



DISTRICT OF PORT HARDY

AGENDA COUNCIL MEETING 7:00 PM TUESDAY OCTOBER 23, 2018 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
Lynda Sowerby, Director Financial Services
Abbas Farahbakhsh, Director Operational Services
Leslie Driemel, Recording Secretary

**DISTRICT OF PORT HARDY
AGENDA FOR THE REGULAR COUNCIL MEETING
7:00 PM TUESDAY OCTOBER 23, 2018 - COUNCIL CHAMBERS - MUNICIPAL HALL**

<u>PAGE</u>		Time:
	A. CALL TO ORDER	
	B. APPROVAL OF AGENDA AS PRESENTED (or amended)	
	Motion required.	1. 2.
	C. ADOPTION OF MINUTES	
1-4	1. Minutes of the Regular Council meeting held October 9, 2018.	
	Motion required.	1. 2.
	D. DELEGATIONS AND REQUESTS TO ADDRESS COUNCIL	
	1. Dennis Flannigan, Poppy Chairman, Royal Canadian Legion Branch #237 re: Presentation of the first poppy for the 2018 Poppy Campaign.	
	2. Brent Borg, Fire Chief, Port Hardy Fire Rescue re: Quarterly Report to Council, July-September 2018.	
	E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS	
5-6	1. Council Action Items. For information.	
	F. NEW BUSINESS	
	None in agenda package.	
	G. CORRESPONDENCE	
7	1. Hon. Selina Robinson, Minister of Municipal Affairs and Housing (Oct.9/18) re: Thank you for meeting at UBCM Convention. For information.	
8-9	2. Hon. Claire Trevena, Minister of Transportation and Infrastructure (Oct.2/18) re: Thank you for meeting at UBCM Convention. For information.	
10	3. Hon Lana Popham, Minister of Agriculture (Oct 17/18) re: Thank you for meeting at UBCM Convention. For information.	
11-12	4. Hon. Shane Simpson, Minister of Social Development and Poverty Reduction (Oct 16/18) re: Thank you for meeting at UBCM Convention. For information.	
13	5. Jenna Hanrath & Chelsea Hunt, Youth Development Workers, North Island Gathering Circle (Oct. 5/18) re: Request for Grant in Aid for Aboriginal Youth Conference <i>Going M.I.L.E.S.</i>	
14	Uncommitted 2018 Grant in Aid Funds. For information.	
	Motion / direction	1. 2.
15	6. Dennis Flannigan, Poppy Chairman, Royal Canadian Legion Branch #237 (Oct.15/18) re: Request to hold November 11, 2018 Remembrance Day Parade and permission to march along Market Street from the Chamber of Commerce building to the Cenotaph in Carrot Park.	
	Motion / direction	1. 2.
	H. COUNCIL REPORTS	
	1. Verbal Reports from Council members.	

**DISTRICT OF PORT HARDY
AGENDA FOR THE REGULAR COUNCIL MEETING
7:00 PM TUESDAY OCTOBER 23, 2018 - COUNCIL CHAMBERS - MUNICIPAL HALL**

I. COMMITTEE REPORTS

16-18 1. Draft minutes of the Operational Services Committee meeting held October 15, 2018. For information.

19 Draft Policy – Half-Masting of Flags

Recommendation to Council: THAT Council approve the Half-Masting of Flags policy as presented.

Motion / direction 1. 2.

20-21 2. Draft minutes of the Parks, Recreation, Arts & Culture Committee meeting held October 17, 2018. For information.

J. STAFF REPORTS

22-27 1. Heather Nelson-Smith, Director of Corporate Services (Oct.12/18) re: Application for Non-Medical Cannabis Retail Store Licence.

Motion / direction 1. 2.

28-32 2. Heather Nelson-Smith, Director of Corporate Services re: UBCM Grant Application - Age Friendly Communities: Outdoor Gardening for Hardy Bay Seniors.

Motion / direction 1. 2.

K. CURRENT BYLAWS AND RESOLUTIONS

No bylaws.

L. PENDING BYLAWS

Bylaw 1088- 2018 A Bylaw to Amend Zoning Bylaw 1010-2013.

M. INFORMATION AND ANNOUNCEMENTS

October 23-27	Numata Delegation in Port Hardy
November 7	Council Swearing in Ceremony, 7:00pm Council Chambers
November 8	Committee: Finance 9:00am – Noon Council Chambers
November 9	Committee: Finance 9:00am – Noon Council Chambers
November 11	Remembrance Day
November 12	Municipal Hall Closed – for Remembrance Day Statutory Holiday
November 13	Committee: First Nations Relations 3:00pm Council Chambers
November 13	Council: Regular Council meeting, 7:00pm Council Chambers
November 14	Heritage Society, 7:00pm 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
REGULAR COUNCIL MEETING
OCTOBER 9, 2018
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 (via telephone)

ALSO PRESENT: Allison McCarrick, Chief Administrative Officer; Heather Nelson-Smith, Director of Corporate Services; Lynda Sowerby, Director of Finance; Leslie Driemel, Recording Secretary

REGRETS: Abbas Farahbakhsh, Director of Operational Services

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

A. CALL TO ORDER

Mayor Hank Bood called the meeting to order at 7:00pm.

B. APPROVAL OF AGENDA

Moved/Seconded/Carried

THAT the agenda for the Regular Council meeting of October 9, 2018 be accepted.

C. ADOPTION OF MINUTES

1. Minutes of the Special Council meeting held September 25, 2018.

Moved/Seconded/Carried

THAT the minutes of the Special Council meeting held September 25, 2018 be accepted.

2. Minutes of the Regular Council meeting held September 25, 2018.

Moved/Seconded/Carried

THAT the minutes of the Regular Council meeting held September 25, 2018 be accepted.

D. DELEGATIONS

No delegations.

E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Action Items

Council action items were received for information.

F. NEW BUSINESS

No New Business

G. CORRESPONDENCE

1. Rotary Clubs of Port Hardy and Port McNeill (Sept. 18/18) re: Request for donation to 32nd Annual Rotary Auction.

2018-184
AGENDA
OCT 9/18
ACCEPTED

2018-185
SPECIAL MEETING
MINUTES SEPT
25/18 ACCEPTED

2018-186
REGULAR COUNCIL
MEETING MINUTES
SEPT 25/18
ACCEPTED

ACTION ITEMS

2018-187
DONATION TO 2018
ROTARY AUCTION

Moved/Seconded/Carried

THAT Council approve the request from the Rotary Clubs of Port Hardy and Port McNeill for a donation to the 32nd Annual Rotary Radio Auction and shall be consistent with the 2017 donation, namely two annual resident boat launch and parking passes, one recreation adult punch card, one recreation child punch card and one-hour adult ice rental.

Council discussed the annual request and directed staff to add it as a budget line item in future years.

2. Alex Turner, Director Sayward Futures Society (Sept 20/18) re: Request Council write to Canadian Radio-Television Commission requesting the Commission require continuous cellular phone service for the full length of Highway 19.

2018-188
SUPPORT
REQUEST TO CRTCC
FOR HWY 19 CELL
SERVICE

Moved/Seconded/Carried

THAT the District of Port Hardy provide a letter of support to the Sayward Futures Society and the Sayward Tourism Committee towards their request to the Canadian Radio-television and Telecommunication Commission to require the local service provider to ensure there is continuous cellular service for the full length of Highway 19.

3. Elizabeth Aman-Hume, Executive Director Port Hardy & District Chamber of Commerce (Oct1/18) re: Request for District support for Annual Pumpkin Patch Walk November 1, 2018.

2018-189
VISITOR CENTER
REQUEST FOR
SUPPORT FOR
PUMPKIN PATCH
WALK NOV 1/18

Moved/Seconded/Carried

THAT Council approves the request of the Port Hardy Visitor Center & Chamber of Commerce for the 2018 Pumpkin Patch Walk event to take place on November 1, 2018 as requested namely:

- Use of the seawall from Rotary Park to Tsulquate Park.
- Use of Carrot Park.
- Have the seawall lights turned off from 6:00 pm to 8:00 pm that evening.
- Use of Public Works wheelbarrows as available.
- Access to power outlets in the park area.
- Use of barricade equipment.

Councillors Corbett-Labatt and Dugas cited a conflict of interest and left the meeting. Time: 7:05pm

4. Dan Foster, Treasurer, North Island Seniors Housing Foundation re: Request for District of Port Hardy to provide land to build a seniors housing facility was received for information.

Mayor Bood advised that the purpose of the letter was to let Council know that they will be bringing forth a future request to the District to provide land to build a seniors housing facility.

Councillors Corbett-Labatt and Dugas joined the meeting. Time: 7:08pm

H. COUNCIL REPORTS

COUNCIL
REPORTS

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

I. COMMITTEE REPORTS

1. Draft Minutes of the Tourism Advisory Committee meeting held September 20, 2018 were received for information.

Recommendation to Council:

THAT Council amend the Chamber of Commerce – Fee for Service Agreement Schedule 'C' Municipal and Regional District Tax Program (MRDT) dates to match the MRDT bylaw dates of July 1, 2017 to June 30, 2022.

