



**DISTRICT OF PORT HARDY**

**AGENDA**

**REGULAR MEETING OF COUNCIL**

**7:00 PM**

**TUESDAY, OCTOBER 14, 2014**

**MUNICIPAL HALL COUNCIL CHAMBERS**  
**7360 COLUMBIA STREET**

Deputy Mayor: Debbie Huddleston

Councillors: Janet Dorward, Jessie Hemphill, Rick Marcotte,  
Nikki Shaw, John Tidbury

Staff: Rick Davidge, Chief Administrative Officer  
Jeff Long, Director of Corporate & Development Services  
Allison McCarrick, Director of Financial Services  
Trevor Kushner, Director of Operational Services  
Leslie Driemel, Recording Secretary

**DISTRICT OF PORT HARDY  
AGENDA FOR THE REGULAR MUNICIPAL COUNCIL MEETING  
7:00 pm TUESDAY, OCTOBER 14, 2014  
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>	
1-5	1. The minutes of the Regular Council Meeting September 9, 2014.	
	Motion required	1. 2.
	<b>D. DELEGATIONS AND REQUESTS TO ADDRESS COUNCIL</b>	
	No delegations	
	<b>E. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS</b>	
6-7	1. Council Action items. For information.	
	<b>F. CORRESPONDENCE</b>	
8	1. Rotary Clubs of Port Hardy and Port McNeill (Sept 17/14) re: Request for donation to 28 <sup>th</sup> Annual Rotary Radio Auction November 1 & 2, 2014.	
9-10	A. McCarrick, Director Financial Services (Sept.23/14) re: Policy P2.7 Fee for Service / Honorariums/Grants in Aid	
	Motion / Direction	1. 2.
11	2. Email from Hon. Stephanie Cadieux, Minister of Children and Family Development (Sept 30/14) re: October as Foster Family Month in British Columbia. For information.	
12	3. Angela Smith, Executive Director, Port Hardy & District Chamber of Commerce (Oct.8/14) re: Request for information for procedure and protocol for hanging a banner on Douglas Street in the vicinity of Trustee Road.	
	Motion / Direction	1. 2.
	<b>G. NEW BUSINESS</b>	
	None in agenda package.	
	<b>H. COUNCIL REPORTS</b>	
	1. Verbal reports from Council members.	
	<b>I. COMMITTEE REPORTS</b>	
13-15	1. <u>Emergency Planning Committee</u>	
	a. Draft minutes of the Emergency Planning Committee meeting held September 30, 2014. For information.	

2. Downtown Revitalization Committee

- 16-19** a. Minutes of the Downtown Revitalization Committee meeting held September 11, 2014. For information.

The Downtown Revitalization Committee recommends to Council:

*"THAT there be a free WiFi services established in the Downtown Revitalization Area, with the initial focus to be on the area from the Seagate Wharf to Tsulquate Park."*

Motion / direction 1. 2.

- 20-22** b. Draft minutes of the Downtown Revitalization meeting held October 7, 2014. For information.

The Downtown Revitalization Committee recommends to Council:

*"THAT Council considers negotiating a right of first refusal with the owners of 7395 Market St, 7385 Market St. and 7375 Market St. for the purpose of adding to the waterfront park area."*

Motion / direction 1. 2.

3. Finance Committee

- 23** a) Minutes of the Finance Committee Meeting held September 9, 2014. For information.

The Finance Committee recommends to Council:

*"THAT Council approves in principle the proposed metered water rate structure for 2015."*

Motion / direction 1. 2.

- 24-25** b) Minutes of the Finance Committee Meeting held September 30, 2014. For information.

The Finance Committee recommends to Council:

- i. *"THAT Bylaw 1035-2014 User Rates and Fees for 2015 be prepared for First, Second and Third Reading."*
- ii. *"THAT Bylaw 1034-2014 Revenue Anticipation Borrowing be prepared for First, Second and Third Reading."*
- iii. *"THAT Council policies CP2.2, CP2.4, CP2.10 and Appendix A attached to CP2.1 and PC2.10 be amended as presented".*

Motion / direction 1. 2.

4. Operational Services Committee

- 26-27** a. Draft Minutes of the Operational Services Committee meeting held September 11, 2014. For information.

The Operational Services Committee recommends to Council:

*"THAT Council confirms the naming of streets as follows:*

- i. *That road dedicated by the registration of Plan 30320, which is located perpendicular to and west of Park Drive, is hereby named Upper Carnarvon Road; and,*
- ii. *That road dedicated by the registration of Plan 27260, being located east of Park Drive and adjacent to lots 1 through 10 and 12 through 25, is hereby named Carnarvon Road.*
- iii. *That road dedicated by the registration of plan 31987 is hereby named Carnarvon Place."*

Motion / direction 1. 2.

5. Sustainability Committee

- 28-29 a) Draft minutes of the Sustainability Committee meeting held September 9, 2014.  
For information.

J. **STAFF REPORTS**

- 30-32 1. Accounts Payable, September 2014. For information.
- 33-43 2. A. McCarrick, Director of Finance (Sept.18/14) re: Council Policy Changes CP2.2, CP2.4, CP2.10, Appendix A CP2.1 and CP210.

Motion / direction 1. 2.

K. **CURRENT BYLAWS AND RESOLUTIONS**

- 44-47 1. District of Port Hardy Bylaw No.1032-2014, A Bylaw to Establish a Board of Variance and Procedures. For Adoption

Motion required 1. 2.

- 48-50 2. District of Port Hardy Bylaw No.1033-2014, A Bylaw to Amend the Animal Care and Control Bylaw 11-2012. For Adoption.

Motion required 1. 2.

- 51 3. Staff Report. A. McCarrick, Director of Finance (Sept.17/14) re: Bylaw No. 1034-2014, Revenue Anticipation Borrowing Bylaw for 2015. For information.

- 52-53 District of Port Hardy Bylaw No. 1034-2014, A Bylaw to Provide for the Borrowing of Money in Anticipation of Revenue for the Year 2015. For First, Second and Third Reading.

Motion required 1. 2.

- 54-82 4. District of Port Hardy Bylaw No. 1035-2014, A Bylaw for 2015 User Rates and Fees. For First, Second and Third Reading.

Motion required 1. 2.

- 83-87 5. District of Port Hardy Bylaw No. 1036-2014, A Bylaw to Amend District of Port Hardy Sign Regulation Bylaw No. 08-2009. For First, Second and Third Reading.

Motion required 1. 2.

L. **PENDING BYLAWS**

No pending bylaws.

M. **INFORMATION AND ANNOUNCEMENTS**

October 16 Committee: Operational Services, 4:00 pm, Council Chambers  
October 28 Committee: Emergency Planning, Noon, Council Chambers  
Council: Regular Council Meeting, 7:00 pm Council Chambers  
October 30 Committee: Occupational Health & Safety, 8:30 am Council Chambers

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

1. Adjourn regular meeting of Council to conduct an in-camera meeting of Council

Motion required 1. 2.

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

- a) Subject matter related to labour relations or other employee relations in accordance with section 90(1)(c) of the *Community Charter* – collective agreement negotiations with International Union of Operating Engineers (I.U.O.E.)

Motion required	1.	2.
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2. Reconvene Regular Meeting of Council

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

Motion required	1.	2.
Time:		



## MINUTES OF THE DISTRICT OF PORT HARDY REGULAR MEETING OF COUNCIL SEPTEMBER 9, 2014

CALL TO ORDER: Deputy Mayor John Tidbury

Time: 7:00 pm

PRESENT: Deputy Mayor John Tidbury, Councillors Janet Dorward, Jessie Hemphill, Rick Marcotte, Nikki Shaw

Rick Davidge, Chief Administrative Officer  
Jeff Long, Director of Corporate & Development Services  
Allison McCarrick, Director of Financial Services  
Trevor Kushner, Director of Engineering and Operational Services  
Leslie Driemel, Recording Secretary

Media: North Island Gazette

Members of the Public: 4

REGRETS: Councillor Debbie Huddleston

2014-158  
APPROVAL OF  
AGENDA AS  
PRESENTED

### APPROVAL OF AGENDA

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

### ADOPTION OF MINUTES

1. The minutes of the Regular Council meeting held August 12, 2014.

2014-159  
REG COUNCIL  
MEETING  
MINUTES AUG  
12/14 APPROVED

Moved/Seconded/Carried  
THAT the minutes of the Regular Council Meeting held August 12, be approved as presented.

### DELEGATIONS

1. Peter Caton, on behalf of 84 petitioners, re: Removal of new gate on Seawall Walkway.

Mr. Caton reviewed the information provided in the agenda package regarding the gate and fencing which block pedestrian access along the waterfront. He advised that he obtained the 84 signatures on the petition in just three days and requested that Council write the Canadian Coast Guard and request the gate be removed or an alternative solution be implemented. He suggested that an archway be put in its place, with a sign erected indicating "Canadian Coast Guard of Port Hardy Visitors Welcome". Mr. Caton asked what his next steps should be, possibly gather more signatures or contact the media and First Nations regarding access to the walkway.

Deputy Mayor Tidbury advised Mr. Caton that Council will take his concerns under consideration and if necessary, will discuss this matter further at an

upcoming Council meeting. He deferred to Jeff Long, Director of Corporate and Development Services. Mr. Long circulated correspondence he has shared with Don Storry of Fisheries & Oceans Canada. Mr. Storry advises that he is working with the Coast Guard to develop a solution to allow access along the waterfront while maintaining security at the Coast Guard facilities.

Deputy Mayor Tidbury advised that District staff will continue to follow up on this matter and will keep Council informed.

#### BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

#### ACTION ITEMS

Council action items were received as information.

#### CORRESPONDENCE

1. Robert Johnsen, re: Request for District support for Halloween Fireworks at Storey's Beach.

Jeff Long, Director of Corporate and Development Services, advised Council that he has reviewed the fireworks licensing and insurance requirements for the Halloween Fireworks at Storey's Beach. Council was advised that it appears that Mr. Johnsen is qualified to set off display type fireworks, but only under supervision of a certified Display Supervisor Mr. Long advised he has contacted the Municipal Insurance Association (MIA) and was advised that the District is not covered for this type of event given that the District is not directly supervising the event and that private liability insurance would be required to be obtained. Council was advised that the cost for private liability insurance for the Halloween Fireworks at Storey's Beach would be approximately \$500 and that Council has already approved a grant in aid of \$1,000 for Halloween Fireworks at Storey's Beach.

Council members discussed the Halloween Fireworks at Storey's Beach and it was agreed that it is a well attended community event.

2014-160  
R. JOHNSEN  
HALLOWEEN  
FIREWORKS

Moved/Seconded/Carried

THAT Council approves the use of Storey's Beach for the Halloween Fireworks event to take place on October 31, 2014 as requested by Robert Johnsen, which shall include the use of the ballfield, barricades for the bonfire and the clean up afterwards, 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.

2. K. Watkins, Chamber of Commerce Pumpkin Patch Committee 2014 (Sept.4/14) re: Request to turn off seawall lights at 6:00 pm on November 1, 2014 for the 2014 Pumpkin Patch Walk.

2014-161  
SEA WALL  
LIGHTS OFF AT  
6:00 PM NOV.1/14

Moved/Seconded/Carried

THAT Council approves the requests of K. Watkins on behalf of the Port Hardy Chamber of Commerce, to use the seawall from Rotary Park to the Kinsmen Pavilion as well as Carrot park, for the 2014 Pumpkin Patch Walk event to take place on November 1, 2014, and to have the seawall lights turned off at 6:00 pm that evening.

2014-162  
PROCLAIM  
SEPT.21-27, 2014  
AQUACULTURE  
WEEK

3. BC Salmon Farmers Association re: Request to proclaim September 21 – 27, 2014 Aquaculture Week and sample proclamation. (proclamation sponsored by Deputy Mayor Debbie Huddleston)

Councillor Hemphill requested that the fourth paragraph be removed from the proclamation in order for Aquaculture Week to be more inclusive for other aquaculture businesses, as was done in 2013.

Moved/Seconded/Carried

THAT Council proclaims the week of September 21<sup>st</sup> through 27<sup>th</sup>, 2014 as Aquaculture Awareness Week in Port Hardy in order to recognize the importance of aquaculture to the community.

### NEW BUSINESS

COUNCIL  
REPORTS

None

### COUNCIL REPORTS

Deputy Mayor Tidbury and Councillors Janet Dorward, Jessie Hemphill, Rick Marcotte, and Nikki Shaw gave verbal reports on recent meetings and other activities they attended / undertook on behalf of the District of Port Hardy, as well information on a variety of community interest matters.

### COMMITTEE REPORTS

1. Minutes of the Finance Committee Meeting held August 12, 2014. The Finance Committee recommends to Council:

“THAT Council directs staff to deposit the proceeds from the land purchased by Port Hardy RV Resort Ltd. to the Recreation Facilities Reserve”

2014-163  
LAND PURCHASE  
FUNDS (PH RV  
RESORT LTD.) TO  
RECREATION  
FACILITIES  
RESERVE

Moved/Seconded/Carried

THAT Council directs staff to deposit the proceeds from the land purchased by Port Hardy RV Resort Ltd. to the Recreation Facilities Reserve

### STAFF REPORTS

1. Accounts Payable, July 2014, was received for information.
2. J. Long, Director of Corporate & Development Services (Sept.4/14) re: Membership Appointments – Board of Variance

2014-164  
APPOINTMENTS  
TO BOARD OF  
VARIANCE

Moved/Seconded/Carried

THAT Council appoints Gladys Latty and Steven Johnson as members of the Board of Variance for three year terms effective September 10, 2014.

### BYLAWS

1. District of Port Hardy Bylaw No. 1030-2014, A Bylaw to Amend Water Regulations Bylaw No. 02-2012. For Adoption.

J. Long, Director of Corporate and Development Services, provided an overview of the purpose of the Bylaw No. 10: 3 .014.



2014-165  
BYL 1030-2014 TO  
AMEND WATER  
REGULATIONS  
BYL 02-2012  
ADOPTED

Moved/Seconded/Carried  
THAT District of Port Hardy Bylaw No. 1030-2014, A Bylaw to Amend Water Regulations Bylaw No. 02-2012 is adopted.

2. District of Port Hardy Bylaw 1031-2014 A Bylaw to Amend Council Remuneration Bylaw No. 17-2011. For Adoption.

J. Long, Director of Corporate and Development Services, provided an overview of the purpose of the Bylaw No. 1031-2014.

2014-166  
BYL 1031-2014 TO  
AMEND COUNCIL  
REMUNERATION  
BYL 17-2011  
ADOPTED

Moved/Seconded/Carried  
THAT District of Port Hardy Bylaw 1031-2014 A Bylaw to Amend Council Remuneration Bylaw No. 17-2011 is adopted.

3. District of Port Hardy Bylaw No.1032-2014, A Bylaw to Establish a Board of Variance and Procedures. For First, Second, and Third Readings.

J. Long, Director of Corporate and Development Services, provided an overview of the purpose of the Bylaw No. 1032-2014. He explained that while Port Hardy currently has a Board of Variance Bylaw in effect, the proposed Bylaw would replace it with a more modern and comprehensive version.

2014-167  
BYL 1032-2014  
BOARD OF  
VARIANCE FOR  
1<sup>ST</sup> 2<sup>ND</sup>, 3<sup>RD</sup>  
READINGS

Moved/Seconded/Carried  
THAT District of Port Hardy Bylaw No.1032-2014, A Bylaw to Establish a Board of Variance and Procedures receive First, Second, and Third Readings.

4. District of Port Hardy Bylaw No.1033-2014, A Bylaw to Amend the Animal Care and Control Bylaw 11-2012. For First, Second, and Third Readings.

Jeff Long, Director of Corporate and Development Services presented to Council a revised District of Port Hardy Bylaw No.1033-2014, A Bylaw to Amend the Animal Care and Control Bylaw 11-2012, from that presented in the agenda package. The revised bylaw added items:

l) The word "Inspector" in Section 16.1o) is hereby deleted and replaced with the words "Bylaw Enforcement Officer".

m) Section 16.8b) is hereby deleted and replaced with the following new section 16.8b) as follows:

"make available the register to the Bylaw Enforcement Officer or a Peace Officer for inspection at all reasonable times; and,"

n) The word "Inspector" in Section 18.3b) is hereby deleted and replaced with the words "Bylaw Enforcement Officer".

o) Section 18.7b) is hereby deleted and replaced with the following new section 18.7b) as follows:

"make available the register to the Bylaw Enforcement Officer or a Peace Officer for inspection at all reasonable times."

2014-168  
BYL 1033-2014  
AMEND ANIMAL  
CARE AND  
CONTROL BYLAW  
11-2012 FOR  
1<sup>ST</sup> 2<sup>ND</sup>, 3<sup>RD</sup>  
READINGS

Moved/Seconded/Carried

THAT District of Port Hardy Bylaw No.1033-2014, A Bylaw to Amend the Animal Care and Control Bylaw 11-2012 receives First, Second, and Third Readings.

