayor John MacDonald, Village of Sayward  
Mayor Jude Schooner, Village of Tahsis  
Mayor Donnie Cox, Village of Zeballos  
Chair John MacDonald, Strathcona Regional District  
Chair Dave Rushton, Mount Waddington Regional District  
Ms. Lois Jarvis, Citizens for Quality Healthcare  
Mr. James Hanson, Corporate Director of Logistics and Operations, Island Health

## **Local government conflict of interest exceptions regulations approved**

<https://news.gov.bc.ca/10811>

Friday, April 29, 2016 2:30 PM

**Victoria** - The Province has approved regulations that will allow elected local government officials to be appointed by their local government to serve on certain society or corporate boards, without risk of disqualification based on financial conflict of interest.

The new regulations are carefully targeted; they do not diminish existing accountability rules for conflict of interest based on personal gain or interest. They will apply when local elected officials fulfil their role as duly appointed representatives of their local governments on certain society and corporate boards.

Local governments frequently appoint elected officials as directors to corporate bodies or societies that provide local government services or represent local government interests.

In 2013, a BC Court of Appeal (BCCA) decision determined that “divided loyalty” was inherent when a local elected official served simultaneously as a director on a society/corporate board that may receive financial benefit from the local government.

The BCCA ruling had a significant impact on local government decision making, causing municipal council members and regional district board members to withdraw from discussions and voting related to societies and corporations, even when they had been appointed to those bodies by their local government.

The new regulations will ensure that local governments can again make choices on how best to deliver services based on what is most efficient for their communities.

### **Quick Facts:**

- A Union of British Columbia Municipalities resolution requested that the Province address this conflict of interest situation and how it impacted local government decision making.
- Appointment of a particular representative to sit on a society or corporate board remains at the discretion of municipal councils or regional districts.
- Financial conflicts, such as a local elected official receiving a gift or personal financial benefit when sitting on any society or corporate board, still remain as potential conflicts under these regulations; such issues should be managed carefully with the assistance of legal advice, as they can still be challenged in court.
- Perceived conflicts of “divided loyalty” between a local elected official’s personal interest in a society or corporation and their role on a local government also still remain potential conflicts under these regulations; such issues should be managed carefully with the assistance of legal advice as they can still be subject to challenge.

For further background information, go to: <http://ow.ly/4naqGK>

### **Media Contacts**

**Ministry of Community, Sport and Cultural Development**  
250 356-6334

# Backgrounder

## *Conflict of Interest Rules*

The *Community Charter* (Charter) conflict of interest rules provide that local government elected officials who have a financial (pecuniary) interest in a matter that will be discussed or voted on at their council or board meetings must declare that interest in the matter. Following their declaration, they may not participate in discussions, vote or exercise influence on the matter. The Charter conflict of interest provisions apply to municipal council members, regional district board directors and Island Trust trustees; the *Vancouver Charter* has parallel rules for City of Vancouver members.

## *Schlenker vs Torgimson Court Cases*

In 2011, two Islands Trust trustees voted at a local trust committee meeting to give money to societies but they did not declare their roles as directors of those societies. They were challenged, and the BC Supreme Court found that they did not have a financial interest. On January 11, 2013, the BC Court of Appeal (BCCA) reversed the decision and found the trustees did have an indirect financial interest. The key basis for this decision was the “divided loyalty” the court found inherent in being both a local elected official and serving on a society/corporate board that may receive financial benefit from the local government.

Based on the broad language in the BCCA decision, the resulting interpretation was that sitting both as a local elected official and as director on the board of a society or corporation that receives funding from a local government creates a potential conflict due to an indirect pecuniary interest. The result was that local elected officials were stepping back from society and corporate director roles to protect themselves from potential disqualification.

## **Quick Facts**

- The regulations are necessary to address the impact of the 2013 BCCA decision. Local governments routinely provide services through societies or corporations and make financial decisions affecting them. The BCCA decision caused challenges for local governments trying to effectively use societies or corporations to provide services including confusion and delays at council and board meetings when important financial decisions were being made.
- The regulations will be applicable to local government elected officials when they are appointed to any society and some types of corporate boards by their local government. Appointments to society and corporate boards must be done by the governing body (i.e. a municipal council, a regional district board, or the Islands Trust council). This helps to ensure accountability and reinforces that the appointed elected official is serving a public interest as their local government’s representative (rather than a personal interest).

- Under the regulations, when those representatives are officially appointed by their respective local governments, they will not be in a pecuniary conflict simply by virtue of their appointment when discussing and voting on matters concerning the society or corporation at their respective meetings (and thus no risk of disqualification if challenged on the basis of that appointment).
- A council or board can appoint a representative to any society incorporated or registered under the *Society Act*. All societies are included because of their non-profit nature, their focus on local communities, and their common role as local government service providers.
- Corporations that were incorporated by public authorities (e.g. government bodies), and which provide a service to the appointing local government, are covered by the regulations.
- In order to appoint a representative to a society or board, a municipal council/regional district board/or the Islands Trust Council must adopt a resolution by a majority vote. The appointment is then on public record and the resolution makes it official. The appointed representative is then acting in their capacity as a local elected official when they sit on that board, rather than as a private individual.
- There is a separate, though similar, regulation for the City of Vancouver because the City's conflict of interest rules (and authority for a regulation for conflict of interest exceptions) are in the *Vancouver Charter*.

---

**Subject:** FW: Reference letter for KEDC (2016 BC Aboriginal Business Awards)

From: "Hon, Grace" <[Grace.Hon@fleishman.ca](mailto:Grace.Hon@fleishman.ca)>

Date: May 18, 2016 2:16 PM

Subject: Reference letter for KEDC (2016 BC Aboriginal Business Awards)

To: "[hbood@porthardy.ca](mailto:hbood@porthardy.ca)" <[hbood@porthardy.ca](mailto:hbood@porthardy.ca)>

Cc: "Conrad Browne ([conrad@kedc.ca](mailto:conrad@kedc.ca))" <[conrad@kedc.ca](mailto:conrad@kedc.ca)>, "McCallum, Elisha" <[Elisha.McCallum@fleishman.ca](mailto:Elisha.McCallum@fleishman.ca)>

Dear Mayor Bood,

I'm emailing you on behalf k'awat'si Economic Development Corporation. We are very excited to share that the Port Hardy based business has been nominated for the Community-Owned Business of the Year Award for the 2016 BC Aboriginal Business Awards.

