



## **DISTRICT OF PORT HARDY**

# **AGENDA COUNCIL MEETING 7:00 PM, TUESDAY, OCTOBER 11, 2016 MUNICIPAL HALL COUNCIL CHAMBERS 7360 COLUMBIA STREET**

Mayor: Hank Bood

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

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

**DISTRICT OF PORT HARDY  
AGENDA FOR THE REGULAR COUNCIL MEETING  
7:00 PM TUESDAY, OCTOBER 11, 2016  
Council Chambers - Municipal Hall**

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<u>Page</u>		Time:
	<b>A. CALL TO ORDER</b>	
	<b>B. APPROVAL OF AGENDA AS PRESENTED (or amended)</b>	
	Motion required.	1.            2.
	<b>C. ADOPTION OF MINUTES</b>	
1-6	1. Minutes of the Regular Council meeting held September 13, 2016.	
	Motion required	1.            2.
	<b>D. DELEGATIONS AND REQUESTS TO ADDRESS COUNCIL</b>	
	1. Dennis Flannigan, President & Poppy Fund Chair, Royal Canadian Legion Br 237 re: 2016 Poppy Campaign - presentation of First Poppy to Mayor Bood	
	2. Russ Hellberg, 101 Squadron, Members from First Nations, Royal Canadian Legion Br 237 and Port Hardy Rotary Club re: Presentation covering the history, the construction phase, present status and possible future additions to our renovated Cenotaph.	
	3. Schell Nickerson, Fire Chief re: Update on Port Hardy Fire Rescue	
	<b>E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS</b>	
7-8	1. Council Action items. For information.	
	Motion / direction	1.            2.
	<b>F. CORRESPONDENCE</b>	
9	1. Louisa Bates, Visitor Services and Marketing Manager, Port Hardy Visitor Center (Sept 20/16) re: Requests for District support for Pumpkin Patch Walk.	
	Motion / direction	1.            2.
10	2. Hon. Steve Thomson, Minister of Forests, Lands and Natural Resource Operations (Sept 29/16) re: Rural Dividend Fund Grant award \$100,000 for Seagate Pier Revitalization Project. For information.	
11-13	3. Tara Faganello, Assist Deputy Minister, Ministry of Community Sport and Cultural Development and Gary MacIassac, Executive Director, UBCM ;Green Communities Committee (Sept 21/16) re: Congratulations on reducing corporate greenhouse gas emissions for 2015 reporting year. For information.	
14	4. Bruce Jolliffe, Chair Vancouver Island Regional Library Board of Trustees (Sept 20/16) re: Adoption of 2017-2021 Financial Plan. For information.	
15-16	5. Hon. Todd Stone, Minister of Transportation and Infrastructure (Sept 26/16) re: Nominations for new Stop of Interest signs.	
	Motion / direction	1.            2.
	<b>G. NEW BUSINESS</b>	
17	1. H. Nelson-Smith, Chief Election Officer (Sept.26/16) re: Declaration of Election by Acclamation. For information	
	<b>H. COUNCIL REPORTS</b>	
	1. Verbal Reports from Council members.	

- 18-29 2. Councillor John Tidbury re: Mt. Waddington Transit Service Performance Check-In: Memorandum of Understanding. For information.

**I. COMMITTEE REPORTS**

- 30-33 1. Draft minutes of the Tourism Advisory Committee meeting held September 8, 2016 and September 22, 2016. For information

- 34-35 2. Draft minutes of the First Nations Relations Committee meeting held September 13, 2016. For information.

- 36-38 3. Draft minutes of the Emergency Planning Committee meeting held September 19, 2016. For information.

Recommendation to Council

*The Emergency Planning Committee recommend that Council allocate funding in 2017 to hire a consultant to review and update the District of Port Hardy Emergency Plan.*

- 39-42 4. Draft minutes of the Operational Services Committee meeting held September 19, 2016. For information.

Recommendation to Council

*The Operational Services Review Committee recommend that Council amend the unsightly premises bylaw to include the following provision "no out of control grass and weeds" AND add in the definition of brush to the bylaw. An exemption - District Park property designated as meadowed areas will be excluded from this provision.*

- 43-46 5. Draft minutes of the Parks & Recreation Review Committee meeting held Tuesday September 20, 2016. For information.

**J. STAFF REPORTS**

- 47-49 1. Accounts Payable September 2016. For information.

- 50-55 2. A. Maas, Director of Financial Services (Sept 14/16) re: Purchasing Policies

Motion / direction 1. 2.

- 56-58 3. A. Maas, Director of Financial Services (Sept 23/16) re: Crown Provincial Uncollectible Taxes

Motion / direction 1. 2.

- 59-60 4. H. Nelson-Smith, Director of Corporate Services (Oct. 3/16) re: Fireworks Event October 31, 2016 at Beaver Harbour Park.

Motion / direction 1. 2.

**K. CURRENT BYLAWS AND RESOLUTIONS**

- 61 1. Bylaw 1052-2016, A Bylaw to Amend Zoning Bylaw No. 1010-2013. For Second and Third Reading.

Motion required 1. 2.

- 62-63 2. Bylaw 1053-2016, A Bylaw to Amend Zoning Bylaw No. 1010-2013. For Second and Third Reading.

Motion required 1. 2.

- 64-65 3. Bylaw 1054-2016, A Bylaw to Amend Zoning Bylaw No. 1010-2013. For Second and Third Reading.

Motion required 1. 2.

66-67 4. Bylaw 1055-2016, A Bylaw to Amend Zoning Bylaw No. 1010-2013. For Second and Third Reading.

Motion required 1. 2.

68-70 4. Bylaw 1056-2016, A Bylaw to Exempt Certain Properties from Taxation for the Years 2017, 2018 and 2019. For Adoption.

Motion required 1. 2.

71-99 5. Bylaw 1057-2016, A Bylaw for District of Port Hardy User Rates and Fees For 2017. For Adoption.

Motion required 1. 2.

**L. PENDING BYLAWS**

Bylaw 1051-2016, Port Hardy Multiplex Loan Authorization Bylaw.  
Bylaw 1058-2016, Port Hardy Municipal Regional District Tax Bylaw (Hotel Tax)

**M. INFORMATION AND ANNOUNCEMENTS**

October 12 Advance Voting Port Hardy Multiplex Referendum 8:00am-8:00pm Municipal Hall  
October 17 Committee: Operational Services 3:00pm Council Chambers  
October 19 Committee: Parks & Recreation Review 3:00 pm Council Chambers  
October 20-21 Advance Voting Port Hardy Multiplex Referendum 9:00am-4:00pm Municipal Hall  
October 22 General Voting Port Hardy Multiplex Referendum 8:00am-8:00pm Municipal Hall  
October 25 Committee of the Whole 6:30 pm Council Chambers  
Regular Council Meeting, 7:00 pm Council Chambers

**N. NOTICE OF IN CAMERA MEETING**

No In Camera meeting scheduled at this time.

**O. ADJOURNMENT** Motion required 1. 2. Time:



**MINUTES OF THE DISTRICT OF PORT HARDY  
REGULAR COUNCIL MEETING  
SEPTEMBER 13, 2016  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

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

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

**REGRETS:** None

**MEDIA:** North Island Gazette      **MEMBERS OF THE PUBLIC:** 4

**A. CALL TO ORDER**

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

**B. APPROVAL OF AGENDA**

**Moved/Seconded/Carried**

THAT the agenda for the Regular Council meeting of September 13, 2016 be accepted as presented.

**C. ADOPTION OF MINUTES**

1. Minutes of the Regular Council meeting held August 9, 2016.

**Moved/Seconded/Carried**

THAT the minutes of the Regular Council meeting held August 9, 2016 be accepted as presented.

**D. DELEGATIONS**

1. Jon Paquin, Conservation Officer re: Introduction to Council.

Mr. Paquin introduced himself to Council, gave a short review of his work history with the Conservation Officer Service and advised he grew up in Campbell River and is aware of the conservation concerns of the North and Central areas of Vancouver Island.

Mayor Bood and Council welcomed Mr. Paquin to Port Hardy.

2. Tami and Ken Kernachan re: Lack of Essential Laboratory Services at Port Hardy Hospital.

Tami Kernachan gave a review of recent times the Port Hardy Hospital Medical Laboratory (the "Lab") has been closed to patients requiring medical laboratory services. Hospital staff have advised her that there have been staffing shortages. Ms Kernachan has calls into Island Health regarding her concerns and has not yet received any return calls.

Ms. Kernachan circulated a copy of a notice to patients that was posted at the Lab advising that there may be longer wait times on weekends, requested patience and encouraged people to come for lab tests on weekdays.

2016-158  
AGENDA  
ACCEPTED AS  
PRESENTED

2016-159  
REGULAR COUNCIL  
MEETING MINUTES  
AUG 9/16  
ACCEPTED

Ms. Kernhachan voiced concerns that many people cannot get to the Lab for tests during weekdays without taking time off work and that having a fully staffed medical Lab during the weekend is an important part of essential health services in the community. Ms. Kernhachan asked that Council request Island Health address these issues.

Councillor Corbett-Labatt advised she will bring the concerns to an upcoming Mt. Waddington Health Network meeting. Councillor Corbett-Labatt further commented that headway has been made with Island Health in regards to bringing physicians to the area and that they are aware of other staffing shortages.

#### **E. ACTION ITEMS**

1. Council action items were received for information.
2. Staff Report from H. Nelson-Smith, Dir. Corporate Services (Sept.8/16) re: Reconsideration of Motion #2016-151.

Mayor Bood advised he has received comments and input from the public regarding Motion 2016-151 *“THAT Council amend the unsightly premises bylaw to include the following provision ‘no out of control grass and weeds (must be under 20 cm high) and no dead landscaping AND add in the definition of brush to the bylaw. An exemption - District Park property designated as meadowed areas will be excluded from this provision.”* and requested Council reconsider the motion.

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

THAT Council reconsider Motion #2016-151

Council discussion on the wording for amending the unsightly premises bylaw included:

- The wording as a tool to use for enforcement, if needed, for unkempt properties.
- Extenuating circumstances as to why people may not be able to upkeep their yards.
- Not wanting District staff or public out measuring lawns to ensure they comply.
- Wild landscaping as a choice.
- Gentrification of neighbourhoods.
- Current bylaw wording and enforcement does not include long grasses on properties.
- Municipal responsibility and private property rights.
- Possibility of overreaching of future municipal bylaws such as specifying house colour and roofing choices of private property owners.
- Referring the wording back to the Operational Services Committee for further review.

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

THAT Council refer the amendment of the Unsightly Premises Bylaw regarding added wording concerning the accumulation of grass not attended to on private property and out of control grass and weeds to the Operational Services Committee for further review.

#### **F. CORRESPONDENCE**

1. Hon. Peter Fassbender, Minister of Community, Sport and Cultural Development (Aug 10/16) re: Assessing and taxing properties – single use such as Nav Canada and BC Ferries, was received for information.
2. Letter from H. Nelson-Smith, Director of Corporate Services to Prince George Nechako Employment and Training Association (Aug. 22/16 re: Support for Sacred Wolf Friendship Centre application for grant funding. Council support obtained via email, formal resolution required.

2016-160  
RECONSIDERATION  
OF MOTION #2016-  
151

2016-161  
REFER  
AMENDMENT TO  
UNSIGHTLY  
PREMISES TO OP  
SCVS

2016-162  
SUPPORT FOR  
SACRED WOLF  
FRIENDSHIP CTR  
GRANT  
APPLICATION

**Moved/Seconded /Carried**

THAT the District of Port Hardy support the Sacred Wolf Friendship Center application for grant funding to the 2016 BC Rural & Remote Homelessness Partnering Strategy.

3. Amber Mitchell, Central Upper Island Community Council Representative, Community Living British Columbia (Aug.26/16) re: Request to proclaim October 2016 as Community Living Month in Port Hardy. Sponsored by Councillor Corbett-Labatt.

Councillor Tidbury commented that, while he agrees with the aims of this organization quite often when proclamations are requested there is no local community action undertaken that raises awareness of the proclamation.

2016-163  
PROCLAIM  
OCTOBER 2016 AS  
COMMUNITY LIVING  
MONTH IN PORT  
HARDY.

**Moved/Seconded/Carried**

THAT the District of Port Hardy Proclaim October 2016 as *Community Living Month in Port Hardy*.

4. Leslie Driemel, Chair Port Hardy Twinning Society (Sept.6/16) re: Request for support and update on a delegation from Numata, October 4-8, 2016.

2016-164  
TWINNING SOCIETY  
SUPPORT FOR OCT  
2016 NUMATA  
DELEGATION

**Moved/Seconded/Carried**

THAT Council approve as presented the request for support by the Port Hardy Twinning Society for the welcome of the delegation from Numata.

**G. NEW BUSINESS**

Mayor Bood called up Councillor Jessie Hemphill to the head table and presented her with flowers and a gift. Mayor Bood thanked Councillor Hemphill for her service to the community and for bringing youth, enthusiasm, awareness of First Nations cultural issues and a female perspective to the Council table.

PRESENTATION TO  
COUNCILLOR  
JESSIE HEMPHILL

Councillor Hemphill thanked Council members for their support and further commented that she was proud to be a member of Council and never felt that age, gender or heritage was a disadvantage during her time on Council.

Council members individually thanked Councillor Hemphill for her hard work and dedication to Port Hardy.

**H. COUNCIL REPORTS**

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

**I. COMMITTEE REPORTS**

1. Tourism Advisory Committee
  1. Minutes of the Tourism Advisory Committee meeting held July 28, 2016 were received for information.
  2. Minutes of the Tourism Advisory Committee meeting held August 11, 2016 were received for information.
  3. Minutes of the Tourism Advisory Committee meeting held August 25, 2016 were received for information.
2. First Nations Relations Committee
  1. Draft minutes of the meeting held August 9, 2016 were received for information.

3. Committee of the Whole

Recommendations from the meeting held August 9, 2016.

a. Re: Port Hardy Seagate Pier Inspection Report

*That staff be directed to include the costing contained in Staff Report from Allison McCarrick, CAO dated July 11, 2016 regarding the Seagate Pier Inspection in the 2017-2021 Financial Plan finance meeting discussions for further review.*

2016-165  
SEAGATE PIER  
COSTS TO FINANCE  
MEETING  
DISCUSSIONS

**Moved/Seconded/Carried**

THAT Council directs staff to include the costing contained in Staff Report from Allison McCarrick, CAO dated July 11, 2016 regarding the Seagate Pier Inspection in the 2017-2021 Financial Plan finance meeting discussions for further review.

b. Re: Shutters for Port Hardy Museum

That Option 3, electric shutters for the museum windows be implemented, only after another incident occurs to see if the other security measures have worked.

2016-166  
MUSEUM  
SHUTTERS

**Moved/Seconded/Carried**

THAT Council approve, Option 3, electric shutters for the Port Hardy Museum windows, AND THAT it be implemented, only after another incident occurs to see if the other security measures have worked.

4. Finance Committee

1. Minutes of the Finance Committee Meeting held August 9, 2016 were received for information.

2. Draft Minutes of the Finance Committee meeting held September 7, 2016 were received for information.

Recommendations:

a. That funding for a Tourism Profile in the amount of \$800 (plus GST) be approved with funds coming from the Hotel Tax Deferred revenue account.

2016-167  
TOURISM PROFILE  
FUNDING OF \$800  
APPROVED

**Moved/Seconded/Carried**

THAT Council approve funding for a Tourism Profile in the amount of \$800 (plus GST) with funds coming from the Hotel Tax Deferred revenue account.

b. That funding for administrative requirements for Municipal Regional District Tax (MRDT) application and process form part of the MRDT budget annually.

2016-168  
MRDT  
ADMINISTRATION  
COSTS FROM  
MRDT ANNUAL  
BUDGET

**Moved/Seconded/Carried**

THAT Council approve funding for administrative requirements for Municipal Regional District Tax (MRDT) application and process as part of the annual MRDT budget annually.

c. That a replacement for Unit 41, 2005 Ford F350, be funded from the equipment replacement reserve at a cost not to exceed \$30,000 plus tax.

2016-169  
REPLACE UNIT 41  
COSTS NOT  
EXCEED \$30,000

**Moved/Seconded/Carried**

THAT Council approve a replacement for Unit 41, 2005 Ford F350, be funded from the equipment replacement reserve at a cost not to exceed \$30,000 plus tax.

6. Parks & Recreation Review Committee

1. Draft minutes of the meeting held August 17, 2016 were received for information.

**J. STAFF REPORTS**

1. Accounts payable for August 2016 was received for information.



2016-170  
FIRE TRUCK DEBT  
AUTHORIZATION

2. Adrian Maas, Director of Finance (Aug. 31/16) re: Certification of Alternative Approval Process Results – Fire Truck Debt Authorization

**Moved/Seconded/Carried**

That the report from the Director of Finance, dated August 31, 2016, regarding Certification of Alternative Approval Process Results - Fire Truck Debt Authorization be received;  
AND FURTHER that a liability under Section 175 of the *Community Charter* be authorized to purchase a Fire Truck in an amount not exceeding One Million One Hundred Thousand Dollars (\$1,100,000.00) with provisions for renewal with proof of accepted alternative public approval.

**K. CURRENT BYLAWS AND RESOLUTIONS**

Heather Nelson-Smith, Director of Corporate Services reviewed mapping and zoning changes of all the rezoning applications on the agenda.

1. Report from Heather Nelson-Smith, Dir. Corporate Services (Sept.2/16) re: Rezoning Application (9190 Granville St.) was received for information.
  - a. Bylaw 1052-2016, A Bylaw to Amend Zoning Bylaw No. 1010-2013 (9190 Granville Street). For First Reading and direction to proceed with a Public Hearing.

2016-171  
BL 1052-2016  
AMEND ZONING  
BYLAW 1010-2013  
(9190 GRANVILLE  
ST.) & PUBLIC  
HEARING

**Moved/Seconded/Carried**

THAT Bylaw 1052-2016, A Bylaw to Amend Zoning Bylaw No. 1010-2013 receive First Reading and proceed to a Public Hearing

2. Report from Heather Nelson-Smith, Dir. Corporate Services (Sept.2/16) re: Rezoning Application (Hastings St.) was received for information.
  - a. Bylaw 1053-2016, A Bylaw to Amend Zoning Bylaw No. 1010-2013 (8755 Hastings St.) For First Reading and direction to proceed with a Public Hearing.

2016-172  
BYL 1053-2016  
AMEND ZONING  
BYLAW 1010-2013  
(8755 HASTINGS  
ST.) 1<sup>ST</sup> READING &  
PUBLIC HEARING

**Moved/Seconded/Carried**

THAT Bylaw 1053-2016, A Bylaw to Amend Zoning Bylaw No. 1010-2013 receive First Reading and proceed to a Public Hearing.

- b. Bylaw 1054-2016, A Bylaw to Amend Zoning Bylaw No. 1010-2013 (8765, 8775 & 7215 Hastings St.) For First Reading and direction to hold a Public Hearing.

2016-173  
BYL 1054-2016  
AMEND ZONING  
BYLAW 1010-2013  
8775 & 8765 & 7215  
HASTING ST.) 1<sup>ST</sup>  
READING & PUBLIC  
HEARING

**Moved/Seconded/Carried**

THAT Bylaw 1054-2016, A Bylaw to Amend Zoning Bylaw No. 1010-2013) receive First Reading and proceed to a Public Hearing.

3. Report from Heather Nelson-Smith, Dir. Corporate Services (Sept.2/16) re: Rezoning Application (8740 Main St.) was received for information.

Bylaw 1055-2016, A Bylaw to Amend Zoning Bylaw No. 1010-2013 (8740 Main St.). For First Reading and direction to proceed with a Public Hearing.

2016-174  
BYL 1055-2016  
AMEND ZONING  
BYLAW 1010-2013  
(8740 MAIN ST.) 1<sup>ST</sup>  
READING & PUBLIC  
HEARING

**Moved/Seconded/Carried**

THAT Bylaw 1055-2016, A Bylaw to Amend Zoning Bylaw No. 1010-2013 receive First Reading and proceed to a Public Hearing.

4. Bylaw 1056-2016, A Bylaw to Exempt Certain Properties from Taxation for the Years 2017, 2018 and 2019 for First, Second and Third Reading.

2016-175  
EXEMPTION FROM  
TAXATION 2017-  
2019 1<sup>ST</sup>, 2<sup>ND</sup>/ 3<sup>RD</sup>  
READING

**Moved/Seconded/Carried**

THAT Bylaw 1056-2016, A Bylaw to Exempt Certain Properties from Taxation for the Years 2017, 2018 and 2019 receive First, Second and Third Reading.

5. Bylaw 1057-2016, A Bylaw for District of Port Hardy User Rates and Fees For 2017. For First, Second and Third Reading.

2016-176  
BL 1057-2016 USER  
RATES & FEES FOR  
2017 1<sup>ST</sup>, 2<sup>ND</sup>/ 3<sup>RD</sup>  
READING

**Moved/Seconded/Carried**

THAT Bylaw 1057-2016, A Bylaw for District of Port Hardy User Rates and Fees for 2017 receive First, Second and Third Reading.

**L. PENDING BYLAWS**

Bylaw 1051-2016, Port Hardy Multiplex Loan Authorization Bylaw.

**M. INFORMATION AND ANNOUNCEMENTS**

Information and announcements in the agenda package were received for information.

**N. NOTICE OF IN CAMERA MEETING**

No In Camera meeting scheduled at this time.

**O. ADJOURNMENT**

2016-177  
ADJOURNMENT

**Moved**

THAT the meeting be adjourned.

