



## **DISTRICT OF PORT HARDY**

# **AGENDA REGULAR MEETING OF COUNCIL 7:00 PM TUESDAY, MAY 8, 2012**

### **MUNICIPAL HALL COUNCIL CHAMBERS**

Mayor: Bev Parnham  
Councillors: Janet Dorward, Jessie Hemphill, Al Huddleston, Rick Marcotte,  
Nikki Shaw, John Tidbury

Staff: Rick Davidge, Chief Administrative Officer  
Gloria Le Gal, Director of Corporate Services  
Deb Clipperton, Director of Financial Services  
Trevor Kushner, Director of Operations

- 19-20** 2. Legislative Review Committee minutes of the meeting held May 2, 2012.  
Note: One recommendation to Council.

Motion / direction 1. 2.

- 21-22** 3. Board of Variance minutes of the meeting held April 19, 2012. For information.

**J. STAFF REPORTS**

- 23-24** 1. Accounts Payable for April 2012. For information.

- 25-28** 2. G. Le Gal, Director Corporate Services (Apr.30/12) Community Consultative Committee Terms of Reference.

Motion / direction 1. 2.

**K. CURRENT BYLAWS AND RESOLUTIONS**

- 29-32** 1. The District of Port Hardy Financial Plan 2012 – 2016 Bylaw No.05-2012.  
For Adoption.

*Motion required* 1. 2.

- 33-35** 2. District of Port Hardy Annual 2012 Tax Rates Bylaw 06-2012.  
For Adoption.

*Motion required* 1. 2.

- 36-37** 3. District of Port Hardy Rates and Fees for 2012 Amendment Bylaw 07-2012.  
For Adoption.

*Motion required* 1. 2.

- 38** 4. District of Port Hardy Commission Repealing Bylaw No. 08-2012 for First, Second and Third Reading.

*Motion required* 1. 2.

**L. PENDING BYLAWS**

Neighbourhood zero emission vehicles.  
Animal Control

**M. INFORMATION AND ANNOUNCEMENTS**

May 16 Operational Services Committee - 9:00 am Council Chambers  
May 22 Regular Council Meeting - 7:00 pm Council Chambers  
May 29 Emergency Planning - Noon Council Chambers

**N. NOTICE OF IN-CAMERA MEETING**

No In-Camera Meeting scheduled at this time.

**O. ADJOURNMENT**

1. Time:

**DISTRICT OF PORT HARDY  
AGENDA FOR THE REGULAR MUNICIPAL COUNCIL MEETING  
7:00 pm TUESDAY MAY 8, 2012  
Council Chambers - Municipal Hall**

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- A. CALL TO ORDER** **Time:**
- B. APPROVAL OF AGENDA AS PRESENTED (or amended)**
- Motion required* 1. 2.
- 1 C. ADOPTION OF MINUTES**
1. The minutes of the Public Budget Consultation meeting held April 24, 2012.
- Motion required* 1. 2.
- 2-9 2.** The minutes of the Regular Council Meeting held April 24, 2012.
- Motion required* 1. 2.
- 10 3.** The minutes of the Special Council Meeting held May 1, 2012
- Motion required* 1. 2.
- D. DELEGATIONS AND REQUEST TO ADDRESS COUNCIL**  
No delegations
- 11-12 E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS**
1. Council Action items. For information.
- F. CORRESPONDENCE**
- 13 1.** Hon. Christy Clark, Premier (Apr.17/12) re: Letter regarding municipal representation on the Expert Panel on B.C. tax competitiveness. For information.
- 14 2.** Hon. Ida Chong, Minister of Community, Sport and Cultural Development (Apr.18/12) re: Grant for Port Hardy Connectivity & Trail Enhancement (\$365,970). For information
- 15 3.** Yana Hrdy, Port Hardy & District Chamber of Commerce (Apr.27/12) re: Request for use of Carrot Park on June 8, 2012 to celebrate Oceans Day.
- Motion / direction* 1. 2.
- 16 4.** Sabrina Dent, Chair, Relay for Life (Apr.30/12) re: Request for exemption from Noise Bylaw 949 for duration of the Relay for Life, May 26, 2012 and request to use District barriers.
- Motion / direction* 1. 2.
- G. NEW BUSINESS**  
No new business in agenda package.
- H. COUNCIL REPORTS**  
Verbal reports from Council members.
- I. COMMITTEE REPORTS**
- 17-18 1.** Parks & Recreation Commission minutes of the meeting held May 1, 2012. Note: One recommendation to Council.
- Motion / direction* 1. 2.

**DISTRICT OF PORT HARDY  
MINUTES OF THE PUBLIC BUDGET CONSULTATION MEETING  
HELD APRIL 24, 2012 - MUNICIPAL HALL COUNCIL CHAMBERS**



Call to Order: Mayor Parnham

Time: 6:00 pm

Present: Mayor Parnham, Councillors Tidbury, Hemphill, Huddleston, Marcotte, Shaw

Also Present: Rick Davidge, CAO  
Deb Clipperton, Dir. Financial Services

Media: None

Citizens: None

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Deb Clipperton, Director of Financial Services reviewed for those present the District of Port Hardy Financial Plan 2012-2016. Discussion topics included:

1. Comparison of rates on an average residential property.
2. Comparison of rates on a residential property.
3. Assessment history from 2005 - 2012.
4. Consolidated Financial Plan 2012-2016.
5. 2012 Revenue Sources.
6. 2012 Expenditures.
7. 2012 List of Capital projects.

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MINUTES OF THE DISTRICT OF PORT HARDY  
REGULAR MEETING OF COUNCIL APRIL 24, 2012

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CALL TO ORDER: Mayor Parnham Time: 7:00 pm

PRESENT: Mayor Parnham, Councillors Hemphill, Huddleston, Marcotte, Shaw, Tidbury

REGRETS: Councillor Dorward  
Gloria Le Gal, Director Corporate Services

ALSO PRESENT: Rick Davidge, Chief Administrative Officer  
Patti Smedley, Economic Development and Community Coordinator  
Leslie Driemel, Recording Secretary

Media: None

Citizens: 3

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PRESENTATION

To Stan McLennan, in appreciation for his years of service on the Council of the District of Port Hardy.

Mayor Parnham presented Stan McLennan with the picture "Port Hardy 1904-2004" by Rebeka Parlee and thanked him for nineteen years of service to the community as a Councillor of the District of Port Hardy.

ADDENDUM

Mayor Parnham advised of an addendum to the agenda namely:

F. CORRESPONDENCE

3. Conrad Browne, Economic Development, Gwa'sala-'Nakwaxda'xw Nations (Apr.10/12) re: Floating artisan/performance structure at Seagate Wharf.

I. COMMITTEE REPORTS

5. Parks & Recreation Commission Emails re: Proposed Community Consultative Committee.

APPROVAL OF AGENDA

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

ADOPTION OF MINUTES

1. The minutes of the Regular Council Meeting held April 10, 2012.

Moved/Seconded/Carried  
THAT the minutes of the Regular Council Meeting held April 10, 2012 be approved as presented.

2011-083  
APPROVAL OF AGENDA  
AS AMENDED

2012-084  
MINUTES OF THE  
REGULAR COUNCIL  
MEETING APRIL 10/12  
APPROVED AS  
PRESENTED.

DELEGATIONS

DELEGATION  
RCMP REPORT

1. RCMP Staff Sergeant Anna Marie Mallard re: RCMP Quarterly Report.

Staff Sergeant Mallard reviewed the Quarterly Report for January, February and March 2012 with Council. Council was advised there were 861 files opened and reviewed the statistics for the files. The strategic priorities were reviewed and Council was advised that foot and bike patrols will be implemented as resources allow.

The Staff Sergeant advised Council her posting here will be until early July and that there are three incoming members to the detachment.

DELEGATION  
COAST GUARD  
AUXILIARY  
IMPLEMENTATION  
OF 'KID'S DON'T FLOAT  
PROGRAM'

2. Bill McCormack, Coast Guard Auxiliary Units re: Discuss the implementation of a 'Kid's Don't Float Program' in Port Hardy.

Mr. McCormack reviewed the 'Kid's Don't Float Program' and its implementation and success in Port McNeill. The program is a project of the Canadian Coast Guard Auxiliary in partnership with Mustang Survival. The program sign and life jackets are provided at no charge and can be placed at harbour access points chosen by the District.

Council members suggested various locations including the Seagate Wharf, Fishermans Wharf, Bear Cove Recreation Area, and when it is installed, the Fishing Park at the summer T-floats.

Mr. McCormack advised that jackets donated from the public have also been used. A photo of the sign currently in place in Port McNeill and a copy of a letter of support from the Port McNeill Council was circulated to Council.

Mayor Parnham thanked Mr. McCormack for his presentation and advised the implementation of a 'Kid's Don't Float Program' in Port Hardy will be discussed under New Business.

BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

BRING FORWARD APRIL  
26, 2011 ACTION ITEM  
RE: FIREPLACE /  
WOODSTOVE  
INSPECTION RATES

1. Council action items were received as information.

Councillor Tidbury requested that staff bring forward the action item from the Regular meeting of April 26, 2011 regarding fireplace / woodstove inspection rates.

2. Memo from G. Le Gal, Director Corporate Services (Apr. 18/12) re: Robert Scott School Commercial Rentals.

Mayor Parnham cited a possible conflict of interest and requested Deputy Mayor Shaw take the Chair. Mayor Parnham left the meeting. Time: 7:28 pm

Deputy Mayor Shaw reviewed the issues raised by Rick Milligan of 330333 BC Ltd. regarding business licences and property taxes on commercial rentals at School District 85 facilities.

Rick Davidge, Chief Administrative Officer advised Council that staff have met with John Martin of School District 85 and discussed the concerns regarding commercial rentals at Robert Scott School. Mr. Martin explained the challenges the School District has regarding maintaining facilities no longer in use.

Council was advised that District staff and the School District are continuing to review regulations and make inquiries as to what is done in other jurisdictions.

Council discussed the listing of tenants at Robert Scott School, zoning and business license requirements, service oriented vs commercial businesses and co-operative type businesses. Council members raised concerns regarding the quality of the rental market units currently available in Port Hardy and changes in the marketplace and shopping patterns.

Council directed staff to:

- a. contact the businesses at Robert Scott School that are a commercial enterprise and advise them a valid business license is required;
- b. continue to gather more information regarding regulations and practices in other communities;
- c. review zoning issues with the upcoming zoning bylaw review and;
- d. advise Mr. Milligan of action being taken.

Mayor Parnham rejoined the meeting.

Time: 7:40 pm

#### CORRESPONDENCE

1. Neil Smith, Manager of Economic Development and Parks, Regional District of Mount Waddington (Apr.5/12) re: Regional business data and internet gateway project - Port Hardy businesses into database.

Patti Smedley updated Council on the various gateway and internet portal programs and projects currently available and advised that there may be duplication of services. A meeting is being arranged to discuss clarification on the program and tools available.

Council discussed the issue of distributing business license information to outside parties and the quality of the information released.

Council directed staff to further investigate the request from the Regional District of Mount Waddington regarding the regional business data and internet gateway project.

2. UBCM Newsletter In the House (Apr.16/12) re: Request that UBCM members contact MLA's regarding importance of Provincial Government Bill 34 *Limitation Act* legislation to local governments.

DIRECTION TO STAFF  
RE: SD 85 COMMERCIAL  
RENTALS

STAFF TO FURTHER  
INVESTIGATE RDMW  
REGIONAL BUSINESS  
DATA AND INTERNET  
GATEWAY PROJECT.

2012-085  
WRITE TO MLA RE: BILL  
34, THE NEW LIMITATION  
ACT

Moved/Seconded/ Carried  
THAT the District of Port Hardy write to MLA Claire Trevena regarding the importance of the proposed provincial legislation Bill 34, the new *Limitation Act* to municipal governments AND THAT the letter advise of concerns that Bill 34 does not address the issue of joint and several liability with copies of the letter to be sent to the presidents of the Union of British Columbia Municipalities and Association of Vancouver Island and Coastal Communities.

ADDENDUM

Correspondence

3. Conrad Browne, Economic Development, Gwa'sala-'Nakwaxda'xw Nations (Apr.10/12) re: Floating artisan/performance structure at Seagate Wharf.

Councillor Hemphill cited a possible conflict of interest and left the meeting.  
Time: 7:50 pm.

Rick Davidge, Chief Administrative Officer advised the project was mentioned at the recent Community to Community Forum with Gwa'sala-'Nakwaxda'xw. Council was advised that boat rentals have been done at the Seagate Wharf T-floats in past years and that staff can further explore the request with the Gwa'sala-'Nakwaxda'xw First Nation.

Council members discussed the need to set rates and fees for space rental at the wharf and insurance requirements.

2012-086  
LETTER OF SUPPORT  
GWA'SALA-  
'NAKWAXDA'XW  
FLOATING STRUCTURE  
AT SEAGATE AND REFER  
TO STAFF FOR FURTHER  
DISCUSSION.

Moved/Seconded/Carried  
THAT the District of Port Hardy write a letter of support for the Gwa'sala-'Nakwaxda'xw Nations floating artisan/performance structure at Seagate Wharf project AND THAT it be referred to staff for further discussion with the Gwa'sala-'Nakwaxda'xw Nation.

Councillor Hemphill rejoined the meeting. Time: 7:55 pm

NEW BUSINESS

1. Bill McCormack, Coast Guard Auxiliary Units and implementation of a 'Kid's Don't Float Program' in Port Hardy.

2012-087  
COAST GUARD  
AUXILIARY 'KIDS DON'T  
FLOAT' PROGRAM

Moved/Seconded/Carried  
THAT the District of Port Hardy write a letter of support to the Coast Guard Auxiliary for the establishment of the Kid's Don't Float Program' lifejacket borrowing program in Port Hardy.

STAFF TO REVIEW SITES  
TO SET UP 'KIDS DON'T  
FLOAT' PROGRAM

Council directed staff to review suitable sites for the program signs and jackets.



## COUNCIL REPORTS

Councillor Hemphill reported on:

- Attending the Sustainability Committee meeting with discussions including the draft Terms of Reference and how to obtain a local seafood supply in the community.
- The new display opening Saturday at the Port Hardy Museum on Float Camp Life and encouraged everyone to go see it.

Councillor Huddleston reported on:

- Telus planning to proceed with improving broad band service in rural communities by installing a fibre optic cable from Sayward to Woss.
- A recent magazine article regarding the purchase of six new aluminum boats by the Department of Fisheries and Oceans and their allocation to Port Alberni, Nanaimo and Campbell River and none to the North Island which has the highest concentration of aquaculture businesses in the province.

Councillor Tidbury reported on:

- Attending the annual Association of Vancouver Island and Coastal Communities convention in Ucluelet and commented that overall it was interesting but that the panels were disappointing.
- Attending the Emergency Planning meeting.
- Attending the upcoming Regional District of Mount Waddington Health Network and Transit meetings.

Councillor Shaw reported on:

- Attending the Sustainability Committee and Strategic Planning / Budget meetings.
- Attending the Health Network Core Housing Working Group meeting.
- Attending the upcoming Regional District of Mount Waddington Health Network meetings.

Councillor Marcotte reported on:

- Attending the annual Association of Vancouver Island and Coastal Communities convention in Ucluelet and reported on various discussions and resolutions that were passed.
- The Coastal Community Network and its interests and emphasis on regional districts and first nations.
- Concerns regarding the burning bylaw and would like Council to review the existing bylaw.

Councillor Tidbury advised he would also like the burning bylaw reviewed, particularly the sizes allowed in the A and B categories.

Mayor Parnham advised the bylaw was recently and carefully reviewed and updated to current provincial regulations.

Council members were requested to review the bylaw and discuss areas of concern with Gloria Le Gal, Director Corporate Services before bringing the bylaw to the Legislative Review Committee and Council.

COUNCIL REPORTS

Mayor Parnham reported on:

- Attending the annual Association of Vancouver Island and Coastal Communities convention in Ucluelet and commented that the Union of British Columbia Municipalities President was disappointed in the relationship between the provincial government and the Union of British Columbia Municipalities, particularly in municipal consultations for the municipal auditor and business tax review programs.
- Attending Strategic Planning / Budget meetings and advised the 2012 budget is in its final stages.
- The upcoming Pitch-In Community Clean Up and bbq and Annual Spring Clean Up.
- Upcoming out of town trips from Thursday afternoon to April 26 to Monday April 30 for a provincial policing round table discussion and a BC Ferries meeting and that she will not be in town for the Regular Council meeting on May 22, 2012.

Councillor Shaw advised she will be in town and available as the Deputy Mayor.

Patti Smedley, Economic Development and Community Coordinator provided details of the Pitch-In Community Clean Up and bbq on Sunday, April 29 and Spring Clean Up scheduled for Tuesday May 1 to Saturday, May 5 from 11:00 am to 4:00 pm with free drop off at Fox's Disposal at the Tacan Industrial site.

Council was advised that the Annual Logging Road Cleanup organized by the Ministry of Forests and Western Forest Products will be taking place May 12 and volunteers and equipment are needed.

#### COMMITTEE REPORTS

1. Economic Development Committee, minutes of the meeting held April 10, 2012 was received as information.
2. Legislative Review Committee, minutes of the meeting held April 10, 2012 was received as information.
3. Operational Services Committee, minutes of the meeting held April 18, 2012 was received as information.
4. Joint Advisory Planning / Harbour Commission, minutes of the meeting held April 19, 2012, with two recommendations to Council regarding the Community Consultative Committee and the draft Terms of Reference.

Mayor Parnham requested Councillor Marcotte report on the Joint Advisory Planning / Harbour Commission, meeting held April 19, 2012.