Would you be willing to provide a reference letter for KEDC to outline the economic and community benefits you have seen in Port Hardy and the North Island? Under Conrad's leadership, within the first year of operations, KEDC has brought in over \$12 million worth of business, created over 80 jobs and has set a strong example for the youth in the Gwa'sala-'Nakwaxda'xw Nations. As you may know, KEDC currently has 6 main initiatives including:

- Two hotels (Kwa'lilas Hotel and Pier Side Landing),
- k'awat'si Construction,
- Gwanak Resources (forestry),
- Cold Storage facility and Offshore Aquaculture Pilot Project focusing on scallops and oysters (fisheries),
- GNN Marine Services (transportation) and
- k'awat'si Tourism.

**Could you let us know if you are interested in supporting KEDC by writing a reference letter by May 24?**

If you have any questions, please don't hesitate to contact me at [604-688-2549](tel:604-688-2549) or by email.

Thanks in advance,

Grace

Grace Hon

*Consultant*

FleishmanHillard | Suite 1600 | 777 Hornby Street | Vancouver, BC V6Z 2T3 | Canada

O [604 688-2549](tel:604-688-2549) | M [604 839-6770](tel:604-839-6770)

E [grace.hon@fleishman.ca](mailto:grace.hon@fleishman.ca) | @yoursgraciously



**MINUTES OF THE  
DISTRICT OF PORT HARDY  
FIRST NATIONS RELATIONS COMMITTEE MEETING  
4:00PM TUESDAY, MAY 10, 2016  
COUNCIL CHAMBERS, MUNICIPAL HALL, 7360 COLUMBIA STREET**

**Committee Members:** Councillors Jessie Hemphill (Chair) Rick Marcotte and Fred Robertson  
**Staff:** Heather Nelson-Smith, Director of Corporate Services, Leslie Driemel, Recording Secretary.  
**Also Present:** Councillor Pat Corbett-Labatt

**A. CALL TO ORDER**

Chair Jessie Hemphill called the meeting to order at 4:00pm. Chair Hemphill 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**

Chair Hemphill advised of an addition to the agenda under  
**Delegation:** Councillor Pat Corbett-Labatt regarding First Nations Signage

**Moved/Seconded/Carried**

THAT the agenda for the First Nations Relations Committee meeting of May 10, 2016 be accepted as amended

**C. ADOPTION OF MINUTES**

Minutes of the First Nations Relations Committee meeting held April 12, 2016.

**Moved/Seconded/Carried**

THAT the minutes of the First Nations Relations Committee meeting held April 12, 2016 be accepted as presented.

**D. DELEGATIONS**

Councillor Corbett-Labatt advised the Committee of a recent meeting with Mervyn Child regarding signs he has available that could be placed at Stink Creek Park and along the Harbour Trail near the Seaplane Base. Councillor Corbett-Labatt, Heather Nelson-Smith, Abbas Farahbakhsh and Sean Mercer visited Mervyn Child's workshop and looked at the signs. There would be no need for an archaeological study done at the suggested sites. A District in-kind contribution would be needed for site preparation and installation by Operational Services.

Committee discussion included:

- The project as a joint venture with the Kwakiutl First Nation.
- Having the District Council and First Nations Council get together and discuss community signage and other issues.
- Pat Corbett-Labatt advised the signs were done by Mervyn Child personally and were not a Band initiative.
- Ability of this project to have an ongoing effect and have other artists come forward.

FNRC  
2016-014  
AGENDA MAY 10/16  
ACCEPTED AS  
AMENDED

FNRC  
2016-015  
MINUTES OF APRIL  
12/16 ACCEPTED

DRAFT

FNRC  
2016-016  
RECOMMENDATION  
RE: IN KIND FOR  
INSTALLATION OF  
SIGNS

- Working with Mervyn Child regarding a long term vision for signage in the community
- Have Council visit Mervyn Child's workshop to view the signs and discuss future signage projects.

**Moved/Seconded/Carried**

THAT the First Nations Relations Committee recommend to Council:  
THAT Council provide in kind services to install two signs donated by Mervyn Child for locations at Stink Creek Park and along the Harbour Trail near the Seaplane Base AND THAT staff investigate supplying a plaque that identifies the artist AND THAT it be in Kwak'wala and English

FNRC  
2016-017  
RECOMMENDATION:  
UNVEILING  
CEREMONY FOR  
SIGNS

**Moved/Seconded/Carried**

THAT the First Nations Relations Committee recommend to Council:  
THAT Council organize an unveiling ceremony at each site with joint participation from Kwakiutl First Nation, District Council and the artist.

Councillor Robertson suggested the unveiling ceremony be on National Aboriginal Day June 21, 2016 and that the District do something to recognize National Aboriginal Day.

FNRC  
2016-018  
RECOMMENDATION  
COUNCIL TOUR  
MERV CHILD  
STUDIO ASAP

**Moved/Seconded/Carried**

THAT the First Nations Relations Committee recommend to Council:  
THAT Council tour Mervyn Child's studio at Fort Rupert as soon as possible to discuss his vision for signage plans in the community.

Councillor Hemphill advised she will bring forward the recommendations to Council as an addition to the agenda at the May 10, 2016 Regular Council meeting.

Councillor Hemphill advised she will connect with Tom Child regarding the signage project.

**E. CORRESPONDENCE**

None in agenda package.

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

**1. Review and Update of Action Items**

Draft letter to UBCM First Nations Relations Committee

Councillor Hemphill distributed a draft of the letter to the UBCM First Nations Relations Committee requesting they consider sending an invitation of membership to all non-treaty First Nations.