Time: 8:17pm

CORRECT

APPROVED

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

\_\_\_\_\_  
MAYOR

ITEM	ACTION REGULAR MEETING SEPTEMBER 13, 2016	WHO	STATUS /COMMENTS
Council Motion #2016-151 Amend Unsightly premises bylaw	Referred to Operational Services Committee for Review	AF	Agenda Item
Proclaim October Community Living Month	Approved: Post proclamation to Facebook Website / Office notice board	HN-S/ LD	Done
Port Hardy Seagate Pier Inspection Report	Costs in Seagate Pier Inspection Report to 2017 Budget discussion	AM	Done
Shutters for Port Hardy Museum	Approved: Option 3, electric shutters for the Port Hardy Museum windows, AND THAT it be implemented, only after another incident occurs to see if the other security measures have worked.	AF	Done
Funding for a Tourism Profile	Approved: Funding for a Tourism Profile \$800	AM	Done
Funding for administrative requirements for (MRDT) application and process form part of the MRDT budget annually.	Approved: funding for administrative requirements for (MRDT) application	AM	Done
Replacement for Unit 41, 2005 Ford F350 not to exceed \$30,000	Approved: replacement for Unit 41, 2005 Ford F350 not to exceed \$30,000		Done
Fire Truck Debt Authorization	Approved: authorized to purchase a Fire Truck in an amount not exceeding One Million One Hundred Thousand Dollars (\$1,100,000.00) with provisions for renewal with proof of accepted alternative public approval.	AM / HN-S / Fire Chief	Agenda Item
Bylaws 1052-2016, 1053-2016, 1054-2016 1055-2016	First Reading given. Public Hearing Oct 11/16	HN-S	Public Hearing Scheduled for 5:00 pm Oct 11
ITEM	ACTION REGULAR MEETING AUGUST 9, 2016	WHO	STATUS /COMMENTS
Parks & Recreation Review Committee meeting held July 20, 2016 Recommendation re: repairs to skateboard park	Approved: THAT the Skateboard Park repairs be forwarded to budget for the 2017 year. -Bring forward Skatepark repairs to 2017 budget discussion	AM	Done
Municipal Finance Authority – Lease Conversions / Payout	Approved: THAT Council authorizes early payout of Leases as identified in the Director of Finance July 22, 2016 report where funds are sufficient. -Payout leases as directed.	AM	Done
ITEM	ACTION COUNCIL MEETING May 10 2016	WHO	STATUS /COMMENTS
First Nations Relations Committee May 10, 2016 Recommendations: THAT Council provide in kind services to install two signs donated by Merv Child for locations at Stink Creek Park and along the Harbour Trail near the Seaplane Base AND THAT Council investigate supplying a plaque that identifies the artist AND THAT it be in two languages.	Approved: - Arrange for signs / installation/plaque  -Investigate interpretive signs	AF/SM  AF AMc	In progress  In progress In progress
Recommendations from COW May 10/16: THAT Council approve Application to the BC Rural Dividend Program for the Seagate Pier Revitalization project	a. Approved: BC Rural Dividend Fund Program application - to be pursued by staff as directed.	AMc	Application submitted. Announcements coming early October

ITEM	ACTION COUNCIL MEETING NOVEMBER 24, 2015	WHO	STATUS /COMMENTS
Operational Services Committee minutes of Nov 19/15: Recommendation: <i>proceed with recommendations from the Broken Window report</i>	<b>Approved:</b> as recommended: - <b>Jan 12/16</b> Letters have been sent to property owners regarding their properties - no replies have been received back - next step staff to bring back a report for Council regarding authorizing remedial action and the cost of such action being charged back to the property owner's tax account. - Staff report to come to future Council meeting.	HN-S / Mun Insp	Will be done with municipal inspector
ITEM	ACTION COUNCIL MEETING JULY 14, 2015	WHO	STATUS /COMMENTS
Parks & Rec Review Committee June 16/15. Recommendation: THAT Council approves removal of cross members and lights at Beaver Harbour Park Ballfield #1, as per the Safety Authority Inspection report dated 06/10/2015	<b>Approved:</b> as recommended:	SM	Completed Sept 16/16

SEP 23 2016



September 20<sup>th</sup>, 2016

Dear Honourable Mayor and Council,

The Pumpkin Patch Walk is an annual event held in the spirit of celebrating Halloween. This event is a free, fun and safe family-oriented event that welcomes all residents of the community to come out and admire the pumpkin carving talent of local residents, and enjoy a cup of hot chocolate and hot dog courtesy of the Port Hardy Lions Club. The success of past events can be attributed to ongoing support of provided from local businesses, community clubs and organizations, and the volunteers whose assistance has been incremental to the coordination and delivery of the event.

This year, the Port Hardy Chamber of Commerce and Visitor Information Centre would like to place two requests to the Port Hardy District and Council to help make this annual event another great success;

1. The use of the seawall from Rotary Park to the Kinsmen Pavilion and Carrot Park on Tuesday, November 1<sup>st</sup>. The seawall provides an ideal location for easy access for the entire community to enjoy the walk, pumpkin display and activities.
2. The lights along the seawall be turned out at 6:00pm to 9:00pm, on November 1<sup>st</sup>, 2016. With the pumpkins placed along the seawall, the waterfront walk will be lit by pumpkins and strung decorative lights.

Arrangements are underway to coordinate and confirm the continued participation of the Port Hardy Lions to offer free hot chocolate and hot dogs, the Port Hardy Fire Department to tend the bonfire and for the PHSS Graduation class of 2017 to also assist in the collection of the pumpkins. Considerations are being made to also offer additional safe, family-friendly oriented Halloween themed activities including a public swim at the Port Hardy Aquatic Centre, as well as a family movie night. Arrangements for the Pumpkin Patch Walk clean-up will be responsibility of the Port Hardy Visitor Information Centre and Chamber of Commerce.

Thank you for your time and consideration, the support of the District and Council of Port Hardy helps make the Pumpkin Patch Walk a successful event. For more information please do not hesitate to contact me directly at 250-949-7622.

Sincerely,

A handwritten signature in blue ink that reads "Louisa Bates".

Louisa Bates  
Visitor Services & Marketing Manager  
Port Hardy Chamber of Commerce & Visitor Information Centre



Reference: Rural Dividend Program – Approval of Funding

September 29, 2016

Dear Allison McCarrick,

Thank you for your interest in the BC Rural Dividend Program and the submission of your application for funding.

As Minister of Forests, Lands and Natural Resource Operations (FLNRO), I am pleased to confirm a grant of \$100,000 to District of Port Hardy to be applied to the Seagate Pier Revitalization Project. The Province will be making public announcements about the successful projects over the next week.

We appreciate your prompt reply to this notification to confirm your desire to move forward with your project and receive the funding from the Program.

Once we receive confirmation from you, we will follow up to provide you with the Grant Agreement and further details on the conditions for funding. We appreciate your application and wish you success in your efforts to strengthen your community's resiliency and economic viability.

If you have any further questions, please contact the Program Office at 250-356-7950.

Sincerely,

Steve Thomson  
Minister



COMMITTEE

September 21, 2016

Ref: 168781

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

Dear Mayor Bood and Councillors:

On behalf of the joint Provincial-Union of British Columbia Municipalities (UBCM) Green Communities Committee (GCC), we would like to extend our congratulations for your successful efforts to measure and reduce your corporate greenhouse gas emissions for the 2015 reporting year.

As a signatory to the Climate Action Charter, you have demonstrated your commitment to work with the Province of British Columbia and UBCM to take action on climate change and to reduce greenhouse gas emissions in your community and corporate operations.

The work that local governments are undertaking to reduce their corporate emissions demonstrates significant climate leadership and sets the stage for broader climate action in the community. With the recent release of the B.C. Climate Leadership Plan, your leadership and commitment continues to be essential to building on progress already made and ensuring the achievement of our collective climate action goals. For more information about B.C.'s Climate Leadership Plan, please go to: <https://news.gov.bc.ca/releases/2016PREM0089-001501>.

The GCC was established under the Charter to support local governments in achieving their climate goals. In acknowledgement of the efforts of local leaders, the GCC is again recognizing the progress and achievements of local governments such as yours through the multi-level Climate Action Recognition Program. A description of this program is enclosed for your reference.

As a Charter signatory who has achieved Level 1 recognition and additionally completed a corporate carbon inventory for the 2015 reporting year and demonstrated familiarity with the Community Energy and Emissions Inventory, you have been awarded Level 2 recognition – 'Measurement.'

.../2

2015

In recognition of your achievements, the GCC is very pleased to provide you with climate action community branding for use on official websites and letter heads. An electronic file with the 2015 logo will be provided to your Chief Administrative Officer. Also enclosed is a 2015 Climate Action Community window decal, for use on public buildings.

Congratulations again on establishing your corporate emissions inventory and your overall progress. We wish you continued success in your ongoing commitment to the goal of corporate carbon neutrality and your efforts to reduce emissions in the broader community.

Sincerely,



Tara Faganello  
Assistant Deputy Minister  
Local Government Division



Gary MacIsaac  
Executive Director  
Union of British Columbia Municipalities

Enclosures





2 / 2015

## GCC Communiqué on the Climate Action Recognition Program

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B.C. local governments continue to play a critical role in reducing GHG emissions across the province. In acknowledgment of the ongoing efforts of local leaders, the joint Provincial-UBCM Green Communities Committee (GCC) is pleased to be continuing the Climate Action Recognition Program for B.C. local governments for the 2015 reporting year. This is a multi-level program that provides the GCC with an opportunity to review and publicly recognize the progress and achievements of each Climate Action Charter (*Charter*) signatory.

Recognition is provided on an annual basis to local governments who demonstrate progress on their *Charter* commitments, according to the following:

### *Level 1: Progress on Charter Commitments*

All local governments who demonstrate progress on fulfilling one or more of their *Charter* commitments will receive a letter from the GCC acknowledging their accomplishments.

### *Level 2: Measurement*

Local governments who achieve Level 1 recognition, have completed a corporate carbon inventory for the reporting year, and demonstrate that they are familiar with the Community Energy and Emissions Inventory (CEEI) will receive a 'Climate Action Community 2015' logo, for use on websites, letter head and similar.

### *Level 3: Achievement of Carbon Neutrality*

Local governments who achieve Level 1 and Level 2 recognition and achieve carbon neutrality in the reporting year will receive a 'Climate Action Community – Carbon Neutral 2015' logo, for use on websites, letter head and similar.

To be eligible for this program, local governments will need to complete a Climate Action Revenue Incentive Program (CARIP) Climate Action/Carbon Neutral Progress Survey and submit it online to the Province in accordance with the program guidelines. Determination of the level of recognition that each community will receive will be based on the information included in each local government's annual CARIP report. Additional information on CARIP reporting is available online at: [www.cscd.gov.bc.ca/lgd/greencommunities/carip.htm](http://www.cscd.gov.bc.ca/lgd/greencommunities/carip.htm).



Administration  
Box 3333 | 6250 Hammond Bay Road  
Nanaimo, BC Canada V9R 5N3  
t: 250.758.4697 f: 250.758.2482  
e: info@virl.bc.ca w: [www.virl.bc.ca](http://www.virl.bc.ca)

September 20, 2016

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



Dear Mayor Bood and Council,

**Re: Adopted 2017 – 2021 Financial Plan**

On behalf of the Board of Trustees of Vancouver Island Regional Library (VIRL), please find enclosed important information regarding the recently adopted **2017 – 2021 Financial Plan**. This information can also be found on the VIRL website: [www.virl.bc.ca/about-us/reports-and-plans](http://www.virl.bc.ca/about-us/reports-and-plans).

As dictated by provincial legislation, the VIRL Board has adopted a balanced budget for 2017. The Financial Plan and supporting information (which includes an "At a Glance" sheet, informative video, press release and VIRL's recent report "*Assessing the Economic Impact of Vancouver Island Regional Library on our Member Communities*") provides you with the necessary details to address questions that may arise in your community.

The Vancouver Island Regional Library Board has adopted a balanced budget of \$35,583,706. Municipal and rural levies will contribute \$21,247,495 to the library budget, an average increase of 4.25% or a per capita increase of \$1.59. The weighted vote was 91% in favour of the budget. The focus of the 2017 budget is to ensure that VIRL continues to meet its service standards, and to incorporate the requirement to keep costs in line while meeting the needs of our communities. The 2017 budget supports the Board's Strategic Plan: Your Voice, Your Library, and reinforces the principles of the Consolidated Facilities Master Plan.

It is our goal to balance the pressures of maintaining existing services and evolving business, in order to meet the expectations of our communities with available funding and resources. The Board's commitment to financial sustainability and quality service delivery for our communities is further underscored in the **2017-2021 Financial Plan**.

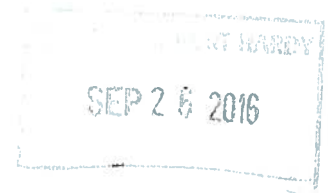
Sincerely,

A handwritten signature in black ink that reads "B Jolliffe". The signature is written in a cursive, slightly slanted style.

Bruce Jolliffe  
Chair, Vancouver Island Regional Library Board of Trustees

Strong Libraries ■ Strong Communities

Bella Coola Bowser Campbell River Chemainus Comox Cortes Island Courtenay Cowichan Cowichan Lake Cumberland Gabriola Island Gold River Hornby Island Ladysmith Masset Nanaimo Harbourfront Nanaimo North Nanaimo Wellington Parksville Port Alberni Port Alice Port Clements Port Hardy Port McNeill Port Renfrew Quadra Island Qualicum Beach Queen Charlotte Sandspit Sayward Sidney/North Saanich Sointula Sooke South Cowichan Tahsis Tofino Ucluelet Union Bay Woss



September 26, 2016

Reference: 260872

Dear Union of B.C. Municipalities and Local Governments:

**Re: Nominations for New Stop of Interest Signs**

Following my announcement at the 2016 Union of BC Municipalities (UBCM) Convention this morning, I am pleased to invite you and your representatives to participate in the Province of British Columbia's Stop of Interest sign engagement and nomination process, taking place this fall and winter.

The Province is proud to announce the addition of up to 75 new Stop of Interest signs throughout British Columbia, bringing further awareness and recognition to our collective history and provincial heritage. This process augments our work to rejuvenate approximately 100 of the 139 existing Stop of Interest signs province-wide.

In order to ensure a well-rounded and comprehensive complement of new signs, we are asking local governments, First Nations, tourism associations, stakeholders and the public to nominate people, places or events of provincial significance they would like to see commemorated. Please share this invitation with businesses in your community and anyone else who would be interested.

The nomination period will be open from September 26, 2016, to January 31, 2017, after which we will evaluate the submissions on criteria such as the impact that the person, place or event has had on the lives of British Columbians.

For more information on Stops of Interest and associated signs currently in place across the province, or to access the nomination form to suggest a new sign, please visit our engagement web site at <http://engage.gov.bc.ca/stopsofinterest/>

Should you have any questions, please do not hesitate to contact Sandra Toth Nacey, the ministry's Director of Business Management Services. She can be reached in Victoria at 250 356-9768 or at [Sandra.TothNacey@gov.bc.ca](mailto:Sandra.TothNacey@gov.bc.ca) and would be pleased to assist you.

.../2

- 2 -

I encourage you to take this opportunity to highlight more of your local history and connect your community and its visitors to British Columbia's captivating past.

Sincerely,



Todd G. Stone  
Minister

Copy to: Sandra Toth Nacey, Director  
Business Management Services Branch



**DISTRICT OF PORT HARDY**  
**2016 BY-ELECTION**  
**DECLARATION OF**  
**ELECTION BY ACCLAMATION**



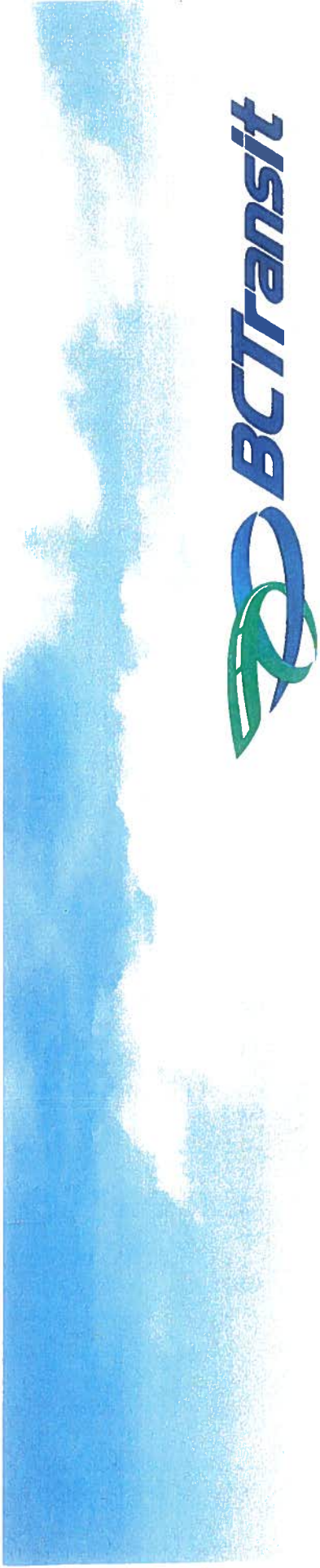
I, Heather Nelson-Smith, Chief Election Officer for the Corporation of the District of Port Hardy, hereby declare pursuant to section 98 of the *Local Government Act*, that:

*Leightan Wishart, residing in Port Hardy, British Columbia*

has been elected by acclamation to the office of Councillor of the District of Port Hardy for the remainder of the current four year term ending in October 2018.

Given under my hand at Port Hardy, British Columbia, at 4:01 pm this 26<sup>th</sup> day of September, 2016.

Heather Nelson-Smith  
Chief Election Officer



# Mount Waddington Transit Service Performance Check-In: Memorandum of Understanding

Mount Waddington Transit Advisory Committee – September 21, 2016

Alison McDonald, Transportation Planner  
Corey McPherson, Regional Transit Manager

## **Purpose**

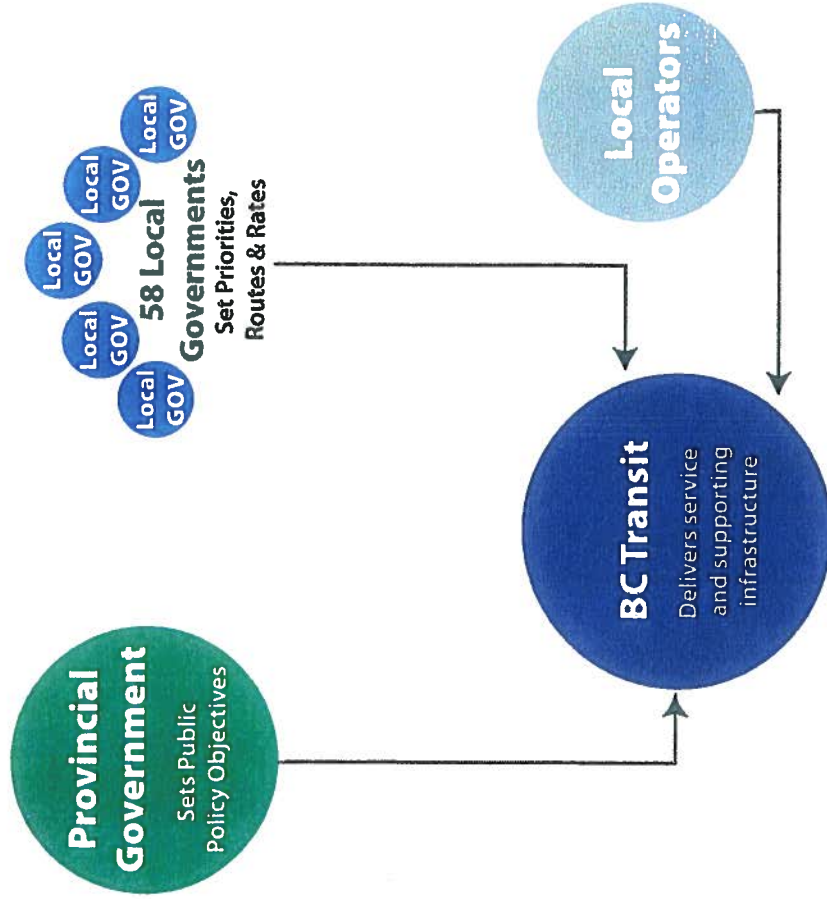
To present the Memorandum of Understanding for the Mount Waddington Transit Service Performance Check-In to the Mount Waddington Transit Advisory Committee for information

## **Presentation Topics**

1. BC Transit Shared Services Model
2. Existing Transit System – Overview
3. Service Performance Check-In:
  - a. Rationale
  - b. Objectives
  - c. Scope
  - d. Approach
  - e. Timeline
4. Recommendations



# BC Transit Shared Services Model



## Local Government

- Plans community, establishes transit priorities and routes
- Sets service levels and approves budgets
- Set fares
- Provide local tax subsidy

## BC Transit

- Turns local priorities into transit operating and capital plans
- Works with Province to access funding
- Arranges for and manages operations
- Operates Victoria conventional service
- Manages capital program



# Existing Transit System – Overview

## ➤ Routes

### Six weekday routes:

- 6:40 a.m. to 6:00 p.m.

### Two Saturday routes:

- 9:40 a.m. to 3:05 p.m.

