



DISTRICT OF PORT HARDY

AGENDA COUNCIL MEETING 7:00 PM, TUESDAY, JUNE 27, 2017 MUNICIPAL HALL COUNCIL CHAMBERS 7360 COLUMBIA STREET

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

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

**DISTRICT OF PORT HARDY
 AGENDA FOR THE REGULAR COUNCIL MEETING
 7:00 PM TUESDAY, JUNE 27, 2017 - Council Chambers - Municipal Hall**

PAGE	A. CALL TO ORDER	Time:
	B. APPROVAL OF AGENDA AS PRESENTED (or amended)	
	Motion required.	1. 2.
	C. ADOPTION OF MINUTES	
1-2	1. Minutes of the Special Meeting of Council held June 13, 2017.	
	Motion required.	1. 2.
3-5	2. Minutes of the Committee of the Whole meeting held June 13, 2017.	
	Motion required.	1. 2.
6-10	3. Minutes of the Regular Council meeting held June 13, 2017.	
	Motion required.	1. 2.
	D. DELEGATIONS AND REQUESTS TO ADDRESS COUNCIL	
11-12	1. Kevin McGhee, Port Hardy Rangers re: Request for District support for October exercise – helicopter landing in Tsulquate Park, 3 times on Oct 13, 2017 9:00 am to 11:00 am and returning October 15, 2017 3:00-5:00pm.	
	E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS	
12-A	1. Council Action items. For information.	
	F. CORRESPONDENCE	
13-14	1. Councillor Murry Krause, President, UBCM (June 12/17) re: Resolution 2016-B101 “Non-Treaty First Nations Participation in UBCM. For information.	
15-16	2. Peter Ronald, Programs Officer, UBCM (June 13/17) re: 2017//18 (Spring) Regional Community to Community Forum Funding Approval. For information.	
	G. NEW BUSINESS	
	No New Business in agenda package.	
	H. COUNCIL REPORTS	
	1. Verbal Reports from Council members.	
	I. COMMITTEE REPORTS	
17-18	1. Draft minutes of the First Nations Relations Committee meeting held June 13, 2017. For information.	
19-22	2. Draft minutes of the Operational Services Committee meeting held June 19, 2017. For information.	
	3. Recommendation to Council from the Parks & Recreation Review Committee meeting held June 22, 2017: <i>THAT Council direct staff to proceed with the replacement of the Curling Club roof after quotes have been obtained; AND THAT Council amends the District of Port Hardy 2017-2021 Financial Plan to</i>	

**DISTRICT OF PORT HARDY
AGENDA FOR THE REGULAR COUNCIL MEETING
7:00 PM TUESDAY, JUNE 27, 2017 - Council Chambers - Municipal Hall**

bring forward from 2018 to 2017 the cost of the Curling Rink roof replacement with funds allocated from General Capital Reserve Fund;

AND THAT Council approve direct award based upon "Emergency or Time Sensitive Situations" in Council Policy 2.10(10) Sole Source Purchases. Sole source purchases occur in circumstances where one supplier is considered. Sole source purchases can be rationalized under the following circumstances:

- Monopoly – In cases where the market is controlled by a statutory or natural monopoly.*
- Technical Compatibility – To ensure compatibility with existing technology.*
- Specialized Services – If the expertise or product exists with one supplier only.*
- Emergency or Time Sensitive Situations – In cases when the need for a service is under a tight timeline or otherwise necessary immediately*

Motion / direction 1. 2.

J. STAFF REPORTS

- 23-27** 1. Adrian Maas, Director of Financial Services (June 4/17) re: Investment Policy.

Motion / direction 1. 2.

- 28-32** 2. Adrian Maas, Director of Financial Services (June 20/17) re: Late Grants in Aid – Competing at Provincial Level.

Motion / direction 1. 2.

- 33** 3. Heather Nelson Smith – Release of In Camera Information Report (May 31, 2017). For information.

K. CURRENT BYLAWS AND RESOLUTIONS

No Bylaws.

L. PENDING BYLAWS

No pending bylaws.

M. INFORMATION AND ANNOUNCEMENTS

June 29 Committee: OH&S 8:30am, Council Chambers
Committee: Canada Day Planning 3:00pm, Council Chambers
July 3 Canada Day Statutory Holiday (in lieu of July 1) Municipal Hall closed.
July 10 Committee: Tourism Advisory 2:00pm, Council Chambers
July 11 Committee: First Nations Relations 3:00pm, Council Chambers
Regular Council meeting 7:00 pm, Council Chambers

N. NOTICE OF IN CAMERA MEETING

No In Camera meeting scheduled at this time.

O. ADJOURNMENT

Motion required 1. 2.
Time:



**MINUTES OF THE DISTRICT OF PORT HARDY
SPECIAL COUNCIL MEETING
TUESDAY JUNE 13, 2017
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

Agenda

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

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

REGRETS: Adrian Maas, Director of Financial Services

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

A. CALL TO ORDER

Mayor Bood called the meeting to order at 4:00 pm.

B. APPROVAL OF AGENDA AS PRESENTED

Moved/Seconded/Carried

THAT the agenda for the Special Meeting of Council June 13, 2017 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)

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;
- (c) labour relations or other employee relations;
- (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*;

SC2017-032
AGENDA
ACCEPTED AS
PRESENTED

- (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;

SC2017-033
CLOSE
MEETING TO
PUBLIC
COMMUNITY
CHARTER
SEC90(1) (a)
(b)(c) (e)(j)(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)

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;
- (c) labour relations or other employee relations;
- (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*;
- (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;

SC2017 -034
ADJOURN TO
RECONVENE

Moved/Seconded/Carried

THAT the Special Meeting of Council adjourn to reconvene following the Regular Council meeting. Time: 5:45 pm

D. ADJOURNMENT

SC2017 -035
ADJOURNMENT

Moved

THAT the Special Meeting of Council adjourn. Time: 7:45 pm

CORRECT

APPROVED

DIRECTOR OF
CORPORATE SERVICES

MAYOR



**MINUTES
DISTRICT OF PORT HARDY
COMMITTEE OF THE WHOLE MEETING
TUESDAY JUNE 13, 2017
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

Agenda

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

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

REGRETS: Adrian Maas, Director of Financial Services

MEDIA: None **MEMBERS OF THE PUBLIC:** 6

COW 2017-012
APPROVAL OF
AGENDA AS
PRESENTED

A. CALL TO ORDER

Mayor Bood called the meeting to order at 5:19 pm.

B. APPROVAL OF AGENDA

Moved/Seconded/Carried

THAT the agenda for the Committee of the Whole meeting of June 13, 2017 be accepted as presented.