ADJOURNMENT

2014-169  
ADJOURNMENT

Moved

THAT the meeting be adjourned.

Time: 7:40pm

CORRECT

APPROVED

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

\_\_\_\_\_  
DEPUTY MAYOR

REGULAR COUNCIL MEETING September 9, 2014			
Peter Caton re: Coast Guard gate blocking along seawall pathway access	Deputy Mayor Tidbury advised Mr. Caton that District staff will continue to be in contact with Fisheries & Oceans Canada and will keep Council apprised of the situation.	JL	Done
Robert Johnsen, re: Request for District support for Halloween Fireworks at Storey's Beach.	<i>THAT Council approves the use of Storey's Beach for the Halloween Fireworks event to take place on October 31, 2014 as requested by Robert Johnsen, which shall include the use of the ballfield, barricades for the bonfire and the clean up afterwards, 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.</i>		
	Advise Mr. Johnsen of approval and insurance coverage requirements	JL	Done
Chamber of Commerce Pumpkin Patch Committee 2014 re: Request to turn off seawall lights at 6:00 pm on November 1, 2014 for the 2014 Pumpkin Patch Walk.	Approved as requested.		
	Advise Ch of Commerce	JL	Done
	Advise PW staff. Arrange to turn off lights.	TK	Scheduled
BC Salmon Farmers Association re: Request to proclaim Sept 21 – 27/14 Aquaculture Week	Approved by Council: <i>THAT September 21-27, 2014 be proclaimed as Aquaculture Awareness Week in Port Hardy as amended.</i>		
	Post Proclamation. Advise BC Salmon Farmers	LD	Done
Finance Committee Minutes Aug. 12/14. Recommendation to Council: "THAT Council directs staff to deposit the proceeds from the land purchased by Port Hardy RV Resort Ltd. to the Recreation Facilities Reserve"	Recommendation of Finance Committee approved as presented		
	Deposit the proceeds from the land purchased by Port Hardy RV Resort Ltd. to the Recreation Facilities Reserve	AM	Done
J. Long, DCDS (Sept. 4/14) re: Membership Appointments – Board of Variance	THAT Council appoints Gladys Latty and Steven Johnson as members of the Board of Variance for three year terms effective September 10, 2014. Advise of Appointments	JL	Done

REGULAR COUNCIL MEETING July 8, 2014		WHO	STATUS /COMMENTS
ITEM	ACTION		
Draft minutes - Op Scvs Comm meeting held June 19/14. Recommendations to Council: a. "THAT the District denies the request for designated moorage at Fishermans Wharf for the 2014 season AND THAT the charter boat operators be invited to come to the Operational Services Committee in the fall to allow more time for discussion and to schedule any operational changes needed."	Recommendation approved as presented. Contact charter boat operators and advise.	TK	Sending invitation to attend October Op Scvs Meeting
REGULAR COUNCIL MEETING May 26, 2014			
<b>COMMITTEE REPORTS</b> Draft Sustainability Committee minutes May 12/14 recommendations to Council: "THAT Council approves, subject to availability of funding, an expenditure of \$300-\$500 for prizes for a school poster contest for the purpose of educating and promoting the new recycling program.	Recommendation approved as presented. C/ Huddlestan to proceed with poster contest	C/H	
REGULAR COUNCIL MEETING December 10, 2013			
Airport WasteWater Treatment Plant	Adopted in principal Opt 3 in Stantec report: Divert AWWTP flows to Town Plant -Advise MOE -Investigate funding partners	TK	Developing Stakeholder Committee

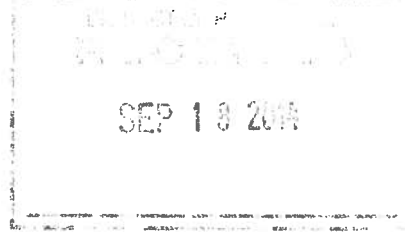


DISTRICT 5020

# Rotary Clubs of Port Hardy and Port McNeill

PO BOX 1890, PORT HARDY, BC V0N 2P0

DISTRICT OF PORT HARDY  
BOX 68  
PORT HARDY, BC V0N 2P0



September 17, 2014

Dear Valued Supporter:

It is with great pleasure that we inform you of the upcoming 28th Annual Rotary Radio Auction, which will be held on November 1 & 2 at the Thunderbird Mall in Port Hardy. Once again, this Auction is a joint effort between the Rotary Clubs of Port Hardy and Port McNeill and will be broadcast live on 1240 Coast AM radio as well as on Keta Cable Channel 10 (in Port Hardy).

Your past generosity has enabled us to undertake many projects in the North Island. For example, the addition of the Rotary Express train at the Rotary Centennial Playground, the Fort Rupert Library and Learning Centre, Rotary Trail in Port McNeill, Rotary Pavilion at Storey's Beach, the Seniors Housing Complex in Port Hardy, the waterfront cenotaph in Port McNeill, the boat launches in Port Hardy, the jointly funded senior's housing complex in Port McNeill, the North Island Born to Read Program, the emergency generator in Port McNeill, many parks, playgrounds, bus shelters, and other projects too numerous to mention. The North Island is also renowned for our support of the Rotary Youth Exchange Program, where we host foreign students in our homes and send local students from the North Island for one year stays in other countries.

All of these projects and services are supported by our fundraisers, the largest of which is the Annual Rotary Radio Auction. For twenty-seven years this event has helped to generate funds which support important projects on the North Island and around the world.

We are again asking for your support by donating an item to the Auction. Your donation will receive valuable advertising through the North Island Gazette and by being featured during the live auction at the Thunderbird Mall, on Keta Cable, 1240 Coast AM radio and now live worldwide on [www.ThePort.ca](http://www.ThePort.ca).

You will be contacted shortly by a local Rotarian. Thank you in advance for your continued support.

Yours truly,  
**Maria Krekovic**  
Auction Chairperson  
Rotary Club of Port Hardy

**Frank MacLean**  
President  
Rotary Club of Port Hardy

**Bill Velie**  
Auction Chairperson  
Rotary Club of Port McNeill

**Dave Nelson/Bill Velie**  
Presidents  
Rotary Club of Port McNeill

Rotarian CARLY PEREBOOM



## DISTRICT OF PORT HARDY Staff Report

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**TO:** Mayor and Council  
**FROM:** Allison McCarrick, DFS  
**SUBJECT:** Policy CP 2.7 Fee for Service/Honorariums/Grants-in-aid  
**DATE:** September 23, 2014

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**Purpose:**

Consideration to be given by Council for a donation to the Rotary Clubs of Port Hardy and Port McNeill in support of the 28<sup>th</sup> Annual Rotary Radio Auction.

**Request:**

Rotary Clubs of Port Hardy and Port McNeill – 28<sup>th</sup> Annual Rotary Radio Auction

Request an item donation for the auction.

**Financial Impact:**

Rotary Auction

2013 Donation	2 annual resident launch passes, 1 adult & 1 child recreation punch card, 1 hour adult ice rental.	Value \$ 331.00
2014 Request	Item donation (If kept the same as 2013)	Value \$ 340.00

The grant-in-aid budget for 2014 has adequate funding available.

Respectfully submitted,

Allison McCarrick, DFS

# DISTRICT OF PORT HARDY

## POLICY MANUAL

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### COUNCIL POLICY FINANCE

FEE FOR SERVICE / HONORARIUMS / GRANTS-IN-AID

POLICY # CP2.7

Approved: July 10, 1996 Last Amended: June 12, 2007

Page 1 of 1

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- A. Council must in its annual budget allocate funds for disbursement to non-profit groups which would be evaluated on individual merit. The donation may be made in kind or cash.

District advertising of the grants-in-aid policy will be done in May and August for the next budget year.

Requests for grants-in-aid must be made in writing by the September 30<sup>th</sup> for consideration for the next budget year.

Requests will be reviewed upon submission. Individual merit and available funds will dictate Council's decision.

An application for a grant-in-aid will include the following:

- 1) Detail of how the assistance is to be used.
- 2) A recent financial audited statement.
- 3) Detail, if necessary, the use of fund being raised.

- B. Receipt of Late Grant in Aid Application

The Council may consider a late Grant in Aid application only if unallocated funds remain in the Grant-in-Aid Budget.

Requests will be forwarded to the Director of Financial Services for determination of available funding. If funding is available, the DFS will forward the application to Council for consideration.

- C. Requests for Discounts on User Rate Fees

The District of Port Hardy will not consider requests for discounts for recreation fees, moorage or any fees that are set by bylaw.

Upon receipt of requests, staff will:

1. advise the organization requesting the discount of this policy; and
2. provide them with information on the District's Grant In Aid Policy

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From: Cain, Krista A MCF:EX [<mailto:Krista.Cain@gov.bc.ca>]  
Sent: September-30-14 12:00 PM  
To: XT:PortHardy, District ENV:IN  
Subject: Letter from the Honourable Stephanie Cadieux

Ref: 218869

Her Worship Mayor Debbie Huddleston and Council District of Port Hardy  
E-mail: [general@porthardy.ca](mailto:general@porthardy.ca)

Dear Mayor Huddleston and Council:

To highlight the importance of fostering children and youth, it is my honour, as Minister of Children and Family Development, to proclaim October as Foster Family Month in British Columbia. For the past 24 years, we have taken this month to recognize and celebrate the extraordinary contributions that foster families make, each and every day.

With approximately 8,200 children and youth in care, in communities across the province, government relies on foster parents to support children and youth who have a broad range of needs. Foster parents not only provide support, stability and a safe place for young people to live and thrive, they also have a lasting impact on our communities through their collaboration with social workers, extended families, schools and prospective adoptive parents.

Without question, fostering is a big responsibility and a very important job. I want to encourage you to recognize Foster Family Month in your community. Even doing something as simple as posting a message on bulletin boards in your municipal hall and community and recreation centres goes a long way towards showing these remarkable families that their efforts are valued and appreciated.

The Ministry of Children and Family Development has created an information kit, including printable posters and fact sheets, to help raise awareness about fostering in your community. To access the information associated with Foster Family Month 2014, please open the following link on, or after, October 1, 2014:  
[www.mcf.gov.bc.ca/foster/ffm.htm](http://www.mcf.gov.bc.ca/foster/ffm.htm)<<http://www.mcf.gov.bc.ca/foster/ffm.htm>>.

On behalf of the Government of British Columbia and its citizens, I would like to thank you for your recognition and support of foster families in your community.

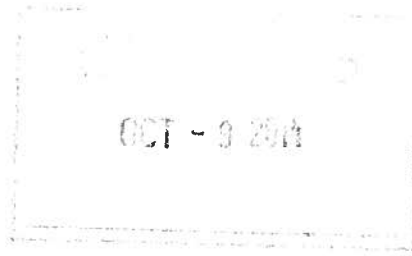
Sincerely,

ORIGINAL SIGNED BY

Stephanie Cadieux

Minister of Children and Family Development





Box 249, 7250 Market Street  
Port Hardy, BC  
V0N 2P0

October 8, 2014

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

Dear District of Port Hardy Council and Staff.

"Hardy Holiday Weekend" is a shop local and community spirit initiative the Port Hardy Chamber of Commerce is involved in organizing for the benefit of local retailers and community that runs November 20, 21, 22, 2014.

Friday November 21<sup>st</sup> and Saturday November 22<sup>nd</sup> we're looking at arranging live music, extended retail business hours, offering business promotions and launching a positive sales incentive program. Our incentive results in community members receiving a beautiful custom "Hardy Holiday 2014" ornament through the collection of stamps earned with purchases. In regards to the ornaments, after the event they will be for sale with select retailers in Port Hardy, with the proceeds benefiting the Gazette Hamper Fund. Sunday the 22<sup>nd</sup>, local businesses are sponsoring community swims, pet photos with Santa for the humane organizations, and more.

In regards to district involvement, we are interested in knowing the procedure and protocol for hanging a banner in the month preceding the event in the location next to the highway in the vicinity of Trustee Road. Is there an application process or booking that can be made for this location?

Thank you in advance for any considerations that can be made in promoting this worthwhile event.

Kindest Regards,

Angela Smith, Executive Director

Port Hardy & District Chamber of Commerce  
250-949-7622



**MINUTES  
DISTRICT OF PORT HARDY  
EMERGENCY PLANNING COMMITTEE MEETING OF  
SEPTEMBER 30, 2014 AT 12 NOON  
MUNICIPAL HALL, 7360 COLUMBIA STREET**

**CALL TO ORDER:** Chair Mike McCulley, DPH Emergency Coordinator Time: 12:00 pm

**PRESENT:** Mike McCulley, DPH Emergency Coordinator, Rick Marcotte - Councillor, District of Port Hardy; Bob Swain - Emergency Program Coordinator, Gwa'sala-'Nakwaxda'xw Nations; Brenda McCorquodale - Fisheries & Oceans, Norma Hemphill - Co Director, Emergency Social Services; Richard Hemphill - Director, Emergency Social Services; Eric Bergsma - Environmental Health Officer, Island Health, Bob Hawkins, Brent Borg - Deputy Fire Chief, Marie Hunt - Kwakiutl Health, Michael Winter - Salvation Army, Leslie Driemel - DPH Confidential Secretary

**REGRETS:** John Tidbury - Councillor, District of Port Hardy, Jeff Long - DPH Director of Corporate & Development Services, Brett Sinden - RCMP Port Hardy; Karla Broadfoot - Gwa'sala-'Nakwaxda'xw Nations; Schell Nickerson - Fire Chief, Port Hardy Fire Rescue Department; Port Hardy Fire Rescue Department; Jamie Keamo - Paramedic, BC Ambulance Service; Gord Brownridge - RCMP Detachment Commander; Gloria Le Gal - RDMW Emergency Program Coordinator; Alison Mitchell - Vancouver Island Health Authority

**A. APPROVAL OF AGENDA**

Mike McCulley reviewed the agenda items and asked if there were any additions to the agenda. There were no additions brought forward by the Committee members present.

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

**B. ADOPTION OF MINUTES**

Minutes of the meeting held May 27, 2014.

Moved/Seconded/Carried  
*THAT the minutes of the Emergency Planning Committee meeting held May 27, 2014 be approved as presented.*

**C. DELEGATIONS**

Michael Winter, Supervisor, Lighthouse Resource Centre, Salvation Army - re: Mount Waddington Extreme Weather Response Plan

Mr. Winter reviewed the role of the Mt. Waddington Extreme Weather Response Plan (MWEWRP) to provide emergency shelter beds. The activation/deactivation protocols for implementing the plan were reviewed and the Committee was advised that in 2013 the MWEWRP was implemented from November 1, 2014 to March 31,

**DRAFT**

EPC-15-2014  
APPROVAL OF  
AGENDA AS  
PRESENTED

EPC-16-2014  
APPROVAL OF  
MAY 27 /14  
MINUTES AS  
PRESENTED

LIGHTHOUSE  
RESOURCE  
CENTRE,  
SALVATION  
ARMY – RE:  
MOUNT  
WADDINGTON  
EXTREME  
WEATHER  
RESPONSE  
PLAN

2014 on a daily basis. The Resource Center hopes to have the same daily implementation for November 1, 2014-to March 31, 2015.

Mr. Winter discussed with the Committee:

- the role of the center as a food, shelter and clothing resource base for those in need in the community
- service partners
- funding partners
- services available at the center
- the need to promote the center's services in the community
- help that the center can offer during an emergency
- connections with other Salvation Army centers and possible use of their resources in an emergency

Mr. Winter advised he would be pleased to be part of the Emergency Planning Committee Meeting and would like to be added to the meeting notice emails.

#### D. CORRESPONDENCE

Mike McCulley advised he receives many emails from Emergency Management BC and will send them out to the Committee members as needed.

#### E. BUSINESS ARISING / UNFINISHED BUSINESS

- 1) Update - Working Group Meetings to Review EOC Activation and Related Protocols for Integration into Emergency Plan

UPDATE -  
WORKING GROUP  
MEETINGS TO  
REVIEW EOC  
ACTIVATION

Mike McCulley reviewed the work done by the Working Group and were included in the May 27, 2014 minutes.

Mike McCulley will contact the Working Group members regarding dates to continue the process and advised that the recommendations will be brought to the Committee by the year end. The Committee was advised the Working Group discussed recommending that a consultant to review their report.

#### F. NEW BUSINESS

**DRAFT**

- 1) July 9<sup>th</sup> Earthquake Preparedness Consultation by EMBC

JULY 9<sup>TH</sup>  
EARTHQUAKE  
PREPAREDNESS  
CONSULTATION  
BY EMBC

Mike McCulley reviewed the meeting he and Councillors Tidbury and Marcotte attending regarding Earthquake Preparedness Consultation by EMBC. The consultant hired by EMBC, Mr. Cameron Lewis listened to the concerns of the North Island representatives at the meeting and will be bringing a report to EMBC by the end of the year.