### One seasonal route:

- Saturdays only, December – March

## ➤ handyDART

Two 15-minute slots per

weekday (Port Hardy & Port McNeill)

*TO GET THE MAXIMUM USE INTO V-T-M*

## ➤ Funding

### Cost-shared

- RDMW: 48%
- Province (BC Transit): 52%

100% of revenue is retained by the Regional District



## ➤ Ridership

28,481 annual rides (2015-16)

## ➤ Service Hours

4,379 annual hours (2015-16)

*INVESTORS CHECK INTO BALANCE*

# Rationale for Service Performance Check-In

The rationale for this Service Performance Check-In is based upon:

- The length of time since previous review of service (2010)
- Industry best practice of periodic service reviews in order to
  - optimize service
  - address any challenges arising since previous review
- Desire by RDMW to implement Saturday Coal Harbour service

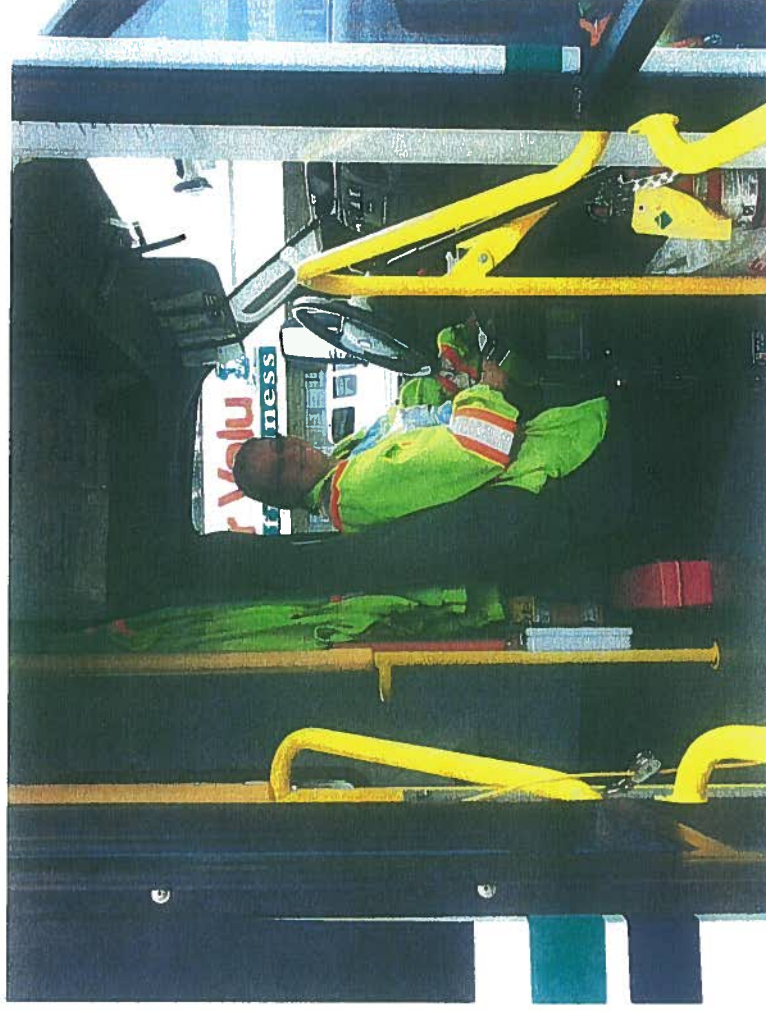
## The Service Performance Check-In is:

A high-level analysis of the Mount Waddington Transit System, to determine to what extent it meets current and future community needs, and to make recommendations for improved efficiency and effectiveness.

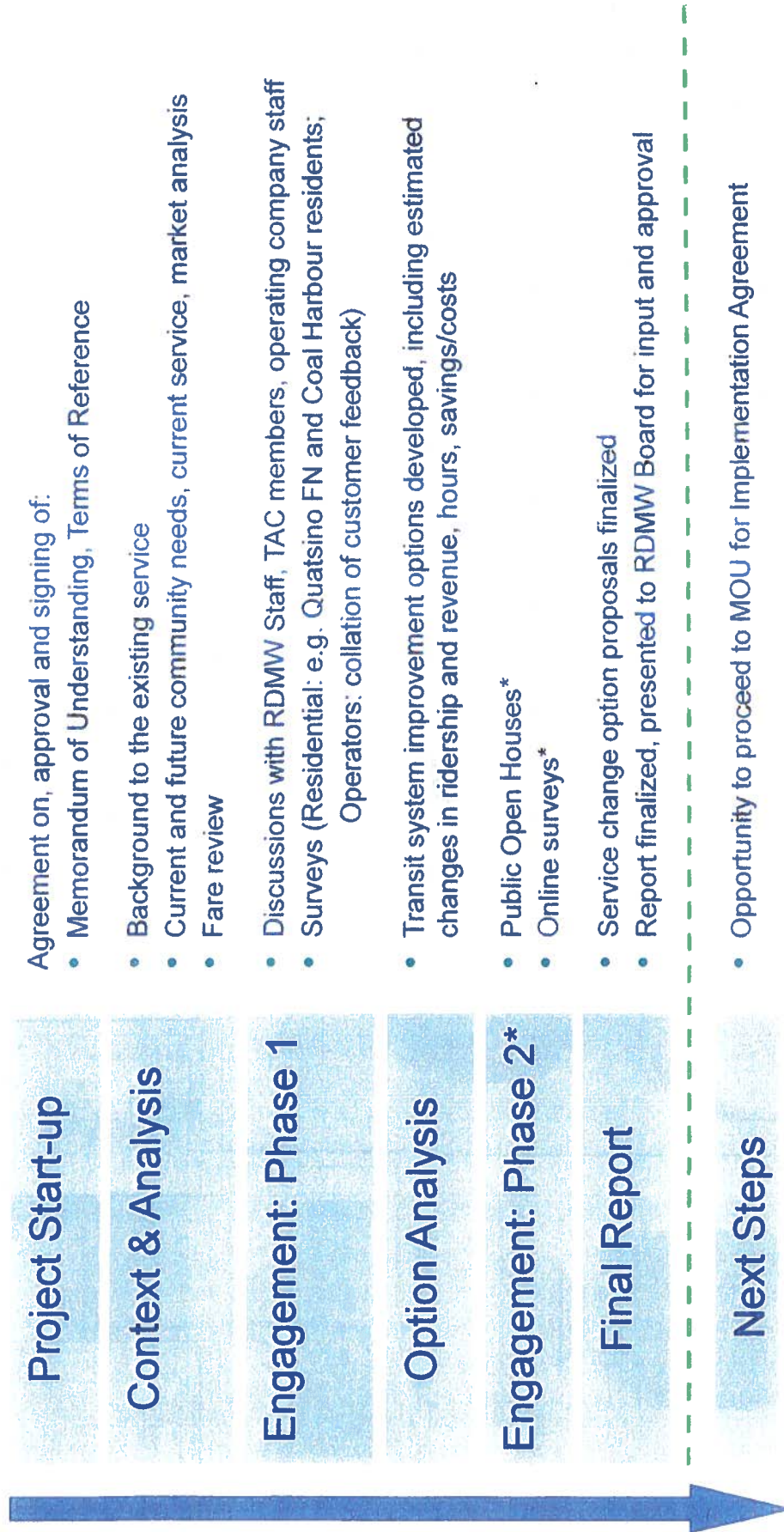
# Objectives

The Service Performance Check-In will address the following objectives:

1. Examine existing transit system performance
2. Identify and recommend potential service-related improvement options to increase transit system:
  - efficiency
  - effectiveness (including cost-effectiveness)
3. Identify and recommend updated fare strategies (may also include proposals for updated fare structure)
4. Outline the process towards implementation of the potential transit system improvement options identified in 2. above

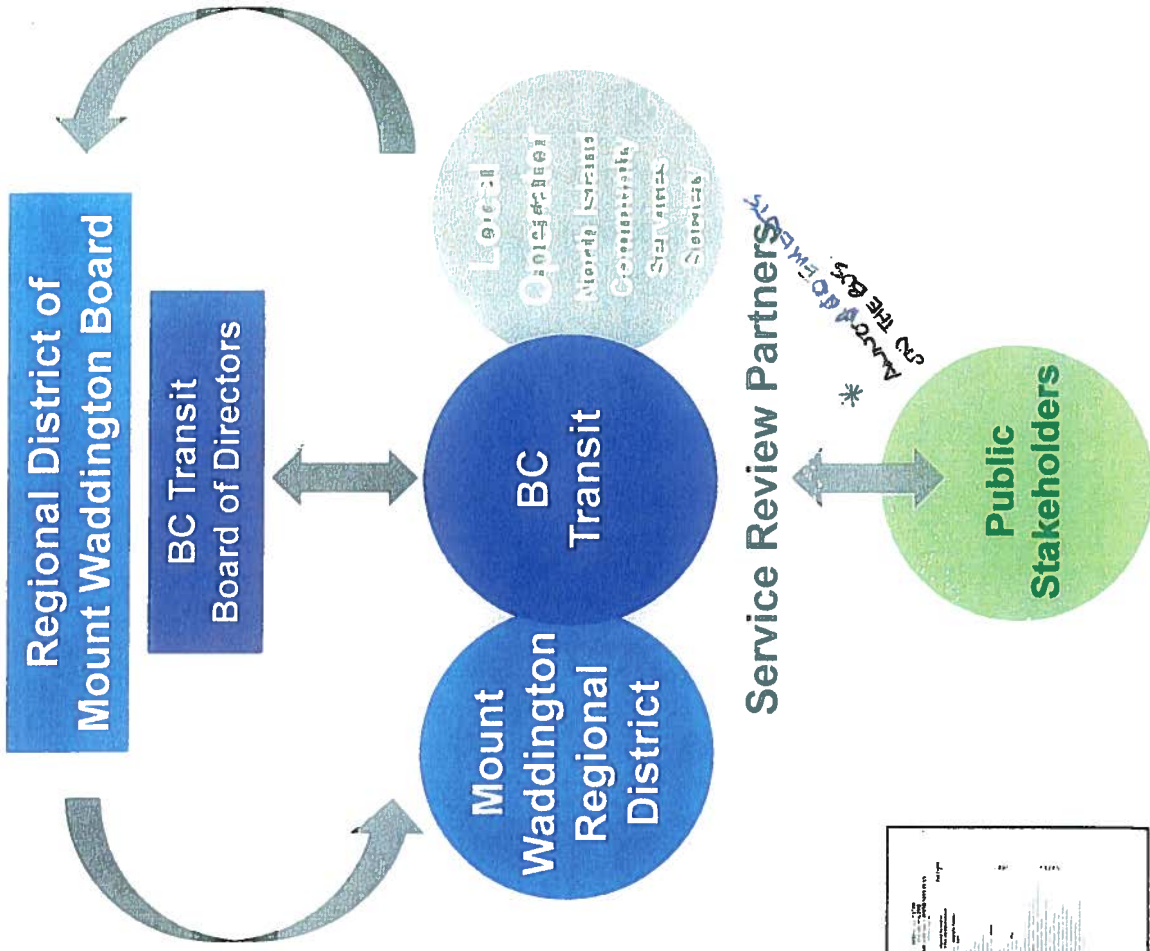


# Scope



\* Scope of Phase 2 Public Engagement to be determined pending results of Phase 1 Public Engagement and scope of improvement options developed.

# Approach



# Timeline\*

<b>Project Start-up</b> <ul style="list-style-type: none"> <li>• MOU</li> <li>• Terms of Reference</li> </ul>	<b>Context</b> <ul style="list-style-type: none"> <li>• RDMW Staff consultation</li> <li>• Ridership counts</li> <li>• Surveys (driver, residential)</li> </ul>	<b>Analysis</b> <ul style="list-style-type: none"> <li>• City Staff input</li> <li>• Ridership data</li> <li>• Survey data</li> </ul>	<b>Draft Report</b> <p>Discussion with RDMW Staff</p>	<b>Final Report</b> <p>Presentation to RDMW Board</p>	<b>Implementation</b> <p>Opportunity to proceed towards implementation of improvement options</p>
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Oct 2016    Oct – Dec 2016    Dec – Jan    Feb – Apr    Sep 2017    Fall/Winter 2017

Board/TAC Presentations\*\*

Public Engagement



Phase 1



Phase 2

*Public Feedback*  
*WNY WASTES 1 MONTH EFFORT*  
*\*\*\**

*LOOK AT TIME LINE TO LONG*

*Final Report*

- \* Timeline is subject to additional work that may arise and will be updated as required. Local partners will be kept informed of any changes.
- \*\* Optional dependent on RDMW preference regarding level and timing of communication with RDMW Board.
- \*\*\* Scope of Phase 2 Public Engagement to be determined pending results of Phase 1 Public Engagement and scope of improvement options developed.



# Primary Deliverable

## Mount Waddington Transit System



Regional District of Mount Waddington |  BC Transit

## Recommendations

**THAT The Mount Waddington Transit Advisory  
Committee receive for information Attachment 1:**

***Draft Memorandum of Understanding for Service  
Performance Check-In (Mount Waddington)***





## Thank You

### Contact:

Alison McDonald 250-385-2551, [alison\\_mcdonald@bcctransit.com](mailto:alison_mcdonald@bcctransit.com)  
Corey McPherson 250-995-5872, [corey\\_mcpherson@bcctransit.com](mailto:corey_mcpherson@bcctransit.com)



**MINUTES OF THE  
DISTRICT OF PORT HARDY  
TOURISM ADVISORY COMMITTEE MEETING  
SEPTEMBER 8, 2016 2:00pm  
MUNICIPAL HALL, 7360 COLUMBIA STREET**

**PRESENT:** Donna Gault (Chair), Councillor Dennis Dugas, District of Port Hardy; Louisa Bates, Visitor Information Centre; Mike Kelly, Tides and Tales/Codfather Charters, Tourism Stakeholder rep

**Staff:** Allison McCarrick, CAO; Adrian Maas, Director of Financial Services; Leslie Driemel, Recording Secretary

**Regrets:** Councillor Rick Marcotte, District of Port Hardy, Joli White, Tourism Coordinator, Vancouver Island North Tourism; Carly Pereboom Manager, Chamber of Commerce Tourism Port Hardy

**A. CALL TO ORDER**

Chair Donna Gault called the meeting to order.

Time: 2:00 pm

**B. APPROVAL OF AGENDA AS PRESENTED**

DRAFT

**Moved/Seconded/Carried**

THAT the agenda of the Tourism Advisory Committee meeting September 8, 2016 be approved as presented.

TAC-2016-023  
AGENDA SEPT 8/16  
ACCEPTED AS  
PRESENTED.

**C. ADOPTION OF MINUTES**

1. Minutes of the Tourism Advisory Committee meeting held August 25, 2016.

**Moved/Seconded/Carried**

THAT the Minutes of the Tourism Advisory Committee meeting held August 25, 2016 be accepted as presented.

TAC-2016-024  
MINUTES OF AUG  
25/16 ACCEPTED AS  
PRESENTED

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

1. Review of Action items  
Action items were reviewed and updated.

DRAFT

2. Review of Draft 5 Year Strategic Plan for MRDT Application

Louisa Bates advised Carly Pereboom has sent a preliminary draft of goals and objectives and preliminary draft of the MRDT application / Strategic 5 Year Plan to Destination BC to see if the application is on track with required information.

The Committee requested, in order for them to be aware of what is being circulated, that Carly Pereboom send the preliminary draft of goals and objectives and preliminary draft of the MRDT application / Strategic 5 Year Plan to the Committee members. The process of reviewing the MRDT application was discussed.

Louisa Bates advised of the email from Jolie White regarding the correction in the percentages of revenue sharing. Adrian Maas circulated a report showing updated figures for MRDT – Actual Revenue Sharings.

### 3. Review of 1 Year Tactical plan for MRDT Application

Louisa Bates advised she has adjusted the budget figures to reflect the correct percentages and that work on the 1 Year Tactical Plan is ongoing.

The Committee requested that the draft of the MRDT application / Strategic 5 Year Plan / 1 Year Tactical Plan be circulated to the Committee members by September 19, 2016 for their review prior to the September 22 meeting.

### E. NEW BUSINESS

Louisa Bates advised she has just received visitor profile data from Sociable Scientist. Of the 444 survey respondents for the Vancouver Island North Tourism survey, 156 were for Port Hardy. It is good information to include in the MRDT application. Future surveys would provide useful information for MRDT reporting requirements. It was commented that some survey information is not always accurate as the data collected depends on where the surveys were distributed. It was explained that participants provide their name and email address and are then emailed the survey link that is to be completed after their visit to the area, as well prizes for entering the survey were offered.

The Committee requested Jolie White advise, at the next Committee meeting, the number of survey placements, their locations and if the Tourism Committee can have input into placement locations. The Committee discussed various survey placements that would contribute to better collection of data.

DRAFT

### F. CORRESPONDENCE

1. Email from Carol Lopes, Senior Analyst CBRE Limited (Aug 31/16) re: Participation in CBRE "Trends" Report.

Donna Gault advised that 8 accommodation providers have been contacted about participating in the CBRE "Trends" Report and that the 5 accommodation providers are needed. One accommodation provider has agreed to participate and Donna will continue to work with the others. Information from 2014 and 2016 is being requested.

### G. ROUNDTABLE

- a) Adrian Maas, advised that sanidumps.com website did not work properly and no information on Port Hardy could be brought up.

- b) Visitor Information Center - Louisa Bates

Advised contact has been made with Matt Jennings of Destination BC regarding participating in a fresh and fishing sector marketing program, various options and costs are available including a video production. A 'discovery call' will be held and Committee members are invited to sit in. This marketing program as an overall economic generator was discussed. The Committee also discussed partnering through the District of Port Hardy Economic Development budget to enable participation in 2017. Louisa Bates was requested to send information to Allison McCarrick, CAO.

Mike Kelly advised there is fresh and saltwater fishing data available from Destination BC and the Federal Government - residential angling surveys – that provide a great deal of information.

**I. NEXT MEETING DATES:**

- Thursday September 22, 2016 at 10:00 am – 4:00pm (review of application) in Council Chambers
- Thursday October 6, 2016 at 2:00 pm in Council Chambers
- NOTE: October 20, 2016 meeting has been cancelled.

**J. ADJOURN**

TAC-2016-022  
ADJOURNMENT

**Moved/Seconded/Carried**  
THAT we adjourn

Time: 2:50 pm





**MINUTES OF THE  
DISTRICT OF PORT HARDY  
TOURISM ADVISORY COMMITTEE MEETING  
SEPTEMBER 22, 2016 2:00pm  
MUNICIPAL HALL, 7360 COLUMBIA STREET**

**PRESENT:** Donna Gault (Chair), Councillor Dennis Dugas, District of Port Hardy; Councillor Rick Marcotte, District of Port Hardy, Joli White, Tourism Coordinator, Vancouver Island North Tourism; Carly Pereboom Manager, Chamber of Commerce Tourism Port Hardy Louisa Bates, Visitor Information Centre; Mike Kelly, Tides and Tales/Codfather Charters, Tourism Stakeholder rep

**Staff:** Adrian Maas, Director of Financial Services; Leslie Driemel, Recording Secretary

**Regrets:** Allison McCarrick, CAO;

**CALL TO ORDER**

Chair Donna Gault called the meeting to order. Time: 10:20 am

Donna Gault advised the agenda is to review the MRDT Application, the 5 Year Strategic Plan and the First Year Tactical Plan. Copies of the draft documents were circulated to the Committee.

**1. Review of Draft 5 Year Strategic Plan**

Carly Pereboom led the review of the 5 Year Strategic Plan and the Committee suggest edits and corrections throughout the meeting. The document was updated as the meeting progressed.

**ADJOURN TO RECONVENE:** Donna Gault requested the Committee adjourn to reconvene at 8:30 am on Friday September 23, 2016. Time: 3:50 pm

**RECONVENE:** The meeting reconvened, Friday September 23, 2016 Time 8:30 am

**PRESENT:** Donna Gault (Chair), Councillor Rick Marcotte, District of Port Hardy, Joli White, Tourism Coordinator, Vancouver Island North Tourism; Carly Pereboom Manager, Chamber of Commerce Tourism Port Hardy Louisa Bates, Visitor Information Centre; Mike Kelly, Tides and Tales/Codfather Charters, Tourism Stakeholder rep.

**Staff:** Adrian Maas, Director of Financial Services; Leslie Driemel, Recording Secretary

**Regrets:** Allison McCarrick, CAO; Councillor Dennis Dugas, District of Port Hardy Mike Kelly, Tides and Tales/Codfather Charters, Tourism Stakeholder rep

**2. Review of 1 Year Tactical Plan**

Louisa Bates led the review of the budget and 1 Year Tactical Plan. The Committee was advised the document follows Destination BC Template. The Committee suggested edits and corrections throughout the meeting. The document was updated as the meeting progressed.

The updated documents will be distributed to the Committee September 26<sup>th</sup> by email.

The meeting adjourned Time: 11:20 am



**MINUTES OF THE  
DISTRICT OF PORT HARDY  
FIRST NATIONS RELATIONS COMMITTEE MEETING  
4:00PM TUESDAY, SEPTEMBER 13, 2016  
COUNCIL CHAMBERS, MUNICIPAL HALL, 7360 COLUMBIA STREET**

**Committee Members:** Councillors Jessie Hemphill (Chair), Rick Marcotte and Fred Robertson

**Staff:** Heather Nelson-Smith, Director of Corporate Services; Leslie Driemel, Recording Secretary

**Regrets:** Allison McCarrick, CAO

**A. CALL TO ORDER**

Chair Jessie Hemphill called the meeting to order at 4:07 pm. Chair Hemphill opened the meeting with the following statement: "I would like to acknowledge that we are on the unceded traditional territory of the Kwakiutl people."

Councillor Hemphill advised that, as she has resigned from Council effective September 30<sup>th</sup>, this will be her last meeting as Chair of the First Nations Relations Committee.

**B. APPROVAL OF AGENDA**

DRAFT

**Moved/Seconded/Carried**

THAT the agenda for the First Nations Relations Committee meeting of September 13, 2016 be accepted as presented.

**C. ADOPTION OF MINUTES**

Minutes of the First Nations Relations Committee meeting held August 9, 2016.

**Moved/Seconded/Carried**

THAT the minutes of the First Nations Relations Committee meeting held August 9, 2016 be accepted as presented.

**D. DELEGATIONS**

No delegations.

DRAFT

**E. CORRESPONDENCE**

No Correspondence

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

1. Review and Update of Action Items

The Committee reviewed and updated the list of action items.

2. First Nations Contact List was received as information.

FNRC  
2016-026  
AGENDA SEPT  
13/16  
ACCEPTED AS  
PRESENTED

FNRC  
2016-027  
MINUTES OF  
AUG 9/16  
ACCEPTED

ACTION ITEM  
REVIEW

DRAFT

## G. NEW BUSINESS

1. Staff Report: Heather Nelson-Smith, Director of Corporate Services (Aug 22/16) re: UBCM Resolution 2016 was received for information.

Heather Nelson-Smith reviewed UBCM's process and convention policy on Block B resolutions.

The Committee discussed the pros and cons of removing Resolution B101 *Non Treaty First Nations Participation in UBCM* from the Block B group resolutions for discussion and consideration by the membership.

Councillor Hemphill and Robertson advised they would speak to the resolution if it is pulled by another delegate for an amendment or for discussion

## H. ROUNDTABLE DISCUSSION

Councillor Robertson advised he has been in contact with Chief Leslie Dickie regarding the Band Council coming to meet with District Council. Councillor Robertson asked if a more preferable scenario would be for District Council members to attend a Band Council meeting. This was scheduled for Monday September 12, but unfortunately had to be cancelled. Grace Wilson will be in touch with Councillor Robertson to reschedule. Councillor Robertson also has a call into Chief James Nelson.