C. STAFF REPORTS

1. Heather Nelson-Smith, Director of Corporate Services re: Fire Department Compensation Survey.

Heather Nelson-Smith reviewed the survey results with Council with the following highlights:

- 18/28 64% Fire Department Members took the survey.
- Respondents want to see the association fees kept at the same rate even if there is paid-on-call.
- Most of the respondents want to see some form of compensation, however there was some dissatisfaction with the rate being presented at \$10.00/hr as it was below minimum wage.
- The respondents favoured a paid-on-call system for the benefit of their families including being able to pay for a baby sitter and/or recreation.
- 72% of the respondents said that their commitment would be increased with financial compensation.
- 82% said that paid-on-call was important for Council to consider, yet the bonus system as presented was not favorably received as only a handful of officers would benefit.
- The advantages of a paid-on-call system included recruitment, attendance and appreciation.
- 23.53% of respondents noted a disadvantage to the paid-on-call system is discrepancy in pay. While 64% saw no disadvantages.
- Annual contribution was tied between \$1,000 and \$5,000 per member.

Allison McCarrick, reviewed with Council the different examples of a compensation system and their impacts on the taxes in Port Hardy.

There was discussion over showing the Fire Department service as a separate line item on the tax notice.

Three members of the Port Hardy Fire Rescue, in attendance at the meeting, were asked by Council to discuss the survey:

Gavin Texmo, Firefighter, wanted Council to know that there is a need for retention within the department, and felt that the 18 respondents reflected the actual turnout of membership out of the 28 on the roster. He personally worked on the bonus incentive as proposed in the survey and felt that, even though there was little support from the membership, a bonus system was important.

Justin Reusch, Lieutenant, brought up the need for different rates of pay depending on rank. He felt as though it was not appropriate to consider a flat fee, as different levels of training are required and the pay should reflect the level of training and commitment.

Elizabeth Greenberg, Firefighter, discussed with Council the need for some form of compensation to show appreciation to the membership.

All of the attendees thanked Council for reviewing the survey and considering the options of a paid-on-call department.

Council will review the compensation again during the 2018 budget discussions.

D. DELEGATION

Western Forest Products Presentation to Council: Kindry Mercer, RPF, Manager, Regional Initiatives Jon Flintoff, RPF, Senior Operations Planner, North Island Forest Operation and Roger Briscoe, Operations Manager.

The presentation included information on:

TFL6 Land Use and Resource Management

- Review of Responsibilities: Ministry of Forests, Lands and Natural Resource Operations and Western Forest Products
- Types of Old Seral Stage Forest Retention:
 1. Protected Lands = 13.9%
 2. Retention within TFL6 = 16.7%
- Case for maintaining WFP Timber Harvesting Land Base
- Management of Old Seral Values
- Forests of the Future: Sustainable 80-year rotation that produces high value forest products.

Community Involvement

- WFP in the Community
- First Nations Communities
- WFP Community Enhancement Fund: \$122,000 investment in the North Island.
- North Island Forest Industry Attraction, Training And Retention Strategy - Worker Training

Mayor Bood expressed concern over the need for Western Forest Products to participate in community sustainability, specifically the Port Hardy Multiplex project meetings, where Western Forest Products did not attend any of the three very important planning meetings on a facility that will benefit the North Island and the employees of their company.

E. NEW BUSINESS

None

F. ADJOURNMENT

COW 2017-013
ADJOURNMENT

MOVED

THAT the Committee of the Whole adjourn.

Time: 7:00 pm

CORRECT

APPROVED

DIRECTOR
OF CORPORATE SERVICES

MAYOR



**MINUTES OF THE DISTRICT OF PORT HARDY
REGULAR COUNCIL MEETING
JUNE 13, 2017
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

Agenda

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

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

REGRETS: Adrian Maas, Director of Financial Services

MEDIA: N.I. Gazette **MEMBERS OF THE PUBLIC:** None

A. CALL TO ORDER

Mayor Bood called the meeting to order at 7:04pm.

B. APPROVAL OF AGENDA

Mayor Bood advised of an addition to the agenda:

F. Correspondence Item #5 Don Ford, Membership Chair, Royal Canadian Legion Branch 237 (June 13/17) re: Request for letter of support for New Horizons Grant to assist in renovating the Legion building.

Moved/Seconded/Carried

THAT the agenda for the Regular Council meeting of June 13, 2017 be accepted as amended.

C. ADOPTION OF MINUTES

1. Minutes of the Special Council meeting held May 23, 2017.

Moved/Seconded/Carried

THAT the Minutes of the Special Council meeting held May 23, 2017 be accepted.

2. Minutes of the Regular Council meeting held May 23, 2017.

Moved/Seconded/Carried

THAT the Minutes of the Regular Council meeting held May 23, 2017 be accepted.

D. DELEGATIONS

No delegations.

E. ACTION ITEMS

1. Council action items were received for information.

2. Vancouver Island Economic Alliance

- a. George Hanson, President, Vancouver Island Economic Alliance re: Clarification Letter - Foreign Trade Zone status.
- b. George Hanson, President, Vancouver Island Economic Alliance (May 12/17) re: Support to achieve Foreign Trade Zone designation for Vancouver Island.

2017-083
AGENDA JUNE
13/17 ACCEPTED
AS AMENDED

2017-084
SPECIAL MEETING
MINUTES MAY 23/17
ACCEPTED

2017-085
REGULAR COUNCIL
MEETING MINUTES
MAY 23/17
ACCEPTED

ACTION ITEMS

2017-086
VIEA LETTER OF
SUPPORT FOR V.I.
AS FOREIGN
TRADE ZONE

Moved/Seconded/Carried

THAT Council support in principle the application by Vancouver Island Economic Alliance to achieve Foreign Trade Zone designation for Vancouver Island.

F. CORRESPONDENCE

1. Vancouver Island Economic Alliance – State of the Island Economic Summit – October 25 – 26, 2017, Nanaimo BC, was received for information.
2. Debbie Perkovich, Filomi Days Committee (May 22/17) re: Requests for District support for Filomi Days.

Council discussed the list of requests. Allison McCarrick advised the cost to the District to supply 4 Porta Potties in 2016 and the cost to the District to supply 6 Porta Potties in 2017. It was agreed to supply 4 Porta Potties. It was noted that Fox's Disposal is donating 4 large garbage bins.

Moved/Seconded/Carried

THAT Council approved the requests from the Filomi Days Committee as listed below:

- A road closure on Market St., from the corner of Hastings to the Corner of Hwy 19 Friday, July 14 3:30 pm until Sunday night after the fireworks.
 - A road closure from Thunderbird Mall, Granville Street turning onto Market Street at Dave Landon Motors to the Tsulquate Park Parking Lot, on Saturday July 15, from 11:00 am to 1:00 pm – for the annual Lions Club Filomi Days Parade Route.
 - A road closure from Main Street in front of C & N Backpackers, on Saturday, July 15 from 1:30 to 3:30 – for the Soapbox Derby.
 - The use of Rotary-Carrot Park for the three days along with the water and power connections.
 - 4 Porta Potties for the site.
 - Barricades for the parade route.
 - Plastic gloves, garbage bags and garbage pickers, as supply allows
 - A notice on the Recreation sign
 - That the fireworks be allowed to be discharged.
3. Rob Tucker, President, Port Hardy Chamber of Commerce (June 7/17) re: Appointment of Councillor Dennis Dugas to the Chamber of Commerce Board of Directors, for a term of two years.