Mike McCulley circulated an email from Henry Renteria, Chair of the Earthquake Preparedness Consultation summarizing the key points that emerged from the session. The report, which will be submitted by the end of the calendar year to the provincial government, may generate some funding opportunities for emergency preparedness.

JUNE 25<sup>TH</sup>  
GEOGRAPHIC  
RESPONSE PLAN  
WORKSHOP BY  
MAPP

2) June 25<sup>th</sup> Geographic Response Plan Workshop By MaPP

Mike McCulley and Councillor Marcotte reviewed their participation in the June 25<sup>th</sup> Geographic Response Plan Workshop By MaPP. Topics at the workshop included: Vessel traffic routes, impacts, major vessel casualties / response and regionally specific concerns.

- 3) Bob Swain, Emergency Program Coordinator, Gwa'sala-'Nakwaxda'xw First Nation advised that in conjunction with ShakeOut BC, on October 16 at 10:16 am the siren will be tested and a mock exercise in calling out the EOC is planned.

Brenda McCorquodale requested ShakeOut BC information be distributed in the community. Mike McCulley advised he will include the information on the Emergency Facebook page.

- 4) Marie Hunt, Health Coordinator - Kwakiutl First Nation, introduced herself to the Committee and advised she will be the liaison / member for the Kwakiutl First Nation.

G. NEXT MEETING DATE

October 28, 2014 at 12 noon at Municipal Hall, 7360 Columbia Street

EPC-17-2014  
ADJOURNMENT

ADJOURNMENT

*THAT the meeting be adjourned.*

Time: 1:00pm

**DRAFT**



**MINUTES  
DISTRICT OF PORT HARDY  
DOWNTOWN REVITALIZATION COMMITTEE  
MEETING OF SEPTEMBER 11, 2014 AT 10:00 AM  
MUNICIPAL HALL, 7360 COLUMBIA STREET**

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Call to Order:	Chair, Janet Dorward	Time: 10:00 am
Members Present:	Chair, Janet Dorward Councillors: Rick Marcotte, Jessie Hemphill Carly Pereboom - Chamber of Commerce Sandra Masales, Chamber of Commerce / Rotary Jan Armbrust	
Staff Present:	Trevor Kushner, Director of Engineering and Operations Leslie Driemel, Recording Secretary	
Regrets:	Cindy Milligan James Emerson, Chamber of Commerce Tara McCart, Chamber of Commerce	

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<b>APPROVAL OF AGENDA</b>	<u><b>APPROVAL OF AGENDA</b></u>  Moved/Seconded/Carried THAT the agenda be approved as presented.
	<u><b>DELEGATION</b></u>  None
	<u><b>MINUTES</b></u>  Adoption of the Minutes for the meeting held on July 2, 2014.
<b>MAY 27/14 MINUTES ADOPTED</b>	Moved/Seconded/Carried THAT the minutes for the meeting held July 2, 2014 be adopted as presented.
	<u><b>BUSINESS ARISING/ UNFINISHED BUSINESS</b></u>  Action Items were received for information. T. Kushner advised the budget for electrical outlet in the town clock is \$1,500 and K&K Electric have been contacted to install the outlet.
<b>INTERPRETIV E SIGN UPDATE</b>	Business Arising / Unfinished Business Agenda items • Interpretive Signs: Update by C. Pereboom, Executive Director, Port Hardy & District Chamber of Commerce  Ms Pereboom gave a visual presentation on the interpretive signs that will be posted along the sea wall. They have been formatted to have the same style and type of information on each sign.

PH MUSEUM  
SIGNAGE

Committee members suggested minor wording changes and acknowledgements to be included in the final product and advised that the signs will be an attractive addition to the park and sea wall areas.

- PH Museum regarding plans to refurbish sign: Update by C. Pereboom

Ms Pereboom advised she has contacted Jane Hutton, Museum curator, regarding the museum signs on the outside of the building. The Committee was advised the museum society has considered updating the signs. Ms Pereboom will work with Ms Hutton on getting sign quotations and consult with the Director of Corporate and Development Services regarding District of Port Hardy sign regulations.

CORRESPONDENCE

None

STAFF REPORTS

None

NEW BUSINESS

Planning the Future

From July 2, 2014 meeting: The Committee Members to bring back wish lists and set priorities.

PLANNING

Chair Janet Dorward reviewed the mandate of the Downtown Revitalization Committee namely: *The Committee will develop a Port Hardy Downtown Revitalization plan for the consideration of Council that addresses the following:*

- I) *Establishes a vision for the waterfront*
- II) *Identifies appropriate land uses*
- III) *Ensures public access to the waterfront*
- IV) *Creates a concept for a comprehensive plan with attention to creating public spaces which are open, accessible, functional and beautiful*
- V) *Identifies, protects and enhances heritage features*
- VI) *Designs characteristics for new buildings and structures*
- VII) *Develops a transportation strategy which includes parking*
- VIII) *Implements "green" amenities when possible into project design and implementation*
- IX) *Embraces heritage components which recognize our rich and diverse cultural heritage*
- X) *Explores guidelines for revitalization of existing and vacant buildings (within the devised theme and standards)*

*Support the strategies and actions for creating a "Vibrant Downtown" as outlined in the Official Community Plan.*

The Committee discussed the 'lipstick' type clean up role of the downtown area that has been undertaken and that it was understood that funding is required in the District's 5 year capital plan for major improvements. It was agreed that good first steps have been taken and that future improvements such as the installation of roundabouts will create a better gateway to the community.

GRANVILLE ST  
CORRIDOR:  
MARKET ST.  
TO DOUGLAS  
ST.

Areas discussed included:

Granville Street corridor; from Market Street to Douglas Street (old Highway 19) and the above ground wiring was discussed. It was agreed that this area as an entity needs to be focused on.

T. Kushner will bring maps and review the downtown area infrastructure improvements to date at the next meeting.

Moved/Seconded/Carried

THAT the Downtown Revitalization Committee include the Granville Street corridor; from Market Street to Douglas Street in the Downtown Revitalization Area.

Tsquelquate & Carrot Parks;

T. Kushner advised that in 2015 the sea wall lights will be installed, the lift station landscaping improved and that it is expected grant funding for cenotaph improvements may be forthcoming which if successfully applied for will improve that area.

Acquisition of houses in front of sea wall was discussed.

The Committee requested staff to access property title information to determine if a 'right of first refusal' is listed on title.

ACQUISITION /  
RIGHT OF  
FIRST  
REFUSAL SEA  
WALL /  
MARKET ST  
HOMES

The Committee discussed and agreed that the future focus should be:

- Granville Street Corridor, Market Street to Douglas Street added to the Downtown Revitalization area
- Improvements to the sea wall
- Investigate means of acquiring title to houses along the seawall that face Market Street (right of first refusal)

The Committee discussed ways and means to engage owners in discussions on improving their properties such as arranging meetings and brainstorming with them on how the community can best use local properties. The past challenges with dealing with both resident and non-resident property owners were reviewed. Enforcement of current bylaws such as unsightly premises was discussed.

Christmas decoration / light-up

The Committee discussed the need to replace the Christmas décor and to have someone set up and organize a modest light up ceremony in conjunction with the Santa Claus Parade. T. Kushner advised the electrical outlet in the town clock will be installed by then.

Winter Banners

T. Kushner advised that there are two options regarding new winter banners, order from stock or have blank banners decorated locally or a combination of the two. Blank banners are 40" x 18 . Stock banners have a two week delivery time, locally decorating would need to be organized through Port Hardy Secondary or the local artist association.

INVITE N. VAN  
ISL. ARTISTS  
SOCIETY  
MEMBERS  
FOR WINTER  
BANNER  
PROJECT

Chair Dorward suggested putting a Christmas hat on the bear in the currently used banner. C. Pereboom suggested a local business offer banner decorating as a prelude to Christmas season activity.

T. Kushner will bring Christmas banner samples to the next meeting.

Moved/Seconded/Carried

THAT the Downtown Revitalization Committee write and invite North Vancouver Island Artists Society members to take part in a winter banner project for the District of Port Hardy.

Downtown Area and Carrot Park Free WiFi

The Committee discussed the growing need to have WiFi / hot spot capabilities in the community. A discussion took place on the possible range of a WiFi service area.

The Downtown Revitalization Committee recommends to Council  
*THAT there be a free WiFi services established in the Downtown Revitalization Area, with the initial focus to be on the area from the Seagate Wharf to Tsulquate Park.*

The Committee discussed the need for electrical outlets in the Carrot Park/Rotary Park / Tsulquate Park area for Filomi Days and other activities. T. Kushner advised that upgrades at the centotaph, when done, will bring additional outlets into the area.

RECOMMEND  
ATION: FREE  
WIFI IN THE  
DOWNTOWN  
AREA

The Committee discussed the old church / thrift shop building adjacent to the vacant dive shop. It is unsightly, not secure and is being used by squatters. C. Pereboom will do a formal complaint to the District regarding the property.

#### NEXT MEETING DATE

The next meeting date: Tuesday October 14, 2014 at 10:00 am

#### ADJOURNMENT

Moved/Seconded/Carried

That the meeting be adjourned.

Time: 11:00 am





**MINUTES  
DISTRICT OF PORT HARDY  
DOWNTOWN REVITALIZATION COMMITTEE  
MEETING OF OCTOBER 7, 2014 AT 10:00 AM  
MUNICIPAL HALL, 7360 COLUMBIA STREET**

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Call to Order: Chair, Janet Dorward Time: 10:12 am

Members Present: Chair, Janet Dorward  
Councillor: Debbie Huddleston  
Angela Smith - Chamber of Commerce  
Sandra Masales, Chamber of Commerce / Rotary

Staff Present: Trevor Kushner, Director of Engineering and Operations  
Leslie Driemel, Recording Secretary

Regrets: Councillors: Rick Marcotte, Jessie Hemphill  
Cindy Milligan  
James Emerson, Chamber of Commerce  
Tara McCart, Chamber of Commerce  
Jan Armbrust

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**DRAFT**

Chair Janet Dorward welcomed Angela Smith of the Port Hardy & District Chamber of Commerce & Visitor Center.

**APPROVAL OF AGENDA**

APPROVAL OF  
AGENDA AS  
AMENDED

Trevor Kushner advised of an addendum to the agenda under Business Arising/ Unfinished Business: Update on right of first refusal on Market Street houses in front of seawall.

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

**DELEGATION**

None

**MINUTES**

SEPT 11/14  
MINUTES  
ADOPTED

Adoption of the Minutes for the meeting held on September 11, 2014.

Moved/Seconded/Carried  
THAT the minutes for the meeting held September 11, 2014 be adopted as presented.

**BUSINESS ARISING/ UNFINISHED BUSINESS**

Action Items were received for information

INTERPRETIVE  
SIGNS

- Interpretive Signs

Angela Smith advised the interpretive signs have been sent to the printers and delivery is expected any day now.

- Winter Street Banners - samples and quote

T. Kushner reviewed the banner information presented in the agenda package and advised the single sided color banner would be the most suitable for the District at this time.

The Committee reviewed the winter banner sample graphics included in the agenda package. Discussion took place regarding:

- Banner costs
- Installation time
- Length of time banners will be up
- Christmas vs winter themes

**DRAFT**

The Committee agreed by consensus to order the following banners: Happy Holidays Doves, Frosty Skate, Winter Trees, Snowflakes and Birch Trees

The Committee directed staff to order the banners as selected above.

- Market Street houses - Right of First Refusal

T. Kushner advised that staff has investigated to see if there was a right of first refusal on the three houses adjacent to the seawall at Carrot Park. (7395 Market St, 7385 Market St. and 7375 Market St.) Only 7395 Market St. had a right of first refusal on title and it has expired. The District could contact and negotiate with the current property owners to have a right of first refusal attached to the property title. The Committee was advised that the District does have a park acquisition fund with approximately \$40,000.

Chair Dorward inquired what costs would be to register the right of first refusal on each of the properties and was advised that the legal costs would be minimal. The acquisitions costs would be a point of negotiation with the property owners if the right was exercised. Chair Dorward also asked whether such a right registered on the titles would have any negative impact on the property owners and was advised that it would not.

MARKET  
STREET  
HOUSES -  
RIGHT OF FIRST  
REFUSAL

Moved/Seconded/Carried

THAT the Downtown Revitalization Committee recommends to Council:

*THAT Council considers negotiating a right of first refusal with the owners of 7395 Market St, 7385 Market St. and 7375 Market St. for the purpose of adding to the waterfront park area.*

CORRESPONDENCE

None

STAFF REPORTS

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None

NEW BUSINESS

None

NEXT MEETING DATE - No meeting date set

ADJOURNMENT

ADJOURNMENT

Moved/Seconded/Carried  
That the meeting be adjourned.

Time: 10:25am

**DRAFT**



**DISTRICT OF PORT HARDY  
FINANCE COMMITTEE MEETING  
4:30 pm September 9, 2014**

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**CALL TO ORDER:** Deputy Mayor John Tidbury

Time: 4:30 pm

**PRESENT:** Deputy Mayor John Tidbury,  
Councillors Nikki Shaw, Rick Marcotte, Janet Dorward, Jessie Hemphill,  
Rick Davidge, CAO, Trevor Kushner, Director of Engineering and Operational  
Services, Allison McCarrick, Director of Finance

**REGRETS:** Councillor Debbie Huddleston

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**1. A. McCarrick, Director of Finance re: Rate structure metered water user fees 2015**

Allison McCarrick presented the committee with a proposed new metered water rate structure. The committee discussed how the proposed change would affect the property owners.

The committee approved the proposal in principle and directed staff to consult with some of the stakeholders.

**2. Next meeting: Tuesday, September 30 at 4:30 pm**

**The Finance Committee recommends to Council the following:**

“that Council approves in principle the proposed metered water rate structure for 2015”

Moved  
That we adjourn:

Time: 5:45pm



# DISTRICT OF PORT HARDY FINANCE COMMITTEE MEETING 4:30 pm September 30, 2014

**CALL TO ORDER:** Deputy Mayor John Tidbury

**Time:** 4:45 pm

**PRESENT:** Deputy Mayor John Tidbury,  
Councillors Rick Marcotte, Janet Dorward, Jessie Hemphill,  
Rick Davidge, CAO, Trevor Kushner, Director of Engineering and Operational  
Services, Allison McCarrick, Director of Finance

**REGRETS:** Councillors Debbie Huddleston, Nikki Shaw

1. Allison McCarrick, Director of Finance presented the committee with proposed changes for the user rates and fees for 2015. Changes accepted for recommendation to Council were as follows:

<b>2015 User rates and fees recommendations</b>	
<b>Schedule A - Water rates</b>	<i>New rate structure for non-residential metered water and metered multifamily units. No change to other water rates.</i>
<b>Schedule B - Sewer rates</b>	<i>2% increase to metered sewage. 1 cent increase to waste tipping. No change to other sewer rates.</i>
<b>Schedule C - Storm Sewer rates</b>	<i>No change</i>
<b>Schedule D - Garbage collection rates</b>	<i>2% increase to residential garbage &amp; recycling. Elimination of commercial charges.</i>
<b>Schedule E - Statutory rates</b>	<i>Copies of: subdivision bylaw 2.00 increase, paper map copies decrease of 30.00. New: comfort letter fee 100.00. No change to other statutory fees.</i>
<b>Schedule F - Business Licence fees</b>	<i>No change</i>
<b>Schedule G - Harbour rates</b>	<i>2% increase to all rates except power, increase to power 4%</i>
<b>Schedule H - Seaplane Base rates</b>	<i>2% increase</i>
<b>Schedule I - Recreation rates</b>	<i>2% increase with the exception of: special events, skate rentals &amp; sharpening. Skate aids no charge.</i>
<b>Schedule J - Building fees</b>	<i>Plumbing permit 75.00 with or without a building permit. No change to other building fees.</i>
<b>Schedule K - Cemetery rates</b>	<i>Installation of memorials 20.00 increase, grave liners and cremation vaults 25.00 increase. No change to other cemetery rates.</i>
<b>Schedule L - Freedom of Information</b>	<i>No change</i>
<b>Schedule M - Burning Permit fees</b>	<i>No change</i>
<b>Schedule N - Animal Control rates</b>	<i>Replacement tag 2.50 increase, dog that has bitten..., and dog quarantine increase of 50.00. No change to other animal control rates.</i>
<b>Schedule O - Liquor Control rates</b>	<i>No change</i>
<b>Schedule P - Zoning rates</b>	<i>No change</i>
<b>Schedule Q - Subdivision rates</b>	<i>No change</i>
<b>Schedule R - Vacant properties rates</b>	<i>No change</i>

2. The committee was presented with the 2014 District labour and equipment charge out rates. It was agreed there would be no recommendation for change.
3. The committee reviewed the Grant in Aid submissions from the following:
  - Providence Place - Halloween fireworks \$2,000
  - Filomi Days Committee - Filomi Days fireworks \$10,000
  - The committee has recommended that a grant of \$1,000 be awarded to Providence Place and the requested grant of \$10,000 be given to the Filomi Days committee.
  - These recommendations will be brought to Council within the 2015 budget discussions and finalized in the passing of the 2015 Financial Plan for the District.
4. The revenue anticipation bylaw annual review was completed with a recommendation to Council.
5. "House keeping" amendments were discussed regarding staff titles contained in specific Council policies. Also spending limits for amended positions were discussed. The proposed amendments were acceptable to the committee and have been recommended to Council.
6. The Director of Finance updated the committee on the results of the 2014 District tax sale.