Councillor Hemphill thanked Councillors Marcotte and Robertson for the work on the Committee and commented that while there were struggles to get items accomplished strides have been made and the Committee has done good work.

Councillors Robertson and Marcotte thanked Councillor Hemphill for her work and enthusiasm that she brought to the table.

Councillor Robertson commented that when working on the Truth and Reconciliation Recommendations we should pick one item and work toward completing that goal. The District is working towards building up relationships between local First Nation and the District of Port Hardy and will keep working on this goal.

- I. **NEXT MEETING DATE:** October 11, 2016 4:00 pm, Council Chambers  
Upcoming Meeting Dates: November 8, December 13.

## J. ADJOURNMENT

**Moved**  
THAT the meeting be adjourned.

Time: 4:22 pm

DRAFT

FNRC  
2016-028  
ADJOURNMENT



**MINUTES OF THE  
DISTRICT OF PORT HARDY  
EMERGENCY PLANNING COMMITTEE MEETING  
SEPTEMBER 19, 2016 AT 12 NOON  
MUNICIPAL HALL, 7360 COLUMBIA STREET**

**PRESENT:** Bob Hawkins, DPH Emergency Coordinator; Schell Nickerson, Fire Chief; Mike McCulley, Deputy Emergency Coordinator; Heather Nelson-Smith, DPH Director Corporate Services, Rick Marcotte, Councillor DPH; Brenda McCorquodale, Fisheries & Oceans; S/Sgt Wes Nelson, RCMP; Mike Sylvester, Transport Canada and Leslie Driemel, Recording Secretary

**A. CALL TO ORDER**

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

**B. APPROVAL OF AGENDA**

**Moved/Seconded/Carried**  
THAT the agenda for the Emergency Planning Committee meeting September 19, 2016 be approved as presented.

EPC-2016-010  
APPROVAL OF  
AGENDA AS  
PRESENTED

**C. ADOPTION OF MINUTES**

Minutes of the meeting held May 30, 2016.

**Moved/Seconded/Carried**  
THAT the minutes of the Emergency Planning Committee meeting held May 30, 2016, be 2016 be approved as presented.

EPC-2016-011  
APPROVAL OF  
MINUTES MAY 30 /16  
AS PRESENTED

**D. DELEGATIONS**

No delegations.

**E. CORRESPONDENCE**

1. Emergency Preparedness & Business Continuity Conference, November 7- 10, 2016 Vancouver BC was received for information.
2. Telmatik Alert and Notification Messaging System was received for information.
3. EMBC Call for Proposals for National Disaster Mitigation Program was received for information.

**F. BUSINESS ARISING / UNFINISHED BUSINESS**

1. Action Items were reviewed for information, items reviewed included:

**Siren:**

Brenda McCorquodale updated the Committee of the work being done by the Alert System Review Committee. They have met and are sourcing out further information. A report will be brought forward to the next meeting.

DRAFT

DRAFT



Discussion included:

- Port Alberni purchased new sirens and the old ones may be available.
- Tlematick alert and notification messaging system information was received as information.
- Looking at other options and best options for the needs of the community,
- Bob Swain has advised of issues and upkeep costs for the Gwa'sala-'Nakwaxda'xw siren.

Table Top Emergency Exercise

The planning is still in progress for a November exercise. Information about the Emergency Tabletop Exercise, sponsored by Regional District of Mount Waddington Saturday October 1, 2016 was included in the agenda package. Heather Nelson-Smith advised that they are looking for team participation.

Public Education for October during Shake Out BC Week

Heather Nelson-Smith advised the District will include information on the Shake Out BC on District social media sites. It was commented that Bob Swain at Gwa'sala-'Nakwaxda'xw First Nation is planning a community event for that day and that the N.I. Gazette welcomes content for the paper.

Storage at Civic Centre

Bob Hawkins advised this is ongoing. The Committee discussed the need to organize the materials and find a spot for final storage.

S/Sgt Wes Olsen, RCMP joined the meeting.

Time: 12:18 pm

2. Terms of Reference Review

Heather Nelson-Smith reviewed the Terms of Reference *Committee Structure and Membership, Quorum and Meeting Schedule* and asked for input from those present. The Committee discussion included:

- Number of members.
- Appointed members vs attendees and their voting privileges.
- District prevalence on the Committee
- Inclusion of RCMP, Ministry of Health, Transport Canada, more than one business and community rep.
- Review of goals of the committee.
- Emergency Operations Centre participants not necessarily everyone on the Committee.
- Ex-Officio members.
- Communication strategy needed when events happen.

Heather Nelson-Smith will make changes as requested

3. Emergency Plan Review

Heather Nelson-Smith suggested setting up a schedule to review sections of the plan. With two months between meetings there is time for review and comments by Committee members.

The Committee discussion included:

- The need for a good and relevant emergency plan.
- Volunteers not qualified to review the old plan and develop a new one.

EPC-2016-012  
RECOMMENDATION  
TO COUNCIL TO  
FUND EMERGENCY  
PLAN REVIEW IN  
2017

- The need for budget consideration to hire a consultant.
- EMBC template plan not working for District needs.
- Key emergencies identified by the District should be included in the plan.

**Moved/Seconded/Carried**

The Emergency Planning Committee recommend that Council allocate funding in 2017 to hire a consultant to review and update the District of Port Hardy Emergency Plan.

Heather Nelson-Smith suggested the Committee continue to review the plan in order to present recommendations and suggestions to a consultant, if hired.

**G. NEW BUSINESS**

1. Review of RDMW Emergency Management Agreement was received for information.
2. British Columbia Tsunami Notification Methods A Toolkit for Community Planning – Executive Summary was received for information.
3. Verbal Report. Heather Nelson-Smith, Dir. Corporate Services re: Emergency Tabletop Exercise, sponsored by Regional District of Mount Waddington Saturday October 1, 2016 was received for information.
4. Schell Nickerson, Fire Chief re: Emergency Social Services – funding transportation needs

Chief Nickerson advised of Port Hardy Fire Rescue's recent calls and ESS support for families after fires. There is a gap in arranging and funding for the transportation of victims from the incident location to the accommodation provider.

It was commented that once a task number is assigned there should be funding available. Bob Hawkins will check with EMBC on their regulations.

The Committee discussed the need to bring and train new people to the ESS function.

**H. ROUND TABLE DISCUSSION**

No round table discussion

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

**J. ADJOURNMENT**

THAT the meeting be adjourned.

Time: 1:00 pm

EPC-2016-013  
ADJOURNMENT



**MINUTES OF THE DISTRICT OF PORT HARDY  
OPERATIONAL SERVICES COMMITTEE MEETING  
HELD SEPTEMBER 19, 2016  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

**PRESENT:** Councillors Pat Corbett-Labatt, Dennis Dugas and John Tidbury (Chair)

**ALSO PRESENT:** Allison McCarrick, CAO; Abbas Farahbakhsh, Director Operational Services; Heather Nelson-Smith, Director Corporate Services and Sean Mercer, Operations Manager.

**A. CALL TO ORDER**

Councillor Tidbury called the meeting to order at 3:30pm.

**B. APPROVAL OF AGENDA**

**Moved/Seconded/Carried**

THAT the agenda for the Operational Services Committee meeting of September 19, 2016 be accepted as presented.

**C. MINUTES**

- Minutes of the Operational Services Committee meeting held July 11, 2016.

**Moved/Seconded/Carried**

THAT the minutes of the Operational Services Committee meeting held July 11, 2016, 2016 be accepted as presented.

**D. DELEGATIONS**

No delegations

**E. BUSINESS ARISING / UNFINISHED BUSINESS**

- Review and Update of Action Items

Museum security

The cameras are installed both inside and outside. Council agreed to install shutters if future incidents occur.

Wheelchair washroom Civic Centre

Automatic closures being installed.

Sidewalk across from Port Hardy Secondary

Thank you for work coming from citizens. Request that a handicapped parking stall be reserved at the apartment. Discussion on responsibility for planning location / marking of stall. Abbas Farahbakhsh advised the owner should suggest a location of a stall on roadway.

Erosion at Storey's Beach

Abbas Farahbakhsh advised this concern is being addressed as part of the Storey's Beach Review Report. The Committee discussed partnering with Kwakiutl Band as they are also having beach erosion issues. 1

OP SCVS  
2016-027  
AGENDA SEPT 19/16  
ACCEPTED AS  
PRESENTED

OP SCVS  
2016-028  
MINUTES JULY  
11/16 ACCEPTED  
AS PRESENTED

ACTION ITEMS

**DRAFT**

ACTION ITEMS

Heather Nelson-Smith reviewed the information in the staff report on the Parks and Beach bylaw and access to beaches for the Parks and Recreation Review Committee. It was requested the report be included in the next Operational Services Committee agenda.

Cenotaph refurbishment project

Abbas Farahbakhsh reported on the work being done to date at the Cenotaph.

2. Staff Report: Heather Nelson-Smith, Director of Corporate Services (Sept 3/16) re: Knotweed Program 2016.

Heather Nelson-Smith reviewed the work being done and mapping of locations of the treated areas, both public and private properties. Some locations may require further treatment and the project is budgeted for in 2017. Public property is priority and private property owners may opt for paying for treatments at approximately \$85 per hour.

**F. CORRESPONDENCE**

No Correspondence.

**G. NEW BUSINESS**

1. Heather Nelson-Smith, Dir. Corporate Services Verbal discussion / Update re: Port Hardy Service & Attraction Sign Project 2016, Ministry of Transportation was received for information.

MINISTRY OF  
TRANSPORTATION  
SIGNAGE

Heather Nelson-Smith reviewed the project details and advised the Ministry is looking to streamline highway signage and update graphics.

2. Referred from Council Sept 13, 2016: Wording of Unsightly Premises Bylaw Amendment Motion # 2016-160 THAT Council refer the amendment of the Unsightly Premises Bylaw regarding added wording concerning the accumulation of grass not attended to on private property and out of control grass and weeds to the Operational Services Committee for further review.

*Recommendation from Operational Services meeting of July 11, 2016  
"THAT Council amend the unsightly premises bylaw to include the following provision 'no out of control grass and weeds (must be under 20 cm high) and no dead landscaping AND add in the definition of brush to the bylaw. An exemption - District Park property designated as meadowed areas will be excluded from this provision.*

The Committee discussion on the request included:

- Recommended wording as a tool for bylaw enforcement.
- Removing the height requirement from the wording.
- Including wording and definitions for natural landscaping and natural gardening.
- Enforcement concerns for complaints against citizens with age, health or handicap issues.

**Moved/Seconded/Carried**

THAT the Operational Services Review Committee recommend that Council amend the unsightly premises bylaw to include the following provision *no out of control grass and weeds AND add in the definition of brush to the bylaw. An exemption - District Park property designated as meadowed areas will be excluded from this provision.*

OP SCVS  
2016-029  
RECOMMENDATION  
RE: AMENDMENT  
TO UNSIGHTLY  
PREMISES BYLAW

DRAFT

## H. ROUNDTABLE DISCUSSION

Councillor Corbett-Labatt discussed:

- Seawall lights: Positive feedback from citizens regarding the new seawall lights and that it would be good to extend them to Tsulquate Park / Kin hut area.
- Water conservation level remaining at Level 1: Was advised that by Bylaw Level 1 is in effect May 1 to Oct 31 each year.

Councillor Robertson

- First Nation signage: He has had discussion with Chief Dickie and suggested Councils need to meet and discuss cultural signage.
- Overgrowth: Alders and other trees on highways and District roadways are very overgrown. Staff advised that this is sometimes a traffic calming measure.

Councillor Tidbury

- Capital projects: Requested staff notifies Council members and the public through social media, website and newsletters when capital projects are started, such as Thunderbird Way water line.

Councillor Marcotte

- Roadside memorial: Advised the memorial by Port Hardy Health Center has had the mask and picture removed.
- Kwakiutl First Nation Water: Councillor Marcotte requested staff review the water meter in regards to the new Wagalus School and reservoirs at the Kwakiutl Band.

Allison McCarrick advised that the bylaw that governs the services agreement with the Kwakiutl Band is a dated bylaw that needs revision to encompass today's services and standards.

DRAFT

### Parks Washrooms

Abbas Farahbakhsh reviewed costs and drawing of various building styles, wheelchair accessibility and finish options available including:

- Pre made precast concrete building in the \$99,000-139,000 range, depending on options.
- Pre made outhouse style building in the \$30,000-\$33,000 range, depending on options.
- Build own, (contracted out) in the \$80,000-\$100,000 range depending on options.

Committee discussion included:

- Ongoing cost of replacing, maintaining and operating portable toilets.
- Expense and durability of precast units and payback over 5-7 years.
- Review and prioritizing locations at Storey's Beach, Ring Road Ballpark and Rotary Park.
- Which type is suitable at which location.
- Renovation of existing washroom facility at Storey's Beach to include outdoor shower and tap, stainless steel fixtures, remove portables from field #2 and #3 and have outhouse style at field #1.
- Adding portables as needed for special events.
- Site preparation work and costs (water/sewer/hydro/lighting/motion sensors) at the various parks.

Abbas Farahbakhsh will prepare a staff report for the next meeting.

I. **NEXT MEETING:** Monday October 17, 2016 at 3:00 pm  
Upcoming meeting 2016 meeting date: November 21, and December 19.

**J. ADJOURNMENT**

OP SCVS  
2016-030  
ADJOURNMENT

**Moved**  
THAT the meeting be adjourned.

Time: 4:30pm



**MINUTES  
DISTRICT OF PORT HARDY  
PARKS & RECREATION REVIEW COMMITTEE MEETING  
TUESDAY SEPTEMBER 20, 2016  
COUNCIL CHAMBERS, MUNICIPAL HALL  
7360 COLUMBIA STREET**

**PRESENT:** Councillors Dennis Dugas and Fred Robertson (Chair)

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

**REGRETS:** None

**PUBLIC:** None

**A. CALL TO ORDER**

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

**B. APPROVAL OF AGENDA**

Allison McCarrick advised of an addition to the agenda:

**New Business:** Halloween Fireworks at Storey's Beach

**Moved/Seconded/Carried**

THAT the agenda for the September 20, 2016 Parks & Recreation Review Committee meeting be accepted as amended.

**C. ADOPTION OF MINUTES**

Minutes of the Parks & Recreation Review Committee meeting held August 17, 2016.

**Moved/Seconded/Carried**

THAT the minutes of the Parks and Recreation Review Committee meeting August 17, 2016 be accepted.

**D. DELEGATIONS**

No delegations.

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

**1. Review of Action Items**

Action Items were reviewed and updated.

Triport Speedway

Allison McCarrick advised that the Director of Finance is working with them regarding a grant in aid application.

Washroom Options at Parks

Abbas Farahbakhsh, Director of Operational Services reviewed costs and drawing of various building styles, wheelchair accessibility and finish options available including:

PRCC  
2016-027  
ADOPTION OF  
AGENDA AS  
AMENDED

PRCC  
2016-028  
MINUTES AUG 17,  
2016 ACCEPTED

ACTION ITEMS

ACTION ITEMS

- Pre made Precast concrete building in the \$99,000-139,000 range, depending on options.
- Pre made outhouse style building in the \$30,000-\$33,000 range, depending on options.
- Build own, (contracted out) in the \$80,000-\$100,000 range depending on options.

Committee discussion included:

- Ongoing cost of replacing, maintaining and operating portable toilets.
- Expense and durability of precast units and payback over 5-7 years.
- Review and prioritizing locations at Storey's Beach, Ring Road Ballpark and Rotary Park.
- Which type is suitable at which location.
- Renovation of existing washroom facility at Storey's Beach to include outdoor shower and tap, stainless steel fixtures, remove portables from field #2 and #3 and have outhouse style at field #1.
- Adding portables as needed for special events.
- Site preparation work and costs (water/sewer/hydro/lighting/motion sensors) at the various parks.

Abbas Farahbakhsh will prepare a staff report for the next meeting.

Allison McCarrick advised this item is also on the Operational Services Committee agenda and recommended a joint meeting to review the report. The Committee agreed to meet with Operational Services Committee to discuss washroom upgrade / repair options.

Infield at Ring Road Ballfield

Abbas Farahbakhsh advised the work is being done as weather and ground conditions permit. Funding is from left over budget from Storey's Beach ballfield upgrade.

Abbas Farahbakhsh advised that for future maintenance of the ballfields a thatcher has been purchased and an aerator purchase is budgeted for 2017.

School Soccer Fields

Councillor Dugas advised discussion is ongoing with School District 85 and that a contractor has been contacted to come up in October to give a budget figure to repair the irrigation.

Off Leash Dog Parks

Ongoing - Has been referred to staff for a future report coming to the Committee.

Picnic Tables

Abbas Farahbakhsh reviewed the state of repair of the various tables in the parks and advised some can be repaired and others may need replacement. The Committee reviewed options including:

- Steel frame and wood construction costs ranging from \$1,600-\$2,500 and a concrete base are needed for each.
- Maintenance requirements of wood
- New benches placed in high traffic areas such as Carrot Park and refurbish benches in other locations and replace as needed.

2016



- Composite vs wood for tops and seating and maintenance / vandalism issues

Storey's Beach Park Report- Abbas Farahbakhsh reported that he has reviewed the report and has returned comments to the consultant. A final report should be forthcoming shortly.

Lighting at the Beaver Harbour Ball Fields

Sean Mercer advised the work is mostly completed, the lights are down, the poles removed and the bases will be removed when the ground is drier. The electrical is not up to code and will be removed.

The Committee discussed the state of dugouts at the various ballfields.

Volleyball Courts

No further information has been forthcoming from

2. Staff Report: Heather Nelson-Smith, Director of Corporate Services (Sept 9/16) re: Jurisdictional Responsibility of Storey's Beach road area was received for information.

Allison McCarrick, CAO reviewed the jurisdictional responsibility of the beach area in question and advised that the onus is on the District to provide signage and enforcement.

**CORRESPONDENCE**

None in agenda package.

**F. NEW BUSINESS**

Allison McCarrick, CAO and Heather Nelson-Smith, Director of Corporate Services re: Halloween Fireworks

The Committee discussed issues and concerns regarding the annual Halloween Fireworks and bonfire at Storey's Beach including

- No site plan
- No safety plan
- No provision for bonfire monitoring into the night
- Excessive size of fire
- Close proximity to public and vehicles
- Improper management of debris
- Insurance and liability concerns

The grant in aid funding application and insurance is through Providence Place. The Committee suggested the funding not be released until issues and concerns are addressed by Providence Place and the permit applicant.

Trails

Abbas Farahbakhsh discussed the condition and signage of Fort Rupert (Commuter) Trail. The Committee discussed the need for signage and mapping that includes notation of trail difficulty

- maintenance issues
- maintenance responsibility, District or Kwakiutl First Nation
- bear warning signs and funding for them
- consolidation of signage

HALLOWEEN  
FIREWORKS AND  
BONFIRE AT  
STOREY'S BEACH

FORT RUPERT  
TRAIL

DRAFT

Allison McCarrick will review the Fort Rupert (Commuter) Trail file and bring to the next meeting.

**H. ROUNDTABLE DISCUSSION**

No roundtable discussion

**I. NEXT MEETING DATE: 3:00 pm Wednesday October 19, 2016**

Upcoming 2016 meeting dates are November 16, December 21

**J. ADJOURNMENT**

PRCC  
2016-029  
ADJOURNMENT

**Moved**

THAT the meeting be adjourned.