Council discussed the request and concerns regarding a member of Council appointed to the board and to also have the mayor attend the Chamber of Commerce meetings. Councillor Dugas outlined the history behind the request. It was commented that Councillor Dugas' term as a Councillor is approximately 18 months.

Moved/Seconded/Carried

THAT Council appoint Councillor Dennis Dugas to the Chamber of Commerce Board of Directors, for a term of two years.

4. Letters of Support for Port Hardy Multiplex Project were received for information.
5. **Late Item**
Don Ford, Membership Chair, Royal Canadian Legion Branch 237 (June 13/17) re: Request for letter of support for New Horizons Grant to assist in renovating the Legion building.

2017-087
FILOMI DAYS
COMMITTEE
REQUESTS
APPROVED

2017-088
APPOINT C/DUGAS
TO CH OF
COMMERCE
BOARD OF
DIRECTORS

2017-089
LETTER OF
SUPPORT FOR RCL
BR 237 GRANT
APPLICATION

Moved/Seconded/Carried

THAT Council provide a letter of support for the Royal Canadian Legion Branch 237 grant application to New Horizons for Seniors Grant Program for renovations to the Legion building to better accommodate seniors and others with mobility issues.

Council directed staff to draft a letter of support for the Mayor's signature.

G. NEW BUSINESS

No New Business.

H. COUNCIL REPORTS

COUNCIL REPORTS

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

I. COMMITTEE REPORTS

1. District of Port Hardy Emergency Planning Committee
 - a. Heather Nelson-Smith, Director of Corporate Services (June 2, 2017) re: Appointments to District of Port Hardy Emergency Planning Committee.

Council discussed concerns regarding appointing a Council member as a private citizen to a District Committee.

2017-090
APPOINTMENTS TO
EMERGENCY
PLANNING
COMMITTEE

Moved/Seconded/Carried

THAT Council appoint the following to the District of Port Hardy Emergency Planning Committee, for a term of one year, ending April 2018:

Brenda McCorquodale, Fisheries and Oceans (Chair)
Rick Marcotte, Council appointed (Vice Chair)
John Tidbury, Council appointed
Bob Hawkins, Emergency Planning Coordinator, Port Hardy
Mike McCulley, Deputy Emergency Planning Coordinator, Port Hardy
Bob Swain, Emergency Coordinator, Gwa'sala-'Nakwaxda'xw Nations
Schell Nickerson, Fire Chief
Brent Borg, Deputy Fire Chief
Jeff Houle, J.D. Petroleum Ltd.
Leightan Wishart, Private Citizen
Heather Nelson-Smith, Director of Corporate Services

- b. Minutes of the meeting held April 3, 2017 were received for information.
- c. Draft minutes of the Emergency Planning Committee held May 29, 2017 were received for information.

J. STAFF REPORTS

1. Accounts Payable May 2017 was received for information.
2. Allison McCarrick, CAO Verbal Report re: 2016 District of Port Hardy Annual Report

Council thanked staff for the well prepared 2016 District of Port Hardy Annual Report and for all the hard work done to prepare and complete it on time.

2017-091
2016 ANNUAL
REPORT
ACCEPTED

Moved/Seconded/Carried

THAT Council accept the 2016 District of Port Hardy Annual Report as presented.

3. Allison McCarrick, CAO (June 6/17) re: Asset Management Policy CP2.21

2017-092
POLICY CP2.21
CP3.6 APPROVED

Moved/Seconded/Carried

THAT Council approve Policy CP2.21 Asset Management

4. Adrian Maas, Director of Financial Services (May 20/17) re: Short and Long Term Disability Life Insurance – Policy CP3.6

2017-093
POLICY CP3.6
APPROVED

Moved/Seconded/Carried

THAT Council approve Policy CP3.6 - Short and Long Term Disability Life Insurance as presented.

5. Heather Nelson-Smith, Director of Corporate Services Verbal Report – Release of In Camera Information was postponed to the next Regular Council Meeting.
6. Heather Nelson-Smith, Director of Corporate Services (June 2/17) re: UBCM Resolution 2017 – Resolutions from the Floor.

Council discussed the concerns raised at the last UBCM Convention regarding motions being brought to the floor without sufficient notice to the members. The Director of Corporate Services advised the resolution was prepared with input from UBCM staff and that it will be included in the A block of resolutions at the 2017 UBCM Convention.

2017-094
RESOLUTION TO
2017 UBCM
CONVENTION RE:
HANDLING OF
MOTIONS

Moved/Seconded/Carried

THAT Council submit the following resolution to the Union of British Columbia Municipalities for consideration at the 2017 UBCM Convention:

RESOLUTION: HANDLING OF MOTIONS TO VARY THE AGENDA

WHEREAS Section 14(c) of the UBCM Bylaws provides that at the Annual Convention, a voting delegate may put forward from off the floor any motion for discussion—such as a resolution not in the Resolutions Book, or a Resolutions Book Section C resolution, not recommended to be admitted for discussion—and if the support of three-fifths (60 per cent) of the voting delegates present is given, such a motion may be admitted for discussion;

AND WHEREAS UBCM practice is to vary the agenda to undertake immediate discussion of the motion; however, this practice:

- disrupts the agenda and the planned order of discussion of resolutions printed in the Resolutions Book; and
- does not allow voting delegates to prepare or plan to be present for discussion of the motion from off the floor:

THEREFORE BE IT RESOLVED that the UBCM membership request a change of practice, so that upon admission for debate of a motion from off the floor: discussion of the motion from off the floor does not commence immediately, but is instead scheduled to take place at a later time during the Annual Convention; and UBCM provides notification to voting delegates about the motion from off the floor and the time it is scheduled for discussion, so that voting delegates may prepare for and attend discussion of the motion.

6. Heather Nelson-Smith, Director of Corporate Services (May 31/17) re: Development Permit 01-2017, 7450 Rupert Street (Harbourview).

2017-095
DVP 01-2017 7450
RUPERT ST
APPROVED

Moved/Seconded/Carried

THAT Council approves Development Permit DP-01-2017 to renovate, including replacing the siding, windows, decks and deck rails with respect to the property legally described as Strata Lot 9, VIS201, Section 36, PID 000-329-568, Civic Address 7450 Rupert Street. AND FURTHER THAT the Director of Corporate Services be authorized to execute the permit accordingly.

K. CURRENT BYLAWS AND RESOLUTIONS

1. Bylaw 1065-2017 A Bylaw to Amend District of Port Hardy Operation and Maintenance of Cemeteries Bylaw 11-2009. For Adoption.