Councillor Marcotte advised the Commission members wish to keep the status quo with two commissions in place as separate areas of expertise are required and that the terms of reference for the proposed Community Consultative Committee should have been written by the Advisory Planning/Harbour Commission.

COUNCIL EC DEV  
COMMITTEE MINUTES  
10, 2012

LEGISLATIVE REVIEW  
COMM. MINUTES APRIL  
10, 2012

OP SCVS COMM,  
MINUTES APRIL 18, 2012.

J/APC/HARBOUR COMM,  
MINUTES APRIL 19,  
2012REPORTS

Commission recommendation: That section 6.2 be deleted or that it be amended to, "members shall be appointed for two (2) year terms".

Council discussion on the recommendation included:

- the need to attract new members to commissions and the time commitment of volunteers;
- that the proposed committee is a new committee not an amalgamation of the Joint Advisory Planning/Harbour Commission and the Parks and Recreation Commission;
- that a larger scope may attract more interested people.
- restructuring the chair to that of a revolving Chair or limiting of the term of the Chair.

Moved/Seconded/Carried

THAT the draft Terms of Reference for the proposed Community Consultative Committee be amended by deleting 'for a maximum of two (2) terms' from Section 6.2.

Council directed staff to amend the draft Terms of Reference for the Community Consultative Committee to include a limit on the term of the Chair for a two (2) year period.

Commission recommendation: That the Advisory Planning and Harbour Commission be retained.

Mayor Parnham requested the addendum from the Parks and Recreation Commission members and input from Patti Smedley, Economic Development and Community Coordinator be brought forward.

#### ADDENDUM

##### COMMITTEE REPORTS

5. Parks & Recreation Commission Emails re: Proposed Community Consultative Committee.

Patti Smedley, Economic Development & Community Coordinator advised Council that the Parks & Recreation Commission have discussed concerns regarding lack of issues and a quorum at meetings, that it is a new committee being proposed, not an amalgamation of commissions and that they are supportive of the proposed Community Consultative Committee.

Moved/Seconded/Defeated

THAT the Joint Advisory Planning / Harbour Commission be retained.

Moved/Seconded/Carried

THAT the District of Port Hardy, by bylaw, dissolve the Joint Advisory Planning and Harbours Commission and the Joint Parks and Recreation Commission AND THAT a new bylaw be prepared to create the Community Consultative Committee.

2012-088  
AMEND SEC 6.2 OF  
COMMUNITY  
CONSULTATIVE  
COMMITTEE TERMS  
OF REFERENCE

DIRECTION TO STAFF  
RE: TERMS OR  
REFERENCE FOR  
COMMUNITY  
CONSULTATIVE  
COMMITTEE CHAIR  
POSITION

2012-089  
RETAIN ADVISORY  
PLANNING/HARBOUR  
COMMISSION

2012-090  
DISSOLVE JOINT  
APC//HARBOUR COMM  
AND JOINT PARKS & REC  
COMM & PREPARE  
BYLAW FOR COMMUNITY  
CONSULTATIVE  
COMMITTEE

STAFF REPORTS

1. G. Le Gal, Director Corporate Services (Apr. 18/12) re: Building Reporter - Mobile Inspection Software was received as information.
2. T. Kushner, Director Operations (Apr. 19/12) re: Storey's Creek Watermain Tender.

2012-091  
STOREY'S CREEK  
WATERMAIN TENDER  
#1220-20-473(2012) TO  
PORT HARDY  
BULLDOZING FOR  
\$73,136.28

Moved/Seconded/Carried  
THAT Storey's Creek Watermain Replacement Tender #1220-20-473(2012) be awarded to Port Hardy Bulldozing for the amount of \$73,136.28.

BYLAWS

No bylaws

ADJOURNMENT

2012-092  
ADJOURNMENT

Moved  
THAT we adjourn.

Time: 8:40 pm

CORRECT

APPROVED

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

\_\_\_\_\_  
MAYOR

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MINUTES OF THE DISTRICT OF PORT HARDY  
SPECIAL MEETING OF COUNCIL MAY 1, 2012

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CALL TO ORDER: Mayor Parnham Time: 6:00 pm

PRESENT: Mayor Parnham, Councillors Dorward, Hemphill, Marcotte, Tidbury

REGRETS: Councillors Huddleston, Shaw

ALSO PRESENT: Deb Clipperton, Director Financial Services

Media: None

Citizens: None

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APPROVAL OF AGENDA

2011-093  
APPROVAL OF AGENDA  
AS APPROVED

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

BYLAWS

- a. District of Port Hardy Financial Plan 2012 – 2016 Bylaw No.05-2012. For First, Second and Third 3rd Reading.

2011-094  
BL05-2012 FINANCIAL  
PLAN FOR 2012-2016  
1<sup>ST</sup> 2<sup>ND</sup>, 3<sup>RD</sup> READING

Moved/Seconded/Carried  
THAT the District of Port Hardy Financial Plan 2012 – 2016 Bylaw No.05-2012 receive First, Second and Third Readings.

- b. District of Port Hardy Annual 2012 Tax Rates Bylaw 06-2012. For First, Second and Third Readings.

2011-095  
BL 06-2012 TAX RATES  
FOR 2012 1<sup>ST</sup> 2<sup>ND</sup>, 3<sup>RD</sup>  
READING

Moved/Seconded/Carried  
THAT the District of Port Hardy Annual 2012 Tax Rates Bylaw 06-2012 receive . First, Second and Third Readings.

- c. District of Port Hardy Rates and Fees for 2012 Amendment Bylaw 07-2012. For First, Second and Third 3rd Reading.

2011-096  
BL 07-2012 AMEND BL14-  
2011 RATES & FEES FOR  
2012 1<sup>ST</sup> 2<sup>ND</sup>, 3<sup>RD</sup>  
READING

Moved/Seconded/Carried  
THAT the District of Port Hardy Rates and Fees for 2012 Amendment Bylaw 07-2012 receive First, Second and Third 3rd Reading.

ADJOURNMENT

2011-097  
ADJOURNMENT

Moved  
THAT we adjourn.

Time: 6:05 pm

CORRECT

APPROVED

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DIRECTOR OF  
CORPORATE SERVICES

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MAYOR

ITEM	ACTION – REGULAR MEETING OF APRIL 24, 2012	WHO	STATUS /COMMENTS
C. Tidbury from April 2011 Action Items Fireplace / woodstove inspection rates	Request for update.	GL/DC	Going to May 10 Strategic Planning /Budget meeting
R. Scott School/SD 85 Commercial rentals	Council directed staff to: a. contact businesses at Robert Scott School that are a commercial enterprise and advise them a valid business license is required. b. continue to gather more information regarding regulations and practices in other communities c. review zoning issues with the upcoming zoning bylaw review and; d. advise Mr. Milligan of action being taken.	GL GL RD	Done  In progress In progress Done
RDMW re: Regional business data and internet gateway project - Port Hardy businesses into database.	Council directed staff to further investigate the request from the Regional District of Mount Waddington regarding the regional business data and internet gateway project.	PS	In progress
UBCM re: Request that UBCM members contact MLA's regarding importance of Provincial Government Bill 34 Limitation Act legislation to local governments.	Write to MLA Claire Trevena regarding the importance of the proposed provincial legislation Bill 34, the new Limitation Act to municipal governments AND THAT the letter advise of concerns that Bill 34 does not address the issue of joint and several liability with copies of the letter to be sent to the presidents of the Union of British Columbia Municipalities and Association of Vancouver Island and Coastal Communities.	MP	
Gwa'sala-'Nakwaxda'xw nation re: Floating structure at Seagate Wharf	Write letter of support and proceed with discussions with Gwa'sala-'Nakwaxda'xw Nation.	RD/PS	
Coast Guard Auxiliary re: Kids Don't Float Program	Write letter of support to Coast Guard Auxiliary for establishment of program. Review suitable sites for program sign and jackets.	RD PS	Done Done
JAPC/Harbour Comm minutes of Apr 19/12 re: 2 recommendations to Council re: Community Consultative Committee Terms of Reference 1. Commission recommendation: That section 6.2 be deleted or that it be amended to, "members shall be appointed for two (2) year terms". 2. Commission recommendation: That the Advisory Planning and Harbour Commission be retained.	Change Terms of Reference: for the proposed Community Consultative Committee be amended by deleting 'for a maximum of two (2) terms' from Section 6.2 and Council directed staff to amend the draft Terms of Reference for the Community Consultative Committee to include a limit on the term of the Chair for a two (2) year period. Motion to retain defeated. Prepare bylaws dissolving Commission, prepare bylaw to create the Community Consultative Committee	GL GL	Done Done
Storey's Creek Watermain Tender	Awarded to PH Bull Dozing for \$73,136.28. Advise PH Bull of Award. Advise companies submitting tenders of award.	TK TK	
Sustainability Committee - recommendation for public consultation on neighbourhood zero emission vehicles	Refer to new Community Consultative Committee to do	WHO GL	STATUS /COMMENTS In progress