Time: 3:30 pm



Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
007918	01/09/2016	00735	A.C.E. COURIER SERVICES	46.22	
007919	01/09/2016	00044	ACKLANDS - GRAINGER INC.	176.15	
007920	01/09/2016	01375	ADT SECURITY SERVICES CA	88.89	
007921	01/09/2016	00829	ANA'S HARDY CLEAN	2,353.49	
007922	01/09/2016	00047	B.C. HYDRO	38,235.85	
007923	01/09/2016	02468	Canwest Propane	79.80	
007924	01/09/2016	00281	CHEVRON CANADA LTD.	1,076.72	
007925	01/09/2016	01433	COMOX PACIFIC EXPRESS LT	500.35	
007926	01/09/2016	02213	COPPER MAKER GALLERY	2,500.00	
007927	01/09/2016	02822	Corix Water Products LP	1,289.69	
007928	01/09/2016	02948	CR Signs	187.73	
007929	01/09/2016	00218	DB PERKS AND ASSOCIATES	347.41	
007930	01/09/2016	01901	DENNISON, MELINDA	35.00	
007931	01/09/2016	03289	Grassroots Learning Cent	66.00	
007932	01/09/2016	02960	Hach Sales & Service Can	13,954.43	
007933	01/09/2016	00235	HARDY BAY MACHINE WORKS	113.18	
007934	01/09/2016	00052	HARDY BUILDERS' SUPPLY	642.00	
007935	01/09/2016	01980	HETHERINGTON INDUSTRIES	173.25	
007936	01/09/2016	00063	HOME HARDWARE BUILDING C	129.25	
007937	01/09/2016	01875	ISLAND ADVANTAGE DISTRIB	678.70	
007938	01/09/2016	00273	JM'S MOBILE WELDING INC	571.20	
007939	01/09/2016	00065	K & K ELECTRIC LTD.	275.63	
007940	01/09/2016	03287	Kelloway, Chelsea	199.60	
007941	01/09/2016	01628	KING, BOB	151.77	
007942	01/09/2016	02007	MARSHALL WELDING AND FAB	100.80	
007943	01/09/2016	00328	MERCER, SEAN	35.00	
007944	01/09/2016	00014	MINISTER OF FINANCE	3,282.00	
007945	01/09/2016	00585	Minister of Finance	3,602.76	
007946	01/09/2016	03288	Morton, Cecil	760.00	
007947	01/09/2016	02212	NICHOLSON, LISA	32.00	
007948	01/09/2016	01014	NICKERSON, SCHELL	75.00	
007949	01/09/2016	03242	Patterson's Plumbing	535.10	
007950	01/09/2016	02051	PORT MCNEILL ENTERPRISES	1,103.20	
007951	01/09/2016	00769	Praxair Distribution	891.16	
007952	01/09/2016	00080	PUROLATOR INC.	156.57	
007953	01/09/2016	00187	REGIONAL DISTRICT OF MT	10,830.25	
007954	01/09/2016	02522	Strathcon Industries	19.69	
007955	01/09/2016	00011	Tidbury, John	38.54	
007956	01/09/2016	00164	Xerox Canada Ltd.	2,065.50	
007957	08/09/2016	03286	0997329 B.C. Ltd.	13,182.24	Yes
007958	08/09/2016	01884	Ace Hardware	59.29	
007959	08/09/2016	02514	AlSCO	183.12	
007960	08/09/2016	00046	ANDREW SHERET LTD	1,762.18	
007961	08/09/2016	00281	CHEVRON CANADA LTD.	1,548.09	
007962	08/09/2016	01476	DOR-TEC SECURITY LTD.	138.30	
007963	08/09/2016	00099	FOX'S DISPOSAL SERVICES	22,960.06	
007964	08/09/2016	01438	GEISLER CONSTRUCTION	3,150.00	
007965	08/09/2016	03292	Grayson, Ron	200.00	
007966	08/09/2016	00063	HOME HARDWARE BUILDING C	96.30	
007967	08/09/2016	00065	K & K ELECTRIC LTD.	78.75	
007968	08/09/2016	03109	Lafrentz Road Marking	11,328.87	
007969	08/09/2016	02489	Marcotte, Rick	38.54	
007970	08/09/2016	03059	Maxxam Analytics	810.08	
007971	08/09/2016	01777	MCCARRICK,ALLISON	35.00	
007972	08/09/2016	00249	MICRON MACHINE WORKS LTD	3,001.98	
007973	08/09/2016	00304	MONK OFFICE	54.87	
007974	08/09/2016	02006	NORTH ISLAND TRACTOR	198.03	
007975	08/09/2016	02749	Orach Enterprises Ltd.	5,054.99	
007976	08/09/2016	00217	ORKIN CANADA CORPORATION	76.65	
007977	08/09/2016	02051	PORT MCNEILL ENTERPRISES	2,560.89	
007978	08/09/2016	00080	PUROLATOR INC.	614.78	
007979	08/09/2016	00107	RECEIVER GENERAL FOR CAN	24,136.67	
007980	08/09/2016	03092	Seaway Ventures Ltd.	11,658.18	
007981	08/09/2016	00253	Shaw Cable	134.74	
007982	08/09/2016	02837	Waterhouse Environmental	6,115.20	
007983	08/09/2016	03291	Western Traffic Ltd.	278.88	
007984	08/09/2016	01429	WINDSOR PLYWOOD	421.08	
007985	08/09/2016	00164	Xerox Canada Ltd.	672.20	
007986	15/09/2016	00735	A.C.E. COURIER SERVICES	47.20	
007987	15/09/2016	00073	BLACK PRESS GROUP LTD.	2,733.17	
007988	15/09/2016	01615	BOOD, HANK	790.08	

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
007989	15/09/2016	01433	COMOX PACIFIC EXPRESS LT	42.02	
007990	15/09/2016	03033	Corbett-Labatt, Pat	463.90	
007991	15/09/2016	02822	Corix Water Products LP	481.60	
007992	15/09/2016	01476	DOR-TEC SECURITY LTD.	645.64	
007993	15/09/2016	00189	DUGAS, DENNIS	429.80	
007994	15/09/2016	01798	GAVIN A. HALL MASONRY (1	8,229.91	
007995	15/09/2016	03290	Grant Illuminated Signs	425.60	
007996	15/09/2016	01860	GREYHOUND COURIER EXPRES	102.13	
007997	15/09/2016	00058	GUILLEVIN INTERNATIONAL	255.49	
007998	15/09/2016	00052	HARDY BUILDERS' SUPPLY	2,492.19	
007999	15/09/2016	03273	Hellberg, Russ	724.50	
008000	15/09/2016	02499	Hemphill, Jessie	316.32	
008001	15/09/2016	03293	Henschke, Jim	65.89	
008002	15/09/2016	00063	HOME HARDWARE BUILDING C	35.23	
008003	15/09/2016	00273	JM'S MOBILE WELDING INC	4,256.00	
008004	15/09/2016	00065	K & K ELECTRIC LTD.	1,619.38	
008005	15/09/2016	02843	Lumca Inc.	506.10	
008006	15/09/2016	03167	Maas, Adrian	38.54	
008007	15/09/2016	00069	MACANDALE'S	272.66	
008008	15/09/2016	02489	Marcotte, Rick	959.18	
008009	15/09/2016	01777	MCCARRICK,ALLISON	897.08	
008010	15/09/2016	01187	MCELHANNEY CONSULTING SE	876.71	
008011	15/09/2016	00827	Municipal World Inc.	51.97	
008012	15/09/2016	00033	NAPA AUTO PARTS/N.I. IND	227.13	
008013	15/09/2016	03135	Nelson-Smith, Heather	517.18	
008014	15/09/2016	01645	NORTH ISLAND COMMUNICATI	241.50	
008015	15/09/2016	00178	NORTH ISLAND GLASS LTD.	1,390.47	
008016	15/09/2016	00027	NORTH ISLAND VETERINARY	62.98	
008017	15/09/2016	00487	O.K. Paving Company	119,411.25	
008018	15/09/2016	00075	O.K. TIRE STORE (PORT HA	321.39	
008019	15/09/2016	00526	OPERATING ENGINEERS' BEN	230.00	
008020	15/09/2016	00505	PARR'S CONSTRUCTION LTD	200.00	
008021	15/09/2016	00187	REGIONAL DISTRICT OF MT	5,277.52	
008022	15/09/2016	02724	Reusch, Justin	760.00	
008023	15/09/2016	03034	Robertson, Fred	913.98	
008024	15/09/2016	00113	STRYKER ELECTRONICS LTD.	730.24	
008025	15/09/2016	02923	The Flag Shop - Victoria	1,579.03	
008026	15/09/2016	00089	THE HOBBY NOOK	33.60	
008027	15/09/2016	00150	THE SOURCE	22.38	
008028	15/09/2016	00011	Tidbury, John	918.92	
008029	15/09/2016	00573	VAN ISLE WATER	258.23	
008030	15/09/2016	02837	Waterhouse Environmental	22,908.48	
008031	15/09/2016	03148	Westport Welding & Fabri	456.40	
008032	19/09/2016	03296	Wekan Holdings Ltd. DBA	26,536.80	
008033	22/09/2016	02514	AlSCO	187.76	
008034	22/09/2016	00046	ANDREW SHERET LTD	791.29	
008035	22/09/2016	01836	ARIES SECURITY LTD.	4,321.80	
008036	22/09/2016	03226	Blake Pearson	1,699.63	
008037	22/09/2016	01615	BOOD, HANK	62.30	
008038	22/09/2016	02468	Canwest Propane	1,110.76	
008039	22/09/2016	02812	Chartered Professional A	140.07	
008040	22/09/2016	03033	Corbett-Labatt, Pat	157.63	
008041	22/09/2016	02730	CUPE Local 401	575.51	
008042	22/09/2016	00218	DB PERKS AND ASSOCIATES	353.70	
008043	22/09/2016	03295	Des Roches, Daniel	1,696.97	
008044	22/09/2016	00194	INT'L UNION OPERATING EN	1,092.08	
008045	22/09/2016	00273	JM'S MOBILE WELDING INC	221.76	
008046	22/09/2016	00065	K & K ELECTRIC LTD.	2,243.31	
008047	22/09/2016	00271	LIFESAVING SOCIETY	60.00	
008048	22/09/2016	00328	MERCER, SEAN	299.60	
008049	22/09/2016	00588	Minister of Finance	479.85	
008050	22/09/2016	02212	NICHOLSON, LISA	518.62	
008051	22/09/2016	02749	Orach Enterprises Ltd.	159.86	
008052	22/09/2016	02051	PORT MCNEILL ENTERPRISES	1,813.15	
008053	22/09/2016	02374	Providence Place Society	1,000.00	
008054	22/09/2016	02865	Quatesi Investment&Devel	24,044.47	
008055	22/09/2016	03183	R.F. Binnie & Associates	191.63	
008056	22/09/2016	00107	RECEIVER GENERAL FOR CAN	19,324.50	
008057	22/09/2016	01990	ROAD RANGER FREIGHT/0702	39.91	
008058	22/09/2016	00161	TELUS MOBILITY (BC)	672.54	
008059	22/09/2016	03297	The Sociable Scientists	787.50	

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
008060	22/09/2016	02502	Tuff Marine Products Ltd	19,551.00	
008061	30/09/2016	00735	A.C.E. COURIER SERVICES	22.10	
008062	30/09/2016	01884	Ace Hardware	25.74	
008063	30/09/2016	00044	ACKLANDS - GRAINGER INC.	176.15	
008064	30/09/2016	00437	ACME SUPPLIES LTD.	267.62	
008065	30/09/2016	02514	AlSCO	99.28	
008066	30/09/2016	00046	ANDREW SHERET LTD	2,594.67	
008067	30/09/2016	01615	BOOD, HANK	332.42	
008068	30/09/2016	01805	BUSY B'S DISTRIBUTING	324.90	
008069	30/09/2016	02355	Campbell River Garden Ce	966.56	
008070	30/09/2016	00281	CHEVRON CANADA LTD.	3,761.25	
008071	30/09/2016	02652	Cole-Parmer Canada Inc	460.66	
008072	30/09/2016	01433	COMOX PACIFIC EXPRESS LT	81.31	
008073	30/09/2016	01901	DENNISON, MELINDA	74.99	
008074	30/09/2016	01476	DOR-TEC SECURITY LTD.	414.92	
008075	30/09/2016	02140	DOUG LLOYD CONTRACTING	270.90	
008076	30/09/2016	01438	GEISLER CONSTRUCTION	500.00	
008077	30/09/2016	01860	GREYHOUND COURIER EXPRES	204.93	
008078	30/09/2016	00052	HARDY BUILDERS' SUPPLY	196.28	
008079	30/09/2016	00063	HOME HARDWARE BUILDING C	340.82	
008080	30/09/2016	00273	JM'S MOBILE WELDING INC	557.76	
008081	30/09/2016	00065	K & K ELECTRIC LTD.	2,838.07	
008082	30/09/2016	03302	Kathi Camilleri Consulti	2,732.00	
008083	30/09/2016	03300	Kelford, Karen	200.00	
008084	30/09/2016	00428	LAND TITLE AND SURVEY AU	286.32	
008085	30/09/2016	00069	MACANDALE'S	1,225.30	
008086	30/09/2016	03080	Mike Balcke Contracting	6,594.00	
008087	30/09/2016	00014	MINISTER OF FINANCE	3,507.00	
008088	30/09/2016	02487	Minister of Finance	1,557.27	
008089	30/09/2016	00217	ORKIN CANADA CORPORATION	76.65	
008090	30/09/2016	00013	PACIFIC BLUE CROSS	11,420.93	
008091	30/09/2016	00505	PARR'S CONSTRUCTION LTD	200.00	
008092	30/09/2016	00505	PARR'S CONSTRUCTION LTD	200.00	
008093	30/09/2016	00363	PORT HARDY BULLDOZING LT	38,894.67	
008094	30/09/2016	02051	PORT MCNEILL ENTERPRISES	1,630.02	
008095	30/09/2016	00769	Praxair Distribution	18,043.57	
008096	30/09/2016	00187	REGIONAL DISTRICT OF MT	13,420.75	
008097	30/09/2016	01990	ROAD RANGER FREIGHT/0702	39.91	
008098	30/09/2016	03073	Smith Cameron Process So	94.08	
008099	30/09/2016	00113	STRYKER ELECTRONICS LTD.	5,554.06	
008100	30/09/2016	00088	Swiftsure Petroleum Dist	35.00	
008101	30/09/2016	01773	UNIVAR CANADA LTD.	3,732.01	
008102	30/09/2016	00048	VISTA RADIO LTD./THE POR	157.50	
008103	30/09/2016	03291	Western Traffic Ltd.	586.32	
Total:				603,819.26	

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



# DISTRICT OF PORT HARDY

## STAFF REPORT



---

**DATE:** September 14, 2016  
**TO:** Mayor and Councillors  
**FROM:** Adrian Maas, Director of Finance  
**RE:** **Purchasing Policies**

---

### **PURPOSE**

To update Purchasing Policy given effects of inflation and market changes over the years.

### **ANALYSIS**

General Purchasing Policy CP2.1 and Purchase Card Policy CP2.4 were approved in April 1999 and have seen only minor amendments since then. Accompanying them is a Purchasing Policy Matrix which delineates the approval levels and advertising / quote selection methods used for differing values of purchase. These policies together with Signing Authority Policy CP2.2 comprise purchasing internal controls.

Fundamental to effective purchasing is an appropriate trade off between control and efficiency while empowering employees to make purchases and select suppliers. Staff must always be cognizant of fairness, value for money, and fair trade practices when purchasing. The higher the dollar value the more regimented the process must be in order to lower the risk of error.

Recently the District has begun to experience some inefficiency with signing authorities being low resulting in staff seeking co-signers where purchases are relatively routine. The limit of \$1,000 in today's world is not a significant sum and requires revision. Similarly the requirement for advertising over \$5,000 may now be too low a level. Too low a level may shift spending to providers outside the community and may actually have an adverse effect on Port Hardy. Key to success in purchasing is seeking value and recognition of when the price offered is simply too high. In that case multiple quotes should be sought regardless of policy.

Staff recommend that base signing and purchasing limits be increased from \$1,000 to \$1,500 for purchases made in conventional (purchase order) or purchasing card means, together with amending the spending authority matrix as per the schedule attached to provide greater flexibility in sourcing goods and services.

Amendments attached for review.

### **FINANCIAL IMPLICATIONS**

Financial implication is minimal as changes update existing policy to reflect changed conditions.

**STAFF RECOMMENDATION**

*“THAT Council amend policies CP2.1 (General Purchasing Policy), CP2.2 (Signing Authority-Purchasing Limitation), CP2.4 (Purchase Card Policy) and the Purchasing Policy Matrix as per the Director of Finance September 14, 2016 report.”*

Respectfully submitted,


I agree with the recommendation.

Signed



Adrian Maas  
Director of Finance

Signed



Allison McCarrick  
Chief Administrative Officer

# DISTRICT OF PORT HARDY

## POLICY MANUAL

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### COUNCIL POLICY FINANCE

#### GENERAL PURCHASING POLICY

POLICY # CP2.1

Approved: April 14, 1999

Page 1 of 2

Last Amended: September 24, 2013 / October 2016

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#### Under \$50.00

1. Local purchases under \$50 are to be made from departmental petty cash.

#### Purchase Cards \$50 - \$1,500

1. Purchase cards are to be used where possible for transactions up to \$1,500 (local and out of District - see District of Port Hardy Purchase Card Policy #2.4).
2. If purchase cards are not used, a paper purchase order is required for purchases over \$500.00, with the exception of the Public Works Department.
3. All Public Works Department purchases other than those paid from petty cash or by purchase card require a purchase order.

#### Paper Purchase Orders

1. Paper purchase orders are not required for purchases up to \$1,500 if paid on a District purchase card.
2. Staff who do not hold a purchase card shall obtain approval from the Department head prior to a purchase and said purchase may be:
  - a) Paid by a staff member who has a purchase card; or
  - b) Purchased after authorization by paper purchase order.
3. Paper purchase orders are required for all purchases over \$500.00, unless paid by purchase card. The exception is the Public Works Department where in all purchases require a purchase order, other than when petty cash is used.
4. Completed purchase orders must be submitted to the Finance Department within one (1) working day, complete with correct expense code and authorized signature. The purchase order must also include the vendor's name, phone number, a description of the purchase, the amount, applicable taxes, and estimated freight.



DISTRICT OF PORT HARDY

POLICY MANUAL

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COUNCIL POLICY  
FINANCE

SIGNING AUTHORITY- PURCHASING LIMITATION

POLICY # CP2.2

Approved: May 10, 1995

Page 1 of 1

Last Amended: October 14, 2014, October 2016

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After the budget is approved by the District Council, each Department Head is accountable for his/her own budget. The following limits have been established for signing authority (unless specifically authorized):

Chief Administrative Officer	\$30,000
Director of Finance	\$30,000
Director of Engineering and Operational Services	\$20,000
Director of Corporate Services	\$10,000
Manager of Operations	\$10,000
Manager of Community Services	\$10,000

All District purchase card holders \$ 1,500

Mayor (purchase card holder) \$ 3,000

**Others non-purchase cardholder's with delegated authority \$ 1,500**

**Note that with Delegated Authority - responsibility remains with the individual who has delegated the authority**

All purchase documents over the stated limits are to be co-signed by the Chief Administrative Officer, Director of Finance, Director of Corporate Services, Director of Engineering and Operational Services, Manager of Operations or Manager of Community Services.

The above limits are not to include provincial or federal taxes.

The District Council will award all contracts as established by policy.

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DISTRICT OF PORT HARDY  
POLICY MANUAL

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COUNCIL POLICY  
FINANCE

PURCHASE CARD POLICY

POLICY # CP2.4

Approved: April 14, 1999

Page 1 of 2

Last Amended: August 9, 2016 (Council Motion 2016-153), Oct 2016

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1) Purchase cards are authorized for use by:

Mayor	Chief Administrative Officer
Director of Finance	Director of Corporate Services
Confidential Secretary	Manager of Operations
Finance/Admin Clerk	Public Works Foreman
Public Works Office Manager	Municipal Inspector
Aquatics Coordinator	Harbour Contractors
Animal Shelter Contractors	Recreation Facility Foreman
Parks & Maintenance Supervisor	Utilities Operation Supervisor
Fire Chief	Deputy Fire Chief
Manager of Community Services	Director of Engineering and Operational Services
Mechanic –added August 2016	

The following guidelines are established for purchase card use while travelling on District business:

- a) Staff should keep the cost of entertaining dignitaries reasonable.
- b) When a per diem has been paid, the District should only pay the dignitaries' portion of the meal bill.
- c) Purchase card receipts are to be submitted to the Finance Department signed and with the appropriate expense coding noted on the slip by the next working day after the business trip is completed.

2) General purchase guidelines:

- a) Purchase card limit \$1,500.00 unless otherwise noted under the signing authorization policy CP2.2.
  - b) Aggregate monthly limit \$3,000.00 with the exception of higher authorization limits as per policy CP2.2 and \$5,000.00 monthly aggregate limit for the following: Harbour contractor, Fire Chief, Confidential Secretary, Utilities Supervisor and Recreation Facility Foreman.
- 3) All purchase cardholders must sign and adhere to the District of Port Hardy's agreement to keep the current purchase card. This agreement is to be kept in the employee's personnel file (Appendix A).
  - 4) All questions regarding the use and regulation of the current purchase card are to be directed in writing to the Finance Department's purchase card coordinator.
  - 5) All disputes with regards to purchase and amounts charged must be discussed with the Finance Department's purchase card coordinator to resolve the issue.
  - 6) All purchase card receipts must be coded to the appropriate expense code, signed by the cardholder and submitted to the Finance Department within one working day of purchase.

District of Port Hardy Purchasing Policy Matrix (All prices exclusive of taxes)							POLICY CP 2.10 and CP 2.1		Last Amended: October 14, 2014	
Commitment Spending \$ Level	Commitment Type	Number of Quotes	Method of Purchase Quote Type	Commitment and Signing Authority	Special Conditions	Appendix A Policy CP2.1 and CP2.10				
< \$50	Petty cash	Not required	In person	Department delegation	Reconciliation by departmental manager					
≤ \$1,500 per item or aggregate	Purchase card or purchase order	Not required	Verbal, in person, telephone, fax, email, or written	Purchase card holder or designated authority	Receipt if purchase card utilized up to \$1,500 or purchase order if purchase card not used and the purchase is over \$500. ( Exception PW dept.if purchase card not used, a purchase order is required for all purchases.) All receipts and P.O.'s must be GL coded, signed and submitted to the Finance dept. within 24 hours	was ≤ \$1,000				
\$1,501-\$10,000 per item or aggregate	Purchase card or purchase order	Three (3) verbal quotes. (Verbal refusal may be included in count).	Verbal with a staff documented record	CAO, Director, Manager	Department heads may receive the quotes and complete a purchase order to have authorized. The approved signing authorities may make a direct credit card purchase or complete a purchase order. (3 verbal quotes when possible for either method, refusals count as a quote)	was \$1,500 to \$5,000				
\$10,001-\$25,000 per item or aggregate	Purchase card or purchase order	By invitation. Three (3) written quotes. (Written refusal may be included in count).	Written Quotation	> 20,000 CAO or Director of Finance, up to 20,000 Director of Engineering&Ops, up to 10,000 any Director or Manager	Department heads may initiate the written request for review and authorization by the approved signing authority. Once authorized, the invitation may be transmitted to the appropriate suppliers. A list of those suppliers must be kept. Specific signing limits apply. Please refer to CP2.2. Purchase card payment may be direct. Otherwise, a PO is required. (3 written quotes are required for either method, written refusal will count as a quote)	new section - copied from section below deleted requirement to advertise to give more flexibility				
\$25,001-\$50,000 per item or aggregate	Purchase card or purchase order	By invitation <u>and</u> advertisement. Three (3) written quotes. (Written refusal may be included in count).	Written Quotation	> 20,000 CAO or Director of Finance, up to 20,000 Director of Engineering&Ops, up to 10,000 any Director or Manager	Department heads may initiate the written request for review and authorization by the approved signing authority. Once authorized, the invitation may be transmitted to the appropriate suppliers. A list of those suppliers must be kept. In addition <b>where contracted services are required</b> the invitation must be advertised in the local newspaper and on the District website. Specific signing limits apply. Please refer to CP2.2. Purchase card payment may be direct. Otherwise, a PO is required. (3 written quotes are required for either method, written refusal will count as a quote)	was \$5,001 - \$25,000 - limit raised to include modest vehicles				
> \$50,000	Purchase order or contract /agreement	By invitation, see special considerations	Request for Proposal (RFP) or Tender	CAO or Director of Finance	Department heads may initiate the written request for review and authorization by the approved signing authority. Up to \$30,000, the CAO or Director of Finance have authority. Above \$30,000, authorization must be by the CAO and one (1) Director. Once authorized, <b>where contracted services are required</b> , the invitation must be advertised in the local newspaper and on the District website. For RFPs and Tenders over \$75,000 for either goods or services advertising must be completed in the local newspaper, on the District website and on the BC Bid website.	was > \$25,000				



# DISTRICT OF PORT HARDY

## STAFF REPORT



---

**DATE:** September 23, 2016  
**TO:** Mayor and Councillors  
**FROM:** Adrian Maas, Director of Finance  
**RE:** **Crown Provincial Uncollectible Taxes**

---

### PURPOSE

To seek approval to write off uncollectible Crown Provincial taxes.