The Committee reviewed the draft and made revisions. The Director of Corporate Services will make the changes and send the letter.

Contact List for Local First Nations

The Committee thanked staff for preparing the list.

ACTION ITEM  
REVIEW

DRAFT



Cultural Education

Heather Nelson-Smith advised that she has been in discussion with Kathy Camilleri with August and October dates. The month of October is more suitable as employees have vacations already scheduled in August. Councillor Hemphill advised that, although she will no longer be on Council in October, she would be pleased to attend and help as needed.

Contact with Quatsino Band Council

Councillor Hemphill advised she has not made contact as yet with the Band Council. Councillor Robertson advised he has contacts at the Band.

Contact Chief Leslie Dickie

Councillor Hemphill advised she will talk to Chief Leslie Dickie at the next opportunity about the District and First Nations Relations Committee

**G. NEW BUSINESS**

No new business

**H. ROUNDTABLE DISCUSSION**

Heather Nelson-Smith advised she did an outreach to Kwakiutl and Gwa'sala-'Nakwaxda'xw staff members regarding the new water conservation bylaw. Gwa'sala-'Nakwaxda'xw is on board with voluntary participation with the measures. Extra water conservation explanatory stickers have been ordered.

Councillor Hemphill advised she is a delegation at an upcoming meeting of the Regional District of Strathcona to talk about the District's First Nations Relations Committee, terms of reference and work being done.

**NEXT MEETING DATE:** June 14, 2016 4:00 pm, Council Chambers:  
Upcoming Meeting Dates: *(July 12 cancelled at April 12 meeting)*, August 9, September 13, October 11, November 8, December 13.

**I. ADJOURNMENT**

**Moved**  
THAT the meeting be adjourned.

Time: 4:38pm

FNRC  
2016-019  
ADJOURNMENT

**DRAFT**



**MINUTES OF THE DISTRICT OF PORT HARDY  
OPERATIONAL SERVICES COMMITTEE MEETING  
HELD MAY 16, 2016  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

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

**ALSO PRESENT:** Allison McCarrick, CAO; Heather Nelson-Smith, Dir. Corporate Services; Abbas Farahbakhsh, Director of Operational Services; Sean Mercer, Operations Manager; Leslie Driemel, Recording Secretary

**A. CALL TO ORDER**

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

**B. APPROVAL OF AGENDA**

Councillor Tidbury advised of an addition to the agenda under New Business: Museum Security

**Moved/Seconded/Carried**

THAT the agenda for the Operational Services Committee meeting of May 16, 2016 be accepted as amended.

**C. MINUTES**

1. Minutes of the Operational Services Committee meeting held April 18, 2016.

Councillor Corbett-Labatt requested the minutes under Action Items, Civic Center Washroom Door, be amended to:

*Councillor Corbett Labatt advised she has received complaints. Councillor Tidbury commented that he has not received any complaints.*

**Moved/Seconded/Carried**

THAT the minutes of the Operational Services Committee meeting held April 18, 2016 be accepted as amended.

**D. DELEGATIONS**

No delegations

**E. BUSINESS ARISING / UNFINISHED BUSINESS**

1. Review and Update of Action Items

**MEMORIAL ON GRANVILLE STREET**

Allison McCarrick, CAO advised that a family member has met with her and subsequently has taken the memorial down. There may be something put in its place at a later date but details of what that may be have not been discussed.

**DRAFT**

OP SCVS  
2016-016  
AGENDA  
ACCEPTED AS  
AMENDED

OP SCVS  
2016-017  
MINUTES APRIL  
18/16 ACCEPTED  
AS AMENDED

ACTION ITEMS

ACTION ITEMS

**CIVIC CENTER WASHROOM DOOR**

Abbas Farahbakhsh, Dir. Operational Services advised he has talked to the Building Inspector and was advised the requirements should be a 5 lb force. The Building Inspector will check the door.

**FENCE BY ROTARY PARK**

Allison McCarrick, CAO advised that she has discussed the project with Dale Dorward of the Rotary Club. Rotary will supply the fencing materials and District will prepare the site.

**CEDAR HEIGHTS PARK**

Allison McCarrick, CAO advised that there was not enough time for an inspection by MIA when they were in the area. The park will be added to the list for the next time MIA inspections are being done.

**KNOTWEED ERADICATION**

Allison McCarrick, CAO advised that the Regional District of Mt. Waddington (RDMW) has received grant funding for knotweed eradication and is planning the eradication program now. The District is meeting with RDMW representatives next week to discuss the program and sites in Port Hardy. The CAO commented that she has come across information regarding goats being used to control knotweed. The information will be passed to S. Mercer and he will take it to the upcoming meeting.

**FIRST NATIONS SIGNAGE**

The Committee reviewed the information presented at the Council meeting regarding Mervyn Child and the signage he is offering to the District.

The Committee discussion included

- The need to address cultural art in the community and developing an overall plan for the future that addresses cultural signage and its placement.
- Other First Nations artists wanting to bring forward signage projects.
- The current bylaw primarily addresses commercial signage.
- Signage being placed on District property with out permission.
- Waiting for the report from the consultant doing the Storey's Beach Review.
- Cultural signage at Whistler and Squamish.
- Maintenance issues of signs and totem poles
- Duncan experience with totem poles and upkeep.
- Discuss maintenance concerns with Mervyn Child during Council studio tour
- The unveiling of the signs approved by Council as an opportunity to work with First Nation Councils.
- Unveiling of signs on Aboriginal Day, June 21. H. Nelson-Smith advised Visitor Center is planning activities for that day as well.
- Apply for grant funding for Aboriginal Day 2017 and include archaeological study costs for Storey's Beach First Nations Signage project. Staff will check to see archaeological work can be included.
- Applying for a Canada 150 grant for archaeological study costs for Storey's Beach First Nations Signage project.