2018-190
AMEND CH OF
COMM FEE FOR
SERVICE
SCHEDULE "C"
MRDT DATES

Moved/Seconded/Carried

THAT Council amend the Chamber of Commerce – Fee for Service Agreement Schedule 'C' Municipal and Regional District Tax Program (MRDT) dates to match the MRDT bylaw dates of July 1, 2017 to June 30, 2022.

Councillor Corbett-Labatt requested staff provide clarification on the information in the minutes regarding their website and staff upgrading.

2. Draft Minutes of the Emergency Planning Committee meeting held September 24, 2018 were received for information.
3. Draft Minutes of the Operational Services Committee meeting held September 24, 2018 were received for information.

Recommendation to Council:

THAT Council offer Fire Engine #6 for sale on BC Bid AND THAT local North Island Communities be advised of the availability of the vehicle.

Council discussed the current operational capability of Fire Engine #6 and suitability for use in its current state.

2018-191
SALE OF FIRE
ENGINE #6

Moved/Seconded/Carried

THAT Council offer Fire Engine #6 for sale on BC Bid AND THAT local North Island Communities be advised of the availability of the vehicle.

4. Draft Minutes of the First Nations Relations Committee meeting held September 25, 2018 were received for information. (Note: Committee recommendation re: letter to BC Ferries in support of the return of mid-week Prince Rupert Kitasoo (Xais-Xais) Denny Island Heiltsuk (Bella Bella) Port Hardy sailing was approved at the September 25, 2018 Council meeting.)

J. STAFF REPORTS

1. Accounts Payable for September 2018 were received for information.

K. CURRENT BYLAWS AND RESOLUTIONS

1. Bylaw 1086-2018, To Amend Water Conservation Bylaw 1050-2016. For Adoption.

2018-192
BYL 1086-2018 TO
AMEND BYL1050-
2016 ADOPTED

Moved/Seconded/Carried

THAT Bylaw 1086-2018, To Amend Water Conservation Bylaw 1050-2016 be adopted.

2. Bylaw 1087-2018, A Bylaw to Amend District of Port Hardy User Rates and Fees Bylaw 1073-2017. For Adoption.

2018-193
BYL 1087-2018 TO
AMEND BYL 1073-
2017 USER RATES
ADOPTED

Moved/Seconded/Carried

THAT Bylaw 1087-2018, A Bylaw to Amend District of Port Hardy User Rates and Fees Bylaw 1073-2017 be adopted.

3. a) Heather Nelson-Smith, Director Corporate Services (Oct 4/18) Report re: 8905 Park Drive – Rezoning application was received for information.

Council discussed the rezoning application and the draft site plan. Heather Nelson-Smith, Director of Corporate Services advised that the proponent has requested the word 'rental' be removed from the bylaw which will allow more flexibility on the property.

b) Bylaw 1088- 2018 A Bylaw to Amend Zoning Bylaw 1010-2013.

2018-194
BYL 1088-2018 TO
AMEND BYL 1010-
2013

Moved/Seconded/Carried

THAT Bylaw 1088-2018, A Bylaw to Amend District of Port Hardy to Amend Zoning Bylaw No. 1010-2013 be amended to remove the wording 'rental' AND THAT Bylaw 1088-2018 receive First Reading AND THAT a Public Hearing be scheduled for Wednesday November 7, 2018 at 1:00 and 6:00pm.

L. ADJOURNMENT

2018-195
ADJOURNMENT

Moved

THAT the meeting be adjourned.

Time: 7:50pm

CORRECT

APPROVED

DIRECTOR OF
CORPORATE SERVICES

MAYOR

AGENDA

ITEM	ACTION REGULAR MEETING October 9, 2018	WHO	STATUS /COMMENTS
Rotary Club (Sept.18/18) re: Request for donation to 32nd Annual Rotary Auction.	Approved: as requested -Advise Rotary, arrange pickup -Direction to staff to Rotary request as a budget line item in the 2019 budget deliberations.	LS LS	Done
Sayward Futures Society (Sept 20/18) re: Request Council write to CRTC requesting Commission cellular phone service for the full length of Highway 19.	Approved: Letter of support -Write letter as directed	AMc	Done
Chamber of Commerce (Oct1/18) re: Request for District support for Annual Pumpkin Patch Walk November 1/18.	Approved: as requested -Advise Ch of Comm -Advise PW	HN-S LD	Done Done
Draft Minutes of the Tourism Advisory Committee meeting held September 20, 2018 were received for information. <i>Recommendation to Council: THAT Council amend the Chamber of Commerce – Fee for Service Agreement Schedule 'C' Municipal and Regional District Tax Program (MRDT) dates to match the MRDT bylaw dates of July 1, 2017 to June 30, 2022.</i>	Approved: Recommendation as presented -Amend Ch of Commerce Fee for Service Schedule 'C' as directed	HN-S	
Draft Minutes of the Operational Services Committee meeting held September 24, 2018 Recommendation to Council: THAT Council offer Fire Engine #6 for sale on BC Bid AND THAT local North Island Communities be advised of the availability of the vehicle.	Recommendation approved as presented: -Draft ad -Post Ad -Email ad to N.I. communities, local First Nation communities & First Nation Northern Coastal communities	LS LD LD	
Bylaw 1088-2018, to Amend District of Port Hardy Zoning Bylaw 1010-2013 re: 8905 Park Drive. For First Reading and Schedule Public Hearing for Nov 7/18.	Approved: Approved: Removal of 'Rental' 1 st Reading as amended and Schedule Public Hearing Nov 7/18	HN-S	Amend as directed. Schedule Public Hearing as required
ITEM	ACTION REGULAR MEETING Sept 25, 2018	WHO	STATUS /COMMENTS
Twinning Society (Sept 17/18) re: Council host welcome reception Oct 23/18 for delegation from Numata.	Approved: -Plan reception	LD/ HN-S	Done
ITEM	ACTION REGULAR MEETING August 14, 2018	WHO	STATUS /COMMENTS
Draft minutes of the Operational Services Committee meeting held July 16, 2018. b) Recommendation that Council direct staff to survey local businesses over the winter months to see if they are open to a ban on plastic bags.	Approved: Direction to Staff to survey local businesses over the winter months to see if they are open to a ban on single use plastic products -Conduct survey in winter months as directed	HN-S	Winter project
Lynda Sowerby, Director Financial Services (Aug 14/18) re: Mechanic Shop Lift Hoist Replacement.	Approved: the purchase of a new Mechanic Shop Lift Hoist as recommended -Purchase hoist as directed	LS	
ITEM	ACTION REGULAR MEETING July 10, 2018	WHO	STATUS /COMMENTS
Hosting future AVICC Convention Staff to investigate the process to host AVICC convention	Sept 25/18: Approved in principle hosting of an AVICC Convention in Port Hardy AND THAT further investigation be done in setting up an adhoc committee -Staff report received on Sept 25 18/Council meeting.	C/JT	

ITEM	ACTION REGULAR MEETING June 26, 2018	WHO	STATUS /COMMENTS
Rainbow Crosswalk	Direction to staff, refer to 2019 budget discussions	LS	
ITEM	ACTION REGULAR MEETING June 12, 2018	WHO	STATUS /COMMENTS
State of the Island Economic Summit Oct 24-25, 2018	Approved: to register 2 council members	LD	Done: Mayor Bood, Councillors Marcotte & Robertson attending



AGENDA

October 9, 2018

Ref: 241519

His Worship Mayor Hank Bood
and Members of Council
District of Port Hardy
PO Box 68
Port Hardy BC V0N 2P0

Dear Mayor Bood and Councillors:

As Minister of Municipal Affairs and Housing, I would like to extend my sincere thanks to your delegation for meeting with me, together with Jacqueline Dawes, Deputy Minister, and ministry staff at the 2018 UBCM Convention. I truly appreciate and value these meetings with community delegates to learn more about the successes and challenges facing your community.

You may also have had meetings with my Cabinet colleagues. The information gathered during these conversations is invaluable to our government as we continue to work together to make life better for everyone in British Columbia. This means working hard to make life more affordable, to improve the services you count on and to build a strong, sustainable economy. The problems facing British Columbians did not appear overnight and they will not be fixed overnight, but by learning about your communities and the challenges you face, we are setting the stage to keep working together on the issues that matter.

A follow-up letter will be prepared and sent in October to capture the content of our specific meeting and to provide additional information for items discussed that required further action. I trust this will be helpful for your council/board as they form once the local elections are completed on October 20th.

I hope you agree that it was a very productive UBCM Convention. Again, I thank you for taking the opportunity to meet with ministry staff and me, and I look forward to continuing our partnership, based on communication, collaboration and cooperation, in the following year.