### ANALYSIS

The Crown has no obligation to pay taxes and municipalities have no mechanism to force payment of taxes.

In 2015 due to an error at BC Assessment roll no 06-334-5008.056 was incorrectly changed to fully taxable from non-taxable. This is being corrected for the 2016 year however as per the attached letter from BC Assessment they have no legal mechanism to reverse 2015 assessment errors or the taxes associated with that error.

In order to remove this item from our tax rolls a ministerial approval is required to write off the taxes and penalties as shown in the attached schedule.

### FINANCIAL IMPLICATIONS

Financial implication is that the District will see a reduction in revenue in the amount of taxes written off. We should be able to recover the provincial portion of the taxes transmitted.

### STAFF RECOMMENDATION

*"THAT Council direct staff to seek ministerial approval under section 781 of The Local Government Act to write off taxes as per the schedule attached to the Director of Finance September 23, 2016 report."*

Respectfully submitted,

Signed

  
Adrian Maas  
Director of Finance

I agree with the recommendation.

Signed

  
Allison McCarrick  
Chief Administrative Officer

**BC ASSESSMENT  
CENTRAL VANCOUVER ISLAND**  
300-125 Wallace Street  
NANAIMO BC V9R 5B2



**BC ASSESSMENT**

September 21, 2016

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

**Re: 06-334-05008.056**

As per our discussions on the above mentioned folio, please be advised that tax coding on this property was incorrectly changed to fully taxable from non-taxable for the 2015 assessment roll year and subsequently the 2016 roll year.

We have submitted a correction for the 2016 assessment roll year to be processed in the next supplementary cycle that closes on September 23<sup>rd</sup>. However, legislation does not allow us to make a correction to the 2015 assessment roll.

Once this is processed you will receive Data advice within approximately two weeks.

We apologize for the inconvenience this has caused.

**BC ASSESSMENT**

**CHRISTOPHER WHYTE, VI REGIONAL ASSESSOR (ACTING)**

**Cc: M. PRIMEAU, VI DEPUTY ASSESSOR (ACTING)**

Folio #: 5008056  
 Name: CROWN PROVINCIAL  
 2nd Owner: VANCOUVER ISLAND SERVICE CENTR  
 Civic Address: 6300 BEAVER HARBOUR ROAD

Mail Address: 2080-A LABIEUX ROAD  
 NANAIMO BC  
 V9T6J9

Current Year Taxes (2015):	1,123.97	
Previous Year Taxes (2014):	0.00	
Difference:	1,123.97	0.00
Delinquent:	0.00	
Delinquent Interest:	0.00	
Arrears:	0.00	
Arrears Interest:	0.00	
Current:	1,236.37	
Total Outstanding:	1,236.37	

Ref. No.	Type	Transaction Description	Date	Amount	Batch
TX-PEN	60	Penalty Amount	03/07/2015	112.40	0625289
TAX15	40	Local School Tax Amount	07/05/2015	383.99	0624771
TAX15	50	General Municipal Tax Amount	07/05/2015	695.88	0624771
TAX15	100	Police Tax Amount	07/05/2015	44.10	0624771



## DISTRICT OF PORT HARDY INTEROFFICE MEMORANDUM

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**TO:** Allison McCarrick, CAO  
**FROM:** Heather Nelson-Smith  
**SUBJECT:** Fireworks Event October 31, 2016 Beaver Harbour Park  
**DATE:** October 3, 2016

---

Robert Johnsen has applied for a permit to conduct the 2016 Halloween Fireworks display at t Beaver Harbour Park October 31, 2016. This request is also supported by a Grant in Aid which has been approved by the Council for the 2016 budget year.

I have met with the Fire Department and Operational services staff about the safety of the event and have developed the attached safety plan for the event, which has also been communicated in person with Mr. Johnsen on September 30, 2016.

### **Recommendations**

*"THAT Council approves the use of Beaver Harbour Park for the Halloween Fireworks event to take place on October 31, 2016 as requested by Robert Johnsen, which shall include the use of barricades for the bonfire and clean up by the Operational Services crew, AND FURTHER THAT this approval is subject to: 1) obtaining liability insurance coverage for the event with the District named as an additional insured; and, 2) that a certified Display Supervisor is present to supervise the event, if it is determined that this is required. AND FURTHER THAT the attached safety plan which details the requirements of the District for the event be adhered to by the policy holder and event coordinator."*

Respectfully submitted,

I agree with the recommendation.

---

Heather Nelson-Smith, DCS

---

Allison McCarrick, CAO



### **HALLOWEEN NIGHT FIRE WORKS SITE AND SAFETY PLAN**

#### **REQUIREMENTS OF THE PERMIT SHALL INCLUDE THE FOLLOWING:**

- Category 2 fire only for bonfire—means a fire that does not exceed 2 metres in height and 3 metres in width. The fire must be extinguished upon completion of the event Please see attached regulation for burning. The fire must be attended to by an adult and barricades to ensure safety.
- Safety gear and fire gear must be worn at all times—if required please contact the Fire Department 2 weeks in advance of the event for availability.
- The District requires the Fire Department and/or a District Representative in attendance at the event.
- Emergency procedures **MUST** be established and communicated between all adult event coordinators prior to the event taking place.
- Must have suitable manpower to assist and crowd control— minimum 4 of legal age.
- Placement of the fireworks must be coordinated with DoPH Operations staff to ensure no damage to the newly repaired infields. Any materials needed IE: sand must be coordinated 2 weeks in advance of the event with the District of Port Hardy operations Department.
- Stay Clear signage to prevent access to dangerous areas.
- Proper disposal of all fireworks packaging , broken d... for recycling—not burned on bonfire.





**DISTRICT OF PORT HARDY**  
**BYLAW NO. 1052-2016**

A Bylaw to Amend Zoning Bylaw No. 1010-2013

WHEREAS the Council of the District of Port Hardy deems it expedient to amend Zoning Bylaw No. 1010-2013;

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

**PART 1 CITATION**

1.1 This bylaw may be cited for all purposes as the "District of Port Hardy Zoning Bylaw Amendment Bylaw No. 1052-2016".

**PART 2 AMENDMENTS**

2.1 District of Port Hardy Zoning Bylaw No. 1010-2013 is hereby amended as follows:

**PART 10: PARKS AND INSTITUTIONAL ZONES**

**10.2 P-2: Institutional**

(a) The following principal uses are permitted:

- (12) Funeral Homes

**PART 3 SEVERABILITY**

3.1 If a portion of this Bylaw is held invalid by a court of competent jurisdiction, then the invalid portion shall be severed and the remainder of this Bylaw shall be deemed to have been adopted without the severed portion.

Read a first time the 13<sup>th</sup> day of September, 2016

Public Hearing held the \_\_\_ day of \_\_\_\_, 2016.

Read a second time the \_\_\_ day of \_\_\_\_, 2016.

Read a third time the \_\_\_ day of \_\_\_\_, 2016.

Adopted on the \_\_\_ day of \_\_\_\_, 2016.

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

\_\_\_\_\_  
MAYOR

Certified a true copy of  
Bylaw No. 1052-2016 as adopted.

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



## DISTRICT OF PORT HARDY

### BYLAW NO. 1053-2016

#### A Bylaw to Amend Zoning Bylaw No. 1010-2013

WHEREAS the Council of the District of Port Hardy deems it expedient to amend Zoning Bylaw No. 1010-2013;

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

#### **PART 1 CITATION**

1.1 This bylaw may be cited for all purposes as the "District of Port Hardy Zoning Bylaw Amendment Bylaw No. 1053-2016".

#### **PART 2 AMENDMENTS**

2.1 District of Port Hardy Zoning Bylaw No. 1010-2013 is hereby amended as follows:

- a) Rezone Lot 8, Block B, Plan 2178, Section 36 PID 006-420-273 known by civic address as 8755 Hastings Street, from C-2 Service Commercial to R-2 Duplex Residential as shown on Schedule "A" attached to and forming part of this bylaw.
- b) Schedule C: Zoning Map – West is amended by changing the applicable zone of the property legally described as Lot 8, Block B, Plan 2178, Section 36 PID 006-420-273 known by civic address as 8755 Hastings Street to R-2 Residential Duplex.

#### **PART 3 SEVERABILITY**

3.1 If a portion of this Bylaw is held invalid by a court of competent jurisdiction, then the invalid portion shall be severed and the remainder of this Bylaw shall be deemed to have been adopted without the severed portion.

Read a first time the 13<sup>th</sup> day of September, 2016

Public Hearing held the \_\_\_ day of \_\_\_, 2016.

Read a second time the \_\_\_ day of \_\_\_, 2016.

Read a third time the \_\_\_ day of \_\_\_, 2016.

Adopted on the \_\_\_ day of \_\_\_, 2016.

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

\_\_\_\_\_  
MAYOR

Certified a true copy of  
Bylaw No. 1053-2016 as adopted.

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

### SCHEDULE "A" TO BYLAW NO. 1053-2016





## DISTRICT OF PORT HARDY

### BYLAW NO. 1054-2016

#### A Bylaw to Amend Zoning Bylaw No. 1010-2013

WHEREAS the Council of the District of Port Hardy deems it expedient to amend Zoning Bylaw No. 1010-2013;

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

#### **PART 1 CITATION**

1.1 This bylaw may be cited for all purposes as the "District of Port Hardy Zoning Bylaw Amendment Bylaw No. 1054-2016".

#### **PART 2 AMENDMENTS**

2.1 District of Port Hardy Zoning Bylaw No. 1010-2013 is hereby amended as follows:

a) Rezone

Lot 8, Block B, Plan 2178, Section 36 PID 006-420-273 known by civic address as 8765 Hastings Street; Lot 18, Plan 27270, Section 36 PID 002-600-595 known by civic address 8775 Hastings Street; Lot 17, Plan 27270, Section 36 PID 002-600-579 known by civic address as 7215 Hastings Street, from C-2 Service Commercial to R-2 Duplex Residential as shown on Schedule "A" attached to and forming part of this bylaw.

b) Schedule C: Zoning Map – West is amended by changing the applicable zone of the properties legally described as Lot 8, Block B, Plan 2178, Section 36 PID 006-420-273 known by civic address as 8765 Hastings Street; Lot 18, Plan 27270, Section 36 PID 002-600-595 known by civic address 8775 Hastings Street; Lot 17, Plan 27270, Section 36 PID 002-600-579 known by civic address as 7215 Hastings Street to R-2 Residential Duplex.

#### **PART 3 SEVERABILITY**

3.1 If a portion of this Bylaw is held invalid by a court of competent jurisdiction, then the invalid portion shall be severed and the remainder of this Bylaw shall be deemed to have been adopted without the severed portion.

Read a first time the 13<sup>th</sup> day of September, 2016

Public Hearing held the \_\_\_ day of \_\_\_, 2016.

Read a second time the \_\_\_ day of \_\_\_, 2016.

Read a third time the \_\_\_ day of \_\_\_, 2016.

Adopted on the \_\_\_ day of \_\_\_, 2016.

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

\_\_\_\_\_  
MAYOR

Certified a true copy of  
Bylaw No. 1054-2016 as adopted.

### SCHEDULE "A" TO BYLAW NO. 1054-2016





**DISTRICT OF PORT HARDY**  
**BYLAW NO. 1055-2016**

A Bylaw to Amend Zoning Bylaw No. 1010-2013

WHEREAS the Council of the District of Port Hardy deems it expedient to amend Zoning Bylaw No. 1010-2013;

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

**PART 1 CITATION**

1.1 This bylaw may be cited for all purposes as the "District of Port Hardy Zoning Bylaw Amendment Bylaw No. 1055-2016".

**PART 2 AMENDMENTS**

2.1 District of Port Hardy Zoning Bylaw No. 1010-2013 is hereby amended as follows:

- a) Table 5.1 in section 5.1 of Part 5 is amended by adding a new zone listing at the very end of the Table as follows:

CD-7: Comprehensive Development 7	CD-7
-----------------------------------	------

- b) Part 12: Comprehensive Development Zones is amended by adding a new section 12.5 CD-7: Comprehensive Development 7 as shown on Schedule "A" to this Bylaw.
- c) The list of zones included in the legends titled "Zoning Descriptions" on each of Schedules A, B, C and D are amended by including "CD-7: Comprehensive Development 7".
- d) Schedule C: Zoning Map – West is amended by changing the applicable zone of the property legally described as Lot 16, Block 4, Section 36, Township 9, Rupert District, Plan 2178 PID 005-993-695, 8740 Main Street to the CD-7: Comprehensive Development Zone 7.

**PART 3 SEVERABILITY**

3.1 If a portion of this Bylaw is held invalid by a court of competent jurisdiction, then the invalid portion shall be severed and the remainder of this Bylaw shall be deemed to have been adopted without the severed portion.

Read a first time the 13<sup>th</sup> day of September, 2016  
Public Hearing held the \_\_\_ day of \_\_\_, 2016.  
Read a second time the \_\_\_ day of \_\_\_, 2016.  
Read a third time the \_\_\_ day of \_\_\_, 2016.  
Adopted on the \_\_\_ day of \_\_\_, 2016.

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

\_\_\_\_\_  
MAYOR

Certified a true copy of  
Bylaw No. 1055-2016 as adopted.

**SCHEDULE “A” TO BYLAW NO. 1055-2016**

**12.5 CD-7: COMPREHENSIVE DEVELOPMENT ZONE 7**

The purpose of this zone is to allow the range of uses permitted in the C-2: Service Commercial zone which is common to properties on Main Street, along with the added principal use of a Recycle Depot, on that property which is civically addressed as 8740 Main Street and is legally described as Lot 16, Block 4, Section 36, Township 9, Rupert District, Plan 2178 PID 005-993-695.

(a) The following principal uses are permitted:

- |   |   |
|---|---|
| (1) Assembly                                | (9) Motor Vehicle Rentals, Repair and Sales |
| (2) Car / Truck Wash                        | (10) Parking Lot                            |
| (3) Cold Storage Facility                   | (11) Personal Service Establishment         |
| (4) Combined Commercial and Residential Use | (12) Professional Service Establishment     |
| (5) Construction Services                   | (13) Restaurant                             |
| (6) Funeral Home                            | (14) Retail Sales                           |
| (7) Hotel                                   | (15) Service Station                        |
| (8) Licenced Premises                       | (16) Shopping Centre                        |
| (9) Mini-Storage                            | (17) Recycle Depot                          |

(b) The following accessory uses are permitted:

- (1) Accessory Buildings and Structures (see section 3.9)

(c) The following siting, size and dimension requirements apply:

<b>Setbacks</b>		
<b>Yard Setback</b>	<b>Principal Use</b>	<b>Accessory Use</b>
Front Yard	Minimum of 4.5 metres (14.76 feet)	Minimum of 4.5 metres (14.76 feet)
Rear Yard	Minimum of 3.0 metres (9.84 feet)	Minimum of 1.5 metres (4.92 feet)
Interior Side Yard	Minimum of 0.0 metres (0.0 feet)	Minimum of 1.5 metres (4.92 feet)
Interior Side Yard or Rear Yard Abutting a Residential Zone	Minimum of 3.0 metres (9.84 feet)	Minimum of 3.0 metres (9.84 feet)
Exterior Side Yard	Minimum of 4.5 metres (14.76 feet)	Minimum of 4.5 metres (14.76 feet)
<b>Size of Buildings and Structures</b>		
Maximum Height (Principal and Accessory Buildings and Structures)	11.0 metres (36.08 feet)	
Maximum Parcel Coverage	75%	
<b>Parcel Area and Dimensions</b>		
Minimum Parcel Area	450.0 square metres (4,843.76 square feet)	
Minimum Parcel Width	15.0 metres (49.2 feet)	
Minimum Parcel Depth	30.0 metres (98.43 feet)	



## DISTRICT OF PORT HARDY

### BYLAW NO. 1056-2016

A Bylaw to Exempt Certain Properties from Taxation for the Years 2017, 2018 and 2019

WHEREAS section 224 of the *Community Charter* provides the authority to exempt land or improvements, or both from taxation for a specified term;

AND WHEREAS the District of Port Hardy has established objectives for Permissive Tax Exemptions as part of its Financial Plan as described in District of Port Hardy Financial Plan 2016 – 2020 Bylaw No. 1047-2016;

AND WHEREAS current permissive tax exemptions authorized by Council will expire on December 31, 2016 and the District has received Permissive Tax Exemption Applications from non-profit societies for its consideration;

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

#### **PART 1 CITATION**

1.1 This Bylaw shall be cited as "District of Port Hardy Permissive Tax Exemptions 2017, 2018 and 2019 Bylaw No. 1056-2016".

#### **PART 2 APPLICATION**

2.1 The following properties and improvements thereon are exempt from taxation imposed by section 197(1)(a)[municipal property taxes] of the *Community Charter* for the years 2017:

- a) Lot 1, Sections 16 and 21, Township 6, Rupert District, Plan VIP52750  
Parcel Identifier: 017-432-561  
Roll No.: 33427508.506  
Civic Address: 5935 Bronze Road  
Ownership: Her Majesty the Queen in Right of the Province of British Columbia  
Leased by: Tri-Port Speedway Association

2.2 The following properties and improvements thereon are exempt from taxation imposed by section 197(1)(a)[municipal property taxes] of the *Community Charter* for the years 2017, 2018 and 2019:

- a) Lot 1, Sections 21, 22 and 28, Township 6, Rupert District, Plan 22815  
Parcel Identifier: 003-182-363  
Roll No.: 33404607.001  
Civic Address: 5455 Beaver Harbour Road  
Ownership: District of Port Hardy  
Leased by: Fort Rupert Curling Club



- 
- b) Lot 1, Section 1, Township 8, Rupert District, Plan 33088  
Parcel Identifier: 000-226-513  
Roll No.: 33408016.000  
Civic Address: 7580 Park Drive  
Ownership: District of Port Hardy  
Leased by: Grassroots Garden Society, Soc. No. S-0056282
  - c) Lot A, Section 36, Township 9, Rupert District, Plan VIP54136  
Parcel Identifier: 017-756-545  
Roll No.: 33412090.000  
Civic Address: 7480 Rupert Street  
Ownership: Provincial Rental Housing Corporation, Inc. No. 52129  
Leased by: Port Hardy Seniors Housing Society, Soc. No. S-27193
  - d) Lot B, Section 36, Township 9, Rupert District, Plan VIP64961  
Parcel Identifier: 023-697-466  
Roll No.: 33412090.372  
Civic Address: 7250 Market Street  
Ownership: District of Port Hardy  
Leased by: Port Hardy and District of Chamber of Commerce
  - e) Lot 30, Section 36, Township 9, Rupert District, Plan 3128  
Parcel Identifier: 006-311-300  
Roll No.: 33412026.058  
Civic Address: 7110 Market Street  
Ownership: District of Port Hardy  
Leased by: Port Hardy Heritage Society
  - f) Lot 1, Section 22, Township 6, Rupert District, Plan 15258  
Parcel Identifier: 000-008-699  
Roll No.: 33404705.000  
Civic Address: 4965 Beaver Harbour Road  
Ownership: Royal Canadian Legion Branch 237, Fort Rupert Branch
  - g) Lot B, Section 36, Township 9, Rupert District, Plan VIP72594  
Parcel Identifier: 025-098-161  
Roll No.: 33412054.016  
Civic Address: 8870 Central Street  
Ownership: District of Port Hardy  
Leased by: Rainbow Country Daycare Society
  - h) Lots 17 and 18, Section 36, Township 9, Rupert District, Plan VIP72594  
Parcel Identifiers: 006-414-150 and 006-414-176  
Roll No.: 33412018.032  
Civic Address: 8720 Main Street  
Ownership: Port Hardy Hospital Auxiliary Society, Inc. No. S35168
  - i) Lot 3, Section 36, Township 9, Rupert District, Plan 28227  
Parcel Identifier: 002-025-094  
Roll No.: 33412053.004  
Civic Address: 7095 Beverly Parnham Way  
Ownership: North Island Crisis and Counselling Centre Society, Inc. No. S-16881

- 
- j) Lot 5, Block 8, Section 36, Township 9, Rupert District, Plan 2178  
Parcel Identifier: 004-856-490  
Roll No.: 33412022.008  
Civic Address: 8735 Hastings Street  
Ownership: North Island Crisis and Counselling Centre Society, Inc. No. S-16881

### **PART 3 SEVERABILITY**

- 3.1 If a portion of this Bylaw is held invalid by a court of competent jurisdiction, then the invalid portion shall be severed and the remainder of this Bylaw shall be deemed to have been adopted without the severed portion.

Read a first time the 13<sup>th</sup> day of September, 2016.

Read a second time the 13<sup>th</sup> day of September, 2016.

Read a third time the 13<sup>th</sup> day of September, 2016.

Adopted on the \_\_ day of October, 2016.

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

\_\_\_\_\_  
MAYOR

Certified a true copy of  
Bylaw No. 1056-2016 as adopted.

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



**DISTRICT OF PORT HARDY  
BYLAW 1057-2016  
A BYLAW FOR DISTRICT OF PORT HARDY  
USER RATES AND FEES FOR 2017**

WHEREAS the Council considers it desirable to charge fees for services provided by the Municipality;

The Council of the District of Port Hardy enacts as follows:

1. TITLE

- (a) This bylaw may be cited for all purposes as the "District of Port Hardy 2017 User Rates and Fees Bylaw No. 1057-2017".

2. ENACTMENT

- (a) This bylaw is in effect January 1, 2017.  
(b) District of Port Hardy Rates Bylaw 1044-2015 and all amendments are hereby repealed effective January 1, 2017.

3. SCHEDULES

- (a) Schedules A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q and R attached to and forming part of this bylaw are hereby adopted and are the rates charged for the District of Port Hardy user rates.