2017-096
BYL 1065-2017
AMEND BL 11-2009
CEMETERY
ADOPTED

Moved/Seconded/Carried

THAT Bylaw 1065-2017 A Bylaw to Amend District of Port Hardy Operation and Maintenance of Cemeteries Bylaw 11-2009 be adopted.

2. Bylaw 1066-2017 Administration of the Freedom of Information and Protection of Privacy Act. For Adoption.

2017-097
BYL 1066-2017,
ADMINISTRATION
OF FOI ADOPTED

Moved/Seconded/Carried

THAT Bylaw 1066-2017 Administration of the Freedom of Information and Protection of Privacy Act 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

2017-098
ADJOURNMENT

Moved

THAT the meeting be adjourned.

Time: 7:45pm

CORRECT

APPROVED

DIRECTOR OF
CORPORATE SERVICES

MAYOR

From: Hank Bood [<mailto:hankbood@gmail.com>]
Sent: Monday, June 19, 2017 3:06 PM
To: Kevin McGhee
Cc: Allison McCarrick; Heather Nelson Smith
Subject: Re: Canadian Ranger Support

Agenda

Hey Kevin.....Glad we were able to help. You can come and present to council if you want to generate more awareness. If not the district will do what we need to do to make your event a success as we did last year. Well done by the way.

Cheers

Hank

On Jun 17, 2017 1:42 PM, "Kevin McGhee" <rgr.kevin.mcgee@gmail.com> wrote: Mayor Bood,

I would like to thank you again for your support of the Canadian Rangers Helicopter FTX in January. It went very well and helped us out greatly. I would like to request the city's support once again for our upcoming October training exercise. We are hoping to use helicopters once again and would like to land them in the same place under the same conditions and requirements as before. Would you like me to come in and speak about the request as I did before or is this email sufficient? The scope of the exercise would have us landing one helicopter, three times on 13th of October, from 9 am to 11 am. Returning on 15th October approximately 3-5pm. Once we receive your written permission as we did before I will have the insurance information done up at the army's end as before. Thank you for your support. --

Kevin McGhee

4CRPG BC CR Coy, Port Hardy Patrol

2IC Ranger Patrol/Junior Canadian Ranger Patrol Leader

Work Phone: 250-949-7443 Ext. 3655

Home Phone: 250-230-3178



ITEM	ACTION REGULAR MEETING JUNE 13, 2017	WHO	STATUS /COMMENTS
VIEA – Letter of support for the application by Vancouver Island Economic Alliance to achieve Foreign Trade Zone designation for Vancouver Island.	Approved -write letter of support for mayor's signature	AMc	Done
Filomi Days Committee re: Requests for District support for Filomi Days.	Approved as amended - advise of approvals - advise agencies of road closures - arrange with PW	HN-S LD SM	Done Done
Chamber of Commerce re: Appt of C/ Dugas to the Chamber of Commerce Board for two years.	Approved: appointment of C/Dugas for 2 years -advise Chamber	HN-S	Done
RCL Legion re: Request for letter of support for New Horizons Grant to assist in renovating the Legion building.	Approved: Letter of support for New Horizons Grant - Write letter as directed.	HN-S	Done
Appointments to District of Port Hardy Emergency Planning Committee.	Approved as presented. -Advise Committee	HN-S	Done
Asset Management Policy CP2.21	Approved as presented - circulate as required	LD	Done
Short and Long Term Disability Life Insurance – Policy CP3.6	Approved as presented - circulate as required	LD	Done
ITEM	ACTION REGULAR MEETING MAY 23, 2017	WHO	STATUS /COMMENTS
Draft minutes of the Operational Services Committee meeting held May 15, 2017 Recommendation to Council: THAT Council invite Mr. Mike Coulter of the Campbell River ATV Club to an upcoming COW meeting to discuss inter-community, off road vehicle tourism.	Approved: Recommendation to invite Mr. Mike Coulter of C/River ATV Club to future COW meeting -contact Mr. Coulter as directed.	HN-S	August 11 COW
ITEM	ACTION REGULAR MEETING JANUARY 24, 2017	WHO	STATUS /COMMENTS
Island Health (Jan 12/17) re: Recommendations- Local Gov't Smoke –Free Bylaws.	Council requested staff to review the recommendations with the District's current bylaw and revise the bylaw for review by Council.	HN-S	In progress

June 12, 2017



Agenda

Mayor Hank Bood
District of Port Hardy
Box 68
Port Hardy BC V0N 2P0

Dear Mayor Bood:

Re: Resolution 2016-B101

Resolution 2016-B101, "Non-treaty First Nations Participation in UBCM," sponsored by your Council and submitted for consideration at the 2016 Convention, was referred to the UBCM Executive by Convention.

The UBCM Executive has completed consideration of all referred resolutions from 2016. Upon consideration, the Executive endorsed resolution 2016-B101 with an amendment.

Please find attached the amended resolution, which notes the Executive's decision on the resolution.

In accordance with the request made in the resolution, UBCM has provided information to the First Nations Summit for distribution to their membership across the province. The information outlines the membership criteria for UBCM; acknowledges that both treaty and non-treaty First Nation governments may meet the criteria; and advises that any First Nation government that meets the criteria and agrees to pay annual membership dues, may apply to join UBCM.

I trust this information will be of assistance to you. Please feel free to contact Reiko Tagami, Information & Resolutions Coordinator with any questions.

Tel: 604 270 8226 ext. 115 Email: rtagami@ubcm.ca

Sincerely,

Councillor Murry Krause
President

Enclosure

2016 B101 Non-treaty First Nations Participation in UBCM

Port Hardy

Whereas the Union of British Columbia Municipalities recognized and receives membership from treaty First Nation governments in BC;

And whereas non-treaty First Nation governments should be recognized the same as treaty First Nations, municipalities and regional districts when it comes to the Union of British Columbia Municipalities:

Therefore be it resolved that the Union of British Columbia Municipalities formally recognize **that both treaty, and non-treaty First Nation governments may meet the following UBCM membership criteria:**

- a) **elected representation;**
- b) **ability to tax; and**
- c) **ability to exercise regulatory power or provide local services;**

And be it further resolved that UBCM, in the spirit of reconciliation and relationship building, inform First Nation governments of the UBCM membership criteria; and advise those First Nations that meet the criteria and agree to pay annual dues, that they may apply to join the UBCM.

Convention Decision:	Referred to UBCM Executive
Executive Decision:	Referred to First Nations Relations Committee
Committee Decision:	Endorsed as Amended



Agenda



**FIRST
NATIONS
SUMMIT**

**Regional
Community to
Community Forum**

Administration provided
by UBCM and First
Nations Summit

Funding provided by the
Ministry of Community,
Sport & Cultural
Development

Please direct all
correspondence to:

Local Government
House
525 Government Street
Victoria, BC, V8V 0A8

E-mail: lgps@ubcm.ca
Phone: (250) 356-2947

June 13, 2017

Mayor Bood and Council
District of Port Hardy
Box 68
Port Hardy, BC, V0N 2P0



**RE: 2017/18 (Spring) Regional Community to Community Forum –
Funding Approval**

Dear Mayor and Council,

Thank you for submitting an application for the 2017/18 (Spring) Community to Community (C2C) forum program. We have reviewed all submissions and, on behalf of the First Nations Summit and Union of BC Municipalities, are pleased to advise you that we have approved your application in the amount of \$5,000.00.