Sincerely,

Selina Robinson
Minister

pc: Allison McCarrick, Chief Administrative Officer

**Ministry of Municipal Affairs
and Housing**

Office of the Minister

Mailing Address:
PO Box 9056 Stn Prov Govt
Victoria BC V8W 9E2
Phone: 250 387-2283
Fax: 250 387-4312

Location:
Room 310
Parliament Buildings
Victoria BC V8V 1X4

<http://www.gov.bc.ca/mah>



OCT 02 2018

AGENDA

His Worship
Mayor Hank Bood
District of Port Hardy
7360 Columbia Street
Port Hardy BC V0N 2P0

Reference: 279876

Dear Mayor Bood,

Hank,

Re: Thank you for meeting at UBCM 2018

Thank you for taking the time to meet with me at the recent Union of British Columbia Municipalities (UBCM) Convention in Whistler. I was glad to have the opportunity to discuss your safety concerns along Highway 19 north of Sayward and the status of our safety review. I also appreciated your thoughts about BC Ferries' Route 10 service levels.

The yearly UBCM gathering is a pivotal opportunity for us to come together with local leaders and look at how we can foster positive partnerships and innovative solutions to meet the transportation needs of people around the province. I am always impressed by the outstanding level of passion and dedication shown by elected representatives like yourself, who go above and beyond to make a positive impact in their communities.

I know we share the goal of ensuring British Columbians have access to the transportation infrastructure and services they rely on to support economic growth and social development within their communities. By continuing to work together, I am confident we can succeed in delivering the improvements people want and continuing to uphold our commitment to transportation excellence.

I have asked Michael Pearson, District Manager for Vancouver Island District, to follow up with your office directly this fall, once our safety review of Highway 19 is complete, to discuss the findings of the review.

If you have further questions about BC Ferries, Kirk Handrahan, Executive Director, Marine Branch, would be pleased to speak with you. He can be reached by telephone at 250 952-0678 or by email at Kirk.Handrahan@gov.bc.ca.

.../2

Thank you again for taking the time to meet with me.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Claire Trevena', with a long horizontal flourish extending to the right.

Claire Trevena
Minister

Copy to: Grant Main, Deputy Minister

Kevin Richter, Assistant Deputy Minister
Highways Department

Kirk Handrahan, Executive Director
Marine Branch

Michael Pearson, District Manager
Vancouver Island District



AGENDA

OCT 17 2018

File: 0280-30

Ref: 189103

His Worship Mayor Hank Bood
District of Port Hardy
Email: general@porthardy.ca

Dear Mayor Bood:

I would like to thank you and your colleagues for meeting with me at the 2018 Union of British Columbia Municipalities convention to discuss some of the agricultural issues and pressures your community is experiencing.

Thank you for sharing your concerns with me regarding the importance of having a sustainable salmon industry on the coast of British Columbia. This government is committed to working with local governments, First Nations, the industry and Department of Fisheries Oceans (DFO) to ensure B.C.'s aquaculture sector is successful, environmentally sustainable and respects First Nations' rights while providing good jobs for British Columbians. I appreciate the invitation to come to Port Hardy to tour the fish farm facilities.

Please continue to communicate any issues the District of Port Hardy may be experiencing, as we continue to move forward through this process.

We also discussed the upcoming Every Chef Needs a Farmer, Every Farmer Needs a Chef event. In the near future, you will be receiving, or have already received information regarding the event, which I am hoping you can share with farmers, chefs, and food and beverage producers in your community.

Again, thank you for participating in this year's convention and I look forward to working with you in the future.

Sincerely,

Lana Popham
Minister

----- Forwarded message -----

From: **Minister, SDPR SDPR:EX** <SDPR.Minister@gov.bc.ca>

Date: Tue, Oct 16, 2018, 2:26 PM

Subject: 196656 Bood SDPR Response

To: hbood@porthardy.ca <hbood@porthardy.ca>

AGENDA

Ref: 196656

His Worship Mayor Hank Bood and Councillors, District of Port Hardy

hbood@porthardy.ca

Dear Mayor Bood and Council:

Thank you for our meeting at the Union of British Columbia Municipalities convention. I'm heartened by our common goals of reducing poverty and increasing affordability in British Columbia.

I understand from our meeting that in the District of Port Hardy, one in four people, including children, live in poverty. I agree that there needs to be some changes to address this issue, and I was glad to hear that community workshops on poverty reduction have taken place. I introduced the Poverty Reduction Strategy Act on October 2, 2018, and following Budget 2019, government will release BC's first poverty reduction strategy. You can read about the legislation here:

<https://news.gov.bc.ca/releases/2018SDPR0051-001912>.

I also understand from our meeting that Port Hardy needs more affordable housing for its citizens, including professionals and marginalized populations. I want to acknowledge your concerns again and let you know that I agree that more work needs to be done to address this important issue.

Affordable housing is an issue for communities across BC, and was echoed in our consultations on poverty in BC that concluded at the end of March 2018. If you haven't had an opportunity to read the summary of these consultations, you can find the 'What We Heard About Poverty in BC' report online at <https://engage.gov.bc.ca/bcpovertyreduction/read-public-and-stakeholder-input/>.

As a starting point for addressing affordable housing issues in Port Hardy, I encourage you to talk with the HousingHub. By leveraging the expertise of BC Housing staff, the HousingHub will provide a center for community partners and private industry to collaborate on developing new construction or redeveloping existing sites for affordable housing purposes, including both rental and homeownership opportunities. For more information, please visit <https://www.bchousing.org/partner-services/housinghub>. You may want to look into potential partnerships with local churches and the Salvation Army as well.

It is also important to note that the Province has made a \$7 billion investment in housing over the next 10 years, and there are opportunities for Port Hardy to consider, such as the Building BC: Supportive Housing Fund, which will deliver 2,500 new modular homes with around-the-clock support services. To learn more about this fund, please visit <https://www.bchousing.org/partner-services/Building-BC/supportive-housing-fund>.

Additionally in our meeting, we discussed resident's issues with the local Service BC office. The Ministry works closely with Service BC offices to ensure they are supported in delivering ministry services, and I can confirm that the Port Hardy Service BC office is able to provide the same services that would be provided by a Ministry office.

With respect to our discussion around telephone service, while it may not be a viable option for everyone, it has become an increasingly popular option for assistance recipients, particularly for those who are unable to attend a local office in person. The ministry is dedicated to continuously improving the ways in which we deliver services to the public. In the last year, we've hired more staff to help reduce wait times and to date, we've seen improvement. There are fluctuations that can happen with telephone wait times throughout the month, particularly through cheque issue week. However, I am encouraged by the progress we have made over the last few months and we will continue to look at how we can improve the service.

Thank you again for meeting. I look forward to our continued partnership, and I'd like to meet with you when my schedule permits me to travel to Port Hardy.

Sincerely,

Shane Simpson

Minister of Social Development and Poverty Reduction

North Island Gathering Circle

145A-8950 Granville Street, Port Hardy | 250-902-0552

AGENDA

October 5, 2018

Allison McCarrick
District of Port Hardy
7360 Columbia Road
Box 68, Port Hardy, B.C. V0N 2P0

Dear Allison McCarrick,

I am contacting you on behalf of the youth services on North Vancouver Island within the Regional District of Mount Waddington. This is a partnership with Kwakiutl Band, North Island Building Blocks, MCFD, Sacred Wolf Friendship Centre and Gwa'sala Nakwaxda'xw. Together we service youth, based on programs focusing on indigenous identity, youth leadership, education and exploration of traditional territories, life skills training and healthy individuation through youth development.

Our services within the North Island have developed an integrated type of approach by creating a gathering circle amongst youth workers and community services in hopes of creating an opportunity for youth to experience an Aboriginal Youth Conference called Going M.I.L.E.S. This conference is a one-of-a-kind initiative that focuses on entertainment and educational workshops for Aboriginal youth. Workshops include topics such as self-expression and leadership, suicide prevention and traditional teachings, empowerment, drug & alcohol topics and career development. We are proposing to have Going M.I.L.E.S. come to Port Hardy during National Addictions Awareness Week which is November 26th-December 2nd. We are hoping to host this conference over three days between November 28th-30th.

Our circle is reaching out for donations to make this amazing opportunity for youth possible. Our goal is to reach \$50 000, the funds will go towards the travel, accommodation and cost of the workshops taking place as well as honorariums and securing the venue.

We hope your company will consider supporting this three-day conference hosted in Port Hardy, North Vancouver Island. In exchange for a donation, you will receive community exposure and advertising. Recognition will be broken into gold, silver, and bronze sponsor levels. We are sincerely grateful for any contribution or donation given to help support the Going M.I.L.E.S. conference. We ask kindly that the donation be received by November 1st. Every donation helps us reach our goal.