The Committee requested staff bring forward to the next meeting

- Information on other communities' policies regarding cultural signage.
- Investigate if archaeological study for Storey's Beach First Nations Signage project can be included in grant funding for Aboriginal Day 2017.

**DRAFT**

Councillor Corbett-Labatt relayed a suggestion that meetings arranged with First Nations be scheduled for after work day hours. The CAO advised that would not be a problem and she would send a congratulatory email to newly elected band members and ask to meet for general discussion on First Nation signage and the Multiplex.

## F. CORRESPONDENCE

No correspondence

## G. NEW BUSINESS

### 1. Allison McCarrick, CAO re: Composting

COMPOSTING

The CAO advised that there have been recent discussions with the RDMW regarding bringing in curbside composting to the North Island. Fox's Disposal could pick up the same week as recycling is picked up.

Committee discussion included:

- Consulting with Bear Aware Program coordinator.
- Conservation Officer ordering removal of outdoor composting bins from residential properties.
- Composting programs in other communities.
- Reduction of garbage to landfill and use of composting as cover at landfill
- Commercial composting.
- Cost of containers – indoor kitchen containers and cans for curbside pickup
- Educational campaign required.
- Recycling of glass, styrofoam and plastic film.
- Progress in recycling programs.

It was agreed by consensus that the Operational Services Committee is interested in continuing investigating a residential composting program. Allison McCarrick, CAO will continue to discuss with the RDMW and Fox's Disposal and Abba Farahbakhsh will request information from Ladysmith and Duncan. The CAO advised the new Conservation Officer will be attending an upcoming Committee of the Whole meeting and composting / bear issues can be discussed at that time.

## LATE ITEM

### 2. Museum Security

MUSEUM  
SECURITY

Councillor Tidbury reviewed the recent rash of break and enter events at the Port Hardy Museum. Discussion on possible security measures included:

- Replacing broken windows with laminated glass.
- Installing new security cameras
- Installing roll down window shutters, similar to those at Port Hardy Secondary.

## H. ROUNDTABLE DISCUSSION

Councillor Corbett-Labatt re: Traffic patterns at Hardy Bay Seniors Center and Port Hardy Health Center.

TRAFFIC FLOW  
AT PORT HARDY  
HEALTH CENTER

Councillor Corbett-Labatt reviewed discussion at a recent Hardy Bay Seniors Society Board meeting and relayed their concerns regarding the recommendations brought forward by the recent traffic pattern study commissioned by Island Health.

DRAFT

The recommendation is to close the driveway at Granville Street and have a two way traffic flow in and out of the driveway closest to the Seniors Center, off of Beverly Parnham Way. The Seniors are very concerned that this choice of traffic flow is a serious safety issue. Alison Mitchell of Island Health was present at a recent event and saw first hand the amount and flow of traffic in that area. She reviewed the area around the Seniors Center and suggested the removal of some blockages could be done to have the traffic flow go behind the Senior Center to create a one way traffic route.

The Dir. of Operations advised he reviewed the traffic study report and that two options were presented:

1. Close access from Granville Street and have access by Beverly Parnham Way.
2. Move Granville Street access further down towards the intersection at Granville/Douglas Street. There is a steep grade on the bank that would have to be dealt with.

I. **NEXT MEETING:** 3:00 pm Monday June 20, 2016.

Upcoming meeting 2016 meeting date: July 18, August 15, September 19, October 17, November 21, December 19.

#### J. ADJOURNMENT

**Moved**

**THAT** the meeting be adjourned.

Time: 4:25pm

OP SCVS  
2016-018  
ADJOURNMENT

**DRAFT**



**MINUTES  
DISTRICT OF PORT HARDY  
PARKS & RECREATION REVIEW COMMITTEE MEETING  
WEDNESDAY MAY 18, 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; Sean Mercer, Manager of Operations and Community Services.

**PUBLIC:** None

PRCC  
2016-013  
ADOPTION OF  
THE AGENDA

**A. CALL TO ORDER**

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

**B. APPROVAL OF AGENDA AS PRESENTED**

Councillor Robertson suggested the following additions to the agenda:

**New Business**

- 3. Foreshore and Parks bylaw.
- 4. Consultations for Multiplex Stakeholder meetings.

**Moved/Seconded/Carried**

THAT the agenda for the May 18, 2016 meeting be adopted as amended.

PRCC  
2016-014  
ADOPTION OF  
AGENDA

**C. ADOPTION OF MINUTES**

Minutes of the Parks & Recreation Review Committee meeting held April 20, 2016.

**Moved/Seconded/Carried**

THAT the minutes of the Parks and Recreation Review Committee meeting held April 20, 2016 be accepted.

PRCC  
2016-015  
MINUTES APR 20,  
2016 ACCEPTED

**D. DELEGATIONS**

No delegations

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

- 1. Review of Action Items

ACTION ITEMS

**SOCCER FIELDS**

Councillor Robertson reported that he has organized a meeting with the PHSS PAC and the youth soccer association to discuss the fields at PHSS. He also indicated that there may be funds available from both groups to assist the School District in bettering the fields. Councillor Robertson also reported that he has invited Darby Gildersleeve to attend. The meeting will be held May 19, 2016 at 3:30pm in the Municipal Hall.

*CAO McCarrick arrived at the meeting at 3:17 pm to speak on the Community Energy Plan, and left the meeting at 3:25 pm.*

**DRAFT**

COMMUNITY  
ENERGY PLAN

## 2. Community Energy Action Plan

There was discussion over the need to have a Community Energy Plan and what has been done so far for the District. CAO McCarrick reported that while the District does not have an official Community Energy Plan we are working towards carbon neutrality and we prepare our reporting to the province using the Smart Tool. We can also provide an up to date comparison year over year for the different areas of the District and the usage.

Councilor Robertson will be getting in touch with David Dubois from the Mayors Climate Action Leadership Council to find out more information and report back to the committee.

### F. CORRESPONDENCE

None in agenda package.