**The Finance Committee recommends to Council the following:**

*"THAT Bylaw 1035-2014 User Rates and Fees for 2015 be prepared for First, Second and Third Reading."*

*"THAT Bylaw 1034-2014 Revenue Anticipation Borrowing be prepared for First, Second and Third Reading."*

*"THAT Council policies CP2.2, CP2.4, CP2.10 and Appendix A attached to CP2.1 and PC2.10 be amended as presented".*

Moved  
That we adjourn:

Time: 5:45pm



**DISTRICT OF PORT HARDY  
OPERATIONAL SERVICES COMMITTEE  
MINUTES OF THE MEETING HELD  
SEPTEMBER 11, 2014**

Call to Order: Chair Councillor John Tidbury

Time: 4:20 pm

Present: Chair: Councillor John Tidbury  
Councillors Rick Marcotte, Janet Dorward

Also Present: Trevor Kushner, Director of Engineering and Operational Services  
Jeff Long, Director of Corporate and Development Services  
Leslie Driemel, Recording Secretary

Regrets: Councillor Debbie Huddleston  
Citizens: None

OP SCVS  
2014-026  
AGENDA  
APPROVED AS  
PRESENTED

1. Approval of Agenda

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

**DRAFT**

2. Delegation

None

3. Minutes

Minutes of the Operational Services Committee meeting held July 17, 2014.

OP SCVS  
2014-027  
MINUTES JULY  
17/14 APPROVED

Moved/Seconded/Carried  
THAT the minutes of the Operational Services Committee meeting held July 17, 2014 be approved as presented.

4. Business Arising / Unfinished Business

Action Item Review

5. Correspondence

None

6. Staff Reports

ACTION ITEMS  
REVIEW

- a. T. Kushner, Director of Engineering and Operational Services (August 26, 2014) Water Supply / Consumption Update

T. Kushner updated the Committee on the summer water usage and status of the District of Port Hardy Kains Lake water supply. Discussion included: water levels, weir valve replacement and corrective action regarding leaking water lines in the Elk Drive area.

7. New Business

- a. Email from J. Long, DCS (July 24/14) re: Carnarvon Road Names  
(and handout)

J Jeff Long, Director of Corporate and Development Services gave a presentation and discussed the current and historical mapping regarding the naming of Carnarvon Road, Lower Carnarvon Road, Upper Carnarvon Road and Carnarvon Place.

Chair Tidbury requested that the road east of Park Drive and adjacent to lots 1 through 10 and 12 through 25, be named Lower Carnarvon as that is the descriptive locator used by Port Hardy Fire Rescue.

The Committee discussed the civic address data that various outside agencies utilize for civic addresses in the community.

Moved/Seconded/Carried

The Operational Services Committee recommends to Council:

**DRAFT**

*THAT Council confirms the naming of streets as follows:*

- 1) That road dedicated by the registration of Plan 30320, which is located perpendicular to and west of Park Drive, is hereby named Upper Carnarvon Road; and,*
- 2) That road dedicated by the registration of Plan 27260, being located east of Park Drive and adjacent to lots 1 through 10 and 12 through 25, is hereby named Carnarvon Road.*
- 3) That road dedicated by the registration of plan 31987 is hereby named Carnarvon Place.*

- b. Council minutes, June 23, 2014 re: Invasive Species Review. Referred to Operational Services Committee from Council June 23/14.

Trevor Kushner, Director of Engineering and Operational Services reviewed the recent eradication treatments being done on some sites of Japanese knotweed in the community by contractors with the Ministry of Highways. The eradication process, timelines and costs were reviewed. The Director advised that a program for Port Hardy to start eradication will be presented in the 2015 capital budget for Council's review.

The Committee discussion included: locations of knotweed in the community, the need for education, signage, eradication in the most problem areas and enforcement methods.

The Committee requested staff post information on the District of Port Hardy website regarding invasive plant species and links to outside agencies / programs.

8. Next Meeting: October 16  
Upcoming Meeting dates: November 20, December 18

9. Adjournment:  
THAT we adjourn

Time: 4:50pm

OP SCVS  
2014-028  
CONFIRM  
CARNARVON  
ROAD NAMES

POST INVASIVE  
SPECIES INFO TO  
WEBSITE

OP SCVS  
2014-029  
ADJOURNMENT





**MINUTES  
DISTRICT OF PORT HARDY  
SUSTAINABILITY COMMITTEE MEETING OF  
SEPTEMBER 9, 2014 AT 4:00 PM  
MUNICIPAL HALL, 7360 COLUMBIA STREET**

**Present:** Chair Councillor Jessie Hemphill,  
Councillors John Tidbury, Nikki Shaw,

Rick Davidge, CAO

**Regrets:** Councillor Debbie Huddleston

AGENDA  
APPROVED

MINUTES  
MAY 12/14  
APPROVED

Call to Order

Time: 4:00 pm

1. Approval of Agenda

Moved/Seconded/Carried

THAT the agenda be approved as presented.

2. Minutes

Minutes of the meeting May 12, 2014.

Moved/Seconded/Carried

THAT the minutes of May 12, 2014 be adopted as presented.

3. Delegation

None

4. Business Arising Unfinished Business

Action Items Review, was received as information

Review of bear reports, (was received as information.

a. T. Kushner, Director of Engineering and Operational Services (July 10/14)

b. Email from S/Sgt. G. Brownridge, RCMP (July 8/14)

In general bear reports seem to be down considerably compared to the past year.

5. Correspondence

None

6. Staff Reports

None

7. New Businesss

a. Discussion regarding the future format of the Sustainability Committee

**DRAFT**

*District of Port Hardy*  
*Sustainability Committee - Minutes of the meeting held September 9, 2014*

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FUTURE  
FORMAT OF  
THE  
SUSTAINABILITY  
COMMITTEE

The Committee discussed the future roles and format for the group. An ad hoc group, to meet when needed, could be considered by the next Mayor and Council.

NEXT MEETING  
DATE

8. Next Meeting Date  
To be advised

ADJOURNMENT

9. Adjournment  
The meeting adjourned.

Time: 4:17 pm


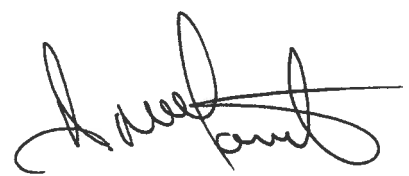
***DRAFT***

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
004517	04/09/2014	00044	ACKLANDS - GRAINGER INC.	1,498.98	
004518	04/09/2014	01375	ADT SECURITY SERVICES CA	85.05	
004519	04/09/2014	02514	Alsco	387.87	
004520	04/09/2014	00829	ANA'S HARDY CLEAN	2,457.44	
004521	04/09/2014	00046	ANDREW SHERET LTD.	2,437.97	
004522	04/09/2014	00047	B.C. HYDRO	40,102.71	
004523	04/09/2014	02981	Bates Engineering	2,358.30	
004524	04/09/2014	01145	BLACK CAT REPAIRS	418.55	
004525	04/09/2014	02399	CaseWare International I	577.50	
004526	04/09/2014	00281	CHEVRON CANADA LTD.	839.08	
004527	04/09/2014	01433	COMOX PACIFIC EXPRESS LT	434.96	
004528	04/09/2014	02828	Corix Control Solutions	646.94	
004529	04/09/2014	02822	Corix Water Products LP	2,131.50	
004530	04/09/2014	00218	DB PERKS AND ASSOCIATES	344.02	
004531	04/09/2014	01901	DENNISON, MELINDA	190.39	
004532	04/09/2014	01476	DOR-TEC SECURITY LTD.	115.25	
004533	04/09/2014	02140	DOUG LLOYD CONTRACTING	151.20	
004534	04/09/2014	02983	GEORGIA STRAIT LINE PAIN	1,512.00	
004535	04/09/2014	01860	GREYHOUND COURIER EXPRES	15.04	
004536	04/09/2014	02860	Grove-Crossman Equipment	114.24	
004537	04/09/2014	00235	HARDY BAY MACHINE WORKS	348.85	
004538	04/09/2014	00052	HARDY BUILDERS' SUPPLY	179.20	
004539	04/09/2014	00063	HOME HARDWARE BUILDING C	158.04	
004540	04/09/2014	01927	JET ICE LTD	1,034.59	
004541	04/09/2014	00065	K & K ELECTRIC LTD.	157.50	
004542	04/09/2014	02600	Kushner, Trevor	759.65	
004543	04/09/2014	02883	Lekker Food Distributors	1,366.46	
004544	04/09/2014	02985	Lovestrom, Nelson	1,260.00	
004545	04/09/2014	00069	MACANDALE'S	197.17	
004546	04/09/2014	02007	MARSHALL WELDING AND FAB	277.76	
004547	04/09/2014	00328	MERCER, SEAN	465.80	
004548	04/09/2014	00014	MINISTER OF FINANCE	2,765.50	
004549	04/09/2014	00585	Minister of Finance	1,917.30	
004550	04/09/2014	00588	Minister of Finance	315.00	
004551	04/09/2014	00122	Northcall Communications	73.92	
004552	04/09/2014	00487	O.K. Paving Company	57,225.00	
004553	04/09/2014	02749	Orach Enterprises Ltd.	2,491.11	
004554	04/09/2014	00217	ORKIN CANADA CORPORATION	78.75	
004555	04/09/2014	00013	PACIFIC BLUE CROSS	7,744.79	
004556	04/09/2014	02071	PACIFICUS BIOLOGICAL SER	10,919.83	
004557	04/09/2014	00769	Praxair Distribution	840.00	
004558	04/09/2014	02374	Providence Place Society	1,000.00	
004559	04/09/2014	00080	PUROLATOR INC.	308.92	
004560	04/09/2014	00279	REDDEN NET CO. (PORT HAR	22.40	
004561	04/09/2014	02493	Roberts, Gordon	639.37	
004562	04/09/2014	02522	Strathcon Industries	449.75	
004563	04/09/2014	00088	Swiftsure Petroleum Dist	31.08	
004564	04/09/2014	02982	Temp-Pro Refrigeration L	12,307.68	
004565	04/09/2014	00150	THE SOURCE	20.99	
004566	04/09/2014	02535	Time Business Machines L	529.21	
004567	04/09/2014	01026	VIMAR EQUIPMENT LTD.	1,111.73	
004568	04/09/2014	02850	VWR International Co.	1,645.69	
004569	04/09/2014	00164	Xerox Canada Ltd.	2,283.42	
004570	05/09/2014	00040	MINISTER OF FINANCE (SCH	198.17	
004571	11/09/2014	00044	ACKLANDS - GRAINGER INC.	170.97	
004572	11/09/2014	00437	ACME SUPPLIES LTD.	768.12	
004573	11/09/2014	00046	ANDREW SHERET LTD.	1,095.17	
004574	11/09/2014	01058	APLIN & MARTIN CONSULTAN	2,436.00	
004575	11/09/2014	01836	ARIES SECURITY LTD.	3,480.75	
004576	11/09/2014	01805	BUSY B'S DISTRIBUTING	201.10	
004577	11/09/2014	00018	CANADIAN RED CROSS SOCIE	61.60	
004578	11/09/2014	00281	CHEVRON CANADA LTD.	1,164.00	
004579	11/09/2014	01433	COMOX PACIFIC EXPRESS LT	107.51	
004580	11/09/2014	02822	Corix Water Products LP	952.00	
004581	11/09/2014	02817	Cummins Western Canada	11,403.86	
004582	11/09/2014	00054	DAVE LANDON MOTORS LTD.	300.94	
004583	11/09/2014	00275	Davidge, Rick	904.31	
004584	11/09/2014	00098	DUNCAN ELECTRIC MOTOR LT	6,324.37	
004585	11/09/2014	00020	E.J. KLASSEN MOTORCADE L	145.15	
004586	11/09/2014	02987	Gravelle, Gregory	760.00	
004587	11/09/2014	00063	HOME HARDWARE BUILDING C	233.83	

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
004588	11/09/2014	02069	IMMEDIATE IMAGES INC.	103.95	
004589	11/09/2014	02813	Iridia Medical	105.00	
004590	11/09/2014	02606	Island Communications Lt	1,680.00	
004591	11/09/2014	00253	Keta Cable	266.48	
004592	11/09/2014	02600	Kushner, Trevor	230.18	
004593	11/09/2014	00033	NAPA AUTO PARTS/PORT HAR	262.84	
004594	11/09/2014	01014	NICKERSON, SCHELL	35.00	
004595	11/09/2014	01645	NORTH ISLAND COMMUNICATI	815.36	
004596	11/09/2014	01559	NORTH ISLAND LABORATORIE	841.58	
004597	11/09/2014	00027	NORTH ISLAND VETERINARY	279.41	
004598	11/09/2014	00075	O.K. TIRE STORE (PORT HA	29.07	
004599	11/09/2014	02749	Orach Enterprises Ltd.	1,678.57	
004600	11/09/2014	00810	Plumbing Officials Assoc	325.00	
004601	11/09/2014	00769	Praxair Distribution	121.46	
004602	11/09/2014	02766	PROFIRE EMERGENCY EQUIPM	1,073.83	
004603	11/09/2014	00080	PUROLATOR INC.	36.27	
004604	11/09/2014	00107	RECEIVER GENERAL FOR CAN	20,368.78	
004605	11/09/2014	00187	REGIONAL DISTRICT OF MT	9,733.77	
004606	11/09/2014	02935	Roper Greyell LLP	418.88	
004607	11/09/2014	00089	THE HOBBY NOOK	22.40	
004608	11/09/2014	01884	Tru Hardware	20.15	
004609	11/09/2014	02502	Tuff Marine Products Ltd	14,236.95	
004610	11/09/2014	02067	Vancouver Island Economi	525.00	
004611	11/09/2014	02850	VWR International Co.	27.96	
004612	18/09/2014	02514	AlSCO	118.08	
004613	18/09/2014	00046	ANDREW SHERET LTD.	208.32	
004614	18/09/2014	00073	BLACK PRESS GROUP LTD.	1,222.33	
004615	18/09/2014	02468	Canwest Propane	701.47	
004616	18/09/2014	00281	CHEVRON CANADA LTD.	1,205.72	
004617	18/09/2014	01724	CHYNA SEA VENTURES LTD.	210.00	
004618	18/09/2014	01433	COMOX PACIFIC EXPRESS LT	42.41	
004619	18/09/2014	02488	Dorward, Janet	644.16	
004620	18/09/2014	01860	GREYHOUND COURIER EXPRES	61.95	
004621	18/09/2014	00058	GUILLEVIN INTERNATIONAL	209.44	
004622	18/09/2014	02499	Hemphill Jessie	620.23	
004623	18/09/2014	01524	JOHN BROOKS COMPANY LTD.	1,207.31	
004624	18/09/2014	02807	Johnson Security Solutio	443.52	
004625	18/09/2014	00065	K & K ELECTRIC LTD.	849.51	
004626	18/09/2014	02600	Kushner, Trevor	122.76	
004627	18/09/2014	00069	MACANDALE'S	513.12	
004628	18/09/2014	02489	Marcotte, Rick	1,001.16	
004629	18/09/2014	02007	MARSHALL WELDING AND FAB	643.00	
004630	18/09/2014	01777	MCCARRICK, ALLISON	718.19	
004631	18/09/2014	00033	NAPA AUTO PARTS/PORT HAR	59.59	
004632	18/09/2014	01559	NORTH ISLAND LABORATORIE	52.50	
004633	18/09/2014	00187	REGIONAL DISTRICT OF MT	4,829.90	
004634	18/09/2014	00161	TELUS MOBILITY (BC)	1,043.33	
004635	18/09/2014	02177	THE FIRE SHOP	1,024.18	
004636	18/09/2014	00011	Tidbury, John	499.11	
004637	18/09/2014	01026	VIMAR EQUIPMENT LTD.	3,054.02	
004638	18/09/2014	02837	Waterhouse Environmental	5,998.72	
004639	18/09/2014	00164	Xerox Canada Ltd.	13.16	
004640	25/09/2014	00735	A.C.E. COURIER SERVICES	118.10	
004641	25/09/2014	00044	ACKLANDS - GRAINGER INC.	675.95	
004642	25/09/2014	00302	BUILDING OFFICIALS' ASSO	315.00	
004643	25/09/2014	01805	BUSY B'S DISTRIBUTING	182.25	
004644	25/09/2014	02882	Catalys Lubricants Inc.	116.85	
004645	25/09/2014	01433	COMOX PACIFIC EXPRESS LT	143.16	
004646	25/09/2014	02730	CUPE Local 401	484.04	
004647	25/09/2014	00058	GUILLEVIN INTERNATIONAL	1,338.40	
004648	25/09/2014	01985	Harbour Signs Ltd.	483.84	
004649	25/09/2014	00052	HARDY BUILDERS' SUPPLY	1,057.08	
004650	25/09/2014	00063	HOME HARDWARE BUILDING C	240.02	
004651	25/09/2014	00194	INT'L UNION OPERATING EN	1,212.93	
004652	25/09/2014	00273	JM'S MOBILE WELDING INC	498.40	
004653	25/09/2014	01167	JUST RITE PRECISION SHAR	302.40	
004654	25/09/2014	00065	K & K ELECTRIC LTD.	157.50	
004655	25/09/2014	02007	MARSHALL WELDING AND FAB	1,499.41	
004656	25/09/2014	00075	O.K. TIRE STORE (PORT HA	57.07	
004657	25/09/2014	00217	ORKIN CANADA CORPORATION	78.75	
004658	25/09/2014	00769	Praxair Distribution	30.13	