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Read a first time on the 13<sup>th</sup> day of September, 2016.

Read a second time on the 13<sup>th</sup> day of September, 2016.

Read a third time on the 13<sup>th</sup> day of September, 2016.

Adopted on the \_\_<sup>th</sup> day of \_\_\_\_\_, 2016.

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

\_\_\_\_\_  
Mayor

Certified a true copy of  
Bylaw No. 1057-2016 as adopted.

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

**SCHEDULE A - WATER RATES**

1. Inspection, Connection, Turn Water On/Off Fees		
a) Any property owner who requires a turn on or off of service shall notify the District office 48 hours in advance except in the case of an emergency. There will be no charge for a turn on or off during regular working hours of 8:30 a.m. – 4:30 p.m.		
b) Any property owner who requires a turn on or off of service in the case of an emergency or outside of the regular working hours shall at the same time pay the fee for each turning on or off		\$ 75.00
c) Where installation of a water connection exists the fee for inspection of a standard 18 mm (3/4") connection will be:		\$ 75.00
d) Application for any water service will be subject to:		
i. Initial application analysis fee (may be combined with sewer, storm sewer application analysis fee).		\$ 475.00
ii. Estimate fees shall be charged on the basis of the actual cost of the work necessary including but not limited to all pavement, sidewalk, cut/replacement, and boulevard work.		At cost
The estimate, provided by the District of Port Hardy, of the work to be completed must be paid prior to the start of the job. Any excess charges incurred will be billed or surplus fees paid will be refunded upon completion of the job and account reconciliation.		
2. Seniors Discount Property owners who are Seniors shall receive a discount on all or any portion of a current billing if paid by the quarterly due date. This applies only to the principal place of residence. Senior means a person who is 65 years of age or older and who meets the grant eligibility requirements as defined by the <i>Home Owner Grant Act</i> .		25%
3. Re-Inspection Fee An inspection fee shall be paid to the District for each additional inspection required after the first inspection because of defective materials or workmanship.		\$ 75.00
4. Quarterly Rates The rates reflected in this schedule are based on a flat rate billing system, unless indicated.		Rate per Quarter
1	For each single residential dwelling unit	\$ 103.37
2	For each <i>metered</i> multi-family residence in excess of two (2) units the <i>greater</i> of: Level 1: (Multi-unit housing generally with individual unit entry - townhouse or similar) Level 2: (Multi-unit housing generally with one common building entrance - apartment or similar)	\$ 0.9245 per cubic meter <i>OR</i> \$81.51 per unit \$77.52per unit
3	For each office, shop or store	\$ 110.40
4	For each supermarket	\$ 239.87
5	For each bakery	\$ 110.40
6	For each restaurant	\$ 350.45
7	For each lunch room or delicatessen	\$ 150.40
8	For each soda fountain or hot dog stand	\$ 110.40
9	For each hotel/motel - per unit	\$ 19.37
10	For each lounge	\$ 291.91
11	For each beer parlour	\$ 359.33
12	For each Laundromat - per washer	\$ 33.54
13	For each non-profit organization and hall	\$ 110.40
14	For each athletic club	\$ 350.45
15	For each theatre	\$ 110.40

<b>SCHEDULE A - WATER RATES</b> (continued)		
16	For each school - per classroom	\$ 103.52
17	Light Industrial	
	5 employees or less	\$ 110.40
	6 - 15 employees	\$ 250.17
	16 - 30 employees	\$ 399.33
	Large water users	\$ 625.20
18	For each service station/garage	\$ 110.40
19	For each car wash	
	For 1st stall	\$ 228.58
	Each additional stall	\$ 68.27
20	For each non-residential metered user, a consumption charge of:( per cubic meter)	\$ 0.7725/m3
21	For each non-residential metered connection, a flat fee based on meter size: (per quarter)	
	5/8" and 3/4"	\$ 78.80
	1"	\$ 105.06
	1.5"	\$ 157.59
	2"	\$ 210.12
	4" and greater	\$ 420.24
22	For each marina	\$ 310.91
23	For each campground - per stall	\$ 8.50
24	Other users	\$ 111.25
25	Hydrant use - flat fee (Damage deposit 250.00 additional)	\$ 140.72
	Hydrant use - water consumption charge per cubic meter	\$ 1.0506/m3
26	For each airport hangar	\$ 252.15
27	Underground sprinkling services over one acre for months of June, July & August - per sprinkler head	\$ 7.43
28	For each airport terminal building	\$ 493.40
29	Each wharf providing water to vessels	\$ 111.37
30	For each sawmill	\$ 252.15
31	For each drycleaner	\$ 252.15
32	Each car dealership with a non-commercial car wash stall	\$ 68.79
33	Seagate Pier large vessel meter	\$ 0.93/ m3
34	Pool	\$ 336.00
35	Arena	\$ 234.59
36	Hospital - per bed	\$ 23.94
37	Fish Hatchery	\$ 93.70
38	Sani-station	\$ 93.70

## 5. Backflow Preventers

a)	Hose connection vacuum breaker	\$ 26.27
b)	Double check valve assembly (3/4 inch)	\$ 157.59
c)	Reduced pressure type assembly (3/4 inch)	\$ 210.12
d)	All other sizes at cost	at cost

6. Multi-Meter Rider - Where tiered water metered rates apply.
- a) **Applicable:** This Rider is available to those customers who have more than one water meter and water service supplying their water demand.
  - b) **Price:** This will consist of a discount generated by totaling all water meters annual consumption and treating the consumption as one, for purposes of calculating the metered water charge.
  - c) **Regulations:** To be eligible, customers must submit a request in writing. The District of Port Hardy reserves the right to accept or deny any request. The amount and duration of this Rider will be at the District's discretion. Only one Rider will be applied to any one customer at any time.
    - (i) All water meters must supply the same or adjoining building or non-adjoining buildings located on the same property (same legal description).
    - (ii) All water meters must be in account to the same customer.
    - (iii) Water meter bank installations associated with one water service will not be considered.
    - (iv) All water meters must be associated with a separate water service.

**SCHEDULE B - SEWER RATES**

<p>1. Rates - Inspection and Connection Fees                  Before any owner's sewer is connected to a sewer connection or public sewer, the owner of the lands requiring such connection or agent shall make application to the office of the District, upon such form as provided from time to time, for a permit to connect the owner's sewer to the sewer connection or public sewer, and shall pay to the District a sewer inspection/connection fee as follows:</p>		
<p>a) Where installation of a sewer connection exists, for standard 100 mm (4") connection an inspection/connection fee of:</p>	\$ 75.00	
<p>b) Application for any sewer service will be subject to:</p> <p>i. Initial application analysis fee (may be combined with water, storm sewer application analysis fee).</p> <p>ii. Estimate fees shall be charged on the basis of the actual cost of the work necessary including but not limited to all pavement, sidewalk, cut/replacement, and boulevard work.</p> <p>The estimate, provided by the District of Port Hardy, of the work to be completed must be paid prior to the start of the job. Any excess charges incurred will be billed or surplus fees paid will be refunded upon completion of the job and account reconciliation.</p>	\$475.00  At cost	
<p>2. Seniors Discount                  Property owners who are Seniors shall receive a discount on all or any portion of a current billing if paid by the quarterly due date. This applies only to the principal place of residence. Senior means a person who is 65 years of age or older and who meets the grant eligibility requirements as defined by the <i>Home Owner Grant Act</i>.</p>	25%	
<p>3. Re-Inspection Fee                  An inspection fee shall be paid to the District for each additional inspection required after the first inspection because of defective materials or workmanship.</p>	\$ 75.00	
<p>4. Quarterly Rates - The rates reflected in this schedule are based on a flat rate billing system, unless indicated.</p>	Rate per quarter	
1	For each residential dwelling unit	\$ 104.84
2	For each office, shop or store	\$ 115.58
3	For each supermarket	\$ 250.66
4	For each bakery	\$ 115.58
5	For each restaurant	\$ 367.32
6	For each lunch room or delicatessen	\$ 157.24
7	For each soda fountain or hot dog stand	\$ 115.58
8	For each hotel/motel - per unit	\$ 20.97
9	For each lounge	\$ 306.55
10	For each beer parlor	\$ 377.41
11	For each Laundromat - per washer	\$ 35.29
12	For each non-profit organization and hall	\$ 115.69
13	For each civic swimming pool	\$ 1043.70
14	For each arena	\$ 733.49
15	For each athletic club	\$ 367.32
16	For each theatre	\$ 115.58
17	For each hospital - per bed	\$ 73.77
18	For each school - per classroom	\$ 104.52
19	Light Industrial	
	5 employees or less	\$ 115.58
	6 - 15 employees	\$ 262.79
	16 - 30 employees	\$ 419.40
	Large water users	\$ 692.16



**SCHEDULE B - SEWER RATES**  
(continued)

		Rate per quarter
20	For each service station/garage	\$ 115.58
21	For each car wash	
	For 1st stall	\$ 191.25
	Each additional stall	\$ 59.88
22	For each cannery	\$ 703.22
23	For each marina	\$ 113.75
24	For each campground - per stall	\$ 8.98
25	Metered sewage per cubic meter	\$ 1.41
26	Other users	\$ 115.58
27	For each airport hangar	\$ 262.79
28	For each airport terminal building	\$ 651.49
29	Fish Hatchery	\$ 121.17
30	Sani Station	\$ 112.28
31	Tipping Fee for Trucked Waste \$ 0.1751 per gallon. If an Operator is not currently at the plant a call out fee based on Operations labour and equipment rates will apply.	-----

**SCHEDULE C - STORM SEWER RATES**

- 1) That at such time as the application is executed the applicant shall pay a connection fee in accordance with the fees listed below:

a) Inspection of connection:	\$ 75.00
b) Re-inspection of connection and each subsequent connection	\$ 75.00
c) Application for any storm sewer service will be subject to:	
i. Initial application analysis fee (may be combined with water, sewer application analysis fee).	\$ 475.00
ii. Estimate fees shall be charged on the basis of the actual cost of the work necessary including but not limited to all pavement, sidewalk, cut/replacement, and boulevard work.	At cost
The estimate, provided by the District of Port Hardy, of the work to be completed must be paid prior to the start of the job. Any excess charges incurred will be billed or surplus fees paid will be refunded upon completion of the job and account reconciliation.	

**SCHEDULE D - GARBAGE COLLECTION RATES**

Rates do not include applicable taxes

<b>1. Garbage Rates</b>	
The rates reflected in this schedule are based on a flat rate billing system, unless indicated. Residential dwelling unit - based on a maximum of two regulation garbage cans per pickup every two weeks and recycling pickup on the alternate week.	
	Rate Per Quarter
Residential dwelling unit	\$ 26.08
<b>2. Recycling Rates</b>	
Residential dwelling unit	\$ 12.86
<b>3. Transfer Station - residential waste</b>	
The following fees apply to the Transfer Station: (Rates per item)	(a) \$ 1.11 per garbage container or bag (b) \$ 22.28 per level pickup truck (c) \$ 5.58 per tire
<b>4. Tag A Bag sticker</b>	
The fee for tag-a-bag sticker will be (each)	\$ 2.10

**Seniors Discount**

Property owners who are Seniors shall receive a discount of twenty-five percent (25%) on all or any portion of a current billing if paid by the quarterly due date. This applies only to the principal place of residence. Senior means a person who is 65 years of age or older and who meets the grant eligibility requirements as defined by the *Home Owner Grant Act*.

**SCHEDULE E - STATUTORY RATES**

Rates do not include applicable taxes.

1.	List of Electors The fee per copy of a List of Electors shall be as noted, except where a candidate at an election is entitled to one free copy.	\$ 10.00
2.	Minutes of Council Proceedings As provided under Section 194(2) of the Community Charter the fee for copies of Minutes of Council proceedings shall be hereby established.	\$ 0.25 per page
3.	Copies of Bylaws Pursuant to Section 194 of the <i>Community Charter</i> the following charges shall apply for:	
	a) Zoning Bylaw (Text and Map 11" x 17")	\$ 35.00
	b) Zoning Bylaw (Text only)	\$ 15.00
	c) Official Community Plan Bylaw (Text & Maps 11"x17")	\$ 35.00
	d) Official Community Plan Bylaw (Text only)	\$ 15.00
	e) Copies of all other bylaws shall be provided for a fee of	\$ 0.25 per page
	f) Subdivision Bylaw	\$ 20.00
4.	Tax Certificate The collector shall provide tax certificates as provided under Section 249 of the <i>Community Charter</i> for the fee established.	\$ 25.00
5.	Request for Prior Years Taxes Levied	\$ 15.00
6.	Mortgage Company Listings	\$ 5.00 / folio
7.	Cost to issue a refund cheque	\$ 10.00
8.	Reports	
	a) Business License Print-out	
	On paper	\$ 30.00
	On electronic media	\$ 15.00
	b) Photocopies	
	8-1/2" x 11"	\$ 0.25 per page
	8-1/2" x 14"	\$ 0.25 per page
	11" x 17"	\$ 0.30 per page
	c) Maps (paper copies - standard wall size)	
	Zoning Map	\$ 30.00
	Boundary Map	\$ 30.00
	OCP or legal map	\$ 30.00
	Civic Street Map	\$ 30.00
	Courier for all maps (or cost if higher)	\$ 25.00
9.	NSF cheques returned	\$ 25.00
10.	Council and Committee-of-the-Whole agenda	\$ 0.25/page or \$10.00 /agenda
11.	Tree Cutting permits	
	1 - 10 trees	\$ 25.00
	11 - 20 trees	\$ 50.00
	21 or more trees	\$ 100.00
12.	Parks and Beach permit	
	Commercial rental fee	\$ 30.00 per day
	Clean up deposit	\$ 50.00
13.	Storage fees for impounded vehicles or vessels	
	Single vehicle or vessel six metres in length or less	Cost + 15%
	Single vehicle or vessel over six metres in length	Cost + 15%
	For a vehicle and trailer of any length	Cost + 15%

**SCHEDULE E - STATUTORY RATES**

(continued)

Rates do not include applicable taxes

14.	Permit to water new lawn outside permitted days	\$ 20.00
15.	Commemorative Items	
	(a) Bench, bronze plaque and installation	\$2,400.00
	(b) Commemorative placing of tree or shrub and plaque (bronze plaque included)	\$ 600.00 plus tree /shrub
	(c) Other items (includes bronze plaque)	\$ 600.00 plus cost of item and concrete
16.	Search for information and records, other than Freedom of Information Request	
	(a) for locating or retrieving a record	\$ 7.50 per 1/4 hour
	(b) for producing a record manually	\$ 7.50 per 1/4 hour
	(c) for preparing a record for disclosure	\$ 7.50 per 1/4 hour
	(d) for shipping copies	actual costs of courier
	(e) for copying records	
	(f) (i) photocopies and computer printouts	
	8.5" x 11", 8.5" x 14"	\$ 0.25 per page
	11" x 17"	\$ 0.30 per page
	(ii) electronic media	\$ 15.00
	(iii) photographs	
	scanning & emailing an 8" x 10"	\$ 10.00
	over 8" x 10"	\$ 10.00 & costs
	(iv) building plans	actual cost plus \$25.00 administration fee
	Deposit for any plans that require out of office printing	\$ 500.00
17.	Administration Cost for accounts sent to a collection agency. An administration fee of 33.3% will be added to the account balance of all accounts sent to a collection agency.	33.3%
18.	Land Title and Survey Authority record search	\$ 20.00
19.	Comfort letter - detailed property information	\$ 100.00
20.	District of Port Hardy Crest Pin	\$ 1.10
21.	District of Port Hardy Branding Logo Pin	\$ 1.19

**SCHEDULE F - BUSINESS LICENCE FEES**

DEFINITION	BASIS OF FEE	FEE (per annum unless otherwise stated)
<b>Category I - Commercial/Industrial</b> Any business permitted in the zones designated in the Zoning Bylaw	Employing up to 3 persons Employing up to 8 persons Employing over 8 persons	\$ 55.00 \$ 95.00 \$ 165.00
<b>Category II - Rental units/spaces</b> Any building containing dwelling units in any zone	Up to 25 units 26 – 50 units Over 50 units	\$ 55.00 \$ 95.00 \$ 165.00
<b>Category III - Home Occupation</b> Any business permitted in residential areas under the Zoning Bylaw	Per business	\$ 110.00
<b>Category IV - Mobile Vending</b> Any business permitted and regulated by Council	Per business	\$ 310.00
<b>Category V - Miscellaneous Business</b> Any business not based in a permanent building within the District of Port Hardy (other than Mobile Vending)	Per business	\$ 110.00
Any shopping mall for a blanket yearly licence for craft sales, trade shows, etc. held in the hallway of the mall, in lieu of individual business licences		\$ 110.00
<b>Category VI – Marine</b> Any vessel-based business operating from a Port Hardy marina, excluding commercial fishing boats.	Per business	\$ 110.00
Transfer fee	to those businesses making a change under section 8 of the Business License Bylaw	\$ 12.50

New Business licence fees will be pro-rated 50% after June 30 of each year.

**SCHEDULE G - HARBOUR RATES**

Rates do not include applicable taxes

1. Pump Out
  - a) If in the opinion of the Wharf Manager or other duly authorized personnel a vessel requires pumping out, a pump may be placed on any vessel located at the Harbour Authority Floats in Port Hardy, B.C. without fear of liability or reproach.
  - b) A minimum \$58.36 per day fee may be levied against the owner /operator should it be necessary to pump out a vessel with or without the owner's consent.

## 2. Rates

	Rate
<b>Moorage - Commercial Fishing Vessel</b>	
Daily/metre	\$ 0.45
Monthly/metre	\$ 5.55
Yearly/month/metre	\$ 4.77
<b>All other Moorage</b>	
Daily/metre	\$ 2.34
Monthly/metre	\$ 17.63
Yearly/month/metre	\$ 14.12
<b>Power</b>	
Prepaid 15 amp service/day	\$ 3.75
Prepaid 30 amp service/day	\$ 5.45
Prepaid 50 amp service/day	\$ 10.89
Prepaid 15 amp service/month	\$ 56.42
Prepaid 30 amp service/month	\$ 87.07
Prepaid 50 amp service/month	\$ 181.11
<b>Other Rates</b>	
Sign space rental per calendar year	\$ 32.48
Overdue account interest charge per month in accordance with interest rates established under Section 11(3) of the Taxation (Rural Area) Act	
NSF Cheque	\$ 25.00
Pump out - actual labour/hour - first occurrence	\$ 59.52
Pump out - actual labour/hour - subsequent occurrence	\$ 119.04
Pump out - minimum	\$ 59.52
Sewer pump out, Vessels less than 12 meters in length	\$ 10.00
Sewer pump out, Vessels less 12 meters in length and longer	\$ 27.14
Net Storage Fee - minimum charge applied every 12 hours after first 12 hours unless advance arrangements made through Harbour Office	\$ 100.00
Vessel left in posted loading zone beyond 4 hour maximum subject to hourly charge - Prolonged stay arrangement to facilitate repairs are to be arranged with Harbour Office	\$ 10.00

<b>Bear Cove Recreation Site</b>	<b>Rates</b>
<b>Moorage - Charter Boat Operator</b>	
Monthly/metre	\$ 17.62
<b>All other moorage</b>	
Daily/metre	\$ 2.34

**SCHEDULE G - HARBOUR RATES**

(continued)

Rates do not include applicable taxes

**SEAGATE PIER**

	Rates
<b>Moorage - Commercial Fishing Vessel</b>	
Moorage/metre (after first 15 minutes, per 24-hour period)	\$ 1.46
<b>Off-Loading Commercial Fishing Vessel</b>	
On or off-loading - the greater of:	
Minimum billing	\$ 57.96
Per hour	\$ 42.90
Per pound (applicable to seafood products)	\$ 0.03
<b>Clean-up Fee</b>	
Per hour as required	\$ 56.29
<b>Moorage - All vessels other than CFV</b>	
Moorage/metre per 24-hour period * Or part thereof	\$ 2.34
* Equivalent of Pleasure Craft daily rate at Small Craft Harbour floats	
Net Storage Fee - minimum charge applied every 12 hours after first 12 hours unless advance arrangements made through Harbour Office	\$ 100.00
Vessel left in posted loading zone beyond 4 hour maximum subject to hourly charge - Prolonged stay arrangement to facilitate repairs are to be arranged with Harbour Office	\$ 10.00

**HARBOUR IMPROVEMENT**

Applies to all Harbour Parking Areas

Rates include applicable taxes

	Rate
<b>Launch Fees</b>	
Non-commercial vessel*, per day	\$ 5.50
Non-commercial vessel*, <b>Local Resident Annual Pass</b> (includes launch, vehicle & trailer parking).	\$ 86.65
Commercial fishing vessel, per launch or removal	\$ 10.80
Commercial fishing vessel, (includes vehicle & trailer parking) Annual Commercial Pass	\$ 133.35
* <b>Commercial Vessel is defined as:</b> A Commercial Fishing Vessel displaying a valid licence, or a Licenced Local Business actively engaged in marine related services not being used for pleasure purposes.	
<b>Vehicle or trailer parking pass</b>	
Daily	\$ 5.30
Weekly	\$ 15.91
Monthly	\$ 53.04
Annual	\$ 86.65
<b>Vehicle and trailer parking pass</b>	
Daily	\$ 10.61
Weekly	\$ 31.82
Monthly	\$ 106.13
Annual	\$ 173.30



**SCHEDULE H - SEAPLANE BASE RATES**  
 Rates do not include applicable taxes.

<b>Fuel</b>	
Av Gas.	Prevailing Market Rate
Jet A	Prevailing Market Rate
<b>Docking</b>	
Docking - aircraft under 9 metres.	\$ 11.08 (free with fuel purchase)
Docking - aircraft over 9 metres.	\$ 17.73
Overnight	\$ 17.73
Monthly	\$ 498.79
Passenger Tax	\$ 1.10
Terminal Tenant	As per individual lease
<b>Vessel Moorage Rates</b>	
Annual/metre	\$ 212.01
June 15 to September 15 /per metre	\$ 62.29
Off season/per metre.	\$ 30.70
Daily- per metre/day	\$ 3.14

**SCHEDULE I - RECREATION RATES**

Rates do not include applicable taxes

Unspecified recreation programs run on a cost recovery basis plus 10%.