ITEM	ACTION – REGULAR MEETING OF FEBRUARY 28, 2012	WHO	STATUS /COMMENTS
Legislative Review Committee Minutes Feb 22/12 re: Chickens in residential areas	Chickens in residential areas, no direction to proceed, C/Hemphill may continue research	C/JH	In progress
ITEM	<b>ACTION – REGULAR MEETING OF FEBRUARY 14, 2012</b>	WHO	STATUS /COMMENTS
Sustainability Committee Minutes of Feb 7/12 Recommendation to distribute Council information digitally where ever possible and at the option of individual council members	Staff to review recommendation and report to Council	RD	In progress
ITEM	<b>ACTION – REGULAR MEETING OF JANUARY 10, 2012</b>	WHO	STATUS /COMMENTS
AVICC - Resolutions - Submissions, Nominations	Draft resolution regarding reinstating northern living allowance to RDMW residents	RD	In progress
Engineering Support for District	Approved . 3 yr contract with Koers & Assoc Engineering. Prepare contract.	TK	Contract prepared, given to CAO
ITEM	<b>ACTION – REGULAR MEETING OF AUGUST 9 2011</b>	WHO	STATUS/COMMENTS
Seagate Wharf emergency repairs	Approved estimated cost of \$35, 875. 79. Start repairs	RD	Work completed \$31,476.76
	Amend Financial Plan to include cost of repairs	DC	Not required



DISTRICT OF PORT HARDY  
APR 23 2012

April 17, 2012

Her Worship Bev Parham  
Mayor of the District of Port Hardy  
PO Box 68, 7360 Columbia Street  
Port Hardy, BC V0N 2P0

Dear Mayor Parham:

Thank you for the letter regarding municipal representation on the Expert Panel on B.C. tax competitiveness. I appreciate being advised of your Council's views and note that you would prefer to see local government representation on the Expert Panel.

I see that you have shared your correspondence with Minister Ida Chong. I have also shared a copy with Minister Kevin Falcon. Minister Falcon will ensure that you receive a response on this matter on my behalf.

Again, thank you for your feedback.

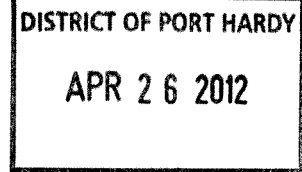
Sincerely,

A handwritten signature in black ink that reads 'Christy Clark'.

Christy Clark  
Premier

pc: Honourable Kevin Falcon  
Honourable Ida Chong





Ref: 149760

April 18, 2012

Her Worship Mayor Bev Parnham  
and Members of Council  
District of Port Hardy  
Box 68  
Port Hardy, BC V0N 2P0

Dear Mayor Parnham and Councillors:

On behalf of the Province of British Columbia, I am pleased to provide your community with a cheque in the amount of \$365,970 under the Community Recreation Program for your project 16134 – Port Hardy Connectivity and Trail Enhancement.

A copy of the signed agreement between the Province, the Ministry of Community, Sport and Cultural Development and your local government is also enclosed for your records.

As you may recall, at the 2011 Union of British Columbia Municipalities Annual Convention, Honourable Christy Clark, Premier, highlighted the value of recreation to families and communities and addressed the challenges communities face in providing recreational infrastructure.

This Program and the funding provided to you represents this government's commitment to assist local governments in investing in infrastructure that make communities healthier, more active places in which to live. I wish you success in the implementation of this project.

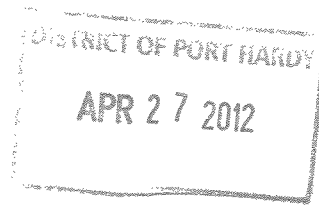
Sincerely,

Ida Chong, FCGA  
Minister

Enclosures



Port Hardy & District Chamber of Commerce  
P.O. Box 249, Port Hardy, BC V0N 2P0 Canada  
Tel: (250) 949-7622 • Fax: (250) 949-6653  
Email: [phcc@cablerocket.com](mailto:phcc@cablerocket.com) • Website: [www.ph-chamber.bc.ca](http://www.ph-chamber.bc.ca)



District of Port Hardy  
Attention: Mayor & Council  
PO Box 68  
Port Hardy, BC V0N 2P0

Dear Port Hardy Mayor & Council

The Port Hardy & District Chamber of Commerce would like to request the use of the Carrot Park on June 8<sup>th</sup>, to celebrate Ocean Day. This venue will allow easy access for the entire community to enjoy the festivities. The activities will be mostly on the beach & in the immediate park area around the Visitor Centre, one water tank (with living ocean creatures) will be positioned close to Visitor Centre building, and will be supervised by a volunteer. After the event the ocean creatures will be released back to the ocean.

WHEN: Friday, June 8, 2012  
TIME: 10am – 4pm Low Tide @ 09:55 am

WHY: to celebrate our oceans and the creatures that live in them

ACTIVITIES PLANNED

SHORE WALKS: 4 schools and several daycares have registered = approx 300 children  
20 minute walks to be done by Marine Biologists from Pacificus Biological  
TIME: 10am – 4pm Low Tide @ 09:55am  
WHY: To celebrate our oceans and the creatures that live in them  
FOOD: To be run by the Providence Place youth group from 10-4.


DISPLAYS: Archipelago Marine.  
Living Oceans Society will be here with displays & crafts,  
DFO, Pacificus Biological, Mother Goose Literacy bus, Straight Watch, Quatse  
Salmon Centre, waiting to hear from the Whale Interpretive Museum.

TANKS: DFO is agreeable to issuing a permit for creatures to be brought up into touch tanks for the day & this will be manned by Pacificus Biological.  
MASCOT: The high school has agreed to lend us the Killer Whale mascot costume.

There will also be representatives from the local First Nations to do a traditional welcome to their territory and they will perform the salmon song & dance.

Thank you for your consideration and if you need any more information, please call me at 949-7622.

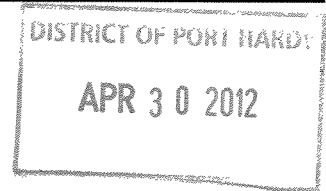
Thank you,

  
Yana Hrady

On behalf of Ocean Day Committee

15

**From:** Sabrina Dent  
**Sent:** Monday, April 30, 2012 9:09 AM  
**To:** general@porthardy.ca  
**Subject:** 2012 Relay for Life Exemption Request for May 26th/2012



Good morning, I am the Chair for the Port Hardy Relay for Life Committee. I would like to request an exemption from Noise Bylaw 949 for the duration of the Relay.

We are holding our Relay for Life on May 26th/2012 at the Port Hardy High School Track, from 6pm until 6am May 27th/2012. As a committee, we will be delivering letters to the surrounding neighbourhoods, to notify them of our event and we will do everything within our power to mitigate the noise.

When I was in to pick up the pitch in supplies, I talked to Jack Griffiths. He asked that I email my request to have the use of traffic barriers to block the fire lane behind the school. I emailed him on Friday, April 27th/2012.

Thank you for your time and I look forward to your response.  
Sincerely, Sabrina Dent.

Sabrina Dent  
Manager of Customer Service  
90290 Port Hardy, BC  
Direct#(250)949-3431  
Fax#(250)949-6415

Richness is all around you - what's your savings plan?

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DISTRICT OF PORT HARDY

PARKS AND RECREATION COMMISSION  
Minutes of the meeting held Tuesday, May 1, 2012

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Call to Order:

Time: 7:05 pm

**Present**

Members: B. Sedola, J. Davidson, R. Tucker  
Councillor: J. Dorward  
Staff: P. Smedley, G. Wolden  
Regrets: S. Ogren  
Public: Councillor Rick Marcotte

---

**Approval of  
Agenda**

Approval of Agenda

J. Davidson / B. Sedola

THAT the agenda be approved as presented.

Carried

**Approval of  
Minutes**

J. Davidson / B. Sedola

THAT the minutes from the February 21, 2012 meeting be approved as presented.

Carried

**Old Business**

Comm. Rec Grant  
Update

P. Smedley announced that the District has received a Community Recreation Grant and described the various infrastructure that will be completed under this funding. She also discussed the additional short-term jobs that will result because of this funding.

Bear Cove  
Progress

P. Smedley discussed the progress on the Bear Cove site, as well as provided an update on current permitting requirements.

**New Business**

Kids Don't Float  
Program

R. Marcotte provided an overview of the "Kids Don't Float" program. Committee members thought this was a great idea and suggested that the program have displays at Bear Cove, the Seagate wharf and the seine float docks - the areas where kids are most likely to fish. The group also expressed an interest in asking a local service organization about providing "loaner" fishing rods at the Visitor Info Centre that could be "checked out" to kids who don't have their own equipment and wish to fish at the Fish Park.