A cheque in the amount of \$2,500.00, or 50% of the total approved amount, will follow shortly. The remainder of the grant will be available once we have received the final report and financial summary for your event(s).

Funding for this program is provided by the Ministry of Community, Sport & Cultural Development and is administered by the UBCM and the First Nations Summit.

The general Terms & Conditions of this grant are attached. In addition, in order to satisfy the terms of our contribution agreements, we have the following requirements:

- 1) The funding is to be used solely for the purpose of organizing and holding a Community to Community Forum(s);
- 2) The event(s) must be held before March 31, 2018;
- 3) The event(s) must include participation by elected officials from both the local government and First Nation.
- 4) The grant funds must be matched in cash or in-kind;
- 5) The final report form, available on the UBCM and First Nation Summit websites, must be completed and submitted to UBCM, with all required attachments, within 30 days of the completion of your event and no later than April 28, 2018;
- 6) Any unused funds must be returned to UBCM within 30 days following the event.

We congratulate you for responding to this opportunity to build relations with neighbouring First Nations and/or local governments and wish you a very successful event.

If you have any questions, please contact Local Government Program Services at (250) 356-2947 or lgps@ubcm.ca

Sincerely,

Peter Ronald
Programs Officer

cc: *Heather Nelson-Smith, Director of Corporate & Development Services, District of Port Hardy*

Enclosure



Agenda

**MINUTES OF THE
DISTRICT OF PORT HARDY
FIRST NATIONS RELATIONS COMMITTEE MEETING
3:00PM TUESDAY, JUNE 13, 2017
COUNCIL CHAMBERS, MUNICIPAL HALL, 7360 COLUMBIA STREET**

**Committee
Members:**

Councillors Pat Corbett-Labatt (Chair), Rick Marcotte, Leighton Wishart

Also Present:

Lucille Brotchie, Lavina Hunt, Jeneen Hunt - Kwakiutl First Nation
Mervyn Child - Kwakiutl First Nation (3:35 pm) Councillor John Tidbury (3:38pm)

Staff:

Allison McCarrick, CAO; Leslie Driemel, Recording Secretary

A. CALL TO ORDER

Councillor Pat Corbett-Labatt called the meeting to order at 3:05 pm and acknowledged that the meeting is being held on the traditional territory of the Kwakiutl people.

B. APPROVAL OF AGENDA

Moved/Seconded/Carried

THAT the agenda for the First Nations Relations Committee meeting of June 13, 2017 be accepted.

FNRC
2017-017
AGENDA JUNE
13 /17
ACCEPTED

C. ADOPTION OF MINUTES

Minutes of the First Nations Relations Committee meeting held May 9, 2017.

Moved/Seconded/Carried

THAT the minutes of the First Nations Relations Committee meeting held May 9, 2017 be accepted as presented.

FNRC
2017-018
MINUTES OF
MAY 9/17
ACCEPTED

D. DELEGATIONS

No delegations.

E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Review and Update of Action Items.

Action items were reviewed for information.

2. Canada 150 Mural Unveiling/Aboriginal Days Celebration update.

Councillor Corbett-Labatt updated those present on the recent meetings and plans for the Canada 150 Mural Unveiling/Aboriginal Days Celebration.

Discussion included:

- Feast as lunch event - Food supplies and menu for feast were discussed.
Suggested menu: seafood chowder, elk stew, bannock and hot dogs for children.
- Volunteers: for preparation June 20, for set up and clean up June 21,

ACTION ITEM
REVIEW

Mervyn Child and Councillor John Tidbury joined the meeting.

- Payment of invoices – to be discussed at Committee meeting June 15th.
- Funding from three First Nations confirmed at \$1,000 each.
- Estimated that 1,000 may be attending the feast.
- Contacting hereditary chiefs and confirming their attendance.

The next Canada 150 Mural Unveiling/Aboriginal Days Celebration planning meeting is Thursday June 15th at 10:00 am at the Municipal Hall.

3. Community to Community Forum Application: Update

Allison McCarrick CAO, confirmed that funding for a Community to Community Forum has been approved by UBCM. Letters of support have been received from Quatsino and Gwa'sala-'Nakwaxda'xw First Nations. Possible dates for a July dinner meeting will be circulated to the Bands.

F. CORRESPONDENCE

No Correspondence.

G. NEW BUSINESS

1. First Nations Signage – Deferred to future meeting.

Referred from Operational Service Committee meeting of May 15, 2017 *List of First Nation Names and Park spaces (June 20, 2016) and Cultural Signage (May 16/16)* No progress at this time. The Committee agreed to refer these action items to the First Nations Relations Committee and remove it from the Action Items List.

2. Summer Meeting Schedule – deferred to next meeting. Currently scheduled for July 11 and August 8.

H. COMMITTEE MEMBER REPORTS

No reports.

I. NEXT MEETING DATE: July 11, 2017 3:00 pm

Upcoming Meeting Dates: August 8, September 12, October 10, November 14, December 12.

J. ADJOURNMENT

Moved

THAT the meeting be adjourned.

Time: 4:00 pm

FNRC
2017-019
ADJOURNMENT



**MINUTES OF THE DISTRICT OF PORT HARDY
OPERATIONAL SERVICES COMMITTEE MEETING
HELD JUNE 19, 2017
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

Committee

Members: Councillors Dennis Dugas, Rick Marcotte and John Tidbury (Chair)

Staff: Allison McCarrick, CAO; Abbas Farahbakhsh, Director Operational Services; Sean Mercer, Manager of Operations & Community Services; Leslie Driemel, Recording Secretary

A. CALL TO ORDER

Councillor Tidbury called the meeting to order at 3:05pm.

B. APPROVAL OF AGENDA

Moved/Seconded/Carried

THAT the agenda for the Operational Services Committee meeting of June 19, 2017 be accepted as presented.

OP SCVS
2017-017
AGENDA JUNE
19/17 ACCEPTED

C. MINUTES

1. Minutes of the Operational Services Committee meeting held May 15, 2017.

Moved/Seconded/Carried

THAT the minutes of the Operational Services Committee meeting held May 15, 2017 be accepted as presented.

OP SCVS
2017-018
MINUTES MAY
15/17 ACCEPTED

D. DELEGATIONS

No delegations

E. BUSINESS ARISING / UNFINISHED BUSINESS

1. Review and Update of Action Items
Reviewed for information.

ACTION ITEMS

2. Landscaping - Gardens

a. The Committee reviewed the 2015 Parks staff presentation on District garden areas.

b. Corner of Market & Granville St. (Landon Motors corner)

The Committee reviewed the area and it was commented that since work has been done in the garden there have been no further complaints. S. Mercer advised that, if the taller items are taken out, Todd Landon had offered to provide funds towards the purchase of low profile plants.