Cheque #	Pay Date	Vendor #	Vendor Name	Paid Amount	Void
004659	25/09/2014	00080	PUROLATOR INC.	64.45	
004660	25/09/2014	00107	RECEIVER GENERAL FOR CAN	17,607.32	
004661	25/09/2014	01523	RECEIVER GENERAL FOR CAN	756.77	
004662	25/09/2014	02349	Silver King Ventures Ltd	456.75	
004663	25/09/2014	02272	WAJAX EQUIPMENT	136.84	
004664	25/09/2014	01854	ZEE MEDICAL CANADA CORPO	229.99	
004665	30/09/2014	00428	LAND TITLE AND SURVEY AU	337.27	
Total:				307,589.05	

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



## DISTRICT OF PORT HARDY STAFF REPORT

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**TO:** Council  
**FROM:** Allison McCarrick, DFS  
**SUBJECT:** Policy changes CP2.2, CP2.4 (page 1), CP2.10 (page 1), Appendix A CP2.1 and CP2.10  
**DATE:** September 18, 2014

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### **Purpose**

To change and authorize signing authorities and their limitations within the specific policies that govern this authority.

### **Background Summary**

The District has created new managerial positions of employment within the District and these positions require Council approved signing authority spending thresholds.

*The required changes and additions are as follows:*

Name changes:	Administrator <b>to</b> Chief Administrative Officer	
	Financial Administrator <b>to</b> Director of Finance	
	Director of Operational Services <b>to</b> Director of Engineering & Operational Services	
Additions:	Manager of Operations	
	Manager of Community Services	
Spending limits:	Director of Engineering & Operational Services	\$20,000
	Manager of Operations	\$10,000
	Manager of Community Services	\$10,000

*"Housekeeping" items throughout the policies due to the above changes.*

### **Finance Committee Recommendation:**

*"THAT Council policies CP2.2, CP2.4, CP2.10 and Appendix A attached to CP2.1 and PC2.10 be amended as presented".*

## 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: September 15, 2014

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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	 \$1,000
 Mayor (purchase card holder)	 \$3,000
 Mechanic (purchase limit non-purchase cardholder)	 \$1,000

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

Approved: April 14, 1999

Last Amended: September 15, 2014

POLICY # CP2.4

Page 1 of 3

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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

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 \$1,000.00 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.



## DISTRICT OF PORT HARDY

### POLICY MANUAL

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#### COUNCIL POLICY FINANCE

##### PURCHASE CARD POLICY

Approved: April 14, 1999

Last Amended: September 15, 2014

POLICY # CP2.4

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- 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

### POLICY MANUAL

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#### COUNCIL POLICY FINANCE

##### PURCHASE CARD POLICY

Approved: April 14, 1999

Last Amended: September 24, 2013

POLICY # CP2.4

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#### Appendix A

##### District of Port Hardy

##### Agreement to Accept the Current Provider's Purchase Card

Your participation in the District of Port Hardy Purchase Card Program is a convenience that carries responsibilities along with it. Although the card is issued in your name, it should be considered company property and should be used with good judgment. Your signature below verifies that you understand the Purchase Card Program guidelines outlined below and agree to comply with them.

The Purchase Card is provided to employees based on their need to purchase business-related goods and services. A card may be revoked at any time based on change of assignment or location. The card is not an entitlement nor reflective of title or position.

1. The card is for business-related purchases only; personal charges are not to be made to the card.
2. You are the only person entitled to use the card and are responsible for all charges made against the card.
3. Improper use of the card can be considered misappropriation of company funds which may result in disciplinary action, up to and including termination.
4. All charges are billed directly to and paid directly by the company. Any personal charges on the card could be considered misappropriation of company funds since the Cardholder cannot pay the bank directly.
5. Cardholders are expected to comply with internal control procedures in order to protect company assets. This includes keeping receipts, reconciling the current provider's monthly memo statements and following proper card security measures.
6. Cardholders are responsible for reconciling their Purchase Card monthly memo statement and resolving any discrepancies by contacting the District's finance department.
7. A lost or stolen card should be reported immediately by telephone to the current provider's Purchase Card Service Centre. Refer to the Finance Department for the purchase card provider's phone number. This number is given to the employee when accepting the purchase card and signing this agreement.
8. A Cardholder must surrender his or her card upon termination of employment (i.e. retirement or voluntary/involuntary termination). At this point, no further use of the account is authorized.

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Cardholder Signature

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Purchase Card Coordinator Signature

---

Cardholder Printed Name

---

Purchase Card Coordinator Signature

---

Date

---

Date

## DISTRICT OF PORT HARDY

### POLICY MANUAL

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#### COUNCIL POLICY FINANCE

---

#### TENDERS AND QUOTES

Approved: May 10, 1995 Amended:  
Last Amended: September 15, 2014

POLICY # CP2.10

Page 1 of 5

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- 1) The following procedures will apply to the purchase of goods and services for the District of Port Hardy in an effort to encourage competition in the local economy where possible and to obtain the best prices without compromising quality.
  - a) Quotations (three (3) whenever possible), for individual amounts \$1,001 to \$5,000. These quotations may be obtained by use of telephone, fax, email, or in person. Verbal refusal may count as request for quote.
  - b) Written quotations (three (3) required) for individual amounts \$5,001 to \$25,000. Written refusal may count as request for quote. Website and local newspaper advertising are required. (Minimum one (1) ad) Requests for written quotations over \$10,000.00 require authorization by the appropriate approved spending signing authority.
  - c) RFP (Request for Proposal) or Tenders are required for all contracted goods and services purchases exceeding \$25,000.

Website and local newspaper advertising are required (Minimum one (1) ad).

In addition to website and local newspaper advertising, contracted goods and services purchases exceeding \$75,000 require additional electronic advertising on the BC Bid website. If desired, further electronic advertising may be done on the Civic Info website, but this is not mandatory.

Requests for proposals and tenders require authorization by the appropriate approved spending signing authority.

Purchases greater than \$200,000 will be forwarded to Council for award.

RFP – An invitation for suppliers to submit a proposal on a specific commodity or service. It is used when there are alternative ways to meet a specific need. The supplier is invited to propose what they consider the best way of meeting the District's need. The RFP process brings structure to the procurement decision and allows the risks and benefits to be identified clearly upfront. The RFP purchase process is lengthier than the others, so it is used only where its advantages outweigh any disadvantages and delays caused.

Tender – An invitation that solicits competitive bids. Tenders are appropriate when detailed specifications are available. Tenders can be evaluated against clearly stated criteria and specifications. The bids and prices are provided without condition and the award is made without negotiation, notwithstanding the District's right to negotiate with the successful vendor after the award has been made.

# DISTRICT OF PORT HARDY

## POLICY MANUAL

### COUNCIL POLICY FINANCE

---

#### TENDERS AND QUOTES

Approved: May 10, 1995 Amended:  
Last Amended: September 15, 2014

POLICY # CP2.10

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#### 2) Trade Investment and Labour Mobility Agreement (TILMA)

TILMA requires that government and public entities remove impediments across all economic sectors between the provinces of BC and Alberta. Specifically, TILMA obligates public entities to ensure there is:

No obstacles- Government standards and regulations cannot restrict or impair trade, investment or labour mobility between the two provinces.

Non-discrimination- There will be no preferential treatment of a province's people, investments and goods, except for justified actual cost-of-service differences.

TILMA applies to all government procurement. It requires open and non-discriminatory procedures in the purchase of:

Goods or Services of \$75,000 or greater  
Construction of \$200,000 or greater

All procurement that meets the criteria under TILMA shall be posted through an electronic tendering system. In BC this service is available through BC Bid: [www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca)

Municipalities in Canada are required to comply with Annex 502.4 of the "Agreement on Internal Trade" (AIT). The purpose of this agreement is to eliminate inter-provincial trade barriers.

- 3) All small item purchases should be grouped together to be purchased by tender. This requires the Department Heads coordinating such purchases so that costs or prices may be reasonably competitive.
- 4) RFPs and Tenders must clearly convey to the suppliers that:
- a) The District will not necessarily accept the lowest or any bid.
  - b) Bid deposits or surety may be prescribed on purchase notices inviting bids.
  - c) The District may require a performance bond before entering a bid-based contract and in such amounts as shall be found necessary to protect the best interests of the District. Unsuccessful bidders shall be entitled to a refund of deposit or surety without interest on funds or deposits. The policy on deposits on land sales by the District is covered under separate policy.

## DISTRICT OF PORT HARDY

### POLICY MANUAL

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#### COUNCIL POLICY FINANCE

---

##### TENDERS AND QUOTES

Approved: May 10, 1995 Amended:

Last Amended: September 15, 2014

POLICY # CP2.10

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#### 5) Receiving of RFP and Tenders:

- a) All envelopes shall be stamped or handwritten with the time of receipt (date, hour and minutes).
- b) A list of submissions received shall be kept.
- c) All submissions must be kept in a secure place.
- d) RFPs and Tenders submitted via facsimile machine or a PDF emailed document are acceptable unless expressed in writing otherwise.
- e) Amendments or revisions can be received via fax or email provided they are received in full by the closing date unless such is expressly not permitted. The District will not bear any responsibility for non-receipt or delayed receipt of faxes or email or for technical failure of equipment. Proponents sending documents close to closing deadline are advised to call the District office to ensure their documents have been received.
- f) Revision to the submission is attached to the relevant submission and must only show an increase or reduction.
- g) The District staff should attempt to notify the submitter of any obvious irregularities in the receipt of the submission prior to opening.

#### 6) Opening of RFPs and tenders:

- a) The opening shall at all times be formal, correct and well documented.
- b) An opening record shall list the names of the submitters, the amount of the submissions, and the revised prices (if any). Names and signatures of the District personnel attending the opening must be attached. The names of all people in attendance and their affiliations must be noted.
- d) All document openings must have the following senior staff in attendance:
  - i. Administrator or designate.
  - ii. Department Head or designate responsible for the RFP or Tender.
  - iii. For awards greater than \$200,000.00 a member of Council shall be present.
- e) All pertinent data/information must be noted.

## DISTRICT OF PORT HARDY

### POLICY MANUAL

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#### COUNCIL POLICY FINANCE

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#### TENDERS AND QUOTES

Approved: May 10, 1995 Amended:  
Last Amended: September 15, 2014

POLICY # CP2.10

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- f) The District staff should check their watches or clocks prior to the opening time to ensure their accuracy and to ensure the submissions are not opened prematurely.
- g) Each submission is to be received in the form prescribed.
- h) All late submissions shall be returned to the sender unopened with the envelope marked "Late Submission/Unopened".
- i) Under no circumstance is the District staff to give an indication of who the successful submitter is until directed by the Chief Administrative Officer or designate.

#### 7) POST TENDER NEGOTIATION

The District may negotiate changes to the submission with the awarded bidder only.

#### 8) EXEMPTIONS:

Costs directly related to court actions and damage claims.  
Subscriptions, publications, dues and fees.  
Electricity accounts.  
Travel expenses or advances including mileage and lodgings.  
Salaries, wages.  
Municipal and inter-municipal grants, fees and payments.  
Fees for exams, courses and conventions, etc.  
Property purchases.  
Insurance premiums, (Municipal Insurance Association and ICBC).  
Employee benefit premiums.  
Supplies drawn from inventory.  
Postal and courier charges.  
Professional Services including legal, audit and consulting services.  
Telecommunication hardware.

#### 9) GIFTS AND GRATUITIES

District employees are expressly prohibited from soliciting or accepting any rebate, gift of gratuity (excepting minor mementos of no value) from any person or firm to which any contract or purchase order may be awarded.

DISTRICT OF PORT HARDY

POLICY MANUAL

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COUNCIL POLICY  
FINANCE

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TENDERS AND QUOTES

Approved: May 10, 1995 Amended:  
Last Amended: September 15, 2014

POLICY # CP2.10

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10) SOLE SOURCE PURCHASES

Sole source purchases occur in circumstances where one supplier is considered. Sole source purchases can be rationalized under the following circumstances:

Monopoly – In cases where the market is controlled by a statutory or natural monopoly.

Technical Compatibility – To ensure compatibility with existing technology.

Specialized Services – If the expertise or product exists with one supplier only.

Emergency or Time Sensitive Situations – In cases when the need for a service is under a tight timeline or otherwise necessary immediately.

11) EMERGENCY CONTINGENCY

Management shall have authority to bypass policy and procedures in the event of an emergency such as a natural disaster or a labour dispute, or where the cost or delay to the Municipality would be prohibitive. However, staff must record all purchases made during emergency situations.

Note: Purchasing Policy Matrix follows

District of Port Hardy Purchasing Policy Matrix (All prices exclusive of taxes)							POLICY		CP 2.10 and CP 2.1	
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					
≤ \$1,000 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 \$1,000 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					
\$1,001-\$5,000 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)					
\$5,001-\$25,000 per item or aggregate	Purchase card or purchase order	By invitation and 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 this 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)					
> \$25,000	Purchase order or contract /agreement	By invitation	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, the invitation must be advertised in the local newspaper and on the District website. For RFPs and Tenders over \$75,000 advertising must be completed in the local newspaper, on the District website and on the BC Bid website.					





## DISTRICT OF PORT HARDY

### BYLAW NO. 1032-2014

#### A Bylaw to Establish a Board of Variance and Procedures

**WHEREAS** the *Local Government Act* requires that where a local government has adopted a zoning bylaw, it must establish a Board of Variance;

**AND WHEREAS** the Council of the District of Port Hardy has adopted a zoning bylaw;

**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 Board of Variance Bylaw No. 1032-2014".

#### **PART 2 REPEAL**

2.1 District of Port Hardy Board of Variance Bylaw No. 09-2006 is hereby repealed.

#### **PART 3 DEFINITIONS**

3.1 In this Bylaw, the following definitions apply:

*Applicant* means the registered owner of property, or an agent acting on behalf of the registered owner of property who has been authorized in writing by the registered owner to act as the owner's agent.

*Application* means an Application for Minor Variance or Exemption submitted to the District of Port Hardy to request an order for a minor variance by the District of Port Hardy Board of Variance in accordance with the provisions of the *Local Government Act*.

*Board* means the District of Port Hardy Board of Variance.

*Council* means the Council of the District of Port Hardy.

*District* means the District of Port Hardy.

*Exemption* means an exemption granted by the District of Port Hardy Board of Variance from compliance with section 911(5) of the *Local Government Act*, that prohibits a structural alteration or addition to a building or structure in which a non-conforming use is continued in all or any part of it. An exemption must only be granted on the basis that compliance with such prohibition would cause undue hardship.

*Member* means a person appointed to the Board of Variance by Council.

*Minor Variance* means the granting of approval by the District of Port Hardy Board of Variance to allow a deviation from a requirement associated with a regulation enacted by bylaw, of no more than twenty-five percent (e.g. reduction in the front yard setback from 10 metres to 7.5 metres). A minor variance must only be approved on the basis that compliance with the regulation would cause undue hardship.

*Secretary or Secretary of the Board* means the Corporate Officer of the District of Port Hardy, or person designated by the Corporate Officer to act in this capacity.