DISTRICT OF PORT HARDY

PARKS AND RECREATION COMMISSION  
Minutes of the meeting held Tuesday, May 1, 2012

Community  
Consultation  
Advisory  
Committee

R. Marcotte and P. Smedley explained the outcome of the April 24, 2012 Council meeting in which it was voted to resend the bylaws which formed the Joint Advisory Planning / Harbour and Parks & Recreation Commissions. Other committees to be dissolved include the Measuring Up and the Committee to Approve Public Events (CAPE). These committees will be replaced by a new Community Consultation Advisory Committee. The group was advised of the application process for the new Committee. The group discussed with Councillor Marcotte the idea of forming a slightly larger committee of up to 12 participants. Councillor Marcotte will take this suggestion back to the Council of the Whole.

**Recommendations  
to Council**

That Council consider increasing the number of participants on the new Community Consultation Advisory Committee of up to 12 committee members.

Adjournment

R. Tucker - that we adjourn

Time: 8:40 p.m.



## LEGISLATIVE REVIEW COMMITTEE

Minutes of the meeting held May 2, 2012

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Present: Councillors J. Dorward, J. Hemphill, R. Marcotte  
Staff: G. Le Gal, Director of Corporate Services

---

Called to order by Councillor Dorward at 9:40 p.m.

1. Minutes of the April 10, 2012 meeting were accepted as circulated.
  2. Animal Control Bylaw review  
A revised draft bylaw was reviewed. The Committee recommended the following revisions:
    - a) Revise "Kennel" definition  
*Kennel Commercial* means a kennel specifically set up for boarding, breeding and training of dogs not owned by the kennel operator.  
  
*Kennel Hobby* means a kennel where not more than three (3) dogs or cats are kept on the premises for breeding or showing purposes. The operator of the hobby kennel must reside on the property on which the hobby kennel is operated. There shall be no boarding or training of dogs not owned by the kennel operator or the property owner. One dog not owned by the hobby kennel operator or property owner may be kept in the hobby kennel for breeding or show purposes.
    - b) Regulations for the Keeping of Livestock – delete section 11.1.
    - c) Revise section 14.2 by deleting the requirement for a site map.
    - d) Revise section 14.3 – The applicant shall provide a list of the maximum **number of** dogs or cats to be kept at the subject property.
    - e) Revise section 16.1"(j) have one (1) isolation pen for each twenty (20) animals or fraction thereof either in the kennels or in the veterinary hospital ~~provided the veterinarian hospital is on the same property.~~
    - f) Delete section 17 – Sale of Dogs and Cats from Kennels and Catteries.
    - g) Rename Part 2 to **Commercial** Kennels and Catteries
    - h) Create new Part 3, Hobby Kennels
    - i) Schedule A, Off Leash Zones – add 9250 Trustee Road, Lot B, Plan 51959 (property adjoining North Island Mall)
- Discussion was held on:
- a) Chickens in residential zones and the lack of agricultural/hobby farm zoning within the District.

**LEGISLATIVE REVIEW COMMITTEE**  
**Minutes of the meeting held May 2, 2012**

---

**Recommendation to Council**

That the Sustainability Committee be asked to comment on the keeping of chickens within the District and on zoning for agriculture or hobby farms.

G. Le Gal was asked to complete a new draft for the next meeting and to forward it to Miranda Shulte and Dr. Michael Paul for comment.

3. Adjournment  
10:53 a.m. p.m.

Next meeting: Wednesday, May 15, 2012, 12:00 noon



## DISTRICT OF PORT HARDY BOARD OF VARIANCE

7360 Columbia Street • Box 68, Port Hardy, BC V0N 2P0  
Telephone: 250-949-6665 • Fax: 250-949-7433

### MINUTES OF April 19, 2012 Meeting held at 7360 Columbia Street

Present:

Board Members: Raymond Poje, Gladys Latty, Nadia Wilson  
Staff: Gloria Le Gal, Director of Corporate Services;  
Lukas Polacek, Municipal Inspector  
Susan Bjarnason, BOV Secretary

Applicant: Greg Geisler, Contractor, Port Hardy Hospital Auxiliary Society

Meeting opened at 3:45 p.m.

1. Approval of the Minutes of the Meeting of September 27, 2011  
Moved by N. Wilson/ G. Latty that the minutes of the meeting of September 27, 2011 be approved as presented. Carried.
2. N. Wilson – Notice of Resignation  
Ms. Wilson told the Board that she will stay on until a replacement is found.  
Moved by N. Wilson/G. Latty that the Board of Variance Committee accept notice of resignation.  
Carried.
3. Application by Port Hardy Hospital Auxiliary Society  
Variance requested - to vary the minimum rear yard setback of 3.0m to 1.98m to accommodate a 20' by 40' addition to the back of the building.

Mr. Geisler explained that although the comparison is to the side yard of the North Island Gazette building and the rear yard of the Port Hardy Hospital Auxiliary Society building, the addition will be almost exactly the same placement as the North Island Gazette building.

Mr. Poje asked about drainage issues. Mr. Geisler explained that he hopes to be able to tie into the old storm drain at Main Street and that he will put additional drain rock in to help alleviate any drainage problems.

Mr. Poje asked whether this is an issue of hardship. Mr. Geisler explained that the current building size is no longer adequate to house, sort and sell the amount of dropped off items received by the Port Hardy Hospital Auxiliary Society. Lukas Polacek advised that parking would become an issue if the addition was built on the side instead of the back of the building. Mr. Geisler explained that the side of the building is also used as the turn around for dropped off items.

Susan Bjarnason advised the Board that the District has not received any submissions regarding the application.

Moved by N. Wilson/G. Latty that a variance be granted to vary the minimum rear yard setback of 3.0m to 1.98m to accommodate an addition to the back of the building Carried.



4. Adjournment: 4:01 p.m.

Certified Correct.

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Secretary

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Chairman

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
000568	04/04/2012	00047	B.C. HYDRO	25,930.20	
000569	04/04/2012	02338	Bongarde Holdings Inc.	721.16	
000570	04/04/2012	01988	BRITISH COLUMBIA LIFE AN	874.53	
000571	04/04/2012	00018	CANADIAN RED CROSS SOCIE	501.81	
000572	04/04/2012	02128	CHARTIS INSURANCE COMPAN	750.00	
000573	04/04/2012	00281	CHEVRON CANADA LTD.	2,396.98	
000574	04/04/2012	02056	CLIPPERTON, DEB	35.00	
000575	04/04/2012	01926	Coastal Mountain Fuels (	3,078.32	
000576	04/04/2012	02537	Community Emergency Prep	100.00	
000577	04/04/2012	00539	CUPE LOCAL 2045	986.53	
000578	04/04/2012	00218	DB PERKS AND ASSOCIATES	1,013.60	
000579	04/04/2012	02488	Dorward, Janet	714.80	
000580	04/04/2012	01637	EPCOR UTILITIES INC.	487.41	
000581	04/04/2012	01522	GE CAPITAL	124.24	
000582	04/04/2012	00058	GUILLEVIN INTERNATIONAL	1,102.64	
000583	04/04/2012	01396	HARDY LOCK AND KEY	1,794.24	
000584	04/04/2012	02539	Hemphill, Norma	587.18	
000585	04/04/2012	00194	INT'L UNION OPERATING EN	430.77	
000586	04/04/2012	02230	Janke Services and Mini	3,581.73	
000587	04/04/2012	00065	K & K ELECTRIC LTD.	744.80	
000588	04/04/2012	01914	LE GAL, GLORIA	35.00	
000589	04/04/2012	02489	Marcotte, Rick	649.88	
000590	04/04/2012	00014	MINISTER OF FINANCE	2,108.00	
000591	04/04/2012	01014	NICKERSON, SCHELL	35.00	
000592	04/04/2012	00178	NORTH ISLAND GLASS LTD.	613.20	
000593	04/04/2012	00075	O.K.TIRE STORE (PORT HAR	16.74	
000594	04/04/2012	00013	PACIFIC BLUE CROSS	4,470.40	
000595	04/04/2012	00175	PARNHAM, BEV	757.76	
000596	04/04/2012	02202	Planet Clean	473.73	
000597	04/04/2012	00080	PUROLATOR INC.	113.92	
000598	04/04/2012	00107	RECEIVER GENERAL FOR CAN	15,457.59	
000599	04/04/2012	00187	REGIONAL DISTRICT OF MT	52.90	
000600	04/04/2012	00726	SNAP-ON-TOOLS	64.85	
000601	04/04/2012	00166	SUPERIOR PROPANE	155.40	
000602	04/04/2012	02234	Sutherland Armbrust	260.00	
000603	04/04/2012	00160	TELUS	2,714.16	
000604	04/04/2012	00011	Tidbury, John	729.40	
000605	04/04/2012	02538	Vancouver Island Univers	448.00	
000606	04/04/2012	00164	Xerox Canada Ltd.	2,073.11	
000607	18/04/2012	00044	ACKLANDS - GRAINGER INC.	256.06	
000608	18/04/2012	02514	AlSCO	39.14	
000609	18/04/2012	00829	ANA'S HARDY CLEAN	2,653.75	
000610	18/04/2012	01184	AON REED STENHOUSE INC.	7,084.00	
000611	18/04/2012	01836	ARIES SECURITY LTD.	3,657.91	
000612	18/04/2012	02076	BC RUBBER SUPPLY LTD	1,305.92	
000613	18/04/2012	01816	BC SALMON FARMERS ASSOCI	420.00	
000614	18/04/2012	00580	BRITISH COLUMBIA SAFETY	66.00	
000615	18/04/2012	01805	BUSY B'S DISTRIBUTING	211.30	
000616	18/04/2012	00018	CANADIAN RED CROSS SOCIE	717.68	
000617	18/04/2012	00281	CHEVRON CANADA LTD.	2,826.44	
000618	18/04/2012	01761	Dell Canada Inc.	134.39	
000619	18/04/2012	01982	DIGITAL POSTAGE ON CALL	1,120.00	
000620	18/04/2012	01476	DOR-TEC SECURITY LTD.	122.90	
000621	18/04/2012	01637	EPCOR UTILITIES INC.	144,027.61	
000622	18/04/2012	00099	FOX'S DISPOSAL SERVICES	12,093.19	
000623	18/04/2012	00595	GRIER, W. PAUL	216.99	
000624	18/04/2012	00058	GUILLEVIN INTERNATIONAL	998.10	
000625	18/04/2012	00235	HARDY BAY MACHINE WORKS	55.13	
000626	18/04/2012	01396	HARDY LOCK AND KEY	134.40	
000627	18/04/2012	00063	HOME HARDWARE BUILDING C	626.75	
000628	18/04/2012	00273	JM'S MOBILE WELDING INC	265.44	
000629	18/04/2012	00065	K & K ELECTRIC LTD.	1,282.97	
000630	18/04/2012	00253	Keta Cable	253.52	
000631	18/04/2012	01914	LE GAL, GLORIA	203.50	
000632	18/04/2012	00271	LIFESAVING SOCIETY	123.00	
000633	18/04/2012	02540	Lindsay, Jane M	530.62	
000634	18/04/2012	00069	MACANDALE'S	302.40	
000635	18/04/2012	02007	MARSHALL WELDING AND FAB	420.28	
000636	18/04/2012	00447	MNP	22,344.00	
000637	18/04/2012	00304	MONK OFFICE	52.82	