The Committee requested that staff:

- Prepare an updated garden plan for a January / February meeting.
- Prepare a list of who is responsible for maintenance of boulevard garden areas in the District and that when the list is developed that property owners be advised of their areas of responsibility for boulevard / grass /flower bed maintenance.

UPDATED
GARDEN PLAN
REQUESTED

BOULEVARD /
 GARDEN CLEAN
 UP

- That letters be sent soon to the property owners of Chevron, Napa, the old Shell Station, Rexall Drugs and Home Hardware requesting they clean up their garden areas.
- That the owners of the new Return It Center be contacted to clean up the pile of debris in the back corner as it is highly visible when driving down Douglas Street to Market St.

It was commented that the Carrot and Stink Creek Park signs are decaying and need work done to them and that the gardens at Fishermans Wharf need to be cleaned up.

PARADE ROUTE
 ISSUES /POLICY
 & APPLICATIONS

3. Parade and Permit Application
 The Committee reviewed Sec 6 of the Traffic Bylaw #16-2007.

The draft Parade Permit application was reviewed and changes to be made and the application brought back to the next Committee meeting.

4. Capital Items List / Operations Updates

CAPITAL ITEMS
 LIST /
 OPERATIONS
 UPDATES

Allison McCarrick, Abbas Farahbakhsh and Sean Mercer updated the Committee on the progress of the capital projects including:

- The museum work is waiting for some workmanship issues to be corrected
- Outfall extension is finished

Councillor Dugas discussed his concerns with information in the McElhanney Water Modeling report regarding issues of improved / increased water pressure affecting aging pipes and end of line runs. Abbas Farahbakhsh advised that changes in the design will be addressed regarding the water flow and direct loop into Byng Road. A presentation to Council on the water modeling will be done in the fall.

F. CORRESPONDENCE

No correspondence.

G. NEW BUSINESS

1. Councillor Marcotte discussed with the Committee the need to extend seawall lighting down towards the Kin Hut area of Tsulquate Park.

SEAWALL LIGHTS

Sean Mercer advised that there are 3 extra seawall lights available. Abbas Farahbakhsh advised it may be possible to install the lights pending investigation into electrical line capacity and obtaining estimates for any needed upgrading.

Sean Mercer commented that there is also a lighting gap from the Seagate Pier to the first light along the seawall.

FLASHING STOP
 SIGNS
 GRANVILLE ST/
 DOUGLAS ST.

2. Allison McCarrick, CAO advised of concerns raised by a citizen regarding vehicles not stopping at the 4 way stop at the intersection of Douglas St (Hwy 19) and Granville Street. ICBC has been contacted and will supply flashing red and amber flashing stop signs for all 4 corners a value of approximately \$10,000. The MIA has \$6,500 in funding that may be available to use for installation of the signs.

Discussion also took place on using pedestrian activated lights at various locations in the District.

H. STAFF REPORTS

1. Port Hardy Water Operations Report – May 2017 was received for information. It was commented that water usage is down 19% from the same period in 2016.

I. COMMITTEE MEMBER REPORTS

No reports.

J. NOTICE OF MEETING:

Next scheduled meeting: July 17, 2017. Upcoming meeting dates: August 21, September 18, October 16, November 20, December 18

K. ADJOURNMENT

Moved
THAT the meeting be adjourned.

Time: 4:35pm

OP SCVS
2017-019
ADJOURNMENT

DRAFT

Operational Services Committee	% of completion	Budget	DPH share if grant approved
<u>General</u>			
Fire Truck		1,100,000	
Parking Lot Hall 2		15,000	
Hall 1 Storage (2016)		2,000	
Paving program incl. crack sealing	0%	145,000	
Sidewalk extensions	0%	35,000	
Seagate Pier - Rural Dividend Fund	50%	125,000	12,500
Seagate Pier - Structural	5%	88,000	
Lost at sea monument	5%	10,000	
Bear Cove Anchor system	100%	8,620	
Fisherman's Launch Facility	75%	35,000	
Catch Basins	10%	7,500	
Little Tsulquate Culvert	0%	30,000	
Museum (2016)	0%	10,000	
Pw Yard (2016)	0%	25,000	
<u>Water</u>			
Fort Rupert Reservoir and Distribution Station		5,000,000	850,000
- Engineering, Detail Design	5%	130,000	22,100
- Engineering, Construction Services		125,000	21,250
- Construction		4,745,000	806,650
Distribution System Design work, priority list from water model	10%	60,000	
WTP Treated Water Flow Meter Replacement	50%	6,000	
Holmgren Flats PRV	25%	60,000	
WTP Security Upgrade	80%	10,000	
WTP Fire protection	25%	6,000	
Kains Lake Dam	25%	30,000	
WTP Interior Lighting Upgrade	100%	2,000	
PLC WTP Replacements	25%	70,000	
WTP computer upgrades (2016)	100%	15,000	
WTP current meter (2016)	25%	9,000	
Kains Lake Dam (2016)	50%	52,000	
Water model (2016)	100%	35,000	
Ring Road PRV (2016)	25%	35,000	
<u>Sewer</u>			
Collection System Rehabilitation Program.	10%	50,000	
Holmgren flats lift station upgrade	25%	50,000	
Pioneer Inn Lift Station Upgrade	25%	20,000	
TWWTP External Lighting Upgrade	100%	7,000	
AWWTP External Lighting Upgrade	100%	7,000	
Reinstate 100 m AWWTP Outfall	100%	75,000	
Swap Loader (to replace 2 vehicles)	50%	220,000	23,500
Fort Rupert Lift Station cover (2016)	90%	15,300	
Hardy Bay Lift Station (2016)	25%	127,000	
TWWTP Polymer make-up unit (2016)	50%	15,000	
TWWTP centrifuge upgrade (2016)	70%	12,700	



DISTRICT OF PORT HARDY

STAFF REPORT



DATE: June 4, 2017
TO: Mayor and Councillors
FROM: Adrian Maas, Director of Finance
RE: Investment Policy

PURPOSE

To introduce an Investment Policy for discussion.

ANALYSIS

Traditionally most municipalities in BC invest solely with the Municipal Finance Authority though several also invest in various forms of GIC's where the amounts are smaller. Corporate and Government deposits are not generally insured under Canada Deposit Insurance Corporation (CDIC - limit of \$100,000) but instead rely on the strength of the underlying institution. The big seven banks are of national stature and would likely be forced to amalgamate or otherwise be restructured rather than being permitted to fail in the worst case scenarios.