### G. NEW BUSINESS

BALLFIELD  
REVIEW

1. Lees & Associates Storey's Beach Ballfields Review Meeting Notes  
May 5, 2016 at 1:00 pm  
May 5, 2016 at 7:00 pm

Councilor's Robertson and Dugas reported that it would have been good if there was more participation, however it was good input that was received. Sean Mercer reported that the test holes have been dug and sent to the consultants.

The report is not final yet and the recommendations will be made on what the process will be for the outfields and if any new equipment will have to be considered.

2. H. Nelson-Smith Director of Corporate Services re: Adding Committee members.

H. Nelson-Smith reported on the letter from Stephen Ralph requesting to become part of the Parks and Recreation Committee. There was discussion over the Community Charter requirements and the current terms of reference for the committee, which only allow for Council representation.

PRCC  
2016-016  
STANDING AND  
SELECT  
COMMITTEES

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

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

### ADDENDUM

## 3. Foreshore and Parks Bylaw

ADDENDUM  
FORESHORE  
AND PARKS  
BYLAW

Councilor Robertson reported that he had received a complaint about someone moving logs to allow for access onto Storey's Beach. There seems to be some confusion as to whose responsibility it is to enforce the regulations. Staff was asked to look into the responsibilities including actual jurisdictional areas and what are the best practices.

DRAFT

After this information is collected it was suggested that a broader discussion be had regarding beach access at the next meeting.

Councilor Dugas brought up the requirement for archaeological assessments in Beaver Harbour Park, and the Storey's Beach Signage. He asked staff to find out if an assessment has already been done in the area if another one has to be completed.

#### ADDENDUM

##### 4. Consultations for Multiplex Stakeholder meetings.

Councilor Robertson is unclear as to who should attend the stakeholder meetings and who shouldn't. H. Nelson-Smith clarified that the stakeholders have been notified of their meetings times and the Architects have requested, as stated by CAO at a previous meeting, that Council will attend the Council stakeholder session and that it is advised that Council members are not required at the individual meetings. Councilor Robertson felt it was important to hear what all of the groups had to say and that he will clarify this with the CAO.

ADDENDUM  
CONSULTATIONS  
FOR MULTIPLEX  
STAKEHOLDER  
MEETINGS.

#### H. ROUNDTABLE DISCUSSION

No Roundtable discussion was held.

#### I. NEXT MEETING DATE: 3:00 pm Wednesday June 15, 2016

Upcoming 2016 meeting dates are July 20, August 17, September 21, October 19, November 16, December 21

#### J. ADJOURNMENT

**Moved**  
THAT the meeting be adjourned at 4:40pm

PRCC  
2016-017  
ADJOURNMENT

DRAFT





**TERMS OF REFERENCE  
OF THE  
DISTRICT OF PORT HARDY  
PARKS AND RECREATION REVIEW  
COMMITTEE  
(Standing Committee of Council)**



**1. ESTABLISHMENT**

The District of Port Hardy Parks and Recreation Review Committee, hereinafter referred to as the "Committee", was established as a Standing Committee of Council by Council of the District of Port Hardy on January 13, 2015.

**2. PURPOSE**

The Committee understands the value of maintaining a healthy and active lifestyle. The Committee also understands the importance of making available as broad a range of recreational activities for ALL members of the community.

The mandate of the Committee is to:

- a) Advise in the operation, maintenance and improvement of District recreational facilities.
- b) Maintain and strengthen relationships with local recreational users;
- c) Work with local recreational organizations and users to plan and improve recreational activities and facilities within the District of Port Hardy;
- d) Research matters that are referred to the Committee by Council and provide recommendations to Council on such matters;
- e) Consult, on a regular basis, the recreational priorities, of individuals, groups, agencies and organizations

**3. AUTHORITY**

- 3.1 The Committee does not have delegated approval authority from Council.



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



---

**DATE:** May 12, 2016  
**TO:** Mayor and Councillors  
**FROM:** Adrian Maas, Director of Finance  
**RE:** Statement of Financial Information (SOFI)

---

**PURPOSE**

To complete 2015 year end reporting.

**ANALYSIS**

Audited financial statements were presented at the May 10,2016 meeting.

In addition to that reporting requirement the District of Port Hardy must also annually provide supplementary information which is sent to the province. This reporting includes what is known as Local Government Data Entry (LGDE) which is entry and reconciliation of the audited information in a slightly different format from the audited statements. This has been done.

There is also a requirement to provide a supplementary Statement of Financial Information (SOFI) which is attached hereto. There is a requirement for Council to approve this information as well. The information is largely self explanatory. The Audited Financial Statements which form part of the reporting have not been reproduced here a second time in the interests of conservation.

**FINANCIAL IMPLICATIONS**

There are no financial implications.

**STAFF RECOMMENDATION**

*"THAT Council approve the 2015 SOFI report as prepared by staff"*

Respectfully submitted,

I agree with the recommendation.

*Signed*

Adrian Maas  
Director of Finance

*Signed*

Allison McCarrick  
Chief Administrative Officer

**DISTRICT OF PORT HARDY**  
**Statement of Financial Information**  
**For the year ended December 31, 2015**



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**Checklist - Statement of Financial Information (SOFI)**

**Audited Financial Statements - previously approved May 10,2016**

**Schedule of Guarantee and Indemnity Agreements**

**Schedule of Remuneration and Expenses**

**Statement of Severance Agreements**

**Schedule of Goods and Services**

**Permissive Tax Exemptions**

**Management Report**

**Approval of Financial Information**

**Financial Information Regulation, Schedule 1**  
**Checklist – Statement of Financial Information (SOFI)**

**For the Corporation:**

Corporate Name: District of Port Hardy Contact Name: Adrian Maas  
 Fiscal Year End: December 31, 2015 Phone Number: (250) 949-6665  
 Date Submitted: \_\_\_\_\_ E-mail: amaas@porthardy.ca