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
000638	18/04/2012	02212	NICHOLSON, LISA	521.90	
000639	18/04/2012	01645	NORTH ISLAND COMMUNICATI	277.09	
000640	18/04/2012	02006	NORTH ISLAND TRACTOR	2,142.10	
000641	18/04/2012	00027	NORTH ISLAND VETERINARY	806.17	
000642	18/04/2012	02547	Northwest Hydraulic Cons	8,644.72	
000643	18/04/2012	02071	PACIFICUS BIOLOGICAL SER	8,960.00	
000644	18/04/2012	00175	PARNHAM, BEV	81.48	
000645	18/04/2012	00505	PARR'S CONSTRUCTION LTD	1,344.00	
000646	18/04/2012	00217	PCO SERVICES CORPORATION	65.52	
000647	18/04/2012	01924	POLACEK, LUKAS Z.	251.95	
000648	18/04/2012	00264	PORT HARDY HERITAGE SOCI	84.86	
000649	18/04/2012	02051	PORT MCNEILL ENTERPRISES	1,970.64	
000650	18/04/2012	00080	PUROLATOR INC.	48.31	
000651	18/04/2012	00107	RECEIVER GENERAL FOR CAN	17,296.56	
000652	18/04/2012	00710	Receiver General for Can	238.56	
000653	18/04/2012	01990	ROAD RANGER FREIGHT/0702	45.87	
000654	18/04/2012	02100	ROCKY MOUNTAIN PHOENIX	1,057.28	
000655	18/04/2012	00272	ROLLINS MACHINERY LIMITE	8,072.40	
000656	18/04/2012	02546	SCP Distributors Inc	1,736.56	
000657	18/04/2012	00161	TELUS MOBILITY (BC)	708.38	
000658	18/04/2012	02306	Terry E. Duncan	1,705.56	
000659	18/04/2012	00011	Tidbury, John	81.48	
000660	18/04/2012	01864	WISHBONE INDUSTRIES LTD.	633.92	
000661	18/04/2012	00164	Xerox Canada Ltd.	124.85	
000662	18/04/2012	01303	JOHNSON, PAM	516.14	
Total:				339,147.49	

\*\*\* End of Report \*\*\*





## DISTRICT OF PORT HARDY INTEROFFICE MEMORANDUM

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**TO:** Rick Davidge, CAO  
**FROM:** Gloria Le Gal, DCS  
**SUBJECT:** Community Consultative Committee Terms of Reference  
**DATE:** 30 April, 2012

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As requested by Council, the Community Consultative Committee Terms of Reference have been amended:

- deleted "for a maximum of two (2) terms" from section 6.2
- added section 7.4 "The Chairperson shall serve a maximum of two (2) years in that capacity with election to be held each January."

### Legislation

*Community Charter* section 142 – Select Committees of Council

- 1) A council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the council.
- 2) At least one member of a select committee must be a council member.
- 3) Subject to subsection (2), persons who are not council members may be appointed to a select committee.

A Select Committee of Council may be established by resolution and does not need to be established by bylaw.

### Recommendations

1. That a Community Consultative Committee be formed as a Select Committee of Council;
2. That the Community Consultative Committee Terms of Reference be adopted; and
3. That staff be directed to advertise for members for the Community Consultative Committee.

Respectfully submitted,

Gloria Le Gal, DCS

I agree with the recommendations.

Rick Davidge, CAO



## COMMUNITY CONSULTATIVE COMMITTEE Select Committee of Council

### Terms of Reference

#### 1. ESTABLISHMENT

The District of Port Hardy Community Consultative Committee, hereinafter referred to as the "Committee", is hereby established as a Select Committee of Council.

#### 2. MANDATE OF THE COMMITTEE

2.1 The purpose of the Committee is to advise Council on all matters referred to it. Specifically, issues that may be referred could include:

- land use and planning;
- harbours;
- parks and recreation;
- any other issue as referred by Council from time to time.

2.2 The Committee may seek input from other local governments and agencies to assist it in its mandate.

#### 3. AUTHORITY

3.1 The Committee does not have delegated authority from Council and is not empowered to approve financial or administrative matters.

3.2 The Committee may approve Public Events as provided in Council's Public Events Policy.

3.3 The Committee may make recommendations for consideration by Council regarding matters referred to them.

#### 4. MEMBERSHIP

4.1 The voting members shall consist of up to nine members as appointed by Council. At least seven (7) shall be residents of the municipality.

4.2 The following persons will participate in meetings of the Committee in an advisory capacity and as non-voting members:

- one member of Council
- District staff as designated by the Chief Administrative Officer; and
- clerical staff for preparing agendas, organizing resource material and recording minutes.

#### 5. APPOINTMENT OF MEMBERS

5.1 Appointments will be made in December of each year.

5.2 The District may advertise or solicit nominations to the Corporate Officer for members.

5.4 Council may decline to appoint a nominee and request further nominations.

## 6. Term and Termination

- 6.1 Members of the Committee shall serve at the appointment of Council.
- 6.2 Members shall be appointed for two (2) year terms. Initial appointments when forming the Committee shall be 51% appointed to a two year term, 49% appointed to a one year term in order to provide future continuity.
- 6.3 The appointment of any member of the Committee may be rescinded at any time by Council as provided in section 144 of the *Community Charter*.
- 6.4 If a member of the Committee fails to attend two (2) consecutive meetings of the Committee, without leave of the Chairperson of the Committee, the member shall be deemed to have resigned and the Council shall be at liberty to appoint a replacement for the balance of the unexpired term of such member.
- 6.5 A member may resign from the Committee by providing a written notice at a regular meeting of the Committee or by presenting such notice to the Corporate Officer.

## 7. MEETINGS

- 7.1 One voting member will be elected Chairperson of the Committee and one voting member will be elected Deputy Chairperson.
- 7.2 The Chairperson shall preside at meetings of the Committee when present and, in the Chairperson's absence, the Deputy Chairperson will assume the Chairperson's responsibilities.
- 7.3 The Chairperson or Vice Chairperson at any meeting shall be entitled to vote.
- 7.4 The Chairperson shall serve a maximum of two (2) years in that capacity with election to be held each January.
- 7.5 The procedures of the Committee shall be those procedures set out in the District of Port Hardy Procedure Bylaw.
- 7.6 Where the Committee is considering an amendment to a plan or bylaw, or the issuance of a permit, the applicant for the amendment or permit is entitled to be heard by the Committee in order that they may properly evaluate the proposal and make a fully informed recommendation to Council.
- 7.7 The quorum for the Committee is a simple majority of voting members.
- 7.8 All appointed members of the Committee may vote on all questions. In the event of an equality of votes, the question shall be decided in the negative. Any member of the Committee who abstains from voting shall be deemed to have voted in the affirmative.
- 7.9 Meetings shall be held as needed and each notice of a Committee meeting and meeting agenda shall be distributed to each Committee member and appointed staff members at least three (3) days prior to the meeting.