Recent years financial returns on investments have been poor leading many Finance staff to begin investing in other forms of instruments notably term deposits with Credit Unions which since 2008 have been guaranteed by the Province under the Credit Union Deposit Insurance Corporation (CUDIC). Councils should be aware of how Municipal Funds are managed.

There is regular pressure from various brokers and institutions/Credit Unions to share the investments and they attempt to attract us with promises of greater returns, which can be realized with a modicum of caution. For example a broker recently offered 1.7% minimum \$1 million one year where MFA rate of return is closer to 0.85%. The institution was not disclosed.

Greater flexibility is needed in order to gain greater returns on investment should council wish staff to proceed and seek alternative investments.

STAFF RECOMMENDATION

"THAT Council consider adopting an Investment policy."

Respectfully submitted,

I agree with the recommendation.

Signed


Adrian Maas
Director of Finance

Signed


Allison McCarrick
Chief Administrative Officer

What's Covered?



We insure eligible deposits at each member institution up to a maximum of \$100,000 (principal and interest combined) per depositor per insured category.

To be eligible for deposit insurance, deposits must be payable in Canada and in Canadian currency. We do not cover foreign currency deposits including US dollars.

Eligible deposits include:

- Savings accounts
- Chequing accounts
- Term deposits, (such as GICs) with original terms to maturity of five years or less
- Debentures issued to evidence deposits by CDIC member institutions (other than banks)
- Money orders and bank drafts issued by CDIC members
- Cheques certified by CDIC members

What's Not Covered



Uninsured financial products include:

- mutual funds (including money market funds), stocks and bonds;
- term deposits, such as GICs, with original terms to maturity greater than five years;
- foreign currency deposits (e.g., U.S. dollars);
- treasury bills and bankers' acceptances;
- principal protected notes that are traded;
- debentures issued by banks, governments or corporations;
- deposits with receipts payable to bearer (rather than to a named person);
- deposits held at financial institutions that are not CDIC members.

Under the CDIC Deposit Insurance Information By-law, member institutions must notify depositors when a deposit (or deposit-like) product is not eligible for insurance. For example, if a term deposit is in a foreign currency, the deposit certificate or receipt must state that it is not insured by CDIC.



Credit Union Deposit Insurance Corporation

Overview

The Credit Union Deposit Insurance Corporation (CUDIC), a statutory corporation, guarantees all deposits and non-equity shares of British Columbia credit unions as set out in the [Financial Institutions Act](#).

The list of current [CUDIC insured credit unions](#)

CUDIC's responsibility is to administer and operate a deposit insurance fund. The Financial Institutions Commission (FICOM), an agency of the Government of British Columbia, is responsible for administering CUDIC and for administering the regulation of financial institutions operating in the province.

On November 27, 2008, the Provincial legislature passed amendments to the [Financial Institutions Act](#) to provide unlimited deposit insurance protection on all deposits in British Columbia's credit unions.

For more information, please call us at:

Telephone:	604-660-3555
Toll Free:	1-866-206-3030
Fax:	604-660-3365
E-mail:	DepositInsurance@ficombc.ca

- [Publications](#)
- [FAQs](#)

DISTRICT OF PORT HARDY

POLICY MANUAL

COUNCIL POLICY
FINANCE

INVESTMENT POLICY

POLICY # CP2.22

Approved:

Page 1 of 2

PURPOSE

District of Port Hardy will invest public funds in a responsible manner using the following guiding criteria in priority order;

- i) Preservation of capital;
- ii) Assurance of liquidity;
- iii) Achievement of high returns;
- iv) Diversification of risk.

DRAFT

POLICY

INVESTMENT OF MUNICIPAL FUNDS

1. Maximum term of any investment shall be one year with the exception of certain reserve or trust funds which are restricted as to use.

2. Maximum limits for investment by the municipality shall be;

2.1 No Dollar limits;

- i) Securities of Canada or of a Province;
- ii) Securities 100% guaranteed for principle and interest by Canada or by a Province;
- iii) Securities of a Regional District;
- iv) Securities of the Municipal Finance Authority;
- v) Pooled Investment Fund under section 16.1 of the Municipal Finance Authority Act.(Money Market Fund) not Intermediate or Bond funds (which may be subject to market fluctuation).

2.2 Maximum \$1 million principal in any one institution;

- a) Investments guaranteed by the following chartered banks;
 - Bank of Montreal
 - Bank of Nova Scotia
 - Canadian Imperial Bank of Commerce
 - Royal Bank of Canada
 - Toronto Dominion Bank

2.3 Maximum of \$500,000 principal in any one institution;

- a) Deposits in Credit Unions based in BC which are guaranteed by Province of BC.

DISTRICT OF PORT HARDY

POLICY MANUAL

2.4 Maximum of \$100,000 principal;

a) Any other investment permitted under section 364 of the Municipal Act subject to the institution being insured by the Canada Deposit Insurance Corporation or the Credit Union Deposit Insurance Corporation.

3. Investments are not made in Foreign owned banks or Institutions.

DRAFT



DISTRICT OF PORT HARDY STAFF REPORT



DATE: June 20, 2017
TO: Mayor and Councillors
FROM: Adrian Maas, Director of Finance
RE: **Late Grants in Aid - Competing at Provincial Level**

PURPOSE

To inform Council of two Grant in Aid applications and seek direction.

ANALYSIS

Annual Late Grant in Aid budget has been established at \$2,000 and subsequently adjusted up to \$4,000 and is administered on a general first come first serve basis (see policy attached).

Port Hardy Youth Soccer Club was previously granted \$3,000 and North Island Crisis Counselling was granted \$476. Budget remaining is \$524.

Two letters were received in the District office on June 20th. The first is dated June 16th and relates to Madyson Harris (U16 Team) while the second is dated June 19th and relates to Kristen and Kayley Clair (U16 and U14 teams). It appears both families are attending the same event as team players even though individual letters have been received.

Options for council to consider are:

1. Direct funds (\$500) to Riptide Soccer in Aid of the three participants. (unknown how Riptide would deal with receipt).
2. Provide funds to each family in equal amounts (\$250).
3. Provide funds for each participant in equal amounts (\$175 x 3 = \$525).
4. Provide funds in a lesser amount of \$100 to each participant as was done in 2016 to allow for a future need (example would be last year's Rotary Auction in the fall).

FINANCIAL IMPLICATIONS

The grant in aid budget remaining is \$524, and the award of these grants may consume the budget.

STAFF RECOMMENDATION

"THAT Council consider the applications received and grant funds as per option #....."

Respectfully submitted,

I agree with the recommendation.

Signed

Adrian Maas
Director of Finance

Signed

Allison McCarrick
Chief Administrative Officer

Madyson Harris
6445 Chatham Dr
Pt Hardy, BC, V0N 2P0

June 16, 2017

District of Port Hardy
PO Box 68
Port Hardy, BC, V0N 2P0

To Mayor and Council;

Re: Request for Financial Support for Competing at Provincial Level Competition

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

This past year has seen the girls travelling down island every weekend from Sept-March for Upper Island Riptide Soccer. Both girls have made it to the provincial championships in Surry July 5-9, 2017 (<https://acup.bcsoccer.net/>).