**For the Ministry:**

Ministry Name: \_\_\_\_\_ Reviewer: \_\_\_\_\_  
 Date Received: \_\_\_\_\_ Deficiencies: Yes  No   
 Date Reviewed: \_\_\_\_\_ Deficiencies Addressed: Yes  No   
 Approved (SFO): \_\_\_\_\_ Further Action Taken: \_\_\_\_\_

Distribution: Legislative Library  Ministry Retention

FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
<b>General</b>					
1 (1) (a)	Statement of assets and liabilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1 (1) (b)	Operational statement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1 (1) (c)	Schedule of debts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1 (1) (d)	Schedule of guarantee and indemnity agreements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1 (1) (e)	Schedule of employee remuneration and expenses	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1 (1) (f)	Schedule of suppliers of goods and services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1 (3)	Statements prepared on a consolidated basis or for each fund, as appropriate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1 (4) 1 (5)	Notes to the financial statements for the statements and schedules listed above	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
<b>Statement of Assets &amp; Liabilities</b>					
2	<ul style="list-style-type: none"> <li>• A balance sheet prepared in accordance with GAAP or stated accounting principles / policies, and</li> <li>• Show changes in equity and surplus or deficit due to operations</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Operational Statement</b>					
3 (1)	<p>Prepared in accordance with GAAP or stated accounting principles / policies and consists of:</p> <ul style="list-style-type: none"> <li>• a Statement of Income or Statement of Revenue and Expenditures, and</li> <li>• a Statement of Changes in Financial Position</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 (2) 3 (3)	<ul style="list-style-type: none"> <li>• The Statement of Changes in Financial Position may be omitted if it provides no additional information</li> <li>• The omission must be explained in the notes</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 (4)	Community colleges, school districts, and municipalities must prepare a Statement of Changes in Financial Position for the Capital Fund	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Schedule of Debts</b>					
4 (1) (a) 4 (2)	List each long-term debt (secured by debentures, mortgages, bonds, etc.), stating the amount outstanding, the interest rate, and the maturity date	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4 (1) (b)	Identify debts covered by sinking funds or reserves and amounts in these accounts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4 (3) 4 (4)	<ul style="list-style-type: none"> <li>• The schedule may be omitted if addressed under section 2 or 5 and it provides no additional information</li> <li>• The omission must be explained in a note to the schedule</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
<b>Schedule of Guarantee and Indemnity Agreements</b>					
5 (1)	List financial agreements that required government approval prior to being given (see Guarantees and Indemnities Regulation in FIA Guidance Package)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No Agreements
5 (2)	State the entities involved, and the specific amount involved if known	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5 (3) 5 (4)	<ul style="list-style-type: none"> <li>• The schedule may be omitted if addressed under section 2 or 4 and it provides no additional information</li> <li>• The omission must be explained in a note to the schedule</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Schedule of Remuneration and Expenses</b> (See Guidance Package for suggested format)					
6 (2) (a)	List separately, by name and position, the total remuneration and the total expenses for each elected official, member of the board of directors, and employee appointed by Cabinet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 (2) (b)	List alphabetically each employee whose total remuneration exceeds \$75,000 and the total expenses for each [excluding the persons listed under 6 (2) (a)]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 (2) (c)	Include a consolidated total for employees whose remuneration is \$75,000 or less [excluding the persons listed under 6 (2) (a)]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 (2) (d)	Reconcile or explain any difference between total remuneration in this schedule and related information in the operational statement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 (3)	Exclude personal information other than name, position, function or remuneration and expenses of employees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
<b>Schedule of Remuneration and Expenses</b> (See Guidance Package for suggested format)					
6 (6)	Report the employer portion of EI and CPP as a supplier payment to the Receiver General for Canada rather than as employee remuneration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 (7) (a) 6 (7) (b)	Include a statement of severance agreements providing: <ul style="list-style-type: none"> <li>• the number of severance agreements under which payment commenced in the fiscal year being reported on for non-union employees, and</li> <li>• the range of equivalent months' compensation for them</li> </ul> (see Guidance Package for suggested format)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 (8)	Provide the reason for omitting a statement of severance agreements in a note to the schedule of remuneration and expenses	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Schedule of Suppliers of Goods or Services</b> (See Guidance Package for suggested format)					
7 (1) (a)	List in alphabetical order all suppliers of goods and services who received aggregate payments exceeding \$25,000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7 (1) (b)	Include a consolidated total of all payments to suppliers who received \$25,000 or less	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7 (1) (c)	Reconcile or explain any difference between the consolidated total and related figures in the operational statement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7 (2) (b)	Include a statement of payments for the purposes of grants or contributions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
<b>Inactive Corporations</b>					
8 (1)	The ministry reports for the corporation if the corporation is not operating to the extent required to produce a SOFI	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
8 (2) (a)	The ministry's report contains the statements and schedules required under section 1 (1), to the extent possible	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
8 (2) (b)	The ministry's report contains a statement of the operational status of the corporation (see Guidance Package regarding what to include)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Approval of Financial Information</b>					
9 (1)	Corporations other than municipalities – the SOFI is signed as approved by the board of directors or the governing body (see Guidance Package for example)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9 (2)	Municipalities – the SOFI is approved by its council and by the officer assigned responsibility for financial administration (see Guidance Package for example)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Council approved at open meeting May 10,2016
9 (3)	A management report is included, signed by the head and chief financial officer, or by the municipal officer assigned responsibility for financial administration (see examples in annual report at <a href="http://www.gov.bc.ca/cas/popt/">http://www.gov.bc.ca/cas/popt/</a> )	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9 (4)	The management report explains the roles and responsibilities of the board of directors or governing body, audit committee, management, and the auditors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9 (5)	Signature approvals required in section 9 are for each of the statements and schedules of financial information, not just the financial statements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



**DISTRICT OF PORT HARDY**  
**Schedule of Guarantee and Indemnity Agreements**  
**For the year ended December 31, 2015**

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This organization has not given any guarantees or indemnities under the *Guarantees and Indemnities Regulation*.