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#### **PART 4 ESTABLISHMENT OF BOARD AND APPOINTMENT OF MEMBERS**

- 4.1 The District of Port Hardy Board of Variance is hereby established. The Board shall consist of three (3) members appointed by Council.
- 4.2 The term of office for members is three (3) years, however members may be reappointed for further terms by Council.
- 4.3 Council may appoint a member as successor to complete the remainder of a term of office of a member that resigns, whose appointment is rescinded by Council, or who is otherwise unable to complete their term of office. Alternatively, Council may appoint a new member and term of office to rectify a member vacancy.
- 4.4 No person who is a member of Council or is an officer or employee of the District is eligible to be appointed as a member of the Board.
- 4.5 If a member ceases to hold office, the remaining members constitute the Board until a new member can be appointed by Council.
- 4.6 Council may rescind the appointment of a member of the Board at any time.

#### **PART 5 MEETINGS OF THE BOARD**

- 5.1 The Board shall meet on an as needed basis to deal with requests for an order as provided for by the Local Government Act. Meetings of the Board will be coordinated by the Secretary in this regard.
- 5.2 A quorum is required to conduct a meeting of the Board. A quorum of the Board is a majority of its members which is therefore constituted by two (2) members. If a meeting of the Board is attended by only two members and matter is voted upon that results in a tie vote, then the matter that was voted upon is deemed to be defeated.
- 5.3 If a quorum is not present within fifteen minutes after the scheduled time of the meeting, the Secretary shall record the names of those present, and such meeting is deemed to have been cancelled. The Secretary shall reschedule the Board meeting accordingly.

#### **PART 6 CHAIR TO PRESIDE AT MEETINGS**

- 6.1 The members of the Board shall elect one of their members as Chair to preside at the Board's meetings.
- 6.2 The Chair may appoint a member of the Board to act as Acting Chair to preside in the absence of the Chair.

#### **PART 7 SECRETARY OF THE BOARD**

- 7.1 The Secretary shall:
  - 7.1.1 receive applications;
  - 7.1.2 notify the members upon receipt of an application and coordinate a meeting of the Board to consider such application;
  - 7.1.3 prepare, maintain and preserve the agendas, minutes and other business of the Board;
  - 7.1.4 ensure proper notification is given to all owners and tenants in accordance with the *Local Government Act* and this Bylaw; and
  - 7.1.5 maintain a record of all Board decisions and ensure the record is available for public inspection during the District's normal business hours.

- 7.2 Upon submission of an application, the Secretary shall examine it for completeness and may request the applicant provide additional information in order to facilitate a thorough understanding and proper consideration of the application.

## **PART 8 APPLICATIONS**

- 8.1 An applicant must complete an application in the form prescribed by the District and submit same to the Secretary, together with:
- 8.1.1 the application fee as set out in the District's User Rates and Fees Bylaw;
  - 8.1.2 A copy of a Certificate of Title or title search, with a date not more than thirty (30) days from the date of application with respect to the property subject to the application;
  - 8.1.3 One copy of plans and specifications which must include metric measurements, of the subject property and buildings or structures thereon, showing all applicable information; and,
  - 8.1.4 Any other information deemed necessary by the Secretary.
- 8.2 Should the Secretary determine that the application is complete in that it includes the information necessary to facilitate a thorough understanding and proper consideration of the application, the Secretary shall proceed to process the application as described herein.

## **PART 9 NOTIFICATION AND AGENDA**

- 9.1 Not less than 10 days before the date set for a meeting of the Board to consider an application, the Secretary shall mail or otherwise deliver notice of the application and meeting to:
- 9.1.1 the applicant;
  - 9.1.2 the owner(s) and tenants(s) in occupation of the property that is the subject of the application; and,
  - 9.1.3 the owner(s) and tenant(s) in occupation of any property that is adjacent to the property that is the subject of the application.
- 9.2 A notice given in relation to an application shall state the subject matter of the application and the time, date and location of the meeting where the application will be heard by the Board.
- 9.3 The obligation to give notice under section 9.1 must be considered satisfied if a reasonable effort to mail or otherwise deliver the notice was made.
- 9.4 At least 10 days prior to the date set for the meeting of the Board, the Secretary shall prepare an agenda of all applications to be considered at the meeting and mail or otherwise deliver (by email, facsimile or by hand) such agenda to the Board members.

## **PART 10 CONDUCT OF BOARD MEETING**

- 10.1 A meeting of the Board to consider an application shall be open to the public except those meetings or portions of meetings that are closed to the public under the provisions of Section 90 of the *Community Charter*.
- 10.2 As each application is heard, the Chair shall provide the applicant with the first opportunity to present input, and thereafter, the Chair shall permit the owner(s) and tenant(s) in occupation of any property that is adjacent to the property that is the subject of the application, to present input in such sequence as the Chair may direct, until all parties have been afforded an opportunity to present their input. The Chair may also call upon District staff to provide input or information as necessary.

- 10.3 The Chair shall call upon the Secretary to provide the Board with copies of any correspondence that has been received with respect to an application.
- 10.4 The Board may adjourn a meeting from time to time as the Board may deem advisable in order to view the property subject to the application and surrounding lands or to obtain additional information, and may reconvene the meeting without further notice if the time, date and location of the reconvened meeting is announced at the time of adjournment of the meeting.
- 10.5 Input at a Board meeting may be given verbally or in writing.
- 10.6 If an applicant does not appear at a meeting or at a reconvened meeting after an adjournment of a meeting, the Board may proceed to make its decision with respect to the application in the applicant's absence.
- 10.7 The Chair may exclude any person from a Board meeting whose behaviour interferes with the proper conduct of the meeting

## **PART 12 DECISION OF THE BOARD**

- 12.1 The decision of the Board shall be by a majority of those members present at the meeting.
- 12.2 The Secretary shall send by mail or otherwise deliver (by email, facsimile or by hand) the decision of the Board to the applicant within 10 days of the meeting at which the Board rendered its decision.
- 12.3 A decision of the Board is final.
- 12.4 If a minor variance or exemption is approved by the Board and the applicant is required to obtain a Building Permit as per the District's Building Bylaw to implement the requested minor variance or exemption, a completed Application for Building Permit must be submitted to the District within one (1) year of the date of the Board's decision to approve the minor variance or exemption. Failure to do so shall mean the Board's decision with respect to the minor variance or exemption shall expire and no longer be in force and effect.

## **PART 13 SEVERABILITY**

- 13.1 If any portion of this Bylaw is for any reason held invalid by the decision of a court of competent jurisdiction, then the invalid portion shall be severed from this Bylaw and such decision does not affect the validity of the remaining portion of this Bylaw.

Read a first, second and third time on the 9<sup>th</sup> day of September, 2014.

Adopted on the        day of        , 2014.

\_\_\_\_\_  
Director of Corporate &  
Development Services

\_\_\_\_\_  
Deputy Mayor

Certified a true copy of Bylaw No. 1032-2014 as adopted.

\_\_\_\_\_  
Director of Corporate & Development Services



## DISTRICT OF PORT HARDY

### BYLAW NO. 1033-2014

#### A Bylaw to Amend the Animal Care and Control Bylaw

**WHEREAS** the Council of the District of Port Hardy deems it expedient to amend Animal Care and Control Bylaw No. 11-2012;

**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 Animal Care and Control Bylaw Amendment Bylaw No. 1033-2014".

#### **PART 2 AMENDMENTS**

- 2.1 District of Port Hardy Animal Care and Control Bylaw No. 11-2012 is hereby amended as follows:

- a) The definition "Animal Control Officer" in section 2.1 is hereby deleted and replaced with the following new definition "Animal Control Officer":

*"Animal Control Officer* means the person or persons or company designated by the Council of the District of Port Hardy to administer and enforce the regulations of this Bylaw, including those matters pertaining to operation of the District of Port Hardy's Animal Shelter."

- b) The definition "Animal Shelter" in section 2.1 is hereby deleted and replaced with the following new definition "Animal Shelter":

*"Animal Shelter* means the facility / property designated by the District of Port Hardy, which is used for the temporary housing and care of animals pursuant to this Bylaw, including animals that have been impounded."

- c) The definition "Bylaw Enforcement Officer" is hereby added to section 2.1 as follows:

*"Bylaw Enforcement Officer* means the Municipal Inspector of the District of Port Hardy, a position authorized by the District to enforce the District of Port Hardy's bylaws including this Bylaw."

- d) The definition "Inspector" in section 2.1 is hereby deleted.

- e) The definition of "Dangerous dog" in section 2.1 is hereby deleted and replaced with the following new definition of "Dangerous Dog":

*"Dangerous Dog* means any dog that:

- i) has killed or seriously injured a person; or
- ii) has killed or seriously injured a domestic animal, while in a public place or while on private property, other than property owned or occupied by the owner or person responsible for the dog; or
- iii) an Animal Control Officer, Bylaw Enforcement Officer or Peace Officer has reasonable grounds to believe is likely to kill or seriously injure a person."

- f) Section 6.1 is hereby deleted and replaced with the following new section 6.1:

"An Animal Control Officer, Bylaw Enforcement Officer or Peace Officer may seize and deliver to the Animal Shelter:

- a) A dog or cat at large;
- b) A dog that is not licenced as per the provisions of section 3. herein; and,
- c) A dangerous dog as per section 8. herein."

- g) Section 6.2 is hereby deleted and replaced with the following new section 6.2:

"A dog or cat seized pursuant to section 6.1 shall be considered impounded at the time and place it comes under the control of the Animal Control Officer, Bylaw Enforcement Officer or Peace Officer."

- h) Section 6.3 is hereby deleted and replaced with the following new section 6.3:

"The Animal Control Officer shall make make all reasonable efforts to determine the identity of the owner of a dog or cat that has been impounded, and to inform the owner that the animal has been impounded."

- i) Section 8.1 is hereby deleted and replaced with the following new section 8.1:

"The classification of a dog as a dangerous dog may be undertaken by an Animal Control Officer, Bylaw Enforcement Officer or a Peace Officer. An owner of dog that has been declared a dangerous dog will be contacted promptly upon classification as such."

- j) Section 8.3 is hereby deleted and replaced with the following new section 8.3:

"An Animal Control Officer, Bylaw Enforcement Officer or a Peace Officer may take the necessary steps to enter on any premises and seize and impound a dangerous dog and may apply to the Provincial Court within 21 days of impoundment of the dangerous dog for an order that the dangerous dog be destroyed."

- k) Section 8.13 is hereby deleted and replaced with the following new section 8.13:

"Except where an Animal Control Officer, Bylaw Enforcement Officer or Peace Officer has made an application to the Provincial Court for an order that a dangerous dog be destroyed, or the Animal Control Officer has determined that the dangerous dog suffers from rabies or other incurable disease and is to be destroyed, or the dangerous dog is in isolation after having bitten a person or domestic animal, the owner of a dangerous dog impounded pursuant to this Bylaw may reclaim such dangerous dog at any time before its destruction, on application to the Animal Control Officer. The applicant must show proof of ownership of the dangerous dog, make payment of all fees, costs and charges incurred in respect of the seizure and impoundment, boarding or maintenance, together with any applicable licensing."

- l) The word "Inspector" in Section 16.1o) is hereby deleted and replaced with the words "Bylaw Enforcement Officer".

- m) Section 16.8b) is hereby deleted and replaced with the following new section 16.8b) as follows:

"make available the register to the Bylaw Enforcement Officer or a Peace Officer for inspection at all reasonable times; and,"

- n) The word "Inspector" in Section 18.3b) is hereby deleted and replaced with the words "Bylaw Enforcement Officer".
- o) Section 18.7b) is hereby deleted and replaced with the following new section 18.7b) as follows:  
"make available the register to the Bylaw Enforcement Officer or a Peace Officer for inspection at all reasonable times."

### **PART 3 SEVERABILITY**

- 3.1 If any portion of this Bylaw is for any reason held invalid by the decision of a court of competent jurisdiction, then the invalid portion shall be severed from this Bylaw and such decision does not affect the validity of the remaining portion of this Bylaw.

Read a first, second and third time on the 9<sup>th</sup> day of September, 2014.

Adopted on the        day of        , 2014.

\_\_\_\_\_  
Director of Corporate &  
Development Services

\_\_\_\_\_  
Deputy Mayor

Certified a true copy of  
Bylaw No. 1033-2014 as adopted.

\_\_\_\_\_  
Director of Corporate & Development Services



## DISTRICT OF PORT HARDY STAFF REPORT

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**TO:** Council  
**FROM:** Allison McCarrick, DFS  
**SUBJECT:** Bylaw 1034-2014 Revenue Anticipation Borrowing Bylaw for 2015  
**DATE:** September 17, 2014

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### **Revenue Anticipation Bylaw 1034-2014 for the year 2015**

#### **Purpose**

To provide for the borrowing of money that may be necessary to meet the current lawful expenditures of the Municipality.

#### **Background Summary**

Revenue Anticipation – CC Sec. 177 – a council may, by bylaw, provide for the borrowing of money that may be necessary to meet current lawful expenditures and pay amounts required to meet the municipality's taxing obligations in relation to another local government or other public body. The debt under this bylaw must not exceed the total of the unpaid taxes for all purposes imposed during the current year, and the money remaining due from other governments. This may include grant money from provincial or federal governments provided that the funding is expected within the year. Typically, these bylaws are adopted at the beginning of each calendar year and are based on 75% of all property taxes imposed for all purposes in the preceding year. The MFA requires borrowings under this section to be repaid upon tax collection. The maximum allowable term is one year. This bylaw does not require approval by the Ministry.

#### **Finance Committee Recommendation:**

*"THAT Bylaw 1034-2014 Revenue Anticipation Borrowing receives First, Second and Third Reading."*





**DISTRICT OF PORT HARDY  
BYLAW 1034-2014  
REVENUE ANTICIPATION BORROWING BYLAW**

A Bylaw to provide for the borrowing of money in anticipation of revenue for the year 2015

WHEREAS the District of Port Hardy may not have sufficient money on hand to meet the current lawful expenditures of the Municipality:

AND WHEREAS it is provided by Section 177 of the *Community Charter* that Council may, by bylaw, without the assent of the electors or the approval of the Inspector of Municipalities, borrow, provide for the borrowing of such sums of money as may be necessary to meet the current lawful expenditures of the Municipality provided that the total of the outstanding liabilities does not exceed the sum of:

- a) The whole amount remaining unpaid of the taxes for all purposes levied during the current year, provided that prior to the adoption of the annual property tax bylaw in any year the amount of taxes during the current year for this purpose shall be deemed to be seventy-five per cent of the taxes levied for all purposes in the immediately preceding year; and
- b) The whole amount of any sums of money remaining due from other governments,

AND WHEREAS the total amount of liability that Council may incur is Three Million Six Hundred and Four Thousand and Five Hundred and Three Dollars (\$3,604,503) being 75% of the whole amount of the taxes levied for all purposes in 2014.

AND WHEREAS there are no liabilities outstanding under Section 177;

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

1. This bylaw may be cited for all purposes as "Bylaw 1034-2014 Revenue Anticipation Borrowing Bylaw for 2015".
2. The Council shall be and is hereby empowered and authorized to borrow upon the credit of the municipality, from the Municipal Finance Authority of British Columbia, an amount or amounts not exceeding the sum of Three Million Six Hundred and Four Thousand and Five Hundred and Three Dollars (\$3,604,503).
3. The form of obligation to be given as acknowledgment of the liability shall be a promissory note or notes bearing the corporate seal and signed by one of the Mayor or Council and one of the Director of Financial Services or the Chief Administrative Officer.
4. All unpaid taxes and the taxes of the current year when levied or so much thereof as may be necessary shall, when collected, be used to repay the money so borrowed.
5. Bylaw 1017-2013 – Revenue Anticipation Borrowing Bylaw for 2014 is hereby rescinded.

Read a first time on the                      day of,                      2014.

Read a second time on the                      day of,                      2014.

Read a third time on the                      day of,                      2014.

Adopted by the Municipal Council on the                      day of,                      2014.

\_\_\_\_\_  
Director of Corporate  
& Development Services

\_\_\_\_\_  
Mayor

Certified to be a true copy of  
District of Port Hardy Bylaw 1034-2014  
Revenue Anticipation Borrowing Bylaw for 2015.

\_\_\_\_\_  
Director of Corporate Services  
& Development Services



**DISTRICT OF PORT HARDY  
BYLAW 1035-2014  
A BYLAW FOR DISTRICT OF PORT HARDY  
USER RATES AND FEES FOR 2015**

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 2015 User Rates and Fees Bylaw No. 1035-2014".

**2. ENACTMENT**

- (a) This bylaw is in effect January 1, 2015.  
(b) District of Port Hardy Rates Bylaw 1016-2013 and all amendments are hereby repealed effective January 1, 2015.

**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    of, 2014.

Read a second time on the    day of, 2014.

Read a third time on the    day of, 2014.

Adopted on the day of, 2014.

Original signed by:

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Director of Corporate  
& Development Services

---

Deputy Mayor

Certified a true copy of  
Bylaw No. 1035-2014 as adopted.