In preparation for the provincials the girls will be travelling down every weekend for the month of June to the Comox Valley to prepare with their U-16 team. Travelling since September to compete at this level of soccer has been a fantastic experience for the girls but has been very costly.

Expenses for just going to the provincials in July include the girls staying with their team for 4 nights with breakfast and lunch included, \$400/player at the Trinity Western University. Cost for travel to and from Vancouver is the responsibility of the parents including gas and the ferry. The players will be staying with their coaches and trainers during the day but in the evening will get to spend time with their families for supper which will be an added expense. For our family it will cost approximately \$1,000 for this experience.

The team is looking to fund raise during the month of June and has completed grocery bagging that will put \$100 towards each of the player's expenses. In order to cover the costs for Mady to go to the girls BC Provincial Championships we will look at other fundraising options but ultimately will have to pay the \$1,000 out of pocket.

If there is opportunity for the District to support the youth of the North Island by providing financial assistance we would greatly appreciate it. The experience that the Riptide soccer has provided these girls is one that will last a lifetime and we would be proud to wave a large District flag at the Provincials to show that a small town can produce phenomenal athletes.

Thank you for considering our request.

Sincerely,

Scott Harris for
The Harris Family

Kristen and Kayley Clair
9553 Scott Street
Pt Hardy, BC, V0N 2P0

June 19, 2017

District of Port Hardy
PO Box 68
Port Hardy, BC, V0N 2P0

To Mayor and Council;

Re: Request for Financial Support for Competing at Provincial Level Competition

We are writing to request support for Kristen and Kayley Clair under the District of Port Hardy Policy #CP2.18.

This past year has seen the girls travelling down island every weekend from Sept-March for Upper Island Riptide Soccer. Both girls have made it to the provincial championships in Burnaby July 5-9, 2017 (<https://acup.bcsoccer.net/>).

In preparation for the provincials the girls will be travelling down every weekend for the month of June to the Comox Valley to prepare with their U-16 and U-14 teams. Travelling since September to compete at this level of soccer has been a fantastic experience for the girls but has been very costly.

Expenses for just going to the provincials in July include the girls staying with their team for 4 nights with breakfast and lunch included, \$400/player at the Trinity Western University. Cost for travel to and from Vancouver is the responsibility of the parents including gas and the ferry. The players will be staying with their coaches and trainers during the day but in the evening will get to spend time with their families for supper which will be an added expense. For our family it will cost approximately \$2,000 for this experience.

The team is looking to fund raise during the month of June and has completed grocery bagging that will put \$100 towards each of the player's expenses. In order to cover the costs for Kristen and Kayley to go to the girls BC Provincial Championships we will look at other fundraising options but ultimately will have to pay the \$1,000 out of pocket per girl.

If there is opportunity for the District to support the youth of the North Island by providing financial assistance we would greatly appreciate it. The experience that the Riptide soccer has provided these girls is one that will last a lifetime and we would be proud to wave a large District flag at the Provincials to show that a small town can produce phenomenal athletes.

Thank you for considering our request.

Sincerely,
Jim Clair
On behalf of the Clair Family

DISTRICT OF PORT HARDY

POLICY MANUAL

COUNCIL POLICY FINANCE

POLICY TO PROVIDE FINANCIAL SUPPORT FOR SPORT COMPETITORS

POLICY # CP2.18

Approved: September 8, Council Resolution 2009-175
Amended: August 9 2016 Council Resolution 2016-154

Page 1 of 2

PREAMBLE

This policy is set to determine the amount of financial support, if any, that should be given to local sports Team competitors or Non- Team Individuals who are competing at a provincial, inter-provincial or national level 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

Team Sport Applicants

1. Team Sport Applicants are to present Council with:
 - A letter from the Sponsoring Team 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 individuals.
2. Up to \$500 may be donated to the Team , to be judged on the basis of need.
3. Souvenir pins may be given to each Team .
4. A large District flag may be loaned to the Team for display at the event.

Non Team Sport (Individual) 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 \$250 may be donated to the Applicant, to be judged on the basis of need.
3. Souvenir pins may be given to the Participant.
4. A large District flag may be loaned to the Participant for display at the event.

DISTRICT OF PORT HARDY

POLICY MANUAL

COUNCIL POLICY
FINANCE

POLICY TO PROVIDE FINANCIAL
SUPPORT FOR SPORT COMPETITORS

POLICY # CP2.18

Approved: September 8, 2009 Council Resolution 2009-175
Amended: August 9 2016 Council Resolution 2016-154

Page 2 of 2

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. Funding is limited to the amount provided in the annual Grant In Aid budget.



**DISTRICT OF PORT HARDY
IN CAMERA RELEASE OF INFORMATION REPORT
May 31, 2017**

Date	Res. #	Community Charter Section	Resolution
01/16/2017	Verbal	S. 90(1)(k)	Strategic Planning Session Priorities -Beautification -Official Community Plan -Fire Department -Recreation -Marijuana legislation and legalization -Harbour lost at sea marker -Downtown revitalization -Airbnb
01/24/2017	IC 2017-10	S. 90(1)(j)	THAT Council approves the release of the In Camera information as presented in the Staff Report of December 31, 2016.
02/14/2017	IC 2017-14	S. 90(1)(j)	That Council use the Provincial Regulation for retroactive Home Owner Grants as a guide for back payments for utility billing and THAT staff review and update the utility bill for customer ease.
03/06/2017	IC 2017-17	S. 90(1)(e)	THAT Council accept the offer for the Seaplane Base by Legend Air. in the amount of \$500,000.00 with the accepted following subjects: - The Seller will prepare the easement over lot 1 Plan 44409, Section 25, Township 9 PID 005-503-809 for access to the highway. - Will allow an additional 15 days past the closing date of June 1, 2017 if the assignment on the Crown Tenure is not complete. - The Seller will provide the Purchaser with a copy of the Preliminary Site Investigation. The following subjects will not be accepted by the Seller: - The off street parking will have to be discussed between the Ministry of Transportation and the Purchaser.
03/14/2017	IC 2017-23	S. 90(1)(e)	THAT the report regarding the Kains Lake Property be received and filed for information.
04/11/2017	Verbal	S. 90(1)(k)	Seaway Ventures declining the renewal of the contract for 2017-2018.
04/11/2017	Verbal	S. 90(1)(k)	CAO McCarrick provided Council with an update on the CUPE negotiations. The Union has requested an arbitrator to resolve some of the outstanding issues.
05/09/2017	Verbal	S. 90(1)(c)	Council discussed the Harbour Management Services contract process and award.
05/09/2017	Verbal	S. 90(1)(k)	Council discussed the process and award for Engineering services for the Reservoir project and a motion of award will be brought forward at the Regular Council meeting.