**DISTRICT OF PORT HARDY**  
**Schedule of Remuneration and Expenses**  
**For the year ended December 31, 2015**

<b>Elected Officials</b>		<u>Remuneration</u>	<u>Expenses</u>
Bood, Hank	Mayor	24,506.64	8,483.97
Corbett-Labatt, Pat	Councillor	12,253.32	4,153.07
Dugas, Dennis	Councillor	12,253.32	2,195.97
Hemphill, Jessie	Councillor	12,253.32	2,461.46
Marcotte, Bruce	Councillor	12,253.32	2,002.14
Robertson, Fred	Councillor	12,253.32	5,102.37
Tidbury, John	Councillor	12,253.32	5,947.59
		<u>98,026.56</u>	<u>30,346.59</u>
<b>Employees</b>			
Davidge, Richard	Chief Administrative Officer	109,062.31	5,468.57
Jewell, Joe	Utilities Supervisor	101,311.93	
McCarrick, Allison	Director of Finance / CAO	101,246.80	1,128.45
Mercer, Sean	Manager of Operations	91,070.68	
Reusch, Justin	Chief Operator	83,767.21	
Le Fort, Roland	Operator	77,117.12	
Jones, Daniel	Building Inspector	75,997.38	4,327.94
Griffiths, Jack	Foreman	75,273.29	
Consolidated total of other employees with remuneration		<u>1,317,307.41</u>	<u>15,694.45</u>
		<u>2,032,154.13</u>	<u>26,619.41</u>
<b>Reconciliation</b>			
Elected officials' total remuneration			98,026.56
Employees' total remuneration			<u>2,032,154.13</u>
			2,130,180.69
Variance			<u>367,858.31</u>
<b>Total salaries and benefits per Consolidated Financial Statements, Schedule 1</b>			<u>2,498,039.00</u>

**Payroll variance**

Overhead is included in the Financial Statements but not in the T-4 remuneration.

**DISTRICT OF PORT HARDY**  
**Statement of Severance Agreements**  
**For the year ended December 31, 2015**

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There was one severance agreement under which [payment commenced between the District of Port Hardy and its non-unionized employees during fiscal year 2015

This agreement represents 3 months of salary and benefits. The benefit value consisted of employer Municipal Pension Plan contributions for the 3 month period, vacation and sick payout balances.

The total value of this severance agreement was \$32,608.48

**DISTRICT OF PORT HARDY**  
**Schedule of Payments Made to Suppliers**  
**For the year ended December 31, 2015**

**Suppliers who received aggregate payments exceeding \$25,000**

ANA'S HARDY CLEAN	26,304.96
ARIES SECURITY LTD.	47,282.72
B.C. HYDRO	520,650.24
Canwest Propane	26,723.42
CHEVRON CANADA LTD.	68,243.15
Corix Water Systems Inc.	29,111.04
FOX'S DISPOSAL SERVICES LTD.	215,039.36
GUILLEVIN INTERNATIONAL CO.	28,403.70
I.C.B.C.	43,498.25
K & K ELECTRIC LTD.	82,294.58
Minister of Finance	41,269.57
MUNICIPAL INSURANCE ASSOCIATION OF BC	176,573.00
MUNICIPAL PENSION PLAN	293,492.05
O.K. Paving Company	154,361.55
Orach Enterprises Ltd.	40,340.39
PACIFIC BLUE CROSS	93,838.10
PACIFICUS BIOLOGICAL SERVICES LTD.	83,066.13
Praxair Distribution	52,195.52
Receiver General for Canada	539,271.41
REGIONAL DISTRICT OF MT WADDINGTON	71,081.81
Seaway Ventures Ltd.	81,497.64
Stantec Consulting Ltd.	72,768.83
TELUS	51,922.15
UNIVAR CANADA LTD.	64,145.83
Village of Alert Bay	95,200.00
Waterhouse Environmental Services Corp.	164,982.17
WORKERS' COMPENSATION BOARD OF BC	28,029.28
Total paid to suppliers who received aggregate payment of \$25,000 or more	<u><b>3,191,586.85</b></u>
Total paid to suppliers who received aggregate payment of less than \$25,000	1,206,149.03
Total of payments to suppliers for grants exceeding \$25,000	98,734.00
Less: expenses paid on behalf of elected official & employees	<u>(56,966.00)</u>
<b>Total</b>	<u><b>4,439,503.88</b></u>
<b>Reconcile:</b>	
Total aggregate payments exceeding \$ 25,000	3,191,586.85
Total consolidated payments of \$ 25,000 or less	<u>1,247,917.03</u>
	<u><b>4,439,503.88</b></u>
Expenses from the Consolidated Statement of Operations	7,512,398.00
Adjustments - including amortization and capital project expenditures	<u>3,072,894.12</u>
	<u><b>4,439,503.88</b></u>

DISTRICT OF PORT HARDY  
 Schedule of Property Tax Permissive Exemptions  
 For the year ended December 31, 2015

<b>Organization</b>	<b>Total</b>
Fort Rupert Curling Club	6,625.67
Grassroots Garden Society	496.63
North Island Crisis and Counseling Centre Society	3,907.03
Pentecostal Assemblies of Canada	3,914.12
Port Hardy Baptist Church	1,139.16
Port Hardy Chamber of Commerce	3,892.77
Port Hardy Congr Jehovah's Witnesses	1,205.24
Port Hardy Ecumenical Society	2,084.52
Port Hardy Heritage Society	4,930.72
Port Hardy Hospital Auxiliary	2,927.27
Rainbow Country Daycare Society	2,150.59
Royal Canadian Legion	2,297.86
Seventh Day Adventist Church	25,841.96
St. Bonaventure Catholic Church	1,425.47
Tri Port Motorsport Association	1,043.56
Vancouver Island Health Authority	111,900.17
PH Seniors Housing	2,031.67
	<u><u>177,814.42</u></u>

*Prepared under the Community Charter, Section 98(2)(b)*

## District of Port Hardy

### Management Report

The Financial Statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with generally accepted accounting principles or stated accounting principles, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all the statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

The Municipal Council is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control and exercises this responsibility through the Council. Council reviews the financial statements on a monthly basis.