- 7.10 A meeting that involves outside agencies or is held outside the District requires the approval of Council or the Mayor.
- 7.11 The Committee shall cause proper minutes and records to be kept and a staff member shall be present to keep such minutes and records. Minutes of the meeting and any recommendations shall be presented to the next Council meeting.
- 7.12 The Committee will operate primarily on a consensus basis. In the exceptional case where consensus cannot be reached, the rules or procedures outlined in Roberts' Rules of Order will apply.
- 7.13 Members of the Committee must declare any conflicts of interest and remove themselves from the meeting until the matter is resolved.
- 7.14 All meetings are open to the public.

**8. BUDGET**

- 8.1 All members of the public appointed to the Committee are volunteers and shall serve without remuneration.
- 8.2 All expenses reasonably incurred in the carrying out of Committee business may be reimbursed by the Director of Financial Services with prior approval of Council or the Chief Administrative Officer or designate.



## DISTRICT OF PORT HARDY

### BYLAW 05 - 2012

#### A Bylaw to Adopt the Annual Five Year Financial Plan for the period 2012 - 2016

WHEREAS the Council of the District of Port Hardy deems it expedient to prepare the Five Year Financial Plan;

NOW THEREFORE, the Council of the District of Port Hardy in open meeting assembled ENACTS as follows:

**1. Title**

This Bylaw may be cited for all purposes as "The District of Port Hardy Financial Plan 2012 – 2016 Bylaw No. 05-2012".

**2. Schedules**

1. Schedule "A" attached to and forming part of this bylaw is hereby declared to be the 2012 Disclosure of Revenue Objectives and Policies as per Section 165(3.1) of the *Community Charter*.
2. Schedule "B" attached to and forming part of this bylaw is hereby declared to be the Financial Plan of the District of Port Hardy for the years 2012-2016.

Read a first time on the 1<sup>st</sup> day of May, 2012.

Read a second time the on 1<sup>st</sup> day of May, 2012.

Read a third time on the 1<sup>st</sup> day of May, 2012.

Adopted by the Municipal Council on the \_\_\_\_ day of May, 2012.

\_\_\_\_\_  
Director of Corporate Services

\_\_\_\_\_  
Mayor

Certified to be a true copy of  
District of Port Hardy Financial Plan 2012 – 2016  
Bylaw No. 05-2012

\_\_\_\_\_  
Director of Corporate Services



Schedule A - Bylaw 05-2012

**2012 Revenue Objectives and Policies**

In accordance with Section 165(3.1) of the *Community Charter*, the District of Port Hardy is required to include in the Five Year Financial Plan, objectives and policies regarding each of the following:

1. The proportion of total revenue that comes from each of the funding sources described in Section 165(7) of the *Community Charter*.
2. The distribution of property taxes among the property classes, and
3. The use of permissive tax exemptions.

**Funding Sources**

**Table 1: Sources of Revenue**

<b>Revenue Source</b>	<b>% of Total Revenue</b>	<b>Dollar Value</b>
Property Taxes	35.3%	\$2,490,172
Sale of Services	10%	705,708
Sewer Rates	15.2%	1,074,886
Water Rates	19.7%	1,388,043
Sundry Revenue	4.1%	290,054
Unconditional Gov't Grants	7.1%	500,000
Capital Grants	0.9%	63,746
Reserves and Surplus	4.5%	316,433
Debt	3.2%	225,000
<b>Total</b>	<b>100%</b>	<b>\$7,054,042</b>

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2012. The total revenue has been adjusted for non-cash entries in the financial plan. The amount for amortization in 2012 is \$1,510,000 and there is a developer contribution of \$645,225, these items are not taxed for and are therefore not included in Table 1.

The largest portion of planned revenue is user fees and charges. Services that can be measured and charged on a user-pay basis include water, waste water, waste management, building permits, recreation, administration and the wharves. User fees apportion the value of the service to those who use it. Not all of the user fees cover all of the costs for the related service.

Property taxes form the balance of revenue. As a revenue source, property taxation offers a stable and reliable source of revenue for services where the rates are not enough to fund the service. These services include, fire protection, general administration, bylaw enforcement, infrastructure maintenance, streets and roads, recreation and culture, economic development and planning.

The District will continue to review all user fees and charges to ensure they adequately meet the capital and operational costs of the service provided.

Schedule A - Bylaw 05-2012

**Distribution of Property Taxes**

**Table 2: Distribution of Property Tax Rates**

<b>Property Class</b>	<b>% of Total Taxation</b>	<b>Dollar Value</b>
Residential	55.8%	\$1,303,363
Utilities	0.8%	18,767
Light Industry	3.7%	86,380
Business and Other	39.3%	919,124
Managed Forest	0.3%	7,760
Recreation/Non-profit	.10%	2,067
<b>Total</b>	<b>100%</b>	<b>\$2,337,461</b>

Table 2 provides the distribution of property taxes among the property classes. The residential class provides the largest portion of tax revenue. The residential class is also the largest percentage of the total assessment and consumes the majority of the District services.

All new additions to the property class are removed from the calculation, the percentage increase is applied over the net assessment, and the new rates determined are then applied to the new growth.

Council will continue to assess the multiples used in the tax rate calculation and adjust them as necessary to promote continued growth in the business and industry sector.

**Permissive Tax Exemptions**

Tax exemptions must demonstrate a benefit to the community and residents of the District by enhancing the quality of life (economically, socially and culturally). The goals, policies and principles of the organization can not be inconsistent or conflict with those of the District. Organizations receiving permissive tax exemptions must be a registered non-profit society and cannot be for commercial or private gain.

**Table 3: Permissive Tax Exemptions**

<b>Permissive Tax Exemptions</b>	<b>General Taxes Foregone</b>
District owned properties managed by not-for-profit groups	\$ 9,904
Not-for-Profit Organizations	66,341
Churches	32,887
<b>Total</b>	<b>\$ 109,132</b>

Schedule B - Bylaw 05-2012

	2012	2013	2014	2015	2016
<b>Revenue</b>					
Municipal property taxes	\$ 2,337,461	\$ 2,381,838	\$ 2,427,099	\$ 2,473,267	\$ 2,520,358
Payments in lieu of taxes	152,711	154,319	155,812	157,320	158,843
Sale of services	705,708	718,140	726,503	734,604	742,872
Sewer user rates	1,074,886	1,128,630	1,162,489	1,197,364	1,233,285
Water user rates	1,388,043	1,401,923	1,415,943	1,444,262	1,473,147
Revenue from own sources	290,054	308,641	311,752	314,051	261,367
Unconditional transfers other overnments	500,000	500,000	500,000	500,000	500,000
Conditional transfers other governments	63,746	62,771	-	-	-
Contributions from developers	645,225	-	-	-	-
Transfers from reserves & other funds	1,826,433	2,264,694	2,016,101	1,898,765	1,642,973
Debenture debt	225,000	40,000	-	-	-
	<u>9,209,267</u>	<u>8,960,956</u>	<u>8,715,699</u>	<u>8,719,633</u>	<u>8,532,845</u>
<b>Expenditures</b>					
General government services	837,001	849,961	862,509	865,404	874,158
Protective services	338,139	397,186	416,817	424,869	434,362
Transportation services	986,815	998,395	1,015,550	1,027,843	1,040,484
Environmental & public health services	252,658	257,481	262,299	267,213	272,225
Economic & development services	256,545	214,008	211,525	214,776	218,092
Parks, recreation & cultural services	1,101,698	1,121,245	1,141,206	1,161,591	1,182,413
Wastewater services	884,423	899,739	915,361	931,296	947,550
Water services	969,599	986,348	1,003,430	1,021,036	1,038,993
Debt charges	123,519	129,543	129,762	128,832	128,672
Debt principal repayments	492,074	492,074	492,074	492,074	492,074
Transfers to reserves & other funds	654,050	-	40,366	219,699	203,822
Amortization	1,510,000	1,520,000	1,520,000	1,520,000	1,520,000
Capital expenditures	802,746	1,094,976	704,800	445,000	180,000
	<u>\$ 9,209,267</u>	<u>\$ 8,960,956</u>	<u>\$ 8,715,699</u>	<u>\$ 8,719,633</u>	<u>\$ 8,532,845</u>



## DISTRICT OF PORT HARDY

### BYLAW 06 - 2012

#### A Bylaw to Set the 2012 Annual Tax Rates

WHEREAS the Council shall, pursuant to Section 197 of the *Community Charter*, in each year, adopt a bylaw to impose rates on all taxable land and improvements according to their assessed value to provide the money required for purposes specified in the *Community Charter*.

NOW THEREFORE the Council of the District of Port Hardy in open meeting assembled enacts as follows:

**1. Title**

This Bylaw may be cited as the "District of Port Hardy Annual Tax Rates Bylaw 06-2012".