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Director of Corporate  
& Development 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 18mm (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 Owners Grant Act</i> .		25%
3. Quarterly Rates		Rate per Quarter
The rates reflected in this schedule are based on a flat rate billing system, unless indicated.		
1	For each single residential dwelling unit	\$ 98.39
2	For each <b><i>metered</i></b> multi-family residence in excess of two (2) units the <b><i>greater</i></b> of: <b>Level 1:</b> (Multi-unit housing generally with individual unit entry - townhouse or similar) <b>Level 2:</b> (Multi-unit housing generally with one common building entrance - apartment or similar)	\$ 0.88 per cubic meter <b><i>OR</i></b>  \$77.58 per unit  \$73.79 per unit
3	For each office, shop or store	\$ 105.08
4	For each supermarket	\$ 228.32
5	For each bakery	\$ 105.08
6	For each restaurant	\$ 333.57
7	For each lunch room or delicatessen	\$ 143.16
8	For each soda fountain or hot dog stand	\$ 105.08
9	For each hotel/motel - per unit	\$ 18.44
10	For each lounge	\$ 277.85
11	For each beer parlour	\$ 342.02
12	For each Laundromat - per washer	\$ 31.92
13	For each non-profit organization and hall	\$ 105.08
14	For each athletic club	\$ 333.57
15	For each theatre	\$ 105.08
16	For each school - per classroom	\$ 98.53

	<b>SCHEDULE A - WATER RATES</b> (continued)	
17	Light Industrial	
	5 employees or less	\$ 105.08
	6 - 15 employees	\$ 238.12
	16 - 30 employees	\$ 380.10
	Large water users	\$ 595.09
18	For each service station/garage	\$ 105.08
19	For each car wash	
	For 1st stall	\$ 217.57
	Each additional stall	\$ 64.98
20	For each non-residential metered user, a consumption charge of: ( per cubic meter)	\$ 0.74/m <sup>3</sup>
21	For each non-residential metered connection, a flat fee based on meter size: (per quarter)	
	5/8" and 3/4"	\$ 75.00
	1"	\$ 100.00
	1.5"	\$ 150.00
	2"	\$ 200.00
	4" and greater	\$ 400.00
22	For each marina	\$ 295.94
23	For each campground - per stall	\$ 8.09
24	Other users	\$ 105.89
25	Hydrant use - flat fee	\$ 136.62
	Hydrant use - water consumption charge per cubic meter	\$ 1.00/m <sup>3</sup>
26	For each airport hangar	\$ 240.01
27	Underground sprinkling services over one acre for months of June, July & August - per sprinkler head	\$ 7.21
28	For each airport terminal building	\$ 469.64
29	Each wharf providing water to vessels	\$ 106.01
30	For each sawmill	\$ 240.01
31	For each drycleaner	\$ 240.01
32	Each car dealership with a non-commercial car wash stall	\$ 65.48
33	Seagate Pier large vessel meter	\$ 0.88/ m <sup>3</sup>
34	Pool	\$ 319.82
35	Arena	\$ 223.29
36	Hospital - per bed	\$ 22.79
37	Fish Hatchery	\$ 89.19
38	Sani-station	\$ 89.19

## 4. Backflow Preventers

a)	Hose connection vacuum breaker	\$ 25.00
b)	Double check valve assembly (3/4 inch)	\$ 150.00
c)	Reduced pressure type assembly (3/4 inch)	\$ 200.00
d)	All other sizes at cost	at cost

5. **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**

<b>1. Rates - Inspection and Connection Fees</b> Before any owner's sewer is connected to a sewer connection or public sewer, the owner of the lands requiring such connection or his 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 he shall pay to the District a sewer inspection/connection fee as follows:		
a)	where installation of sewer connection exists, for standard 100 mm (4") connection an inspection/connection fee of:	\$ 75.00
b)	Application for any sewer service will be subject to:	
	i. Initial application analysis fee (may be combined with water, 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.		
<b>2. Seniors Discount</b> 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 Owners Grant Act</i> .		
		25%
<b>3 Re-Inspection Fee</b> 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
<b>4 Quarterly Rates - The rates reflected in this schedule are based on a flat rate billing system, unless indicated.</b>		
		Rate per quarter
1	For each residential dwelling unit	\$ 99.79
2	For each office, shop or store	\$ 110.01
3	For each supermarket	\$ 238.59
4	For each bakery	\$ 110.01
5	For each restaurant	\$ 349.63
6	For each lunch room or delicatessen	\$ 149.67
7	For each soda fountain or hot dog stand	\$ 110.01
8	For each hotel/motel - per unit	\$ 19.96
9	For each lounge	\$ 291.78
10	For each beer parlor	\$ 359.24
11	For each Laundromat - per washer	\$ 33.59
12	For each non-profit organization and hall	\$ 110.12
13	For each civic swimming pool	\$ 993.43
14	For each arena	\$ 698.17
15	For each athletic club	\$ 349.63
16	For each theatre	\$ 110.01
17	For each hospital - per bed	\$ 70.22
18	For each school - per classroom	\$ 99.49
19	Light Industrial	
	5 employees or less	\$ 110.01
	6 - 15 employees	\$ 250.14
	16 - 30 employees	\$ 399.20
	Large water users	\$ 658.82



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

		Rate per quarter
20	For each service station/garage	\$ 110.01
21	For each car wash	
	For 1st stall	\$ 182.04
	Each additional stall	\$ 57.00
22	For each cannery	\$ 669.35
23	For each marina	\$ 108.27
24	For each campground - per stall	\$ 8.55
25	Metered sewage per cubic meter	\$ 1.34
26	Other users	\$ 110.01
27	For each airport hangar	\$ 250.14
28	For each airport terminal building	\$ 620.11
29	Fish Hatchery	\$ 115.33
30	Sani Station	\$ 106.87
31	Tipping Fee for Trucked Waste \$ 0.16 per gallon. Saturday, Sunday and Statutory holiday discharges may be completed within regular operating hours with an additional \$ 75.00 callout charge.	-----

**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).  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.  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.	  \$475.00  At cost

**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.	
	<b>Rate Per Quarter</b>
Residential dwelling unit	\$ 25.07
<b>2. Recycling Rates</b>	
Residential dwelling unit	\$ 12.36
<b>3. Transfer Station - residential waste</b>	
The following fees apply to the Transfer Station: (Rates per item)	(a) \$ 1.07 per garbage container or bag (b) \$ 21.41 per level pickup truck (c) \$ 5.36 per tire
<b>4. Tag A Bag sticker</b>	
The fee for tag-a-bag sticker will be (each)	\$ 2.00

**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 Owners 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	\$1800.00
	(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) 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

**SCHEDULE F - BUSINESS LICENCE FEES**

DEFINITION	BASIS OF FEE	FEE (per annum unless otherwise stated)
Category I - Commercial/Industrial 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
Category II - Rental units/spaces Any building containing dwelling units in any zone	Up to 25 units 26 – 50 units Over 50 units	\$ 55.00 \$ 95.00 \$ 165.00
Category III - Home Occupation Any business permitted in residential areas under the Zoning Bylaw	Per business	\$ 110.00
Category IV - Mobile Vending Any business permitted and regulated by Council	Per business	\$ 310.00
Category V - Miscellaneous Business 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
Category VI – Marine 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	\$ 10.00

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 \$57.22 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	\$ 0.43
Monthly/metre	\$ 5.33
Yearly/month/metre	\$ 4.58
<b>All other Moorage</b>	
Daily/metre	\$ 2.25
Monthly/metre	\$ 16.95
Yearly/month/metre	\$ 13.57
<b>Moorage - Live aboard</b>	
Prepaid monthly/metre	\$ 14.63
Prepaid yearly/month/metre	\$ 12.50
Annual service charge paid quarterly in advance	\$1,065.37
The annual service charge does not include moorage and hydro.	
<b>Power</b>	
Prepaid 15 amp service/day	\$ 3.43
Prepaid 30 amp service/day	\$ 4.98
Prepaid 50 amp service/day	\$ 9.96
Prepaid 15 amp service/month	\$ 56.42
Prepaid 30 amp service/month	\$ 87.07
Prepaid 50 amp service/month	\$ 174.14
Live aboard – Prepaid 15 amp service/month	\$ 116.05
Live aboard – Prepaid 30 amp service/month	\$ 145.04
Live aboard – Prepaid 50 amp service/month	\$ 290.08
<b>Other Rates</b>	
Sign space rental per calendar year	\$ 31.21
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	\$ 57.22
Pump out - minimum	\$ 57.22
Sewer pump out	\$ 26.01

**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)	\$ 1.40
<b>Off-Loading Commercial Fishing Vessel</b>	
On or off-loading - the greater of:	
Minimum billing	\$ 55.71
Per hour	\$ 41.23
Per pound (applicable to seafood products)	\$ 0.03
<b>Clean-up Fee</b>	
Per hour as required	\$ 54.10
<b>Moorage - All vessels other than CFV</b>	
Moorage/metre per 24-hour period * Or part thereof * Equivalent of Pleasure Craft daily rate at Small Craft Harbour floats	\$ 2.25

**HARBOUR IMPROVEMENT**

Applies to all Harbour Parking Areas

Rates include applicable taxes

	Rate
<b>Launch Fees</b>	
Non-commercial vessel, per day	\$ 5.20
Non-commercial vessel, (includes vehicle & trailer parking) Annual Resident Pass	\$ 83.25
Commercial fishing vessel, per launch or removal	\$ 10.40
Commercial fishing vessel, (includes vehicle & trailer parking) Annual Commercial Pass	\$ 130.05
<b>Vehicle or trailer parking pass</b>	
Daily	\$ 5.20
Weekly	\$ 15.60
Monthly	\$ 52.00
<b>Vehicle and trailer parking pass</b>	
Daily	\$ 10.40
Weekly	\$ 31.20
Monthly	\$ 104.05



**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.	\$ 10.65 (free with fuel purchase)
Docking - aircraft over 9 metres.	\$ 17.04
Overnight	\$ 17.04
Monthly	\$ 479.42
Passenger Tax	\$ 1.06
Terminal Tenant	As per individual lease
<b>Vessel Moorage Rates</b>	
Annual/metre	\$ 203.78
June 15 to September 15 /per metre	\$ 59.87
Off season/per metre.	\$ 29.51
Daily- per metre/day	\$ 3.02

**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, 2014	Rates Effective Aug. 1, 2015
<b>Rentals, per event</b>			
Tables, each	\$20.00	\$ 5.00	\$ 5.10
Chairs, each	\$20.00	\$ 0.57	\$ 0.57
Pavilion, Beaver Harbour Park	\$20.00	\$ 10.48	\$ 10.67
Twoonie Skate		\$ 1.90	\$ 1.90
Special Event		\$ 4.76	\$ 4.76
<b>Arena Rentals (Ice-in) - Arena rental per hour</b>			
Youth groups (must consist of at least 80% youth)		\$ 62.57	\$ 63.80
Adult groups		\$ 102.67	\$ 104.71
Non Prime Time (Ice in) Arena Rental per hour Rental starting after 10 p.m. and ending before 6 a.m.		\$ 76.48	\$ 78.01
<b>Arena Admission - Single Admission</b>			
Child 0-12 months		Free	Free
Child 13 months-12 years		\$ 2.90	\$ 2.95
Senior 55 + years		\$ 2.90	\$ 2.95
Youth 13 -18 years		\$ 3.48	\$ 3.57
Adult 19 - 54 years.		\$ 4.57	\$ 4.67
Family-Immediate family to maximum of 2 parents and 4 children under the age of 18		\$ 9.95	\$ 10.14
<b>Punch Cards (11 admission passes)</b>			
Child 13 months -12 years		\$ 29.38	\$ 29.99
Senior 55 + years		\$ 29.38	\$ 29.99
Youth 13-18 years		\$ 34.67	\$ 35.38
Adult 19 -54 years		\$ 45.10	\$ 46.00
Family-Immediate family to maximum of 2 parents and 4 children under the age of 18		\$ 99.15	\$ 101.13
<b>Miscellaneous Skate Fees</b>			
Skate Rental		\$ 1.90	\$ 1.90
Skate aid		\$ 0.95	\$ Free
Skate sharpening		\$ 4.76	\$ 4.76

**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, 2014	Rates Effective Aug. 1, 2015
Youth groups (must consist of at least 80% youth)- Arena surface only		\$ 40.67	\$ 41.47
Adult groups - Arena surface only		\$ 53.48	\$ 54.57
Commercial facility rental			
8:00 a.m. to 5:00 p.m.		\$ 720.57	\$ 735.00
8:00 a.m. to 12:00 midnight		\$ 982.19	\$1001.85
5:00 p.m. to 2:00 a.m.		\$ 720.57	\$ 735.00
Each additional hour		\$ 81.81	\$ 83.43
Non-profit group facility rental			
8:00 a.m. to 5:00 p.m.		\$ 578.29	\$ 589.86
8:00 a.m. to 12:00 midnight		\$ 867.71	\$ 885.09
5:00 p.m. to 2:00 a.m.		\$ 578.29	\$ 589.86
Each additional hour		\$ 65.76	\$ 67.10

**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, 2014	Rates Effective Aug. 1, 2015
<b>Pool Rentals - per hour</b>		
0-49 people	\$ 75.00	\$ 76.52
50 + people	\$ 125.00	\$ 127.52
Deck Time ( 45 minutes)	\$ 32.52	\$ 33.19
Single lane	\$ 17.86	\$ 18.24
Special Needs Pool rental	\$ 34.62	\$ 35.33
One-half pool, shared rental per hour	\$ 37.76	\$ 38.53
<b>Pool Admission - Single Admission</b>		
Infant 0 - 12 months	Free	Free
Child 13 months -12 years	\$ 2.90	\$ 2.95
Senior 55 + years	\$ 2.90	\$ 2.95
Youth 13-18 years	\$ 3.48	\$ 3.57
Adult 19 - 54 years	\$ 4.57	\$ 4.67
Family- Immediate family to maximum of 2 parents and 4 children under the age of 18	\$ 9.95	\$ 10.14
Twoonie Swim	\$ 1.90	\$ 1.90
Special Event	\$ 4.76	\$ 4.76
<b>Punch Cards (11 admission passes)</b>		
Child 13 months - 12 years	\$ 29.38	\$ 29.99
Senior 55 + years	\$ 29.38	\$ 29.99
Youth 13-18 years	\$ 34.67	\$ 35.38
Adult 19-54 years	\$ 45.10	\$ 46.00
Family-Immediate family to maximum of 2 parents and 4 children under the age of 18	\$ 99.14	\$ 101.13
<b>Monthly Pool Pass Good for 30 Days</b>		
Child/Senior	\$ 43.81	\$ 44.67
Youth	\$ 52.48	\$ 53.53
Adult	\$ 68.24	\$ 69.62
Family (Immediate family to maximum of 2 parents and 4 children under the age of 18)	\$ 160.48	\$ 163.67
<b>Pool Lessons &amp; Programs</b>		
<b>Red Cross Swimming Lessons</b>		
* Parent & Tot levels 1-3 (includes one parent and one child)	\$ 50.60	\$ 51.60
* Preschool Levels 4-8	\$ 46.05	\$ 46.95
* Swim Kids Levels 1- 5 (10 ½ hr lessons)	\$ 34.80	\$ 35.50
* Swim Kids Levels 6-9 (10 / 45 minute lessons)	\$ 57.30	\$ 58.45
* Swim Kids Level 10 (medallion & certificate)	\$ 62.90	\$ 64.15
Aqua Adults Levels 1-3 (10 ½ hr lessons)	\$ 47.10	\$ 48.01
Badges & Stickers – each	\$ 2.14	\$ 2.18
* Special Needs (not School District) 10 - ½ hour lessons (one on one instruction)	\$ 57.30	\$ 58.45
* Special Needs Group Lesson (10 - ½ hour lessons)	\$ 34.85	\$ 35.55