Sincerely,

Jenna Hanrath & Chelsea Hunt,
Youth Development Workers, SWFC
Representatives of the Gathering Circle

AGENDA

From: [Lynda Sowerby](#)
To: [Allison McCarrick](#); [Leslie Driemel](#)
Cc: [Heather Nelson-Smith](#)
Subject: RE: Request for Donation
Date: October-05-18 12:25:18 PM

Uncommitted 2018 GIA funds = \$214

Grants in Aid

Applicant	2018	2017
<i>North Island Concert</i>	-	2,000
<i>Youth Soccer</i>	3,000	3,000
<i>Community Spirit Award Scholarship</i>	1,000	1,000
<i>M Harris, K Harris, K Clair - Riptide Girls Soccer (\$100 each)</i>	300	300
<i>PHSS Senior Girls Soccer</i>	500	-
<i>Mt Waddington Highland Dance Association</i>	250	250
<i>Salvation Army Wildfires</i>	-	500
<i>Rotary - Grants in Kind (Pool Passes, harbour pass)</i>	372	362
<i>North Island Crisis Council - (Pool passes)</i>	-	476
<i>Hardy Bay Seniors</i>	3,000	-
<i>PHVFD - 50th anniversary</i>	250	-
<i>Logger sports & Lions Auction (Pool passes, harbour pass)</i>	114	-
Requested/ Approved Grants	8,786	7,888
Budget	9,000	8,000
Available funding	214	-



AGENDA

October 15,2018

Mayor Bood and Councilors
District of Port Hardy, B.C.

Dear Mayor Bood and honourable councilors;

The Port Hardy Legion, Branch #237 requests permission to hold a parade on November 11, 2018. The parade will form up at the Chamber of Commerce building followed by a short march to the new cenotaph.

We expect the parade to leave the Chamber of Commerce at 10:20 a.m. approximately.

Could Market Street be blocked from traffic in that area for the duration of the parade?

Thank you in advance.

Yours truly,

Dennis Flannigan
Poppy Chairman
Royal Canadian Legion #237

Tel: 250 949 3090
Email: aliflan2016@gmail.com

Cc Don Ford, President Royal Canadian Legion #237



**MINUTES OF THE DISTRICT OF PORT HARDY
OPERATIONAL SERVICES COMMITTEE MEETING
HELD MONDAY OCTOBER 15, 2018
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET**

AGENDA

**Committee
Members:**

Councillors Dennis Dugas, Rick Marcotte (Chair), John Tidbury

Staff:

Allison McCarrick, CAO; Abbas Farahbakhsh, Director of Operational Services;
Leslie Driemel, Recording Secretary

Regrets:

Councillor Leightan Wishart

DRAFT

A. CALL TO ORDER

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

B. APPROVAL OF AGENDA

Additions to the agenda were requested under New Business:

Councillor Tidbury

#2 Parking at the Civic Center.

#3 Congestion on Seaview Drive.

#4 Sample of Arena Committee Agenda Reports from RDMW.

Allison McCarrick

#5 Jumping and signage at Seagate Pier.

Councillor Dugas

#6 Seawall lighting.

#7 Lost at Sea Memorial.

Moved/Seconded/Carried

THAT the agenda for the Operational Services Committee meeting of October 15, 2018 be accepted as amended.

C. MINUTES

1. Minutes of the Operational Services Committee meeting held September 24, 2018.

Moved/Seconded/Carried

THAT the minutes of the Operational Services Committee meeting held September 24, 2018 be accepted.

D. DELEGATIONS

DRAFT

1. Anika Kelly, Harbour Manager re: Update on Harbour Authority activity.

Discussion with the Committee included:

- Review of the Port Hardy Harbour Authority September 2018 Report.
- Small Craft Harbours requires the reporting of First Nations Rec Vessels and First Nations Commercial Vessels to track facility users.
- Harbour air traffic zones and the automatic lights that are triggered by seaplane pilots. Signage and education of boaters regarding the lights is needed.
- Safety concerns regarding wharf and walkway lights that are burned out, at both Fishermans Wharf and the Seine Float.
- Changing wharf and walkway lighting to LED lighting and possible cost sharing by Small Craft Harbours.
- Moving Seagate Pier north ramp for the winter.

OP SCVS
2018-036
AGENDA OCT 15/18
ACCEPTED AS
AMENDED

OP SCVS
2018-037
MINUTES SEPT
24/18 ACCEPTED

ACTION ITEMS

E. BUSINESS ARISING / UNFINISHED BUSINESS

1. Review and Update of Action Items

DRAFT

Action items were reviewed and updated.

- Draft Terms of Reference

The Committee reviewed the Draft Terms of Reference and requested staff remove the wording “except matters related to park, recreation, arts & culture” and that the Terms of Reference brought back to the Committee for final review.

- Flag Policy

Allison McCarrick advised flag policies of a several organizations had been reviewed to prepare the draft flag policy for the Committee’s review.

Moved/Seconded/Carried

The Operational Services Committee recommends:
THAT Council approve the Half-Masting of Flags policy as presented.

OP SCVS
2018-038
FLAG POLICY
RECOMMENDATION
TO COUNCIL

2. Capital Items List/Operations

Abbas Farahbakhsh updated the Committee on the Capital Items/Operations List.

CAPITAL LIST

F. CORRESPONDENCE

1. Susan Ackerman, Risk Management Advisor, MIA BC (Oct 2/18) re: Approval of grant for pool alarm system was received for information.

The Committee was advised that the arena ammonia alarm system is not audible inside the Aquatic Center and that staff have been investigating costs for a warning system and grant funding.

G. NEW BUSINESS

1. Councillor Marcotte re: Discussion on an audit for the Districts electrical usage, where and how we may save future spending.

Staff advised the Committee that cost savings on electrical usage is ongoing in all departments. Discussion included:

- Past electrical BC Hydro audits that have been done and their recommendations followed, such as arena lighting upgrading.
- Cobra head streetlights are being upgraded to LED as needed.
- New lighting initiatives, such as lighting along Market Street are looked at for their energy savings.
- Motion sensor switches are inside District facilities.

ADDENDUM

DRAFT

#2 Parking at the Civic Center – Multiplex Project

Councillor Tidbury raised concerns regarding adequate parking at the back of the Civic Center as shown in the plan for the Multiplex. Abbas Farahbakhsh advised that area would be primarily for staff parking. Designated parking stalls will provide more parking spaces than the current unmarked parking area. Allison McCarrick advised there are no plans at this time to provide paved parking across from the Firehall.

#3 Congestion on Seaview Drive

Councillor Tidbury raised concerns regarding traffic congestion on Seaview Drive when the low-income housing proposal is put through.

Allison McCarrick advised the Committee that the drawing in the rezoning application was for information only. Final road access has not been decided, the developers may be required to do a traffic study and that the development permit application, which provides detailed plans, has not yet been submitted to the District.

#4 RDMW Arena Reporting sample.

Councillor Tidbury advised he would like to see similar reports done by District staff. Allison McCarrick advised that currently there are not enough staff resources available to provide detailed reporting. In the future, if a position is created, similar reporting may be done by a Director of Community Services,

Allison McCarrick, CAO

DRAFT

#5 Jumping and signage at Seagate Pier

SEAGATE PIER &
ANNUAL PH LIONS
JAN 1 POLAR BEAR
JUMP

Allison McCarrick advised there currently is signage advising no jumping from the Pier and raised concerns regarding the Annual Port Hardy Lions Club New Year's Day jump. Due to liability concerns future scenarios could be: stop the jump event, wade in from shore or allow the event if divers have secured the underwater area and verified that the depths are acceptable for the event.

Councillor Tidbury advised:

- Divers are in the water at all times for the event and an ambulance is in attendance.
- Jump is on the south side of the pier with a short swim to the ladder accessing the nearest float.
- He has jumped numerous times and never hit bottom.

It was suggested that there is a need for divers to check for underwater obstacles prior to the event – Councillor Tidbury will check if this is done.

The Committee requested this item be brought back to the next meeting.

Councillor Dugas

#6 Seawall lighting

Councillor Dugas commented that the new seawall lighting looks good.

The Committee had a discussion regarding the new large capacity garbage cans along Market Street and future labour cost savings. It was suggested that some be installed at District ballfields.

LOST AT SEA
MEMORIAL PUBLIC
EVENT

#7 Lost at Sea Memorial

Councillor Dugas requested a public announcement or ceremony be held to showcase the monument and its purpose. The Committee requested staff organize an event in the New Year.

H. STAFF REPORTS

1. Water Operations Report, September 2018 was received for information.

- The Committee congratulated the Utility Operators on passing recent EOCP exams.
- Abbas Farahbakhsh advised that water consumption is lower due to water leak repairs and that people are more educated on conserving water.

I. COMMITTEE MEMBER REPORTS

DRAFT

Councillor Tidbury commented that there are still issues with the Bear Cove ramp. Allison McCarrick advised that there is extensive warning signage in place and that some repair items will be to be brought forward to 2019 budget discussions.