**2. Definition**

"Collector" means the person duly appointed as such from time to time by Council, and includes all persons appointed or designated by the Collector to act on her behalf.

**3. Tax Rates for General Municipal Purposes**

Tax rates for all lawful general purposes, as shown in column 'A' of Schedule 'A' attached hereto and forming a part of this Bylaw, are hereby imposed and levied on taxable land and improvements according to their assessed value as shown on the Real Property Tax Roll for general municipal purposes for the District of Port Hardy for 2012.

**4. Tax Rates for the Vancouver Island Regional Library**

Tax rates for the payment of the Vancouver Island Regional Library requisition, as shown in column 'B' of Schedule 'A' attached hereto and forming part of this Bylaw, are hereby imposed and levied on taxable land and improvements according to their assessed value on the Real Property Tax Roll for general municipal purposes for the District of Port Hardy for 2012.

**5. Tax Rates for the Regional District of Mount Waddington**

Tax rates for the payment of the Regional District of Mount Waddington requisition, as shown in column 'C' of Schedule 'A' attached hereto and forming part of this Bylaw, are hereby imposed and levied on taxable land and improvements according to their assessed value on the basis provided under Section 26 of the *Hospital District Act* and as shown upon the Real Property Tax Roll for the District of Port Hardy for 2012.

**6. Tax Rate for the Regional District of Mount Waddington Hospital District**

Tax rates for the payment of the Mount Waddington Regional Hospital District requisition, as shown in column 'D' of Schedule 'A' attached hereto and forming part of this Bylaw are hereby imposed and levied on taxable land and improvements according to their assessed value on the basis provided by Section 26 of the *Hospital District Act* and according to their assessed value as shown upon the Real Property Tax Roll for the District of Port Hardy for 2012.

**7. Rates and Taxes Payable**

The rates and taxes named under this Bylaw shall be levied, raised and collected for the purposes stated, and shall be payable by 4:30 p.m., July 3, 2012 to the Collector at the Municipal Hall, Port Hardy, BC.

**8. Penalties**

Upon the 4<sup>th</sup> day of July, 2012, or as soon thereafter as is practicable, the Collector shall add to the unpaid balance of the current year's taxes, in respect of each parcel of land and improvement as shown upon the Real Property Tax Roll of the District for 2012:

Ten (10) percent of the amount unpaid as of the 3<sup>rd</sup> day of July, 2012.

**9. Supplementary Tax Rolls**

(a) Upon receipt of a Supplementary Tax Roll from B.C. Assessment, the Collector shall levy taxes in accordance with the rates specified in Schedule 'A' of this Bylaw according to the taxable values as shown on the Supplementary Tax Rolls.

(b) Where Supplementary Tax Notices are sent before the 1<sup>st</sup> day of June 2012, penalties shall be added as set out in Section 8 of this Bylaw.

(c) Where Supplementary Tax Notices are sent after the 1<sup>st</sup> day of June, 2012, ten (10) percent shall be added on any amount unpaid after thirty (30) days.

Read a first time on the 1<sup>st</sup> day of May, 2012

Read a second time on the 1<sup>st</sup> day of May, 2012

Read a third time on the 1<sup>st</sup> day of May, 2012.

Adopted by the Municipal Council on the \_\_\_\_ day of May, 2012

\_\_\_\_\_  
Director of Corporate Services

\_\_\_\_\_  
Mayor

Certified to be a true copy of  
District of Port Hardy  
Annual Tax Rates Bylaw 06-2012

\_\_\_\_\_  
Director of Corporate Services

District of Port Hardy  
 Schedule "A" of  
 Bylaw No. 06-2012

Class	Property	A	B	C	D
		General Municipal	Vancouver Island Regional Library	Regional District	Regional Hospital District
1	Residential	4.7970	0.2563	1.0485	0.3495
2	Utilities	37.1768	1.9862	3.6697	1.2231
5	Light Industrial	20.6271	1.1020	3.5649	1.1882
6	Business	15.3504	0.8201	2.5688	0.8562
7	Managed Forest	34.5863	1.8478	3.1455	1.0484
8	Recreation/Non-Profit	<u>4.7970</u>	<u>0.2563</u>	<u>1.0485</u>	<u>0.3495</u>
		117.3346	6.2687	15.0459	5.0149

Tax Rates (dollars of tax per \$1,000 of taxable assessment)



**DISTRICT OF PORT HARDY**

**BYLAW 07-2012**

**A Bylaw to Amend Bylaw 14-2011  
Being the User Rates and Fees for 2012**

WHEREAS the Council of the District of Port Hardy deems it expedient to amend a portion of Bylaw 14-2011;

NOW THEREFORE, the Council of the District of Port Hardy in open meeting assembled ENACTS as follows:

**1. Title**

This bylaw may be cited as the "District of Port Hardy Rates and Fees for 2012 Amendment Bylaw 07-2012".

**2. Authorization**

Bylaw 14-2011 is amended as follows:

- a) Amend Schedule N – Animal Control Rates as shown on Attachment A of this bylaw;

**3. Attachments**

All attachments to this bylaw form a valid portion of said bylaw.

**4. Severability**

If a court of competent jurisdiction declares any portion of this bylaw invalid, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.

Read a first time on the 1<sup>st</sup> day of May, 2012

Read a second time on the 1<sup>st</sup> day of May, 2012

Read a third time on the 1<sup>st</sup> day of May, 2012.

Adopted by the Municipal Council on the \_\_\_\_ day of May, 2012

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

\_\_\_\_\_  
MAYOR

Certified to be a true copy of  
District of Port Hardy Rates and Fees for 2012  
Amendment Bylaw 07-2012

\_\_\_\_\_  
Director of Corporate Services

**Attachment A**

**SCHEDULE N – Animal Control Rates**

Annual license fee for spayed/neutered dog over eight (8) months old	\$ 15.00
Annual license fee for not spayed/neutered dog over eight (8) months old	\$ 50.00
Replacement tags	\$ 5.00
<b>Impoundment - Dogs &amp; Cats</b>	
First impoundment (Plus Annual Dog Licence Fee if applicable)	\$ 50.00
Second impoundment	\$ 75.00
Third impoundment	\$ 100.00
Fourth impoundment and subsequent impoundment	\$ 125.00
<b>Impoundment - Livestock - Large</b>	
First impoundment	\$ 100.00
Second impoundment	\$ 125.00
Third impoundment	\$ 150.00
Fourth and subsequent impoundment	\$ 200.00
<b>Miscellaneous</b>	
Care and feeding fee per day for animals other than large livestock	\$ 25.00
Care and feeding fee per day for livestock	Cost plus 10% admin fee
Breeders Licence	\$ 100.00
<b>Drop off Fee</b>	
Drop off fee - per adult animal (non-resident)	\$ 50.00
Drop off fee - adult female with litter (non-resident)	\$ 50.00
Drop off fee (residents)	No charge
<b>Adoption Fees - per animal</b>	
<b>Dogs (neutered by District)</b>	
Under 22 pounds	\$ 245.00
22-44 pounds	\$ 260.00
Over 44 pounds	\$ 280.00
<b>Dogs (spayed by District)</b>	
Under 22 pounds	\$ 285.00
22-44 pounds	\$ 305.00
44-88 pounds	\$ 345.00
Over 88 pounds	\$ 390.00
<b>Dogs over 1 year (spayed by District)</b>	
Under 22 pounds	\$ 355.00
22-44 pounds	\$ 360.00
44-88 pounds	\$ 430.00
Over 88 pounds	\$ 500.00
<b>Cats (spayed/neutered by District)</b>	
Neuter	\$ 155.00
Spay	\$ 240.00
Pregnant spay	\$ 340.00
Cats/Dogs (spayed/neutered prior to impound)	\$ 50.00
Veterinary expenses	At cost
Drop off dog that has bitten within 14 days**	\$ 150.00
**Includes minimum 10 days care and feeding, administration costs to deal with Communicable Disease Nurse and euthanasia at end of term.	
Quarantine	\$ 100.00





**DISTRICT OF PORT HARDY  
BYLAW 08-2012**

**A Bylaw to Repeal the  
Commission Establishing Bylaws**

GIVEN THAT the District of Port Hardy wishes to repeal the Commission Establishing Bylaws;  
The Council of the District of Port Hardy in open meeting assembled, ENACTS as follows:

**1. Title**

1.1 This bylaw may be cited as the "District of Port Hardy Commission Repealing Bylaw No. 08-2012".

**2.**

2.1 The following bylaws are hereby repealed:

- a) Joint Parks and Recreation Commission Bylaw No. 05-2009; and
- b) Joint Advisory Planning and Harbours Commission Bylaw No. 06-2009.

Read a first time the \_ day of \_\_, 2012.

Read a second time the \_ day of \_\_, 2012.

Read a third time the \_ day of \_\_, 2012.

Adopted the \_ day of \_\_, 2012.

\_\_\_\_\_  
Director of Corporate Services

\_\_\_\_\_  
Mayor