The external auditors, MNP, LLP, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules and statements required by the Act. Their examination includes a review and evaluation of the District's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors have full and free access to the records of the Municipality.

On behalf of the District of Port Hardy




Adrian Maas, CPA, CGA  
Director of Financial Services  
May 10, 2016

**DISTRICT OF PORT HARDY**  
**Statement of Financial Information Approval**  
**For the year ended December 31, 2015**

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The undersigned, as authorized by the *Financial Information Regulation*,  
Schedule 1, subsection 9(2), approves all the statements and schedules  
included in this Statement of Financial Information, produced under the *Financial  
Information Act*.

  
\_\_\_\_\_  
Adrian Maas  
Director of Financial Services  
May 10, 2016

  
\_\_\_\_\_  
Hank Bood  
Mayor  
May 10, 2016



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



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

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**PURPOSE**

To inform council of an application for funding and to confirm availability of funds.

**ANALYSIS**

The attached letter from the McCorquodale family outlines the request for funding, and pins, for Abigail to attend and compete in the Canadian Inter-Provincial championship, July 5-10 in Winnipeg.

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

**FINANCIAL IMPLICATIONS**

There are no specific funds available other than the late grant in aid budget which still has sufficient funds available (\$994 will remain if council approves this at the \$500 level) .

**STAFF RECOMMENDATION**

*"THAT Council approve granting \$500 to Abigail McCorquodale together with 100 pins in support of her attending the Canadian Inter-Provincial Championship."*

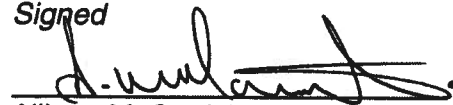
Respectfully submitted,

I agree with the recommendation.

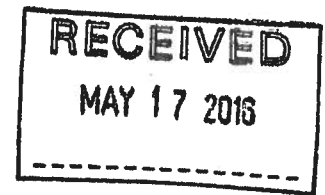
*Signed*

  
Adrian Maas  
Director of Finance

*Signed*

  
Allison McCarrick  
Chief Administrative Officer





Abigail McCorquodale & Family  
6320 Storey's Beach Road  
Port Hardy, BC  
VoN 2Po

May 17, 2016

District of Port Hardy  
PO Box 68  
Port Hardy, BC  
VoN 2Po

To whom it may concern;

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

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

This past weekend McCorquodale placed second overall in British Columbia in the BC Closed Championships hosted by Scotdance British Columbia, and has been selected as one of three BC representatives to participate in the Canadian Inter-Provincial Championship which will take place the week of July 5 - 10 in Winnipeg.

In order to compete at this elite level, Abigail attends numerous championships and competitions around Western North America every year. The need to travel to compete at this level, while living in Port Hardy, means that it is very expensive for Abigail to travel to attend competitions, most of which are held in major cities.


Expenses related to participating in the Canadian Championship include air travel costs (approx \$600 each for Abigail and her mom), mileage (travel to departure location for flights), hotel costs (6 nights at \$159/night plus tax), meals (approx \$60 per person per day), registration/ticket fees for the week of the competition (about \$300).

Scotdance BC has provided Abigail with a bursary of \$600, and if there are funds available, the Mt. Waddington Highland Dancing Association may provide a bursary of between \$500 and \$1000 (the organization will have to meet to look at their financial situation to see if they can support a bursary this year). Even considering this support, additional out of pocket costs for attending the Canadian Championships for the family will likely amount to at least \$2000. In order to cover all remaining expenses the family will be looking at options for fundraising or will be paying costs out of pocket.

If there is funding available this year we would like to request a financial bursary from the District to be applied to these costs. Abigail would also like to request 100 pins from the District, so that she can participate in the pin exchange.

We appreciate your consideration of this request.

Sincerely,

  
Abigail McCorquodale and family

DISTRICT OF PORT HARDY

POLICY MANUAL

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COUNCIL POLICY  
FINANCE

POLICY TO PROVIDE FINANCIAL  
SUPPORT FOR SPORT COMPETITORS

POLICY # CP2.18

Approved: September 8, 2009

Page 1 of 1

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**PREAMBLE**

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

**POLICY**

**Applicants**

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

**District of Port Hardy**

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

Resolution number 2009-175

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# DISTRICT OF PORT HARDY

## STAFF REPORT



**DATE:** May 16, 2016 **FILE:** 0360, 0510 & 0540

**TO:** Allison McCarrick, CAO

**FROM:** Heather Nelson-Smith, Director of Corporate & Development Services

**RE:** **2016 REGIONAL DISTRICT AND HOSPITAL DISTRICT COUNCIL APPOINTMENTS**

**PURPOSE**

To make appointments to the Regional District and Hospital District

**BACKGROUND**

The District of Port Hardy Council must appoint representatives and alternates as per section 200 of the Local Government Act. Mayor Bood has requested a change to the representation to allow for the ability to have a rotation of representation at the Regional District meetings. In addition, we have recently found that having the alternates appointed to an individual director is problematic when one director and their alternate are unavailable. The remedy to this would be to have alternates assigned in general, internally we can say that each alternate is for the specified director, but leaving it open will allow for the ease of attendance when required.

**RECOMMENDATION**

*THAT Council endorses the following external appointments effective July 2016:*

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

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

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

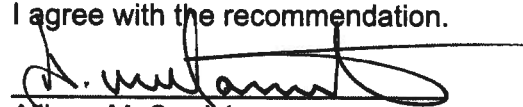
Director – Regional District of Mount Waddington Hospital Board (3 votes):  
Councillor Corbett-Labatt

*Alternates:*

*Councillor Marcotte and Councillor Tidbury*

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

Respectfully submitted,  
  
 Heather Nelson-Smith  
 Director of Corporate &  
 Development Services

I agree with the recommendation.  
  
 Allison McCarrick  
 Chief Administrative Officer