**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, 2014	Rates Effective Aug. 1, 2015
Private Lessons -per half-hour		
* Children and youth – Individual	\$ 11.75	\$ 12.00
* Additional person	\$ 7.35	\$ 7.50
Adult – Individual	\$ 13.43	\$ 13.72
Additional person, each	\$ 10.24	\$ 10.42
School District classes - per hour		
* Up to 3 instructors	\$ 91.85	\$ 93.70
* Additional instructors, each	\$ 24.20	\$ 24.70
Swim Team – Monthly per person	\$ 30.38	\$ 31.00
*Tumble, Play, and Swim (Adult and Child)	\$ 71.25	\$ 72.70
*Tumble, Play, and Swim (Additional Child)	\$ 30.55	\$ 31.15
*Tumble, Play, and Swim drop in (Adult and Child)	\$ 7.85	\$ 8.00
*Tumble, Play, and Swim drop in (Additional Child)	\$ 3.05	\$ 3.10
Advanced Aquatic Courses		
Junior Lifeguard Club	\$ 92.90	\$ 94.75
Scuba Rangers	\$ 125.90	\$ 128.43
Bronze Cross	\$ 190.95	\$ 194.76
Bronze Cross Recertification.	\$ 81.91	\$ 83.57
Bronze Medallion/Senior Resuscitation	\$ 174.90	\$ 178.42
Bronze Medallion/Senior Resuscitation Recertification	\$ 54.57	\$ 55.67
National Lifeguard Standards Award	\$ 394.29	\$ 402.20
National Lifeguard Standards Award Recertification	\$ 109.14	\$ 111.32
Life Saving Camp (Bronze Medallion/Bronze Cross/Sr. Resuscitation)	\$ 278.19	\$ 283.76
Royal Lifesaving Instructor Award	\$ 299.57	\$ 305.57
Assistant Water Safety Instructor	\$ 272.29	\$ 277.78
Water Safety Instructor Recertification	\$ 91.00	\$ 92.80
Water Safety Instructor Award	\$ 327.38	\$ 333.91
B.O.A.T Certification - Manual	\$ 13.24	\$ 13.52
B.O.A.T. Certification - Exam	\$ 37.81	\$ 38.57
First Aid Programs		
CPR	\$ 61.29	\$ 62.54
CPR Recertification	\$ 50.29	\$ 51.29
Child Safe	\$ 66.86	\$ 68.19
Child Safe Recertification	\$ 55.57	\$ 56.66
Standard First Aid	\$ 136.48	\$ 139.24
Standard First Aid Recertification	\$ 55.57	\$ 56.66
Emergency First Aid	\$ 74.43	\$ 75.91
*Babysitter's Course – 8 hours 11-15 year old	\$ 58.30	\$ 59.45

\*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	\$ 6.00
<b>3. Refund of Fees</b>	
a) An applicant for a Building, Building Moving, Demolition, Plumbing or Sign 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 <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> </ul>	\$ 50.00												
<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 <ul style="list-style-type: none"> <li>i) Residential demolition</li> <li>ii) Commercial/industrial demolition</li> </ul>	\$1,000.00 \$4,000.00												
b) Building or Moving Permit	<table> <tr> <th>Construction Value (\$)</th><th>Deposit(\$)</th></tr> <tr> <td>0 – 30,000</td><td>200.00</td></tr> <tr> <td>30,0001 – 80,000</td><td>500.00</td></tr> <tr> <td>80,001 – 200,000</td><td>700.00</td></tr> <tr> <td>200,001 – 2,000,000</td><td>2,000.00</td></tr> <tr> <td>2,000,001 and over</td><td>4,000.00</td></tr> </table>	Construction Value (\$)	Deposit(\$)	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
Construction Value (\$)	Deposit(\$)												
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												
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: <ul style="list-style-type: none"> <li>i) An occupancy permit has been issued by the District with respect to the works that the Building or Moving Permit was issued; and,</li> <li>ii) The District has inspected adjacent highways, public utilities and District property which are found to be in a satisfactory condition.</li> </ul>													

**SCHEDULE K - CEMETERY RATES**

Rates do not include applicable taxes

	Care Fund (included)	Total Fee
Grave Space	\$ 100.00	\$ 400.00
Cremated Remains Size	\$ 30.00	\$ 120.00
Services - Opening and Closing grave for burials		
Monday- Friday 8:00 a.m. - 2:00 p.m.		\$ 565.00
Monday- Friday after 2:00 p.m.		\$ 770.00
Saturday, Sunday 8:00 a.m. - 2:00 p.m.		\$ 1,080.00
Statutory Holidays 8:00 a.m. - 2:00 p.m.		\$ 1,500.00
Services - Opening and Closing grave for Cremated Remains		
Monday- Friday 8:00 a.m. - 2:00 p.m.		\$ 155.00
Monday- Friday after 2:00 p.m.		\$ 360.00
Saturday, Sunday 8:00 a.m. - 2:00 p.m.		\$ 460.00
Statutory Holidays 8:00 a.m. - 2:00 p.m.		\$ 600.00
Services - Opening and Closing grave for Exhumation		
Monday - Friday 8:00 a.m. - 2:00 p.m.		\$ 620.00
Transfer of License		\$ 25.00
Installation of Memorials	\$ 30.00	\$ 120.00
Goods		
Grave Liners		\$ 325.00
Oversize Grave Liners		\$ 475.00
Cremation Vaults		\$ 130.00



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**SCHEDULE L - FREEDOM OF INFORMATION AND PRIVACY RATES**

Rates do not include applicable taxes

Any person wishing to inspect or obtain copies of correspondence or other information, pursuant to the Freedom of Information Bylaw in force from time to time, shall pay to the District the fees and charges as set out in the Regulations to the *Freedom of Information and Protection of Privacy Act*, in force from time to time.

**SCHEDULE M - BURNING PERMIT RATES**

<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.	No charge
<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.	\$ 25.00 (1-3 days)

**SCHEDULE N – ANIMAL CONTROL RATES**

Annual license fee for spayed/neutered dog over eight (8) months old	\$ 15.00
Annual license fee for not spayed/neutered dog over eight (8) months old	\$ 50.00
Replacement tags	\$ 7.50
Impoundment - Dogs & Cats	
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
Impoundment - Livestock - Large	
First impoundment	\$ 100.00
Second impoundment	\$ 125.00
Third impoundment	\$ 150.00
Fourth and subsequent impoundment	\$ 200.00
Miscellaneous	
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
Drop off Fee	
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
Adoption Fees - per animal	
Dogs (neutered by District)	
Under 22 pounds	\$ 245.00
22-44 pounds	\$ 260.00
Over 44 pounds	\$ 280.00
Dogs (spayed by District)	
Under 22 pounds	\$ 285.00
22-44 pounds	\$ 305.00
44-88 pounds	\$ 345.00
Over 88 pounds	\$ 390.00
Dogs over 1 year (spayed by District)	
Under 22 pounds	\$ 355.00
22-44 pounds	\$ 360.00
44-88 pounds	\$ 430.00
Over 88 pounds	\$ 500.00
Cats (spayed/neutered by District)	
Neuter	\$ 155.00
Spay	\$ 240.00
Pregnant spay	\$ 340.00
Cats/Dogs (spayed/neutered prior to impound)	\$ 50.00
Veterinary expenses	At cost
Drop off dog that has bitten within 14 days****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 of 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
plus Land Title and Survey Authority Fees	Additional
plus electronic filing costs	At cost
	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

**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



## DISTRICT OF PORT HARDY

### BYLAW NO. 1036-2014

#### A Bylaw to Amend the Sign Regulation Bylaw

**WHEREAS** the Council of the District of Port Hardy deems it expedient to amend District of Port Hardy Sign Regulation Bylaw No. 08-2009;

**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 Sign Regulation Bylaw Amendment Bylaw No. 1036-2014".

#### **PART 2 AMENDMENTS**

- 2.1 District of Port Hardy Sign Regulation Bylaw No. 08-2009 is hereby amended as follows:

- a) The definition "Zone" is hereby added as section 2.(x) as follows:

*"Zones" means* the corresponding zones into which the District of Port Hardy is divided in accordance with District of Port Hardy Zoning Bylaw No. 1010-2013."

- b) Section 4(vi) is hereby deleted and replaced with the following new section 4(vi):

" any sign erected on land owned by or under the responsibility of the District of Port Hardy including, but not limited to, parks and highways, or any sign authorized by or erected by the District of Port Hardy, Regional District of Mount Waddington, Province of British Columbia or Government of Canada;"

- c) "SIGN SCHEDULE B – REGULATIONS FOR SIGNS PERMITTED IN SPECIFIC ZONES", is hereby deleted and replaced with "SIGN SCHEDULE B – REGULATIONS FOR SIGNS PERMITTED IN SPECIFIC ZONES" attached to this Bylaw as SCHEDULE A.

#### **PART 3 SEVERABILITY**

- 3.1 If any portion of this Bylaw is for any reason held invalid by the decision of a court of competent jurisdiction, then the invalid portion shall be severed from this Bylaw and such decision does not affect the validity of the remaining portion of this Bylaw.

Read a first, second and third time on the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

Adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Director of Corporate &  
Development Services

\_\_\_\_\_  
Deputy Mayor

Certified a true copy of  
Bylaw No. 1036-2014 as adopted.



**SCHEDULE A  
TO  
DISTRICT OF PORT HARDY SIGN REGULATION BYLAW AMENDMENT BYLAW NO. 1036-2014**

**SIGN SCHEDULE B  
REGULATIONS FOR SIGNS PERMITTED IN SPECIFIC ZONES**

<b>Types of Signs Permitted in Specific Zones and Provisions</b>						
<b>Zone</b>	<b>Canopy</b>	<b>Fascia</b>	<b>Free-standing</b>	<b>Projecting</b>	<b>Sandwich Board</b>	<b>Window</b>
R-1: Single Detached Residential	X	One per parcel, max 0.56 m <sup>2</sup>	One per parcel, max 0.56 m <sup>2</sup> , max height 1.2 m	X	X	One per parcel, max 0.56 m <sup>2</sup>
R-1s: Strata Residential	X	One per parcel, max 0.56 m <sup>2</sup>	One per parcel, max 0.56 m <sup>2</sup> , max height 1.2 m	X	X	One per parcel, max 0.56 m <sup>2</sup>
R-2: Duplex Residential	X	One per parcel, max 0.56 m <sup>2</sup>	One per parcel, max 0.56 m <sup>2</sup> , max height 1.2 m	X	X	One per dwelling unit, max 0.56 m <sup>2</sup>
R-3: Manufactured Home Residential	X	One per parcel, max 1.0 m <sup>2</sup>	One per parcel, max height 2.7 m, max 1.0 m <sup>2</sup>	X	X	One per dwelling unit, max 0.56 m <sup>2</sup>
RM-1: Multiple Unit Residential	X	One per parcel, max 1.0 m <sup>2</sup>	One per parcel, max height 2.7 m, max 1.0 m <sup>2</sup>	X	X	One per dwelling unit, max 0.56 m <sup>2</sup>
RR-1: Rural Residential	X	One per parcel, max 0.56 m <sup>2</sup>	One per parcel, max 0.56 m <sup>2</sup>	X	X	One per dwelling unit, max 0.56 m <sup>2</sup>
C-1: General Commercial	Any number, copy on max 25% of canopy area	One per business, max height 2.7 m	One per property, max height 5 m	One per business, max 0.4 m <sup>2</sup>	One per business, max height 1.0 m, max width 0.6 m	One per business, max 1.0 m <sup>2</sup> or 25% of the window area, whichever is greater
C-2: Service Commercial	Any number, copy on max 25% of canopy area	One per business, max height 2.7 m	One per property, max height 5 m	One per business, max 0.4 m <sup>2</sup>	One per business, max height 1.0 m, max width 0.6 m	One per business, max 1.0 m <sup>2</sup> or 25% of the window area, whichever is greater

C-3: Town Centre Commercial	Any number, copy on max 25% of canopy area	One per business, max height 2.7 m	One per property, max height 5 m	One per business, max 0.4 m <sup>2</sup>	One per business, max height 1.0 m, max width 0.6 m	One per business, max 1.0 m <sup>2</sup> or 25% of the window area, whichever is greater
C-4: Commercial Animal Services	Any number, copy on max 25% of canopy area	One per business, max height 2.7 m	One per property, max height 5 m	One per business, max 0.4 m <sup>2</sup>	One per business, max height 1.0 m, max width 0.6 m	One per business, max 1.0 m <sup>2</sup> or 25% of the window area, whichever is greater
C-5: Tourist Commercial	Any number, copy on max 25% of canopy area	One per business, max height 2.7 m	One per property, max height 5 m	One per business, max 0.4 m <sup>2</sup>	One per business, max height 1.0 m, max width 0.6 m	One per business, max 1.0 m <sup>2</sup> or 25% of the window area, whichever is greater
M-1: Marine Commercial	Any number, copy on max 25% of canopy area	One per business, max height 2.7 m	One per property, max height 5 m	One per business, max 0.4 m <sup>2</sup>	One per business, max height 1.0 m, max width 0.6 m	One per business, max 1.0 m <sup>2</sup> or 25% of the window area, whichever is greater
M-2: Marine Industrial	Any number, copy on max 25% of canopy area	One per business, max height 2.7 m	One per property, max height 5 m	One per business, max 0.4 m <sup>2</sup>	One per business, max height 1.0 m, max width 0.6 m	One per business, max 1.0 m <sup>2</sup> or 25% of the window area, whichever is greater
M-3: Marine Forest Industrial	Any number, copy on max 25% of canopy area	One per business, max height 2.7 m	One per property, max height 5 m	One per business, max 0.4 m <sup>2</sup>	One per business, max height 1.0 m, max width 0.6 m	One per business, max 1.0 m <sup>2</sup> or 25% of the window area, whichever is greater
M-4: Seaplane Base	Any number, copy on max 25% of canopy area	One per business, max height 2.7 m	One per property, max height 5 m	One per business, max 0.4 m <sup>2</sup>	One per business, max height 1.0 m, max width 0.6 m	One per business, max 1.0 m <sup>2</sup> or 25% of the window area, whichever is greater
W-1: Waterfront	Any number, copy on max 25% of canopy area	One per business, max height 2.7 m	One per property, max height 5 m	One per business, max 0.4 m <sup>2</sup>	One per business, max height 1.0 m, max width 0.6 m	One per business, max 1.0 m <sup>2</sup> or 25% of the window area, whichever is greater

I-1: Light Industrial	Any number, copy on max 25% of canopy area	One per business, max height 2.7 m	One per property, max height 5 m	One per business, max 0.4 m <sup>2</sup>	One per business, max height 1.0 m, max width 0.6 m	One per business, max 1.0 m <sup>2</sup> or 25% of the window area, whichever is greater
I-2: Heavy Industrial	Any number, copy on max 25% of canopy area	One per business, max height 2.7 m	One per property, max height 5 m	One per business, max 0.4 m <sup>2</sup>	One per business, max height 1.0 m, max width 0.6 m	One per business, max 1.0 m <sup>2</sup> or 25% of the window area, whichever is greater
A-1: Airport	Any number, copy on max 25% of canopy area	Any number and size	Any number and size	Any number and size	One per business, max height 1.0 m, max width 0.6 m	One per business, max 1.0 m <sup>2</sup> or 25% of the window area, whichever is greater
P-1: Parks and Open Space	Any number, copy on max 25% of canopy area	One per business, max height 2.7 m	One per property, max height 5 m	One per business, max 0.4 m <sup>2</sup>	One per business, max height 1.0 m, max width 0.6 m	One per business, max 1.0 m <sup>2</sup> or 25% of the window area, whichever is greater
P-2: Institutional	Any number, copy on max 25% of canopy area	One per business, max height 2.7 m	One per property, max height 5 m	One per business, max 0.4 m <sup>2</sup>	One per business, max height 1.0 m, max width 0.6 m	One per business, max 1.0 m <sup>2</sup> or 25% of the window area, whichever is greater
GH-1: General Holdings	Any number, copy on max 25% of canopy area	One per bldg face, max height 2.7 m	One per property, max height 5 m	One per business, max 0.4 m <sup>2</sup>	One per business, max height 1.0 m, max width 0.6 m	One per business, max 1.0 m <sup>2</sup> or 25% of the window area, whichever is greater
CD-1: Comprehensive Development 1	Any number, copy on max 25% of canopy area	One per business, max height 2.7 m	One per property, max height 5 m	One per business, max 0.4 m <sup>2</sup>	One per business, max height 1.0 m, max width 0.6 m	One per business, max 1.0 m <sup>2</sup> or 25% of the window area, whichever is greater

CD-2: Comprehensive Development 2	Any number, copy on max 25% of canopy area	One per business, max height 2.7 m	One per property, max height 5 m	One per business, max 0.4 m <sup>2</sup>	One per business, max height 1.0 m, max width 0.6 m	One per business, max 1.0 m <sup>2</sup> or 25% of the window area, whichever is greater
CD-3: Comprehensive Development 3	Any number, copy on max 25% of canopy area	One per business, max height 2.7 m	One per property, max height 5 m	One per business, max 0.4 m <sup>2</sup>	One per business, max height 1.0 m, max width 0.6 m	One per business, max 1.0 m <sup>2</sup> or 25% of the window area, whichever is greater
CD-4 Comprehensive Development 4	Any number, copy on max 25% of canopy area	One per business, max height 2.7 m	One per property, max height 5 m	One per business, max 0.4 m <sup>2</sup>	One per business, max height 1.0 m, max width 0.6 m	One per business, max 1.0 m <sup>2</sup> or 25% of the window area, whichever is greater
CD-5: Comprehensive Development 5	Any number, copy on max 25% of canopy area	One per business, max height 2.7 m	One per property, max height 5 m	One per business, max 0.4 m <sup>2</sup>	One per business, max height 1.0 m, max width 0.6 m	One per business, max 1.0 m <sup>2</sup> or 25% of the window area, whichever is greater