J. NOTICE OF MEETING: Next scheduled meeting: Monday November 19, 2018.

K. ADJOURNMENT

Moved

THAT the meeting be adjourned.

Time: 4:20 pm

OP SCVS
2018-039
ADJOURNMENT

POLICY MANUAL

COUNCIL POLICY
Half-masting of Flags

DRAFT

HALF-MASTING OF FLAGS

POLICY #CP10.X

Approved: XXX XX, XXXX

Page 1 of 1

PURPOSE

To clarify the role of half-masting of flags and to specify when half-masting is applicable in the District of Port Hardy as a symbol of mourning.

POLICY

The National Flag of Canada, the Provincial Flag, and the Municipal Flag are symbols of honour and pride for all citizens.

The half-masting of flags (flying flags half way down the mast [pole]) is a symbol of honour and expresses a collective sense of sorrow and loss. Half-masting of flags sends a strong visual message of mourning and is recognized universally to honour a death.

When flags are lowered to honour a death, flags shall remain at half-mast from the time of death, until the evening of the day of the funeral or memorial service, or until the mourning period is declared over. If the flags are half-masted it must nonetheless be flown at full-mast on the following legal holidays: Canada Day, Victoria Day and British Columbia Day.

In the District of Port Hardy, the National Flag of Canada shall be flown at half-mast upon the death of or on the following occasions:

- a) the Sovereign;
- b) an immediate relative of the Sovereign;
- c) the Prime Minister of Canada;
- d) the Lieutenant-Governor of BC;
- e) a local Member of the Legislative Assembly;
- f) a local Member of Parliament;
- g) the Mayor (in office);
- h) a member of Council (in office);
- i) a member of the armed forces in the line of duty, residing in the District of Port Hardy;
- j) a member of the Police, Fire, or Ambulance organization within the Province in the line of duty;
- k) a District of Port Hardy employee in a work-related incident;
- l) on the death of a person to whom Council wishes to bestow this honour or an event that Council wishes to recognize;
- m) Workers' Mourning Day (April 28);
- n) Remembrance Day (November 11).

When flags are flown together, when one flag is half-masted all flags flown together must also be half-masted.

GUIDELINES

The Director of Corporate and Development Services (or equivalent) will be responsible for administration of this policy. This policy applies to the flag pole at the District of Port Hardy Municipal Hall. Flags at other Municipal locations may follow half-masting if it is reasonable¹ to do so.

¹ Reasonable relates to cases where lowering of flags requires volunteers that may not be immediately available, or special equipment is required.



MINUTES
DISTRICT OF PORT HARDY
PARKS, RECREATION, ARTS & CULTURE COMMITTEE MEETING
HELD WEDNESDAY OCTOBER 17, 2018
COUNCIL CHAMBERS, MUNICIPAL HALL
7360 COLUMBIA STREET

AGENDA

Committee Members:

Councillors: Fred Robertson (Chair), Pat Corbett-Labatt and John Tidbury

Staff:

Allison McCarrick, CAO; Abbas Farahbakhsh, Director of Operational Services; Leslie Driemel, Recording Secretary

Also Present: Councillor Leightan Wishart

DRAFT

A. CALL TO ORDER

Councillor Robertson called the meeting to order at 3:17 pm.

B. APPROVAL OF AGENDA

Councillor Corbett-Labatt requested an addendum to the agenda under:

G. New Business

1. Pickle ball court lines at Civic Center.

Moved/Seconded/Carried

THAT Parks, Recreation, Arts & Culture Committee agenda for October 17, 2018 be accepted as amended.

C. ADOPTION OF MINUTES

1. Minutes of the Parks, Recreation, Arts & Culture Committee meeting held September 19, 2018.

Moved/Seconded/Carried

THAT the minutes of the Parks, Recreation, Arts & Culture Committee meeting held September 19, 2018 be accepted.

D. DELEGATIONS

Mr. David McGowan re: Disc Golf

Mr. McGowan reviewed the growing popularity of disc golf in communities around the world as a popular and free activity that helps keep people active. A handout showing an equipment diagram and a quote for construction materials was circulated to the Committee. Mr. McGowan advised that local businesses are in support of the project, advertising could be done on the equipment and suggested Carrot Park would be a suitable site as it is the most visible and accessible location for residents and visitors.

Councillor Robertson asked if there was a local disc golf organization in the community. Mr. McGowan advised there was no local disc golf organization that he was aware of. Mr. McGowan was advised that the Committee is an advisory body to Council and that the Committee can review a proposal and give a recommendation to Council but to go forward with any proposal would require Council approval.

Councillor Tidbury joined the meeting.

Time: 3:30

Discussion with the Committee included:

- the site determines size of course and number of nets on the course.
- using portable nets with a sign out program from Recreation Department.

PRA&CC
2018-036
OCT 17/18
AGENDA
APPROVED AS
AMENDED

PRA&CC
2018-037
MINUTES
SEPT 19/18
ACCEPTED

DRAFT

- permanent versions can be a full installation with netting attached or a post and sleeve removable version.
- possible sites include Carrot Park, Storey's Beach and Park Drive ballfields.
- liability concerns regarding permanent standing structures in park areas.

The Committee thanked Mr. McGowan for his presentation and requested he contact local service clubs about sponsoring the project, provide detailed project plans on a couple of possible sites and come with the proposal to another Committee meeting

The Committee discussed suitability of local parks as disc golf sites and requested staff investigate an area near the Curling Club for suitability and check into liability issues and concerns.

E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Review of Action Items.

DRAFT

ACTION ITEMS

The Committee reviewed and updated the action items.

2. Capital Review List.

CAPITAL LIST
REVIEW

Abbas Farahbakhsh updated the Capital List.

The Committee discussed:

- the repair of arena beams and feasibility of repurposing demolished pool structural components as part of a new skate park.
- the large capacity garbage cans installed along Market Street.

F. CORRESPONDENCE

No correspondence.

G. NEW BUSINESS

ADDENDUM

1. Councillor Pat Corbett-Labatt re: Pickle ball court lines at Civic Center.

Councillor Corbett-Labatt advised she has been approached by local citizens to have pickle ball court lines installed at the Civic Center. Discussion included:

- only outdoor pickle ball equipment is available from the Recreation Department.
- free standing vs in floor net supports.
- installing permanent or temporary court lines.
- use of Civic Center as either a meeting place or a gymnasium or use it as both.
- Civic Center use/availability and schedule.

PICKLEBALL AT
CIVIC CENTER

Allison McCarrick will ask the Aquatic Supervisor to investigate temporary court lines.

H. COUNCIL / COMMITTEE REPORTS

No reports.

- I. NOTICE OF MEETING:** Next meeting 3:00 pm November 21, 2018

DRAFT

J. ADJOURNMENT

PRA&CC
2018-038
ADJOURN

Moved

THAT the meeting be adjourned.

Time: 4:15pm



DISTRICT OF PORT HARDY STAFF REPORT

TO: Allison McCarrick, CAO AGENDA
FROM: Heather Nelson-Smith, Director of Corporate Services
SUBJECT: Application for Non-Medical Cannabis Retail Store Licence
DATE: October 12, 2018

BACKGROUND

The District of Port Hardy has received a referral from the Liquor and Cannabis Regulation Branch (LCRB) from applicants, Serena Neumerschitsky, Tristan Radzik, Carol Dirom, et al. The Applicants are seeking approval to open Stellar Jay Organics, a Non-Medical Cannabis Retail Store at the North Island Mall, #5-9250 Trustee Road.

AUTHORITY

The District of Port Hardy has included provisions for Cannabis Retail in the Zoning Regulation bylaw No.1013- 2013 as well as amended the Liquor and Cannabis Licence Policy CP 9.2 to allow for Council to review and authorize Non-Medical Cannabis Retail within the District of Port Hardy. In addition, the District has approved a new Liquor and Cannabis application fee structure to allow the staff to accept and charge for applications.

ZONING

9250 Trustee Road is located in Comprehensive Development Zone 5, which allows for Cannabis Retail to be a permitted use.

BUFFERS

The applicant's store is more than the 100 metres from the nearest playground (602 metres actual) and more than 150 metres from a licenced day care or educational service.

RCMP

As part of policy CP 9.2 the RCMP must be contacted to gather their views on any liquor and cannabis applications. The RCMP had no outward concerns with this application at this time.

LIQUOR AND CANNABIS LICENSING REQUIREMENTS

The local government's role in non-medical cannabis retail stores is to consider applications and provide comment and recommendations as to the location of the proposed retail store. It must gather the views of the residents of the area if the location of the proposed store may affect nearby residents.

In reviewing the location, the District's bylaw 10-2006 Development Procedures bylaw sets the limit for consultation to 50 metres from the subject property line. The location of 9250 Trustee Road is 100+ metres from the property line to the nearest residential address and 195+ metres from the front door of the mall to the nearest residential address.

The neighbouring properties around the location are held within the District of Port Hardy and are treed unused lots except for the Dog Park on Trustee Road.