General Recreation	Refundable Deposit	Rates Effective Aug. 1, 2016	Rates Effective Aug. 1, 2017
<b>Rentals, per event</b>			
Tables, each	\$20.00	\$ 5.19	\$ 5.19
Chairs, each	\$20.00	\$ 0.57	\$ 0.57
Pavilion, Beaver Harbour Park	\$20.00	\$ 10.90	\$ 10.90
*Registration Fee Collection - non-municipal service	Cash Only	\$ 2.00	\$ 2.00
*Tumble and Play (dry floor child only)		\$ 3.15	\$ 3.20
Fitness Classes (per class)		\$ 4.76	\$ 4.86
Fitness Classes (punch card 11 classes)		\$ 47.62	\$ 48.57
Special Event		\$ 4.76	\$ 4.86
<b>Arena Rentals (Ice-in) - Arena rental per hour</b>			
Youth groups (must consist of at least 80% youth)		\$ 65.10	\$ 66.43
Early Ice - June 1 to Labour Day (must consist of at least 80% youth)		\$ 81.33	\$ 82.95
Adult groups		\$ 106.81	\$ 108.95
Non Prime Time (Ice in) Arena Rental per hour Rental starting after 10 p.m. and ending before 6 a.m.		\$ 79.57	\$ 81.14
<b>Arena Admission - Single Admission</b>			
Twoonie Skate		\$ 1.90	\$ 1.90
Child 0-12 months		Free	Free
Child 13 months-12 years		\$ 3.00	\$ 3.05
Senior 55 + years		\$ 3.00	\$ 3.05
Youth 13 -18 years		\$ 3.62	\$ 3.71
Adult 19 - 54 years.		\$ 4.76	\$ 4.86
Family-Immediate family to maximum of 2 parents and 4 children under the age of 18		\$ 10.33	\$ 10.52
<b>Punch Cards (11 admission passes)</b>			
Child 13 months -12 years		\$ 30.00	\$ 30.48
Senior 55 + years		\$ 30.00	\$ 30.48
Youth 13-18 years		\$ 36.19	\$ 37.14
Adult 19 -54 years		\$ 47.62	\$ 48.57
Family-Immediate family to maximum of 2 parents and 4 children under the age of 18		\$ 103.30	\$ 105.20
<b>Miscellaneous Skate Fees</b>			
Skate Rental		\$ 1.90	\$ 1.90
Skate aid		\$ Free	\$ Free
Skate sharpening		\$ 4.76	\$ 4.76

\*GST Exempt

**SCHEDULE I - RECREATION RATES**

(continued)

Rates do not include applicable taxes

Unspecified recreation programs run on a cost recovery basis plus 10%.

Arena Dry Floor Rentals (Ice-out) - Arena rental per hour		Rates Effective Aug. 1, 2016	Rates Effective Aug. 1, 2017
Youth groups (must consist of at least 80% youth) - Arena surface only		\$ 42.29	\$ 43.15
Adult groups - Arena surface only		\$ 55.67	\$ 56.76
Commercial facility rental			
8:00 a.m. to 5:00 p.m.		\$ 749.71	\$ 764.71
8:00 a.m. to 12:00 midnight		\$1,021.91	\$1,042.34
5:00 p.m. to 2:00 a.m.		\$ 749.71	\$ 764.71
Each additional hour		\$ 85.10	\$ 86.81
Non-profit group facility rental			
8:00 a.m. to 5:00 p.m.		\$ 601.67	\$ 613.71
8:00 a.m. to 12:00 midnight		\$ 902.81	\$ 920.86
5:00 p.m. to 2:00 a.m.		\$ 601.67	\$ 613.71
Each additional hour		\$ 68.43	\$ 69.81

**SCHEDULE I - RECREATION RATES**

(continued)

Rates do not include applicable taxes

Unspecified recreation programs run on a cost recovery basis plus 10%.

\* GST Exempt

	Rates Effective Aug. 1, 2015	Rates Effective Aug. 1, 2016
Pool Rentals - per hour		
0-49 people	\$ 78.05	\$ 79.62
50 + people	\$ 130.05	\$ 132.67
Deck Time ( 45 minutes)	\$ 33.86	\$ 34.53
Single lane	\$ 18.62	\$ 19.00
Special Needs Pool rental	\$ 36.05	\$ 36.76
One-half pool, shared rental per hour	\$ 39.29	\$ 40.05
Pool Admission - Single Admission		
Infant 0 - 12 months	Free	Free
Child 13 months -12 years	\$ 3.00	\$ 3.05
Senior 55 + years	\$ 3.00	\$ 3.05
Youth 13 -18 years	\$ 3.62	\$ 3.71
Adult 19 - 54 years	\$ 4.76	\$ 4.86
Family- Immediate family to maximum of 2 parents and 4 children under the age of 18	\$ 10.33	\$ 10.52
Twoonie Swim	\$ 1.90	\$ 1.90
Special Event	\$ 4.76	\$ 4.76
Punch Cards (11 admission passes)		
Child 13 months - 12 years	\$ 30.00	\$ 30.48
Senior 55 + years	\$ 30.00	\$ 30.48
Youth 13-18 years	\$ 36.19	\$ 37.14
Adult 19-54 years	\$ 47.62	\$ 48.57
Family-Immediate family to maximum of 2 parents and 4 children under the age of 18	\$ 103.30	\$ 105.20
Monthly Pool Pass Good for 30 Days		
Child/Senior	\$ 45.57	\$ 46.47
Youth	\$ 54.57	\$ 55.66
Adult	\$ 71.00	\$ 72.43
Family (Immediate family to maximum of 2 parents and 4 children under the age of 18)	\$ 166.95	\$ 170.28
Pool Lessons & Programs		
Red Cross Swimming Lessons		
* Parent & Tot levels 1-3 (includes one parent and one child)	\$ 52.65	\$ 53.70
* Preschool Levels 4-8	\$ 47.90	\$ 48.85
* Swim Kids Levels 1- 5 (10 ½ hr lessons)	\$ 36.20	\$ 36.90
* Swim Kids Levels 6-9 (10 / 45 minute lessons)	\$ 59.60	\$ 60.80
* Swim Kids Level 10 (medallion & certificate)	\$ 65.45	\$ 66.75
Aqua Adults Levels 1-3 (10 ½ hr lessons)	\$ 48.95	\$ 49.91
Badges & Stickers – each	\$ 2.24	\$ 2.29
* Special Needs (not School District) 10 - ½ hour lessons (one on one instruction)	\$ 59.60	\$ 60.80
* Special Needs Group Lesson (10 - ½ hour lessons)	\$ 36.25	\$ 37.00

**SCHEDULE I - RECREATION RATES**

(continued)

Rates do not include applicable taxes

Unspecified recreation programs run on a cost recovery basis plus 10%.

	Rates Effective Aug. 1, 2016	Rates Effective Aug. 1, 2017
Private Lessons -per half-hour		
* Children and youth – Individual	\$ 12.25	\$ 12.50
* Additional person	\$ 7.65	\$ 7.80
Adult – Individual	\$ 14.00	\$ 14.28
Additional person, each	\$ 10.62	\$ 10.81
School District classes - per hour		
* Up to 3 instructors	\$ 95.55	\$ 97.45
* Additional instructors, each	\$ 25.20	\$ 25.70
Swim Team – Monthly per person	\$ 31.62	\$ 32.24
*Tumble, Play, and Swim (Adult and Child) 10 sessions	\$ 81.50	\$ 83.05
*Tumble, Play, and Swim (Additional Child) 10 sessions	\$ 31.50	\$ 31.95
*Tumble, Play, and Swim drop in (Adult and Child)	\$ 8.15	\$ 8.30
*Tumble, Play, and Swim drop in (Additional Child)	\$ 3.15	\$ 3.20
Fitness Classes (per class)	\$ 4.76	\$ 4.86
Fitness Classes (punch card 11 classes)	\$ 47.62	\$ 48.57
Aquafit Classes Senior 55 + years	\$ 3.00	\$ 3.05
Aquafit Classes Senior 55+ years (punch card 11 classes)	\$ 30.00	\$ 30.48
Advanced Aquatic Courses		
Junior Lifeguard Club	\$ 96.67	\$ 98.62
Scuba Rangers	\$ 131.00	\$ 133.62
Bronze Cross	\$ 198.67	\$ 202.62
Bronze Cross Recertification.	\$ 85.24	\$ 86.96
Bronze Medallion/Senior Resuscitation	\$ 182.00	\$ 185.62
Bronze Medallion/Senior Resuscitation Recertification	\$ 56.76	\$ 57.91
National Lifeguard Standards Award	\$ 410.24	\$ 418.43
National Lifeguard Standards Award Recertification	\$ 113.57	\$ 115.85
Life Saving Camp (Bronze Medallion/Bronze Cross/Sr. Resuscitation)	\$ 289.43	\$ 295.19
Royal Lifesaving Instructor Award	\$ 311.67	\$ 317.90
Assistant Water Safety Instructor	\$ 283.34	\$ 289.00
Water Safety Instructor Recertification	\$ 94.67	\$ 96.57
Water Safety Instructor Award	\$ 340.57	\$ 347.58
B.O.A.T Certification - Manual	\$ 13.81	\$ 14.10
B.O.A.T. Certification - Exam	\$ 39.34	\$ 40.14
First Aid Programs		
CPR	\$ 63.76	\$ 65.05
CPR Recertification	\$ 52.34	\$ 53.38
Child Safe	\$ 69.57	\$ 70.96
Child Safe Recertification	\$ 57.81	\$ 59.00
Standard First Aid	\$ 142.04	\$ 144.91
Standard First Aid Recertification	\$ 57.81	\$ 59.00
Emergency First Aid	\$ 77.43	\$ 79.00
*Babysitter's Course – 8 hours 11-15 year old	\$ 60.65	\$ 61.85

\*GST Exempt

**SCHEDULE J - BUILDING BYLAW FEES AND DEPOSITS**

<b>1. Building Fees</b>	
a) Value of construction up to \$1,000.00	\$ 75.00
b) For each additional \$1,000.00 of value of construction, or fraction thereof, over \$1,000.00 but not exceeding \$100,000.00.	\$ 8.00
c) For each additional \$1,000.00 of value of construction, or fraction thereof, over \$100,000.00 but not exceeding \$500,000.00.	\$ 5.50
d) For each additional \$1,000.00 of value of construction, or fraction thereof, exceeding \$500,000.00	\$ 4.00
e) For renewal of a permit where the value of the proposed construction is less than \$100,000	\$ 50.00
f) For renewal of a permit where the value of the construction is \$100,000 or more	\$ 50.00 plus \$1.00 per \$1,000, or fraction thereof, for construction value in excess of \$100,000
g) The fee for a permit to demolish or remove a building	\$ 100.00
h) The fee for a permit to authorize the moving of a building to a new site	50% fee for new construction
i) Solid fuel burning appliance, maximum 2 inspections	\$ 100.00
(1) Review of installation plans	\$ 50.00
j) The fee for permission to locate a mobile home, factory built building, or similar structure in a location, plus the fee based on the value of the work required to be done on the site, as set out in construction fees above	\$ 100.00 single wide \$ 150.00 double wide
k) The fee for inspection of a Bed & Breakfast operation	\$ 75.00
l) The fee for inspection following request of property owner to close a secondary suite	\$ 75.00
m) The fee for inspection of a Daycare operation	\$ 75.00
<b>2. Plumbing Permits</b>	
a) The charge for permits under this bylaw for plumbing fixtures shall be calculated as follows:	
i) minimum fee for any plumbing permit	\$ 75.00
ii) fee for installation of fixtures:	
a) first fixture	\$ 10.00
b) each additional fixture, per fixture	\$ 7.50
<b>3. Refund of Fees</b>	
a) An applicant for a Building, Building Moving, Demolition or Plumbing permit may obtain a refund of the Permit Fee when a permit is surrendered and cancelled on the following basis:	
i) Refund before any construction begins:	75% of permit fees
ii) Where construction or work has begun or an inspection has been made.	No refund
iii) No refund shall be made for less than	\$ 100.00
<b>4. Re-inspection Charge</b>	
a) A re-inspection fee where more than two inspections are necessary	\$ 75.00

**SCHEDULE J - BUILDING BYLAW FEES AND DEPOSITS (continued)**

<b>5. Application or Permit Transfer Fee</b>																						
a) A transfer fee of	\$ 50.00																					
i) Applies when a permit is outstanding with respect to a parcel of land and the registered ownership of the land is transferred. The new owner may apply for a revised building permit issued in the name of that owner upon payment of the transfer fee.																						
ii) A revised building permit issued under Subsection a) i) shall be deemed to have been issued on the date of the original issuance of the permit and to take effect from that date.																						
iii) Subsection a) i) does not apply when the building plans or the conditions of issuance for a building permit are proposed to be changed. A new building permit application and permit fee must be submitted to the Building Inspector and a new building permit obtained.																						
<b>6. Permit Extension Fee</b>																						
An additional non-refundable permit extension fee applies when an extension is requested in writing by the owner.	\$ 50.00																					
<b>7. Letter Advising of Status of Property and Improvements</b>	\$ 50.00 per hour																					
<b>8. Building File Review</b>	\$ 50.00 per hour																					
<b>9. Fire Protection Equipment - Resubmission of plans</b>	\$ 100.00 each submission																					
<b>10. Damage Deposits</b>																						
a) Demolition Permit																						
i) Residential demolition	\$1,000.00																					
ii) Commercial/industrial demolition	\$4,000.00																					
b) Building or Moving Permit	<table border="0"> <tr> <td></td> <td style="text-align: center;"><u>Construction</u></td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;"><u>Value (\$)</u></td> <td style="text-align: center;"><u>Deposit(\$)</u></td> </tr> <tr> <td></td> <td>0 – 30,000</td> <td style="text-align: right;">200.00</td> </tr> <tr> <td></td> <td>30,0001 – 80,000</td> <td style="text-align: right;">500.00</td> </tr> <tr> <td></td> <td>80,001 – 200,000</td> <td style="text-align: right;">700.00</td> </tr> <tr> <td></td> <td>200,001 – 2,000,000</td> <td style="text-align: right;">2,000.00</td> </tr> <tr> <td></td> <td>2,000,001 and over</td> <td style="text-align: right;">4,000.00</td> </tr> </table>		<u>Construction</u>			<u>Value (\$)</u>	<u>Deposit(\$)</u>		0 – 30,000	200.00		30,0001 – 80,000	500.00		80,001 – 200,000	700.00		200,001 – 2,000,000	2,000.00		2,000,001 and over	4,000.00
	<u>Construction</u>																					
	<u>Value (\$)</u>	<u>Deposit(\$)</u>																				
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	80,001 – 200,000	700.00																				
	200,001 – 2,000,000	2,000.00																				
	2,000,001 and over	4,000.00																				
c) Refund of Damage Deposit – Where a damage deposit has been paid to the District with respect to a Building, Demolition or Moving Permit, the balance of said deposit shall be refunded after:																						
i) An occupancy permit has been issued by the District with respect to the works that the Building or Moving Permit was issued; and,																						
ii) The District has inspected adjacent highways, public utilities and District property which are found to be in a satisfactory condition.																						

**SCHEDULE K - CEMETERY RATES**

Rates do not include applicable taxes

	Care Fund (included)	Total Fee
Grave Space	\$ 102.00	\$ 408.00
Cremated Remains Size	\$ 30.00	\$ 120.00
<b>Services - Opening and Closing grave for burials</b>		
Monday- Friday 8:00 a.m. - 2:00 p.m.		\$ 576.30
Monday- Friday after 2:00 p.m.		\$ 785.40
Saturday, Sunday 8:00 a.m. - 2:00 p.m.		\$ 1,101.60
Statutory Holidays 8:00 a.m. - 2:00 p.m.		\$ 1,500.00
<b>Services - Opening and Closing grave for Cremated Remains</b>		
Monday- Friday 8:00 a.m. - 2:00 p.m.		\$ 158.10
Monday- Friday after 2:00 p.m.		\$ 360.00
Saturday, Sunday 8:00 a.m. - 2:00 p.m.		\$ 460.50
Statutory Holidays 8:00 a.m. - 2:00 p.m.		\$ 600.00
<b>Services - Opening and Closing grave for Exhumation</b>		
Monday - Friday 8:00 a.m. - 2:00 p.m.		\$ 632.40
Transfer of License		\$ 25.00
Installation of Memorials	\$ 30.60	\$ 122.40
<b>Goods</b>		
Grave Liners		\$ 325.00
Oversize Grave Liners		\$ 475.00
Cremation Vaults		\$ 130.00



**SCHEDULE M - BURNING PERMIT RATES**

<p><i>Category A:</i> <i>Category A Open Fire</i> means an open fire that burns piled material no larger than 1 m in height and 1 m in diameter but does not include a campfire or recreational fire.</p>	<p>No charge</p>
<p><i>Category B:</i> <i>Category B Open Fire</i> means an open fire that burns piled material larger than 1 m in height and 1 m in diameter and may include land clearing waste.</p>	<p>\$ 25.00 (1-3 days)</p>

**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
Annual license fee for dangerous dog	\$ 75.00
Replacement tags	\$ 7.50
<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>	
Dogs (neutered by District)	
Under 22 pounds	\$ 255.00
22-44 pounds	\$ 271.00
Over 44 pounds	\$ 291.00
Dogs (spayed by District)	
Under 22 pounds	\$ 297.00
22-44 pounds	\$ 317.00
44-88 pounds	\$ 359.00
Over 88 pounds	\$ 406.00
Dogs over 1 year (spayed by District)	
Under 22 pounds	\$ 369.00
22-44 pounds	\$ 375.00
44-88 pounds	\$ 447.00
Over 88 pounds	\$ 520.00
Cats (spayed/neutered by District)	
Neuter	\$ 161.00
Spay	\$ 250.00
Pregnant spay	\$ 354.00
Cats/Dogs (spayed/neutered prior to impound)	\$ 52.00
Veterinary expenses	At cost
Drop off dog that has bitten within 14 days ; includes minimum 10 days care and feeding, administration costs to deal with Communicable Disease Nurse and euthanasia at end of term.	\$ 200.00
Quarantine	\$ 150.00

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**SCHEDULE O - LIQUOR CONTROL AND LICENSING BRANCH  
RATES FOR APPLICATIONS OF CAPACITY INCREASE**

For inspections necessary for liquor control and licensing branch applications and capacity increase.	\$ 150.00
To calculate the occupant load to meet the requirements of the code for health and life safety (2 hours).	\$ 150.00

**SCHEDULE O - LIQUOR CONTROL AND LICENSING BRANCH  
RATES FOR APPLICATIONS OF CAPACITY INCREASE**

For inspections necessary for liquor control and licensing branch applications and capacity increase.	\$ 150.00
To calculate the occupant load to meet the requirements of the code for health and life safety (2 hours).	\$ 150.00

**SCHEDULE P - ZONING AND OFFICIAL COMMUNITY PLAN  
BYLAW AMENDMENT RATES & VARIANCE APPLICATION RATES**

1. Any application for an amendment to the Official Community Plan and/or Zoning Bylaw shall, at the time of application, be accompanied with payment of the following fees:	
a) Amendment to the Zoning Bylaw or Official Community Plan	
Processing and inspection of application	\$ 750.00
For statutory public hearing advertising	\$ 500.00*
Mapping the amendment on Zoning or Official Community Plan Maps	\$ 200.00**
<i>*If the proposed bylaw amendment is not advertised, 100% of the advertising fee will be reimbursed.</i>	
<i>** If the rezoning is refused after public hearing, the mapping fee will be reimbursed</i>	
b) Amendment to the Zoning Bylaw and Official Community Plan	
Processing and inspection of application	\$ 750.00
For statutory public hearing advertising	\$ 650.00*
Mapping the amendment on Zoning or Official Community Plan Maps	\$ 400.00**
<i>*If the proposed bylaw amendment is not advertised, 100% of the advertising fee will be reimbursed.</i>	
<i>** If the rezoning is refused after public hearing, the mapping fee will be reimbursed</i>	
2. Any application for a Development Permit or a Development Variance Permit pursuant to this bylaw shall, at the time of application, be accompanied with payment of the following fees:	
Processing and inspection of application costs associated with the notice and the mailing or delivery of the notice	\$ 250.00 First and \$100.00 each Additional
plus Land Title and Survey Authority Fees	At cost
plus electronic filing costs	At cost
3. Any Board of Variance Application	\$ 250.00
4. Sign application, processing and inspection	\$ 75.00
5. Temporary Land Use Permit	\$ 1,000.00

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**SCHEDULE Q - SUBDIVISION APPLICATION RATES**

Processing and inspection of application	\$ 600.00
Application fee: For 2 – 10 lots	\$ 175.00 per lot
For 11 or more lots	\$ 225.00 per lot
Mapping	\$ 400.00
Extension of preliminary approval	\$ 250.00
Amendment to a Strata Subdivision	\$ 250.00
Application for a strata conversion of a previously occupied building, per strata plan:	
Processing and inspection of application	\$ 600.00
Per unit/parcel	\$ 200.00*
*Up to 50% reimbursed if Council refuses strata and planning/engineering costs have not been incurred by the District.	
If the applicant wishes to submit a revised application within four weeks of the original submission, the fee for considering the revised application will be:	\$ 500.00
If the applicant wishes to submit a revised application after more than four weeks, but less than one year, from the date of the original submission the fee for each revised submission shall be:	fifty percent (50%) of the original submission fee
For a revised application submitted later than one year from the date of the original submission, the applicant must pay:	the same fees as for a new application

**SCHEDULE R – VACANT PROPERTIES RATES**

Initial investigation and inspection of property, including attendance by Inspector	Actual costs incurred for related labour, materials or equipment plus 20% administration costs
Inspection Contractor/Professional, including attendance by Inspector	Actual costs incurred plus 20% administration costs
Subsequent inspections	\$100 plus hourly departmental charge out rate
District work if owner defaults	Actual costs incurred for related labour, materials or equipment plus 20% administration costs
Where owner does not comply with District requirement to maintain property, or bringing up to standards. Fee applies to either vacant or occupied parcels.	Actual costs incurred for related labour, materials or equipment plus 20% administration costs