This location does not fit within the consultation requirements of the Development Procedures bylaw No. 10-2006 and does not affect residents, in the context of the

requirements of the LCRB, therefore does not require gathering comments from the residents.

Recommendation

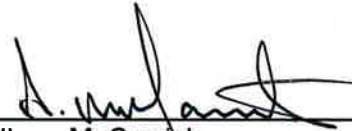
THAT pending any further requirements for notification from the Liquor and Cannabis Distribution Branch that the Port Hardy Council support the application made by Serena Neumerschitsky, Tristan Radzik, Carol Dirom, et al to allow for the Non- Medical Cannabis Retail Store known as Stellar Jay Organics to be located at #5- 9250 Trustee Road in Port Hardy.

Respectfully Submitted,

I agree with this recommendation,



Heather Nelson-Smith,
Director of Corporate Services



Allison McCarrick,
CAO



Job #000818

September 24, 2018

Heather Nelson-Smith
Director of Corporate Services
City of Port Hardy
Email: hnelson.smith@porthardy.ca

Dear Heather Nelson-Smith:

Re: Application for a Non-Medical Cannabis Retail Store Licence
Applicant: Serena Janette Neumerschitsky, Tristan Radzik, Carol M Dirom, et al
Proposed Establishment Name: Stellar Jay Organics
Proposed Establishment Location: #5 – 9250 Trustee Road, Port Hardy

The Applicant has applied to the Liquor and Cannabis Regulation Branch (LCRB) for a Non-Medical Cannabis Retail Store (CRS) licence proposed to be located at the above-noted address. The applicant is requesting operating hours from 9:00am to 11:00pm, seven days a week. The applicant contact is Serena Neumerschitsky at 778-710-2169 or sneumerschitsky@gmail.com.

Local governments and Indigenous nations are a crucial part of the licensing process. Section 33(1) of the [Cannabis Control and Licensing Act](#) prevents the LCRB from issuing a CRS licence without a positive recommendation regarding the CRS licence application from the local government or Indigenous nation.

The LCRB is requesting Council for the City of Port Hardy to consider the application and provide the LCRB with a written recommendation with respect to the application. To assist with your assessment of the application, a site map of the proposed cannabis retail store is attached. The following link opens a document which provides specific and important information and instructions on your role in the CRS licensing process, including requirements for gathering the views of residents.

[Local Governments' Role in Licensing Non-Medical Cannabis Retail Stores](#)

The LCRB will initiate an applicant suitability assessment regarding this CRS application, also known as a “fit and proper” assessment, which is comprised of financial integrity checks and security screenings of the applicant and persons associated with the applicant. Once the assessment is complete, you will be notified of the LCRB’s determination. You may choose to withhold your recommendation until the LCRB has made a final decision regarding the applicant’s suitability.

**Liquor and Cannabis
Regulation Branch**

Mailing Address:
PO Box 9292 Stn Prov Govt
Victoria BC V8W 9J8

Location:
645 Tyee Road
Victoria BC V9A 6X5
Phone: 250 952-5787
Facsimile: 250 952-7066

Website:
[www.gov.bc.ca/cannabisregulation
andlicensing](http://www.gov.bc.ca/cannabisregulationandlicensing)

If you choose not to make any recommendation regarding this application, please contact the LCRB at the earliest convenience. Please note that a Cannabis Retail Store Licence cannot be issued unless the LCRB receives a positive recommendation from the local government or Indigenous nation. Similarly, if a local government or Indigenous nation decides not to make any recommendation, the LCRB will not consider the application any further.

If you have any questions regarding this application please contact me at 1-866-209-2111 or LCRB.SLA@gov.bc.ca.

Sincerely,



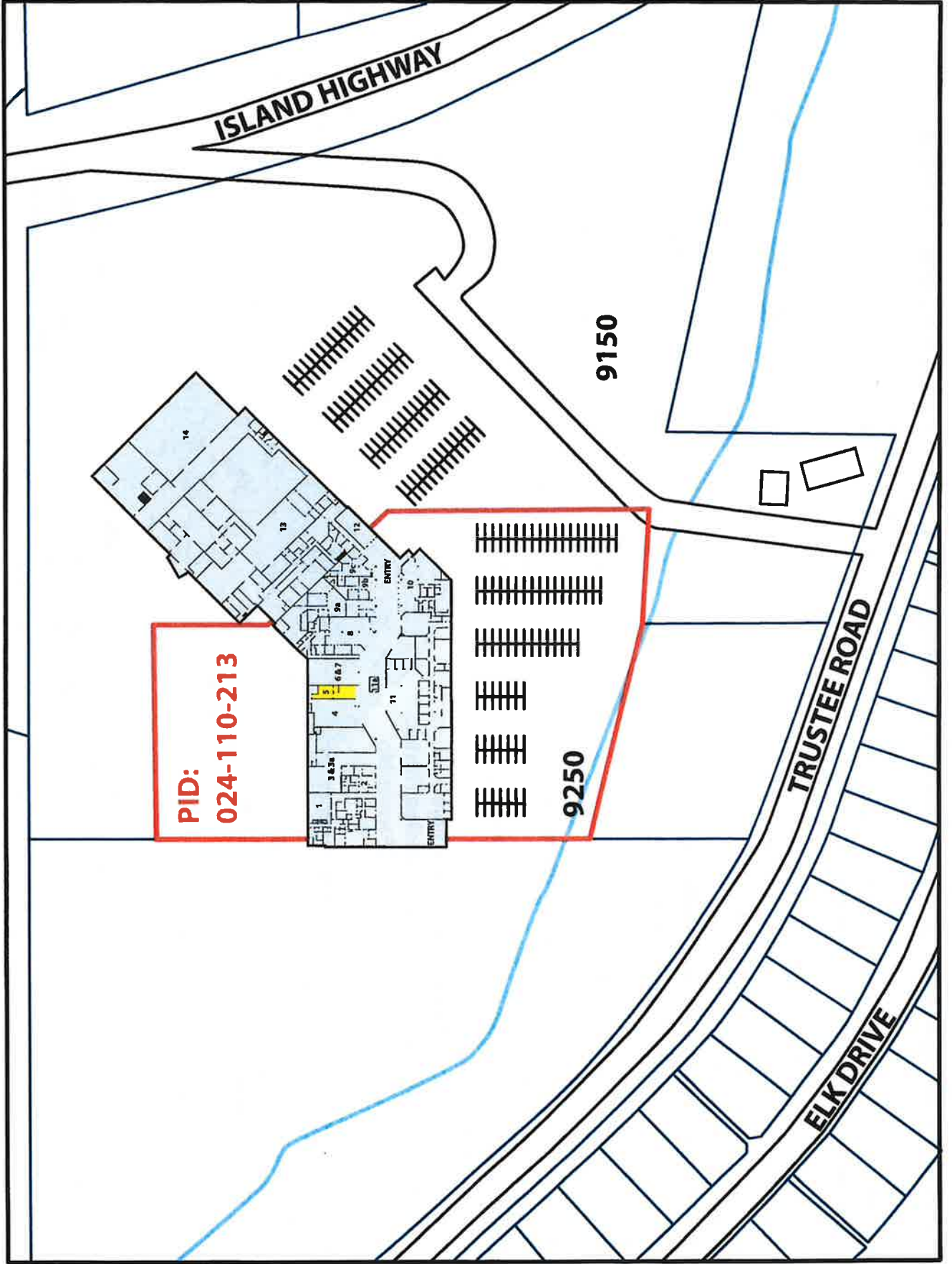
Vicky Tooby
Senior Licensing Analyst

Attachment

copy: LCRB Inspector
Serena Neumerschitsky

Stellar Jay Organics @ The North Island Mall, Site Plan Layout 2 of 2:

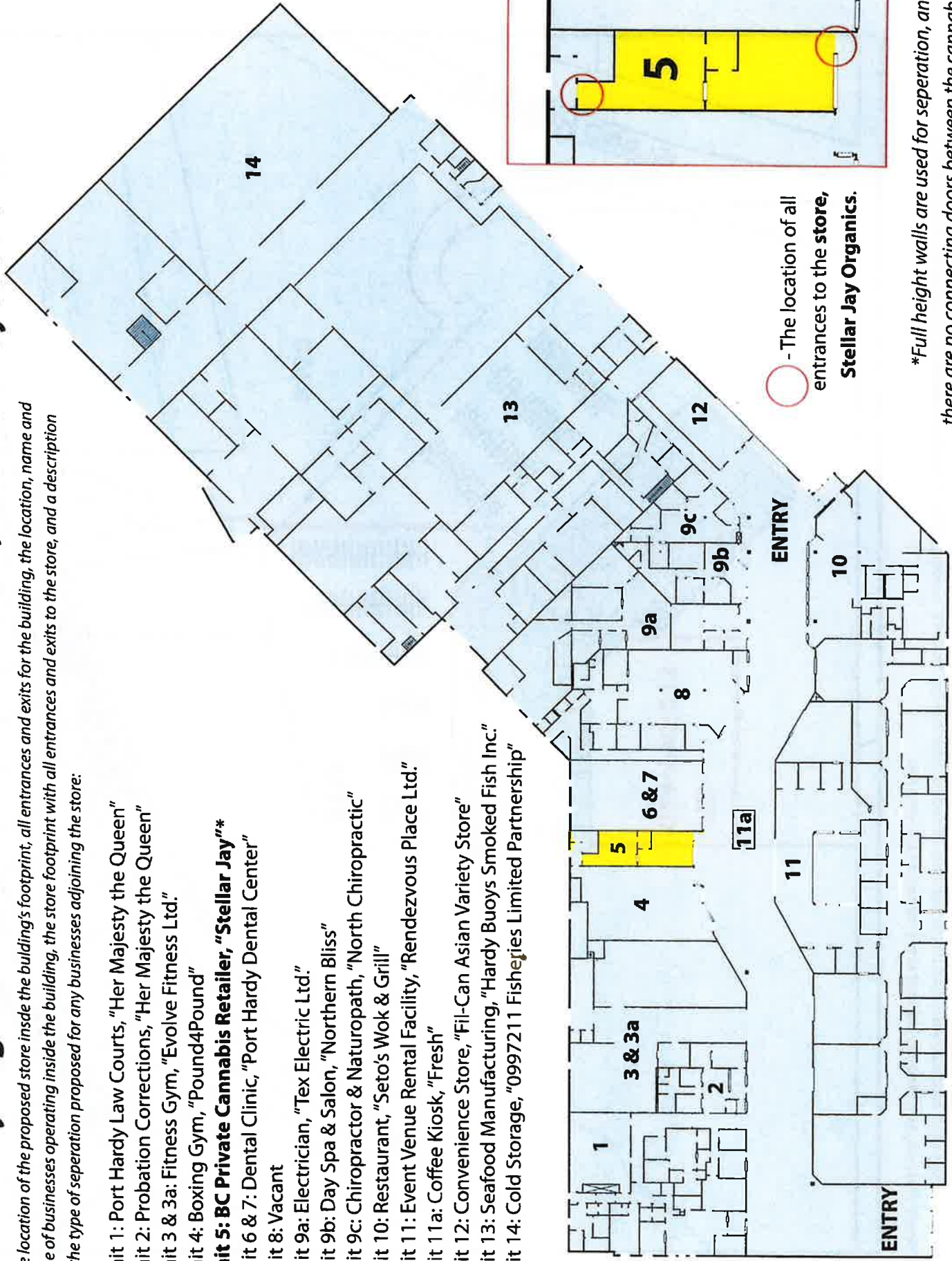
The location of any other buildings/businesses on the same site, including, each building footprint, building name and a list of businesses operating inside the building, road access and exits, including any relevant street names, and parking lots.




Stellar Jay Organics @ The North Island Mall, Site Plan Layout 1 of 2:

The location of the proposed store inside the building's footprint, all entrances and exits for the building, the location, name and type of businesses operating inside the building, the store footprint with all entrances and exits to the store, and a description of the type of separation proposed for any businesses adjoining the store:

- Unit 1: Port Hardy Law Courts, "Her Majesty the Queen"
- Unit 2: Probation Corrections, "Her Majesty the Queen"
- Unit 3 & 3a: Fitness Gym, "Evolve Fitness Ltd."
- Unit 4: Boxing Gym, "Pound4Pound"
- Unit 5: BC Private Cannabis Retailer, "Stellar Jay"***
- Unit 6 & 7: Dental Clinic, "Port Hardy Dental Center"
- Unit 8: Vacant
- Unit 9a: Electrician, "Tex Electric Ltd."
- Unit 9b: Day Spa & Salon, "Northern Bliss"
- Unit 9c: Chiropractor & Naturopath, "North Chiropractic"
- Unit 10: Restaurant, "Seto's Wok & Grill"
- Unit 11: Event Venue Rental Facility, "Rendezvous Place Ltd."
- Unit 11a: Coffee Kiosk, "Fresh"
- Unit 12: Convenience Store, "Fil-Can Asian Variety Store"
- Unit 13: Seafood Manufacturing, "Hardy Buoys Smoked Fish Inc."
- Unit 14: Cold Storage, "0997211 Fishegies Limited Partnership"



 - The location of all entrances to the store, Stellar Jay Organics.

*Full height walls are used for separation, and there are no connecting doors between the cannabis retail store Stellar Jay Organics and the neighbouring businesses.

Age-friendly Communities

2019 Application Form for Stream 1 Age-friendly Assessments, Action Plans & Planning

AGENDA

Please complete and return the application form by Friday, November 2, 2018. All questions are required to be answered by typing directly in this form. If you have any questions, contact lgps@ubcm.ca or (250) 356-2947.

SECTION 1: Applicant Information	
Local Government: District of Port Hardy	Complete Mailing Address: Box 68, Port Hardy, BC, V0N 2P0
Contact Person: Heather Nelson-Smith	Position: Director of Corporate Services
Phone: 250-949-6665 x223	E-mail: hnelson.smith@porthardy.ca

SECTION 2: Project Information										
<p>1. Project Information</p> <p>A. Project Title: Outdoor Gardening for Hardy Bay Seniors</p> <p>B. Proposed start and end dates. Start: Jan 2019 End: May 2019</p> <p>C. Total proposed project budget: \$5000</p>										
<p>2. Proposed Focus Areas. Please indicate which age-friendly components will be the primary focus of the proposed planning activities:</p> <table style="width: 100%;"> <tr> <td><input checked="" type="checkbox"/> Outdoor spaces and buildings</td> <td><input checked="" type="checkbox"/> Social participation</td> </tr> <tr> <td><input type="checkbox"/> Transportation (including traffic safety)</td> <td><input type="checkbox"/> Communications and information</td> </tr> <tr> <td><input type="checkbox"/> Housing</td> <td><input type="checkbox"/> Civic participation and employment</td> </tr> <tr> <td><input checked="" type="checkbox"/> Respect and inclusion</td> <td><input checked="" type="checkbox"/> Community support and health services</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Plan/assessment dealing with all features</td> </tr> </table>	<input checked="" type="checkbox"/> Outdoor spaces and buildings	<input checked="" type="checkbox"/> Social participation	<input type="checkbox"/> Transportation (including traffic safety)	<input type="checkbox"/> Communications and information	<input type="checkbox"/> Housing	<input type="checkbox"/> Civic participation and employment	<input checked="" type="checkbox"/> Respect and inclusion	<input checked="" type="checkbox"/> Community support and health services		<input type="checkbox"/> Plan/assessment dealing with all features
<input checked="" type="checkbox"/> Outdoor spaces and buildings	<input checked="" type="checkbox"/> Social participation									
<input type="checkbox"/> Transportation (including traffic safety)	<input type="checkbox"/> Communications and information									
<input type="checkbox"/> Housing	<input type="checkbox"/> Civic participation and employment									
<input checked="" type="checkbox"/> Respect and inclusion	<input checked="" type="checkbox"/> Community support and health services									
	<input type="checkbox"/> Plan/assessment dealing with all features									
<p>3. Age-friendly Accomplishments to Date & Recognition. Many BC communities have already completed steps required to be recognized as an age-friendly community. Please indicate below if your community has completed the following:</p> <p><input type="checkbox"/> Established an age-friendly advisory or steering committee that includes the active participation of older adults. An existing committee can also take on this mandate.</p>										

Passed a council or district board resolution to actively support, promote and work towards becoming an age-friendly community. As an alternative, local governments may have chosen to commit to being age-friendly through specific goals, objectives or policies in an official community plan or strategic plan.

Conducted an age-friendly assessment in consultation with older adults.

Developed and published an action plan.

Can BC Healthy Communities Society contact you to discuss completing Age-friendly Community recognition?

x Yes No

4. Proposed Activities. Please describe the specific activities you plan to undertake. Refer to Section 4 of the Program & Application Guide for eligible activities under Stream 1.

This new (proposed) project is focused on the creation of outdoor garden spaces for the Hardy Bay Senior center which will led to more healthy eating

5. Program Goals & Objectives. How will the proposed planning activities meet the goals of the 2019 Age-friendly Communities grant program? How will this make your community more age-friendly?

The proposed planning activities will increase inclusion with the members of the Hardy Bay Seniors as they will be integral in the planning and ordering of the garden structures, to the consideration of the seeds planted, to the weeding of the garden, to the sharing of the food produced. This will be an example to be used in the District of ort Hardy's community plan where "Provide senior residents with the means to live a fulfilling life through promotion of access to safe and affordable housing, physical and social mobility and social engagement in the community" (P. 57)

According to Census Canada, in 2006, the population of Port Hardy was 3822 with 8.1% of the population was 65+. In 2016, the population of Port Hardy was 4132 with 15% of the population 65+.

According to the District of Port Hardy's Official Community Plan "Food security means ensuring that all Port Hardy residents, at all times, have access to adequate amounts of safe, nutritious ... culturally appropriate foods, produced in an environmentally sustainable way and provided in a manner which promotes dignity" (p. 51). This proposed project would cover all these points.

6. Intended Outcomes, Deliverables & Impacts What will your project achieve? What will be the specific deliverables? List any policies, practices, plans or documents that will be developed or amended as a result of your project.

Increase seniors' understanding of growing food for their regular meetings and lunches.

Increase inclusion through engaging seniors who know how to garden (and are no longer have access to gardening) and seniors who have always wanted to garden.

Identify and form partnerships within the community that could address seniors and gardening

To provide a safe and nurturing place where seniors who don't have access to garden space can grow food.

7. Community Partners & Participation by Seniors

- A. All applicants are encouraged to work with their local Health Authority. How will the proposed planning activities include your health authority?

Leslie Dyck – Mount Waddington Community Food Coordinator – will work with the Hardy Bay Seniors in choosing the right seeds and helping educate them with correct/efficient growing practices with raised beds and with greenhouses.

- B. List all confirmed partners (e.g. school districts, First Nations or Aboriginal organizations, seniors, senior-serving organizations, community organizations and other local governments) that will directly participate in the proposed planning activities and the specific role they will play.

Hardy Bay Seniors Society will be involved directly in all stages of the proposed grant proposal.

- C. Describe any direct participation by seniors in the proposed planning activities.

The Board of the Hardy Bay Seniors will be the main organizers of the proposed planning activities.

8. Evaluation. How will the project be evaluated (performance measures and/or benchmarks be used to measure outcomes)? How will this information be used?

- Skill, experience and knowledge will be shared at Hardy Bay Seniors monthly meetings.
- Hardy Bay Senior Society will actively engage with the Mount Waddington food security hub
- Experiences will be shared regularly via social media.

9. Support from BC Healthy Communities (BCHC) Society. Applicants approved under the 2019 Age-friendly Communities grant program may be eligible to apply for a range of services from BCHC Society.

The purpose of this support is to: 1) engage sector leaders so they can collaboratively prioritize the goals intended to be achieved through their age-friendly community grant; 2) understand and utilize key capacities and innovative practices that will support community groups to bring their age-friendly initiatives to the next level; and 3) determine the next wise actions to achieve the community's age-friendly goals.

Would you be interested in additional information to learn more about possible supports from BCHC Society?

Yes No

10. Additional Information. Please share any other information you think may help support your submission.

“Health and well-being are generated for all, at all levels of the system: from food production, harvest, processing, acquisition, consumption, recovery and waste.”

<http://www.islandfoodhubs.ca/docs/food-security-action-guide.pdf>

The District of Port Hardy's Official Community Plan is inclusive of age-friendly planning principles.

In 2009, the District of Port Hardy was a successfully recipient of an Age-Friendly Community Planning Grant which worked on a community consultation process for addressing senior accessibility and senior issues on the North Island

SECTION 3: Required Attachments

Please submit the following with your application:

Council/Board or Band Council Resolution – Indicating local government support for the proposed project and a willingness to provide overall grant management

Detailed budget

Submit the completed Application Form and all required attachments as an e-mail attachment to lgps@ubcm.ca and note “2019 Age-friendly” in the subject line. Submit your application as either a Word or PDF file(s). If you submit by e-mail, hardcopies and/or additional copies of the application are not required.

SECTION 4: Signature

Applications are required to be signed by an authorized representative of the applicant. Please note all application materials will be shared with the Province of BC and BCHC Society.

Name:

Title:

Signature:

Date:

Budget Template

Support for Local Governments
 Age Friendly Community Grant

Name of Local Government Applicant: District of Port Hardy		
Project Name: Outdoor Gardening for Hardy Bay Seniors		
Expenses	Description	BCHC Contribution (up to a total of \$5,000)
small greenhouse	greenhouse would be max dimension of 7'x5'	\$ 1,200
raised beds (2)	premade raised beds would have approx. dimensions of height 3' by length 8' by 2.5' wide	1,200
raised bed (1)	premade raised beds would have approx. dimensions of height 3' by length 5' by 2' wide	600
gravel, landscape fabric, soil	would want to have gravel path between the raised beds for low maintenance	1,000
labour	for installation of greenhouse and raised beds	1,000
planning events at the Hardy Bay senior center	lunch 1 - to engage the seniors in the planning, organizing who will do what; honorarium for guest s	800
	lunch 2 - to discuss production and how to improve; honorarium for guest speaker(s)	800
	lunch 3 - debrief ; how to go forwarded	500
Total Expenses		\$ 7,100

A. CALL TO ORDER		PAGE
B. APPROVAL OF AGENDA AS PRESENTED (or amended)	Motion required.	
	1.	
	2.	
C. ADOPTION OF MINUTES		
	1. Minutes of the Regular Council meeting held October 9, 2018.	1-4
	Motion required.	
	1.	
	2.	
D. DELEGATIONS AND REQUESTS TO ADDRESS COUNCIL		
	1. Dennis Flannigan, Poppy Chairman, Royal Canadian Legion Branch #237 re: Presentation of the first poppy for the 2018 Poppy Campaign.	
	2. Brent Borg, Fire Chief, Port Hardy Fire Rescue re: Quarterly Report to Council, July-September 2018.	
E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS		
	1. Council Action Items. For information.	5-6
F. NEW BUSINESS		
	None in agenda package.	
G. CORRESPONDENCE		
	1. Hon. Selina Robinson, Minister of Municipal Affairs and Housing (Oct.9/18) re: Thank you for meeting at UBCM Convention. For information.	7
	2. Hon. Claire Trevena, Minister of Transportation and Infrastructure (Oct.2/18) re: Thank you for meeting at UBCM Convention. For information.	8-9
	3. Hon Lana Popham, Minister of Agriculture (Oct 17/18) re: Thank you for meeting at UBCM Convention. For information.	10
	4. Hon. Shane Simpson, Minister of Social Development and Poverty Reduction (Oct 16/18) re: Thank you for meeting at UBCM Convention. For information.	11-12
	5. Jenna Hanrath & Chelsea Hunt, Youth Development Workers, North Island Gathering Circle (Oct. 5/18) re: Request for Grant in Aid for Aboriginal Youth Conference <i>Going M.I.L.L.E.S.</i> Uncommitted 2018 Grant in Aid Funds. For information.	13
	14	
	Motion / direction	
	1.	
	2.	
	6. Dennis Flannigan, Poppy Chairman, Royal Canadian Legion Branch #237 (Oct.15/18) re: Request to hold November 11, 2018 Remembrance Day Parade and permission to march along Market Street from the Chamber of Commerce building to the Cenotaph in Carrot Park.	15
	Motion / direction	
	1.	
	2.	
H. COUNCIL REPORTS		
	1. Verbal Reports from Council members.	

I. COMMITTEE REPORTS	1. Draft minutes of the Operational Services Committee meeting held October 15, 2018. For information.	16-18
	Draft Policy – Half-Masting of Flags	19
	<i>Recommendation to Council: THAT Council approve the Half-Masting of Flags policy as presented.</i>	
	Motion / direction	
	1. 2.	
2. Draft minutes of the Parks, Recreation, Arts & Culture Committee meeting held October 17, 2018. For information.		20-21
J. STAFF REPORTS		
1. Heather Nelson-Smith, Director of Corporate Services (Oct. 12/18) re: Application for Non-Medical Cannabis Retail Store Licence.		22-27
	Motion / direction	
	1. 2.	
2. Heather Nelson-Smith, Director of Corporate Services re: UBCM Grant Application - Age Friendly Communities: Outdoor Gardening for Hardy Bay Seniors.		28-32
	Motion / direction	
	1. 2.	
K. CURRENT BYLAWS AND RESOLUTIONS		
	No bylaws.	
L. PENDING BYLAWS		
	Bylaw 1088- 2018 A Bylaw to Amend Zoning Bylaw 1010-2013.	
M. INFORMATION AND ANNOUNCEMENTS		
October 23-27 Numata Delegation in Port Hardy	November 7 Council Swearing in Ceremony, 7:00pm Council Chambers	
	November 8 Committee: Finance 9:00am – Noon Council Chambers	
	November 9 Committee: Finance 9:00am – Noon Council Chambers	
	November 11 Remembrance Day	
	November 12 Municipal Hall Closed – for Remembrance Day Statutory Holiday	
	November 13 Committee: First Nations Relations 3:00pm Council Chambers	
	November 13 Council: Regular Council meeting, 7:00pm Council Chambers	
	November 14 Heritage Society, 7:00pm Council Chambers	
N. NOTICE OF IN CAMERA MEETING		
	No in Camera meeting scheduled at this time.	
O. ADJOURNMENT		
	Motion required:	
	1. 2.	
	Time:	

